

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

2021 Opportunity Drive
Roseville, CA 95678

**REGULAR BOARD MEETING
AGENDA**

January 29, 2024 4:30 PM

www.placermosquito.org

Pursuant to Assembly Bill 2449 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: 878 7181 5325 or <https://us06web.zoom.us/j/87871815325>

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Board of Trustees

Sandy Bendorf
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 Call to Order**
- 2 Roll Call**
- 3 Pledge of Allegiance**
- 4 Introduction of Guests**
 - A. Will Portello, VCJPA
- 5 Introduction of New Trustee**
 - A. Sandy Bendorf, City of Auburn appointed District Trustee
- 6 Agenda Review**
- 7 Public Comment**

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.
- 8 Consent Agenda – Action item**
 - A. Minutes of the December 21, 2023, Regular Board Meeting
 - B. Acknowledge Warrants Issued December 2023
 - C. Financial Report: Fiscal Year to Date December 30th, 2023
 - D. Board Review and Consideration to Designate Selected District Property as Surplus
 - E. Accept Strategic Plan Report 2023
- 9 Board Review and Consideration of Election of Board Officers – Action item**
- 10 Board Review and Consideration of Committees for 2024 – Action item**
- 11 Board Review and Consideration of Replacement of Laboratory Freezer – Action item**

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45-47	12 Board Review and Consideration of Placer County Local Agency Formation Commission (LAFCO) Nomination of Special District Alternate Voting Member – <i>Action item</i>
	13 Staff Reports
49-50	A. Eastern Placer Report – Angella Falco
	B. Public Information and Outreach Report – Meagan Luevano
	C. Field Operations and Surveillance Report – Jake Hartle
51	D. General Manager’s Report – Joel Buettner
	14 Closed Session
	A. Conference with legal counsel: Existing litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9,
	B. Public employee performance evaluation: General Manager (<i>pursuant to Government Code Section 54957</i>).
	C. Closed Session: Conference with District designated labor negotiator Joel Buettner regarding negotiations with employee organizations: Placer Mosquito and Vector Control District Employees Association and Placer Mosquito and Vector Control District Association of Managerial Employees (<i>pursuant to Government Code Section 54957.6</i>)
	Reconvene from Closed Session
	15 Report from Closed Session
	16 Board/Staff General Discussion
	17 Announcements
	A. The District office will be closed February 12, 2024 in observance of the Lincoln’s Birthday Holiday.
	B. The District office will be closed February 19, 2024 in observance of the President’s Day Holiday.
	C. The next regular Board meeting will be held February 26, 2024 at 4:30 PM., at 2021 Opportunity Dr., Roseville, CA 95678
	18 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. 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 18, 2023 4:30 PM
Placer Mosquito & Vector Control District Office
2021 Opportunity Drive, Roseville, CA 95678

Pursuant to Assembly Bill 2449 this meeting will be conducted in person and via zoom. Members of the public can participate by calling (408) 638-0968 and when prompted, enter the Meeting ID: 826 3261 1125 or <https://us06web.zoom.us/j/82632611125?pwd=aAs67xCJai1WTpjlKcRmF3MgI2WtMD.1>

1. **Call to Order:** President Gayaldo called the meeting to order at 4:30 PM.
2. **Roll Call:** Trustees Jill Gayaldo, Peter Gilbert, Ross Hutchings, Russ Kelley and Will Stockwin were present. Trustee Merry Holliday-Hanson was absent with notification. Trustee Rachel Radell-Harris was absent.
District Employees Present: Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Angella Falco, Nikki Rockwell and Meagan Luevano.
Public Present: Tom Moore
3. **Pledge of Allegiance** was led by Trustee Gayaldo.
4. **Agenda Review:** The Board accepted the agenda as presented.
5. **Public Comment:** There were none.
6. **Consent Agenda**
 - A. Minutes of the November 20, 2023, Regular Board Meeting.
 - B. Acknowledge Warrants Issued November 2023
 - C. Financial Report: Fiscal Year to Date November 30th, 2023
 - D. Board Review and Consideration to approve Meeting Schedule for 2024

A motion to approve the following was made by Trustee Gilbert seconded by Trustee Stockwin, unanimously approved, no abstentions.

Ayes: Trustees Gayaldo, Gilbert, Hutchings, Kelley and Stockwin

Noes: ∅

Abstain: ∅

Absent: Holliday-Hanson and Radell-Harris

7. Staff Reports

- A. Finance Report – Nikki Rockwell
Ms. Rockwell responded to Trustee Holliday-Hanson's question from the November Board Meeting regarding duplicate entries on the warrant list. Ms. Rockwell stated that she confirmed that the warrants in question were not actually paid twice. She added that she had worked with county staff to try to determine the cause of the reporting error but was unsuccessful. The District has implemented an internal check to detect any future duplicates in the warrant report in case this error happens again.
- B. Eastern Placer Report – Angella Falco gave a verbal update.
- C. Public Information and Outreach Report – A written report was submitted. Ms. Luevano presented the 2023 End of the season public outreach recap. Presentation slides will be attached to the Board Packet
- D. Field Operations and Surveillance Report – A written report was submitted. No additional items were reported.
- E. General Manager Report – A written report was submitted. No additional items were reported.

8. Board/Staff General Discussion:

Ms. Alvarez mention the following:

- The City of Roseville appointed Trustee Hutchings for a term of 4 years.
- The Board of Supervisors appointed Trustee Holliday-Hanson for a term of 2 years.

Public Comment:

- Ms. Angella Falco, Supervisor and President for the PMVCD Managerial Employee Association thanked the Board for their continued support of the staff during MOU negotiations.
- Tom Moore, Vector Control Technician, introduced himself as a representative of the PMVCD Employee Association, and thanked the board for their support.
- Ms. Alvarez in her role as President for the PMVCD Employee Association, introduced herself and thanked them for their support and consideration to staff proposals.

