

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held March 8, 2017***

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

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Darlene Starkey, Regional Supervisor Aaron Lumsden, and John Fox.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on March 8, 2017, at 444 Otterson Drive, Chico, CA 95928.
2. The March 8, 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 Kirk, seconded by Member Sheppard, and passed unanimously to approve the minutes of the Board of Trustees meeting held February 8, 2017, as written with Members Hanson, Schuster, and Starkey abstaining due to their excused absences.
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 the on February 9, 2017, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. Also on this date, the District posted an open Regional Supervisor position. The closing date was February 23, 2017.

The District was closed on February 13, 2017, in observance of President Lincoln's birthday, on February 14, 2017, due to the emergency spillway evacuation order, and on February 20, 2017, in observance of President's Day. Due to the evacuations, the District did not attend the American Mosquito Control Association's (AMCA) Annual Conference. This District has/will be refunded for the motel rooms, the AMCA Annual Conference registration fees, and will have approval of a refund or credits for the airline tickets by March 15, 2017. Additionally, during the evacuation the District opened the Chico Substation as an evacuation shelter for District employees and their families. The flood waters have dramatically altered the Oroville Wildlife Area (OWA) landscape. The District Manager has been in contact with officials to ascertain when District personnel can return to the area to conduct larval inspections and treatments. As of now, the OWA is still closed due to safety issues.

On February 16, 2017, per the request of the Butte County Grand Jury, the District Manager met with the Grand Jury and answered questions regarding mosquito and vector control operations and strategies. This is the second time the District Manager has met with this Grand Jury. Also on this date, the District Manager met with Steve Lucas and Steve Betts of Butte County LAFCo. The District Manager answered questions and provided the Butte County LAFCo representatives a tour of both the Oroville Headquarters and the Chico Substation.

On February 21, 2017, the District Manager completed and submitted the District's NPDES Annual Report to the State Water Resources Control Board. The deadline for submission was March 1, 2017.

On February 22, 2017, the District Manager submitted the District's Butte County LAFCo municipal services review (MSR) questionnaire. The questionnaire was complete except for 2012-2016 budget review. The deadline was February 24, 2017. With LAFCo's permission, the District sent a revised and amended MSR questionnaire on February 27, 2017.

On February 23, 2017, the District Manager attended the monthly Comanche Creek meeting. The city of Chico and the Friends of Comanche Creek considered maintenance schedules, invasive weed events, and discussed upcoming projects. Also on this date, the District Manager submitted an application for ELC Zika funding. Two million dollars are available through this round of funding. 1.5 million maybe awarded to districts/agencies having identified invasive *Aedes* within their service areas (Tier 1) and \$500k for districts/agencies who are at risk for invasive *Aedes* (Tier 2). If awarded funds, districts/agencies within Tier 2 may use those funds on Seasonal personnel, traps, and public education and outreach items. The District Manager reported that he just received an email stating the District was due to receive \$30,000.00 in ELV Zika funding.

On February 27, 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. Bill Reynolds and Piper Kimball were onsite during this meeting providing hands on training.

On February 28, 2017, the District Manager met with Stephanie Whitman of Valent BioSciences to discuss control issues and strategies in regards to some VectoBac formulations. Also on this date, the District's management staff interviewed three applicants for the Regional Supervisor position. District management made their selection on March 1, 2017.

On March 1, 2017, Shannon Thomson Longmire of Aflac presented and discussed various insurance coverages with the District's staff.

On March 2, 2017, the District Manager attended the VCJPA's Annual Conference in Walnut Creek. The conference covered the processes and functions of the VCJPA, claims and coverages, and had a legislative and legal symposium on the use of unmanned aerial vehicles (drones).

All Butte County MVCD Board of Trustees will need to attend and complete AB 1825 / AB 1661 Sexual Harassment Prevention Training. For Trustees that wish to attend a training at the District, please contact the District Manager to schedule a time for the presentation.

- 6.2 Under item 6.2 of reports, Department's Report, the District Manager reported that tick surveillance has continued and tick flagging has yielded *Ixodes pacificus* and *Dermacentor occidentalis* in areas of the District (Upper Bidwell and Lake Oroville areas). *Ixodes pacificus* and *Dermacentor occidentalis* populations have increased over the past month. 108 Tick pools have been submitted to Placer MVCD thus far with 16 pools testing positive for either *Borellia burgdorferi* or *Borellia miyamotoi*. 13 positive pools were collected from Bidwell Park, 2 from Lime Saddle, and 1 from Loafer Creek. The District has another 100 tick pools to submit for testing. The District's New Jersey light traps and gravid traps have been serviced and scheduled to be set up for operation around the first week of April. The sentinel chickens are scheduled to arrive sometime in mid April. Yellow jacket surveillance and CO2 trapping will commence when populations and climate conditions warrant.

No West Nile virus (WNV) activity has been reported within the District's service area or within the state for 2017.

The District's four indoor fish tanks have continued to produce a high volume of fry. The tanks are producing over 3000 fry per month. The Vector Ecologist / Fish Biologist will continue to test the tanks for optimal production. The new heater in the fish room may be responsible for an increase in energy use. The District's PG&E bill dramatically increased. The District will attempt to use a different heating schedule. The public mosquitofish tanks will be placed in the field the later part of April or early May.

