

Documents & materials relating to an open session agenda item that are provided to the SYMVCD Board less than 72 hours prior to a regular meeting will be available for public inspection. Please contact the District Office at 530 674-5456 or kvalencia@sutter-yubamvcd.org

SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT AGENDA
701 Bogue Road, Yuba City, CA. (530) 674-5456
Thursday, March 14, 2024, 4:30 P.M.

- | | | |
|--------|-----|---|
| | 1. | Call to Order |
| | 2. | Pledge of Allegiance |
| motion | 3. | Emergency Agenda Items |
| motion | 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 8, 2024
B. Bills for February 2024 |
| motion | 5. | Approval of a Media Outreach Program: A comprehensive media outreach program to engage residents concerning aerial swimming pool surveillance, invasive <i>Aedes</i> mosquitoes, West Nile virus and District spraying will be presented to the Board. |
| motion | 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 2024 season will be presented to the Board. |
| motion | 7. | Resolution 3-14-24: Resolution to Amend and Restate the MidAmerica Administrative & Retirement Solutions Health Reimbursement Arrangement |
| | 8. | Manager Comments: The manager will report on the following:
a) VCJPA Member Contingency Fund Balance as of Dec 31, 2023
b) Written reports from the VCJPA workshop on February 29 – March 1, 2024
c) District activities |
| | 9. | Trustee Comments |
| | 10. | Public Comments |
| motion | 11. | 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.

FEBRUARY 8, 2024 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, February 8, 2024.

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

ABSENT: None

ALSO PRESENT: Manager Abshier and General Foreman Hunt

EMERGENCY AGENDA ITEMS: None

CONSENT AGENDA:

- A. MINUTES OF JANUARY 11, 2024
- B. BILLS FOR JANUARY 2024

A motion was made by Sanbrook and seconded by Link approving the consent agenda. The motion was approved with Schmidl, Sanbrook, Ghag, Kirchner, and Link voting in favor of and Guzman abstaining.

DECLARATION OF DISTRICT PROPERTY AS SURPLUS: BOARD APPROVAL IS NEEDED TO DECLARE DISTRICT PROPERTY AS SURPLUS SO IT CAN BE SOLD AT AUCTION: Items no longer needed are declared as surplus and sold at auction. Items to be sold include the old John Deere 4310 tractor, old shop tools, obsolete auto parts, and other misc items. The surplus items will be sold in Bidcal's April auction. A motion was made by Guzman and seconded by Sanbrook declaring the aforementioned District property as surplus. The motion was approved by a unanimous vote.

APPROVAL OF THE PURCHASE OF CLIFFWATER CORPORATE LENDING SHARES, WITH PROCEEDS FROM A MATURED CD IN THE DISTRICT DEFINED BENEFIT PLAN PORTFOLIO. MONROE CAPITAL DOES NOT PERMIT PENSION MONEY TO BE USED TO ACQUIRE SHARES: The purchase of Monroe Capital shares with funds from the sale of a CD that had matured was previously approved at the January Board meeting. However, Ken Meyers invested the funds in Cliffwater Corporate Lending, as Monroe Capital does not allow pension money to be used to purchase shares. Cliffwater is the same type of investment as Monroe Capital. Meyers had proposed purchasing Monroe as a means to diversify the portfolio. The current return for Cliffwater is 11.3%. A motion was made by Sanbrook and seconded by Link approving the purchase of Cliffwater Corporate Lending shares, in the amount of \$70,000 from the matured CD, which was part of the Defined Benefit Plan portfolio. The motion was approved by a unanimous vote.

PUBLIC COMMENTS: None

MANAGER COMMENTS:

- Written reports by the attendees of the MVCAC Conference in Monterey Ca, January 22-24, 2024, were provided to each Board member.
- The VCJPA Annual Workshop will be held February 29-March 1, 2024, in Santa Cruz. Topics will include review of Liability, Worker's Comp, Risk Management, broad U.S. claims overview, auto physical damage and investments. Administrative Manager Valencia and Administrative Assistant Farrell will be attending. Attendance for one person is provided free of charge.
- Staff is preparing the 2023 NPDES WOTUS report, due February 29, 2024.
- The District's flood insurance, which covers all structures including Market Street structures, has been renewed.