Adjourned to Closed Session at 5:09 PM

9. Closed Session

- A. Closed Session: Conference with District designated labor negotiator Joel Buettner regarding negotiations with employee organizations: Placer Mosquito and Vector Control District Employees Association and Placer Mosquito and Vector Control District Association of Managerial Employees (pursuant to Government Code Section 54957.6)

Trustee Gilbert left @ 6:10 PM

Open Session reconvened at 6:20 PM.

10. Report from Closed Session: *In the interest of time, the Board rescheduled the General Manager's annual evaluation to the January 29, 2024 board meeting. No other reportable action was taken.*

11. Announcements

- A. The District office will be closed December 25 & 26, 2023 in observance of the Christmas Holiday.
- B. The District office will be closed January 1, 2024 in observance of the New Year's Holiday.
- C. The District office will be closed January 15, 2024 in observance of the Martin Luther King Jr.'s Holiday.
- D. The next regular Board meeting will be held January 29, 2024, at 4:30 PM at 2021 Opportunity Drive, Roseville CA 95678

12. Adjournment:

President Gayaldo adjourned the meeting at 6:21 PM.

Minutes approved by the Board and dated, this 29th day of January 2024 after passage.

Jill Gayaldo, Board President: _____

Attest:

Isabel Alvarez, Board Secretary: _____

Warrants December 2023

Payment Date	Payment Type	Payee	Invoice Amount
12/1/2023	EFT Child Support	CASDU - CALIFORNIA STATE DISBURSEMENT UNIT (SDU)	1,178.76
12/5/2023	Check	AMERICAN FIDELITY ASSURANCE COMPANY	602.45
12/5/2023	Check	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	228.34
12/5/2023	Check	ARNAUDO BROS LP	2,249.10
12/5/2023	Check	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	2,435.57
12/5/2023	Check	HUNT & SONS INC - Remit-To: PO BOX 101630	515.67
12/5/2023	Check	JH TECHNOLOGIES INC	789.00
12/5/2023	Check	PRINCIPAL LIFE INSURANCE COMPANY	4,273.38
12/5/2023	Check	RIEBES AUTO PARTS LLC	8.57
12/5/2023	Check	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	632.28
12/5/2023	Check	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	2,416.55
12/5/2023	Check	ROSEVILLE CITY OF - Remit-To: PO BOX 619136	65.79
12/5/2023	Check	TYCO FIRE & SECURITY (US) MANAGEMENT INC	1,918.77
12/6/2023	Automatic Wire Payment	CALPERS	32,063.76
12/6/2023	Check	DUNIVAN ENTERPRISES	10,073.51
12/11/2023	Check	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	165.57
12/11/2023	Check	AUBURN AUTOGLASS EXPRESS INC	306.75
12/11/2023	Check	BRYCE HR CONSULTING INC	950.00
12/11/2023	Check	BURCHAM, KAREN LYNNE	864.41
12/11/2023	Check	CITIBANK NA - Remit-To: dba Home Depot Credit Services	165.82
12/11/2023	Check	CLARK, PATRICK SPENCER	1,500.00
12/11/2023	Check	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	107.18
12/11/2023	Check	HAURY, RITA E	492.58
12/11/2023	Check	HUNT & SONS INC - Remit-To: PO BOX 101630	1,396.93
12/11/2023	Check	INFINITY TECHNOLOGIES	6,252.50
12/11/2023	Check	JASSO, DAVID CELIO	425.00
12/11/2023	Check	JOHN WALKER HEATING AND COOLING	1,136.64
12/11/2023	Check	LIBERTY UTILITIES CO - Remit-To: Po Box 80374	361.55
12/11/2023	Check	MEDPRO WASTE DISPOSAL LLC	222.21
12/11/2023	Check	OPTIMUM	161.24
12/11/2023	Check	PACIFIC GAS & ELECTRIC COMPANY	499.92
12/11/2023	Check	STAPLES INC	121.08
12/11/2023	Check	TEXAS LIFE INSURANCE COMPANY	116.00
12/11/2023	Check	VERIZON WIRELESS - Remit-To: PO. BOX 660108	72.85
12/11/2023	Check	VERIZON WIRELESS - Remit-To: PO. BOX 660108	1,853.85
12/12/2023	Check	US BANCORP	9,070.87
12/13/2023	Check	ES OPCO USA LLC	1,104.45
12/15/2023	EFT Child Support	CASDU - CALIFORNIA STATE DISBURSEMENT UNIT (SDU)	1,178.76
12/18/2023	Check	ADAPCO LLC - Remit-To: PO BOX 736662	146.89
12/18/2023	Check	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	219.33
12/18/2023	Check	MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	408.00
12/18/2023	Check	MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	3,441.72
12/18/2023	Check	BARTKIEWICZ, KRONICK & SHANAHAN	167.50
12/18/2023	Check	BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT	45.00
12/18/2023	Check	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	676.24
12/18/2023	Check	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	152.38
12/18/2023	Check	ENVIRO CERTIFICATION SERVICES	1,370.00
12/18/2023	Check	JOHN WALKER HEATING AND COOLING	355.00
12/18/2023	Check	MACLEOD WATTS INC - Remit-To: PO BOX 22982	8,725.00
12/18/2023	Check	NATHE KEITH A	236.91
12/18/2023	Check	SOUTHWEST GAS CORP - Remit-To: PO BOX 24531	118.47
12/18/2023	Check	SUTTER-YUBA MOSQUITO & VECTOR CONTROL DIST	336.15
12/18/2023	Check	US BANK NA	186.87
12/29/2023	EFT Child Support	CASDU - CALIFORNIA STATE DISBURSEMENT UNIT (SDU)	1,178.76

