

**PLACER MOSQUITO & VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES**

2021 Opportunity Drive
Roseville, CA 95678

**REGULAR BOARD MEETING
AGENDA**

September 18, 2023, 4:30 PM

www.placermosquito.org

Pursuant to Governor Newsom’s Executive Order N-25-20 and N-33-20, this meeting will be conducted via teleconference. In the interest of maintaining appropriate social distancing, the Board encourages the public to participate by calling (408) 638-0968 and when prompted, enter the Meeting ID: 834 5868 9524 or

<https://us06web.zoom.us/j/83458689524?pwd=S3ROUktSSGpmNmhSbFICS1RHdzhudz09>

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[Board of Trustees](#)

Rachel Radell-Harris
City of Auburn

Will Stockwin
City of Colfax

Peter Gilbert
City of Lincoln

Russ Kelley
Town of Loomis

Merry L. Holliday-
Hanson, Ph.D.
Placer County

Jill Gayaldo
City of Rocklin

Ross Hutchings
City of Roseville

General Manager
Joel Buettner

1 Call to Order

2 Board Review and Consideration to Approve a “Just Cause” Request by Trustee Rachel Radell-Harris to Participate Remotely

3 Roll Call

4 Pledge of Allegiance

5 Introduction of Guest

6 Agenda Review

7 Public Comment

Members of the public shall be allowed to address the Board of Trustees on items which are of interest to public and which are within the jurisdiction of the Board, before or during the Board’s consideration of the item; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.2(b). It is requested that comments be limited to no more than 5 minutes.

8 Consent Agenda – Action item

- | | |
|------|---|
| 3-4 | A. Minutes of the August 21, 2023, Regular Board Meeting |
| 5-6 | B. Acknowledge Warrants Issued August 2023 |
| 7-8 | C. Financial Report: Fiscal Year to Date August 31, 2023 |
| 9-22 | D. Board Review and Consideration to Accept the Updated Driver and Vehicle Use Program Policies |

9 Staff Reports

- | | |
|-------|--|
| 23-25 | A. Eastern Placer Report – Angella Falco |
| 27-29 | B. Public Information and Outreach Report – Meagan Luevano |
| | C. Field Operations and Surveillance Report – Jake Hartle |
| 31 | D. General Manager’s Report – Joel Buettner |

10 Board/Staff General Discussion

11 Announcements

- A. The next regular Board meeting will be held October 16, 2023, at 4:30 PM at 2021 Opportunity Drive., Roseville, CA 95678

12 Adjournment

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (888) 768-2343, fax (916) 380-5455, and/or send e-mail to info@placemosquito.org. Requests must be made as early as possible and at least one-full business day before the start of the meeting. Documents and materials relating to an open session agenda item that are provided to the PMVCD Board less than 72 hours prior to a meeting will be available for public inspection and copying at 2021 Opportunity Drive, Roseville, CA 95678.

Placer Mosquito & Vector Control District
Board of Trustees Regular Board Meeting – Minutes
August 21, 2023 4:30 PM
Placer Mosquito & Vector Control District Office
2021 Opportunity Drive, Roseville, CA 95678

Pursuant to Governor Newsom’s Executive Order N-25-20 and N-33-20, this meeting will be conducted via teleconference. In the interest of maintaining appropriate social distancing, the Board encourages the public to participate by calling (408) 638-0968 and when prompted, enter the Meeting ID: 861 6588 7951 or <https://us06web.zoom.us/j/86165887951?pwd=RjBsQ3RCTytjUVBaSHRtMmY0dUNxUT09>

1. **Call to Order:** President Gayaldo called the meeting to order at 4:30 PM.
2. **Roll Call:** Trustees Jill Gayaldo, Peter Gilbert, Merry Holliday-Hanson, Russ Kelley, Ross Hutchings, and Will Stockwin were present.
District Employees Present: Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Nikki Rockwell, Meagan Luevano and Angella Falco.
3. **Pledge of Allegiance** was led by Trustee Gayaldo
4. **Introduction of Guests:** Madelyn Smith, Social Media Intern was introduced.
5. **Agenda Review:** The Board accepted the agenda as presented.
6. **Public Comment:** There were none.
7. **Consent Agenda**
A motion to approve the following was made by Trustee Gilbert seconded by Trustee Stockwin, unanimously approved, no abstentions.
Ayes: Trustees Gayaldo, Gilbert, Holliday-Hanson, Kelley, Radell-Harris and Stockwin
Noes: ∅ Abstain: ∅ Absent: Trustee Hutchings

A. Minutes of the July 17, 2023, Regular Board Meeting.
B. Acknowledge Warrants issued July 2023
C. Amended and Restated Agreement for Personal Services between Placer Mosquito and Vector Control District and Mr. Joel Buettner
D. Memorandum of Understanding between Placer Mosquito and Vector Control District and Placer County Auditor Controller to Provide Financial Services

Trustee Radell-Harris arrived at @4:40 PM
8. **Social Media Intern Presentation**
Ms. Smith gave a presentation about the social media internship. Presentation slides will be attached to the Board packet. The Board and staff thanked Ms. Smith for a great presentation and for all her help as an intern this summer.

9. Staff Reports

- A. Eastern Placer Report – Ms. Falco gave a verbal update.
- B. Public Information and Outreach Report – A written report was submitted. No additional items were reported.
- C. Field Operations and Surveillance Report – A written report was submitted. No additional items were reported.
- D. General Manager Report – Manager Buettner gave a verbal update. He gave an update and mentioned there had been 7 incidents/accidents in the past few months, and the District had scheduled mandatory driving training.

Adjourned to Closed Session at 5:29 PM

10. Closed Session:

- A. Conference with legal counsel: Existing litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9, (Claim of Cari McCormick against CalPERS)

Reconvene from Closed Session: Open Session reconvened at 5:39 PM.

- 11. Report from Closed Session:** The Board directed the General Manager to return the claim for insufficiency per legal guidance from VCJPA and District Counsel.

- 12. Board/Staff General Discussion:** There were none

13. Announcements

- A. The next regular Board Meeting will be held on September 18, 2023, at 4:30 PM at 2021 Opportunity Drive, Roseville, CA 95678

14. Adjournment:

President Gayaldo adjourned the meeting at 5:48 PM.

Minutes approved by the Board and dated, this 18th day of September 2023 after passage.

