

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held April 13, 2016***

**Members Present:** Gordon Andoe, President Dr. Albert Beck, Jack Bequette, Vice President Charles Bird, Bruce Johnson, Dr. Larry Kirk, Assistant Secretary Bo Sheppard, Carl Starkey, and Dr. Tom Vickery.

**Members Excused:** Secretary A. Tom Anderson and Terry Mallan.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Darlene Starkey, Entomologist II Eric Gohre, Vector Ecologist/Fish Biologist Chris Ocegueda, Mosquito and Vector Control Specialist Aaron Lumsden, and Carol Spangler a resident.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on April 13, 2016, at 5117 Larkin Road, Oroville, CA 95965-9250.
2. The April 13, 2016, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 6:27 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 Vickery, seconded by Member Bequette, and passed unanimously to approve the minutes of the Board of Trustees meeting held March 9, 2016, as written with Member Andoe abstaining due to his excused absence.
5. No closed session matters.
6. Reports (6.1 – 6.4)
  - 6.1 Under item 6.1 of reports, District Manager's Report, the District Manager reported that on March 15, 2016, the District Manager attended the MVCAC Legislative Committee meeting. During the meeting the committee and MVCAC lobbyist reviewed active legislation, planned Leg Day, and discussed strategies. The District discussed some of the bills of concern for this year. Also on this date, the District Manager attended an onsite Comanche Creek meeting with the Friends of Comanche Creek and the city of Chico. This meeting discussed Phase #2 of the project.

On March 16, 2016, all District staff but two attended the Sac Valley Region Continuing Education Session in Yuba City. There were informative presentations viewed and continuing education hours gained.

On March 17, 2016, the District's Assistant Manager and Manager attended the Annual Coordination Meeting with USFWS, Colusa Mosquito Abatement District, Sutter Yuba Mosquito and Vector Control District, and Glenn County Mosquito and Vector Control District. The district reviewed the Special Use Permit and Pesticide Use Permits with USFWS. Also on this date, the District completed the monthly staff meeting, safety committee meeting, and all vehicle inspections.

On March 22, 2016, Will Wegener of Aflac gave a brief presentation to all employees regarding voluntary gap insurance coverage. A few employees signed up for a plan.

On March 24, 2016, the District hired a professional shredding company to shred onsite documents. All documents destroyed were in accordance with the District's document retention policy. Also on this date, the District Manager attended a Friends of Comanche Creek meeting with the city of Chico.

On April 6, 2016, the District Manager, Assistant Manager, and Member Sheppard attended MVCAC's Leg Day in Sacramento. The District Manager provided a brief report to the legislative visits.

On April 11, 2016, the District Manager and Assistant Manager met with representatives from Butte County Public Health to discuss and strategize public education and outreach efforts for the coming mosquito season. Butte County Public Health may participate in and contribute to some of the District's PR projects this season.

The District Manager provided the Board with a verbal update regarding the potential administration office extension. The District Manager provided the Board with two options and sought direction from the Board. The Board directed the District Manager to start exploring the concept of demolishing the existing administration / lab building and replacing with a new building that meets the needs and demands of the District. Member Andoe recommended that District staff contact the city of Oroville regarding the potential lease and FAA requirements to conduct new construction.

- 6.2 Under item 6.2 of reports, Department Report, the District Manager reported that tick surveillance has continued and tick flagging has yielded *Ixodes pacificus* and *Dermacentor occidentalis* in areas of the District (Upper Bidwell and Lake Oroville areas). *Ixodes pacificus* and *Dermacentor occidentalis* populations have decreased over the past month. The District's New Jersey light traps and gravid traps have been placed and are now operational. The sentinel chickens are scheduled to arrive in the next week or two. Yellow jacket surveillance and CO2 trapping will commence when populations and climate conditions warrant.

No West Nile virus (WNV) activity has been reported within the District's service area for 2016. WNV activity has been identified in 4 counties (Los Angeles, Orange, San Diego, and Santa Clara) throughout the state thus far. All WNV activity within the state was detected in dead birds.

The District has completed all of the upper and lower cabinets in the fish room. The tanks have been installed. The Vector Ecologist / Fish Biologist is working to setup the tanks and will begin cycling the tanks and creating a procedures manual. The sentinel mosquitofish tanks will be placed in the field the later part of April or early May.

Mosquito and Vector Control Specialists (Specialists) have commenced with winter/spring flood water mosquito surveillance in rock pits, dredger pits, flood water areas and urban sources. Specialists have also continued with annual training, calibration, maintenance, required annual reading, and winter compound projects. Specialists are progressing towards completing "Mosquito Readiness." Several winter projects have been completed and many more are currently in progress.

