

**PLACER MOSQUITO & VECTOR CONTROL DISTRICT**  
**BOARD OF TRUSTEES**  
2021 Opportunity Drive  
Roseville, CA 95678  
**REGULAR BOARD MEETING**

**AGENDA**

**January 23, 2023, 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: 838 8444 8944 or

<https://us06web.zoom.us/j/83884448944?pwd=Y1Y4UFlXemNYU3piTUduaDIealZTZz09>

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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> |
| 3-4  | <b>6 Consent Agenda – Action item</b>   |
| 5-6  | <b>A. Minutes of the December 19, 2022, Regular Board Meeting</b>   |
|      | <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    | <b>C. Acknowledge Warrants Issued December 2022</b>   |
| 9-12 | <b>D. Financial Report: Fiscal Year to Date December 31<sup>st</sup>, 2022</b>  |
| 13   | <b>E. Board Review and Consideration of Out of Class Pay For Assistant Manager</b>  |
| 15   | <b>7 Board Review and Consideration of Election of Board Officers – Action item</b>   |
| 17   | <b>8 Board Review and Consideration of Committees for 2023 – Action item</b>  |
| 19   | <b>9 Board Review and Consideration of Adoption of AB 2449 Rules for Remote Meeting Participation for Trustees</b>  |

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21-23
- 10 Board Review and Consideration of Resolution 2023-01 Amending the District Budget for Fiscal Year 2022-23 – *Action item***
- 11 Staff Reports**
- 25 A. Eastern Placer Report – Angella Falco  
27 B. Public Information and Outreach Report – Meagan Luevano  
29 C. Field Operations and Surveillance Report – Jake Hartle  
D. General Manager’s Report – Joel Buettner
- 12 Board/Staff General Discussion**
- 13 Announcements**
- A. The District office will be closed February 13, 2023 in observance of Lincoln’s Birthday Holiday.  
B. The District office will be closed February 20, 2023 in observance of President’s Day Holiday.  
. The next regular Board meeting will be held March 20, 2023, at 4:30 PM.
- 14 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  
December 19, 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: 818 2362 8171 or <https://us06web.zoom.us/j/81823628171?pwd=TDdJTVZ5N2xONjlvWkFhR1ptWndrZz09>**

1. **Call to Order:** President Kelley called the meeting to order at 4:30 PM.
2. **Roll Call:** Trustees Sandra Amara, Jill Gayaldo, Peter Gilbert, Holliday-Hanson, Ross Hutchings, Russ Kelley and Will Stockwin were present.  
**District Employees Present:** Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Nikki Rockwell, and Meagan Luevano.
3. **Pledge of Allegiance** was led by Jake Hartle
4. **Agenda Review:** The Board accepted the Agenda as presented.
5. **Public Comment:** There were none.
6. **Consent Agenda**  
*A motion to approve the following was made by Trustee Gilbert seconded by Trustee Amara, approved by roll call vote.*  
*Ayes: Trustees Amara, Gayaldo, Gilbert, Holliday-Hanson, Hutchings, Kelley, and Stockwin*  
*Noes: ∅ Abstain: ∅ Absent: ∅*
  - A. *Minutes of the November 21, 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. *Acknowledge Warrants issued November 30<sup>th</sup>, 2022*
  - D. *Financial Report: Fiscal Year to Date November 30<sup>th</sup>, 2022*
  - E. *Board Review and Consideration to Approve Meeting Schedule for 2023*
7. **Board Review and Consideration to Accept the 2023 Staffing Plan and update the Vector Biologist Job Classification**  
*A motion to accept the 2023 staffing plan and update the Vector Biologist Job Classification was made by Trustee Gilbert seconded by Trustee Amara, approved by roll call vote.*  
*Ayes: Trustees Amara, Gayaldo, Gilbert, Holliday-Hanson, Hutchings, Kelley, and Stockwin*  
*Noes: ∅ Abstain: ∅ Absent: ∅*
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

*Adjourned to Closed Session at 4:49 PM*

**10. Closed Session**

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

*Open Session reconvened at 5:15 PM.*

**11. Report from Closed Session:** No reportable action was taken.

**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:**

President Kelley adjourned the meeting at 5:19 PM.

Minutes approved by the Board and dated, this 23<sup>th</sup> day of January 2023 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 **January**, **only 72.5% 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 January 19, 2023, 1,102,299 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 8.1 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 December 2022

