

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held June 14, 2017

Members Present: Secretary A. Thomas Anderson, Gordon Andoe, President Dr. Albert Beck, Dr. Suzanne Hanson, Bruce Johnson, Melissa Schuster, Assistant Secretary Bo Sheppard, Carl Starkey, and Dr. Tom Vickery.

Members Excused: Jack Bequette and Vice President Dr. Larry Kirk.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Darlene Starkey, Regional Supervisor Bill Kunde, Regional Supervisor Aaron Lumsden, Vector Ecologist / Fish Biologist Chris Ocegueda, and Shawn Fields and another representative of United Sun Energy.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on June 14, 2017, at 5117 Larkin Road, Oroville, CA 95965-9250.
2. The June 14, 2017, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 6:30 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 Sheppard, seconded by Member Johnson, and passed unanimously to approve the minutes of the Board of Trustees meeting held May 10, 2017, as written with Member Andoe abstaining due to his excused absence.
5. No closed session matters.
6. Reports (6.1 – 6.2)
- 6.1 Under item 6.1 of reports, District Manager's Report, the District Manager reported that on May 11, 2017, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

On May 17, 2017, District management met and interviewed four of the five solar companies that submitted proposals for a photovoltaic system for the District. Proposals were reviewed, questions were asked and answered, and construction options were discussed.

On May 18th, 2017, District management met with the fifth solar company. Also on May 18, 2017, the District had its annual compliance inspection completed by the California Department of Public Health. This District passed the inspection with no violations and a lot of compliments.

On May 23, 2017, the District Manager provided annual training to all field staff on private property mosquito-breeding source surveillance, abatement, warrant, and abatement order procedures. This training also defines private property, private property protected by the 4th Amendment, and the District's statutory authority to trespass on lands not protected by the 4th Amendment. The District Manager met with Travis Kurtz, a television writer learning about the mosquito and vector control industry. Also on this date, the District Manager attended the Vector-Borne Disease monthly conference call.

On May 24 and May 25, 2017, the District had its internal control audit completed by Fedak and Brown LLP. No major findings were found. During this audit, the District's Office Manager with the assistance of the auditor created a new account which will be known as Bad Debt Expense. This allows uncollectable invoices to be removed from the current accounts receivables but still be tracked for future needs and/or issues. The District's financial audit will commence and be completed in October. Also on May 25, the District Manager attended the monthly Comanche Creek meeting with the City of Chico and Friends of Comanche Creek. Items discussed included grant opportunities, projects completed, projects scheduled, and status of phase one.

On May 30 and June 13, 2017, District staff attended a WebEx conference call and presentation with Leading Edge and Associates to discuss, plan, and review the District's MapVision 2.0 project. The project is progressing. No estimated time to go live as of yet. Also on May 30, 2017, the

District Manager met with representatives from the California Department of Fish and Wildlife to discuss AB 896 pilot projects. Four refuges were selected from within Butte to assess mosquito reduction BMPs. Gray Lodge, Howard Slough, Little Dry Creek, and Llano Seco are the areas where the trials will be conducted. The District has confirmation that only Gray Lodge and Little Dry Creek will be the two refuges participating in this study this year. District staff will be monitoring these fields and the BMPs.

On June 1, 2017, District management met with USFWS representatives. The District received its annual Special Use Permit and the Pesticide Use Permits for refuge properties. Some changes were identified since 2016.

On June 5, 2017, the District Manager and Assistant Manager met with representatives from KHSL to explore the possibility of producing a television public service announcement.

The District Manager reported that the aerial surveillance project started on May 22, 2017, and flights were completed on June 7, 2017, with the last aerial photographs and maps being delivered on June 12, 2017. The project came in under budget and the number of targets recorded was reduced by approximately 20%. This is the 2nd year in a row that the total number of targets reduced.

- 6.2 Under item 6.2 of reports, Department's Report, the District Manager reported the District's New Jersey light traps and gravid traps have continued catching mosquitoes. Most mosquitoes species populations have increased over the past month. *Culex pipiens* populations are currently higher than this time last year. Sentinel chickens samples are continuing to be taken biweekly. Yellow jacket surveillance has continued and small populations have been caught. CO2 trapping has commenced and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease testing.

No WNV activity has been reported within the District's service area for 2017. WNV activity has been detected in the state and has increased over the past month. The District Manager reported the statewide statistics.

A lot of requests for fish have already been taken and filled. The public tanks are out in public pickup spots and the District ponds are rearing a lot of fish. The District's Aquaculture Center continues to rear fish. Currently, the tanks are producing in excess of 25,000 fry per month. The District's fish ponds have been mucked (vegetation removal), but more needs to be done. The ponds have large populations of fish this season.