Jill Gayaldo, Board President: _____

Attest:

Isabel Alvarez, Board Secretary: _____

Warrants August 2023

Payment Date	Payment Category	Payee	Invoice Amount
8/3/2023	Supplier Payment	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	\$177.21
8/3/2023	Supplier Payment	TEXAS LIFE INSURANCE COMPANY	\$116.00
8/3/2023	Supplier Payment	BREHM COMMUNICATIONS INC	\$298.72
8/3/2023	Supplier Payment	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	\$780.72
8/3/2023	Supplier Payment	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	\$177.41
8/3/2023	Supplier Payment	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	\$155.65
8/3/2023	Supplier Payment	CLARKE MOSQUITO CONTROL PRODUCTS INC	\$19,556.63
8/3/2023	Supplier Payment	REPLICON INC	\$238.96
8/3/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$232.89
8/3/2023	Supplier Payment	BIOSEARCH TECHNOLOGIES INC (Hold)	\$979.34
8/3/2023	Supplier Payment	MEDPRO WASTE DISPOSAL LLC	\$222.21
8/4/2023	Supplier Payment	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA DAVIS	\$504.00
8/4/2023	Supplier Payment	CITIBANK NA	\$20.46
8/4/2023	Supplier Payment	LIBERTY UTILITIES CO - Remit-To: Po Box 80374	\$93.46
8/4/2023	Supplier Payment	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	\$708.79
8/4/2023	Supplier Payment	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	\$114.16
8/4/2023	Supplier Payment	VERIZON WIRELESS - Remit-To: PO. BOX 660108	\$248.83
8/4/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$64.00
8/7/2023	Supplier Payment	VERIZON WIRELESS - Remit-To: PO. BOX 660108	\$3,724.51
8/7/2023	Supplier Payment	PRINCIPAL LIFE INSURANCE COMPANY	\$4,324.72
8/7/2023	Supplier Payment	VWR FUNDING INC - Remit-To: Po Box 640169	\$1,016.91
8/7/2023	Supplier Payment	SACRAMENTO-YOLO MVCD	\$15,937.75
8/7/2023	Supplier Payment	HUNT & SONS INC - Remit-To: PO BOX 101630	\$2,294.77
8/7/2023	Supplier Payment	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	\$3,954.32
8/8/2023	Supplier Payment	CALPERS	\$43,064.63
8/10/2023	Supplier Payment	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	\$1,357.94
8/10/2023	Supplier Payment	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	\$287.22
8/10/2023	Supplier Payment	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	\$230.06
8/10/2023	Supplier Payment	CLARK, PATRICK SPENCER	\$1,500.00
8/11/2023	Ad Hoc Payment	CASDU - California State Disbursement Unit (SDU)	\$1,178.76
8/14/2023	Supplier Payment	ARENA PESTICIDE MANAGEMENT INC	\$151,670.00
8/14/2023	Supplier Payment	BURCHAM, KELLY J - Remit-To: 6429 TERRA WY.	\$1,045.99
8/14/2023	Supplier Payment	SOUTHWEST GAS CORP - Remit-To: PO BOX 24531	\$28.00
8/14/2023	Supplier Payment	HAURY, RITA E	\$415.50
8/14/2023	Supplier Payment	RENTOKIL NORTH AMERICA INC	\$3,920.00
8/15/2023	Supplier Payment	OPTIMUM	\$322.48
8/15/2023	Supplier Payment	PACIFIC GAS & ELECTRIC COMPANY	\$331.82
8/15/2023	Supplier Payment	JASSO, DAVID C	\$395.00
8/15/2023	Supplier Payment	THE LEGACY GROUP INC	\$423.40
8/15/2023	Supplier Payment	THE LEGACY GROUP INC	\$336.03
8/15/2023	Supplier Payment	US BANK NA	\$186.87
8/15/2023	Ad Hoc Payment	CALIFORNIA BANK & TRUST	\$316,366.20
8/16/2023	Supplier Payment	INFINITY TECHNOLOGIES	\$6,650.75
8/17/2023	Supplier Payment	US BANK NA	\$389.24
8/17/2023	Supplier Payment	SPARK CREATIVE DESIGN	\$2,428.45
8/17/2023	Supplier Payment	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	\$171.10
8/17/2023	Supplier Payment	ALESHIRE & WYNDER LLP	\$3,312.00
8/24/2023	Supplier Payment	TRIEPI SMITH & ASSOCIATES INC	\$1,350.00
8/24/2023	Supplier Payment	TRIEPI SMITH & ASSOCIATES INC	\$280.00
8/24/2023	Supplier Payment	REGIONAL GOVERNMENT SERVICES AUTHORITY	\$1,243.45
8/24/2023	Supplier Payment	LOOK MEDIA USA LLC	\$8,820.00
8/24/2023	Supplier Payment	LOOK MEDIA USA LLC	\$8,820.00
8/24/2023	Supplier Payment	MEDPRO WASTE DISPOSAL LLC	\$77.31
8/24/2023	Supplier Payment	BUCKMASTER BUSINESS MACHINES	\$36.81
8/24/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$155.57
8/24/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$131.78
8/24/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$156.56
8/24/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$231.90
8/24/2023	Supplier Payment	HARRIS INDUSTRIAL GASES	\$987.48
8/24/2023	Supplier Payment	LIFE TECHNOLOGIES CORPORATION	\$467.53
8/24/2023	Supplier Payment	LIFE TECHNOLOGIES CORPORATION	\$2,485.02
8/24/2023	Supplier Payment	LIFE TECHNOLOGIES CORPORATION	\$2,799.56
8/24/2023	Supplier Payment	RIEBES AUTO PARTS LLC	\$196.88

Warrants August 2023

8/24/2023	Supplier Payment	TEXAS LIFE INSURANCE COMPANY	\$116.00
8/25/2023	Supplier Payment	STAR SECURITY SOLUTIONS INC	\$14.01
8/25/2023	Supplier Payment	LIFE TECHNOLOGIES CORPORATION	\$460.10
8/25/2023	Supplier Payment	LIFE TECHNOLOGIES CORPORATION	\$2,485.02
8/25/2023	Supplier Payment	BRYCE HR CONSULTING INC	\$1,805.00
8/25/2023	Ad Hoc Payment	CASDU - California State Disbursement Unit (SDU)	\$1,178.76
8/29/2023	Supplier Payment	AUL HEALTH BENEFIT TRUST C/O MIDAMERICA	\$408.00
8/29/2023	Supplier Payment	VECTECH INC	\$4,000.00
8/29/2023	Supplier Payment	SPARK CREATIVE DESIGN	\$1,125.00
8/29/2023	Supplier Payment	JOHN WALKER HEATING AND COOLING	\$335.00
8/29/2023	Supplier Payment	ADAPCO LLC	\$3,751.60
8/29/2023	Supplier Payment	ADAPCO LLC	\$85,431.75
8/30/2023	Supplier Payment	HYLIO INC	\$22,650.00

