

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held April 12, 2023

Members Present: Michael Barth, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Secretary Melissa Schuster, and President Bo Sheppard.

Members Excused: Dr. Albert Beck, Darlene Fredericks, and Carl Starkey.

Members Absent: Chuck Reynolds.

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 12, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The April 12, 2023, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:02 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 Kirk, and passed unanimously with a vote of 6 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held March 8, 2023, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.3)
 - 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported that on March 7, 2023, the District Manager attended a Legislative Committee meeting to review 2023's current legislation.

On March 9, 2023, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee met on this date. A representative from Central Life Sciences provided a free presentation on the products offered and where products could be used within the District. Also, on this date, District management had a virtual meeting with Leading Edge and Associates to review MapVision 3.0 and to further explore the gap analysis.

On March 14, 2023, District management met virtually with representatives of Matsom & Isom to discuss current projects, evaluate the past month, and to plan for upcoming projects.

On March 17, 2023, 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 20, 2023, District management attend a conference call with Leading Edge and Associates to review and discuss an initial proposal for MapVision 3.0. The District Manager answered question the Board had related to the current MapVision 2.0 and the new MapVision 3.0.

On March 22, 2023, the District Manager attended the Spring MVCAC conference. MVCAC committees reviewed current projects, the charges for each committee for 2023, and status of last year's charges.

The Chico Substation's water main and backflow devices were struck by an unknow vehicle. The District filed a police report as this is believe to be a hit and run as the driver's license plate was left in the wreckage. The Chico Substation's water was turned off by Cal Water. The District had the repairs made on March 28, 2023, and has filed a claim with the VCJPA.

The District was closed on March 30, 2023, in observance of Cesar Chavez Day.

On April 4, 2023, representatives of Clarke provided droplet testing on all District foggers. The service is provided annually and has always been free of charge.

On April 6, 2023, District management attended and had their biannual management meeting. Management discussed the upcoming mosquito season, discussed policies and procedures, reviewed the offseason projects, and discussed other management topics.

- 7.2 Under item 7.2 of reports, 2022/2023 3rd Quarter Fiscal Reports, the Administrative Manager reported that current revenues received are at 64.2%, salaries and benefits category is 61.5% expended, services and supplies category is 86.1% expended, capital outlay category is 58.4%. It was then stated that overall expenditures are currently at 69.6% expended.
- 7.3 Under item 7.3 of reports, the Assistant Manager reviewed the District's 2023 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 – 8.7)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider receiving, reviewing, and ordering posted for 30 days the 2023/2024 preliminary budgets. The District Manager and Administrative Manager reviewed and explained the proposed budgets. It was then moved by Member Barth, seconded by Member Schuster, and passed unanimously with a vote of 6 ayes and 0 nays to receive and order posted for 30 days the 2023/2024 preliminary budgets.
- 8.2 Under item 8.2 of policy matters, the Board was asked to vote for a Butte Local Formation Commissioner from a pool of nominated Special District Regular Enterprise members. After further discussion by the Board, it was then moved by member Barth, seconded by Member LaRocca, and passed unanimously with a vote of 6 ayes and 0 nays to vote for Ruth Duncan from South Feather Water and Power Agency on the Butte Local Formation Commissioner for the 2023 Election Ballot.
- 8.3 Under item 8.3 of policy matters, the Board was asked to consider amendments to Operations Policies, Policy 3045, Purchasing and Expense Authorization and Policy 3050, Payment Procedures. The Administrative Manager explained the need for the updates. It was then moved by Member LaRocca, seconded by President Sheppard, and passed unanimously with a vote of 6 ayes and 0 nays to amend as proposed, Operations Policies, Policy 3045, Purchasing and Expense Authorization and Policy 3050, Payment Procedures.
- 8.4 Under item 8.4 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 Johnson, seconded by Member LaRocca, and passed unanimously with a vote of 6 ayes and 0 nays to approve the letters and MOUs and authorized staff to send when appropriate.
- 8.5 Under item 8.5 of policy matters, the Board was asked to consider adopting Resolution 23-01, a Resolution Appointing Financial System Administrator. The Administrative Manager explained the need for the resolution. It was then moved by Member Barth, seconded by Member Schuster, and passed unanimously with a vote of 6 ayes and 0 nays to adopt Resolution 23-01, a Resolution Appointing Financial System Administrator
- 8.6 Under item 8.6 of policy matters, the Board was asked to consider adopting resolution 23-02, a Resolution Concerning Warrant Signatures. The Administrative Manager explained the need for the resolution. It was then moved by Member Schuster, seconded by Member Kirk, and passed unanimously with a vote of 6 ayes and 0 nays to adopt Resolution 23-02, a Resolution Concerning Warrant Signatures.
- 8.7 Under item 8.7 of policy matters, the Board was asked to consider a Capital Expenditure for a new 2,500 gallon above ground storage tank. The District Manager explained the need for the new tank and the quotes. The District Manager informed the Board that funds to cover the expense will require a transfer at a later date from Accumulated Capital Outlay Reserve. After further discussion, it was moved by Member Barth, seconded by Member Schuster, and passed unanimously with a vote of 6 ayes and 0 nays to move forward with the quote from Nwestco for a total amount of \$152,157.97 for a new 2,500 gallon above storage tank.
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 Johnson, seconded by Member Barth, and passed unanimously with a vote of 6 ayes 0 nays to authorize checks numbered 52182 through 52305 be signed and distributed. Expenditures for the month totaled \$375,594.45.

11. Under personnel to report, the District Manager reported that on March 27, 2023, Eric Dillard was promoted from Mosquito and Vector Control Specialist II to Mosquito and Vector Control Specialist III and Shane Robertson was promoted to the same position back on November 13, 2022.
12. No items of correspondence to report.
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 15.2, 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 5:37 PM and returned on the record / back in session at 5:53 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 Schuster, 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. 3.
16. President Sheppard announced adjournment at 5:54 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on May 10, 2023, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary