

Regular Meeting Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held December 13, 2023

Members Present: Michael Barth, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Darlene Fredericks, Philip LaRocca, Secretary Melissa Schuster, and President Bo Sheppard.

Members Excused: Dr. Albert Beck and Carl Starkey.

Members Absent: Chuck Reynolds.

Also Present: District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, Entomologist Amanda Bradford, and Jonathan Abadesco of C.J. Brown & Company CPAs (formerly Fedak & Brown LLP).

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on December 13, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The December 13, 2023, 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. 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 Kirk, seconded by Member Johnson, and passed unanimously with a vote of 7 ayes and 0 nays to approve the minutes of the Board of Trustees regular meeting held November 8, 2023, 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 – 7.2)
 - 7.1 Under item 7.1 of Reports, the Board heard a comprehensive summary and evaluation of the District's annual audit from Jonathan Abadesco of C.J. Brown & Company CPAs (formerly Fedak and Brown LLP). The report highlighted that the District is in good financial standing, is well managed, and the audit revealed no major findings.
 - 7.2 Under item 7.2 of Reports, District Manager's Report, the District Manager reported that on November 14, 2023, 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. Also on this date, the District Manager attended a UC Davis SIT webinar.

On November 15, 2023, all District staff attended the live Sac Valley Region continuing education session. The District employees were able to receive all their two-year live training required hours. The District's Entomologist is officially the Sac Valley Region's Continuing Education Coordinator who scheduled and organized the entire event.

On November 16, 2023, the District Manager attended a virtual meeting with the California State Water Resources Control Board to hear an update regarding UST funding programs.

The District was closed the week of November 20th for Thanksgiving.

On November 29, 2023, the District Manager attended the MVCAC Legislative Committee meeting to discuss the upcoming legislative year, funding mechanisms, the possibility of bill introduction, and scheduling of future meetings and events.

On December 4, 2023, the District had its annual UST inspection conducted by BL Griffin and supervised by Butte County Public Health. The District passed the inspection.

On December 6, 2023, the District's laboratory staff provided an onsite tour to personnel from Shasta Mosquito and Vector Control District.

On December 7, 2023, the District had its biannual compliance inspection from the California Department of Public Health. The District passed the inspection with high marks.

On December 8, 2023, 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 December 12 and 14, 2023, District management conducted all annual personnel performance evaluations.

As a reminder, the District will be closed the week of December 18th and the week of December 25th.

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 Matters, the Board was asked to consider a Capital Expenditure for ten (10) Cougar Foggers with Smart Flow and if approved to approve a transfer from Appropriations for Contingencies in the amount of expenditure to Capital Outlay, Spray Equipment. After some discussion, it was moved by Member Johnson, seconded by Member Schuster and approved with a vote of 7 ayes 0 nays the Capital Expenditure for ten (10) Cougar Foggers with Smart Flow in the amount of \$166,845.73 from Clarke and to approved the transfer for said amount from Appropriations for Contingencies to Capital Outlay, Spray Equipment.
- 8.2 Under item 8.2 of Policy Matters, the Board was asked to consider renewing membership with 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 are \$8,600.00 annually. The District rejoined the CSDA in April of 2017. It was then moved by Member LaRocca, seconded by Member Johnson, and passed unanimously with a vote of 7 ayes 0 nays to renew membership with CSDA for \$8,600.00.
- 8.3 Under item 8.3 of Policy Matters, the Board was asked to consider amendments to Job Descriptions, Mosquito and Vector Control Specialist II, III, and IV. The District Manager explained the rationale for the suggested amendments. It was then moved by Member Kirk, seconded by Member Schuster and passed unanimously with a vote of 7 ayes 0 nays to approve the amendments as written and presented.
- 8.4 Under item 8.4 of Policy Matters, the Board was asked to consider amendments to Job Descriptions, Mosquito and Vector Control Specialist II, III, and IV. The District Manager explained the rationale for the suggested amendments. It was then moved by Member Johnson, seconded by Member Kirk and passed unanimously with a vote of 7 ayes 0 nays to approve the amendments as written and presented.
- 8.5 Under item 8.5 of Policy Matters, the Board was asked to consider an addition to Personnel Policy, Cellular Telephone and District Telephone Use, Policy 7230. After some discussion, Member Schuster moved to approve the addition based on the Board's discussion and edits, seconded by Member Barth, and approved unanimously with a vote of 7 ayes 0 nays.
9. Under topic of the month, the Entomologist gave presentation on the ticks of Butte County
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Johnson, seconded by Member Fredericks, and passed unanimously with a vote of 7 ayes 0 nays to authorize checks numbered 53228 through 53309 be signed and distributed. Expenditures for the month totaled \$269,882.90.
11. No personnel items to report.
12. Under correspondence the Board reviewed letters by Dr. Albert Beck and the City of Gridley.
13. Under other business, the District Manager reminded the Board that the District would be closed the week of December 18th and December 25th and provided an update on open Board positions.
14. President Sheppard announced adjournment at 5:19 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on January 10, 2024, at the Chico Substation Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary