



## **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](http://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:*** November 10, 2021
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:*** October 13, 2021
5. ***Persons Wishing to Address the Board Pertaining to Closed Session Matters:***
6. ***Closed Session Announcement (District Legal Counsel Present):*** None
7. ***Reports: (7.1 – 7.2)***
- 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 District Manager and District staff members present, will provide reports on all the business and activities of all the District's departments. District departments include Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.

#### 8. ***Policy Matters: (8.1 – 8.5)***

**8.1 Consider Renewing Membership with California Special Districts Association**

The Board will be asked to consider renewing membership with the California Special Districts Association (CSDA). CSDA's dues structure is based on an agencies/district's operating revenue. The dues for operating revenue between \$2.0 million and \$5.0 million are \$7,615.00 annually. The District rejoined the CSDA in April of 2017.

**8.2 Consider Approval and Adoption of Resolution No. 21-11**

The Board will be asked to consider approving and adopting Resolution No. 21-11, a Resolution Approving Revisions to the Early Retirement Incentive Program.

**8.3 Consider Approving an Early Retirement Incentive Program Applicant**

The Board will be asked to consider approving an application for the Early Retirement Incentive Program. The District Manager confirms that the eligibility requirements have been met.

**8.4 Consider Approving Amendments to Personnel Policy, Policy 7020, Vacations**

The Board will be asked to consider amendments to Personnel Policy, Policy 7020, Vacations. The amendments were discussed at the October 13, 2021, Board meeting and shared with District staff on October 14, 2021.

**8.5 Consider Approving Amendments to Personnel Policy, Policy 7040, Sick Leave**

The Board will be asked to consider amendments to Personnel Policy, Policy 7040, Sick Leave. The amendments were discussed at the October 13, 2021, Board meeting, shared with District staff on October 14, 2021, and recommended by the District's legal counsel.

**9. Topic of the Month:**

The Board will hear a report from the District's Vector Ecologist/Fish Biologist on the current status of the District's aquaculture program.

**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:**

Jeremy Edwards was conditionally offered the position of Mosquito and Vector Control Specialist on October 21, 2021 and will commence employment on November 15, 2021, pending approval of all the District's preemployment requirements being met.

**12. Correspondence:**

The Board will review an acknowledgement receipt from the California State Board of Equalization and the District's 2022 Holiday schedule.

**13. Other Business: N/A**

14. *Persons Wishing to Address the Board Pertaining to Closed Session Matters: (15.1)*

15. *Closed Session Matters (District Legal Counsel Not Present): (15.1)*

15.1 *Labor Negotiations – CONFERENCE WITH LABOR NEGOTIATOR(s). Gov't. Code 54957.6.*

District Designated Representative(s): District Manager Ball. Labor negotiations involving unrepresented employees of the Butte County Mosquito and Vector Control District; Office Manager; Regional Supervisors; Pilot II; Entomologist II; Vector Ecologist / Fish Biologist; Office Assistant, and Mosquito and Vector Control Specialists.

16. *Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is December 8, 2021)*

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held October 13, 2021***

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

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Office 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 October 13, 2021, at 444 Otterson Drive, Chico, CA 95928.
2. The October 13, 2021, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:03 PM by Vice President Kirk.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, Vice President Kirk proceeded to request approval of the minutes.
4. After review, it was then moved by Member LaRocca, seconded by Member Ostling, and passed unanimously to approve the minutes of the Board of Trustees meeting held September 8, 2021, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. Reports (7.1 – 7.5)
  - 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported that on September 9, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. The District Manager attended a Target Specialty Products virtual meeting learning of a new product soon to be offered. Also, on this date, the District Manager attended a Hegan Lane Congestion Relief Project meeting. Studies are being conducted to explore the concept of connecting Otterson Drive to Ivy Street.

On September 14, 2021, the District Manager attended the AB 896 working group to discuss best management practices on state managed wetlands, costs, and possible funding mechanisms.

On September 18, 2021, the District Manager attended the biweekly MVCAC Legislative and Regulatory conference call. The meeting discussed pending and drafted legislative bills, the state budget, COVID-19 issues, and reviewed a few regulatory issues.

On September 21, 2021, the District Manager attended via Zoom the MVCAC Executive Board meeting. This monthly meeting is where all member district managers attend to discuss legislation, action items of the MVCAC, plan, and discuss challenges for the upcoming season. The District Manager and Office Manager had a meeting with Keenan and Associates to discuss medical, dental, and vision coverages, reviewed costs, and programs.

On September 22, 2021, the District Manager and Office Manager attended an informational webinar to learn about health reimbursement accounts (HRAs) and discussed eligibility requirements, IRS laws related to HRAs, and details of HRA programs.

On September 29, the District Manager attended the AB 896 working group to discuss best management practices on state managed wetlands, costs, and possible funding mechanisms.

On September 30, 2021, the District hosted its 14<sup>th</sup> Annual Seasonal Appreciation Lunch. This lunch is free to all staff, and it is not funded with District tax dollars.

On October 4 and 5, 2021, the District's Office Manager worked with and assisted a representative from Fedak and Brown to conduct the District's 2020/2021 fiscal audit. The final report will be given to the Board from Fedak and Brown at the December 8, 2021, Board meeting.

On October 8, the District Manager attended the AB 896 working group to discuss best management practices on state managed wetlands, costs, and possible funding mechanisms.

- 7.2 Under item 7.2 of reports, the department reports, the District Manager reported that the District's New Jersey light traps and gravid traps have continued catching mosquitoes. Both *Culex pipiens* and *Culex tarsalis* populations are somewhat higher than the previous year. Sentinel chicken 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. As of October 13, 2021, 436 pools (record submission) have been submitted for testing. The sentinel chickens are having sera samples taken biweekly.

The District's Entomologist reported that *Aedes aegypti* detections have continued and increased over the past month. Detections for 2021 include, Chico, Oroville, Thermalito, and Gridley. The District initiated the District's Response Plan for Detection of Invasive Aedes Mosquitoes for each detection.

The District's Entomologist reported that West Nile virus (WNV) activity continues to increase throughout the State as well as within the District's service area. The District has WNV positive detections in 13 humans (1 fatality), 80 mosquito pools, 2 dead birds, and 26 sentinel chickens.

The District's four indoor fish tanks continue to operate normally. Currently, three tanks are working as rearing tanks with another tank holding the fry from the rearing tanks. Fry numbers continue to increase. Over 8,700 fry were produced in September, a greater than 5,000 fry increase from August. The Vector Ecologist / Fish Biologist maintained the stock in each rearing tank and will continue to test the tanks for optimal production. The public mosquitofish tanks have been placed and a total of 13 locations are stocked with fish for the public.

