

**PLACER MOSQUITO & VECTOR CONTROL DISTRICT  
BOARD OF TRUSTEES**

2021 Opportunity Drive  
Roseville, CA 95678

**REGULAR BOARD MEETING  
AGENDA**

**December 19, 2022, 4:30 PM**

[www.placermosquito.org](http://www.placermosquito.org)

**TELECONFERENCE**

**Pursuant to Assembly Bill 361 this meeting will be conducted via teleconference. In the interest of maintaining appropriate social distancing, the Board encourages the public to participate by calling (408) 638-0968 and when prompted, enter the**

**Meeting ID: 818 2362 8171**

**or <https://us06web.zoom.us/j/81823628171?pwd=TDdJTVZ5N2xONjIvWkFhR1ptWndrZz09>**

**Page**

Board of Trustees

Sandra Amara  
City of Auburn

Will Stockwin  
City of Colfax

Peter Gilbert  
City of Lincoln

Russ Kelley  
Town of Loomis

Merry L. Holliday-  
Hanson, Ph.D.  
Placer County

Jill Gayaldo  
City of Rocklin

Ross Hutchings  
City of Roseville

General Manager  
Joel Buettner

- |       |   |
|-------|---|
| 1     | <b>Call to Order</b>  |
| 2     | <b>Roll Call</b>  |
| 3     | <b>Pledge of Allegiance</b>   |
| 4     | <b>Agenda Review</b>  |
| 5     | <b>Public Comment</b><br><i>Members of the public shall be allowed to address the Board of Trustees on items which are of interest to public and which are within the jurisdiction of the Board, before or during the Board's consideration of the item; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.2(b). It is requested that comments be limited to no more than 5 minutes.</i> |
| 6     | <b>Consent Agenda – Action item</b>   |
| 3-4   | A. <b>Minutes of the November 21, 2022, Regular Board Meeting</b>   |
| 5-6   | B. <b>Board Review and Consideration that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C). – Action Item</b>  |
| 7-8   | C. <b>Acknowledge Warrants Issued November 2022</b>   |
| 9-12  | D. <b>Financial Report: Fiscal Year to Date November 30th, 2022</b>   |
| 13    | E. <b>Board Review and Consideration to Approve Meeting Schedule for 2023</b>   |
| 15-20 | <b>7 Board Review and Consideration to Accept the 2023 Staffing Plan and update the Vector Biologist Job Classification – Action Item</b>   |
| 8     | <b>Staff Reports</b>  |
| A.    | Eastern Placer Report – Angella Falco   |
| B.    | Public Information and Outreach Report – Meagan Luevano   |
| C.    | Field Operations and Surveillance Report – Jake Hartle  |
| D.    | General Manager's Report – Joel Buettner  |
| 21    |   |
| 23-24 |   |
| 9     | <b>Board/Staff General Discussion</b>   |

**10 Closed Session**

- A. Public employee performance evaluation: General Manager  
(pursuant to Government Code Section 54957).

**Reconvene from Closed Session**

**11 Report from Closed Session**

**12 Announcements**

- A. The District office will be closed December 26, 2022 in observance of the Christmas Holiday.
- B. The District office will be closed January 2, 2023 in observance of the New Year's Holiday.
- C. The District office will be closed January 16, 2023 in observance of the Martin Luther King Jr.'s Holiday.
- D. The next regular Board meeting will be held January 23, 2023, at 4:30 PM., by Video Conference.

**13 Adjournment**

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (888) 768-2343, fax (916) 380-5455, and/or send e-mail to [info@placermosquito.org](mailto:info@placermosquito.org). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Documents and materials relating to an open session agenda item that are provided to the PMVCD Board less than 72 hours prior to a meeting will be available for public inspection and copying at 2021 Opportunity Drive, Roseville, CA 95678.*

Placer Mosquito & Vector Control District  
Board of Trustees Regular Board Meeting – Minutes  
November 21, 2022, 4:30 PM  
Placer Mosquito & Vector Control District Office  
2021 Opportunity Drive, Roseville, CA 95678

**Pursuant to Assembly Bill 361 this meeting will be conducted via teleconference. In the interest of maintaining appropriate social distancing, the Board encourages the public to participate by calling (408) 638-0968 and when prompted, enter the Meeting ID: 863 0698 9290 or**

**<https://us06web.zoom.us/j/86306989290?pwd=KzNqZ294ZjdyM3JlNFJSVm1ZUXFZZz09>**

1. **Call to Order:** President Kelley called the meeting to order at 4:36 PM.
2. **Roll Call:** Trustees Jill Gayaldo, Peter Gilbert, Holliday-Hanson, Ross Hutchings and Russ Kelley were present. Trustee Amara was absent with notification.  
**District Employees Present:** Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Nikki Rockwell, Angella Falco and Meagan Luevano.
3. **Pledge of Allegiance** was led by Trustee Hutchings
4. **Agenda Review:** The Board accepted the Agenda as presented.

***Trustee Stockwin arrived at 4:37 PM***

5. **Public Comment:** There were none.

**6. Consent Agenda**

*A motion to approve the following was made by Trustee Hutchings seconded by Trustee Stockwin, approved by roll call vote.*

*Ayes: Trustees Gayaldo, Gilbert, Holliday-Hanson, Hutchings, Kelley, and Stockwin*

*Noes: ∅ Abstain: ∅ Absent: Trustee Amara*

- A. Minutes of the September 19, 2022, Regular Board Meeting.*
- B. As a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C);*
- C. Financial Report: Fiscal Year to Date October 31<sup>st</sup>, 2022*
- D. Acknowledge Warrants issued September-October 2022.*

**7. Board Review and Consideration to Set Board Meeting Dates for January and February 2023**

*A motion to approve meeting dates for January and February 2023 was made by Trustee Gayaldo seconded by Trustee Holliday Hanson, approved by roll call vote.*

*Ayes: Trustees Gayaldo, Gilbert, Holliday-Hanson, Hutchings, Kelley, and Stockwin*

*Noes: ∅ Abstain: ∅ Absent: Trustee Amara*

**8. Staff Reports**

- A. Eastern Placer Report –A written report was submitted. No additional items were reported.*
- B. Public Information and Outreach Report – A written report was submitted. No additional items were reported.*
- C. Field Operations and Surveillance Report – A written report was submitted. No additional items were reported.*
- D. General Manager Report – A written report was submitted. No additional items were reported.*

**9. Board/Staff General Discussion:** There was none

**10. Announcements**

- A. The District office will be closed November 24 and 25, 2022 in observance of the Thanksgiving Holiday.
- B. The next regular Board meeting will be held December 19, 2022, at 4:30 PM., by Video Conference.

**11. Adjournment:**

President Kelley adjourned the meeting at 5:35 PM.

Minutes approved by the Board and dated, this 19<sup>th</sup> day of December 2022 after passage.

Russ Kelley, Board President: \_\_\_\_\_

Attest:

Isabel Alvarez, Board Secretary: \_\_\_\_\_

Board Review and Consideration that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

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**Background:**

Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>1</sup> Since June of 2021, a more infectious variant of the virus, known as the Delta and Omicron Variants, have emerged and now account for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of **December 13, 2022, only 72.4% of Californians who are eligible to be vaccinated are fully vaccinated.**<sup>2</sup>

Those who become infected with COVID-19 are at risk of serious illness and death. **As of December 13, 2022, 1,084,865 Americans have died from the virus.**<sup>3</sup> Many more have been hospitalized with serious illness. In Placer County, the COVID-19 Community Level is "Low" with a case rate with new COVID-19 admissions 13.0 per 100,000 population.

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

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<sup>1</sup> CDC Data Tracker: <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

<sup>2</sup> State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

<sup>3</sup> Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>

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**Fiscal Impact:**

none

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**Staff Recommendation:**

Staff recommends that the board find that it has reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

