

**Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held May 13, 2020**

**Members Present:** Gordon Andoe, President Dr. Albert Beck, Michael Barth, Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Assistant Secretary Melissa Schuster, Secretary Bo Sheppard, and Carl Starkey.

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Doug Weseman, and Office Manager Maritza Sandoval.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on May 13, 2020, was live streamed via Zoom at <https://us02web.zoom.us/j/84790744152?pwd=SWtKUGJ3dDY5NXU3NGkvSHJDYkM3QT09>
2. The May 13, 2020, 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 Johnson, and passed unanimously to approve the minutes of the Board of Trustees meeting held April 8, 2020, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. Board Member of the month: Member Johnson: Member Johnson provided a verbal summary of his public and professional service and how he came to be a member of the Board.
8. Reports (8.1 – 8.2)
- 8.1 Under item 8.1 of reports, District Manager's Report, the District Manager reported that on April 9, 2020, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

On April 14, 21, 28, 2020, and May 5, 12, 2020, the District Manager attended the weekly COVID-19 MVCAC Manager's meeting via conference call. The managers of the MVCAC discussed, shared current conditions, and planned for district operations during the COVID-19 pandemic. Each district sounded off with what each has learned, shared legal counsel advise, and planned on how best to protect employees of districts and the communities each serves.

On April 16, 2020, the District Manager attended a Zoom meeting with the managers of Sutter-Yuba MVCD, Colusa MAD, and Glenn County MVCD to discuss USFWS Standard Use Permit and Pesticide Use Proposals for the 2020 mosquito season.

On April 28, 2020, the District Manager and Office Manager attended a CSDA webinar on "Messaging During a Crisis." This training was provided free of charge to CSDA members.

On April 29, 2020, District management attended the USFWS annual coordination meeting via a conference call. USFWS reviewed the Standard Use Permit (SUP) and Pesticide Use Proposals (PUPs). Area MVCD managers discussed the inclusion of several items and voiced concerns over various components of the PUPs. The District has ratified the SUP for the 2020 season.

On April 30, 2020, the District Manager and Office Manager attended a CSDA webinar on "Managing Employees through a Pandemic." The training focused on the CARES act, the Families First Coronavirus Response Act, and other new regulatory and legislative changes. The training was provided free of charge to CSDA members.

On May 5, 2020, the District Manager and Office Manager attended a CSDA webinar on "Budgeting for a COVID-19 Recession." The training focused on the possible outcomes of the aftermath economically following the COVID-19 stay at home orders. The training was provided free of charge to CSDA members.

The District currently has offered employment to nine (9) seasonal applicants. The District needs fourteen (14). The District has advertised on Craigslist, the local newspapers, on the District's website, at CSU Chico, and Butte College.

The District Manager continues to make work voluntary. In other words, for employees that are fearful of contracting the virus and/or being a carrier of the virus to friends and family, the District is allowing employees to "stay at home" using any accrued personal time the employee has. This decision was based on what other MVCDs, special districts, and public agencies are doing/allowing. It appears as if the intent of state and federal legislation is concurrent with this practice. Currently, no District employee is "staying at home."

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 and the District is not answering person to person service requests. The 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 Manager reported that he has submitted Phase 2 COVID-19 guidance questions to the Public Health Officer.

The District Manager requested Board direction on how the Board wishes to meet for June's Board meeting, if the District should release the modified response, and if the District offices should reopen to the public. The consensus of the Board was to keep the District offices closed to the public, to continue to operate under the procedures and policies that have been followed the past two months, and to continue to host the Board meetings remotely. The District will reassess these procedures each month going forward.

- 8.2 Under item 8.2 of reports, the department reports, the District Manager reported that tick surveillance has now ceased for the season. Tick surveillance will again commence in the fall of 2020. A total of 126 tick pools have been submitted to Placer MVCD for the 2019/2020 tick season. The District is awaiting test results for all tick pools. Areas where pools were collected include, Bidwell Park, Lime Saddle, Lake Wyandotte, and Loafer Creek. The District's New Jersey light traps were placed and operational on April 14, 2020. The District's gravid traps were placed and started operating on April 13, 2020. The sentinel chickens arrived and were placed in their coops on April 23, 2020. Yellow jacket surveillance and CO2 trapping will commence when conditions warrant.

No West Nile virus (WNV) activity has been reported within the District's service area in 2020. WNV has been identified in two California counties to date; Napa and Santa Clara (4 dead birds).

The District's four indoor fish tanks are operational. Currently, one tank is working as a rearing tank with another tank holding the fry from the rearing tank. The other two tanks are awaiting a stocking of fish. In April, the one active rearing tank produced over 9,000 fry. The Vector Ecologist / Fish Biologist will continue to test the tanks for optimal production. The public mosquitofish tanks will be placed towards the end of May if the COVID-19 stay at home order is lifted.

Mosquito and Vector Control Specialists (Specialists) have continued with winter/spring flood water mosquito surveillance in rock pits, dredger pits, flood water areas, and urban sources. Camp Fire surveillance and control continues. Countless burnt properties have yielded many mosquito-breeding sources with an abundance of larvae. Specialists have completed the first round of storm drain treatments. Specialists have also continued with annual training, calibration, maintenance, required annual reading, and winter compound projects. Service requests for inspections, fish, and treatments have increased dramatically over the past month.

