



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

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**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 accommodation 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:** January 14, 2026
2. **Call to Order** – 4:00 PM Roll Call
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** December 10, 2025
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:**
6. **Closed Session Announcement (District Legal Counsel Present):** N/A
7. **Introduction of Butte County Mosquito and Vector Control Board of Trustees**
8. **Election of Officers**
9. **Reports: (9.1 - 9.2)**
  - 9.1 **District Manager's Report**

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

#### **9.2 Review the 2025/2026 2nd Quarter Fiscal Budget Reports**

By the time of the Board Meeting, staff will have the 2nd quarter fiscal report prepared and available for review. The Administrative Manager will discuss and explain the report and will be available for questions regarding the report.

*Continued...*

**10. Policy Matters: (10.1 – 10.2)**

**10.1 Consider Amendments to Personnel Policy, Policy No. 7255, Employee Driver Safety and Driving Record**

The Board will be asked to consider amendments to Personnel Policy, Policy No. 7255, Employee Driver Safety and Driving Record. The amendment was recommended by the District's legal counsel.

**10.2 Consider Amendments to Personnel Policy, Policy No. 7135, Reporting of Injuries and I.I.P.P**

The Board will be asked to consider amendments to Personnel Policy, Policy No. 7135, Reporting of Injuries and Injury Illness Prevention Program (IIPP). These amendments are to keep the District current of current VCJPA procedures.

**11. Topic of the Month:**

The Board will watch a presentation on the biology of *Culiseta inornata*.

**12. 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.

**13. Personnel: N/A**

**14. Correspondence: N/A**

**15. Other Business:**

Pursuant to SB 707, effective January 1, 2026, the Board will be given a copy of the Ralph M. Brown Act's ("Brown Act"). The distribution of the Brown Act will happen each calendar year.

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

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

**18. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is February 11, 2026)**

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held December 10, 2025***

**Members Present:** Andy Haymond, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Secretary Melissa Schuster, Eric Smith, President Bo Sheppard, and Carl Starkey.

**Members Excused:** Darlene Fredericks.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, Entomologist Amanda Bradford, and a member of the public.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on December 10, 2025, at 444 Otterson Drive, Chico, CA 95928.
2. The December 10, 2025, 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 Ostling and passed unanimously with a vote of 9 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held November 12, 2025, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
  - 7.1 Under item 7.1 of reports, the Board heard a comprehensive summary and evaluation of the District's annual audit from Jonathan Abadesco of C.J. Brown & Company CPAs. The report highlighted that the District is in good financial standing, is well managed, and the audit revealed no major findings. The auditor and staff answered questions from the Board.
  - 7.2 Under item 7.2 of reports, the District Manager reported that on November 13, 2025, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. Also on this date, District management attended a webinar provided by the VCJPA on homeless encampments and the dangers arising from these areas. The District Manager hosted his 18th Annual Employee Appreciation Luncheon. This is of no cost to the taxpayers and expense is bore solely by the District Manager.

On November 18, 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 the new draft of the NPDES Permit. Also on this date, District management attended a meeting with Tyler Technologies to learn about financial accounting software that includes but not limited to, time keeping, payroll, invoicing, and budgeting. The District Manager conducted an hour-long interview for Clarke Mosquito Control.

On November 19, 2025, all District employees attended the Sac Valley Region's Continuing Education Conference. All employees received informative and educational information ranging from pesticide laws to mosquito-borne disease. All attendees received the "live" requirement for CE hours for this training cycle.

On November 21, 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.

As a reminder, the District was closed for the week of November 24, 2025.

On December 1, 2025, the District Manager attended MVCAC Legislative Committee meeting where the committee and chair reviewed the items completed for the past year, the committee's charges, and planned for the 2026 legislative session. The District Manager continues to serve and it is believed that this will be year sixteen on the committee.

On December 2, 2025, District management hosted a tour to Gaynor Telecommunications and Verkada to review security at the Oroville facility. Verkada is hoping to propose a cost estimate and contract to the District for cameras and a security system.

On December 4, 2025, the District had it's annual UST compliance inspection. The inspection is conducted by Griffin Certified with Butte County Environmental Health's oversight. The District passed the inspection. Also on this date, the District Manager attended the MVCAC Board meeting remotely via Zoom.

On December 5, 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 December 10, 2025, the District Manager attended the Butte County Weed Management Agency meeting to learn and discuss noxious and invasive species of weeds around and entering Butte County.

8. Policy matters (8.1)

8.1 Under item 8.1 of policy matters, the Board was asked to consider amending Personnel Policy, Policy No. 7210, Anti-Discrimination, Harassment, and Retaliation and the deletion of Personnel Policy, Policy No. 7215, Harassment. The amendments to the policy were strongly recommended by legal counsel and the reason for deletion of Policy No. 7215, Harassment as it now has been combined in Policy 7210. It was moved by Member Haymond, and seconded by Member Schuster, and passed unanimously with a vote of 9 ayes and 0 nays to amend Personnel Policy, Policy No. 7210, Anti-Discrimination, Harassment, and Retaliation and the deletion of Personnel Policy, Policy No. 7215, Harassment.

9. Under topic of the month, the District's Entomologist gave a presentation on the tick-borne disease of Butte County.

10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Ostling, and passed unanimously with a vote of 9 ayes 0 nays to authorize checks numbered 56347 through 56442 be signed and distributed. Expenditures for the month totaled \$203,325.10.

11. No other personnel to report.

12. No items of correspondence to report.

13. Under other business, the District Manager informed the Board that the District offices will be closed the week of December 22nd and December 29th. The District will reopen on January 5th.

14. No persons wishing to address the Board pertaining to closed session matters.

15. No closed session matters warranting legal counsel.

16. President Sheppard announced adjournment at 5:02 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on January 14, 2026, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,  
Secretary

On December 9, 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 the new draft of the NPDES Permit.

On December 11, 2025, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

On December 16 and 17, 2025, District management conducted all annual employee performance evaluations. Also on this date, District management attended a meeting with representatives of Granicus to review the services that company provides.

On December 19, 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.

As a reminder, the District was closed for the week of December 22 and the week of December 29.

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

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Employee Driver Safety and Driving Record  
**POLICY NUMBER:** 7255

**7255.1** This policy applies to all District employees, trustees, and volunteers who drive on behalf of the District. Trustees are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

**7255.2** Butte County Mosquito and Vector Control District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (EPN). DMV issues Motor Vehicle Reports (MVR) on every person registered in the EPN Program. The DMV automatically issues MVR's annually and whenever the driver is involved with certain legal actions or activities. Employees who have terminated employment with the District will be deleted from the program.

**7255.3** Information that will be generated during the record review will include, but not limited to: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

**7255.4** Each employee who operates a motor vehicle as part of his/her district duties is expected to have and maintain a satisfactory driving record both on and off the job. The standard which the District will use primarily is an absence of excess convictions for violations, as evidenced by the employee's driving record based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria. Each employee is expected to operate District vehicles safely at all times.

**7255.5** Each successful applicant for regular, part-time, and temporary employment which requires operation of a motor vehicle will be required to furnish a current DMV driving record report prior to the commencement of employment.

**7255.6** Each employee who in the course or scope of his/her employment operates a District vehicle will be subject to the following standards as a condition of employment:

**7255.6.1** Four (4) points in 12 months, Six (6) points in 24 months, Eight (8) points in 36 months: The District shall issue a warning letter to the employee with written acknowledgement to be signed by the employee; that employment may be jeopardized if there are additional violations or accidents, resulting in reassignment or termination in accordance to section 7255.6.6.

**7255.6.2** Felony convictions: Any employee receiving a felony conviction involving conduct while driving a vehicle, including but not necessarily limited to, driving while under the influence of alcohol or a controlled substance (with injury), hit and run, and/or vehicular manslaughter (with or without gross negligence), may become ineligible for coverage through the District and section 7255.6.6 may apply.

**7255.6.3** Revoked or suspended license: Any employee with a revoked or suspended license shall automatically be ineligible for coverage through the District and ineligible for employment where driving is a requirement of the job.

**7255.6.4** Any employee who is ineligible for liability insurance coverage by the District by reason of his/her driving record, may be assigned to work which does not require operation of a District vehicle, or if such a work assignment is not available or is not feasible, the employee shall be terminated. Termination under this Section shall be subject to Personnel Policy, Section 7110.5 and 7110.6, except that the employee may be placed on uncompensated administrative leave by the District Manager during the appeal process.

**7255.6.5** Any decision to appeal the action of the District shall rest with the Board of Trustees.

**7255.7** As part of this policy, it is understood that points are removed from a driving record over time as a person maintains a good driving record, so that any employee, with diligence can meet and maintain these standards.

**7255.8** Other evidence may be used, separate from the point system, to make a determination that an employee is operating a District vehicle unsafely.

**7255.9** An overarching concern of the District is personal safety of employees during the performance of their duties and the public at large. Therefore, employees should use proper safety procedures at all times when using a cell phone/hand-held radio, but especially while operating equipment, driving on District business or performing similar duties. Additionally, after July 1, 2008, California Vehicle Code Section 23123 prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device.

**7255.9.1 Hand-Held Radios:** The District issued hand-held radio may be used for very short responses while operating a motor vehicle. The vehicle operator is required to pull over and stop the vehicle at a safe place off the roadway for all other communications. When employees are riding two to a vehicle, the passenger shall handle the communications duty.