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Placer Mosquito Vector Control District
Budget to Actuals YTD as of December 31, 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
40010:Taxes - Current Secured Property				
RC0010 Taxes - Current Secured Property (GL40010)	(64,339.00)	(35,740.21)	(\$28,598.79)	55.55%
40040:Taxes - Railroad Unitary Property				
RC0040 Taxes - Railroad Unitary Property (GL40040)	(97.00)	(51.52)	(\$45.48)	53.11%
40050:Taxes - Unitary and Op Non-Unitary Property				
RC0050 Taxes - Unitary & Op Non-Unitary Property (GL40050)	(2,409.00)	(1,358.46)	(\$1,050.54)	56.39%
40060:Taxes - Current Unsecured Property				
RC0060 Taxes - Current Unsecured Property (GL40060)	(1,171.00)	(1,338.04)	\$167.04	114.26%
40070:Taxes - Delinquent Secured Property	(1.00)	0	(\$1.00)	0.00%
40090:Taxes - Delinquent Unsecured Property				
RC0090 Taxes - Delinquent Unsecured Property (GL40090)	(16.00)	(15.84)	(\$0.16)	99.00%
40100:Taxes - Current Supplemental Property				
RC0110 Taxes - Current Supplemental Property (GL40100)	(1,683.00)	(809.02)	(\$873.98)	48.07%
40110:Taxes - Delinquent Supplemental Property				
RC0120 Taxes - Delinquent Supplemental Property (GL40110)	(1.00)	(4.02)	\$3.02	402.00%
40180:Other Taxes				
RC0270 Parcel Taxes (GL40180)	(350,064.00)	(186,830.25)	(\$163,233.75)	53.37%
42010:Investment Income	(10,000.00)	(30,978.05)	\$20,978.05	309.78%
RC0560 Interest / Investment Income (GL42010)		(30,978.34)		
RC0561 5151 Interest (GL42010)		0.29		
42030:Short-Term Rents and Concessions	(6,000.00)	0	(\$6,000.00)	0.00%
44350:State Homeowners Property Tax Relief				
RC1440 Homeowners Property Tax Relief (GL44350)	(406.00)	(53.36)	(\$352.64)	13.14%
46030:Direct Charges				
RC1720 Direct Charges (GL46030)	(5,385,420.00)	(3,019,467.66)	(\$2,365,952.34)	56.07%
46430:Insurance - Other				
RC2930 Insurance - Other (GL46430)	0	(62,354.64)	\$62,354.64	0.00%
48030:Miscellaneous				
RC3080 Miscellaneous Other Revenue (GL48030)	(20,000.00)	(16,543.69)	(\$3,456.31)	82.72%
49030:Proceeds from Sale of Capital Assets				
RC3170 Proceeds from Sale of Capital Assets (GL49030)	0	(6,238.00)	\$6,238.00	0.00%
Total Revenue	(5,841,607.00)	(3,361,782.76)	(\$2,479,824.24)	57.55%
51010:Salaries and Wages				
SC1010 Salaries and Wages (GL51010)	2,383,746.88	1,152,382.58	\$1,231,364.30	48.34%
51040:Overtime and Call Back				
SC1040 Overtime and Call Back (GL51040)	16,049.13	10,530.75	\$5,518.38	65.62%
51210:Retirement	301,691.19	158,097.99	\$143,593.20	52.40%
SC1210 CalPERS (GL51210)	0	107,449.99		
SC1852 CalPERS (GL51210)	0	50,648.00		
51220:Payroll Tax				
SC1220 FICA (GL51220)	46,793.63	22,367.82	\$24,425.81	47.80%
51240:Other Postemployment Benefits (OPEB)				
SC1858 Other Post Employment Benefits (OPEB) (GL51240)	120,047.00	11,439.38	\$108,607.62	9.53%
51350:Emp Benefits Other Agencies				

Placer Mosquito Vector Control District
Budget to Actuals YTD as of December 31, 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
SC1888 Employee Benefits Other Agencies (GL51350)	457,348.53	259,244.52	\$198,104.01	56.68%
51380:Other Benefits				
SC1897 Other Benefits (GL51380)	1,362.00	241.53	\$1,120.47	17.73%
52020:Pesticides				
SC2030 Poisons, Pesticides and Chemicals - Agricultural and Industrial (GL52020)	591,224.36	272,915.08	\$318,309.28	46.16%
52030:Clothing and Personal				
SC2040 Work Clothes (GL52030)	6,500.00	3,840.38	\$2,659.62	59.08%
52040:Communication Services Expense				
SC2085 Communication Services - Telephone (GL52040)	70,466.94	16,361.63	\$54,105.31	23.22%
52050:Food				
SC2110 Food and Water, All Types (GL52050)	800.00	338.87	\$461.13	42.36%
52060:Janitorial Supplies	1,592.34	0	\$1,592.34	0.00%
52080:Insurance	215,189.96	210,867.00	\$4,322.96	97.99%
SC2140 Insurance and Insurance Services (GL52080)	0	210,867.00	(\$210,867.00)	0.00%
52140:Parts				
SC2200 Automotive Accessories, Equipment and Parts (GL52140)	6,000.00	7,020.50	(\$1,020.50)	117.01%
52160:Maintenance	20,876.00	25,929.29	(\$5,053.29)	124.21%
SC2260 Equipment Maintenance and Repair Services for Vehicles & Aircraft (GL52160)		25,586.11		
SC2270 Equipment Maintenance and Repair Services for General Equipment (GL52160)		343.18		
52161:Maintenance - Building				
SC2861 Maintenance - Building - 1099 Reportable (GL52161)	36,961.00	22,312.52	\$14,648.48	60.37%
52170:Fuels & Lubricants				
SC2340 Gasoline, All Types (GL52170)	51,750.00	25,332.16	\$26,417.84	48.95%
52180:Materials - Buildings & Improvements	1,500.00	0	\$1,500.00	0.00%
52190:Maintenance - Janitorial				
SC2430 Janitorial Management Services - 1099 Reportable (GL52190)	9,280.00	2,825.00	\$6,455.00	30.44%
52210:Services				
SC2455 Airplane/Helicopter Services NOC - 1099 Reportable (GL52210)	356,430.00	239,962.75	\$116,467.25	67.32%
52220:Laboratory Supplies	79,300.00	27,285.36	\$52,014.64	34.41%
SC2480 Clinical Laboratory Reagents and Tests (GL52220)		12,100.91		
SC2500 Gases, Lab / Medical / Welding (GL52220)		4,783.37		
SC2521 Laboratory Supplies (GL52220)		10,401.08		
52240:Professional / Membership Dues				
SC2550 Membership / Registration / Association / Warrants (GL52240)	30,745.00	28,859.00	\$1,886.00	93.87%
52245:Warranties	5,024.00	0	\$5,024.00	0.00%
52260:Misc Expense				
SC2570 Misc Expense (GL52260)	0	14,615.46	(\$14,615.46)	0.00%
52330:Other Supplies	15,918.00	2,031.93	\$13,886.07	12.77%
SC2650 First Aid and Safety Equipment and Supplies (GL52330)		1,075.50		
SC2660 Office Supplies – Other Paper – Should meet 30% min. Recycled Content (GL52330)		956.43		
52340:Postage				
SC2790 Postage (GL52340)	275.00	124.03	\$150.97	45.10%
52360:Professional and Special Services - General	175,731.88	120,329.13	\$55,402.75	68.47%
SC2820 Personnel Services - 1099 Reportable (GL52360)		9,297.60		
SC2840 Collection Charges - 1099 Reportable (GL52360)		81,185.52		