Mosquito and Vector Control Specialists (Specialists) have continued with urban mosquito surveillance and control. Such sources inspected and controlled include but not limited to, storm drains, catch basins, retention/detention ponds, and unmaintained swimming pools. A large number of targeted sources were captured during the District aerial surveillance project (476). Pools and other large sources are being inspected. Rural and agricultural lands are now actively breeding mosquitoes. Managed wetlands, pastures, rice, and other agriculture sources have been treated.

The District's Air Operations has completed annual maintenance on the three District aircraft and loader truck. All aircraft are operational. 714Y and 6633K (larvicide) aircraft are busy making applications. 606Y will be flown when treatment criteria has been met.

The Public Relations (PR) Department is actively engaged in the public relations season. The PR Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District mobile friendly website continues to be updated as needed. Several public events are slated for the near future. The District has already conducted several interviews on local news channels and newspapers. The District recently had a booth at Gold Nugget Days (April 29 and 30), had a booth at Feather Fiesta Days in Oroville on May 13, and a booth at Red Suspenders Days in Gridley on May 20. The District's billboard campaign is currently running and will run through the end of September. The District has 8 billboards rotating throughout the county. Radio advertising has commenced with DeerCreek Broadcasting and Radio Chico. These programs will run through the end of September. Advertising with the Chico News and Review will start near the end of June and will continue to run through the end of September. The District may advertise with the Chico ER and other media outlets.

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

7. Policy Matters (7.1 - 7.9)

- 7.1 Under item 7.1 of policy matters, the Board was to consider approving and adopting Resolution 17-01 which affirms the District's intent to continue assessments for fiscal year 2017-2018, preliminarily approving the Engineer's Report, and providing for notice of hearing for the Butte County Mosquito and Vector Control District, Mosquito, Vector and Disease Control Assessment. It was then moved by Member Anderson, seconded by Member Johnson, and passed unanimously to approve and adopt Resolution 17-01 which affirms the District's intent to continue assessments for fiscal year 2017-2018, preliminarily approving the Engineer's Report with minor changes by President Beck, and providing for notice of hearing for the Butte County Mosquito and Vector Control District, Mosquito, Vector and Disease Control Assessment.
- 7.2 Under item 7.2 of policy matters, the Board was asked to consider approving and adopting Resolution 17-02 which affirms the District's compliance with the California Underground Storage Tank Cleanup Fund (USTCF), as provided in 40 CFR 280.107. The District passed the original Resolution affirming compliance with USTCF of May 11, 1994, and amended the current Resolution to comply with SB 1764 on June 12, 1996. It was then moved by Member Vickery, seconded by Member Sheppard, and passed unanimously to approve and adopt Resolution 17-02 which affirms the District's compliance with the California Underground Storage Tank Cleanup Fund (USTCF), as provided in 40 CFR 280.107.
- 7.3 Under item 7.3 of policy matters, the Board was asked to consider a special service expenditure for continued work and maintenance on the GIS/GIC project with California State University, Chico in the amount of \$10,000.00. A copy of the proposed agreement with exhibit A was provided to the Board. The District Manager provided the Board with an up to date status report of the project. This expenditure is allocated in the 2017/2018 fiscal budget. The District Manager stated that this expenditure is budgeted. It was then moved by Member Schuster, seconded by Member Starkey, and passed unanimously to approve the special service expenditure for continued work and maintenance on the GIS/GIC project with California State University, Chico in the amount of \$10,000.00.
- 7.4 Under item 7.4 of policy matters, the Board was asked to consider authorizing staff to transfer appropriations between the categories of the District's fiscal budget should a shortage occur. District staff has projected expenditures for the remainder of the fiscal year and currently no shortage is forecasted. Should a category exceed 100% of the appropriation, District staff would like to transfer appropriation from a category allocation that is less than 100% expended to cover the category that is exceeding 100%. The categories are Salaries and Benefits, Services and Supplies, and Capital Outlay. It was then moved by Member Hanson, seconded by Member Johnson, and passed unanimously to authorize staff to transfer appropriations between the categories of the District's fiscal budget should a shortage occur and report any transfers to the Board at the July 12, 2017, meeting.
- 7.5 Under item 7.5 of policy matters, the Board was asked to consider renewing membership with the American Mosquito Control Association (AMCA). The District Manager informed the Board of the benefits of belonging to the association. The cost for a sustaining membership with (3) employees is \$2,268.75. It was then moved by Member Vickery, seconded by Member Anderson, and passed unanimously to renew membership with the AMCA.
- 7.6 Under item 7.6 of policy matters, the Board was asked to consider a capital expenditure in the amount of \$92,705.90 plus all applicable fees and licenses for 2 Ford Explorer 4-Door SUVs and 1 Ford F250 four wheel drive pickup from Gridley Country Ford. This expenditure has been allocated in the 2017/2018 fiscal budget and will be purchased after the new fiscal year starts. It was then moved by Member Starkey, seconded by Member Johnson, and passed unanimously to approve the capital expenditure in the amount of \$92,705.90 plus all applicable fees and licenses for 2 Ford Explorer 4-Door SUVs and 1 Ford F250 four wheel drive pickup from Gridley Country Ford.
- 7.7 Under item 7.7 of policy matters, the Board was asked to reconsider switching Board packets from paper to electronic which as previously approved at the March 8, 2017, Board meeting. The Board also approved the purchase of iPad Air 2 16GB tablets. The iPad Air 2 16GB were no longer available so the District Manager made the order for Apple iPad Air 32GB tablets and keyboard

