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SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT

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

1. Call to Order
2. Pledge of Allegiance
3. 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 October 12, 2023
 - B. Bills for October 2023
 - C. Merit increase for Shane Loyd, Mosquito Control Technician II: Mr. Loyd is being recommended for a salary increase to be effective November 1, 2023. The salary increase will be from step 3, MCT II to step 4, MCT II of the salary range schedule.
 - D. Merit increase for Alex Blatt, Mosquito Control Technician I: Mr. Blatt is being recommended for a salary increase to be effective November 1, 2023. The salary increase will be from step 1, MCT I to step 2, MCT I of the salary range schedule.
4. motion Approval of Fiscal Year 2023-2024 Budget Amendment to: 52250 Travel & Transportation, 53401 Treasury Fee, and 54501 Fixed Assets Equipment.
5. motion Approval for the Purchase of two, 2024 2-Wheel Drive ½ Ton Pickups: Informal bids will be presented to the Board for approval.
6. motion Approval of a Clarifying Amendment to the District Policy on Sick Leave Pay at Retirement: Employee Personnel Rules Section 7.04(g)
7. motion Approval to Send Staff to the VCJPA Annual Workshop Feb 29-Mar 1, 2024
8. motion Declaration of District Property as Surplus: Board approval is needed to declare District property as surplus so it can be sold at auction.
9. motion Approval to extend the lease agreement with Sharpe Software at 925 Market Street
10. Public Comments
11. Manager Comments: The manager will report on the following:
 - a) WNV Activity
 - b) Southern California Dengue
 - c) VCJPA Member Contingency Fund Balance
 - d) District activities
12. Trustee Comments
13. motion 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.

OCTOBER 12, 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, October 12, 2023.

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

ABSENT: None

ALSO PRESENT: Manager Abshier, General Foreman Hunt and Ken Meyers of Meyers Investment Group

EMERGENCY AGENDA ITEMS: None

CONSENT AGENDA:

- A. Minutes of September 14, 2023
- B. Bills for September 2023
- C. Merit increase for Bill Lanier, Mosquito Control Technician I. Lanier has completed two years with the District and has obtained his Vector Control Technician Certificate in categories A and B and is being recommended for a salary increase effective October 1, 2023. The salary increase will be from a Mosquito Control Technician I, step 2 to Mosquito Control Technician II, step 2 in the salary range schedule.
- D. Merit increase for Zach Samay, Vector Ecologist. Samay is being recommended for a salary increase effective October 1, 2023. The salary increase will be from step 4 to step 5, Vector Ecologist in the salary range schedule.

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

QUARTERLY REVIEW OF THE DISTRICT'S DEFINED BENEFIT PLAN INVESTMENTS AS OF OCTOBER 11, 2023: Ken Meyers, of Meyers Investment Group noted the District's portfolio is up 3.4% year to date. Meyers reported the bright spots YTD are Millennium Partners up 3.4%, Baird Midcap up 2.6% and Suncoast which is heavily weighted with Tech companies is up 21.20%. Suncoast has rebounded from a 23.40% drop the previous year. Meyers also noted bond funds are still not doing well. They are down for the third year in a row. Meyers said the cash and equivalents in the portfolio are earning 2.7%. Schmidl questioned if Meyers is suggesting any changes. Meyers stated he is not recommending any changes at this time. He added that towards the end of the year the market traditionally trends higher. Typically, November and December are the best performing months of the year. A motion was made by Link and seconded by Guzman accepting Meyers Quarterly Review. The motion was approved with a unanimous vote.

APPROVAL TO ATTEND THE MVCAC ANNUAL CONFERENCE IN MONTEREY, CA JANUARY 21-24, 2024: Approval is needed to send three employees and up to three board members to the annual conference. Abshier noted there will be a keynote speaker and personnel from several Districts will be giving presentations. Abshier inquired if any Board members would be interested in attending. Trustees Ghag and Sanbrook expressed interest in attending the conference. A motion was made by Sanbrook and seconded by Ghag to approve sending three employees and up to three Board members to the MVCAC annual conference January 21-24, 2024 in Monterey Ca. The motion was approved by a unanimous vote.