Placer Mosquito Vector Control District
Budget to Actuals YTD as of December 31, 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
SC2860 SB2557 Property Tax Admin Costs - 1099 Reportable (GL52360)		1,165.24		
SC2940 Consulting Services - 1099 Reportable (GL52360)		14,810.00		
SC2945 Uniform Rental and Laundry Services - 1099 Reportable (GL52360)		4,902.60		
SC3010 Alarm Services - 1099 Reportable (GL52360)		3,837.54		
SC3070 AB2838 - LAFCO Fees - 1099 Reportable (GL52360)		5,130.63		
52370:Professional and Special Services - Legal				
SC3130 Legal Services - 1099 Reportable (GL52370)	15,000.00	10,790.00	\$4,210.00	71.93%
52380:Professional and Special Services - Technical, Engineering and Environmental	39,911.00	23,966.57	\$15,944.43	60.05%
SC3150 Grounds Maintenance Services - 1099 Reportable (GL52380)		2,095.00		
SC3280 Security, Fire, Safety, and Emergency Services (GL52380)		461.00		
SC3320 Environmental and Ecological Services - 1099 Reportable (GL52380)		20,000.00		
SC3322 Hazardous Waste (GL52380)		1,410.57		
52390:Professional and Special Services - County	12,601.58	0	\$12,601.58	0.00%
52400:Professional and Special Services - Information Technology	148,066.00	58,312.75	\$89,753.25	39.38%
SC3370 Data Processing, Computer, Programming, and Software Services (GL52400)		12,858.54		
SC3380 Computer Management Services - 1099 Reportable (GL52400)		45,454.21		
52440:Short-Term Rents and Leases - Equipment				
SC3460 Short-Term Equipment Rental or Lease Services - 1099 Reportable (GL52440)	2,647.00	1,136.72	\$1,510.28	42.94%
52450:Short-Term Rents and Leases - Buildings & Improvements				
SC3480 Short-Term Real Property Rental or Lease - 1099 Reportable (GL52450)	26,989.20	13,494.60	\$13,494.60	50.00%
52460:Small Tools & Instruments				
SC3530 Hardware and Related Items (GL52460)	17,500.00	14,033.28	\$3,466.72	80.19%
52480:PC Acquisition				
SC3560 Computers, Handheld, Laptop, and Notebook (GL52480)	19,550.00	5,956.75	\$13,593.25	30.47%
52520:Trustee Meetings Compensation				
SC3630 Trustee Meetings Compensation - 1099 Reportable (GL52520)	8,400.00	3,900.00	\$4,500.00	46.43%
52560:Small Equipment				
SC3710 Electronic Equipment, Parts, and Accessories (GL52560)	15,000.00	446.20	\$14,553.80	2.97%
52570:Advertising	75,156.88	41,393.33	\$33,763.55	55.08%
SC3890 Marketing Services - 1099 Reportable (GL52570)		41,094.61		
SC3895 Publications and Legal Notices (GL52570)		298.72		
52590:Tuition Reimbursement	4,000.00	0	\$4,000.00	0.00%
52785:Training / Education				
SC4000 Educational/Training Services - 1099 Reportable (GL52785)	8,450.00	1,683.98	\$6,766.02	19.93%
52790:Transportation and Travel	25,860.00	5,659.82	\$20,200.18	21.89%
SC4280 Travel & Transportation (GL52790)		5,107.45		
SC4290 Mileage (GL52790)		552.37		
52800:Utilities				
SC4340 Utilities (GL52800)	79,545.61	28,853.34	\$50,692.27	36.27%
53040:Lease Purchase Principal				
SC4720 Lease Purchase Principal (GL53040)	288,000.00	288,000.00	\$0.00	100.00%
53080:Lease Purchase Interest				
SC4760 Lease Purchase Interest (GL53080)	52,326.00	28,366.20	\$23,959.80	54.21%
Total Expenses (Non Capital Assets)	5,841,606.11	3,161,248.20	\$2,680,357.91	54.12%

Placer Mosquito Vector Control District
Budget to Actuals YTD as of December 31, 2023

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
54450:Equipment	0	121,970.49	(\$121,970.49)	0.00%
SC2680 CA Aircraft and Airport Equipment (GL54450)	0	52,335.13	(\$52,335.13)	0.00%
SC5210 CA Vehicles, All Types (GL54450)	0	69,635.36	(\$69,635.36)	0.00%
Total Capital Assets	0.00	121,970.49	(\$121,970.49)	0.00%
Total Expenses	5,841,606.11	3,283,218.69	\$2,558,387.42	56.20%

Board Review and Consideration to Designate Selected District Property as Surplus

Background:

The District reviews its inventory of capital and non-capital property annually. Part of this review is to make recommendations for items that are no longer of use or value to the District that will be disposed of, sold, or donated according to the District procurement and personal property disposal policy (Resolution 2016-09). The first step of the disposal process is for the Board to designate selected District property as surplus.

