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**SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT**

701 Bogue Road, Yuba City, CA. (530) 674-5456

Thursday, November 14, 2024, 4:30 P.M.

1. Call to Order
2. Pledge of Allegiance
- motion 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 10, 2024
  - B. Bills for October 2024
  - C. Merit increase for Alex Blatt, Mosquito Control Technician I: Blatt has completed 2 years with the District and has obtained his Vector Control Certificate in categories A and B and is being recommended for a salary increase to be effective November 1, 2024. The salary increase will be from step 2, MCT I to step 2, MCT II of the salary range schedule.
- motion 4. Approval of a correction to the September 12, 2024 Board meeting agenda item 13 and minutes to reflect that District Manager Abshier's merit increase was from step 9 to step 10, and not from step 8 to step 9.
- motion 5. Approval of a Budget Amendment to Fiscal Year 2024-2025: 52040 Chemicals.
- motion 6. Approval to amend hourly pay rate for all temporary staff to one range.
- motion 7. Approval to Send Staff to the VCJPA Annual Workshop Feb 29-Mar 1, 2024
- motion 8. 905 Market Street Property Lease Agreement: Board approval to lease the Market Street property to Jeff T. Helm Inc. beginning December 1, 2024.
9. Public Comments
10. Manager Comments: The manager will report on the following:
  - a) WNV Activity
  - b) VCJPA Member Contingency Fund Balance
  - c) Update on exploration of a defined benefit plan for permanent employees
  - d) District activities
11. Trustee Comments
- motion 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.*

**Sutter-Yuba Mosquito and Vector control District**

**OCTOBER 2024 BILLS**

<b>Name</b>	<b>Date</b>	<b>Amount</b>	<b>Other</b>	<b>Total</b>
Adapco	11/14//2024	9,048.58		9,048.58
ATT	"	125.26		125.26
Betty Barker	"	5,275.12		5,275.12
CED	"	25.62		25.62
Department of Pesticide Regulation	"	320.00		320.00
DMV Renewal	"	10.00		10.00
Elite Tire Service	"	1,385.33		1,385.33
Golden Bear Alarms	"	125.00		125.00
Home Depot	"	450.52		450.52
The Hose Shop	"	69.33		69.33
Larry Geweke	"	117.35		117.35
Larry Koshman	"	10,961.00		10,961.00
MVCAC	"	8,382.00		8,382.00
NAPA Auto Parts	"	24.85		24.85
Norcal Glove	"	271.88		271.88
Redding Web	"	50.00		50.00
Santa Ana, Alfonso	"	649.00		649.00
Shadd Janitorial Supply	"	114.49		114.49
Sutter County Environmental Health	"	675.90		675.90
Sutter County Tax Collector	"	2,342.86		2,342.86
Sutter-Yuba MVCD/ Petty Cash	"	64.21		64.21
Target Speciality	"	717.46		717.46
Tom Burns Trucking	"	450.00		450.00
UniFirst Corporation	"	1,010.47		1,010.47
Walmart/ Capital One	"	143.12		143.12
WEX Bank	"	2,586.02		2,586.02
<b>TOTAL</b>		<b>45,395.37</b>	<b>0.00</b>	<b>45,395.37</b>

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:11/14/2024

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## OCTOBER 10, 2024 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 10, 2024.

**PRESENT:** President Schmidl, Secretary Sanbrook, Ghag, Kirchner, Samayoa

**ABSENT:** Bishop, Link

**ALSO PRESENT:** Manager Abshier and General Foreman Songer and Ken Meyers of Meyers Investment Group

**EMERGENCY AGENDA ITEMS:** None

**CONSENT AGENDA:**

- A. Minutes of September 12, 2024
- B. Bills for September 2024
- C. Merit increase for Bill Lanier, Mosquito Control Technician II. Lanier is being recommended for a salary increase effective October 1, 2024. The salary increase will be from step 2 to step 3 in the salary range schedule.
- D. Merit increase for Zach Samay, Vector Ecologist. Samay is being recommended for a salary increase effective October 1, 2024. The salary increase will be from step 5 to step 6 in the salary range schedule.