| Payment Date | Payment Category | Payee   | Invoice Amount |
|--------------|------------------|---|----------------|
| 12/1/2022    | Supplier Payment | FUTURE FORD INC - Remit-To: 650 Auto Mall Dr                                  | 67.01          |
| 12/1/2022    | Supplier Payment | ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179          | 125.42         |
| 12/1/2022    | Supplier Payment | ADAPCO LLC  | 21,323.73      |
| 12/1/2022    | Supplier Payment | JASSO, DAVID C (Hold)   | 395.00         |
| 12/2/2022    | Ad Hoc Payment   | CASDU - California State Disbursement Unit (SDU)                              | 1178.76        |
| 12/5/2022    | Supplier Payment | ROSEVILLE CITY OF - Remit-To: PO BOX 619136                                   | 662.99         |
| 12/5/2022    | Supplier Payment | ROSEVILLE CITY OF - Remit-To: PO BOX 619136                                   | 2,490.80       |
| 12/5/2022    | Supplier Payment | ROSEVILLE CITY OF - Remit-To: PO BOX 619136                                   | 59.08          |
| 12/5/2022    | Supplier Payment | SACRAMENTO-YOLO MVCD  | 6,234.12       |
| 12/5/2022    | Supplier Payment | HARRIS INDUSTRIAL GASES   | 64.00          |
| 12/5/2022    | Supplier Payment | REPLICON INC  | 200.00         |
| 12/7/2022    | Supplier Payment | CALPERS   | 28,778.65      |
| 12/7/2022    | Ad Hoc Payment   | SARA SANDERS  | 162.64         |
| 12/7/2022    | Ad Hoc Payment   | MIKE ASHLEY   | 55.02          |
| 12/8/2022    | Ad Hoc Payment   | MEAGAN LUEVANO  | 101.5          |
| 12/8/2022    | Ad Hoc Payment   | SCOTT SCHON   | 154.31         |
| 12/12/2022   | Supplier Payment | BURCHAM, KELLY J - Remit-To: 6429 Terra Wy                                    | 1,045.99       |
| 12/12/2022   | Supplier Payment | PACIFIC GAS & ELECTRIC COMPANY - Remit-To: PO BOX. 997300                     | 989.24         |
| 12/12/2022   | Supplier Payment | CEQUEL CORPORATION (Inactive) - Remit-To: PO BOX 70340                        | 142.93         |
| 12/12/2022   | Supplier Payment | HAURY, RITA E   | 415.50         |
| 12/12/2022   | Supplier Payment | STAR INDUSTRIES - Remit-To: 4181 POWER INN ROAD STE D                         | 565.00         |
| 12/12/2022   | Supplier Payment | LIBERTY UTILITIES CO - Remit-To: Po Box 80374                                 | 340.43         |
| 12/12/2022   | Supplier Payment | AUBURN AUTOGLASS EXPRESS INC  | 278.43         |
| 12/12/2022   | Supplier Payment | INFINITY TECHNOLOGIES   | 6,479.50       |
| 12/12/2022   | Supplier Payment | RIEBES AUTO PARTS LLC - Remit-To: dba NAPA AUTO PARTS 5404 PACIFIC ST         | 13.93          |
| 12/12/2022   | Supplier Payment | RIEBES AUTO PARTS LLC - Remit-To: dba NAPA AUTO PARTS 5404 PACIFIC ST         | 18.00          |
| 12/12/2022   | Supplier Payment | VERIZON WIRELESS - Remit-To: Po Box 660108                                    | 1,794.67       |
| 12/12/2022   | Supplier Payment | CLARK, PATRICK SPENCER  | 1,500.00       |
| 12/12/2022   | Supplier Payment | JOHN WALKER HEATING AND COOLING   | 1,136.64       |
| 12/13/2022   | Supplier Payment | ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179          | 125.42         |
| 12/13/2022   | Supplier Payment | AUL HEALTH BENEFIT TRUST C/O MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS | 2,978.05       |
| 12/14/2022   | Ad Hoc Payment   | JOEL BUETTNER   | 60             |
| 12/15/2022   | Supplier Payment | SOUTHWEST GAS CORP - Remit-To: PO BOX 24531                                   | 86.41          |
| 12/15/2022   | Supplier Payment | HUNT & SONS INC - Remit-To: PO BOX 101630                                     | 1,453.87       |
| 12/15/2022   | Supplier Payment | STAPLES INC - Remit-To: dba Staples Advantage PO Box 660409                   | 99.39          |
| 12/15/2022   | Supplier Payment | STAPLES INC - Remit-To: dba Staples Advantage PO Box 660409                   | 16.91          |
| 12/15/2022   | Supplier Payment | US BANK NA - Remit-To: 1310 MADRID ST STE 107                                 | 186.87         |
| 12/15/2022   | Supplier Payment | RIEBES AUTO PARTS LLC - Remit-To: dba NAPA AUTO PARTS 5404 PACIFIC ST         | 36.10          |
| 12/15/2022   | Supplier Payment | CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY                             | 707.34         |
| 12/15/2022   | Supplier Payment | CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY                             | 143.46         |
| 12/15/2022   | Ad Hoc Payment   | ANGELLA FALCO   | 1178.76        |
| 12/16/2022   | Ad Hoc Payment   | CASDU - California State Disbursement Unit (SDU)                              | 1178.76        |
| 12/21/2022   | Supplier Payment | WRIGHT ELECTRIC COMPANY INC   | 2,315.00       |
| 12/21/2022   | Ad Hoc Payment   | MIKE ASHLEY   | 200.00         |
| 12/21/2022   | Ad Hoc Payment   | SCOTT SCHON   | 172.39         |
| 12/21/2022   | Ad Hoc Payment   | MEAGAN LUEVANO  | 262.50         |
| 12/22/2022   | Supplier Payment | REGIONAL GOVERNMENT SERVICES AUTHORITY  | 73.14          |
| 12/22/2022   | Supplier Payment | BUCKMASTER BUSINESS MACHINES  | 34.57          |
| 12/22/2022   | Supplier Payment | MEDPRO WASTE DISPOSAL LLC   | 202.93         |
| 12/22/2022   | Supplier Payment | HARRIS INDUSTRIAL GASES   | 97.86          |
| 12/22/2022   | Supplier Payment | US BANCORP  | 3,582.43       |
| 12/22/2022   | Supplier Payment | ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179          | 82.01          |
| 12/23/2022   | Supplier Payment | THE LEGACY GROUP INC  | 1,467.60       |
| 12/23/2022   | Supplier Payment | ARNAUDO BROS LP   | 2,249.10       |
| 12/29/2022   | Supplier Payment | HARRIS INDUSTRIAL GASES   | 117.29         |
| 12/29/2022   | Supplier Payment | AMERICAN FIDELITY ASSURANCE COMPANY - Remit-To: Po Box 268805                 | 805.73         |
| 12/29/2022   | Supplier Payment | JOHN WALKER HEATING AND COOLING   | 1,216.96       |
| 12/29/2022   | Supplier Payment | ARAMARK UNIFORM & CAREER APPAREL GROUP INC - Remit-To: Po Box 101179          | 125.42         |
| 12/30/2022   | Ad Hoc Payment   | CASDU - California State Disbursement Unit (SDU)                              | 1178.76        |

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**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date December 31st, 2022**

| <b>Ledger Account / Spend Category</b>                     | <b>Budget</b>        | <b>Actuals</b>       | <b>Balance</b>       | <b>% of Budget</b> |
|--|----------------------|----------------------|----------------------|--------------------|
| 40010:Taxes - Current Secured Property                     | (\$61,275)           | (\$33,988)           | (\$27,287)           | 55.47%             |
| RC0010 Taxes - Current Secured Property (GL40010)          |                      | (\$33,988)           | \$33,988             | 0.00%              |
| 40020:Taxes - Property Tax Impounds                        | \$0                  | (\$12)               | \$12                 | 0.00%              |
| RC0020 Taxes - Property Tax Impounds (GL40020)             |                      | (\$12)               | \$12                 | 0.00%              |
| 40040:Taxes - Railroad Unitary Property                    | (\$92)               | (\$50)               | (\$42)               | 54.37%             |
| RC0040 Taxes - Railroad Unitary Property (GL40040)         | \$0                  | (\$50)               | \$50                 | 0.00%              |
| 40050:Taxes - Unitary and Op Non-Unitary Property          | (\$2,294)            | (\$1,297)            | (\$997)              | 56.53%             |
| RC0050 Taxes - Unitary & Op Non-Unitary Property (GL40050) |                      | (\$1,297)            | \$1,297              | 0.00%              |
| 40060:Taxes - Current Unsecured Property                   | (\$1,115)            | (\$1,308)            | \$193                | 117.28%            |
| RC0060 Taxes - Current Unsecured Property (GL40060)        |                      | (\$1,308)            | \$1,308              | 0.00%              |
| 40070:Taxes - Delinquent Secured Property                  | (\$1)                | \$0                  | (\$1)                | 0.00%              |
| 40090:Taxes - Delinquent Unsecured Property                | (\$15)               | \$0                  | (\$15)               | 0.00%              |
| 40100:Taxes - Current Supplemental Property                | (\$1,603)            | (\$1,076)            | (\$527)              | 67.15%             |
| RC0110 Taxes - Current Supplemental Property (GL40100)     |                      | (\$1,076)            | \$1,076              | 0.00%              |
| 40110:Taxes - Delinquent Supplemental Property             | (\$1)                | (\$3)                | \$2                  | 340.00%            |
| RC0120 Taxes - Delinquent Supplemental Property (GL40110)  |                      | (\$3)                | \$3                  | 0.00%              |
| 40180:Other Taxes  | (\$318,240)          | (\$177,738)          | (\$140,502)          | 55.85%             |
| RC0270 Parcel Taxes (GL40180)                              |                      | (\$177,738)          | \$177,738            | 0.00%              |
| 42010:Investment Income                                    | (\$30,600)           | (\$11,800)           | (\$18,800)           | 38.56%             |
| RC0560 Interest / Investment Income (GL42010)              |                      | (\$11,800)           | \$11,800             | 0.00%              |
| RC0561 5151 Interest (GL42010)                             |                      | \$0                  | (\$0)                | 0.00%              |
| 42030:Short-Term Rents and Concessions                     | (\$6,000)            | \$0                  | (\$6,000)            | 0.00%              |
| 44350:State Homeowners Property Tax Relief                 | (\$387)              | (\$55)               | (\$332)              | 14.12%             |
| RC1440 Homeowners Property Tax Relief (GL44350)            |                      | (\$55)               | \$55                 | 0.00%              |
| 46030:Direct Charges                                       | (\$5,109,259)        | (\$2,862,052)        | (\$2,247,207)        | 56.02%             |
| RC1720 Direct Charges (GL46030)                            |                      | (\$2,862,052)        | \$2,862,052          | 0.00%              |
| 46420:Self Insurance Proceeds                              | \$0                  | (\$3,256)            | \$3,256              | 0.00%              |
| RC2900 Self Insurance Proceeds (GL46420)                   |                      | (\$3,256)            | \$3,256              | 0.00%              |
| 48030:Miscellaneous  | (\$20,000)           | (\$1,492)            | (\$18,508)           | 7.46%              |
| RC3080 Miscellaneous Other Revenue (GL48030)               |                      | (\$1,492)            | \$1,492              | 0.00%              |
| <b>Total Revenue</b>                                       | <b>(\$5,550,882)</b> | <b>(\$3,094,128)</b> | <b>(\$2,456,754)</b> | <b>55.74%</b>      |
| <hr/>  |                      |                      |                      |                    |
| Total Expenses ( Non Capital Assets )                      | \$5,550,882          | \$2,651,686          | \$2,899,196          | 47.77%             |
| 51010:Salaries and Wages                                   | \$2,214,145          | \$1,012,362          | \$1,201,783          | 45.72%             |
| SC1010 Salaries and Wages (GL51010)                        |                      | \$1,012,362          | (\$1,012,362)        | 0.00%              |
| 51030:Extra Help   | \$27,200             | \$0                  | \$27,200             | 0.00%              |
| 51040:Overtime and Call Back                               | \$15,118             | \$7,704              | \$7,414              | 50.96%             |
| SC1040 Overtime and Call Back (GL51040)                    |                      | \$7,704              | (\$7,704)            | 0.00%              |
| 51210:Retirement   | \$259,997            | \$149,959            | \$110,038            | 57.68%             |
| SC1210 CalPERS (GL51210)                                   |                      | \$88,726             | (\$88,726)           | 0.00%              |
| SC1852 CalPERS (GL51210)                                   |                      | \$61,233             | (\$61,233)           | 0.00%              |
| 51220:Payroll Tax  | \$45,845             | \$17,712             | \$28,133             | 38.63%             |
| SC1220 FICA (GL51220)                                      |                      | \$17,712             | (\$17,712)           | 0.00%              |

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date December 31st, 2022**

|  |           |           |             |        |
|--|-----------|-----------|-------------|--------|
| 51240:Other Postemployment Benefits (OPEB)   | \$116,828 | \$12,083  | \$104,745   | 10.34% |
| SC1858 Other Post Employment Benefits (OPEB) (GL51240)                             |           | \$12,083  | (\$12,083)  | 0.00%  |
| 51350:Emp Benefits Other Agencies  | \$418,228 | \$200,686 | \$217,542   | 47.98% |
| SC1888 Employee Benefits Other Agencies (GL51350)                                  |           | \$200,686 | (\$200,686) | 0.00%  |
| 51380:Other Benefits   | \$1,308   | \$327     | \$981       | 24.99% |
| SC1897 Other Benefits (GL51380)  |           | \$327     | (\$327)     | 0.00%  |
| 52020:Pesticides   | \$610,893 | \$124,505 | \$486,388   | 20.38% |
| SC2030 Poisons, Pesticides and Chemicals - Agricultural and Industrial (GL52020)   |           | \$124,505 | (\$124,505) | 0.00%  |
| 52030:Clothing and Personal  | \$6,100   | \$1,780   | \$4,320     | 29.17% |
| SC2040 Work Clothes (GL52030)  |           | \$1,780   | (\$1,780)   | 0.00%  |
| 52040:Communication Services Expense   | \$75,192  | \$14,237  | \$60,955    | 18.93% |
| SC2085 Communication Services - Telephone (GL52040)                                |           | \$14,237  | (\$14,237)  | 0.00%  |
| 52050:Food   | \$800     | \$596     | \$204       | 74.53% |
| SC2110 Food and Water, All Types (GL52050)   |           | \$596     | (\$596)     | 0.00%  |
| 52060:Janitorial Supplies  | \$1,448   | \$432     | \$1,016     | 29.82% |
| SC2120 Janitorial Supplies (GL52060)   |           | \$432     | (\$432)     | 0.00%  |
| 52080:Insurance  | \$187,013 | \$181,602 | \$5,411     | 97.11% |
| SC2140 Insurance and Insurance Services (GL52080)                                  |           | \$181,602 | (\$181,602) | 0.00%  |
| 52140:Parts  | \$14,000  | \$1,549   | \$12,451    | 11.06% |
| SC2200 Automotive Accessories, Equipment and Parts (GL52140)                       |           | \$1,549   | (\$1,549)   | 0.00%  |
| 52160:Maintenance  | \$19,500  | \$16,761  | \$2,739     | 85.95% |
| SC2260 Equipment Maintenance and Repair Services for Vehicles & Aircraft (GL52160) |           | \$15,890  | (\$15,890)  | 0.00%  |
| SC2270 Equipment Maintenance and Repair Services for General Equipment (GL52160)   |           | \$871     | (\$871)     | 0.00%  |
| 52161:Maintenance - Building   | \$36,961  | \$21,297  | \$15,664    | 57.62% |
| SC2861 Maintenance - Building - 1099 Reportable (GL52161)                          |           | \$21,297  | (\$21,297)  | 0.00%  |
| 52170:Fuels & Lubricants   | \$51,750  | \$23,877  | \$27,873    | 46.14% |
| SC2340 Gasoline, All Types (GL52170)   |           | \$23,877  | (\$23,877)  | 0.00%  |
| 52180:Materials - Buildings & Improvements   | \$1,500   | \$42      | \$1,458     | 2.79%  |
| SC2360 Builder's Supplies (GL52180)  |           | \$42      | (\$42)      | 0.00%  |
| 52190:Maintenance - Janitorial   | \$6,780   | \$3,390   | \$3,390     | 50.00% |
| SC2430 Janitorial Management Services - 1099 Reportable (GL52190)                  |           | \$3,390   | (\$3,390)   | 0.00%  |
| 52210:Services   | \$342,000 | \$197,036 | \$144,964   | 57.61% |
| SC2455 Airplane/Helicopter Services NOC - 1099 Reportable (GL52210)                |           | \$197,036 | (\$197,036) | 0.00%  |
| 52220:Laboratory Supplies  | \$77,300  | \$26,351  | \$50,949    | 34.09% |
| SC2480 Clinical Laboratory Reagents and Tests (GL52220)                            |           | \$849     | (\$849)     | 0.00%  |
| SC2500 Gases, Lab / Medical / Welding (GL52220)                                    |           | \$3,855   | (\$3,855)   | 0.00%  |
| SC2521 Laboratory Supplies (GL52220)   |           | \$21,647  | (\$21,647)  | 0.00%  |
| 52240:Professional / Membership Dues   | \$29,017  | \$28,622  | \$395       | 98.64% |
| SC2550 Membership / Registration / Association / Warranties (GL52240)              |           | \$28,622  | (\$28,622)  | 0.00%  |

