

## MARCH 9, 2023 MINUTES

The regular meeting of the Sutter-Yuba Mosquito & Vector Control District Board of Trustees was called to order by Board President Schmidl at 4:30 P.M., Thursday, March 9, 2023.

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

**ABSENT:** None

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

**EMERGENCY AGENDA ITEMS:** None

**CONSENT AGENDA:**

- A. MINUTES OF FEBRUARY 9, 2023
- B. BILLS FOR FEBRUARY 2023

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

**APPROVAL OF A MEDIA OUTREACH PROGRAM: A COMPREHENSIVE MEDIA OUTREACH PROGRAM TO ALERT RESIDENTS CONCERNING AERIAL SWIMMING POOL SURVEILLANCE, INVASIVE *Aedes* MOSQUITOES, WEST NILE VIRUS AND DISTRICT SPRAYING.** Abshier is planning a comprehensive media outreach program to alert residents regarding District programs and activities. Last year the Board consensus was to look into alternative advertising sources online and to move away from using print format. Abshier presented a summary specifying two, half page, color ads in the Appeal-Democrat. The Appeal-Democrat proposal for 2023 came in at \$1,960, \$570 less than last year's two full page ads. Additionally, the Territorial Dispatch newspaper proposal for two, half page, color ads running in May and June is \$1,200, unchanged from 2022. The total cost for print advertising would be \$3,160, a \$570 decrease from 2022. The summary also detailed radio advertisements and their costs. A 12-week campaign, using radio stations KUBA, KKCX, Rhythm 105 and 93Q was proposed again. KKCX has been dropped from the 2023 campaign resulting in a decreased cost of \$1,200. The 2023 radio proposal would come at a total cost of \$7,384. In addition, this year we are proposing an online digital advertising campaign. Results Digital would provide display ads, producing 450,000 impressions over a three month period, June 1 through August 31 at a cost of \$4,500. Results Digital will create our ads, where we will dictate the content according to our needs. Results Digital display ads are on the high side of the industry. However, we will receive creative artwork production, custom results analytics and recommendations, and multiple changes through the course of a season, at our direction, to promote different messaging, all of which are an additional cost at other display ad brokerages. The number of impressions will be tracked on a monthly basis to determine if changes may help achieve the desired coverage. The total comprehensive media outreach program for print, radio and digital would cost \$13,844, a 24.5% increase from 2022. A motion was made by Ghag and seconded by Sanbrook approving the media outreach program for \$13,844. The motion was approved by a unanimous vote.

**APPROVAL TO RENEW THE CONTRACT FOR AERIAL PHOTOGRAPHY: LOCATING BACKYARD SOURCES IN URBAN AREAS OF THE DISTRICT.** Board approval is needed to renew the contract with Aerial Services for the 2023 season. The Aerial Services bid for the 2023 season is \$7,250.04, an increase of 8% from 2022. Other potential bidders, Ron O'Hanlon, a helicopter pilot, advised he has retired and would not be bidding. EcoBridges is no longer performing this type of work. A satellite photography service called Near Map, only photographs lower density urban areas like ours, one time annually, and we would have no control over the timing of the photography. The urban areas to be surveilled include Yuba City, Marysville, Linda, Plumas Lake, Wheatland, Olivehurst, Live Oak, and Sutter. Aerial Services contracts

with multiple mosquito control agencies across the State of California. Abshier added we get some false positives using Aerial Services, but overall they do a very good job and we are able to have the mission completed within our preferred time period. A motion was made by Ghag and seconded by Kirchner approving Aerial Services bid of \$7,250.04 for aerial green pool surveillance. The motion was approved by a unanimous vote.

**CONSIDERATION OF BIDS FOR THE DISTRICT ANNUAL AUDIT:** Multi-year, informal bids for the District audit were presented to the Board. Bids were received from three providers. Fechter & Co. came in at \$12,000 - \$15,000 per year, plus an additional \$1,000 each year for the financial transaction report. David Farnsworth, CPA provided a quote for \$14,596 year one, \$15,313 year two, and \$16,060 year three. Smith & Newell provided a quote for \$9,400 year one, \$9,450 year two, \$9,500 year three. A motion was made by Sanbrook and seconded by Link approving a three year contract with Smith & Newell to provide District audit services. The motion was approved by a unanimous vote.

