



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE CCVCD BOARD OF TRUSTEES
March 10, 2026

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on March 10, 2026. The recordings are retained for a one-year period, and recordings will be provided upon request within one year of the meeting. 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, Via Zoom
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
Maggie Atchley – Field Manager
Clare Babcock - Biologist

Staff ABSENT:

None

Guest:

Gordon Sletmoe - Consultant, SDAO – Via Zoom, exited the Board Meeting at 5:17 p.m.
Chris West - Owner/President, PAC/WEST Resources
Jeremy Gingerich/Partner, CPA, Wilcox Arredondo & Co. – Via Zoom, exited the Board Meeting at 5:24 p.m.
Chris Ocegueda – Citizen – Via Zoom
Brandi Balko – Citizen – Via Zoom
Alexander Allsup - Citizen

Items before the Board:

Review, Modify or Accept Agenda – Chairman Dan Green requested moving the Wilcox & Arredondo Contract to the first item of discussion. Secretary James Rhodes requested keeping Gordon Sletmoe, Consultant from SDAO at the top of the agenda. Jeremy Gingerich/Partner, CPA from Wilcox Arredondo & Co., was attending by Zoom and having audio connection problems and therefore the Board Members started with Gordon Sletmoe, Consultant from SDAO.

Board of Trustees Discussion of Updated Timeline, Position Description, Salary, and Hiring Methodology - Gordon Sletmoe, Consultant for SDAO informed the Board Members that the CCVCD Executive Director position timeline, position description, salary, and hiring methodology paperwork had been updated. The Board Members discussed and agreed to the dates for the interview process to occur. Interim Executive Director Amber Wimsatt discussed with the Board Members and Gordon Sletmoe, Consultant for SDAO, as to where the interviews would be held. The Board Members discussed the CCVCD Compensation Survey 2026 Study done by HR Answers, pay equity, cost of living adjustment (COLA), and CCVCD's pay matrix. The Board Members were in consensus to keep the current CCVCD pay matrix for the Executive Director position.

Public Hearing on Executive Director Job Duties and Hiring Process – Chairman Dan Green opened the 'Public Hearing' regarding the 'Executive Director Job Duties and Hiring Process' at 5:13 p.m.

Citizen Alexander Allsup informed the Board Members that after listening to the Board Members discuss the Executive Director position salary and it being higher than other counties and districts, he felt that it is important for CCVCD to get the best Director for the district and that the CCVCD salary is suitable for that.

With no further comments from the public, Chairman Dan Green closed the Public Hearing at 5:15 p.m.

Board of Trustees Final Approval of Updated Timeline, Position Description, Salary, and Hiring Methodology – A motion was made by Secretary James Rhodes, seconded by Board Member Everett Wild to approve the Updated Timeline, Position Description, Salary, and Hiring Methodology for the CCVCD Executive Director Position as presented March 10th, 2026. With no further discussion.

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Vice-Chairman, Waylon Martin – Yes

Chairman, Dan Green – Yes

Gordon Sletmoe, Consultant for SDAO informed the Board Members that he will finalize the job announcement, start advertising on March 13th, 2026, discuss with the Board Members who to have on the stakeholder panel, what the interview questions will be and the locations for the meetings and interviews.

Wilcox & Arredondo Contract – Accounting Firm – The Board Members and Jeremy Gingerich/Partner, CPA, with Wilcox Arredondo & Co., discussed the engagement letter, and contract that CCVCD has with Wilcox Arredondo & Co. The contract will end on June 30th, 2026. Jeremy Gingerich/Partner, CPA, with Wilcox Arredondo & Co., informed the Board Members that he will have a new FY 2026-2027 engagement letter and contract drawn up for discussion at the next Board Meeting.

Pac/West Resources Budget and Contract Update – The Board Members, Interim Executive Director Amber Wimsatt and Chris West the Owner/President of PAC/WEST Resources discussed the PAC/WEST Resources Budget, Contract for the FY 2026-2027, and ADA Compliancy for the CCVCD Website. The current annual contract expires April 17th 2026. Interim Executive Director Amber Wimsatt will research if the ADA Compliancy for the CCVCD Website will need to be certified.

***5 Minute Break 5:40 p.m. to 5:45 p.m.**

FY 25-26 Budget Amendment Discussion – Interim Executive Director Amber Wimsatt and the Board Members discussed the CCVCD FY 2025-2026 Supplemental Budget, transfer amounts, where funds were to be transferred from, what fund they would be transferred to, and when the CCVCD FY 2025-2026 Supplemental Budget and Supplemental Budget Hearing would take place. Interim Executive Director Amber Wimsatt will confirm the CCVCD FY 2025-2026 Supplemental Budget information with Eileen Eakins Attorney from Cable Huston LLP. The CCVCD FY 2025-2026 Supplemental Budget and Supplemental Budget Hearing will be at the April 14, 2026 Board Meeting.