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date December 31st, 2022**

|  |           |           |            |        |
|--|-----------|-----------|------------|--------|
| 52245:Warranties   | \$6,284   | \$5,024   | \$1,260    | 79.95% |
| SC2555 Warranties (GL52245)  |           | \$5,024   | (\$5,024)  | 0.00%  |
| 52260:Misc Expense   |           | (\$8,458) | \$8,458    | 0.00%  |
| SC2570 Misc Expense (GL52260)  |           | (\$8,458) | \$8,458    | 0.00%  |
| 52330:Other Supplies   | \$15,918  | \$2,695   | \$13,223   | 16.93% |
| SC2650 First Aid and Safety Equipment and Supplies (GL52330)                             |           | \$763     | (\$763)    | 0.00%  |
| SC2660 Office Supplies (GL52330)   |           | \$1,932   | (\$1,932)  | 0.00%  |
| 52340:Postage  | \$275     | \$141     | \$134      | 51.19% |
| SC2790 Postage (GL52340)   |           | \$141     | (\$141)    | 0.00%  |
| 52360:Professional and Special Services - General  | \$151,809 | \$99,150  | \$52,659   | 65.31% |
| SC2820 Personnel Services - 1099 Reportable (GL52360)                                    |           | \$9,377   | (\$9,377)  | 0.00%  |
| SC2840 Collection Charges - 1099 Reportable (GL52360)                                    |           | \$77,496  | (\$77,496) | 0.00%  |
| SC2860 SB2557 Property Tax Admin Costs - 1099 Reportable (GL52360)                       |           | \$1,121   | (\$1,121)  | 0.00%  |
| SC2940 Consulting Services - 1099 Reportable (GL52360)                                   |           | \$1,050   | (\$1,050)  | 0.00%  |
| SC2945 Uniform Rental and Laundry Services - 1099 Reportable (GL52360)                   |           | \$2,764   | (\$2,764)  | 0.00%  |
| SC3010 Alarm Services - 1099 Reportable (GL52360)  |           | \$3,570   | (\$3,570)  | 0.00%  |
| SC3070 AB2838 - LAFCO Fees - 1099 Reportable (GL52360)                                   |           | \$3,773   | (\$3,773)  | 0.00%  |
| 52370:Professional and Special Services - Legal  | \$15,000  | \$7,395   | \$7,605    | 49.30% |
| SC3130 Legal Services - 1099 Reportable (GL52370)  |           | \$7,395   | (\$7,395)  | 0.00%  |
| 52380:Professional and Special Services - Technical, Engineering and Environmental       | \$39,911  | \$8,508   | \$31,403   | 21.32% |
| SC3150 Grounds Maintenance Services - 1099 Reportable (GL52380)                          |           | \$2,835   | (\$2,835)  | 0.00%  |
| SC3255 Vector and Disease Testing - 1099 Reportable (GL52380)                            |           | \$3,938   | (\$3,938)  | 0.00%  |
| SC3280 Security, Fire, Safety, and Emergency Services Not Otherwise Classified (GL52380) |           | \$440     | (\$440)    | 0.00%  |
| SC3322 Hazardous Waste (GL52380)   |           | \$1,295   | (\$1,295)  | 0.00%  |
| 52390:Professional and Special Services - County   | \$12,001  | \$11,804  | \$197      | 98.36% |
| SC4705 Internal Professional and Special Services (Non-Interfund Transfer) (GL52390)     |           | \$11,804  | (\$11,804) | 0.00%  |
| 52400:Professional and Special Services - Information Technology                         | \$145,326 | \$56,494  | \$88,832   | 38.87% |
| SC3370 Data Processing, Computer, Programming, and Software Services (GL52400)           |           | \$10,901  | (\$10,901) | 0.00%  |
| SC3380 Computer Management Services - 1099 Reportable (GL52400)                          |           | \$45,593  | (\$45,593) | 0.00%  |
| 52440:Short-Term Rents and Leases - Equipment  | \$8,647   | \$1,183   | \$7,464    | 13.68% |
| SC3460 Short-Term Equipment Rental or Lease Services - 1099 Reportable (GL52440)         |           | \$1,183   | (\$1,183)  | 0.00%  |
| 52450:Short-Term Rents and Leases - Buildings & Improvements                             | \$26,989  | \$13,495  | \$13,494   | 50.00% |
| SC3480 Short-Term Real Property Rental or Lease - 1099 Reportable (GL52450)              |           | \$13,495  | (\$13,495) | 0.00%  |
| 52460:Small Tools & Instruments  | \$11,000  | \$2,609   | \$8,391    | 23.72% |
| SC3530 Hardware and Related Items (GL52460)  |           | \$2,609   | (\$2,609)  | 0.00%  |
| 52480:PC Acquisition   | \$10,500  | \$0       | \$10,500   | 0.00%  |
| 52520:Trustee Meetings Compensation  | \$8,400   | \$4,200   | \$4,200    | 50.00% |
| SC3630 Trustee Meetings Compensation - 1099 Reportable (GL52520)                         |           | \$4,200   | (\$4,200)  | 0.00%  |
| 52560:Small Equipment  | \$15,000  | \$10,343  | \$4,657    | 68.95% |
| SC3710 Electronic Equipment, Parts, and Accessories (GL52560)                            |           | \$8,242   | (\$8,242)  | 0.00%  |
| SC3881 Visual Education Supplies (GL52560)   |           | \$2,101   | (\$2,101)  | 0.00%  |

