

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held January 11, 2017

Members Present: Secretary A. Thomas Anderson, Gordon Andoe, President Dr. Albert Beck, Jack Bequette, Dr. Suzanne Hanson, Bruce Johnson, Vice President Dr. Larry Kirk, Melissa Schuster, Assistant Secretary 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, Regional Supervisor Jim Richards, and Chris Brown of Fedak and Brown LLP.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on January 11, 2017, at 444 Otterson Drive, Chico, CA 95928.
2. The January 11, 2017, 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 Sheppard, seconded by Member Starkey, and passed unanimously to approve the minutes of the Board of Trustees meeting held December 14, 2016, as written with Members Kirk and Schuster abstaining.
5. No closed session matters.
6. Newly appointed Member Schuster was introduced.
7. Under election of officers, President Beck opened nominations for President, it was moved by Member Vickery, seconded by Member Bequette, and passed unanimously to reelect Dr. Beck as President, Member Kirk as Vice President, Member Anderson as Secretary, and Member Sheppard to Assistant Secretary.
8. Reports (8.1 –8.4)
 - 8.1 Under item 8.1 of reports, Chris Brown of Fedak and Brown LLP presented a comprehensive summary and evaluation of the District's annual audit for the Board. Mr. Brown highlighted that the District is in a good financial position and no major findings were found. The Board and District management thanked Mr. Brown for his presentation, report, and summary.
 - 8.2 Under item 8.2 of reports, District Manager's Report, the District Manager reported the District was closed December 19-22, December 26-29, and on January 2, 2017.

On December 13, 2016, the District completed and passed all required underground storage tank tests. BL Griffin performed the tests with Butte County Air Quality and Butte County Environmental Health supervising the tests.

On December 15, 2016, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this day. Also on December 15th, the District's management completed all annual employee evaluations. In addition, the District Manager hosted the District's 9th annual Employee Appreciation lunch. This lunch is purchased, prepared, and cooked by the District Manager and his wife and is free of charge to the employees.

On January 3, 2017, District staff attended a WebEx conference call and presentation with Leading Edge and Associates to discuss, plan, and review the District's MapVision 2.0 project.

On January 4, 2017, the District Manager met with newly appointed Trustee Melissa Schuster. Member Schuster was provided a welcome bag including a Policy Manual and was given a tour of the Oroville Headquarters.

On January 9, 2017, the District Manager met with Butte County LAFCO. Butte County LAFCO will be conducting a review of the county's mosquito and vector control districts. The District's last

Municipal Service Review was conducted and completed in 2004. Also on this date, the District Manager met with Joe Comacho, a new sales representative with Target Specialty Products to discuss products, prices, and availability.

The District Manager reported that all District employees are current with the requirements of AB 1234 Ethics Training and AB 1825 Sexual Harassment Prevention Training. All Trustees are current with AB 1234 Ethics Training, but with the passage of AB 1661 all Trustees need to attend AB 1825 training. The District could host an online training and/or provide a DVD. The District Manager will continue to search for a DVD.

- 8.3 Under item 8.3 of reports, Annual Report, the Assistant Manager reported on and reviewed the District's 2016 Annual Report. The Board commended the Assistant Manager for the high quality of the report.
- 8.4 Under item 8.4 of reports, 2016/2017 Fiscal Budgets Reports, the District Manager reported on the 2016/2017 2nd quarter fiscal budgets. The District Manager reported that the District had expended 49.9% of Salaries and Wages, 72.5% of Services and Supplies, 61.0% of Capital Outlay, for an overall expended percentage of 58.6%. The District Manager then reviewed the projected revenues and the Hamilton City fiscal report and explained some expenditures.

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

9. Policy Matters (9.1)

- 9.1 Under item 9.1 of policy matters, the Board was asked to consider adopting Rosenberg's Rules of Order. Member Anderson stated that he had not compared the District's current rules of order (Policy 1080) with Rosenberg's and requested this item be tabled until February's Board meeting. The consensus of the Board was to table this item until February.

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

10. Under topic of the month, the District Manager reviewed the District's winter project list.
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 41232 and 41352 be signed and distributed. Expenditures for the month totaled \$166,378.02.
12. No items of personnel to report.
13. Under items of correspondence, the Board reviewed letters from the Butte County Board of Supervisors stating the Members Bequette and Starkey had both been reappointed to 4-year terms.
14. Under other business, the District Manager asked if any Board Members wished to attend the Butte County Special District Association dinner on January 26, 2017, in Chico. President Beck and Member Sheppard wished to attend.
15. No persons wishing to address the Board pertaining to closed session matters.
16. No closed session items.
17. President Beck announced adjournment at 7:37 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on February 8, 2017, at the Oroville Headquarters' Board Room at 5117 Larkin Road, Oroville, CA 95965-9250.

Approved as written at the Board of Trustees meeting held February 8, 2017.

Respectfully submitted,

A. Thomas Anderson,
Secretary