



Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250
Phone: 530-533-6038 • Fax: 530-534-9916
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Matthew C. Ball
Manager

AGENDA

Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodation and/or alternative format documents must be made 48 hours prior to the meeting.

1. **Regular Board of Trustees Meeting Time:** 4:00 PM **Date:** March 11, 2026
2. **Call to Order** – 4:00 PM Roll Call
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** February 11, 2026
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:**
6. **Closed Session Announcement (District Legal Counsel Present):** N/A
7. **Reports: (7.1)**
 - 7.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The District Manager will also report on District employees, meetings attended, and current projects.
8. **Policy Matters: (8.1 – 8.4)**
 - 8.1 **Consider Amendments to Personnel Policies, Policy 7150, Compensation**

The Board will be asked to consider amendments to Personnel Policies, Policy 7150, Compensation
 - 8.2 **Consider Adopting a New Mission Statement for the District**

At the February 11, 2026, Regular Meeting of the Board of Trustees, Member Schuster requested that the District explore the idea of updating the Mission of the District. The Board will be asked to consider three options.
 - 8.3 **District Manager Requests Annual Performance Evaluation**

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. At the June 14, 2017, regular meeting of the Board of Trustees, the Board unanimously approved to discontinue the use of the District Manager evaluation form and to discuss the District Manager's performance again verbally during closed session at which point, a Trustee will be appointed to draft a letter summarizing the verbal evaluation for the District Manager.

8.4 *District Manager Requests One-Year Contract Extension*

The Board will be asked to consider if it would like to extend the current employment agreement with the District Manager. Should the Board want to proceed, 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. *Topic of the Month:*

The Board will watch a presentation on an overview of the mosquito traps used by the District.

10. *Approve Payment of the Bills:*

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

11. *Personnel:* N/A

12. *Correspondence:*

The Board will review a letter written by District Manager, Matthew C. Ball, to the Board of Trustees.

13. *Other Business:* N/A

14. *Persons Wishing to Address the Board Pertaining to Closed Session Matters:*

15. *Closed Session Matters (District Legal Counsel Not Present):* N/A

16. *Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is April 8, 2026)*

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held February 11, 2026

Members Present: Andy Haymond, Darlene Fredericks, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Steve Ostling, Secretary Melissa Schuster, Eric Smith, President Bo Sheppard, and Carl Starkey.

Members Excused: Philip LaRocca.

Members Absent: None.

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 February 11, 2026, at 444 Otterson Drive, Chico, CA 95928.
2. The February 11, 2026, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. After review, it was then moved by Member Johnson, seconded by Member Smith and passed unanimously with a vote of 9 ayes and 0 nays with Member Johnson abstaining due to his excused absence to approve the minutes of the Board of Trustees meeting held January 14, 2026, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
 - 7.1 Under item 7.1 of Reports, District Manager's Report, the District Manager reported that on January 15, 2026, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. Also on this date, all District staff attended in-house annual training. Annual training consisted of pesticide safety training, pesticide law and label training, forklift training, respirator training, endangered species training, and workplace violence prevention training. Additionally, all staff attended a training on Outdoor Hazards provided free of charge by the VCJPA.

As directed by the Board on January 14th, the District Manager emailed the Town of Paradise on January 15, 2026, requesting that the District be shared the possible locations of the Town's proposed sewer ponds to provide helpful suggestions and/or comments. The Board was provided a copy of the Town of Paradise's response, which outlined that a draft will be presented on April 16, 2026, which at that time the Board would be able to provide a response. The District Manager illustrated on a map the proposed sites and explained the potential mosquito impact each location would pose to the residents of the Town of Paradise.

On January 16, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On January 20, 2026, District management met with Sage to review their financial software package and options, ask questions and review the startup and annual costs.

On January 21, 2026, the District Manager attended the Greater Sierra Sacramento (GSS). This GSS Summit One Health Regional Collaboration focuses on bats and rabies.

On January 27, 2026, District management attended CSDA's webinar and training on updated 2026 Employment Law and Practices.

On January 28, 2026, all District staff attended VCJPA's defensive driver's training classroom course, with nearly all District staff doing ride along observation. This course is provided free of charge by VCJPA. Also on this date, the District Manager met with a representative of Clarke Mosquito Control to discuss product availability, product costs, and projected uses for 2026.

