

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held January 13, 2021

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

Members Excused: Gordon Andoe.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office 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 13, 2021, was live streamed via Zoom at: <https://us02web.zoom.us/j/6414173404>.
2. The January 13, 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. The District Manager informed the Board of Trustees, on January 11, 2021, he had received a call from Member Andoe to inform the District that he was resigning for personal reasons as a Trustee effective immediately and that a formal letter would follow. Member Andoe informed the District Manager that he had spoken with the City of Oroville to also inform the City of his resignation. Seeing and hearing no other persons wishing to address the Board, President Beck proceeded to request approval of the minutes.
4. After review it was then moved by Member Schuster, seconded by Member Kirk, and passed unanimously to approve the minutes of the Board of Trustees meeting held December 9, 2020, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. No newly appointed Board Members to report, but the District Manager reported that Member Schuster had been reappointed to a two-year term and Member Starkey had been reappointed to a four-year term.
8. Under election of officers, President Beck opened nominations; after further discussion, it was moved by Member Shuster, seconded by Member Sheppard and passed unanimously to reelect Dr. Beck as President; it was moved by Member Sheppard, seconded by Member Barth and passed unanimously to reelect Member Kirk as Vice President; it was moved by Member Johnson, seconded by Member Kirk and passed unanimously to reelect Member Sheppard as Secretary; it was moved by Member Sheppard, seconded by Member Kirk and passed unanimously to reelect Member Schuster 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 on December 10, 2020, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

On December 15, 2020, District's management conducted employee oral evaluations. All Mosquito and Vector Control Specialists were completed except for one.

On December 16, 2020, District management commenced and completed all oral evaluations of the administrative, management, and laboratory staff.

On December 21, 2020, the District annual underground storage tank test and CUPA was inspected. The District passed both inspections. BL Griffin Company, Butte County Environmental Health, and Butte County Air quality were all present for testing and inspections.

On January 5, 2021, the District Manager met with Don Galloway of Russel, Galloway, and Associates Inc. to walk the proposed building expansion.

On January 6, 2021, all District employees received state mandated underground storage tank training. Also, on this date, District management completed the last employee evaluation.

The District was closed the week of December 21 and December 28, as well as January 4, 2021.

Currently, the District is still following all the procedures, protocols, and worker protection policies reported to the Board in April. 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 February'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 ten months, and to continue to host the Board meetings remotely. The District will reassess these procedures next month.

- 9.2 Under item 9.2 of reports, the 2020/2021 Fiscal Budgets Reports, the District Manager reported on the 2020/2021 2nd quarter fiscal budgets. The District Manager reported that the District had expended 56.1% of Salaries and Wages, 65.4% of Services and Supplies, 14.2% of Capital Outlay, for an overall expended percentage of 56.7%. The District Manager then reviewed the revenues and the Hamilton City fiscal report and explained some expenditures.

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

10. Policy matters (10.1 – 10.4)

- 10.1 Under item 10.1 of policy matters, the Board was asked to consider allowing retired employees of the District to continue medical coverage on the District's medical insurance plan. The District's current plan allows the option and it would be of no cost to the District. It was then moved by Member Sheppard, seconded by Member Kirk and approved unanimously to approve changes to the District's Medical Insurance Plan to allow retired employees of the District to continue medical coverage on the District's medical insurance.
- 10.2 Under item 10.2 of policy matters, the Board was asked to consider approving and adopting Resolution No. 21-01, A Resolution for Retired Employee Medical Insurance. It was then moved by Member Johnson, seconded by Member Ostling and passed unanimously to approve Resolution No. 21-01, A Resolution for Retired Employee Medical Insurance.
- 10.3 Under item 10.3 of policy matters, the Board was asked to consider approving additions to Personnel Policy, Policy 7085, Health Benefit Plan, section 7085.8. It was then moved by Member Sheppard, seconded by Member Johnson and passed unanimously to approve additions to Personnel Policy 7085, Health Benefit Plan, Section 7085.8.
- 10.4 Under item 10.4 of policy matters, the Board was asked if the District can forgo updating and maintaining physical District Policy Manuals. The District's current Policy Manual has been uploaded to the District's website and a digital copy has been stored on the District's server available to all employees at all hours of the business day. After further discussion it was approved by the Board to forgo updating and maintaining physical District Policy Manuals.
11. Under topic of the month, Entomologist, Amanda Bradford provided a report on tick-borne diseases.
12. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Schuster, and passed unanimously to authorize checks numbered 48704 through 48864 be signed and distributed. Expenditures for the month totaled \$259,539.95.
13. No personnel to report.
14. Under correspondence, the Board reviewed a letter from the Town of Paradise and from CalPERS.

15. No other business to report.
16. No persons wishing to address the Board pertaining to closed session matters.
17. No closed session items.
18. President Beck announced adjournment at 5:08 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on February 10, 2021, via Zoom.

Respectfully submitted,

James "Bo" Sheppard,
Secretary