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## SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT AGENDA

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

Thursday, March 13, 2025, 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 13, 2025
  - B. Bills for February 2025
- motion 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.
- motion 6. Approval of an agreement for aerial surveillance photography to locate suspect swimming pools and other backyard sources in urban areas of the District for the 2025 season will be presented to the Board.
- motion 7. Approval of a contract for the aerial application of adulticides and larvicides within the boundaries of the Sutter-Yuba Mosquito & Vector Control District: Informal bids will be presented to the Board for consideration.
- motion 8. Approval to replace a commercial water dichlorination filter for fisheries water quality.
- motion 9. Appointment of District Entomologist: As per District Personnel Rules section 5.05, Department Head Appointment, Board concurrence is required for the appointment of an entomologist to become effective on April 1, 2025. The position is subject to a one-year probationary period.
- motion 10. Approval of Resolution 03-13-25: Action by Unanimous Consent of Government Entity, Restatement of Qualified Retirement Plan.
- motion 11. Report / recommendations of Ad Hoc Committee regarding a plan to transition permanent employees from a DC plan to a DB plan. The Board will consider costs to onboard affected employees.
12. Manager Comments: The manager will report on the following:
  - a) VCJPA Member Contingency Fund Balance as of Dec 31, 2024
  - b) Written reports from the VCJPA workshop on February 27-28, 2025
  - c) District activities
13. Trustee Comments
14. Public Comments
- motion 15. 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**

**FEBRUARY 2025 BILLS**

<b>Name</b>	<b>Date</b>	<b>Amount</b>	<b>Other</b>	<b>Total</b>
Abshier, Stephen	3/11/2025	815.97		815.97
Adapco	"	68,204.18		68,204.18
All Rite Roofing	"	750.00		750.00
ATT	"	131.29		131.29
Evergreen Retirement Plan Consulting, LLC	"	1,600.00		1,600.00
Farrell, Jessica	"	332.30		332.30
Golden Bear Alarms	"	125.00		125.00
Grow West	"	765.92		765.92
Heluna Health	"	422.00		422.00
Home Depot	"	252.46		252.46
The Hose Shop	"	7.43		7.43
Larry Geweke	"	70.95		70.95
MidAmerica	"	270.00		270.00
MVCAC	"	735.00		735.00
NAPA Auto Parts	"	129.80		129.80
Ramos Environmental Services	"	199.00		199.00
Samayoa, Ricky	"	186.74		186.74
Santa Ana, Alfonso	"	649.00		649.00
Smith and Newell	"	9,450.00		9,450.00
Sutter-Yuba MVCD/ Petty Cash	"	53.86		53.86
Target Specialty	"	1,072.50		1,072.50
US Bank	"	21,829.91		21,829.91
Valencia, Kayla	"	276.60		276.60
WEX Bank	"	665.06		665.06
Yuba City Scrap and Steel	"	10.13		10.13
Yuba Sutter Fair	"	490.00		490.00
<b>TOTAL</b>		<b>109,495.10</b>	<b>0.00</b>	<b>109,495.10</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:03/11/2025

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## FEBRUARY 13, 2025 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 13, 2025.

**PRESENT:** President Schmidl, Secretary Sanbrook, Bishop, Kirchner, Link, Samayoa

**ABSENT:** Ghag

**ALSO PRESENT:** Manager Abshier, General Foreman Songer and Carrie Schroeder of Smith and Newell

**EMERGENCY AGENDA ITEMS:** None

### **CONSENT AGENDA:**

- A. Minutes of January 9, 2025
- B. Bills for January 2025

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

**APPROVAL OF THE ANNUAL AUDIT FOR FISCAL YEAR 2023-2024, ENDING JUNE 30, 2024. SMITH AND NEWELL WILL MAKE A SHORT PRESENTATION AND ANSWER QUESTIONS:** Carrie Schroeder of Smith and Newell presented an overview of the 2023-2024 audit. Trustees received a copy of the report for review. Ms. Schroeder described the audit opinion as clean and unmodified. She highlighted that revenue exceeded expenditures and that the net pension liability, as projected by an actuarial report, is currently recorded as a net asset. Sanbrook asked about the meaning of interest on long-term debt in the statement of activities. Ms. Schroeder explained that under accounting standards, the District must report lease assets as liabilities, with an incremental borrowing rate applied to reflect the cost of borrowing. The budgetary comparison shows actual revenues and expenditures stayed within the budget. Link inquired about any significant deficiencies and Ms. Schroeder assured the board that there were no deficiencies in district internal procedures. A motion was made by Link and seconded by Kirchner to approve the FY 2023-2024 audit as presented. The motion was approved by a unanimous vote.

