



Butte County Mosquito and Vector Control District

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

Matthew C. Ball
Manager

AGENDA

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

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

1. ***Regular Board of Trustees Meeting Time:*** 4:00 PM ***Date:*** September 13, 2023
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:*** August 9, 2023
5. ***Approval of Minutes of the Special Meeting of:*** August 21, 2023
6. ***Persons Wishing to Address the Board Pertaining to Closed Session Matters:***
7. ***Closed Session Announcement (District Legal Counsel Present):*** None
8. ***Reports: (8.1 – 8.2)***
 - 8.1 ***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.
 - 8.2 ***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.
9. ***Policy Matters: (9.1 – 9.4)***
 - 9.1 ***Consider a Capital Expenditure for three Satloc Falcon Pros and one AIMMS 30***

The Board will be asked to consider a Capital Expenditure for three Satlock Falcon Pros and one AIMMS 30. These items have been budgeted for.

9.2 Consider Approving Amendments to General Policy, Policy 2080 Claims Against the District

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

9.3 Consider Adoption of Resolution No. 23-07 Amending General Policy, Policy 2080 Claims Against District

The Board will be asked to consider adopting Resolution No. 23-07, a resolution adopting General Policy, Policy 2080 Claims Against District.

9.4 Consider Amendments to Operations Policy, Policy 3090 Records Retention

The Board will be asked to consider amendments to Operations Policy, Policy 3090 Records Retention. The amendment was recommended by District auditor.

10. Topic of the Month:

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

11. Approve Payment of The Bills:

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

12. Personnel: Two seasonal employees voluntarily separated from the District on August 17, 2023, and August 24, 2023.

13. Correspondence: N/A

14. Other Business: N/A

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

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

17. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is October 11, 2023)

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held August 9, 2023

Members Present: Michael Barth, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Chuck Reynolds, Secretary Melissa Schuster, Carl Starkey, and President Bo Sheppard.

Members Excused: Dr. Albert Beck and Darlene Fredericks.

Members Absent: None.

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

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on August 9, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The August 9, 2023, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. After review, it was then moved by Member Kirk, seconded by Member Schuster, and passed unanimously with a vote of 8 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held July 12, 2023, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
- 7.1 Under item 7.1 of Reports, District Manager's Report, The District Manager reported that on July 13, 2023, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

On July 18, 2023, the District Manager met with a representative from Clarke to discuss products, pricing, projections, and product availability.

On July 19, 2023, the District Manager and Administrative Manger gave a presentation to the Oroville Exchange Club. The presentation was a brief overview of the District and Invasive Aedes detections and response.

On July 21, 2023, 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 25, 2023, District management attended the MVCAC Summer Board meeting virtually. The association discussed items such as a possible dues increase, the dead bird program, received reports from the MVCAC committees, and heard reports from CDPH and industry.

On July 26, 2023, District management attended a meeting with the AB 896 working group to discuss wetland owner communications with member districts, projects underway, a new CDFW wetland incentive program, and the Bird Haven Ranch project.

On August 3, 2023, the District Manager met with a representative from Central Life Sciences to discuss products, pricing, projections, and product availability. Also on this date, the District's auditor performed the preliminary audit for fiscal year 2022/2023. At this time, no major findings were reported. The final audit will be completed remotely, and a final audit report will be presented to the Board by representatives from C J Brown & Company in the fall or winter.

- 7.2 Under item 7.2 of Reports, the Assistant Manager reported that the District's New Jersey light traps have continued catching mosquitoes. *Culex pipiens* and *Culex tarsalis* populations are higher than the previous year at this time but are lower than past years. *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 1st, 2023, 349 pools have been submitted; with 24 of those pools being positive. Also, *Aedes aegypti* has been detected a total of 12 times in Chico, 17 times in Oroville, and 5 times in Hamilton City. District continues to follow its Invasive

Mosquitoes Response Plan with door-to-door inspections for new detections and ground larviciding treatments with its WALS (Wide Area Larvicide Spray) sprayer.

West Nile virus (WNV) activity has increased within the District's service area with a total of 24 positive pools and 18 positive sentinel chickens. WNV has been identified in 8 human cases, 147 dead birds, 1,225 mosquito pools, 13 chickens, and 1 horse in California to date. The District received confirmation of its first human case in Butte County this year.

The District's four indoor fish tanks are fully operational and produced 6,223 fry in July. This number is higher than the previous six-month average. The District's outdoor fishponds continue to produce high amounts of fish.

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.

As of August 1st, the District has treated 6,149 acres of wetlands; compared to 2,253 acres at this time last year. The District has treated 36,496 acres of rice this year, compared to 39,186 acres at this time last year. The District has made 8 ULV adulticide treatments thus far, compared to 2 ULV adulticide treatments at this time last year.

The Public Relations (PR) Department is reviewing and updating (if 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, and digital advertising. The District Manager and Administrative Manger gave a presentation to the Oroville Exchange Club on a brief overview of the District and Invasive Aedes detections and response.