## Warrants November 2022

Payment Date	Payee	Payment Type	Payment Amount
11/2/2022	CALPERS	Automatic Wire Payment	200.00
11/2/2022	MEAGAN LUEVANO	Check	42.63
11/4/2022	CASDU - California State Disbursement Unit (SDU)	EFT Child Support	1,178.76
11/7/2022	US BANCORP	Check	3,745.92
11/7/2022	ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179	Check	130.08
11/7/2022	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	Check	3,331.42
11/7/2022	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	Check	3,331.42
11/7/2022	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	Check	3,331.42
11/7/2022	HARRIS INDUSTRIAL GASES	Check	125.11
11/7/2022	HARRIS INDUSTRIAL GASES	Check	125.11
11/7/2022	BUCKMASTER BUSINESS MACHINES	Check	20.00
11/7/2022	INSOMNIAC PRODUCTIONS INC	Check	1,811.65
11/7/2022	PACIFIC GAS & ELECTRIC COMPANY - Remit-To: PO BOX. 997300	Check	260.67
11/7/2022	VERIZON WIRELESS - Remit-To: Po Box 660108	Check	1,803.64
11/7/2022	AUL HEALTH BENEFIT TRUST C/O MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	Check	3,448.54
11/7/2022	MEDPRO WASTE DISPOSAL LLC	Check	202.93
11/7/2022	LIBERTY UTILITIES CO - Remit-To: Po Box 80374	Check	90.64
11/7/2022	JASSO, DAVID C (Hold)	Check	860.00
11/7/2022	JASSO, DAVID C (Hold)	Check	860.00
11/7/2022	CITIBANK NA - Remit-To: dba Home Depot Credit Services PO Box 78047	Check	36.07
11/7/2022	TRUCKSMART INC - Remit-To: 6455 Pacific St	Check	5.00
11/8/2022	MEDPRO WASTE DISPOSAL LLC	Check	202.93
11/8/2022	CALPERS	Automatic Wire Payment	28,778.65
11/9/2022	JACOB HARTLE	Check	293.88
11/9/2022	JACOB HARTLE	Check	443.42
11/10/2022	HAURY, RITA E	Check	456.06
11/10/2022	SOUTHWEST GAS CORP - Remit-To: PO BOX 24531	Check	14.38
11/10/2022	BURCHAM, KELLY J - Remit-To: 6429 Terra Wy	Check	1,010.59
11/10/2022	ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179	Check	86.67
11/10/2022	CEQUEL CORPORATION - Remit-To: PO BOX 70340	Check	142.93
11/14/2022	HUNT & SONS INC - Remit-To: PO BOX 101630	Check	1,668.14
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/14/2022	HUNT & SONS INC - Remit-To: PO BOX 101630	Check	1,668.14
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/14/2022	HARRIS INDUSTRIAL GASES	Check	373.90
11/15/2022	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	Check	1,884.29
11/18/2022	TRIEPEI SMITH & ASSOCIATES INC	Check	280.00
11/18/2022	CLARK, PATRICK SPENCER	Check	1,500.00
11/18/2022	ALESHIRE & WYNDER LLP	Check	1,189.00
11/18/2022	FOOTHILL FIRE PROTECTION INC - Remit-To: CORPORATE OFFICE 5948 KING RD	Check	660.00
11/18/2022	INFINITY TECHNOLOGIES	Check	6,479.50
11/18/2022	TEXAS LIFE INSURANCE COMPANY	Check	116.00
11/18/2022	TYCO FIRE & SECURITY (US) MANAGEMENT INC	Check	1,784.90
11/18/2022	SACRAMENTO-YOLO MVCD	Check	15,625.00
11/18/2022	CASDU - California State Disbursement Unit (SDU)	EFT Child Support	1,178.76
11/28/2022	RIEBES AUTO PARTS LLC - Remit-To: dba NAPA AUTO PARTS 5404 PACIFIC ST	Check	21.96
11/28/2022	ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179	Check	216.75
11/28/2022	ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179	Check	216.75
11/28/2022	MOSQUITO & VECTOR CONTROL ASSOCIATION OF CALIFORNIA	Check	1,450.00
11/28/2022	US BANCORP	Check	9,769.56
11/28/2022	STAR INDUSTRIES - Remit-To: 4181 POWER INN ROAD STE D	Check	565.00
11/28/2022	REGIONAL GOVERNMENT SERVICES AUTHORITY	Check	207.75
11/28/2022	HUNT & SONS INC - Remit-To: PO BOX 101630	Check	1,932.32
11/28/2022	BUCKMASTER BUSINESS MACHINES	Check	27.65
11/29/2022	AUL HEALTH BENEFIT TRUST C/O MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	Check	360.00
11/29/2022	AMERICAN FIDELITY ASSURANCE COMPANY - Remit-To: Po Box 268805	Check	1,611.46
11/29/2022	AMERICAN FIDELITY ASSURANCE COMPANY - Remit-To: Po Box 268805	Check	1,611.46
11/29/2022	PRINCIPAL LIFE INSURANCE COMPANY - Remit-To: PO BOX 77202	Check	3,827.32
11/29/2022	US BANK NA - Remit-To: 1310 MADRID ST STE 107	Check	186.87
11/29/2022	ARNAUDO BROS LP	Check	2,249.10
11/29/2022	FIRST SOLUTIONS INC	Check	135.00
11/29/2022	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	Check	836.73
11/29/2022	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	Check	836.73
11/29/2022	MICHAEL BEATTY	Check	200.00
11/30/2022	ANGELLA FALCO	Check	108.74

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**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date November 30th, 2022**

<b>Account Set</b>	<b>Budget</b>	<b>Actuals</b>	<b>Balance</b>	<b>Percentage of Budget</b>
40010:Taxes - Current Secured Property	(61,275.00)	(7.48)	(\$61,267.52)	0.01%
RC0010 Taxes - Current Secured Property (GL40010)		(7.48)	\$7.48	0.00%
40020:Taxes - Property Tax Impounds	0	(12.02)	\$12.02	0.00%
RC0020 Taxes - Property Tax Impounds (GL40020)		(12.02)	\$12.02	0.00%
40040:Taxes - Railroad Unitary Property	(92.00)	0	(\$92.00)	0.00%
40050:Taxes - Unitary and Op Non-Unitary Property	(2,294.00)	0	(\$2,294.00)	0.00%
40060:Taxes - Current Unsecured Property	(1,115.00)	(1,307.72)	\$192.72	117.28%
RC0060 Taxes - Current Unsecured Property (GL40060)		(1,307.72)	\$1,307.72	0.00%
40070:Taxes - Delinquent Secured Property	(1.00)	0	(\$1.00)	0.00%
40090:Taxes - Delinquent Unsecured Property	(15.00)	0	(\$15.00)	0.00%
40100:Taxes - Current Supplemental Property	(1,603.00)	(24.98)	(\$1,578.02)	1.56%
RC0110 Taxes - Current Supplemental Property (GL40100)		(24.98)	\$24.98	0.00%
40110:Taxes - Delinquent Supplemental Property	(1.00)	(3.40)	\$2.40	340.00%
RC0120 Taxes - Delinquent Supplemental Property (GL40110)		(3.40)	\$3.40	0.00%
40180:Other Taxes	(318,240.00)	0	(\$318,240.00)	0.00%
42010:Investment Income	(30,600.00)	(5,530.01)	(\$25,069.99)	18.07%
RC0560 Interest / Investment Income (GL42010)		(5,530.01)	\$5,530.01	0.00%
42030:Short-Term Rents and Concessions	(6,000.00)	0	(\$6,000.00)	0.00%
44350:State Homeowners Property Tax Relief	(387.00)	(54.63)	(\$332.37)	14.12%
RC1440 Homeowners Property Tax Relief (GL44350)		(54.63)	\$54.63	0.00%
46030:Direct Charges	(5,109,259.00)	110.62	(\$5,109,369.62)	(0.00%)
RC1720 Direct Charges (GL46030)		110.62	(\$110.62)	0.00%
46420:Self Insurance Proceeds	0	(3,256.04)	\$3,256.04	0.00%
RC2900 Self Insurance Proceeds (GL46420)		(3,256.04)	\$3,256.04	0.00%
48030:Miscellaneous	(20,000.00)	(1,492.05)	(\$18,507.95)	7.46%
RC3080 Miscellaneous Other Revenue (GL48030)		(1,492.05)	\$1,492.05	0.00%
<b>Total Revenue</b>	<b>(5,550,882.00)</b>	<b>(11,577.71)</b>	<b>(\$5,539,304.29)</b>	<b>0.21%</b>
51010:Salaries and Wages	2,214,145.00	786,578.00	\$1,427,567.00	35.53%
SC1010 Salaries and Wages (GL51010)		786,578.00	(\$786,578.00)	0.00%
51030:Extra Help	27,200.00	0	\$27,200.00	0.00%
51040:Overtime and Call Back	15,118.00	6,165.77	\$8,952.23	40.78%
SC1040 Overtime and Call Back (GL51040)		6,165.77	(\$6,165.77)	0.00%
51210:Retirement	259,997.00	129,319.87	\$130,677.13	49.74%
SC1210 CalPERS (GL51210)		68,086.87	(\$68,086.87)	0.00%
SC1852 CalPERS (GL51210)		61,233.00	(\$61,233.00)	0.00%
51220:Payroll Tax	45,845.00	12,439.85	\$33,405.15	27.13%
SC1220 FICA (GL51220)		12,439.85	(\$12,439.85)	0.00%
51240:Other Postemployment Benefits (OPEB)	116,828.00	10,317.59	\$106,510.41	8.83%
SC1858 Other Post Employment Benefits (OPEB) (GL51240)		10,317.59	(\$10,317.59)	0.00%
51350:Emp Benefits Other Agencies	418,228.00	171,626.03	\$246,601.97	41.04%

