



## **Butte County Mosquito and Vector Control District**

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[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:** August 13, 2025
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:** July 9, 2025
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 Assistant Manager and District staff members present, will provide reports on the business and activities of the District's departments. District departments include, Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.
8. **Policy Matters: (8.1 – 8.3)**

**8.1 Consider Amendments to Personnel Policy, Policy 7190**

The Board will be asked to consider legal's recommended amendments to Personnel Policy, Policy 7190, Drug and Alcohol Abuse.

**8.2 Consider Amendments to Personnel Policy, Policy 7225**

The Board will be asked to consider legal's recommended amendments to Personnel Policy, Policy 7225, Internet, Email, and Electronics Communications Ethics, Usage, and Security.

**8.3 Consider Amendments to General Policy, Policy 2080**

The Board will be asked to consider an amendment to the General Policy, Policy 2080, Claims Against the District as the claim form has been updated by the District's insurance provider, the VCJPA.

**9. Topic of the Month:**

The Board will hear a brief report on the biology of *Anopheles freeborni*.

**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:**

The District hired two more seasonal employees that commenced employment with the District on July 28, 2025, and one seasonal voluntarily separated employment on July 17, 2025.

**12. Correspondence: N/A**

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

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

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

**16. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is September 10, 2025)**

On July 10, 2025, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

On July 14, 2025, District management hosted the monthly West Nile virus (WNV) task force meeting with Butte County Public Health attending. The two agencies reviewed mosquito abundance, WNV activity, discussed the roles of both agencies, and discussed public education and outreach.

On July 15, 2025, District management and administrative staff attended a webinar presented by the MVCAC on sterile insect technology (SIT).

On July 16, 2025, District management and administrative staff attended the spring Sac Valley Regional (Region) meeting. The Region discussed MVCAC Board action items, MVCAC annual fiscal budget, reviewed MVCAC treasury summary, and heard reports from MVCAC committees, Sac Valley Region districts, CDPH, AMCA, UC Davis, and industry.

On July 22, 2025, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and various other items.

On July 23, 2025, the District's auditor was onsite to commence with the fiscal audit of 2024/2025. The onsite visit was to validate the District's controls, check and balances, and to conduct interviews with management staff. The audit will continue until finished and the finished audit will be shared and reported to the Board in November or December.

On July 18, 2025, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On July 24, 2025, the District Manager attended the MVCAC Summer Board Meeting. The meeting covered MVCAC action items, reports from MVCAC committees, reports from MVCAC regions, CDPH, CSDA, and industry.

On July 31, 2025, District management met with Liberty, Cassidy, and Whitmore to review suggested and recommended changes to some District personnel policies. This was a program initiated by ERMA which is associated with the District's insurance, the VCJPA. Also on this date, the District Manager met with a representative of Target Specialty Products and Summit Chemical Company to discuss products, pricing, and availability as well as to review projected use.

On August 6, 2025, the District's Safety Committee met to discuss the past month's safety issues and to plan for the next month's training. Also on this date, District management and administrative staff attended a webinar on SIT technology. The District Manager met with Member Schuster and representatives of the Town of Paradise to discuss the town's Paradise Sewer Project.

On August 11, 2025, District management hosted the monthly West Nile virus (WNV) task force meeting with Butte County Public Health attending. The two agencies reviewed mosquito abundance, WNV activity, discussed the roles of both agencies, and discussed public education and outreach.

On August 12, 2025, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and various other items.

On August 13, 2025, District administrative staff attended a webinar on the use of CalSurv and the changes implemented to CalSurv.

**LAB / VECTOR SURVEILLANCE:** The District's New Jersey light traps have continued catching mosquitoes (Attachment #1). According to the graph, *Culex pipiens* and *Culex tarsalis* populations are higher than the previous year at this time. *Anopheles freeborni* has begun to increase over the past month. Sentinel chickens sera samples are continuing to be taken biweekly. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of August 6<sup>th</sup>, 305 pools have been submitted; with 6 of those pools being positive. Also, *Aedes aegypti* has been detected in Oroville, Chico, Thermalito, Hamilton City, Gridley, and Biggs.

