

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

**Members Excused:** Carl Starkey.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Maritza Sandoval, Vector Ecologist / Fish Biologist Ryan Rothenwander, District's legal counsel, Tony Soares, and member of the public, Darlene Starkey.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on April 14, 2021, was live streamed via Zoom at: <https://us02web.zoom.us/j/6414173404>.
2. The April 14, 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. 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 Schuster, seconded by Member Sheppard, and passed unanimously to approve the minutes of the Board of Trustees meeting held March 10, 2021, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. Reports (7.1 – 7.3)
- 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported on March 11, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

On March 15, 2021, the District Manager and Vector Ecologist / Fish Biologist attended and presented at the Lyme Disease Support Group's conference remotely via Zoom.

On March 16, 2021, the District Manager attended via Zoom the MVCAC Executive Board meeting. This monthly meeting is where all member district managers attend to discuss legislation, action items of the MVCAC, plan, and discuss challenges for the upcoming season. Also, on this date, representatives of Clarke conducted the District's annual droplet testing free of charge.

On March 17, 2021, the District Manager and Office Manager attended a meeting with Butte LAFCo and OMAD's legal counsel to discuss the current status of OMAD's dissolution process and for the District to reaffirm its position that the District does not wish to annex OMAD with outstanding liability and/or debts.

On March 19, 2021, the District Manager attended the biweekly MVCAC Legislative and Regulatory conference call. The meeting discussed pending and drafted legislative bills, the state budget, COVID-19 issues, and reviewed a few regulatory issues.

On March 22, 2021, the District Manager and Office Manager attended a free of charge catch basin treatment presentation hosted by Valent BioSciences.

District employees that voluntarily received their first COVID-19 vaccination shot on March 3, 2021, received their 2nd vaccination shot on March 24, 2021.

On March 31, 2021, the District Manager hosted the District's biannual management meeting.

The District was closed on April 1, 2021, in observance of Cesar Chavez Day.

On April 6, 2021, the District Manager met with Katja Townsend of Assemblymember Gallagher's office to discuss the importance of mosquito surveillance and control and to request funding for CalSurv as part of the MVCAC's Legislative Days (April 6-7). Sutter-Yuba attended the meeting as well.

On April 12, 2021, the District Manager hosted via zoom the annual coordination meeting with USFWS, Sutter-Yuba MVCD, Colusa MAD, and Glenn County MVCD. Participating districts reviewed the USFWS 2021 Special Use Permit and Pesticide Use Permits.

On April 14, 2021, the District Manager attended a webinar hosted by AMCA on the nontarget effects of mosquito control insecticides on pollinators.

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 daily press conferences. The District received detailed guidance for employers regarding COVID-19 infections and exposures. The District's current procedures and policies are in place to minimize the loss of the District's workforce.

The District has experienced employees missing work due to isolation/quarantine orders as well as COVID 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 as of today.

The Board discussed COVID-19 moving forward, considerations such as the May'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 with limited access, to continue to operate under the procedures and policies that have been followed the past twelve months, and to continue to host the Board meetings remotely. The District will reassess these procedures next month.

The District Manager reported, the District has one invoice that remains unpaid for 2020 aerial treatments. The invoiced is Jason Markstein, of North Fork Ranch. Invoice BU-20-00087 was issued on 8/27/2020 in the amount of \$1,792.43. Between the time frame of November 2020 to March 2021, District staff made multiple attempts to collect payment and were unsuccessful. Emails, phone calls, and letters including via registered mail were sent. On 3/23/2021, Mr. Markstein returned the District's call and asked to speak to Assistant Manager to discuss outstanding invoice. At the time Mr. Markstein stated he would not be sending payment. A copy of the executed MOU between Mr. Markstein and the District, copy of the invoice, aerial maps, and letters were provided to the Board. The Board directed staff to zero out the invoice and collect evidence for abatement order.