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date November 30th, 2022**

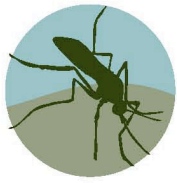
SC1888 Employee Benefits Other Agencies (GL51350)		171,626.03	(\$171,626.03)	0.00%
<b>Account Set</b>	<b>Budget</b>	<b>Actuals</b>	<b>Balance</b>	<b>Percentage of Budget</b>
51380:Other Benefits	1,308.00	326.88	\$981.12	24.99%
SC1897 Other Benefits (GL51380)		326.88	(\$326.88)	0.00%
52020:Pesticides	610,893.00	124,505.29	\$486,387.71	20.38%
SC2030 Poisons, Pesticides and Chemicals - Agricultural and Industrial (GL52020)		124,505.29	(\$124,505.29)	0.00%
52030:Clothing and Personal	6,100.00	708.74	\$5,391.26	11.62%
SC2040 Work Clothes (GL52030)		708.74	(\$708.74)	0.00%
52040:Communication Services Expense	75,192.00	10,503.68	\$64,688.32	13.97%
SC2085 Communication Services - Telephone (GL52040)		10,503.68	(\$10,503.68)	0.00%
52050:Food	800.00	81.68	\$718.32	10.21%
SC2110 Food and Water, All Types (GL52050)		81.68	(\$81.68)	0.00%
52060:Janitorial Supplies	1,448.00	431.85	\$1,016.15	29.82%
SC2120 Janitorial Supplies (GL52060)		431.85	(\$431.85)	0.00%
52080:Insurance	187,013.00	181,602.00	\$5,411.00	97.11%
SC2140 Insurance and Insurance Services (GL52080)		181,602.00	(\$181,602.00)	0.00%
52140:Parts	14,000.00	1,462.61	\$12,537.39	10.45%
SC2200 Automotive Accessories, Equipment and Parts (GL52140)		1,462.61	(\$1,462.61)	0.00%
52160:Maintenance	19,500.00	16,448.05	\$3,051.95	84.35%
SC2260 Equipment Maintenance and Repair Services for Vehicles & Aircraft (GL52160)		15,611.19	(\$15,611.19)	0.00%
SC2270 Equipment Maintenance and Repair Services for General Equipment (GL52160)		836.86	(\$836.86)	0.00%
52161:Maintenance - Building	36,961.00	15,005.56	\$21,955.44	40.60%
SC2861 Maintenance - Building - 1099 Reportable (GL52161)		15,005.56	(\$15,005.56)	0.00%
52170:Fuels & Lubricants	51,750.00	20,984.08	\$30,765.92	40.55%
SC2340 Gasoline, All Types (GL52170)		20,984.08	(\$20,984.08)	0.00%
52180:Materials - Buildings & Improvements	1,500.00	41.80	\$1,458.20	2.79%
SC2360 Builder's Supplies (GL52180)		41.80	(\$41.80)	0.00%
52190:Maintenance - Janitorial	6,780.00	2,825.00	\$3,955.00	41.67%
SC2430 Janitorial Management Services - 1099 Reportable (GL52190)		2,825.00	(\$2,825.00)	0.00%
52210:Services	342,000.00	197,036.12	\$144,963.88	57.61%
SC2455 Airplane/Helicopter Services NOC - 1099 Reportable (GL52210)		197,036.12	(\$197,036.12)	0.00%
52220:Laboratory Supplies	77,300.00	24,847.60	\$52,452.40	32.14%
SC2480 Clinical Laboratory Reagents and Tests (GL52220)		848.69	(\$848.69)	0.00%
SC2500 Gases, Lab / Medical / Welding (GL52220)		3,506.66	(\$3,506.66)	0.00%
SC2521 Laboratory Supplies (GL52220)		20,492.25	(\$20,492.25)	0.00%
52240:Professional / Membership Dues	29,017.00	28,622.00	\$395.00	98.64%
SC2550 Membership / Registration / Association / Warranties		28,622.00	(\$28,622.00)	0.00%
52245:Warranties	6,284.00	5,024.01	\$1,259.99	79.95%
SC2555 Warranties (GL52245)		5,024.01	(\$5,024.01)	0.00%
52260:Misc Expense	0	(8,458.35)	\$8,458.35	0.00%
SC2570 Misc Expense (GL52260)		(8,458.35)	\$8,458.35	0.00%
52330:Other Supplies	15,918.00	2,261.29	\$13,656.71	14.21%