Placer Mosquito Vector Control District
Actuals Fiscal YTD as of August 31st 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
40060:Taxes - Current Unsecured Property				
RC0060 Taxes - Current Unsecured Property (GL40060)	0	(1,239.42)	\$1,239.42	0.00%
40090:Taxes - Delinquent Unsecured Property				
RC0090 Taxes - Delinquent Unsecured Property (GL40090)	0	(0.13)	\$0.13	0.00%
40100:Taxes - Current Supplemental Property				
RC0110 Taxes - Current Supplemental Property (GL40100)	0	(21.51)	\$21.51	0.00%
42010:Investment Income				
RC0560 Interest / Investment Income (GL42010)	0	(13,551.64)	\$13,551.64	0.00%
Total Revenue	0	(14,812.70)	\$14,812.70	0.00%
51010:Salaries and Wages				
SC1010 Salaries and Wages (GL51010)	0	351,616.56	(\$351,616.56)	0.00%
51040:Overtime and Call Back				
SC1040 Overtime and Call Back (GL51040)	0	6,063.69	(\$6,063.69)	0.00%
51210:Retirement				
SC1210 CalPERS (GL51210)	0	32,423.83	(\$32,423.83)	0.00%
SC1852 CalPERS (GL51210)	0	50,648.00	(\$50,648.00)	0.00%
51220:Payroll Tax				
SC1220 FICA (GL51220)	0	6,948.12	(\$6,948.12)	0.00%
51240:Other Postemployment Benefits (OPEB)				
SC1858 Other Post Employment Benefits (OPEB) (GL51240)	0	6,769.42	(\$6,769.42)	0.00%
51350:Emp Benefits Other Agencies				
SC1888 Employee Benefits Other Agencies (GL51350)	0	106,682.91	(\$106,682.91)	0.00%
52020:Pesticides				
SC2030 Poisons, Pesticides and Chemicals - Agricultural and Industrial (GL52020)	0	257,121.52	(\$257,121.52)	0.00%
52030:Clothing and Personal				
SC2040 Work Clothes (GL52030)	0	139.54	(\$139.54)	0.00%
52040:Communication Services Expense				
SC2085 Communication Services - Telephone (GL52040)	0	5,270.58	(\$5,270.58)	0.00%
52080:Insurance				
SC2140 Insurance and Insurance Services (GL52080)	0	209,765.00	(\$209,765.00)	0.00%
52140:Parts				
SC2200 Automotive Accessories, Equipment and Parts (GL52140)	0	230.81	(\$230.81)	0.00%
52160:Maintenance				
SC2260 Equipment Maintenance and Repair Services for Vehicles & Aircraft (GL52160)	0	4,595.46	(\$4,595.46)	0.00%
SC2270 Equipment Maintenance and Repair Services for General Equipment (GL52160)	0	150.11	(\$150.11)	0.00%
52161:Maintenance - Building				
SC2861 Maintenance - Building - 1099 Reportable (GL52161)	0	2,422.13	(\$2,422.13)	0.00%
52170:Fuels & Lubricants				
SC2340 Gasoline, All Types (GL52170)	0	8,303.68	(\$8,303.68)	0.00%
52210:Services				
SC2455 Airplane/Helicopter Services NOC - 1099 Reportable (GL52210)	0	239,962.75	(\$239,962.75)	0.00%
52220:Laboratory Supplies				
SC2480 Clinical Laboratory Reagents and Tests (GL52220)	0	7,814.66	(\$7,814.66)	0.00%
SC2500 Gases, Lab / Medical / Welding (GL52220)	0	3,034.31	(\$3,034.31)	0.00%
SC2521 Laboratory Supplies (GL52220)	0	6,952.55	(\$6,952.55)	0.00%
52240:Professional / Membership Dues				
SC2550 Membership / Registration / Association / Warranties (GL52240)	0	19,537.00	(\$19,537.00)	0.00%
52360:Professional and Special Services - General				

Placer Mosquito Vector Control District
Actuals Fiscal YTD as of August 31st 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
SC2820 Personnel Services - 1099 Reportable (GL52360)	0	4,714.29	(\$4,714.29)	0.00%
SC2840 Collection Charges - 1099 Reportable (GL52360)	0	22,887.33	(\$22,887.33)	0.00%
SC2860 SB2557 Property Tax Admin Costs - 1099 Reportable (GL52360)	0	1,158.45	(\$1,158.45)	0.00%
SC2940 Consulting Services - 1099 Reportable (GL52360)	0	2,855.00	(\$2,855.00)	0.00%
SC2945 Uniform Rental and Laundry Services - 1099 Reportable (GL52360)	0	1,834.99	(\$1,834.99)	0.00%
SC3010 Alarm Services - 1099 Reportable (GL52360)	0	1,918.77	(\$1,918.77)	0.00%
52370:Professional and Special Services - Legal				
SC3130 Legal Services - 1099 Reportable (GL52370)	0	3,312.00	(\$3,312.00)	0.00%
52380:Professional and Special Services - Technical, Engineering and Environmental				
SC3150 Grounds Maintenance Services - 1099 Reportable (GL52380)	0	820.00	(\$820.00)	0.00%
SC3280 Security, Fire, Safety, and Emergency Services (GL52380)	0	461.00	(\$461.00)	0.00%
SC3320 Environmental and Ecological Services - 1099 Reportable (GL52380)	0	20,000.00	(\$20,000.00)	0.00%
SC3322 Hazardous Waste (GL52380)	0	521.73	(\$521.73)	0.00%
52400:Professional and Special Services - Information Technology				
SC3370 Data Processing, Computer, Programming, and Software Services (GL52400)	0	2,678.27	(\$2,678.27)	0.00%
SC3380 Computer Management Services - 1099 Reportable (GL52400)	0	9,665.96	(\$9,665.96)	0.00%
52440:Short-Term Rents and Leases - Equipment				
SC3460 Short-Term Equipment Rental or Lease Services (GL52440)	0	576.11	(\$576.11)	0.00%
52450:Short-Term Rents and Leases - Buildings & Improvements				
SC3480 Short-Term Real Property Rental or Lease - 1099 Reportable (GL52450)	0	6,747.30	(\$6,747.30)	0.00%
52460:Small Tools & Instruments				
SC3530 Hardware and Related Items (GL52460)	0	3,954.47	(\$3,954.47)	0.00%
52520:Trustee Meetings Compensation				
SC3630 Trustee Meetings Compensation - 1099 Reportable (GL52520)	0	1,300.00	(\$1,300.00)	0.00%
52570:Advertising				
SC3890 Marketing Services - 1099 Reportable (GL52570)	0	35,922.82	(\$35,922.82)	0.00%
SC3895 Publications and Legal Notices (GL52570)	0	298.72	(\$298.72)	0.00%
52790:Transportation and Travel				
SC4280 Travel & Transportation (GL52790)	0	(60.00)	\$60.00	0.00%
SC4290 Mileage (GL52790)	0	107.88	(\$107.88)	0.00%
52800:Utilities				
SC4340 Utilities (GL52800)	0	10,761.05	(\$10,761.05)	0.00%
53040:Lease Purchase Principal				
SC4720 Lease Purchase Principal (GL53040)	0	288,000.00	(\$288,000.00)	0.00%
53080:Lease Purchase Interest				
SC4760 Lease Purchase Interest (GL53080)	0	28,366.20	(\$28,366.20)	0.00%
Total Expenses (Non Capital Assets)	0	1,775,254.97	(\$1,775,254.97)	0.00%
54450:Equipment	0	10,493.76	(\$10,493.76)	0.00%
SC2680 CA Aircraft and Airport Equipment (GL54450)	0	10,493.76	(\$10,493.76)	0.00%
Total Capital Assets	0	10,493.76	(\$10,493.76)	0.00%
Total Expenses	0	1,785,748.73	(\$1,785,748.73)	0.00%