- The MVCAC Legislative Advocacy Day is scheduled for Wednesday February 21 ,2024. Topics will include funding for CalSurv, Invasive *Aedes* and local transmission of Dengue.
- We have received several mosquito complaint calls during a late-January warm up. These mosquitoes come out when warmer, winter temperatures exceed 60 degrees. Currently we are fogging shops and barns, where we believe we can provide some relief. For the last two years control efforts in the fall were directed towards mosquitoes migrating to orchard and urban areas to overwinter.
- Our annual inspection by the Sutter County Ag. Department took place on January 18, 2024. This inspection covers and reviews pesticide use reports, training records, respirator fit tests, decontamination facilities, safety equipment, and pesticide storage areas. No violations were noted.
- Abshier met with five members of the Sutter County Grand Jury on February 6, 2024. Abshier noted he spent an hour and a half with the Grand Jury members, providing a PowerPoint presentation on District history, mosquito-borne diseases, and larval and adult mosquito control strategies. In addition, the members toured our facilities, learning about mosquitofish, entomology, mosquito trapping, and pesticide efficacy evaluations through bottle bioassays and field cage trials. All members received a copy of the FY 2022-2024 Budget and Audit for FYE June 30, 2023.
- Abshier reported that the District has recovered \$17,327.17 in 2023 through MOU agreements with duck club owners. The agreements are structured such that the District will pay for application costs and duck club owners are invoiced for the costs of the mosquito control pesticides necessary to control mosquitoes produced on their lands.
- Staff continues performing annual maintenance on vehicles, ATVs, foggers, sprayers, District buildings and grounds, and converting storage areas in the crews' quarters to office space.

TRUSTEE COMMENTS: None

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

Sutter-Yuba Mosquito and Vector control District

FEBRUARY 2024 BILLS				
Name	Date	Amount	Other	Total
Arete Advisors LLC	3/6/2024	70.00		70.00
ATT	"	119.68		119.68
Blosser, Erik	"	31.82		31.82
City of Yuba City	"	122.27		122.27
Farrell, Jessica	"	280.24		280.24
Golden Bear Alarms	"	125.00		125.00
Home Depot	"	1,631.55		1,631.55
Larry Geweke	"	16.41		16.41
Margaret Kerrigan, CDPH	"	39.00		39.00
Napa Auto Parts	"	738.41		738.41
Pape Machinery	"	482.34		482.34
Ramos Oil Company	"	152.98		152.98
Rich, Fuidge, Bordsen, & Galyean, INC.	"	1,835.00		1,835.00
Santa Ana, Alfonso	"	649.00		649.00
Shadd Janitorial Supply	"	74.97		74.97
Sutter-Yuba MVCD/ Petty Cash	"	30.24		30.24
Target Specialty Products	"	298.34		298.34
Tractor Supply	"	360.65		360.65
UniFirst Corporation	"	610.55		610.55
US Bank	"	6,893.69		6,893.69
Valencia, Kayla	"	249.24		249.24
Walmart/ Capital One	"	275.03		275.03
WEX Bank	"	796.70		796.70
TOTAL		15,883.11	0.00	15,883.11

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:03/06/2024

Signature

Signature

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

SALARIES & BENEFITS	Expended FEBRUARY 2024	Budget	Spent YTD	Balance
51010 PERMANENT SALARIES	111,911.88	1,395,000.00	870,215.75	524,784.25
51020 EXTRA HELP	0.00	245,500.00	117,276.35	128,223.65
51102 PAYROLL TAXES SPECIAL DIST	1,618.65	40,000.00	21,573.15	18,426.85
51110 RETIREMENT	0.00	30,000.00	15,916.00	14,084.00
51120 HEALTH,DENTAL,VISION INS	31,641.03	497,000.00	336,044.52	160,955.48
51121 DEF COMP	11,345.91	143,000.00	87,925.98	55,074.02
51130 UNEMPLOYMENT INSURANCE	6,522.00	40,000.00	7,398.00	32,602.00
51150 WORKERS COMPENSATION	0.00	75,203.00	74,675.00	528.00
TOTAL SALARIES & BENEFITS	163,039.47	2,465,703.00	1,531,024.75	934,678.25