Mosquito and Vector Control Specialists (Specialists) have continued with summer surveillance and control operations. Swimming pool inspections have been completed and a second round of storm drain treatment has been completed. Agricultural, managed wetlands, ditches, drains, and pasture inspections and treatments continue. Service requests for inspections, fish, and treatments have continued to be taken and serviced. Many door-to-door inspections and treatments have been made to manage the invasive Aedes.

As of October 4, 2021, 714Y has treated 7,551 acres of managed wetlands. The acreage at this time last year was 6,765 acres. 6633K has treated 40,906 acres of rice. The acreage at this time last year was 42,767 acres. 606Y has made 19 ULV adulticide treatments this year. Last year at this time, 606Y had made 8 ULV treatments.

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 mobile friendly website continues to be updated as needed. The District public service announcements began on May 1, 2021, running on radio and television and concluded on September 30, 2021.. The District's billboards went up on May 1 as well rotated throughout the county until the end of September. The District continues to send press releases and the media has covered them by printing and televising the District's messaging. The District continued with distributing mailers and leaving door hangers in the area where the invasive mosquitoes were collected. The District's Entomologist conducted a mosquito presentation with Member Sheppard for the City of Biggs Council and Biggs Elementary, 3<sup>rd</sup> and 4<sup>th</sup> graders. The District explored contributing and/or assisting with the Sierra Oro Farm Trail event, tickets are electronic this year and nothing will be handed out due to COVID-19. The District will look for this event next year.

- 7.3 Under item 7.3 of reports, 2021/2022 1st Quarter Fiscal Reports, the Office Manager reported that salaries and benefits category is 35.2% expended, services and supplies category is 61.0% expended, capital outlay category is 0.0%. It was then stated that overall expenditures are currently at 42.6% expended and current revenues are at 2.6% received.
- 7.4 Under item 7.4 of reports, 3rd Quarter Newsletter, the Office Manager reviewed and presented the 3rd Quarter Newsletter with the Board.
- 7.5 Under item 7.5 of reports, the District Manager reported that President Beck, Member Ostling, and Member Kirk have terms expiring December 31, 2021, and were asked if reappointment was desired. All three Members signified a desire to be reappointed. District staff will send reminder letters to those Members respective appointing bodies.

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

## 8. Policy matters (8.1 – 8.2)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider authorizing its District Manager, Matthew C. Ball, to act for the District in a representative capacity, including accepting any offer,

signing releases, and receiving payment of claimant Butte County Mosquito and Vector Control District (Claimant 102854). The Board may select the District's Assistant Manager or Office Manager if the District Manager is not selected. After some discussion it was then moved by Member Schuster, seconded by Member Ostling, and passed unanimously with a vote of 9 ayes 0 nays to authorize the District's Office Manager, Maritza Sandoval, as the representative for the Butte County Mosquito and Vector Control District, Claimant 102854 which would include accepting any offer, signing releases, and receiving payments on behalf of the District (Claimant 102854).

- 8.2 Under item 8.2 of policy matters, the Board was asked to consider a Capital Expenditure for two Ford F150 pickup trucks from Gridley Country Ford in the amount of \$65,192.04 or \$32,596.02 per truck and two Ford Ranger pickup trucks from Benny Brown's Oroville Ford \$58,808.34 or \$29,404.17 per truck. These expenditures have been budgeted. It was then moved by Member Barth, seconded by Member Ostling and passed unanimously with a vote of 9 ayes 0 nays to approve the Capital Expenditures for two Ford F150 pickup trucks from Gridley Country Ford in the amount of \$65,192.04 or \$32,596.02 per truck and two Ford Ranger pickup trucks from Benny Brown's Oroville Ford \$58,808.34 or \$29,404.17 per truck.
9. Under topic of the month, the District's Entomologist presented a report and provided a presentation on wide area larvicide (WALs) treatments.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Schuster, and passed unanimously to authorize checks numbered 49900 through 50042 be signed and distributed. Expenditures for the month totaled \$662,018.00.
11. Under personnel, the District Manager reported that all seasonal employees were laid off on September 30, 2021, except for the Lab Technician. The Lab Technician was laid off on October 7, 2021.
12. No items of correspondence to report.
13. Under other business, the District Manager reported that OMAD dissolution is nearly complete.
14. No persons wishing to address the Board pertaining to closed session matters.
15. Closed session matters (15.1)
- 15.1 Under closed session matters, President Beck announced that the District was going into closed session for Labor Negotiations – CONFERENCE WITH LABOR NEGOTIATOR(s). Gov't. Code 54957.6. District Designated Representative(s): District Manager Ball. Labor negotiations involving unrepresented employees of the Butte County Mosquito and Vector Control District; Office Manager; Regional Supervisors; Pilot II; Entomologist II; Vector Ecologist / Fish Biologist; and Mosquito and Vector Control Specialists. The Board went off the record and in to close session at 4:57 PM, and returned from closed session and on the record at 5:41 PM. No action taken, nor needed, but direction and parameters were provided to the District Manager
16. President Beck announced adjournment at 5:41 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on November 10, 2021, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

James "Bo" Sheppard,  
Secretary



On October 14, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. The District Manager met with all staff and presented and explained the District's proposal.

On October 15, 2021, the District Manager attended the AB 896 working group to discuss best management practices on state managed wetlands, costs, and possible funding mechanisms.

On October 18, 2021, the District Manager and Assistant Manager attended a meeting with Matson and Isom to discuss the company's annual performance and to provide updates on ongoing projects.

On October 19 and 20, 2021, the District management interviewed applicants for the open Mosquito and Vector Control Specialist position.

On October 21, 2021, the District Manager attended via Zoom the Sac Valley Region meeting. The region discussed MVCAC Board action items, SIT, heard reports from MVCAC committees, other agencies, vendors, and Sac Valley Region districts. The District Manager met with representatives from Valent BioSciences to discuss new products in development, pricing, and to review the services provided during the past mosquito season.

On October 25, 2021, the District Manager and Assistant Manager attended a meeting with Matson and Isom to discuss current projects. Also, on this date, the District received confirmation that the California State Board of Equalization Boundary Change was approved, and the District was provided the acknowledgement form. This concludes OMAD's dissolution and annexation of OMAD's existing service area being incorporated to BCMVCD.

On October 26 and 27, 2021, the District Manager attended remotely the MVCAC Fall Quarterly meeting. During the meeting the District Manager attended various MVCAC Committee meetings, reported for the Legislative Committee, and the MVCAC Board meeting.

On November 2, 2021, the District had an above ground storage tank inspection. The District is amending it's spill prevention control plan pursuant to Butte County Environmental Health's requirements.

On November 4, 2021, the District Manager was a guest lecturer for California State University, Chico, for the Butte County Public Health Director's Environmental Health class.

On November 9, 2021, all licensed District personnel attended a MVCAC Coastal continuing education session.

As a reminder, November 11, 2021, the District will be closed in observance of Veteran's Day. Due to the holiday, Board checks will be delayed.