The attached list are items recommended to be designated as surplus.

Staff Recommendation:

Staff recommends the Board designate the items on the attached list as surplus and authorize the General Manager to dispose of these items according to District policy.

QTY	Non-Capital Inventory	Inventory #	Condition
1	Lenovo Laptop	1036	Poor
1	Lenovo Laptop	1030	Poor
1	Dell Laptop	672	Poor
1	Dell Laptop	883	Poor
1	Dell Laptop	671	Poor
2	Maxtor External Hardrive		Poor
1	Intel NUC		Broken
1	Dell Optiplex5050 Computer		Broken
17	Cell phones Samsung-Iphone		Poor
1	Microwave		Broken
1	Deep Freezer	0926	Broken
2	Dewalt Drills		Broken
1	Dewalt Saw		Poor
1	Dewalt Battery & Charger		Poor
2	Dewalt Compressors		Broken
1	Plotter Printer		Poor
1	Ranger Tool Boxes	0567	Older equipment
1	Ranger Tool Boxes	0833	Older equipment
1	Ranger Tool Boxes	0827	Older equipment
1	15 gallon spray Tanks	0590	Older equipment
1	15 gallon spray Tanks	0592	Older equipment
1	15 gallon spray Tanks		Older equipment

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Strategic Plan Report

November 2023

Facilitated by Megan MacNee, MPA, CAE

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Background

Background



Established in 1996 as the Placer Mosquito Abatement District and later rebranded as the Placer Mosquito and Vector Control District in 2006, this organization has been a leader in innovation in mosquito and vector control in Northern California. While Placer County has roots in mosquito control to fight malaria extending back to the early 1900s, the district began providing services in 2001 to address the broader spectrum of vector-borne threats.

With a dedicated team of 25 full-time employees and additional seasonal staff during peak mosquito activity, the district serves over 400,000 residents across five cities, one town, and various unincorporated areas within Placer County. Governed by a seven-member appointed board of trustees, the district operates on the frontlines of vector control to protect the well-being of the local community.

Funding primarily relies on a benefit assessments and a special tax, supplemented by a portion from property taxes. The district's financial allocation underscores its commitment to providing comprehensive mosquito and vector control services which depends on qualified and well-trained personnel, equipment and material, with the majority of expenses directed toward salaries and benefits. Although revenues have kept pace with rising costs over the past decade, there's a recognition that future financial sustainability may present challenges, underscoring the ongoing importance of strategic planning for the Placer Mosquito and Vector Control District.

Background



Mission

To effectively and efficiently manage the risks from vectors and vector-borne disease in order to protect public health and improve quality of life in Placer County.

Values

Fiscal Responsibility | Accountability | Professionalism | Transparency
Innovation, Creativity | Collaboration | Science-based Decision Making
Efficiency | Effective Communication

Vision

Provide the best public health protection from vector-borne disease through innovation, collaboration and science-based Integrated Vector Management (IVM) to make Placer County a safe place to live, work and play.



Strategic Plan Overview

November 2023

Facilitated by Megan MacNee, MPA, CAE

Strategic Plan Overview

Process Overview

The Placer Mosquito & Vector Control District (PMVCD) undertook a strategic planning effort in November 2023. The process was facilitated by Megan MacNee of Advocacy & Management Group. A survey was conducted of board trustees and staff members to assess the issues and opportunities facing the district.

On November 14, 2023, PMVCD conducted an in-person strategic planning session. PMVCD trustees and staff participated in the planning session. This collaborative process focused on an assessment of PMVCD current environment and the development of key result areas and goals for the organization.



Strategic Plan Overview

Outcomes

Key Results Areas

- Financial Stability & Long-Term Planning
- Public Education & Communication
- Invasive Species & New Diseases
- Integrated Vector Management Efficacy & Operations
- Professional Development

Strategic Plan Overview



Outcomes

Goals

- Identify future costs and revenue sources with the impacts of population and land use on operations.
- Provide staff development to encourage retention with a focus on inclusive training and networking opportunities; and competitive compensation and benefits.
- Update invasive mosquito response plan to expand capacity of lab and operation to address future invasive species & diseases.
- Improve public communications to promote self protection education as well as the district and its mission, all with the goal of protecting public health.
- Streamline data reporting and analysis to better utilize and communicate data internally and externally



Environmental Assessment

Environmental Assessment



During the workshop, attendees participated in an exercise to identify the key factors, both internal and external, that support Placer MVCD's abilities to achieve its mission and the key factors holding the organization back. The below promoters and detractors were identified as key factors.

What is moving us forward:

- Teamwork & committed staff
- Stable funding
- New technology
- Motivation to serve the public
- Clear direction & communications
- Research & focus on science
- Customer service & public awareness

What is holding us back:

- Size & land diversity in county. Changing rural-urban interface areas due to development.
- Funding limitations with growing costs
- Lack of communications/open-mindedness
- Understaffed, employee turnover, wages
- Pesticide resistance
- Lack of positive moral
- Lack of understanding by public
- Population growth
- Regulations

Intention Assessment



Attendees were asked to refocus on why Placer Mosquito & Vector Control District exists and why they are engaged with the organization. They were specifically asked to look back to the organization's mission. The below themes were identified.

