



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**

August 12, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on August 12, 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 4:30 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, Via Cell Phone  
James Rhodes – Board Member oath at 4:33 p.m.  
Everett Wild – Board Member oath at 4:37 p.m.

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

**Absent:** None

**Guest:** Chris West - Owner/President of PAC/WEST Resources  
Taurica Salmon - Citizen of the County, Via Zoom  
James Rhodes – Citizen of the County  
Everett Wild – Citizen of the County, arrived at 4:35 p.m.

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Oath of Board Reading for James Rhodes** – With appointment by the Clackamas County Board of Commissioners, James Rhodes was sworn in for appointment to the Board of Trustees for Clackamas County Vector Control District. The oath of office was read, signed and notarized. The term of office is for a four-year period; the term will expire on August 12<sup>th</sup>, 2029.

**Approval of July 8, 2025 Regular Meeting Minutes** – A motion was made by Secretary Dan Green, seconded by Treasurer Lowell Hanna to approve the July 8, 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. (2025-058)

**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.

**Oath of Board Reading for Everett Wild** – With appointment by the Clackamas County Board of Commissioners, Everett Wild was sworn in for appointment to the Board of Trustees for Clackamas County Vector Control District. The oath of office was read, signed and notarized. The term of office is for a four-year period; the term will expire on August 12<sup>th</sup>, 2029.

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

**Resolution for Auction of Trucks** – Interim Executive Director Amber Wimsatt informed the Board Members that CCVCD will be auctioning off four (4) trucks that have reached the limit of useful service to the District and are being declared surplus. A discussion followed. A Motion was made by Secretary Dan Green, seconded by Board Member James Rhodes to sign the ‘Truck Auction Resolution #2025-056’ and to sign letters for the auction of surplus equipment for CCVCD District vehicles #2247, 2250, 2254, and 2255, the above-mentioned vehicles have reached the limit of their useful service and are being declared surplus. Motion unanimously approved. The truck auction paperwork was signed. (2025-059)

**Signing of the Wilcox Arredondo & Co., Annual Contract** – Interim Executive Director Amber Wimsatt informed the Board Members that Wilcox Arredondo & Co., performs bookkeeping and payroll services for CCVCD, the annual contract is due to be approved and signed. A motion was made by Secretary Dan Green, seconded by Board Member James Rhodes to approve the Wilcox Arredondo & Co., annual contract to perform bookkeeping and payroll services for CCVCD. A discussion followed regarding a review of this contract in 6 months. Motion unanimously approved. The Wilcox Arredondo & Co., contract was signed. A discussion followed regarding Board Members having a copy of future contracts to read. (2025-060)

**Board Training** – Paperwork titled ‘SDAO Public Meetings Law Training’ and ‘SDAO Board of Directors and Management Staff Training Series’ was distributed to the Board Members. Interim Executive Director Amber Wimsatt informed the Board Members that these training courses are recommended for them to attend. Interim Executive Director Amber Wimsatt and Office Manager Theresa Micallef will be attending the ‘SDAO Board of Directors and Management Staff Training Series’. Board Members that choose to attend the trainings will be reimbursed if a receipt is presented to the District. SDAO ‘Public Meeting Law Training’ is approved by the

Oregon Government Ethics Commission and would fulfil the requirements for the District under ORS 192.700, this training can be done at the District by SDAO for the Board Members to be compliant. Board Members will be notified as to when this will occur.

**November Board Meeting Date Change** – Chairman Waylon Martin informed the Board Members that the Board Meeting for November 11<sup>th</sup> falls on the Veterans Day Holiday in which the District will be closed, and the Board meeting date will need to be changed to the following week on November 18<sup>th</sup>, Board Members agreed to the date change. Interim Executive Director Amber Wimsatt informed the Board Members that there is also a professional conference in Portland that week that all staff will be attending.

**Fall Conference Update** – Interim Executive Director Amber Wimsatt updated the Board Members about the upcoming fall conferences that staff will and will not be attending.

**Audit Update** – Interim Executive Director Amber Wimsatt discussed with the Board Members moving forward with the forensic audit, the cost and acquiring a contract for the next meeting to decide a plan of action.

\* Maggie Atchley – Field Manager and Taurica Salmon - Citizen of the County, Via Zoom, left the Board Meeting at 5:00 p.m.

**\*The Regular Business Meeting of the Board of Trustees adjourned at 5:00 p.m., to go into Executive Session.**

**\*Executive Session started at 5:00 p.m.**

\* Chris West - Owner/President of PAC/WEST Resources left the Executive Session and Board Meeting at 5:32 p.m.

**\*Executive Session adjourned at 6:00 p.m.**

**\*The Regular Business Meeting of the Board of Trustees Resumed at 6:00 p.m.**

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

Interim Executive Director Amber Wimsatt discussed an email with the Board Members she had received from CBX regarding the security cameras on the District property.

Interim Executive Director Amber Wimsatt updated the Board Members on the NROD situation with the City of Oregon City, the open permits with the City of Oregon City, previous remodel plans for the District building and future District building upgrades. Board Members agreed to discuss security plans and safety of staff at an Executive Session.

Interim Executive Director Amber Wimsatt updated the Board Members regarding social media postings about a rabid bat found in Clackamas County, Pierce County in Tacoma Washington had a potential local case of Malaria, and the Chikungunya virus in China. Interim Executive Director Amber Wimsatt informed the Board Members that she is working with Chris from Pac/West and Clackamas County Public Health to ensure that everyone including the citizens of the County are updated through emails and social media postings.

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

No public comment.

Board Members discussed where to place the 'Public Comment' line item on future agendas.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 6:22 p.m., by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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