**LAB / VECTOR SURVEILLANCE:** The District's New Jersey light traps and gravid traps have continued catching mosquitoes (Attachments #1). Gravid traps were pulled on November 8, 2021, and light traps were pulled on November 10, 2021. Sentinel chicken samples were taken through November 10, 2021. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of November 2, 2021, 436 pools (record submission) have been submitted for testing. The mosquito surveillance season is over as of now.

**AEDES AEGYPTI DETECTION:** *Aedes aegypti* detections have continued and increased over the past month. Detections for 2021 include, Chico, Oroville, Thermalito, and Gridley. The District initiated the District's Response Plan for Detection of Invasive Aedes Mosquitoes for each detection.

**VIRUS SURVEILLANCE:** West Nile virus (WNV) activity continues to increase throughout the State as well as within the District's service area (Attachment #2). The District has WNV positive detections in 13 humans (1 fatality), 80 mosquito pools, 2 dead birds, and 27 sentinel chickens.

**MOSQUITOFISH OPERATIONS:** The District's four indoor fish tanks continue to operate normally. Currently, three tanks are working as rearing tanks with another tank holding the fry from the rearing tanks. Fry numbers continue to increase. Over 10,000 fry were produced in October, a greater than 2,000 fry increase from September. The Vector Ecologist / Fish Biologist maintained the stock in each rearing tank and will continue to test the tanks for optimal production. The public mosquitofish tanks have been pulled for the season. The public can still request fish and/or visit the District offices.

**CONTROL OPERATIONS:** Mosquito and Vector Control Specialists (Specialists) have continued with fall surveillance and control operations. A third round of storm drain treatment has been completed. Agricultural, managed wetlands, ditches, drains, and pasture inspections and treatments continued through October. Service requests for inspections, fish, and treatments have continued to be taken and serviced. Many door-to-door inspections and treatments have been made to manage the invasive Aedes.

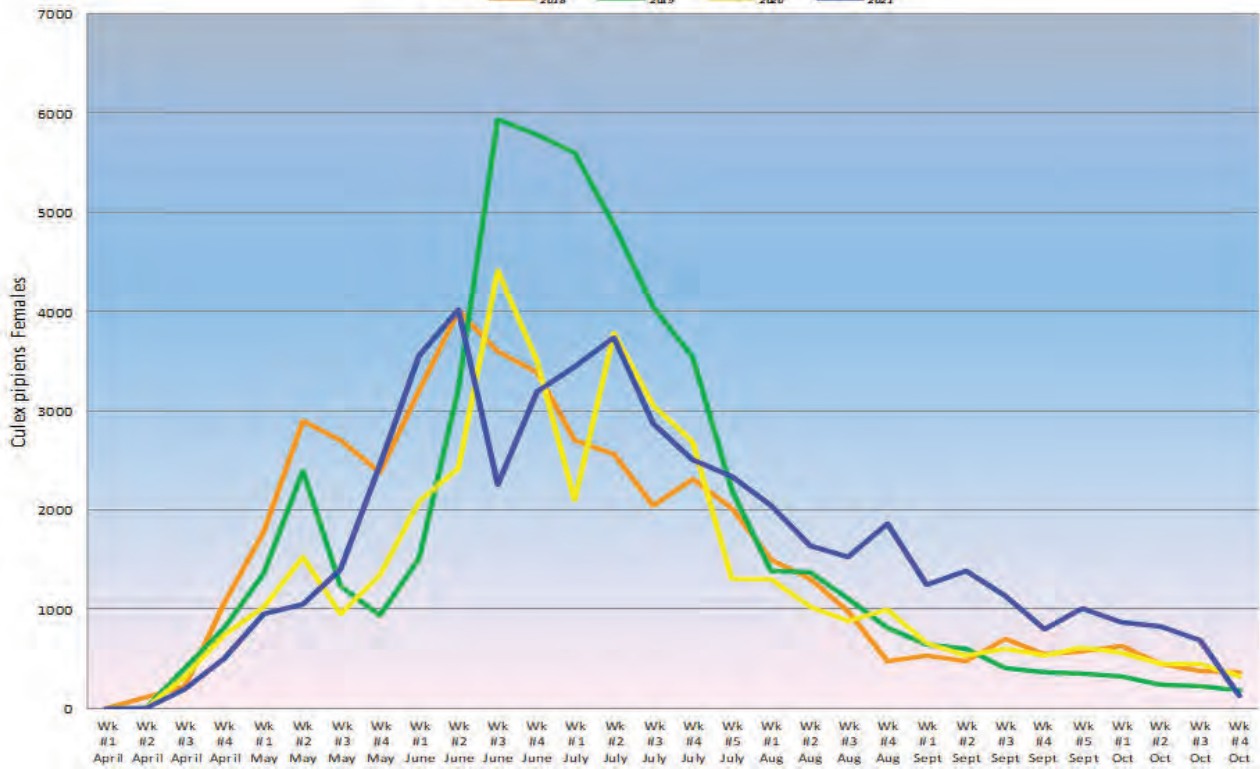
**AIRCRAFT OPERATIONS:** As of November 3, 2021, 714Y has treated 8,550 acres of managed wetlands. The acreage at this time last year was 9,027 acres. 6633K has treated 41,110 acres of rice. The acreage at this time last year was 43,404 acres. 606Y has made 19 ULV adulticide treatments this year. Last year at this time, 606Y had made 12 ULV treatments.

**PUBLIC INFORMATION & OUTREACH:** The Public Relations (PR) Department season for the most part is over. The PR Department will be releasing a press release soon when tick activity commences. The PR Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District mobile friendly website continues to be updated as needed. The District continued leaving door hangers in the area where the invasive mosquitoes were collected.