SERVICES & SUPPLIES				
52040 CHEMICALS	0.00	1,080,000.00	883,811.79	196,188.21
52050 CLOTHING & PERSONAL	610.55	18,000.00	12,269.83	5,730.17
52060 COMMUNICATIONS	1,164.75	18,000.00	13,338.73	4,661.27
52090 HOUSEHOLD EXPENSES	80.31	2,000.00	1,466.82	533.18
52100 INSURANCE LIABILITY	0.00	102,022.00	91,749.00	10,273.00
52120 MAINTENANCE EQUIPMENT	3,384.17	37,500.00	27,179.51	10,320.49
52130 MAINT. STRU. & GRNDS	3,442.62	24,000.00	21,679.01	2,320.99
52150 MEMBERSHIPS	0.00	14,500.00	14,377.15	122.85
52170 OFFICE EXPENSES	1,150.40	32,000.00	15,794.24	16,205.76
52180 PROF. & SPEC. SERVICES	2,523.00	450,000.00	371,549.22	78,450.78
52190 PUBL. & LEGAL NOTICES	0.00	21,000.00	5,792.24	15,207.76
52200 RENTS & LEASES EQUIP	0.00	2,000.00	2,101.34	-101.34
52210 RENTS-LEASES STRU & GRN.	0.00	17,000.00	16,954.24	45.76
52220 SMALL TOOLS & INSTRUMENTS	66.31	3,500.00	527.48	2,972.52
52230 SPECIAL DEPT EXPENSES	0.00	10,000.00	5,544.00	4,456.00
52239 BIOLOGICAL CONTROL	151.07	10,500.00	3,676.80	6,823.20
52241 ENTOMOLOGY/LAB	255.19	26,500.00	20,303.24	6,196.76
52250 TRANSPORTATION-TRAVEL	1,692.47	75,000.00	39,603.03	35,396.97
52260 UTILITIES	1,362.26	15,500.00	12,449.25	3,050.75
TOTAL SERVICES & SUPPLIES	15,883.10	1,959,022.00	1,560,166.92	398,855.08

OTHER CHARGES				
53401 Treasury Fee	0.00	10,000.00	2,995.62	7,004.38
53550 Taxes and Assessments	0.00	400.00	128.70	271.30
TOTAL OTHER CHARGES	0.00	10,400.00	3,124.32	7,275.68

FIXED ASSETS				
54501 EQUIPMENT	0.00	265,750.00	255,979.11	9,770.89
54502 STRUCTURES & GROUNDS	0.00	28,000.00	0.00	28,000.00
TOTAL FIXED ASSETS	0.00	293,750.00	255,979.11	37,770.89
TOTAL EXPENDITURES	178,922.57	4,728,875.00	3,350,295.10	1,378,579.90

EXPECTED REVENUE TOTAL:

REVENUE RECEIVED FEBRUARY:

REVENUE FY TO DATE:

TBD

\$4,206.62

\$3,227,138.78

2024 Media Outreach Campaign

Media	2018 Cost	2019 Cost	2020 Cost	2021 Cost	2022 Cost	2023 Cost	2024 Cost
Appeal-Democrat Full page color ad 1x in May, 1x in June	5,113.82	\$4,188.22	\$3,455	\$2,530* *No more SmartSaver Ad	\$2,530* *No more SmartSaver Ad	\$1,960 (2) ½ page ads	\$1,960 (2) ½ pg ads
Territorial Dispatch ½ page full color ad 1x in May, 1x in June, 1x in July	N/A	N/A	\$1,084.50 (2) ½ page ads	\$1,084.50 (2) ½ page ads	\$1,200 (2) ½ page ads	\$1,200 (2) ½ page ads	\$1,875 (3) ½ pg ads
Results Digital Display Advertising June 1 to August 31	N/A	N/A	N/A	N/A	N/A	\$4,500 450,000 imp (1,035 clicks)	N/A
Results Radio KUBA & KKYC June 3 thru Aug 25 (12 weeks) (240 KUBA & 288 KKYC total spots)	\$4,722	\$3,480	\$3,480	\$3,480	\$3,984	\$3,984	\$4,248
93Q Radio & KKYC Jun 2 thru Aug 31 (91 days) (600 total ads each station)	\$775	\$1,000	\$1,000	\$1,750 Added 2 nd station KKYC	\$2,400 Both 93Q and KKYC	\$1,200 93Q only	\$1,200 93Q only
Rhythm 105 Radio Jun 2 thru Aug 31 (91 days) 10 spots per day (910 total)	N/A	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,300
Facebook/Social Media Paid boosts	N/A	N/A	N/A	N/A	N/A	N/A	\$1,500
Lamar Transit Advertising 11 weeks (mid June – Aug) Public Transportation Shelter/Bus	N/A	N/A	N/A	N/A	N/A	N/A	\$6,000 3 buses 3 shelters 3 benches
Totals:	\$10,610.82	\$9,668.82 (-8.9%)	\$10,019.50 (+3.6%)	\$9,844.50 (-1.7%)	\$11,114.00 (+12.9%)	\$13,844 (+24.5%)	\$18,083 (+30.6%)

