



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
June 10, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on June 10, 2025. The recordings are retained for a one-year period, and recordings will be provided upon request within one year of the meeting date. The meeting was called to order at 4:31 p.m., by Chairman Waylon Martin.

**\*ROLL CALL\***

**Board of Trustees Members Present:**

Waylon Martin – Chairman  
Vacant Position – Vice-Chairman  
Dan Green - Secretary  
Lowell Hanna – Treasurer  
Vacant Position – Board Member

**Staff:** Amber Wimsatt – Interim Executive Director  
Theresa Micallef – Office Manager  
Maggie Atchley – Field Manager

**Absent:** None

**Guest:** None (Zoom not working)

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of May 13, 2025 Regular Meeting Minutes** – A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dan Green to approve the May 13, 2025 Regular Business Meeting Minutes as submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes was signed by Secretary Dan Green. (2025-049)

**Bills & Checks** - Bills and Checks were given to Board Members for review and approval. Bills and checks were approved as presented by way of review and signatures.

**Monthly Master Spreadsheet** – A copy of the ‘Monthly Master Spreadsheets was distributed to the Board Members. Treasurer Lowell Hanna discussed the ‘Monthly Master Spreadsheets’ with the Board Members.

**FY 2025-2026 Pay Matrix** – Copies of the ‘Pay Matrix FY July 1, 2025 - June 30, 2026’ with the 3.0% approved COLA, and the ‘Pay Matrix FY July 1, 2024 - June 30, 2025’ were distributed to the Board Members for review and discussion. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to accept the ‘FY July 1, 2025 - June 30, 2026 Pay Matrix’ including the previously approved 3.0% COLA for the full-time permanent staff of CCVCD, with no further discussions, motion unanimously approved. (2025-050)

**Employee Handbook Development** – Interim Executive Director Amber Wimsatt discussed with the Board Members the ‘Special Districts Association of Oregon Consulting Services Agreement’ for the development of the ‘CCVCD Employee Handbook’. A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to authorize Interim Executive Director Amber Wimsatt to sign the ‘Special Districts Association of Oregon Consulting Services Agreement’ between SDAO and CCVCD for the development of the ‘CCVCD Employee Handbook’, with no further discussions, motion unanimously approved. (2025-051)

**LRS Remodel Discussion** – Interim Executive Director Amber Wimsatt and the Board Members discussed the ‘LRS’ remodel contract, and a decision was made to have Chairman Waylon Martin contact CCVCD’s Attorney Eileen Eakins to discuss the ‘LRS’ remodel contract and bring the information back to the CCVCD Board. Interim Executive Director Amber Wimsatt discussed changes that could be made to the CCVCD building and suggested that the Board Members do a walk-through of the building with her at a future date.

**Board Member Recruitment “ABC”** – Interim Executive Director Amber Wimsatt informed the Board Members that the Clackamas County Commissioners and the Clackamas County “ABC” would be helping CCVCD with acquiring new Board Members. Interim Executive Director Amber Wimsatt and the Board Members discussed the CCVCD Board Member recruitment for the two (2) open Board Member positions.

**\*5-minute break, from 5:05 pm to 5:10 pm\***

**Public Health Discussion** – Interim Executive Director Amber Wimsatt informed the Board Members that Staff from Clackamas County Public Health came to CCVCD to meet and discuss public health information and to start once a month meetings with CCVCD. Interim Executive Director Amber Wimsatt informed the Board Members that she is attending the Oregon Mosquito Vector Control Association (OMVCA) monthly meetings, and she is involved with VectorSurv which helps public health agencies manage surveillance data, visualize trends, and make real-time decisions to prevent the spread of vector-borne diseases and protect public health.

**Audit Discussion** – Interim Executive Director Amber Wimsatt and the Board Members discussed having the forensic audit done by Trupoint Analytics. Board Members agreed to have Chairman Waylon Martin talk to Attorney Eileen Eakins about the forensic audit.

**Pay Matrix for Interim Executive Director** – Interim Executive Director Amber Wimsatt distributed to the Board Members paperwork regarding her work and educational background, a discussion was held and the Board Members agreed to look over the paperwork and discuss the pay matrix for Interim Executive Director Amber Wimsatt at the next Board Meeting.

**Items That May Occur Before the Meeting:**

Interim Executive Director Amber Wimsatt distributed to the Board Members paperwork regarding the 'Special District Board Member Handbook' and 'BOLI' 'Workplace Bullying'.

**Public Comment – Limited to 5 minutes per person:**

No public comment.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:35 p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: \_\_\_\_\_

Board Position: \_\_\_\_\_