

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held January 13, 2016***

**Members Present:** A. Tom Anderson, Gordon Andoe, Dr. Albert Beck, Jack Bequette, Charles Bird, Bruce Johnson, Dr. Larry Kirk, Terry Mallan, 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, and Vector Ecologist/Fish Biologist Chris Ocegueda.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on January 13, 2016, at 444 Otterson Drive, Chico, CA 95928.
2. The January 13, 2016, 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 Bequette and passed unanimously to approve the minutes of the Board of Trustees meeting held December 9, 2015, as written.
5. No closed session matters.
6. Newly appointed Member Vickery and Member Johnson were introduced to the Board.
7. Under election of officers, President Beck opened nominations for President, it was moved by Member Sheppard, seconded by Member Andoe, and passed unanimously to reelect Dr. Beck as President. It was then moved by Member Anderson, seconded by Member Starkey, and passed unanimously to reelect Member Bird as Vice President. It was then moved by Member Kirk, seconded by Member Bird, and passed unanimously to reelect Member Anderson as Secretary. It was then moved by Member Anderson, seconded by Member Bird, and passed unanimously to elect Member Sheppard to Assistant Secretary.
8. Reports (8.1 – 8.3)
- 8.1 Under item 8.1 of reports, District Manager's Report, the District Manager reported that the MOU with non-management employees of the District had been ratified with 12 of 14 employees signing the MOU. Five employees took advantage of the CTO buy back option which equated to 688.00 hours of CTO being purchased at a cost of \$24,647.70. The District Manager also reported that on December 10, 2015, the District completed the monthly staff meeting, safety committee meeting, and all vehicle inspections. The District Manager also completed and conducted oral employee performance evaluations on all administrative and laboratory staff. The District Manager hosted his 8<sup>th</sup> Annual Employee Appreciation Lunch. The District Manager and his kind wife, prepared and cooked the employees a lunch as a small token of appreciation for their yearlong efforts, commitments, and achievements. Also on this date, the District Manager attended the Friends of Comanche Creek meeting in Chico.

On December 14, 2015, the District completed the annual underground storage tank test inspection. The District passed the inspection. The inspection recertifies the monitor, tests UST spill buckets, and tests monitor sensors and line leak detectors.

On December 15, 2015, the District's management completed employee performance evaluations. The employees were provided with a written evaluation prior to having an oral interview with District management.

On December 17, 2015, the District Manager met with a representative from Clarke Mosquito Control Products to discuss products, inventory, prices, and to set dates for droplet testing and possible new formulation trials.

On December 28, 2015, the District Manager obtained flood insurance with coverage for all District locations with a total value of \$5,048,764.00. The per occurrence deductible for all flood zones excluding Zones A and V is \$100,000.00. The District's values are in flood Zone X. The pro-rated premium through 7/1/16 is roughly \$315.00. As the District obtained this coverage midterm, its believed the annual premium will be nearly 50% less next year.

On January 4, 2016, the District Manager and Regional Supervisor Bill Kunde travelled to Mr. Kunde's shop in Yuba City to cut and build cabinets for the District's new fish room. Mr. Kunde was kind enough to allow the District to use his tools and facilities saving the District a lot of expenses.

On January 6, 2016, the District Manager gave newly appointed Trustee, Dr. Tom Vickery a tour of the District and District materials such as a Policy Book, brochures, BMP manual, and more.

On January 11, 2016, all District permanent full-time employees received defensive driver training. The employees received both classroom and behind the wheel training. Seasonal employees will complete the training sometime after they are hired during the early summer.

On January 12, 2016, the District Manager and Safety Committee attended a webinar. The topic was workplace violence prevention and active shooter response.

- 8.2 Under item 8.2 of reports, Annual Report, the District Manager reported on the completion of the 2015 Annual Report. Assistant Manager Doug Weseman then reviewed the annual report and highlighted updated sections of the publication. The Board commended the Assistant Manager for the high quality of the report.
- 8.3 Under item 8.3 of reports, 2015/2016 Fiscal Budgets Reports, the District Manager reported on the 2015/2016 2nd quarter fiscal budgets. The District Manager reported that the District had expended 48.1% of Salaries and Wages, 69.2% of Services and Supplies, 60.3% of Capital Outlay, for an overall expended percentage of 55.8%. The District Manager then reviewed the projected revenues.