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

8. Policy Matters (8.1 – 8.4)

- 8.1 Under item 8.1 of Policy Matters, the Board was asked to consider amendments to Personnel Policy, Policy 7005, Hiring Age Limits, Advancement, Promotions, and Probation. After some discussion it was moved by Member Barth, seconded by Member Reynolds, and passed unanimously with a vote of 8 ayes and 0 nays to approve Personnel Policy, Policy 7005, Hiring Age Limits, Advancement, Promotions, and Probation with an edit to remove section 7005.3.
- 8.2 Under item 8.2 of Policy Matters, the Board was asked to consider amendments to Personnel Policy, Policy 7016, Meals and Rest Periods. It was moved by Member LaRocca, seconded by Member Johnson, and passed unanimously with a vote of 8 ayes and 0 nays to approve Personnel Policy, Policy 7016, Meals and Rest Periods as written. The Board brought item 8.2 back for discussion with no action taken and the original motion to stand.
- 8.3 Under item 8.3 of Policy Matters, the Board was asked to consider amendments to Personnel Policy, Policy 7025, Holidays. It was moved by Member Johnson, seconded by Member Kirk, and passed unanimously with a vote of 8 ayes and 0 nays to approve Personnel Policy, Policy 7025, Holidays as written.
- 8.4 Under item 8.4 of Policy Matters, the Board was asked to consider amendments to Personnel Policy, Policy 7040, Sick Leave. It was moved by Member Reynolds, seconded by Member Johnson, and passed unanimously with a vote of 8 ayes and 0 nays to approve Personnel Policy, Policy 7040, Sick Leave as written.
9. Under topic of the month, the District's Entomologist gave a presentation on biology of *Anopheles freeborni*.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Johnson, seconded by Member Starkey, and passed unanimously with a vote of 8 ayes 0 nays to authorize checks numbered 52676 through 52822 be signed and distributed. Expenditures for the month totaled \$1,234,518.92.
11. No items under personnel to report.
12. No items of correspondence to report.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.

15. No closed session matters warranting legal counsel.
16. President Sheppard announced adjournment at 4:53 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on September 13, 2023, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary

Special Meeting Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held August 21, 2023

Members Present: Michael Barth, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Chuck Reynolds, Secretary Melissa Schuster, Carl Starkey, and President Bo Sheppard.

Members Excused: Dr. Albert Beck and Darlene Fredericks.

Members Absent: None.

Also Present: District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, and the District's Legal Counsel Emily LaMoe.

1. The Special Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on August 21, 2023, at 5117 Larkin Road, Oroville, CA 95965.
2. The August 21, 2023, Butte County Mosquito and Vector Control District special meeting of the Board of Trustees was called to order at 2:00 PM by President Sheppard.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. No persons wishing to address the Board on closed session matters.
5. Closed session with District legal counsel present.

The District went into closed session and off the record at 2:01 pm with the Board President stating the Board was going into closed session for CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: Claim submitted by Aiman-Smith & Marcy on Behalf of Cari McCormick and LIABILITY CLAIMS Claimant: Aiman-Smith & Marcy on Behalf of Cari McCormick Agency claimed against: Butte County Mosquito and Vector District. The Board came out of closed session and back on the record at 2:06 pm where the President of the Board gave a report with regards to the claim filed by Aiman-Smith and Marcy on behalf of McCormick, by a vote of 8 to 0, the Board of Trustees took action to return the claim in part and reject the portion of the claim to the extent timely.

6. President Sheppard announced adjournment at 2:08 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on September 13, 2023, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary

On August 10, 2023, the District completed the monthly management meeting, staff meeting and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

On August 14, 2023, District management attended the monthly West Nile virus (WNV) task force meeting with Butte County Public Health. The District shared mosquito abundance reports and both agencies discussed WNV season. The District has been releasing press releases as needed for WNV positive mosquitoes, sentinel chickens, and dead birds. BCPH has and will continue to issue all other WNV related press releases.

On August 17, 2023, the District Manager and Board President provided a tour to representatives of Senator Dahle's office, representatives of Assemblymember Gallagher's office, and representatives of California Special District Association. The tour received high praise from those that attended. The tour was a complete overview of how the District operates.

On August 18, 2023, 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 August 21, 2023, the District Manager and Administrative Manager attend the Butte County Special Districts Association meeting. The chapter had disbanded during the COVID-19 pandemic and is reforming. The District's Administrative Manager was appointed to sit on and represent Butte County special districts on the County's investment oversight committee. Also, on this date, the District had a Special Meeting of the Board of Trustees at 2:00 PM at the Oroville office. A quorum was present.

On August 24, 2023, Don Russell of Galloway and Associates toured the District to continue working on the plans for the vehicle expansion project.

On August 29 and 30, 2023, the District Manager and Administrative Manager attended the California Special Districts Association Annual Conference. The conference was informative, educational, and enlightening. The conference was well worth attending and a lot of subject matter was covered concerning special district laws, regulations, and procedures.

On September 1, 2023, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state. The District Manager was thanked by MVCAC lobbyists and the executive committee for hosting the legislative tour.

The District remained open and operational on Monday, September 4, 2023.

On September 6, 2023, District management attended a meeting with Leading Edge and Associates to discuss and review the current MapVision 3.0 project. As a reminder, MapVision 3.0 should go live before next mosquito season.

LAB / VECTOR SURVEILLANCE: The District's New Jersey light traps have continued catching mosquitoes (Attachment 1). According to the graph, *Culex pipiens* populations are slightly lower than the previous year at this time; while *Culex tarsalis* populations are slightly higher than the previous year at this time. *Anopheles freeborni* populations are significantly higher than the previous year at this time. *Aedes melanimon* populations have yet to take off and are consistent with previous years at this time. Sentinel chickens sera samples are continuing to be taken biweekly with 30/38 chickens testing positive for WNV. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of September 5th, 2023, 435 pools have been submitted; with 57 of those pools being positive. Also, *Aedes aegypti* has been detected a total of 33 times in Chico, 43 times in Oroville, 8 times in Hamilton City, 3 times in Thermalito, and 1 time in Gridley.