- 7.2 Under item 7.2 of reports, the 2020/2021 Fiscal Budgets Reports, the District Manager reported on the 2020/2021 3<sup>rd</sup> quarter fiscal budgets. The District Manager reported that the District had expanded 77.5% of Salaries and Wages, 81.5% of Services and Supplies, 52.0% of Capital Outlay, for an overall expended percentage of 77.2%. The District Manager informed the Board that the District's 2020/2021 3<sup>rd</sup> quarter expended percentages follow prior year trends, for this time of year.

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

- 7.3 Under item 7.3 of reports, the Assistant Manager reviewed the District's 2021 1<sup>st</sup> quarter newsletter. The Board was pleased with the newsletter.

8. Policy matters (8.1 – 8.5)

- 8.1 Under item 8.1 of policy matters, the District's legal counsel reviewed the bids and reported to the Board his findings. After Mr. Soares report and further discussion, it was moved by Member Sheppard, seconded by Member Barth, and passed unanimously to direct the District Manager to cease all new building processes and to remodel the existing administration building in Oroville to meet the District's needs. The Board will discuss the Board meeting location for all future meetings during next month's meeting.

- 8.2 Under item 8.2 of policy matters, the Board was asked to consider receiving, reviewing, and ordering posted for 30 days the 2021/2022 preliminary budgets. The District Manager and Office Manager reviewed and explained the proposed budgets. It was then moved by Member LaRocca, seconded by Member Schuster, and passed unanimously to receive, review, and order posted for 30 days the 2021/2022 fiscal budgets.

- 8.3 Under item 8.3 of policy matters, the Board was asked to vote for a regular member and an alternate to serve on the Butte LAFCo Commission. It was moved by Member Sheppard, seconded by Member Kirk, and passed unanimously to direct the District Manager to vote for Al McGreehan for regular member and Larry Bradley for alternate member.
- 8.4 Under item 8.4 of policy matters, the Board was asked to consider an agreement and election to establish in the State Treasury, the California Employer's Pension Prefunding Trust Fund (CEPPT). It was moved by Member Kirk, seconded by member Barth, and passed unanimously to approve the agreement and election to establish in the State Treasury the CEPPT.
- 8.5 Under item 8.5 of policy matters, the Board was asked to consider approving and adopting Resolution #21-02, a Resolution of Appreciation for Meritorious Service to the Citizens of Butte County and Hamilton City for Phillip Henry and Resolution #21-03, a Resolution of Appreciation for Meritorious Service to the Citizens of Butte County and Hamilton City for Don Lasik. It was moved by Member Sheppard, seconded by Member Ostling, and unanimously approved to adopt Resolution #21-02 and Resolution #21-03, a Resolution of Appreciation for Meritorious Service to the Citizens of Butte County and Hamilton City for Phillip Henry and Don Lasik.
9. Under topic of the month, the District's Vector Ecologist / Fish Biologist, Ryan Rothenwander, provided an update on the District's mosquitofish program.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Schuster, seconded by Member Ostling, and passed unanimously to authorize checks numbered 49054 through 49211 be signed and distributed. Expenditures for the month totaled \$370,509.24.
11. Under personnel, the District Manager reported that the District's Office Assistant did not successfully fulfill the positions probationary period.
12. No correspondence items 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 15.1, President Beck 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 5:41 PM and returned on the record / back in session at 5:51 PM. President Beck 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 Beck stated that a letter would be submitted to the District Manager for inclusion into the District Manager's personnel file. It was then moved by Member Kirk, seconded by Member Ostling, and passed unanimously to approve the District Manager's merit increase.
  - 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 Schuster, seconded by Member Sheppard, and passed unanimously to approve a one-year contract extension. President Beck 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 #1.
16. President Beck announced adjournment at 5:55 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on May 12, 2021, via Zoom.  
Approved as written by the Board of Trustees meeting held on May 12, 2021.

Respectfully submitted,

James "Bo" Sheppard,  
Secretary