**VIRUS SURVEILLANCE:** West Nile virus (WNV) activity has increased within the District's service area with a total of 6 positive pools, and 2 positive chicken. WNV has been identified in 7 human cases, 70 dead birds, 969 mosquito pools, and 3 chickens in California to date (Attachment #2).

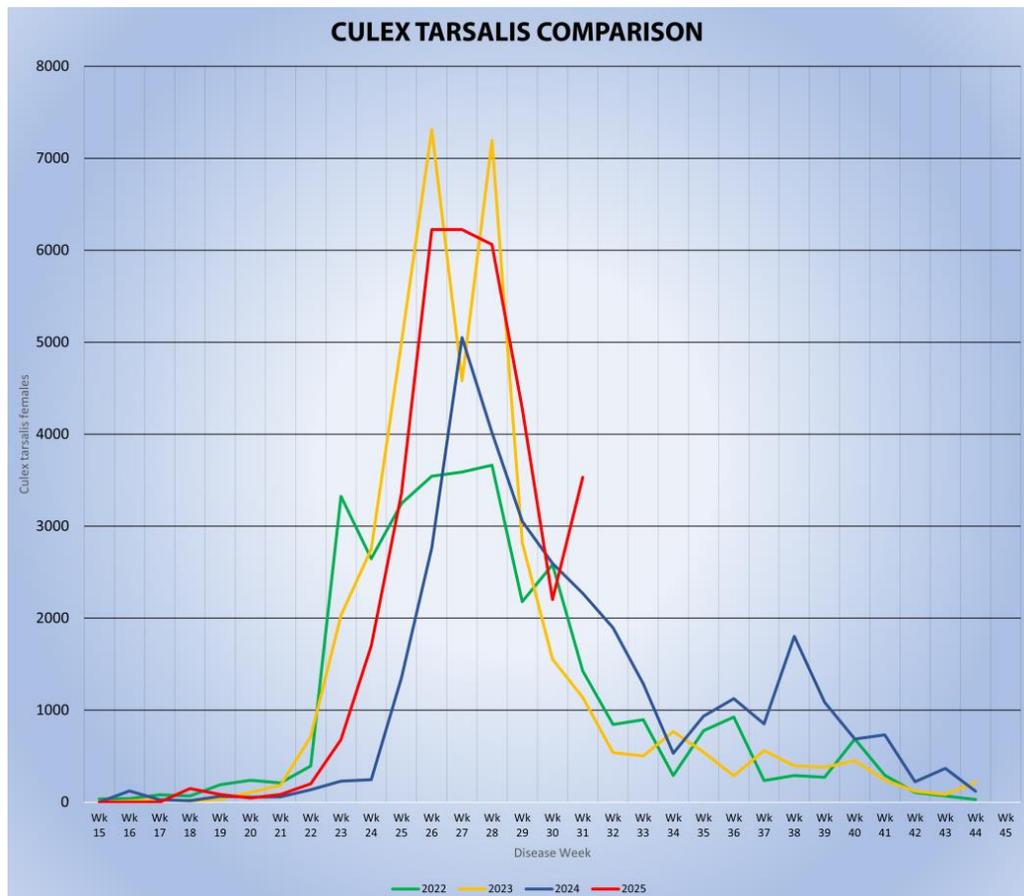
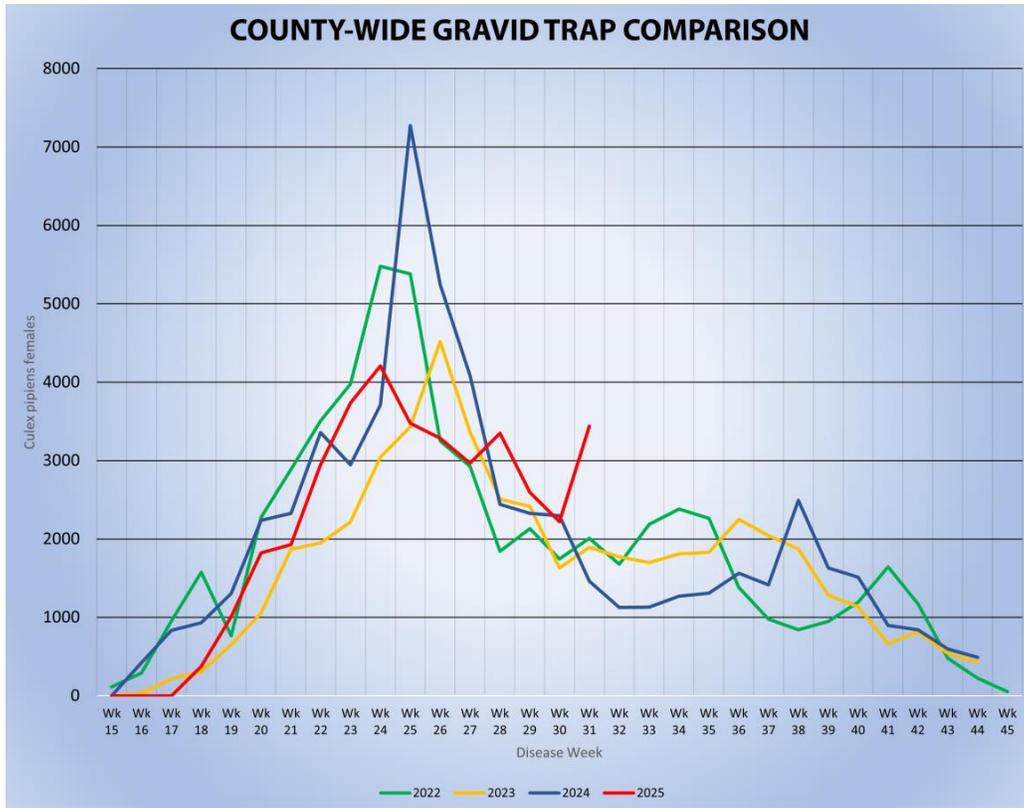
**MOSQUITOFISH OPERATIONS:** The District's four indoor fish tanks have undergone annual maintenance and are currently producing fry. In July, the indoor tanks produced 28,835 fry. Also, the District's outdoor fishponds continue to produce high amounts of fish.

