

**Regular Meeting Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held March 13, 2024**

**Members Present:** Darlene Fredericks, Andrew Haymond, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Secretary Melissa Schuster, President Bo Sheppard, Eric Smith, and Carl Starkey.

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, Entomologist Amanda Bradford, and Office Assistant Sara MacKenzie.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on March 13, 2024, at 444 Otterson Drive, Chico, CA 95928.
2. The March 13, 2024, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Under persons wishing to address the Board on items not on the agenda, the District Manager introduced new Trustee, Eric Smith who was appointed by the City of Oroville. 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 LaRocca, seconded by Member Kirk, and passed unanimously with a vote of 10 ayes and 0 nays to approve the minutes of the Board of Trustees regular meeting held February 14, 2024, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1)

Under item 7.1 of Reports, District Manager's Report, the District Manager reported that on February 15, 2024, District management met with representatives of Mom's Club to discuss the District's Aggressive Larvicide Program and to review best management practices to reduce mosquitoes. Also on this date, District management signed the Fire Victim's Trust release per the direction of the Board.

On February 22, 2024, the District had its SB 989 UST inspections. Two of the three tests the District passed; one test was not performed as repairs need to be made before the test can be completed. The District is in the process of getting the repair completed. Also on this date, the District Manager attended a Legislative Committee meeting to review 2024 legislation and reviewed the feedback from the 2024 Leg Day that was held.

On February 27, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project. Also on this date, the above-mentioned staff held an annual pre-budget meeting to discuss needs, wants, and prices. In addition, District management attend a webinar on new employment law for 2024. The District manager reminded the Board that the District has three projects happening at this time the above ground tank, MapVision 3.0, and the building expansion.

On February 28 and 29, 2024, District management attend the VCJPA Annual Conference. The conference provides nuts and bolts training to the programs and coverages, employment law, and worker's compensation procedures. The conference is informative and very educational.

On February 29, 2024, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

On March 1, 2024, 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 5, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project. Also on this date, District management and administrative

staff attended training on SB 553 which requires the District to create and produce a Workplace Violence Prevention Program (WVPP) by July 1, 2024. The District is currently working with the VCJPA to create a WVPP pursuant to the new law.

On March 6, 2024, the Assistant Manager met virtually with RG&A and the civil engineer to finalize the plans to be submitted to the city of Oroville's review for the new building expansion project. The District is hopeful to put this project out to bid soon.

On March 12, 2024, District management and administrative staff attended a weekly meeting with Leading Edge and Associates to review the status of MapVision 3.0 and to discuss the needs still needing to be completed on the project.

AB 1115 postpones the repeal of Barry Keene Underground Storage Tank Cleanup Trust Fund Act of 1989 provisions to January 1, 2036. In short, the District can maintain its \$5,000.00 UST Fund in reserves as opposed to increasing that to \$1,000,000.00.

The District has received payment for all outstanding invoices from the 2023 mosquito season.

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

## 8. Policy Matters (8.1 – 8.5)

8.1 Under item 8.1 of Policy Matter, the Board was asked to consider a transfer of \$180,000.00 from Accumulated Capital Outlay Reserve to Capital Outlay Vehicles as the new fleet trucks are expected to arrive before the end of the fiscal year. The Board approved the four (4) fleet F150 trucks at the October 11, 2023, Board meeting. It was then moved by Member LaRocca, seconded by Member Schuster, and passed unanimously with a vote of 10 ayes 0 nays to approve a transfer of \$180,000.00 from Accumulated Capital Outlay Reserve to Capital Outlay Vehicles.

8.2 Under item 8.2 of policy matters, the Board was asked to declare four vehicles surplus to need, establish the minimum bid amount for each truck, authorize the sale to the highest bidder, and to approve the notice for publication. It was then moved by Member Kirk, seconded by Member Starkey, and passed unanimously with a vote of 10 ayes 0 nays to declare four vehicles surplus to need, establish the minimum bid amount for each truck at \$2,500.00, authorize the sale to the highest bidder, and to approve the notice for publication. The District Manager also asked about employees being able to place sealed bids on surplus vehicles and it was the Board's direction to allow District employees to place sealed bids, but continued to restrict Board Trustees from placing bids.

8.3 Under item 8.3 of Policy Matter, the Board was asked to consider one of two possible change orders for the new above ground storage tank. The change orders are a requirement from the city of Oroville which was discovered through the permitting process for the new tank. After some discussion it was then moved by Member Schuster, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes 0 nays to approve the \$24,500.00 change order from NWestCo for the new tank footings.

8.4 Under item 8.4 of Policy Matter, per the conditions of the Employment Agreement between the District and District Manager, the manager must remind and request an annual performance evaluation. The Board and District Manager will meet in closed session at April's Board Meeting to discuss the evaluation. No action taken, nor needed.

8.5 Under item 8.5 of Policy Matter, per the conditions of the Employment Agreement between the District and District Manager, the manager must request a one-year contract extension, which he did both verbally and with a written letter. No action taken, nor needed.

9. Under topic of the month, the Entomologist gave a presentation on the mosquito traps used by the District.

12. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes 0 nays to authorize checks numbered 53557 through 53692 be signed and distributed. Expenditures for the month totaled \$241,775.05.

13. No items under personnel to report.

14. Under correspondence, the Board reviewed a letter written by the District Manager Matthew C. Ball.

15. Under other business to report, the District Manager reminded the Board that some Trustees were due for state mandated ethics training and/or sexual harassment training.
16. No persons wishing to address the Board pertaining to closed session matters.
17. No closed session matters not warranting legal counsel.
18. President Sheppard announced adjournment at 4:55 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on April 10, 2024, at the Chico Substation Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,  
Secretary