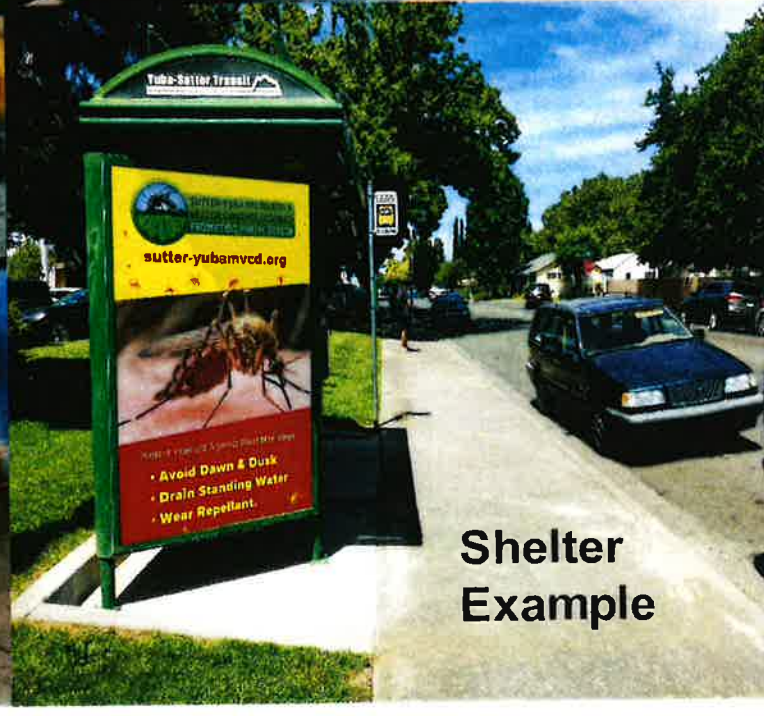
King Example



Queen
Example



Bench
Example



Shelter
Example

Aerial Photography

68 miles² in urban areas of the District
Wheatland, Plumas Lake, Olivehurst, Linda, Marysville, Yuba City, Sutter, Live Oak

Our non-owned aircraft insurance covers this service

Competitors

- Ron O’Hanlon, helicopter- no longer flying/retired
- EcoBridges, helicopter – MIRS 2005, no longer performing this work
- Near Map Satellite Photos – Not working with mosquito control now
- Deer Creek Resources – Butte MVCD paid \$25k in 2023 vs \$15k with O’Hanlon, poor product

Aerial Services - Does a good job, some false positives

2018	2019	2020	2021	2022	2023	2024
\$6,713	\$6,713	\$6,165	\$6,713	\$6,713	\$7,250.04	\$7,250.04
		-8%	+8%		+8%	+0%

Sutter-Yuba
Mosquito & Vector Control District

MANAGER
Stephen E. Abshier

GENERAL FOREMAN
Mervin H. Hunt

ADMIN. MGR.
Kayla G. Valencia

RESOLUTION 03-14-24

RESOLUTION TO AMEND AND RESTATE
THE MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS
HEALTH REIMBURSEMENT ARRANGEMENT

WHEREAS, Sutter-Yuba Mosquito & Vector Control District
(the “Employer”) has established and adopted the MidAmerica Administrative &
Retirement Solutions Health Reimbursement Arrangement (the “Plan”) for the benefit of
its eligible employees and their dependents;

WHEREAS, the section of the Plan entitled “Plan Amendments” reserves the right
of the Employer to amend the Plan, at any time and in whole or in part, so long as
participants are notified and any amendment does not adversely affect the rights of
existing participants, and to make changes imposed by the Internal Revenue Service,
without notice to participants;

WHEREAS, the Employer wishes to amend and restate the Plan; and

WHEREAS, a copy of the amended and restated Plan document has been attached;

NOW, THEREFORE, BE IT RESOLVED that the Plan is amended and restated
by adopting all of the terms of the amended and restated Plan document attached, effective
on
1/1/2024.

This Resolution has been executed this 14th day of March 20 24.

Signature

David Schmidl, Board President

Name and Title

Sutter-Yuba Mosquito & Vector Control District

Employer

Health Reimbursement Arrangement for Retirees

ADOPTION AGREEMENT

for

Sutter-Yuba Mosquito & Vector Control District

Employer Address: 701 Bogue Road
Yuba City, CA 95991

Employer Telephone Number: (530) 674-5456

Employer Identification Number: 94-6001417

The undersigned Employer, by executing this Adoption Agreement, hereby adopts and implements the Health Reimbursement Arrangement for Retirees (hereinafter referred to as the "Plan" or the "HRA") and agrees to abide by the terms of the Plan. With this Adoption Agreement, and by its authorized signature below, the Employer hereby makes the following designations.

Effective Date. The Plan's Original Effective Date is December 1, 2023. The Plan's Restated Effective Date is January 1, 2024. The Plan is available to Retirees of the Employer effective January 1, 2024.

Plan Year. The Plan Year ends on December 31.

Eligible Classes. The class or classes of Retirees covered by this Plan are: (See attached Class Specifications.)

