

# San Mateo County Mosquito and Vector Control District



## District Policy Manual

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Updated September 2023

# **DISTRICT POLICY MANUAL**

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## **POLICIES AND PROCEDURES**

**TITLE: Purpose of Board Policies**

**NUMBER: 1010**

**1010.10** The Board of Trustees of the San Mateo County Mosquito and Vector Control District will maintain a Manual of Policies. This manual shall be a comprehensive listing of the Board's current policies and rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Trustees, staff and members of the public in determining the manner in which matters of District business are conducted.

**1010.20** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the San Mateo County Mosquito and Vector Control District, said rules, regulations or legislation shall prevail.

**Issued: July 10, 2002**  
**Revised: May 20, 2008**  
**Board Review (no changes) March 8, 2017**

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## **POLICIES AND PROCEDURES**

**TITLE:** Adoption/Amendment of Policies

**NUMBER:** 1020

**1020.10** Consideration by the Board of Trustees of a proposal to adopt a new Board or employee policy or to amend an existing policy may be initiated by any Trustee, or by the Manager. The proposed adoption or amendment may be initiated by submitting a request for policy adoption or revision with a description to the Manager, or by submitting a written draft of the proposed adopted or amended to the Policy Committee.

**1020.20** Copies of the revised draft or new policy shall be included in the agenda information packet for any Board meeting at which it is to be considered. To the greatest extent possible, proposed new or revised policies shall be made available to each Trustee for review at least three (3) days prior to any Board meeting at which they are to be considered. Trustees shall have the opportunity to review the proposed adoption or amendment at the regular scheduled Board of Trustees meeting.

**1020.30** Adoption of a new policy or amendment of an existing policy shall take place at a regular meeting of the Board of Trustees and shall require a 2/3 affirmative vote of the entire Board of Trustees.

**Issued:** July 10, 2002  
**Revised:** May 29, 2012  
**Legal Review:** May 29, 2012  
**Board Review and Approval** October 19, 2016 (no changes)

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## **POLICIES AND PROCEDURES**

**TITLE:** Conflict of Interest

**NUMBER:** 1030

**1030.10** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix A in which members of the Board of Trustees and certain employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Mateo County Mosquito and Vector Control District.

**1030.20** Pursuant to the Political Reform Act and its regulations, all designated employees and the Board of Trustees shall file statements of economic interests with the San Mateo County Mosquito and Vector Control District Board Secretary, who shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body. The San Mateo County Mosquito and Vector Control District shall retain such statements of economic interest and make them available for public inspection and reproduction pursuant to Gov. Code Section 81008.

**1030.30** Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the San Mateo County Mosquito and Vector Control District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

**Issued:** August 25, 1987  
**Board Review and update** October 19, 2016  
**Policy Committee Review** February 2018  
**Board Review and Update** March 2018

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## APPENDIX - A

### Conflict of Interest Code Designated Positions and Disclosure Statements

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**Designated Position.** The positions listed below include those persons who are deemed to make, or participate in the making of decisions that may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

#### **Designated Positions**

#### **Disclosure Category**

Members of the Board of Trustees	1, 2, 3 & 4
Manager	1, 2, 3 & 4
Assistant Manager	1, 2, 3 & 4
Finance Director	1, 2, 3 & 4
Public Health Education & Outreach Officer	1,2,3, & 4
Accountant	1, 2, 3 & 4
Operations Supervisor	1, 2, 3 & 4
Laboratory Director	1, 2, 3 & 4
Vector Ecologist	1, 2, 3 & 4
Consultants *	
Consulting Attorney	1, 2, 3 & 4
Consulting Financial Advisor	1, 2, 3, & 4

#### **Disclosure Categories**

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any



decision made or participated in by the designated official or employee by virtue of his or her position.

4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

- \* Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

The District Manager may determine in writing that a particular consultant, although within a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section.

Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



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## **POLICIES AND PROCEDURES**

**TITLE:                   Records Retention**

**NUMBER:               1040**

**1040.10**       The purpose of this policy is: to provide guidelines to staff regarding the retention or disposal of San Mateo 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.

**1040.20**       For the purposes of this policy, “record” means any “writing” as defined under the Public Records Act (at Government Code section 6252(g)) that is a “public record” (as defined at section 62(e)).

**1040.30**       The District shall maintain and destroy records in a manner consistent with its most recently adopted District Records Retention Schedule, which is included in the Appendix. Except as otherwise provided for in the District Records Retention Schedule, the periods for retention shall be as provided for in the most recently adopted version of the Local Government Records Retention Guidelines prepared by the Secretary of State. If there is an inconsistency between retention schedules, the District’s Records Retention Schedule will be followed.

**1040.40**       Items such as unofficial copies of documents kept only for convenience or reference, duplicate copies, drafts and working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition are not considered records and may be destroyed at any time.

**1040.50**       In no instances are records to be destroyed where there is a current need for such records to fulfill an administrative, fiscal or legal purpose such as pending litigation, special projects, Public Records Act requests, etc.

**1040.60**       The District Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed or retained any or all such records,

papers and documents that meet the policies governing the retention and disposal of records, specified.

**1040.70** All documents beyond the current fiscal year are recorded in the Archive Database, filed and boxed up. The database consists of the following information:

Box Number  
Contents  
Proper Date of Contents  
Department

Date of Destruction, if any

**1040.80** A master listing of all archive box contents is kept up to date and located in a binder in the Finance Administrators office. The boxes are placed in the Archive Storage area and are kept numerically by department.

**1040.90** Any record that is subject to destruction or disposal and does not containing information of a confidential or proprietary nature may be disposed of or destroyed by means of recycling, waste removal service, shredding or other reasonable method of disposal or destruction. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic or magnetic media may be erased and the media reused or discarded. For records destroyed or disposed of pursuant to the Records Retention Schedule, the District will prepare or have prepared a certificate or log describing the date and records destroyed/disposed of.

**1040.100** For any record that is subject to destruction or disposal and is the subject of a pending request made pursuant to the Public Records Act, and whether or not the District maintains that the record is exempt from disclosure, the District shall not destroy or dispose of the record until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.

<b>Issued:</b>	<b>July 10, 2002</b>
<b>Revised:</b>	<b>May 20, 2008</b>
<b>Reviewed by Counsel</b>	<b>February 2018</b>
<b>Policy Committee Review</b>	<b>February 14, 2018</b>
<b>Board Review and Update</b>	<b>March 2018</b>



## San Mateo County Mosquito and Vector Control District Records Retention Schedule

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
<b>BOARD MEETINGS/COMMITTEE PROCEEDINGS</b>						
2	Notices of Special Meetings	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
3	Notices of Rescheduled Meetings	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
4	Notices of Continuation	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
6	Original Agendas	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090 (d)
7	Minutes	P	-	P	H	Authority: GC 34090(e)
8	Audio and Video Recording	CU+3 months	-	CU+3 months	H	Authority: Secretary of State Local Government Retention Management Guidelines (February, 2006); GC 34090.7
9	Resolutions (Adopted and Not Adopted)	P	-	P	V, H	Authority: GC 34090(e)
11	Staff Report	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)

RETENTION CODES: AR = Annual Review    A = Audit    CL = Closed/Completed    E = Expiration    P = Permanent    S = Superseded  
 T = Termination    CU = Current Year    EL=Election Date    \* = See Note for Descriptor

VHC CODES: V = Vital    H = Historical    C = Confidential

12	<b>Correspondence</b>	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
13	<b>Handouts Distributed during Board Meeting</b>	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>PUBLIC HEARING NOTICES</b>						
14	<b>Proof of Publication</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
15	<b>Mailing Lists</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
16	<b>Certified Mail Receipts</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>BOARD CORRESPONDENCE</b>						
17	<b>Incoming Correspondence</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
18	<b>Outgoing Correspondence</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>OATHS OF OFFICE</b>						
19	<b>Board Members</b>	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>APPOINTMENT DOCUMENTS (BOARD MEMBERS)</b>						
22	<b>Applications</b>	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
23	<b>Letters of Appointment</b>	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
24	<b>Letters of Resignation</b>	T+2	-	T+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>CONSTRUCTIONS PROJECTS</b>						
25	<b>Requests for Proposals/Bids</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the

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						organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
26	<b>Request for Qualifications</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
27	<b>Proposals/Bids Received (Successful Contractor)</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
28	<b>Proposals/Bids Received (Unsuccessful Contractor)</b>	CL+2	-	CL+2	-	Note: CL=completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: GC60202 and GC34090 (d)
29	<b>Qualifications Received</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
30	<b>Project Specifications &amp; Backup Data</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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31	<b>Insurance Documents Insurance Policies Certificate of Insurance</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC34090
32	<b>Security Documents Bonds Deposit Agreements Letters of Credit Set Aside Letters, Etc.</b>	CL	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090
33	<b>Executed Construction Contract Amendments</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
34	<b>Invoices/Receipts</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
35	<b>Related Correspondence</b>	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
36	<b>Engineering</b>	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
37	<b>Contractors Subject to Service Contract Act/Davis-Bacon Act</b>	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>PROFESSIONAL SERVICES</b>						
39	<b>Request for Proposals/Bids</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
40	<b>Requests for Qualifications</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management

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						Guidelines (February 2006); CCP 337; CCP 337.15.
41	<b>Proposals/Bids Received (Successful Consultant)</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
42	<b>Proposals/Bids Received (Unsuccessful Consultant)</b>	CL+2	-	CL+2	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
43	<b>Qualifications Received</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
44	<b>Project Specifications &amp; Backup Data (Scope of Services)</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
45	<b>Executed Professional Services Agreements</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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46	<b>Executed Professional Services Agreements Amendments</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
47	<b>Insurance Documents</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090
48	<b>Invoices/Receipts</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
49	<b>Related Correspondence</b>	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>SERVICE PROVIDERS (NON-PROFESSIONAL SERVICES)</b>						
50	<b>Requests for Proposals/Bids</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
51	<b>Requests for Qualifications</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
52	<b>Proposals/Bids Received (Successful Consultant)</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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53	<b>Proposals/Bids Received (Unsuccessful Consultant)</b>	CL+2	-	CL+2	-	Note: CL=completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: GC60202 and GC34090 (d)
54	<b>Qualifications Received</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
55	<b>Project Specifications &amp; Backup Data (Scope of Services)</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
56	<b>Insurance Documents Insurance Policies Certificates of Insurance</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC34090
57	<b>Security Documents, Bonds, Deposit Agreements Bonds Deposits Agreements Letters of Credit Set Aside Letters, Etc.</b>	CL	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090
58	<b>Executed Service Provider Agreements</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
59	<b>Executed Service Provider Agreements Amendments</b>	CL+1	9	CL+10	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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60	<b>Invoices/Receipts</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
61	<b>Related Correspondence</b>	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>SUPPLIES &amp; EQUIPMENT (INCLUDING VEHICLES)</b>						
62	<b>Purchase Agreements</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
63	<b>Invoices/Receipts</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
64	<b>Warranties</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
65	<b>Manuals</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
66	<b>Service Maintenance Information</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
67	<b>Related Correspondence</b>	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
<b>MISCELLANEOUS RECORDS</b>						
68	<b>Smoke Detector Inspection Forms</b>	CL-3	-	CL3	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006)

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<b>FAIR POLITICAL PRACTICES COMMISSION</b>						
69	<b>Statement of Economic Interests (FPPC Form 700) (Board Members) Assuming Office Annual Filings Leaving Office Amendments</b>	CU+4	-	CU+4	V, H	Note: Filing official makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, 2CCR 18115
70	<b>Statement of Economic Interests (FPPC Form 700) (Designated Staff) Assuming Office Annual Filings Leaving Office Amendments</b>	CU+5	5	CU+7	V, H	Note: After original has been on file for at least 2 years, filing official may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, 2CCR 18115
71	<b>Gift to Agency Report (FPPC Form 801)</b>	CU+5	-	CU+5	V, H	Authority: 2 CCR 19844.2(c) (3) (G)
<b>ELECTIONS</b>						
73	<b>Tax Assessment Measures</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
74	<b>Ballot Measures</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
77	<b>Related Correspondence</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
<b>CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)</b>						
76	<b>Notices of Exemption</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
77	<b>Notices of Completion</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
78	<b>Notices of Preparation</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
79	<b>Notices of Determination</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
80	<b>Environmental Impact Report</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
81	<b>Mitigation Monitoring</b>	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines

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82	Negative Declaration	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
83	Mitigated Negative Declaration	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
84	Public Comments (written)	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
85	Statements of Overriding Considerations	P	-	P	-	Authority: GC 34090(a); CEQA Guidelines
<b>REAL PROPERTY</b>						
86	Purchase and Sale Agreements	P	-	P	V, H	Authority: GC 34090(a)
87	Easements	P	-	P	V, H	Authority: GC 34090(a)
88	Leases	P	-	P	V, H	Authority: GC 34090(a)
89	Licenses	P	-	P	V, H	Authority: GC 34090(a)
90	Lot Line Adjustments	P	-	P	V, H	Authority: GC 34090(a)
91	Parcel/Subdivision Maps Any records affecting title to real property or Liens Thereon	P	-	P	V, H	Authority: GC 34090(a)
92	Related Correspondence	P	-	P	V, H	Authority: GC 34090(a)
<b>DISTRICT DOCUMENTS</b>						
97	Reports and Studies	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
98	Publications	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
99	Backup Data	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
100	Related Correspondence	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>HEALTH AND SAFETY CODE ENFORCEMENT</b>						
101	Complaints	CU+2	-	CU+2	V	Authority: GC 34090(d)
102	Abatement Notice	CU+2	-	CU+2	V, H	Authority: GC 34090
103	Related Correspondence					
<b>LEGAL</b>						
105	Legal Opinions	S+2	-	S+2	C	Authority: Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC34090; GC 34090(d)
106	Litigation Files (Copies)	CL+2	-	CL+2	C	Note: Duplicate series; original is with District General Counsel

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						Authority: GC 34090
107	<b>Advertising</b>	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 343; CCP 349 <i>et. seq.</i> ; GC 911.2; GC 34090.
110	<b>Grand Jury Reports</b>	CU+2	-	CU+2	-	Note: Duplicate series; original is with District General Counsel Authority: GC 34090
111	<b>Grand Jury Responses Public Notices</b>	CU+2	-	CU+2	-	Note: Duplicate series; original is with District General Counsel Authority: GC 34090
112	<b>Subpoenas</b>	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>HUMAN RESOURCES</b>						
113	<b>Timesheets</b>	CU+2	-	CU+2	V, H	Authority: 29 CFR 516.2, 516.5 through .6; LC 1174(d)
114	<b>Training Records</b>	CU+2	-	CU+2	-	Authority: GC 34090(d)
115	<b>Training Folders Certifications Designations Continuing Education</b>	CU+2	-	CU+2	-	Authority: GC 34090(d)
116	<b>Travel Reimbursement</b>	CU+2	-	CU+2	-	Authority: GC 34090(d)
117	<b>Grievances Files</b>	CL+2*	-	CL+2*	V	*If litigation initiated, maintain, during pendency of litigation, including all possible appeal periods. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
118	<b>Investigations Background Disciplinary</b>	CU+2	-	CU+2	-	Authority: GC 34090(d)
119	<b>Policies and Procedures</b>	S+5	-	S+5	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
120	<b>Awards/Commendations/Superior Accomplishments</b>	CU+3	-	CU+3	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
121	<b>Compliance Requirements</b>	S+2	-	S+2	-	Authority: GC 34090

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122	<b>Employee Benefits Administration Records Plan Documents Enrollment Forms</b>	P	P	P	V	Note: Benefits records are also held by the administering organization (FDAC EBA). Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; 29 USC 1113.
123	<b>Employee Records Hiring Promotion Demotion Selection for Training Transfer Lay-off Termination</b>	CL+2*	-	CL+2*	V,H,C	Note: Includes current and terminated/former employees' records: application, personnel, membership, or employment referral records. CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. Includes records pertaining to "attendance". *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC12946
124	<b>Emergency Preparedness Procedures</b>	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
125	<b>MOU Agreements Certificates Agreements Notices</b>	CL+3	-	CL+3	-	Note: CL in this record series is Close/termination of agreement. Authority: 29 CFR 516.5
126	<b>Organization Charts</b>	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
127	<b>Earning Records PERS Employee Deduction Reports Wage Rate Tables Additions to and Deductions from Wages Paid</b>	CL+4*	-	CL+4*	-	Note: CL= Due date for the tax owed. **T+4" for SamCERA deduction reports. Authority: 29 CFR 516.6; Secretary of State Local Government Records Management Guidelines (February 2006).
128	<b>Salary Records</b>	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 516.6.
129	<b>Employee W-4</b>	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 516.6.
130	<b>Social Security/Medicare</b>	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 516.6.

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131	<b>Federal Income Tax Records</b>	CL+3	-	CL+3	-	Note: CL= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 516.6.
132	<b>Family and Medical Leave Act (FMLA) Leave Taken Policies Notices/Communications</b>	CL+2	-	CL+2	V, C	Note: CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC12946
133	<b>INS Form 1-9</b>	T+2	-	T+2	V, C	Authority: GC 34090 (d)
134	<b>Employee Notices</b>	S+2	-	S+2	V, H	Authority: GC 34090(d)
135	<b>Retirement, Pension, and Insurance Plans</b>	S+2	-	S+2	V, H	Authority: GC 34090(d)
136	<b>Minor Employment Records Work Time Schedules Permits and Certificates</b>	CL+2	-	CL+2	V, C	Note: CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult the District General Counsel's office. *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC 12946
137	<b>Recruitment Job Advertisements Job Applications Job Descriptions Test Papers</b>	CL+2	-	CL+2	V, C	Authority: GC 34090(d)
<b>GENERAL CORRESPONDENCE/COMMUNICATIONS</b>						
139	<b>E-Mail Messages and Attachments</b>	*	-	*	V, H, C	* E-mails not kept in the ordinary course of business may be deleted immediately. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 years for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item.

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140	<b>Telephone/Radio Communications</b>	CU+180 days	-	CU+180 days	V, H	Note: Recordings of telephone and radio communications includes the routine daily taping and recording of telephone communications; and all radio communications relating to the operations of the District. Recordings subject to litigation/court action shall be preserved until pending litigation is resolved. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
141	<b>General/Public</b>	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
<b>GENERAL OPERATIONS</b>						
142	<b>Maps</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
143	<b>Photographs</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
144	<b>Technicians Daily Field Records</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
145	<b>Service Requests</b>	CL+2	-	CL+2	V,H	Authority: GC 34090(d)
<b>DISTRICT HISTORY FILES</b>						
146	<b>Maps and Drawings</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
147	<b>Photographs</b>	CL+2	-	CL+2	V,H	Authority - GC34090(d)
148	<b>Reports and Studies</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
149	<b>Articles &amp; News-Clippings</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
150	<b>District Publications</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
151	<b>District Newsletters</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
152	<b>Press Releases</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
<b>FINANCE</b>						
153	<b>Audit and Tax Reports to State Agencies Final Reports Source Material and Backup Data Procedures for Preparation</b>	CU+10	-	CU+10	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15; GC 34090.
154	<b>Final Budgets Documents</b>	P	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
155	<b>Operating Budgets</b>	S+2	-	S+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090

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156	<b>Revenue Files Revenue Reports and Studies Correspondence and Backup Data</b>	P	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
157	<b>Sales and Purchase Records</b>	CL+2	-	CL+2	V	Authority: GC 34090(d)
158	<b>Accounting Records</b>	S+2	-	S+2	V, H	Authority: GC 34090.
<b>RISK MANAGEMENT</b>						
159	<b>Certificate of Insurance</b>	P	-	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
160	<b>Certificate of Liability</b>	E+1	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
161	<b>Claims (Against the District) Files</b>	CU+2	-	CU+2	-	Duplicate series. Official is held by claims adjustor or assigned attorney. If official pleadings, submit to General Counsel's office. Authority: GC 34090.7
162	<b>Claims Loss Runs (Fiscal Year End)</b>	CU+5	-	CU+5	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
163	<b>Claims Loss Runs (Monthly)</b>	CU+2	-	CU+2	-	Note: Information from the monthly loss runs is restated in the fiscal year end report. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
164	<b>Insurance Certificates</b>	E+2	-	E+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
165	<b>Liability/Property Insurance</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
166	<b>Workers Compensation Insurance Policies Insurance Administration Records</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
<b>PURCHASING</b>						
167	<b>Checks/Registers/Ledgers</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
168	<b>Fees/Receipts</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

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169	<b>Grants</b>	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
170	<b>Invoices</b>	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
171	<b>General Purchasing</b>	AR+2	-	AR+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
172	<b>Purchase Orders</b>	A+4	-	A+4	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
173	<b>Requisitions – Purchasing</b>	A+2	-	A+2	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
174	<b>Vendor Register-Purchasing</b>	P	-	P	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
<b>HAZARDOUS MATERIALS/SAFETY RECORDS</b>						
175	<b>Employee Exposure/Exposure Assessment</b>	T+30	-	T+30	V, H	Note: Does not include health insurance claims records or first aid records (one-time treatment) or the medical records of employees who have worked for less than (1) year for the employer - need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. Authority: 29 CFR 1910.1020(d)
176	<b>Background Data to Workplace Monitoring Summaries</b>	CU+1	-	CU+1	-	Note: Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years. Also,

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						material safety data sheets and specified records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years. Authority: 29 CFR 1910.1020(d)
177	<b>Material Data Safety Sheet</b>	*	-	*	V, H	Note: * - Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard. Authority: 29 CFR 1910.1020(d)
178	<b>Disposal and Treatment of Hazardous Substances Hazardous Waste Manifests</b>	P	-	P	V, H	Authority: GC 34090
179	<b>Annual Summaries of Occupational Injuries and Illness</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)
180	<b>Work Related Injury Claims Claim Log</b>	CL+2	-	CL+2	V, H	Authority: GC 34090(d)

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Service Abatement Contracts**

**NUMBER:**                **1050**

**1050.10**                The District Manager will pursue a “Service Abatement Contract” policy with property owners, when, as determined by the District, all reasonable control and corrective measures have been exhausted, or that, in the opinion of the Board of Trustees, there are excessive costs to the District due to repetitive efforts to prevent or eliminate mosquito production.

**1050.20**                If found advisable to carry out this policy, the Board of Trustees authorizes the Manager to negotiate contracts on behalf of the District.

**1050.30**                Copies of Service Abatement Contracts are retained in the Administration office.

**Issued:**                    **July 10, 2002**  
**Reviewed:**                **January 29, 2014**  
**Legal Review:**            **January 29, 2014**  
**Board Approved**        **November 9, 2016 (no change)**

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## **POLICIES AND PROCEDURES**

**TITLE:** Consumer Price Index for Salary Adjustments

**NUMBER:** 1060

**1060.10** The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for Special Districts and the Federal Government in the broad field of labor economics and statistics. BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, Congress, other Federal agencies, State and local governments, business, and labor. BLS also serves as a statistical resource to the Department of Labor.

**1060.20** The Consumer Price Index (CPI) measures the average change over time in the prices paid by urban consumers for a representative market basket of consumer goods and services. User fees (such as for water) and sales and excise taxes paid by the consumer are included; however, income taxes and investments (like stocks and life insurance) are not included.

**1060.30** The CPI-U includes expenditures by urban wage earners and clerical workers, professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, retirees and others not in the labor force. The CPI-W includes only expenditures by those in hourly wage earnings or clerical jobs.

The Manager or Finance Director accesses the Consumer Price Index by either phoning the Hotline (415) 625-2270 or utilizing the website ([www.bls.gov/cpi](http://www.bls.gov/cpi)) in January or February and requests the CPI-U for San Francisco, Oakland, San Jose, "All Urban Consumers." The BLS collates this data as the monthly index, for U.S. city average in the 3 largest metropolitan areas, 4 geographic regions, 3 population size classes, and 10 region-by-size class groupings. At the end of the calendar year, the following formula shall be used to determine the overall CPI for the calendar year. Employee cost of living changes for the purposes of salary negotiations shall be based on this formula.

The CPI Formula:

$$\frac{\text{December CPI Current Year} - \text{December CPI Previous Year}}{\text{December CPI Previous Year}} \times 100 = \text{CPI}$$

**Issued:** July 10, 2002  
**Reviewed:** April 15, 2008  
**Reviewed:** September 2016  
**Board Approval:** October 19, 2016



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Special Mosquito Control Tax**

**NUMBER:**               **1070**

**1070.10**               The Special Mosquito Control Tax was approved by 13 cities on November 2, 1982.

**1070.20**               Each parcel of real property in the 13 cities will be apportioned a tax up to \$3.74 regardless of its land value, location, size, or exemption status.

**1070.21**               Parcels exempted from the Special Mosquito Control Tax are government, education, religious, and parcels with assessed value of less than \$500.

**1070.30**               The cost and benefit of mosquito control service is equally distributed to all real property owners, regardless of land use.

**1070.40**               Large or chronic producers of mosquito sources will be charged directly through abatement procedures.

**1070.50**               In June, during a public hearing, the Board of Trustees will, by resolution, adopt a special tax in order to maintain an adequate funding level for mosquito control service. The resolution will fix the amount of the special tax for mosquito control.

**1070.60**               A copy of the resolution will be posted in an area viewable by the public such as the Boardroom door, outside media center, District lobby, or website. At least fifteen days prior to the date of the public hearing, notice of the resolution will be published at least once in a newspaper of general circulation in the District.

**1070.70**               In June, during a public hearing, the Board of Trustees will establish, by resolution, to direct the County to collect the special mosquito tax charges.

**1070.71**               The Board shall provide the County Controller of San Mateo County the amounts of charges against the respective lots or parcels as they appear on the assessment roll for the designated fiscal year. If errors or corrections are required, the District

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Manager of the San Mateo County Mosquito and Vector Control District is authorized to approve corrections of the assessment tax roll.

<b>Issued:</b>	<b>June 11, 2003</b>
<b>Revised:</b>	<b>January 29, 2014</b>
<b>Legal Review:</b>	<b>January 29, 2014</b>
<b>Board Approval</b>	<b>November 2016 (no change)</b>





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## **POLICIES AND PROCEDURES**

**TITLE:** Facility and Equipment Standards

**NUMBER:** 1080

**1080.10** The purpose of maintaining facility and equipment standards is to provide a high level of quality services for the public health and welfare.

**1080.20** Specifications for the operation and maintenance of facilities and equipment shall be maintained by the District and available to interested parties upon request.

**1080.30** Any new facility improvement or equipment shall be designed, constructed, or purchased in accordance with accepted engineering practice and as required by the District Manager.

**1080.40** The District Manager will present proposed changes in the facility improvement standards to the Board of Trustees for their review and consideration. If the Board of Trustees approves the proposed changes, the District Manager will incorporate the changes.

**Issued:** June 11, 2003

**Board Approval** November 2016 (no changes)



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Public Complaints**

**NUMBER:**               **1090**

**1090.10**           The Board of Trustees desires that public complaints attempt to be resolved at the lowest possible administrative level and that the method for resolution of complaints is logical and systematic.

**1090.20**           A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

**1090.30**           The method of resolving complaints shall be as follows:

**1090.31**           The complainant shall first discuss the matter with the District Field Operations Supervisor , Assistant Manager (or other responsible employee) with the objective of resolving the matter informally.

**1090.32**           If the complainant is not satisfied with the disposition of the complaint by the District Field Operations Supervisor, Assistant Manager (or other responsible employee), the complaint may be filed with the District Manager. Within a reasonable time, the District Manager shall confer with the person filing the complaint to attempt to resolve the matter. At the option of the District Manager, he may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the District Manager.

**1090.33**           If the complainant is not satisfied with the disposition of the matter by the District Manager, a written complaint may be filed with the Board of Trustees within ten (10) days of receiving the District Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously attempt to resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The complainant may request a written decision from the Board.

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**1090.40** This policy in no way prohibits or is intended to deter a member of the community from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, district programs and services, or impending considerations of the Board.

**Issued:** July 10, 2002  
**Board Approval** November 2016 (no change)



**SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT**

*Protecting public health since 1916*

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Blank**

**NUMBER:**                **1100**

Currently Blank –No Policy by this number



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## **POLICIES AND PROCEDURES**

**TITLE:** Claims Procedures

**NUMBER:** 1110

**1110.10** The purpose of this policy is to provide the public, District staff and Board of Trustees guidelines on how property damage claims are to be handled.

**1110.20** When an individual first notifies District staff – in person, by telephone, or in writing – that damage has been done, or is being done to their property, and describing a set of circumstances or facts as to how the District is responsible, the person receiving the information will do the following:

**1110.21** Record the time and date of telephone calls or office visits, and takes notes as to the information provided by the plaintiff on the phone or in the office.

**1110.22** Do not discuss guilt or innocence or make any admissions that would implicate the District – staff should respond to questions, be cordial, but refrain from commenting on liability questions.

**1110.23** Ask the plaintiff to fill out a Vector Control Joint Powers Agency Claim Form B – Appendix 1110-B – that should always be available on request. The staff person should not assist in filling out the claim form. When completed and filed with the District, the claim form will be date stamped and a copy forwarded to the Litigation Manager at Bickmore Risk Services (VCJPA).

**1110.231** If an individual sends a letter or written request that appears to be a claim, a letter in response should be sent which asks for clarification and includes a claim form with a request that it be filled out if the individual wishes to file a claim. If the claim was received by mail, the envelope should be kept and forwarded to Bickmore Risk Services (VCJPA) as well, so that the date of mailing can be preserved.

**1110.24** Submit the claim information to the Manager, who will have the claim forwarded for review as soon as possible to the Litigation Manager at Bickmore Risk Services.

**1110.30** Investigation of a potential claim by the VCJPA's Litigation Manager should be done as soon as possible after it is filed. The District has the authority to settle small

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property damage claims on the spot if in the opinion of the District there is no question as to liability and a settlement is warranted. In this situation, the District will make the claimant fill out a release of liability (Appendix 1110-U).

**1110.31** Board members may go with staff to observe the status of the claim and the investigation thereof. However, they will not perform independent investigation of claims handled by the VCJPA.

**1110.32** Claims for personal injury/wrongful death should not be investigated by District staff but should, instead, be immediately forwarded to the VCJPA.

**1110.33** All claim forms are forwarded to the Vector Control Joint Powers Agency (VCJPA) but claims in excess of the District's insurance deductible should be expedited to the VCJPA.

**1110.34** Claim research should include photos, interviews, use of outside experts if appropriate, etc.

**1110.40** Claims determined by the Vector Control Joint Powers Agency (VCJPA) to be justified – either because there is evidence that the District is responsible, or because allowance of the claim would be more cost effective than attempting to prove that the District was not responsible – should be resolved in the most direct and efficient manner possible.

**1110.41** If the claim is considered justified by the VCJPA and the repair work is minor, a work order should be prepared and the work performed as soon as possible.

**1110.411** Photos of the repair work should be taken when completed – “before” and “after” pictures to be placed in the claim file.

**1110.412** A signed release form – Appendix 1110-U – should be obtained from the plaintiff when the work is completed.

**1110.50** Claims where the District's responsibility is questionable should be referred to the VCJPA. The VCJPA will provide current information on the status of the claim to the Board of Trustees. The current “Handbook on Claims Procedures and Lawsuits Against Public Entities” prepared for the VCJPA by Bickmore Risk Services is available for a more detailed explanation of procedures on processing claims.