**7255.9.2 Cell Phones:** The use of personal and/or District owned cell phones is prohibited at all times while driving on District business unless used with a hands-free device. Employees must limit personal cell phone use, including calls made or received and text messaging, to their assigned break and lunch. Employees may use personal cell phones for official District business when authorized by their Supervisor or the District Manager. Additional cell phone policies are located within the Policy Manual, Section 7230.

#### **7255.10 Other requirements per the Vector Control Joint Powers Agency;**

**7255.10.1** Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an "essential job function" or where driving is more than an occasional part of their job duties shall be required to attend a defensive driving course once every three years. Supervisory "ride alongs" may also be conducted based upon an employee's motor vehicle report and/or reported/observed unsafe driving behavior; and,

**7255.10.2** Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and,

**7255.10.3** An Authorized Driver may have his or her employment terminated or be reassigned to a non-driving position at the discretion of the District in the event his or her license is revoked or suspended by a court of a law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the district.

**7255.11 Accident reporting procedures;** When a District-owned vehicle or an employee-owned vehicle being operated on behalf of the District is involved in an accident, the following procedures will be followed, even if there do not appear to be any injuries and/or property damage:

**7255.11.1** Assure injuries or medical needs are addressed either using first aid or calling for emergency services;

**7255.11.2** If possible or needed move vehicles to a safe location, position warning signals (flares, etc);

**7255.11.3** Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency;

**7255.11.4 Do not attempt settlement, regardless of how minor the incident and do not admit fault;**

**7255.11.5** Utilize the Vehicle Accident Reporting Packet provided by the District, located in the glove box of District owned vehicles and follow the procedures below;

**7255.11.5.1** Take photographs at the scene of the accident; to include damages that occurred during the accident, prior damage if any, undamaged portions of the vehicles involved, District's vehicle damage, property damage, license plate(s) of vehicles involved, VIN number(s), and photographs of the accident site in all directions;

**7255.11.5.2** Get the name, address, and phone number of all persons involved including any injured persons and witnesses, ensure information is legible. Take photographs of driver license(s) of all involved in the accident, if possible;

**7255.11.5.3** Exchange vehicle identification and insurance information, including name of insurance company, a policy number, name of registered owner, and take photographs of insurance card(s).

**7255.11.5.4** Turn all documentation over to a supervisor or manager within twenty-four (24) hours.

**7255.12 Employee Acceptance.** By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Employee Driver Safety and Driving Record policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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



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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Reporting of Injuries and Injury Illness Prevention Program  
**POLICY NUMBER:** 7135

**7135.1** Any employee who suffers any reportable workplace injury and/or illness on the job shall report it to his or her immediate supervisor or management and the District's Office-Administrative Manager as soon as possible/practicable. A reportable workplace injury and/or illness is one which may require medical attention, ~~attention, and includes any illness due to pesticide exposure or injury from any other causes. Whenever an employee suffers an injury and/or illness on the job, the employee is~~ are required to fill out a DWC-1 form promptly as required by the California Code of Regulations Section 10119.

**7135.2** Any time a District employee reports a reportable workplace injury and/or illness to a supervisor or member of management, District management will follow the Vector Control Joint Powers Agency (VCJPA) procedures and all applicable state and federal laws to report the workplace injury and/or illness. following workers compensation procedures will be triggered:

~~**7135.2.1** Supervisors Accident Report is to be completed by the supervisor with the employee describing the accident, how it occurred, and what the injury is immediately, but no later than five (5) calendar days from the notice of injury or illness.~~

~~**7135.2.2** Workers Compensation Claim Form (DWC-1) Office Manager will complete the section of the form that pertains to the "Employer" with workers compensation carrier and address. The Office Manager will retain the last page and give the rest to the employee to complete.~~

~~**7135.2.3** Acknowledgment of Receipt of Employee Claim Form supervisor will complete the form and have the employee sign when the supervisor gives the employee the DWC-1 form.~~

~~**7135.2.4** Employer report of Occupation Injury or Illness, Form 5020 after Office Manager collects all the forms listed in the above sections, the employer will report the injury online with AIMS.~~

~~**7135.2.5** Medical examination and/or treatment authorization if medical attention is needed, the Office Manager will complete the medical examination and/or treatment form and give to the employee.~~

**7135.3** The District has created and adopted an Injury Illness Prevention Program that is reviewed annually by the Safety Committee and District Manager, District Operations Policy, Policy 3020 Injury and Illness Prevention Program. The Board of Trustees and management of this District endeavor to provide a safe work environment for all employees. Accidents and injuries are costly to both the employee and the employer, in terms of pain, suffering, productivity and money. By adhering to established safety policies and procedures, these losses can be minimized.

**7135.4** Employees are encouraged to report unsafe working environments and/or practices to a member of management.

7135.5 Safety suggestion boxes where employees can remain anonymous are located at both Oroville and Chico briefing rooms.

7135.6 No retaliation should come from any employee that reports unsafe working environment and/or practices.

REVISED 01/2026