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

**QUARTERLY REVIEW OF THE DISTRICT'S DEFINED BENEFIT PLAN INVESTMENTS AS OF SEPTEMBER 30, 2024:** Ken Meyers of Meyers Investment Group provided a snapshot of the District's portfolio as of October 9, 2024. The District's portfolio, year to date (YTD) is up 6.97%. Meyers began by highlighting specific funds in the Millennium/Partners account. Meyers noted Millennium is delayed in their reporting, but is up about 8% YTD, with Partners Group reporting similar numbers. Cliffwater Corporate Lending Fund is up over 10% YTD. Bluerock Total Income+ Real Estate Fund is barely positive for the year. Meyers anticipates the real estate interest rate cuts will help Bluerock's performance. The BIM/Mid Cap account has shown a positive change, currently at .88%, up from the negative 8.79% last quarter. Meyers stated Sun Coast is a large company management fund and made 31.49% in 2023 and is up 17.47% YTD. The Fiduciary Large Cap account has performed well and is up 13.16% YTD while Dimensional Fund Advisors account is also up on the year at 9.16%. Currently the portfolio allocation sits at 60.60% in equities and 34.74% in alternatives. Schmidl inquired about the cash category and whether it could be invested in a certificate of deposit. Meyers explained that the cash in the portfolio is available for fund managers to make trades within the fund. Sanbrook questioned why the Tandem account was selected in the recent retirement benefit payout instead of other accounts. Meyers explained that Tandem was chosen due to its status as a lower producing, conservative account. Meyers advised that we stay with the current fund lineup in the portfolio and is not recommending any changes at this time. No Board action was taken.

**APPROVAL FOR THE PURCHASE OF THREE, 2025, 2-WHEEL DRIVE, 1/2 TON PICKUPS:** Abshier outlined the need to inspect our fleet of vehicles and determine which vehicles may cost the District the most in terms of maintenance and replace them. Vehicle bids were presented from three dealers, Winner Chevrolet at \$41,123.04 each, Gridley Country Ford at \$42,155.61 each and Larry Geweke Ford at 39,760.72 each. Informal bids came in under the budgeted amount of \$43,000 per vehicle. Bids were requested from Lithia Dodge and Wheeler Chevrolet. Lithia Dodge did not respond to the request and Wheeler Chevrolet no longer is providing fleet sales. Abshier recommended approving the lowest bid that included 3 units with the lumbar support option from Larry Geweke Ford at \$39,760.72 each, for a total of \$119,282.16. A motion was made by Kirchner and seconded by Samayoa approving the purchase of three, 2025, 1/2 ton, 2-wheel drive pickups from Larry Geweke Ford as recommended by manager Abshier. The motion was approved by a unanimous vote.

**APPROVAL OF AN AMENDMENT TO THE LEASE AGREEMENT WITH SHARPE SOFTWARE:** Sharpe Software Inc. (Sharpe) requested an amendment to the lease agreement, as the company faces cashflow challenges. Abshier presented an amended lease agreement which would delay the final four monthly payments of 2024, totaling \$7,200 and divide them evenly between all 12 months of 2025. This would equal an extra \$600 added to each regular monthly lease payment in 2025. Sharpe has had a lease agreement for over 20 years with the District and has been a reliable tenant. Abshier mentioned the three-year lease agreement has an increase of 5% annually and is entering year two of that agreement in 2025. The regular payments in 2025 of \$1,890 per month plus the additional \$600 would increase monthly payments to \$2,490 for next year. Sanbrook requested that the amendment to the lease agreement specify that the repayment would commence immediately in January of 2025. A motion was made by Kirchner and seconded by Schmidl approving the amendment to the lease agreement with a recommended change specifying repayment begin in January of 2025. The motion was approved by a unanimous vote.

**APPROVAL OF CONTRACTED JANITORIAL SERVICES FOR A THREE-YEAR TERM:** Abshier presented three informal bids for janitorial service providers. Our current provider Santa Ana Cleaning has been with the District for six years and has performed well. All three bids were for three-year contracts. The three bids were from Affordable and Reliable Janitorial at \$600 per month, Santa Ana Cleaning at \$649 per month, and ValCo at \$1,109 per month. Abshier recommends Santa Ana Cleaning at the unadjusted rate from the previous 3-year contract. A motion was made by Schmidl and seconded by Samayoa approving Santa Ana Cleaning as the janitorial service provider at a rate of \$649 per month for a term of 3 years. The motion was approved by a unanimous vote.