**APPROVAL OF JOB DESCRIPTION UPDATE FOR ENTOMOLOGIST:** Abshier informed the Board of the need to fill the Entomologist position and presented an updated job description. He explained that the position has been difficult to fill at times due to qualification requirements. The revised description now includes a degree in biological or chemical sciences as part of the educational requirements. Updates were also made to the examples of tasks, including bottle bioassay work, field cage testing, and other essential duties. Sanbrook asked if there was an employee doing this job currently and Abshier noted that these responsibilities are currently being handled by the District's Vector Ecologist. A motion was made by Sanbrook and seconded by Link to approve the updated job description for the entomologist position as presented. The motion was approved by a unanimous vote.

**APPROVAL OF NEW POSITION, JOB DESCRIPTION, AND SALARY RANGE FOR BIOLOGICAL CONTROL TECHNICIAN:** Abshier presented the proposal to add a new position to assist the Fisheries Department. This new role would be a hybrid position, providing primary support to fisheries operations while also assisting with tasks conducted by the Entomology Department. Additionally, the position could perform some duties comparable to a Mosquito Control Technician I. The role would be entry-level, with the potential to establish a Biocontrol Technician II or III position in the future. Sanbrook inquired whether any current staff members would be interested in filling the position. Abshier explained that while there are qualified personnel within the District, it is unlikely they would apply, as the role offers a lower salary and less opportunity for advancement. He further noted that the District has room in the budget to fund the position, as the Entomologist vacancy remained unfilled during the previous mosquito season. Bishop questioned whether the position would be year-round, and Abshier confirmed that it would. The goal is to have the new hire start on May 1. A motion was made by Sanbrook and seconded by Bishop to approve the creation of the Biological Control Technician position, including the job description and salary range as presented. The motion was approved by a unanimous vote.

**DECLARATION OF DISTRICT PROPERTY AS SURPLUS: BOARD APPROVAL IS NEEDED TO DECLARE DISTRICT PROPERTY AS SURPLUS SO IT CAN BE SOLD AT AUCTION:** Abshier reported that board approval is required to declare certain District property as surplus for auction. He provided an overview of the items, including three 2011 pickup trucks with 75,000–88,000 miles. He noted that replacing them with newer vehicles featuring improved safety features would help reduce risk. Additionally, a 2,000-gallon and a 5,000-gallon tank previously used for storing larvicide oil were identified for surplus, as the product is no longer manufactured. A representative from

BidCal visited the District to assess the logistics of safely transporting these items. Sanbrook asked whether the District would need to transport the tanks to the auction site. Abshier explained that interested buyers would have the option to inspect the tanks at the District and we would ensure the transport company hired by the buyer has adequate workers' compensation and liability coverage. Other surplus items included a vehicle winch, a Vietnam-era Ingersoll Rand compressor, and several old desks and filing cabinets. A motion was made by Sanbrook and seconded by Bishop to declare the listed District property as surplus for auction. The motion was approved by a unanimous vote.

**APPROVAL TO CREATE AN AD HOC COMMITTEE TO REVIEW DATA REGARDING OPTIONS FOR MOVING PERMANENT EMPLOYEES UNDER A DEFINED CONTRIBUTION RETIREMENT PLAN INTO A DEFINED BENEFIT PLAN:** Schmidl requested that Kirchner, Link, and Samayoa serve on the committee, and they agreed. A motion to approve the creation of the ad hoc committee was made by Schmidl and seconded by Sanbrook. The motion was approved unanimously.

