

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

2021 Opportunity Drive
Roseville, CA 95678

**REGULAR BOARD MEETING
AGENDA**

April 15, 2024, 4:30 PM

www.placermosquito.org

This meeting will be conducted in person and via teleconference. Trustees may, as provided by law, participate remotely under some circumstances. The Board encourages the public to participate remotely by calling (408) 638-0968 and when prompted, enter the Meeting ID: 883 7159 3317 or <https://us06web.zoom.us/j/88371593317>

Page

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

4 Introduction of Guest

A. Dane Wadlé CPFO, Senior Public Affairs Field Coordinator, CSDA

5 Agenda Review

6 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.

7 Consent Agenda – Action item

3-5

A. Minutes of the March 18, 2024, Regular Board Meeting

7

B. Acknowledge Warrants Issued March 2024

9-11

C. Financial Report: Fiscal Year to Date March 31st, 2024

13-20

D. Board Review and Consideration to Update Job Classification and Pay Scale for Vector Control Technician

21-28

E. Board Review and Consideration to Update Job Classification and Pay Scale for Supervisor

8 Presentation of Transparency Certificate Award – Dane Wadlé, CSDA

29-30

9 Board Review and Consideration of Resolution 2024-04 Recognizing West Nile Virus and Mosquito and Vector Control Awareness Week 2024 – Action item

31-34

10 Board Review and Consideration of Resolution 2024-05 Amending the District Budget for Fiscal Year 2023-24 – Action item

[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

- 35 **11 Board Review and Consideration of Renewal of Contracts for IT services – Action item**
- 37-40 **12 Staff Reports**
41-42 A. Eastern Placer Report- Angella Falco
43 B. Public Information and Outreach Report – Meagan Luevano
 C. Field Operations and Surveillance Report – Jake Hartle
 D. General Manager’s Report – Joel Buettner
- 13 Board/Staff General Discussion**
- 14 Closed Session**
A. Public employee performance evaluation: General Manager
(pursuant to Government Code Section 54957).
- Reconvene from Closed Session**
- 15 Report from Closed Session**
- 16 Announcements**
A. The next regular Board meeting will be held April 15, 2024, at 4:30 PM, at 2021 Opportunity Dr., Roseville, CA 95678
B. The next regular Personnel Committee meeting will be held April 22, 2024, at 3:30 PM at 2021 Opportunity Dr., Roseville, CA 95678.
C. The next special Finance Committee meeting will be held April 30, 2024, at 2:00 PM at 2021 Opportunity Dr., Roseville, CA 95678.
- 17 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
March 18, 2024, 4:30 PM
Placer Mosquito & Vector Control District Office
2021 Opportunity Drive, Roseville, CA 95678

This meeting will be conducted in person and via teleconference. Trustees may, as provided by law, participate remotely under some circumstances. The Board encourages the public to participate remotely by calling (408) 638-0968 and when prompted, enter the Meeting ID: 876 3514 2449 or <https://us06web.zoom.us/j/87635142449>

1. **Call to Order:** President Hutchings called the meeting to order at 4:30 PM.
2. **Roll Call:** Trustees Peter Gilbert, Ross Hutchings, Russ Kelley and Will Stockwin were present. Trustees Sandy Bendorf and Merry Holliday-Hanson were absent with notification.
District Employees Present: Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Angella Falco, Meagan Luevano and Scott Schon.
Public Present: Tom Moore, Derek Tang, and Casey Hubble
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. Minutes of the January 29, 2024, Regular Board Meetings
 - B. Minutes of the February 26, 2024, Regular Meeting
 - C. Acknowledge Warrants Issued February 2024
 - D. Financial Report: Fiscal Year to Date February 29th, 2024
 - E. Board Review and Consideration to Purchase Mosquito Larvicides
 - F. Board Review and Consideration to approve Aerial Applicator Contract

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: Bendorf, Holliday-Hanson and Gayaldo

Trustee Gayaldo arrive at 4:35 PM

7. **Presentation**

Mr. Schon presented an update on the unmanned aircraft system program. Presentation slides will be attached to the Board Packet. The Board thanked Mr. Schon for all the hard work and great presentation
8. **Board Review and Consideration of Memorandums of Understanding with District Employee Associations**
 - A. **Board Review and Consideration of Memorandum of Understanding between Placer Mosquito and Vector Control District Employees Association and Placer Mosquito and Vector Control District**

A motion to approve the Memorandum of Understanding between Placer Mosquito and Vector Control District Employees Association and Placer Mosquito and Vector Control District was made by Trustee Gayaldo seconded by Trustee Gilbert, unanimously approved, no abstentions.

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

Noes: ∅ *Abstain: ∅* *Absent: Bendorf and Holliday-Hanson*

B. Board Review and Consideration of Memorandum of Understanding between Placer Mosquito and Vector Control District Association of Managerial Employees and Placer Mosquito and Vector Control District

A motion to approve the Memorandum of Understanding between Placer Mosquito and Vector Control District Association of Managerial Employees and Placer Mosquito and Vector Control District was made by Trustee Stockwin seconded by Trustee Kelley, unanimously approved, no abstentions.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

Public Comment:

- Tom Moore, Vector Control Technician, and representative of the PMVCD Employee Association, thanked the board and staff for a smooth MOU process and negotiations.
- Mr. Schon, Supervisor, thanked the board and staff on behalf of the Managerial Employee Association
- Ms. Alvarez in her role as president for the PMVCD Employee Association, thanked the board and Jake Hartle and Joel Buettner for their support and consideration of employees' proposals and great communication during negotiations.