APPROVAL OF RESOLUTION 10-12-23 AUTHORIZING PARTICIPATION IN THE FIRE RISK MANAGEMENT SERVICES: Abshier explained that the Board approved a resolution at the September meeting, however the recent name change for the JPA from Fire District Association of California to Fire Risk Management Services requires approval of this resolution as well. The resolution affirms our desire to become a member for the purposes of receiving health benefits. Abshier will be executive officer, authorized to take actions or facilitate installation of the health plan. A motion was made by Guzman and seconded by Ghag approving Resolution 10-12-23. The motion was approved by a unanimous vote.

CLOSED SESSION - TO DISCUSS THE FINDINGS OF THE WRITTEN PERFORMANCE REVIEW OF THE DISTRICT MANAGER: A motion was made by Ghag and seconded by Guzman to go into a closed session to discuss Board member's written performance reviews for District Manager Abshier. The motion was approved unanimously. A motion was made by Link and seconded by Ghag to go out of a closed session. The motion was approved unanimously. There was no reportable action.

BOARD APPROVAL OF THE DISTRICT MANAGER CONTRACT FOR STEPHEN ABSHIER FOR THE PERIOD OF NOVEMBER 1, 2023 THROUGH DECEMBER 31, 2028: At the September Board meeting, Sanbrook asked that some language in the contract be clarified. Section 5 and 6.4 had some contradictory provisions, making the intent murky. Abshier worked with Bordsen to clarify those sections regarding severance pay in scenarios where Abshier would be terminated with cause, and also terminated without cause. Clarifying language was also inserted providing when Abshier would be entitled to sick leave payout. Board consensus was that Abshier continues to grow as Manager and is doing a great job. A motion was made by Sanbrook and seconded by Link to approve the new District Manager contract for the period of November 1, 2023 through December 31, 2028. The motion was approved with a unanimous vote.

PUBLIC COMMENTS: None

MANAGER COMMENTS: In Sutter County, there have been five human cases of WNV, with an additional case under investigation. Sutter County had 66 mosquito pools test positive, compared to 31 positive pools, at this time last year. Nineteen sentinel chickens have sero-converted compared to last year, which had 16 at this time. Additionally, six dead birds tested positive in Sutter County. In Yuba County, 26 mosquito pools have tested positive. Seven sentinel chickens have sero-converted, compared to 13 at this time last year. There have been five human WNV cases in Yuba County this year. No dead birds tested positive this year. Last year there was one WNV human case in Yuba County, with none in Sutter County. Statewide there have been 205 human cases year to date, compared to 90 total human cases last year.

For our New Jersey light traps, *Culex tarsalis* numbers are below the ten year average. This species is our biggest transmitter of West Nile Virus. They are typically more prevalent in the earlier part of the season. The *pipiens* numbers are low, at or near the 10 year average. *Anopheles freeborni* numbers are way down now, following a huge disease week 34 peak.

The invasive *Aedes aegypti*, wide area, A-1 treatments, targeting cryptic, larval sources have ended for the season. We will continue to answer calls for service in the detection areas and treat as necessary with handheld foggers. Treatments at individual homes have seemed to be most effective. The adult mosquitoes typically have a range of approximately 1,000 feet.

Additionally, the Manager reported on the following:

- All spray routes have ended.
- All remaining temporary staff has been laid off as of September 30th.
- The field investigation part of our audit, on October 5th went well. The final audit report should be available in December.
- Staff is currently monitoring duck clubs, including Sutter National Wildlife Refuge and North Butte areas, which are typically impacted by the flooding of the Butte sink.
- Abshier applied for a grant in the amount of \$27,700 from the Yuba Water Agency, for a share of the cost of the new fish truck. The fish truck is used in both Sutter and Yuba Counties. The cost share is determined by the percent of usage delivering mosquito fish to areas of Yuba County. Successful applicants will be announced in late November or December.
- The 905 Market Street warehouse lease with Jeff Helm will automatically renew on November 1st with the rent increasing from \$1,625 to \$1,675 per month.
- Staff members will be attending C.E. meetings at the Sutter County Ag Department in November and December for DPR credit. The MVCAC Sac Valley Region will be hosting its first in-person C.E. meeting since Covid-19 on November 15th at the Sutter County Vet's Hall.
- Four fish ponds are being fenced and netted to deter bird predation at our Barker fish rearing facility. All work is to be completed by District staff.
- One seasonal employee is taking the CDPH Vector Control exam on November 16th.
- District staff is working through an extensive list of winter building and maintenance projects.
- A pre-Thanksgiving lunch is planned for November 9th. Trustees are invited to attend.

