



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

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

September 8, 2026

The Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on September 8, 2026. The meeting was called to order at 5:10 p.m., by Vice Chairman Everett Wild.

ROLL CALL

Board of Trustees Members PRESENT:

Chairman – Vacant
Everett Wild – Vice Chairman
James Rhodes– Secretary
Treasurer - Vacant
Taurica Salmon – Board Member

Board of Trustees Members ABSENT:

None Absent

Staff PRESENT:

Levi Zahn - Executive Director
Theresa Micallef – Office Manager

Staff ABSENT:

Maggie Atchley – Field Manager
Clare Babcock – Biologist

Guest:

Nancy Bush – Clackamas County Operations Officer
Chris West - Owner/President, Pac/West Resources – Via Zoom
Jeremy Gingerich – CPA/Partner, Wilcox Arredondo & Co. – Via Zoom – Exited the Board Meeting at 5:21 p.m.
Paul Collins – Member of the Public – Exited the Board Meeting at 6:07 p.m.

Items before the Board:

Review, Modify or Accept Agenda: The CCVCD Board Members modified the agenda to include Jeremy Gingerich – CPA/Partner, Wilcox Arredondo & Co., as #5.5 (five point five), between #5 (five) ‘Bills and Checks’ and #6 (six) ‘Registered Agent Form Update’ on the agenda.

Public Comment – Limited to 5 minutes per person: No public comment.

Approval of Board Meeting Minutes – A motion was made by Secretary James Rhodes, seconded by Board Member Taurica Salmon, to approve the August 11th, 2026 Regular Meeting Minutes, as submitted via e-mail. (2026-062)

No further discussion.

Motion approved by roll call vote:

Board Member, Taurica Salmon – Yes

Secretary, James Rhodes – Yes

Vice Chairman, Everett Wild – Yes

The original copies of the approved minutes were signed by Secretary James Rhodes.

Bills & Checks - Bills and Checks were given to the CCVCD Board Members for review and approval. Bills and checks were approved as presented by way of review and signatures. A discussion occurred regarding the “Monthly Master Spread Sheet”.

Jeremy Gingerich – CPA/Partner, Wilcox Arredondo & Co. – Jeremy Gingerich – CPA/Partner, Wilcox Arredondo & Co., introduced himself and explained what his firm does for CCVCD.

Registered Agent Form Update – Executive Director Levi Zahn updated the Board Members regarding the ‘Registered Agent Form’ that needed to be signed and notarized. The CCVCD Board Members agreed to have Secretary James Rhodes take the form to sign, notarized, and then return to CCVCD for processing.

Discussion and Board Recommendation of Potential Board of Trustees Candidates – Executive Director Levi Zahn, Clackamas County Operations Officer Nancy Bush and the CCVCD Board of Trustees discussed the 2 (two) applicants for the open CCVCD Board of Trustees positions. A motion was made by Secretary James Rhodes, seconded by Board Member Taurica Salmon, to recommend both candidates Paul Collins and Kassandra Webster to the Clackamas County Commissioners for appointment to the CCVCD Board of Trustees. (2026-063)

No further discussion.

Motion approved by roll call vote:

Secretary, James Rhodes – Yes

Board Member, Taurica Salmon – Yes

Vice Chairman, Everett Wild – Yes

Public Records Request Updates – Executive Director Levi Zahn updated the CCVCD Board Members regarding a public records request from the City of Lake Oswego, and a discussion followed on how to proceed with the public records request.

CCVCD Building Renovation Discussion – Executive Director Levi Zahn and the CCVCD Board Members discussed the CCVCD building renovation project. Permission was given from the CCVCD Board of Trustees to Executive Director Levi Zahn to contact 'LRS' regarding the CCVCD building renovation project.

Discussion Regarding Fence – Executive Director Levi Zahn, the CCVCD Board Members, and Clackamas County Operations Officer Nancy Bush discussed how to proceed regarding the fence on the CCVCD back lot NROD property that was removed by CCVCD, the fence is said to be owned By Craig Danielson, and he has stated that he would like the fence replaced like for like. The CCVCD Board Members agreed to have Executive Director Levi Zahn move forward with getting quotes to replace the fence like for like and getting confirmation in writing from the City of Oregon City that the fence can be built in that location.

Executive Director Updates – Executive Director Levi Zahn asked the CCVCD Board of Trustees what they would like to hear as future updates regarding CCVCD. A discussion followed regarding updates the CCVCD Board of Trustees would like to hear and how the updated would be placed in the agenda for board meetings..

Board Member Taurica Salmon asked Executive Director Levi Zahn for an update on the Clackamas County Fair that occurred August 18th through 22nd, 2026. Executive Director Levi Zahn updated the CCVCD Board Members about the Clackamas County Fair.

Vice Chairman Everett Wild asked if there was a policy for the Executive Director's signing authority level. A discussion was held regarding spending level policies and the 'CCVCD Employee Handbook'.

Executive Director Levi Zahn updated the CCVCD Board Members regarding his leave of absence this coming December 2026.

Adjournment:

There being no further business before the Board the Regular Business Meeting of CCVCD was adjourned at 6:11 p.m., by Vice Chairman Everett Wild.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Position: _____