**PUBLIC COMMENTS:** None

**MANAGER COMMENTS:**

- Abshier reported that the 2025 MVCAC conference in Oakland was a productive experience and a personal growth opportunity. Staff and Trustees that attended the conference provided written reports.
- District staff will attend the VCJPA annual workshop which will be held February 27-28. The workshop will include a review of benefits for members, an overview of insurance claims, a discussion on the auto physical damage program, and an update on the investment pool.
- MVCAC Legislative Day is scheduled for Tuesday, March 25. With approximately 25% of the legislative body having turned over, there will be a strong focus on educating legislators. State budget funding remains solid for CalSurv, the statewide data management system. Invasive *Aedes* mosquitoes and travel-related dengue virus cases will also be key topics.
- The District recently took delivery of three 2025 F-150 pickup trucks.
- On February 11, the Sutter County Department of Agriculture conducted its annual compliance inspection. The inspection covered respirator training records, pesticide label training records, pesticide storage, and emergency wash stations. The District passed with no compliance issues.
- Staff have been monitoring and will continue to check river bottom areas. Currently, it seems water temperatures are too cold, but trapped water could contribute to mosquito emergence in the spring as daily average temperatures rise.
- The District staff is currently working to submit the WOTUS report, as part of its NPDES permit, to the State Water Board with a deadline of February 28.
- The District's aerial contractor, Russ Stocker, is retiring after many years of service. An agreement with a new contractor will be addressed further at the March board meeting.
- Ongoing issues have been occurring with the Sutter County Auditor's Office in processing checks for payables. The flood insurance premiums were coming due and there were concerns of meeting the due date to avoid the coverage lapsing. While premiums have been paid via credit card, delays in issuing checks could result in late fees and interest charges. Schmidl requested that a letter be drafted, to be signed by board members, detailing the challenges caused by slow processing times at the Auditor's Office. The letter would be sent to the Grand Jury, with copies provided to the Yuba City and Live Oak City Councils and the Sutter County Board of Supervisors.

**TRUSTEE COMMENTS:** None

**ADJOURNMENT:** There being no further business, a motion was made by Sanbrook and seconded by Link 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

**MEDIA ADVERTISING SERVICES**

**Print**

	Appeal	Territorial	
Dates	May & June	May & June	
Amount	\$1,960	\$1,200	<b>TOTAL</b>
			<b>\$3,160</b>

**Radio**

	KUBA	KKCY	93Q	Rhythm 105	Punjabi USA	
Dates	Jun-Aug 12 wks	Jun-Aug 12 wks	Jun-Aug 12 wks	Jun-Aug 12 wks	Jun-Aug 12 wks	
Amount	\$1,920	\$2,736	\$1,500	\$1,300	\$2,850	<b>TOTAL</b>
						<b>\$10,306</b>

**Digital (OTT) Advertising**

	Hearst	EffecTV	EffecTV	Results Media	Alpha Media	
Campaign Dates	June 1-Sept 1	June 1-Sept 1	June 1-Sept 1	June 1-Sept 1	June 1-Sept 1	
Platform Delivery	≥ 80% TV	≥ 80% TV	≥ 80% TV	TV only	≥ 80% TV	
Estimated Impressions	327,586	374,561	374,561	300,000	274,140	
Cost/impression	\$0.029	\$0.032	\$0.032	\$0.030	\$0.044	
Production cost est.	\$500	\$1,585	\$2,385	\$400	\$0	
ESTAMITE TOTAL	\$10,000	\$13,570	\$14,371	\$9,400	\$12,000	<b>TOTAL RANGE</b>
						<b>\$9,400 to \$14,371</b>

**Transit Advertising**

Date Range	June 8 - Aug 31	3
% Change from 2024	buses, 3 shelters, 3 benches	0%
Amount		<b>\$6,000.00</b>

<b>2024 TOTAL MEDIA COST</b>	<b>\$18,083</b>
<b>2025 TOTAL MEDIA COST</b>	<b>\$28,866 to \$33,837</b>

**OTHER SERVICES**

**Aerial Photography**

	2021	2022	2023	2024	2025	
% Change	8%	0%	8%	0%	0%	
Amount	\$6,713	\$6,713	\$7,250.04	\$7,250.04	\$7,250.04	<b>\$7,250.04</b>

# RESOLUTION 3-13-25

## ACTION BY THE GOVERNING BOARD RESTATEMENT OF QUALIFIED RETIREMENT PLAN

The undersigned, being all of the members of the Governing Board of Sutter-Yuba Mosquito & Vector Control District ("Employer"), hereby consent to the following resolutions:

WHEREAS, the Employer has maintained the Sutter-Yuba Mosquito & Vector Control District Defined Benefit Plan ("Plan") since 7-1-1965 for the benefit of its eligible employees;

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the 2020 IRS Cumulative List (IRS Notice 2020-14), along with the addition of a clarifying change relating to the application of same-sex marriage rules; Qualified Natural Disaster Relief provided by the IRS; revised disability claims procedures as provided by the Department of Labor; ability to allow for a rollover to a SIMPLE IRA, as allowed under the PATH Act; application of benefit restriction for certain eligible cooperative or eligible charity defined benefit plans; new rules extending the rollover period for Qualified Plan Loan Offset Amounts and other applicable guidance (collectively referred to herein as the Cycle 3 restatement); and