Board Review and Consideration to Accept the Updated Driver and Vehicle Use Program Policies 2023

Background:

The Vector Control Joint Power's Association (VCJPA) provides self-insurance for liability, workers compensation, property, and automobile, to the district and other mosquito and vector control agencies in California. Periodically VCJPA provides updated guidance and policies for member districts to adopt as part of its risk management program, and to clarify the terms of coverage for the auto program.

Fiscal Impact:

None

Staff Recommendation:

Staff recommends the Board accept the Updated Driver and Vehicle Use program policies as presented.

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Placer Mosquito and Vector Control District Driver Safety & Vehicle Use Program

September 2023

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Appendices

- A. DMV Form INF 1101 - Authorization for Release of Driver Record Information
- B. Verification of Liability Insurance Form
- C. Vehicle Accident Driver Procedures
- D. Vehicle Accident Driver Report Form

The Driver Safety & Vehicle Use Program has been developed to enhance safety, to reduce accidents, and, to ensure compliance with state and federal regulations. The information outlined in this program complies with generally accepted best practices and legal requirements for safe motor vehicle operations. All employees who operate a vehicle on District business are required to comply with this program. As with any District policy, failure to comply will subject the employee to discipline, up to and including termination.

At a minimum, the District requires the below to identify, hire, and retain safe drivers and to ensure ongoing safe driving practices.

- Job descriptions will clearly identify if vehicle operation is a job requirement.
- New employee background checks are conducted.
- Motor vehicle reports (MVRs) from the California Department of Motor Vehicles (“DMV”) are obtained and reviewed for employees who drive District-owned vehicles, and/or who drive personally owned vehicles while on District business, to determine if the employee has an acceptable driving record.
- Employees must possess a valid driver’s license legally to operate the class of vehicle(s) they drive in their employment.
- Employees who drive their personally owned vehicle on District business must show proof of automobile liability insurance in accordance with the “Personally owned Vehicles” section, below.
- Employees who drive on District business are required to comply with all applicable laws and regulations.

DMV Employer Pull Notice Program (EPN)

Employees who are authorized to drive a District-owned and/or a personally owned vehicle for District business must consent to being enrolled in the California DMV Employer Pull Notice (EPN) Program. The DMV issues motor vehicle reports (MVRs) on every person registered in the EPN Program. The DMV automatically issues MVRs annually and whenever the driver is involved with certain driving-related legal actions or activities. Employees who participate in this program sign a DMV form Authorization for Release of Driver Record Information. (Appendix A)

The supervisor will work with Human Resources and the General Manager when determining the most appropriate intervention per the policy stated below.

Consequences for Unacceptable Driving Records

The State of California, has a point system that is used to track infractions and accidents. The Employee’s MVR will show whether they have been assessed points by the DMV for e.g., speeding tickets, unsafe driving, vehicle accidents, DUI, etc. If an employee’s record shows: 4 or more points in a 12-month period; 6 points in a 24-month period, or 8 points in a 36-month period, the District may take action including, but not limited to:

- Counsel or warn the employee that their employment may be jeopardized if they have additional violations or accidents;
- Shift the employee to a non-driving position;
- Require driver training course(s) to reinforce driving safety; and/or
- Restrict or eliminate use of personally owned vehicles for District business.

District-Owned Vehicles

These requirements apply to employees who are assigned to, and/or drive a District-owned vehicle while conducting District business.

- Unless otherwise approved in advance by the GM, District-owned vehicles are not to be used for personal purposes, including the commute to and from home.
- Designated “on-call duty” employees may be authorized to drive District vehicles home with the advance approval of the Assistant Manager.
- Except in an emergency no one except an authorized employee may drive a District vehicle.
- Drivers must comply with all applicable laws and regulations.

Personally owned Vehicles

At times it may be necessary and expeditious for employees to use their personal vehicles, as opposed to a District vehicle, when conducting District business.

District employees are not permitted to use personally owned vehicles to conduct District business without prior approval of the General Manager or designee.

Before authorizing an employee to use a personally owned vehicle for District business, the General Manager, or designee, shall determine that: (1) the business purpose is valid; (2) the use of a personally owned vehicle is in the best interests of the District; and 3) the employee carries insurance in accordance with minimum requirements.

Insurance Requirements

Employees who are approved to use their personally owned vehicles on District business must maintain automobile liability and property damage insurance coverage in accordance with minimum requirements for bodily injury coverage and property damage coverage.

- Covered employees must sign a declaration upon hire, and annually thereafter, stating they carry the minimum required insurance coverage (refer to Appendix B). If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the Assistant General Manager or designated HR contact.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance applies first. The District will pay the insurance deductible for the employee (if applicable and not reimbursed by others, e.g., another at-fault driver) up to a maximum of \$500 if an employee is involved in an accident in their personally owned vehicle while conducting District business, and when the requirements of this policy have otherwise been met. The District is not responsible for any increase in an employee's insurance premium as a result of an accident.
- Employees are expected to maintain the vehicle in reliably safe mechanical condition.

Electronic Wireless Communication Devices

The following requirements address the use of electronic wireless communication devices (e.g., cell phones, etc.) while driving District-owned vehicles and personally owned vehicles while on District business. The California State Vehicle Code's current definition of an "electronic wireless communication device" includes:

- Broadband personal communication device;
- Specialized mobile radio device;
- Handheld device or laptop computer with mobile data access;
- Pager; and
- Two-way messaging device.

District employees shall not operate a District-owned vehicle or personally owned vehicle on District business while using an electronic wireless communication device unless the device and vehicle meet the conditions noted below.