(Samayoa departed the meeting)

**PUBLIC COMMENTS:** None

**MANAGER COMMENTS:**

- For West Nile Virus (WNV) activity statewide; there have been 74 human cases, 488 dead birds, 1,904 mosquito samples, 149 sentinel chickens, and six horses that have tested positive for the virus.
- Abshier reported on WNV activity in the District. It was noted that in Sutter County, the state is reporting no human cases. In Yuba County, the state is reporting four human cases. Although we had human WNV transmission in October last year, the likelihood of such incidents remains relatively low as temperatures drop heading into the fall and winter seasons.
- *Culex tarsalis* numbers saw a rise. Abshier explained that the rice crops were planted about two weeks late this year. Many fields still hold water, which could contribute to the current population increase. Trends have been similar to the ten-year average, with overall abundance down. The *Culex pipiens* has also seen an increase in abundance and is due to one or two traps with increased numbers and not a District-wide population growth in that species. The *Anopheles freeborni* population was significantly below the average this year. It was uncertain whether we would observe a late increase in the abundance of the species; however, the numbers remained stable throughout the period. Aerial treatments were doubled for the two weeks prior to the anticipated rise of *Anopheles freeborni*. Other Districts reported lower than normal *Anopheles* abundance and the high heat this summer could be a possible explanation, in part for lower numbers.
- A company called RadSource, which manufactures X-ray machines for sterile insect technique (SIT) that uses radiation on male mosquitoes, visited the District to highlight their products and services. This company sells irradiation equipment for conducting a SIT program, but also sells the irradiated male mosquitoes directly. It is a relatively novel approach primarily used to control *Aedes aegypti*. Abshier is interested in possibly purchasing irradiated males in the future. An effective program would include appropriate staffing for the extensive trapping needed to evaluate the efficacy of this control strategy.
- Abshier expressed the desire to explore the possibility and the costs of adding all permanent staff to our defined benefit plan. Employees hired after 2014 participate in a defined contribution plan, using a 457(b) deferred compensation program. The Board

approved this change to reduce the volatility in the cost of funding the annual contribution to the defined benefit plan. There appears to be a significant difference in the benefit to retiring employees between the two plans. Abshier noted that the defined contribution plan may impact employee retention and recruitment. To compare the expected benefit to a retiring employee under each plan, and to determine the costs to the District, Abshier said he would need to utilize the services of our actuary, Joseph Carolan, and employment benefits attorney, Ken Ruthenburg. Abshier expressed a desire for informal Board consensus prior to spending money with service providers. Abshier said as manager he can spend up to \$10,000 under the District's discretionary spending policy. However, if the Board ultimately was opposed to exploring a change, it would not make sense to incur these costs. Schmidl emphasized the importance of getting a majority consensus from the staff, regarding their interest in moving to a defined benefit plan prior to exploration. Abshier received consensus from the board to investigate the cost of a defined benefit for permanent District employees.

- Abshier reported he had an opportunity to purchase pesticide at a discounted rate, making a budget amendment necessary on the agenda next month, to provide funds for spring pesticide purchases. Sanbrook asked for some details on this pesticide. Abshier responded that the aduicide Evergreen 5-25 is used for ULV application by air and ground.
- Regular aduicide truck routes have ended, with some treatments continuing in wetland habitat areas such as private duck clubs and the Sutter National Wildlife Refuge.
- The final day of employment for seasonal employees was September 30<sup>th</sup>.
- Abshier reported a vacancy for a Mosquito Control Technician I position was filled on October 1<sup>st</sup> by seasonal employee, Justin Schohr.
- Our three-year lease agreement with tenant, Jeff Helm, at 905 Market Street in Yuba City renews beginning November 1<sup>st</sup>.
- Our auditor was onsite for their field work on September 17<sup>th</sup> to inspect receipts and documents. The completed audit should be ready in December.
- An extensive winter project list has been produced and will help maintain and improve District operations, equipment, and grounds. Some projects include bird exclusion fencing at the fish farm, electrical work at the old Gilsizer office building, asphalt sealant application, and improvement to the wheelchair ramp in front of the main office, among other important projects.

**TRUSTEE COMMENTS:** Ghag mentioned some residents that live in the KB Home subdivision south of Pennington Road in Live Oak were experiencing high numbers of mosquitoes. He asked if we could investigate and take care of it.

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

President Schmidl adjourned the meeting.