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date November 30th, 2022**

SC2650 First Aid and Safety Equipment and Supplies (GL52330)		553.59	(\$553.59)	0.00%
SC2660 Office Supplies (GL52330)		1,707.70	(\$1,707.70)	0.00%
<b>Account Set</b>	<b>Budget</b>	<b>Actuals</b>	<b>Balance</b>	<b>Percentage of Budget</b>
52340:Postage	275.00	7.77	\$267.23	2.83%
SC2790 Postage (GL52340)		7.77	(\$7.77)	0.00%
52360:Professional and Special Services - General	151,809.00	36,997.05	\$114,811.95	24.37%
SC2820 Personnel Services - 1099 Reportable (GL52360)		7,803.64	(\$7,803.64)	0.00%
SC2840 Collection Charges - 1099 Reportable (GL52360)		22,224.63	(\$22,224.63)	0.00%
SC2940 Consulting Services - 1099 Reportable (GL52360)		1,050.00	(\$1,050.00)	0.00%
SC2945 Uniform Rental and Laundry Services - 1099 Reportable (GL52360)		2,348.98	(\$2,348.98)	0.00%
SC3010 Alarm Services - 1099 Reportable (GL52360)		3,569.80	(\$3,569.80)	0.00%
52370:Professional and Special Services - Legal	15,000.00	7,395.25	\$7,604.75	49.30%
SC3130 Legal Services - 1099 Reportable (GL52370)		7,395.25	(\$7,395.25)	0.00%
52380:Professional and Special Services - Technical, Engineering and Environmental	39,911.00	7,909.96	\$32,001.04	19.82%
SC3150 Grounds Maintenance Services - 1099 Reportable (GL52380)		2,440.00	(\$2,440.00)	0.00%
SC3255 Vector and Disease Testing - 1099 Reportable (GL52380)		3,938.00	(\$3,938.00)	0.00%
SC3280 Security, Fire, Safety, and Emergency Services Not Otherwise Classified		440.00	(\$440.00)	0.00%
SC3322 Hazardous Waste (GL52380)		1,091.96	(\$1,091.96)	0.00%
52390:Professional and Special Services - County	12,001.00	0	\$12,001.00	0.00%
52400:Professional and Special Services - Information Technology	145,326.00	38,976.78	\$106,349.22	26.82%
SC3370 Data Processing, Computer, Programming, and Software Services (GL52400)		9,291.03	(\$9,291.03)	0.00%
SC3380 Computer Management Services - 1099 Reportable (GL52400)		29,685.75	(\$29,685.75)	0.00%
52440:Short-Term Rents and Leases - Equipment	8,647.00	996.32	\$7,650.68	11.52%
SC3460 Short-Term Equipment Rental or Lease Services - 1099 Reportable (GL52440)		996.32	(\$996.32)	0.00%
52450:Short-Term Rents and Leases - Buildings & Improvements	26,989.00	11,245.50	\$15,743.50	41.67%
SC3480 Short-Term Real Property Rental or Lease - 1099 Reportable (GL52450)		11,245.50	(\$11,245.50)	0.00%
52460:Small Tools & Instruments	11,000.00	2,536.10	\$8,463.90	23.06%
SC3530 Hardware and Related Items (GL52460)		2,536.10	(\$2,536.10)	0.00%
52480:PC Acquisition	10,500.00	0	\$10,500.00	0.00%
52520:Trustee Meetings Compensation	8,400.00	3,500.00	\$4,900.00	41.67%
SC3630 Trustee Meetings Compensation - 1099 Reportable (GL52520)		3,500.00	(\$3,500.00)	0.00%
52560:Small Equipment	15,000.00	10,184.88	\$4,815.12	67.90%
SC3710 Electronic Equipment, Parts, and Accessories (GL52560)		8,241.89	(\$8,241.89)	0.00%
SC3881 Visual Education Supplies (GL52560)		1,942.99	(\$1,942.99)	0.00%
52570:Advertising	75,157.00	49,004.69	\$26,152.31	65.20%
SC3890 Marketing Services - 1099 Reportable (GL52570)		48,710.44	(\$48,710.44)	0.00%
SC3895 Publications and Legal Notices (GL52570)		294.25	(\$294.25)	0.00%
52590:Tuition Reimbursement	4,000.00	0	\$4,000.00	0.00%
52650:Landfill Dump Fee	110.00	0	\$110.00	0.00%
52785:Training / Education	2,700.00	1,028.00	\$1,672.00	38.07%
SC4000 Educational/Training Services - 1099 Reportable (GL52785)		1,028.00	(\$1,028.00)	0.00%
52790:Transportation and Travel	23,385.00	3,450.99	\$19,934.01	14.76%

