

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held January 14, 2015***

**Members Present:** A. Tom Anderson, Gordon Andoe, Dr. Albert Beck, Jack Bequette, Charles Bird, Jerry Ann Fichter, Dr. Larry Kirk, Terry Mallan, Allan Seefeldt, Bo Sheppard, and Carl Starkey.

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Darlene and Chico Resident Susan Mason.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on January 14, 2015, at 444 Otterson Drive, Chico, CA 95928.
2. The January 14, 2015, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 7:30 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 Fichter, seconded by Member Seefeldt and passed unanimously to approve the minutes of the Board of Trustees meeting held December 10, 2014, as written.
5. No closed session matters.
6. The District Manager reported that Member Bird and Member Sheppard were reappointed by their respective appointing officials to four-year terms.
7. Under election of officers, President Beck opened nominations for President, it was moved by Member Seefeldt, seconded by Member Andoe, and passed unanimously to retain all current Board Officers. Officers of the Board are; President Dr. Al Beck; Vice President Charles Bird, Secretary Tom Anderson, Assistant Secretary Jerry Ann Fichter.
8. Reports (8.1 – 8.3)
  - 8.1 Under item 8.1 of reports, District Manager's Report, the District Manager reported that on December 10, 2014, 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 January 7, 2015, the State Water Resources Control Board Inspected the District UST tests and reports. On January 12, 2015, the SB 989 test was completed with the District passing all tests and inspections.

On December 11, 2014, the District completed the monthly staff meeting, safety committee meeting, and all vehicle inspections.

On December 15-17, 2014 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 18, 2014, the District Manager hosted the 7th Annual Employee Appreciation Luncheon. 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.

Additionally, the District's employees voted on the 2015 holiday schedule. Two holidays were approved unanimously to change the day of observation; Caesar Chavez Day March 31, 2015, which is a Tuesday moving it to Monday, March 30, 2015, and Veterans Day Wednesday, Board Day, November 11, 2015, to Thursday November 12, 2015. The finalized holiday schedule was reviewed.

On January 6, 2015, the District Manager again commenced with discussion with the City of Oroville regarding the possibility of a new lease or a lease extension for property at 5117 Larkin Road, Oroville, California, 95965-9250. City Engineer Rick Walls believes that the time is right to propose a lease to the FAA.

The District Manager reported that the District was closed the week of December 22 through 25 and December 29 through January 1.

- 8.2 Under item 8.2 of reports, Annual Report, the District Manager reported on the completion of the 2014 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, 2014/2015 Fiscal Budgets Reports, the District Manager reported on the 2014/2015 2nd quarter fiscal budgets. The District Manager reported that the District had expended 42.5% of Salaries and Wages, 59.5% of Services and Supplies, 1.0% of Capital Outlay, for an overall expended percentage of 46.3%. 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 - 9.6)

- 9.1 Under item 9.1 of policy matters, the Board was asked to consider partnering with the Teichert Ponds Restoration Foundation Steering Committee with a donation of funds and content for a kiosk at the Teichert Ponds. The District Manager reported that each year the District receives many calls regarding mosquitoes and mosquito control at the Teichert Ponds. Susan Mason made a presentation and answered all questions. After some discussion regarding the kiosk and the great opportunity to expand the District's public education and outreach efforts, it was then moved by Member Bequette, seconded by Member Kirk, and passed unanimously to approve partnering with the Teichert Ponds Restoration Foundation Steering Committee and to pledge a donation of \$3,600.00 to assist with the creation of the information kiosk at the Teichert Ponds trailhead.
- 9.2 Under item 9.2 of policy matters, the Board was asked to consider potential participation and/or funding for the Comanche Creek Greenway Management Plan and partnering with the Friends of Comanche Creek. Susan Mason made a presentation, explained the reasons and needs for assistance, and answered all questions. After some discussion, it was then moved by Member Sheppard, seconded by Member Bird, and approved unanimously to assist with the funding measure for the amount of \$1,000.00 each year for a three-year period.
- 9.3 Under item 9.3 of policy matters, the Board was asked to consider the creation of a new position and adopting Job Description, Policy 6180, Vector Ecologist / Fish Biologist. The District Manager reviewed the proposed job description and explained the need and reasons for the position. It was then moved by Member Bird, seconded by Member Seefeldt, and passed unanimously to approve the creation of position, the Job Description, Policy 6180 as proposed, and to set the Vector Ecologist / Fish Biologist position on the District's Salary Schedule at Range 25.
- 9.4 Under item 9.4 of policy matters, the Board was asked to consider a capital expenditure in the amount of \$8,882.91 for an aircraft engine mount extension from Hershey Flying Service, Inc. 714Y (Horse) the District's granule larvicide aircraft which needs the engine changed out. While the engine is off and before the new one is installed it is advisable and advantageous to modify the engine mount. The current configuration makes the ship tail heavy. It was then moved by Member Anderson, seconded by Member Mallan, and passed unanimously to approve the capital expenditure in the amount of \$8,882.91 for an aircraft engine mount extension from Hershey Flying Service, Inc.
- 9.5 Under item 9.5 of policy matters, the Board was asked to consider a expendable equipment expenditure in the amount of \$18,146.25 for 13 Panasonic Tough Book Laptop Computers and 13 Samsung Static Hard Drives from CDW. These laptops are to replace the 6 year old laptops used by field personnel. The currently owned/used laptops will be retained and used by District's Seasonal personnel. It was then moved by Member Mallan, seconded by Member Sheppard, and passed unanimously to approve the expendable equipment expenditure in the amount of \$18,146.25 for 13 Panasonic Tough Book Laptop Computers and 13 Samsung Static Hard Drives from CDW.
- 9.6 Under item 9.6 of policy matters, the Board was asked to consider a capital expenditure in the amount of \$38,201.03 for one (1) ProMist Dura electric fogger, one (1) GPS smartflow assembly for that fogger, and two (2) Cougar Smart Flow GPS gas powered foggers. The District Manager did report that this expenditure was budgeted. It was then moved by Member Fichter, seconded by Member Starkey, and passed unanimously to approve the capital expenditure in the amount of \$38,201.03 for one (1) ProMist Dura electric fogger, one (1) GPS smartflow assembly for that fogger, and two (2) Cougar Smart Flow GPS gas powered foggers.
10. Under topic of the month, the District Manager reviewed the District's winter project list. The District Manager highlighted some of the larger projects such as mosquito readiness, the renovation of the steam rack to a fish building, the clearing of debris and laying base rock around the equipment shed, and the construction of a chicken coop.

11. After reviewing the demands made upon the District for the past month it was then moved by Member Anderson, seconded by Member Sheppard, and passed unanimously to authorize checks numbered 38217 to 38333, inclusive be signed and distributed. Expenditures for the month totaled \$143,716.45.
12. No items of personnel to report.
13. Under correspondence, the District Manager reported that District personnel sent letters to the Board of Trustees appointing officials regarding Board of Trustee meeting attendance. The Board reviewed a letter from the City of Biggs which states that Member Sheppard has been reappointed to serve a 4-year term expiring December 31, 2018.
14. No other business to report.
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 8:50 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 7:30 PM on February 11, 2015, at the Oroville Office's Board Room, at 5117 Larkin Road, Oroville, CA 95965-9250.

Respectfully submitted,

A. Tom Anderson,  
Secretary