**CONTROL OPERATIONS:** Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month with a total of 438 taken.

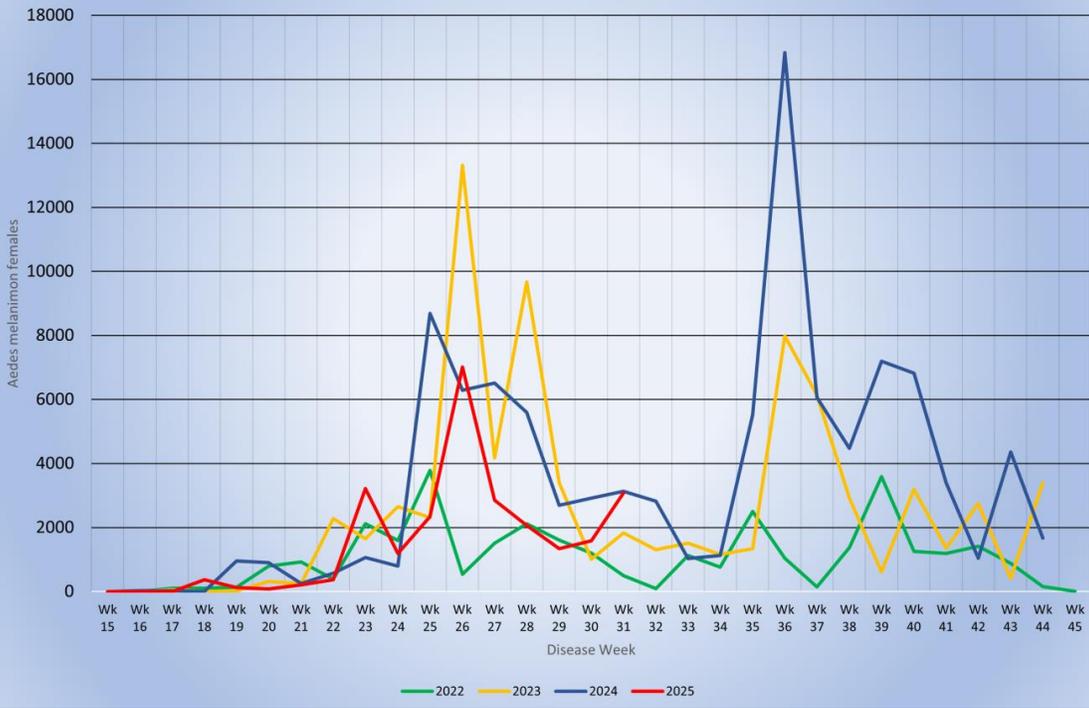
**AIRCRAFT OPERATIONS:** As of August 5<sup>th</sup>, the District has treated 6,463 acres of wetlands; compared to 6,083 acres at this time last year. The District has treated 56,186 acres of rice this year, compared to 27,015 acres at this time last year. The District has made 2 ULV adulticide treatments thus far, compared to 0 ULV adulticide treatments at this time last year.

