



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES

November 14, 2023

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on November 14, 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
Lowell Hanna - Treasurer
Dakota Hufford - Secretary - Via ZOOM
Logan Pedersen - Board Member - Via ZOOM

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

Absent: None

Guest: None

Items before the Board:

Review, Modify or Accept Agenda

Approval of October 10, 2023 Regular Meeting Minutes - A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to approve the October 10, 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. (2023-047)

Approval of November 2, 2023 Special Meeting Minutes - A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt to approve the November 2, 2023 Special 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. (2023-048)

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 and Treasurer Lowell Hanna read the ‘Monthly Master Spreadsheets’ to the Board Members, a discussion followed.

Remodel RFP Update – Executive Director Josh Jacobson informed the Board Members that the ‘Remodel RFP Contract’ was submitted to CCVCD Legal Counsel and ‘LRS’. A discussion followed regarding a kick-off meeting with ‘LRS’, ‘LRS’ site visit building walk through of the CCVCD building, and the time frame of the remodel project.

Deferred Compensation (457B Plan) – Paperwork regarding deferred compensation percentage rates was given to the Board Members, a discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Amber Wimsatt for CCVCD to offer a deferred compensation match to the full time permanent staff, with a cap match up to 4% of their annual salary pending the employee’s participation. With no further discussion, motion unanimously approved. (2023-049)

Compensatory Time/Overtime Payout – Tabled until the next Board Meeting in December.

Discretionary Bonus – Board Members discussed giving the three (3) full time permanent staff of CCVCD a discretionary bonus. A motion was made by Vice-Chairman Amber Wimsatt, seconded by Secretary Dakota Hufford to pay the three (3) full time permanent staff of CCVCD a discretionary bonus of \$1,500.00 each, for the extraordinary circumstances due to the CCVCD District office moving to a new building location. With no further discussion, motion unanimously approved. (2023-050)

Board Member Recruitment – Paperwork was distributed to Board Members regarding ‘ABC’ applicant Dan Green. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Dakota Hufford, to recommend applicant Dan Green to the Clackamas County Commissioners for the CCVCD Board Member position. With no further discussions, motion approved, Chairman Dan Green abstained from the vote. (2023-051)

Items That May Occur Before the Meeting:

Treasurer Lowell Hanna discussed with the Board Members his concern regarding a vector fly that had been detected as far north as Ohio.

Executive Director Josh Jacobson informed the Board Members that he will be working on the ‘Annual Report’, and West Nile virus information will be available in the report.

Public Comment – Limited to 5 minutes per person:

No comments.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 5:33 p.m.,
by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____

Board Position: _____