- California law and District policy prohibit driving a motor vehicle while holding and operating a handheld wireless telephone or a wireless electronic communications device, unless the device is mounted on the vehicle's windshield or is mounted/affixed to a vehicle's dashboard or center console in a manner that does not hinder the driver's view of the road.
- The driver's hand may only be used to activate or deactivate a feature or function on the device with the motion of a single swipe or tap of the driver's finger, but not while holding it. *The law does not apply to manufacturer-installed systems that are embedded in a vehicle.*

District employees without a hands-free wireless communication device may use their device only after safely exiting a highway, pulling safely to the side of a road, and stopping the vehicle.

Vehicle Accident Procedures

Vehicle accident procedures described below and in Appendix C and D must be followed in the event of an accident/incident involving District-owned vehicles or personally owned vehicles while on District business. These procedures must be followed even in the event of minor incidents and collisions, and even if there do not appear to be any injuries and/or property damage. Drivers are required to immediately report the incident to their supervisor, even outside of business hours.

The Vehicle Accident Procedures outlined in Appendix C, and Appendix D contain the Vehicle Accident Report form. Employees must ensure that any District-owned vehicle they drive, and any personally owned vehicles authorized for business use, have a copy of the procedures and form in the vehicle. In the event of an accident, the District driver is required to review the procedures, complete the Vehicle Accident Report form, and turn it into the supervisor as soon as practicable.

The driver must notify police in the event of:

- Estimated property damage of more than \$750;
- Anyone was injured (no matter how minor); and/or
- Anyone was killed.

Training

All employees complete a District-provided classroom-based driver training program. In addition, employees whose job responsibilities include driving also complete behind-the-wheel training.

Record Keeping

The following documentation is maintained by the District for at least two years:

- Driver training records for each employee, including the employee's name, training dates, type of training, and training providers.
- Motor Vehicle Reports (MVR)
- Vehicle insurance information from drivers who use their personally owned vehicles on District business.
- Documentation regarding accidents related to District business.

Program Evaluation


The Driver Safety & Vehicle Use Program is reviewed periodically by the District Safety Committee to meet ongoing needs.

California Department of Motor Vehicles – Employer Pull Notice Program Authorization for Release of Driver Record Information

DMV Form INF 1101

PDF fillable form available at

<https://www.dmv.ca.gov/portal/dmv/detail/vehindustry/ept/eptformlist>



DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____.

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____ SIGNATURE OF EMPLOYEE _____

X

I, _____, AUTHORIZED REPRESENTATIVE, of _____, COMPANY NAME _____, do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE _____

X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.

Clear Form
Print

INF 1101 ENGLISH (REV. 9/2004) WWW

Appendix B

Placer Mosquito and Vector Control District
Verification of Liability Automobile Insurance
Use of Personally Owned Vehicles for District Business

EMPLOYEE INFORMATION

Employee Name: _____

Driver License

#/State: _____ Expiration Date: _____

Residence Address: _____

VEHICLE INFORMATION

(Provide vehicle information for personally owned vehicle(s) driven for District business)

Vehicle(s) Make, Model, and Year

License Number

State

INSURANCE INFORMATION

Insurance Company Name: _____ Policy Number: _____

Effective Date: _____ Expiration Date: _____

Provide liability coverage limits for the following:

Bodily Injury Per Person (\$100,000):

Bodily Injury Per Occurrence (\$300,000):

Property Damage (50,000): _____

CERTIFICATION

I certify that the above-named insurance policy is in force for the above listed vehicle(s). I agree immediately to report to the Placer Mosquito and Vector Control District if the above insurance is terminated and/or if my driver's license is suspended or revoked.

I have read, understand, and agree to abide by the terms stated above, as well as the District's Driver Safety & Vehicle Use Program.

Signature _____

Print Name _____

Date

**Placer Mosquito and Vector Control District
Vehicle Accident Driver Procedures**

In the event of an accident involving District-owned vehicles, or personally owned vehicles while on District business, compliance with the below is required:

Take Steps to Prevent Further Accidents

- Park safely out of traffic flow if vehicle is operable.
- If available, properly set out red emergency warning triangles.

Remain Calm

- Do not argue, accuse, or accept blame for accident.
- Discuss details only with police and your employer.

Call 9-1-1 if medical assistance is needed or report of injuries

- Do not attempt to move an injured person.
- Provide basic first aid only.

Contact Police When

- Estimated property damage of more than \$750;
- Anyone was injured (no matter how minor); and/or
- Anyone was killed.

Obtain police report number & officer ID and give to Assistant Manager.

Obtain Witness Information

- Name(s)
- Address and Telephone numbers

Exchange Information with other drivers involved in the accident.

- Driver's name/address/telephone number
- Driver's license number/vehicle license number
- Insurance policy number, agent, and insurer
- See accident report form for details

Vehicle Accident Report Form

- Make note of street names, directions, and landmarks
- If possible, complete the form immediately following the accident or as soon as feasible thereafter.

Appendix C

Placer Mosquito and Vector Control District VEHICLE ACCIDENT REPORT FORM

The employee should complete the below as soon as possible following the accident, and provide the completed report to [the supervisor?].

EMPLOYEE AND VEHICLE INFORMATION (VEHICLE #1)			
Employee Driver Name:		Driver License #:	Phone #:
Department/Division:		Supervisor Name:	
District Owned Vehicle <input type="checkbox"/>	Make & Model:		License Plate #
Personally owned Vehicle <input type="checkbox"/>			

ACCIDENT DATE, TIME, PLACE		
Date:	Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	
City	County	State
Highway Description/Street Address:		
Photos taken: YES <input type="checkbox"/> NO <input type="checkbox"/>		Video taken: YES <input type="checkbox"/> NO <input type="checkbox"/>

THOSE INVOLVED		
OTHER VEHICLE (VEHICLE #2)		
Make & Model:	Tag No. & State	
Driver Name:	DL:	Phone:
Address:		
Insurance Co.	Policy No.	

OTHER VEHICLE (VEHICLE #3)		
Make & Model:	Tag No. & State	
Driver Name:	DL:	Phone:
Address:		
Insurance Co.	Policy No.	