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date November 30th, 2022**

SC4280 Travel & Transportation (GL52790)		2,661.10	(\$2,661.10)	0.00%
SC4290 Mileage (GL52790)		789.89	(\$789.89)	0.00%
52800:Utilities	79,546.00	20,659.79	\$58,886.21	25.97%
<b>Account Set</b>	<b>Budget</b>	<b>Actuals</b>	<b>Balance</b>	<b>Percentage of Budget</b>
SC4340 Utilities (GL52800)		20,659.79	(\$20,659.79)	0.00%
53040:Lease Purchase Principal	279,000.00	279,000.00	\$0.00	100.00%
SC4720 Lease Purchase Principal (GL53040)		279,000.00	(\$279,000.00)	0.00%
53080:Lease Purchase Interest	61,001.00	32,634.90	\$28,366.10	53.50%
SC4760 Lease Purchase Interest (GL53080)		32,634.90	(\$32,634.90)	0.00%
<b>Total Expenses ( Non Capital Assets )</b>	<b>5,550,882.00</b>	<b>2,246,234.98</b>	<b>\$3,304,647.02</b>	<b>40.47%</b>
54450:Equipment		41,753.12	(\$41,753.12)	0.00%
SC2520 CA Laboratory Equipment (GL54450)		41,753.12	(\$41,753.12)	0.00%
<b>Total Capital Assets</b>	<b>0.00</b>	<b>41,753.12</b>	<b>(\$41,753.12)</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>5,550,882.00</b>	<b>2,287,988.10</b>	<b>\$3,262,893.90</b>	<b>41.22%</b>



## Regular and Special Board Meeting Schedule for 2023

Regular board meetings are normally scheduled for the third Mondays of the month at 4:30 PM (except for January and February\*). The July 17, 2023, Special Board meeting will be held at 4:00pm

January 23, 2023\*

February - Cancelled\*

March 20, 2023

April 17, 2023

May 15, 2023

June 19, 2023

July 17, 2023, Special Board Meeting (Public Hearing) at 4:00 PM\*

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023

December 18, 2023

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## Board Review and Consideration to Accept the 2023 Staffing Plan and update the Vector Biologist Job Classification

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### Background:

Staffing at the Placer Mosquito and Vector Control District has been a concern for at least the past five years. With the recent challenges recruiting seasonal workers, increase of invasive mosquitoes, and a changing workforce, we present the following staffing plan to address immediate and long-term concerns beginning in the 2023 calendar year.

The specific issues around staffing are as follows:

1. The District's mosquito and mosquito-borne disease surveillance program is understaffed by three full time staff members. In the past, this need has been met by up to four seasonal workers, or by reassigning existing staff from other departments. While this has worked to maintain basic surveillance operations, it has been at the expense of checking larval sources, timely response to service requests, mosquito trapping in Eastern Placer County, and conducting field efficacy testing, insecticide resistance testing, and applied research projects.
2. In 2022 the district detected 65 invasive *Aedes aegypti* mosquitoes and implemented eradication efforts in three Roseville neighborhoods according to our invasive mosquito response plan. The staff conducted hundreds of back-yard inspections, set over 600 traps, and performed repeated ground based larvicide and adulticide applications. These efforts diverted nearly all our field staff, leaving our West Nile virus surveillance and control program functioning at a minimum. Our goal is to have the staff capacity to respond to invasive mosquito outbreaks while maintaining full WNV prevention and response services.
3. The district has supported an employee recruitment, retention, and development strategy that aims to provide a career pathway for the majority of our current and future employees. We are finding that recruitment and retention in our surveillance program is challenging due to the lack of specialized entry and mid-level positions. These positions would help professionally develop employees and potential candidates in the technical scientific aspects of mosquito surveillance and control.

In 2022, we established a Surveillance program Supervisor position, and hired the only qualified applicant. While we had high expectations for this person, it turned out that he was not a good fit and was let go during his probationary period. We also hired an entry-level VCT-I who has exceeded expectations and has become a wonderful addition to our team. We have also observed an employee who has been with us for three years excel and take on more responsibilities during this difficult period.

From these recent experiences we have decided that we would like to try to develop a Surveillance supervisor from within the district, rather than try to recruit on from the outside. The main challenge of this strategy is that our existing employees and prospective new hires will need several years to develop and train to be ready for a supervisory position. To bridge this gap, we are proposing to hire two vector

biologists in early 2023, historically distinguished between field and molecular, instead of a supervisory position. One position would be opened to internal candidates first, and the second would be open to existing qualified applicants on file. If we are unable to fill the position from this candidate pool, we would do an open recruitment according to our normal process. The updated Vector Biologist job classification is attached.

Over the next 3-5 years, we would regularly review the need for a Surveillance Supervisor, and what options we have for an internal advancement to that position.

Simultaneously we intend to fill two VCT positions assigned to the surveillance program as previously planned. Including the two new Vector Biologists, the surveillance program would get three new employees in addition to the two we have currently assigned. Without seasonal workers, this still puts us one person short of fully staffed, however, this is a marked improvement.