WHEREAS, the Employer wishes to affirm the appointment of Austin Bishop, Ricky Samayoa, Lakhvir Ghag, Wade Kirchner, John Link, John Sanbrook, David Schmidl as Trustee(s) of the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Sutter-Yuba Mosquito & Vector Control District Defined Benefit Plan as the complete Cycle 3 restatement of the prior Plan, to be effective on 7-1-2024;

RESOLVED FURTHER that the undersigned members of the Governing Board authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Cycle 3 Plan restatement. The members of the Governing Board may designate any members of the Governing Board (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Governing Board, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

### Members of the Governing Board:

David Schmidl	_____	_____
[Name]	[Signature]	[Date]
John Sanbrook	_____	_____
[Name]	[Signature]	[Date]
Lakhvir Ghag	_____	_____
[Name]	[Signature]	[Date]
John Link	_____	_____
[Name]	[Signature]	[Date]
Wade Kirchner	_____	_____
[Name]	[Signature]	[Date]
Ricky Samayoa	_____	_____
[Name]	[Signature]	[Date]
Austin Bishop	_____	_____
[Name]	[Signature]	[Date]

Vector Control Joint Powers Agency 37<sup>th</sup> Annual Workshop and Board of Directors Meeting  
February 27<sup>th</sup> and February 28<sup>th</sup> 2025

By: Kayla Valencia

When we began the conference, we first reviewed the financial position of the VCJPA. The net position had a growth of 12.9% largely due to favorable loss experience last year, mid-layer funding and retaining 50% of retrospective adjustment reimbursements. Investments have earned around 4.66% largely due to putting money into CAMP.

VCJPA currently has 31 open liability claims. Of those claims, 20 are employment practices liability or EPL claims, and 11 are auto liability claims. EPL claims tend to have a longer claim cycle timeline. These claims generally need to be investigated and can take a long time to resolve versus an auto liability claim which usually can be resolved relatively quickly. Average incurred per auto liability claim is around \$6,475.00 and the average incurred per EPL claim is around \$25,000, as there are more costs for investigations and administrative costs on EPL claims. Most open EPL claims are retaliation and racial discrimination claims.

Excess employment practices liability coverage is provided through ERMA. ERMA provides numerous services to member Districts including live and online training, an attorney hotline of 1 hour per month, a mechanism for employees to anonymously report alleged wrongdoings, and litigation management of claims. Members can now submit up to eight major employment practices policies to Liebert, Cassidy, Whitmore for review, and ERMA will cover that cost.

District's will be having their property appraisals scheduled during the month of March so that reports can be made in April, and District's can ensure that properties are adequately covered by insurance.

Worker's compensation claims continue to increase in cost, largely due to increasing wages as well as medical costs. The 2024 average cost per claim, \$19,881.00, increased significantly compared to the 2022 (\$5,527.00) and 2023 (\$5,154.00) years mainly due to one catastrophic claim, however even absent this one claim, the 2024 average cost per claim would have still doubled in comparison to previous years. Most workers' compensation claims tend to occur during the summer months between June and August, usually due to an influx of seasonal workers. Pushing for modified duty when available can help decrease the cost of these kinds of claims.

In the Auto Physical Damage (APD) program, it is recommended to have enough in the pool to be able to sustain 10 full losses, which would mean needing about \$740,000 in the pool. We currently only have \$528,782. VCJPA members would need to fund an additional \$211, 218 in the 2025/2026 fiscal year. For our District, it was determined a member contribution of \$6,687.64 would be our portion. There were some options to

consider, and it sounded like Board consensus was to conduct an APD actuarial study again in the 2025/2026 fiscal year and then continuing to do so every other year to help VCJPA maintain proper funding in the program.

In terms of legal updates, there were only a few that were relevant to our operations. AB-2337 now allows the use of an electronic signature to sign workers' compensation documents, including settlements. This is a win, as we used to have to get wet ink signatures for certain workers' compensation documents within 1 day from when the known injury occurred. This can be difficult especially if the employee might be in the hospital or at home. AB-2561 requires a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year prior to the adoption of the final budget.

