



Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250
Phone: 530-533-6038 • Fax: 530-534-9916
www.BCMVCD.com

Matthew C. Ball
Manager

AGENDA

Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District

(BCMVCDD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting.

1. **Regular Board of Trustees Meeting Time:** 4:00 PM **Date:** October 14, 2026
2. **Call to Order** – 4:00 PM (Call Roll)
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** September 9, 2026
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:** N/A
6. **Closed Session Announcement (District Legal Counsel Present):** None
7. **Reports: (7.1 – 7.5)**
- 7.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The Manager will also report on District employees, meetings attended, and current projects.

7.2 District Departments Report

The Assistant Manager and District staff members present, will provide reports on the business and activities of all the District's departments. District departments include Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.

7.3 2026 / 2027 First Quarter Fiscal Report

By the time of the Board Meeting, staff will have the 2026/2027 1st quarter fiscal report prepared and available for review. The Administrative Manager will discuss and explain the report. Additionally, the District Manager will be available to answer questions and assist in explaining the report.

7.4 2026 BCMVCD 3rd Quarter Newsletter

The Assistant Manager will review the District's 3rd Quarter Newsletter and will report on the topics presented in the newsletter.

7.5 Board of Trustees Terms

Board of Trustees; Member LaRocca, Member Sheppard, and Member Schuster have a term expiring December 31, 2026, and will be asked if reappointment is desired. If reappointment is desired, District staff will send letters to those Members respective appointing bodies reminding that their appointee's term is expiring.

8. Policy Matters: (8.1 – 8.2)

8.1 Consider Amendments to General Policy, Policy #2080, Claims Against the District

The Board will be asked to consider amendments to General Policy, Policy #2080, Claims Against the District.

8.2 Consider Amendments to Personnel Policy, Policy #7150, Compensation

The Board will be asked to consider amendments to Personnel Policy, Policy #7150, Compensation.

9. Topic of the Month:

The Board will hear a report from the District's Entomologist on the biology of *Aedes aegypti*.

10. Approve Payment of the Bills:

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

11. Personnel:

All remaining Seasonal employees except the Lab Assistant, were laid off on October 1, 2026. The Lab Assistant will be laid off on October 15, 2026.

12. Correspondence: N/A

13. Other Business: N/A

14. Persons Wishing to Address the Board Pertaining to Closed Session Matters: N/A

15. Closed Session Matters (District Legal Counsel Not Present): None

16. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is November 11, 2026 at the Chico Substation, 444 Otterson Drive, Chico, CA 95928)

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held September 9, 2026

Members Present: Darlene Fredericks, Andy Haymond, Hank Irick, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Carl Starkey, President Bo Sheppard, and Eric Smith.

Members Excused: Secretary Melissa Schuster.

Members Absent: None.

Also Present: District Manager Matt Ball, Administrative Manager Maritza Sandoval, and Entomologist Amanda Bradford.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on September 9, 2026, at 444 Otterson Drive, Chico, CA 95928.
2. The September 9, 2026, 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 LaRocca, seconded by Member Kirk and passed unanimously with a vote of 10 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held August 12, 2026, 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 District Manager reported that on August 13, 2026, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

Also on August 13, 2026, the District management met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have. Also on this date, District management met with CSU Chico GIS to continue to negotiate the terms of the agreement between the project with CSU Chico and the District.

On August 14, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On August 18, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit.

On August 27, 2026, the District Manager met with representatives of Clarke Mosquito Control to discuss products, pricing, and availability.

On August 28, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On August 10, 2026, District management hosted and attended the monthly West Nile virus (WNV) task force call with Butte County Public Health. The task force discussed public education and outreach efforts and the District shared surveillance and control efforts that are currently underway. The task force also covered WNV activity throughout the County. Currently, the County has 12 human cases with 2 deaths this year due to WNV.

On September 8, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit. Also on this date, the District Manager attended a webinar on various management topics presented by California Special Districts Association.

On September 9, 2026, the District Manager attended Butte County's Weed Management Association meeting where the District is signatory to a cooperative agreement.

The District Manager reported to the Board that effective today, Jaws II is repaired and operational. It passed all inspections after repairs were done, it conducted a test flight and is back in the air. The claim was filed with the District's aircraft insurance which has \$10,000.00 deductible and the District Manager provided an estimate of total costs after all repairs to Jaws II. A claim from Pacific Gas and Electric has not been received as of today but will be forwarded to the insurance, if one is received for the repairs of the damaged power lines from the incident.

- 7.2 Under item 7.2 of reports, the District Manager reported that the District's mosquito traps have continued catching mosquitoes. All species of concern are currently lower than the same time frame as last year. Additionally, all species of concern populations have lowered over the past month. Sentinel chicken sera 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. *Aedes aegypti* continues to be detected throughout the county and the District has continued to provide countermeasures through surveillance, inspections, and treatments.

West Nile virus (WNV) activity has increased within the District's service area with a total of 12 positive humans (2 fatal), 0 dead birds, 29 positive pools, and 26 positive chickens. WNV has been identified in 65 human cases (5 fatal), 481 dead birds, 3,001 mosquito pools, 106 chickens, and 8 horses in California to date. As of September 2nd, 421 pools have been submitted; with 29 of those pools testing positive.

The District's four indoor fish tanks have been operating as normal in preparation for winter production. For the month of August, the indoor fish tanks produced 11,324 fry. The District's outdoor fish ponds continue to produce high amounts of fish as well.

Mosquito and Vector Control Specialists have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month with a total of 555 taken for the month of August compared to 850 last year.