WITNESSES (anyone else who observed the accident)	
Name:	Phone:
Address:	
Name:	Phone:
Address:	

INVESTIGATING OFFICER	
Name	Phone:

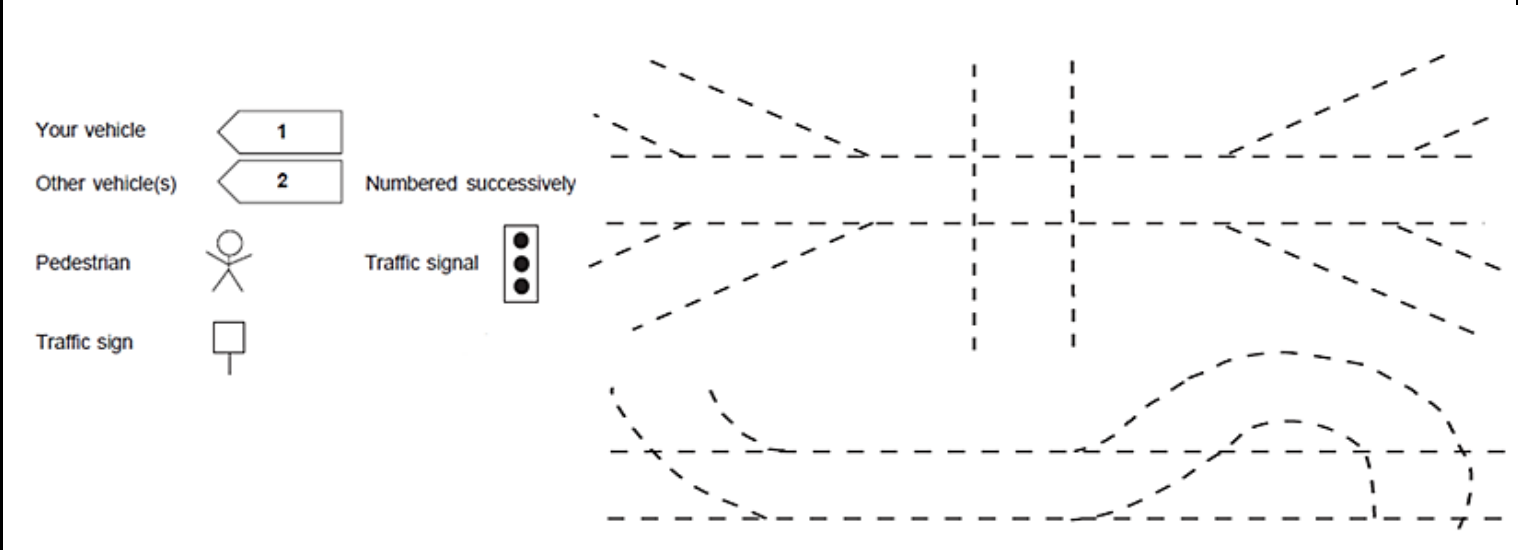
Appendix C

Badge No.	Department:
-----------	-------------

WHAT HAPPENED?	
At what distance did you first see a hazard? (ft.)	How fast were you going? MPH
Describe damage to: Your Vehicle – Other Vehicles – Cargo – Property –	
Describe in your own words the circumstances of the accident:	

ACCIDENT SCENE
<i>Fill in dotted lines to correspond with road at accident site. Show position of all vehicles, pedestrians, etc.</i>

Appendix C



Notes:



Public Information and Outreach Report

Reporting period: August 2023

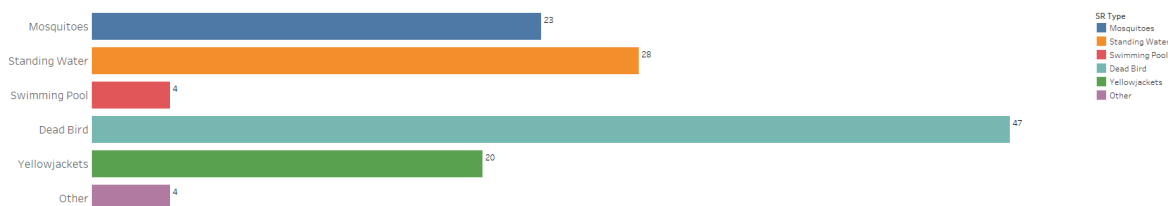
Prepared by: Meagan Luevano, Public Information Officer

AT-A-GLANCE

- Advertising campaigns have ended. Developing final report.
- Participated in Loomis Library Bug Bonanza and Hot Chili Cool Cars in Rocklin.
- Presented at City of Rocklin and City of Auburn

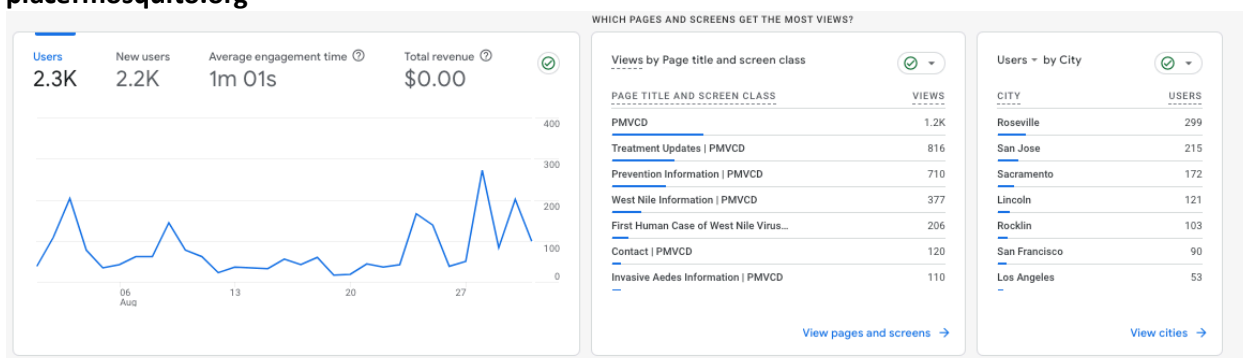
SERVICE REQUESTS

In August 2023, a total of 126 service requests were submitted.

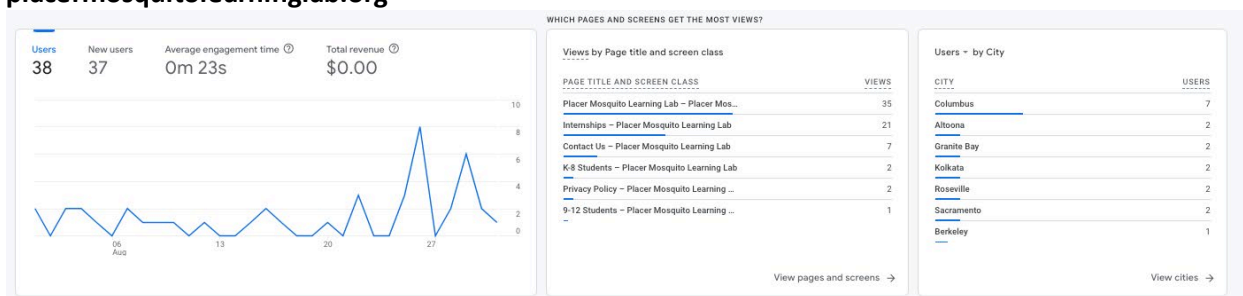


WEBSITE ANALYTICS

placermosquito.org



placermosquitolearninglab.org



CITY COUNCIL PRESENTATIONS

- City of Roseville, June 21 - complete
- Placer County Board of Supervisors, June 27 - complete



