

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held April 10, 2024***

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

**Members Excused:** Philip LaRocca and Melissa Schuster.

**Members Absent:** Eric Smith.

**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 April 10, 2024, at 444 Otterson Drive, Chico, CA 95928.
2. The April 10, 2024, 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 Kirk, seconded by Member Starkey, and passed unanimously with a vote of 7 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held March 13, 2024, 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 - 7.3)
- 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported that on March 14, 2024, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District's Safety Committee held their monthly meeting.

On March 15, 2024, 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 March 18, 2024, the District Manager met with a representative of Azelis to discuss products, pricing, and availability.

On March 19, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project. Also on this date, the above-mentioned staff attended a webinar on new employment laws for 2024. Additionally, the District Manager met with a representative of Valent Biosciences to discuss products, pricing, and availability. Clarke provided droplet testing on all District foggers. This service was free of charge.

On March 20, 2024, the District Manager met with Action News Now to complete a new voice over for the District's 2024 public service announcement.

On March 26, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project. Also on this date, the Administrative Manager met with a representative of Cintas to discuss the District's uniforms and the Assistant Manager met with representatives of Nwestco to discuss the change order to the AST project.

On March 27, 2024, District management reviewed the draft budget and the process to create the budget.

On April 1, 2024, the District was closed in observance of Cesar Chavez Day.

On April 2, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project.

On April 3, 2024, the Assistant Manager met with representatives of Nwestco to begin work on the AST footings.

- 7.2 Under item 7.2 of reports, 2023/2024 3rd Quarter Fiscal Reports, the Administrative Manager reported that current revenues received are at 69.1%, salaries and benefits category is 68.3% expended, services and supplies category is 78.8% expended, capital outlay category is 85.7%. It was then stated that overall expenditures are currently at 73.3% expended.
- 7.3 Under item 7.3 of reports, the Assistant Manager reviewed the District's 2024 1st quarter newsletter. The Board was pleased with the newsletter.

After this final item of reports, President Sheppard asked the District Manager to proceed to policy matters.
8. Policy matters (8.1 – 8.5)
  - 8.1 Under item 8.1 of policy matters, the Board was asked to consider receiving, reviewing, and ordering posted for 30 days the 2024/2025 preliminary budgets. The District Manager and Administrative Manager reviewed and explained the proposed budgets. It was then moved by Member Johnson, seconded by Member Fredericks, and passed unanimously with a vote of 7 ayes and 0 nays to receive and order posted for 30 days the 2024/2025 preliminary budgets.
  - 8.2 Under item 8.2 of policy matters, the Board was asked to review and consider the draft copies of the organic rice letter and Memorandum of Understanding (MOU), the aggressive mosquito control on lands in excess of three acres (new owner/manager) letter and MOU, the aggressive mosquito control on lands in excess of three acres (reminder) letter, and the post-harvest rice re-flooding letter. The Board was also asked to authorize the mailing of the aforementioned letters and MOUs when appropriate. It was then moved by Member Kirk, seconded by Member Fredericks, and passed unanimously with a vote of 7 ayes and 0 nays to approve the letters and MOUs and authorized staff to send when appropriate.
  - 8.3 Under item 8.3 of policy matters, the Board was asked to consider declaring three (3) Satloc G4 Aerial Guidance Systems and one (1) AIMMS 20 surplus to need. It was then moved by Member Johnson, seconded by Member Starkey, and passed unanimously with a vote of 7 ayes and 0 nays to approve declaring three (3) Satloc G4 Aerial Guidance Systems and one (1) AIMMS 20 surplus to need.
  - 8.4 Under item 8.4 of policy matters, the Board was asked to consider approving the Non-Emergency COVID-19 Prevention Program. The District Manager reported to the Board in April 2020 that the District's Safety Committee created an Emergency COVID-19 Prevention Program pursuant to state law. The District has been following that plan pursuant to the requirements of state law and CalOSHA. With the emergency declaration ended, the District proposed the new plan. It was then moved by Member Fredericks, seconded by Member Ostling, and passed unanimously with a vote of 7 ayes and 0 nays to approve the Non-Emergency COVID-19 Prevention Program.
  - 8.5 Under item 8.5 of policy matters, the Board was asked to consider approving a payment for an invoice from Nwestco for \$9,528.99 for the new above ground storage tank (AST) permits, blueprints, and engineering plans. Capital expenditure for the AST was approved by the Board on April 12, 2023. The approved quote stated that permit and administrative fees which included engineering plans and blueprints would be invoiced separately and through the duration of the project. It was then moved by Member Fredericks, seconded by Member Sheppard, and passed unanimously with a vote of 7 ayes and 0 nays to approve a payment to Nwestco for \$9,528.99 for the AST permits, blueprints, and engineering plan fees.
9. Under topic of the month, the District's Entomologist gave a presentation on the biology of *Aedes sierrensis*.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Johnson, and passed unanimously with a vote of 7 ayes 0 nays to authorize checks numbered 53693 through 53813 be signed and distributed. Expenditures for the month totaled \$210,224.26.
11. No other business to report.
12. Under correspondence, the Board received a copy of a letter the District Manager sent to Chairwoman Duranzo, Committee on Local Government.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.
15. Closed Session Matters (District Legal Counsel Not Present): (15.1-15.2)

- 15.1 Under closed session matters 15.1, President Sheppard 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 4:49 PM and returned on the record / back in session at 5:17 PM. President Sheppard announced that the Board had discussed the District Manager's performance and progress. The consensus of the Board was that the District Manager's performance was deemed to be exceeding expectations in all performance criteria. President Sheppard stated that a letter would be submitted to the District Manager for inclusion into the District Manager's personnel file. No action was taken nor needed.
- 15.2 Under closed session matters 15.2, the Board of Trustees and District Manager agreed that there was no need to go into closed session for labor negotiations, Government Code 54957.6, employment agreement extension. Currently both parties are satisfied with the terms of the employment agreement. It was then moved by Member Johnson, seconded by Member Kirk, and passed unanimously to approve a one-year contract extension. President Sheppard announced that the contract extension revalidates the terms of the five-year contract and this approval will be executed by both parties. The executed amendment will be attached to the agreement and identified as Amendment No. 4.
16. President Sheppard announced adjournment at 5:19 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on May 8, 2024, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,  
Secretary