**1110.51** The Board of Trustees, in closed session, may review the information from the investigation, ask questions, and make requests for additional information.

**1110.52** The Board will consider the claim in closed session and will vote to accept or reject the claim. The Board will not accept a claim in an amount in excess of the District's insurance deductible without prior written approval of the VCJPA.

**1110.60** The District's decision on how the claim is going to be handled will be communicated with the plaintiff as soon as is practicable.

**Issued:** July 12, 2002  
**Revised:** May 20, 2008  
**Board Approval** November 2016 (no change)



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Travel and Expense**

**NUMBER:**               **1120**

**1120.10** The purpose of this policy is to provide guidelines to staff and Trustees regarding travel expense procedures while conducting District business for the San Mateo County Mosquito and Vector Control District. In addition, this policy provides guidance to trustees on the use and expenditure of District resources, as well as standards against which those expenditures will be measured. Additionally, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible use of public resources and supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

**1120.20** The District takes its stewardship over the use of its limited public resources seriously and these resources will only be used when there is a substantial benefit to the District. The following benefits include:

**1120.201** The opportunity to discuss the community's concerns with state and federal officials.

**1120.202** Participating in regional, state and national organizations whose activities affect the District.

**1120.203** Attending educational seminars designed to improve a trustee or staff member's skill and information level.

**1120.30** **Authorized Travel Expenses**. District funds, equipment, supplies, and staff time must only be used for authorized District business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met.

**1120.301** Communicating with representatives of regional, state and national government on District adopted policy positions or programs.

**1120.302** Participating in regional, state and national organizations whose activities affect the District's interests and programs.

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**1120.303** Attending educational seminars designed to improve trustee and staff skill and information levels.

**1120.304** Recognizing service to the District.

**1120.305** Attending municipal, San Mateo County, or District events as identified representative of the District.

**1120.306** All other travel expenditures for Trustees require approval by the District's Board of Trustees. Notwithstanding any other provisions of this policy, such Board approval is required for all international travel and any travel exceeding \$500.00.

**1120.307** The District Manager will review and approve all travel for District staff.

**1120.308** The President of the Board of Trustees will approve all travel by trustees (Policy 4120.40).

**1120.40** **Unauthorized Travel Expenses.** The following expenditures are not authorized and will not be reimbursed:

**1120.401** Personal portion of any trip.

**1120.402** Political or charitable contributions or events.

**1120.403** Family expenses, including spouse's/partner's expenses when accompanying trustee/staff on District-related business, as well as children or pet related expenses. The California Attorney General concluded there is no substantial public purpose associated with a District paying for spouse/partner travel expenses (1992).

**1120.404** Entertainment expenses, including theater, movies, sporting events, or other cultural events that do not meet the definition of "authorized District business" as set forth under Policies 1120.20 through 1120.308, above.

**1120.405** Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline.

**1120.406** Personal losses incurred while on District business.

**1120.407** Any questions regarding the propriety of a particular expense or type of expense will be brought to the attention of the District Manager for resolution before the expense is incurred.

**1120.50** **Cost Control.** To conserve District resources and keep expenses within community standards for public officials, expenditures will adhere to the following guidelines:

**1120.501 Transportation.** The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

**1120.5011** The District may or may not prepay all transportation costs for air, train, or bus. This includes shuttle costs if known.

**1120.5012** Automobile mileage is reimbursable at IRS rates in effect at the time the mileage is incurred ([www.irs.gov](http://www.irs.gov)).

**1120.5013** The District will reimburse the trustee/staff member for any additional approved authorized transportation costs not prepaid.

**1120.5014** Trustees purchasing transportation tickets (i.e. airline, bus, train) on their own will be reimbursed only up to the authorized transportation costs as determined by the District Manager, or their actual costs, whichever is less.

**1120.502 Lodging.** Lodging costs will be reimbursed or paid in advance when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question.

**1120.5021** The District will make every effort to prepay all lodging costs. The District will reimburse the trustee/staff member for any additional approved lodging costs.

**1120.5022** When lodging is offered in conjunction with a conference, the District will make every effort to use such lodging, therefore early registration generally is necessary.

### **1120.503 Meals**

#### **1120.5031 Meal Reimbursement for members of the Board of Trustees.**

**1120.50311** Reimbursement for travel expenses for Board members is governed by California Government Code 25008 SECTION 1 (as amended by AB1234 in 2005).

**1120.50312** Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area.

**1120.50313** The following reasonable reimbursement rates should be followed:

<b>1120.503131</b>	Breakfast	\$30.00
<b>1120.503132</b>	Lunch	\$30.00
<b>1120.503133</b>	Dinner	\$40.00

**1120.50314** The maximum allowed daily total is \$100.00.

**1120.50315** Alcohol and in-room “mini-bar” expenditures are not an appropriate use of District resources and will not be reimbursed.

**1120.50316** Gratuities should not exceed 20% of any given bill.

**1120.50317** Board members must submit receipts for food and drinks, the receipt must show the items purchased and to demonstrate that no alcohol is included in the reimbursement request.

**1120.5032 Reimbursement for Meals and Incidentals Expenses for Staff:** Staff members will receive a per diem to cover the cost of meals and incidentals as contained in the United States Governmental Accountability Office (US GAO) per diem rate tables at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GS\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GS_BASIC).

Partial meal and incidental expense allowances will be for be paid for multiple-day conferences, seminars, and business that require partial day travel.

**1120.5033** No meal allowance will be provided if meals are included in the conference or training package. If only some meals are included, a deduction from the daily rate will be made for included meals according to the Maximum Meal Expense Rate cited above for the meal that is provided.

**1120.504 Telecommunications.** Trustee/staff members will be reimbursed for actual telephone and fax expenses and internet access and computer expenses incurred on District business. Hotel and telephone bills should identify internet access expenses and Trustee/staff must maintain documentation identifying which telephone/fax communications was made on District business. Required expense form must be filled out and turned in with all receipts.

**1120.505 Airport Parking.** Long-term parking should be used for travel exceeding 24-hours. Required expense form must be filled out and turned in with all receipts.

**1120.60 Cash Advance Policy for District Trustees.** The District does not provide cash advances to Trustees. All expenses not prepaid by the District are to be the responsibility of the Trustee, to be reimbursed by the District in accordance with the procedures set forth in this policy.

**1120.70 Cash Advance Policy for District Staff Members.** From time to time, it may be necessary for a staff member to request a cash advance to cover anticipated expenses (i.e. parking and tolls) while traveling or doing business on the District’s behalf. Such request for an advance must be submitted prior to the need for the advance with the following information.

**1120.701** The purpose of the expenditure(s).

**1120.702** The benefits of such expenditure to the residents of District.

**1120.703** The anticipated amount of the expenditure(s).

**1120.704** The dates of the expenditure(s).

**1120.705** Examples of these expenses include parking and tolls.

**1120.706** Any unused advance must be returned to the District within two business days of the staff member's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

**1120.707** The maximum cash advance for a District staff member is \$30.00.

**1120.80 Credit Card Use.** The District does not issue credit cards to Trustees but does have credit cards for use by District Management for selected District expenses. The District will use those credit cards to pre-purchase the Trustees conference registration, Trustees must secure their own transportation and will be reimbursed by the District.

**1120.801** District staff members with District credit cards may only use those cards for official agency business consistent with this expense policy. The District Board will periodically review credit card expenses. Each credit card holder will, as a part of that individual's expense report, document compliance with this expense policy.

**1120.90 Expense Report Content and Submission Deadline.** Expense reports must be submitted on the required form, signed by the submitting employee or trustee to certify that each expense claimed has met the requirements of the policy and complies with state laws.

**1120.901** Trustees and Staff must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense.

**1120.902** To the maximum extent possible, receipts for gratuities and tolls are also required.

**1120.903** Inability to provide such documentation in a timely fashion shall result in the expense being borne by the District staff or Trustee. Either the District Manager or Board will review exceptions.

**1120.100 Reports to District Board.** Each conference attendee will provide a brief oral or written report on meetings or functions attended at District expense at a subsequent District Board meeting.

**1120.110 Compliance with Laws.**

**1120.1101** The District may authorize trustee travel and payment of expenses pursuant to California Health and Safety Code Section 2051.

**1120.1102** The District Policy 1120 complies with the requirement of Government Code Section 53232.2.

**1120.1103** The District Policy 1120 complies with Assembly Bill 1234.

**1120.1104** District Trustee should keep in mind that some expenditure may be subject to reporting under the Political Reform Act and other state and federal laws and compliance therewith is the responsibility of each individual Trustee.

**1120.1105** All District expenditures are public records subject to disclosure under the Public Records Act.

**1120.120** **Violation of this Policy.** Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

**1120.1201** Loss of reimbursement privileges as approved by Board of Trustees.

**1120.1202** Demand for restitution to the District.

**1120.1203** The District's reporting the expenses as Trustee or Staff member income to state and federal tax authorities.

**1120.1204** Referral to law enforcement for potential prosecution for misuse of public resources.

<b>Issued:</b>	<b>July 10, 2002</b>
<b>Revised:</b>	<b>April 10, 2013</b>
<b>Legal Review:</b>	<b>May 29, 2012</b>
<b>Board Approval</b>	<b>November 2016 (no change)</b>
<b>Revised, Board Approval</b>	<b>November 2019</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Public Records Act Requests

**NUMBER:** 1130

**1130.10** This policy provides guidelines on how the District provides public access to agency records. All public records which are subject to disclosure under the provisions of the California Public Records Act (codified at Government Code Section 6250 et seq.) will be made available for inspection and/or copying in a manner consistent with the law.

**1130.20** Any person may submit a request to inspect or copy a record verbally, in writing, or electronically to the General Manager using the contact information indicated below:

California Public Records Act Requests  
c/o District Manager  
San Mateo County Mosquito and Vector Control District  
Address:  
Phone:  
Fax:  
Email:

Although the District must accept verbal requests for records, to avoid ambiguity and confusion, it is encouraged that all requests be made in writing. The District provides a Public Records Act Request Form to facilitate such requests. Such form may be mailed, faxed, emailed, or submitted in person to the District using the contact info above.

**1130.30** When any person requests a physical copy of public record that is subject to disclosure under the law, the District shall charge and collect a fee of ten cents (\$0.10) per page for preparing a photocopy. If the requesting party prefers to have the record mailed, postage fees will be added to the total cost of the fee. The fee(s) will be collected at the time of the request and prior to the item being duplicated or mailed.

**1130.40** Upon request, the District will make available any public record in any electronic format in which the District holds the information. When a request is made for a copy of a public record in any other media form (CD, video tape, DVD, diskette, tape, etc) the fees will be based upon the District's actual cost of duplication.

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**1130.41** Email or documents posted to the District website will have no charges affiliated with them unless a party requests a hard copy.

**1130.50** Acceptable forms of payment for duplication include a pre-printed check drawn on a USA bank, Money Order or Cashier's Check.

**1130.60** The public has a general right to inspect public records subject to disclosure during operating hours of the District. While many records are accessible, the law may preclude disclosure of certain records or portions thereof. This District also has a duty to ensure the security of its public records. For these reasons, the requester will need to arrange a mutually agreeable time for the District to make any requested records available for inspection. The District will provide a suitable area in which the records may be examined. It is unlawful to destroy, mutilate, deface, or alter District records. District personnel will be present during inspection of the records in order to prevent the loss or destruction of records.

<b>Issued:</b>	<b>October 8, 2003</b>
<b>Legal Review, Revised</b>	<b>September 2016</b>
<b>Board Approval</b>	<b>October 19, 2016</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Social Media

**NUMBER:** 1140

**1140.10** This policy is to establish guidelines on the use of social media sites to be used by the San Mateo County Mosquito and Vector Control District (“District”) as an additional means of conveying District information to its residents, constituents, and community members and maximizing the promotion of District programs and services.

**1140.101** The intended purpose of establishing social media pages for the District’s use is to establish an interactive communication platform with local residents and to disseminate information from the District and about the District. This policy is also intended to mitigate associated risks from use of social media technology, where possible.

**1140.20** The District has an overriding interest and expectation in protecting the integrity of information posted on its social media pages and deciding what is “said” on behalf of the District. This policy applies wholly to the District and all District employees or officials who use social media sites and/or technology on behalf of the District. Further, the District’s social media presence is intended to serve only as a limited public forum.

**1140.30** All questions relating to this policy should be directed to the Public Health Education and Outreach Officer and/or the District Manager.

**1140.40** This policy applies only to the creation and administration of social media accounts approved by the District for its own use. The personal use of other social media accounts by District officials or employees (e.g., an official or employee’s postings on non-District Facebook or Twitter accounts) are not governed by this policy.

### **1140.50 Definitions**

**1140.501** Social Media - Social media refers to the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit or comment on, combine, and share content. Social media uses many technologies and forms, including social-networking, blogs, wikis, photo-sharing, video-sharing, podcast, social bookmarking, mash-ups, widgets, virtual worlds, microblogs, Really Simple Syndication (RSS) and more.

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**1140.502** Official District Email Account - Email account provided by the District or approved external mailbox that is used for official District business.

**1140.503** Approved District Social Media Site - Approved District Social Media Site refers to social media platforms that the Public Health Education and Outreach Officer has assessed and approved for use by the District.

**1140.504** Post - An administrator submitted message/blog in the form of, but may not be limited to, text, videos, photographs, graphics, links (hyperlinks), documents, or any other form of content or communication posted on any Approved District Social Media Site.

**1140.505** Comment - A user submitted response to an administrator post on an Approved District Social Media Site.

### **1140.60 Responsibility**

**1140.601** The District's Board of Trustees will be responsible for approval of the District's Social Media Policy.

**1140.602** The District Manager will review work plans for social media sites and may delegate this review function to the Public Health Education and Outreach Officer. The creation of content posted on behalf of the District on any Approved District Social Media Sites is ultimately the responsibility of the Public Health Education and Outreach Officer. Only the Public Health Education and Outreach Officer or other staff members designated by the District Manager are permitted to post on an Approved District Social Media Site on behalf of the District.

**1140.603** The Public Health Education and Outreach Officer will help District staff develop appropriate uses for social media, identify the best social media tools to achieve their goals, and define a strategy for community engagement using Approved District Social Media Sites.

**1140.604** The District is responsible for complying with all applicable federal, state, and local laws, regulations, and policies in connection with its use and administration of any Approved District Social Media Site. This includes, but is not limited to, adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, Health Insurance Portability and Accountability Act (HIPAA), privacy laws, confidentiality of personnel information, and information security policies established by the District. This policy attempts to address the most common concerns in these regards, but employees should contact the District Manager with any questions regarding these areas. When needed, the District Manager will confer with District Counsel on these matters.

**1140.605** The Public Health Education and Outreach Officer will monitor content on each of the Approved District Social Media Sites to ensure adherence to the social media policy for appropriate use, message, and branding consistent with the goals of the District.

**1140.606** All official District presences on Approved District Social Media Sites are considered an extension of the District's information networks and are governed by District policies, including e-mail, Internet usage, use of electronic media, and portable computer policies. In addition, the District's presence on Approved District Social Media Sites is also subject to the District's policies on harassment, discrimination, political activity, and customer relations.

**1140.607** Employees representing the District via Approved District Social Media Sites must conduct themselves at all times as representatives of the District. Employees who fail to conduct themselves in an appropriate manner shall be subject to appropriate disciplinary actions.

**1140.608** This policy may be revised at any time upon approval by the Board of Trustees.

### **1140.70 Authenticity Establishment**

**1140.701** Approved District Social Media Sites shall be created and maintained with identifiable characteristics identifying them as official District sites. The name "San Mateo County Mosquito and Vector Control District" and/or the official District logo must be displayed on any Approved District Social Media Site.

**1140.702** Approved District Social Media Sites shall be created and accessed using an official District email account.

**1140.703** The District's official website at [www.smcmvcd.org](http://www.smcmvcd.org) will remain the District's primary source and means of internet communication. To the extent possible, a link to the District's official website and the District's general contact information shall be included on any Approved District Social Media Site. Wherever possible, Approved District Social Media Sites should contain a link back to the official District website for forms, documents, online services, and other information necessary to conduct business with the District. Information posted by the District on Approved District Social Media Sites will supplement, and not replace, required notices and standard methods of communication.

**1140.704** Approved District Social Media Sites must make clear that they are maintained by the District and state that they follow the District's social media policy. To the extent possible, a link (hyperlink) to the District's Social Media Policy must be displayed on any Approved District Social Media Site.

**1140.705** The District Manager and the Public Health Education and Outreach Officer shall maintain all login and password information related to any Approved District Social Media Site.

### **1140.80 Site Content and Management**

**1140.801** Approved District Social Media Sites are to be used for informational purposes and all content must pertain to the District and/or District

business, services, programs or events. The District shall have full permission and rights to any content posted by or on behalf of the District, including all photographs and videos.

**1140.802** Approved District Social Media Sites shall be maintained consistent with the Brown Act, the Political Reform Act, and the California Election Code. Members of the District's Board of Trustees and any other appointed or elected officials shall not post or respond to any posts, comments or publications on any Approved District Social Media Site, or use any Approved District Social Media Site to blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the District, or for any political purpose. Personal use of other social media accounts by District officials or employees (e.g., an official or employee's postings on non-District Facebook or Twitter accounts) is not governed by this policy.

**1140.803** With respect to Approved District Social Media Sites, the Public Health Education and Outreach Officer shall be responsible for posting content on behalf of the District, monitoring content, responding to comments where appropriate, and reviewing site activity for exploitation or misuse. All Approved District Social Media Sites must provide a mechanism for the District to remove posts or prevent the posting of content that violates this policy.

**1140.804** To the extent that Approved District Social Media Sites allow users to post comments or responses to official posts by the District, the Approved District Social Media Site must include a list of the applicable guidelines being applied by the District to the forum and should include a statement that all posts are subject to this policy, as well as the host site's own terms of use. Each page should also indicate that it is intended only to create a limited public forum subject to the restrictions set forth in this policy.

**1140.805** Content posted on Approved District Social Media Sites may be considered public records subject to disclosure under California's Public Record Act ("PRA" – Government Code §§ 6250 et. seq.). Any content maintained on any Approved District Social Media Site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, as well as any deleted content, may be a public record subject to disclosure. All such content must be retained pursuant to the Public Records Act and the District's retention policy. PRA requests for the production of posts or deleted content on an Approved District Social Media Site shall be referred to District Counsel for review and response.

**1140.806** Content posted on any Approved District Social Media Site shall relate solely to matters of District business. A comment or post by a member of the public is the opinion of the commenter or poster only, and does not imply endorsement of, agreement with, or reflect the opinions of, the District.

**1140.807** Any content posted by external and authorized internal users on any Approved District Social Media Site may be subject to removal if it contains:

**1140.807.1** Profane, obscene, violent or pornographic language or content;

**1140.807.2** Content that promotes, fosters or perpetuates discrimination or harassment on the basis of race, age, religion, gender, national origin, sexual orientation, or any other category protected by local, state or federal law;

**1140.807.3** Content that constitutes sexual harassment of any member of the public or District employee or official;

**1140.807.4** Solicitations of commerce or advertisements, including promotion or endorsement;

**1140.807.5** Promotion or endorsement of political issues, campaigns, ballot measures, groups or individuals;

**1140.807.6** Conduct that constitutes or encourages illegal activity;

**1140.807.7** Information that may tend to compromise the safety or security of the public or public systems or of the District's technology resources;

**1140.807.8** Content intended to defame any person, group or organization;

**1140.807.9** Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;

**1140.807.10** False, vicious or malicious statements concerning any employee, the District or its operations;

**1140.807.11** Violent or threatening content;

**1140.807.12** Confidential, sensitive or proprietary information, including personnel information such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers; and

**1140.807.13** Comments not related to District posts, business, information, announcements, events or comments not related to the original topic, including random or unintelligible posts.

**1140.90** The above list is not necessarily exhaustive and the District reserves the right to remove or restrict any post or comment on any Approved District Social Media Site that violates the purpose or spirit of this policy.

**1140.100** Unacceptable content and repeat individual violators shall be removed from the Approved District Social Media Site and/or individual violators may be prohibited from making any further or additional posts on any Approved District

Social Media Site. The District's Counsel shall be consulted on any legal issues with respect to the removal of content or blocking of individual users.

#### **1140.200 Records Management**

**1140.201** The District's use of its Approved District Social Media Sites shall be documented and maintained in an easily accessible format that tracks account information.

**1140.202** The Public Health Education and Outreach Officer is responsible for the creation, administration and deactivation of Approved District Social Media Sites.

**1140.203** Content deemed inappropriate or technically destructive shall be promptly documented (screenshot/printout), saved pursuant to District policies and procedures regarding record retention, and then be removed immediately from any Approved District Social Media Site. The District's Counsel should be consulted on any potential legal issues.

#### **1140.300 Network Security**

**1140.301** The District's information Technology ("IT") staff shall have security controls in place to protect District information and technology assets against potential destructive technical incidents.

**1140.302** Perceived or known compromises to the District's internal network and/or its Approved District Social Media Sites shall be promptly reported to the District Manager.

**1140.303** Computers, laptops and mobile devices used to administer Approved District Social Media Sites shall have up-to-date software to protect against destructive technical incidents, including, but not be limited to, cyber, virus and spyware/adware attacks.

**Reviewed by legal: Kevin Siegel, Assistant General Counsel, and Traci Park, Special Counsel (Burke, Williams & Sorensen, LLP)**

**Approved: May 13, 2015**



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Employee Manual**

**NUMBER:**                **2010**

**2010.10** This manual was developed to outline the rules, procedures and policies under which employees of the District work, as well as to provide information regarding employee benefits and privileges.

**2010.20** Appropriate modifications, additions or deletions may be made to the manual as conditions or benefits change.

**2010.30** The Board of Trustees is the policymaking and governing body under which this District functions. Therefore, this manual is intended as a guide, and its contents shall neither supplant nor modify any Board policy or resolution.

**2010.40** The Board of Trustees and District Employees worked together to develop this manual. Following the meet and confer process, the Board adopted the Employee Manual per Resolution M-70-90.

**2010.50** This manual is designed to answer questions, which may arise during the course of employment. It is a useful reference guide to acquaint both employee and family with various aspects of District employment.

**2010.60** The Employee Manual works together with the District Policy Manual.

**Issued:**                    **July 1, 2000**

**Revised:**                 **June 25, 2008**

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Executive Officer**

**NUMBER:**                **2020**

**2020.10**    The District Manager shall be the Executive Officer of the San Mateo County Mosquito and Vector Control District and for the Board of Trustees.

**2020.20**    The terms and conditions of the District Manager's employment shall be specified in the agreement of employment established between the District Manager and the Board of Trustees. The agreement of employment shall be for the period of time as specified.

**2020.30**    Whenever the agreement of employment established between the District Manager and the Board of Trustees is in conflict with any District policy, said agreement of employment shall prevail.

**2020.40**    The Board Officers and Finance Committee will negotiate an employment agreement with the District Manager.

**Issued:**                **January 8, 2003**

**Revised:**              **June 25, 2008**

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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Vehicle Cost Reimbursement**

**NUMBER:**               **2030**

**2030.10** The Vector Control Joint Powers Agency require that all member districts adopt their policy outlined in Resolution No. 2-89. This resolution outlines the use of personal vehicles by member district employees or trustees while in the course and scope of their employment with the District. (See appendix 2030 for Resolution No. 2-89)

**2030.20** The District Manager may authorize an employee to use his/her personal vehicle in the performance of District work. The employee shall be reimbursed for the cost of total miles driven and at the rate specified in the Internal Revenue Service Guidelines.

**2030.21** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of work.

**2030.22** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2030.30** Each District employee, who in the course and scope of his or her employment, uses a vehicle not owned, rented, or leased by the District shall meet the following requirements:

**2030.31** Carry and maintain public liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage.

**2030.32** Every six months, provide the District proof of insurance attesting to the terms of coverage.

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**2030.33** Complete a permission form for personal vehicle provided as Appendix 2030-2.

**2030.40** It is required that each District trustee, who in the course and scope of his or her duties as trustee for the District, uses a vehicle not owned, rented, or leased by the District shall meet the following requirements:

**2030.41** Carry and maintain public liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage.

**2030.42** Prior to use of vehicle, provide the District proof of insurance attesting to the terms of coverage.

**2030.43** Complete a permission form for personal vehicle use provided as Appendix 2030.

**2030.50** The District is not responsible for the replacement or repair of the District Employee and or Trustee's personal vehicle if the personal vehicle is damaged or destroyed during the course of use on District business.

**2030.60** The District is responsible for completing the annual certification of District compliance with Resolution 2-89 regarding use of personal vehicles for District business provided as Appendix 2030.

**Issued: March 12, 2003**

**Revised: June 25, 2008**



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## **POLICIES AND PROCEDURES**

**TITLE:** Employee Cell Phone Usage

**NUMBER:** 2040

### **2040.10 SCOPE**

**2040.11** This policy applies to all operators of District-provided vehicles and all employee-provided vehicles operating for approved District business. It applies to all electronic devices carried inside a vehicle, regardless if the electronic device is company-provided or employee-provided.

**2040.12** Safety is the first priority while driving. Employees should comply with all District safety policies, including wearing safety belts, following all posted signs and speed limits, avoiding distractions outside and inside the vehicle, and taking sufficient breaks when driving for extended periods of time.

### **2040.20 POLICY STATEMENT**

**2040.21** The San Mateo Mosquito and Vector Control District recognizes that electronic devices such as cellular telephones, pagers, digital assistants, laptops, and other electronic communication devices provide benefits of improving public safety and increased employee productivity. A driver's first responsibility is the safe operation of the vehicle and best practice is to not use electronic devices, including cellular phones, while driving.

**2040.22** When on the road, drivers shall concentrate on safe and defensive driving and not on making or receiving phone calls, delivery of faxes, using computers, navigation systems, or other distracting influences. Such devices must only be used when the vehicle is not in motion. Only a "hands-free" unit is to be utilized while the vehicle is in motion.

**2040.23** The driver must, at all times, comply with all local, state, and federal laws in using such devices. Effective July 1, 2008 California Vehicle Code 23123 prohibits all drivers from using a handheld wireless telephone while operating a motor vehicle.

**2040.231** Laptop computers must have their screens in the down position while the vehicle is in motion.

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**2040.30 CELL PHONE GUIDELINES**

**2040.31 Hand-Held Phones**

**2040.311** If you receive a call on a hand-held cell phone, you are not allowed to answer the call while the vehicle is in motion. Allow call to go to voice mail, safely and legally park your vehicle and return the call.

**2040.32 Hands-Free Phones**

**2040.321** Employees who use hands-free telephones must keep conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes emotional, stressful or involved, traffic is heavy, or if weather and/or road conditions are poor.

**2040.34 Special Situations**

**2040.341** Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving.

**2040.342** District cell phones are for business use only and cannot be taken home overnight unless authorized by an immediate supervisor or the District Manager.

**2040.35 Discipline**

**2040.351** Employees who are found to have violated this policy may be subject to disciplinary action, which may include termination from employment.

**Issued: October 8, 2003**

**Revised: June 25, 2008**



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Blank**

**NUMBER:**                **2050**

Currently Blank –No Policy by this number



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## **POLICIES AND PROCEDURES**

**TITLE:** Guidelines for Accepting and Providing Gifts

**NUMBER:** 2060

**2060.10** An employee, trustee or spouse/domestic partner may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or services or benefits unless the transaction meets the following guidelines:

**2060.101** Is customary and gives no appearance of impropriety and does not have more than a nominal value as defined by the Conflict-of-Interest Provisions under the Political Reform Act of 1974, Government Code § 87100.

**2060.1011** Gifts aggregating \$50 or more must be disclosed on a Fair Political Practices Commission Conflict of Interest Form 700.

**2060.1012** No District Trustee or staff member may accept any gift or gifts from a single source aggregating in excess of \$360.

**2060.102** Does not impose any sense of obligation on either the giver or the receiver.

**2060.103** Does not result in any kind of special or favored treatment.

**2060.104** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

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**2060.105** Is given and received with no effort to conceal the full facts.

**Issued: March 12, 2003**

**Revised: June 25, 2008**



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## **POLICIES AND PROCEDURES**

**TITLE:** Family Care and Medical Leave

**NUMBER:** 2070

**2070.10** The purpose of this policy is to consider the administration of the Family and Medical Leave in accordance with the State Family Care and Medical Leave Act and the Federal Family and Medical Leave Act of 1993.

**2070.20** Because the District has less than fifty employees, however, no District employee is eligible to take the 12 weeks of unpaid FMLA/CFRA leave, and the District's obligations become limited to posting a notice of legal rights under the FMLA/CFRA on the employee bulletin board.

**2070.30** If the District staff increases to over fifty employees the following requirements must be met to be eligible for FMLA/CFRA leave:

The employee must have been employed with the District for a total of 12 months;

The employee must have worked at least 1250 hours worked during the 12-month period immediately preceding the start of any FMLA/CFRA leave;

The employee must work at a site that has at least 50 employees within a 75-mile radius.

The size of the District's labor force automatically disqualifies any District employee from taking FMLA/CFRA leave.

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**2070.40** The District already provides leave for the various situations that the FMLA and CFRA address.

**2070.41** Policies and Procedures Employee Manual Number 5040 (Medical Leave of Absence), is available for an employee with a “personal illness or personal injury, including a pregnancy related disability.” The employee may be granted up to six months of unpaid leave – approximately twice the leave available under FMLA/CFRA for the employee’s own “serious health condition.”

**2070.42** Also, where an employee’s immediate family member has an “illness” (which is less severe than the FMLA/CFRA definition of a “serious health condition”), California Labor Code section 233 compels the District to allow that employee to utilize up to half their annual leave to care for a spouse or domestic partner, minor child or the employee’s parents. Policies and Procedures Employee Manual Number 5100.121 (Sick or Accident Leave) further allows the use of paid leave for an employee to attend to a sick family member, including siblings, grandparents and parents-in-law.

**2070.50** The only situation addressed by the FMLA/CFRA but not the District’s existing policy is leave to bond with a newborn baby or newly adopted child. The employee is free to use vacation leave or compensatory time off for such a purpose. The District will also take a case-by-case approach, giving the District Manager the discretion to grant unpaid leave for either the father or mother to care for a newborn.

**Issued:** February 12, 2003  
**Revised:** June 25, 2008





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## **POLICIES AND PROCEDURES**

**TITLE:** Health Exams - Eliminated

**NUMBER:** 2080

The policy on Health Exams has been deleted to conform with current employment law



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Equal Employment Opportunities**

**NUMBER:**               **2090**

**2090.10** It is the policy of the District that there shall be no discrimination based upon race, color, creed, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), religion (includes religious dress and grooming practices), marital status, age (40 and above), national origin( includes language use restriction), ancestry, physical or mental disability (including HIV and AIDS), medical condition (genetic characteristics, cancer or a record or history of cancer), genetic information, gender, gender identity, and gender expression, sexual orientation, or any other consideration made unlawful by federal, state or local laws. This applies to all personnel actions, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action.