On January 29, 2026, the District Manager attended CSDA's webinar and training on Story Telling for the Public Sector and Making Dry Content Impactful. Also on this date, the District Manager

and Entomologist II attended and participated in the Sac Valley Region meeting held remotely and virtually.

On January 30, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On February 5, 2026, District management met with Granicus to review the services they provide and to review costs with those associated services.

The District was closed on February 9, 2026, in observance of Lincoln's Birthday.

On February 10, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit.

As a reminder, the District will be closed on February 16, 2026, in observance of Presidents' Day.

- 7.2 Under item 7.2 of Reports, the Assistant Manager reviewed the 2025 BCMVCD Annual Report with the Board. The Board complimented staff on the quality of the report.
8. Policy Matters (8.1 – 8.3)
 - 8.1 Under item 8.1 of Policy Matters, the Board was asked to consider amendments to Personnel Policy, Policy 7130, Pay Periods. District management explained the reason for the suggested amendments. It was then moved by Member Starkey, seconded by Member Ostling and passed unanimously with a vote of 9 ayes and 0 nays to approve amendments to Personnel Policy, Policy 7130, Pay Periods as drafted.
 - 8.2 Under item 8.2 of Policy Matters, the Board was asked to consider approving and adopting Resolution No. 26-01 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 Smith, seconded by Member Ostling and passed unanimously with a vote of 9 ayes and 0 nays to approve Resolution 26-01 which affirms District's compliance with the California Underground Storage Tank Cleanup Fund (USTCF), as provided in 40 CFR 280.107
 - 8.3 Under item 8.3 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.
9. Under topic of the month, the District's Entomologist gave a presentation on the biology of *Anopheles freeborni*.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Schuster, and passed unanimously with a vote of 9 ayes 0 nays to authorize checks numbered 56578 through 56684 be signed and distributed. Expenditures for the month totaled \$337,298.84.
11. No other personnel to report.
12. No items of correspondence to report.
13. Under other business, the District Manager reported that Member Schuster asked for the District Manager to provide the Board with options for an updated mission statement.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters warranting legal counsel.
16. President Sheppard announced adjournment at 4:56 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on March 11, 2026, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary

On February 12, 2026, the District conducted vehicle inspections. Also on this date, all District management attended a webinar with Paylocity to discuss the requirements and technical aspects of transferring the District's payroll from QuickBooks to Paylocity.

On February 13, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

The District was closed on February 16, 2026, on observance of President's Day.

On February 17, 2026, District management attended a meeting with representatives of Vee Mac to review the services and software the company provides and to review components the District would need to have for the system to be operational. This is an exploration meeting requesting a proposal from Vee Mac.

On February 18, 2026, District management met again with Paylocity to outline the upcoming transfer of services.

On February 19, 2026, District management attended a meeting with representatives of CSU, Chico to review the services and software the CSUC may be able to create and to review components the District would need to have for the system to be operational. This is an exploration meeting requesting a proposal from CSU, Chico.

On February 24, 2026, District management attended a webinar provided by CSDA on ADA website compliance. On the same date, District management also attended another webinar on ADA website compliance, but this one was presented by MVCAC.

On February 26, 2026, District management attended the VCJPA's Annual Conference in Santa Cruz, California. The VCJPA Annual Conference covered the programs of coverage (e.g. worker's compensation, property liability, vehicle liability, etc.), liabilities and losses, legal updates, and Artificial Intelligence (AI).

On February 27, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state. District management attended the VCJPA's Annual Conference and Board meeting.

On March 2, 2026, the District Manager attended the first legislative committee meeting for 2026 to review current bills, take position on those bills, and to discuss any legislation the MVCAC would like the committee to push. In addition, the committee reviewed the 2026 charges.

On March 3, 2026, District management attended a webinar provided by CSDA on updates regarding the California Public Records Request laws and regulations.

On March 4, 2026, all District management, as required by statute, attended the new Senate Bill (SB) 827 training provided by CSDA. SB 827, effective January 1, 2026, mandates that California local agency officials, including elected/appointed officials and department head to complete at least two hours of specialized fiscal and financial training every two years. This new training covers budgeting, debt management, and audits. Also on this date, the District Manager attended the MVCAC Leg Day training. The District Manager also met with a representative of Target to discuss products, pricing, and availability.

