

SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT AGENDA

701 Bogue Road, Yuba City, CA. (530) 674-5456
Thursday, March 9, 2023, 4:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Emergency Agenda Items
4. Consent Agenda:
The Consent Calendar groups together those items which are considered noncontroversial or for which prior policy direction has been given to staff and that requires only routine action by the Board. The Chair will advise the audience that the matters may be adopted in total by one motion; however, the Board may, at its option or upon request of a member of the public, consider any matter separately.
 - A. Minutes of February 9, 2023
 - B. Bills for February 2023
5. Approval of a Media Outreach Program: A comprehensive media outreach program to engage residents concerning aerial swimming pool surveillance, invasive Aedes mosquitoes, West Nile virus and District spraying will be presented to the Board.
6. Approval of a contract for aerial surveillance photography to locate suspect swimming pools and other backyard sources in urban areas of the District for the 2023 season will be presented to the Board.
7. Consideration of Bids for the District Annual Audit: Multi-year, informal bids will be presented to the Board for approval.
8. Consideration/approval of salary range schedules for Administrative Assistant I and II and Mosquito Control Technician I, II, & III
9. Manager Comments: The manager will report on the following:
 - a) Exploration of CalPERS defined benefit plan
 - b) VCJPA Member Contingency Fund Balance
 - c) Report from the VCJPA workshop on February 23 and 24, 2023
 - d) District activities
10. Trustee Comments
11. Public Comments
12. Adjournment

Any person, who needs a disability-related modification or accommodation to participate in this meeting, should contact the District at (530) 674-5456 or by fax at (530) 674-5534. Requests must be made as early as possible and at least 72 hours prior to the meeting for the District to make reasonable arrangements and ensure accessibility.

**2022-2023
SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT
BUDGET**

SALARIES & BENEFITS	Expended		Budget	Spent YTD	Balance
	February 2023	February 2023			
51010 PERMANENT SALARIES	103,106.80	1,256,000.00		781,285.62	474,714.38
51020 EXTRA HELP	0.00	256,000.00		141,977.20	114,022.80
51102 PAYROLL TAXES SPECIAL DIST	1,491.14	40,000.00		22,016.67	17,983.33
51110 RETIREMENT	0.00	75,000.00		66,122.00	8,878.00
51120 HEALTH,DENTAL,VISION INS	41,635.40	440,000.00		286,766.75	153,233.25
51121 DEF COMP	10,430.38	117,000.00		77,987.69	39,012.31
51130 UNEMPLOYMENT INSURANCE	0.00	60,000.00		9,788.00	50,212.00
51150 WORKERS COMPENSATION	0.00	57,193.00		56,894.00	299.00
TOTAL SALARIES & BENEFITS	156,663.72	2,301,193.00		1,442,837.93	858,355.07

SERVICES & SUPPLIES

52040 CHEMICALS	0.00	1,050,000.00		871,073.72	178,926.28
52050 CLOTHING & PERSONAL	1,241.63	19,000.00		7,463.91	11,536.09
52060 COMMUNICATIONS	881.90	18,000.00		9,720.87	8,279.13
52090 HOUSEHOLD EXPENSES	0.00	2,000.00		367.08	1,632.92
52100 INSURANCE LIABILITY	0.00	85,500.00		70,450.00	15,050.00
52120 MAINTENANCE EQUIPMENT	845.09	33,000.00		18,672.84	14,327.16
52130 MAINT. STRU. & GRNDS	1,599.20	20,000.00		16,002.96	3,997.04
52150 MEMBERSHIPS	0.00	14,000.00		13,932.47	67.53
52170 OFFICE EXPENSES	270.10	15,500.00		6,835.90	8,664.10
52180 PROF. & SPEC. SERVICES	1,599.50	430,000.00		306,524.32	123,475.68
52190 PUBL. & LEGAL NOTICES	0.00	15,000.00		5,367.06	9,632.94
52200 RENTS & LEASES EQUIP	227.93	2,000.00		593.33	1,406.67
52210 RENTS-LEASES STRU & GRN.	0.00	16,250.00		16,386.39	-136.39
52220 SMALL TOOLS & INSTRUMENTS	91.44	4,000.00		1,421.86	2,578.14
52230 SPECIAL DEPT EXPENSES	723.00	10,000.00		4,463.00	5,537.00
52239 BIOLOGICAL CONTROL	99.05	10,000.00		6,130.72	3,869.28
52241 ENTOMOLOGY/LAB	4,090.04	24,000.00		23,148.99	851.01
52250 TRANSPORTATION-TRAVEL	3,376.17	77,500.00		41,560.49	35,939.51
52260 UTILITIES	1,652.03	15,000.00		9,359.39	5,640.61
TOTAL SERVICES & SUPPLIES	16,697.08	1,860,750.00		1,429,475.30	431,274.70