Trustee Gilbert thanked the staff and was appreciative of how the MOU process went and acknowledged the hard work of staff.

9. Board Review and Consideration of Changing Secretary Job Title to Administrative Assistant

A motion to approve changing Secretary job title to Administrative Assistant was made by Trustee Gilbert seconded by Trustee Stockwin, unanimously approved, no abstentions.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

10. Board Review and Consideration of Resolution 2024-02

A motion to approve resolution 2024-02 "Directing the Preparation of the Engineer's Report for the Mosquito Control District and East County Mosquito Control and Disease Prevention Assessment District" was made by Trustee Stockwin, seconded by Trustee Gayaldo, approved by roll call vote.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

11. Board Review and Consideration of Resolution 2023-03

A motion to adopt Resolution 2023-03 "Directing the Preparation of the Engineer's Report for the Expanded Services and Permanent Facility Assessment" was made by Trustee Gilbert, seconded by Trustee Kelley, approved by roll call vote.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

12. Board Review and Consideration of Placer County Local Agency Formation Commission (LAFCO) Nomination of Regular and Alternate Special District Representative

A motion to select Peter Gilbert, Placer Mosquito and Vector Control District for Regular Voting Special District Representative on LAFCO was made by Trustee Gilbert seconded by Trustee Kelley, unanimously approved, no abstentions.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

A motion to select Teresa Ryland, South Placer Fire Protection District Director for Selection of Alternate Special District Representative on LAFCO was made by Trustee Kelley seconded by Trustee Gilbert, unanimously approved, no abstentions.

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

Noes: ∅

Abstain: ∅

Absent: Bendorf and Holliday-Hanson

13. Staff Reports

- A. Eastern Placer Report – Angella Falco gave a verbal update.
- B. Public Information and Outreach Report – A written report was submitted. Ms. Luevano reported that the District received the Transparency Certificate from CSDA.
- 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.

14. Board/Staff General Discussion: Trustee Kelley thanked the staff for all the hard work they have done over the years.

15. Announcements

- A. The next regular Board meeting will be held April 15, 2024, at 4:30 PM, at 2021 Opportunity Dr., Roseville, CA 95678
- B. The next regular Personnel Committee meeting will be held April 22, 2024, at 3:30 PM at 2021 Opportunity Dr., Roseville, CA 95678.

16. Adjournment:

President Hutchings adjourned the meeting at 5:32 PM.

Minutes approved by the Board and dated, this 15th day of April 2024 after passage.

Ross Hutchings, Board President: _____

Attest:

Isabel Alvarez, Board Secretary: _____

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Warrants March 2024

Payment Date	Payment Type	Payee	Invoice Amount
3/1/2024	Check	FIRST SOLUTIONS INC	135.00
3/1/2024	Check	STAR INDUSTRIES - Remit-To: 4181 POWER INN ROAD STE D	565.00
3/1/2024	Check	CITY OF ROSEVILLE - Remit-To: PO BOX 619136	60.54
3/1/2024	Check	CITY OF ROSEVILLE - Remit-To: PO BOX 619136	636.30
3/4/2024	Check	SCI CONSULTING GROUP	11,850.84
3/4/2024	Check	AMERICAN FIDELITY ASSURANCE COMPANY	1,012.37
3/4/2024	Check	HUNT & SONS INC - Remit-To: PO BOX 101630	1,674.77
3/4/2024	Check	BIOSEARCH TECHNOLOGIES INC	964.76
3/4/2024	Check	ARNAUDO BROS LP	2,249.10
3/4/2024	Check	LIFE TECHNOLOGIES CORPORATION	1,338.64
3/4/2024	Check	CITY OF ROSEVILLE - Remit-To: PO BOX 619136	2,410.69
3/6/2024	Check	MEDPRO WASTE DISPOSAL LLC	243.32
3/6/2024	Check	JOHN WALKER HEATING AND COOLING	1,160.30
3/6/2024	Check	JOHN WALKER HEATING AND COOLING	730.10
3/6/2024	Check	JOHN WALKER HEATING AND COOLING	1,136.64
3/6/2024	Check	PATRICK J ROONEY	75.00
3/6/2024	Check	RED SHOE PRODUCTIONS LLC	5,400.00
3/6/2024	Check	HUNT & SONS INC - Remit-To: PO BOX 101630	1,315.41
3/6/2024	Check	STATE OF CALIFORNIA - Remit-To: Vector-borne Disease Section, Ms7307	156.00
3/6/2024	Automatic Wire Payment	CALPERS - Remit-To: B OF A SAC MAIN/CERBT-OPEB	34,729.54
3/8/2024	Check	SPARK CREATIVE DESIGN	99.65
3/8/2024	Check	BURCHAM, KAREN LYNNE	864.41
3/8/2024	Check	HAURY, RITA E	492.58
3/8/2024	Check	FUTURE FORD INC - Remit-To: 650 Auto Mall Dr	414.88
3/8/2024	Check	LIBERTY UTILITIES CO - Remit-To: Po Box 80374	426.19
3/8/2024	Check	VERIZON WIRELESS - Remit-To: PO. BOX 660108	77.12
3/8/2024	Check	CANNON WATER TECHNOLOGY	242.07
3/8/2024	Check	OPTIMUM	161.24
3/8/2024	EFT Child Support	CASDU - California State Disbursement Unit (SDU)	1178.76
3/11/2024	Check	VERIZON WIRELESS - Remit-To: PO. BOX 660108	1,886.54
3/11/2024	Check	INFINITY TECHNOLOGIES	6,252.50
3/19/2024	Check	ALESHIRE & WYNDER LLP	108.00
3/19/2024	Check	VWR FUNDING INC - Remit-To: Po Box 640169	53.93
3/19/2024	Check	VWR FUNDING INC - Remit-To: Po Box 640169	308.49
3/19/2024	Check	VWR FUNDING INC - Remit-To: Po Box 640169	484.63
3/19/2024	Check	VWR FUNDING INC - Remit-To: Po Box 640169	668.62
3/19/2024	Check	VWR FUNDING INC - Remit-To: Po Box 640169	129.33
3/19/2024	Check	BARTKIEWICZ, KRONICK & SHANAHAN	921.25
3/19/2024	Check	JASSO, DAVID CELIO	425.00
3/19/2024	Check	PACIFIC GAS & ELECTRIC COMPANY - Remit-To: PO BOX. 997300	2,049.93
3/19/2024	Check	OPENTRONS LABWORKS INC	2,157.56
3/19/2024	Check	US BANK EQUIPMENT FINANCE	186.87
3/19/2024	Check	AUL HEALTH BENEFIT TRUST C/O MIDAMERICA ADMIN	4,407.23
3/19/2024	Check	SOUTHWEST GAS CORP - Remit-To: PO BOX 24531	129.39
3/19/2024	Check	LIFE TECHNOLOGIES CORPORATION	2,581.93
3/19/2024	Check	TEXAS LIFE INSURANCE COMPANY	132.25
3/19/2024	Check	US BANCORP	13,778.68
3/19/2024	Check	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	166.67
3/19/2024	Check	CONSOLIDATED COMMUNICATIONS OF CALIFORNIA COMPANY	677.61
3/20/2024	Check	BIOSEARCH TECHNOLOGIES INC	450.84
3/20/2024	Check	BIOSEARCH TECHNOLOGIES INC	344.24
3/22/2024	EFT Child Support	CASDU - California State Disbursement Unit (SDU)	1178.76
3/29/2024	Check	HUNT & SONS INC - Remit-To: PO BOX 101630	1,988.51
3/29/2024	Check	DELTEK INC	216.00
3/29/2024	Check	SACRAMENTO-YOLO MVCD	15,937.75
3/29/2024	Check	SACRAMENTO-YOLO MVCD	16,448.14
3/29/2024	Check	SACRAMENTO-YOLO MVCD	16,257.50
3/29/2024	Check	CLARK, PATRICK SPENCER	1,500.00
3/29/2024	Check	BUCKMASTER BUSINESS MACHINES	20.00
3/29/2024	Check	BUCKMASTER BUSINESS MACHINES	172.02
3/29/2024	Check	TRUCKSMART INC - Remit-To: 6455 Pacific St	3,666.71
3/29/2024	Check	PRINCIPAL LIFE INSURANCE COMPANY	4,473.57

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**Placer Mosquito Vector Control District
Budget to Actuals YTD as of 3/31/2024**

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
40010:Taxes - Current Secured Property				
RC0010 Taxes - Current Secured Property (GL40010)	(64,339.00)	(64,983.83)	644.83	101.00%
40040:Taxes - Railroad Unitary Property				
RC0040 Taxes - Railroad Unitary Property (GL40040)	(97.00)	(93.67)	(3.33)	96.57%
40050:Taxes - Unitary and Op Non-Unitary Property				
RC0050 Taxes - Unitary & Op Non-Unitary Property (GL40050)	(2,409.00)	(2,469.93)	60.93	102.53%
40060:Taxes - Current Unsecured Property				
RC0060 Taxes - Current Unsecured Property (GL40060)	(1,171.00)	(1,353.56)	182.56	115.59%
40070:Taxes - Delinquent Secured Property	(1.00)	0.00	(1.00)	0.00%
40090:Taxes - Delinquent Unsecured Property				
RC0090 Taxes - Delinquent Unsecured Property (GL40090)	(16.00)	(24.19)	8.19	151.19%
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)	(6.27)	5.27	627.00%
40180:Other Taxes				
RC0270 Parcel Taxes (GL40180)	(350,064.00)	(339,697.50)	(10,366.50)	97.04%
42010:Investment Income	(10,000.00)	(78,000.70)	68,000.70	780.01%
RC0560 Interest / Investment Income (GL42010)		(78,000.99)		
RC0561 5151 Interest (GL42010)		0.29		
42030:Short-Term Rents and Concessions				
RC0600 Short-Term Rents & Concessions (GL42030)	(6,000.00)	(6,579.93)	579.93	109.67%
44350:State Homeowners Property Tax Relief				
RC1440 Homeowners Property Tax Relief (GL44350)	(406.00)	(177.87)	(228.13)	43.81%
46030:Direct Charges				
RC1720 Direct Charges (GL46030)	(5,385,420.00)	(5,492,181.13)	106,761.13	101.98%
46430:Insurance - Other				
RC2930 Insurance - Other (GL46430)	0.00	(62,354.64)	62,354.64	0.00%
48030:Miscellaneous				
RC3080 Miscellaneous Other Revenue (GL48030)	(20,000.00)	(20,368.59)	368.59	101.84%
49030:Proceeds from Sale of Capital Assets				
RC3170 Proceeds from Sale of Capital Assets (GL49030)	0.00	(6,238.00)	6,238.00	0.00%
Total Revenue	(5,841,607.00)	(6,075,338.83)	233,731.83	104.00%
51010:Salaries and Waqes				
SC1010 Salaries and Waqes (GL51010)	2,383,746.88	1,665,814.26	717,932.62	69.88%
51040:Overtime and Call Back				
SC1040 Overtime and Call Back (GL51040)	16,049.13	11,743.07	4,306.06	73.17%
51210:Retirement	301,691.19	208,556.24	93,134.95	69.13%
SC1210 CalPERS (GL51210)		157,908.24		
SC1852 CalPERS (GL51210)		50,648.00		
51220:Payroll Tax				
SC1220 FICA (GL51220)	46,793.63	32,966.06	13,827.57	70.45%
51240:Other Postemployment Benefits (OPEB)				
SC1858 Other Post Employment Benefits (OPEB) (GL51240)	120,047.00	17,506.04	102,540.96	14.58%
51350:Emp Benefits Other Agencies				
SC1888 Employee Benefits Other Agencies (GL51350)	457,348.53	352,525.36	104,823.17	77.08%
51380:Other Benefits				
SC1897 Other Benefits (GL51380)	1,362.00	456.87	905.13	33.54%