Mosquito and Vector Control Specialists (Specialists) have continued with winter/spring flood water mosquito surveillance in rock pits, dredger pits, flood water areas and urban sources. Specialists have also continued with annual training, calibration, maintenance, required annual reading, and winter compound projects. Specialists are progressing towards completing "Mosquito Readiness." Several winter projects have been completed and many more are currently in progress.

The District's Air Operations is continuing annual maintenance on the three District aircraft and loader truck. All three aircraft are having SatLoc G4 GPS units installed and the pilot is having to retrofit and/or create new instrument panels to accommodate the new equipment.

The Public Relations (PR) Department is currently preparing for the upcoming public relations season. The District will have a booth at the two-day Chico Home and Garden Show. 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.

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

7. Policy Matters (7.1 - 7.6)

- 7.1 Under item 7.1 of policy matters, the Board was asked to consider a special service expenditure not to exceed \$16,000.00 for the cost of Ron O'Hanlon and Associates to provide aerial photography and GIS mapping of un-maintained swimming pools and other suspect mosquito-breeding sources in Butte County and Hamilton City. The Board reviewed an estimate from Ron O'Hanlon and Associates. It was the moved by Member Anderson, seconded by Member Starkey, and passed unanimously to approve the special service expenditure not to exceed \$16,000.00 for the cost of Ron O'Hanlon and Associates to provide aerial photography and GIS mapping of un-maintained swimming pools and other suspect mosquito-breeding sources in Butte County and Hamilton City.
- 7.2 Under item 7.2 of policy matters, the Board was asked to consider an amendment to Board Policy, Policy #1040, Board of Trustees, Section 1040.6. After review, it was then moved by Member Vickery, seconded by Member Kirk, and passed unanimously to approve the amendment as written.
- 7.3 Under item 7.3 of policy matters, the Board was asked to consider if the purchase and use of an electronic tablet would be more efficient and effective way of receiving District Board packets. This item was requested by Member Sheppard. The Board discussed the pros and cons of switching. After much discussion it was then moved by Member Sheppard, seconded by Member Johnson and passed with 9 ayes and 2 nays (Member Anderson: No, Member Andoe: Yes, Member Beck: No, Member Bequette: Yes, Member Hanson: Yes, Member Johnson: Yes, Member Kirk: Yes, Member Schuster: Yes, Member Sheppard: Yes, Member Starkey: Yes, Member Vickery: Yes) vote to purchase iPad Air 2 16GB tablets and for the Board to receive future Board packets electronically.
- 7.4 Under item 7.4 of policy matters, the District Manager reported that per the conditions of the Employment Agreement between the District and District Manager, the manager must remind and request an annual performance evaluation. The employment agreement states, "*3. The Board shall, in April of each year of the Agreement term, meet and confer with the Manager on the issue of his job performance. The Board shall prepare a written evaluation of the Manager's performance, which shall be delivered to, and discussed with, the Manager.*" The Board and District Manager will meet in closed session at April's Board Meeting to discuss the evaluation. No action taken, nor needed. Member Sheppard requested that the Board have more input and/or a chance to speak in regards to the District Manager's evaluation. President Beck said the opportunity will exist during the evaluation.
- 7.5 Under item 7.5 of policy matters, the District Manager reported that if the Board would like to extend the current employment agreement with the District Manager it should proceed with the consideration of a one-year contract extension to 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. The employment agreement states, "*6. Extension of Agreement: Upon written request by the Manager, made not less than 55 days prior to the completion of any year of the Agreement term (other than the final year), the parties shall, not less than 25 days prior to the completion of that year, meet and confer on the issue of whether the Agreement term should be extended for an additional year. In the case of a timely written request to meet and confer, the Board shall, not less than 15 days prior to the completion of the Agreement year, notify the Manager in writing whether it intends that the Agreement term be extended for an additional year. An agreement to extend shall be memorialized by written Amendment to Employment Agreement, signed by the parties.*"
- 7.6 Under item 7.6 of policy matters, time was set aside to allow the Board of Trustees to complete the Form 700 Statement of Economic Interest as required by the Fair Political Practices Commission.

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 and explained pyrethrums and pyrethroids.
9. After reviewing the demands made upon the District for the past month it was then moved by Member Sheppard, seconded by Member Anderson, and passed unanimously to authorize checks numbered 41504 through 41608 and 41630 through 41633 be signed and distributed. Expenditures for the month totaled \$177,532.49.
10. Under personnel, the District Manager reported that Aaron Lumsden was promoted from Mosquito and Vector Control Specialist to Regional Supervisor. Aaron Lumsden thanked the Board and management for the opportunity and expressed his appreciation for the job.
11. Under items of correspondence, the Board reviewed a letter from District Manager Matthew C. Ball which expresses his desire for a one-year contract extension.
12. Under other business, the Board received a draft of the District's new Injury Illness Prevention Program to review before the April 12, 2017, Board meeting. The Board also received the District Manager's self-evaluation to review and complete prior to the April 12, 2017, Board meeting. President Beck requested that evaluations be sent to him no later than April 5, 2017. The Board was given AB 1825/AB 1661 training materials to review and complete prior to the April 12, 2017, Board meeting.
13. No persons wishing to address the Board pertaining to closed session matters.
14. No closed session items.
15. President Beck announced adjournment at 7:42 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on April 12, 2017, at the Oroville Headquarter's Board Room at 5117 Larkin Road, Oroville, CA 95965-9250.

Approved as written at the Board of Trustees meeting held April 12, 2017.

Respectfully submitted,

A. Thomas Anderson,  
Secretary