

DECEMBER 10, 2020 MINUTES

The regular meeting of the Sutter-Yuba Mosquito & Vector Control District Board of Trustees was called to order by Board President Bill Harris at 4:30 P.M., Thursday, December 10, 2020.

PRESENT: Trustee Sanbrook

BY TELEPHONE: Board President Harris, Schmidl, Ghag, Guzman, and Norm Newell of Smith and Newell

ABSENT: None

ALSO PRESENT: Manager Abshier and General Foreman Hunt

EMERGENCY AGENDA ITEMS: None

CONSENT AGENDA:

- A. MINUTES OF NOVEMBER 12, 2020
- B. BILLS FOR NOVEMBER 2020

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

APPROVAL OF ANNUAL AUDIT FOR FISCAL YEAR 2019-2020, ENDING JUNE 30, 2020. Norm Newell, of Smith and Newell presented an overview of the 2019-2020 audit. Trustees received a copy of the report for review. Mr. Newell highlighted a few items in the audit, noting that revenue exceeded projections, expenses ended lower than projected, and no modification opinions are being recommended. Mr. Newell noted that we have a net pension liability of \$428,911. This amount may be paid over time. It is not necessary to pay the full amount now. Mr. Newell noted a significant deficiency on the pesticide inventory. Abshier indicated that he erred on the pesticide inventory performed on the afternoon of June 30, 2020, failing to include some new product that was onsite. Moving forward, we will perform a pre-inventory as a corrective action plan. The inventory showed less product than what was actually on hand at the District. A motion was made by Sanbrook and seconded by Schmidl approving the FY 2019-2020 audit. 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 totaled \$3,834 from liability and \$14,523 from worker's compensation. The total amount of the dividend check is \$18,357. Our reserves with the VCJPA meet the recommended levels. Abshier recommended that the check be deposited into the District's General Fund. A motion was made by Guzman and seconded by Sanbrook approving the deposit of the VCJPA \$18,357 dividend check to the District's general fund. The motion was approved by a unanimous vote.

DISCUSSION/APPROVAL OF AN AMENDMENT TO MERIT INCREASES FOR A MOSQUITO CONTROL TECHNICIAN I ADVANCING TO A MOSQUITO CONTROL TECHNICIAN II AND FOR A MOSQUITO CONTROL TECHNICIAN II ADVANCING TO A MOSQUITO TECHNICIAN III. The Board previously did not approve modifying the Salary Range Schedule. Guzman had suggested we explore other options where a Mosquito Control Technician could advance up the scale more quickly. Abshier noted our starting Tech I salary was the lowest of Districts surveyed. We lost an excellent Technician last year due to the low starting wage. The qualifications for advancing from a Tech I to Tech II are two years with the District and passing the Vector Control Technician exam in categories A & B. The requirement for advancing from Tech II to Tech III is five years with the District and passing categories

C & D. Abshier proposed that when a Mosquito Control Technician qualifies to advance from Tech I to Tech II and also from Tech II to Tech III, they could be awarded a two-step increase rather than one step. Typically this would be a 10% increase each time instead of 5%. A motion was made by Guzman and seconded by Schmidl approving an award of a two-step increase on the Salary Scale for Mosquito Control Technicians who qualify and advance from a Tech I to a Tech II and also from a Tech II to a Tech III, effective December 10, 2020 and applied only thereafter. The motion was approved by a unanimous vote.

APPROVAL TO ATTEND THE MVCAC ANNUAL CONFERENCE, FEBRUARY 1-3, 2021 (VIRTUAL PRESENTATION). The annual conference will be virtual online, all presentations will be pre-recorded. The savings on travel, lodging and meals will make it more affordable for all staff to attend. The cost for Trustees and most staff to attend will be \$75 and Technicians will be \$50. A motion was made by Sanbrook and seconded by Ghag approving Trustees and Staff attending the virtual annual conference. The motion was approved by a unanimous vote.

APPROVAL TO RENEW A THREE YEAR CONTRACT WITH YUBA COUNTY COMMUNITY DEVELOPMENT SERVICES AGENCY, FOR MOSQUITO CONTROL SERVICES AT SYCAMORE RANCH AND HAMMON GROVE PARKS. The seasonal mosquito control contract was originally drafted by District council, Brant Bordsen. The District is reimbursed for materials, labor, travel, and vehicle mileage. The labor rate will increase 2.5% and the vehicle mileage charge will be adjusted to current IRS mileage rates. The annual costs to Yuba County have been around \$2,000. A motion was made by Sanbrook and seconded by Guzman approving renewal of a contract with Yuba County Community Services Agency, for mosquito control services at Sycamore Ranch and Hammon Grove Park. The motion was approved by a unanimous vote.

PUBLIC COMMENTS: None

MANAGER COMMENTS:

a) Resignation of Trustee Cleveland: Abshier noted on November 24th 2020, he received a letter of resignation via email from Trustee Cleveland effective immediately. Abshier responded via email thanking Cleveland for his service to the District. Yuba City Council will appoint a new Trustee at their January 19th 2021 meeting. The Board directed Abshier to draft a letter or a resolution thanking Cleveland for his years of service to the District.

b) Trustee re-appointment: Abshier noted the re-appointment for Trustee Sanbrook will be at the January 5th 2021, Sutter County Board of Supervisors meeting.

c) Status of the Yuba County Trustee vacancy: Abshier noted he had reached out to Gary Bradford, Supervisor District 4 Yuba County, no response has been received. The Board inquired if Erica Jeffery may have interest in returning to the Board. Abshier noted he had reached out to her on three occasions; she is not interested in returning to the Board.

d) The VCJPA Member Contingency Fund: The VCJPA member contingency fund balance as of September 30, 2020 is \$369,243.

e) District Activities

- Two ProMist Dura foggers have been ordered for delivery after the New Year.
- Three new pickups are to be delivered in late January.
- Pesticides have been ordered to avoid the new year price increases.
- Staff is watching continuing education videos to meet requirements to keep licenses current with CDPH and DPR. No in person meetings are being held due to Covid 19.
- Field cage stands are being updated with bearings and a wind vane to compensate for changing wind conditions.

- Shop staff have diagnosed and repaired two vehicles with rodent damage to wiring. This type of damage can be very difficult to diagnose and repair. Staff being is commended for their dedication in solving these issues.
- Erik Blosser is preparing a video presentation for the annual conference documenting the District's response to our first invasive *Aedes* detection.
- Naled adulticides are up for normal review by EPA. Abshier, along with many other managers, distributors and the AMCA and MVCAC, submitted a letter of support. Some of the changes being proposed are reduced application rates, smaller droplets and a higher aircraft elevation for application. Naled is the best adulticide we currently have available.
- Abshier noted the need for a second person in the entomology department. He will draft a new job description for approval by the Board.
- Covid protocols continue to be followed including limiting employees entry into buildings they don't normally work in, wearing masks, six foot or greater distancing, meetings held outdoors, daily temperature readings and health checks, one person per vehicle, and sanitizing commonly touched surfaces. No employees have tested positive as of yet.

TRUSTEE COMMENTS: Sanbrook complimented General Foreman Hunt on the thoroughness of the Board minutes.

Schmidl directed Abshier to include the net pension liability as an action item on next month's agenda.

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

John Sanbrook, Board Secretary