covers at a total cost of \$8,060.14. Apple contacted the District to report that all Apple iPad Air 2 tablets are now discontinued. Apple has two tablets that are comparable to the iPad Air 2. A newly introduced Apple iPad and the iPad Pro. Total costs for the Apple iPad 32GB would be in excess of \$6,600.00 and the Apple iPad Pro 32GB would be in excess of \$11,200.00. The Board tabled this item at the April 12, 2017, Board meeting directing the District Manager to get more information. After reviewing the information the District Manager provided and a lengthy discussion, it was then moved by Member Vickery, seconded by Member Anderson, and passed unanimously to distribute Board packets in a paper version and mail them the way the District has in the past. It was also stated that the Board may revisit this at a later date.

- 7.8 Under item 7.8 of policy matters, the Board was asked to consider a photovoltaic (solar) system for the District. District staff received proposals from 5 local area companies, met with each company, reviewed the proposals, and interviewed the companies. The Board reviewed ground mount and roof mount options from three companies that provided proposals. This item was discussed at the April and May Board meetings. After a lengthy discussion, a question and answer period, hearing explanations from representatives of United Sun Energy, it was then moved by Member Schuster, seconded by Member Andoe, and passed 8 ayes, 1 nay (Member Anderson: No, Member Andoe: Yes, Member Beck: Yes, Member Hanson: Yes, Member Johnson: Yes, Member Schuster: Yes, Member Sheppard: Yes, Member Starkey: Yes, Member Vickery: Yes) to approve the proposal from SunWorks for a roof mount solar system in the amount of \$149,637.00 (\$2.35 per watt) using LG panels, system size 59.3 kW, producing approximately 85,485 kWh annually, with up to a 10% contingency to cover change orders, and authorizing the District Manager up to \$80,000.00 for potential PG&E upgrades.
- 7.9 Under item 7.9 of policy matters, the Board was asked to consider amending the District Manager's performance appraisal form and was also asked to consider making changes to the District Manager's evaluation process. After some discussion, it was then moved by Member Anderson, seconded by Member Sheppard, and passed unanimously to discontinue the use of the District Manager performance appraisal form and to return to conducting the District Manager's evaluations verbally during the April Board meeting with a Member of the Board (usually the Secretary) assigned to write a letter for the District Manager's personnel file which will summarize the verbal evaluation. Member Schuster asked that the Board consider establishing goals for the District Manager. The Board may establish annual goals for the District Manager.

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

8. Under topic of the month, the District Manager reviewed the biology of *Culex tarsalis*.
9. After reviewing the demands made upon the District for the past month it was then moved by Member Anderson, seconded by Member Johnson, and passed unanimously to authorize checks numbered 41826 to 41921 be signed and distributed. Expenditures for the month totaled \$187,393.66.
10. Under personnel items, the District Manager reported that all seasonal employees started work with the District on May 22, 2017.
11. Under items of correspondence, the Board reviewed a letter from the District Manager to Sheriff Honea.
12. Under other business, President Beck reported to the Board that the 2016/2017 Grand Jury Report was available and it recommends LAFCO consolidate the three mosquito and vector control districts. The Board was opposed to the consolidation if it goes against the will of the tax payers.
13. No persons wishing to address the Board pertaining to closed session matters.
14. Closed Session Matters (14.1)
- 14.1 Under closed session matters 14.1, President Beck announced closed session, Government Code 54957, for a conference with District Manager Ball for an annual public employee performance evaluation and went into closed session and off the record at 8:10 PM and returned on the record / back in session at 8:15 PM. President Beck announced that the Board had discussed the District Manager's performance and reviewed a letter that was going to be put in to the District Manager's personnel file. No action taken, nor needed.

15. President Beck announced adjournment at 8:16 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on July 12, 2017, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Approved as amended at the Board of Trustees meeting held July 12, 2017.

Respectfully submitted,

A. Thomas Anderson,
Secretary