VIRUS SURVEILLANCE: West Nile virus (WNV) activity has increased within the District's service area with a total of 15 positive humans, 1 positive horse, 66 positive pools and 30 positive chickens. WNV has been identified in 75 humans, 443 dead birds, 3,161 mosquito pools, 123 chickens, and 16 horses in California to date (Attachment 2).

MOSQUITOFISH OPERATIONS: The District's four indoor fish tanks are fully operational and produced 9,388 fry in August, and the District's outdoor fish ponds have continued to produce high amounts of fish.

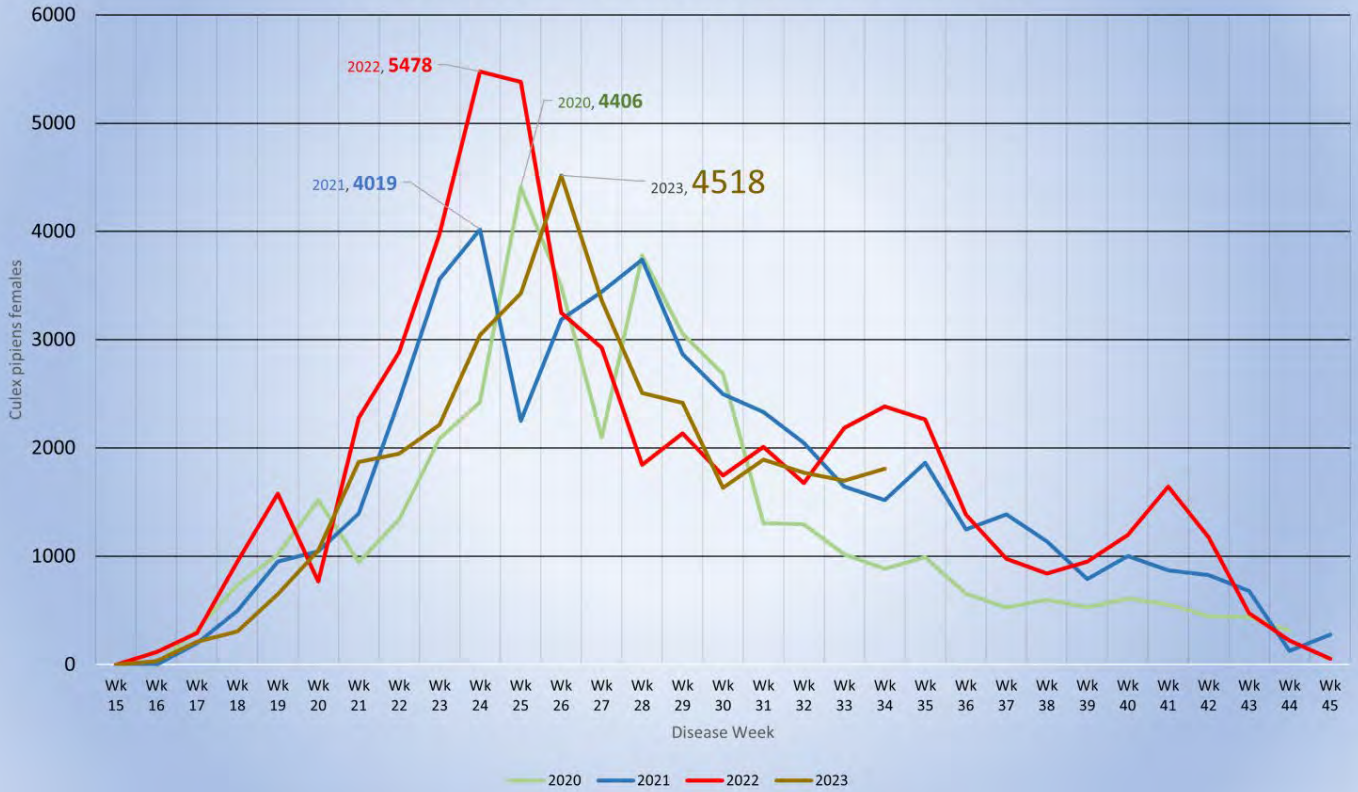
CONTROL OPERATIONS: Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month with a total of 726 taken in the month of August.

AIRCRAFT OPERATIONS: As of August 1st, the District has treated 7,748 acres of wetlands; compared to 3,575 acres at this time last year. The District has treated 55,740 acres of rice this year, compared to 55,086 acres at this time last year. The District has made 13 ULV adulticide treatments thus far, compared to 8 ULV adulticide treatments at this time last year.