**Placer Mosquito and Vector Control District**  
**Budget to Actuals Fiscal Year to Date December 31st, 2022**

|   |                    |                    |                    |               |
|---|--------------------|--------------------|--------------------|---------------|
| 52570:Advertising                                     | \$75,157           | \$49,025           | \$26,132           | 65.23%        |
| SC3890 Marketing Services - 1099 Reportable (GL52570) |                    | \$48,730           | (\$48,730)         | 0.00%         |
| SC3895 Publications and Legal Notices (GL52570)       |                    | \$294              | (\$294)            | 0.00%         |
| 52590:Tuition Reimbursement                           | \$4,000            | \$0                | \$4,000            | 0.00%         |
| 52650:Landfill Dump Fee                               | \$110              | \$0                | \$110              | 0.00%         |
| 52785:Training / Education                            | \$2,700            | \$1,028            | \$1,672            | 38.07%        |
| SC4000 Educational/Training Services (GL52785)        |                    | \$1,028            | (\$1,028)          | 0.00%         |
| 52790:Transportation and Travel                       | \$23,385           | \$4,717            | \$18,668           | 20.17%        |
| SC4280 Travel & Transportation (GL52790)              |                    | \$3,563            | (\$3,563)          | 0.00%         |
| SC4290 Mileage (GL52790)                              |                    | \$1,154            | (\$1,154)          | 0.00%         |
| 52800:Utilities                                       | \$79,546           | \$27,788           | \$51,758           | 34.93%        |
| SC4340 Utilities (GL52800)                            |                    | \$27,788           | (\$27,788)         | 0.00%         |
| 53040:Lease Purchase Principal                        | \$279,000          | \$279,000          | \$0                | 100.00%       |
| SC4720 Lease Purchase Principal (GL53040)             |                    | \$279,000          | (\$279,000)        | 0.00%         |
| 53080:Lease Purchase Interest                         | \$61,001           | \$32,635           | \$28,366           | 53.50%        |
| SC4760 Lease Purchase Interest (GL53080)              |                    | \$32,635           | (\$32,635)         | 0.00%         |
| <b>Total Expenses</b>                                 | <b>\$5,550,882</b> | <b>\$2,693,439</b> | <b>\$2,857,443</b> | <b>48.52%</b> |
| 54450:Equipment                                       | \$0                | \$41,753           | (\$41,753)         | 0.00%         |
| SC2520 CA Laboratory Equipment (GL54450)              | \$0                | \$41,753           | (\$41,753)         | 0.00%         |
| <b>Total Capital Assets</b>                           | <b>\$0</b>         | <b>\$41,753</b>    | <b>(\$41,753)</b>  | <b>0.00%</b>  |

## Board Review and Consideration to Authorize Out of Class Pay for Assistant Manager

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### **Background:**

Assistant Manager, Jake Hartle worked as Acting General Manager from August 8, 2022, through November 14, 2022 while General Manager Buettner was on an unexpected medical leave. During this period, he skillfully managed several challenging issues, as well as leadership, administrative and public relations duties normally performed by the General Manager while simultaneously maintaining district operations during an invasive mosquito and West Nile virus outbreak.

To compensate Mr. Hartle for this period of out-of-class work, we propose a one-time payment of \$2,500 to be paid at the next full pay period following approval.

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### **Fiscal Impact:**

Sufficient funds are present in the existing budget.

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### **Staff Recommendation:**

Staff recommends that the Board authorize the payment of \$2,500 to Jake Hartle for out-of-class work as presented.

