



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
September 12, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on September 12, 2023. 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.

Board of Trustees Members Present: Dan Green - Chairman
Amber Wimsatt- Vice-Chairman
Dakota Hufford – Secretary, Via ZOOM

Staff: Josh Jacobson – Executive Director
Theresa Micallef – Office Manager
Maggie Atchley – Field Manager

Absent: Lowell Hanna – Treasurer

Guest: Logan Pedersen, Citizen of Clackamas County, Via ZOOM
Andrew Naylor Clackamas County Senior Legal Counsel, Via Zoom – Exited the meeting at 4:45 p.m.
Ryan Rice Clackamas County Procurements Manager, Via Zoom – Exited the meeting at 4:45 p.m.
Chris West Owner/President of PAC/WEST Communications – Exited the meeting at 5:00 p.m.

Items before the Board:

Review, Modify or Accept Agenda

PAC WEST – Paperwork titled ‘CCVCD August Report’ was distributed to the Board Members. Chris West Owner/President of PAC/WEST Communications updated the Board Members regarding work done for CCVCD by PAC/WEST for the month of August 2023 and informed the Board Members about fraud that is occurring with Facebook accounts.

Remodel RFP – Paperwork was emailed to the Board Members prior to the Board Meeting. Executive Director Josh Jacobson informed the Board Members that CCVCD received two (2) proposals for the ‘Remodel RFP’, the ‘Remodel RFP’ committee met, discussed the two (2) proposals, and came to a unanimous decision of which proposal they would recommend for awarding the contract to. Ryan Rice Clackamas County Procurements Manager and Andrew Naylor Clackamas County Senior Legal Counsel discussed with the Board Members the process for awarding the ‘Remodel RFP’ contract to a proposer. Board Members discussed the two (2) proposals for the ‘Remodel RFP’. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to move forward with the next stage of the ‘Remodel RFP’ and announce the award of contract for the CCVCD ‘Remodel RFP’ to the proposer LRS, With no further discussion, motion unanimously approved. (2023-041)

Approval of August 8, 2023 Regular Meeting Minutes – A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the August 8, 2023 Regular Business Meeting Minutes as submitted via e-mail. With no further discussion, motion unanimously approved. The original copy of the approved minutes were signed by Vice-Chairman Amber Wimsatt. (2023-042)

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. Vice-Chairman Amber Wimsatt read the ‘Monthly Master Spreadsheets’ to the Board Members, a discussion followed.

Board Member Recruitment – Paperwork was distributed to Board Members regarding ‘ABC’ applicant Logan Pedersen. Board Members welcomed ‘ABC’ applicant Logan Pedersen to the Board Meeting. The Board Members held a question and answer session with ‘ABC’ applicant Logan Pedersen. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford, to recommend applicant Logan Pedersen to the Clackamas County Commissioners for the CCVCD vacant Board Member position. With no further discussions, motion unanimously approved. (2023-042)

Deferred Compensation (457b Plan) – Paperwork regarding deferred compensation (457b Plan) was distributed to the Board Members. Executive Director Josh Jacobson discussed the paperwork about deferred compensation (457b Plan) with the Board Members. The Board Members asked for more information to be obtained and a proposal be made at the next Board Meeting in November.

Items That May Occur Before the Meeting:

Executive Director Josh Jacobson informed the Board Members that Chairman Dan Green’s CCVCD Board Membership term will be ending in November and the Board Membership opening will be posted on the Clackamas County website.

Chairman Dan Green asked if the electric bikes were used this mosquito season. Executive Director Josh Jacobson informed the Board Members that due to licensing issues with the Seasonal Field Technicians the electric bike program was not able to be put into action and with changes that are in progress for the upcoming mosquito season we can proceed with a test run using the electric bikes.

Chairman Dan Green asked how the salary study was going. Executive Director Josh Jacobson informed the Board Members that the salary study was in progress and there should be information available for the Board Members soon.

Discretionary Bonus – Paperwork titled “What is a Discretionary Bonus? Definition & Requirements’ was distributed to the Board members. Executive Director Josh Jacobson discussed the paperwork about discretionary bonuses with the Board Members. The Board Members asked for more information to be obtained for the next Board Meeting in November.

Public Comment – Limited to 5 minutes per person:

Citizen of Clackamas County Logan Pedersen asked the Board Members questions regarding the deferred compensation plan (457b Plan) and a discussion occurred. Citizen of Clackamas County Logan Pedersen stated that he felt it was a good idea to have incentives to help retain full time staff and seasonal employees. Citizen of Clackamas County Logan Pedersen asked how the Clackamas County Fair went for CCVCD. Executive Director Josh Jacobson informed him that the Clackamas County Fair went well for CCVCD and that it is always worthwhile having a CCVCD booth at the fair.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:15 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____