**Placer Mosquito Vector Control District
Budget to Actuals YTD as of 3/31/2024**

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
52020:Pesticides				
SC2030 Poisons, Pesticides and Chemicals - Agricultural and Industrial (GL52020)	591,224.36	640,517.34	(49,292.98)	108.34%
52030:Clothing and Personal				
SC2040 Work Clothes (GL52030)	6,500.00	4,897.88	1,602.12	75.35%
52040:Communication Services Expense	70,466.94	38,603.72	31,863.22	54.78%
SC2085 Communication Services - Telephone (GL52040)		22,403.72		
SC2090 Media Services - 1099 Reportable (GL52040)		16,200.00		
52050:Food				
SC2110 Food and Water, All Types (GL52050)	800.00	504.36	295.64	63.05%
52060:Janitorial Supplies	1,592.34	0.00	1,592.34	0.00%
52080:Insurance				
SC2140 Insurance and Insurance Services (GL52080)	215,189.96	210,867.00	4,322.96	97.99%
52140:Parts				
SC2200 Automotive Accessories, Equipment and Parts (GL52140)	6,000.00	13,926.71	(7,926.71)	232.11%
52160:Maintenance	20,876.00	25,838.42	(4,962.42)	123.77%
SC2260 Equipment Maintenance and Repair Services for Vehicles & Aircraft - 1099		25,137.07		
SC2270 Equipment Maintenance and Repair Services for General Equipment - 1099		701.35		
52161:Maintenance - Building				
SC2861 Maintenance - Building - 1099 Reportable (GL52161)	36,961.00	26,223.86	10,737.14	70.95%
52170:Fuels & Lubricants				
SC2340 Gasoline, All Types (GL52170)	51,750.00	33,599.87	18,150.13	64.93%
52180:Materials - Buildings & Improvements	1,500.00	0.00	1,500.00	0.00%
52190:Maintenance - Janitorial				
SC2430 Janitorial Management Services - 1099 Reportable (GL52190)	9,280.00	4,520.00	4,760.00	48.71%
52210:Services				
SC2455 Airplane/Helicopter Services NOC - 1099 Reportable (GL52210)	356,430.00	288,606.14	67,823.86	80.97%
52220:Laboratory Supplies	79,300.00	49,233.33	30,066.67	62.08%
SC2480 Clinical Laboratory Reagents and Tests (GL52220)		21,612.61		
SC2500 Gases, Lab / Medical / Welding (GL52220)		5,049.96		
SC2521 Laboratory Supplies (GL52220)		22,570.76		
52240:Professional / Membership Dues				
SC2550 Membership / Registration / Association / Warranties - 1099 Reportable	30,745.00	29,498.48	1,246.52	95.95%
52245:Warranties	5,024.00	0.00	5,024.00	0.00%
52260:Misc Expense				
SC2570 Misc Expense (GL52260)	0.00	14,626.66	(14,626.66)	0.00%
52330:Other Supplies	15,918.00	3,384.33	12,533.67	21.26%
SC2650 First Aid and Safety Equipment and Supplies (GL52330)		2,062.17		
SC2660 Office Supplies - Other Paper - Should meet 30% min. Recycled Content		956.43		
SC2661 Office Supplies Excluding Paper Goods (GL52330)		365.73		
52340:Postage				
SC2790 Postage (GL52340)	275.00	205.59	69.41	74.76%
52360:Professional and Special Services - General	175,731.88	140,967.11	34,764.77	80.22%
SC2820 Personnel Services - 1099 Reportable (GL52360)		14,042.60		
SC2840 Collection Charges - 1099 Reportable (GL52360)		93,036.36		
SC2860 SB2557 Property Tax Admin Costs - 1099 Reportable (GL52360)		1,165.24		
SC2940 Consulting Services - 1099 Reportable (GL52360)		15,570.00		
SC2945 Uniform Rental and Laundry Services - 1099 Reportable (GL52360)		6,265.97		
SC3010 Alarm Services - 1099 Reportable (GL52360)		5,756.31		
SC3070 AB2838 - LAFCO Fees - 1099 Reportable (GL52360)		5,130.63		