#### TIMELINE

- December 2022 – GM introduces staffing plan to board with draft updated vector biologist job classifications
- January 1, 2023 – Recruitment and hire of vector biologists and vector control technicians
- February 1, 2023 – all new staff onboarded and surveillance department planning, and development process begins.
- April 2023 – Tentative strategic planning session for district staff and board.

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#### **Fiscal Impact:**

The overall fiscal impact is minimal because two Vector Biologists would replace one VCT and one Supervisor.

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#### **Staff Recommendation:**

Staff recommends the Board accept the 2023 Staffing Plan as presented, and approve the updated Vector Biologist job classification





## Placer Mosquito and Vector Control District

### CLASSIFICATION SPECIFICATIONS VECTOR BIOLOGIST

#### DEFINITION

Incumbents are responsible for providing technical expertise for, assisting with the operation of, and performing the full range of duties associated with the district's vector surveillance program with decreasing levels of direct or indirect supervision as experience increases. Assignments may be district-wide or restricted to a specific facility.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision from the Surveillance Supervisor.
- Exercises functional or technical supervision of temporary VCAs as assigned.
- Exercises functional supervision of VCT I and VCT II as assigned.

#### EXAMPLES OF ESSENTIAL DUTIES

**NOTE: The following are required duties for this classification. However, employees may be required to perform other related duties at an equivalent level.**

- Assists with planning, prioritization, training, and participates in the work of surveillance program staff including, but not limited to:
  - Sets and collects mosquito traps according to District surveillance plan.
  - Identifies and processes larval and adult mosquitoes and other organisms of public health significance as assigned.
  - Maintains, operates, and troubleshoots mosquito colonies.
  - Conducts laboratory and field-based assays and trails independently or as part of a team.
  - Follows standard safety and scientific procedures and protocols.
  - Assists with data collection and analysis as assigned.
  - Prepares written or verbal reports.
  - Assists with administrative duties as needed.
- Provides mentorship, training, and expertise, as needed, for field staff.
- Seeks and offers help to co-workers as appropriate as part of a team
- Manages daily workload in an efficient and organized manner.

- Communicates professionally with co-workers, supervisors, and the public in an appropriate and timely manner that reflects the core values of the district.
- Coordinates with assigned supervisor to establish appropriate work plans and resources in assigned area including vector and vector-borne disease surveillance, chemical control efficacy testing, and applied research and technical services assignments.
- Demonstrates understanding of and implements the District's Staff Values of Leadership, History, Culture, Teamwork, and Innovation consistently in their work and promotes this within all District operations.
- Works proactively to further the district's mission, prevent problems to the extent possible, and offers solutions to problems that lead to a positive resolution.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.**

### **Knowledge of:**

- Biology and ecology of mosquitoes and other organisms of public health significance.
- The process to identify both larval and adult mosquito and other organisms of public health significance.
- Scientific methods, protocols, and techniques (such as microscopy and use of a fume hood)
- Scientific data collection and analysis methodology and techniques.
- Methods, tools, materials, and equipment used in Vector Control.
- Safe work practices including regulations related to worker safety in field and laboratory settings.
- Repair and maintenance procedures for lab and field equipment.
- Environmental protection regulations and sensitive areas.

### **Ability to:**

- Operate District motor vehicles.
- Operate standard laboratory equipment effectively and safely.
- Train staff in the use of District equipment.
- Manipulate small parts and tools
- Follow oral and written instructions including scientific protocols.
- Establish and maintain effective, cooperative relations with the general public and co-workers.
- Communicate effectively both verbally and in writing.
- Read and write at a level required for successful job performance.

## MINIMUM QUALIFICATIONS

**Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:**

- Bachelor's Degree or equivalent in a biological sciences field, and have experience in mosquito and vector control field or lab work or equivalent experience in a related field.
- Must pass pre-employment physical.
- Must pass pre-employment drug test.
- Must hold a current California State Department of Public Health Vector Control Certification in categories A, B, C, and D in good standing.
- Must possess a valid California Driver's License.
- Must be insurable with the Vector Control Joint Powers Agency (the district's self-insurance group).

### **Desirable:**

- First-aid and CPR
- Experience, education, or a combination of both in a related or complementary field

## PHYSICAL REQUIREMENTS

- **Environmental Conditions:**
  - **Outdoor:** Occasional to frequent work outdoors on a year-round basis with exposure to uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds; occasional exposure to chemicals, fumes, and other environmental substances. Outdoor work may also involve operation or exposure to manned or unmanned aircraft.
  - **Typical office/laboratory environment:** Frequent work in an office setting using typical office equipment. Some assignments may be in a laboratory setting using common biological laboratory equipment and substances.
  - **Biosafety laboratory, level 3:** Occasional work in a Biosafety II or III setting. Work is done with agents which may cause serious or potentially lethal disease, for which vaccines or other treatment may or may not exist. Work involves the manipulation of infectious materials within biological safety cabinets, specially designed hoods, or other physical containment devices.
  - Work may require wearing appropriate personal protective clothing and equipment.
- **Mobility:** Periodically climb ladders or other objects; occasionally sit in one place while operating lab equipment or operating a computer.

