

**Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control
District Meeting held October 14, 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, and Secretary Bo Sheppard.

Members Excused: Member Starkey.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Maritza Sandoval, Vector Ecologist/ Fish Biologist Amanda Bradford, 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 October 14, 2020, was live streamed via Zoom at <https://us02web.zoom.us/j/6414173404>.
2. The October 14, 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 Sheppard, and passed unanimously to approve the minutes of the Board of Trustees meeting held September 9, 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 Sheppard: Member Sheppard 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 – 8.4)
- 8.1 Under item 8.1 of reports, District Manager's Report, the District Manager reported that on September 10, 2020, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

On September 17, 2020, the District discovered *Aedes aegypti*. The District Manager stated a more detailed report will follow the Manager's Report.

On September 18, 2020, 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 September 22, 2020, the District Manager attended the biweekly 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. The meeting has been altered to now attend monthly and will discuss more topics than just COVID-19 going forward. Also, on this date, the District Manager met with a civil engineer from Rolls, Anderson, and Rolls to walk and specify the work that needed to be done at the Oroville office's front driveways and parking area.

On September 28, 2020, a representative of MVC Media conducted filming and photography for more educational videos. Also, on this date, the District Manager was invited to a Zoom meeting to explore new carbon dioxide baited traps that are being used in France. The traps are highly effective at capturing invasive *Aedes* mosquitoes.

On September 29, 2020, a representative of MVC Media conducted and completed this round's filming and photography.

On September 30, 2020, the District Manager and Office Manager attended a Zoom webinar presented by VCJPA / ERMA legal counsel. The webinar discussed the new COVID-19 legislation, reporting requirements, and covered the COVID-19 emergency sick leave issues. This webinar was provided at no cost.

On October 1, 2020, the District hosted its 13th Annual Seasonal Appreciation Lunch. This lunch is free to all staff and it is not funded with District tax dollars. Also, on this date, the Office Manager met with a representative from Gaynor Telecommunication Systems to update and enhance the District's existing phone system.

On October 6, 2020, the District Manager attended the new monthly MVCAC Manager's meeting via Zoom. The meeting covered topics such as MVCAC Executive Committee projects, Committee reports, COVID-19 issues, invasive Aedes detections, and operational challenges.

The Office Manager and District Manager have reviewed the fixed Capital Asset tracking list and is reporting no change.

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 11 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 October 14, 2020.

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

- 8.2 Under item 8.2 of reports, the department reports, the District Manager reported that the District's New Jersey light traps and gravid traps have continued catching mosquitoes. Currently, *Culex pipiens* and *Culex tarsalis* populations are slightly higher than this time the previous year. Sentinel chickens samples are continuing to be taken biweekly. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of October 1, 2020, 448 pools have been submitted for testing. The sentinel chickens are having sera samples taken biweekly. Yellow jacket surveillance continues.

The District discovered *Aedes aegypti* for the first time in Butte County's history on September 24, 2020. The discovery was an adult female collected in a B&G Sentinel trap in the area of East Ave and Mariposa. During the meeting the District Manager and Vector Ecologist / Fish Biologist provided an update of surveillance, control, and public education and outreach conducted.

West Nile virus (WNV) continues to be active within Butte County. The District has 28 positive mosquito pools, 3 dead birds, 23 sentinel chickens, and confirmation of 4 human infection. WNV activity has been detected in the state and has increased over the past month.

The District's four indoor fish tanks are operational. Currently, three tanks are working as rearing tanks with another tank holding the fry from the fry producing tanks. Tank stocks continue to increase. The Vector Ecologist / Fish Biologist will continue to test the tanks for optimal production. The public mosquitofish tanks were placed at their locations with signs and were stocked with fish on May 28, 2020. The District added two Oroville locations in early June. The ponds have a significant amount of fish and the pond that was reconstructed during the offseason is producing fish.

Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and control operations in man-made containers, storm drains, retention ponds and other urban sources. Camp Fire surveillance and control continues. Countless burnt properties have yielded many mosquito-breeding sources with an abundance of larvae. Surveillance and control of mosquitoes within rice, other agricultural sources, and managed wetlands has continued and a large number of acres have been treated. Managed wetland Fall flood-up is currently under way with many acres being flooded. Reflooded rice field inspections have commenced. Service requests for inspections, fish, and treatments have decreased over the past month.

Aerial operations have been extremely busy to date. As of September 30, 2020, 714Y has treated 7,587 acres of managed wetlands. The acreage at this time last year was 6,654 acres. 6633K has treated 42,425 acres of rice. The acreage at this time last year was 32,601 acres. As of October 14, 2020, 606Y has made 12 ULV adulticide treatments this year. Last year at this time, 606Y had made 11 ULV treatments.

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. All public events scheduled for the months of March through September have been cancelled due to COVID-19. All the District public service announcements began on May 1, 2020, and ran on radio and television through September. The District's billboards ran through the end of September. The District had an opportunity to add a PSA during Monday night football's broadcast on October 5, 2020 and October 13, 2020.

- 8.3 Under item 8.3 of reports, 2020/2021 1st Quarter Fiscal Reports, the District Manager reported that salaries and benefits category is 35.4% expended, services and supplies category is 52.1% expended, capital outlay category is 2.4%. It was then stated that overall expenditures are currently at 39.6% expended and current revenues are at 4.9% received.
- 8.4 Under item 8.4 of reports, 3rd Quarter Newsletter, the Assistant Manager reviewed and explained the 3rd Quarter Newsletter with the Board.