We then heard a presentation on AI and its applications for Special Districts by Robert Ferdan, IT Director for Alameda county MAD, Jason Farned, the District manager for San Gabriel Valley MVCD, and Laurel Maffei, Wes Maffei's (District Manager for NAPA MAD) wife, she was described as "knowing a lot about AI." The general guidelines they presented are that AI is still in its infancy but is growing in ability rapidly. If your District is not learning how to use AI in some capacity, be it chatbots and conversational AI, graphic design, writing assistants, translation tools, image and video processing, you may be falling behind already in terms of what your District may be capable of. Jason Farned informed us that he tends to use it as more of a time saver for drafting initial first drafts for correspondence and for project management, however it still can be rife with errors so it is not something that you can just leave to AI alone without fact checking and proofreading. AI has been known to give false data in an attempt to make the prompter happy, so to speak. However, it is a great tool to save time and organize projects. In the presentation they recommended doing trial runs with the free chatbot software such as chat GPT and then possibly investing in the paid version of Chat GPT as the paid version keeps your data private and has a lot more functionality. They also recommended investing in graphic generation AI technology such as Midjourney to be able to create fliers for the public with ease.



**Financial Overview- Presented by Nancy Broadhurst**

Overall net position and liquidity remain strong. Funding rates for workers compensation and liability programs are stable and set at an 85% confidence level. Rates are discounted to net present value increased 1.5% and are projected to increase to 1.75% next year. Almost all the investments are in CAMP/PFM Investments, but we could see a transfer to Cash/LAIF as rate of returns are catching up to CAMP/PFM.

**Liability Program- Presented by Will Portello**

VCJPA has 31 open claims of those claims, 20 of them are employment practice claims (EPL) and 11 are auto liability claims. Will stated that between 2019 and 2024 that 74% of claims were auto liability claims and only 24% being EPL claims. He noted that there was a large swing in claims for 2025 where now 65% of claims are EPL and 35% are auto liability. It was clarified that EPL claim are only employees and did not include any trustees. He stated that EPL claims are longer of a process to close and more costly. Will stated that of the incurred cost on open claims \$724,687 has been paid out in total and 92% of that (\$665,001) has been paid to EPL leaving 8% (\$59,686) paid to auto liability. Will's opinion was that employees are fed up and he suspects we will see 10 or more EPL claims total by the end of the year. His advice for both programs is to continue training for driver safety, human resources need to keep current on employee handbooks and continue training to help lower risk of EPL claims at your districts. If the districts have any questions to work with legal counsel, ERMA, or his office.

**Legal Update- Presented by Doug Alliston, VCJPA Legal Counsel**

AB 2302- Brown Act Teleconferences. Limits remote participation by a member of a legislative body for "just cause" and "emergency circumstances" without needing to post location or be at a publicly accessible location. This means if the legislative body meets once per month this can occur 2 meetings per year. This section expires at the end of 2025.

AB 1785- Public Records Act. Prohibits state or local agencies from publicly posting on the internet the home address, telephone number, or both name and assessor parcel number of any elected or appointed official without first getting written permission.

AB 2561- Local Public Employees: Vacant Positions. Requires public agencies to present status of vacancies, recruitment, and retention efforts once per fiscal year at a public hearing prior to the adoption of the final budget.

AB 2123- Disability compensation: paid family leave. Under prior law, an employer could require the use of the employee's time off benefits (excluding sick leave) before accessing paid family leave. This provision made that inapplicable for any period of disability on/after January 01, 2025.

**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 \$75,000 with \$1,000 deductible. Due to the rising cost of vehicle repair or replacement, it was recommended that the pool maintain enough funds to sustain 10 full losses, which would be \$740,000 or 10 times \$74,000. VCJPA would have to collect an additional \$211,218 to fund this to the total recommended. If this recommendation is put into effect Sutter-Yuba MVCD would pay an additional \$6,687.64 plus what we paid last year with our membership. The consensus of the room is to have an actuary perform a study again in the 2025/26 program year and continue to do this study every other year to assist in maintaining proper coverage. It was also asked that any monies collected be split up in at least two budget years as most districts will have a significant increase to add to their budget.

**Worker's Compensation Program- Presented by Tammy Vitali**

VCJPA had 68 claims filed in the year 2023. This year we had a significant drop in claims totaling about 49 claims. The average cost per claim for 2024 increased significantly due to the rising cost of health care. The average cost per claim in 2024 for indemnity claims is \$52,440 and \$976 for medical only claims. AIMS also discussed the reporting process and reminded employers to have the injured worker (if they can) call the AMC Call Connect. This is a triage line that can help guide employers and injured employees over the phone or they can refer them to a workers compensation facility. Our closest workers' compensation doctor is in Roseville or Chico.