As of September 1st, the District has treated 7,563 acres of wetlands; compared to 8,722 acres at this time last year. The District has treated 88,204 acres of rice this year, compared to 79,739 acres at this time last year. This is a record for acres of rice treated for the second year in a row. The District has made 6 ULV adulticide treatments thus far, compared to 6 ULV adulticide treatments at this time last year.

The District's Public Relations (PR) Department is reviewing and updating the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continue to run on newspapers, radio, television, digital advertising, billboards, bus stop shelters, and on buses. On September 26th, the District is planning on attending the Salmon Festival in Oroville.

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

8. Policy matters (8.1 – 8.6)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider amendments to General Policy, Policy #3050, Payment Procedures. The suggested amendments were due to changes with the County and its internal processes. It was then moved by Member Starkey, seconded by Member Kirk, and passed unanimously with a vote of 10 ayes and 0 nays to approve amendments to General Policy, Policy #3050, Payment Procedures.
- 8.2 Under item 8.2 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy #7035, Pregnancy Disability Leave. The suggested amendments were recommended by the District's legal counsel. It was then moved by Member Smith, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes and 0 nays to approve amendments to Personnel Policy, Policy #7035, Pregnancy Disability Leave.
- 8.3 Under item 8.3 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy #7040, Sick Leave. The suggested amendments were recommended by the District's legal counsel as well as to be compliant with State law. It was then moved by Member Starkey, seconded by Member Kirk, and passed unanimously with a vote of 10 ayes and 0 nays to approve amendments to Personnel Policy, Policy #7040, Sick Leave.

- 8.4 Under item 8.4 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy #7045, California Family Rights Act (CFRA) Leave. The suggested amendments were recommended by the District's legal counsel as well as to be compliant with State law. It was then moved by Member Starkey, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes and 0 nays to approve amendments to Personnel Policy, Policy #7045, California Family Rights Act (CFRA) Leave.
- 8.5 Under item 8.5 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy #7065, Other Leaves of Absence. The suggested amendments were recommended by the District's legal counsel. It was then moved by Member Smith, seconded by Member Johnson, and passed unanimously with a vote of 10 ayes and 0 nays to approve amendments to Personnel Policy, Policy #7065, Other Leaves of Absence.
- 8.6 Under item 8.6 of policy matters, the Board had a discussion on how the Board wishes to be reimbursed. Current policy states, each Trustee who attends one or more meetings a month shall each be eligible to receive a set amount per month, for expenses incurred in attending business meetings of the Board. Payment is to be made within five (5) days following a Board of Trustees meeting (Currently the amount is \$100.00 per month, approved 2/8/06). After some discussion, it was then moved by President Sheppard and seconded by Member Johnson and passed unanimously with a vote of 10 ayes and 0 nays to continue to receive the set reimbursement amount of \$100.00 per month and to amend Board Policy, Policy #1040 Board of Trustees. Amendment is to update payment issued within five days to ten days following the Board of Trustees meeting.
9. Under topic of the month, the District's Entomologist gave a presentation on the biology and control of *Aedes melanimon*.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Kirk, and passed unanimously with a vote of 10 ayes 0 nays to authorize checks numbered 57192 through 57288 be signed and distributed. Expenditures for the month totaled \$1,262,439.80.
11. Under personnel, the District Manager reported that one seasonal employee's employment was terminated on August 13, 2026.
12. No items of correspondence to report.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters warranting legal counsel.
16. President Sheppard announced adjournment at 5:05 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on October 14, 2026, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster, Secretary

-OR-

Bruce Johnson, Assistant Secretary

On September 10, 2026, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

On September 11, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On September 14, 2026, District management attended a meeting with Golden State Risk Management Agency to review the District's medical insurance renewal. Also on this date, District management hosted and attended the month West Nile virus task (WNV) force call with Butte County Public Health. The task force discussed public education and outreach efforts and the District shared surveillance and control efforts that are currently underway. The task force also covered WNV activity throughout the County.

On September 22, 2026, District management attended a webinar provided by CSDA, free of charge to members, on Mastering Difficult Conversations at Work.

On September 24, 2026, District management attended a presentation provided by CalPERS which reviewed the District's actuarial. Also on this date, District management attended a meeting with other MapVision users to get updates and to report on the status of MapVision.

On September 29, 2026, and September 30, 2026, District management assisted with the District's fiscal audit that took place on site.

On October 1, 2026, the District Manager attended Sac Valley Region meeting. The meeting covered MVCAC Board actions items, reports from MVCAC committees, reports from CDPH, AMCA, industry and other area districts.

On October 7, 2026, District management attended a webinar provided by InterWest Insurance Services, LLC on Navigating the Changing Policy Landscape: Legislative and Regulatory Updates and Their Impact.

On October 8, 2026, the District Manager attended the MVCAC Fall Board meeting. Business of the association and action items were conducted and reports from committees, other agencies, and regions were received. Also on this date, District management met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have.

On October 9, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On October 13, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit.

On October 14, 2026, District management met with representatives of AIMS to review current claims with the District.

LAB / VECTOR SURVEILLANCE: The District's mosquito traps have continued catching mosquitoes (Attachment #1). Anopheles and Culex species are currently at or lower than the population levels at this time last year. Additionally, Culex species have slightly increased over the past month. Aedes populations have increased over the past month and populations levels are higher than this time last year; largely contributed to a delay in annual fall flood-up. Sentinel chickens sera 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. *Aedes aegypti* continues to be detected throughout the county and the District has continued to provide countermeasures through surveillance, inspections, and treatments.