Placer MVCD's Why:

- Protect public health
- Educate the public on how to protect themselves
- Required by regulation
- Protect quality in life, make safe place to live in Placer County
- Address West Nile Virus
- Mosquitos are important vectors that need controlling
- Control spread of disease

Attendees' Why:

- Be good public servants
- Make a difference to the community
- Work/life balance
- Protect the public, the district, the staff
- Protect quality of life in Placer County
- Good career, good environment, good benefits
- Represent their community
- District appreciates science-based decisions, supports research

Potential Changes Ahead



Attendees were asked to look at the future and identify what changes, including positive, negative, and unknown factors that could be on the horizon for the District. Below were key potential changes identified:

- New diseases & vector species
- Climate change & weather
- Old diseases in new areas
- Changes in control methods
- Public acceptance increasing or decreasing
- Employee turnover, both short term & senior staff retiring
- Growing district & changing demographics
- Increasing costs



Key Results Areas & Goals

Key Results Areas

Financial Stability & Long-Term Planning

While the District has experienced financial stability in recent years, with growing costs and expanded operations needed to meet the challenge of invasive mosquitoes, it is vital for the District to plan and ensure this growth to guarantee our ability to protect public health in the long run.

Public Education & Communication

Success in educating the public is crucial to empower communities with the knowledge needed to understand and actively engage in personal protection from vector-borne threats; in addition to supporting the District and its operations.

Invasive Species & New Diseases

Attaining success in monitoring and addressing invasive species and emerging diseases is essential to safeguard public health by staying ahead of potential threats through effective integrated vector management.

Integrated Vector Management Efficacy & Operations

Achieving excellence in integrated vector management is vital to ensure a seamless and coordinated approach, effectively controlling mosquito and vector populations and reducing the risk of disease transmission for the well-being of the community.






Professional Development

Success in professional development is key to enhancing the skills and knowledge of our personnel, equipping them to navigate the evolving landscape of mosquito and vector control, and ultimately bolstering the District's ability to effectively address emerging challenges.



Goals



Financial Stability & Long-Term Planning		Identify future costs and revenue sources with the impacts of population and land use on operations.
Professional Development		Provide staff development to encourage retention with a focus on inclusive training and networking opportunities; and competitive compensation and benefits.
Invasive Species & New Diseases		Update invasive mosquito response plan to expand capacity of lab and operation to address future invasive species & diseases.
Public Education & Communication		Improve public communications to promote self protection education as well as the district and its mission, all with the goal of protecting public health.
Integrated Vector Management Efficacy & Operations		Streamline data reporting and analysis to better utilize and communicate data internally and externally.

Goal #1



Primary KRA: Financial Stability & Long-Term Planning

Goal: Identify future costs and revenue sources with the impacts of population and land use on operations.

Leaders: Board Lead: Russ Kelley
Staff Lead: Jason Smith



Goal #2

Primary KRA: Professional Development



Goal: Provide staff development to encourage retention with a focus on inclusive training and networking opportunities; and competitive compensation and benefits.

Leaders: Board Lead: Jill Gayaldo
 Staff Leads: Scott Schon



Goal #3



Primary KRA: Invasive Species & New Diseases

Goal: Update invasive mosquito response plan to expand capacity of lab and operation to address future invasive species & diseases.

Leaders: Board Lead: Merry Hanson
Staff Leads: Tom Moore



Goal #4



Primary KRA: Public Education & Communication

Goal: Improve public communications to promote self protection education as well as the district and its mission, all with the goal of protecting public health.

Leaders: Board Lead: Ross Hutchings
Staff Leads: Meagan Luevano



Goal #5



Primary KRA: Integrated Vector Management Efficacy & Operations

Goal: Streamline data reporting and analysis to better utilize and communicate data internally and externally.

Leaders: Board Lead: Will Stockwin
Staff Leads: Mary Sorenson



Additional Notes from Goals for Strategy Development



Following are ideas and items that were discussed within the goal process that may be appropriate to incorporate within a goal's strategy.

- Goal 1
 - Assessing general plan for cities, district benefit & retirement costs.
 - Future costs of operational impacts from population and land use changes.
 - Long term staffing needs, both ensuring retention and preparing for succession.
- Goal 2
 - Provide internal (non-CEU) training from district experts.
 - Create opportunities for all levels to participate in conference/trainings.
 - Include the continued development of culture, wages/benefits, promotion opportunities where possible.
- Goal 3
 - Create testing capacity in-house for invasive triplex.
 - Evaluate control methods targeting invasives.
 - Define threshold for endemic species.

Additional Notes from Goals for Strategy Development



Following are ideas and items that were discussed within the goal process that may be appropriate to incorporate within a goal's strategy.

- Goal 4
 - Need to educate public on who we are and what we do.
 - Consider specific messaging/campaigns for invasives & WNV.
 - Expand on skills to communicate science to the public.
- Goal 5
 - Improve communication from lab results & response plans to field control and all staff.
 - Continued improvement of efficacy testing of equipment, materials, aerial, and ground.
 - Streamline data entry and data access.



Future Steps

Future Steps



Strategy Development

This document and the plan developed by the PMVCD leadership and staff in attendance of the workshop reestablished the purpose behind PMVCD and prioritizes high level goals.

The next phase will be to move into action with the development of strategies and objectives needed to enact each goal. It will be vital to assess the impact made by and resources needed to meet the various strategies to achieve these goals.

The assigned leads will be responsible for mapping out the strategy of each goal over the next three to five years, with a particular focus on what can be accomplished in the next year.

Implementation & Oversight

The purpose of this plan is to create action and not solely result in this written report. Additionally, this plan is a living document that will need to be monitored, reevaluated, and updated.