The District's Air Operations is continuing annual maintenance on the three District aircraft and loader truck. All three aircraft are nearly ready for mosquito season. The new loader truck is believed to be ahead of schedule and the District hopes completion by June.

The Public Relations (PR) Department is currently preparing for the upcoming public relations season. The PR Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District mobile friendly website continues to be updated as needed. The Assistant Manager is working with Matson & Isom on the District's new website. All public events scheduled for the months of March through June have been cancelled due to COVID-19. The District public service announcements began on May 1, 2020, running on radio and television. The District's billboards went up on May 1 as well and will be rotating throughout the county.

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

9. Policy matters (9.1 – 9.9)

- 9.1 Under item 9.1 of policy matters, the Board was asked to consider approving and adopting Resolution No. 20-04, a Resolution of Appreciation for Meritorious Service to the Citizens of Butte County and Hamilton City for William “Bill” Kunde. It was then moved by Member LaRocca, seconded by Member Schuster, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve and adopt Resolution No. 20-04.
- 9.2 Under item 9.2 of policy matters, the Board was asked to consider approving and adopting Resolution No. 20-05, a Resolution to Transfer \$250,000.00 from Accumulated Capital Outlay Reserve to Capital Outlay, Vehicles, to cover the costs of the District’s new tank truck. The District Manager reported that the Board approved the tank truck in July of 2019 and approved keeping the allocated expense within reserves until the truck was near completion. It was then moved by Member Starkey, seconded by Member Schuster, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve and adopt Resolution No. 20-05.
- 9.3 Under item 9.3 of policy matters, the Board was asked to consider approving and adopting Resolution No. 20-06, a Resolution to Decrease Petty Cash Revolving Fund and Account from \$11,500.00 to \$2,500.00. The District Manager explained the reason for decreasing the amount within the account. It was then moved by Member Johnson, seconded by Member Ostling, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve and adopt Resolution No. 20-06.
- 9.4 Under item 9.4 of policy matters, the Board was asked to review and consider amending Operations Policy, Policy #3025, Budget Preparation. The suggested amendments are drafted to reflect the current process of budget preparations now that the District has a Special Benefit Assessment. It was then moved by Member Sheppard, seconded by Member Schuster, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve the amendments to Operation Policy, Policy #3025.
- 9.5 Under item 9.5 of policy matters, the Board was asked to consider amending Operations Policy, Policy #3055, Credit Card Usage. District management is requesting that the Regional Supervisor be added to the policy and issued a District Cal-card. It was then moved by Member Kirk, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve the amendments to Operation Policy, Policy #3055.
- 9.6 Under item 9.6 of policy matters, the Board was asked to review the Hamilton City benefit assessment. It was the recommendation of the District Manager to maintain the current level of service provided to Hamilton City based on previous discussions with a representative from Hamilton City and having no complaints from the residents of Hamilton City. It was then moved by Member LaRocca, seconded by Member Barth, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to maintain the current level of service to Hamilton City.
- 9.7 Under item 9.7 of policy matters, the Board was asked to approving a Capital Expenditure for a new ice machine for the Oroville office from TriMark Food Service Equipment, Supplies, and Design in the amount of \$2,781.28 as the District’s current machine repairs exceed the value of the machine. It was then moved by Member Johnson, seconded by Member Starkey, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve the Capital Expenditure.
- 9.8 Under item 9.8 of policy matters, the Board was asked to consider approve a transfer of \$50,000.00 from Capital Outlay to Service and Supplies and a transfer of \$60,000.00 from Appropriation for Contingencies to Salaries and Benefits. The District Manager and Office Manager explained the request for the transfers. It was then moved by Member Schuster, seconded by Member Sheppard, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve the two recommended transfers.
- 9.9 Under item 9.9 of policy matters, the Board was asked to consider choosing one of two Employment Agreement options drafted by the District’s legal counsel and will be asked to consider ratifying a 5-year Employment Agreement once one of the two options is selected. The District Manager reported that he had worked with the District’s legal counsel to rework the original

Employment Agreement to better follow the procedures that had been followed the past ten years. It was then moved by Member Barth, seconded by Member Ostling, and passed unanimously with a vote of 10 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to approve Option #1, a new Employment Agreement between the District and District Manager, retroactive to May 1, 2020.

10. Under topic of the month, the District Manager provided a brief report and review of the biology and identification of *Aedes sierrensis*.
11. 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 (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, Sheppard, and Starkey) and 0 nays to authorize checks numbered 47694 through 47806 be signed and distributed. Expenditures for the month totaled \$403,326.82.
12. Under personnel, the District Manager reported that Edith Del Rio Carriedo was hired and started employment with the District on April 14, 2020. Edith will cover for the Office Manager during pregnancy leave and the current position's termination date will be October 1, 2020. William "Bill" Kunde retired on May 4, 2020, having served as the District's Regional Supervisor for the past eleven years.
13. Under correspondence the Board will review letters from AMCA, the District Manager, and USFWS.
14. Under other business, President Beck reported that one of his office lines has been discontinued and provided other phone numbers he could be contacted at.
15. No persons wishing to address the Board on closed session matters.
16. No closed session matters.
17. President Beck announced adjournment at 5:03 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on June 10, 2020, via Zoom if EO-N-29-20 is still in effect. If the order is lifted, the Board will meet at the Oroville Headquarters at 5117 Larkin Road, Oroville, CA 95965-9250.

Respectfully submitted,

James Bo Sheppard,  
Secretary