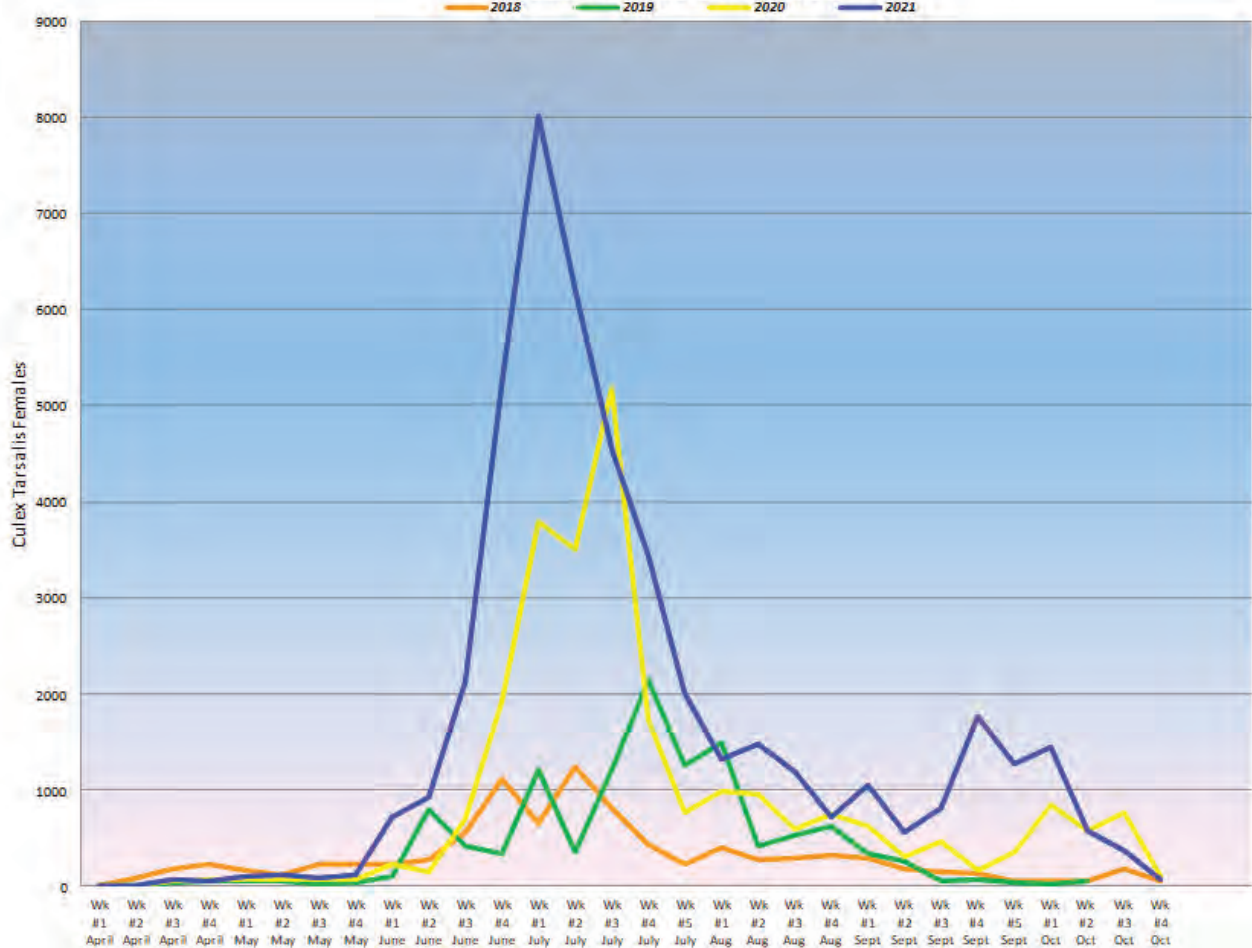


# Attachment #1

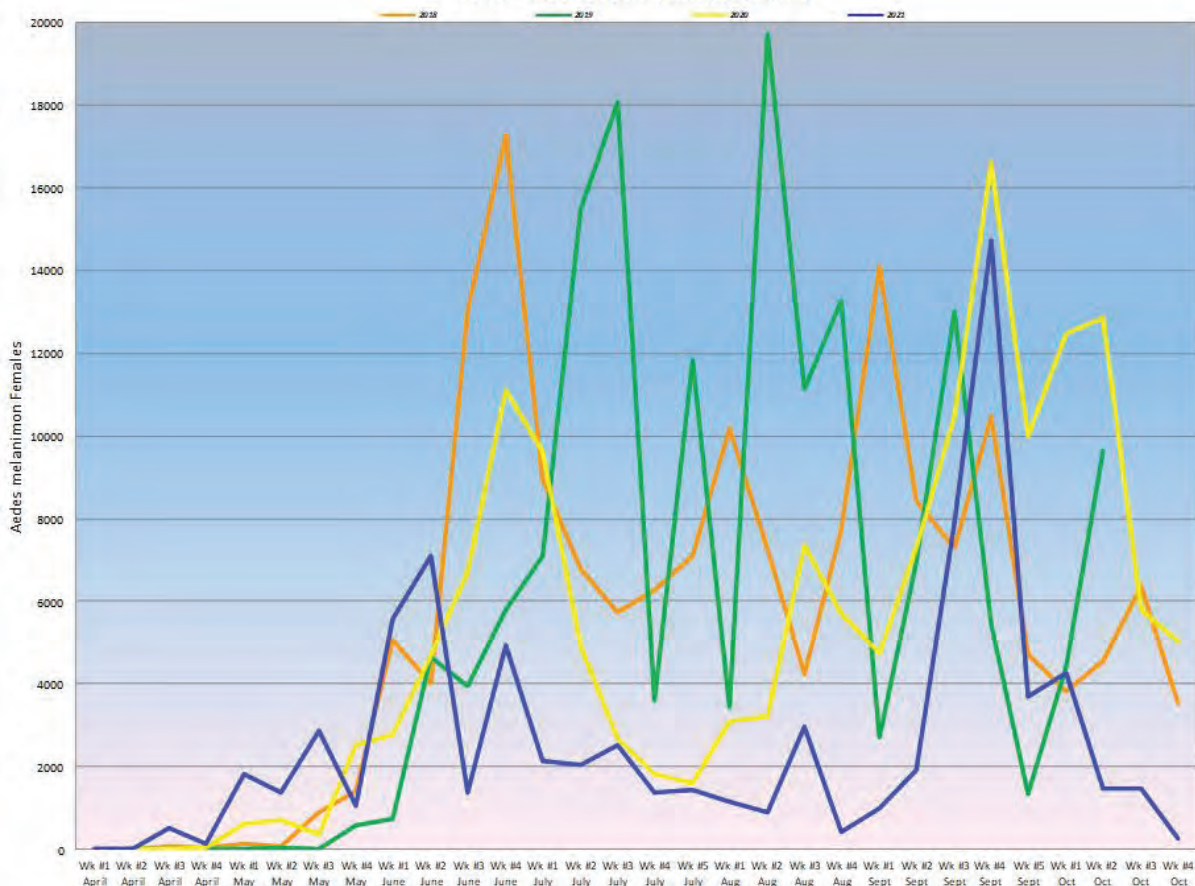
## County-Wide Gravid Trap Comparison



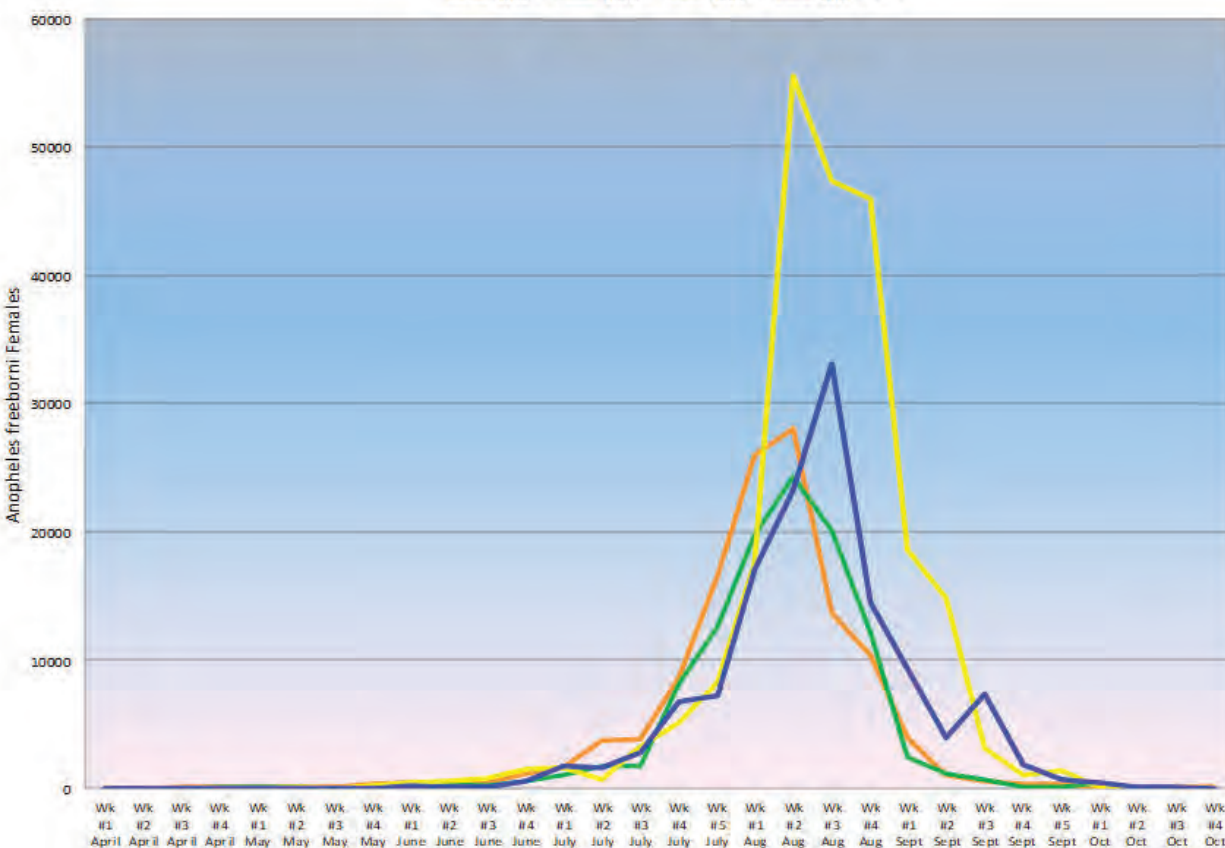
## CULEX TARSA LIS COMPARISON



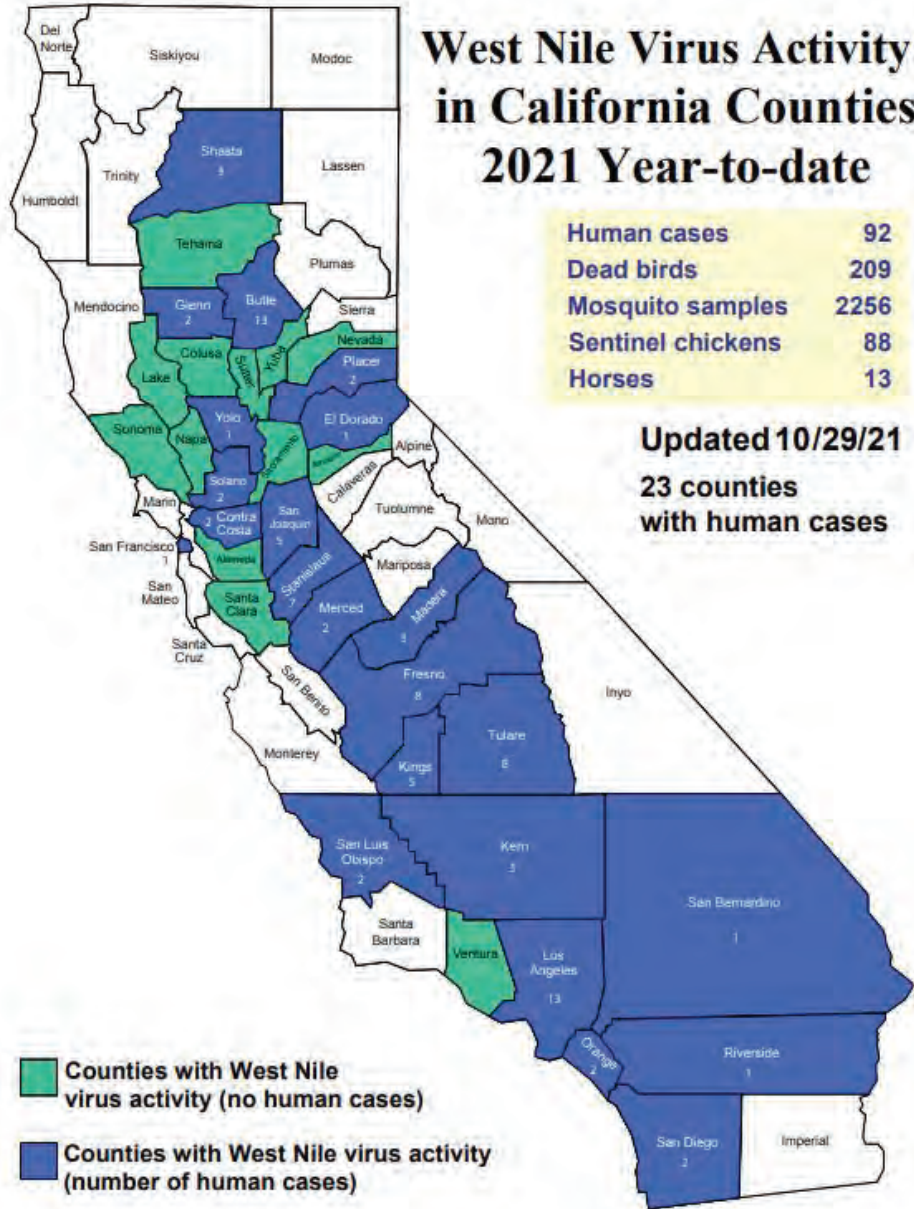
### AEDES MELANIMON COMPARISON



### ANOPHELES FREEBORNI COMPARISON



Attachment #2



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0		1
2005	25	7	79	0		4
2006	34	0	40	1		1
2007	16	0	27	0		5
2008	6	0	38	0		5
2009	2	0	13	0		5
2010	1	1	6	1		7
2011	3	0	0	0		1
2012	10	2	53	2		27
2013	24	0	42	1		38
2014	25	0	22	0		43
2015	55	0	38	0		101
2016	21	0	22	0		48
2017	3	0	5	0		49
2018	12	0	4	0		49
2019	5	0	1	0		45
2020	4	1	4	0		31
2021	13	0	2	0		27
<b>Totals</b>	<b>266</b>	<b>29</b>	<b>514</b>	<b>5</b>	<b>540</b>	<b>604</b>