- Town of Loomis, July 11 – complete
- City of Colfax, July 12 - complete
- City of Rocklin, August 22 - complete
- City of Auburn, Rescheduled to August 28 - complete
- City of Lincoln, September 12 - complete
- Sheridan MAC, September 13 - complete
- Video report to MACs – October 2023

COMMUNITY OUTREACH AND EDUCATION EVENTS

- Loomis Library Learning Lab – Saturday, September 9
- Hot Chilli Cool Cars – Saturday, September 16
- The Great Auburn Ravine Creek Clean Up – Saturday, September 23
- Loomis Eggplant Festival – Saturday, October 7
- SWEP Truckee River Day – Sunday, October 15

SCHOOL OUTREACH

- Planning for 2023/24 spring school assemblies

ONGOING OUTREACH MATERIALS/SOCIAL MEDIA/ADVERTISING

- Partnering with Placer County Master Gardeners on transported plants newsletter content and fact sheet
- Weekly social media development
- Monthly eblasts
- Treatment notifications
- Invasive *Aedes* and West Nile virus strategic communications outreach
- Advertising campaign has ended – developing final report

Profile ↕	Audience ↕	Net Audience Growth ↕	Published Posts ↕	Impressions ↕	Engagements ↕	Engagement Rate (per Impression) ↕	Video Views ↕
Reporting Period	3,682	84	146	599,393	2,189	0.4%	34,971
Aug 1, 2023 – Aug 31, 2023	↗ 2.3%	↗ 12%	↗ 10.6%	↘ 3.8%	↘ 9.1%	↘ 3.7%	↘ 10.2%
Compare to	3,598	75	132	622,895	2,409	0.4%	38,934
Jul 1, 2023 – Jul 31, 2023							
Placer Mosquito and ...	131	2	0	26	0	0%	0
@PlacerMosquito	1,159	3	29	7,240	181	2.5%	24
Placer Mosquito & Ve...	1,789	68	56	18,742	1,751	9.3%	32,448
placermosquito	522	11	57	573,385	227	0%	761
Placer Mosquito	81	0	4	N/A	30	N/A	1,738

MEDIA RELATIONS

On August 30, we sent a joint press release with Placer County about the confirmed human case in Roseville. Below is a media tracker with the confirmed coverage.



8/30/2023	ABC 10	Online	https://www.abc10.com/article/news/local/roseville/human-case-west-nile-virus-roseville-placer-county/103-623f2925-ced4-4f8b-a96f-8f8797ad5b7e	First Human Case
8/30/2023	Roseville Today	Online	https://www.rosevilletoday.com/news/roseville/west-nile-virus-roseville/	First Human Case
8/30/2023	KCRA 3	Online and Broadcast	TBD	First Human Case
8/30/2023	SacBee	Online	https://www.sacbee.com/news/local/article278777884.html	First Human Case
8/30/2023	Express Healthcare Management	Online	https://www.expresshealthcaremgmt.com/news2/placers-first-human-case-of-west-nile-virus-reported-in-roseville-heres-how-to-protect-yourself/33839/	First Human Case
8/30/2023	Fox40	Online	https://fox40.com/news/local-news/placer-county/placer-county-reports-first-human-case-of-west-nile-virus/	First Human Case

PROFESSIONAL TRAININGS & CONFERENCES

- CAPIO FOX 40 Tour – September 21
- MVCAC Fall Meeting in Palm Springs – October 2-4

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Field Operations and Surveillance Report

Prepared September 11, 2023

Assistant Manager: Jake Hartle

Supervisors: Mike Ashley, Scott Schon

Mosquito Surveillance & Vector-borne Disease Testing

• Adult Mosquito Abundance

- The abundance of *Culex tarsalis*, shows a downward trend the past couple of weeks (Figure 1). This decrease is due to rice fields being drained of water and prepared for harvest decreasing the main larval sources.
- Figure 2 shows the typical yearly adult abundance peak of *Anopheles freeborni*. Rice fields are a main source of larval production for this species. As the rice harvest begins, this species will migrate into the urban areas where they will overwinter as adults. We typically see an increase of service requests as they seek harborage in and around manmade structures such as houses and garages.
- Figure 3 shows the abundance of *Culex pipiens*, we expect this species to continue to decrease over the next couple of weeks.

Figure 1: *Culex tarsalis* adult mosquito count per trap night (red line), compared to the three-year average (green bars) by calendar weeks. (Week 36 represents September 3-9)

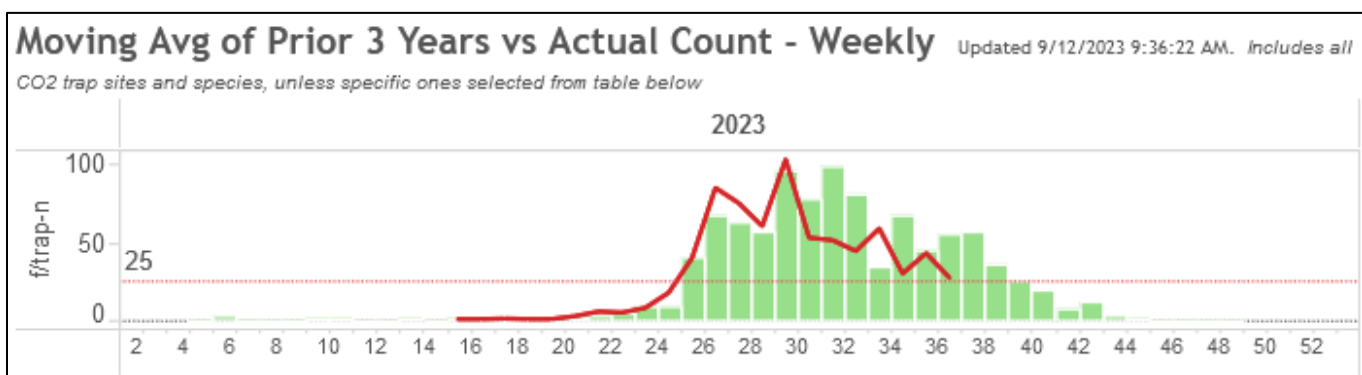




Figure 2: *Anopheles freeborni* adult mosquito count per trap night (brown line), compared to the three-year average (green bars) by calendar weeks. (Week 36 represents September 3-9)

