

DECEMBER 8, 2022 MINUTES

The regular meeting of the Sutter-Yuba Mosquito & Vector Control District Board of Trustees was called to order by Board President David Schmidl at 4:30 P.M., Thursday, December 8, 2022.

PRESENT: Board President Schmidl, Board Secretary Sanbrook, Trustees Ghag, Kirchner, Link, and Corazza

ABSENT: Trustee Guzman

ALSO PRESENT: Manager Abshier, General Foreman Hunt, Brant Bordsen of Rich, Fudge, Bordsen & Galyean Inc. and Carrie Schroeder of Smith and Newell

EMERGENCY AGENDA ITEMS: None

CONSENT AGENDA:

- A. MINUTES NOVEMBER 10, 2022
- B. BILLS FOR NOVEMBER 2022

A motion was made by Sanbrook and seconded by Ghag approving consent agenda item A. The motion was approved with Schmidl, Ghag, Sanbrook, Link, and Kirchner voting to approve with Corazza abstaining.

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

APPROVAL OF ANNUAL AUDIT FOR FISCAL YEAR 2021-2022, ENDING JUNE 30, 2022. Carrie Schroeder, of Smith and Newell, presented an overview of the 2021-2022 audit. Trustees received a copy of the report for review. Ms. Schroeder described the audit opinion as clean and unmodified. She highlighted a few items in the audit, noting that revenue exceeded projections, expenses ended lower than projected, and no modification opinions are being recommended. Ms. Schroeder noted that we have a net pension asset and robust reserves. Abshier noted this is the final year of Smith and Newell's contract for auditing services. The annual audit contract will be up for bid next year. A motion was made by Ghag and seconded by Link approving the FY 2021-2022 audit. The motion was approved by a unanimous vote.

CLOSED SESSION- PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: MANAGER, GOVERNMENT CODE SECTION 54957: A motion was made by Sanbrook and seconded by Schmidl to go into closed session. The motion was approved by a unanimous vote. A motion was made by Ghag and seconded by Kirchner to come out of closed session. The motion was approved by a unanimous vote. There was no reportable action.

APPROVAL TO EXTEND THE LEASE OF 925 MARKET STREET TO WILLIAM ONTIVEROS: Abshier noted he had contacted Mr. Ontiveros via email. Ontiveros advised his business practices have changed and they don't need such a large facility, but they still like having a local office. He expressed interest in another one year lease at the current rate of \$1,696 per month. There was some discussion considering an increase in the amount of monthly rent. Link noted there is very little interest in commercial property at this time. Mr. Ontiveros has been a great tenant, having leased the property since May of 1999. A motion was made by Link and seconded by Kirchner approving a one year lease of 925 Market Street to William Ontiveros at the rate of \$1,696 per month. The motion was approved by a unanimous vote.

APPROVAL OF A BEREAVEMENT LEAVE POLICY TO BE ADDED TO THE EMPLOYEE PERSONNEL RULES: A recent occurrence prompted Abshier to consider implementing a District Bereavement Leave Policy. Many local agencies have a

bereavement policy in place including Wheatland Schools, Yuba and Sutter Counties, City of Live Oak and Butte MVCD. The Manager would be required to obtain verification by death certificate, obituary, notice of services, or other acceptable means. The policy would include immediate family members, and allow an employee to designate one co-habitant, at any one time, as an immediate family member, one time per year. The proposed policy allows for up to five days of leave with pay, per occurrence, to be used within 90 days of any incident. Employees become eligible to use this leave after 30 days of employment. Abshier requested the policy be approved retroactive to November 1, 2022. A motion was made by Ghag and seconded by Link to add a Bereavement Leave Policy to the Employee Personnel rules retroactive to November 1, 2022. The motion was approved by a unanimous vote.

VECTOR CONTROL JPA RETROSPECTIVE ADJUSTMENT FOR THE POOLED WORKERS COMPENSATION AND LIABILITY PROGRAMS: Abshier explained that the VCJPA handles the District's worker's compensation, liability insurance, and automotive insurance. Annually, they make a retrospective adjustment when claims are settled and program years can be closed. Abshier reported that refunds from the liability program totaled \$136,262; our portion of the liability fund refund is \$2,874. Abshier recommended that the refund be deposited into the VCJPA Member Contingency Fund. The Worker's Comp Retrospective Adjustment is being held for a decision at the VCJPA Annual Workshop in February. A motion was made by Ghag and seconded by Sanbrook approving the deposit of the VCJPA \$2,874 Liability Adjustment refund into the VCJPA Member Contingency Fund. The motion was approved by a unanimous vote.

PUBLIC COMMENTS: None

MANAGER COMMENTS:

a) VCJPA Member Contingency Fund balance as of September 30, 2022 stands at \$262,770.

b) District activities

- Guzman was reappointed to the Sutter-Yuba Mosquito & Vector Control Board of Trustees for another four year term.
- Kirchner was reappointed to the Sutter-Yuba Mosquito & Vector Control Board of Trustees for another four year term.
- Ring cameras and a Wi-Fi extender have been installed. The installation of additional cameras is planned to cover the most vulnerable areas of the District yard.
- All permanent employees that tested with CDPH on November 17, 2022 passed their respective Vector Control Technician exams. One seasonal employee passed one exam but failed the other, he will be able to retest in the spring.
- The office will be closed Christmas week, December 26-30, 2022.
- **TRUSTEE COMMENTS:** Link commended Abshier for his handling of the closed session item.

ADJOURNMENT: There being no further business, a motion was made by Sanbrook and seconded by Link to adjourn the meeting. The motion was approved by a unanimous vote. Trustee Schmidl adjourned the meeting.

John Sanbrook, Board Secretary