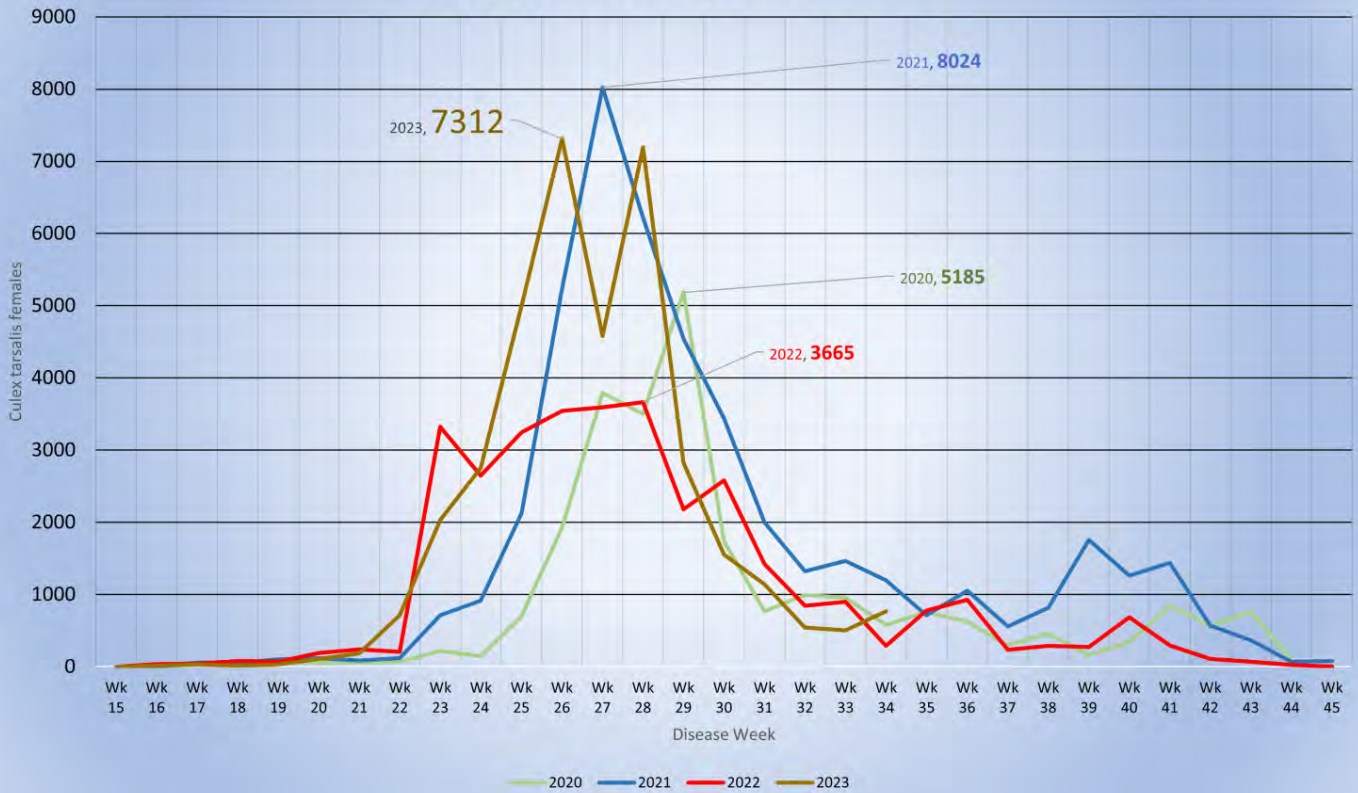
PUBLIC INFORMATION & OUTREACH: The Public Relations (PR) Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continue to run on newspapers, radio, television, and digital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