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

9. Policy matters (9.1 – 9.8)

- 9.1 Under item 9.1 of policy matters, the Board was asked to consider approving a Capital expenditure for two new Toyota Tacoma 4X4 pickup trucks from Oroville Toyota in the amount of \$72,110.24 or \$36,055.12 per truck. The District Manger reported the expenditure has been budgeted. It was then moved by Member Andoe, seconded by Member Johnson, following a discussion the motion failed unanimously with a vote of 9 nays (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard). Following more discussion, it was then moved by Member Barth, seconded by Member Schuster, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve the Capital expenditure for two new Ford F150 pickup trucks from Gridley Country Ford in the amount of \$57,57340 or \$28,786.70 per truck.
- 9.2 Under item 9.2 of policy matters, the Board was asked to consider approving the plans and bid sheet prepared by Rolls, Anderson, and Rolls for the repaving project. At the August 12, 2020, Regular Meeting of the Board of Trustees, the Board reviewed quotes for asphalt repaving of the driveway/ parking lot, but directed the District Manager to hire a civil engineer to create a set of plans and bid sheet. It was then moved by Member Kirk, seconded by Member Barth, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve the plans and bid sheet prepared by Rolls, Anderson, and Rolls for the repaving project and agreed with the District Manager's recommendation to repave when weather warrants.
- 9.3 Under item 9.3 of policy matters, the Board was asked to consider approving and directing staff to submit an application for the State and Federal Surplus Property Program. It was then moved by Member LaRocca, seconded by Member Sheppard, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve and direct staff to submit application for the State and Federal Surplus Property Program.
- 9.4 Under item 9.4, the Board was asked to consider approving and adopting the District's Invasive Aedes Response Plan. Following the detection of *Aedes aegypti* in Placer and Sacramento County in 2019, the Board approved CDPH's Invasive Aedes Response Plan during the September 2019 Board meeting. It was the wishes of the Board for the District to create its own plan. It was then moved by Member LaRocca, seconded by Member Sheppard, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve and adopt the District's Invasive Aedes Response Plan.
- 9.5 Under item 9.5, the Board was asked to consider a capital expenditure for two MicroEye Digital Microscopes from MicroEye in the amount of \$6,465.76 plus tax, shipping, and any customs costs. The District Manger reported these two scopes were not budgeted, but due to the detection and ongoing surveillance of *Aedes aegypti* this request was being made. It was then moved by Member Schuster, seconded by Member LaRocca, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to

approve capital expenditure for two MicroEye Digital Microscopes from MicroEye in the amount of \$6,465.76 plus tax, shipping, and any customs costs.

- 9.6 Under item 9.6, the Board was asked to consider a capital expenditure for an A1 Super Duty Larvicide Sprayer from Adapco in the amount of \$16,071.43 plus shipping. The District Manager reported this expenditure was not budgeted, but is being requested due to the detection of *Aedes aegypti* within the District's service area. This will allow the District to make wide area adulticide (WALs) treatments from the ground. It was then moved by Member Schuster, seconded by Member LaRocca, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve capital expenditure for an A1 Super Duty Larvicide Sprayer from Adapco in the amount of \$16,071.43 plus shipping.
- 9.7 Under item 9.7, the Board was asked to consider approving amendments to Operations Policies, Fixed Asset Accounting, Policy 3030, Fixed Asset Capitalization, Policy 3035, and Purchasing and Expense Authorization, Policy 3045. The District Manager and Office Manager explained the reasons for the requested amendments. It was then moved by Member Kirk, seconded by Member Schuster, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to approve amendments to Operations Policies, Fixed Asset Accounting, Policy 3030, Fixed Asset Capitalization, Policy 3035, and Purchasing and Expense Authorization, Policy 3045.
- 9.8 Under item 9.8, the Board heard a brief presentation from the District Manager regarding the administration lab building. The Board has requested the District Manager to create a new administration office, a new larger meeting room, and a new functionally sized lab. The District Manager proposed a new idea that retains the existing administration building, but would create an addition of a different building that would house a new lab, a new large meeting room, an office, and restrooms. After further discussion, the District Manager received approval from the Board of Trustees to move forward with this concept.
10. Under topic of the month, the District's Vector Ecologist/ Fish Biologist presented a report on the viruses *Aedes aegypti* can transmit.
11. After reviewing the demands made upon the District for the past month it was then moved by Member Sheppard, seconded by Member LaRocca, and passed unanimously with a vote of 9 ayes (Andoe, Beck, Barth, Johnson, Kirk, LaRocca, Ostling, Schuster, and Sheppard) and 0 nays to authorize checks numbered 48352 through 48501 be signed and distributed. Expenditures for the month totaled \$740,386.48
12. Under personnel, the District Manager reported the District's seasonal employees were laid off on October 1, 2020, except for two seasonal employees that will be laid off on October 15, 2020.
13. No correspondence items to report.
14. No other business to report.
15. No persons wishing to address the Board on closed session matters.
16. No closed session matters.
17. President Beck announced adjournment at 5:34 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on November 11, 2020, via Zoom.

Approved as written at the Board of Trustee meeting held November 11, 2020.

Respectfully submitted,

James Bo Sheppard,
Secretary