PMVCD will be incorporating their mission, the key results areas, and these goals into their board and committee meetings as appropriate.

The board will receive quarterly updates on each goal by the leads and conduct a reassessment of goals on an annual basis.

Addendum



Other notes of significance from the strategic planning process

- Parking lot issues that were not directly discussed include:
 - Where does public communication fall within our vision/mission.
 - When does an invasive species change from a response to general operations.
- While not selected as a KRAs, a few topics areas that were regularly discussed and may want to be considered in the future include:
 - Tick and other vector responses.
 - Technology and innovation as consistent themes.
 - Succession planning and ensure transfer on knowledge.

Strategic planning session sticky notes can be found at the link below:
<https://photos.app.goo.gl/Tsuk7N78bmA8Bv vx8>

Board Review and Consideration of Election of Board Officers

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 Jill Gayaldo

Vice President: Trustee Ross Hutchings

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.

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 2024 term.

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Board Review and Consideration of Committees for 2024

Background:

The Board of Trustees may review and appoint trustees to serve on committees. The 2023 committee assignments and standing meeting dates are provided below for reference.

2023 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 1st Tuesday in the month of May; time: TBD

Personnel Committee: Meets on the 4th Monday of April at 3:30 PM

Staff Recommendation:

Committee assignments are at the pleasure of the Board.

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Board Review and Consideration of Replacement of Laboratory Freezer

Background:

The District's lab uses two ultra cold freezers (-80°) to store mosquito samples before, during and after disease testing procedures. The low temperatures are necessary to preserve genetic material required for effective testing. Two freezers are used to provide redundancy if one fails, and to allow one to be used for regular day to day use, and the other for long-term storage. Several weeks ago, one of the District's two ultra cold freezers failed, and a repair technician found that the internal parts had worn out.

District staff have researched replacements have provided the results below.

Company	Model#	Volume (cu ft)	Cost (not including tax and shipping)
K2 Scientific	K226ULT	26	\$13,123.25
LSR Cold Storage Solutions	LSRP85-24	24	\$17,798.00
Thermofisher	TDE60086FA	28.8	\$17,080.00
Thermofisher	TSX60086A	28.8	\$19,392.00
LabRepCo	PHCbi MDF-DU702VH-PA -80C	25.7	\$15,160.00

Based on review of these options including warranties, service, reputation, and other factors, we recommend purchasing the LabRepCo Freezer at a cost of \$15,160.00.

Fiscal Impact:

This purchase to replace the failed equipment was not anticipated and would need to be funded from the District's capital expenditure designation. The current balance of this designation is \$43,599.63.

Staff Recommendation:

Staff recommends the board approve the purchase of the replacement freezer as presented not to exceed \$18,000, and authorize preparation of a budget amendment to cover the actual costs of this purchase to be presented to the board at a later date.

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS:

DATE: January 17, 2024

TO: Presiding Officers of Placer County Independent Special Districts

Cindy Gustafson
Chair (County)

FROM: Michelle McIntyre, LAFCO Executive Officer

Susan Rohan
Vice Chair (Public)

SUBJECT: Notice of Upcoming Vacancies on Placer LAFCO and Call for Nominations

Joshua Alpine
(Special District)

Trinity Burruss
(City)

Shanti Landon
(County)

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

ALTERNATE COMMISSIONERS:

Jim Holmes
(County)

William Kahrl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

Dear Special District Presiding Officer:

Placer County Local Agency Formation Commission (LAFCO) has two voting special district members and one alternate voting member seated on its Commission. The purpose of this letter is to inform you that one of the voting members and the alternate voting member's terms will soon expire on April 30, 2024, and that as a member of the Independent Special District Selection Committee, you may nominate a candidate to run for one or both upcoming vacant seats on LAFCO.

You may nominate *any* director serving on a Placer County Independent Special District Board, including the current sitting regular and alternate voting member, to serve a four-year term beginning no sooner than May 1, 2024. The current members, whose terms will expire, are Commissioner Joshua Alpine with Placer County Water Agency and Alternate Commissioner William Kahrl with Newcastle Fire Protection District.

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

The nomination period begins today, January 17, 2024, and ends on **Thursday, February 22, 2024, at 4 pm**. Nominations must be submitted in writing using the attached nomination forms – there are two nomination forms, one for each seat. You may nominate a director for one or two seats. If you are nominating one director for two seats, you must complete two nomination forms. Please send each nominee's one-page statement of qualifications with their nomination form. We will not accept nominations after the due date.

Once the nomination period ends, LAFCO staff will send ballots and voting instructions to your district via email. If you have any questions, please get in touch with LAFCO staff at (530) 889-4097 or lafco@placer.ca.gov.

110 Maple Street Auburn, CA 95603
(530) 889-4097
<https://www.placer.ca.gov/lafco>

LOCAL AGENCY FORMATION COMMISSION

Placer County Independent Special District Selection Committee
Nomination Form
Alternate Voting Member

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant alternate voting member seat on the LAFCO Commission.

Nominee's Name	Position of Nominee	Originating District

Name of Nominating District:

Printed Name of Presiding Officer:

Signature of Presiding Officer:

(Signature Required)¹

Minutes Attached (Optional):

☐ Yes

☐ No

Please email completed nomination forms to lafco@placer.ca.gov by **Thursday, February 22, 2024, at 4 PM**

¹ *The nominating district's presiding officer must sign this form unless the district's board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegatee, please include the district's meeting minutes or minute order evidencing the delegation.*

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Placer County Independent Special District Selection Committee

Nomination Form

Regular Voting Member

Please use this form to nominate a director on a Placer County Independent Special District board to run for the upcoming vacant regular voting member seat on the LAFCO Commission.