Attachment #1

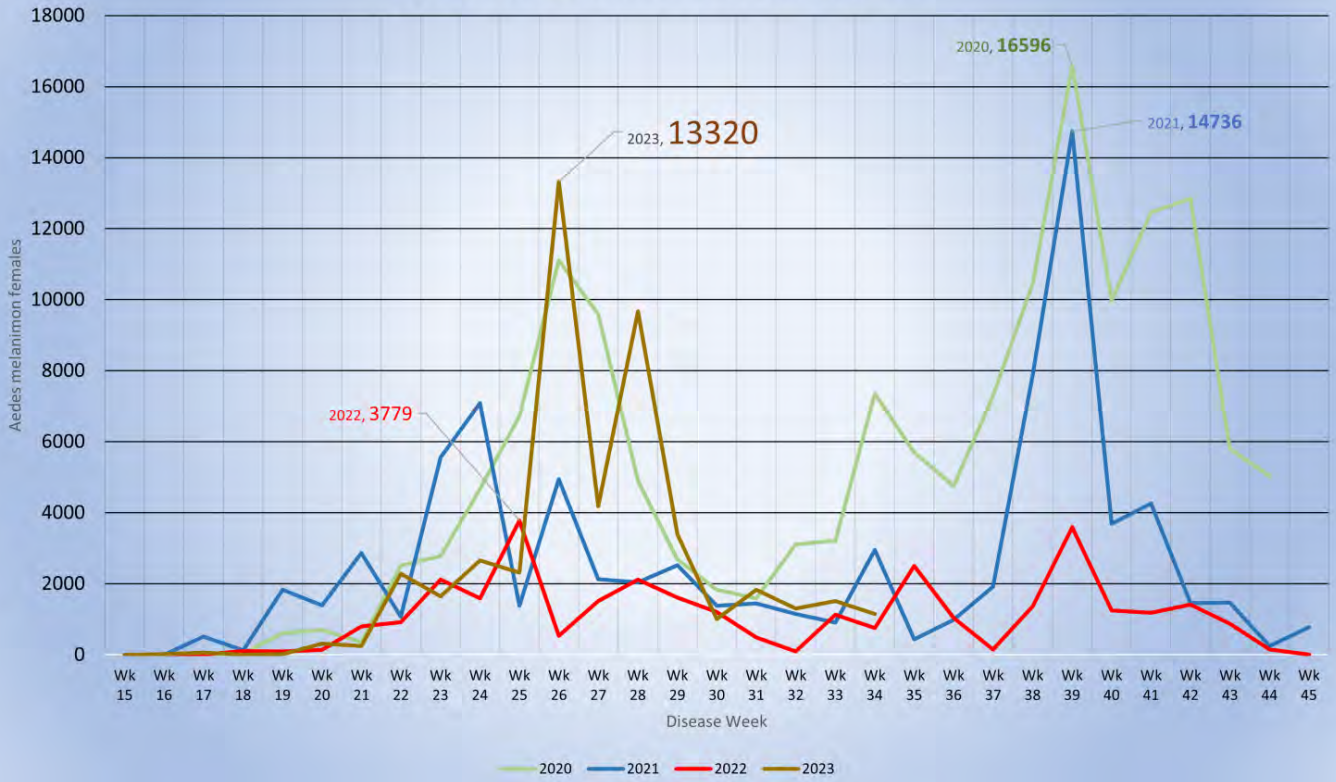
COUNTY-WIDE GRAVID TRAP COMPARISON



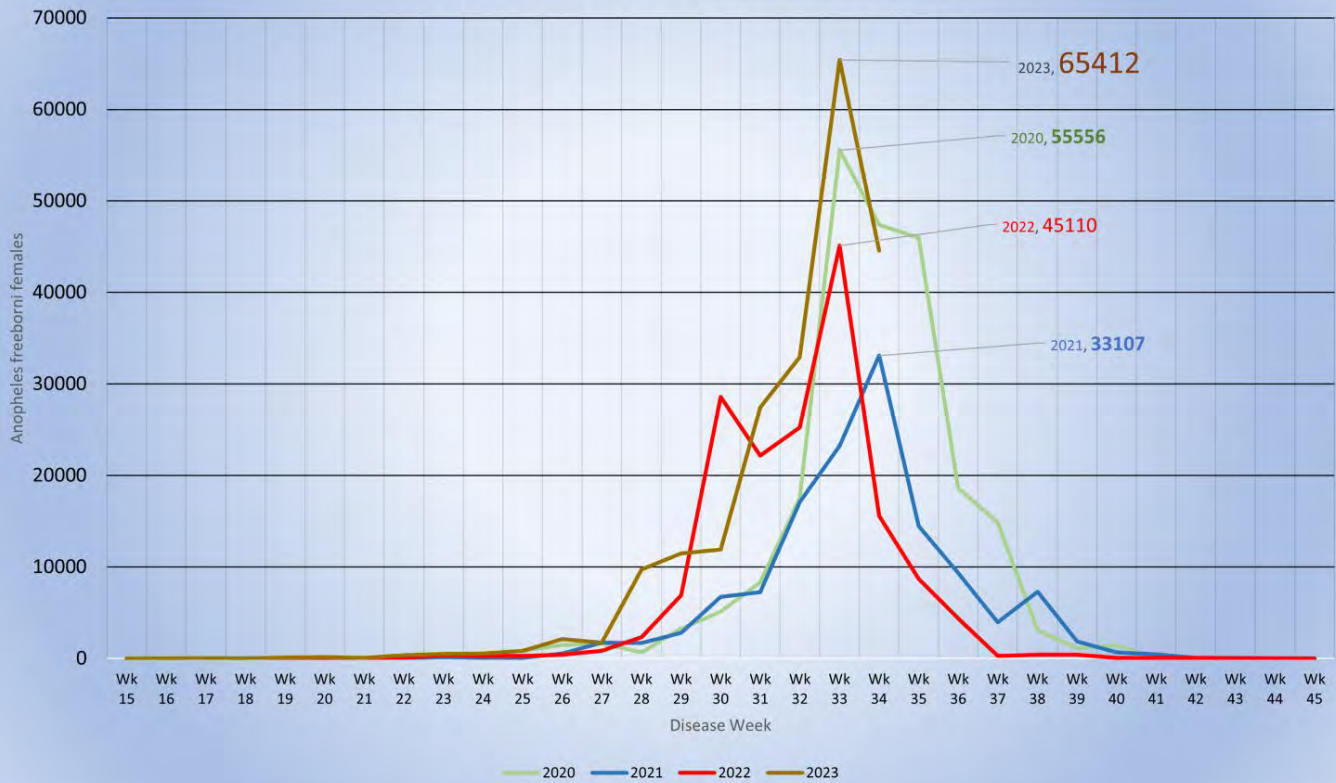
CULEX TARSALIS COMPARISON



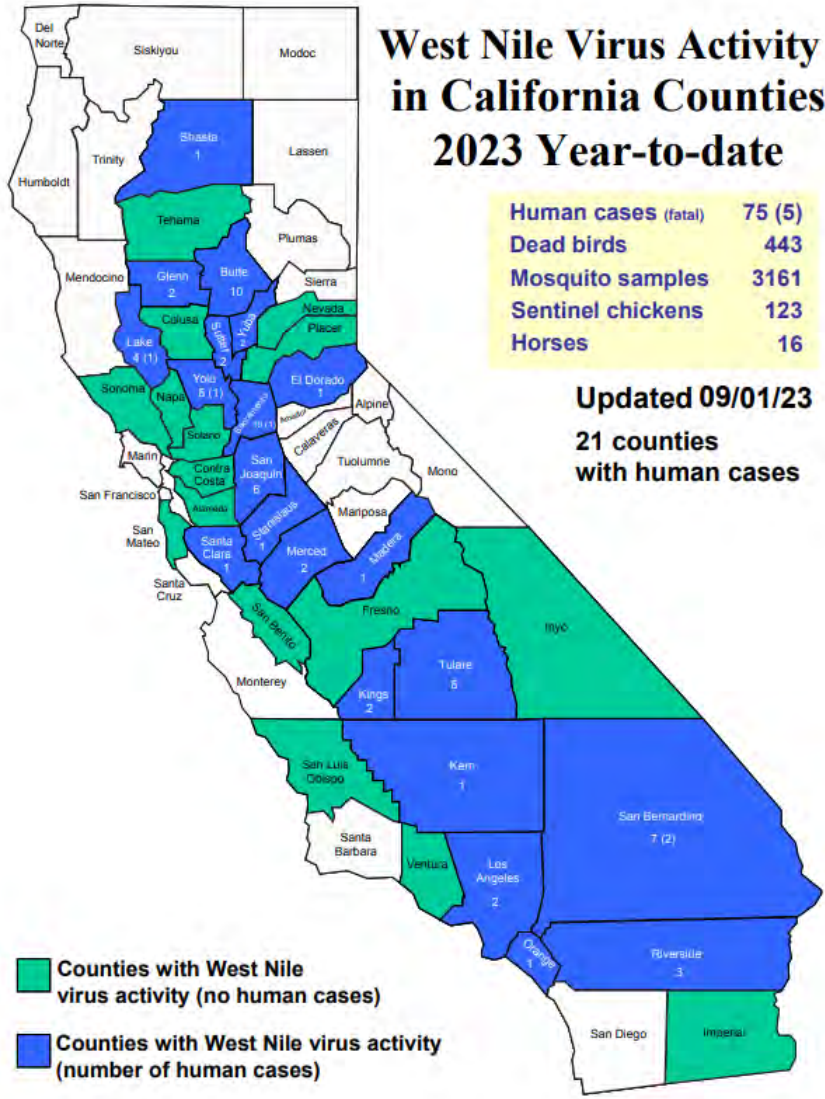
AEDES MELANIMON COMPARISON



ANOPHELES FREEBORNI COMPARISON



Attachment # 2



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0	1	50
2005	25	7	79	0	4	15
2006	34	0	40	1	1	49
2007	16	0	27	0	5	32
2008	6	0	38	0	5	31
2009	2	0	13	0	5	36
2010	1	1	6	1	7	7
2011	3	0	0	0	1	20
2012	10	2	53	2	27	43
2013	24	0	42	1	38	57
2014	25	0	22	0	43	37
2015	55	0	38	0	101	37
2016	21	0	22	0	48	38
2017	3	0	5	0	49	31
2018	12	0	4	0	49	37
2019	5	0	1	0	45	34
2020	4	1	4	0	31	23
2021	12	0	2	0	80	26
2022	3	0	2	0	39	26
2023	11	1	0	0	57	30
Totals	268	29	516	5	593	633



Butte County Mosquito Control Transland Falcon Quote

Butte County Mosquito & Vector Control District

5117 Larkin Road
Oroville, CA 95965
United States

Delbert Boyd

del.boyd@att.net
(530)533-6038

Reference: 20230711-141148973

Quote created: July 11, 2023

Quote expires: October 9, 2023

Quote created by: Bill Reynolds

President/CEO

breyolds@leateam.com

+14074680008

Comments from Bill Reynolds

This quote is an estimate. Depending on final configuration, an additional quote may need to be provided.

Additional services provided with this quote:

1. The AIMMS meteorology system was developed in conjunction with Aventech (Canada base company) and Bill Reynolds of Leading Edge. Bill has more than 17-years' experience integrating the AIMMS systems with the Satloc G4 and Satloc Falcon