**California Special  
Districts Association**  
*Districts Stronger Together*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Phone: 877.924.2732 Fax: 916.520.2470  
www.csda.net

**2022 CSDA MEMBERSHIP RENEWAL**

To:  
  
Butte County Mosquito and Vector Control District  
5117 Larkin Road  
Oroville, CA 95965-9250

Membership ID: 30  
  
Issue Date      October 1, 2021  
  
Due Date:        December 31, 2021

RM-Regular Member	<b>\$7,615.00</b>
<b>Optional Purchases</b>	
\$25   2022 Required State & Federal Labor Law Poster	\$
\$225   CSDA Sample Policy Handbook	\$
Total	\$
<b>PAYMENT</b>	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact membership@csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csda.net

***Thank you for being a CSDA Member!***

RESOLUTION NO. 21-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

A RESOLUTION APPROVING REVISIONS TO THE EARLY RETIREMENT INCENTIVE PROGRAM

**WHEREAS** the Butte County Mosquito and Vector Control District Board of Trustees finds that because of an order to affect a cost savings to the District, the best interest of the District would be served by encouraging the retirement of eligible employees; and

**WHEREAS**, on June 12, 2013, the Board of Trustees adopted Resolution 13-02, a resolution to adopt the Early Retirement Incentive Program; and

**WHEREAS**, the revised Early Retirement Incentive Program is detailed and is hereto attached as Exhibit 1; and

**WHEREAS**, the application for the Early Retirement Incentive Program is hereto attached as Exhibit 2; and

**IT IS HEREBY RESOLVED** by the Board of Trustees of the Butte County Mosquito and Vector Control District to adopt revisions to the Early Retirement Incentive Program; and

**BE IT IS FURTHER RESOLVED** should the Board of Trustees, by resolution, terminate the program, all active eligible employees, will be honored under the terms set forth in Resolution 21-11 as if the program was in place.

**PASSED and ADOPTED** by the Board of Trustees of the Butte County Mosquito and Vector Control District, State of California on November 10, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Trustees

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Matthew C. Ball, District Manager

EXHIBIT #1

EARLY RETIREMENT INCENTIVE PROGRAM

**1. Retirement Incentives.**

- 1.1. The District shall, upon approval by the Board of Trustees of the Butte County Mosquito and Vector Control District (Board Trustees), continue to pay the early retirement program participant's (employee only) health insurance premium for a period of up to three years, or until the employee becomes eligible for Medicare, whichever occurs first.

**2. Eligibility Requirements.**

In order, to participate in the Early Retirement Incentive Program, the employee must satisfy each of the following eligibility requirements:

- 2.1 The employee must be eligible for retirement for service under the District's CalPERS retirement plan.
- 2.2 The employee must, at the time of retirement, be at least 55 years of age.
- 2.3 The employee must not, at the time of retirement, be eligible for Medicare.
- 2.4 Cost savings must be demonstrated over the requested period of time.

**3. Employee Application.**

The employee wishing to take part in the Early Retirement Incentive Program must provide, under normal circumstances, written application to the District Manager three months in advance from the anticipated retirement date.

**4. District Approval.**

- 4.1 The District Manager shall review the application to verify that the employee meets the criteria pursuant to the eligibility requirements set forth above.
- 4.2 The District Manager shall reject any application that does not meet the eligibility requirements set forth above.
- 4.3 The application for early retirement may be considered if it is projected by the District Manager that there is a direct and/or indirect cost savings to the District from the early retirement.
- 4.4 Pursuant to the satisfaction of 4.1 and 4.3, the District Manager will recommend to the Board of Trustees to review and consider approving the employee's Early Retirement Incentive Program application.
- 4.5 The Board of Trustees shall have the final approval. The Board of Trustees may, by a majority of vote, accept or reject the application. The Board's determination shall be final.



EXHIBIT #2

EARLY RETIREMENT INCENTIVE PROGRAM APPLICATION

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Retirement: Classic / PEPRA

Planned Retirement Date: \_\_\_\_\_

Employee Age by Planned Retirement Date: \_\_\_\_\_

Employee Salary Range and Step: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**NOTICE**

Employees understand that applications for the Early Retirement Incentive Program are not automatically approved. The Board of Trustees shall have the final approval. The Board of Trustees may, by a majority of vote, accept or reject the application. The Board's determination shall be final.

**Eligibility Requirements:**

In order, to participate in the Early Retirement Incentive Program, the employee must satisfy each of the following eligibility requirements:

District Manager Initials:

- The employee must be eligible for retirement for service under the District's CalPERS retirement plan.
- The employee must, at the time of retirement, be at least 55 years of age.
- The employee must not, at the time of retirement, be eligible for Medicare.
- Cost savings must be demonstrated over the requested period of time.

District Manager Signature: \_\_\_\_\_

By signing, the District Manager has ensured that all eligibility requirements have been met

EXHIBIT #2

EARLY RETIREMENT INCENTIVE PROGRAM APPLICATION

Employee Name: Elizabeth Vice

Date: 10-27-21

Employee Retirement: Classic / PEPPRA

Planned Retirement Date: 11-1-21

Employee Age by Planned Retirement Date: 61

Employee Salary Range and Step: 19 & 8

Employee Signature: Elizabeth Vice

NOTICE

Employee's understand that applications for the Early Retirement Incentive Program are not automatically approved. The Board of Trustees shall have the final approval. The Board of Trustees may, by a majority of vote, accept or reject the application. The Board's determination shall be final.

Eligibility Requirements:

In order, to participate in the Early Retirement Incentive Program, the employee must satisfy each of the following eligibility requirements:

District Manager Initials:

- des The employee must be eligible for retirement for service under the District's CalPERS retirement plan.
- des The employee must, at the time of retirement, be at least 55 years of age.
- des The employee must not, at the time of retirement, be eligible for Medicare.
- des Cost savings must be demonstrated over the requested period of time.

