

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held December 8, 2021

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

Members Excused: Bruce Johnson.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Maritza Sandoval, Entomologist Amanda Bradford, and Andy Beck of Fedak and Brown.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on December 8, 2021, at 444 Otterson Drive, Chico, CA 95928.
2. The December 8, 2021, 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 LaRocca, seconded by Member Ostling, and passed unanimously to approve the minutes of the Board of Trustees meeting held November 10, 2021, 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, Andy Beck, a representative from Fedak & Brown LLP presented a comprehensive summary and evaluation of the District's annual audit for the Board. Mr. Beck summarized the District's audit and answered questions of the Board. The Board and District management thanked Mr. Beck for his report and audit.
 - 7.2 Under item 7.2 of reports, District Manager's Report, the District Manager reported that on November 17, 2021, the District's management team met for its biannual management meeting. Management discussed off season projects, new hire status, employee/employer issues, COVID procedures and protocols, and reviewed the past season.

On November 18, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. The District Manager met with all staff and presented and explained the District's last, best, and final offer. The District Manager thanked the Board for their generous offering, applauded the Board for always looking over the best interests of the District's personnel, and for taking care of the District's staff.

On November 30, 2021, the District Manager attended a meeting with representatives from U.C. Davis, Bird Haven Ranch, and the California Department of Fish and Wildlife to discuss the large multi-year project to implement best management practices to lower mosquito populations at Bird Haven Ranch. Bird Haven Ranch is a large piece of property that manages managed wetlands.

On December 2, 2021, the District Manager attended Butte LAFCOs public hearing for the formation of the Tuscan Water District.

On December 7, 2021, some District staff met to review and provide recommendations to amend the District's Invasive Aedes Response Plan. The District's Entomologist will be amending the plan during this off season.

As a reminder, the District was closed the Week of November 22nd and will be closed for the week of December 20th and 27th.

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

8. Policy matters (8.1 – 8.3)
 - 8.1 Under item 8.1 of policy matters, the Board was asked to consider approving an application for the Early Retirement Incentive Program. The District Manager confirms that the eligibility requirements

have been met. It was then moved by Member Kirk, seconded by Member Schuster, and a passed unanimously with a vote of 8 ayes 0 nays to approve the Early Retirement Incentive applicant for the Assistant Manager, Doug Weseman.

- 8.2 Under item 8.2 of policy matters, the Board was asked to consider amendments to Operations Policy, Policy 3090, Retention Policy. The amendments are needed to be current with California Government Code §60200 through §60203 and with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code §12236. It was then moved by Member Barth, seconded by Member Sheppard, and passed unanimously with a vote of 8 ayes 0 nays to approve the amendments to Operations Policy, Policy 3090, Retention Policy, with one change to proposed policy suggested by President Beck, changing the retention of Grand Jury Reports from seven years to permanent.
- 8.3 Under item 8.3 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy 7045, California Family Rights Act Leave. The amendments were discussed, reviewed, and recommended by the District's legal counsel. It was then moved by Member Schuster, seconded by Member Barth, and passed unanimously with a vote of 8 ayes 0 nays to approve the amendments as proposed.
9. Under topic of the month, the District's Entomologist gave a presentation on ticks of Butte County.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Ostling, and passed unanimously with a vote of 8 ayes 0 nays to authorize checks numbered 50159 through 50282 be signed and distributed. Expenditures for the month totaled \$183,917.65
11. Under personnel, the District Manager reported that Jeremy Edwards commenced employment on November 15, 2021.
12. Under correspondence, the Board reviewed a letter written by Assistant Manager, Doug Weseman announcing his upcoming retirement.
13. Under other business, the District Manager stated that the District would be closed the week of December 20th and 27th.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters not warranting legal counsel.
16. President Beck announced adjournment at 5:07 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on January 12, 2022, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

James "Bo" Sheppard,
Secretary