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## Board Review and Consideration of Election of Board Officers

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### **Background:**

The Board of Trustees bylaws (Resolution 2009-16), state that at “the regular meeting in the month of January, the Board shall elect one of its members as President and one of its members as Vice President and shall appoint a District employee as Secretary. The term of office for President, Vice President and Secretary shall be for one year from February 1 to January 31...”

The current officers are as follows:

President: Trustee Russ Kelley

Vice President: Trustee Jill Gayaldo

Secretary: Isabel Alvarez

Past practice has been to nominate the sitting vice president as president in the subsequent year and re-appoint the District Secretary to the Board Secretary position.

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### **Staff Recommendation:**

Staff recommends the Board elect a president and vice president and re-appoint the District Secretary to the Board Secretary position for the 2023 term.

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## Board Review and Consideration of Committees for 2023

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### **Background:**

The Board of Trustees may review and appoint trustees to serve on committees. The 2022 committee assignments and standing meeting dates are provided below for reference.

#### 2022 Standing Committees

Finance Committee: Trustees Kelley, Gilbert and Stockwin.

Personnel Committee: Trustees Holliday-Hanson and Gayaldo.

Standing Committees are to meet on a regular basis and Ad Hoc Committees may meet as needed for as long as needed to address a specific project or issue.

Following are the Standing Committees' current meeting schedule:

Finance Committee: Meets on the 1<sup>st</sup> Tuesday in the month of May; time: TBD

Personnel Committee: Meets on the 4<sup>th</sup> Monday of April at 3:30 PM

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### **Staff Recommendation:**

Committee assignments are at the pleasure of the Board.

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## Board Review and Consideration of Adoption of AB 2449 Rules for Remote Meeting Participation for Trustees

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### Background:

Ralph M. Brown Act permits teleconferencing of members during public meetings; however, the requirements are outdated and were not compatible with the needs of agencies to hold public meetings and comply with public health orders.

During the COVID pandemic, the State of California provided relief from Brown Act teleconferencing requirements through executive orders and short-term laws to accommodate distancing and quarantine orders by allowing government officials, staff and public to remotely-attended public meetings.

AB 361 permits remotely-attended public meetings under a state or locally-declared health emergency requiring social distancing. It is expected that the current state-wide declaration of emergency for the COVID pandemic will be lifted by the end of February 2023. When this happens, the provisions of AB 361 will no longer be valid, and public meetings would be required to operate under the Brown Act.

Alternatively, AB 2449, which went into effect January 1, amends the Brown Act to permit trustees to participate remotely in public meetings under very narrow circumstances described as “just cause” or “emergency circumstances”. This law also requires a quorum of the board to always meet in-person, places strict limits on how often a Trustee may attend a meeting remotely in a year, and requires board approval of requests for a Trustee to attend remotely. In addition, meetings held with remotely participating Trustees must provide a audio and visual link for public comment during the meeting.

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### Fiscal Impact:

None

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### Staff Recommendation

Staff recommends the Board adopt rules for Trustees to participate in meetings remotely according to AB 2449, and direct the General Manager to implement those rules when conducting public meetings.

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## Board Review and Consideration to Amend the District Budget for Fiscal Year 2022-23

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### **Background:**

The following amendments to the FY 22-23 budget are requested.

1. The District's PCR machine required replacement costing \$41,753. This capital expense was unanticipated and reported to the board at the time the purchase was made. We request \$41,753 be allocated from unassigned fund balance to Laboratory Equipment (SC2520)
2. The District purchased (leased) two new trucks from Enterprise Fleet. We have elected to pay for these trucks in a lump sum payment, rather than monthly payments. To do this we request \$91,000 be allocated from unassigned fund balance to Equipment Lease (SC3460)
3. The Leading Edge MapVision 2.0 Phase 3 project is complete. However, funding for this project was budgeted last fiscal year, not this fiscal year. To pay the final invoice, we request \$21,548 be allocated from unassigned fund balance to Information Technology Services (SC3360).
4. To replenish Capital Asset Designation, allocate \$357,262 from Contingency Designation. This corrects a \$257,262 deficit in Capital Assets due to prior year accounting error and brings the balance to \$100,000.
5. Due to anticipated training needs for new staff, we request an additional \$2000 from unassigned fund balance to be allocated to Educational/Training Services (SC4000)
6. In-person school assemblies will begin in the spring of 2023. To purchase promotional items to support these assemblies, we request that \$5000 be transferred from Media Services (SC2090) to Visual Education Supplies (SC3881).
7. Due to changes in spend accounts, seasonal pay previously budgeted in Extra Help (SC1816) cannot be paid from that account. To resolve, we request \$27,200 be allocated from Extra Help (SC1816) to Salaries and Wages (SC1810).

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**Fiscal Impact:**

One-time costs for the replacement of the PCR machine, MapVision Project, trucks, and new staff training will be drawn from the unassigned fund balance. These costs are not recurrent and would not affect future budgets.

Current unassigned fund balance is \$1,280,365. After the requested amendments it would be \$1,124,064.

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**Staff Recommendation:**

Staff recommends that the Board approve Resolution 2023-01 Amending the District Budget for Fiscal Year 2022-23.