FY 26-27 Budget – New Budget Form Minimum Requirements Update - Interim Executive Director Amber Wimsatt and the Board Members discussed the new forms, the compliance processes for the CCVCD FY 2026-2027 Budget, working with Clackamas County Finance to help get extra support with the budget, and to see what services they could offer, the cost, and how quickly they could start. A motion was made by Board Member Everett Wild, seconded by Secretary James Rhodes to direct Interim Executive Director Amber Wimsatt to engage in conversations with Clackamas County through the County Administrator or other staff as appropriate to explore an intergovernmental agreement with Clackamas County for the purposes of performing services to CCVCD including but not limited to finance and budget preparation, payroll, human resources, and fleet management. 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

Budget Committee Meeting Date Proposal – Interim Executive Director Amber Wimsatt and the Board Members discussed dates and times for holding the Budget Committee Meeting and Public Budget Hearing. The Board Members agreed to having the Budget Committee Meeting and Public Budget Hearing on Thursday April 23rd, 2026 at 6:00 p.m. The Board Members asked that additional meeting dates be added to the “Future Board Meeting Dates” at the end of the agendas.

Approval of the February 10th, 2026 Regular Meeting Minutes – A motion was made by Secretary James Rhodes, seconded by Board Member Everett Wild to approve the February 10th, 2026 Regular Business Meeting Minutes as submitted via e-mail. A discussion was held regarding a spelling error in Secretary James Rhodes name on page four (4).

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Vice-Chairman, Waylon Martin – Yes

Chairman, Dan Green – Yes

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

Approval of the March 2nd, 2026 Special Board Meeting Minutes – No action needed.

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 Spreadsheet’ was distributed to the Board Members. Treasurer Lowell Hanna read the ‘Monthly Master Spreadsheets to the Board Members. No discussion followed.

Commissioner Policy Session Information – Interim Executive Director Amber Wimsatt informed the Board Members that the CCVCD Policy Session with the Clackamas County Commissioners will be at 1:30 p.m., on Tuesday March 31st, 2026 at the Clackamas County Public Services Building, 2051 Kaen Road, Oregon City, Oregon, 97045.

Spring Update – AMCA Conference and Seasonal Hiring - Interim Executive Director Amber Wimsatt informed the Board Members that the process for hiring CCVCD seasonal employees has started, they will be hired in the same general manner with staggering their start dates, a few of the people that worked as seasonals last year that are potentially coming back will start earlier.

Interim Executive Director Amber Wimsatt informed the Board Members that the AMCA Conference is having their annual conference in Portland, Oregon, herself, Maggie Atchley, and a returning Seasonal Employee will be attending the conference, in addition to that the AMCA is being hosted by OMVCA and she will be taking a couple of shifts at the booth since she is serving as the Vice President on the OMVCA Board this year and she will be able to represent both CCVCD and the OMVCA at the conference and the business meeting.

A discussion was held regarding hiring a Seasonal Assistant Biologist, how many Seasonals were to be hired and equipment for the lab.

Interim Executive Director Amber Wimsatt discussed with the Board Members purchasing pesticide. A motion was made by Secretary James Rhodes, seconded by Board Member Everett Wild to direct Interim Executive Director Amber Wimsatt to purchase pesticide not to exceed \$13,000.00 dollars. With no further discussion.

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Secretary, James Rhodes – Yes

Board Member, Everett Wild – Yes

Vice-Chairman, Waylon Martin – Yes

Chairman, Dan Green – Yes

Board Member Comment - Board Member Everett Wild talked to the Board Members about a discussion that occurred at the last Board Meeting involving relationship management that has been going on and that discussion went into a conversation as to the roll of the Board versus the roll of the Executive Director, this had brought up a question in his mind regarding the policy of Board Members receiving \$50.00 dollars compensation per time showing up in the CCVCD Building to sign checks or attend a meeting. A discussion followed regarding the \$50.00 policy, how long the policy has been in place, how many times Board Members were coming into the CCVCD office, having a discussion at a future Board Meeting to change the policy of Board Member pay, and making sure that Board Member questions and comments are directed through the Executive Director. The Board Members discussed how many times and why they come into the CCVCD building.

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 6:40 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position: Secretary