**CONSIDERATIONS/APPROVAL OF THE SALARY RANGE SCHEDULES FOR ADMINISTRATIVE ASSISTANT I AND II AND MOSQUITO CONTROL TECHNICIAN I, II, & III:** The job description for Administrative Assistant II was approved at the February Board meeting, but not the salary range schedule. Abshier presented salary range schedules A & B. Salary Range A would provide that an Administrative Assistant I would be eligible to promote to Administrative Assistant II step 3 after three years of successful service. This would increase wage costs over 5 years by \$22,200. Range schedule B was designed to shift the entire Administrative Assistant II range, such that step 3 on Range A would become step 1. In this manner, a promoted employee would have all 13 of the steps to climb. The financial cost difference between Range A and Range B is an additional \$117,204 in added salary costs over an 18 year period. Adjustment to the MCT I, II, & III salary range schedule was not considered. A motion was made by Sanbrook and seconded by Ghag approving the salary range schedule A for Administrative Assistant I & II. The motion was approved by a unanimous vote.

**MANAGER COMMENT:**

- Abshier asked about exploring the possibility of moving all employees to a CalPERS defined benefit retirement plan. Currently we have three employees in a defined benefit plan and all remaining employees are in a defined contribution plan, utilizing a CalPERS 457b supplemental plan. The District went to the defined contribution plan in 2014 for all new employees to reduce the volatility of the annual contribution to the District's defined benefit plan. The majority of other California MVCD agencies have CalPERS defined benefit retirement plans. This difference could negatively impact attracting highly qualified applicants and employee retention. Abshier expressed that a District retirement program should help career employees be prepared for retirement and that the current defined contribution plan may not do that. The Board consensus is to explore the CalPERS defined benefit retirement plan, with discovery focused on eligibility, potential ramifications to employees, and costs which may be incurred.
- The VCJPA Membership Fund Balance as of December 31, 2022 stands at \$270,031, an increase of \$3,070 in interest.
- The 925 Market Street fencing project has been completed. The crew did a very professional job completing the project. Sharpe Software personnel were very pleased with the outcome of the project.
- The 2022, F-350 which was delivered from Downtown Ford was the incorrect wheelbase to utilize our flatbed off our current F-350 and has been returned with no costs to the District. We were informed the 2023 model year will have a significant price increase. We are not desperate to replace an existing truck. We will go to bid again in the fall.

- Valencia and Farrell attended the VCJPA Annual Workshop, held February 23-24, 2023. Reports from the workshop were provided by Valencia and Farrell. One topic of concern was the California Affiliated Risk Management Authority (CARMA) insurance premium. CARMA is the excess layer coverage for general liabilities, above \$1 million and up to \$29.5 million. We are grouped with high risk cities, counties and law enforcement agencies. Member consensus is we should try join a lower risk group, perhaps with other special districts, cemetery, or levee districts or form our own group. Another means to lower the premium may be to self-insure to \$2 million and use CARMA for \$2 million to \$29.5 million.
- The MVCAC Spring meeting will be April 26-27, 2023.
- The additional orchard spraying strategy last fall has proven effective. Mosquito complaints have been about 25% of normal for this time of year.
- Abshier and Ghag will be attending the MVCAC Legislative Day to be held March 21, 2023.
- The annual USFWS meeting date has yet to be determined. Annually, we discuss plans and goals for the refuges in the Sac Valley Complex, as well as mosquito control challenges, water outlook, costs and disease from the past year.
- Abshier and Songer made a presentation to the Marysville Charter Academy for the Arts. An AP science class requested a presentation on Integrated Pest Management (IPM). The presentation was very well received.
- Entomologist Blosser will give a presentation to the Master Gardeners on March 14, 2023.
- Mosquitofish will be made available to the public beginning April 3, 2023.
- The sentinel chicken pick-up is scheduled for April 27, 2023.
- The annual Waters of the U.S. Report was submitted February 27, 2023.
- Staff is performing vehicle, equipment, fogger, and landscape/building maintenance.

**PUBLIC COMMENTS:** None

**TRUSTEE COMMENTS:** Board President Schmidl reminded Trustees of Brown Act rules governing the distribution of materials to Trustees at the Board meetings. If materials are provided to Trustees less than 72 hours prior to the Board meeting, the materials must be made available at the office to the general public. Schmidl noted that providing materials involving complexity, or of a consequential nature, at the last minute is unacceptable, as it does not allow for review or vetting with the manager.

Corazza asked about his suggestion from the February meeting, that the District host an open house/field day, inviting Board Trustees and the general public for a BBQ and to provide educational information. Abshier noted he was not comfortable allowing persons beyond the front fence area of the complex. Schmidl asked Abshier to speak with District counsel, Bordsen about whether a BBQ or prize giveaway could be an improper use of public funds.

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

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John Sanbrook, Board Secretary