TRUSTEE COMMENTS: Ghag asked what the total management cost is for Meyers Investments handling the District's Defined Benefit Plan accounts. Abshier noted he would research what we pay in fees and report at the November meeting. Guzman asked if the Trustee reimbursement could be increased due to increased fuel costs. Abshier explained the Health and Safety code provides for either reimbursement for business related expenses or \$100 monthly in lieu of actual expenses. An increase would require a change to the Health and Safety Code. Corazza recalled hearing a radio interview with Abshier, where the interviewer was unsure about Abshier's job title. Corazza asked that Abshier refer to his position as "District Manager".

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

John Sanbrook, Board Secretary

**2023-2024
SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT
BUDGET**

	Expended		Budget	Spent YTD	Balance
	OCTOBER 2023	2023			
SALARIES & BENEFITS					
51010 PERMANENT SALARIES	108,280.24	1,395,000.00	427,043.91	967,956.09	
51020 EXTRA HELP	7,745.99	245,500.00	116,957.10	128,542.90	
51102 PAYROLL TAXES SPECIAL DIST	2,159.03	40,000.00	15,139.22	24,860.78	
51110 RETIREMENT	0.00	30,000.00	15,916.00	14,084.00	
51120 HEALTH,DENTAL,VISION INS	35,291.11	497,000.00	149,614.09	347,385.91	
51121 DEF COMP	10,910.11	143,000.00	43,079.43	99,920.57	
51130 UNEMPLOYMENT INSURANCE	876.00	40,000.00	876.00	39,124.00	
51150 WORKERS COMPENSATION	0.00	75,203.00	74,675.00	528.00	
TOTAL SALARIES & BENEFITS	165,262.48	2,465,703.00	843,300.75	1,622,402.25	

SERVICES & SUPPLIES				
52040 CHEMICALS	7,074.49	1,080,000.00	665,836.06	414,163.94
52050 CLOTHING & PERSONAL	1,013.05	18,000.00	4,558.75	13,441.25
52060 COMMUNICATIONS	1,448.06	18,000.00	6,826.77	11,173.23
52090 HOUSEHOLD EXPENSES	60.53	2,000.00	512.86	1,487.14
52100 INSURANCE LIABILITY	0.00	102,022.00	81,547.00	20,475.00
52120 MAINTENANCE EQUIPMENT	421.83	37,500.00	10,732.48	26,767.52
52130 MAINT. STRU. & GRNDS	1,546.15	24,000.00	8,515.87	15,484.13
52150 MEMBERSHIPS	0.00	14,500.00	14,377.15	122.85
52170 OFFICE EXPENSES	1,482.34	32,000.00	4,562.15	27,437.85
52180 PROF. & SPEC. SERVICES	15,637.26	450,000.00	330,468.72	119,531.28
52190 PUBL. & LEGAL NOTICES	0.00	21,000.00	5,792.24	15,207.76
52200 RENTS-&LEASES EQUIP	1,592.06	2,000.00	2,074.58	-74.58
52210 RENTS-&LEASES STRU & GRN.	16,954.24	17,000.00	16,954.24	45.76
52220 SMALL TOOLS & INSTRUMENTS	212.05	3,500.00	212.05	3,287.95
52230 SPECIAL DEPT EXPENSES	723.00	10,000.00	2,792.00	7,208.00
52239 BIOLOGICAL CONTROL	156.39	10,500.00	3,060.14	7,439.86
52241 ENTOMOLOGYLAB	2,591.72	26,500.00	18,702.12	7,797.88
52250 TRANSPORTATION-TRAVEL	3,277.08	65,000.00	27,641.94	37,358.06
52260 UTILITIES	1,194.63	15,500.00	3,504.74	11,995.26
TOTAL SERVICES & SUPPLIES	55,354.88	1,949,022.00	1,208,671.86	740,350.14

OTHER CHARGES				
53401 Treasury Fee	0.00	6,500.00	0.00	6,500.00
53550 Taxes and Assessments	0.00	400.00	0.00	400.00
TOTAL OTHER CHARGES	0.00	6,900.00	0.00	6,900.00

FIXED ASSETS				
54501 EQUIPMENT	178.10	258,750.00	116,970.09	141,779.91
54502 STRUCTURES & GROUNDS	0.00	28,000.00	0.00	28,000.00
TOTAL FIXED ASSETS	178.10	286,750.00	116,970.09	169,779.91
TOTAL EXPENDITURES	220,795.46	4,708,375.00	2,168,942.70	2,539,432.30