**Issued:**               **March 12, 2003**

**Revised:**             **January 29, 2014**

**Legal Review:**     **January 29, 2014**

**Board Approval** **February 12, 2014**

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## **POLICIES AND PROCEDURES**

**TITLE:** Job Descriptions

**NUMBER:** 2100

**2100.10** Job descriptions are reviewed annually for all regular staff members.

**2100.20** The following job descriptions are included in Appendix 2100 of the Employee Manual. The District Manager is authorized to update the job descriptions as necessary in the future after complying with any requirements of law, including but not limited to any applicable meet and confer obligations under the Meyers Milias Brown Act. Job descriptions for any newly created positions shall be adopted and approved by the Board.

**2100.21** District Manager

**2100.22** Operations Director

**2100.23** Laboratory Director

**2100.24** Finance Director

**2100.25** Field Operations Supervisor

**2100.26** Vector Ecologist

**2100.27** Vector Control Technician

**2100.28** Accountant

**2100.29** Office Administrator

**2100.30** Seasonal Hire – Operations

**2100.31** Seasonal Hire – Lab

**2100.32** Public Health Education and Outreach Officer

**2100.33** Facilities Maintenance Technician

**2100.34** Information and Technology Director

**Issued:** March 12, 2003  
**Revised:** September 14, 2012  
**Revised:** June 9, 2021  
**Revision & Board Approval:** June 9, 2021

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## **POLICIES AND PROCEDURES**

**TITLE:** Administration of Employer-Employee Relations

**NUMBER:** 2110

**2110.10** This policy implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned “Local Public Employee Organizations,” by providing orderly procedures for the administration of employer-employee relations between the District and its employee association.

**2110.11** Nothing herein shall be deemed to supersede the provisions of state law, District resolutions and policies which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations.

**2110.12** This policy is intended to strengthen merit, civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee association and the District.

**2110.13** This policy provides procedures for meeting and conferring in good faith with Recognized Employee Associations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law.

**2110.14** Nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include:

**2110.141** The exclusive right to determine the mission of its constituent departments, committees, and board;

**2110.142** Set standards of service;

**2110.143** Determine the procedures and standards of selection for employment;

**2110.144** Direct its employees;

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- 2110.145** Take disciplinary action;
- 2110.146** Relieve its employees from duty because of lack of work or for other lawful reasons;
- 2110.147** Determine the content of job classifications;
- 2110.148** Subcontract work;
- 2110.149** Maintain the efficiency of governmental operations;
- 2110.1410** Determine the methods, means and personnel by which government operations are to be conducted;
- 2110.1411** Take all necessary actions to carry out its mission in emergencies;
- 2110.1412** Exercise complete control and discretion over its organization and the technology of performing its work;

**2110.20 Definitions.**

- 2110.201** “Appropriate unit” means a unit of employee class.
- 2110.202** “District” means the San Mateo County Mosquito and Vector Control District, and, where appropriate herein, refers to the Board of Trustees or any duly authorized District representative as herein defined.
- 2110.203** “Confidential Employee” means an employee who, in the course of his or her duties, has access to confidential information relating to the District’s administration of employer-employee relations.
- 2110.204** “Consult/Consultation in Good Faith” means to communicate orally or in writing with all employee associations, whether exclusively recognized or not, for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus. These are distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process. This does not involve an exchange of proposals and counterproposals with an exclusively recognized employee organization in an endeavor to reach agreement in the form of a Memorandum of Understanding.
- 2110.205** “Day” means calendar day, unless expressly stated otherwise.
- 2110.206** “Employee Relations Officer” means the District Manager or his/her duly authorized representative.

**2110.207** “Exclusively Recognized Employee Association” means an employee association, which has been formally acknowledged by the District as the sole employee organization representing the employees.

**2110.208** “Impasse” means that the representatives of the District and a Recognized Employee Association have reached a point in their meeting and conferring in good faith where their differences remain so substantial that further meeting and conferring would be futile.

**2110.209** “Management Employee” means an employee having responsibility for formulating, administering or managing the implementation of District policies and programs.

**2110.2010** “Supervisory Employee” means any employee having authority to direct daily activities of personnel within their organizational scope of duties.

### **2110.30 Representation Proceedings**

**2110.31** *Filing of Recognition Petition by Employee Organization.* An employee association, which seeks to be formally acknowledged as an Exclusively Recognized Employee Association representing the employees in an appropriate unit, shall file a petition with the Employee Relations Officer on January 1 of each succeeding year, containing the following information and documentation.

**2110.311** Name and address of the employee association.

**2110.312** Names and titles of its officers.

**2110.313** Names of employee association representatives who are authorized to speak on behalf of the organization.

**2110.314** A statement that the employee association has, as one of its primary purposes, the responsibility of representing employees in their relations with the District.

**2110.315** A statement whether the employee association is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.

**2110.316** A signed copy of the Employee Association’s constitution and bylaws will be kept on file in the District office.

**2110.317** A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee association for any purpose.

**2110.318** A statement that the employee association has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability or medical condition.

**2110.319** The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.

**2110.3110** A statement that the employee association has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee association to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

**2110.3111** A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

**2110.3112** The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee association executing it.

**2110.32** Upon receipt of the Petition, the Employee Relations Officer shall determine if there was compliance with the requirements of the Recognition Petition and the proposed representation unit is an appropriate unit in accordance with this policy. The Employee Relations Officer may offer to consult with the petitioning employee association to consider questions of unit determination and on the appropriateness of the unit.

**2110.33** If the petition is in order and the proposed unit is deemed to be appropriate, other employee associations are given thirty (30) days to file competing requests for recognition.

**2110.34** If the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee association to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the Board of Trustees, or another agreed upon party, to review the count, form, accuracy and propriety of the proof of support.

**2110.35** The Employee Relations Officer shall arrange for a secret ballot election to be conducted by the Board of Trustees or District Legal Counsel in accordance with District policies.

**2110.351** Employee association who has submitted petitions shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the District.

**2110.352** Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election.

**2110.36** The Board, after a public hearing, may revoke its recognition of any employee association which violates any Federal or State law, any judicial order, and rules adopted herein for orderly and responsible employer-employee relations, or any provisions included in an agreement between the District and the recognized employee association.

**2110.361** A de-certification petition alleging that the incumbent Exclusively Recognized Employee Association no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer.

**2110.362** A de-certification petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete.

**2110.3621** The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.

**2110.3622** The name of the established appropriate unit and the incumbent Exclusively Recognized Employee Association sought to be decertified as a representative of that unit.

**2110.3623** An allegation that the incumbent Exclusively Recognized Employee Association no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.

**2110.3624** Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Association. Such proof shall be submitted for confirmation to the Employee Relations Officer.

**2110.363** The Employee Relations Officer shall arrange for a secret ballot election to be held after such notice to determine the wishes of unit employees as to the question of decertification.



**2110.364** Employee association, employees or the Employee Relations Officer may initiate the decertification process; and either the Employee Relations Officer or the employee association may propose unit modifications.

**2110.37** The unit requested by the employee association is not necessarily appropriate just because it has been so requested. The criteria for defining an appropriate unit are designed to prevent the excessive proliferation of units. Representation units should consist of the broadest feasible grouping of positions that share an identifiable community of interest. The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on.

**2110.371** The efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public.

**2110.372** Providing employees with effective representation based on recognized community of interest considerations.

**2110.373** Factors to consider should include.

**2110.3731** Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.

**2110.3732** History of representation in the District and similar employment.

**2110.3733** Consistency with the organizational patterns of the District.

**2110.3734** Number of employees and classifications, and the effect on the administration of employer-employee relations created by fragmentation of classifications and proliferation of units.

**2110.374** Managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee association, which represents other employees.

**2110.38** Requests by employee association for modifications of established appropriate units may be considered by the Employee Relations Officer. In addition, the Employee Relations Officer may by his own motion propose that an established unit be modified.

**2110.40 Administration**

**2110.41** Recognized employee associations shall have the following rights and privileges.

**2110.411** The right to represent its members before the Board, the Manager, or any appropriate management representative in matters regarding employment conditions or employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment, as provided in the Government Code Section 3505.

**2110.412** The right to reasonable notice and appropriate information in advance of matters affecting its membership. However, in emergencies, the Board may take action on a particular item without such advance notice provided that such notice shall be furnished as soon as practicable.

**2110.413** The right to be heard prior to the resolution of any matter set forth in 2110.411.

**2110.414** The right to a reasonable amount of time during regular working hours or at such other time as the Board may direct, to represent its members before the Board, or appropriate management representatives, on matters set forth in 2110.411; such time allowance during regular working hours to be limited to a maximum of two employee members, except that the Board may direct that additional employees be allowed to attend specific meetings.

**2110.415** The right to have payroll deductions made for membership dues whenever such employee association has payroll deduction authorization from at least fifty-one (51) percent of the authorized positions of the District. When so authorized by the Board, deductions may be made for membership dues. The Board shall fix the cost to the District for the handling of such deductions, and such fixed cost shall be paid by the recognized employee association in such manner as determined by said Board.

**2110.416** The right to the reasonable use of existing bulletin board space in the administration and laboratory headquarter building at a location agreed upon by the association and the District Manager, under the following conditions.

**2110.4161** Material shall be posted on space designated by the District Manager.

**2110.4162** Posted material shall bear the identity of the association.

**2110.4163** Posted material shall not be misleading, contain any deliberate misstatements or violate any Federal, State or County laws.

**2110.4164** Material shall be neatly displayed and shall be removed by an organization representative or the District Manager when no longer timely.

**2110.417** The privilege of using District facilities for meeting purposes only, provided that appropriate advance arrangements are made. An appropriate charge may be made to offset the cost of such use.

**2110.4171** Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee associations and those representing them shall be authorized only by the District Manager, and to the extent provided by in any Memorandum of Understanding and/or administrative procedures.

**2110.4172** Meetings shall be limited to lawful activities consistent with the provisions of this policy that pertain directly to the employer-employee relationship and not such internal employee association business as soliciting membership, campaigning for office, and association meetings and elections, and shall not interfere with the efficiency, safety and security of District operations.

**2110.418** The right to have authorized representative contact members of his/her association in District facilities and leave literature and material for distribution provided he/she has first made arrangements with the District Manager, or his representative, to provide a time, which does not disrupt District business. This right does not extend to contacting District employees who are not members of his/her association on District time. District time shall not be used for the distribution of literature or materials.

**2110.42** *Rights of Other Employee Organization.* Any employee organization as defined in Section 3501 (a) of the California Government Code, that complies with applicable rules and procedures established in this policy, may represent its members to the extent provided in Section 3502 of the Government Code. This policy applies to organizations other than a recognized employee organization/association.

**2110.43** *Meetings and Conferences.* The District, through its designated representative, shall meet and confer in good faith with the recognized employee association regarding wages, hours, and other terms and conditions of employment.

**2110.431** The District shall be represented in its employment relations with recognized employee associations by the District Manager, and such other District officials and representatives as deemed necessary.

**2110.432** Recognized employee association shall meet with the District Manager in an effort to solve employment relation's problems before requesting to appear before the Board. When a recognized employee organization requests that a matter be placed on the Board's agenda, a written report specifying the problem and the desired action shall be filed with the Secretary of the Board, at least ten (10) days prior to the date requested for appearance.

**2110.44** *Memorandum of Agreements.* When the meeting and conferring process is concluded between the District representatives and a recognized employee association, all agreed upon matters shall be incorporated in a written memorandum of agreement. The

memorandum will be presented to the Board for determination and shall not be binding until approval by the Board.

**2110.45** *Grievances and Appeals.* District employees may seek adjustment of grievances, and may appeal disciplinary action to the Board as provided for in District policies and procedures.

**2110.50 Impasse Procedures**

**2110.51** If the meet and confer process has reached impasse, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. The Employee Relations Officer shall then schedule an impasse meeting promptly. The purpose of the meeting includes.

**2110.511** To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding and if the impasse is not resolved, to discuss arrangements for the impasse procedures.

**2110.512** If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

**2110.5121** In as much as a mediator's job is simply to attempt, in private, to persuade the respective negotiating representatives to voluntarily reach agreement, voluntary mediation is suggested.

**2110.513** If the parties fail to agree to submit the dispute to mediation or fail to agree to the selection of a mediator, or fail to resolve the dispute through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the impasse to fact-finding.

**2110.5131** If mediation fails or is bypassed, the parties may engage in a fact-finding proceedings in the hope that recommendations will emerge to assist them in negotiating a settlement. Fact-finding is a voluntary process. The District may choose at this point to limit "outside" involvement to mediation, but as a trade-off to having fact-finding as an impasse tool, could consider making mediation mandatory at the request of either party.

**2110.5131** If the parties agree on fact-finding, they may agree on the appointment of one or more fact-finders. If they fail to so agree on one or more fact-finders, a fact-finding panel of three (3) shall be appointed in the following manner. One member of the panel appointed by the District Manager, one by the association and those two should name a third, who shall be the chairperson.

**2110.5132** The fact-finders shall consider and be guided by applicable federal and state laws. They will determine preliminary recommendations based on

their comparisons and financial resources of the District. Finally, the fact-finders shall make written findings of fact, and advisory recommendations for the resolution of the issues in dispute. Must be resolved in ten (10) days after service starts and written report to the Board Secretary.

**2110.52** If the parties did not agree on mediation or the selection of a mediator and did not agree on fact-finding, or having so agreed, the impasse has not been resolved, the District's Board of Trustees may take such action regarding the impasse, as it in its discretion deems appropriate as in the public interest. Any legislative action by the District Board of Trustees on the impasse shall be final and binding.

**2110.53** The cost for the service of a mediator and fact-finder or chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding shall be borne equally by the District and Exclusively Recognized Employee Association. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

#### **2110.60 Miscellaneous Provisions.**

**2110.61** Nothing in this policy shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers and authority granted by federal or state law.

**2110.62** Nothing in this policy shall be construed as making the provisions of California Labor Code Section 923 applicable to District employees or employee associations, or of giving employees or employee associations the right to participate in, support, cooperate, or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work.

**2110.63** In consideration of and as a condition of initial and continued employment by the District, employees recognize that any such actions by them are in violation of their conditions of employment except as expressly otherwise provided by legally preemptive state of contrary local law.

**2110.64** In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination, and may be replaced, to the extent such actions are not prohibited by preemptive law; and employee associations may thereby forfeit rights accorded them under District policies and contracts.

#### **2110.70 General Principles.**

**2110.71** In their dealings with each other, management and the employee association shall be prohibited from the following practices:

##### **2110.711 Management.**

**2110.7111** Interfering with, restraining or coercing any employee in the exercise of the rights assured by the Government Code or this policy.

**2110.7112** Encouraging or discouraging membership in any employee association by discrimination in regard to hiring, tenure, promotions or other conditions of employment.

**2110.7113** Dominating or interfering with the administration, policies, and programs of an employee association or its members' participation therein.

**2110.7114** Disciplining or otherwise discriminating against any employee because he/she has filed a complaint or given testimony to the Board under provisions of this policy.

**2110.7115** Refusing to accord appropriate recognition to an employee association qualified for such recognition.

**2110.7116** Refusing to hear, consult, or meet and confer in good faith with a recognized employee association as required by the Government Code Section 3505.

#### **2110.712 Employee Association**

**2110.7121** Interfering with, resisting, or coercing any employee in the exercise of rights assured by the Government Code, or this policy.

**2110.7122** Attempting to induce District Administration staff to coerce any employee in the enjoyment of his/her rights under this policy or the Government Code.

**2110.7123** Coercing, attempting to coerce, or disciplining any member of the association, which results in hindering or impeding the performance of his/her duties.

**2110.7124** Discriminating against any employee with regard to terms or conditions of membership because of race, color, creed, sex or national origin.

**2110.7125** Work stoppage or other disruptive activities, which are detrimental to the conduct of the District's affairs.

**2110.7126** Unauthorized use of District facilities.

**2110.7127** Refusing to consult, or meet and confer in good faith with management representatives of the District as required by the Government Code Section 3505.

## **2110.80 Procedures for Amendment of Employer-Employee Relations Policy**

**2110.81** All requests and reasons for addition, amendment or modification of the Employer-Employee Relations Policy shall be submitted in writing to the District Manager. The Board of Trustees on its own motion, or the Manager, may propose amendments to this policy.

**2110.82** The District Manager shall call a meeting within a reasonable time to review and discuss requests received by him/her.

**2110.83** The group called to review such requests shall be composed of two District management representatives, its Legal Counsel, and two representatives and the counsel of each recognized employee organization.

**2110.84** Written notification of such meeting shall be sent by the District Manager to the interested parties at least five (5) days in advance of the proposed meeting date stating the time, date and place of such meeting.

**2110.85** Failure to attend such scheduled meetings by a representative of the recognized employee association or present a written statement shall be construed as the group reviewing the request may make passive agreement to whatever recommendation.

**2110.86** After reviewing the request, the senior management representative shall prepare and present a report and recommendation to the Board of Trustees.

**2110.87** Official changes to the policy shall be made by proper motion of the Board in regular or special meeting.

## **2110.90 Procedures to Implement Policy**

**2110.91** The District Manager may propose procedures for the orderly conduct of the policy. Such procedures shall be consistent with all applicable rules and regulations and agreements, and shall be submitted to the Board for approval.

## **2110.100 Severability.**

**2110.101** Nothing contained herein shall be deemed to supersede the provisions of Federal, State or applicable laws. If any paragraph or section of this policy is held to be invalid, such decision shall not affect the validity of the remaining paragraphs or sections of the policy.

## **2110.110 Classification of Positions**

### **2110.111 Managerial**

**2110.1111** District Manager and Assistant Manager

**2110.112 Professional**

**2110.1121** Laboratory Director and Vector Ecologists

**2110.113 Supervisory**

**2110.1131** Laboratory Director, Finance Director, Assistant Manager, and Operations Supervisor.

**2110.114 Confidential**

**2110.1141** Finance Director and Accountant.

**2110.115 Operational**

**2110.1151** Vector Control Technicians, Vector Ecologists, Office Administrator, and Mechanic/Vector Control Technician.

**2110.116 Casual**

**2110.1161** This class includes temporary, part-time, seasonal, and student personnel employed in any capacity and shall be excluded from participation in any employee association.

**2110.120 Probationary Period**

**2110.121** During the first six months' Probationary Period any employee may be terminated for any reason without recourse to the grievance procedure.

**2110.130 Performance Evaluations.**

**2110.131** The District will initiate a Performance Evaluation Procedure, which shall be performed by the employee's most immediate supervisor. The employee shall be informed that an evaluation is being made, shall sign the evaluation, shall receive a copy for his/her records, and shall have the right to appeal the evaluation through the Grievance Procedure. (See Policy and Procedures-Employee Manual, Section 9000 Grievance Procedures)

**Issued: August 13, 2003**

**Revised: September 14, 2012**





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MOSQUITO & VECTOR  
CONTROL DISTRICT**

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Bylaws Governing Employees Association**

**NUMBER:**                **2120**

**2120.10**                The District recognizes the Employee Association and certified copies of its constitution and bylaws are maintained at the District office.

**Issued:**                **July 26, 2011**

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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Employment Hiring Practices**

**NUMBER:**               **2130**

**2130.10**           The purpose of this policy is to provide proper procedures for screening applicants, investigating a candidate's references and statements on the employment application, and conducting the hiring interview.

**2130.20**           Employment applications are provided to any individual requesting an application, whether or not a job opening is available. (See appendix 2130) All applications will be kept on file for two years from the date received at the District. After passage of two years, applications for individuals not hired will be shredded and disposed of.

**2130.21**           Application forms will conform to federal and state laws. Information elicited on applications shall be related to the job requirements and/or relevant qualifications, legitimate business necessity, or necessary for identification and verification purposes. The District shall not inquire as to, request or require applicants to identify or disclose, or base any hiring decision on, the applicant's status as a member of a protected class under federal or state discrimination laws as part of the application process.

**2130.22**           Applications cover, but are not limited to:

- Position being applied for
- Name, Address, Social Security and Driver's License information
- Educational Background
- Previous work experience
- Personal and business references
- Extra-curricular activities, interests and hobbies

**2130.30**           When a position becomes available, the notice of the open position will be posted at the District office and on the District website with a detailed job description. If needed, a "Help Wanted" advertisement will be submitted to the local paper, internet advertising sites, community colleges, County offices and at other districts. A position description will describe the job in detail.

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**2130.31** The position description will detail job duties including, but not limited to:

- Physical or behavioral requirements
- Daily and periodic routine functions
- Environmental conditions
- Level of authority and reporting relationships
- Wage and hour information
- Minimum qualifications, including educational background and experience, if applicable

The District is an Equal Employment Opportunity Employer.

**2130.40** In determining an applicant's qualifications, references will be verified. Verification may be performed by a qualified outside contractor of employment verification services. Questions relating to job performance, positions held, verification of employment dates, reliability, and involvements in any violent or harmful conduct, dishonesty or other potential problem areas related to the candidate's former employment conduct are acceptable areas of inquiry, unless otherwise prohibited by law or regulation. All information given should be well documented and comply with all legal requirements. A release of reference information must be provided on the application and signed by the employment candidate.

**2130.41** As a condition of continued consideration in the application process, applicants must grant permission to the District in writing to allow screening and verification procedures. These screening and verification procedures may, to the extent permitted by law and regulation, include but not be limited to, verification of immigration status, military discharge, criminal record, and, as deemed by the District to be a business necessity for the position applied for: drug testing (e.g., mandatory for safety-sensitive positions such as jobs requiring driving a motor vehicle or operating machinery), physical exams, fingerprinting, department of motor vehicle records, educational transcripts and credit history. The District may determine additional areas of screening and investigation are required by business necessity, and such additional screening shall be disclosed by the District and agreed to by the candidate in writing. Refusal by the employment candidate to allow any screening or investigation required by the District in accordance with this policy shall constitute a basis to discontinue consideration of the candidate for employment.

**2130.50** The District Manager shall appoint a hiring committee Chairperson and committee members. Once a candidate is selected for an interview, a letter stating the time and place for the interview will be mailed to the candidate. During the interview process, each interviewee will be asked a substantially similar series of questions, and written notes of the interviewee's responses will be taken by a designated member of the committee and maintained as part of the application file.

**2130.60** At the completion of all interviews, the hiring committee members will confer and a decision based on observations, qualifications, criminal and civil background check, thorough reference check of all employers and information provided, and experience will be

made. At its discretion, the hiring committee may convene an additional round of interviews if more information is needed to narrow the field.

**2130.61** Once a candidate has been selected, the applicant will be contacted to make an offer of employment on behalf of the District. If accepted, a letter will be mailed confirming the position acceptance, and remaining candidates will be notified in writing that the position has been filled. If the offer of employment is not accepted, the hiring committee may, in its discretion, extend an offer of employment to another qualified candidate without further interviews.

<b>Issued:</b>	<b>May 14, 2003</b>
<b>Revised:</b>	<b>January 29, 2014</b>
<b>Legal Review:</b>	<b>January 29, 2014</b>
<b>Board Approval</b>	<b>February 12, 2014</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Retirement Age

**NUMBER:** 2140

**2140.10** Staff members are required to meet the qualifications of the position for which they were hired, as stated in Policy 2100-Job Descriptions.

**2140.20** The District does not have a mandatory retirement age.

**Issued:** June 11, 2003

**Revised:** January 29, 2014

**Legal Review:** January 29, 2014

**Board Approval** February 12, 2014

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Employee Certification**

**NUMBER:**                **2150**

**2150.10**    The California Health and Safety Code §106925 (a) requires every governmental agency employee who handles, applies, or supervises the use of any pesticide for public health purposes to be certified by the Vector-Borne Disease Section of the California Department of Public Health (CDPH) as a Certified Vector Control Technician.

**2150.20**    CDPH is required to establish minimum standards for continuing education for all Certified Vector Control Technicians and other certified District employees. Minimum standards are outlined in the current version of the California Vector Control Technician Certification and Continuing Education Guidelines.

**2150.30**    All District Full-Time employees with the exception of Administrative staff, who handle, apply, or supervise the application of any pesticide, as part of their official duties, must obtain the following certifications:

**2150.31**                Category “A” – Pesticide Application and Safety Training

**2150.32**                Category “B” – The Biology and Control of Mosquitoes

**2150.33**                Category “C” – Arthropods of Public Health Significance

**2150.34**                Category “D” – Public Health Significance

**2150.40**    District employees requiring certification must complete Category “A” and Category “B” within the first year of employment. The District will complete all applications and allow the employee to utilize both testing dates during the first year.

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**2150.50** District employees requiring certification must complete Category “C” and Category “D” within the first two years of employment. The District will complete all applications and allow the employee to utilize both testing dates during the first two years.

**2150.60** CDPH Vector-Borne Disease, Chief or the District Manager may deny, suspend, or revoke any certification for any of the following reasons:

**2150.61** Failure to adequately supervise the use of a restricted material.

**2150.62** Failure to obtain a restricted material permits when required.

**2150.63** Failure to comply with any applicable provision of Division 6 or 7 of the California Food and Agricultural Department Code or regulations adopted pursuant to this provisions.

**2150.64** Failure to record each restricted material use and submit such record as required by law or regulation.

**2150.65** Making any false or fraudulent record.

**2150.66** Operating in a faulty, careless, or negligent manner.

**2150.67** Failure to qualify by examination.

**2150.70** Any action to deny, suspend or revoke such certificate shall be heard under the California Health and Safety Code Administrative Procedures Act, Chapter 5; provided, however if the CDPH Chief finds that the protection of the public welfare or safety requires immediate action, he or she may, without hearing, temporarily suspend or condition the certificate and shall forthwith schedule the matter for hearing. The CDPH Chief may terminate such temporary suspension or condition upon corrective action, as he or she deems satisfactory to assure compliance with the requirements of the law and the regulations.

**2150.80** All certified District employees who independently handle, apply, or supervise the application of any pesticide as part of their official duties, shall obtain the following continuing education units (CEU), within each two-year period, following initial date of certification.

<b>2150.81</b>	Category "A"	12 CEU
<b>2150.82</b>	Category "B"	8 CEU
<b>2150.83</b>	Category "C"	8 CEU
<b>2150.84</b>	Category "D"	8 CEU

**2150.90** If the Category "A" is delinquent, all of the specialty certificates shall be downgraded.

**2150.100** Failure to attain minimum CEU in any specialty area shall result in the down-grading of certification in the specialty in which the District employee is delinquent; however, the employee has a six month grace period to obtain the necessary CEU to maintain his/her certification before he/she is relegated to Limited Status. Failure to complete the minimum continuing education unit requirement during the grace period shall result in permanent downgrading.

**2150.110** If downgraded, a District employee may not independently handle or apply pesticides as part of their official duties, except under the direct supervision of a Certified District employee, until re-certified.

**2150.120** Reinstatement to certified status is subject to the approval of the CDPH Chief upon proof of minimum CEU accrual and proof of payment of all current and overdue fees.

**2150.130** Downgraded District employees unable to upgrade their certification in the allowable time will be terminated from District employment.

**2150.140** The District will pay all annual certification fees.

**2150.150** The District is responsible for documenting the training units accrued by each certified District employee. As required by the CDPH Chief, the District shall maintain an individual log.

**Issued: October 8, 2003**

**Revised: January 29, 2014**

**Legal Review: January 29, 2014**

**Board Approval February 8, 2014**





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## **POLICIES AND PROCEDURES**

**TITLE:** MVCAC Salary and Benefit Survey

**NUMBER:** 2160

**2160.10** The Mosquito and Vector Control Association of California (MVCAC) support the publication of a Salary and Benefit Survey to help management with governance and administering executive programs on a statewide basis.

**2160.20** The Salary and Benefit Survey is considered “private and confidential” due to the nature of the data providing current salaries and benefits for position classifications that may include only one member.

**2160.21** Salary surveys, retirement benefits, health benefits, and general benefit information will not be provided to any individuals or agencies outside of District Management and the District’s Board of Trustees.

**2160.30** Information not considered “private and confidential” within the Salary and Benefit Survey include; agency mailing list, member agency statistics reported by region/agency, and member agency statistics reported by type community and operating budget. This information is available to all requesting individuals or agencies.

**Issued:** October 8, 2003

**Revised:**



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## **POLICIES AND PROCEDURES**

**TITLE: Workplace Condition Complaint by an Individual or Employee Association**

**NUMBER: 2170**

**2170.10** The method of resolving complaints of workplace conditions shall be as follows:

**2170.11** The individual or Employee Association with a complaint shall first discuss the matter with their Supervisor (or other responsible employee) with the objective of resolving the matter informally. The Supervisor may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the Supervisor may be requested by the individual or Employee Association filing the complaint.

**2170.12** If the individual or Employee Association registering the complaint is not satisfied with the disposition of the complaint by the Supervisor, the complaint may be filed in writing with the Assistant Manager. Within a reasonable time, the Assistant Manager shall meet with the person or Employee Association President filing the complaint to resolve the matter. At the option of the Assistant Manager, he may conduct conferences and take testimony or written documentation in the resolution of the complaint similar to the Supervisor's investigation. A written decision from the Assistant Manager may be requested by the individual or Employee Association filing the complaint.

**2170.12** If the individual or Employee Association registering the complaint is not satisfied with the disposition of the complaint by the Assistant Manager, the complaint may be filed in writing with the District Manager. Within a reasonable time, the District Manager shall meet with the person or Employee Association President filing the complaint to resolve the matter. At the option of the District Manager, he may conduct conferences and take testimony or written documentation in the resolution of the complaint similar to the Supervisor's investigation. A written decision from the District Manager may be requested by the individual or Employee Association filing the complaint.

**2170.13** If the individual or Employee Association filing the complaint is not satisfied with the disposition of the matter by the District Manager, a written complaint may be filed with the Board of Trustees within ten (10) days of receiving the District Manager's decision. The Board President will bring the matter to the attention of the Trustees at the next available regularly scheduled meeting, or call a special meeting. The President of the Board will

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expeditiously assign the workplace condition complaint to the District Policy Committee. The District Policy Committee, may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The District Policy Committee will make the decision and report to the individual or Employee Association in writing if requested.

**2170.14** If the District Policy Committee does not resolve the complaint of the individual or Employee Association, this policy is no way prohibitive or is intended to deter a member of the public or staff member from appearing before the Board of Trustees to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board. Prior to appearing before the Board of Trustees all other attempts to resolve the complaint must be completed.

<b>Issued:</b>	<b>April 12, 2000</b>
<b>Revised:</b>	<b>January 29, 2014</b>
<b>Legal Review:</b>	<b>January 29, 2014</b>
<b>Board Passage</b>	<b>February 12, 2014</b>



**2180.30****Program Compliance Requirements**

Compliance with all applicable policies and regulations will be assured by:

- a. Implementation of a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.
- b. A system of progressive discipline shall apply to all employees who violate safety policies and regulations. Disciplinary action is conducted in accordance with applicable District personnel policies and procedures.
- c. Managers and Supervisors will provide positive acknowledgment of safe behaviors, and enforce safety policies and procedures fairly and uniformly.
- d. Employees who fail to follow safe work practices and/or procedures or who violate any District safety policies or directives will be subject to disciplinary action including termination. Disciplinary measures may be progressive depending upon the severity and/or frequency of the infraction(s).