VIRUS SURVEILLANCE: West Nile virus (WNV) activity has increased within the District's service area with a total of 13 positive humans, 1 dead bird, 39 positive pools, and 31 positive chickens. WNV has been identified in 252 human cases (19 fatal), 702 dead birds, 3,839 mosquito pools, 149 chickens, and 14 horses in California to date (Attachment #2). As of October 7th, 510 pools have been submitted; with 39 of those pools testing positive.

MOSQUITOFISH OPERATIONS: The District's four indoor fish tanks have been operating as normal in preparation for winter production. For the month of September, the indoor fish tanks produced 7,667 fry. The District's outdoor fish ponds continue to produce high amounts of fish as well.

CONTROL OPERATIONS: Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month with a total of 343 taken for the month of September compared to 577 last year.

AIRCRAFT OPERATIONS: As of October 7th, the District has treated 11,005 acres of wetlands; compared to 12,503 acres at this time last year. The District has treated 95,006 acres of rice this year, compared to 83,929 acres at this time last year. The District has made 9 ULV adulticide treatments thus far, compared to 9 ULV adulticide treatments at this time last year.

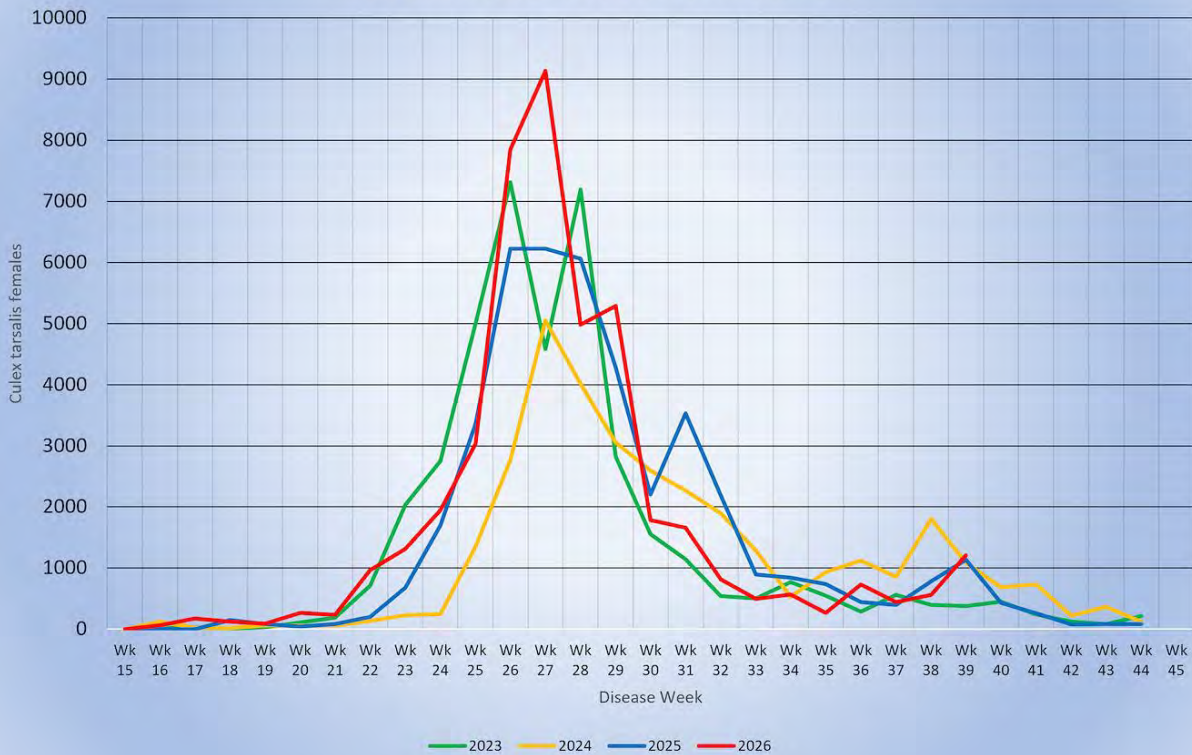
PUBLIC INFORMATION & OUTREACH: The Public Relations (PR) Department is reviewing and updating the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continued to run through the end of September. On September 26th, the District attended the Salmon Festival in Oroville.

Attachment #1

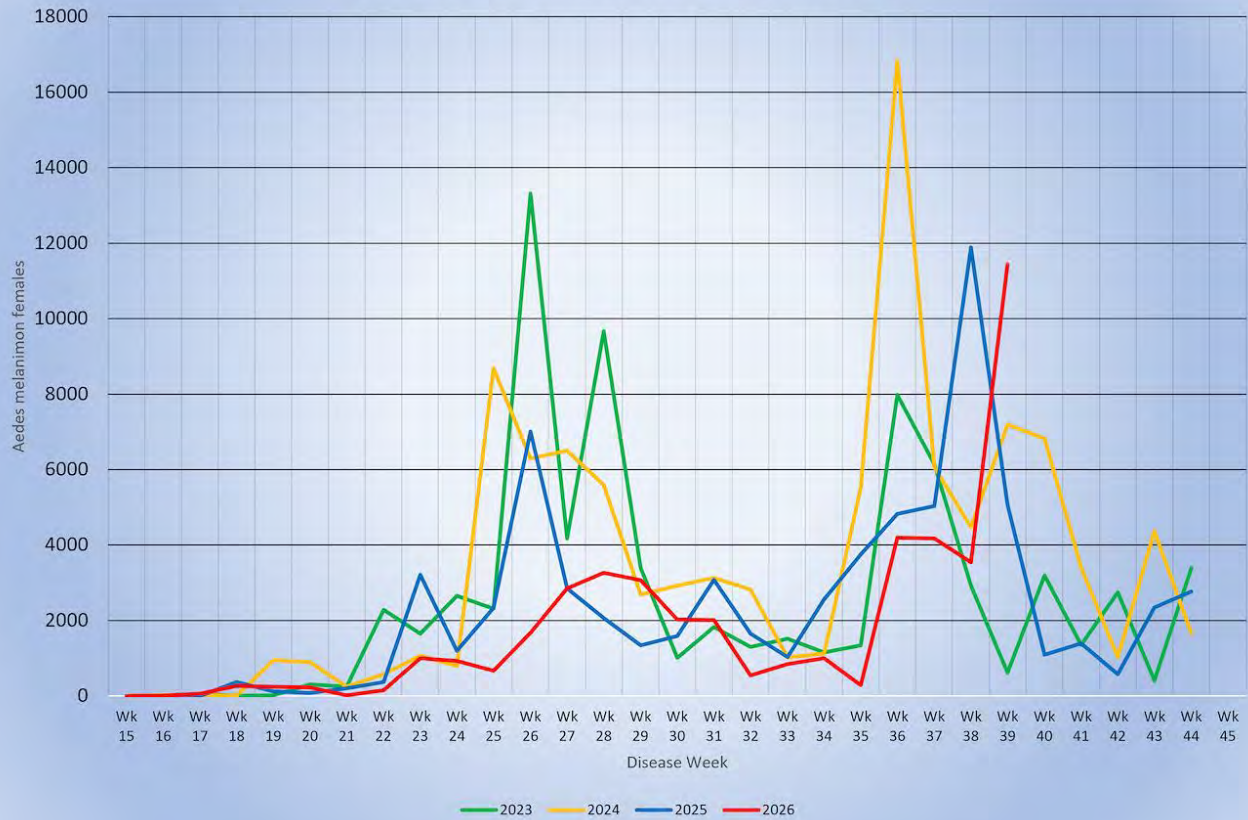
COUNTY-WIDE GRAVID TRAP COMPARISON



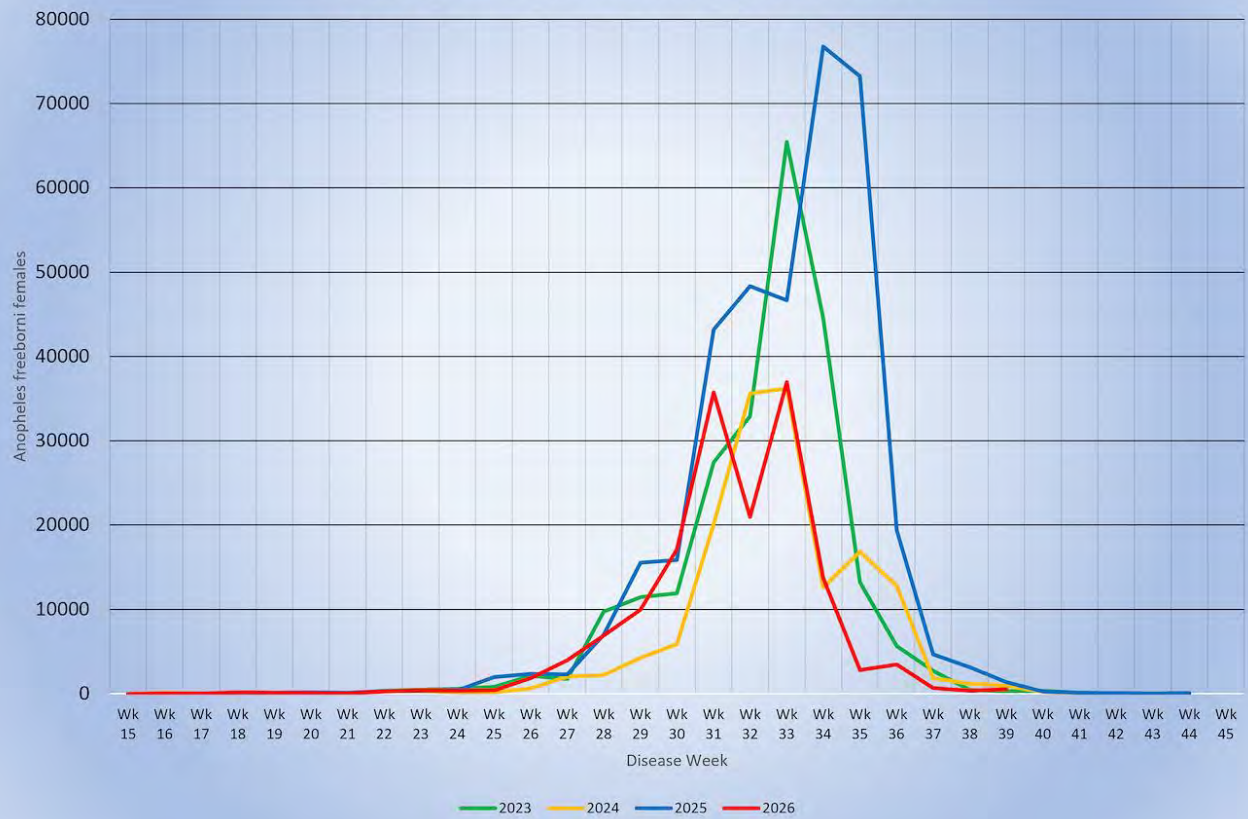
CULEX TARSALIS COMPARISON



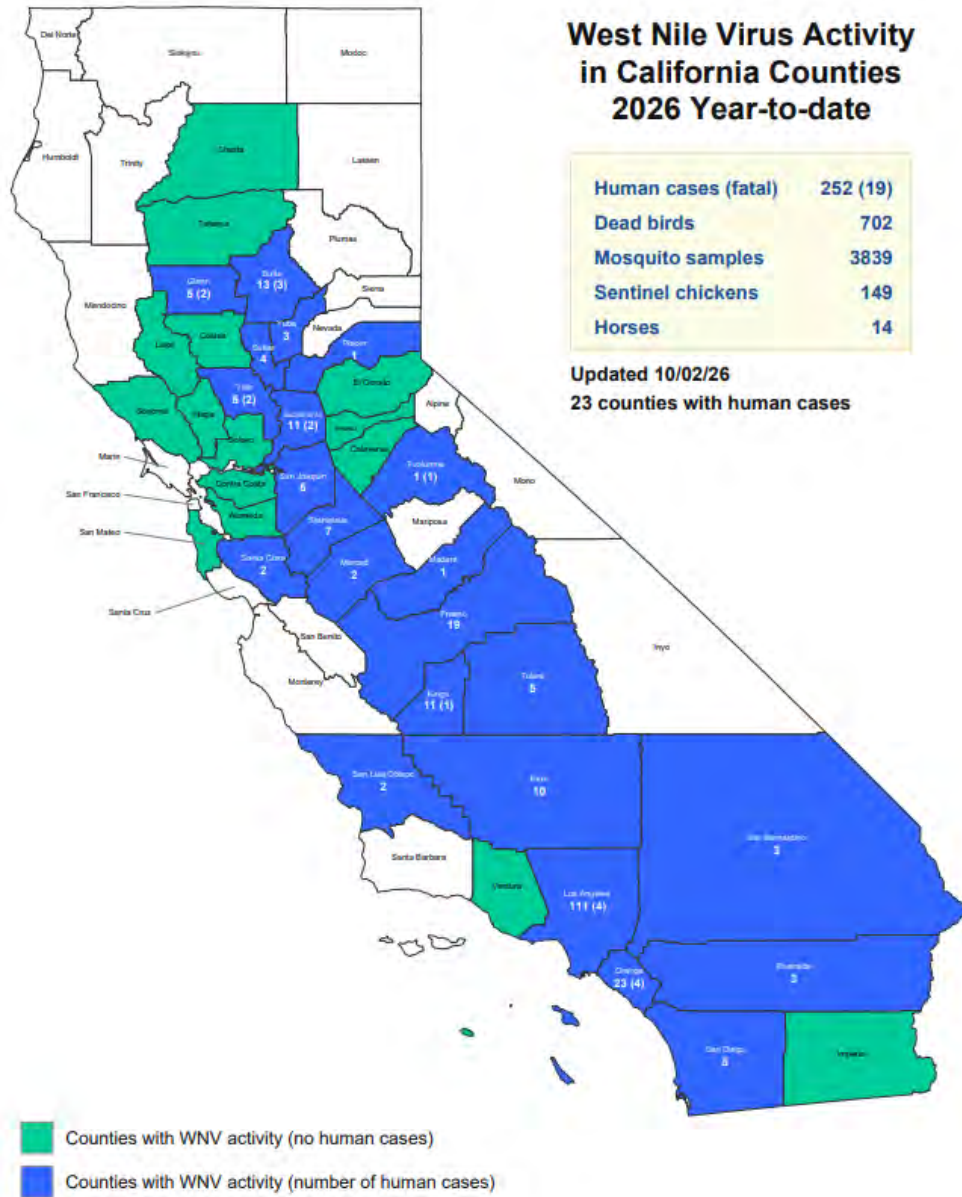
AEDES MELANIMON COMPARISON



ANOPHELES FREEBORNI COMPARISON



Attachment # 2



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0	1	50
2005	25	7	79	0	4	15
2006	34	0	40	1	1	49
2007	16	0	27	0	5	32
2008	6	0	38	0	5	31
2009	2	0	13	0	5	36
2010	1	1	6	1	7	7
2011	3	0	0	0	1	20
2012	10	2	53	2	27	43
2013	24	0	42	1	38	57
2014	25	0	22	0	43	37
2015	55	0	38	0	101	37
2016	21	0	22	0	48	38
2017	3	0	5	0	49	31
2018	12	0	4	0	49	37
2019	5	0	1	0	45	34
2020	4	1	4	0	31	23
2021	12	0	2	0	80	26
2022	3	0	2	0	39	26
2023	18	1	2	0	70	31
2024	12	0	4	0	70	28
2025	3	0	0	0	28	14
2026	13	0	1	0	39	31
Totals	316	30	523	5	786	736



Butte County Mosquito & Vector Control District

Since 1948

3rd Quarter, 2026

Newsletter

MOSQUITO SEASON IN REVIEW

In 2026, the Butte County Mosquito and Vector Control District (District) continued to build on its commitment to protecting public health and serving the communities of Butte County and Hamilton City of Glenn County. District staff and the Board of Trustees dedicated long days, nights, weekends, and holidays to protecting public health and responding to the needs of communities throughout the District's service area. As of September 22nd, the District has responded to 2,149 service requests while continuing to address West Nile virus detections and the ongoing challenge posed by the invasive mosquito species *Aedes aegypti*.

Building on the significant investments and accomplishments of the previous year, the District continued to strengthen its aerial operations and expand its ability to respond to mosquito threats across the county. The improvements to aerial operations in 2025 provided greater capacity and flexibility, allowing the District to build on its record-breaking aerial treatment efforts and respond more efficiently to mosquito populations.

The dedication, expertise, and teamwork demonstrated by District employees and Trustees went above and beyond expectations. From field inspections and surveillance to laboratory testing, public outreach, and mosquito control operations, every department played an important role in protecting public health and serving the community.



Butte County Mosquito and Vector Control District
5117 Larkin Road
Oroville, CA. 95965

MISSION STATEMENT

The mission of the Butte County Mosquito and Vector Control District is to protect public health by preventing and reducing mosquito-borne disease, minimizing nuisance mosquito populations, and combating the spread of diseases associated with ticks, fleas, and other vectors. The District accomplishes this through science-based, environmentally responsible control strategies, proactive surveillance, and community education and engagement.

CONTACT INFORMATION

Butte County Mosquito & Vector Control District
5117 Larkin Road, Oroville, CA. 95965
Phone: (530) 533-6038, (530) 342-7350
Fax: (530) 534-9916
Website: www.BUTTEMOSQUITO.com

This institution is an equal opportunity provider and employer.



Common Household Sources of Mosquitoes

Mosquitoes lay their eggs in standing water

Keep an eye on these mosquito breeding sources and drain, tip-over, cover, or throw out items that may hold water for extended periods of time.

Dump and Drain After The Rain!



WEST NILE VIRUS ACTIVITY

As of September 21st, 39 mosquito pools and 31 sentinel chickens have tested positive for West Nile virus (WNV), within the District's service area. There have been 13 human cases reported. WNV can lead to serious illness, particularly in older adults and those with weakened immune systems. Preventing mosquito breeding and limiting exposure to mosquito bites are key steps in keeping our community safe. Ongoing mosquito control efforts play a vital role in protecting public health and supporting the well-being of everyone in our community.



AERIAL OPERATIONS

As of September 22nd, Aerial Operations has treated 94,755 acres of rice, 8,897 acres of wetlands, and conducted 8 Ultra-Low-Volume (ULV) adulticide treatments covering 61,440 acres. In total, 165,092 acres have been treated by air this year. Building on the growth and expanded capabilities of recent years, the District's aerial fleet continues to play a vital role in mosquito control throughout Butte County. The addition of "Le Frog" and "Jaws II" in 2025 expanded the District's capacity to treat mosquito breeding sources quickly and efficiently, complementing the District's longtime aircraft, "Horse" and "Bat."



AERIAL PROGRAM



Wetland surveillance is a key part of the District's efforts to keep our community protected from mosquitoes. Each year, the District monitors over 50,000 acres of wetlands across state, federal, and private lands. Because these areas are so vast, aerial surveillance is the most effective way to track changes. During mosquito season, the District's pilot captures aerial photographs to monitor when and where wetlands are flooding. These images help guide Mosquito and Vector Control Specialists (MVCS), who visit sites on the ground to check water sources for mosquito larvae.

If larvae are found, specialists use mapping software to chart the locations and provide the air operations team with the information they need. By combining larval counts with environmental factors, the team determines the right level of treatment needed. The pilot then receives detailed maps and GPS coordinates to ensure treatments are applied with precision. Afterward, the information is carefully recorded for accountability and reporting, helping us keep wetlands healthy and our communities safe.

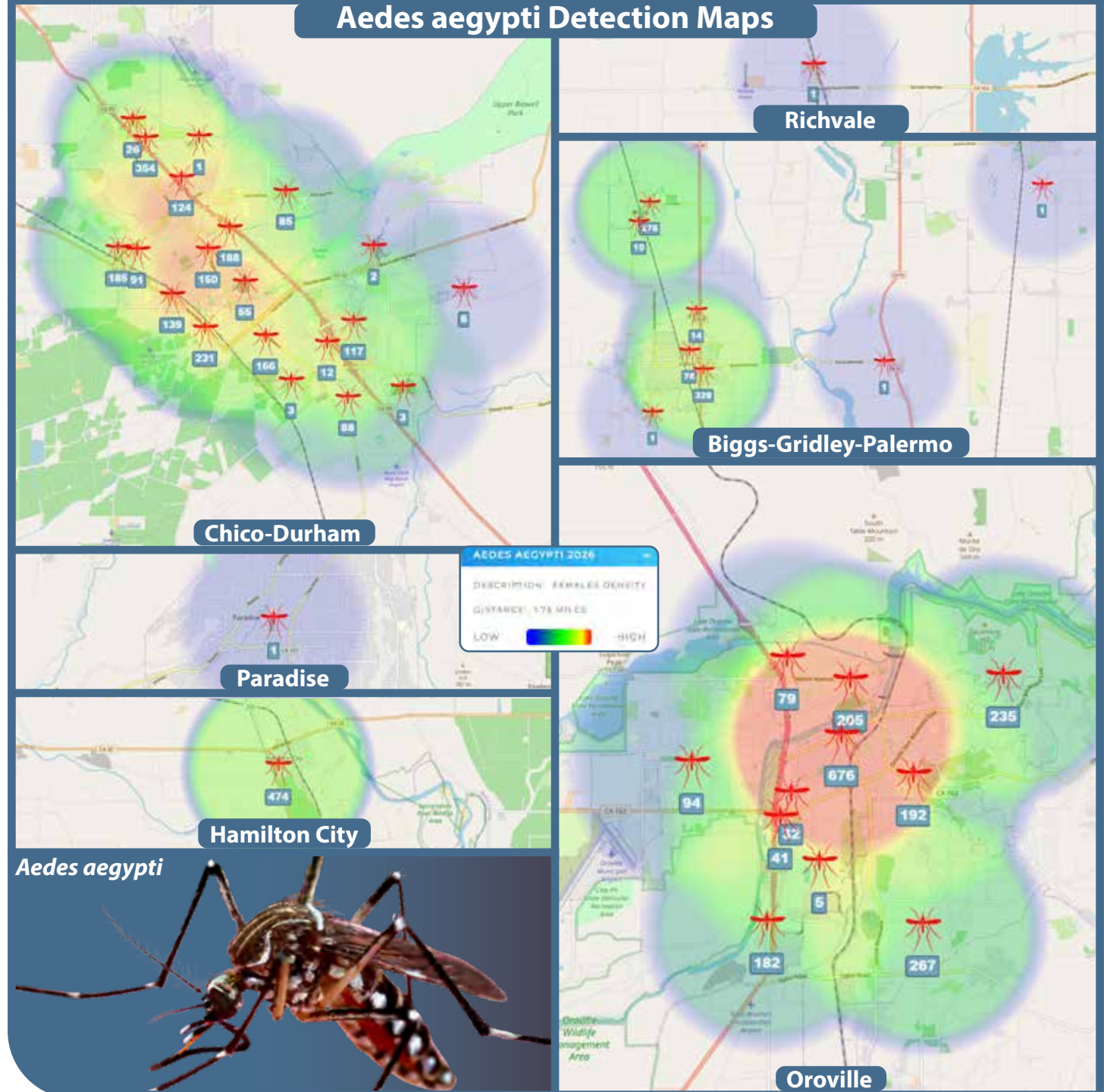


FYI If an MVCS finds 10 mosquito larvae per dip in a small 10-acre field, there are approximately 3.92 million mosquito larvae! With these numbers in mind, it quickly becomes apparent as to why the District must do aerial wetland surveillance and control.

AEDES AEGYPTI

Aedes aegypti, commonly referred to as the yellow fever mosquito, ranges globally in tropic and subtropic areas. These mosquitoes are aggressive biters that feed mostly during the day, indoors and outdoors. Eggs are laid on dry surfaces near water and are resistant to drying out and are viable for 8 months. These mosquitoes survive the winter in the egg stage and hatch when covered with water in warm weather. This mosquito has the ability to transmit Zika, dengue fever, chikungunya, and yellow fever viruses. As of September 22nd, *Aedes aegypti* has been identified in 42 sites, 5,219 females total, in the areas of Oroville, Palermo, Chico, Durham, Richvale, Paradise, Gridley, Biggs and Hamilton City. It's important for residents to eliminate all types of standing water around their property to prevent the spread of *Aedes aegypti*. Detection maps available at www.ButteMosquito.com

Aedes aegypti Detection Maps



Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Claims Against the District

POLICY NUMBER: 2080

2080.1 The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) ~~account adjustment requests and~~ property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim. ~~District staff and the Board of Trustees must abide by the claims procedures, rules, and regulations of the District's insurance carrier.~~

2080.2 Property (Land and Improvements) Damage Claims: In the course of the District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's equipment, vehicles, and personnel to private property. When District employees are aware that property has been damaged in the course of their work, the District employee must immediately attempt to notify the property owner and notify a member of management as soon as possible. The employee will attempt to obtain the property owner's contact information. Management will ensure that the property owner is contacted and restorative measures are to be taken to return the property as close as possible to its original condition.

~~In the course of the District's operations—surveillance and control for mosquitoes, surveillance and control of vector-borne disease, ticks, and other vectors—damage to land and improvements thereon occasionally occurs due to the proximity of the District's equipment to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.~~

2080.2.1 When a property owner informs a District employee of damage to their property (by telephone, fax, email, or in person), the employee receiving the ~~information claim~~ will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions and/or accepting blame or admitting to being at fault.

As soon as possible after information about the damage has been received, it shall be given to the District Manager. The District Manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Trustees, the information will be given to the District Manager. Trustees should not independently investigate claims, ~~but may go with staff to observe.~~

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate.

2080.2.1.1 Property (Land and Improvements) Damage Claim of \$1,000 or less: -If the District staff investigating the damages is convinced that the damage was caused by District

personnel, vehicle, equipment, or infrastructure and the total cost of material for repairs provided by the investigating staff is \$1,000 or less; he/she shall prepare a work order subject to the following conditions:

A copy of the report shall be submitted to the District Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have or can acquire the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and
- (e) Cost of material for the repairs will not exceed \$1,000500.

The District Manager shall review the work order with the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,000.

A report shall be submitted to the Board of Trustees describing the damage claim, including a description of manner in which it was resolved.

2080.2.1.2 Property (Land and Improvements) Damage Claim exceeding \$1,000 or not subject to work order: If the cost of material for repairs is stated by claimant or estimated by staff ~~to exceed in excess of \$1,000~~500 or not subject to a work order, the owner will be asked to submit their claim in writing on a District claim form [attached hereto as Appendix A- Claim Form].

2080.2.3 Claims where Claim Form has been filed with the District and does not exceed \$10,000.00 or the District insurance deductible. The District Manager shall review the claim and submit it to the Board of Trustees for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting in accordance with Government Code Section 54956.9. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

Property Claim Forms exceeding \$10,000.00 or the District's insurance deductible, at the time, shall be investigated by District staff and immediately forwarded to the District's insurance.

Property Claims for personal injury/wrongful death may be investigated by District staff and immediately forwarded to the District's insurance.

The District Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$500. A report shall be submitted to the Board of Trustees describing the damage claim, including a description of the manner in which it was resolved.

2080.3 ~~Property (Vehicles and Unsecured Property)~~ Damage Claims: When an owner informs a District employee of damage to their property (by telephone, fax, email, or in person), the employee receiving the information will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions and/or accepting blame or admitting to being at fault.

As soon as possible, after information about the damage has been received, it shall be given to the District Manager. The District Manager, or his/her designee, shall investigate the owner's allegations.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate.