**Placer Mosquito Vector Control District
Budget to Actuals YTD as of 3/31/2024**

Ledger / Spend Account	Budget	Actuals	Balance	% of Budget
52370:Professional and Special Services - Legal				
SC3130 Legal Services - 1099 Reportable (GL52370)	15,000.00	13,323.50	1,676.50	88.82%
52380:Professional and Special Services - Technical, Engineering and Environmental	39,911.00	26,804.94	13,106.06	67.16%
SC3150 Grounds Maintenance Services - 1099 Reportable (GL52380)		3,795.00		
SC3280 Security, Fire, Safety, and Emergency Services Not Otherwise Classified -		461.00		
SC3320 Environmental and Ecological Services - 1099 Reportable (GL52380)		20,000.00		
SC3322 Hazardous Waste (GL52380)		2,548.94		
52390:Professional and Special Services - County				
SC4705 Internal Professional and Special Services (Non-Interfund Transfer)	12,601.58	15,321.76	(2,720.18)	121.59%
52400:Professional and Special Services - Information Technology	148,066.00	113,384.06	34,681.94	76.58%
SC3370 Data Processing, Computer, Programming, and Software Services - 1099		43,261.85		
SC3380 Computer Management Services - 1099 Reportable (GL52400)		70,122.21		
52440:Short-Term Rents and Leases - Equipment				
SC3460 Short-Term Equipment Rental or Lease Services - 1099 Reportable	2,647.00	1,697.33	949.67	64.12%
52450:Short-Term Rents and Leases - Buildings & Improvements				
SC3480 Short-Term Real Property Rental or Lease - 1099 Reportable (GL52450)	26,989.20	22,491.00	4,498.20	83.33%
52460:Small Tools & Instruments				
SC3530 Hardware and Related Items (GL52460)	17,500.00	17,166.37	333.63	98.09%
52480:PC Acquisition				
SC3560 Computers, Handheld, Laptop, and Notebook (GL52480)	19,550.00	10,907.06	8,642.94	55.79%
52520:Trustee Meetings Compensation				
SC3630 Trustee Meetings Compensation - 1099 Reportable (GL52520)	8,400.00	5,200.00	3,200.00	61.90%
52560:Small Equipment				
SC3710 Electronic Equipment, Parts, and Accessories (GL52560)	15,000.00	3,001.36	11,998.64	20.01%
52570:Advertising	75,156.88	44,677.89	30,478.99	59.45%
SC3890 Marketing Services - 1099 Reportable (GL52570)		44,379.17		
SC3895 Publications and Legal Notices (GL52570)		298.72		
52590:Tuition Reimbursement				
SC4070 Tuition Reimbursement (GL52590)	4,000.00	1,608.71	2,391.29	40.22%
52785:Training / Education				
SC4000 Educational/Training Services - 1099 Reportable (GL52785)	8,450.00	5,314.98	3,135.02	62.90%
52790:Transportation and Travel	25,860.00	19,318.96	6,541.04	74.71%
SC4280 Travel & Transportation (GL52790)		17,958.44		
SC4290 Mileage (GL52790)		1,360.52		
52800:Utilities				
SC4340 Utilities (GL52800)	79,545.61	45,612.54	33,933.07	57.34%
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	52,105.68	220.32	99.58%
Total Expenses (Non Capital Assets)	5,841,606.11	4,501,524.84	1,340,081.27	77.06%
54450:Equipment	0.00	164,466.15	(164,466.15)	0.00%
SC2520 CA Laboratory Equipment (GL54450)	0.00	16,334.90	(16,334.90)	0.00%
SC2680 CA Aircraft and Airport Equipment (GL54450)	0.00	78,495.89	(78,495.89)	0.00%
SC5210 CA Vehicles, All Types (GL54450)	0.00	69,635.36	(69,635.36)	0.00%
Total Capital Assets	0.00	164,466.15	(164,466.15)	0.00%
Total Expenses	5,841,606.11	4,665,990.99	1,175,615.12	79.88%

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Board Review and Consideration to Update Job Classification and Pay Scale for Vector Control Technician

Background

To address concerns over lower starting pay rates than comparable positions in the area, we are recommending that the Vector Control Technician pay scale be changed from three steps to two steps by retaining the two higher pay steps of the current pay scale and eliminating the lowest pay step. In addition, some changes to update the job classification that improve clarity of duties including a description of different teams VCTs may be assigned to.

This proposal was circulated to the PMVCD Employee Association with no comments received.

Fiscal Impact

Fiscal impact is minimal since it will primarily affect new hires. Some existing employees who are affected by the pay scale change may be moved up a step more quickly than before.

Staff Recommendation

Staff recommends the board approve the updated VCT job classification and pay scale as presented effective April 20, 2024.