**2180.40****Communication**

The District provides several methods to encourage open, two-way communication between management and staff on health and safety issues. These methods may include but are not limited to:

- a. Time may be scheduled at general, employee/staff meetings to discuss safety and health issues.
- b. The District will establish a safety committee.
- c. Safety topics and issues should be openly discussed; suggestions for improvement and recommendations should be encouraged.
- d. Distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcements.
- e. Employees are to be encouraged to make safety suggestions and to report any suspected safety hazards. Suggestions and hazard reports should be followed up and a timely reply made to the reporting employee. Communication shall be encouraged.
- f. Understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the work site without fear of reprisal. Communications with employees shall include meetings, training programs, and posted written information.

- g. The Injury and Illness Prevention Program (IIPP) shall be posted at a conspicuous location in the District's office, and shall be provided to the District Manager who shall keep it readily available.
- h. The District Manager and/or Safety Officer shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with the crew(s) at least quarterly to emphasize safety. Documentation including attendance at these meetings shall be maintained. District Manager, Safety Officer or their designee will develop the necessary form to document the meetings that will go into each employee's personnel file for a minimum of three (3) years.
- i. Mandatory general employee meetings shall be conducted (at least every 6 months) at which time employees may freely and openly discuss safety. Such meetings should be regularly scheduled and announced to all employees so that maximum employee attendance can be achieved. Documentation including attendance at these meetings shall be maintained. Copies of the attendance form and what was covered will go into each employee's personnel file. Discussions at these meetings should concentrate on:
  - 1. Occupational accident and injury history within the District.
  - 2. Employee experiences.
  - 3. Guest speakers from the District's Workers' Compensation insurance carrier or other agencies concerned with safety.
  - 4. Audio-visual materials that relate to the District operation safety.
  - 5. Training programs and safe operations shall be conducted in the use of new equipment, machinery, or tools. Documentation including attendance of training programs shall be maintained with a copy going into each employee's file.
  - 6. New employees shall be trained in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of each new employee training shall be maintained with a copy going into each employee's personnel file.
  - 7. Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at conspicuous locations in the District's office.
  - 8. News articles and publications devoted to safety shall be posted in the District Office.
  - 9. A safety suggestion box shall be maintained where employees, anonymously, if desired, can communicate their concerns to the District Manager.

## **2180.50      Identification of Workplace Hazards**

Periodic safety inspections shall be conducted to identify existing hazards in the work place, or conditions, equipment, and procedures that could be potentially hazardous. The District Manager shall conduct the inspections. District management shall develop methods for all inspections. Employees shall be encouraged to report suspected unsafe conditions. Management shall take appropriate action(s). Hazard identification may include but is not limited to the following:

- a. Written procedure(s) to assist in the identification of new hazards in a work area.
- b. Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.
- c. Timely and effective investigation of each occurrence of an occupational injury or occupational illness, or near miss accident, and methods to prevent recurrence.
- d. Methods of evaluation and procedures to address identification of a new hazard.
- e. Safety inspections by the District Manager or District Safety Officer.
- f. Inspections by Cal-OSHA or other regulatory agency. All regulatory inspections shall be reported immediately to the District Manager.
- g. Supervisors are responsible for promptly reporting to the District Manager whenever a new substance, new work procedure or operation, and/or new equipment are introduced into a work area. Each report must include an evaluation of the potential hazard(s), as well as the training or other steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).

## **2180.60      Evaluation and Abatement of Hazards**

### **a. Evaluation of Identified Hazards**

The District Manager and/or District Safety Officer reviews inspection reports, hazard assessment reports, vehicle accident reports, accident and incident reports, and Workers' Compensation claims reported. While not relieving the District of responsibility for employee safety, the District Manager and/or District Safety Officer may consult with department management to determine if effective corrective action/investigation has been initiated to correct or improve identified exposures, work methods, operational procedures, or equipment, which may present a safety hazard or exposure.

### **b. Abatement of Hazards**

The District will correct identified safety hazards in a timely manner. Regulatory requirements demand a serious hazard<sup>1</sup> must be abated immediately and employees are to be kept clear of the hazard. A non-serious hazard may be abated within a reasonable period.

When corrective action for a non-serious hazard will involve multiple steps, or cannot be completed promptly, an action plan must be developed and reviewed with the District Manager and/or District Safety Officer. This action plan will outline the steps to be taken, the order in which each step will be taken, and when each step will be carried out.

The action plan will also describe the methods that will be used to protect employees from the hazard until the proper corrective actions are completed. Employees are not to enter an imminent hazard area without specific approval of the District Manager and/or the District Safety Officer. Employees assigned to perform work necessary to correct the imminent hazard will be properly trained, equipped, supervised, and provided necessary safeguards including personal protective equipment.

#### **2180.70      Accident Investigation**

- a. The District shall investigate all work-related accidents in a timely manner. Reported minor accidents and near misses shall be investigated as well as serious incidents. A near miss is an incident, which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. (See Report of Unsafe Condition or Hazard and Occupational Accident, Injury, and Illness Investigation Report.)
- b. The Supervisor or person designated by the District Manager shall be responsible for accident investigation.
- c. Each investigation shall be done promptly and involve, but not be limited to:
  1. Identify all parties involved;
  2. A thorough gathering of all relevant facts and evidence;
  3. Identification of the cause of the accident;
  4. Identification of the procedure to prevent reoccurrence of such an accident;
  5. Implementation of such procedure; and
  6. If the investigation is done by the Supervisor or person designated by the District Manager, a written report is to be submitted to the District Manager regarding items (1) through (5) above. The District Manager may, at his or her discretion, submit

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<sup>1</sup> *A serious hazard is a working condition where there is a probability "that death or a serious physical injury or illness could result from exposure to the hazard." 8CCR, Section 334(c).*



any such report or any report he or she prepares to the Board of Trustees, for its consideration and action.

**2180.80      Safety Committee**

- a. It shall be the charge of the Safety Committee to develop and maintain for the District a responsible, pro-active approach to meet the safety needs of the District. This committee will act as a direct liaison for the District employees in identifying potential hazards in the workplace without acting in a punitive manner.
- b. The Safety Committee will consist of the following representatives:
  1. District Manager;
  2. Supervisor or person designated by the District Manager; and
  3. At least two employees, selected at large.
- d. Members of the Safety Committee shall perform the following:
  1. Meet quarterly, on the day of a regularly scheduled staff meeting;
  2. Discuss various aspects of safety (i.e., accidents and/or prevention, developing programs, documenting files);
  3. Inspect office facilities on a regular basis to ensure safe operation;
  4. Review and update the District Safety Manual;
  5. Inspect fire extinguishers on a monthly basis to ensure they are properly charged and order recharging as required;
  6. Coordinate training sessions to keep employees up to date on current policies and procedures;
  7. Review investigations of alleged hazardous conditions brought to the attention of any District employee. When determined necessary by the committee, the committee may conduct an inspection and investigation to assist in any remedial solutions.

**2180.90****Training Requirements****a. Safety and Health Training**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is essential to maintaining a safe and healthful work environment. In order to achieve this goal, the District will provide safety information and appropriate training to each employee with regard to general safety practices and to any hazards or safety procedures specific to the employee's work tasks. The District will document content and attendance of any safety training. Examples of training include:

1. District orientation of new employees upon hiring and prior to first job assignment.
2. Whenever new substances, processes, procedures or equipment are introduced into the work place; affected employees shall be trained and will demonstrate proficiency.
3. Whenever the District is made aware of new or previously unrecognized hazards.
4. Whenever safety training is required by an applicable code, regulation, or other legal requirement.
5. Whenever the District Manager or District Safety Officer believes that additional or specific training is necessary.

**2180.100****Emergency Action Plan**

In compliance with the California Code of Regulations, Title 8, Section 3220, the District shall develop and maintain an Emergency Action Plan (EAP) adopted by the Board and implemented as a means of ensuring employee and public safety during an emergency incident. As used in this section, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the District caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this District, requiring the combined forces of other political subdivisions to combat. District offices or operations in outlying facilities must develop site-specific emergency action plans appropriate to the complexity and operations of each work location. All employees with special responsibilities under any District emergency plan must receive appropriate training in the assigned responsibilities. Only the Board may amend this EAP. This EAP does not supersede any law, legal requirement, or regulation.

**2180.101      Emergency Services Council established; membership**

a. There is hereby created an Emergency Services Council. The members of the Emergency Services Council shall be as follows:

1. The Board President, or President's designee, who shall be chairperson;
2. The District Manager, or Manager's designee, who shall be vice-chairperson;
3. The Assistant District Manager; and
4. The Operations Supervisor and at least one member of the safety staff committee, as may be pointed by the Director of Emergency Services.

**2180.102 Powers and Duties of Emergency Services Council**

a. It shall be the duty of the District Emergency Services Council, and it is hereby empowered to develop and recommend for adoption by the District Board, emergency and mutual aid plans, agreements, such ordinances and resolutions, rules and regulations as are necessary to implement such plans and agreements. Such plans and agreements shall provide for the effective mobilization of all of the resources of this District to meet any condition constituting an emergency as defined herein. The Emergency Services Council shall meet up on call of the chairperson, or, in his/her absence from the District or inability to call such meeting, up on the call of the vice-chairperson.

**2180.102 Office of Director and Assistant Director of Emergency Services established**

- a. There is hereby created the position of Director of Emergency Services. The District Manager shall be the Director of Emergency Services.
- b. There is hereby created the position of Assistant Director of Emergency Services, who shall be appointed by the Director in writing.

**2180.102 Powers and duties of Director and Assistant Director of the Action Plan Council**

- a. The Director is hereby empowered to:
- b. Request the President of the District Board of Trustees proclaim the existence or threatened existence of a "local emergency" if the Board of Trustees is not in session. Whenever a local emergency is proclaimed by the Director, the Board of Trustees shall take action to ratify the proclamation within thirty days thereafter or the proclamation shall have no further force or effect.
- c. Control and direct the effort of the employees of this District for the accomplishment of the purposes of this chapter.
- d. Direct cooperation between the coordination of services and staff of the emergency organization of San Mateo County and resolve questions of authority and responsibility that may arise between them.

- e. Represent this District in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
- f. In the event of the proclamation of a “local emergency” as herein provided or as proclaimed by another political subdivision within the District’s jurisdiction or , the proclamation of a “state of emergency” by the Governor or the Director of the state Office of Emergency Services, or the existence of a “state of war emergency,” the Director is hereby empowered:
  - 1. To make and issue rules and regulations on matters reasonably related to the protection of life of District employees and property of the District as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of Trustees;
  - 2. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property; and to bind the District for the fair value thereof;
  - 3. To requisition necessary personnel or material of the District to address the emergency; and
  - 4. To execute all of his or her ordinary powers as a District Manager; all of the special powers conferred upon him or her by this section or by resolution or emergency plan; and all powers conferred upon him or her by any statute, by any agreement approved by the Board, and by any other lawful authority.
- h. The Director of Emergency Services shall designate the order of succession to that office to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of successions shall be approved by the Board.
- i. The Assistant Director shall, under the supervision of the Director, develop emergency plans and manage the emergency programs of this District and shall have such other powers and duties as may be assigned by the Director.
- j. Promulgate roles and orders in compliance with state law.

**2180.110**

**Record Keeping Procedures**

The District should retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file and include the following:

- a. Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.
- b. Documentation of training provided employees, including new hire instruction and follow-up training required by changes in operations or the identification of a previously unknown hazard.
- c. These records should be maintained by the District.

## **2180.120      Regulatory Inspections – Procedures, Compliance, and Reporting**

Whenever the District is inspected by a regulatory agency, i.e., Cal-OSHA, Fire Department, or Health Department, the District shall report the inspection to the District Manager and/or District Safety Officer. The District shall verify the credentials of the inspector and follow applicable regulations to comply with site inspection(s) conducted by the inspector and his or her agency. All inspection documentation will be reviewed with the District Manager and/or District Safety Officer.

## **2180.130                                      Safety Rules**

### **a. Vehicular Safety**

1. Drive with caution while entering parking areas, and be alert to the presence of pedestrians.
2. The use of seat belts by drivers and passengers is required when driving vehicles on district business.
3. Watch for vehicles entering or leaving the parking area when walking to your vehicle. Always use regular entrances and walkways when going to and from your place of work.
4. When using cellular phones, please refer to Policy and Procedures 2040 Employee Cell Phone Usage.

### **b. Lifting and Carrying**

1. If your work involves the handling of equipment, boxes, bundles, books, ledgers, portable filing cases, or other items of office equipment, limit lifting to items you are able to handle without difficulty. Lift by leg power with the back erect and do not lift with your back in a bent position.
2. Use only approved stepladders. Stools, chairs, boxes, and drawers shall not be used in place of stepladders.

### **c. Work Area Safety**

1. Pointed objects should not be carried in pockets or with the points exposed, nor should they be placed in vehicles, on desks, or on worktables with the points toward the user.
2. Be sure to keep fingers in the clear when closing safe, bookcases, drawers, and doors. Always grasp the handle or door knob and keep fingers away from the edge of drawers or doors.

3. Chemicals or chemical products should be handled only when the proper protective equipment is being worn.
4. You should not walk through work areas with sharp objects in hand with points exposed, or with chemicals or chemical products.
5. Adjust your chair or seat to obtain proper height and posture, both in vehicles and in the office.
6. Do not lean back on the rear legs of a straight chair. The chair may slip or break, causing a fall.
7. File cabinet drawers should be closed when not in use.
8. Heavy material should be placed in the lower drawers with lighter materials filed in upper drawers. The lower drawers should always be filled first.

**d. General Housekeeping**

1. Broken glass should be deposited directly into the outside refuse bin, and should not be placed in wastepaper baskets.
2. Workstation shelves and stands should be inspected periodically to ensure they are in good working order.
3. Personnel shall not throw materials or engage in horseplay.
4. Stay clear of areas where overhead work is in progress.
5. Good “housekeeping” throughout the workplace is of paramount importance. A clean and orderly office makes a safe and desirable place in which to work.
6. Aisle ways and doorways should be kept clear of stumbling hazards such as cartons, bottles, lunch boxes, umbrellas, etc.
7. Lunch papers and other refuse should be deposited in a trash container after use.
8. Use storage space provided for the storing of materials. Do not use the tops of file cabinets, tables, or equipment for this purpose.
9. Slip or trip hazards such as torn or loose floor coverings, water or other materials should be brought to the attention of your supervisor. Never ignore the obvious hazards. Correct or highlight hazards and report them as soon as observed.

**e. Miscellaneous Safety**

1. When using stairs, take one step at a time, keep to the right, and hold onto the handrail. When carrying packages, keep your vision unobstructed. Running or crowding on stairways, aisles, and in corridors is a dangerous practice that should be avoided.
2. Do not walk while reading. Be observant of your surroundings and watch your step.
3. Extra care should be practiced if wearing shoes with poor soles or work boots, particularly on stairways.
4. Doors should be kept either wide open or completely closed. Do not leave doors partly open. Care should be exercised when opening doors to avoid striking others. If exterior doors are left open, they must be properly secured.
5. Smoking and the inhalation of secondhand smoke is known to be responsible for, or contribute to, a large number of medical problems. The District prohibits the use of any tobacco product by all persons anywhere within the office or work area

**f. Office Machines, Equipment, and Supplies**

1. Only authorized persons are permitted to operate or repair office machines, vehicles or equipment. Authorizations will be granted only to those persons who have completed the appropriate training. Training on equipment which is relatively simple to operate, and which presents minimal hazards may be accomplished with written instructions or on-the-job training, rather than a more formal training program.
2. Machines, equipment and parts should be placed securely on a desk, table or stand provided for that purpose. They should not be placed in a side leaf or allowed to project over the edge of the desk, table or stand.
3. Special caution should be exercised when wearing loose clothing or dangling jewelry near machines or equipment.
4. Machines, equipment and vehicles must not be cleaned or adjusted while in motion.
5. If a machine or piece of equipment jams, disconnect the power cord until the problem is corrected. Fix the problem only if you have been trained and are authorized to do so. If not, advise your supervisor or the authorized equipment operator.
6. Electrical equipment should be turned off when not in use.

7. Never operate any equipment until you have made sure that no one is in a position to be injured by its operation.
8. Report to your supervisor any equipment in need of repair or adjustment.
9. Guards should always be in place except when oiling or cleaning the equipment. The power source should be disconnected before beginning these operations.
10. Fire equipment must not be used for any purpose other than fighting fires. Never tamper with, remove, or obstruct access to, any fire fighting equipment.
11. After using a fire extinguisher to suppress a fire, notify your supervisor so that the extinguisher can be refilled and serviced.
12. Furniture, boxes or other obstacles should never obstruct corridors, hallways, and fire exits.
13. Adequate ventilation should be provided for those operations involving flammable or toxic chemicals, vapors or fumes.

**g. Maintenance**

1. Every precaution should be taken to guard against slippery floors, stairs, and thresholds. If these surfaces are highly polished or become extremely slippery, notify your supervisor so that necessary arrangements can be made with the janitorial contractor.
2. The use of floor mats at the building entrances can help to reduce the risk of slipping during wet conditions.
10. Office furniture should be kept in good condition at all times. The tension of the springs of swivel chairs should be checked and maintained taut in order to avoid imbalance, which can cause the occupied chair to overturn.
11. Wooden furniture is likely to develop sharp or splintered corners. Equipment of steel construction should be examined for sharp burrs before being placed into service and the beading around the tops of steel desks may constitute a hazard if loose. Such defects should be reported for repairs.
12. The rollers and guides on cabinet drawers should be kept operating freely and in good working order. The safety locks or stops on each drawer should be checked periodically to guard against the possibility of pulling a drawer beyond the stop and having it fall.
13. Clocks, pictures, and framed calendars are to be securely fastened or anchored to walls.



**2180.140      Illness and Injury**

- i. Any illness or injury occurring at work, no matter how slight, must be reported to your supervisor. Your direct supervisor will provide you with a “Report of Occupational Injury ” and you are required to acknowledge receipt of the form in writing.
- ii. All employees will provide, and keep current, an emergency contact phone number to be used in case of emergency. (Nearest relative to contact). The District will keep these numbers in each employee’s personnel file. The Finance Department has a list of these numbers.

**2180.150      Emergency Safety Procedures**

**a. Important Numbers**

- |  |                |
|--|----------------|
| 1. Fire Department                               | 911            |
| 2. Police  | 911            |
| 3. Ambulance/Paramedics                          | 911            |
| 4. Local Hospitals<br>- Mills/Peninsula Hospital | (650) 696-5400 |
| 5. Poison Control Center                         | 211            |

**b. Serious Injury or Illness**

- 1. Notify the local Fire Department and Paramedics - dial 911. Inform them that you need an ambulance or immediate medical care. Stay on the line until the person on the other end tells you to hang up.
- 2. Stay with the person. Designate a person to meet the responding authority.
- 3. Notify the District Manager or designee of the situation
- 4. Keep first aid equipment on the premises for minor injuries. All employees are trained on the exact locations of First Aid equipment

**c. Office Security**

1. All employees should be alert to unknown persons on the property. Notify your immediate supervisor or District Manager of anyone or anything suspicious.
2. Lock all doors after business hours.
3. Keep all valuables locked when possible. Valuables should not be stored near an exit and should be kept out of sight.
4. Engrave serial numbers on valuable office items and equipment and keep a record of these numbers.
5. All keys will be collected prior to an employee leaving employment with the District.
6. Document all security incidents. The District will report all incidents to local authorities.

**d. Civil Disorder**

1. In the event of an emergency, local authorities shall be called immediately.
2. Do not attempt to remove demonstrators. The District should use the local authorities for such removal.
3. If there is a crowd in the street or parking area:
  - a) Lock all exterior doors;
  - b) Warn all employees to stay away from windows;
  - c) Document events by the use of written notes, dictation equipment, and photography.

**e. Evacuation Procedures**

1. The District shall designate specific personnel to be responsible for monitoring an evacuation.
2. All employees shall be informed of the following:
  - a) The location of exits;
  - b) The location of fire extinguishers;

- c) The location of first aid kits; and
  - d) Emergency telephone numbers and contacts.
3. Check for handicapped persons or visitors unfamiliar with the layout of the office.

**f. Fire Procedures**

1. If you discover a fire of any size, immediately call the Fire Department - 911.
2. Immediately notify the District Manager, designee, or your Supervisor.
3. If possible, use fire extinguishers to extinguish small controllable fires. Fire extinguishers are available and maintained. It is important that all employees know the location of all fire extinguishers, and how to operate them.
4. Do not return to your office for any reason until the fire has been controlled and you have been advised to return by the fire officials.
5. The District Manager, Supervisor, or designee shall take a head count of those in the office. Check for the following:
  - a) Injured or handicapped person;
  - b) Persons refusing to evacuate; and
  - c) Visitors or contractors.
6. Notify neighboring tenants of the situation.

**g. Earthquake**

1. In the event of an earthquake, remain calm and stay where you are – either outside the building or inside the building.
2. If you are inside of the building during an earthquake:
  - a) Do not evacuate;
  - b) Take cover under desk, table, or bench;
  - c) Sit or stand against an inside wall;
  - d) Sit or stand in an inside doorway; and
  - e) Avoid glass and outside doors.

3. If you are outside of the building during an earthquake:
  - a) Do not enter the building;
  - b) Stay away from overhead electric wires;
  - c) Stay away from poles, trees, or buildings; and
  - d) If driving an automobile, stop as soon as it is safely possible and remain in car. Do not stop under or on an overpass.
4. After the shaking:
  - a) The District Manager, Supervisor or designee shall account for those in the office;
  - b) Everyone should be located in the one designated area;
  - c) Remain calm; and
  - d) Be prepared to report injuries and property damage.

**h. Bomb Threats**

1. Remain calm and attempt to keep the caller on the telephone to gather as much information as possible regarding the location of the bomb. Listen for background noise or for other clues that may indicate who is calling and the location of the caller.
2. After receiving a bomb threat, immediately call 911.
3. Immediately notify the District Manager or designee of the bomb threat.
4. Safely evacuate the building.
5. Take notes of anything out of the ordinary in the office such as items that are out of place.
6. If a suspicious object is discovered, under no circumstances should it be handled or disturbed. Immediately advise authorities of any such object.

**i. Epidemics**

1. If an epidemic is declared by health or government officials

- a. District management will act in the best interest of community and employee health
  - b. District management will ensure protection measures and legal orders will be understood and implemented.
2. If stay at home orders are declared
    - a. Staff will work at home as much as feasible.
    - b. When staff are present, management may stagger start times, reduce building entry, provide personal protection equipment (PPE) and strictly enforce best practices as recommended by local or state health officials.
    - c. Board, director, and staff meetings will be conducted by telephone or video conferencing whenever possible.
    - d. Sanitize frequently used surfaces such as light switches, door handles, application equipment, steering wheels, equipment and tabletops using CDC recommended disinfectants.
3. To compliment these measures, each department will have protocols unique to their job duties
    - a. Department heads should work with their staff to identify unique obstacles
    - b. Staff feedback should be ongoing and frequent throughout the epidemic

<b>Issued:</b>	<b>April 11, 2007</b>
<b>Revised and Policy Committee Review</b>	<b>April 30, 2020</b>
<b>Board Approval</b>	<b>May 13, 2020</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Disability Accommodations**

**NUMBER:**                **2190**

**2190.10**                The purpose of this policy is to provide reasonable accommodations for qualifying disabled employees as defined by the Americans With Disabilities Act (ADA) and the California Fair Employment and Housing Act. If an employee needs accommodations, the employee is responsible for notifying your supervisor, or the District's workers' compensation administrator (Manager, Finance Administrator), of their needs.

**2190.20**                There may be many types of accommodations that can be reasonably made to help the employee perform the essential functions of the job in the event the employee is disabled. Reasonable accommodations will be determined on a case-by-case basis.

**2190.30**                The District will determine if the employee is a qualified disabled employee under the ADA and FEHA guidelines, verify his/her restrictions (in consultation with their medical provider), assess the impact of the disability on the essential functions of the current job, and determine the reasonableness of any accommodation the employee seeks in light of any budgetary constraints or other business reasons.

**2190.40**                Because of its size, however, the District does not have any permanent, light duty assignments available, but the employee will be offered any vacant District positions for which they are qualified and can perform the essential duties thereof, with or without reasonable accommodation. The employee may also be entitled to a disability leave of absence, pursuant to Policies and Procedures Employee Manual, Section 5050, if the disability is work-related. In the event that the employee cannot perform the essential functions of the job, with or without reasonable accommodation, the employee may be eligible for a disability retirement through the San Mateo County Employees Retirement Association.

**2190.50**                In accordance with Section 2000 of the Policies and Procedures Employee Manual (Equal Employment Opportunities), the employee may file a written complaint to his/her supervisor or the District Manager if they believe that they have been subjected to any form of unlawful discrimination or harassment on the basis of their disability.

**Issued:**                    **Sept 11, 2002**

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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Discrimination and Harassment**

**NUMBER:**               **2200**

**2200.10**       The purpose of this policy is to emphasize the District's commitment to provide equal employment opportunities and to prohibit discrimination against an applicant, employee or person providing services pursuant to a contract based on actual or perceived protected characteristics, and association with a person on the basis of that person's actual or perceived protected characteristics. The District is committed to providing a work environment that is free of discrimination.

**2200.20**       It is the District's policy to employ, retain, train, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence, without regard to the following characteristics protected by Federal and State laws: sex, sexual orientation, color, religious creed, national origin, ancestry, pregnancy, age over 40, marital status, status physical or mental disability, or medical condition. Further, it is the District's policy that any terms, conditions or privileges of District employment, including any program or activity administered by the District, will not be based upon that person's protected characteristic.

**2200.30**       Discrimination includes, but is not limited to:

**2200.301**       Any behavior or practice which treats a person differently because of that person's actual or perceived protected characteristic or association with a person on the basis of that person's actual or perceived protected characteristic;

**2200.302**       Systematic exclusion of a person because of that person's actual or perceived protected characteristic;

**2200.303**       Ignoring, failing to take seriously, blaming a person who reports or complains of conduct prohibited by this policy; and

**2200.304**       Continuing behavior directed at a person's protected characteristic.

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**2200.40** The District is also committed to providing a work environment that is free of unlawful harassment, a form of discrimination. Harassment creates a negative work environment and affects the work performance of all employees. Harassment on the basis of race, color, national origin, religious creed, sex, physical or mental disability, medical condition, age over 40, pregnancy, sexual orientation, marital status, or status as a veteran of the United States armed forces is unlawful harassment and will not be tolerated by the District. This policy prohibits unlawful harassment in any form including verbal, physical, visual and sexual.

**2200.401** Verbal harassment may include, but is not limited to, vulgar remarks, implied or connotative meanings, jokes threats of bodily harm, or any other form of physical contact on the basis enumerated above.

**2200.402** Physical harassment may include, but is not limited to, hitting, shoving, pushing, impeding or blocking movement, or any form of physical contact on the basis enumerated above.

**2200.403** Visual harassment may include, but is not limited to, leering, making derogatory gestures, displaying of derogatory posters, cartoons, or drawings on the basis enumerated above.

**2200.404** Behavior or action may constitute harassment if submission to the conduct is either an explicit or implicit term or condition of employment; or submission to or rejection of the conduct is used as a basis for an employment decision (such as hiring, promotion or transfer) affecting a person rejecting or submitting to the conduct; the conduct has the purpose or effect of substantially interfering with an affected person's work performance, or creating an intimidating, hostile or offensive work environment.

**2200.405** The District's policy against sexual harassment in the workplace may be found at Policies and Procedures Employee Manual number 800 and following.

**2200.50** All harassing behavior is considered misconduct and may subject an employee to disciplinary action including immediate discharge from service.

**2200.60** Although not mandatory, any employee believing he/she is a victim of discrimination or discriminatory harassment is encouraged to inform the person engaging in the conduct unless the alleged harasser is a supervisor or manager. If this informal step is ineffective, notify and report the facts of the incident (s) and the names of the individuals (s) involved to his/her supervisor or the District Manager, or in the event the complaint involves the Manager, the employee shall report the incident (s) directly to the Board of Trustees.

**2200.601** Employees shall report to their supervisor or the District Manager any instances of discrimination or discriminatory harassment that they have directly observed, whether or not reported by the employee who is the object of the discrimination or discriminatory harassment.



**2200.602** The District will make every effort to handle complaints in a confidential manner except as is necessary to conduct an investigation. All employees are expected to cooperate with any authorized investigation into discrimination or discriminatory harassment.

**2200.603** Any employee who makes a report or complaint which the employee knows or should know is false, under this policy, shall be subject to disciplinary action, up to and including termination.

**2200.70** The District will maintain and preserve all applications and personnel records and files, including any complaints and investigations, for a minimum period of two years, and as further discussed in Policies and Procedures Employee Manual Section 1040.

**2200.80** Retaliation for reporting discrimination or harassment is contrary to the law and will not be condoned. Those engaging in retaliatory behavior will be subject to discipline up to and including termination.

**2200.90** The District will undertake to provide facilities, services, and programs, when viewed in their entirety, that are readily accessible to and usable to individuals with disabilities. The District also will endeavor to provide means of effective communication with applicants, participants and members of the public with disabilities.

**Issued:** November 13, 2002  
**Revised:**



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Lactation Accommodation**

**NUMBER:**                **2210**

**2210.10**    As of January 1, 2002, pursuant to the newly enacted Labor Code Sections 1030 through 1034, the San Mateo County Mosquito Abatement District will make available the following lactation accommodations as directed by Assembly Bill 1025.

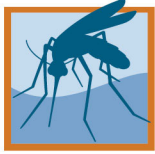
**2210.20**    The District shall provide a lactating employee reasonable amount of break time to express breast milk for the employee's infant child. If possible, the break time should coincide with the employee's paid rest time. If not, the break time shall not be paid.

**2210.30**    The employee should discuss with her immediate supervisor her desired schedule to lactate so that District operations are not seriously disrupted. The District is not required to provide additional break time if to do so would seriously disrupt the District's operations.

**2210.40**    If the employee's existing work station is not conducive for lactation, the District shall allow the female employee use of another room or location in close proximity to the employee's work area so that the employee may express milk in private.