Class RetA: Integrated Rollover Class RetB: Eligible Employees
Class RetC: Class RetD:
Class RetE: Class RetF:

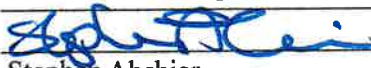
Designation of Plan Administrator. The Employer hereby designates the following initial Plan Administrator: MidAmerica Administrative & Retirement Solutions, Inc.

Designation of Individuals to Have Access to Protected Health Information ("PHI"). The following Employees, classes of Employees, or other persons shall be given access to the PHI to be disclosed:

Business Office Personnel HR Department Personnel

The Employer hereby agrees to the provisions of the Plan and has executed this Adoption Agreement on this 14th day of March, 2024.

Name of Employer: Sutter-Yuba Mosquito & Vector Control District

Signature: 

Print Name: Stephen Abshier

Title: Manager

Employer CONTACT (print): Kayla Valencia

Title: Administrative Manager

E-Mail: kvalencia@sutter-yubamvcd.org

Telephone: 530-674-5456 Ext.

Fax:

IRS Circular 230 Notice: We are required to advise you no person or entity may use any tax advice in this communication or any attachment to (i) avoid any penalty under federal tax law or (ii) promote, market or recommend any purchase, investment or other action.

Employer Representations

- The Employer intends to reduce its Retirees' medical expenses by providing reimbursement of such expenses, in a limited capacity. The Employer anticipates that participation in the HRA will encourage prospective Retirees to retire earlier, as they will be better able to afford quality health care prior to the age at which they are Medicare eligible.
- The Employer may allow Retirees to participate in both the HRA and the Special Pay Plan (403(b)).
- Retirees are not permitted to make any election or choice between cash, the HRA, and/or the Special Pay Plan, or any other tax deferred program.
- The Employer will base HRA allocations on its estimates of the costs required to provide a certain amount of medical reimbursements to its Retiree population as that population approaches Medicare age.
- The Employer has discretion in determining classes of Employees eligible to participate in the Retiree HRA. Once determined, Retirees in the class shall be treated uniformly and be provided a uniform allocation to the HRA. Such class shall remain in effect for the Employer's entire fiscal year for all affected Retirees in such year and for all future contributions to such class. Each year, the Employer may reevaluate allocations and classes for new Retirees only.
- The Employer may gather information from the Retiree to determine the appropriate allocation to the HRA, but individual Participants are not allowed to elect or to determine their allocation.
- The Employer will monitor all re-hires to ensure that less than two employees are in the Retiree HRA Plan.
- The Employer acknowledges that it has received the Plan document for the HRA and agrees with all the terms therein.
- The Employer understands that whether a contribution to the HRA is non-elective for tax purposes is a facts and circumstances determination, and the Employer is responsible for whether the contribution is truly non-elective or not. The Employer understands that MidAmerica Administrative & Retirement Solutions, Inc. and its agents and employees are not tax or legal advisors. They may provide general information regarding the tax treatment of health reimbursement arrangements, but the Employer should consult with its own tax or legal advisors as to how tax and other rules may apply to its own facts and circumstances.
- The Employer will not provide any information or forms or enter into any contracts inconsistent with the preceding.

Effective Date January 1, 2024

Employer Initials



Eligible Class RetA: Integrated Rollover

Defined as: Rollover from Active A class

Employment Status Upon the initial contribution to the Plan, Participant employment status shall be:

- ☒ Retiree ☐ Active with no access to benefit until retirement or separation of service

Contribution Types All funds for the Plan shall come exclusively from the Employer and shall be determined in accordance with the following formula:

- ☒ Dollar Amount ☐ Percentage of Compensation or Retirement Pay

Contribution Frequency

- ☐ One Time ☐ Annually ☐ Quarterly
☐ Semi-Annually ☐ Monthly ☒ Other Integrated Rollover from Active A Class

Vesting Schedule Participants shall own their account balance in accordance with the following vesting schedule:

- ☒ 100% Immediate
☐ 100% upon Retirement, meeting the Employer’s eligible requirements for retirement
☐ 100% upon Separation of Service
☐ Other
☐ 100% upon death (can be selected in addition to “other” above)

Forfeitures Employees who are not 100% vested under the Vesting Schedule at the time of termination shall forfeit their unvested funds. In the event of the death of the Participant, the Participant’s spouse, and all of the Participant’s qualifying dependents, any vested funds remaining in the account shall be forfeited. In the event that the Participant opts out of participation in the Plan, all vested and unvested funds shall be forfeited. Forfeitures shall:

- ☒ Reduce future Employer contributions
☐ Be redistributed pro-rata at the end of each Plan Year to all Plan Participants who are actively employed as of the end of the Plan Year

Run-off Times Participants will be allowed 0 (zero) days to continue incurring expenses after the date that their Participation in the Plan ends. The Run-off time for Participants to submit claims for reimbursement from funds that shall be forfeited will be 90 (ninety) days. The Run-off time for funds that shall be forfeited due to death will be one year.