On March 5, 2026, the District Manager met with a representative of Clarke Mosquito Control Products to discuss products, pricing, availability, and a possible trial. District management staff attended a meeting with Leading Edge and Associates.

On March 10, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Compensation
POLICY NUMBER: 7150

7150.1 This policy shall apply to all District employees.

7150.2 The payroll need not be submitted to the Board before issuing the checks. The pay period for District personnel shall be bi-weekly, with payment made in accordance to Personnel Policy, 7130 Pay Periods, on Wednesday following the last Friday of the pay period.

7150.3 Wages are established on the basis of a 40-hour work week.

7150.4 Payment for such overtime, sick leave, and vacation time, as may be provided for in this salary schedule, shall be made on an hourly rate. The hourly rate shall be derived by dividing the employees' bi-weekly rate by 80 hours.

7150.5 When an employee is not entitled to full payment for any bi-weekly pay period, payment will be made on a pro-rated basis computed on the hourly rate which would be equivalent to his bi-weekly wage rate for the same period.

7150.6 Any employee terminated for cause (fired) shall be paid before the end of the next working day following termination. Any employee who voluntarily terminates employment shall be paid at the next regular payroll, except under extenuating circumstances which the District Manager determines to be good cause for earlier payment.

7150.7 The specific salary schedule currently in effect is subject to periodic review and changes by Board action.

7150.8 Merit Advancement Within Range.

7150.8.1 Performance Evaluation Required. The District Manager may authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is "good." This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

7150.8.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a "good" performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

7150.8.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the date of hire.

7150.8.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

7150.8.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

7150.8.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

7150.8.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

7150.8.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

7150.8.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The District Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the District Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

7150.8.4 The steps of the salary schedule are merit steps, and are not automatic. Merit advancements for steps 1 through 5 are annual adjustments should the employee meet the requirements of 7150.8.1 and 7150.8.2. Steps 6, 7, and 8 are longevity steps based on merit. Eligibility for longevity steps would occur after 3 years of "good" work (pursuant to 7150.8.1 and 7150.8.2) for the District in each preceding step. For example, for an employee to advance from Step 5 to Step 6, 3 years of "good" work must be completed.

7150.9 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase at the same step, in rate.



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Matthew C. Ball
Manager

Mission Statement Options

1. Founded in 1948, the Butte County Mosquito and Vector Control District protects the health and welfare of the communities it serves by preventing and reducing mosquito and other vector-borne diseases and minimizing nuisance populations. Through cost-effective, science-based integrated vector management, rigorous surveillance, environmentally responsible control practices, exceptional public service, and proactive community education and engagement, the District works to promote healthy communities throughout its service area.
2. The mission of the Butte County Mosquito and Vector Control District is to protect public health by preventing and reducing mosquito-borne disease, minimizing nuisance mosquito populations, and combating the spread of diseases associated with ticks, fleas, and other vectors. The District accomplishes this through science-based, environmentally responsible control strategies, proactive surveillance, and community education and engagement.
3. The mission of the District is to promote healthy communities within the District's service area by combating the threat of mosquito and other vector-borne diseases through superior service, comprehensive surveillance strategies, responsible control measures, and extensive public education and outreach efforts.



BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

*From the Desk of
District Manager Matthew C. Ball*

March 4, 2026

Butte County Mosquito and Vector Control District
Board of Trustees
Attention: President Sheppard
5117 Larkin Road
Oroville, CA 95965-9250

Re: District Manager Contract Extension

Dear members of the Board of Trustees,

I am writing to request a one-year contract extension to the current employment agreement between the District and myself, the "District Manager." I am satisfied and feel privileged with the current language and terms of the contract. I do not wish to renegotiate terms at this time.

I have and continue to be honored and privileged to serve as your District Manager for the past seventeen years and it is my intention and hope to serve many more. I firmly believe that I have a strong bond and great communication lines with each of you, the District's staff, and the public the District serves. I strongly feel that together, we have completed an abundance of projects and achieved many goals over the past sixteen years, and I am excited to see what we can accomplish in the future.

Looking forward to progressively leading the District for many years to come.

Respectfully,

Matthew C. Ball
District Manager

mcb