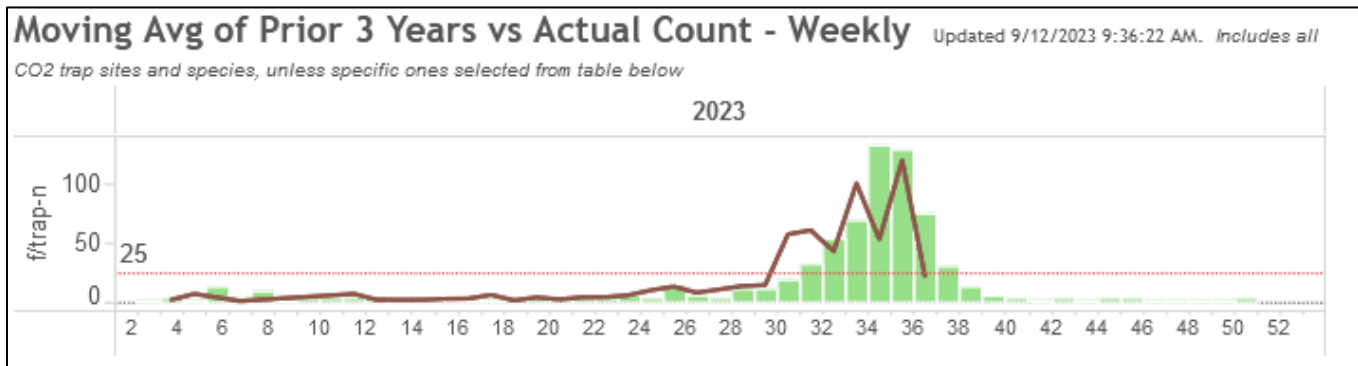
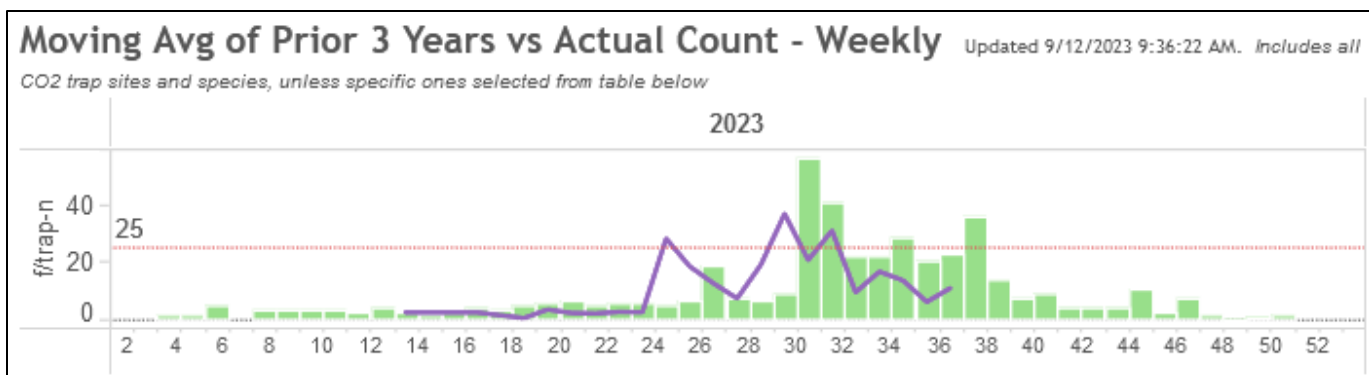


Figure 3: *Culex pipiens* adult mosquito count per trap night (purple line), compared to the three-year average (green bars) by calendar weeks. (Week 36 represents September 3-9)



- **Invasive Mosquitoes**

- Invasive *Aedes* surveillance continues to detect endemic populations of *Aedes aegypti* in the Cherry Glen, Hillcrest, and Thieles Manor neighborhoods in Roseville.
- Door to door inspections, additional trapping and adulticide and larvicide applications are being performed in response.
- We continue to trap at new locations in Western Placer but have not detected other populations.

- **Vector-borne Disease Testing**

- Mosquitoes: **170** WNV positive mosquito samples (*Cx. tarsalis*) out of 1449 tested, have been detected in 2023..
- Dead Bird: **41** positive birds (WNV) out of 144 tested, have been detected in 2023.



Positive Detections for 2023 Year to Date (January 1- September 11)			
	WNV	SLE	WEE
Mosquito Samples	170/1449 (8.5%)	NA	NA
Dead Birds	41/144 (28.4%)	NA	NA

Operations

- **Source Work**

- In the month of August, Vector Control Technicians completed 120 service requests.
- 427 treatments to both adult and larval mosquito sources. Including 13 truck adulticide missions covering 24 spray blocks and 4 larvicide A-1 WALs applications for invasive mosquitoes.

- **Aerial Larvicide Treatments**

- The last aerial larvicide treatment to rice was made on August 31.

- **Aerial Adulticide Treatments**

- This season, in response to high abundance of adult *Culex tarsalis* and positive West Nile virus mosquitoes, we have made 9 aerial adulticide ultra-low volume (ULV) applications and treated approximately 120,000 acres in Placer County.
 - Application locations include areas of Lincoln, Elverta and the West Roseville neighborhoods of West Park, Sun City, Sierra Vista, and rural agriculture areas of west Placer County.

- **Ground Treatments**

- In response to high abundance of adult *Culex tarsalis*, positive West Nile virus mosquitoes, and invasive *Aedes* detections:
 - August: 13 ground adulticide truck applications covering 24 applications blocks.
 - 4 A-1 WALs applications for invasive mosquitoes

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General Manager's Report

Joel Buettner, General Manager

09/14/2023

- I have communicated with President Gayaldo letting her know that I will be attending the September Board meeting remotely due to some family commitments.
- **CalPERS Claim** – At the direction of the Board I worked with VCJPA and District Counsel Doug Coty to reject the Cari McCormick v. CalPERS claim. The original advice was to return the claim for insufficiency, but, due to delays in communication with VCJPA, I was unable to complete this by the deadline. Instead, I worked with our District Counsel to mail a letter rejecting the claim.
- **Vehicle Accident Claims** – The District has received one claim, and will potentially receive a second, related to two vehicle accidents involving district vehicles. These claims have been forwarded to the Vector Control Joint Powers Association (VCJPA) which handles the district's self-insurance for auto, property, and liability.
- **Monterey DART Symposium** – I have accepted an invitation to speak at the 2023 Monterey Drone Automation and Robotics Technology (DART) Symposium in Monterey, CA from October 11- 13, 2023. The purpose of this symposium is to bring together experts and enthusiasts in the field of drone, automation, and robotics technologies with entrepreneurs, policy makers, educators, and community-based organizations to explore advancements in drone technology and workforce development implications of this new sector.

UPCOMING EVENTS

- MVCAC Fall Meeting – October 2-4, 2023 – Palm Springs, CA
- MVCAC Annual Conference – January 20-24, 2024 – Monterey, CA
- AMCA Annual Conference – March 4-8, 2024 – Dallas, TX