

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held March 10, 2021

Members Present: President Dr. Albert Beck, Michael Barth, Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Assistant Secretary Melissa Schuster, Secretary Bo Sheppard, and Carl Starkey.

Members Excused: None.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Maritza Sandoval, Vector Ecologist / Fish Biologist Ryan Rothenwander, and representatives from CalPERS Prefunding Programs Bob Honer and Matt Goss.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on March 10, 2021, was live streamed via Zoom at: <https://us02web.zoom.us/j/6414173404>.
2. The March 10, 2021, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Beck.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Beck proceeded to request approval of the minutes.
4. After review it was then moved by Member Kirk, seconded by Member Sheppard, and passed unanimously to approve the minutes of the Board of Trustees meeting held February 10, 2021, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. Reports (7.1 – 7.2)
 - 7.1 Under item 7.1 of reports, Bob Honer and Matt Goss of CalPERS Prefunding Programs provided a presentation on various options, strategies, and programs available to expedite paying down the District's unfunded accrued liability. Following the presentation and questions, the Board directed staff to begin the process to establish a California Employers Pension Prefunding Trust (CEPPT) with CalPERS, 115 Trust Fund.
 - 7.2 Under item 7.2 of reports, District Manager's Report, the District Manager reported on February 11, 2021, the District was closed for Lincoln's Birthday and on February 15, 2021, for President's Day.

On February 16, 2021, the District Manager attended via Zoom the MVCAC Executive Board meeting. This is a new monthly meeting where all member district managers attend to discuss legislation, action items of the MVCAC, plan, and discuss challenges for the upcoming season. Also, on this date, the District Manager and Office Manager attended a conference call with Bob Honer of CalPERS Prefunding Programs to continue to explore unfunded liability strategies and to confirm their willingness to present to the Board at the March Board meeting.

On February 18, 2021, the District Manager met with Northstar Engineering as well as Streamline Engineering to walk the proposed building project, outline the project, and solicit interest to submit a proposal.

On February 19 and March 5, 2021, the District Manager attended the biweekly MVCAC Legislative and Regulatory conference call. The meeting discussed pending and drafted legislative bills, the state budget, COVID-19 issues, and reviewed a few regulatory issues.

On February 22, 2021, the District Manager and Assistant Manager attended a conference call with Matsom & Isom to further explore and discuss transitioning away from a desktop server to online cloud server with better protections, storage, and backup capabilities.

On February 23, 2021, the District Manager attended the Sac Valley Region via Zoom. The region discussed the upcoming MVCAC Board meeting and CalSurv funding issues.

On February 23, 2021, all District staff received live CPR, first aid, and AED testing to conclude the online portion of the recertification. District staff have received their 2-year certification in CPR, first aid, and AED. Also, on this date as well as February 24, 2021, the District Manager and Office Manager attended remotely the VCJPA Annual Conference.

On March 3 and 4, 2021, all licensed District staff attended remotely a continuing education conference on rodents. Also, on these same dates following the Rodent Academy, the District Manager and Office Manager attended SDRMA's Spring Education Days. Also, on March 3, 2021, the District was invited as part of the Food and Agriculture tier to receive dose 1 of the COVID-19 vaccine.

On March 8, 2021, the District Manager attended the MVCAC / CDFW AB 896 working group meeting via Zoom.

Currently, the District is still following all the procedures, protocols, and worker protection policies reported to the Board in February. The District offices are still closed to the public, but have 2 locations to pick up mosquitofish, answering any and all service requests, and providing all services as normal. District continues to be on good supply of personal protective equipment and sanitization products.

The District Manager continues to follow the Butte County Public Health Department's Public Health Officer's guidance and recommendations and is monitoring the Governor's press conferences. The District received updated Cal/OSHA requirements for employers regarding COVID-19. The District's current COVID-19 Prevention Program (CPP) has been updated to comply with Cal/OSHA's new requirements.

The District has experienced employees missing work due to isolation/quarantine orders, experiencing COVID-19 like symptoms, as well as COVID-19 positive case(s). Due to the District's proper practices such as masks, sanitization efforts, and social distancing, no other employees have missed work due to workplace exposures.

The Board discussed COVID-19 moving forward, considerations such as the April's Board meeting, District office closure, and employee worker protection policies. The consensus of the Board was to keep the District offices closed to the public, to continue to operate under the procedures and policies that have been followed the past eleven months, and to continue to host the Board meetings remotely. The District will reassess these procedures next month.

After this final item of reports, President Beck asked the District Manager to proceed to policy matters.

8. Policy matters (8.1 – 8.6)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider a special service agreement between Ron O'Hanlon and Associates and the District. It was then moved by Member Sheppard, seconded by Member Schuster and approved unanimously to sign the special service agreement between Ron O'Hanlon and Associates and the District.
- 8.2 Under item 8.2 of policy matters, the Board was asked to review bids and consider hiring an architect / engineering firm to commence with the new building project. After a lengthy discussion, no action was taken nor needed. The District Manager was directed to present the proposals to the District's legal counsel and report the findings back to the April Board meeting.
- 8.3 Under item 8.3 of policy matters, the Board was asked to review bids and consider hiring an asphalt paving company for the front driveway Capital Improvement project. At the August 12, 2021, Board meeting, the Board directed staff to hire a civil engineer to provide a scope of services, plot a map, and an itemized bid sheet. The quotes before the Board to review were based on the civil engineers bit sheet. It was then moved by Member Kirk, and seconded by Member Starkey and approved unanimously to hire Franklin Construction Inc. for the front driveway Capital Improvement project in the amount of \$167,258.00 which includes the base bid, additive bid #1, and additive bid #2.
- 8.4 Under item 8.4 of policy matters, the Office Manager opened sealed bids for the surplus vehicles. The winning bids were announced; Truck #151, 2004 Chevy Silverado winning bid \$3,000.00; Truck #159, 2007 Ford F-150 winning bid \$5,010.00; Truck #164, 2009 Dodge Dakota winning bid \$1,800.00; Truck #168, 2010 Dodge Dakota winning bid \$3,500.00. No action taken, nor needed.
- 8.5 Under item 8.5 of policy matters, per the conditions of the Employment Agreement between the District and District Manager, the manager must remind and request an annual performance evaluation. The Board and District Manager will meet in closed session at April's Board Meeting to discuss the evaluation.
- 8.6 Under item 8.6 of policy matters, the Board was asked to consider if it would like to extend the current employment agreement with the District Manager. Should the Board want to proceed, the consideration for a one-year contract extension will be held during the April Board meeting. Per

the conditions of the Employment Agreement between the District and District Manager, the manager must request a one-year contract extension.

9. Under topic of the month, the District's Vector Ecologist / Fish Biologist, Ryan Rothenwander, provided a report on Mosquito surveillance traps utilized by the District.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Johnson, and passed unanimously to authorize checks numbered 48963 through 49053 be signed and distributed. Expenditures for the month totaled \$194,325.45.
11. Under personnel, the District Manager reported that on March 1, 2021, Kenny Armstrong and Kellen Larson commenced employment with the District as Mosquito and Vector Control Specialists. Also, on this same date, Mike Mattia commenced employment with the District as a Mosquito and Vector Control Assistant while also fulfilling his internship.
12. No correspondence items to report.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session items.
16. President Beck announced adjournment at 5:55 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on April 14, 2021, via Zoom.
Approved as written by the Board of Trustees meeting held on April 14, 2021.

Respectfully submitted,

James "Bo" Sheppard,
Secretary