

**MAY 14, 2020**

**TELECONFERENCE MEETING**

The regular meeting of the Sutter-Yuba Mosquito & Vector Control District Board of Trustees was called to order by Board President Harris at 4:30 P.M., Thursday, May 14, 2020.

**IN ATTENDANCE:** President Harris, Secretary Sanbrook, Schmidl, Ghag, Guzman and Cleveland

**ABSENT:** none

**ALSO PRESENT:** Manager Abshier, General Foreman Hunt

**EMERGENCY AGENDA ITEMS:** None

**CONSENT AGENDA:**

A. Minutes of March 26, 2020 Special Board meeting

B. Minutes of April 09, 2020

C. Bills for April 2020

D. Merit increase for Kayla Valencia, Administrative Manager. Valencia has completed her one year, probationary period and is being recommended for a salary increase effective May 1, 2020. The salary increase will be from step 1 to step 2, Administrative Manager in the salary range schedule.

E. Merit increase for Zach Samay, Mosquito Control Technician II. Samay has obtained Vector Control Technician Certification in categories A, B, C and D and is being recommended for a salary increase effective May 1, 2020. The salary increase will be from step 1, Mosquito Control Technician II to step 2, Mosquito Control Technician II in the salary range schedule.

A point of clarification from the agenda, Zach Samay is currently a Mosquito Control Technician II.

A motion was made by Sanbrook and seconded by Ghag approving the consent agenda. The motion was approved by a unanimous vote.

**RESOLUTION 05-14-20: REQUEST FOR THE 2nd INSTALLMENT OF YUBA COUNTY TAXES:** A motion was made by Guzman and seconded by Schmidl approving Resolution 05-14-20. The motion was approved by a unanimous vote.

**APPROVAL TO ADD A SEASONAL MOSQUITO CONTROL TECHNICIAN POSITION TO DISTRICT TEMPORARY STAFF:** Abshier presented a job description and proposed salary range. The Seasonal Mosquito Control Technician currently uses the Mosquito Control Technician I description and salary range. The seasonal position description and salary range should reflect the different duties required of the position. The proposed salary range is 4% below the Mosquito Control Technician I salary range schedule, a range of \$3,512 to \$3,877. All new seasonal employees hired this year are at step 1 of the seasonal salary range schedule. A motion was made by Sanbrook and seconded by Cleveland approving the addition of Seasonal Mosquito Control Technician to temporary District staff. The motion was approved by a unanimous vote.

**APPROVAL TO ADD AN ADMINISTRATIVE ASSISTANT POSITION TO DISTRICT PERMANENT STAFF:** Abshier presented a job description and salary range. The position will assist the Administrative Manager with regular duties and fill in when necessary. The salary range would mirror the Mosquito Control Technician II salary range schedule, a range of \$4,024 to \$5,786. Administrative Manager Valencia is pregnant and due in October. The position would start in July, to allow enough time to learn the required duties of the Administrative Manager position. Abshier noted funding the position will be addressed at budget time; however we need to have the job description in place. A motion was made by Cleveland and seconded by Sanbrook to add an Administrative Assistant position to District permanent staff. The motion was approved by a unanimous vote.

**APPROVAL OF A WRITTEN LACTATION ACCOMMODATION POLICY:** California law requires that employers develop and implement a written policy regarding lactation accommodation and make it available to employees. District council, Brant Bordson drafted the policy using Butte County Mosquito's and the Regional Housing Authority's

lactation accommodation policies as a template. A motion was made by Cleveland and seconded by Sanbrook approving the Lactation accommodation policy. The motion was approved by a unanimous vote.

**PUBLIC COMMENTS:** None

**MANAGER COMMENTS:** No new West Nile Virus activity was detected at the District this week. The State totals for the year are four dead birds in Santa Clara County and one bird in Napa County tested positive. No chickens have tested positive and no human cases have been reported in the state for 2020.

New Jersey Light Trap counts are pretty low compared to our 10 year average. No increase was observed over last week and normal for this time of year. *Culex pipiens* numbers are near normal for disease week 19. *Anopheles freeborni* and *Culex tarsalis* numbers are low right now.

Abshier referenced a handout produced by Management Partners, projecting the potential revenue impact from the COVID -19. The projected property tax shortfalls that could impact the District's revenues are -12.00% for FY21/22, -9.00% for FY22/23, -6.00% for 23/24 and -3.00% for FY 24/25. Abshier added, Sales and Use taxes will be the hardest hit and the Transient Occupancy Tax is projected to be down 25% this year.

Abshier also noted:

- The VCJPA Member Contingency Funds balance as of March 31, 2020 is \$362,813. It is up \$9,378 this quarter, a 2.6% increase.
- Historically, two Board members have met with employee representatives to discuss personnel requests for the 2020-2021 budget year. Guzman and Schmidl volunteered to meet with employees one half hour before the regular Board meeting, on Thursday, June 11 to hear their requests.
- The annual meeting with the USFWS was held on April 29, 2020 via teleconference. Topics included: Water outlook for 2020, projected to be cut by 25%, and adding new adulticides to the list of approved materials. A natural Pyrethrin, Evergreen is expected to be approved this year. Moving forward it may be more difficult to get any new adulticides approved through the national office. We have a good rapport with the local Willows office. The USFWS at the national level considers adulticides to be too broad spectrum; they are not as responsive to the District's concerns.
- An Appeal Democrat ad on District activities appeared in the May 13, 2020 edition. The article looks very professional and is precise.
- A half page Territorial Dispatch ad will appear on May 15, 2020.
- Staff continues to practice social distancing; two work schedules are being utilized with some staff moving their work stations into shop.
- The pool surveillance program is delayed; the contractor has been unable to secure the required face masks. The program was deemed nonessential. Abshier wrote a letter on behalf of Aerial Services, stating the pool surveillance program is a very important part of our disease surveillance program.
- Seasonal staff began work on May 4, 2020.
- Staff are inspecting spring sources and preparing equipment for the spray season.
- Radio advertisement proofs have been received; they will need to be redone. They are not done in the proper tone.
- Staff is training several new seasonal and summer employees.
- Board consensus is to resume in-person Board meetings beginning in June. Social distancing and facial covering will be utilized.

**TRUSTEE COMMENTS:** The Board directed Abshier to consult District council concerning payment to Board members for teleconference meetings.

**ADJOURNMENT:** There being no further business, a motion was made by Sanbrook and seconded by Harris to adjourn the meeting. The motion was approved by a unanimous vote. Board President Harris adjourned the meeting.

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John Sanbrook, Board Secretary