**Issued:**                    **Sept 11, 2002**

**Revised:**

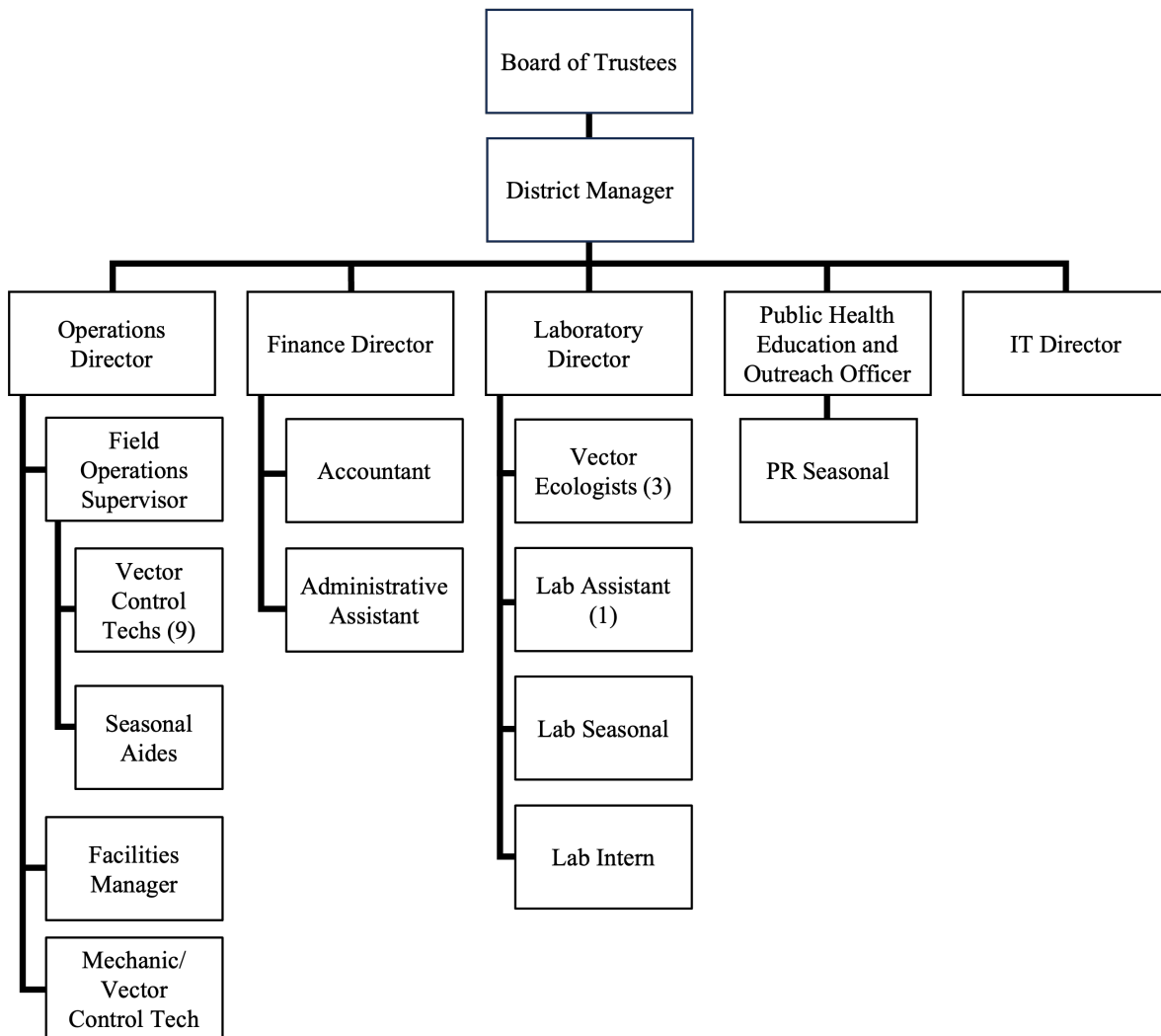


## POLICIES AND PROCEDURES

**TITLE:** Organizational Chart

**NUMBER:** 2220

**2220.10** The organizational chart delineating chain of command.



*Policy 2220 – Organizational Chart*

**Issued:** March 12, 2003  
**Revised:** September 14, 2012  
**Revised:** May 26, 2015  
**Revised:** October 2016  
**Revised:** July 2023  
**Board Approval:** July 12, 2023



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Vehicle and Watercraft Use**

**NUMBER:**               **3010**

**3010.10**       The District maintains a fleet of vehicles and watercraft (collectively “District Vehicles”) for the sole purpose of conducting district business. In order to best serve the mission of the District, District employees who are authorized to drive a District Vehicle and/or watercraft (hereinafter “Employees”) must adhere to this and other District policies as well as all local, state and Federal laws regarding the appropriate use of District Vehicles and vehicle safety. Employees shall use District Vehicles only for purposes of conducting District business and travel to / from approved functions.

**3010.20**       All Employees who operate District vehicles must be insurable under the district’s Automotive Policy with the Vector Control Joint Powers Agency and comply with requirements of the California Department of Motor Vehicles (DMV) as outlined by the Vector Control Joint Powers Agency. This includes, but is not limited to, physically possessing their California Driver’s License while operating Vehicles and not operating a Vehicle for District service while Employee’s driver’s license has expired, been suspended or revoked. Any Employee who is convicted of a DMV moving violation or whose license is suspended/revoked must report this situation to his/her supervisor within one (1) business day. Traffic tickets for mechanical/equipment violations on a District vehicle should be referred to the Employee’s supervisor. Tickets for traffic or parking violations are the financial responsibility of the Employee. In the event of an accident or damage involving a District Vehicle, an incident report must be submitted to the Employee’s supervisor as soon as possible. The District is not responsible for personal items left in District Vehicles.

**3010.30**       District Vehicles are not to be used for the sole purpose of transportation between the Employees’ work place and residence, unless authorized by the District Manager or the Board of Trustees.

**3010.301**       An Employee, with permission of the District Manager, may use District Vehicles outside of regular working hours for occasional special responsibilities of work functions where such authorization is indicated for expediency and efficiency.

**3010.40**       Employees may have his or her Vehicle privileges suspended or revoked, may be subject to disciplinary action, and/or may be liable to the District for costs resulting from

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any misuse of a District Vehicle. Examples of misuse include, but are not limited to: using a District Vehicle for other than official District business, except as specifically permitted by this policy; driving a District Vehicle without a valid California Driver's License; failure to report a DMV violation; unsafe driving practices; abuse of the District Vehicle; improper fuel card usage; removal of District logos from District Vehicles without authorization; transporting unauthorized passengers; failure to report an accident or wrongfully leaving the scene of an accident; or having multiple preventable accidents causing financial loss to the District. Any person who uses a District Vehicle for other than official District business, except as specifically permitted by this policy may be personally liable for any damage arising from their unauthorized use.

**3010.50** Unauthorized passengers are prohibited from riding in District Vehicles except in cases of extreme emergency involving imminent danger to persons or property.

**3010.501** Authorized passengers include all District personnel, Board members, representatives from other districts, health departments, research agencies, registered volunteers, and other persons having official business with the District.

**3010.502** A spouse or partner may be transported by a District Vehicle when accompanying an authorized passenger or driver to approved functions.

**3010.503** Persons visiting the District in official capacities of their employment and covered by Workers Compensation Insurance may be transported in District Vehicles when appropriate.

<b>Issued:</b>	<b>January 8, 2003</b>
<b>Legal Review:</b>	<b>April 2017</b>
<b>Update and Board Approval:</b>	<b>November 8, 2017</b>



**SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT**

*Protecting public health since 1916*

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Burlingame, CA 94010

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Blank**

**NUMBER:**                **3020**

Currently Blank –No Policy by this number

Deleted April 2017

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## **POLICIES AND PROCEDURES**

**TITLE: Wetlands Management**

**NUMBER: 3030**

**3030.10** Protecting wetlands while giving due consideration to the prevention of the spread of disease is essential. The continued development of technology is to be addressed that permits public health concerns and elimination of mosquitoes. The District supports the need for conservation of wetlands. Consideration to preventing the spread of disease and the continued development of technology that addresses public health concerns and elimination of mosquitoes is favored.

**3030.20** The District encourages public education regarding wetlands and emphasizes that future wetlands legislation should address disease vector and public health issues. Public health and safety cannot be jeopardized in favor of private property rights. A balance must be agreed upon that protects citizens' property rights while preventing the spread of disease and guaranteeing a healthy environment for all.

**3030.30 Don Edwards San Francisco Bay National Wildlife Refuge**

**3030.301** The District will maintain communication with the U.S. Fish and Wildlife Service (USFWS) and California Fish and Game (CFG) to restore Bair Island (Redwood City) to eliminate mosquito breeding and assure tidal marsh habitat for endangered wildlife species and migratory birds.

**3030.302** The District will help the USFWS develop interpretive panels to explain salt marsh ecology, discuss the plants and animals including insects of Bair Island and the Bay, and explain ongoing efforts to rescue endangered species from extinction. In addition, the District will explain the historical problems of salt marsh mosquitoes.

**Issued: February 12, 2003**

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Loss, Preservation and Improvement of Public Health Pesticides**

**NUMBER:**                **3040**

**3040.10**                The District supports the development of new biological, biotechnological, and chemical pesticides, which based on a risk/benefit analysis, are safe, environmentally sound and cost effective.

**3040.20**                The District opposes any requirement for state or federal registration of naturally occurring biological control agents. The District encourages comprehensive testing and analysis of all new and currently existing pesticides to ensure maximum protection of public health and safety.

**3040.30**                The District strongly supports the re-registration of older pesticides and urges the use of separate risk/benefit analysis in the registration of pesticides for use in disease control.

**Issued:**                    **February 12, 2003**  
**Reviewed:**                **July 27, 2011**  
**Policy Committee Review**   **March 8, 2017**  
**Board Review**                **April 12, 2017**

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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Tire Disposal and Shipping**

**NUMBER:**                **3060**

**3060.10**            The District advocates a national policy focusing on proper and rapid disposal and recycling of scrap and used tires that significantly reduce inventories of discarded tires.

**3060.20**            Tires stored in an unsafe manner will help spread disease vectors and increase exposure to mosquitoes and vector-borne diseases.

**3060.30**            The District recommends increased inspections and severe penalties for unsafe storage of used tires.

**Issued 2003**

**Reviewed**

**Board Approval (no change)**

**July 11, 2011**

**May 10, 2017**

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## **POLICIES AND PROCEDURES**

**TITLE:** Minor Use Pesticides

**NUMBER:** 3070

**3070.10** The District recognizes Environmental Protection Agency (EPA) standards in distinguishing between minor use pesticides for public health requirements and those pesticides used to meet agricultural requirements.

**3070.20** The District supports legislation that accelerates the registration process of minor-use pesticides.

**3070.30** Minor-use pesticides used by the District include, but are not limited to, the following:

**3070.301** **Methoprene** A synthetic hormone that disrupts the transformation of larvae into adults. This hormone occurs only in mosquitoes and does not affect birds, fish, mammals, amphibians or other species of aquatic invertebrates.

**3070.302** ***Bacillus thuringiensis israelensis* (Bti)** A bacterium that kills larval mosquitoes by poking holes in their digestive tract. Bacteria in this group occur naturally in nearly all-aquatic environments. The bacterium strain (Bti) used is specific to mosquitoes and black flies, and does not affect other organisms.

**3070.303** ***Bacillus sphaericus* (Bs)** A bacterium that kills larval mosquitoes by poking holes in their digestive tract. Unlike, Bti, Bs has shown some environmental persistence (2-4 weeks), and the ability to recycle (re-grow and reproduce) itself in the environment. The bacterium strain (Bs) is specific to only mosquitoes and does not affect other organisms.

**3070.304** **Golden Bear Oil (GB1111)** A highly refined petroleum distillate that forms a thin film on the top of the water and kills larvae through suffocation. It breaks down rapidly in the environment (within 24-48 hours) and is used for temporary control of mosquito pupae when other forms of control fail.

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**3070.305 Agnique.** A trade name of a surface film derived from plant materials. This product disrupts the surface tension of standing water and prevents larvae from attaching to the surface to obtain air.

**3070.306 Pyrenone.** A synthetic pyrethroid used to kill adult mosquitoes. This product breaks down rapidly in the environment and is used for temporary control of adult mosquitoes when other forms of larval control fail.

**Issued: February 12, 2003**

**Reviewed: Sept 14, 2012**



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## **POLICIES AND PROCEDURES**

**TITLE:** Mosquito and Vector borne Disease Research Funding

**NUMBER:** 3080

**3080.10** To prevent human and animal exposure to mosquito and vector borne diseases, the District supports the allocation of funds by the federal government for mosquito and vector control research.

**3080.20** The District may provide funding for mosquito and vector borne disease research performed by various universities or colleges.

**Issued:** March 12, 2003  
**Reviewed:** September 14, 2012  
**Board Review** April 12, 2017

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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Inspection Warrant Requirements**

**NUMBER:**               **3090**

**3090.10**       The District’s employees shall enter any property in a manner consistent with Health and Safety Code Section 2053, the California Constitution, and the United States Constitution. Except as otherwise provided by law, all District employees shall comply with the Mosquito and Vector Control District Inspection and Abatement Guidelines prepared by MVCAC (most recent version) and observe the following best practices for entering properties.

**3090.11**       Technicians, acting on a service request, shall contact the requester by telephone or in person within one business day, or as soon thereafter as practicable, to receive consent before entering legally “protected areas” of their property. All property owners shall receive notification of findings from a vector control operation carried out on their property.

**3090.12**       Technicians, on a pro-active public health emergency control program, going house-to-house, must receive consent from a resident prior to entering legally protected areas of their property. All residents shall receive notification of findings from a vector control operation carried out on their property.

**3090.13**       Technicians shall always wear an official uniform identifying them as a District employee and be able to provide proper identification for inspection by the resident prior to requesting consent to enter legally protected areas of their property for inspection and/or abatement of mosquitoes or other vectors.

**3090.14**       Technicians may enter “open fields” without consent for inspection and/or abatement of mosquitoes or other vectors.

**3090.15**       In exigent circumstances, such as where a serious public health threat constitutes an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property and there is insufficient time to obtain a warrant, technicians may enter the legally protected areas of a property if no resident is available by telephone or at the residence to provide consent. All property owners shall receive notification of findings from a vector control operation carried out on their property.

**3090.16**       District may work cooperatively with local Code Enforcement officers to assist in gaining access to legally “protected” areas on private properties if consent is

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not authorized, but inspection and/or abatement is required for mosquito or other vector control operations.

**3090.17** When access is denied, District Counsel shall be utilized to obtain an inspection and abatement warrant through the courts in a manner consistent with Health and Safety Code Section 2053 and other applicable law.

<b>Issued:</b>	<b>October 8, 2003</b>
<b>Reviewed:</b>	<b>August 19, 2013</b>
<b>Reviewed by Policy Committee</b>	<b>April 12, 2017</b>
<b>Board Approval</b>	<b>November 8, 2017</b>





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## **POLICIES AND PROCEDURES**

**TITLE:** **District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)**

**NUMBER:** **4000**

**4000.10** This policy establishes guidelines on the use of unmanned aerial systems (UAS) by the San Mateo County Mosquito and Vector Control District (“District”) with respect to privacy concerns. The District is committed to using this technology responsibly, ethically, and respectfully. As a result, the District has adopted this Policy to promote privacy, transparency, and accountability to the residents of San Mateo County.

**4000.101** This policy shall govern the District's use of UAS. The District intends to utilize this technology to aid surveillance and control operations while ensuring that all UAS use is focused on safety and respect for individual privacy while reducing the District's environmental footprint.

**4000.102** The District will monitor and comply with all laws (Federal, State, & County) and regulations applicable to UAS. As laws and regulations evolve and UAS technology improves, the District will review this policy and update it as needed.

**4000.20** The District shall only use UAS in a manner consistent and applicable to vector surveillance and control methods in San Mateo County and consistent with the District's Integrated Mosquito and Vector Control Program. The District prohibits using a UAS to collect information on individuals or private property except when statutorily required.

**4000.30** The District adopts the following guidelines for operating UAS and collecting and storing data:

**4000.31** In the absence of a compelling need to do otherwise, or consent of the data subjects, the District will refrain from collecting covered data<sup>1</sup> when the District knows

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<sup>1</sup> “Covered data” means information collected by a UAS that identifies a particular person. If data collected by UAS likely will not be linked to an individual's name or other personally identifiable information, or if the data is altered so that a specific person is not recognizable, it is not covered data.

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the data has a reasonable expectation of privacy.

**4000.32** The District will make a reasonable effort to avoid knowingly retaining covered data longer than reasonably necessary to fulfill its statutorily required purpose.

**4000.33** If publicly disclosing covered data is not necessary to fulfill the purpose for which the UAS is used, the District will endeavor to avoid knowingly publicly disclosing data collected via UAS until the operator has undertaken a reasonable effort to obfuscate or de-identify covered data unless the data subjects provide consent to the disclosure.

**4000.50** Only District employees with a valid remote pilot license issued by the US Federal Aviation Administration (FAA) and a properly trained pilot are permitted to operate a UAS.

**4000.51** Any UAS work carried out by SMCMVCD staff will comply with the SMCMCD UAS Operators' manual.

**Reviewed by legal: January 19, 2023**

**Approved by Board: February 8, 2023**



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## **POLICIES AND PROCEDURES**

**TITLE:** Code of Ethics

**NUMBER:** 4010

**4010.10** The Board of Trustees is committed to providing excellence in leadership that result in the highest quality of services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Trustees, the following policies shall be observed.

**4010.101** The dignity, style, values and opinions of each Trustee shall be respected.

**4010.102** Responsiveness and attentive listening in communication is encouraged.

**4010.103** The needs of the District constituents are the priority of the Board of Trustees.

**4010.104** The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager who will direct the professional staff members of the District.

**4010.105** Trustees commit themselves to emphasizing the positive.

**4010.106** Trustees shall commit themselves to focusing on issues and not personalities. The presentation of the opinions of others shall be encouraged.

**4010.107** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Trustees takes action, Trustees shall commit to supporting the action and not create barriers to the implementation.

**4010.108** Trustees shall practice the following procedures.

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**4010.1081** In seeking clarification on informational items, Trustees must direct their requests to the District Manager for information needed to supplement, upgrade, or enhance their knowledge. The District Manager may then request the information from specific staff members. The Trustees will not request information directly from staff.

**4010.1082** Complaints from residents and property owners of the District will be referred directly to the District Manager.

**4010.1083** Concerns for safety or hazards are to be reported to the District Manager or to the District Office. Emergency situations shall be dealt with immediately by seeking appropriate assistance.

**4010.1084** If approached by District personnel concerning specific District policy, Trustees will direct inquiries to the District Manager. The chain of command must be followed.

**4010.1085** When responding to constituent requests and concerns, Trustees should be courteous and if necessary, route their questions to the District Manager.

**4010.1086** Trustees should develop a positive working relationship with the District Manager so that current issues, concerns and District projects can be discussed comfortably and openly.

**4010.1087** Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than individual Trustees selectively.

**4010.20** Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

**4010.30** All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006.

**4010.301** New trustees must comply within one year of their appointment.

**4010.302** Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act. as required under California law (Assembly Bill 1234).

**4010.303** Trustees will provide a certificate of completion as proof of compliance to the District Office.

**4010.304** Designated staff members are also required to complete ethics training and meet all the requirements of state laws and provide certificates of completion to the District office as proof of compliance.

**Issued: November 13, 2002**

**Revised: April 16, 2009**

**Revised: February 2016**

**Approved by Board: April 2016**



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## **POLICIES AND PROCEDURES**

**TITLE:** Meeting Attendance

**NUMBER:** 4020

**4020.10** Members of the Board of Trustees shall attend all regular and special meetings of the Board unless there is good cause for absence. An excused absence will be recorded in the Board minutes if the Trustee notifies either the Board Secretary or the President of the Board of Trustees prior to being absent from a regular or special meeting. Acceptable methods of notification include electronic transmission (email), telephone communication and letters.

**4020.20** A vacancy may occur if any member ceases to discharge the duty of their office (including unexcused Board of Trustee meeting absences) for the period of three (3) consecutive months except as authorized by the Board of Trustees. The Board Secretary will note in the meeting minutes those trustees who have excused or Board authorized meeting absences.

**4020.30** The District Manager may request specific staff to attend regular meetings of the Board of Trustees to present reports concerning their respective areas of responsibility within the District or on special projects in which they are involved on behalf of the District. Such reports shall include, but not be limited to: ongoing entomological programs from the field and laboratory settings, operational updates on mosquito control programs, and financial and administrative data.

**4020.40** Trustee attendance is encouraged at meetings and conferences directly related to the functions and interests of the District.

**4020.50** All Trustees are encouraged to attend the Annual Meeting of the Mosquito and Vector Control Association of California (MVCAC).

**4020.501** Upon returning from the MVCAC meeting, trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. Such reports shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

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**4020.60** Trustees are encouraged to attend the Annual Meeting of the California Special District Association (CSDA).

**4020.601** Trustee attendance at the CSDA Annual Meeting is restricted to the Board President, or another Board Officer, or a representative (appointed by the Board President per Policy 4040.80) and up to three (3) Trustees of the Board with preferences to Board Trustees who have never attended a CSDA Annual Meeting, followed by those who have not attended for the last three (3) years.

**4020.602** Board Trustees who have attended within the last two (2) years will not be eligible to attend.

**4020.603** Trustee declining the invitation to attend the CSDA Annual Meeting will automatically drop to the bottom of the attendance preference list and the next eligible Board Trustee will be selected.

**4020.604** Once a Board Trustee attends the CSDA Annual Meeting that Trustee will be placed at the bottom of the attendance preference list.

**4020.605** Upon returning from the CSDA Annual Meeting, trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

**4020.606** District Manager regulates staff attendance at the CSDA Annual Meeting, giving consideration to training opportunities.

**4020.70** The District Manager will represent the District at the Quarterly and Annual Meeting of the Vector Control Joint Powers Agency (VCJPA). If a District Trustee becomes a member of the VCJPA Board of Directors they will also attend the Quarterly and Annual VCJPA meetings.

**4020.701** Reports of the VCJPA Annual Meeting will be provided at a subsequent District Board of Trustee meeting, detailing what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

**4020.80** District Board of Trustees President is required to attend meetings of the Special District Selection Committee (SDSC) at which a Special District representative is elected to serve on the Local Agency Formation Commission (LAFCo). These meetings are called by the LAFCo Executive Officer to fill a vacancy of the special district representative to LAFCo whenever a vacancy occurs. . The President of the District's Board of Trustees is the District's only member authorized to vote at the SDSC meetings for the election of a special district representative to LAFCo. If the District Board President is unable to attend, the District Board of Trustees must appoint another Trustee by Board Resolution or Minute Order to be the authorized voting member at the SDSC. All District Board Officers are encouraged to attend the local CSDA meetings.

**4020.801** Upon returning from the CSDA meeting, the Board President and attending trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

**4020.90** Trustees are encouraged to attend the Annual County Legislative Breakfast.

**4020.901** Upon returning from the Annual County Legislative Breakfast, trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

**4020.100** Trustee attendance is also encouraged at the National Conference of the American Mosquito Control Association (AMCA).

**4020.1001** Trustees attendance is restricted to the Board President, or another Board Officer, or a representative appointed by the Board President according to Policy 4040.80 and up to two (2) members of the Board on a rotational basis.

**4020.1002** Any trustee declining the invitation will automatically drop to the bottom of the list and the next eligible member will be selected. Once a trustee attends a conference, they will then be placed on the bottom of the list.

**4020.1003** Trustee attendance is encouraged at the American Mosquito Control Association (AMCA) Annual Legislative Conference in Washington D.C. The Board of Trustees President and District Manager select one District Trustee to represent our District and visit our Federal Legislators.

**4020.1004** District Manager determines staff attendance at the AMCA Annual Meeting, giving consideration to training opportunities.



**4020.1005** Upon returning from the AMCA meeting, Trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent regular meeting of the Board. This report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee board packet and filed in the District library for the future use of other Trustees and staff.

**4020.110** The District Manager coordinates and authorizes all staff attendance at annual meetings and conference, educational courses, and state and federal training events, consistent with the functions and interests of the District.

**4020.120** Expenses for attendance at such meetings and conferences by Trustees and staff shall be paid in accordance with the established reimbursement schedule of the District as outlined in District Policy 1120.

**4020.130** All Trustees and designated staff members are required to attend Ethics Training every two years as outlined in District Policy 4010.30.

**4020.140** All Trustees and supervisory staff members are required to attend Sexual Harassment Prevention Training every two years as mandated by state law.

**Issued: November 13, 2002**

**Revised: May 29, 2012**

**Legal Review: May 29, 2012**

**Reviewed by Policy Committee January 2016**

**Board Approval March 9, 2016**



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Remuneration and Reimbursement**

**NUMBER:**               **4030**

**4030.10**           Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business pursuant to Policy 1120.

**4030.20**           In accordance with Health and Safety Code §2030, the Board of Trustees shall serve without compensation. In lieu of paying for actual expenses, the Board of Trustees may, by resolution, provide for the allowance and payment to each Trustee a sum not to exceed one hundred dollars (\$100.00) per month for expenses incurred while on official business.

**4030.201**        On March 8, 2006, the Board of Trustees approved paying one hundred dollars (\$100.00) per month, in lieu of actual expenses, for expenses incurred while on official business. The official business must constitute one of the following:

**4030.2011**       A meeting of the District Board within the meaning of Government Code §54952.2(a).

**4030.2012**       A meeting of a District Committee within the meaning of Government Code §54952(b).

**4030.2013**       An advisory body meeting within the meaning of Government Code §54952(b).

**4030.2014**       A conference within the meaning of Government Code §54952.2(c)(2) of the following organizations:

**4030.20141**      California Special District Association

**4030.20142**      Mosquito and Vector Control Association of California

**4030.20143**      American Mosquito Control Association

**4030.2015**       A meeting of any multi-jurisdictional governmental body on which the District Board of Trustee President or District Board of Trustees Officers serves as the District's designated representative.

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**4030.2016** Any meeting attended or service provided on a given day at the formal request of the District Board of Trustees and for which the District Board of Trustees approves payment of “in lieu of allowance” stipend, not to exceed one hundred dollars (\$100) per month.

**4030.2017** A Trustee may elect not to receive a portion or any of the authorized compensation. A written acknowledgement of this election will be provided to the Board Secretary and the District Finance Director.

**4030.30** The Board Secretary, in accordance with the Health and Safety Code §2030(c), may be compensated in an amount determined by the Board of Trustees for completing board meeting administration. The Board Secretary is responsible for completing the administration requirements of setting up, recording and completing the administrative requirements for all regular and special board meetings. Compensation is negotiated between the Board Secretary and Board of Trustees.

**4030.301** As of January 14, 2015 The Board of Trustees has approved one hundred dollars (\$100) per month for compensation to the Board Secretary for completing Board meeting administration.

**4030.302** As of January 14 2015, the Board of Trustees has also approved one hundred dollars (\$100) per month for compensation to the Assistant Board Secretary for completing Board meeting administration if the Board Secretary is unable to complete the duties for a given month.

**Issued: November 13, 2002**

**Revised: March 29, 2012**

**Counsel Review: March 21, 2012**

**Board Review and Resolution confirming policy January 14, 2015**

**Board Review & Approval April 2016**



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## **POLICIES AND PROCEDURES**

**TITLE:** Board President

**NUMBER:** 4040

**4040.10** The President of the Board of Trustees shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

**4040.20** The President shall appoint and publicly announce the chairs and members of the standing committees for the ensuing year at the April Board of Trustees meeting following the election of officers. The President shall participate, as necessary, at committee meetings as an ex-officio voting member.

**4040.30** The President has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

**4040.40** The President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

**4040.50** The President and the District Manager shall prepare an agenda for each regular and special meeting of the Board of Trustees.

**4040.60** The President shall serve as the Chairperson and participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes all Board Officers.

**4040.70** The term of office for the President is two consecutive years. The President may stand for re-election.

**4040.80** The President shall represent the District at the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), Local Agency Formation Commission (LAFCO),

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and any other local meetings whenever possible, or appoint another Board Officer or representative to attend and represent the District.

<b>Issued:</b>	<b>November 13, 2002</b>
<b>Revised:</b>	<b>April 10, 2013</b>
<b>Reviewed and updated:</b>	<b>January 2016</b>
<b>Board Approval</b>	<b>April 2016</b>
<b>Policy Committee Review</b>	<b>February 2018</b>
<b>Board Review and Update</b>	<b>March 2018</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Board Vice President

**NUMBER:** 4050

**4050.10** In the absence of the President, the Vice President of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

**4050.20** The Vice President has authorization to sign checks approved by the Board for expenses incurred by the District as authorized by District Policy 6040, Signing of District Warrants.

**4050.30** The Vice President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

**4050.40** The Vice President shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

**4050.50** The term of office for the Vice President is two consecutive years. The Vice President may stand for re-election.

**4050.60** In the absence of the President, the Vice President shall represent the District whenever possible at the annual conferences for the American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

**Issued:** November 13, 2002

**Revised:** April 10, 2013

**Reviewed and Updated:** January 2016

**Board Approval** April 2016

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## **POLICIES AND PROCEDURES**

**TITLE:** Board Secretary

**NUMBER:** 4060

**4060.10** In the absence of the President and the Vice President, the Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

**4060.20** The Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

**4060.30** The Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

**4060.40** The Secretary will as appropriate be responsible for personally performing or overseeing the District staff in the administration of the following duties.

**4060.401** Supervising the Board of Trustees Officers nominations and election process as outlined in District Policy # 4150.

**4060.402** Overseeing all Board of Trustees meeting administrative requirements including but not limited to the preparation of the Board's pre-packet, public noticing of changes to the public meetings date and time, verifying that copies of documents are available at meetings, mailing of Board documents to Trustees or members of the public, and verifying all approved documents are posted on the District's web site.

**4060.403** Personally recording the Board of Trustees meetings minutes. As of January 2015, the Board of Trustees has approved \$100 for compensation to the Board Secretary for completing board meeting administration.

**4060.404** Instructing the Assistant Secretary to share in the aforementioned duties as necessary.

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**4060.50** The Secretary shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

**4060.60** The term of office for the Secretary is two consecutive years. The Secretary may stand for re-election.

**4060.70** In the absence of the President and the Vice President the Secretary shall represent the District whenever possible as the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

**Issued: November 13, 2002**

**Revised: April 10, 2013**

**Review by Policy Committee July 2015 and January 2016**

**Board Approval: April 2016**





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## **POLICIES AND PROCEDURES**

**TITLE:** Board Assistant Secretary

**NUMBER:** 4070

**4070.10** In the absence of the President, Vice President and the Secretary, the Assistant Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

**4070.20** The Assistant Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

**4070.30** The Assistant Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

**4070.40** In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary as listed in Policy # 4060.40.

**4070.41** As of January 2015, the Board of Trustees has approved \$100 for compensation to the Assistant Board Secretary for completing board meeting administration if the Board Secretary is unable to complete the duties for a given month.

**4070.50** The Assistant Secretary shall share in the duties of the Secretary as directed by the Secretary.

**4070.60** The Assistant Secretary will serve as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

**4070.70** The term of office for the Assistant Secretary is two consecutive years. The Assistant Secretary may stand for re-election.

**4070.80** In the absence of the President, Vice President, and the Secretary the Assistant Secretary shall represent the District whenever possible at the annual American

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Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association (MVCAC), and any other local meetings as directed.

<b>Issued:</b>	<b>November 13, 2002</b>
<b>Revised:</b>	<b>April 10, 2013</b>
<b>Reviewed:</b>	<b>June 16, 2015</b>
<b>Reviewed by Policy Committee:</b>	<b>July 2015</b>
<b>Board Approval:</b>	<b>April 2016</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** **Members of the Board of Trustees**

**NUMBER:** **4080**

**4080.10** Each person appointed by a City or Town Council to be a member of the District's Board of Trustees must be a registered voter in that city or Town and a resident of that portion of the city or Town that is within the District (H&S Code 2022 (b)).

**4080.20** Each person appointed by the Board of Supervisors to be a member of the District's Board of Trustees must be a registered voter in that county and a resident of that portion of the county (H&S Code 2022(a)).

**4080.30** Notwithstanding, any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of the District's Board of Trustees if that person also meets the other applicable qualifications of the Health and Safety Code §2022.

**4080.40** It is the intent of the State Legislature that persons appointed to the District's Board of Trustees have experience, training, and education in fields that will assist in the governance of the District.

**4080.50** All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the Health and Safety Code §2022. The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the City Council that appointed them.

**4080.60** The term of office for a member of the Board of Trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January (H&S Code 2020(a)) and end on the last day of December two or four years hence.

**4080.70** Any vacancy in the office of a member appointed to the District's Board of Trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall be appointed to fill the balance of the unexpired term (H&S Code 2020(b)).

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**4080.80** Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from the District Manager before meetings.

<b>Issued:</b>	<b>January 8, 2003</b>
<b>Revised:</b>	<b>March 18, 2009</b>
<b>Board Review</b>	<b>March 8, 2017</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Committees of the Board of Trustees

**NUMBER:** 4090

**4090.10** The President has formed the following standing board committees:

Finance

Environmental and Public Outreach

Policy

Strategic Planning

Legislative

Manager's Evaluation

**4090.20** The President of the Board of Trustees shall appoint Board members as the chairs and members of the standing committees for the ensuing year and announce them at the January Board meeting.

**4090.30** The Board's standing committees shall be established and maintained for the purpose of serving the needs of the District. The President of the Board of Trustees may make assignments for standing committees, or assignments may be made for standing committees by a majority vote of the Board of Trustees, or standing committees may approve their own assignments on their own initiative. All recommendations for action by committees shall be presented to the Board of Trustees for approval.

**4090.40** The Finance Committee considers and makes recommendations regarding the financial management of the District. This may include overseeing the preparation of the annual budget, coordinating salary and benefit negotiations with District employees, analyzing investment strategies, reviewing the County Treasurer's monthly reports, and reviewing monthly financial statements and expenditures. This committee shall also make recommendations for the selection of an auditor by the Board of Trustees and verify the completion of an annual audit.

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**4090.50** The Environmental and Public Outreach Committee governs the District environmental and public outreach programs. This committee oversees environmental assessments, cleanup operation protocols for pesticide spills, and review of pesticide use permits. This committee also reviews and evaluates District outreach and educational programs every two years. Additionally, the committee shall recommend to the Board of Trustees strategies for enhancing the public's knowledge and understanding of the District.

**4090.60** The Policy Committee drafts, analyzes, and makes recommendations concerning District policies for Board of Trustee approval.

**4090.70** The Strategic Planning Committee shall be concerned with the strategy and direction of the District. This committee will develop a Strategic Plan for consideration and approval by the Board of Trustees each fiscal year.

**4090.80** The Manager's Evaluation Committee shall be concerned with conducting a performance evaluation of the District Manager every 12 months. The committee will solicit input from all Trustees, which will be considered by the Committee in its evaluation. The performance evaluation results will be provided to the Board of Trustees and the Board President will review the performance evaluation with the District Manager. The committee will make recommendations concerning the District Manager's salary and benefits for the Board of Trustees approval, and shall have input concerning contract negotiations with the District Manager. The Board's representative for negotiation of new contract, salary, and benefits with the District Manager shall be the Board President or his/her designee.

**4090.90** The Legislative Committee works with District staff to analyze and track pending legislative bills that may impact the District operations and reports to the rest of the Board with recommended actions on such bills. When directed by the Board, members contact legislators and city and county representatives when grassroots efforts are needed to inform elected officials. If the Legislative Committee cannot be timely convened in order to address time-sensitive legislative issues, the General Manager may use his/her discretion to take a position/action on behalf of the District and shall make a report to the Board as soon as possible thereafter.

**4090.100** The President shall appoint such Ad Hoc committees as may be deemed necessary or advisable. The duties of the Ad Hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. When an Ad Hoc committee is appointed, the President of the Board of Trustees shall indicate an estimate of the date by which the committee should present its final report to the Board of Trustees.

<b>Issued:</b>	<b>January 8, 2003</b>
<b>Revision:</b>	<b>March 27, 2012</b>
<b>Policy Committee Review &amp; Board Approval:</b>	<b>2016</b>
<b>Update &amp; Policy Committee Review</b>	<b>June 2017</b>
<b>Update and Board Approval</b>	<b>November 8, 2017</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Basis of Authority**

**NUMBER:**                **4100**

**4100.10**                The Board of Trustees is the unit of authority within the District. Apart from their normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act or expenditure.

**Issued:**                    **January 8, 2003**  
**Reviewed:**                **March 18, 2009**  
**Reviewed:**                **June 17, 2015 – no changes**  
**Board Approval:**        **April 2016**







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## **POLICIES AND PROCEDURES**

**TITLE:** Training, Education and Conferences

**NUMBER:** 4120

**4120.10** Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve their governance of the District.

**4120.20** It is the policy of the District to encourage Board of Trustee development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4120.30** The Finance Director will coordinate the travel arrangements for Trustees for conferences and training courses.

**4120.40** The President of the Board of Trustees approves all travel by Trustees to seminars, workshops, courses, professional organization meetings, and conferences.

**4120.50** Expenses to the District for Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District.

**4120.501** Trustees shall travel together whenever feasible and economically beneficial.

**4120.60** A Trustee is not eligible to attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an appointment by their city council or Board of Supervisors, in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4120.70** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for

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distribution to the Board, or make a verbal report during a subsequent regular meeting of the Board. This report shall detail the information provided at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Trustees and staff.

**4120.80** District Manager regulates and authorizes all staff travel to seminars, workshops, conferences, etc., where expenses are reimbursed by the District.

<b>Issued:</b>	<b>January 8, 2003</b>
<b>Revised:</b>	<b>May 29, 2012</b>
<b>Reviewed by Policy committee:</b>	<b>June 17, 2015</b>
<b>Board Approval</b>	<b>April 2016</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** **Trustee Reference Manual**

**NUMBER:** **4130**

**4130.10** The Trustee Reference Manual developed by Mosquito and Vector Control Association of California provides information for each trustee to assist in making decisions for the communities they serve.

**4130.20** Each trustee is provided a copy. The manual may be provided as a hard copy or electronically as an email attachment or a link to the District website.

**Issued:** **May 14, 2003**

**Reviewed:** **March 18, 2009**

**Review by Policy committee** **July 2015 with recommended changes**

**Board Approval:** **April 2016**

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## **POLICIES AND PROCEDURES**

**TITLE:** Bylaws Governing Board of Trustees

**NUMBER:** 4140

### **4140.10 Meeting Time**

**4140.11** Regular Meetings of the Board of Trustees shall be held at 6:00 p.m. on the 2<sup>nd</sup> Wednesday of each month. The August regular Board meeting of the Board of Trustees may be cancelled. The December regular Board meeting of the Board of Trustees may be replaced with a Trustee Field Day.

**4140.12** The time or date for holding regular meetings may be altered only by a simple majority vote at the preceding regular meeting, with appropriate notices given.

**4140.13** Information for regular, special, and emergency Board meetings is outlined in District Policy 5010, Board Meetings.

### **4140.20 Meeting Place**

**4140.21** Regular meetings of the Board shall be held in the conference room of the District office, 1351 Rollins Rd, Burlingame, CA 94010, except as set forth in Section 4140.22, below.

**4140.22** Meetings of the Board may be held at other locations as designated by the President, or in his/her absence by the Vice-President, or by a majority vote of the Board, providing due notice is given in accordance with State law.

### **4140.30 Meetings Rules**

**4140.31** Verbal verification of the date of the next regular Board meeting shall be made by the presiding officer prior to the adjournment of each regular meeting. Board members will be mailed notices of regular meeting date, time and place, a copy of the agenda, and the documents in the agenda packet at least 72 hours before a regular Board meeting, in accordance with District Policy 5010. An electronic copy of the agenda and packet for each Board Meeting will also be sent via e-mail to each board member. A hard copy of the agenda shall be posted for public viewing at least 72 hours before a regular Board meeting in the display case outside the District office at 1351 Rollins Rd. Burlingame. An electronic copy of the

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agenda and board packet will also be posted on the District's website 72 hours before each meeting,

**Issued:** May 14, 2003  
**Revised** March 27, 2012  
**Reviewed:** June 17, 2015  
**Board Approval:** April 2016



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Nomination and Election of Board Officers**

**NUMBER:**                **4150**

**4150.10**            **Background** The Officers of the District Board of Trustees include the President, Vice President, Secretary, and Assistant Secretary. Descriptions for each of these Board Officer positions can be found in District Policies 4040 – 4070. All officers are elected by the membership at large. The term of office is for two consecutive years. Each officer may stand for re-election.

**4150.11**            Board Secretary may be interchangeable with a Board Officer Nominating Committee to determine responsibilities in this policy

**4150.20**            **Overview**

**4150.21**            Nominations for the officers will be accepted by the Board Secretary from the floor at the November Board meeting, or in writing prior to the November meeting.

**4150.22**            The Board Secretary will include the election notice and a list of candidates in the Pre-packet for the January Board Meeting.

**4150.23**            The election will be conducted by a roll call vote at the January Board meeting, and the results will be announced at that meeting.

**4150.24**            The new Board Officers will take office at the January Board meeting.

**4150.30**            **Criteria**

**4150.31**            Participation on the Board of Trustees as a Board Officer requires a substantial time commitment. Policies #4040-4070 on the Duties of Board Officers and Policy #4150 on Nominations and Elections will be included in the packet for the November Board meeting sent to all Trustees.

**4150.40**            **Process**

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**4150.41** Nominations for the Board officers will occur at the November Board meeting as directed:

**4150.411** Nominations can be submitted orally, at the November Board meeting, or in writing, to the Board Secretary prior to the November Board meeting.  
**(4150.411 - .413)**

**4150.412** Trustees who are present when nominated will immediately accept or decline. Nominated Trustees who are absent must accept or decline by writing to the Board Secretary before mailing the January Board packets. Nominees who fail to respond on time will be considered to have declined the nomination.

**4150.413** After the closing of nominations at the November Board meeting, each candidate may make a brief acceptance statement.

**4150.414** At the November Board meeting, the Board Secretary will announce the Slate of Candidates for Board Offices (Appendix # 4150-1). The Slate of Candidates for each office will be confirmed at the November meeting by a majority vote of the Board.

**4150.415** Requests by nominees to have their names removed from the ballot must be submitted in writing and received by the Board Secretary before mailing the Pre-Packet for the January Board Meeting.

**4150.42** Election of the Board Officers will be conducted by a roll call vote of the Board at the January Board meeting (as required by Health and Safety Code section 2027) as directed:

**4150.421** The Board Secretary will provide a slate of candidates with a candidate bio for each Board Office (Appendix #4150-2) for inclusion in the packet for the January Board meeting.

**4150.422** The slate of candidates for each Board Office will have each Trustee listed only once and for only one position. The slate of candidates will include all nominees who have agreed to stand for election.

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**4150.423** The election shall be conducted by voice vote. When there is a single candidate for a particular office, the Board Secretary may declare that candidate is elected by acclamation. When there are two or more candidates for a particular office, the Board Secretary shall announce the office, conduct a roll call vote, and each Trustee may cast a vote for a single candidate among those listed on the Slate of Candidates for that particular office.

**4150.424** A candidate must receive a majority of the votes cast in order to be elected to office.

**4150.425** If no candidate receives a majority of the votes cast, then a runoff election will be held between the two candidates with the highest number of votes.

**4150.426** In the event of a three way or more tie for the highest number of votes in the election, a drawing of straws will be used in order to eliminate all but two of the candidates. The remaining two candidates will participate in a runoff election.

**4150.427** In the event of a tie in a runoff election, a coin flip will determine the winner.

**4150.428** The election roll call votes will be tallied and announced at the January Board meeting by the Board Secretary. Pursuant to the Brown Act (Government Code Section 54953(c), the vote of each Trustee must be publicly reported and the Board cannot take action by secret ballot, whether preliminary or final.

**4150.429** The election tally sheet will be included in the record for the Board meeting.

**4150.431** If any office becomes vacant during the two-year term, nominations and a special election to fill the remaining term will be held at the next appropriate Board of Trustees meetings. Time must be allowed to include the nominations, election announcement, and documents in the packet for the Board meetings at which nominations are taken and the election will be held. Otherwise, the same nomination and election process described above (Policy #4150.20 to 4150.31) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.

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**SAN MATEO COUNTY  
MOSQUITO & VECTOR  
CONTROL DISTRICT**

*Protecting public health since 1916*

1351 Rollins Road  
Burlingame, CA 94010

phone (650) 344-8592  
fax (650) 344-3843

[www.smcmvcd.org](http://www.smcmvcd.org)

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**Issued:** September 9, 2009  
**Revised by Board:** November 14, 2013, June 2015, and September 13, 2023  
**Approval:** September 13, 2023



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## POLICIES AND PROCEDURES

**TITLE:** Board Meetings

**NUMBER:** 5010

**5010.10** Except as indicated herein, *regular meetings* of the Board of Trustees shall occur on the 2<sup>nd</sup> Wednesday of each calendar month at 6:00 p.m. The regular meetings of the Board of Trustees, and all other meetings of the District’s legislative bodies that are subject to the Brown Act, shall be simultaneously held at the District Board Room, 1351 Rollins Road, Burlingame, California 94010 and via electronic means via <https://www.smcmvcd.org/board-meetings>. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting in person, telephonically, or otherwise electronically in the manner set forth in the agenda notice for the meeting of the legislative body, which may be updated, from time to time.

Unless specifically needed, no regular Board meeting will be held in August. The December Board meeting shall be designated as a Trustee Field Day. Notice of meetings and posting of the agenda for public viewing will be provided in accordance with the provisions of the Ralph M. Brown Act (California Government Code §54950 through §54960) (“Brown Act”). Meetings shall be conducted in compliance with District Policies and legal requirements.

**5010.20** *Special meetings* of the Board of Trustees may be called at any time by the District Manager, the Board President or by a majority of the Board in accordance with the Brown Act.

**5010.21** All Trustees, District Manager, requested District Counsel, and requested staff shall be notified of a special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to the Trustees, District Counsel, and staff at least twenty-four (24) hours prior to the meeting.

**5010.22** In accordance with the provisions of the Brown Act, newspapers of general circulation in the District, radio stations and television stations, organizations, and others

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who have requested notice of meetings shall be notified by a mailing. If the special meeting is called less than one week in advance, notice will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

**5010.23** An agenda shall be prepared as specified for regular Board meetings in Policy # 5020 and shall be delivered with the notice of the special meeting to those specified above.

**5010.24** Only those items of business listed in the published agenda for the special meeting shall be discussed and/or acted upon by the Board at the special meeting.

**5010.30** *Emergency Meetings.* In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without the twenty-four (24) hour notice required in Policy 5010.21 as long as all Trustees, District Manager, District Counsel, are notified by email or telephone.

**5010.31** For purposes of this policy, an emergency situation means a work stoppage, crippling or eminent disaster, or other activity that severely impairs or threatens public health, safety, or both, as determined by the District Manager, Board President, or Vice President in the President's absence.

**5010.32** In accordance with the Brown Act (California Government Code §54950 through §54960), newspapers of general circulation in the District, radio stations and television stations, which have requested notice of special meetings, shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the District Manager, or designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.33** A closed session may not be held during an emergency special meeting, and all aspects of the Brown Act governing special meetings shall be complied with. The District shall post the following for a minimum of ten (10) days in the District office and at a location where the public can view these documents, or as soon after the meeting as possible: the minutes of the emergency special meeting, a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and all actions taken at such meeting.

**5010.40** *Adjourned Meetings.* A regular or special meeting can be adjourned and reconvened to a time and place specified in the order of adjournment. If no time is stated, the meeting is continued to the hour for the next regular Board of Trustees meeting. In the absence of a quorum, a vote of a majority of the Trustees present may adjourn the meeting. If no Trustees of the Board are present, the District Manager may adjourn the meeting. If a meeting is adjourned

for less than five calendar days, a new agenda need not be posted so long as a new item of business, not on the prior agenda, is not introduced. A copy of the order of adjournment must be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held and at a location from which the public on City of Burlingame public property can read it.

**5010.50** The Board of Trustees shall hold an election at its regular meeting in January every other year. The Board's policies for its internal election of Board officers are set forth in Policy 4150

**5010.60** The Board President will chair the Board meeting and shall determine the order in which the Board shall consider agenda items for discussion and/or action.

**5010.70** The Board President and the District Manager shall ensure that appropriate information is available from the Board Secretary for the members of the public attending meetings of the Board of Trustees, and that physical and/or electronic facilities for Board meetings are functional and appropriate.

<b>Issued:</b>	<b>October 9, 2002</b>
<b>Revised:</b>	<b>September, 2021</b>
<b>Legal Counsel Review:</b>	<b>September, 2021</b>
<b>Review by policy committee</b>	<b>July 2015</b>
<b>Board Approval</b>	<b>September 8, 2021</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Board Meeting Agenda

**NUMBER:** 5020

**5020.10** The District Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees. A Trustee may contact the District Manager no later than 4:30 p.m. on the Tuesday one week prior to the meeting date and request any item be placed on the agenda. The District Manager and the Board President shall determine if the requested item is appropriate to be placed on the agenda. If three or more Trustees request that an item be placed on a future agenda, the item shall be placed on a future agenda, unless the District Manager and Board President determine that there is good reason not to include such agenda item and provide an explanation to the requesting Trustees in writing for not placing the item on the agenda the item.

**5020.20** Any member of the public may request that an issue directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions.

**5020.21** The request must be in writing and be submitted to the District Manager together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting.

**5020.22** The District Manager and Board President together shall determine whether the public request is or is not a “matter directly related to District business” and have sole discretion to refuse to place the item on the agenda on these grounds.

**5020.23** The District Manager and Board President, with advice from counsel, shall retain the right to require that any matter requested to be placed on the agenda

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under this policy, that is legally a proper subject for consideration by the Board in closed session, be so agendized under this policy.

**5020.24** The Board of Trustees may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for each public comment, so long as the limitation is applied fairly to all persons wishing to speak.

**5020.30** The Board Meeting agenda policy does not prevent the Board from taking testimony from a member of the public at regular and special meetings of the Board of Trustees on matters that are not on the agenda. The Board shall not discuss or take action on such non-agenda matters at that meeting.

**5020.40** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda shall be placed on the District website and also posted conspicuously for public review, outside of the District office, in such a manner that the public can read it from public property.

**5020.41** The agenda for all special meetings shall be posted at least twenty-four (24) hours before the meeting in the same locations as specified in section 5020.40.

**5020.50** The District Manager shall mail a copy of the agenda or copies of all the documents in the agenda packet to any person who has filed a written request for such materials. Requested copies of the agenda or agenda packets, shall be mailed at the time the agenda is posted. Documents related to closed session items shall be maintained as confidential and not disseminated as part of the publicly available agenda packet.

**5020.51** A request for notice of Trustee meeting agendas and meeting documents is valid for one calendar year and renewal requests must be filed by January 1 of each year. The Board of Trustees may establish a fee to recover the cost of providing this service.

**5020.52** Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.

**5020.60** When the Board of Trustees intends to convene in closed session, the agenda must include the section of the Brown Act authorizing the closed session and identifying the topic in accordance with applicable law.

**5020.61** After any closed session, the Board of Trustees shall reconvene into open session prior to adjournment and shall make any disclosures required by Government Code Section 54957.1 of reportable action taken in the closed session.

**Issued:**  
**Revised:**

**October 9, 2002**  
**February 22, 2012**

**Legal Counsel Review:** February 17, 2012  
**Review by Policy committee:** July 2015 with recommended changes  
**Board approval:** July 8, 2015



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## **POLICIES AND PROCEDURES**

**TITLE:** Board Meeting Conduct

**NUMBER:** 5030

**5030.10** Meetings of the Board of Trustees shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

**5030.20** All Board meetings shall commence at the time stated on the agenda.

**5030.30** The conduct of meetings shall, to the fullest possible extent, enable Trustees to set the direction for the District, establish and support the structure of the District, hold the District accountable on behalf of the community, and serve as community leaders. To be effective, the Trustees must be able to:

**5030.31** Consider problems to be solved, weigh evidence related thereto, and make decisions intended to solve the problems.

**5030.32** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**5030.40** The Board of Trustees exists as an organizational entity, with its own unique organizational culture, norms, values and operating style. The District's Board of Trustees operates in an organizational environment of trust, honesty, and openness with the proper conduct as directed by the Board President.

**Issued:** October 2, 2002

**Revised:** March 18, 2009

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**Reviewed by the Policy Committee  
Board Approval**

**July 2015 with no recommended changes  
July 8, 2015**



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## **POLICIES AND PROCEDURES**

**TITLE:** Board Actions and Decisions

**NUMBER:** 5040

**5040.10** Actions by the Board of Trustees include, but are not limited to, the following:

Adoption or rejection of regulations or policies.

Adoption or rejection of a resolution.

Adoption or rejection of an ordinance.

Approval or rejection of any contract or expenditure.

Approval or rejection of any proposal, which commits District funds or facilities.

Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide service.

**5040.20** A majority of the Board of Trustees shall constitute a quorum for the transaction of business. Except to the extent governing law specifically provides otherwise, action can be taken by affirmative vote of a majority of those trustees present. Certain actions require a majority or super-majority vote of the total membership of the Board, as set forth in the Mosquito Abatement and Vector Control Districts Law (see, e.g., Health & Safety Code §§ 2029, 2043 and 2071.) These actions include changing the name of the District and transferring funds from a Restricted Reserve

**5040.21** A Trustee abstaining in a vote is considered as absent for that vote.

**5040.30** The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the District Manager and do not require formal procedural process.

**5040.31** The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Trustees challenge the statement of the President, a voice vote or roll call may be requested.

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**5040.32** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action.

<b>Issued:</b>	<b>October 9, 2002</b>
<b>Revised:</b>	<b>March 18, 2009</b>
<b>Review by District Counsel</b>	<b>July 2015</b>
<b>Review by Policy committee</b>	<b>July 2015 with recommended changes</b>
<b>Board Approval</b>	<b>July 8, 2015</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Review of Administrative Decisions**

**NUMBER:**                **5050**

**5050.10**                The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Trustees subject to the provisions of §1094.5 of this code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.11**                This policy affects those administrative decisions rendered by the Board of Trustees governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.12**                The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Trustees.

<b>Issued:</b>	<b>October 9, 2002</b>
<b>Reviewed:</b>	<b>March 18, 2009</b>
<b>Review by Policy committee</b>	<b>July 2015 with recommended changes</b>
<b>Board Approval</b>	<b>July 8, 2015</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Minutes of Board Meetings**

**NUMBER:**               **5060**

**5060.10**           The Board President is responsible for directing the Board Secretary to keep minutes of all regular and special meetings of the Board.

**5060.11**           Copies of minutes shall be made for distribution to Trustees with the agenda for the next regular Board meeting.

**5060.12**           The official minutes of the regular and special meetings of the Board shall be kept in a secure location.

**5060.20**           All open and public meetings of the Board of Trustees are recorded.

**5060.21**           At the beginning of the meeting, the President will announce that an electronic recording is being made.

**5060.22**           The electronic recordings of an open and public meetings are made solely to facilitate the preparation of the official, written meeting minutes. Such recordings are unofficial copies of the meeting minutes necessary only for reference. Under the District's record retention policy, such electronic recordings are duplicative and a non-record. These electronic recordings may be erased or destroyed 90 days after the official minutes have been approved by the Board or applicable subsidiary body.

**5060.23**           Any person attending an open and public meeting of the District shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the noise, illumination, or obstruction of view would constitute a persistent disruption of the proceedings.

**5060.24**           The District shall not prohibit or restrict the broadcast of its open and public meetings unless the noise, illumination, or obstruction of view would constitute a persistent disruption of the proceedings.

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**5060.30** Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

**5060.31** All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

**5060.40** The minutes of Board meetings shall be organized as follows:

**5060.41** Procedure.

Type of meeting, date, and location.

Call to Order by Board President and time.

Trustees present by name.

Trustees absent by name.

Staff present by name.

Speakers present by name.

Pledge of Allegiance.

Public input on non-agendized items.

Time of Adjournment of the meeting.

Time of arrival of Tardy Trustees and time of pre-adjournment departure of Trustees will be recorded by name, or if absence takes place when any agenda items are acted upon.

Record of written notice of special meetings.

Record of items to be considered at special meetings.

**5060.42** Board Actions.

Approval or amended approval of the minutes of preceding meetings.

Approval of the Financial Statement and expenditures for the General Fund of the previous month.

Approval of the Financial Statement and expenditures for the Capital Project Fund of the previous month.

Complete information as to each subject of the Board's deliberation.

Complete information as to each subject including the roll call record of the vote on a motion if not unanimous.

All Board resolutions and ordinances in complete context, numbered serially for each fiscal year.

A record of all contracts entered into.

All employments and resignations or terminations of employment within the District.

A record of all bid procedures, including calls for bids authorized, bids received, and other actions taken.

A record of all-important correspondence from Mosquito and Vector Control Association of California (MVCAC), American Mosquito Control Association, Entomological Society of America, and other agencies.

A record of the District Manager's report to the Board.

Approval of all policies and Board-adopted regulations.

<b>Issued:</b>	<b>October 9, 2002</b>
<b>Revised:</b>	<b>May 29, 2012</b>
<b>Board Approval</b>	<b>July 8, 2015</b>
<b>Review by policy committee</b>	<b>June 4, 2020 with recommended changes</b>
<b>Revised &amp; Board Approval</b>	<b>June 10, 2020</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Rules of Order for Board and Committee Meetings

**NUMBER:** 5070

### **5070.10 General.**

**5070.11** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its regular meetings under regimented formalized rules.

**5070.111** If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order to the President and this point of order does not require a second. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### **5070.20 Obtaining the Floor.**

**5070.21** Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

### **5070.30 Motions.**

**5070.31** Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows.

**5070.311** A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.

**5070.32** Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

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**5070.321** If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.40 Secondary Motions.** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.41 Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

**5070.42 Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.43 Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.44 Motion to Refer to Committee.** A main motion may be referred to a Board Committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.45 Motion to Close Debate and Vote Immediately.** As provided above, any Trustee may move to close debate, which is then seconded and immediately vote on a main motion.

**5070.46 Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.50 Decorum.**

**5070.51** The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

**5070.52** The President may also declare a short recess during any meeting.

**5070.60          Amendment of Rules or Order.**

**5070.61**          By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

<b>Issued:</b>	<b>November 13, 2002</b>
<b>Revised:</b>	<b>March 18, 2009</b>
<b>Review by Policy committee</b>	<b>July 2015 with recommended changes</b>
<b>Board Approval</b>	<b>July 8, 2015</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Budget Preparation**

**NUMBER:**                **6010**

**6010.10**            An annual balanced budget proposal shall be prepared by the District Manager. The District Manager will coordinate the proposed balanced annual budget after consultation with Management Staff. At the option of the District Manager and Board, a two-year budget may be submitted and acted upon by the Board. If this option is exercised, the second year budget must be reviewed and amended as needed at least annually.

**6010.20**            Prior to review by the Board of Trustees, the Board's Finance Committee shall meet with the District Manager and review the balanced annual budget proposal.

**6010.30**            The Finance Committee shall meet and confer with appropriate employees and the Peninsula Vector Workers Association when bargaining and negotiating for a new salary and personnel benefits agreement is necessary due to expiration of the existing agreement. It is recommended that the negotiated agreement be completed prior to the May board meeting in order to produce a balanced annual budget for the following fiscal year. The Board President may appoint an Ad-hoc Negotiating Committee if the Finance Committee's current work load is too great

**6010.40**            The balanced annual budget, as proposed by the finance committee, shall be reviewed by the Board of Trustees at the May Board Meeting. The Benefit Assessment Engineers' Report shall be reviewed and approved by the Board of Trustees at the May Board meeting.

**6010.50**            Public Hearing of the final version of the balanced annual budget and consideration of levying the Special Mosquito Control Tax within the South-East District and the levying of the Benefit Assessment for the North-West District shall be held at the Board of Trustees' regular meeting in June.

**Issued:**                **September 11, 2002**

**Revised:**              **September 11, 2013**

**Revised:**              **September 12, 2018**

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## **POLICIES AND PROCEDURES**

**TITLE:** Fixed Asset Accounting Control

**NUMBER:** 6020

**6020.10** The goal of a fixed asset inventory system and this policy is to provide control and accountability over fixed assets. Fixed assets are tangible assets of significant value with a life span of over one year. An improvement is a replacement of a component part of a fixed asset by an improved or superior part, an addition of new parts, or an alteration or a structural change to a fixed asset, which results in a functional improvement over its original state that materially adds to the value of the asset or appreciably extends its life.

**6020.11** The General Fixed Assets are audited every fiscal year according to additions, retirements, and accumulated depreciation. The General Fixed Assets are directed by the Government Accounting Office into separate Fixed Asset Criterion Categories.

**6020.20 Fixed Asset Criterion Categories.** Fixed assets are valued at cost, including all ancillary charges necessary to place the asset in its intended location and condition for use. The Fixed Asset Criterion Categories are outlined with appropriate ancillary costs:

**6020.21 Land.** Purchase land price and the following ancillary costs.

**6020.211** Legal and Title Fees

**6020.212** Professional fees of engineers, surveyors, appraisers, etc

**6020.22 Building.** New building construction and the following ancillary costs.

**6020.221** Professional fees of engineers, surveyors, attorneys, appraisers, financial advisors, architects, etc.

**6020.222** Fixtures permanently attached to a building or structure during the initial construction phase and included in the original total cost.

**6020.223** Administrative costs including permits, encroachment access costs, septic scoping costs, and other miscellaneous costs association with construction.

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**6020.23 Building Structure & Improvement.** All material goods and equipment permanently attached to building structures used for upgrading or improving the current structure, or an integral part of, the building structure (i.e. heating and air conditioning equipment, and water heaters) and would include the following ancillary costs. Does not include general routine maintenance (i.e., painting, fluorescent bulbs, slurry sealing, cleaning, or servicing).

**6020.231** Professional fees of engineers, architects and contractors.

**6020.24 Equipment.** Separated into four sub-Fixed Asset Criterion Categories.

**6020.241 Vehicular Equipment.** Vehicular equipment includes all heavy and light duty trucks, passenger cars and vans, sport utility vehicles, boats with trailers, hovercraft with trailer, all terrain vehicles with trailers, and forklifts, etc. Vehicular Equipment does not include vehicle maintenance, repairs, or upgrading components on the vehicles.

**6020.242 Administrative Equipment.** Administrative equipment includes all office equipment including; computer equipment and software, appliances, graphic art equipment, cameras, projectors, and fire proof cabinets, etc. Administrative equipment does not include office equipment repairs or maintenance.

**6020.243 Operational Equipment.** Operational equipment includes all pesticide dispersal equipment, shop power tools, chain saws, power washers, and automotive shop equipment, etc. Operational equipment does not include equipment repairs or maintenance.

**6020.244 Laboratory Equipment.** Laboratory equipment includes all microscopes, insect storage cabinets, and scientific equipment, etc. Laboratory equipment does not include glassware, cages, dissecting equipment, etc.

**6020.25 Furniture and Fixtures.** Furniture and fixtures includes all office furniture and fixtures (i.e. blinds, bulletin boards, chairs, and tables) and including the following ancillary costs.

**6020.251** Installation and extended warranty costs

**6020.30 Cost Threshold.** The policy is to capitalize and inventory all assets with cost thresholds as follows:

**6020.31 Land.** Valued over \$40,000

**6020.32 Building.** Valued over \$40,000

**6020.33 Building Structures and Improvements.** Valued over \$5,000

**6020.34 Equipment.**

**6020.341**      **Vehicular Equipment.** Valued over \$5,000

**6020.342**      **Administrative Equipment.** Valued over \$5,000

**6020.343**      **Operational Equipment.** Valued over \$5,000

**6020.344**      **Laboratory Equipment.** Valued over \$5,000

**6020.35**      **Furniture and Fixtures.** Valued over \$5,000

**6020.40**      **Fixed Asset Inventory Placement.** An original invoice is submitted to the Finance Department for payment. All purchases that meet the Fixed Asset Criterion and Cost Thresholds are distinguished as fixed assets and the Finance Department applies the purchase into the General Fixed Asset software program.

**6020.50**      **Fixed Asset Identification Labels.** Marking all inventoried fixed assets identifies that the item belongs to the District. It facilitates accounting for the asset and aids in its identification if lost or stolen. Marked items also discourage theft. The following procedures are outlined for label application.

**6020.51**      The item is entered into the General Fixed Asset software for documentation and depreciation. The information entered includes purchase cost, date of purchase, expected lifespan, vendor and any other appropriate identifying information. Items are assigned a unique fixed asset number, which corresponds to the permanent, identification label placed upon the asset.

**6020.52**      The placement of the label is dependent on the size and shape of the item but it must be located on the principal body of the asset rather than a removable part. A corresponding numerical label is also affixed to the original purchase documentation for the file. The numerical label will contain the wording "Property of San Mateo County Mosquito Abatement District" and FA-####.

**6020.53**      Occasionally, it will be impractical or impossible to mark some inventoried fixed assets according to these standards. For example, do not tag if the fixed asset is not susceptible to theft (i.e. land and buildings).

**6020.54**      Small and attractive assets can be tagged and input into the asset management system along with other assets but must be coded in a manner that allows them to be sorted for reporting purposes. Examples of these items can include: cameras, audio video equipment and specialized hand tools.

**6020.55** Responsibility for controlling the fixed asset control numbers rests with the Finance Department. The Finance Department will ensure that adequate controls for safeguarding unused, mutilated, and voided fixed asset inventory tags are established. An inventory listing of all fixed assets is maintained by the Finance Department. An audit of fixed assets is conducted annually.

**6020.56** The fixed asset record book is a secured permanent record managed by the finance department. It is audited annually.

#### **6020.60 Removing Fixed Assets from Inventory**

**6020.61** The policies and procedures for the removal of fixed assets from inventory shall comply with District Policy # 6050 Disposal of Surplus Property.

**6020.62** Fixed assets may be retired and removed from inventory for the following reasons:

- Item was sold
- Item was donated to another District or third party.
- Item is no longer functioning
- Item can no longer be repaired
- Item has expended its useful life or has become obsolete
- Item was lost or stolen

**6020.63** Fixed assets are retired when written notice has been submitted for review to the District Finance Director by another District Director that one of the above reasons has been met for a particular asset. A Fixed Asset Retirement form (Appendices 6020-1) shall be prepared with information pertaining to the fixed asset number, original purchase date, amount of original purchase and any current value. A disposal date and reason for disposal is recorded in the Fixed Asset software program, which shall list the item as disposed. Any original purchase documents located in the fixed asset file are pulled and attached to the form. Once the fixed asset retirement form has been completed, it is signed by the District Finance Director and presented to the District Manager for review and approval.

**6020.64** A copy of the fixed asset retirement form is provided to the Board of Trustees for review and included on the Board meeting agenda for approval within the Consent Calendar for the next regular Board meeting. Once approved by the Board of Trustees, the Board President and the District Manager signs and dates the form. The original form is then

filed in the Fixed Asset book for that fiscal year. An audit of fixed asset retirements is conducted annually

**6020.70 Depreciation.** All fixed assets are depreciated monthly and reconciled at fiscal year-end. Depreciation normally begins when an asset is purchased or placed in service. The fixed asset software program will calculate the proper amount of depreciation. Depreciation will be taken by the straight-line method. In the straight-line method, the cost of the asset (less any salvage value) is pro-rated over the estimated useful life of the asset.

**6020.80 Fixed Asset Inventory.** The Finance Department will conduct a physical inventory each fiscal year in December for all fixed assets.

**6020.90 Fixed Asset Audit.** The independent auditors report completed each fiscal year includes a review of the basic financial statements for the Fixed Assets. In addition, the auditor includes a review of our internal controls over financial reporting and on compliance of our fixed asset accounting and inventory process.

<b>Issued:</b>	<b>September 11, 2002</b>
<b>Revised:</b>	<b>November 13, 2013</b>
<b>Reviewed by County Counsel:</b>	<b>November 13, 2013</b>
<b>Board Approval</b>	<b>January 8, 2014</b>
<b>Board Review, Approved with no changes</b>	<b>September 12, 2018</b>





## **POLICIES AND PROCEDURES**

**TITLE:** Expense Authorization

**NUMBER:** 6030

**6030.10** The District Manager shall act as Purchasing Agent unless the Board of Trustees designates an alternative Purchasing Agent. The District Manager may delegate purchasing authority to other personnel in accordance with work functions and operational feasibility.

**6030.20** Any designated Purchasing Agent, within the intent and limitations of the District budget, may purchase all materials, supplies, equipment, furnishings, or services on behalf of and for the benefit of the District. No purchase of goods or services by any person not authorized pursuant to this policy shall be binding upon the District or constitute a lawful charge against any District funds.

### **6030.30 BIDDING REGULATIONS**

**6030.31** **LESS THAN \$1000.** Bidding is not required when the item or service to be purchased is less than \$1000 in value.

**6030.32** **\$1,000 - \$7,500.** Informal bidding shall be required, when the item or service to be purchased, costs between \$1,000 and \$7,500. Such bidding may be accomplished by written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action, a report of which will be made to the Board. The Board of Trustees authorizes the Purchasing Agent to purchase items described in this policy, not to exceed \$7,500 and which will not exceed the District's total budget amount.

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**6030.33**      **ABOVE \$7,500.**      When the item or service to be purchased costs more than \$7,500, formal bidding shall be required, except to the extent exempted below. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids will be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendation, unless the Board makes a determination that it would be in the public's best interest to do otherwise. Awarded bids will be retained as part of the District's official record.

**6030.34**      **BIDDING IS NOT REQUIRED FOR THE FOLLOWING:**

**6030.341**      Emergency situation exists;

**6030.342**      Retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants although the Board may direct the bidding process for any service provider;

**6030.343**      When the item or service can only be obtained from one vendor (i.e., "sole source" situations);

**6030.344**      When another governmental agency (federal or California state or local agency) has engaged in a competitive bidding process and awarded a bid to a particular vendor for certain goods and/or non-specialized services in accordance with applicable state law, and the Purchasing Agent or designee recommends approval of a contract with the same vendor at the same unit price ("piggyback contract"). The Board must make a specific finding that approval of the piggyback contract is in the best interest of the District;

**6030.345**      When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or Manager, as appropriate, and retained as part of the District's official records for at least two years.

**6030.35**      The Manager shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids. The Manager is authorized to waive minor deviations and irregularities in the bids.

**6030.36**      The Manager shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine responsibility and capability. The Manager's determination and recommendation of the lowest responsible bidder shall be based on analysis of these factors.

**6030.37**      The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such

bid. In its sole discretion, the District may reject any and all bids received and it may re-advertise for bids or have District staff perform such work.

**6030.38** The District Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$ 10,000 or less.

**6030.40** The District Manager may engage independent contractors to perform services, with or without furnishing materials, within the limits provided by law, provided that prospective bidders are given full opportunity to submit their qualifications and estimates of costs to render the desired service. The same conditions governing purchases, as stated above, shall apply to the engagement of independent contractors.

**6030.50** A petty cash fund shall be maintained in the District office in accordance with Section 2312 of the State Health and Safety Code.

**6030.51** The petty cash fund shall have a balance-on-hand maximum of \$400.

**6030.52** Whenever employees or trustees of the District incur "out-of-pocket" expenses for item(s) or services(s) appropriately relating to District business as verified by valid receipts, expended cash should be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the District Manager or Finance Administrator shall approve the requested reimbursement.

**6030.53** Expenditures from this fund may be limited to items costing \$25 or less, plus sales tax, which are a legal charge against the District.

**6030.54** Petty cash may be advanced to District staff or trustees and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After item(s) or service(s) have been obtained, a receipt shall be submitted to the Finance Administrator, and any remaining advanced funds shall be returned. The maximum petty cash advance is \$50.

**6030.55** No personal checks shall be cashed in the petty cash fund.

**6030.56** The Finance Administrator will make monthly audits to assure accuracy of records and proper use of funds.

**6030.57** The petty cash fund shall be available for review in the District's annual independent accounting audit.

**6030.60** Emergency purchases may be made by designated purchasing agents when the District Manager is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the District, or are immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the District Manager, or if he refuses such confirmation, the Board of Trustees

may subsequently approve and confirm such purchases. Unless such purchases are so approved and confirmed by either the District Manager or the Board of Trustees, the costs shall not constitute a legal charge against the District.

**6030.70** The District Manager shall exercise diligence in consolidating and scheduling orders to the end that the District may benefit from quantity prices and the most favorable market.

**6030.80** Any transaction failing to comply with this policy in any respect is voidable in the discretion of the Board of Trustees.

<b>Issued:</b>	<b>September 11, 2002</b>
<b>Revised:</b>	<b>January 29, 2014</b>
<b>Revised</b>	<b>August 2018</b>
<b>Legal Review</b>	<b>August 30, 2018</b>
<b>Board Approval</b>	<b>September 12, 2018</b>



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## **POLICIES AND PROCEDURES**

**TITLE:** Cash Disbursements – Check Writing

**NUMBER:** 6040

**6040.10** It is the policy of the District to print vendor checks and expense reimbursement checks on a bi-weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

**6040.20** All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines.

**6040.21** Expenditures must be supported with the accounts payable (Policy #6090), and travel and business entertainment policy (Policy #1120).

**6040.22** Timing of disbursements should generally be made to take advantage of all early-payment discounts offered by vendors.

**6040.23** Generally, all vendors shall be paid within {30 days} of submitting a proper invoice and after delivery of the requested goods or services.

**6040.24** Total cash requirements associated with each check run is monitored by the finance department in conjunction with the available cash balance in the bank prior to the release of any checks.

**6040.25** All supporting documentation will be attached to the corresponding check prior to forwarding the entire package to any authorized check signer.

**6040.26** Checks shall be utilized in numerical order. No check number will be skipped.

**6040.261** Unused checks are stored in a locked safe in the Finance Department. The District Manager and District Finance Director have keys to the safe.

**6040.27** Checks shall never be made payable to “bearer” or “cash.”

**6040.28** Checks shall never be signed prior to being prepared.

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**6040.29** Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be marked in such a way to show that they have been entered into the financial system in order to prevent their subsequent reuse.

**6040.30** Checks of any value require the signature of one District Board Officer in addition to one authorized Staff member. This policy is in accordance with Section 2077 of the California Health and Safety Code.

**6040.31** No checks shall be signed prior to the check being completed in its entirety (no signing of blank checks).

**6040.40** It is the policy of the District that each check shall be signed by an individual other than the one who approved the transaction for payment.

**6040.41** All invoices are first approved by a Department Director.

**6040.42** Following approval by a Department Director the District Manager then reviews and approves all invoices. District Finance Director approves all expenditures by the District Manager.

**6040.50** Authorized check signers include the following.

**6040.51** District Board President

**6040.52** District Board Vice-President

**6040.53** District Board Secretary

**6040.54** District Board Assistant Secretary

**6040.55** District Manager

**6040.56** District Assistant Manager is authorized to sign checks only in the absence of the District Manager.

**6040.60** Check signers will examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check.

**6040.61** Checks will not be signed if supporting documentation appears to be missing or there are any questions about the disbursement.

**6040.70** After signature, checks are returned to the District Accountant who prepares them and who then mails checks immediately.

**6040.71** Checks shall not be mailed by individuals who authorize expenditures.

**6040.80** Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as “VOID”.

**6040.81** All voided checks shall be retained to aid in preparation of bank reconciliations.

**6040.90** Stop payment orders may be made for checks lost in the mail or for other valid reasons.

**6040.91** Stop payments are processed by telephone instruction and/or email directly to the bank representative with notification and sent to County accounting personnel.

**6040.92** A journal entry is made to record the stop payment and any related bank fees.

**6040.100** District shall obtain a completed Form W-9 or equivalent substitute documentation from all required vendors to whom payments are made.

**6040.101** A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

<b>Issued:</b>	<b>January 14, 2004</b>
<b>Revised:</b>	<b>September 11, 2013</b>
<b>Finance Committee Review</b>	<b>October 1, 2018</b>
<b>Board Approval, no changes</b>	<b>November 14, 2018</b>



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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Disposal of Surplus Property**

**NUMBER:**                **6050**

**6050.10**                **Purpose.**

**6050.11**                The purposes of this policy are to standardize the procedures for the disposal of surplus property and salvage items of the San Mateo County Mosquito and Vector Control District and to set forth the duties of the District Manager, Directors and Trustees in connection therewith.

**6050.20**                **Definitions**

**6050.21**                Fixed assets (inventorial equipment) are tangible assets with a life span of over one year and a book value delineated in District Policy # 6020 (Fixed Asset Accounting Control).

**6050.22**                Surplus property means any inventorial equipment that, upon recommendation of authorized management staff, the Board of Trustees has determined to be no longer useful to the District.

**6050.23**                Salvage property means any District reclaimed or discarded property that the District Board of Trustees has determined has no reasonable resale value.

**6050.30**                **Overview**

**6050.31**                Requests for the disposal of all surplus property including salvage property (regardless of value) will be presented for review to the District Manager for consideration and approval. The District Manager will provide the completed and approved disposal form (Appendix 6050-1: Fixed Asset Retirement Request) to the Board of Trustees for final approval. The reason for disposal and the estimated market value of each asset will be included.

**6050.40**                **Procedures**

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**6050.41** The request for the disposal of fixed assets as surplus property will be initiated by a District Director.

**6050.42** Each District Director completes a disposal form (appendix 6050-1) for submission to the Finance Director for initial review.

**6050.43** The Finance Director will verify all fixed asset criteria for annual auditing purposes.

**6050.44** The Finance Director will present the validated disposal form to the District Manager for review and approval.

**6050.45** The District Manager after review and approval will place the validated disposal form on the consent calendar for the next regular scheduled Board of Trustees meeting for Board approval.

#### **6050.50 Legal**

**6050.51** District surplus property to be disposed of regardless of estimated value must conform with § 2041(c) of the California Health and Safety Code.

**6050.52** Notice of all upcoming sales must be publicly published for two weeks prior to the sale in accordance with § 6066 of the California Government Code.

**6050.53** Bids must be accepted and the property shall be sold to the highest bidder. If the public sale of an asset fails to generate a bid, the surplus property shall be disposed of in a manner recommended by the District Manager with approval of the Board of Trustees. All bids will be kept for two (2) years.

#### **6050.60 Accounting**

**6050.61** Funds received from surplus property sales will be deposited in the County Treasury in the District General fund.

#### **6050.70 Salvage**

**6050.71** Non-inventorial surplus property with no value shall be disposed of by the District Manager at the end of its useful life.

<b>Issued:</b>	<b>September 11, 2002</b>
<b>Revised:</b>	<b>September 11, 2013</b>
<b>Last Legal Review:</b>	<b>August 29, 2018</b>
<b>Revised with Board Approval:</b>	<b>September 12, 2018</b>



## **POLICIES AND PROCEDURES**

**TITLE:** District Insurance Program

**NUMBER:** 6060

**6060.10** The District approved the Vector Control Joint Powers Agency (VCJPA) Exercise of Powers Agreement, dated July 1, 1979, as amended on May 5, 1994.

**6060.20** Bickmore is the administrator of the District coverage programs under a contract between VCJPA and Bickmore. Coverage programs include general, auto, and employment practices liability; workers' compensation; property; business travel accident; and auto physical damage.

**6060.30** The Pooled Liability Program offers general and auto liability coverage up to \$1 million. The District's retained limit is \$10,000. The amount from the District's retained limit to \$1 million is pooled within the VCJPA (primary layer). The amount in excess of \$1 million through \$14 million is pooled with other joint powers authorities through the California Affiliated Risk Management Authorities (CARMA) (excess layer). Within this program, are a Mid-Layer pool and an Aggregate pool in the primary layer, and a Mid-Layer pool in the excess layer.

**6060.31** The purpose for the Mid-Layer Pool in the primary layer is to reduce the effect of severe claims from impacting the primary pool of the Pooled Liability Program. The Mid-Layer Pool pays for the layer of coverage on each claim that falls between \$200,000 and \$1 million. This is a mandatory feature of the Pooled Liability Program.

**6060.32** The Aggregate Pool provides a limit to the amount of retrospective adjustment charges that can be applied to any one district. The Aggregate Pool is a separate, mandatory feature of the Pooled Liability Program.

**6060.33** The Pooled Liability Program also provides employment practices liability coverage to the District of \$25,000 inclusive of the District's \$10,000.00 retained limit. Coverage above \$25,000 is provided by another joint powers authority, the Employment Risk Management Authority (ERMA). ERMA's limit of coverage is \$2 million per claim per member, \$2 million aggregate per member, with a \$10 million policy aggregate. ERMA also provides live and web-based employment practices liability training workshops, one hour per month of legal advice regarding day-to-day employment matters, and an employee reporting line.

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**6060.40** The Pooled Workers Compensation Program offers workers' compensation coverage up to statutory limits. The District's retained limit is \$25,000. The amount from our retained limit to \$500,000 is pooled within the VCJPA's primary layer. Coverage for claims above \$500,000 is pooled with other public entities through the Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX). From \$5 million to statutory limits, LAWCX purchases excess coverage for its members through the California State Association of Counties Excess Insurance Authority (CSAC-EIA). Within this program's primary layer, are a Mid-Layer pool and an Aggregate pool.

**6060.41** The purpose for the Mid-Layer Pool is to reduce the effect of severe claims from impacting the primary pool of the Pooled Workers' Compensation Program. The Mid-Layer Pool pays for the layer of coverage on each claim that falls between \$250,000 and \$500,000. This is a mandatory feature of the Pooled Workers' Compensation Program.

**6060.42** The Aggregate Pool provides a limit to the amount of retrospective adjustment charges that can be applied to any one district. The Aggregate Pool is a separate, mandatory feature of the Pooled Workers' Compensation Program. This is a non-equity pool.

**6060.50** The Pooled Auto Physical Damage Program was established to provide districts with protection against physical damage to their automobiles and watercraft. Districts also have the option to purchase hull coverage for unmanned aerial vehicles (aka drones) through the Auto Physical Damage Program. Districts must participate in the Auto Physical Damage Program.

**6060.51** The Auto Physical Damage Program covers the District's vehicles up to a maximum of \$35,000 per vehicle, unless otherwise declared. The current deductible is \$1,000 per occurrence.

**6060.52** Claims for the Auto Physical Damage Program are handled by Bickmore . Claims must be submitted to Bickmore with the VCJPA claim form accompanied by two estimates (unless the first estimate received states that it is a complete loss) for the cost of repairing the automobile.

**6060.60** The VCJPA purchases property and boiler/machinery coverage through the Alliant Property Insurance Program (APIP).

**6060.61** In addition to purchasing property coverage, the VCJPA has pre-funded a non-equity pool to cover the layer from \$500 to the APIP deductible of \$5,000. Because of this, the district's portion for any one loss is only \$500.

**6060.70** The District is a member of the VCJPA Business Travel Accident Program. The limits of coverage are \$150,000 for life and accidental death and dismemberment for business travel with an aggregate limit of \$750,000 per accident.

**6060.80** The District is a member of the Alliant Crime Insurance Program (ACIP) through the VCJPA. The limits of coverage are \$1,000,000 each loss with a \$25,000 deductible per loss. The insurance policy includes coverage for faithful performance of duty.

**6060.90** The District has coverage through the VCJPA under the Alliant Deadly Weapon Response Program (ADWRP). This coverage provides for third party liability, business interruption, crisis management, funeral expenses, counseling services, and first party property damage including demolition/clearance and memorialization when an event occurs on district property where a weapon has been used or brandished. The deductible is \$10,000 with a limit of \$500,000 per claim with a \$2,500,000 aggregate shared amongst the VCJPA members. Some sublimits also apply.

**Issued: September 11, 2002**

**Review by VCJPA October 5, 2018**  
**Review by Policy Committee November 14, 2018**  
**Board Approval November 14, 2018**



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## **POLICIES AND PROCEDURES**

**TITLE:** Investment of District Funds

**NUMBER:** 6070

**6070.10** The District participates in the “Pooled Fund Investment Program” of the San Mateo County, Office of the Treasurer. State and Federal Code regulate investment by the County Treasurer.

**6070.20** The County Treasurer provides monthly investment reports to the Board of Trustees reviewing all pooled earnings, settled trades-realized gains and losses, portfolio appraisal, transaction summary on settlement dates, rolling year projected cash flow, and historical yield curves.

**6070.30** The San Mateo County Controller’s Office on April 5, 1994 authorized the District to set up a Capital Project Reserve Fund.

**6070.31** The Capital Project Reserve Fund bears interest quarterly.

**6070.32** The District maintains a Capital Improvement Plan (CIP), which lists projects, and equipment purchases from the Capital Project Reserve Fund that are anticipated and scheduled over a period of ten years. The CIP allows the District to review, compare, and assign priorities to projects.

**6070.33** The District Manager proposes projects for inclusion into the CIP. The Board of Trustees reviews the CIP and adopts the plan at the July Board meeting. A second review occurs at the January Board meeting.

**6070.34** The Capital Project Reserve Fund is included in the District’s annual independent accounting audit.

**6070.40** The District authorized the Vector Control Joint Powers Agency (VCJPA) to set up a Member Contingency Fund Account for the District, on July 1, 1979.

**6070.41** The Member Contingency Fund covers worse-than expected losses covered by the VCJPA as well as fund losses not covered. Such uncovered losses might be

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indemnity payments for a wrongful termination claim, clean up mandated for pesticides found in the ground, pollution exposure, or general reserves for one year of insurance operating expenses.

**6070.42** Annual premium payments for insurance coverage to the VCJPA may be funded from the Member Contingency Fund.

**6070.43** The Member Contingency Fund is included in the District's annual independent accounting audit.

**6070.44** VCJPA Investment Policy is on file in the District Manager's office.

**6070.441** Investment policies and practices of the VCJPA are based on state law and prudent money management. All funds are invested in accordance with the VCJPA's Investment Policy and applicable California Government Code sections.

**6070.442** Investments shall be made with sound judgment and care – under circumstances then prevailing – and in accordance with written procedures and policies. The standard to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

**6070.443** The objectives are safety, liquidity, and return on investment.

**Issued:** September 11, 2002  
**Revised:**



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## POLICIES AND PROCEDURES

TITLE: Fraud Prevention

NUMBER: 6080

**6080.10** The District fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the District. It is the intent of the District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

**6080.20** This fraud policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the District.

**6080.21** Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the District. When appropriate the County's legal department will be notified of suspected fraud.

**6080.30** Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities.

**6080.31** Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

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**6080.32** Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and will be alert for any indication of irregularity.

**6080.33** Any irregularity that is detected or suspected must be reported immediately to the District Manager and Board President, who coordinates all investigations with the County Counsel and other affected agencies, both internal and external.

**6080.40** The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to the following.

**6080.41** Any dishonest or fraudulent act.

**6080.42** Forgery or alteration of any document or account belonging to the District.

**6080.43** Forgery or alteration of a check, bank draft, or any other financial document.

**6080.44** Misappropriation of funds, securities, supplies, equipment, or other assets of the District.

**6080.45** Impropriety in the handling or reporting of money or financial transactions.

**6080.46** Disclosing confidential and proprietary information to outside parties.



**6080.47** Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the District. Exception: Gifts less than \$50 in value.

**6080.48** Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.

**6080.49** and any similar or related irregularity.

**6080.50** Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by District Directors with specific direction, if necessary, from the Finance Director who directs the District's Human Resource Programs.

**6080.51** If there is any question as to whether an action constitutes fraud, contact the Finance Director or the District Manager, or County Counsel.

**6080.60** The Finance (Audit) Committee (Trustees) has the primary and initial responsibility for the investigation of all suspected fraudulent acts as defined in this policy.

**6080.61** The Finance (Audit) Committee (Trustees) may utilize whatever internal and/or external resources it considers necessary in conducting an investigation.

**6080.62** If an investigation substantiates that fraudulent activities have occurred, the Finance (Audit) Committee (Trustees) will issue reports to appropriate designated personnel and, if appropriate, to the Board of Trustees, and/or District Executive Committee, County Counsel, and/or the District Attorney's Office.

**6080.63** Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be

made in conjunction with legal counsel and senior management, as well as the desired final depositions of the case.

**6080.64** If suspected fraud or other wrongdoing involves programs funded in whole or in part with federal funds, additional responsibilities, such as special reporting and disclosure to the awarding agency, may apply to the District. It is the policy of the District to fully comply with all additional reporting, disclosure and other requirements pertaining to suspected acts of fraud as described in award documents.

**6080.70** The Finance (Audit) Committee (Trustees) and the Finance Director will treat all information received confidentially.

**6080.71** Any employee who suspects dishonest or fraudulent activity will notify the Finance Director or the Finance (Audit) Committee Chair or the District Manager, immediately, and will not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

**6080.72** Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.

**6080.73** The Finance (Audit) Committee (Trustees) is authorized to conduct closed sessions at which such matters may be discussed.

**6080.80** Trustees on the Finance (Audit) Committee will have the following authority for investigation of suspected fraud.

**6080.81** Free and unrestricted access to all District records and premises.

**6080.82** The authority to examine copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody or any such items or facilities when it is within the scope of their investigation.

**6080.90** Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

**6080.100** An employee who discovers or suspects fraudulent activity will contact the Finance Director or the Chair of the Finance (Audit) Committee (Trustees), or District Manager, immediately.

**6080.101** The employee or other complainant may remain anonymous.

**6080.102** All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Finance (Audit) Committee (Trustees), District Manager, or County Counsel.

**6080.103** No information concerning the status of an investigation will be given out.

**6080.1031** The proper response to any inquiry is “I am not at liberty to discuss this matter.”

**6080.1032** Under no circumstances should any reference be made to “the allegation”, “the crime”, “the fraud”, “the forgery”, “the misappropriation”, or any other specific reference.

**6080.104** The reporting individual should be informed of the following.

**6080.1041** Do not contact the suspected individual in an effort to determine facts or demand restitution.

**6080.1042** Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically directed to do so by the District Legal Counsel or the Finance (Audit) Committee (Trustees).

**6080.110** If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Finance Director (Human Resources), the District Legal Counsel, and the District Manager, before any such action is taken.

**6080.1101** The Finance (Audit) Committee (Trustees) does not have the authority to terminate an employee.

**6080.1102** The decision to terminate an employee is made only by the District Manager.

**6080.1103** Should the Finance (Audit) Committee (Trustees) believe the District Management's decision inappropriate for the facts presented, the facts will be presented to the District Executive Committee for review and decision.

**6080.120** The District Manager is responsible for the administration, interpretation, and application of this policy.

**6080.1201** The District Policy Committee will review this policy annually and propose revisions to the full Board of Trustees as they feel are needed.

**6080.130** Revisions to this Policy can only be made by the affirmative vote of a majority of the District Board of Trustees present and voting as a properly agendized meeting.

**Issued: July 10, 2013**

**Legal Review:**



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Accounts Payable Management**

**NUMBER:**               **6090**

**6090.10**           The District strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

**6090.20**           It is the policy of the District that the recording of assets or expenditures and the related liability is performed by an employee independent of the employee responsible for ordering and receiving.

**6090.21**           The amounts recorded are based on the vendor invoice for the related goods or services.

**6090.22**           The vendor invoice should be supported by an approved purchase order where necessary, and should be reviewed and approved by the District Manager and a Department Director prior to being processed for payment.

**6090.23**           Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

**6090.30**           The primary objective for accounts payable and cash disbursements is to ensure the following.

**6090.31**           Disbursements are properly authorized.

**6090.32**           Invoices are processed in a timely manner.

**6090.33**           Vendor credit terms and operating cash are managed for maximum benefits.

**6090.40**           All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

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**6090.41** Accounts payable are processed on a bi-weekly basis. Information is entered into the system from approved invoices with all required documentation attached.

**6090.42** It is the policy of the District that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be used to process a payment.

**6090.50** For purposes of the preparation of the District's monthly financial statements, all vendor invoices that are received, approved and supported with proper documentation by the 10th of the following month shall be recorded as accounts payable as of the end of the immediately preceding month if the invoice pertains to goods or services delivered by month-end.

**6090.60** Control of invoices is established by the District Accountant as soon as invoices are received. Vendors will be instructed to mail all invoices directly to the District Office (attn. accounts payable).

**6090.61** Upon receipt of invoices, each invoice shall be "date received" stamped, and distributed to the appropriate Director for approval. When approved by the Director, the invoices will then be distributed to the District Manager for their approval.

**6090.70** Prior to any accounts payable being submitted for payment, a "voucher package" shall be assembled. Each voucher package shall contain the following documents.

**6090.71** Vendor invoice (or employee or Trustee expense report)

**6090.72** Packing slip (where appropriate)

**6090.73** Purchase order (for purchases in excess of \$1,000)

**6090.74** Work order (for some purchases)

**6090.75** Any other supporting documentation deemed appropriate.

**6090.80** The following procedures shall be applied to each voucher package by the District Accountant.

**6090.81** Check the mathematical accuracy of the vendor invoice.

**6090.82** Compare the nature, quantity and prices of all items ordered per the vendor invoice to the purchase order, packing slip and/or work order.

**6090.83** Document the general ledger distribution, using the District's current chart of accounts.

**6090.84** Obtain the review and approval of the Department Director associated with the goods or services purchased.

**6090.841** Approvals by Department Director's indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding's, and agreement to pay vendor in full.

**6090.842** Approvals shall be documented with initials or signatures and dates of the approving individual.

**6090.85** Obtain the review and approval of the District Manager for all purchases with signatures.

**6090.90** To the extent practical, it is the policy of the District to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

**6090.100** Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All receipts must be attached, and a brief description of the business purpose of the trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle or through the payroll cycle.