District Manager Signature: [Signature]

By signing, the District Manager has ensured that all eligibility requirements have been met

# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Vacations  
**POLICY NUMBER:** 7020

**7020.1** ~~Full-time~~ Permanent and probationary employees of the District shall be entitled to vacation time with pay. ~~Part-time, S~~seasonal, and temporary employees shall not be entitled to paid vacations. For purposes of this article “full-time employment” is defined as working a minimum of ~~40~~ 30 hours a week, ~~and “part time employment” is defined as working between 20 and 39 hours a week. Employees working less than 20 hours a week will not be entitled vacation time with pay.~~

**7020.2** Vacation time shall be ~~accrued~~earned as follows:

**7020.2.1** Full-time employees:

<u>Years of Service</u>	<u>Hours Accrued Per Pay Period</u>
<u>0-2.99</u>	<u>3.75</u>
<u>3-3.99</u>	<u>4.25</u>
<u>4-4.99</u>	<u>4.50</u>
<u>5-5.99</u>	<u>4.75</u>
<u>6-6.99</u>	<u>5.00</u>
<u>7-7.99</u>	<u>5.50</u>
<u>8-8.99</u>	<u>5.75</u>
<u>9-9.99</u>	<u>6.00</u>
<u>10-11.99</u>	<u>6.25</u>
<u>12-14.99</u>	<u>6.75</u>
<u>15-19.99</u>	<u>7.00</u>
<u>20+</u>	<u>7.25</u>

~~**7020.2.1 Bi-Weekly Credit:** Full time employees earn 3.75 hours per bi-weekly pay period, for a total of 97.5 hours annually. Part-time employees shall earn bi-weekly vacation time on a proportionate basis.~~

~~**7020.2.2 Longevity Credit:** Full time employees will receive an additional eight hours of vacation time at the conclusion of each of the third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, fifteenth, and twentieth years with the District.~~

~~For example, Employee "X" will receive an additional 8 hours at the conclusion of year three for a total annual allotment of 105.5 hours (97.5 + 8). At the conclusion of year four, Employee "X" will receive an additional 16 hours of vacation, for a total of 113 hours (97.5 + 8 + 8).~~

**7020.3** Unused vacation time may be accumulated to a maximum total of 400 hours. Once an employee accumulates 400 hours of vacation, no additional vacation time may be earned until the vacation hour balance falls below 400 hours.

**7020.4** Vacation time shall be used and charged in one quarter (1/4) hour increments.

**7020.5** Vacation time off may be requested by the employee subject to the approval of the appointing authority. The District Manager may direct the employee to use accumulated vacation, when the District Manager determines that such use of vacation is in the best interest of the District's resources and programs. ~~All vacations shall be taken at such time or times as may be approved by the District Manager. The District Manager may so direct and the employee shall use accumulated vacation, when the District Manager determines that such use of vacation is in the best interest of the District's resources and programs.~~

**7020.6** In accordance with Policies 7030, 7035, 7045, and 7055, bi-weekly vacation time shall not be earned during a period of leave of absence.

**7020.7** Upon termination of employment, an employee shall be paid for unused vacation, based on the salary of the employee at the employees date of termination.

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 7040

**7040.1** Sick leave is defined as absence from work due to illness, non-industrial injury, and quarantine due to exposure to a contagious disease. In addition dental, eye, and/or other physical or medical examinations or treatments by a licensed practitioner for the employee or a person in the employee's immediate family as defined by Section 7040.9. Sick leave used for dental, eye, and/or other physical or medical examinations or treatments by a licensed practitioner for the employee or a person in the employee's immediate family as defined by Section 7040.9 may only be used for travel time to and from the licensed practitioner, time to pick up a prescription if needed, and the duration of the visit, examination, or treatment.

**7040.2** Sick leave is not like vacation or compensated time off (CTO) where the employees are encouraged to use available time. Sick leave should be used on an as-needed basis only.

**7040.3** Full Time Employees. Each full-time employee shall be entitled to sick leave with pay. Time to be allowed shall be computed and accumulated at the rate of 3.75 hours per bi-weekly pay period. Unused sick leave may be accumulated without limit. Sick leave does not accrue while on unpaid leave of absence.

**7040.4** Part Time and Seasonal Employees. Each part-time or seasonal employee who works for the District for 30 or more days within a year from the commencement of employment is entitled to sick leave with pay. Time to be allowed shall be computed and accumulated at the rate of 3.75 hours per bi-weekly pay period. Sick leave does not accrue while on unpaid leave of absence or when not employed with the District.

**7040.4.1** Sick leave can be accrued to a maximum of 60 hours.

**7040.4.2** An employee covered under this section shall be entitled to use accrued paid sick leave beginning on the 90th day of employment, after which the employee may use paid sick leave as it is accrued.

**7040.4.3** Accrued sick leave shall carry over to the following year of employment as long that employee is rehired within one calendar year from the date of separation. However, an employee's use of paid sick leave shall be limited to 30 hours in each year of employment.

**7040.5** Sick leave may not be used in less than .25 hour increments.

**7040.6** An employee who is absent on sick leave shall notify the District management as early as practicable on each day of such absence, unless a previous understanding is agreed upon by the District management.

**7040.7** The District Manager may require evidence in the form of a physician's certificate or other evidence to substantiate the adequacy of the reason for an employee's absence during the time which sick leave is requested or used. Such request will be made at the time of notification by the employee. The circumstances under which a doctor's note will be required are committed to the District Manager's



discretion. Failure to provide evidence after requested by the District Manager may lead to disciplinary actions (Section 7260.2.20) and/or termination of employment.

**7040.8** An employee who is injured or who becomes ill while on vacation may be paid sick leave in lieu of vacation provided that the employee:

**7040.8.1** Was hospitalized during the period for which sick leave is claimed, or

**7040.8.2** Received medical treatment or diagnosis of such a nature that it would have qualified for the use of sick leave while on the job and the employee presents his/her own signed statement of facts in addition to a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed. The statement by the employee, shall be similar to the statement required for reporting on the job injuries.

**7040.9** Each full-time employee may use accrued sick leave, up to 40 hours, for family sick leave, per calendar quarter. For this policy, a calendar quarter be will as follows; January 1 to March 31; April 1 to June 30; July 1 to September 30; October 1 to Dec 31. Sick leave may be used for the diagnosis, care, or treatment of a health condition of, or preventative care for immediate-family members as defined below. Employees should notify District management to the extent feasible in order to avoid disruptions in work schedule as a result of use of family sick leave time. Employees are required to signify family sick leave on their request for time off forms as well as on their time card. Family members covered include parents, children, spouses, and siblings and are defined as follows:

**7040.9.1** A “child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.

**7040.9.2** A “parent” means a biological, foster or adoptive parent, a stepparent, legal guardian of an employee or the employee’s spouse or registered domestic partner, or other person who stood in loco parentis to the employee when the employee was a child.

