



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

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

February 10th, 2026

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on February 10th, 2026. 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 Dan Green.

ROLL CALL

Board of Trustees Members PRESENT:

Dan Green – Chairman
Waylon Martin – Vice-Chairman
James Rhodes– Secretary
Lowell Hanna – Treasurer
Everett Wild – Board Member – Via Zoom

Board of Trustees Members ABSENT:

None.

Staff PRESENT:

Amber Wimsatt – Interim Executive Director
Theresa Micallef – Office Manager
Maggie Atchley – Field Manager
Clare Babcock - Biologist

Staff ABSENT:

None.

Guest: Chris West - Owner/President, PAC/WEST Resources – Via Zoom
Eileen Eakins – Attorney, Cable Huston LLP – Via Zoom
Jennifer Prager – Director, Morones Analytics – Via Zoom
Gordon Sletmo - Consultant, SDAO
Kenny Frentress - Consultant, SDAO
Bob Bergis – Citizen
Alexander Allsup - Citizen

Items before the Board:

Review, Modify or Accept Agenda:

No change.

***The Regular Business Meeting of the Board of Trustees adjourned at 4:34 p.m., to go into Executive Session held pursuant to ORS 192.660(2)(h): To confer with legal counsel regarding litigation filed or likely to be filed.**

***Executive Session started at 4:36 p.m.**

***Executive Session adjourned at 5:30 p.m.**

***The Regular Business Meeting of the Board of Trustees Resumed at 5:35 p.m.**

Approval of the January 13th, 2026 Regular Meeting Minutes – A motion was made by Secretary James Rhodes, seconded by Vice-Chairman Waylon Martin to approve the January 13th, 2026 Regular Business Meeting Minutes as submitted via e-mail. With no further discussion.

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Chairman, Dan Green - Yes

The original copy of the approved minutes was signed by Secretary James Rhodes. (2026-011)

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.

Resolution to Transfer from the General fund to the Land & Building fund – Chairman Dan Green read to the Board Members the ‘Resolution to Transfer Funds’ from the Oregon Local Government Investment Pool (LGIP) General Fund (#3013), to Oregon Local Government Investment Pool Building & Land Fund (#3014), for the budget year 2025-2026. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Waylon Martin to approve Resolution # (2026-010) to transfer \$500,000.00 dollars from the Oregon Local Government Investment Pool General Fund (#3013) to Oregon Local Government Investment Pool Building & Land Fund (#3014) for the budget year 2025-2026. A discussion occurred regarding the timing of transferring funds.

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Chairman, Dan Green - Yes

Chairman Dan Green and Treasurer Lowell Hanna signed the 'LGIP Transfer Resolution' # (2026-010).

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.

Cable Huston LLP Contract – For General Counsel – Interim Executive Director Amber Wimsatt, Attorney Eileen Eakins, and the Board Members discussed the contract with Cable Huston LLP, for general counsel. A motion was made by Board Member Everett Wild, seconded by Treasurer Lowell Hanna to approve the contract with Cable Huston LLP, for general counsel for Clackamas County Vector Control District. With no further discussion. Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Chairman, Dan Green - Yes

Chairman Dan Green signed the contract with Cable Huston LLP, for CCVCD's general counsel. (2026-012)

Discuss Proposed CCVCD Employee Handbook – Treasurer Lowell Hanna informed the Board Members that the proposed "CCVCD Employee Handbook" is available for the Board of Trustees to make changes as needed. A motion was made by Treasurer Lowell Hanna, seconded by Secretary James Rhodes to adopt the proposed "CCVCD Employee Handbook". A discussion occurred regarding future possible changes in the "CCVCD Employee Handbook". (2026-013)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green - Yes

Director Recruitment Document Discussion with SDAO Consultant – Board Members and Gordon Sletmo, SDAO Consultant, discussed The scope of work, timeline, position description, salary, salary study, advertising sites, and hiring methodology for the CCVCD Director recruitment.