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DRAFT 2024 for employee review

CLASSIFICATION SPECIFICATION VECTOR CONTROL TECHNICIAN (I and II)

DEFINITION

Incumbents are responsible for performing the full range of duties associated with the District's vector control program with decreasing levels of direct supervision as experience increases. Assignments may be district-wide or restricted to a specific zone or facility.

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision from a Supervisor or Field Station Manager.
- May exercise functional supervision of temporary VCAs as assigned.

ASSIGNMENTS

Vector Control Technicians are assigned to one of three different teams indicated below. VCT I's are expected to be familiar with or perform the duties of all teams at a basic level, with focus on developing mastery of specific or advanced duties associated with the assigned team. VCT's are expected to perform the duties of their specific assignment to a fully competent level before qualifying for VCT II.

Vector Surveillance Team

VCT's assigned to the Vector Surveillance Team are responsible for implementing mosquito and mosquito borne disease surveillance by trapping and processing mosquitoes for disease testing, tick and tick-borne disease surveillance, conducting efficacy evaluations on mosquito control products and techniques, maintaining mosquito colonies, participating in applied research projects as assigned, and assisting with other vector control technician duties as needed. This assignment requires work in a laboratory setting, handling chemical and biologically hazardous materials, driving a district vehicle, and performing field work year around.

Vector Control Team

VCT's assigned to the Vector Control Team are responsible for monitoring standing water that produce mosquitoes by inspecting and applying public health insecticides and other control measures to limit the risk of mosquitoes and mosquito-borne disease in a particular geographic zone. This assignment requires year around work in rural and urban areas, driving a district vehicle, handling, and applying insecticides, performing yellow-jacket surveillance and control, interacting with the public during service requests, public events, or property inspections, operating specialized equipment, participating in applied research projects as assigned, and assisting with other vector control technician duties as needed.

Eastern Placer Team

VCT's assigned to the Eastern Placer Team are based at our Tahoe substation near Truckee and are responsible for implementing mosquito and mosquito borne disease surveillance by trapping and processing mosquitoes for disease testing, making mosquito control treatments to standing water areas, performing tick and tick-borne disease surveillance, performing yellow-jacket surveillance and control, and responding to service requests from the public. This assignment requires seasonal work in primarily remote rural areas, driving a district vehicle in a range of weather and road conditions, handling and applying insecticides, and interacting with the public during service requests, public events, or property inspections, and assisting with mosquito surveillance, use of specialized equipment, participating in applied research projects as assigned, and assisting with other vector control technician duties as needed. Due to the elevation of eastern Placer County, most vector surveillance and control work is done from May through November. This position may be seasonal in nature or may include winter work conducted at another work site.

EXAMPLES OF ESSENTIAL DUTIES

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

VCT I – General Duties

- Coordinates with supervisor to establish appropriate goals in assigned area including surveillance, larval control, adult mosquito control, biological control, and other elements of the District's Integrated Vector Management Program.
- Coordinates with assigned supervisor to ensure appropriate resources are available to meet goals of assigned area.
- Provides effective, efficient, safe, and professional services to residents of Placer County.
- Works cooperatively with supervisors and co-workers to address issues in their assigned areas.
- Assists with any vector surveillance and/or control operation as needed.
- Evaluates sources and assists with making recommendations for source reduction projects in assigned area.
- Ensure accuracy of daily records and reports.
- Manages daily workload in an efficient and organized manner with assistance.
- Seeks and offers help to co-workers as appropriate as part of a team
- Communicates professionally with co-workers, supervisors, and the public in an appropriate and timely manner that reflects the core values of the District.

VCT II– General Duties

All duties at the VCT I level plus:

- Assists in mentorship and training for new and/or seasonal field staff.
- Address public relations issues in the field, and request additional support if needed
- Monitors and evaluates work performed by seasonal field staff as assigned.
- Prepares written or verbal reports as requested.
- Participates in District special programs or projects as assigned.
- Conducts safety and training sessions as assigned.
- Works cooperatively with other departments professionally and in the spirit of positive teamwork
- Manages daily workload in an efficient and organized manner independently.
- Understands and uses data to support decisions in the field
- Works proactively to further the District’s mission, prevent problems to the extent possible, and offers solutions to problems that lead to a positive resolution.

EMPLOYMENT STANDARDS

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

VCT I

Knowledge of:

- The District strategic plan including vision, mission and core values.
- Knowledge of vector species and control measures covered in VCT certification categories A, B, C or D and present in Placer County.
- The process to identify both larval and adult mosquito species.
- Common types of adult and larval mosquito habitats in Placer County
- Appropriate vector prevention and control measures available and how to use them
- Safe work practices including regulations related to worker safety, handling biohazardous organisms and materials, pesticide handling and application.
- Integrated Vector Management theory and implementation
- Basic methods, tools, materials, and equipment used in vector surveillance and control.
- Relevant environmental protection regulations and sensitive areas.

Ability to:

- Distinguish between and identify in the field common vector genera and their look-a-likes.
- Safely operate district equipment related to assigned work areas and tasks.
- Make safe and effective applications of public health pesticides in accordance with label and District policies and guidelines.
- Effectively and efficiently operate laptop computer, mobile device and required software or applications (e.g. web browser, data management system, mapping software, email) to effectively complete assigned tasks.
- Follow oral and written instructions.

