

NOVEMBER 9, 2023 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, November 9, 2023.

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

ABSENT: None

ALSO PRESENT: Manager Abshier, General Foreman Hunt and by phone Mr. Ontiveros of Sharpe Software

CONSENT AGENDA:

- 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 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.

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

APPROVAL OF FISCAL YEAR 2023-2024 BUDGET AMENDMENT TO: 52250 TRAVEL & TRANSPORTATION, 53401 TREASURY FEE, AND 54501 FIXED ASSETS EQUIPMENT: An increase to the travel budget is needed due primarily to the return of in-person meetings and the increase in fuel prices. An increase of \$10,000 will bring the budget to \$75,000. Due to an increase in the treasury fee charged by Sutter County, an increase is needed in the treasury fee budget. The higher fee is due primarily to the hiring of a new treasurer. The proposed amendment would increase the treasury fee budget from \$6,500 to \$10,000. The fixed asset budget needs to increase by \$7,000 to \$265,750, due primarily to an unforeseen increase in new vehicle purchase costs. A motion was made by Sanbrook and seconded by Ghag approving Budget Amendment increases to the 52250 Travel and Transportation budget to \$75,000, the 53401 Treasury Fee budget to \$10,000 and the 54501 Fixed Asset budget to \$265,750. The motion was approved by a unanimous vote.

APPROVAL FOR THE PURCHASE OF TWO, 2-WHEEL DRIVE, ½ TON PICKUPS: Vehicle bids were presented from three dealers, Winter Chevrolet at \$41,319.41, Gridley Country Ford at \$39,812.20 and Geweke Ford at \$38,401.86 per unit. A motion was made by Guzman and seconded by Sanbrook approving the purchase of two, ½ ton 2-wheel drive pickups from Geweke Ford at \$38,401.86 each, for a total of \$76,803.72. The motion was approved by a unanimous vote.

APPROVAL OF A CLARIFYING AMENDMENT TO THE DISTRICT POLICY ON SICK LEAVE PAY AT RETIREMENT: EMPLOYEE PERSONNEL RULES SECTION 7.04(g): The proposed amendment clarifies the definition of normal retirement age of 62 and early retirement age 55 with 10 years of service. A permanent employee shall be paid 50% of unused sick leave with a cap at 480 hours. There will be no payment of any unused sick leave in the event of resignation, termination or other separation from employment aside from retirement, unless specified in an employment agreement between an employee and the Board of Trustees. A motion was made by Link and seconded by Guzman approving the clarification to the District policy on sick leave pay

at retirement, Employee Personnel Rules Section 7.04 (g). The motion was approved by a unanimous vote.

APPROVAL TO SEND STAFF TO THE VCJPA ANNUAL WORKSHOP FEB 29-MAR 1, 2024 IN SANTA CRUZ: This is the annual meeting for member agencies where they review worker's compensation, liability, property insurance, vehicle insurance, and risk mitigation programs and investments of the VCJPA for the past year. This year the meeting will be taking place in Santa Cruz, CA. One member may attend free of charge. Additional attendees pay actual costs. Abshier requested approval for Administrative Manager, Valencia and Administrative Assistant, Farrell to attend. Total cost is not known, but should be less than \$1,000. A motion was made by Sanbrook and seconded by Link approving staff attending the VCJPA annual workshop from February 29th through March 1st 2024 in Santa Cruz, CA. The motion was approved with a unanimous vote.

DECLARATION OF DISTRICT PROPERTY AS SURPLUS: BOARD APPROVAL IS NEEDED TO DECLARE DISTRICT PROPERTY AS SURPLUS SO IT CAN BE SOLD: Approval is needed to send to auction, two 2010, F150's. Both have close to 100,000 miles. A 2002 F-350 with 26,000 miles will also be auctioned. We already have a replacement for this vehicle. Also, an older model, gas forklift, small homebuilt trailer and a recovered ATV fogger which was stolen last fall. The VCJPA has already paid for the replacement of this fogger. Monies received from the sale will be paid back to the VCJPA. A motion was made by Link and seconded by Ghag declaring the aforementioned items as surplus property to be sold. The motion was approved by a unanimous vote.

APPROVAL TO EXTEND THE LEASE AGREEMENT WITH SHARPE SOFTWARE AT 925 MARKET STREET: Abshier proposed a lease agreement with a yearly auto-renewal option, for a total of three years. Sharpe Software has leased the 925 Market Street property since 1999 and has been an excellent tenant. Mr. Ontiveros noted since COVID, most of his business is conducted online, but he still values having a physical business address. Sanbrook noted there has not been an increase in rent since 2019 and is proposing a 6.13% increase in the first year of the contract bringing the first year rent to \$1,800, a 5% increase for year two at \$1,890 and a 5% increase in year three at \$1,984.50. A motion was made by Sanbrook and seconded by Guzman approving a lease, with an annual auto-renewal option, not to exceed three years in total length, with Sharpe Software for the 925 Market Street property. The first year lease rate will be \$1,800 per month, year two \$1,890 per month and year three at 1,984.50 per month. The motion was approved by a unanimous vote.

PUBLIC COMMENTS: None

MANAGER COMMENTS:

a) West Nile Virus Update. Year to date we have had six human cases in Sutter County and five in Yuba County. One case is yet to be resolved in Sutter County.

b) Southern California Dengue. Two locally acquired cases of Dengue have been reported from Pasadena and Long Beach. Dengue may be passed from an infected human to another human by the bite of mosquito. This differs from West Nile virus, where a bird is the reservoir host. The invasive mosquitoes have proven to be very difficult to control, breeding in small cryptic sources. Gaining access to property owner's yards can prove to be a challenge.

c) VCJPA Member Contingency Fund. The member contingency fund balance stands at \$280,654.

d) District Activities

- Aedes aegypti update: abundance decreased at the end of October, and traps have all been brought in from the field. Our worst trap counts per night have been in the 9 per night range, Los Angeles Districts have reported per night counts as high as 50.
- Lakhvir Ghag has been reappointed to the Board by Live Oak City Council.
- David Schmidl is on the Sutter County Supervisors Agenda for reappointment November 28th.
- Trustee Corazza's departure from the Board created a vacancy for the City of Marysville Board representative. Abshier informed the City Clerk of the vacancy. Appointees must reside within the city limits of Marysville. Kirchner suggested Stephanie McKenzie, former Marysville City Council member might be a good fit for the Board.
- The District will be installing three additional Ring Cameras and another WIFI extender.
- The Smith & Newell audit should be complete later this month.
- The first in-person Sac Valley Region continuing education meeting since COVID is being held November 15th at the Veterans Hall in Yuba City. The Hall is centrally located for the north state and provided to us free of charge.
- One Seasonal staff will be taking the Vector Control Technician exam on November 16th.
- Three fish ponds are being renovated with the use of the District Backhoe and in house labor.
- Work is ongoing on the project to fence and install bird netting on four more ponds. All posts have been installed. Work will proceed as time and weather permit.
- Staff has been working on building, vehicle, and equipment maintenance.
- The District will be closed Friday November 10th for Veteran's Day.
- At the October Board meeting, Ghag asked what Ken Meyers fee is to manage our Defined Benefit Plan portfolio. Abshier stated Meyers' fee is 0.68% of the total portfolio balance.

TRUSTEE COMMENTS: None

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

John Sanbrook, Board Secretary