OTHER CHARGES

53401 Treasury Fee	0.00	6,000.00		3,015.38	2,984.62
53550 Taxes and Assessments	128.70	400.00		128.70	271.30
TOTAL OTHER CHARGES	128.70	6,400.00		3,144.08	3,255.92

FIXED ASSETS

54501 EQUIPMENT	0.00	69,500.00		47,356.69	22,143.31
54502 STRUCTURES & GROUNDS	0.00	106,000.00		121,110.42	-15,110.42
TOTAL FIXED ASSETS	0.00	175,500.00		168,467.11	7,032.89
TOTAL EXPENDITURES	173,489.50	4,343,843.00		3,043,924.42	1,299,918.58

EXPECTED REVENUE TOTAL: TBD
REVENUE RECEIVED FEBRUARY: \$ 107,966.83
REVENUE FY TO DATE: \$ 2,462,764.54

2023 Media Outreach Campaign

Media	2018 Cost	2019 Cost	2020 Cost	2021 Cost	2022 Cost	2023 Cost
Appeal-Democrat Full page color ad 1x in May, 1x in June	\$5,113.82	\$4,188.22	\$3,455	\$2,530*	\$2,530*	\$1,960
Territorial Dispatch 1/2 page full color ad 1x in May, 1x in June	N/A	N/A	\$1,084.50	\$1,084.50	\$1,200	\$1,200
Results Digital June 1 to August 31 Impressions	N/A	N/A	N/A	N/A	N/A	\$4,500 450,000
Results Radio KUBA & KKCY June 5 thru Aug 27 (12 weeks) (240 KUBA & 288 KKCY total spots)	\$4,722	\$3,480	\$3,480	\$3,480	\$3,984	\$3,984
93Q Radio & KCYC Jun 1 thru Aug 28 (89 days) (600 total ads each station)	\$775	\$1,000	\$1,000	\$1,750 Added 2 nd station KCYC	\$2,400 Both 93Q and KCYC	\$1,200 93Q only
Rhythm 105 Radio Jun 1 thru Aug 28 (89 days) 10 spots per day (890 total)	N/A	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Totals:	\$10,610.82	\$9,668.82	\$10,019.50	\$9,844.50	\$11,114.00	\$13,844
		(-8.9%)	(+3.6%)	(-1.7%)	(+12.9%)	(+24.5%)

AGENDA ITEM 6

Cost Summary for Aerial Services

	2017	2018	2019	2020	2021	2022	2023
	\$6,720	\$6,713	\$6,713	\$6,165 -8%	\$6,713	\$6,713	\$7,250.04 +8%

AGENDA ITEM 7

Cost Summary for Audit Service Providers

Completed 3 year contract with Smith & Newell

	FY 20-21	FY21-22	Total
FY 19-20			
\$8,900	\$9,150(+2.8%)	\$9,425(+3%)	\$27,475*

Service Provider	Fechter & Co.	David Farnsworth, CPA	Smith & Newell
Year 1 FY 22-23	\$12k-15k, +\$1k FTR	\$14,596	\$9,400 (-0.5%)
Year 2 FY 23-24		\$15,313	\$9,450 (+0.5%)
Year 3 FY 24-25		\$16,060	\$9,500 (+0.5%)
Total Cost	\$39K-\$48K	\$45,969 (+67.3%)*	\$28,350 (+3.2%)*

Original Proposal to add Admin Assistant II range

Range A

Admin Assistant II = MOSQ. TECH III
 Admin Assistant I = MOSQ. TECH II

Year 15 Year 20

SALARY RANGE SCHEDULE 2023-2024

POSITION	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	2.5% Step 6	2.5% Step 7	2% Step 8	2% Step 9	2% Step 10	2% Step 11	2% Step 12	2% Step 13
Admin Assistant II	\$ 4,920	\$ 5,166	\$ 5,424	\$ 5,695	\$ 5,980	\$ 6,130	\$ 6,283	\$ 6,409	\$ 6,537	\$ 6,668	\$ 6,801	\$ 6,937	\$ 7,076
Admin Assistant I	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,424	\$ 5,560	\$ 5,699	\$ 5,813	\$ 5,929	\$ 6,048	\$ 6,169	\$ 6,292	\$ 6,418
MOSQ. TECH III	\$ 4,920	5% \$ 5,166	5% \$ 5,424	5% \$ 5,695	5% \$ 5,980	2.5% \$ 6,130	2.5% \$ 6,283	2% \$ 6,409	2% \$ 6,537	2% \$ 6,668	2% \$ 6,801	2% \$ 6,937	2% \$ 7,076
MOSQ. TECH II	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,424	\$ 5,560	\$ 5,699	\$ 5,813	\$ 5,929	\$ 6,048	\$ 6,169	\$ 6,292	\$ 6,418
MOSQ. TECH I	\$ 4,048	\$ 4,250	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,043	\$ 5,169	\$ 5,272	\$ 5,377	\$ 5,485	\$ 5,595	\$ 5,707	\$ 5,821

Range B

Trustee Corazza's Proposal

Year 15 Year 20

SALARY RANGE SCHEDULE 2023-2024

POSITION	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	2.5% Step 6	2.5% Step 7	2% Step 8	2% Step 9	2% Step 10	2% Step 11	2% Step 12	2% Step 13
Admin Assistant II	\$ 5,424	\$ 5,695	\$ 5,980	\$ 6,279	\$ 6,593	\$ 6,758	\$ 6,927	\$ 7,066	\$ 7,207	\$ 7,351	\$ 7,498	\$ 7,648	\$ 7,801
Admin Assistant I	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,424	\$ 5,560	\$ 5,699	\$ 5,813	\$ 5,929	\$ 6,048	\$ 6,169	\$ 6,292	\$ 6,418
MOSQ. TECH III	\$ 4,920	5% \$ 5,166	5% \$ 5,424	5% \$ 5,695	5% \$ 5,980	2.5% \$ 6,130	2.5% \$ 6,283	2% \$ 6,409	2% \$ 6,537	2% \$ 6,668	2% \$ 6,801	2% \$ 6,937	2% \$ 7,076
MOSQ. TECH II	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,424	\$ 5,560	\$ 5,699	\$ 5,813	\$ 5,929	\$ 6,048	\$ 6,169	\$ 6,292	\$ 6,418
MOSQ. TECH I	\$ 4,048	\$ 4,250	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,043	\$ 5,169	\$ 5,272	\$ 5,377	\$ 5,485	\$ 5,595	\$ 5,707	\$ 5,821

Additional costs to amend Mosquito Control Tech III to Trustee Corazza's proposal

MCT III

	<u>Range A</u>		<u>Range B</u>			
Step 6	\$6,130	Step 3	\$6,279	+\$149/mo	+2.4%	\$1,788/year
Step 7	\$6,283	Step 4	\$6,593	+\$310/mo	+4.9%	\$3,720/year
Step 8	\$6,409	Step 5	\$6,923	+\$514/mo	+8.0%	\$6,168/year
Step 9	\$6,537	Step 6	\$7,096	+\$559/mo	+8.6%	\$6,708/year
Step 10	\$6,668	Step 7	\$7,273	+\$605/mo	+9.1%	\$7,260/year
Step 11	\$6,801	Step 8	\$7,418	+\$617/mo	+9.1%	\$7,404/year
Step 11	\$6,801	Step 9	\$7,566	+\$765/mo	+11.2%	\$9,180/year
Step 11	\$6,801	Step 10	\$7,718	+\$917/mo	+13.5%	\$11,004/year
Step 11	\$6,801	Step 11	\$7,872	+\$1,071/mo	+15.7%	\$12,852/year
Step 11	\$6,801	Step 11	\$7,872	+\$1,071/mo	+15.7%	\$12,852/year
Step 12	\$6,937	Step 11	\$7,872	+\$935/mo	+13.5%	\$11,220/year
Step 12	\$6,937	Step 11	\$7,872	+\$935/mo	+13.5%	\$11,220/year
Step 12	\$6,937	Step 11	\$7,872	+\$935/mo	+13.5%	\$11,220/year
Step 12	\$6,937	Step 12	\$8,029	+\$1,092/mo	+15.7%	\$13,104/year
Step 12	\$6,937	Step 12	\$8,029	+\$1,092/mo	+15.7%	\$13,104/year
Step 13	\$7,076	Step 12	\$8,029	+\$953/mo	+13.5%	\$11,436/year
Step 13	\$7,076	Step 12	\$8,029	+\$953/mo	+13.5%	\$11,436/year
Step 13	\$7,076	Step 12	\$8,029	+\$953/mo	+13.5%	\$11,436/year
Step 13	\$7,076	Step 13	\$8,190	+\$1,114/mo	+15.7%	<u>\$13,368/year</u>
					in 19 years	\$186,480

Additional costs to amend Administrative Assistant II to Trustee Corazza's proposal

AA II

	<u>Range A</u>		<u>Range B</u>			
Step 6	\$6,130	Step 4	\$6,279	+\$149/mo	+2.4%	\$1,788/year
Step 7	\$6,283	Step 5	\$6,593	+\$310/mo	+5.0%	\$3,720/year
Step 8	\$6,409	Step 6	\$6,758	+\$349/mo	+5.5%	\$4,188/year
Step 9	\$6,537	Step 7	\$6,927	+\$390/mo	+6.0%	\$4,680/year
Step 10	\$6,668	Step 8	\$7,066	+\$398/mo	+6.0%	\$4,776/year
Step 11	\$6,801	Step 9	\$7,207	+\$406/mo	+6.0%	\$4,872/year
Step 11	\$6,801	Step 10	\$7,351	+\$550/mo	+8.1%	\$6,600/year
Step 11	\$6,801	Step 11	\$7,498	+\$697/mo	+10.2%	\$8,364/year
Step 11	\$6,801	Step 11	\$7,498	+\$697/mo	+10.2%	\$8,364/year
Step 11	\$6,801	Step 11	\$7,498	+\$697/mo	+10.2%	\$8,364/year
Step 12	\$6,937	Step 11	\$7,498	+\$561/mo	+8.1%	\$6,732/year
Step 12	\$6,937	Step 11	\$7,498	+\$561/mo	+8.1%	\$6,732/year
Step 12	\$6,937	Step 12	\$7,648	+\$711/mo	+10.2%	\$8,532/year
Step 12	\$6,937	Step 12	\$7,648	+\$711/mo	+10.2%	\$8,532/year
Step 12	\$6,937	Step 12	\$7,648	+\$711/mo	+10.2%	\$8,532/year
Step 13	\$7,076	Step 12	\$7,648	+\$572/mo	+8.1%	\$6,864/year
Step 13	\$7,076	Step 12	\$7,648	+\$572/mo	+8.1%	\$6,864/year
Step 13	\$7,076	Step 13	\$7,801	+\$725/mo	+10.2%	<u>\$8,700/year</u>
					in 18 years	\$117,204

CalPERS Defined Benefit Plan eligibility exploration

- a. 2014 the District went to a defined contribution plan for new employees (Tier II)
 - i. Reduce volatility in employer's annual contribution.
 - ii. Using CalPERS 457b deferred comp as the vehicle
 - 1. District 9% + employer matching up to additional 3%
 - 2. IRS defines contribution cap which limits total annual contributions
 - 3. 457b is by design a supplemental plan to a DB plan
- b. 3 participants remain in the SYMVCD DB plan (Tier I)
 - i. Appearance is that the Tier II benefit is less than our Tier I DB plan
- c. District retirement plan should foster employee retention
- d. District retirement plan should help career employees be prepared for retirement
- e. District disadvantage: experienced employees from other Districts unlikely to apply for work with our District
- f. Exploration will have costs
 - i. Cost/benefit comparison between Tier I and Tier II plans, and CalPERS plan
 - ii. Actuarial determination of costs to join and participate in the CalPERS plan

VCJPA Annual Conference- Jessica Farrell

Workers' Compensation Fraud, Presented by Dale Banda -

Dale Banda is the Operating officer for J.D. Wesson & Associates, Inc. They have been handling fraud investigations for AIMS for over 15 years. In his presentation he provided basic information the employer should do when handling a workers' compensation claim. He also provided tips on what information to gather, red flags to be aware of, and to report any and all red flags to AIMS as soon as possible.

Liability Program-

The big-ticket item under this section was the cost of California Affiliated Risk Management Authorities (CARMA). CARMA is part of our coverage for liabilities (general/auto) above \$1 million and up to \$29.5 million. VCJPA's cost has increased significantly over the last few years. This year we are potentially looking at another 25%-30% increase. The general consensus from many districts was not favorable for CARMA and they would like to find an alternative solution(s).

Legal Update- Presented by Andrew Ramos, VCJPA Legal Counsel

Brown Act Update- Any late additions to the board packet must be made available in-person to be picked up. Simply uploading it online is not good enough and according to the attorney Placer County was sued for this reason and lost. We should also have a district policy stating that we will not distribute the board packet after hours or on the weekend to board members. Lastly language should be added to our Agenda in regards to documents and materials relating to an open session item that are not provided 72 hours (for regular meeting) will be available for public inspection and who to contact to request.