**7040.9.3** A spouse.

**7040.9.4** A registered domestic partner

**7040.9.5** A grandparent

**7040.9.6** A grandchild

**7040.9.7** A sibling

**7040.10** ~~At termination or retirement~~Upon separation in good standing, a qualifying, full-time employee may elect to take one of the following options for credit of unused sick leave:

**7040.10.1** An employee with more than 240 hours of accrued sick leave may be compensated for that portion of time in excess of 240 hours at the normal rate of pay for that employee, up to a maximum of ~~\$3,000~~2,500. Sick leave not exchanged for cash credit under this program may be used under section 7040.10.2; or, or

**7040.10.2** In accordance with PERS regulations, an employee may upon retirement from the District under PERS use any sick leave accumulation as service time credit, in accordance with the current PERS formula at the time of retirement.



7040.11 Upon retiring, a qualifying, full-time employee may elect to take one of the following options for credit of unused sick leave:

7040.11.1 An employee with more than 240 hours of accrued sick leave may be compensated for that portion of time in excess of 240 hours at the normal rate of pay for that employee, up to a maximum of \$5,000 per year; until the calculated amount is paid or the employee becomes eligible for Medicare, whichever comes sooner, but not to exceed five years. Sick leave not exchanged for cash credit under this program may be used under section 7040.11.2; or

~~7040.10.2 At the time of retirement, accumulated sick leave shall be determined. Hours of sick leave shall be multiplied by the employees then existing straight time wage rate and the balance, net of withheld taxes, will represent a fund to be held by but paid out by the District to the retired employee in equal annual installments, with a maximum annual fee payment of no more than \$5,000 per year, until the calculated amount is paid or the employee becomes eligible for Medicare, whichever comes sooner.~~

7040.11.2 In accordance with PERS regulations, an employee may upon retirement from the District under PERS use any sick leave accumulation as service time credit, in accordance with the current PERS formula at the time of retirement.

~~7040.10.3 Sick leave not exchanged for cash credit under this program may be used under section 7040.10.4 of the Policy Manual.~~

~~7040.10.4 In accordance with PERS regulations, an employee may upon retirement from the District under PERS use any sick leave accumulation as service time credit, in accordance with the current PERS formula at the time of retirement.~~

**7040.124** Employees that use sick leave in a manner that presents a pattern, uses excessive sick leave, or appears to be abusing sick leave, shall be counseled by a supervisor or manager about the sick leave usage. In making a determination that the sick leave usage has assumed a pattern or appears to be excessive or abusive, the supervisor or manager will use his or her discretion based on all the relevant circumstances. For purposes of this policy, the terms are defined as follows:

**7040.124.1** Excessive sick leave: Deliberate or habitual absenteeism; when sick leave use is beyond what is usual and customary in the District.

**7040.124.2** Sick leave abuse: Sick leave used for purposes other than legitimate illness or injury of an employee or (where appropriate) an immediate family member.

**7040.124.3** Pattern: One or more days of sick leave usage prior to or after a holiday, or the usage of sick leave on the first or last day of a workweek.

**7040.132** Subsections (7040.124.1 - 7040.124.3) are intended to be illustrative only. The District reserves the right to address all instances of apparent inappropriate use of sick leave, even if sick leave usage does not fall within any of the subsections addressed above. Regular and punctual attendance is an essential function of the job and in fulfilling the District's mission. If an employee, after counseling/notice, fails to modify the behavior relating to sick leave usage, the employee may be subject to discipline in accordance with the District's disciplinary policy Section 7260.

**7040.143** When an employee is absent by reason of injury or illness which qualifies for State Disability Insurance, he/she shall be eligible for prorated sick leave for the duration of temporary disability. The amount of sick leave payable for each full day of absence shall be one hundred percent (100%) of an employee's basic wage rate less the sum of any payments to which he may be entitled under State Disability Insurance.

For a partial day's absence, the employee will be allowed to use sick leave only to the extent that the amount received from SDI plus compensation for hours worked is less than a day's compensation at the employee's basic wage rate. Prorated sick leave is payable from and only insofar as an employee has accrued sick leave. Employee shall provide satisfactory proof of the amount of SDI payments received, such as a copy of the SDI check. Approved by Board on June 13, 2001.

**7040.154** If, at the conclusion of the disability, SDI payments, plus compensation from allowed sick leave, exceeds the employee's regular compensation, the employee may remit the amount of such exceedance to the District which shall then restore the excess sick leave to the employee's sick leave accrual. Remittance may be by personal check, or at employee's request, a reduction of wages equivalent to the amount restored to accrued sick leave. A purchase of sick leave will not be allowed in any other circumstances. Approved by Board on June 13, 2001.



STATE BOARD OF EQUALIZATION  
PROPERTY TAX DEPARTMENT  
TAX AREA SERVICES SECTION, MIC: 59  
450 N STREET, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO CALIFORNIA, 94279-0059  
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TED GAINES  
First District, Sacramento

MALIA M. COHEN  
Second District, San Francisco

ANTONIO VAZQUEZ, CHAIRMAN  
Third District, Santa Monica

MIKE SCHAEFER, VICE CHAIR  
Fourth District, San Diego

BETTY T. YEE  
State Controller

BRENDA FLEMING  
Executive Director

Ms. Joy Stover, Commission Clerk  
Butte County LAFCo  
1453 Downer Street, Suite C  
Oroville, CA 95965

This is to acknowledge receipt of the statement(s) required by Section 54900, et seq., of the Government Code for the action described below. Copies of your documents will be forwarded by us to other agencies. You are required by Section 54902 of the Government Code to file a complete set of documents, except for the processing fee, with the County Assessor and Auditor affected by this action.

Tax rate area boundaries and property tax allocations will become effective for the assesment roll indicated below.

Assessment Roll: **2022/23**

County: **04 Butte**

District: **07 [0068] MOSQ & VECTOR CONTRL - OROVILLE**

Conducting Authority: **LAFCO**

Short Title: **20-06 - OROVILLE MOSQUITO ABATEMENT DISTRICT**

Type of Action: **01 District - Annexation**

Resolution/Ord. No.:

LAFCo Res. No.: **01 2020/21**

Effective Date: **08/17/2021**

Fee: **\$300.00**

Acreage: **7660**

BOE File No.: **2022-005**  
Received at BOE: **09/17/2021**  
Date of Acknowledgment: **10/21/2021**  
Distribution: **1**

**City Boundary Change**

Estimated Population: **0**

Total assessed value of all property in subject territory: **0**

*Ricard Schwarting*

Ric Schwarting  
Research Manager (GIS)  
State-Assessed Properties Division  
Tax Area Services Section

# Holiday Schedule

## 2022 Holidays

New Year's Day	Monday	January 3, 2022
Martin Luther King Day	Monday	January 17, 2022
Lincoln 's Birthday	Monday	February 14, 2022
President's Day	Monday	February 21, 2022
Cesar Chavez	Thursday	March 31, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Veterans Day	Thursday	November 10, 2022
Thanksgiving Day	Thursday	November 24, 2022
Christmas Day	Monday	December 26, 2022

## 2023 Holidays

New Year's Day	Monday	January 2, 2023
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