

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held March 9, 2016

Members Present: Secretary A. Tom Anderson, President Dr. Albert Beck, Jack Bequette, Vice President Charles Bird, Bruce Johnson, Dr. Larry Kirk, Terry Mallan, Assistant Secretary Bo Sheppard, Carl Starkey, and Dr. Tom Vickery.

Members Excused: Gordon Andoe.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Office Manager Darlene Starkey, Vector Ecologist/Fish Biologist Chris Ocegueda, Catherine Lemaire of CSDA, 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 March 9, 2016, at 444 Otterson Drive, Chico, CA 95928.
2. The March 9, 2016, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 6:30 PM by President Beck.
3. Under persons wishing to address the Board on items not on the agenda, Chris Ocegueda thanked the Board and the District Manager for hiring him and stated that he had successfully just completed his one-year probationary period.
4. After review it was then moved by Member Anderson, seconded by Member Kirk, and passed unanimously to approve the minutes of the Board of Trustees meeting held February 10, 2016, as written with Member Starkey 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, Cathrine Lemaire of the California Special Districts Association (CSDA) presented the Board of Trustees with the CSDA SDLF Transparency of Excellence Certificate.
 - 6.2 Under item 6.2 of reports, Cathrine Lemaire of CSDA made a presentation regarding the benefits of belonging to CSDA. After some discussion and questions, the Board thanked Cathrine Lemaire for her time, the presentations, and stated the Board would consider joining CSDA at the April Board Meeting.
 - 6.3 Under item 6.3 of reports, District Manager's Report, the District Manager reported that the District was closed on February 11th and 15th in observance of Lincoln's birthday and President's Day.

On February 23, 2016, the District's Assistant Manager and Manager attended the Sac Valley Regional Meeting at Shasta MVCD. The Region discussed MVCAC action items, a potential public education and outreach project, and MVCAC committee updates.

On February 24, 2016, the District completed the monthly staff meeting, safety committee meeting, and all vehicle inspections. Also on this day, all District employees attended inspection and abatement protocols and procedures training, inspection warrant procedures, and FISH customer service training. All field personnel received annual respirator training and fit tests as well as personnel calibration was completed.

On February 25, 2016, representatives of Clarke conducted annual droplet testing to all District foggers. This is a free service performed by Clarke. Also on this date, the District Manager attended a webinar LiveHealth Online to review new potential medical visits for Anthem Blue Cross insured members. The District Manager missed the monthly meeting of the Friends of Comanche Creek and the city of Chico. However, the District Manager was debriefed and the project is progressing, the foot bridge is on schedule to be installed this summer, and the District may assist with vegetation removal on a future date. The District will participate on a vegetation removal cleanup between the District property line and the creek on the west side of the substation.

On February 29 and March 1, 2016, all licensed District staff and Members Beck, Bird, and Sheppard attended the MVCAC Annual Conference in Sacramento, California. The conference

was educational and informative while also providing needed continuing education hours to licensed staff.

On March 3, 2016, the District Manager and Assistant Manager attended the VCJPA Annual Conference in Oakland, California. The VCJPA Annual Conference is very educational and informative and provides staff valuable insights to the nuts and bolts of how the District's insurance works.

On March 8, 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.

- 6.4 Under item 6.4 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 serviced and scheduled to be set up for operation around the first week of April. The sentinel chickens are scheduled to arrive sometime in early April. Yellow jacket surveillance and CO2 trapping will commence when populations and climate conditions warrant.

No additional 2015 West Nile virus (WNV) activity has been reported within the District's service area over the past month. No WNV activity has been reported within the District's service area or within the state for 2016.

The District has completed all of the upper and lower cabinets in the fish room. The tanks will be installed soon. The Vector Ecologist / Fish Biologist will work to setup the tanks after they are installed 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 District's loader truck needed five new tires and had those replaced on February 23, 2016.

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.

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

7. Policy Matters (7.1 - 7.5)

- 7.1 Under item 7.1 of policy matters, the Board was asked to consider special service expenditure not to exceed \$16,000.00 for the cost of Ron O'Hanlon and Associates to provide aerial photography and GIS mapping of un-maintained swimming pools and other suspect mosquito-breeding sources in Butte County and Hamilton City. The Board reviewed an estimate from Ron O'Hanlon and Associates. It was then moved by Member Vickery, seconded by Member Anderson, and passed unanimously to approve the special service expenditure not to exceed \$16,000.00 for the cost of Ron O'Hanlon and Associates to provide aerial photography and GIS mapping.
- 7.2 Under item 7.2 of policy matters, the Board was asked to consider a 3-year contract with Adapco Inc. for Valent BioSciences Products. This contract will fix the costs of VectoBac GR, G, GS, and 12AS for three years. The Board reviewed the proposed contract. The District Manager explained the contract and the associated benefits. It was then moved by Member Bird, seconded by Member

Sheppard, and passed unanimously to approve and to ratify the 3-year contract with Adapco Inc. for Valent BioSciences Products.

- 7.3 Under item 7.3 of policy matters, the District Manager reported that per the conditions of the Employment Agreement between the District and District Manager, the manager must remind and request an annual performance evaluation. The employment agreement states, "3. *The Board shall, in April of each year of the Agreement term, meet and confer with the Manager on the issue of his job performance. The Board shall prepare a written evaluation of the Manager's performance, which shall be delivered to, and discussed with, the Manager.*" The Board and District Manager will meet in closed session at April's Board Meeting to discuss the evaluation. No action taken, nor needed.
- 7.4 Under item 7.4 of policy matters, the District Manager reported that if the Board would like to extend the current employment agreement with the District Manager it should proceed with the consideration of a one-year contract extension to be held during the April Board meeting. Per the conditions of the Employment Agreement between the District and District Manager, the manager must request a one-year contract extension. The employment agreement states, "6. Extension of Agreement: *Upon written request by the Manager, made not less than 55 days prior to the completion of any year of the Agreement term (other than the final year), the parties shall, not less than 25 days prior to the completion of that year, meet and confer on the issue of whether the Agreement term should be extended for an additional year. In the case of a timely written request to meet and confer, the Board shall, not less than 15 days prior to the completion of the Agreement year, notify the Manager in writing whether it intends that the Agreement term be extended for an additional year. An agreement to extend shall be memorialized by written Amendment to Employment Agreement, signed by the parties.*"
- 7.5 Under item 7.5 of policy matters, the Board took time to complete the Form 700 Statement of Economic Interest as required by the Fair Political Practices Commission.

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 Board reviewed a District brochure on *Anopheles freeborni* and heard a report from the District Manager.
9. After reviewing the demands made upon the District for the past month it was then moved by Member Sheppard, seconded by Member Anderson, and passed unanimously to authorize checks numbered 39992 to 40092, inclusive and 40109 be signed and distributed. Expenditures for the month totaled \$172,996.16.
10. Under items of personnel, the District Manager reported that Vector Ecologist/Fish Biologist Chris Ocegueda had successfully completed the one-year probationary period on March 4, 2016.
11. Under items of correspondence, the Board reviewed a letter written by District Manager, Matthew C. Ball expressing a desire to have the employment agreement extended.
12. No items of other business to report.
13. No persons wishing to address the Board pertaining to closed session matters.
14. No closed session matters without District legal counsel.
15. President Beck announced adjournment at 7:40 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 6:30 PM on April 13, 2016, at the District Headquarters Board Room at 5117 Larkin Road, Oroville, CA 95965-9250.

Approved as written at the Board of Trustees meeting held April 13, 2016.

Respectfully submitted,

James Bo Sheppard
Assistant Secretary