Reimbursements Reimbursements shall be for:

- ☒ All eligible Medical Expenses specified in section 213(d) of the Internal Revenue Code
☐ Limited Purpose
☐ Post Deductible
☐ Premium Only Medical Expenses

HRA/FSA Ordering

- ☐ The Employer maintains a Flexible Spending Account (FSA) plan in which Participants may elect to participate.
☐ The Plan permits reimbursements for expenses eligible to be reimbursed by the FSA plan and therefore the HRA shall not reimburse before expenses exceeding the dollar amount of any FSA have been paid.
☐ The Plan permits reimbursements for Limited Purpose, Deductible or Premium Only expenses which are not eligible to be reimbursed by the FSA plan and therefore the HRA shall reimburse before the Participant’s FSA account is exhausted.

Administration Fees: Administrative Fees are paid by the participant

\$6 per participant per month (includes Platform Fee) with a \$75 monthly minimum

Distribution Fees: Not Applicable

Reimbursement Eligibility A Participant shall be eligible for reimbursement of medical expenses at the time selected below.

- ☒ Immediate
☐ Upon becoming 100% vested
☐ Upon Retirement or Separation of Service

Investment Selection **Investment Provider:** American United Life Insurance Company

- Type of Investment:** ☒ Fixed annuity only ☐ Variable annuities – Default _____ Forfeiture Default _____
☐ Employer directed
☐ Participant directed; restrictions are:
☐ None
☐ 100% vested
☐ At Retirement
☐ Account balance in excess of \$ _____
☐ Other _____
☐ Funds limited (see attachment)

Effective Date January 1, 2024 **Employer Initials** SA

Eligible Class RetB: Eligible Employees

Defined as: All employees who retire (Early: age 55+ with 10 years of service or Normal: age 62) with the district will have 100% of their eligible sick leave balance contributed in accordance with District sick leave payout policy.

Employment Status Upon the initial contribution to the Plan, Participant employment status shall be:

- ☒ Retiree ☐ Active with no access to benefit until retirement or separation of service

Contribution Types All funds for the Plan shall come exclusively from the Employer and shall be determined in accordance with the following formula:

- ☒ Dollar Amount ☐ Percentage of Compensation or Retirement Pay

Contribution Frequency

- ☐ One Time ☐ Annually ☐ Quarterly
☐ Semi-Annually ☐ Monthly ☒ Other Upon Retirement

Vesting Schedule Participants shall own their account balance in accordance with the following vesting schedule:

- ☒ 100% Immediate
☐ 100% upon Retirement, meeting the Employer’s eligible requirements for retirement
☐ 100% upon Separation of Service
☐ Other
☐ 100% upon death (can be selected in addition to “other” above)

Forfeitures Employees who are not 100% vested under the Vesting Schedule at the time of termination shall forfeit their unvested funds. In the event of the death of the Participant, the Participant’s spouse, and all of the Participant’s qualifying dependents, any vested funds remaining in the account shall be forfeited. In the event that the Participant opts out of participation in the Plan, all vested and unvested funds shall be forfeited. Forfeitures shall:

- ☒ Reduce future Employer contributions
☐ Be redistributed pro-rata at the end of each Plan Year to all Plan Participants who are actively employed as of the end of the Plan Year

Run-off Times Participants will be allowed 0 (zero) days to continue incurring expenses after the date that their Participation in the Plan ends. The Run-off time for Participants to submit claims for reimbursement from funds that shall be forfeited will be 90 (ninety) days. The Run-off time for funds that shall be forfeited due to death will be one year.

Reimbursements Reimbursements shall be for:

- ☒ All eligible Medical Expenses specified in section 213(d) of the Internal Revenue Code
☐ Limited Purpose
☐ Post Deductible
☐ Premium Only Medical Expenses

HRA/FSA Ordering

- ☐ The Employer maintains a Flexible Spending Account (FSA) plan in which Participants may elect to participate.
☐ The Plan permits reimbursements for expenses eligible to be reimbursed by the FSA plan and therefore the HRA shall not reimburse before expenses exceeding the dollar amount of any FSA have been paid.
☐ The Plan permits reimbursements for Limited Purpose, Deductible or Premium Only expenses which are not eligible to be reimbursed by the FSA plan and therefore the HRA shall reimburse before the Participant’s FSA account is exhausted.