2. The process to integrate the Falcon GPS system with MapVision is also a value-added feature and is provided at no charge
3. Leading Edge will have a representative onsite to provide technical guidance for the installation and integration of the Falcon GPS system, AIMMS 30 and MapVision Enterprise
4. The real-time drift optimization was originally created as a integrated feature by Bill Reynolds and Hemisphere (now Transland) in the G4 GPS system, successfully used by Butte County Mosquito Control for more than 6-7 years. This features is now operational in the Falcon System. This assures Butte County Mosquito Control the proper integration, operation, and training to seamlessly interface all of these technologies
5. Falcon Pro 9" All subscription codes are activated, Also included ADS-B in, IMU and DRY controller (not needed but part of the features of the Pro).

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Falcon Pro - 9" Screen Satloc Falcon 7" screen	900- 4001- 000	3	\$22,998.00	\$68,994.00
AIMMS-30 1.1-A - AIMMS-30 Air Data Subsystem -1.0 psi Pressure Range - Red Anodized Finish		1	\$24,900.00	\$24,900.00
Shipping		1	\$220.00	\$220.00
			One-time subtotal	\$94,114.00
			Total	\$94,114.00

Purchase terms

Payment due upon receipt of invoice

Signature

Signature

Date

Printed name

Questions? Contact me



Bill Reynolds
President/CEO
breynolds@leateam.com
+14074680008

Leading Edge
506 Fentress Blvd, Ste B
Daytona Beach, FL 32114
US



Valley Air Crafts.