Nominee’s Name	Position of Nominee	Originating District

Name of Nominating District: _____

Printed Name of Presiding Officer: _____

Signature of Presiding Officer: _____

(Signature Required)¹

Minutes Attached (Optional): ☐ Yes ☐ No

Please email completed nomination forms to lafco@placer.ca.gov by **Thursday, February 22, 2024, at 4 PM**

¹ The nominating district’s presiding officer must sign this form unless the district’s board has delegated authority to another person to nominate a director on behalf of the district. If this form is signed by such a delegatee, please include the district’s meeting minutes or minute order evidencing the delegation.

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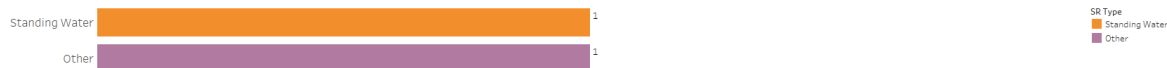
Public Information and Outreach Report

Reporting period: December 2023

Prepared by: Meagan Luevano, Public Information Officer

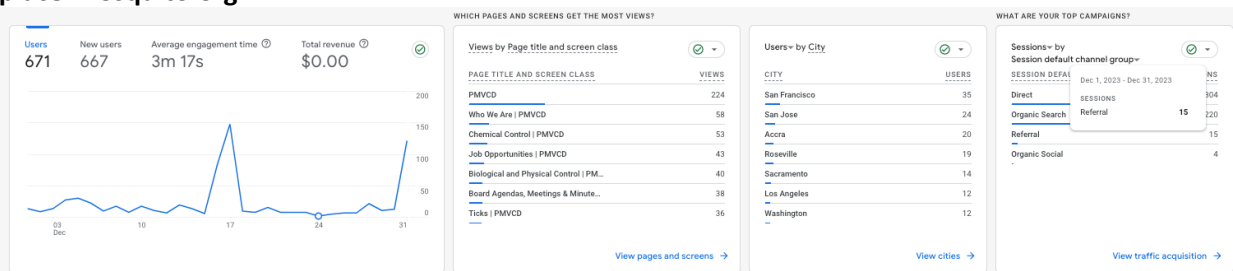
SERVICE REQUESTS

In January 2024, a total of 2 service requests were submitted.

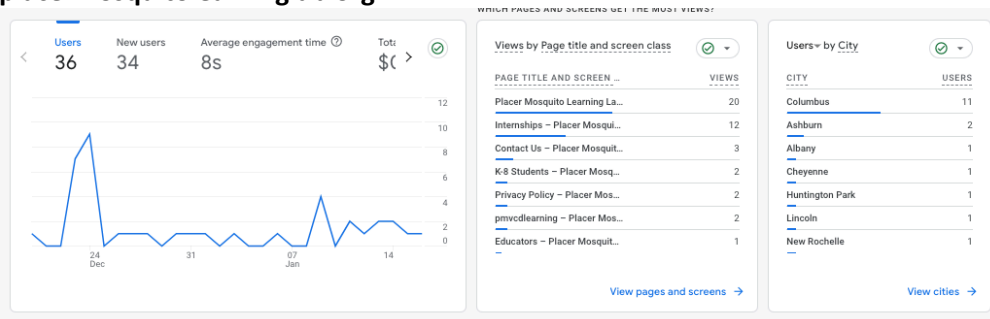


WEBSITE ANALYTICS

placermosquito.org



placermosquitolearninglab.org



CITY COUNCIL PRESENTATIONS

- N/A

COMMUNITY OUTREACH AND EDUCATION EVENTS

- Signed up for two community events in April 2024 and one stakeholder presentation.
- Planning monthly events through summer.

SCHOOL OUTREACH

- Planning for 2024 spring school assemblies.

ONGOING OUTREACH MATERIALS/SOCIAL MEDIA/ADVERTISING

- Weekly social media development
- Monthly eblasts



Profiles

Review your aggregate profile and page metrics from the reporting period.

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	3,178	11	20	2,607	102	3.9%	7
Dec 1, 2022 – Dec 31, 2022	↗ 0.3%	↘ 15.4%	↘ 33.3%	↘ 52.4%	↘ 74.2%	↘ 45.8%	↘ 72%
Compare to	3,169	13	30	5,472	395	7.2%	25
Nov 1, 2022 – Nov 30, 2022							
Placer Mosquito and ...	—	1	0	0	0	—	—
@placermosquito	425	2	6	381	18	4.7%	1
Placer Mosquito & Ve...	1,630	2	7	948	32	3.4%	6
@PlacerMosquito	1,123	6	7	1,278	52	4.1%	0
Placer Mosquito	—	—	0	—	0	—	—

MEDIA RELATIONS

- N/A

PROFESSIONAL TRAININGS & CONFERENCES

- MVCAC Annual Conference in Monterey Presenting and Moderating – January 2024
- MVCAC Legislative Days – February 2024

General Manager's Report

Joel Buettner, General Manager

01/24/2024

- **Our second Strategic Planning session** was held on January 16, 2024 to build on the goals that were identified during the first session. The staff and trustees in attendance identified specific strategies and tactics to achieve those strategies for each goal. Staff have continued to work on this, and plan to complete the work by the end of February. Thank you to all who participated and contributed to helping the district continue to provide the best public health protection for our communities.
- **Placer County LAFCO** has an opening for a special district representative on their board. Please see the attached letter.
- **MVCAC Annual Conference** was attended by district staff. Phil Spinks, Megan Luevano, and I presented. In addition, two intern posters were presented. Additional information from the conference will be provided at the meeting.
- **General Manager Annual Evaluation** was re- scheduled for the January 29, 2024 board meeting. I have provided my self-assessment to all trustees.

UPCOMING EVENTS

- MVCAC Annual Conference – January 20-24, 2024 – Monterey, CA
- AMCA Annual Conference – March 4-8, 2024 – Dallas, TX