Administration Fees: Administrative Fees are paid by the Participant

\$6 per participant per month (includes Platform Fee) with a \$75 monthly minimum

Distribution Fees: Not Applicable

Reimbursement Eligibility A Participant shall be eligible for reimbursement of medical expenses at the time selected below.

- ☒ Immediate
☐ Upon becoming 100% vested
☐ Upon Retirement or Separation of Service

Investment Selection

Investment Provider: American United Life Insurance Company

Type of Investment: ☒ Fixed annuity only

- ☐ Variable annuities – Default _____ Forfeiture Default _____
☐ Employer directed
☐ Participant directed; restrictions are:
☐ None
☐ 100% vested
☐ At Retirement
☐ Account balance in excess of \$ _____
☐ Other _____
☐ Funds limited (see attachment)

Effective Date January 1, 2024

Employer Initials SA

2024 VCJPA Annual Workshop Overview

By Kayla Valencia

The VCJPA's annual workshop was held in Santa Cruz, CA on February 29th, with the VCJPA's Board Meeting being held on March 1st. The annual workshop consisted of going over the financial wellness of the VCJPA, the liability program, the worker's compensation program, the auto physical damage program, the property program, risk control services, updates on legal matters that may have an effect on mosquito districts, as well as a review of group purchased coverages as well as the service providers themselves. Districts from all over the state had sent representation, and it was a good experience to be able to connect with these other District's to share ideas and best practices.

Jim Elledge, the VCJPA's former finance manager spoke about the overview of the financial position of the JPA. Net position has shown a 7.4% increase mainly due to increased mid-layer funding and favorable loss experience in recent years. They have also moved investments out of LAIF and into CAMP, as CAMP only deals with short term investments of one year or less, so they are more quickly able to adapt to and take advantage of the rising interest rates we have seen in recent years.

Within the scope of the liability program, they shared the progress of the 5-year equity building plan approved by the Board in 2019. The target of the plan is to reach a ratio of net position to maximum retention rate of 5:1, since our maximum retention rate for the midlayer pool is \$1,000,000, a net position of \$5,000,000 is needed. Currently we are at a 3.6:1. The steps the VCJPA is taking to reach this ratio is increasing and funding the confidence level to 85% instead of 80%, funding the aggregate pool layer by collecting a total of \$10,000 in contributions from the members through the annual budget, retaining 50% of any dividends from program year 2014/2015 through 2018/2019, and annually reviewing the results.

Will Portello, litigation manager for the VCJPA, also did an overview on liability claims and reviewed the steps of the liability claims process should the member District's receive a claim. One big takeaway from this was his recommendation to make sure that you have a resolution in place for the Board to delegate authority to respond to claims in place of the Board. This is due to the fact that some responses, such as notices of insufficiency have time limits of 20 days from the date of postmark if the claim is received by mail, and could require a special meeting by the Board to ensure timeliness.

The Worker's compensation program is also seeking a 5:1 ratio similar to the liability program, and has been in the same equity building program since 2019. The program has surpassed this goal in the 2022/2023 year and is at a ratio of 8.8:1. Staff recommended ceasing the equity building program due to its early success and to just replenish the pool as needed based on the actuary's recommendation. It is possible member districts could see a reduction in premiums for worker's compensation. However, the rising cost of claims may offset any savings from ending the equity building program. AIMS, our Worker's Compensation administrator, also gave some best practices for filling out Work Comp forms, and utilizing the AMC Call Connect Service.

During the auto physical damage portion of the workshop, the main topic of conversation was the rising cost of vehicles. Currently insurance coverage limits are in increments of \$50,000 with a \$1,000 deductible. At this coverage level the current price per vehicle is \$62.00 per vehicle, however, based on the actuarial study, rates at the current coverage level will rise to \$135.92 per vehicle. With most of our trucks being valued over \$50,000 due to having truck-mounted foggers attached to them,

the cost to cover a truck completely would require getting 2 increments of \$50,000 at \$271.84 for any vehicle over with a value over \$50,000. This is a huge increase. VCJPA had provided additional quotes for increasing coverage limit amounts to \$75,000. Member Districts favored moving towards an increment of \$75,000 with potentially a \$1,000 deductible. This would cost \$157.99 per vehicle, which could end up saving 113.85 per vehicle if \$75,000 was enough to cover the entire value. If the deductible was raised to \$5,000 with a \$75,000 limit, the cost per vehicle would go down to \$131.90. This did not seem like enough savings to move from a \$1,000 deductible to a \$5,000 deductible. VCJPA was asked to get additional quotes for deductibles of \$1,500 and \$2,500 and the Board will vote on it at the April Board meeting. Actuarial studies for vehicle replacement cost values are typically done every 3 years, however with the rising cost of vehicles and the emergence of laws requiring electric vehicles, member districts felt that it might need to be something that is reassessed annually.