**RESOLUTION NO. 2023-01 - DRAFT**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACER MOSQUITO AND VECTOR CONTROL DISTRICT  
AMENDING THE DISTRICT BUDGET  
FOR FISCAL YEAR 2022-23**

**WHEREAS**, The Board of Trustees (the "Board") of the Placer Mosquito and Vector Control District (the "District") County of Placer, State of California, have reviewed the budget and desire to change the approved final District Budget, and

**NOW, THEREFORE BE IT RESOLVED** as follows:

1) Amend the District Budget for Fiscal Year 22-23 by adjusting the following:

\$41,753 from Unassigned Fund Balance to SC2520 FA Laboratory Equipment (GL54450) for QuantStudio 5 qPCR machine.

\$91,000 from Unassigned Fund Balance to SC3460 Short-Term Equipment Rental or Lease Services (52440)

\$21,548 from Unassigned Fund Balance to SC3360 Information Technology (52400)

\$357,262 from OT991006 Contingency (30210) to OT991007 Capital Assets (30210)

\$2,000 from Unassigned Fund Balance to SC4000 Educational/Training Services (GL52785)

\$5,000 from SC2090 Media Services (52040) to SC3881 Visual Education Supplies (GL52560)

\$27,200 from SC1816 Extra Help (GL51030) to SC1810 Salaries and Wages (GL51010)

**PASSED AND ADOPTED** by the Board of Trustees of the Placer Mosquito and Vector Control District on the 23rd day of January 2023 by the following vote:

AYES:           Ø

NOES:           Ø

ABSTAIN:       Ø

ABSENT:        Ø

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Russ Kelley, Board President

Attest:

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Isabel Alvarez, Board Secretary

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## Public Information and Outreach Report

Reporting period: December 2022

Prepared by: Meagan Luevano, Public Information Officer

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### AT-A-GLANCE

- 8 school assemblies scheduled
- Mosquito Awareness Week media event @ school assembly in Rocklin
- Advertising planning
- Summer social media intern planning

### 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

- Planning for Mosquito Awareness Week press outreach, collaboration with Rocklin Unified PIO

### 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

- 8 assemblies scheduled

### OUTREACH MATERIALS/SOCIAL MEDIA/ADVERTISING

- Ongoing social media development
- Monthly eblasts
- Summer advertising planning

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# Field Operations and Surveillance Report

Prepared January 17, 2023

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**Assistant Manager: Jake Hartle**

## Mosquito Surveillance & Vector-borne Disease Testing

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- **Adult Mosquito Abundance**
  - The winter adult abundance traps set for the week of January 15.
  - Total of 1 mosquito, an *Anopheles freeborni* was caught.
  - *Anopheles freeborni* do not transmit West Nile virus and overwinter as adults in sheltered places such as attics and garages. On warm days during the winter, they come out from their resting places in search of a blood meal.
- **Tick Collections**
  - As weather allows, the staff continue to collect ticks for testing on the assigned mid Placer trails.

## Operations

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- **Mosquito Source Work**
  - As weather allows, field technicians continue to check mosquito sources and respond to service requests in their zones.
  - Technicians have also been completing appropriate winter tasks and completing continuing education units (CEUs) for their CDPH vector control technician (gold card).

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# **General Manager's Report**

Joel Buettner, General Manager

1/18/2023

## **STAFFING**

- We welcome Keiko Parker to the Placer Mosquito team. Keiko will be joining the surveillance team on as a Vector Control Technician.
- We congratulate Sara Sanders who has accepted a promotion to Vector Biologist. Sara joined Placer Mosquito team in 2020 as a Vector Control Technician.
- A second Vector Biologist and Vector Control Technician position are still in the process of being filled.

## **SURVEILLANCE PROGRAM**

- With the addition of several new staff members in the surveillance program, we will be conducting a series planning sessions with staff to review work processes, update job assignments and roles, and establish a strong foundation on which to train and develop our surveillance team.

## **JANITORIAL SERVICE CONTRACT**

- We will be preparing a request for proposals for janitorial services over the next month. We have had our current provider Star Industries since 2014 and would like to refresh our scope of work and address some quality-of-service issues. Our goal is to select a provider by April.

## **ASSOCIATION MEETINGS**

- Three staff members and one intern will be attending the MVCAC annual meeting at the end of the month. Scott Schon will be presenting a talk on the District's UAS program, intern Esmerelda Mendoza will be presenting (Reeves competition) her work on rice acreage and mosquito abundance, and Meagan Luevano will be presenting on The Proof is in the Pole Banners, advertising analytics.
- The MVCAC board will be considering recommendations for restructuring MVCAC committees that came out of the recent strategic planning process.
- AMCA has invited me to present on UAS use in mosquito control for a webinar hosted by the US EPA in April.
- I have been asked to write an article for the AMCA quarterly magazine, Wingbeats, addressing the current and future use of UAS in mosquito control for the summer edition.
- VCJPA will resume meeting in-person for their annual workshop in Santa Cruz in February.
- Trustees who wish to participate in MVCAC, AMCA, or VCJPA meetings or trainings should let me know by April 1 of each year so we can budget appropriately.

## **UPCOMING EVENTS**

- MVCAC Annual Meeting – Anaheim, CA – 1/29/2023 – 2/01/2023
- VCJPA Annual Workshop – Santa Cruz, CA - 2/23-24/2023
- AMCA Annual Meeting – Reno, NV - 2/27/2023 – 3/3/2023