**PUBLIC INFORMATION & OUTREACH:** The Public Relations (PR) Department is reviewing and updating as needed the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continue to run on newspapers, radio, television, digital advertising, billboards, bus stop shelters, and on buses.

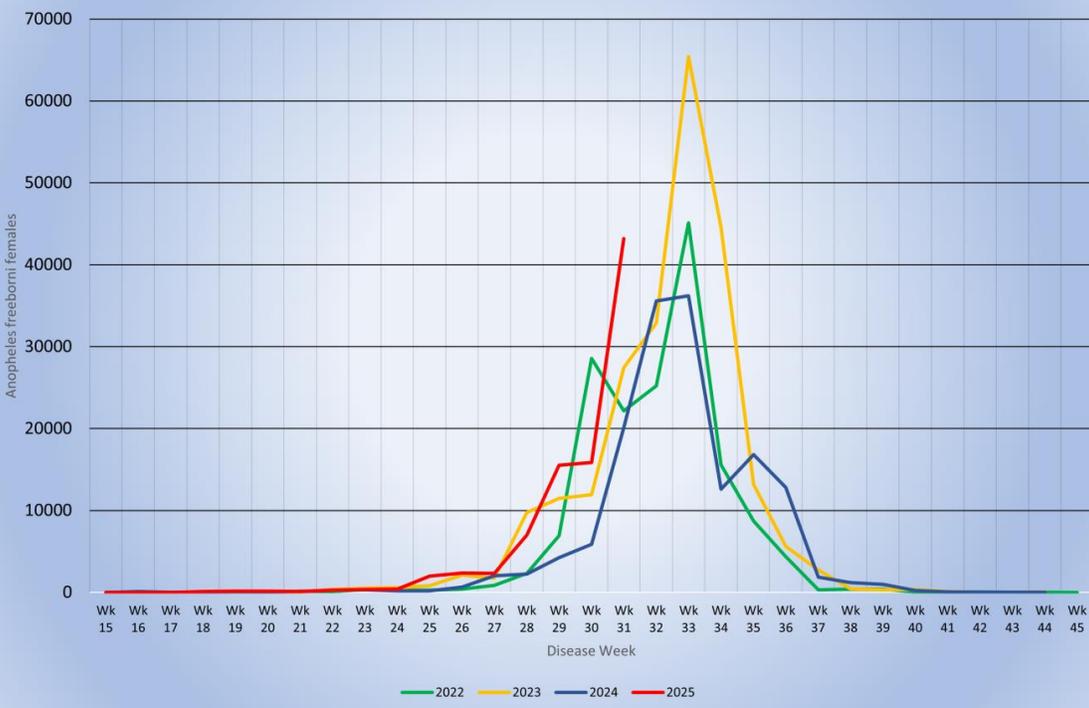
# Attachment #1



### AEDES MELANIMON COMPARISON

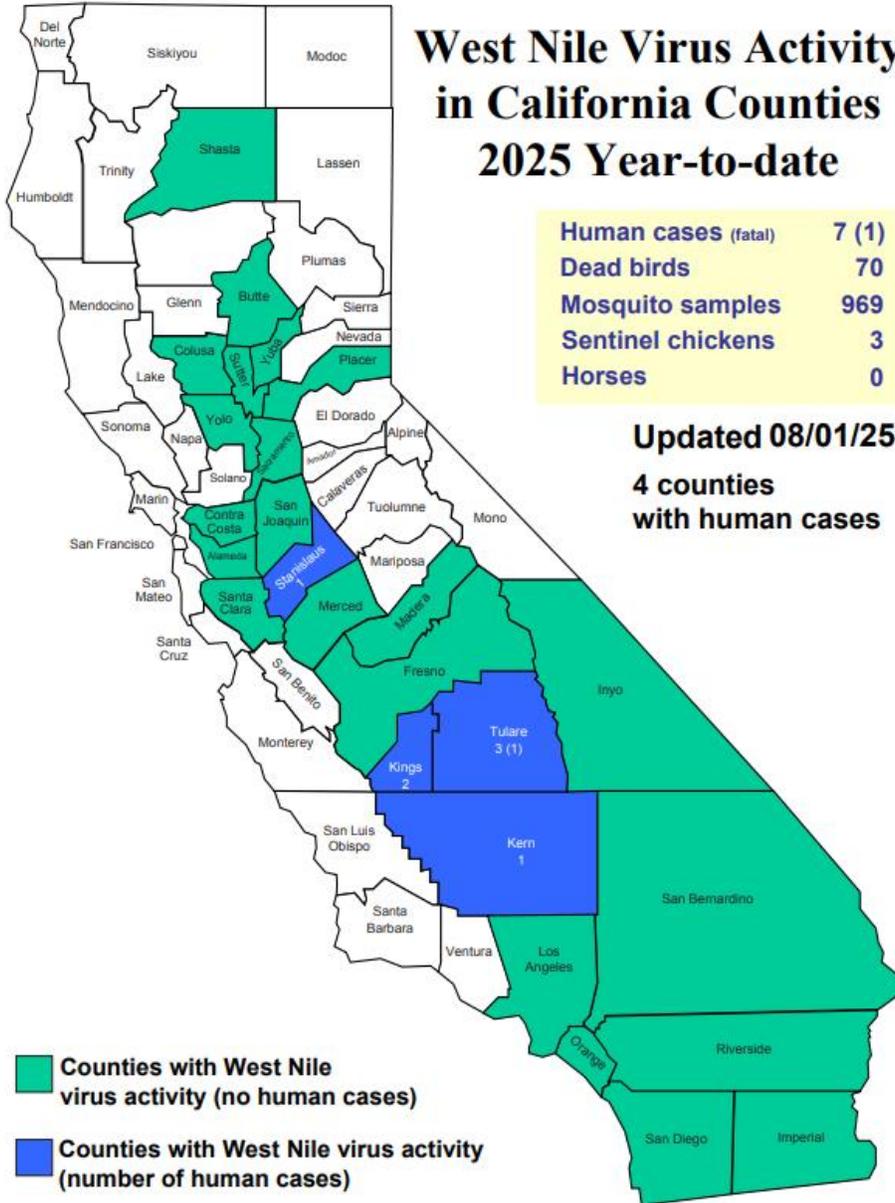


### ANOPHELES FREEBORNI COMPARISON



Attachment # 2

# West Nile Virus Activity in California Counties 2025 Year-to-date



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0	1	50
2005	25	7	79	0	4	15
2006	34	0	40	1	1	49
2007	16	0	27	0	5	32
2008	6	0	38	0	5	31
2009	2	0	13	0	5	36
2010	1	1	6	1	7	7
2011	3	0	0	0	1	20
2012	10	2	53	2	27	43
2013	24	0	42	1	38	57
2014	25	0	22	0	43	37
2015	55	0	38	0	101	37
2016	21	0	22	0	48	38
2017	3	0	5	0	49	31
2018	12	0	4	0	49	37
2019	5	0	1	0	45	34
2020	4	1	4	0	31	23
2021	12	0	2	0	80	26
2022	3	0	2	0	39	26
2023	18	1	2	0	70	31
2024	12	0	4	0	70	28
2025	0	0	0	0	6	2
Totals	299	30	522	5	725	693

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Drug and Alcohol Abuse  
**POLICY NUMBER:** 7190

**7190.1** ~~The purpose of this policy is the desire of the Board of Trustees~~ is to further the District's goal of ensuring that the work environment of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The District Manager will take appropriate disciplinary action against employees who violate this policy, up to and including termination.