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

## 9. Policy Matters (9.1 - 9.5)

- 9.1 Under item 9.1 of policy matters, the Board was asked to consider adoption of Resolution #16-01 which continues the Regular Meetings of the Board of Trustees on the second Wednesday of each month commencing at 6:30 PM. The Board requested this item be tabled until this meeting. The Board considered changing the meeting time to 3:00 PM or 6:30 PM. After some discussion, it was then moved by Member Anderson, seconded by Member Starkey, and passed unanimously to adopt Resolution #16-01 which continues the Regular Meetings of the Board of Trustees on the second Wednesday of each month commencing at 6:30 PM.
- 9.2 Under item 9.2 of policy matters, the Board was asked to consider amendments to the District's Operation Policy, Disposal of Surplus Property or Equipment, Policy #3060. The amendments were recommended by the District's legal counsel. It was then moved by Member Andoe, seconded by Member Sheppard, and passed unanimously to approve the amendments as written to the District's Operation Policy, Disposal of Surplus Property or Equipment, Policy #3060
- 9.3 Under item 9.3 of policy matters, the Board was asked to consider a capital expenditure for the amount of \$22,916.00 from Robert Farley Construction for a free standing 25'x50' roof structure. The Board had previously (July 7, 2015, Board meeting) approved a 75'x25' roof structure that would have completed the carport coverage needed on the west side of the old vehicle shed. However the District had not obtained permits. The District has hired an engineer, had plans drafted, and permits approved. This expenditure is for a 25'x50' roof structure and is budgeted. It was then moved by Member Mallan, seconded by Member Vickery, and passed unanimously to approve the capital expenditure for the amount of \$22,916.00 from Robert Farley Construction for a free standing 25'x50' roof structure.
- 9.4 Under item 9.4 of policy matters, the Board was asked to consider a Board Policy, Board Ethics Committee, Policy #1110. At the December 9, 2015, Regular Meeting of the Board of Trustees, the Board discussed how to handle potential complaints filed against a member of the Board of Trustees. Secretary Anderson has provided this proposed policy. It was moved by Member

Anderson, seconded by Member Mallan, and passed unanimously approve Board Policy, Board Ethics Committee, Policy #1110.

- 9.5 Under item 9.5 of policy matters, the Board was asked to consider the continuation of the discussion and review the District's current Personnel Policy, Weapons, Policy #7265. Per the direction of the Board, the District Manager provided a report on items researched as well as shared opinions from the District's legal counsel, VCJPA, and the District's Safety Committee. After a lengthy discussion, the Board directed staff to continue to explore ways to minimize risks to workplace violence and active shooter situations. No action taken, nor needed.
10. Under topic of the month, the Assistant Manager reviewed the District's winter project list. The Assistant Manager highlighted some of the larger projects such as mosquito readiness, the renovation of the steam rack to a fish building, cleaning and organizing the parts room and much more.
11. After reviewing the demands made upon the District for the past month it was then moved by Member Anderson, seconded by Member Bequette, and passed unanimously to authorize checks numbered 39730 to 39844, inclusive be signed and distributed. Expenditures for the month totaled \$146,126.00.
12. No items of personnel to report.
13. Under correspondence, the District Manager reported that District staff sent letters to the Board of Trustees appointing officials regarding Board of Trustee meeting attendance. The Board reviewed a letter from the Special District Leadership Foundation that states the District again has been awarded the Special District Transparency Certificate of Excellence. The Board reviewed a letter from the City of Gridley which states that Vice Mayor Bruce Johnson has been appointed (term length to be specified at January 18<sup>th</sup> meeting), a letter from the City of Oroville which states that Member Andoe has been reappointed to a two-year term expiring on December 31, 2017, and a letter from the Butte County Board of Supervisors which states Dr. Tom Vickery has been appointed to a four-year term expiring on December 31, 2019. The Board also review a letter from the Friends of Comanche Creek Greenway.
14. Under other business, the District Manager and Office Manager opened all the sealed bids for the truck that were being sold. The highest bidder for the 1996 Ford F150 was K. Ford with a bid of \$1,050.00 and the highest bidder for the 1996 Chevy S-10 was J. Sheppard with a bid of \$2,350.00.
15. No persons wishing to address the Board pertaining to closed session matters.
16. No closed session matters without District legal counsel.
17. President Beck announced adjournment at 7:44 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on February 10, 2016, at the Oroville Office's Board Room, at 5117 Larkin Road, Oroville, CA 95965-9250.

Approved as written at the Board of Trustees meeting held February 10, 2016.

Respectfully submitted,

A. Tom Anderson,  
Secretary