EXPECTED REVENUE TOTAL: TBD
REVENUE RECEIVED OCTOBER: \$3,321.00
REVENUE FY TO DATE: \$367,356.09

Sutter-Yuba Mosquito and Vector control District

OCTOBER 2023 BILLS

Name	Date	Amount	Other	Total
Arena Pesticide Management	11/7/2023	7,660.00		7,660.00
ATT	"	117.42		117.42
Barker, Betty	"	5,561.36		5,561.36
City of Yuba City	"	417.31		417.31
Clarke	"	7,074.49		7,074.49
Corazza, Vincenzo	"	100.00		100.00
Ghag, Lakhvir	"	100.00		100.00
Golden Bear Alarms	"	125.00		125.00
Guzman, Justin	"	100.00		100.00
Home Depot	"	1,340.71	178.10	1,518.81
Kimball Midwest	"	194.42		194.42
Kirchner, Wade	"	100.00		100.00
Koshman, Larry	"	11,392.88		11,392.88
Link, John	"	100.00		100.00
MVCAC	"	814.00		814.00
Napa Auto Parts	"	35.82		35.82
Northern California Gloves	"	108.54		108.54
Premier Print & Mail	"	678.62		678.62
Rich, Fuidge, Bordsen, & Galyean, INC.	"	755.00		755.00
Sanbrook, John	"	100.00		100.00
Santa Ana, Alfonso	"	649.00		649.00
Schmidl, David	"	100.00		100.00
Shadd Janitorial Supply	"	29.71		29.71
Sutter County Environmental Health	"	613.00		613.00
Sutter County Tax Collector	"	5,960.26		5,960.26
Sutter-Yuba MVCD/ Petty Cash	"	23.00		23.00
Tractor Supply	"	20.18		20.18
Twin Cities Equipment Rental	"	1,592.06		1,592.06
UniFirst Corporation	"	824.47		824.47
US Bank	"	4,217.46		4,217.46
Walmart/ Capital One	"	194.36		194.36
WEX Bank	"	2,845.80		2,845.80
TOTAL		53,944.87	178.10	54,122.97

The above referred to list is herein certified as a true and correct list of allowed claims which have been allowed by the Board of Trustees as dated:11/07/2023

Signature

Signature

Vehicle Bids

Vendor	Model	Total Cost each	Warranty
Geweke Ford	2024 Ford F150 4x2 Short Bed	\$38,401.86	3 year/36,000 miles 5 year/60,000 miles powertrain
Gridley Country Ford	2024 Ford F150 4x2 Short Bed	\$39,812.20	3 year/36,000 miles 5 year/60,000 miles powertrain
Winner Chevrolet	2024 Chevrolet Silverado 1500 4x2 Short Bed	\$41,319.41	3 year/36,000 miles 5 year/60,000 miles powertrain

Employee Handbook Personnel Rules

7.04 (g) Sick Leave Pay at Retirement At retirement (early or normal), a permanent employee shall be paid for 50% of unused sick leave capped at 480 hours (minutes 6-8-23). There shall be no payment for any unused sick leave in the event of resignation, termination or other separation from employment (aside from retirement).

Proposed amendment

7.04 (g) Sick Leave Pay at Retirement At retirement (**normal: age 62, early: age 55 with 10 years of service**), a permanent employee shall be paid for 50% of unused sick leave capped at 480 hours (minutes 6-8-23). There shall be no payment for any unused sick leave in the event of resignation, termination or other separation from employment (aside from retirement), **unless otherwise specified in an employment agreement between an employee and the Board of Trustees.**

The District DB plan document definitions

Normal retirement age as 62

Early retirement as age 55 with 10 years of service

A governmental or non-governmental 457(b) plan allows withdrawal of some or all funds at any age after you leave your job. There is no 10% penalty for early withdrawals before age 55 or 59½, as there is with most other types of plans such as a 401k or 403b.