**7190.2** This policy applies to all District employees, whether they are on District property, or they are performing District-related business elsewhere, except as this policy is superseded by a memorandum of understanding or federally-mandated drug and alcohol policies. Compliance with this policy is a condition of employment.

### **7190.32** Prohibited Conduct

**7190.3.1** An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance, narcotic (including marijuana, or prescription drug that has not been lawfully prescribed to the employee in either District the workplaces or wherever District business is performed.

**7190.3.2** Working, being on duty, or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee. For purposes of this policy, on duty means during an employee's work hours both at and away from District property.

**7190.3.3** An employee's failure to notify the District Manager or Assistant Manager before beginning work when taking medications or drugs, including but not limited to: prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana) which could interfere with the safe and effective performance of duties or operation of District equipment.

**7190.3.4** An employee's failure to notify the District Manager or Assistant Manager of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction.

**7190.3.5** An employee's criminal conviction for a drug violation that occurred in the workplace.

~~**7190.2.1** Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means during an employee's work hours both at and away from District property. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.~~

~~7190.2.2~~ — In accordance with the law and the District's Policy Manual, the District Manager may take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy.

**7190.34 Reasonable Suspicion Testing**

To ensure that employees, property and equipment are not endangered by an employee who is under the influence of drugs, alcohol and/or other controlled substances any employee whose conduct, appearance, speech or other characteristics creates a reasonable suspicion of being under the influence of said substances shall be subject to testing by a qualified medical professional at District expense.

7190.4.1 Definition. "Reasonable Suspicion" to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, unkempt appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, or other evidence of recent drug or alcohol use. If the District suspects drugs or alcohol may have played a role in an accident involving District property or equipment, that will also constitute Reasonable Suspicion.

7190.4.2 Documentation and Analysis. In order to receive authority to test, a supervisor, the District Manager, Assistant Manager, or Administrative Manager must record the factors that support Reasonable Suspicion in writing. Where a supervisor or the Assistant Manager documents the Reasonable Suspicion, the supervisor or Assistant Manager must also analyze the matter with the District Manager. Any Reasonable Suspicion testing must be pre-approved by the District Manager or their designee.

7190.4.3 Testing Protocol. If the documentation and analysis show that there is a Reasonable Suspicion of drug or alcohol abuse at work, and the District Manager has approved, the employee will be relieved from duty, transported to the testing facility and to their home after the test. The employee will be placed on sick or other paid leave until the District receives the test results.

**7190.43.14** An employee who is suspected of being under the influence and refuses to cooperate in the exam and/or drug/alcohol testing may be subject to termination.

**7190.54** At the time of initial hiring, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

**7190.65** District employees are required to notify the District Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

7190.7 The District will not discriminate against any employee or applicant for employment based on the individual's use of cannabis off the job and away from the workplace.

**7190.6** Employee Acceptance. By signing this document, I hereby represent that I have read, understand, and agree to the District's Drug and Alcohol Abuse and Drug Testing policies. This signed copy will be retained in the employee's personnel file as receipt of acknowledgement of being informed of such policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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Print name here



**Appendix "A"**  
**CONSENT AND RELEASE FORM**  
**DRUG/ALCOHOL TESTING**

I hereby authorize Butte County Mosquito and Vector Control District and any laboratories or medical facilities designated by Butte County Mosquito and Vector Control District to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Butte County Mosquito and Vector Control District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Butte County Mosquito and Vector Control District

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol , Robitussin-DM , Allerest , Mediprin , etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NAME OF EMPLOYEE:** \_\_\_\_\_