COVID- AB1751 Workers' compensation presumption extension. This bill was extended from January 1, 2023 to January 1, 2024.

AB2693- Exposures in the Workplace. This bill changed the notification processes to be allowed to post a notice of exposure within one business day and remain posted for a total of fifteen (15) business days.

Salary and Wage Disclosures- SB1162 requires public agencies to update their hiring and employee data retention. Both public and private with 15 or more employees must include a pay scale on any and all job postings. Record retention for job title and wage history for each employee must be maintained until three years after the end of employment.

Risk Control-

VCJPA has provided loss prevention guidance/training for driving accident reduction, and loss prevention activities in exposure areas such as aerial lifts, confined spaces, COVID-19, ergonomics, forklifts, heat illness, dog bites, safe lifting, trailer safety, and workplace violence prevention. VCJPA is continuing to build their list of continuing education courses for online access to help districts reach their hours required by CDPH or DPR.

Worker's Compensation Program-

A total of 68 claims were filed in 2022. 63 were permanent employees or 93% and 5 (or 7%) were temporary employees. Temporary disability benefits paid for 2022 totaled \$61,580 for permanent employees and \$0.00 for temporary. AIMS also discussed the reporting process and reminded employers to have the injured worker (if they can) to call the AMC Call Connect and the employer still needed to provided injured worker with a DWC-1 form within 24 hours of the injury.

Property Program-

During this part of the presentation, we were informed that the Employee Assistance Program through Managed Health Network will be leaving California. This program offers a broad range of clinical, life management, and work/life services. Currently there are nine districts who participate in the program so VCJPA is looking for another company to manage this portion but they are finding it extremely difficult to get quotes due to low participation. There was growing concern on the cost of cyber liability. We are potentially looking at a 15%-25% increase after seeing a 49% increase in the 2022/23 year. Districts have expressed seeing that the cost be allocated based on payroll rather than total insured values (excluding mobile equipment).

2023 VCJPA Annual Workshop
February 23-24
By Kayla Valencia

Jessica and I went to the VCJPA Annual Workshop in Santa Cruz for the first in-person meeting since February 2020. The opportunities to speak with other District's and VCJPA staff were so much better than we had seen in the last few years since meetings were held over zoom.

We started the meeting with an overview of our Worker's Compensation program as well as a presentation from Dale Banda, the Chief Operating Officer for J.D. Wesson & associates. This firm provides consulting, and investigative services to insurance carriers and self-insureds. Mr. Banda provided great insight to the Districts on what red flags to look for to prevent fraud when it comes to Worker's Compensation Claims, such as patterns or trends in claims, changing "facts" or lack of witnesses, and behavior or history of the person submitting the claim.

Jim Elledge, finance manager, then spoke about the financial position of the VCJPA. The overall net position and liquidity remains strong; however we are still experiencing some unrealized losses that are affecting our bottom line. This is something the District is experiencing with our own investments with the County. Basically older investments that are still locked in at interest rates that are much lower than what is being offered now are worth less, and we will continue to see some of this unrealized loss as interest rates continue to increase. However these are unrealized losses, so as long as we don't sell them, they don't become actual loss and when the term of the investment ends we won't take a loss at all. When interest rates start to come down, we should start to see some unrealized gains, but again they are unrealized till the term ends or the security is sold.

Many District's expressed issues with the rising costs of premiums for our CARMA liability pool as well as our cyber liability coverage. The VCJPA is going to be looking into other options to help lower those costs, however they are finding that it is not an isolated occurrence between other insurance providers, and everyone is experiencing rising costs. District's were asking VCJPA to look into making cyber liability coverage an a carte option that District's were not forced into taking since many of them don't have need of a program that has a \$50,000 deductible, especially if they are a smaller organization with only a few computers.

There were some legal updates provided by Andrew Ramos who is the new counsel for VCJPA. Some interesting updates that he informed us about were to the Brown Act regarding remote meeting options for trustees, however counsel advised against it as it involves a lot of steps to be in compliance as well as a possible investment in upgrading District's audio/visual equipment that could be quite costly. He also talked about the Government Claims Act, and making sure District's were aware that claims against them can come in many forms but must include certain language and responses to claimants need to include certain language as well. Responses also need to be timely (within 45 days), if they are not it could result in the claimant having two years to file a lawsuit rather than 6 months.