**6090.110** At the end of each monthly accounting period, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account).

**6090.1101** All differences will be investigated and adjustments will be made as necessary.

**6090.1102** The reconciliation and the results of the investigation of differences will be reviewed and approved by the Finance Director.

**6090.120** The District Accountant shall also perform on a monthly basis a check of all statements received for unprocessed invoices and check the purchase order file for open P.O.'s that are more than 60 days old and follow up.

**Issued:**

**July 10, 2013**

**Reviewed By Finance Committee:**

**October 1, 2018**

**Board Approval:**

**November 14, 2018**





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## **POLICIES AND PROCEDURES**

**TITLE:**                    **Journal Entry Approval**

**NUMBER:**                **6100**

**6100.10**            Journal entries record accounting information into the accounting system general ledger that are not typically processed through the cash receipts or cash disbursement cycle.

**6100.20**            Journal entries can be classified as recurring and non-recurring.

**6100.21**            Recurring journal entries are typically routine in nature and can be repeated weekly, monthly, or quarterly.

**6100.22**            Non-recurring journal entries are typically entries that record one-time transactions, correct mistakes into the accounting records or are considered unusual.

**6100.23**            Responsibility for the District's day-to-day accounting records, including journal entry processing, support, and posting, is a function of the District Accountant.

**6100.24**            This policy defines when additional approval is required for processing journal entries.

**6100.25**            All journal entries, recurring or non-recurring, shall be supported by appropriate supporting documentation maintained with the accounting records.

**6100.30**            **Recurring Journal Entries**

**6100.31**            These journal entries would not require explicit approval by the District Manager; however do require approval by the Finance Director.

**6100.311**            Automatically reversing journal entries that reverse a previous months' journal entry, which activity typically occurs in July of a new fiscal year.

**6100.322**            Recording the monthly amount of cash used or received by the District (from Union Bank statements or San Mateo County statements).

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**6100.323** Record quarterly interest earnings from San Mateo County or VCJPA.

**6100.324** Payroll and benefits related journal entries. (Note: the actual payroll register is approved by the District Manager.)

**6100.325** Record transfers of expenditures between funds (Transfer in & Transfer out Accounts).

**6100.40** Non-recurring Journal Entries.

**6100.41** Journal entries which correct errors in posting to accounts in excess of \$5,000 would require explicit approval by the District Manager.

**6100.42** Journal entries below \$5,000 will require approval from the Finance Director.

**6100.421** Journal entries which reflect transfers of cash between funds.

**6100.422** Recording of other non-standard Journal Entries

**6100.50** The District Manager shall review all recurring journal entries made by the District Accountant and approved by the Finance Director on a quarterly basis and document such review by noting any comments on and signing the journal entries reviewed.

**Issued: November 13, 2013**

**Legal Review: November 13, 2013**



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## **POLICIES AND PROCEDURES**

**TITLE:**                   **Cash and Cash Management**

**NUMBER:**               **6110**

**6110.10**       The General Fund is the primary operating account that provides for routine business check disbursements. All cash or checks, and credit card deposits are made into the General Fund.

**6110.11**       Cash transfers are done on an as needed basis to cover disbursements. Reserves in this account are invested by the County Treasurer's Office and governed by the County Investment Policy.

**6110.20**       The payroll account is separate from the General Fund (primary operating account).

**6110.21**       The payroll account is a zero-balance account.

**6110.22**       The District has contracted with ADP Payroll Service Center to provide payroll services.

**6110.23**       Only the amount needed to cover each payroll is transferred into the payroll account from the General Fund, based on the amount calculated and communicated by the ADP Payroll Service Center.

**6110.231**      Transfers from the General Fund into the payroll account are initiated by the Accountant and Finance Director.

**6110.232**      The District's agreement limits wire transfers from the General Fund to those transfers into payroll only.

**6110.24**       The District Internal Control Procedures Manual, Administrative and Financial, provides detailed internal controls for the processing of the Bi-Weekly Payroll.

**6110.30**       Cash reconciliation to County statements for the General Fund and Capital Fund are completed by the Finance Department.

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**6110.31** The Accountant reconciles the District cash balance on a monthly basis with the County Statement received from the County Controller's Office.

**6110.311** The Accountant is not an authorized check signer.

**6110.32** The Finance Director verifies the reconciliation is accurate, including any adjusting journal entries resulting from preparing County reconciliation.

**6110.321** The Finance Director is not an authorized check signer.

**6110.33** The District Manager reviews the reconciled balances and signs the Financial Statements that are presented to the Board of Trustees.

**6110.34** The District Manager with the Finance Director reviews the bank account statements on a monthly basis to verify all checks and wire transfers.

**6110.40** Petty cash fund shall be maintained in the District office in accordance with Section 2312 of the State Health and Safety Code.

**6110.41** The Petty Cash Policy #6030.50 outlines the procedures and restrictions for this impress funds.

**6110.50** The District Manager is the only employee authorized to initiate a wire transfer with the County Treasurers and Controllers Offices.

**Issued:** November 13, 2013

**Legal Review:** November 13, 2013



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## **POLICIES AND PROCEDURES**

**TITLE:** **District Reserve Fund and Working Capital Policy**

**NUMBER:** **6120**

### **OVERVIEW**

The District recognizes the importance of adopting policies for the management of its financial reserves. Formalizing written financial policies for designation of reserve funds is a critical element of sound fiscal management and a cornerstone of long-term financial planning.

This policy provides for the prudent accumulation and management of reserve funds to facilitate the attainment of long term program and financial goals. This Reserve Fund Policy was developed to identify how each of the reserve categories will be managed and that are consistent with the District's mission statement and philosophy of the Board of Trustees.

### **OBJECTIVES**

- To assure continued operation and solvency of the District, allowing it to carry out its stated mission.
- To maintain and enhance the sound fiscal condition of the District, maintain its ability to obtain credit and maintain a high bond rating.
- To maintain sufficient financial flexibility to be able to adapt to change, and to permit an orderly adjustment to unanticipated events.
- To maintain a diversified and stable long-term financial plan.
- To accumulate and maintain an amount equal to the stated target fund level for each specific reserve fund created by the District.
- To provide for periodic review of financial reserve funds to make appropriate changes, additions and/or deletions.
- To clearly define how financial reserves will be accumulated and put to use.

### **RESERVE FUND POLICY**

In order to achieve the objectives of this Policy, the Board of Trustees shall adhere to the following guidelines:

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- ✓ Reserve funds may be established from time to time by the Board of Trustees as an important component of sound financial management to meet both short and long-term financial objectives, and to ensure prudent financial management practices.
- ✓ Reserve funds may be designated by the Board of Trustees as “restricted reserve funds” or “non-restricted reserve funds.”
- ✓ Restricted reserve funds shall be segregated, and limited in use to specific and designated purpose(s) as defined and established by the Board of Trustees. As of January 2011, under GASB Statement 54 under the Government Accounting Standards Board the restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. These constraints may be imposed by grantors, bondholders, or higher levels of government, through constitutional provisions, or by enabling legislation.
- ✓ “Nonrestricted” reserve funds may be classified as “Committed Reserve Funds” , “Assigned Reserve Funds” or ”Unassigned Reserve Funds” and thus shall have no reference to specific accounting assets. These funds do not require the physical segregation of funds, but maybe segregated if desirable.
- ✓ Committed Reserve Funds are subject to internal constraints. These constraints are imposed by the District itself, using its highest level of decision-making authority (i.e. Board of Trustees).
- ✓ Committed Reserve Funds cannot be used for any other purpose unless the District takes the same highest level action to remove or change the constraint.
- ✓ Assigned Reserve Funds are those that the District intends to use for a specific purpose. This intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority
- ✓ Unassigned fund balance includes all balances that have not been assigned to other funds and are not restricted, committed, or assigned to specific purposes.
- ✓ All investment earnings from restricted and non-restricted reserve funds shall be credited to the District General Fund, unless otherwise stated herein.
- ✓ The Board of Trustee approval shall be required prior to the expenditure of restricted and committed reserve funds.

- ✓ If the Board of Trustees finds that the funds in a committed reserve are no longer required for the purpose for which it was established, the Board of Trustees may, by a four-fifths vote of the total membership of the board of trustees, discontinue the committed reserve or transfer the funds that are no longer required from the committed reserve to the uncommitted balance in the District's general fund.

### **RESERVE FUNDS**

The Board of Trustees hereby establishes and designates the following reserve funds:

- **Working Capital (Basic Liquidity)** Attachment 1. \*
- **Public Health Emergency Reserve Fund** Attachment 2.
- **Natural Disaster Emergency Reserve Fund** Attachment 3.
- **Capital Project and Equipment Replacement Reserve Fund** Attachment 4.
- **Pension Rate Stabilization Reserve Fund** Attachment 5.
- **Real Property Acquisition Reserve Fund** Attachment 6.

\* Not a reserve pursuant to GAAP

### **TARGET FUND LEVELS**

The Board of Trustees shall establish a stated target fund level for each designated reserve fund. See Attachment 7 for a summary of the District's established target funds and the designated target level for each fund.

### **ANNUAL EVALUATIONS**

The District Manager and Finance Director shall review and analyze each reserve fund balance and activity for presentation to the Board of Trustees (through the Finance Committee), as part of the annual budget. Upon any significant change to expenditures from a designated reserve fund, or for any other reason that it is determined that a reserve balance target needs to be revised, then a recommendation from the Finance Director and District Manager will be made.

**Original Issue Date:** **March 12, 2014**

<b>Board Approval</b>	<b>October 11, 2017</b>
<b>Board Approval</b>	<b>October 10, 2018</b>
<b>Board Approval</b>	<b>November 14, 2018</b>
<b>Board Review and Amendment</b>	<b>September 2019</b>

# ATTACHMENT 1

## SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT WORKING CAPITAL (GENERAL LIQUIDITY)

### **Fund Purpose:**

The Working Capital (General Liquidity) is necessary because the District receives the majority of its funding from the property taxes and benefit assessment collected by the County of San Mateo. These revenues are not transmitted to the District until January, six months into the fiscal year. Therefore, it is imperative that the District have an operating fund to fulfill its general operating costs. The Working General provides the District with funds to cover general operating costs from the beginning of the fiscal year on July 1 until the first receipt of tax revenue in January. The seasons for vector mosquitoes in San Mateo County extend throughout the year and the delay in receiving funding could inhibit the District's ability to provide services and protect public health. This liquidity will preserve credit worthiness, ensure adequate financial resources are available for timely payment of District obligations, and provide liquidity throughout the fiscal year.

### **Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. The balance shall be known as the "Working Capital – General Liquidity."
2. This Working Capital /General Liquidity shall be designated as "unassigned fund balance".
3. The Working Capital/ General Liquidity may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
4. This policy shall be reviewed on an annual basis by the Finance Committee and the Board for long-term adequacy and use restrictions.

### **Target Fund Level:**

The target level for Working Capital (General Liquidity) is to maintain a minimum General Fund balance for operations equal to 60% of annual budgeted expenditures, as of July 1<sup>st</sup> of each fiscal year. This target fund level was established based upon the following general guidelines:

1. At the beginning of each fiscal year, the District shall have a balance in the Working General Fund equal to approximately sixty percent of budgeted expenditures for the fiscal year.
2. For the purpose of this policy, budgeted expenditures shall include all expenditures associated with the following:
  - a. Salaries and Employees Benefits
  - b. Services and Supplies



**ATTACHMENT 2**

**SAN MATEO COUNTY**

**MOSQUITO AND VECTOR CONTROL DISTRICT**

**PUBLIC HEALTH EMERGENCY RESERVE FUND**

**Fund Purpose:**

The purpose of the Public Health Emergency Reserve Funds is to accumulate sufficient financial reserves necessary to meet the requirements within the California Mosquito-Borne Virus Surveillance and Response Plan when we reach Level 2 (Emergency Planning) or Level 3 (Epidemic Conditions relative to the California Invasive Aedes Response Plan), or any other vector-borne disease response plan distributed by state or federal public health agencies that may apply to the District.. The California Health and Safety Code Section 2070 provide the Board of Trustees authorization to include a restricted reserve for public health emergencies. The District's Restricted Public Health Emergency Reserve Fund may only be spent when an increased threat to public health is threatened, as defined in one of the Response Plans described above.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Public Health Emergency Reserve Fund."
2. The Public Health Emergency Reserve Fund shall be designated as a committed reserve fund.
3. The Public Health Emergency Reserve Fund shall be expended solely for the purpose of responding to and maintaining District entomological operations during a public health emergency as defined within the California Mosquito-borne Virus Surveillance and Response Plan, the Invasive Aedes Response Plan, or any other vector-borne disease response plan distributed by state or federal public health agencies that may apply to the District.
4. Authorization by the Board of Trustees is required prior to expenditure of Public Health Emergency Reserve Funds. The Board of Trustees can hold a special Board Meeting to provide this authorization to the District Manager to approve the expenditure of these funds for required essential services in response to a public health emergency.
5. If expenditures from this designated reserve fund are subsequently recovered, either partially or fully, from FEMA, OES, State, insurance and/or any other sources, said revenue shall be utilized solely for the purpose of refunding the Public Health Emergency Reserve Fund.
6. All investment earnings from the Public Health Emergency Reserve Fund shall be credited to the District's General Fund.
7. The Public Health Emergency Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
8. This policy shall be reviewed on an annual basis by the Finance Committee and District Board for long-term adequacy and use restriction.

**Target Fund Level:**

The target level for the Public Health Emergency Fund shall be equal to a minimum of \$500,000 to a maximum of \$1,000,000 as of July 1 of each fiscal year unless otherwise directed by the Board of Trustees at a public meeting.

# ATTACHMENT 3

## SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT NATURAL DISASTER EMERGENCY RESERVE FUND

### **Fund Purpose:**

The purpose of the Natural Disaster Emergency Reserve Funds is to accumulate sufficient financial reserves necessary to ensure a timely response by the District to natural disasters. A natural disaster is a major adverse event resulting from natural processes of the Earth; examples include but not limited to wildfires, floods, earthquakes, tsunamis, and other disasters. This reserve fund will facilitate rebuilding of the damaged structures due to the natural disasters. Immediate repair of the District's buildings and infrastructure will allow the District's essential services to be maintained after natural disasters, including fires, floods and earthquakes.

### **Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Natural Disaster Emergency Reserve Fund."
2. The Natural Disaster Emergency Reserve Fund shall be designated as an assigned reserve fund.
3. The Natural Disaster Emergency Reserve Fund shall be expended solely for the purpose of repairing damaged buildings and furnishings.
4. The District Manager is authorized to approve the expenditure of Natural Disaster Emergency Reserve Funds without prior approval of the Board of Trustees, for purposes of restoration and/or maintenance of essential service levels in response to a natural disaster. However, a detailed report of fund expenditures will be made to the Board of Trustees for ratification.
5. If expenditures from this designated reserve fund are subsequently recovered, either partially or fully, from FEMA, OES, State, insurance and/or any other sources, said revenue shall be utilized solely for the purpose of refunding the Natural Disaster Emergency Reserve Fund.
6. All investment earnings from the Natural Disaster Emergency Reserve Fund shall be credited to the District's General Fund.
7. Health and Safety Code 2071(d) states if the Board of Trustees finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the Board of Trustees may, by a four-fifths vote of the total membership of the Board of Trustees, discontinue the restricted reserve or transfer the funds that are no longer required from the restricted reserve to the District's General Fund.
8. The Natural Disaster Emergency Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
9. This policy shall be reviewed on an annual basis by the Finance Committee and Board of Directors for long-term adequacy and use restriction.

### **Target Fund Level:**

The target level for the Natural Disaster Emergency Reserve Fund shall be equal to a minimum of \$500,000 to a maximum of \$1,000,000 as of July 1 of each fiscal year unless otherwise directed by the Board of Trustees at a public meeting.

**ATTACHMENT 4**

**SAN MATEO COUNTY**

**MOSQUITO AND VECTOR CONTROL DISTRICT CAPITAL PROJECT  
AND EQUIPMENT REPLACEMENT RESERVE FUND**

**Fund Purpose:**

The purpose of the Capital Project and Equipment Replacement Reserve Funds is to accumulate sufficient financial reserves necessary to ensure a timely replacement and upgrade of the District's buildings, structures, vehicles, mobile equipment, laboratory equipment, operational equipment, administrative equipment (CPU's, PC's, laptops, etc.) and appurtenances thereto. Safe, reliable and up-to-date vehicles and equipment, in good working order, are essential for the District to meet its mission of providing public health services in a timely and professional manner. The Capital Project and Equipment Replacement Reserve Fund will allow for replacing and upgrades to buildings, structures, vehicles, operational, administrative, and laboratory equipment if lost due to a disaster. In addition, due to the need for depreciation and replacement of buildings, structures, vehicles and other District equipment it is desirable for the District to set aside funds on an on-going basis for this purpose.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Capital Project and Equipment Replacement Reserve Fund."
2. The Capital Project and Equipment Replacement Reserve Fund shall be designated as an assigned reserve fund.
3. The initial procurement for new vehicles and/or equipment (not replacement of existing) shall be paid for from the District's General Fund not by the Capital Project and Equipment Replacement Reserve Fund.
4. Each adopted budget of the District shall contain an allocation in the sum of \$50,000 for the replacement and/or upgrade of existing vehicles (outright purchase or lease) and District equipment.
5. In any one (1) fiscal year, whenever the total actual expenditures for replacement and/or upgrade of existing vehicles and District equipment is less than said \$50,000 allocation, the remaining balance shall be transferred to the Capital Project and Equipment Replacement Reserve Fund.
6. In any one (1) fiscal year, whenever the total actual expenditures for replacement and/or upgrade of existing vehicles and District equipment exceed said \$50,000 allocation, the necessary balance to accomplish the procurement(s) shall be provided by the Capital Project and Equipment Replacement Reserve Fund.
7. Funds transferred from the Capital Project and Equipment Replacement Reserve Fund shall be expended solely for the purpose of replacement and upgrade of existing District buildings, structures, vehicles and District equipment.
8. The District Manager is authorized to approve the expenditure of Capital Project and Equipment Replacement Reserve Funds, without prior approval of the Board of Trustees, in accordance with approved budget authorizations.

9. Upon expenditure of any Capital Project and Equipment Replacement Reserve Funds, the District Manager shall notify the Board of Directors at the earliest possible opportunity.
10. If expenditures from this designated reserve fund are subsequently recovered, either partially or fully, from FEMA, OES, State, insurance and/or any other sources, said revenue shall be utilized solely for the purpose of refunding the Capital Project and Equipment Replacement Reserve Fund.
11. All investment earnings from the Capital Project and Equipment Replacement Reserve Fund shall be credited to the District's General Fund.
12. The allocation amount shall be reviewed annually by the Finance Committee and Board of Trustees for appropriate vehicle and equipment retention schedules, depreciation schedules, and acquisition costs.
13. The Capital Project and Equipment Replacement Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.

**Target Fund Level:**

The target level for the Capital Project and Equipment Replacement Reserve Fund shall be equal to a minimum of \$500,000 to a maximum of \$1,000,000 as of July 1 of each fiscal year unless otherwise directed by the Board of Trustees at a public meeting.

**ATTACHMENT 5**

**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**PENSION RATE STABILIZATION RESERVE FUND**

**Fund Purpose:**

This reserve provides funding for the District to protect against future fluctuations in the employer contribution toward employee pensions as witnessed in past years. Over the past few years the District's Employer Contribution for employee pensions has increased and additional increases may occur in the future as a result of changes in the assumed rate set by SamCERA, an economic downturn or other factors. This reserve is created to set aside funds, as available, to pay future pension costs if needed. Funding may be provided at the end of the year from budget surpluses from prior fiscal years.

**Policy:** The District Board created this reserve to address future increase in its District's Unfunded Actuarially Accrued Liability (UAAL) resulting in increases to the employer contribution rate. In order to achieve the purpose of this policy, the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Pension Rate Stabilization Reserve Fund."
2. The Pension Rate Stabilization Reserve Fund shall be designated as a committed reserve fund.
3. The Pension Rate Stabilization Reserve Fund shall be expended solely for the purpose of paying the Employer share of contributions to the San Mateo County Employee Retirement Association.
4. Expenditure of the Pension Rate Stabilization Reserve Fund requires prior approval of the Board of Trustees.
5. All investment earnings from the Pension Rate Stabilization Reserve Fund shall be credited to the Fund itself.
6. The Pension Rate Stabilization Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
7. This policy shall be reviewed on an annual basis by the Finance Committee and Board of Directors for long-term adequacy and use restriction.

## ATTACHMENT 6

### SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT REAL PROPERTY ACQUISITION RESERVE FUND

#### **Fund Purpose:**

The purpose of the Real Property Acquisition Reserve Fund is to accumulate funds to acquire real property. Safe, reliable and up-to-date real estate assets are essential for the District to meet its mission of providing services to protect public health, and safeguard of District equipment from hazards including fire, flood, theft, earthquake and other loss. The Real Property Acquisition Reserve Fund will allow the District to acquire real estate to meet the needs outlined in the District's Real Estate Needs Assessment, as approved by the Board of Trustees in 2019. This Reserve Fund, and the Needs Assessment it is based on, shall be reviewed and updated by the Board on a regular basis.

#### **Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

- 1) This reserve fund shall be known as the "Real Property Acquisition Reserve Fund"
- 2) The Real Property Acquisition Reserve Fund shall be expended solely for the purpose of acquiring, District real estate as determined by the Board of Trustees.
- 3) The Real Property Acquisition Reserve Fund shall be designated as a assigned fund as of June 30, 2019 and a **committed** reserve fund in FY 2019-20
- 4) Authorization by the Board of Trustees is required prior to expenditure of Real Property Acquisition Reserve Funds.
- 5) All investment earnings from the Real Property Acquisition Reserve Fund shall be credited to the District's General Fund.
- 6) The Real Property Acquisition Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
- 7) This policy shall be reviewed on an annual basis by the Finance Committee and District Board for long-term adequacy and use restriction.

#### **Target Fund Level:**

The target level for the Real Property Acquisition Reserve Fund shall be equal to a minimum of \$100,000 to a maximum of \$5,000,000 as of July 1 of each fiscal year unless otherwise directed by the Board of Trustees at a public meeting.

## ATTACHMENT 7

### SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT SUMMARY OF RESERVE FUND TARGET LEVELS

<b>RESERVE FUND NAME</b>	<b>Type</b>	<b>TARGET LEVEL (As of July 1 of each year)</b>
Working Capital General Liquidity *	Uncommitted	\$ 2,500,000 \$4,000,000 <sup>1</sup> (60% of annual Operational Expenditures not including capital)
Public Health Emergency Reserve Fund	Committed	\$ 500,000 to \$ 1,000,000
Natural Disaster Emergency Reserve Fund	Assigned	\$ 500,000 to \$1,000,000
Capital Project and Equipment Replacement Reserve Fund	Assigned	\$ 500,000 to \$1,000,000
Pension Rate Stabilization Reserve Fund	Committed	\$ \$100,000
Real Property Acquisition Reserve Fund	Committed <sup>2</sup>	\$ 100,000 to \$5,000,000

<sup>1</sup> Not a reserve pursuant to GAAP

<sup>2</sup> The Real Property Acquisition Reserve Fund is an Assigned Fund in Fiscal year 2018-19, and a committed in Fiscal year 2019-20



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## **POLICIES AND PROCEDURES**

**TITLE:** Use of Digital Signatures

**NUMBER:** 6130

### **6130.10 Purpose**

**6130.11** The purposes of this policy are to establish the use of digital signatures in compliance with all applicable laws.

### **6130.20 Findings and Declarations**

**6130.21** State and federal authorities have adopted laws and regulations governing digital signatures making them have the same force and effect as the use of a manual signature under specified conditions.

**6130.22** Adopting the use of digital signatures is meant to provide cost benefits, workflow efficiency, and a legally binding equivalent to a handwritten signature.

### **6130.30 Use of Digital Signatures**

**6130.31** The District Manager, in consultation with the District Counsel, shall determine acceptable technologies and vendors under this section consistent with industry best practices to ensure the security and integrity of the data and the signature. Digital signature certification authorities shall be selected from list of “Certification Authorities” approved and maintained by the California Secretary of State.

**6130.32** Digital signatures may be used for internal, routine documents designated by the District Manager in writing as “low risk” in consultation with the District Counsel, including, but not limited to, Board meeting minutes, resolutions, and employee forms.

**6130.33** Even where a digital signature may be authorized, nothing in this policy will preclude the use of a manual signature.

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**6130.40 Requirements for electronic signatures**

The use of digital signatures shall comply with all applicable federal and state laws, including but not limited to 15 U.S.C. §§ 7001, et seq. [U.S. Federal Electronic Signatures in Global and National Commerce Act]; California Government Code §16.5; California Civil Code §§ 1633.1, et seq.

**6130.50 Retention of Signatures**

**6130.51** Retention of all signatures will be in accordance with applicable law and district policy 1040.

**Approved by Board and Issued: May 13, 2020**



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## **POLICIES AND PROCEDURES**

**TITLE:** Cooperative Approach to Mosquito Control

**NUMBER:** 7010

**7010.10** The District has the responsibility within the county or in territory that is located outside the County of San Mateo from which vectors and vector borne diseases may enter the District, to do the following, in accordance with the Mosquito Abatement and Vector Control District Law §2000, Health and Safety Code.

**7010.11** Conduct surveillance programs and other appropriate studies of vectors and vector borne diseases.

**7010.12** Take any and all necessary or proper actions to prevent the occurrence of vectors and vector borne diseases.

**7010.20** Property owners or agencies claiming ownership, title, or right to property or who controls the diversion, delivery, conveyance, or flow of water shall be responsible for the abatement of a public nuisance that is caused by, or as a result of, that property or the diversion, delivery, conveyance, or control of that water.

**7010.21** If the property owner does not abate the public nuisance, and take the necessary actions to prevent the recurrence of the public nuisance the District will abate the public nuisance and take the necessary actions to prevent the recurrence of the public nuisance.

**7010.22** The District may also impose civil penalties pursuant to Section 2063.

**7010.221** The civil penalty may not exceed one thousand dollars (\$1,000) per day for each day that the owner of the property fails to comply with the District's requirements.

**7010.30** The District may request an inspection and abatement warrant pursuant to Government Code, Title 13. A warrant issued pursuant to this section shall apply only to the exterior of places, dwellings, structures, and premises. The warrant shall state the geographic area which it covers and shall state its purposes. A warrant may authorize District employees to enter property inspect, abate public nuisance, determine abatement compliance, and control vectors.

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**7010.40** The District will hold the property owner responsible for mosquito breeding sites, which exist by reason of any use made of the land or of any artificial change in its natural condition. The District will establish service abatement agreements with the property owners to abate these unusual difficult to control breeding sites as inexpensively as possible. If the property owner is unwilling to pursue a service abatement agreement and will not abate the public nuisance, the District will be forced to pursue an inspection and abatement warrant.

**Issued: February 11, 2004**



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## **POLICIES AND PROCEDURES**

**TITLE:** California Environmental Quality Act

**NUMBER:** 8010

**8010.10** In accordance with the California Environmental Quality Act (CEQA) statute and guidelines, the District, as Lead Agency prepared a Programmatic Environmental Impact Report (PEIR) in 2019 to provide an up-to-date, transparent and comprehensive environmental evaluation of the District's Integrated Mosquito and Vector Control Program (IMVMP) of surveillance and control of mosquitoes and other vectors of human disease and discomfort.

**8010.20** The PEIR is intended to provide District staff, the public, responsible agencies, and trustee agencies with information about the potential environmental effects of District operations (Proposed Program).

**8010.30** A detailed summary of potential environmental impacts, mitigation measures, program alternatives and new program components are included in the PEIR.

**8010.40** Copies of the District's PEIR is available on the District's website at <https://www.smcmvcd.org/programmatic-environmental-impact-report-peir>.

**8010.50** Additional environmental review if necessary, will be made in accordance with Section 15162 of California Environmental Quality Act (CEQA).

**Issued:** April 9, 2003  
**Policy Committee Review:** June 4, 2020  
**Update and Board Approval:** June 10, 2020

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## POLICIES AND PROCEDURES

**TITLE:** National Pollution Discharge Elimination System

**NUMBER:** 8020

8020.10 The District within the jurisdiction of the San Francisco Bay Region (2) Water Quality Control Board, are seeking coverage under the General Permit as "public entities" that apply aquatic pesticides for vector control in waters of the United States.

8020.20 The State Water Resource Control Board has provisioned policy for implementation of toxic standards for inland surface waters, enclosed bays, and estuaries of California. The District is allowed categorical exemptions from meeting priority pollutant objectives for public health pest management.

8020.30 For compliance with General Permit No. CAG990003-NPDES, the District submitted for approval a Regional Monitoring Plan. The Regional Monitoring Plan included a Statement of Best Management Practices and Proposed Monitoring Plan for Application of Aquatic Pesticides to Waters of the U.S. Seven Coastal Districts are included in the Regional Monitoring Plan.

8020.40 Approval was received from the State Water Resources Control Board (SWRCB) on May 30, 2002 and California Regional Water Quality Control Board (CRWQCB) on June 27, 2002. The Regional Board had no comments to the Plan.

8020.50 CRWQCB was informed by the District that aquatic pesticides are applied specifically to protect health and does so under strict regulation by the State Department of Health Services. In addition, there is no indication in any available federal, state, or local document that pesticide applications by other MAD's/VCD's in the region *degrade* water quality, violate water discharge requirements, violate Water Quality Objectives, violate Water Quality Control Plans or significantly impair any beneficial uses of water in California.

8020.60 The District believes that the intentional application of public health pesticides does not constitute the discharge of "pollutants" under the spirit or the letter of the Clean Water Act and that the 9th Circuit Court's Opinion in the Talent case has been too broadly interpreted by the SWRCB on this issue. Therefore, the District reserves the right to

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rescind this Notice of Intent if and when the SWRCB's interpretation is changed through guidance or rulemaking by the USEPA or the legislature.

**Issued: April 9, 2003**



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## BOARD OFFICER ELECTION SLATE - (Appendix 4150-1)

PRESIDENT

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VICE PRESIDENT

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SECRETARY

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ASSISTANT SECRETARY

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**DIRECTIONS:** The Board Clerk compiles all nominations submitted by the October or November Board meeting on the Board Officer Election Slate. The Board Secretary or District Manager will then call and discuss with each trustee their anonymous nomination to the Board officer position(s) to ascertain whether that person is willing to serve as a Board Officer. From this Board Officer Election Slate an Election Ballot is produced.

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## BOARD OFFICER NOMINATION FORM

PRESIDENT \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

ASSISTANT SECRETARY \_\_\_\_\_

**DIRECTIONS:** The Board Officer Nomination Form is provided to each District Trustee in their pre-packet for the November Board meeting. Each trustee is authorized to nominate one trustee to each Board officer position. The completed Board Officer Nomination Form must be either mailed to the District and received by the District prior to the November Board meeting or delivered to the Board Clerk at the November Board meeting. No Board Officer Nomination Forms will be accepted following adjournment of the November Board meeting. Nominations can also be submitted orally, during the November Board Meeting. All Board Officer Nomination Forms will be saved by the Board Clerk until completion of the current year's Election Process.

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