A motion was made by Secretary James Rohdes, seconded by Treasurer Lowell Hanna to accept the CCVCD Executive Director job description as presented with the changes discussed. With no further discussion. (2026-014)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

5 Minute Break 6:25 p.m. to 6:30 p.m.

A motion was made by Secretary James Rhodes, seconded by Vice-Chairman Waylon Martin to adopt; 1. Application Review, 2. Stakeholder virtual interview, and 3. In-person Board interview of finalist. With no further discussion. (2026-015)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

Eileen Eakins, Attorney from Cable Huston LLP and the Board Members discussed executive session under the authority of ORS 192.660(2)(a).

A motion was made by Secretary James Rhodes, seconded by Treasurer Lowell Hanna to approve a travel and lodging reimbursement of up to \$500.00 for candidates invited to onsite interviews, as written in the packet. A discussion followed. (2026-016)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

A motion was made by Board Member Everett Wild, seconded by Vice-Chairman Waylon Martin to approve the CCVCD Executive Director job suggested advertising sites; CCVCD website, SDAO.com, LinkedIn, AMCA, \$140.00 for League of Oregon Cities, Association of Oregon Counties, and \$163.00 for Mac's List With no further discussion. (2026-017)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary, Jame Rhodes – Not present at time of vote.

Chairman, Dan Green – Yes

Gordon Sletmo, SDAO Consultant and the Board Members, discussed having HR Answers perform a salary study for the CCVCD Executive Director job position. A motion was made by Vice-Chairman Waylon Martin, seconded by Secretary James Rhodes to approve HR Answers performing a salary study for CCVCD's Executive Director job position. A discussion followed. (2026-018)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Secretary, James Rhodes - Yes

Board Member, Everett Wild – Abstain

Chairman, Dan Green – Yes

Pac/West Resources Update on Education and Outreach – Chris West - Owner/President, PAC/WEST Resources updated the Board Members regarding the new PAC/WEST Resources sub-contractor for education, the proposed Budget for next fiscal year, and the contract with PAC/WEST Resources that expires on April 16th, 2026.

Chris West - Owner/President, PAC/WEST Resources left the Board Meeting at 7:20 p.m.

To Hear Complaints Brought Against a Staff Member, Interim Executive Director – Interim Executive Director Amber Wimsatt stated that she is waiving her right to and executive session to discuss this matter. A discussion followed and a decision was made to procure a mediator for the staff issues.

Wilcox & Arredondo Contract – Accounting Firm – The Board Members and Interim Executive Director Amber Wimsatt discussed the Wilcox & Arredondo Accounting Firm contract, and a decision was made to invite Jeremy Gingerich, CPA and Partner of Wilcox Arredondo & Co., to the March Board Meeting to discuss the contract.

Annual Pesticide Use Plan Approval – Interim Executive Director Amber Wimsatt updated the Board Members regarding the changes to the “2026 Annual Pesticide Use Plan”. A motion was made by Secretary James Rhodes, seconded by Board Member Everett Wild to accept the “2026 Annual Pesticide Use Plan” as presented. With no further discussion. (2026-019)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary James, Rhodes – Yes

Chairman, Dan Green - Yes

Cosco Fire Protection – Fire System Repair Quotes – Interim Executive Director Amber Wimsatt and the Board Members discussed the Cosco Fire Protection quotes for the CCVCD fire system repairs. A motion was made by Secretary James Rhodes, seconded by Vice-Chairman Waylon Martin to approve the two (2) quotes from Cosco Fire Protection for the CCVCD fire system repairs in the amounts of \$729.00 for the portable fire extinguishers and \$2415.50 for repair of the flow sprinklers. With no further discussion. (2026-020)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Vice-Chairman, Waylon Martin – Yes

Board Member, Everett Wild – Yes

Secretary James, Rhodes – Yes

Chairman, Dan Green - Yes

Public Comment - Limited to 5 minutes per person:

Board Member Everett Wild made a recommendation for posting executive sessions.

Adjournment:

There being no further business before the Board, the Regular Business Meeting was adjourned at 7:50 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____