Commercial Space Rate Comp

Address	Sq ft	Rate	Monthly Rate	Year Built	Type
925 Market St, YC	5,680	\$3.58/sf/year	\$1,696	1980	Office/Warehouse
1250 Market St, YC	4,025	\$9.96/sf/year	\$3,340	2008	Office/Warehouse
103 B St, Marysville	13,120	\$6.84/sf/year	\$7,478	1960	Warehouse
231 D St, Marysville	1,713	\$12.60/sf/year	\$1,799	1982	Office/Retail
990 Klammath Ln, YC	2,000	\$11.88/sf/year	\$1,980	1990	Office/Warehouse

Line 1	5,680 sq ft	\$4.00/sf/year	\$1,893/month	+11.6% higher than current rate
Line 2	5,680 sq ft	\$4.50/sf/year	\$2,130/month	+25.6%
Line 3	5,680 sq ft	\$5.00/sf/year	\$2,367/month	+39.6%
Line 4	5,680 sq ft	\$5.50/sf/year	\$2,603/month	+53.4%
Line 5	5,680 sq ft	\$6.00/sf/year	\$2,840/month	+67.5%
Line 6	5,680 sq ft	\$6.50/sf/year	\$3,076/month	+81.4%
Line 7	5,680 sq ft	\$7.00/sf/year	\$3,313/month	+95.3%

Sharpe Software Lease History
 925 Market Street Property

From	To	Amount	% Change
5-1-99	6-1-01	\$725	N/A
7-1-01	4-30-03	\$930	+28.3%
5-1-03	5-30-04	\$1,140	+22.6%
7-1-04	7-1-05	\$1,150	+0.8%
8-1-05	5-30-06	\$1,208	+5%
6-1-06	5-30-07	\$1,268	+5%
6-1-07	5-30-08	\$1,331	+5%
6-1-08	6-9-09	\$1,398	+5%
7-1-09	7-1-14	\$1,250	-10.6%
8-1-14	6-30-17	\$1,350	+8%
7-1-17	6-30-18	\$1,538	+13.7%
7-1-18	6-30-19	\$1,615	+5%
7-1-19	Current	\$1,696	+5%

AGREEMENT TO EXTEND TERM OF LEASE

This extension agreement (this “Extension Agreement”) is made effective November 1, 2023 by and between the Sutter-Yuba Mosquito and Vector Control District (the “District”), and Sharp Software, Inc. (referred to herein as “Lessee”) who agree as follows:

RECITALS

The District and Lessee previously entered into that certain Lease Agreement on December 8, 2022 and effective January 1, 2023, a copy of which is attached hereto as Exhibit A (hereinafter the “Original Lease”). The Original Lease is to expire according to its terms on December 31, 2023.

The parties, by this Extension Agreement, desire to extend the term of the Original Lease for up to three (3) additional one (1) year Extension Terms as set forth herein.

NOW, THEREFORE, in consideration of the following facts and circumstances and the mutual promises and covenants contained herein, the parties hereto agree as follows:

Section 1

Incorporation of Recitals

The foregoing recitals are not merely recitals but are contractual in nature and are incorporated into this Agreement.

Section 2

Extension of Original Lease Term

The term of the Original Lease is extended for one (1) year commencing January 1, 2024 through and including December 31, 2024 (the “First Extension Term”). The term of the Original Lease shall be automatically extended for a second Extension Term from January 1, 2025 through December 31, 2025 (the “Second Extension Term”) unless Lessee delivers written notice to the District on or before October 1, 2024 that the Lease will be terminated on December 31, 2024 and will not be extended.

Assuming that the Original Lease is extended for a Second Extension Term, the Original Lease will likewise be automatically extended for a third Extension Term from January 1, 2026 through December 31, 2026 (the “Third Extension Term”) unless the Lessee delivers written notice to the District on or before October 1, 2025 that the Lease will terminate December 31, 2025 and not be extended for a Third Extension Term.

Section 3

Rent

Rent for the First Extension Term, commencing January 1, 2024, shall be paid in advance on the first of each and every month in the amount of \$_____ per month. In the event the term automatically extends for a Second Extension Term, rent for the Second Extension Term,

commencing January 1, 2025 shall be payable in advance on the first of each month in the amount of \$ _____ per month. In the event there is a Third Extension Term, commencing December 1, 2026, rent shall be due and payable in advance on the first of each month and shall be in the amount of \$ _____ per month.

Section 4
Remaining Terms of Original Lease Agreement Remain Unchanged

Except as modified by this Extension Agreement, the terms of the Original Lease (Exhibit A attached hereto) remain in full force and effect.

Date: _____

SUTTER-YUBA MOSQUITO AND VECTOR CONTROL DISTRICT

By: _____
Stephen E. Abshier, Manager of the District

SHARP SOFTWARE, INC.

By: _____, its _____

By: _____, its _____