



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

January 13th, 2026

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on January 13th, 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 4:55 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
Everett Wild – Board Member
James Rhodes – Board Member

Board of Trustees Members AFTER Election of Officers:

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

Board of Trustees Members ABSENT:

None

Staff PRESENT:

Amber Wimsatt – Interim Executive Director
Theresa Micallef – Office Manager

Staff ABSENT:

Maggie Atchley – Field Manager
Clare Babcock - Biologist

Guest: Gordon Sletmo, SDAO
Bob Bergis – Via Zoom

Items before the Board:

Message From Interim Director – Interim Director Amber Wimsatt thanked the Board of Trustees for the opportunity to work at CCVCD and the support from the Board of Trustees. A discussion was held regarding the February Board of Trustees meeting.

Election of Officers - Officers in attendance at the meeting discussed their current positions and future positions.

A nomination and motion were made by Lowell Hanna, seconded by Waylon Martin to place Dan Green as Chairman of the CCVCD Board of Trustees, a discussion followed. Motion approved by roll call vote:

Waylon Martin – Yes

Lowell Hanna – Yes

Everett Wild - Yes

James Rhodes - Yes

Dan Green – Abstain

Motion #2026-001

A nomination and motion were made by James Rhodes, seconded by Dan Green to place Waylon Martin as Vice-Chairman of the CCVCD Board of Trustees, with no further discussion motion approved by roll call vote:

Waylon Martin – Yes

Lowell Hanna – Yes

James Rhodes - Yes

Everett Wild - Yes

Dan Green – Yes

Motion #2026-002

A nomination and motion were made by Lowell Hanna, seconded by Waylon Martin to place James Rhodes as Secretary of the CCVCD Board of Trustees, a discussion followed. Motion approved by roll call vote:

Lowell Hanna – Yes

Waylon Martin – Yes

James Rhodes - Abstain

Everett Wild - Yes

Dan Green – Yes

Motion #2026-003

A nomination and motion were made by Lowell Hanna, seconded by James Rhodes to place Lowell Hanna as Treasurer of the CCVCD Board of Trustees, with no further discussion motion approved by roll call vote:

Lowell Hanna – Yes

Waylon Martin – Yes

James Rhodes - Yes

Everett Wild – Yes

Dan Green – Yes

Motion #2026-004

Board Member of the CCVCD Board of Trustees is Everett Wild.

Review, Modify or Accept Agenda - A motion was made by Secretary James Rhodes, seconded by Treasurer Lowell Hanna to accept the agenda.

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

Motion #2026-005

Approval of December 9th, 2025 Regular Meeting Minutes - A motion was made by Treasurer Lowell Hanna, seconded by Secretary James Rhodes to approve the December 9th, 2025 Regular Business Meeting Minutes as submitted via e-mail.

With no further discussion motion approved by roll call vote:

Chairman Dan Green - Yes

Vice-Chairman Waylon Martin - Yes

Secretary James Rhodes - Yes

Treasurer Lowell Hanna - Yes

Board Member Everett Wild - Yes

The original copy of the approved minutes was signed by Secretary James Rhodes.

Motion #2026-006

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.

Set COLA (Budget Purposes) - Paperwork was distributed to the Board Members regarding the 'CPI'. The 'COLA' discussion at this meeting is for budget purposes only. Any actual 'COLA' amount is determined by the Board Members at the June 2026 Board Meeting. The actual 'COLA' amount cannot be more than the amount budgeted. After a discussion regarding the 'CPI', the Board Members made the decision that 5.4% would be the figure to work within for budgeting purposes. A motion was made by Secretary James Rhodes, seconded by Treasurer Lowell Hanna, to place 5.4% 'COLA' into the FY 2026-2027 budget that will be reviewed in June to determine the actual 'COLA' to be adopted, not to exceed 5.4%.

With no further discussion motion approved by roll call vote:

Chairman Dan Green - Yes

Vice-Chairman Waylon Martin - Yes

Secretary James Rhodes - Yes

Treasurer Lowell Hanna - Yes

Board Member Everett Wild - Yes

Motion #2026-006

Approval of Pesticide Use Plan 2026 and Annual Work Program Fy 26-27 –

Copies of the draft '2026 Annual Pesticide Use Plan' and draft 'Annual Work Program Fy 2026-2027' were distributed to Board Members. Interim Executive Director Amber Wimsatt informed the Board Members that the 'Annual Pesticide Use Plan 2026' will need some minor changes made due to updates and will be presented with the updates for approval at the February Board Meeting. A short discussion followed about where the Annual Work Program will be sent. A motion was made by Secretary James Rhodes, seconded by Treasurer Lowell Hanna to approve the draft 'Annual Work Program for Fiscal Year 2026-2027' as presented. With no further discussion motion approved by roll call vote:

Chairman Dan Green - Yes
Vice-Chairman Waylon Martin - Yes
Secretary James Rhodes - Yes
Treasurer Lowell Hanna - Yes
Board Member Everett Wild – Yes
Motion #2026-007

Director Recruitment, SDAO Consulting Service Discussion – Gordon Sletmo, Senior Consultant for SDAO talked with the Board Members about the CCVCD Director Recruitment process and timeline. A motion was made by Treasurer Lowell Hanna, seconded by Board Member Everett Wild to engage SDAO for external recruitment, and to approve the presented scope of work and timeline for the CCVCD Executive Director position hiring.

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
Motion #2027-008

Board Members discussed the 'Executive Director Job Description' and the CCVCD current 'Pay Matrix'. It is the Board Members intent to discuss the current 'Pay Matrix' and 'Executive Director Job Description' at the February 2026 Board Meeting.

Gordon Sletmo, Senior Consultant for SDAO informed the Board Members that before the February Board Meeting he will review and comment on the job description, create the job announcement, create a list of proposed job sites to post the job announcement on with a timeline attached and present this information to the Board Members at the February 2026 Board Meeting. Gordon will also be asking for information about the District to place in the announcement, the Board Members asked Interim Executive Director Amber Wimsatt to provide the information to Gordon Sletmo, Senior Consultant for SDAO.

Revisit Proposed CCVCD Employee Handbook – The Board Members and Interim Executive Director Amber Wimsatt discussed the Proposed 'CCVCD Employee Handbook'. A motion was made by Vice-Chairman Waylon Martin, seconded by Board Member Everett Wild, to deal with the revised 'CCVCD Employee Handbook'

at the February 2026 Board Meeting with Attorney Eileen Eakins present in an executive session.

With no further discussion motion approved by roll call vote:

Secretary James Rhodes – Yes

Board Member Everett Wild – Yes

Treasurer Lowell Hanna – Opposed

Vice-Chairman Waylon Martin - Yes

Chairman Dan Green – Yes

Motion #2026-009

Items That May Occur Before the Meeting:

No Items.

Board Members asked for the line item ‘Items That May Occur Before the Meeting’ be deleted from the ‘Agenda’.

Public Comment – Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the Regular Business Meeting Secretary James Rhodes moved to adjourn, seconded by Treasurer Lowell Hanna, the Regular Business Meeting was adjourned at 7:17 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____