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John Sanbrook, Board Secretary

**2024-2025  
FINAL BUDGET  
SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT**

	2023-2024	2023-2024	Thru April 2024	4% COLA	2024-2025	Budget Increase
	Budget	Expended	2023-2024	2024-2025	Final Budget	
			Balance	Prelim. Budget		
<b><u>SALARIES &amp; BENEFITS</u></b>						
51010 PERMANENT SALARIES	1,395,000.00	1,096,462.75	298,537.25	1,500,500.00	1,500,500.00	
51020 EXTRA HELP	245,500.00	117,276.35	128,223.65	294,000.00	294,000.00	
51102 PAYROLL TAXES SPECIAL DIST	40,000.00	24,845.60	15,154.40	44,000.00	44,000.00	
51110 RETIREMENT	30,000.00	15,916.00	14,084.00	15,000.00	12,658.00	
51120 HEALTH,DENTAL,VISION INS	497,000.00	399,428.90	97,571.10	470,000.00	470,000.00	
51121 DEF COMP	143,000.00	110,908.58	32,091.42	154,000.00	154,000.00	
51130 UNEMPLOYMENT INSURANCE	40,000.00	14,639.00	25,361.00	30,000.00	30,000.00	
51150 WORKERS COMPENSATION	75,203.00	74,675.00	528.00	78,458.00	78,500.00	
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>2,465,703.00</b>	<b>1,854,152.18</b>	<b>611,550.82</b>	<b>2,585,958.00</b>	<b>2,583,658.00</b>	<b>4.78%</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>						
52040 CHEMICALS	1,080,000.00	1,072,580.06	7,419.94	1,135,000.00	1,135,000.00	
52050 CLOTHING & PERSONAL	18,000.00	14,103.95	3,896.05	20,000.00	24,000.00	
52060 COMMUNICATIONS	18,000.00	16,105.24	1,894.76	20,000.00	22,000.00	
52090 HOUSEHOLD EXPENSES	2,000.00	1,528.59	471.41	2,000.00	2,200.00	
52100 INSURANCE LIABILITY	102,022.00	91,749.00	10,273.00	107,833.00	107,833.00	hartford fire, avquest, vcjpa
52120 MAINTENANCE EQUIPMENT	37,500.00	27,930.09	9,569.91	35,000.00	35,000.00	
52130 MAINT. STRU. & GRNDS	24,000.00	19,999.11	4,000.89	24,000.00	24,000.00	
52150 MEMBERSHIPS	14,500.00	14,377.15	122.85	16,000.00	15,250.00	
52170 OFFICE EXPENSES	32,000.00	19,751.61	12,248.39	28,500.00	28,500.00	
52180 PROF. & SPEC. SERVICES	450,000.00	376,830.32	73,169.68	485,000.00	485,000.00	
52190 PUBL. & LEGAL NOTICES	21,000.00	5,792.24	15,207.76	24,000.00	24,000.00	
52200 RENTS & LEASES EQUIP	2,000.00	2,101.34	-101.34	2,750.00	2,750.00	
52210 RENTS-LEASES STRU & GRN.	17,000.00	16,954.24	45.76	17,500.00	17,500.00	
52220 SMALL TOOLS & INSTRUMENTS	3,500.00	784.85	2,715.15	2,500.00	2,500.00	
52230 SPECIAL DEPT EXPENSES	10,000.00	6,790.00	3,210.00	10,000.00	10,000.00	
52239 BIOLOGICAL CONTROL	10,500.00	8,460.15	2,039.85	9,000.00	9,000.00	
52241 ENTOMOLOGY/LAB	26,500.00	22,427.38	4,072.62	27,750.00	27,750.00	
52250 TRANSPORTATION-TRAVEL	75,000.00	42,112.71	32,887.29	75,000.00	75,000.00	
52260 UTILITIES	15,500.00	13,218.48	2,281.52	17,000.00	17,000.00	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,959,022.00</b>	<b>1,773,596.51</b>	<b>185,425.49</b>	<b>2,058,833.00</b>	<b>2,064,283.00</b>	<b>5.37%</b>
<b>Other Charges</b>						
53401 Treasury Fee	10,000.00	4,601.90	5,398.10	10,000.00	10,000.00	
53550 Taxes & Assessments	400.00	128.70	271.30	400.00	400.00	
<b>TOTAL OTHER CHARGES</b>	<b>10,400.00</b>	<b>4,730.60</b>	<b>5,669.40</b>	<b>10,400.00</b>	<b>10,400.00</b>	<b>0.00%</b>
<b><u>FIXED ASSETS</u></b>						
54501 EQUIPMENT	265,750.00	260,220.60	5,529.40	209,000.00	209,000.00	
54502 STRUCTURES AND GROUNDS	28,000.00	0.00	28,000.00	7,500.00	7,500.00	
<b>TOTAL FIXED ASSETS</b>	<b>293,750.00</b>	<b>260,220.60</b>	<b>33,529.40</b>	<b>216,500.00</b>	<b>216,500.00</b>	<b>-26.30%</b>
<b>TOTAL EXPENDITURES</b>	<b>4,728,875.00</b>	<b>3,892,699.89</b>	<b>836,175.11</b>	<b>4,871,691.00</b>	<b>4,874,841.00</b>	
<b>TOTAL PERCENT BUDGET INCREASE</b>						<b>3.09%</b>