- **Labor:** Occasionally standing or driving for long period of time; periodically bending at the knees and waist, stooping, crawling, reaching over head and squatting. Repetitive motion associated with computer usage and machinery operation.
- **Lifting:** Periodically lifting up to 50 pounds, occasionally assist in lifting over 50 pounds.
- **Vision:** Constant use of overall vision, including depth perception.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Regular hearing and talking in person.
- **Emotional/Psychological:** Regular coworker contact; occasional working alone.

## **OTHER REQUIREMENTS**

Must be willing to work weekends and holidays.

Collective Bargaining Unit: Placer MVCD Employee Association

FLSA status: non-exempt



## Public Information and Outreach Report

Reporting period: November 2022

Prepared by: Meagan Luevano, Public Information Officer

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### AT-A-GLANCE

- In-person assemblies will be scheduled for spring
- MVCAC PR committee chair

### INTERNAL COMMUNICATIONS & NEWS

- Ongoing customer satisfaction survey – development in progress.
  - To be sent via MailChimp quarterly to assess resident satisfaction with our services – launch in Spring 2023.
- Staff and board photoshoot and headshots – Winter/Spring 2023
- Legislative introduction with new electeds and office tours – Spring 2023

### MEDIA RELATIONS

- None to report

### PROFESSIONAL TRAININGS & CONFERENCES

- MVCAC Annual Conference, January 2023 – presenting
- AMCA Annual Conference, February 2023 – presenting

### COMMUNITY OUTREACH AND EDUCATION EVENTS

- Spring event planning in progress

### SCHOOL OUTREACH

- Planning for spring in-person assemblies

### OUTREACH MATERIALS/SOCIAL MEDIA/ADVERTISING

- Ongoing social media development
- Monthly eblasts
- Weekly treatment updates
- Redesign of event marketing materials and giveaways

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# Field Operations and Surveillance Report

Prepared December 13, 2022

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**Assistant Manager: Jake Hartle**

## Mosquito Surveillance

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- **Adult Mosquito Abundance**
  - Adult abundance traps continue to collect low amounts of mosquitoes.
- **Invasive Mosquitoes**
  - Invasive *Aedes* traps have been brought in for the season. They will be reset in spring 2023.
- **Vector-borne Disease Testing**
  - Vector species collected are continuing to be tested but there have been zero positive mosquito samples (WNV,SLE,WEE) since September 27.

## Field Operations

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- **Source Work**
  - Field technicians continue to check mosquito sources and respond to service requests in their zones.
- **Enterprise Fleet**
  - We received two new trucks on December 13, these trucks were ordered last spring through Enterprise fleet management.

## Acknowledgments & Updates

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- **Congratulations**
  - Congratulations to Marissa Utterback for passing categories A & B for her CDPH Gold Card. She is planning to take categories C & D in spring 2023.
- **Cooperative Agreement**
  - The annual cooperative agreement has been signed by Manager Buettner and finalized by CDPH for the 2023 year.

COOPERATIVE AGREEMENT  
(PURSUANT TO SECTION 116180, HEALTH AND SAFETY CODE)

Date 11/22/2022

This Agreement between the California Department of Public Health and  
Placer Mosquito and Vector Control District 2021 Opportunity Drive Roseville, CA 95678

(name and address of local vector control agency)

is effective on January 1, 2023 or on the subsequent date shown above, and expires December 31, 2023. It is subject to renewal by mutual consent thereafter.

Operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2023:

Operator ID # 3102311353 A License # 550003715

This agreement may be canceled for cause by either party by giving 30 days advance notice in writing, setting forth the reasons for the termination.

Part I. Pesticides

The vector control agency named herein agrees:

1. To calibrate all application equipment using acceptable techniques before using, and to maintain calibration records for review by the County Agricultural Commissioner.
2. To seek the assistance of the County Agricultural Commissioner in the interpretation of pesticide labeling.
3. To maintain for at least two years for review by the County Agricultural Commissioner a record of each pesticide application showing the target vector, the specific location treated, the size of the source, the formulations and amount of pesticide used, the method and equipment used, the type of habitat treated, the date of the application, and the name of the applicator(s).
4. To submit to the County Agricultural Commissioner each month a Pesticide Use Report, on Department of Pesticide Regulation form PR-ENF-060. The report shall include the manufacturer and product name, the EPA registration number from the label, the amount of each pesticide used, the number of applications of each pesticide, and the total number of applications, per county, per month.
5. To report to the County Agricultural Commissioner and the California Department of Public Health, in a manner specified, any conspicuous or suspected adverse effects upon humans, domestic animals and other non-target organisms, or property from pesticide applications.
6. To require appropriate certification of its employees by the California Department of Public Health in order to verify their competence in using pesticides to control pest and vector organisms, and to maintain continuing education unit information for those employees participating in continuing education.
7. To be inspected by the County Agricultural Commissioner on a regular basis to ensure that local agency activities are in compliance with state laws and regulations relating to pesticide use.

Part II. Environmental Modification

The vector control agency named herein agrees:

To comply with requirements, as specified, of any general permit issued to the California Department of Public Health as the lead agency, pertaining to physical environmental modification to achieve pest and vector prevention.

For California Department of Public Health

Vicki Kramer

Vicki Kramer, Ph.D.  
Chief, Vector-Borne Disease Section

For Local Agency

Joel Buettner, General Manager

Print Name and Title

Signature