The District's Air Operations is continuing annual maintenance on the three District aircraft and loader truck. 606Y (Bat) had an engine replaced and final tweaks and items are being addressed. 6633K (Jaws) and 714Y (Horse) are receiving annual maintenance and repairs.

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 now has a mobile friendly website. Several public events are slated for the near future. The District has already conducted several interviews on local news channels and newspapers. The District recently had a booth at the Chico Home and Garden Show on March 19<sup>th</sup> and 20<sup>th</sup>. The District will have a booth at many more public events throughout the upcoming season.

- 6.3 Under item 6.3 of reports, 2015/2016 Fiscal Budgets Reports, the District Manager reported on the 2015/2016 3rd quarter fiscal budgets. The District Manager reported that the District had expended 72.4% of Salaries and Wages, 89.8% of Services and Supplies, 76.0% of Capital Outlay, for an overall expended percentage of 78.4%. The District Manager then reviewed the projected revenues.

- 6.4 Under item 6.4 of reports, first quarter newsletter, the Assistant Manager reviewed and presented the 2016 first quarter newsletter. The main theme of the newsletter was the District's ongoing surveillance and control activities. The newsletter also included information such as public education and outreach activities.

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

## 7. Policy Matters (7.1 - 7.4)

- 7.1 Under item 7.1 of policy matters, the Board was asked to review and consider the draft copies of the organic rice letter and Memorandum of Understanding (MOU), the aggressive mosquito control on lands in excess of three acres (new owner/manager) letter and MOU, the aggressive mosquito control on lands in excess of three acres (reminder) letter, and the post-harvest rice re-flooding

letter. The Board was also asked to authorize the mailing of the aforementioned letters and MOUs when appropriate. It was then moved by Member Bequette, seconded by Member Kirk, and passed unanimously to approve the letters and MOU's as written and to mail when appropriate.

- 7.2 Under item 7.2 of policy matters, the Board was asked to consider a donation to the Mosquito Research Foundation (MRF). The Board considered three options; Option 1 to donate for general research and administration support; Option 2 to donate for specific research project(s); Option 3 to decide to not donate. The MRF is seeking donations of any denomination, but strongly encourages .05% of a districts operating budget. The District donated \$7,500.00 in April of 2015 to fund three research projects at \$2,500.00 each. It was then moved by Member Bird, seconded by Member Vickery, and passed unanimously to donate \$5,000.00 to the MRF for Dr. Robert Peterson's research, "Risks to Pollinating Bees from Adult Mosquito Control."
- 7.3 Under item 7.3 of policy matters, the Board was asked to consider approving the request for proposals (RFP) for professional audit services as well as to direct staff to distribute and publish the RFP. It was then moved by Member Sheppard, seconded by Member Starkey, and passed unanimously to approve the RFP as written and to distribute the RFP when appropriate.
- 7.4 Under item 7.4 of policy matters, the Board was asked to consider joining the California Special Districts Association (CSDA). CSDA's dues structure is based on an agencies/district's operating revenue. The dues for operating revenue between \$2.0 million and \$5.0 million is \$5,659.00 annually. It was then moved by Member Bird, seconded by Member Johnson, and passed unanimously to join CSDA and to pay annual dues of \$5,659.00.

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

8. Under topic of the month, the District Manager reported on Pyrethrum and Pyrethroid products used by the District.
9. After reviewing the demands made upon the District for the past month it was then moved by Member Bequette, seconded by Member Bird, and passed unanimously to authorize checks numbered 40093 to 40108, inclusive and 40110 to 40208 inclusive be signed and distributed. Expenditures for the month totaled \$209,899.73
10. No items of personnel to report.
11. Under items of correspondence, the Board reviewed a letter written by District Manager, Matthew C. Ball to the Honorable Bob Wieckowski regarding SB 1246.
12. No items of other business to report.
13. No persons wishing to address the Board pertaining to closed session matters.
- 14.1 Under closed session matters 14.1, 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 7:27 PM and returned on the record / back in session at 7:40PM. 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.
- 14.2 Under closed session matters, 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 Vickery, seconded by Member Bird, and passed unanimously to approve a one-year contract extension and to approve the District Manager's merit increase pursuant to District policy. 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 #7.

15. President Beck announced adjournment at 7:41 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on May 11, 2016, at the District Substation Board Room at 444 Otterson Drive, Chico, CA 95928.

Approved as written at the Board of Trustees meeting held May 11, 2016.

Respectfully submitted,

James "Bo" Sheppard,  
Assistant Secretary