- Establish and maintain effective, cooperative relations with the general public and co-workers.
- Effectively communicate verbally and in writing.
- Read and write at a level required for successful job performance.

VCT II

All items under VCT I plus the following:

Knowledge of:

- Details of biology and ecology of vector species that pertain to control measure choice and application.
- Details of public health pesticides such as mode of action, application types, mixing and loading, and potential hazards.
- Data analysis and interpretation relevant to assigned tasks.
- District policies and standard operating procedures related to their assigned duties and tasks.

Ability to:

- Accurately and effectively answer common questions from the public in accordance with District policy and guidelines.
- Make vector control decisions based on interpretation of vector and disease surveillance information.
- Make chemical control decisions based on knowledge of modes of action, target species, resistance management, etc.
- Effectively access and utilize data management system to inform decisions related to assigned duties.
- Repair and maintain commonly used vector control equipment and systems.
- Train staff in the safe use of district equipment.
- Train or mentor staff in vector control procedures, techniques, and skills.

QUALIFICATIONS

VCT I required:

- Must have a high school diploma or equivalent, and have experience in mosquito and vector control field or lab work or equivalent experience in a related field. An equivalent combination of education and experience may be considered.
- Must pass pre-employment physical.
- Must pass pre-employment drug test.
- Must have or be able to gain California State Department of Public Health Vector Control Certification in categories A, B C, and D within 24 months.
- Must possess a valid California Driver's License.
- Must be insurable with the Vector Control Joint Powers Agency (the District's self-insurance group).

VCT II required:

- A minimum of 24 months at VCT I level with favorable performance evaluation rating. Comparable experience at another vector control agency may be considered as part of this requirement.
- Must have current California State Department of Public Health Vector Control Certification in categories A, B, C and D in good standing.
- Must have successfully completed the District's Vector Control Technician job training program including any applicable skills assessment and program area rotations.

PHYSICAL REQUIREMENTS

- **Environmental Conditions:**
 - **Outdoor:** Frequent work outdoors on a year-round basis with exposure to uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds; occasional exposure to chemicals, fumes, and other environmental substances. Outdoor work may also involve operation or exposure to manned or unmanned aircraft.
 - **Typical office/laboratory environment:** Occasional work in an office setting using typical office equipment. Some assignments may be in a laboratory setting using common biological laboratory equipment and substances.
 - Work may require wearing appropriate personal protective clothing and equipment.
- **Mobility:** Frequently enter and exit work vehicles including loading and unloading standard pickup bed and occasionally trailers with utility vehicles or other equipment. Periodically climb ladders or other objects; occasionally sit in one place while operating lab equipment or operating a computer.
- **Labor:** Occasionally standing or driving for long period of time; periodically bending at the knees and waist, stooping, crawling, reaching over head and squatting. Repetitive motion associated with computer usage and machinery operation.
- **Lifting:** Periodically lifting up to 50 pounds, occasionally assist in lifting over 50 pounds.
- **Vision:** Constant use of overall vision, including depth perception.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Regular hearing and talking in person.
- **Emotional/Psychological:** Some assignments have occasional coworker contact; frequent working alone. Other assignments have regular coworker contact; occasional working alone.

OTHER REQUIREMENTS

Must be willing to work weekends and holidays.

Collective Bargaining Unit: PMVCD Employee Association

FLSA status: non-exempt

REVISE VCT I PAYSCALE

To address concerns over recruitment and retention of new vector control technicians, the District proposes that following change to the VCT I pay scale:

1. Eliminate the current Step A to create a two-step scale equivalent to the current Step B and C.
2. Rename the new two steps A and B.
3. Current employees would move to the new step that is at least equal to their current pay rate. Employees at Step C prior to the change will be moved to VCTII step A if they meet all VCTII requirements.

		STEPS (Hourly Pay Rates)				
		A	B	C	D	E
OLD	Vector Control Technician I	26.65	28.13	29.61		
NEW	Vector Control Technician I	28.13	29.61			

Board Review and Consideration to Update Job Classification and Pay Scale for Supervisor

Background

The original Supervisor pay scale, created in 2019, had three steps with the intention of increasing it to the standard five steps later. During the recent compensation study, the district's compensation consultant Shellie Anderson made the recommendation to increase the Supervisor pay steps to five with \$50.11 as the max pay.

In addition, some changes were made to update the job classification that improve clarity of duties including a description of different teams Supervisors may be assigned to.

This proposal was circulated to the PMVCD Managerial Employee Association with no comments received.

Fiscal Impact

Fiscal impact will be mitigated through the annual budget process. The additional pay steps over time will not negatively impact district finances.

Staff Recommendation

Staff recommends the board approve the updated Supervisor job classification and pay scale as presented effective April 20, 2024.

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Placer Mosquito and Vector Control District

CLASSIFICATION SPECIFICATIONS Supervisor

DISTINGUISHING CHARACTERISTICS

The supervisor position is the front-line supervisory level of the Vector Control Technician career path. The incumbent is responsible for the performing the full range of duties associated with the District's vector control operations and assigned special programs within the Control Operations, Surveillance, or Technical Services and Applied Research Departments with only occasional instruction or assistance as unusual or unique situations arise. The incumbent is further responsible for participating in and providing reports and input into the annual District budget process and strategic planning. Assignments may be district-wide or restricted to a specific zone or facility.

