

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held January 11, 2023

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

Members Excused: President Dr. Albert Beck.

Members Absent: Chuck Reynolds.

Also Present: District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, and Entomologist Amanda Bradford.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on January 11, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The January 11, 2023, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:01 PM by Vice President Kirk.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, Vice President Kirk proceeded to request approval of the minutes.
4. After review, it was then moved by Member Sheppard, seconded by Member Starkey, and passed unanimously with a vote of 8 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held December 14, 2022, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. The District Manager reported that Philip LaRocca, Melissa Schuster, and Bo Sheppard were each reappointed to four-year terms.
8. Under election of officers, Vice President Kirk opened nominations for President it was then moved by Member Johnson, seconded by Member Kirk, and passed unanimously with a vote of 8 ayes and 0 nays to elect Member Sheppard as President. President Sheppard nominated Dr. Kirk for Vice President, it was then moved by President Sheppard, seconded by Member Schuster and passed unanimously with a vote of 8 ayes and 0 nays to elect Member Kirk as Vice President. President Sheppard nominated Member Schuster as Secretary, it was then moved by President Sheppard, seconded by Member Kirk and passed unanimously with a vote of 8 ayes and 0 nays to elect Member Schuster as Secretary. President Sheppard nominated Member Johnson as Assistant Secretary, it was then moved by President Sheppard, seconded by Member LaRocca and passed unanimously with a vote of 8 ayes and 0 nays to elect Member Johnson as Assistant Secretary.
9. Reports (9.1 – 9.2)
 - 9.1 Under item 9.1 of reports, District Manager's Report, the District Manager reported that on December 15, 2022, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee met on this date.

The District was closed the week of December 19 and December 26. The District was also closed January 2, 2023, in observance of New Years.

On January 10, 2023, District staff received CPR, first aid, and AED training. All attendees received a two-year certification. This training was provided free of charge from John Holick of Valent Biosciences. Mr. Holick has provided this valuable service for eight years at no cost to the District. As a reminder, the Butte County Grand Jury recommended that District personnel be trained. The Board directed the Manager to contact legal counsel regarding the liabilities of the District owning automated external defibrillator (AED) devices, look into an AED servicing company, and to purchase two AED devices for store at District facilities.

The District Manager reminded the Board that the District will be closed in observance of Dr. Martin Luther King Jr. Day on January 16, 2023.

- 9.2 Under item 9.2 of reports, 2022/2023 2nd Quarter Fiscal Reports, the Administrative Manager reported that current revenues received are at 55.0%, salaries and benefits category is 46.7% expended, services and supplies category is 64.7% expended, capital outlay category is 26.9%. It was then stated that overall expenditures are currently at 51.7% expended.

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

10. Policy matters (10.1)
 - 10.1 Under item 10.1 of policy matters, the Board was asked to consider amendments to Personnel Policies, Policy 7005 Hiring, Age Limits, Advancement, Promotion, and Probation; Policy 7006 Pre-Employment Physical Examinations, and Policy 7010 Care of Property. It was then moved by Member LaRocca, seconded by Member Barth, and after Board discussion it was passed unanimously with a vote of 8 ayes 0 nays to approve and adopt Personnel Policies, Policy 7005 Hiring, Age Limits, Advancement, Promotion, and Probation; Policy 7006 Pre-Employment Physical Examinations, and Policy 7010 Care of Property with recommended edits and amendments proposed by the Board.
11. Under topic of the month, the District's Entomologist gave a presentation on tick-borne diseases.
12. After reviewing the demands made upon the District for the past month, it was then moved by Member Fredericks, seconded by Member Barth, and passed unanimously with a vote of 8 ayes 0 nays to authorize checks numbered 51854 through 50410 to 51953 be signed and distributed. Expenditures for the month totaled \$181,570.97.
13. No items under personnel to report.
14. Under correspondence the Board received and reviewed correspondence from Minasian, Meith, Soares, Sexton & Cooper, LLP, a letter from the City of Biggs, and correspondence from the Town of Paradise.
15. No other business to report.
16. No persons wishing to address the Board pertaining to closed session matters.
17. No closed session matters not warranting legal counsel.
18. President Sheppard announced adjournment at 4:58 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on February 8, 2023, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary