



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

(BCMVCD) 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:** March 9, 2022
2. **Call to Order** – 4:00 PM Roll Call
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:** February 9, 2022
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:**
6. **Closed Session Announcement (District Legal Counsel Present): (6.1)**
- 6.1 **Existing Litigation – CONFERENCE WITH LEGAL COUNSEL Gov't. Code** (Paragraph (1) of subdivision (d) of Section 54956.9). Name of case: *In re PG&E Corporation, et al.* (US Bankruptcy Court, Northern District of California No. 19-30088)
7. **Introduction of Butte County Mosquito and Vector Control Board of Trustees**
8. **Reports: (8.1)**
- 8.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The District Manager will also report on District employees, meetings attended, and current projects.
9. **Policy Matters: (9.1 – 9.5)**

9.1 Consider Approving and Adopting the Amended Invasive Aedes Response Plan

The Board will be asked to consider approving and adopting the District's amended Invasive Aedes Response Plan. The Board approved and adopted the original plan on October 14, 2020, but based on the number of detections in 2021, the District is recommending the amended plan.

9.2 Consider a Capital Expenditure for 714Y Repairs and Improvements to the Propeller

The Board will be asked to consider a capital expenditure to overhaul 714Y (Horse) propeller. The Board will be asked to consider one of two options. The first option is an overhaul of the propeller using good "used" overhauled blades. The second option is an overhaul of the propeller using "new" blades. The quote is for \$20,635.98 not including tax for the used or \$40,635.98 not including tax for the new.

9.3 Consider Creating a New Position and Adopting Job Description, Policy 6015

The Board will be asked to consider the creation of a new position and adopting Job Description, Policy 6015, Administrative Manager.

9.4 District Manager Requests Annual Performance Evaluation

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. At the June 14, 2017, regular meeting of the Board of Trustees, the Board unanimously approved to discontinue the use of the District Manager evaluation form and to again verbally discuss the District Manager's performance during closed session at which point, a Trustee will be appointed to draft a letter summarizing the verbal evaluation for the District Manager.

9.5 District Manager Requests One-Year Contract Extension

The Board will be asked to consider if it would like to extend the current employment agreement with the District Manager. Should the Board want to proceed, the consideration for a one-year contract extension will 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.

10. Topic of the Month:

The Board will watch a presentation on traps used by the District for mosquito and virus surveillance.

11. 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.

12. Personnel:

On February 28, 2022, Frank Lopez commenced employment with the District as a Mosquito and Vector Control Specialist.

13. Correspondence:

The Board will review a letter written by District Manager Matthew C. Ball to the Board of Trustees and a letter received by the City of Oroville.

14. Other Business:

The Board will be asked to return the state mandated ethics training packets and their completed Form 700 Statement of Economic Interest as required by the Fair Political Practices Commission.

15. Persons Wishing to Address the Board Pertaining to Closed Session Matters:

16. Closed Session Matters (District Legal Counsel Not Present): N/A

17. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is April 13, 2022)

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held February 9, 2022

Members Present: President Dr. Albert Beck, Michael Barth, Darlene Fredericks, Bruce Johnson, Vice President Dr. Larry Kirk, Assistant Secretary Melissa Schuster, Secretary Bo Sheppard, and Carl Starkey.

Members Excused: Philip LaRocca.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Doug Weseman, Assistant Manager Aaron Lumsden, Office Manager Maritza Sandoval, Entomologist Amanda Bradford, Vector Ecologist/Fish Biologist Ryan Rothenwander, and two members of the public.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on February 9, 2022, at 444 Otterson Drive, Chico, CA 95928.
2. The February 9, 2022, 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 Sheppard, seconded by Member Starkey, and passed unanimously to approve the minutes of the Board of Trustees meeting held January 12, 2022, 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, District Manager's Report, the District Manager reported that on January 13, 2022, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. Staff also attended annual training on forklift operations, respirator training, and pesticide safe use and handling training. In addition, staff received their spirometer and fit testing.

The District was closed on January 17, 2022, in observance of Dr. Martin Luther King Jr. Day.

On January 18, 2022, the District Manager attended a live webinar on sterile insect technology hosted free for members of the American Mosquito Control Association.

On January 19, 2022, District management interviewed applicants for the open Assistant Manager position.

On January 25, 2022, all District staff attended virtual defensive drivers training provided by the VCJPA free of charge. Also on this date, the District Manager met with a representative of Adapco to discuss products, prices, and to project need for the 2022 season.

On January 26, 2022, all licensed District staff attended a continuing education seminar provided by Clarke Mosquito Control Products.

On January 31, 2022, the District Manager provided a tour for the District's newest Trustee. The tour was of the Oroville facility and a recap of how the District operates.

On February 1-4, 2022, all licensed staff attended a tick academy. The tick academy was in depth training on tick biology, tick-borne disease, and tick surveillance. All employees attending received continuing education hours. On February 1, 2022, the District Manager attended a monthly meeting of managers of member districts of the Mosquito and Vector Control Association of California. Topics discussed included the upcoming conference, Covid, and other updates from districts throughout the state.

On February 3 and February 8, 2022, District management interviewed applicants for the open Mosquito and Vector Control Specialist position.

7.2 Under item 7.2 of reports, the Vector Ecologist/Fish Biologist reviewed the 2021 Annual Report. The District Manager thanked the Assistant Manager, Doug Weseman, for the last 14 years he has completed the annual report. The Board reported it was pleased with the report.

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

8. Policy matters (8.1 – 8.4)

8.1 Under item 8.1 of policy matters, the Office Manager opened sealed bids for the surplus vehicles. The winning bids were announced; Truck #157, 2007 Chevy Colorado winning bid \$5,800.00; Truck #158, 2007 Chevy Colorado winning bid \$5,100.00; Truck #163, 2009 Dodge Dakota winning bid \$5,260.00; Truck #167, 2010 Dodge Dakota winning bid \$7,111.00. No action taken, nor needed.

8.2 Under item 8.2 of policy matters, the Board was asked to consider authorizing the new Assistant Manager to be a Deputy Auditor that has the authority to sign District checks, check registers, ACH transfers, and other legal documents. The Board was also asked to consider approving and adopting Resolution 22-03, 22-04, 22-05, and the Petition to Accept Check Registers as required by the County Auditor Controller. It was then moved by Member Kirk, seconded by Member Schuster, and passed unanimously with a vote of 8 ayes 0 nays to authorize the Assistant Manager to be a Deputy Auditor and adopted Resolution #22-03, #22-04, #22-05, and the Petition to Accept Check Registers.

8.3 Under item 8.3 of policy matters, the Board was asked to consider amendments to multiple Board policies; Policy 1020, Code of Ethics; Policy 1040, Board of Trustees; Policy 1060, Board President; Policy 1070, Board Meeting Agenda; and Policy 1080, Rules for Proceedings of Board of Trustees Meetings. After some discussion it was then moved by Member Sheppard, seconded by Member Starkey, and passed unanimously with a vote of 8 ayes 0 nays to adopt amendments to Board Policies 1040, 1060, 1070, and 1080 as proposed.

8.4 Under item 8.4 of policy matters, the Board had time set aside for Board Trustees to complete the Fair Political Practice Commission Form 700 Statement of Economic Interest, Form 700 required annually.

9. Under topic of the month, the District's Entomologist gave a presentation on *Anopheles freeborni*.

10. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Kirk, and passed unanimously with a vote of 8 ayes 0 nays to authorize checks numbered 50411 through 50526 be signed and distributed. Expenditures for the month totaled \$220,707.00.

11. Under personnel, the District Manager introduced new Assistant Manager, Aaron Lumsden who was promoted from Regional Supervisor on January 31, 2022. The District Manager also stated a conditional offer was extended to Frank Lopez as Mosquito Vector Control Specialist with a contingent start date of February 28, 2022.

12. No items of correspondence to report.

13. Under other business to report, the Board was given instructions on how to complete the state mandated ethics training.

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 4:50 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on March 9, 2022, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

James "Bo" Sheppard,
Secretary

On February 10, 2022, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date.

The District was closed on February 14, 2022, in observance of President Lincoln's Birthday.

On February 15, 2022, District management met with representatives of M&I to discuss the completion of the server migration project, evaluated projects and timeframes, and discussed future projects.

On February 17 and 18, the District Manager and Office Manager attended the VCJPA Annual Conference remotely. The conference was informative, educational, and free to attend. Also on February 18, the District Manager attended the MVCAC Legislative Committee monthly call.

The District was closed on February 21, 2022, in observance of Presidents' Day.

On February 23, 2022, the District Manager attended the MVCAC Legislative Committee meeting to review 2022 legislative bills, take a position, and plan for a remote Legislative Day.

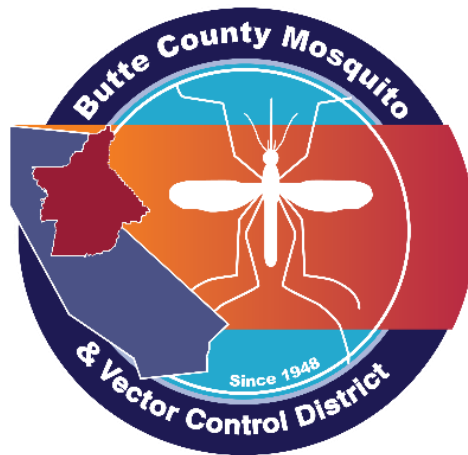
On February 24, 2022, M&I was onsite to separate the District's server from the network. The District server migration project is now complete.

On March 2, 2022, the District Manager provided a tour for the District's newest Trustee. The tour was of the Oroville facility and a recap of how the District operates.

Over the past month, all licensed staff have continued to attend virtual continuing education courses.

RESPONSE PLAN FOR DETECTION OF INVASIVE MOSQUITOES

**BUTTE COUNTY MOSQUITO
AND VECTOR CONTROL DISTRICT**



BCMVCD Invasive Mosquito Response Plan

	New Detection of Invasive Mosquito	Travel-Related Disease Cases	Locally-Acquired Disease Cases
Supervisors	Regional Supervisor to receive case details from laboratory. Arrange and coordinate door-to-door teams. Consider treatment options, if warranted.	Regional Supervisor to receive case details from laboratory. Regional Supervisor and Zone Inspector will search index property for mosquito breeding sources and adulticide/larvicide with permission. Broaden scope as necessary. Arrange and coordinate door-to-door team inspection concurrently with inspection/adulticiding. Determine adulticide treatment area (truck, aerial), if warranted.	Regional Supervisor to meet w/Manager, Assistant Manager, and Entomologist to discuss specifics. Regional Supervisor and Zone Inspector will search index property for mosquito breeding sources and adulticide/larvicide with permission. Broaden scope as necessary. Arrange and coordinate door-to-door team inspection concurrently with inspection/adulticiding. Submit applicable reports to management and laboratory. Determine adulticide treatment area (truck, aerial), if warranted.
Door-to-Door Teams	Inspect index property and 100-300 feet outwards, broadening scope as necessary. Leave door hangers if no response from resident. Larval/adult sample collection and source reduction. Adulticide on first inspection and residual/larviciding with subsequent detections, if applicable.	Inspect index property and 100-300 feet outwards, broadening scope as necessary. Leave door hangers if no response from resident. Post appropriate signage. Larval/adult sample collection. Source reduction and larviciding/adulticiding, if applicable. Submit summary report to Regional Supervisor and laboratory.	Inspect index property and 100-300 feet outwards, broadening scope as necessary. Leave door hangers if no response from resident. Post appropriate signage. Larval/adult sample collection. Source reduction and larviciding/adulticiding, if applicable. Submit summary report to Regional Supervisor and laboratory.
Public Relations	Receive input from Lab and Operations. Targeted social media placement and direct mail notifications, if warranted. One press release per city per year upon detection, if warranted.	Receive general details from Lab and Operations. Notify trustee, city officials and community partners. Targeted social media placement. Direct mail notifications and press releases, if warranted. Coordinate w/local public health departments.	Receive input from Lab and Operations. Notify trustee, city and community partners. Targeted social media placement. Direct mail notifications. Press releases. Coordinate phone staffing for concerned citizen calls. Coordinate w/local public health departments.
Lab	Consult CDPH for identification confirmation of invasive mosquito in new areas. ID/Disease testing. Update all relevant maps. Field surveillance assistance. Set BG Sentinel traps, gravid traps, In2Care traps, if warranted.	Entomologist to forward vetted details to management. Phone interview of patient prior to inspection, if applicable. ID/Disease testing. Field surveillance assistance. Set BG Sentinel/gravid/In2Care traps encompassing index property, if warranted.	Entomologist to coordinate release of case details to all essential District staff. Entomologist to forward vetted details to management. ID/disease testing. Field surveillance assistance. Set BG Sentinel/gravid/In2Care traps encompassing index property, if warranted.

Invasive Mosquito Response Plan Detail

Mosquito Surveillance

Effective surveillance for invasive mosquitoes requires the careful selection and placement of adult traps, larval surveys in unconventional areas, and a much greater level of interaction with the public. Placement of traps should be carefully considered to maximize the likelihood of detection. Using more than one trap type and using as many as economically feasible should increase the chance of detecting invasive mosquitoes. Trap inspections and maintenance can be extended to approximately weekly intervals to optimize and make best use of resources.

The success of any, or all, of these traps depends on understanding the ecology and behavior of these invasive mosquitoes to maximize the potential for collection. Traps specifically designed for the detection of these invasive mosquitoes will be deployed in areas surrounding the index location (first site where invasive mosquitoes were discovered). Field and laboratory staff should be able to identify egg, larval, pupal, and adult stages of these mosquito species and always consider the possibility of specimens being collected during routine surveillance operations.

Assess Abundance and Distribution of Species

After initial detection, deploy areas surrounding the index location with BG-Sentinel traps, In2Care traps, gravid traps, and any other traps designed to target the invasive species. Surveillance traps will be dispersed throughout the rest of the area to determine the geographical range of the species.

If the population is considered widespread, the District will continue to maintain a surveillance program intended to assess the population growth and continue control measures. Population growth will be determined with the use of target-specific traps.

Educational Materials to Residents

Distribute public education and outreach materials (e.g., fact sheets, flyers, door hangers, mailers) urging the public to empty or discard small containers of standing water, take personal prevention measures to reduce mosquito bites, and to notify the District of possible invasive mosquito sightings. Post informational signs in the affected areas (if available).

Door-to-Door Campaign

Door-to-door campaigns should be initiated immediately to inform and educate individual property owners and their on-site residents about the invading mosquitoes. Door-to-door shall involve:

- Providing information on invasive mosquitoes.
- Educating property owners on habitat and bite reduction.

- Conducting larval/adult surveillance on the residential and/or commercial premises and reducing larval habitat.
- Encouraging people to report daytime-biting mosquitoes.
- Applying chemical products to control larvae/adult mosquitoes on the property, if necessary.

Send Collected Eggs/Adults to DART Lab

Eggs that are in good condition (i.e., not collapsed, desiccated, or otherwise damaged) may be sent to the Davis Arbovirus Research and Training (DART) Lab at UC Davis to be tested for species identification. In addition, send pools of female mosquitoes to the DART Lab at UC Davis for arboviral testing.

Source Reduction

- Dump all sources/water holding containers and instruct resident to perform weekly checks for standing water.
- If sources cannot be dumped or drained, use of larvicides and/or mosquitofish is permitted.
- If eggs or adults are detected, backpack applications of Vectobac WDG or other available products will be used in yards in order to target and achieve control in cryptic sources.

Adulticide/Larvicide Application(s)

Hand-held or backpack Ultra Low Volume (ULV) adulticides or microbial larvicide applications may commence on problematic properties where invasive mosquitoes are detected.

RESPONSE TO INVASIVE MOSQUITOES: SCENARIOS 1-3

1. Response to New Detection of Invasive Mosquito

If a potential invasive mosquito is discovered in a new area in the District, immediately notify CDPH Vector-Borne Disease Section to confirm identification. In collaboration with Butte County Public Health, release a public service announcement, if warranted, describing the discovery of invasive mosquitoes in the area and the disease risks they present.

- BCMVCD will evaluate and inspect the index property and surrounding properties 100-300 feet outwards, broadening scope as necessary.
 - Door-to-door campaigns and public education will be initiated surrounding the index property. Door hangers will be left at properties with no response from the resident or business owner.
 - If invasive mosquitoes are detected on the property or surrounding areas by the presence of eggs, larvae, pupae, or adults, then a broader investigation will occur.
- Storm drains and other underground infrastructures will also be examined as necessary.

- Larvicide/adulticide treatments may be conducted with permission from property owner.
- Control measures such as source reduction, larvicides, and adulticide applications will take place.
- Adulticide/larvicide applications and/or residuals may also be utilized on residential properties with permission.
- Set BG-Sentinel traps, gravid traps, In2Care traps, and any other traps designed to target the invasive species if warranted.

2. Response to Travel-Related Disease Case

If a travel-related disease case is reported within the District boundaries, utilize Response Plan #1 in addition to:

Request the case's residential address from Butte County Public Health and verify the areas visited while potentially viremic. The key goals will be to decrease the invasive mosquito population, increase surveillance, and limit person-mosquito contact. Any viremic traveler returning to an area with established populations of this invasive mosquito species has the potential of initiating local disease transmission.

- Collection and submission of all female invasive mosquito specimens will be sent to the DART lab for arboviral testing.
- Regional Supervisor and Zone Inspector will search index property for mosquito breeding sources and adulticide/larvicide with permission.
- Door-to-door campaigns and public education will be initiated surrounding the case's residence.
- Control measures such as source reduction, larvicides, and adulticide applications will take place.
- Enhance mosquito surveillance.
- Consider a more aggressive adulticide control approach.

3. Response to Detection of Invasive Mosquito Disease in Mosquito Sample or Locally Acquired Disease Case

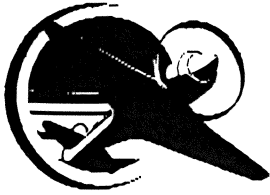
If a mosquito sample tests positive for an invasive mosquito disease or a locally-acquired disease case is detected, utilize Response Plan #1 in addition to:

BCMVCD will respond aggressively to a positive invasive disease sample or a single human case in the County with evidence of local transmission. A locally-acquired disease case will be determined by the BCMVCD. The District may declare a disease case to be locally acquired if the patient has not travelled outside of the country or into other areas where transmission is active. We will verify whether or not the patient has traveled out of Butte County within the estimated incubation period or has been infected through sexual transmission or other routes. If local transmission is verified, a joint emergency response will be conducted by the BCMVCD, Butte County Public Health, and City Jurisdictions while coordinating with State and Federal agencies. Adult mosquitoes, especially invasive mosquito samples, will be sent to the UC DART for testing on a bi-weekly basis and may result in positive virus detections. Given the transmission cycle of these diseases, unexpected virus positive mosquito detections would indicate that an unreported human

case is present within the area. In this situation, CDPH and the local health department will be notified immediately of the positive findings.

BCM/VCD shall prioritize actions based on the severity of the public health threat, which may require concentrating resources on responses to imported disease cases or local disease transmission.

- Collection and submission of all female invasive mosquito specimens will be sent to the DART lab for arboviral testing.
- Regional Supervisor and Zone Inspector will search index property for mosquito breeding sources and adulticide/larvicide with permission.
- Control of adult mosquitoes is necessary to minimize or halt active transmission.
- Door-to-door campaigns and public education will be initiated surrounding the case's residence.
- Control measures such as source reduction, larvicides, and adulticide applications will take place.
- Enhance mosquito surveillance.
- Consider a more aggressive adulticide control approach.



STOCKTON PROPELLER

2478 WILCOX ROAD • STOCKTON, CA 95215

TOLL FREE 1.800.749.7767 • PH: 209.982.4000 • FAX: 209.982.1240

03/03/22

TO:

BUTTE COUNTY MOSQUITO ABATEMENT

RE: 12D40/6101A-12 PROPELLER

THERE ARE 2 OPTIONS FOR YOUR PROPELLER.

FIRST OPTION: OVERHAUL AND REPLACE BLADES

WITH 2 GOOD OVERHAULED AG100-2 BLADES WOULD

COST \$ 20,635.98 NOT INCLUDING TAX

- BLADES ARE IN OUR STOCK -

SECOND OPTION: OVERHAUL AND REPLACE BLADES

WITH 2 NEW 6101A-12 BLADES WOULD COST

\$40,635.98 NOT INCLUDING TAX

- BLADES CAN BE HERE IN A WEEK -

ANY QUESTIONS PLEASE CALL

MIKE BELMONT

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Administrative Manager
POLICY NUMBER: 6015

6015.1 Nature of Work

6015.1.1 Under the direction and direct supervision of the District Manager, the Administrative Manager, supervises and coordinates the activities and operations of the administration department including financial and human resources functions. Incumbent provides high responsible and complex administrative support to the District Manager. Successful performance requires an in depth understanding of the philosophy of the Board of Trustees and the District's operations, to apply said knowledge to a wide range of problem solving, and to act on behalf of the District Manager and Assistant Manager in both their absence while using the good judgment to defer appropriate matters to the District Manager for personal attention.

6115.1.2 The Administrative Manager plans, directs, and evaluates District office administrative functions including, but not limited to, financial and human resources activities and operations; provides recommendations regarding supportive services.

6115.1.3 The position of Administrative Manager is considered a "confidential employee." A confidential employee is defined as any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

6115.1.4 In the case where an Office Manager and/or Office Assistant and/or Records Clerk / Receptionist is not employed with the District, the Administrative Manager must cover the illustrative tasks of the Office Manager and/or Office Assistant and/or Receptionist.

6115.2 Illustrative Tasks

6115.2.1 Oversees human resources management and related responsibilities including, but not limited to, employee record keeping, employee benefits, comprehensive wage and classification analysis and recommendations, recruitment, equal employment opportunities, and labor relations; advises and assists managers and supervisors in training and development, coaching and counseling, and performance evaluations; consults with legal counsel regarding employer and labor laws; makes recommendations on implementation of corrective actions, discipline and terminations to District Manager.

6115.2.2 Supervises and oversees the work of personnel assigned to the administrative department; ensures personnel provides courteous and professional services to both internal and external customers.

6115.2.3 Participates in annual fiscal budget development and administration; sets up and supervises the maintenance of budgetary records and identifies variances; analyzes financial data and prepares cumulative analysis of expenditure accounts for control of existing budget and for use in preparation of future budget.

6115.2.4 Maintains insurance records of contracts, billings, and other transactions. Keeps apprised of benefits and exclusions specific to insurance providers and makes recommendations to the employee-at-large accordingly.

6115.2.5 Assists the District Manager in formulating District policies and departmental procedures. Interprets federal, state, and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and vector control districts. With the support of the District Manager; ensures management and employees are informed of changes in rules and regulations.

6115.2.6 Represents the District on specified administrative matters in dealing with other public and private organizations and the general public.

6115.2.7 Develops, implements, and manages communication plans and media strategies consistent with issues and priorities of the District Manager and the Board of Trustees; Consults and provides technical guidance to District departments; initiates, schedules, and maintains the District public education and outreach calendar; plans, coordinates, and schedules public events; prepares key message statements for District management staff, office staff, and field staff; conducts, initiates, or schedules public event booth setup; develops, implements, and oversees communication plans, media strategies, marketing, and public affairs programs in accordance with department goals, mission, and values; and assists the District Manager to develop and distribute media releases, media advisories, news releases, newsletters, informational brochures, speeches (including PowerPoint), and other materials to alert the public of District programs, events, and services.

6115.2.8 Assists the District Manager with the development, maintenance, and management of the District's website, website pages, website content, and maintenance; design, prepare, and revise informational brochures, flyers, handouts, door hangers, and other educational tools that will disseminate information about vectors, vector-borne disease, vector control, and District services.

6115.2.9 Assists with the creation and distribution of annual reports, quarterly newsletters, news releases, and other materials.

6115.2.10 Maintains Joint Vector Control Powers Agency Agreement ("VCJPA") Ledger, keeps informed regarding changes in VCJPA policies, and attends VCJPA meetings. Makes recommendations on insurance policies, performs analysis of risk management trends and tendencies, and recommends appropriate training to personnel.

6115.2.11 Attends Board Meetings, staff meetings, and training sessions and keeps informed of current developments, reads the professional literature, and participates in professional associations.

6115.2.12 Responsible for all accounting functions including accounts payable, accounts receivables, and payroll. Compiles data and prepares federal and state tax deposits and reports, and all other payroll-related documents and payments.

6115.2.13 The Administrative Manager is responsible for the fixed asset inventory records and sets up and maintains fixed asset inventory systems.

6115.2.14 Maintains the general ledger and expenditure records, furnishes records to the CPA for annual audit of all District transactions, prepares monthly and quarterly financial statement of operation, and prepares cumulative analysis of expenditure accounts.

6115.2.15 Assigns purchase order numbers to authorized District purchasers and maintains order numbers to match with incoming invoices and related billing statements. Audits invoices and processes same, which includes data entry of invoices and warrant issuance by computer.

6115.2.16 Oversees and is responsible for the issuance of District credit cards to designated District employees.

6115.2.17 Responsible for all records pertaining to the Board of Trustees, including agendas, minutes, resolutions, committees, terms of office, appointments, and legal documents.

6115.2.18 Keeps informed of current developments in vector control, accounting standards, reads professional literature, and participates in professional associations; works with the California Public Employee Retirement System (CalPERS), Vector Control Joint Powers Agency (VCJPA), Butte and Glenn Counties, Fair Political Practices Commission, and others if needed and/or requested.

6115.2.19 Analyzes the data and statistical reports; provides recommendations regarding supportive services.

6115.2.20 Must maintain a safe and clean work environment.

6115.2.21 Performs related work and other assigned tasks/assignments as directed by District management in a timely and efficient manner.

6115.3 Secondary Illustrative Tasks

6115.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6115.4 Knowledge, Abilities, and Skills

6115.4.1 Knowledge of the principles of administrative management including knowledge of personnel and fiscal administration.

6115.4.2 Knowledge of the District operations including knowledge of vector surveillance and control programs.

6115.4.3 Knowledge of modern office and accounting methods and procedures.

6115.4.4 Ability to learn the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6115.4.5 Ability to acquire knowledge of mosquitoes, ticks, and other vectors and vector-borne disease related to the District and/or District's service area.

6115.4.7 Ability to speak, write, and understand English, including grammar, punctuation, spelling; principles and techniques of speech and written composition.

6115.4.8 Ability to interpret and apply applicable rules and regulations.

6115.4.9 Ability to use computers and computer applications

6115.4.10 Knowledge of office equipment (e.g. type writer, copy machines, etc.)

6115.4.11 Ability to establish and maintain effective working relationships with other employees and the public.

6115.4.12 Ability to provide professional, courteous, and friendly customer service through in person interactions, over the phone, and through email; maintain tact and poise.

6115.4.13 Ability to proactively interact with District management, public officials, community leaders, the press, and the general public.

6115.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.

6115.5 Working Conditions

6115.5.1 The Administrative Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Administrative Manager must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6115.6 General Requirements

6115.6.1 The Administrative Manager must possess sufficient education and/or experience to perform the technical tasks assigned. Under normal circumstances the Administrative Manager will have a minimum of ten years' experience in administrative office duties, with an additional five years of supervisory experience. Licenses in business related fields are desirable. Certification in Human Resources is desirable. A bachelor's degree majoring in accounting, business administration, or human resources is preferred.

6115.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6115.6.3 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6115.6.4 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, or must obtain within 12 months of employment and must be maintained throughout employment for this position.

6115.6.5 Must be bondable.

6115.6.6 Qualify as a Deputy County Auditor.

6115.6.7 Must be proficient with the use of computers and computer applications; must have knowledge of Microsoft Office and QuickBooks.

6115.6.8 Be able to provide clear verbal communication and be able to hear, read, understand, and speak English.

6115.6.9 Be able to read and comprehend written instructions, including detailed technical instructions for accounting/book keeping.

6115.6.10 Be able to work safely with office equipment and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools and equipment.

6115.6.11 Be willing to learn new and different skills and abilities as required by the District. An Administrative Manager may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6115.6.12 Not obtain outside employment, if in the District Manager's judgment, it will conflict with the District program, or reduce the Administrative Manager's ability to satisfactorily perform required duties.

6115.7 Physical Requirements

6115.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6115.7.2 Body Movements: Must have the ability to sit, type, use a phone, use a computer, and computer keyboard for extended periods of time.

6115.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct office operations. Be able to provide clear verbal communications and be able to hear, read and speak English. The position requires the constant operation of a computer keyboard and using a computer ranging in length from short to extended periods of time.

6115.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 40 pounds. Standing and sitting for extended periods while performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6115.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Lift equipment/supplies up to 25 pounds above the head.

6115.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6115.8 Post Offer Requirements

6115.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

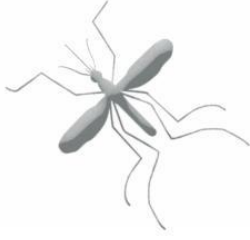
6115.9 Other Information

6115.9.1 Anyone employed as Administrative Manager at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6115.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted March 2022

DRAFT



BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

From the Desk of

District Manager Matthew C. Ball

March 3, 2022

Butte County Mosquito and Vector Control District
Board of Trustees
Attention: President Beck
5117 Larkin Road
Oroville, CA 95965-9250

Re: District Manager Contract Extension

Dear members of the Board of Trustees,

I am writing to request a one-year contract extension to the current employment agreement between the District and myself, the "District Manager." I am satisfied and feel privileged with the current language and terms of the contract. I do not wish to renegotiate terms at this time.

I have and continue to be honored and privileged to serve as your District Manager for the past fourteen years and it is my intention and hope to serve many more. I firmly believe that I have a strong bond and great communication lines with each of you, the District's staff, and the public the District serves. I feel strongly that together, we have completed an abundance of projects and achieved many goals over the past fourteen years, and I am excited to see what we can accomplish in the future.

Looking forward to progressively leading the District for many years to come.

Respectfully,

Matthew C. Ball
District Manager



City of Oroville

OFFICE OF THE CITY CLERK

Jackie Glover
Assistant City Clerk

1735 Montgomery Street
Oroville, CA 95965-4897
(530) 538-2535 FAX (530) 538-2468
www.cityoforoville.org

February 17, 2022

Butte County Mosquito and Vector Control Board
Attn: Clerk of the Board
5117 Larkin Rd
Oroville, CA 95965

Re: City of Oroville Appointments to the Butte County Mosquito and Vector Control Board

To Whom It May Concern:

On behalf of the Oroville City Council, it is my pleasure to officially advise you of the appointment made to the Butte County Mosquito and Vector Control Board for a term expiring February 28, 2024.

Mayor Chuck Reynolds was appointed as the voting member to serve on the Commission. This action was taken during a regular City Council meeting on February 15, 2022 and is effective immediately.

Please contact them by email at the following address:
Chuck Reynolds – creynolds@cityoforoville.org

If you have any questions regarding this matter, please contact me at (530) 538-2535 or cityclerk@cityoforoville.org.

Sincerely,

Jackie Glover
Assistant City Clerk

February 17, 2022

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