



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
September 9, 2025

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on September 9, 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 4:35 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 phone  
Everett Wild – Board Member, Arrived at 4:49 p.m.  
James Rhodes – Board Member

**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

**Items before the Board:**

**Review, Modify or Accept Agenda**

**Approval of August 12, 2025 Regular Meeting Minutes** – A motion was made by Secretary Dan Green, seconded by Board Member James Rhodes to approve the August 12, 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. (2025-061)

**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 and Office Manager Theresa Micallef discussed the 'Monthly Master Spreadsheets' with the Board Members.

**Audit Update** - To be discussed in Executive Session.

**Pesticide Surplus Update** - Interim Executive Director Amber Wimsatt updated the Board Members regarding CCVCD's unusable and/or unused pesticide in storage at CCVCD.

**Handbook/Policy and Procedures Update** - Interim Executive Director Amber Wimsatt updated the Board Members regarding the progress of the CCVCD Handbook/Policy and Procedures.

\*Board Member Everett Wild arrived at 4:49 p.m.

**End of Season and Future Staffing Needs** - Interim Executive Director Amber Wimsatt discussed with the Board Members the end of season and the full-time staffing needs of CCVCD. Board Members asked for job descriptions of full-time staff positions that are needed at CCVCD, information on how the positions would impact the budget, and to bring this information to the next Board Meeting for discussion.

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

Interim Executive Director Amber Wimsatt updated the Board Members regarding the 'Public Meeting Laws Training' offered by 'Special Districts Association of Oregon', it is a 2-to-2.5-hour class to fulfill the requirements for the CCVCD Board Members to be compliant under ORS 192.700. The Board Members asked Interim Executive Director Amber Wimsatt to schedule the training class for the same day as a CCVCD Board Meeting.

#### **Public Comment - Limited to 5 minutes per person:**

Chris West - Owner/President of PAC/WEST Resources informed the Board Members that he has terminated a contract with a subcontractor and is reaching out to the education network to see if there is anybody interested in taking over the education program. Chris West updated the Board Member on the 'Tire Recycling Program' in process, and the "Newspaper and Digital Advertising" that has ended for the season.

\* Chris West - Owner/President of PAC/WEST Resources left the Board Meeting at 5:04 p.m.

**Executive Session, ORS 192.660(2)(0), Facility Security:**

**\*The Regular Business Meeting of the Board of Trustees adjourned at 5:05 p.m., to go into Executive Session.**

**\*Executive Session started at 5:05 p.m.**

**Adjournment:**

There being no further business before the Board, the **Executive Session was adjourned at 5:36 p.m.**, by Chairman Waylon Martin.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

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

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