P.O. BOX 566
 Tulare, California 93275
 Phone: 559-686-7401
 Fax: 559-686-7830
 Email: ruben@thevalleyaircrafts.com

Quote No.: 2919

Customer ID: BUTTE CO. MOSQUITO
 & VECTOR CTRL
 DISTRICT
Date: 9/27/23
Ship Via: UPS
P/O No.:
Terms: NET30
Quote By: Michael Schoenau
Contact: AARON

PRICE QUOTE

Customer Information:

BUTTE CO. MOSQUITO & VECTOR CTRL DISTRICT
 5117 LARKIN RD
 OROVILLE, CA95965-9250
 Phone: 530-533-6038
 Fax: 530-534-9916

Part Number	Description	Retail Ea.	Your Price Ea.	Qty	Stock Qty	Unit	Total Retail
900-4105-000	AIMMS SYSTEM INSTALLED IN SATLOC FALCON PRO		16,500.00	1			16,500.00
900-5000-000	9" FALCON PRO	21,998.00	21,848.10	3		EA	65,544.30

Taxed Items:
 Parts, Ship In

Total Parts: \$82,044.30
Total Other Charges: \$0.00
Total Shipping: \$0.00
Total Tax: \$1,846.00

All prices quoted are valid for 30 days.
 ·In stock items are based on availability at the time of quote and are not reserved until order is placed.
 ·All quotes are in US dollars and measurements unless otherwise indicated.
 ·Non-stocking items are non-returnable and cannot be cancelled after quote has been converted to an order.
 ·All parts are factory new unless otherwise noted.
 ·Quote total reflects items indicated only, shipping/handling costs and taxes are calculated at time of shipment.

Total Estimate: \$83,890.30

Maritza Sandoval

Subject: FW: Falcon Pro

From: Aaron Lumsden <alumsden@buttemosquito.com>
Sent: Thursday, September 7, 2023 12:07 PM
To: Matt Ball <mattball@buttemosquito.com>; Maritza Sandoval <msandoval@buttemosquito.com>
Subject: FW: Falcon Pro

From: Del Boyd <dboyd@buttemosquito.com>
Sent: Thursday, September 7, 2023 12:05 PM
To: Aaron Lumsden <alumsden@buttemosquito.com>; Matt Ball <mattball@buttemosquito.com>
Subject: FW: Falcon Pro

From: steve burg <jonesflyingervice@gmail.com>
Sent: Thursday, September 7, 2023 11:40 AM
To: Del Boyd <dboyd@buttemosquito.com>
Subject: Falcon Pro

Hi Del,
Falcon Pro cost per system is: \$22,998.00
Cost for 3 systems is: \$ 68,994.00
We can offer you a Discount of: \$5,000.00 on this total for a price of: \$63,994.00
plus state sales tax if applicable.
Steve
Jones Flying Service

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.

~~If the cost of material for repairs is stated by claimant or estimated to exceed \$500, the claim will be submitted to the Board of Trustees for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.~~

~~The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.~~

~~Claims in excess of the District's insurance deductible may be forwarded to the insurance company, and the claimant shall be advised of this action.~~

~~Claims for personal injury/wrongful death shall not be investigated by District staff or Trustees but shall be immediately forwarded to the District's insurance company.~~

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 Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.~~

~~Claims in excess of the District's insurance deductible may be forwarded to the insurance company, and the claimant shall be advised of this action.~~

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

2080.4 ~~Property Damage Claims On District Form~~ 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.

~~Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.~~

~~If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. 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 ~~letter~~ 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.~~

~~District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.~~

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: _____

S.S.# _____ DOB: _____ Gender: Male: _____ Female _____

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:

Date of incident/accident: _____

Date of injuries, damages, or losses were discovered: _____

Location of incident/accident: _____

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:

What did entity or employee do to cause this loss, damage, or injury?: _____

(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.

What amount of money is claimant seeking, or if 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)]: _____

How was this amount calculated (please itemize)?: _____

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: _____

RESOLUTION NO. 23-07

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

RESOLUTION AMENDING GENERAL POLICY, POLICY 2080 CLAIMS AGAINST THE DISTRICT

WHEREAS, the Butte County Mosquito and Vector Control District is a public agency; and

WHEREAS, the Butte County Mosquito and Vector Control District has adopted Policy 2080 which governs claims made against the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Trustees of the Butte County Mosquito and Vector Control District hereby amends General Policy, Policy 2080 Claims Against the District as set forth in Exhibit A, attached hereto.

PASSED and ADOPTED by the Board of Trustees of the Butte County Mosquito and Vector Control District, State of California, on September 13, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

President or officer of the Board of Trustees

Matthew C. Ball, District Manager



& Vector Control District
Since 1948

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*].

EXHIBIT 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.

~~If the cost of material for repairs is stated by claimant or estimated to exceed \$500, the claim will be submitted to the Board of Trustees for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.~~

~~The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.~~

~~Claims in excess of the District's insurance deductible may be forwarded to the insurance company, and the claimant shall be advised of this action.~~

~~Claims for personal injury/wrongful death shall not be investigated by District staff or Trustees but shall be immediately forwarded to the District's insurance company.~~

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 Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.~~

~~Claims in excess of the District's insurance deductible may be forwarded to the insurance company, and the claimant shall be advised of this action.~~

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

2080.4 ~~Property Damage Claims On District Form~~ 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.

EXHIBIT A

~~Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.~~

~~If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. 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 ~~letter~~ 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.~~

~~District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.~~

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: _____
S.S.# _____ DOB: _____ Gender: Male: _____ Female _____

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:

Date of incident/accident: _____

Date of injuries, damages, or losses were discovered: _____

Location of incident/accident: _____

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:

What did entity or employee do to cause this loss, damage, or injury?: _____

(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.

What amount of money is claimant seeking, or if 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)]: _____

EXHIBIT A

How was this amount calculated (please itemize)?: _____

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: _____

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The purpose of this policy is to provide guidelines regarding the retention or disposal of Butte County Mosquito and Vector Control District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The District Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records.