The property program will not be collecting any contributions for the pooled layer for the 2024/2025 year due to the net position of the pooled layer being higher than \$250,000, they will continue to collect annual contributions to fund the excess layer which provides coverage from anything over \$25,000 to \$400,000,000. The last time properties were appraised was in 2020, and member Districts showed interest in getting properties under \$5 million in value reappraised within the 2024/2025 year.

And finally, Andrew Ramos, VCJPA legal counsel, addressed some new laws for 2024 that could affect Mosquito Districts.

- AB520: Public Agencies are now liable for unpaid wages, including interest, to employees for any contracts for property and healthcare services. There is no language you can include in a contract to get out of this liability. Legal recommendation was to properly vet any contractor you do business with and make sure that they are reliably going to pay wages to their employees while engaging in your contracted service.
- SB563: Included in your injury and illness prevention plan there now must be a workplace violence prevention plan in place by July 1, 2024. Steps have already been taken here at Sutter-Yuba Mosquito and Vector Control District to incorporate this new prevention plan.
- SB616: The paid sick leave law has increased the amount of sick leave you must give to employees from a minimum of 3 days, or 24 hours, to 5 days, or 40 hours. This will not affect our permanent staff but it may have an effect on our summer/seasonal staff.
- AB 363: Beginning in 2025, neonicotinoid pesticides will be banned for use and possession for non-professionals. Legal counsel said that if this is something that member districts are using, they may want to find something else, because more than likely this will eventually just be outright banned. I spoke with Steve, and he assured me that the District does not use this pesticide as it is very toxic to bees as well as being ecologically destructive and can stay in the soil for years.

VCJPA Annual Conference- Jessica Farrell

Financial Overview- Presented by Jim Elledge

Overall net position and liquidity remains strong. Almost all the investments are in CAMP/PFM Investments. They chose this because CAMP can invest in higher yielding due to maturing quicker. It is yielding a little over 5%. PFM portfolio is slowly returning.

Liability Program- Equity building

The net position has increased from \$2.8 million as of June 30, 2019 to \$3.6 million as of June 30, 2023. The target net position for the liability program is \$5 million. The target equity policy and ration calculations are reviewed every three years by the California Association of Joint Powers Authorities (CAJPA) to ensure VCJPA is meeting industry standards. The recommendations are to continue the equity building plan until the target has been fully met. This means continuing to fund the Liability Program at the 85% confidence level, fund the aggregate pool by collecting a total of \$10,000 in contributions from the members through the annual budget, retain 50% of any dividends from program years 2014/2015 through 2018/2019, and annually reviewing the results.

Legal Update- Presented by Andrew Ramos, VCJPA Legal Counsel

AB 520- Public entities are now liable for unpaid wages, including interest, pertaining to property services. "Property services" means janitorial, security guard, valet parking, landscaping, and gardening services. If a property service provider fails to pay an employee their wages and the employee files a complaint the public entity where the work was performed would now be held liable for the unpaid wages plus interest.

SB 553- New workplace violence policy and training take effect July 1, 2024. VCJPA is putting together templates and training materials for member districts.

AB 1484- Provides new collective bargaining rights for temporary employees. This only applies to organizations who are organized.

AB 557- extends COVID-19 teleconference rules under the Brown Act until January 1, 2026 but only if we are under a State of Emergency.

Auto Physical Damage Program-

The Auto Physical Damage Program was established to provide coverage to the member districts for any physical damage to automobiles, watercraft, trailers, and drones. Districts provide replacement cost values annually which includes any equipment permanently fixed (i.e. foggers). The current coverage amount is \$50,000 with a \$1,000 deductible. Due to the rising cost of vehicles, it was proposed to move the coverage amount to \$75,000 with a few different deductible options (\$1,000, 2,500, etc..). The consensus of the room was to move coverage up to \$75,000 with a \$1,000-dollar deductible. Moving coverage amount from \$50,000 to \$75,000 would cost approximately \$22.00 per vehicle more.

Worker's Compensation Program-

VCJPA has experienced an average of 68 claims annually for the last three years. The average cost per indemnity claims in 2022 was \$65,349 showing a 6% decrease from 2020. AIMS also discussed the reporting process and reminded employers to have the injured worker (if they can) call the AMC Call Connect and the employer still needed to provide injured worker with a DWC-1 form within 24 hours of the injury.

Employment Risk Management Authority (ERMA)-

ERMA provides numerous resources to members including live and online training. They also provide a number to anonymously report alleged wrongdoing at the workplace, litigation management of claims, training, and risk management program wherein members can be reimbursed up to \$2,500 per year for eligible human resource and employment-related training/loss control expenditures.