**FACILITY PERFORMING TEST:** \_\_\_\_\_

**DATE OF TEST:** \_\_\_\_\_

**SIGNATURE OF APPLICANT/EMPLOYEE:** \_\_\_\_\_  
(Signature) (Date)

**SUPERVISOR REQUESTING TEST:** \_\_\_\_\_  
(Signature) (Date)

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Internet, E-mail, and Electronics Communication Ethics, Usage and Security  
**POLICY NUMBER:** 7225

**7225.1** Butte County Mosquito and Vector Control District (District) believes that employee access to and use of the Internet, e-mail, and other electronic communications resources (collectively, "computer resources", for purposes of this policy) benefits the District and makes it a more profitable and successful effective and efficient local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

**7225.2**—The District has established this an ethicals, usage, and security policy to ensure that all District employees use the District's computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications. District's computer resources.

**7225.23** This policy also establishes the steps the District may take related to for inappropriate use of computer resources the Internet and e-mail by employees. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

**7225.3.1**—When communicating using computer resources to conduct District business, employees must be extremely mindful of the image they are portraying of the District. Employees shall not use the District's computer resources Internet or e-mail in an inappropriate manner. Inappropriate use of the District's computer resources internet and e-mail includes, but is not limited to:

(a) Any use that violates applicable law and/or District policies, rules or procedures.

(b) Accessing or transmitting material that contains pornography, exploit children, or would generally be regarded in the community as offensive, harassing, obscene, or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment.

(c) Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies, including the District's policy against Harassment, Discrimination, and Retaliation (Policy 7215).

(d) Exploiting security weaknesses of the District's computing resources and/or other networks or computers inside or outside the District.

(e) Unauthorized attempts to access or use District data or break into any District or non-District system.

(f) Theft or unauthorized transmission or copying of paper or electronic files or data.

(g) Initiating or sustaining chain/spam letters, e-mail, or other unauthorized mass communication.

(h) Misrepresentation of one's identity for improper or illegal purposes.

(i) Personal commercial or business activities.

(j) Online gambling.

(k) Installing or downloading unauthorized software or equipment.

(l) Violating terms of software licensing agreements.

(m) Using District equipment or resources to access and/or use online dating resources, personal social media, or games.

(n) Using the internet or electronic communications to unlawfully distribute copyrighted materials.

(o) Using District equipment or resources to speak on the District's behalf without authorization.

(n) Using another employee's email address or other account without express permission of the District Manager or their designee.

~~7225.3.1.1 Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.~~

~~7225.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).~~

~~7225.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers inside or outside the District.~~

**7225.3.1.4** Internet access is to be used for District business purposes only. Use of District internet access for incidental personal communications must be kept to a minimum and limited to break times or non-working hours. Incidental personal use of District internet access must not interfere or conflict with District operations or employee work performance, and must not be inappropriate or otherwise prohibited by this policy.

Employees who have completed all job tasks should seek additional work assignments. Use of the internet should not interfere with the timely and efficient performance of job duties. ~~Access to the Internet and e-mail is not a benefit of employment with the District. Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.~~

**7225.53.2** Periodically and without prior notice, the District may review, access, or retrieve data from its equipment and resources, including electronic communications and content contained in or transmitted through District networks or electronic resources. Employees do not have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their username and passwords for all District issued equipment and District resources to the District ~~upon request~~, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages and internet use to promote the administration of the District, its business, and policies.

~~7225.3.3~~ Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

~~7225.3.64~~ The Internet and District's e-mail system is an official communication toll for provide means by which employees of the District business may communicate with its customers (general public). The District establishes and assigns official email addresses to each employee as the District deems necessary. Employees must send all District communications that are sent via email to and from their official District email address. Employees are prohibited from using their private email address when communicating District business via email. Should an email related to District business be sent to an employee's personal email account, the employee should immediately forward the email to their District email account and respond accordingly. Messages to or from customers through the District's e-mail system may be considered are part of the District's public business records and should be treated as such.

~~7225.3.75~~ Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mails messages, produced, sent, and received on the District's computer system.