Hourly wage change proposal

Seasonal

Currently: \$22.00-\$24.00/hour

Each year an employee returns they would receive a \$0.50/hour increase

Summer

Currently: \$17.50-\$19.50/hour

Each year an employee returns they would receive a \$0.50/hour increase

Proposal

Same rate for all temporary employees

\$20.00-\$24.00/hour

Each year an employee returns they would receive a \$1.00/hour increase

Cost to the District:

The new rate schedule would save the District \$1,712 annually

## SECOND AMENDMENT TO COMMERCIAL LEASE OF REAL PROPERTY

**THIS SECOND AMENDMENT** (this "Second Amendment") is made effective **November 1, 2024** by and between the **Sutter-Yuba Mosquito and Vector Control District**, a Vector Control District organized and existing under and by virtue of the laws of the State of California (hereinafter "the District") and **Jeffrey T. Helm, Inc.** of Yuba City, California (hereinafter "Tenant") and **Jeffrey T. Helm, individually** (hereinafter "Guarantor"), who agree as follows:

### RECITALS:

The District and Tenant previously entered into that certain "Commercial Lease of Real Property" effective May 1, 2021 a copy of which is attached hereto as Exhibit A and incorporated herein by reference (the "Original Lease").

The District and Tenant entered into an amendment to the original lease effective November 1, 2021 a copy which is attached hereto as Exhibit B (the "First Amendment").

Tenant desires to continue tenancy at the premises (905 Market Street, Yuba City, California) upon the terms and conditions of this Second Amendment.

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

### SECTION 1 INCORPORATION OF RECITALS

The foregoing Recitals are not merely recitals but are contractual in nature and are incorporated into this Second Amendment.

### SECTION 2 EXTENSION OF TERM

By this Second Amendment, the Original Lease, as modified by the First Amendment, is extended for an additional term commencing November 1, 2024, through October 31, 2025 (the "Fourth Extension Term"). The Fourth Extension Term shall automatically be extended for a Fifth Extension Term from November 1, 2025 through October 31, 2026 (the "Fifth Extension Term") unless either party notifies the other in writing on or before September 1, 2025 that such party declines to proceed with the Fifth Extension Term. Assuming there is a Fifth Extension Term such term shall automatically be extended for a Sixth Extension Term from November 1, 2026 through October 31, 2027 (the "Sixth Extension Term") unless either party on or before September 1, 2026 notifies the other party that they decline to proceed with a Sixth Extension Term.

### SECTION 3 RENT

Rent for the Fourth Extension Term, commencing November 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 Fifth Extension Term, rent for the Fifth Extension Term, commencing



November 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 Sixth Extension Term, commencing November 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 AGREEMENT REMAIN UNCHANGED

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

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the date set forth below.

Date: \_\_\_\_\_

JEFFREY T. HELM, INC. - TENANT

By: \_\_\_\_\_  
Jeffrey T. Helm

Date: \_\_\_\_\_

SUTTER-YUBA MOSQUITO AND VECTOR CONTROL  
DISTRICT

By: \_\_\_\_\_  
Stephen E. Abshier, its Manager

PERSONAL GUARANTEE OF AGREEMENT

In consideration of the District executing and entering into the above Second Amendment with the Tenant, the undersigned, Jeffrey T. Helm ("Guarantor"), irrevocably and unconditionally guarantees all of the obligations that Tenant under the above Second Amendment. Guarantor specifically agrees that this guarantee is and shall be an open and continuing guarantee and all obligations and liabilities to which it applies or may apply shall be conclusively presumed to have been created on reliance of this Guarantee and shall be continue in full force and effect .

Date: \_\_\_\_\_

JEFFREY T HELM, individually as Guarantor

By: \_\_\_\_\_  
Jeffrey T. Helm

Exhibit A – Commercial Lease of Real Property

Exhibit B – First Amendment

# 925 MARKET STREET

## Helm Rate History

Year	Amount
2014/2016	\$1,450/month
2016/2021	\$1,500/month
2021/2022	\$1,575/month
2022/2023	\$1,625/month
2023/2024	\$1,675/month

5% increase	\$1,760/month
10% increase	\$1,840/month
15% increase	\$1,925/month
20% increase	\$2,010/month