3090.4 Pursuant to the provisions of California Government Code §60200 through 60203, and with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code Section 12236, the following qualifications will govern the retention and disposal of records of the Butte County Mosquito and Vector Control District.

3090.5 Government Code Section 60203 gives the District the authorization to destroy or dispose of any record, paper, or document which is not expressly required by law to be filed and preserved if the record, paper or document is photographed, micro-photographed, reproduced by electronically record video images on magnetic surfaces, recorded in the electronic data-processing system record, recorded on optical disk, reproduced on film or any other medium which does not permit additions, deletions, or changes to original document in compliance with the minimum standards or guidelines or both, as recommended by the American National Standards Institutes of the Association for Information and Image Management for recording of permanent records or non-permanent records, whichever applies.

3090.6 These guidelines and procedures are designed to show the minimum document retention times.

3090.7 It is the goal of this district to maintain useful records for a reasonable and prudent time.

3090.8 District staff is greatly encouraged to see to the disposal of all outdated and unnecessary records in a timely manner to minimize storage space needed.

3090.9 Records will be maintained in accordance to Records Retention Schedule (attached hereto as Appendix A).

3090.10 District staff shall convert all retained records to an approved electronic format in accordance with State and Federal law, when feasible.

APPENDIX A

Records Retention Schedule			
RECORD SERIES	RETENTION	CITATION	DESCRIPTION
Board Meetings			
Agendas	CU + 2	GC34090	Agendas
Minutes	P	GC34090(d); GC36814; GC40801	Official signed meeting minutes approved by District Board
Resolutions	P	GC34090(d); 40801	Adopted resolutions
Administration			
Agreements and Contracts (Excl. Capital Improvement)	T + 5	CCP 337.2,343, B&P7042.5	Non-capital project agreements and contracts
Agreements and Contracts (Incl. Capital Improvement)	P	CCP 337.2,343, B&P7042.5; PU7685; 48 CFR;2; GC53066	Capital project agreements and contracts
Correspondence (If not attached to agreement or project file)	CU + 2	GC34090(d)	Reports, files, general/ public, controlled
Conflict of Interest Statements	CU + 5	FPPC Opinion	Form 700
Financial			
Ledger	P	GC34090; CCP 337	General Ledgers
Audit and Audit Reports	P	GC34090	Fiscal Year audit report
Financial Report	AU + 7	GC34090	Annual Financial Reports
Adopted Budget	P	GC34090	Annual Budget approved by District Board
Fixed Asset Inventory Records	AU + 4	GC34090; 26 CFR 301 65-1(F)	Capital asset logs for audit purposes
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documentation
Accounts Receivable	AU + 4	GC34090	Invoices, maps, supporting documentation
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, receipts, disbursements, reconciliation, and applicable reports

Receipts	AU + 4	GC 34090; CCP 337	Checks, coin, currency receipts
Grants			
Federal and State Grants	CL + 5*	GC34090	*Application and close out procedure documents <u>based on the retention policy as stated on Federal and State Grant agreement, whichever is greater.</u>
Personnel			
Personnel Files	T + 7	GC34090; 29 CFR 1627.3, Labor Relations Sections 1174	Personnel files
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2	Processed employee timesheets
Training Records	CU + 3	PRA 6254, IPA 1798-40, CD.	Training records
Recruitment	CL + 3	29 CFR 1602.31; 29 CFR 1627.3; GC 12946	Applications, interview questions, applicant written exams
Motor Vehicle Pulls	T + 7	GC12946; CA 91009; 8 USC 1324 (a)	DMV pull reports
Negotiations	P	29 USC Sections 211 ©, 203 (m), 207 (g)	Memorandums of Understanding (MOU)
Operations			
Worksheets	CU + 3		Staff activity sheets
Service Requests	CU + 3		Request for service reports
Calibration Records	CU + 3		Calibration records
Pesticide Use Report	CU + 3		County AG reports
NPDES Permit Requirement Reports	CU + 3		NPDES permit required reports and supporting documentation
Abatement Records	P		Abatement notices, orders, and records
Public relations			
Press Release	CU + 2	GC34090	Press releases
Legal Advertising	CU + 4	CCP 343 349 et seq.; GC911.2; GC34090	Public Notices, Legal Publications

Public Records Request	CL + 2	GC34090	Public records request and supporting documentation
Grand Jury Reports	P		Grand jury and special reports
Inventory			
Inventory	CU + 3	GC34090	Inventory logs and reconciliation
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption, fuel reconciliation
Equipment Maintenance	AC + 2	GC34090; CCP 337	Maintenance records
Surplus Property	AU + 4	GC34090; CCP 337	Auction and disposal
Risk Management			
Safety Training	CU + 7	PRA 6254, IPA 1798.40, CD.	Safety training records, applicable certifications, and signing logs
Accident and Incident Reports	CL + 7	29 CFR 1904.2; 29	Reports and related records
Insurance Certificates	P	GC34090	Insurance certifications filed separately from contracts, including endorsements
Federal OSHA Forms	CL + 5	OMB 1220-0029; 29 CFR 1904.4; GC 34090	Federal OSHA forms
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claims filed and supporting documentation
I.I.P.P. Records	CU + 5		I.I.P.P. records and reports

LEGEND

AC- Active
AU- Audit
CU- Current
P- Permanent
T- Termination
CL- Closed/ Completion
S- Supersede

CITATIONS

GC- Government Code
H&S- Health & Safety
CAC- California Administrative Code
CCP- Code of Civil Procedure
OSHA- Occupational Safety & Health Act
CCR- Code of California Regulations
USC- United States Code