~~7225.3.86~~ E-mails and any their attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved. Employees should keep in mind that emails can be forwarded to others or printed out without the consent of the sender and may be subject to discovery if the District is involved in a lawsuit. Employees should use caution in addressing emails to ensure they are not inadvertently sent to the wrong person.

~~7225.3.97~~ Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. De Employees should take care to prevent unauthorized disclosure of confidential or privileged information, and should not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

~~7225.3.8~~ E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

~~7225.3.9~~ Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

~~7225.3.10~~ Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

~~7225.3.11~~ Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

~~7225.3.12~~ Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

~~7225.3.13~~ When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

~~7225.3.104~~ Computer viruses ~~can~~may become attached to executable files and program files. ~~Receiving~~The District prohibits employees from receiving and/or downloading executable files and programs via ~~e-mail~~electronic mail or the ~~I~~Internet without express permission of the District Manager or their designee~~Systems Administrator~~ is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the ~~I~~Internet. ~~All downloaded files must be scanned for viruses.~~

~~7225.3.15~~ Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

~~7225.3.16~~ Personal use of the District's computer resources for personal or commercial activity or any type of illegal activity is strictly prohibited.

~~7225.3.17~~ It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail.

~~7225.3.18~~ The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

~~7225.3.19~~ E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

~~7225.3.20~~ Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the District Manager.

~~7225.3.21~~ Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

~~7225.3.1122~~ Employees ~~may~~will only download information and/or publications for official business purposes.

~~7225.123.23~~ Employees ~~are to~~must scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses. Any software or publication an employee downloads onto a District computer becomes the sole property of the District.

~~7225.133.24~~ All list subscriptions should be for business purposes only. Employee must ensure to notify~~The employee will make sure~~ List Servers ~~are notified~~ when the employee separates from employment with leaves the District.

~~7225.14~~ The District Is not responsible for maintaining or providing payment for personal internet accounts or related software.

~~7225.15~~ The District does not permit employees to access the District's internet on non-District provided equipment, unless specifically authorized by the District Manager or their designee.

**7225.416** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, E-mail, and Electronic Communications Ethics, Usage, and Security policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Claims Against the District

**POLICY NUMBER:** 2080

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

### **2080.2 Property (Land and Improvements) Damage Claims**

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

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

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

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

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the District Manager.

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

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [*attached hereto as Appendix A*].

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

### **2080.3 Property (Vehicles and Unsecured Property) Damage Claims**

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

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

### **2080.4 Government Claims Act**

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

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

#### *Review of Contents of the Claim*

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

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

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

Section 910.2 of the California Government Code specifies the following:

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

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

### *Action on Claims*

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

Appendix A

Butte County Mosquito and Vector Control District  
Claim Form – Form B



*(Please Type or Print in Ink)*

Claim Against \_\_\_\_\_  
\_\_\_\_\_  
*(Name of Entity)*

Claimant's name: \_\_\_\_\_

Claimant's address: \_\_\_\_\_

Address where notices about claim are to be sent, if different from above: \_\_\_\_\_

The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use back of this form or separate sheet if necessary to answer this question in detail.)*

What are the names of the entity's employees who caused this injury, damage, or loss (if known)?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Use back of this form or separate sheet if necessary to answer this question in detail.)*

If the amount claimed totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, include the basis of computation of the amount claimed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, indicate whether the claim would be a limited civil case.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*If signed by representative:*

Representative's Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Relationship to Claimant: \_\_\_\_\_

Appendix A

Butte County Mosquito & Vector Control District

**CLAIM FORM**

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

1. Claim Against (Name of Entity):

2. Claimant's Full Name:

3. Claimant's Date of Birth:

4. Claimant's Full Address:

5. Claimant's SSN#

6. Claimant's Day Phone:

7. Claimant's Cell:

8. Claimant's Email:

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

Name and Capacity (please print):

Address:

City, State, Zip:

Phone: #

10. Date of incident/accident:

11. Date injury/ damage/ loss discovered:

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

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

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

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

Dollar Amount Claimed: \$

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

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

Date: \_\_\_\_\_ at \_\_\_\_\_ CA.

Signature of Claimant:

WARNING

Section 72 of the Penal Code provides:

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

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