



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE CCVCD BOARD OF TRUSTEES AND
SUPPLEMENTAL BUDGET HEARING**

April 14, 2026

An audio recorded Regular Business Meeting and Supplemental Budget Hearing of the Clackamas County Vector Control District Board of Trustees was held on April 14, 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 4:33 p.m., by Chairman Dan Green.

ROLL CALL

Board of Trustees Members PRESENT:

Dan Green – Chairman
Vice-Chairman – Vacant
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:

Chris West - Owner/President, Pac/West Resources – Exited the Board Meeting at 5:15 p.m.
Bob Snyder – Via Zoom – Exited the Board Meeting at 5:23 p.m.
iPhone – Via Zoom - Exited the Board Meeting at 5:23 p.m.
Chris Ocegueda – Via Zoom - Exited the Board Meeting at 5:23 p.m.

Review, Modify or Accept Agenda:

No changes.

Items before the Board:

FY 25-26 Supplemental Budget and Hearing/Public Comment – Interim Executive Director Amber Wimsatt explained the FY 25-26 Supplemental Budget to the Board Members, a discussion followed. Chairman Dan Green opened the Supplemental Budget Hearing at 4:37 p.m., with no public comment made, the Supplemental Budget Hearing was closed at 4:38 p.m., By Chairman Dan Green.

The “Resolution Adopting the FY 2025–2026 Supplemental Budget” Resolution # 2026-025, was read by Chairman Dan Green. A motion was made by Treasurer Lowell Hanna, seconded by Secretary James Rhodes, to approve the “Resolution Adopting the FY 2025–2026 Supplemental Budget” as presented.

No further discussion. (2026-026)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

the FY 2025–2026 Supplemental Budget was adopted and signed by Chairman Dan Green and Treasurer Lowell Hanna.

Pac/West Resources Budget and Contract Signing – Interim Executive Director Amber Wimsatt and Chris West - Owner/President, Pac/West Resources explained and answered questions regarding the Pac/West Resources Purposed Budget and Contract with CCVCD. A motion was made by Board Member Everett Wild, seconded by Secretary James Rhodes, to approve amendment one (1) to the professional services agreement between Clackamas County Vector Control District and Pac/West Resources and the attachments as presented. No further discussion. (2026-027)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

The professional services agreement between Clackamas County Vector Control District and Pac/West Resources was signed by Chairman Dan Green.

Chris West - Owner/President, Pac/West Resources and Interim Executive Director Amber Wimsatt updated the Board Members on public outreach items that were being done for the rest of the year.

Wilcox & Arredondo Contract Year End 6/30/2027 – Accounting Firm – Interim Executive Director Amber Wimsatt discussed the Wilcox & Arredondo Contract with the Board Members. The Board Members made the decision to wait until the May Board Meeting to discuss the contract further.

Esri GIS Quote for Field Mapping – Interim Executive Director Amber Wimsatt and the Board Members discussed the Esri GIS quote for field mapping. A motion was made by Board Member James Rhodes, seconded by Everett Wild to approve the quote from Esri Inc., in the amount of \$6,050.00 as presented.

No further discussion. (2026-028)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

GASB 75 Actuarial Services Agreement (SDIS) – Interim Executive Director Amber Wimsatt explained the GASB 75 Actuarial Services Agreement to the Board Members and informed the Board Members that she had contacted our Auditor Russ Ries to ask if this was something that CCVCD would need to do, his response was that it is not material to our financial statements, so we do not need to do it. Interim Executive Director Amber Wimsatt explained that she had contacted the recommended people to confirm if this was necessary for CCVCD to do, and they think that it is not something necessary for our organization to have done. The Board Members confirmed with Interim Executive Director Amber Wimsatt that this information is in writing.

Lab Equipment Request – Microscope – Biologist Clare Babcock presented to the Board Members a request for the purchase of a new microscope for the CCVCD lab. A question-and-answer session occurred with the Board Members and Biologist Clare Babcock. The Board Members requested that Biologist Clare Babcock obtain three (3) quotes for the microscope and present the quotes at the next Board Meeting. The Board Members complimented Biologist Clare Babcock on her presentation.

Board Member Vacancy Discussion – Interim Executive Director Amber Wimsatt and the Board Members discussed the CCVCD Board Member vacancy recruitment. Interim Executive Director Amber Wimsatt informed the Board Members that Andrew Jarocki Clerk to the Board the Clackamas County Commissioners requested CCVCD to follow up with the Commissioners at the end of April before we move forward with the Board Member recruitment. A discussion regarding the recruitment process occurred.

Approval of the March 10th, 2026 Regular Meeting Minutes – A motion was made by Secretary James Rhodes, seconded by Board Member Everett Wild to approve the March 10th, 2026 Regular Business Meeting Minutes as submitted via e-mail.

No further discussion. (2026-029)

Motion approved by roll call vote:

Treasurer, Lowell Hanna – Yes

Board Member, Everett Wild – Yes

Secretary, James Rhodes – Yes

Chairman, Dan Green – Yes

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

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.

Break from 5:20 p.m. to 5:23 p.m.

Public Comment – Limited to 5 minutes per person:

No comments.

***The Regular Business Meeting of the Board of Trustees adjourned at 5:23 p.m., to go into the Executive Session, ORS 192.660(2)(o), “To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.”**

***Executive Session started at 5:23 p.m.**

***Executive Session adjourned at 5:43 p.m.**

***The Regular Business Meeting of the Board of Trustees Resumed at 5:43 p.m.**

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 of CCVCD was adjourned at 5:44 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
James Rhodes

Position: Secretary