2080.3.1 Vehicles and Unsecured Property Claim of \$1,000 or less: If the investigating staff is convinced that the damage was caused by District personnel, equipment, or infrastructure, and the total cost for repairs is estimated to be \$1,000 or less, he/she shall prepare a work order subject to the following conditions:

- (a) Owner provides quote for alleged damages;
- (b) Owner agrees that the quoted repairs are appropriate and adequate; and
- (c) Cost of the repairs will not exceed \$1,000.

The District Manager shall review the work order with the quote for repair work. If he/she determines that the damage is the District's responsibility and that the estimate for repair work is appropriate, he/she may authorize the total cost for the repairs not to exceed \$1,000.

A report shall be submitted to the Board of Trustees describing the damage claim, including a description of manner in which it was resolved.

Vehicles and Unsecured Property

Claims exceeding \$1,000 shall be investigated by District staff and immediately forwarded to the District's insurance.

~~Vehicles and Unsecured Property~~ All claims of damage to vehicles or other unsecured property shall be submitted to the District Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses up to an amount not to exceed \$500. A report shall be submitted to the Board of Trustees describing the damage claim, including a description of the manner in which it was resolved.

Claims for personal injury/wrongful death may be investigated by District staff and immediately forwarded to the District's insurance.

~~The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$500.~~

2080.4 Government Claims Act:

~~Any claim for money or damages governed by the Government Claims Act (Government ——— Code 810-996.6) shall be presented and acted upon in accordance with the Government Claims ——— Act.~~

Upon receipt of a claim against the district pursuant to the Government Claims Act, the District Manager or designee shall promptly provide written notice to the District's insurance.

Review of Contents of the Claim

The District Manager shall review any claim received to ensure that the claim contains all the following information as specified in Government Code 910 and 910.2.

California Government Code Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment, or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a Notice of Insufficiency shall be sent to the claimant informing them of this fact.

Action on Claims

In such case that the District Manager determines action need be taken before the next regular board meeting, the Board, in accordance with Government Code section 935.4, delegates to the District Manager the authority to reject the claim, return the claim, and/or issue a notice of insufficiency of claim.

CLAIM FORM

(California Government Code Section 910, et. seq.)

1. Claim Against (Name of Entity):

2. Claimant's Full Name:

3. Claimant's Date of Birth:

4. Claimant's Full Address:

5. Claimant's SSN#

6. Claimant's Day Phone:

7. Claimant's Cell:

8. Claimant's Email:

9. Official Notices and Correspondence (if represented by an insurance company or an attorney, please provide the information requested below:

Name and Capacity (please print):

Address:

City, State, Zip:

Phone: #

10. Date of incident/accident:

11. Date injury/ damage/ loss discovered:

12. Location of incident/accident and incident/accident description:

13. What did entity or employee do to cause this loss, damage, or injury? (Use the back of this form or separate sheet if necessary to answer this question in detail):

14. Names of the Entity's employees who caused this injury, damage, or loss (if known):?

15. What are Claimant's specific injuries, damages, or losses (Attach as separate sheet if necessary)?:

Dollar Amount Claimed: \$

16. What amount of money is claimant seeking, or if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction? Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]:

17. I declare that the following information is true and correct, and that this declaration was executed on:

Date:

at,

CA.

Signature of Claimant:

WARNING

Section 72 of the Penal Code provides:

"Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, or account, voucher, or writing, is guilty of a felony"

This document is a public record and pursuant to the California Public Record Act must be made available for inspection and copying upon the request of any person, including, but not limited to a representative of the news media. (Please see California Government Code sections 6250 et seq.)

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Compensation
POLICY NUMBER: 7150

7150.1 This policy shall apply to all District employees.

7150.2 The payroll need not be submitted to the Board before issuing the checks. The pay period for District personnel shall be bi-weekly, with payment made in accordance ~~to~~with Personnel Policy, 7130 Pay Periods.

7150.3 Wages are established on the basis of a 40-hour work week.

7150.4 Payment for such overtime, sick leave, and vacation time, as may be provided for in this salary schedule, shall be made on an hourly rate. The hourly rate shall be derived by dividing the employees' bi-weekly rate by 80 hours.

7150.5 When an employee is not entitled to full payment for any bi-weekly pay period, payment will be made on a pro-rated basis computed on the hourly rate which would be equivalent to the employees~~his~~ bi-weekly wage rate for the same period.

7150.6 Any employee terminated for cause (fired) shall be paid before the end of the next working day following termination. Any employee who voluntarily terminates employment or is laid off, shall be paid at the next regular payroll, except under extenuating circumstances which the District Manager determines to be good cause for earlier payment.

7150.7 The specific salary schedule currently in effect is subject to periodic review and changes by Board action.

7150.8 Merit Advancement Within Range.

7150.8.1 Performance Evaluation Required. The District Manager may authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is "good." This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

7150.8.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a "good" performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

7150.8.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the date of hire.

7150.8.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

7150.8.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

7150.8.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

7150.8.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

7150.8.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

7150.8.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The District Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the District Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

7150.8.4 The steps of the salary schedule are merit steps and are not automatic. Merit advancements for steps 1 through 5 are annual adjustments should the employee meet the requirements of 7150.8.1 and 7150.8.2. Steps 6, 7, and 8 are longevity steps based on merit. Eligibility for longevity steps would occur after 3 years of "good" work (pursuant to 7150.8.1 and 7150.8.2) for the District in each preceding step. For example, for an employee to advance from Step 5 to Step 6, 3 years of "good" work must be completed.

7150.9 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase at the same step, in rate.