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision from the Assistant Manager.
- Exercises technical supervision of Lead VCTs, VCTI/II and VCA's.

ASSIGNMENTS

Supervisors are assigned to lead a team of VCTs assigned to either Vector Surveillance or Vector Control.

Vector Surveillance Team

Supervisors assigned to the Vector Surveillance Team are responsible for supervising Vector Control Technicians in implementing mosquito and mosquito borne disease surveillance by trapping and processing mosquitoes for disease testing, tick and tick-borne disease surveillance, conducting efficacy evaluations on mosquito control products and techniques, maintaining mosquito colonies, participating in applied research projects as assigned, and assisting with other vector control technician duties as needed. This assignment requires supervising, coaching, and supporting team members in a laboratory setting, handling chemical and biologically hazardous materials, driving a district vehicle, and performing field work year around.

Vector Control Team

Supervisors assigned to the Vector Control Team are responsible for supervising Vector Control Technicians in monitoring standing water that produce mosquitoes by inspecting and applying public health insecticides and other control measures to limit the risk of mosquitoes and mosquito-borne disease in a particular geographic zone. This assignment requires supervising, coaching, and supporting team members in year around work in rural and urban areas, driving a district vehicle, handling, and applying insecticides, performing yellow-jacket surveillance and control, interacting with the public during service requests, public events, or property inspections, operating specialized equipment, participating in applied research projects as assigned, and assisting with other vector control technician duties as needed.

EXAMPLES OF ESSENTIAL DUTIES

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

- Coordinates with Assistant Manager to ensure appropriate resources are available for assigned work area.
- Manages daily work assignments and workload of assigned Lead VCTs, VCTs and VCAs in an efficient and organized manner.
- Creates daily work assignments for VCTs
- Supports Lead VCTs in their functional or technical supervision of temporary employees.
- Conducts professional development and performance evaluation process for each assigned VCT.
- Performs administrative and/or HR duties as needed or assigned.
- Works cooperatively with Lead VCT's and VCT's to address specific problem areas in their zones.
- Monitors vector surveillance and control activities throughout their assigned area.
- Demonstrates understanding of and implements the District's Staff Values of Leadership, History, Culture, Teamwork and Innovation consistently in his or her work and promotes this within all District operations.
- Coordinates with assigned manager to establish appropriate goals in assigned area including surveillance, larval control, adult mosquito control, biological control, and other elements of the District's Integrated Vector Management Program.
- Coordinates with Assistant Manager to ensure appropriate resources are available to meet goals of assigned area.
- Provides effective, efficient, safe, and professional vector control service to residents of Placer County.
- Assists with all aspects of field operations as needed.
- Promotes the implementation of Mosquito Reduction Best Management Practices (BMPs) among staff and the public.
- Evaluates conditions and makes professional recommendations for action in assigned areas.
- Provides mentorship and training for new and/or seasonal field staff.
- Address public relations issues in the field, and request additional support if needed
- Ensure accuracy of daily records and reports.

- Monitors and evaluates work performed by Lead VCT's, VCT's and seasonal field staff as assigned.
- Prepares written or verbal reports as requested.
- Participates in the District safety program.
- Conducts safety and training sessions as needed or assigned.
- Works cooperatively with other departments to achieve the District's mission.
- Seeks and offers help to co-workers as appropriate as part of a team
- Communicates professionally with co-workers, supervisors, and the public in an appropriate and timely manner that reflects the core values of the District.
- Understands and uses data to support decisions in the field
- Works proactively to further the District's mission, prevent problems to the extent possible, and offers solutions to problems that lead to a positive resolution.
- Supports field staff in handling public relations issues or other field operations issues.
- Track purchases and provide expenditure data upon request to aid in the budgeting process.
- Assists with the HR process as it relates to VCT's and temporary staff.
- Reviews daily records and reports of VCT's and VCA's.
- Monitors and evaluates work performed by seasonal field staff.
- Prepares written or verbal reports as requested.
- Participates in the development and implementation of District safety programs.
- Conducts safety and training sessions as needed or assigned.
- Works cooperatively with other departments to achieve the District's mission.
- Implements the District's vector management plan.
- Understands and promotes the District's Integrated Vector Management approach.

EMPLOYMENT STANDARDS

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

Knowledge of:

- Knowledge of mosquito biology and ecology of species present in Placer County.
- Safe work practices including regulations related to worker safety, pesticide handling and application.
- Integrated Pest (Vector) Management theory and implementation
- Basic methods, tools, materials, and equipment used in Vector Control.
- The ability to distinguish between and identify in the field common mosquito species and species that resemble mosquitoes.
- Relevant environmental protection regulations and sensitive areas.
- The process to identify both larval and adult mosquito species.
- The ability to distinguish between and identify in the field common vector species other than mosquitoes.
- Common types of mosquito sources in Placer County with appropriate alternative control measures for each
- Basic principles of supervision, HR requirements, and leadership
- Technical knowledge necessary to perform assigned tasks.

Ability to:

- Safely operate standard district equipment related to vector control field work.
- Follow oral and written instructions.
- Establish and maintain effective, cooperative relations with the general public and co-workers.
- Effectively communicate verbally and in writing.
- Read and write at a level required for successful job performance.
- Safely and effectively operate equipment and systems necessary to accomplish assigned duties related to field and laboratory work.
- Repair and maintain commonly used equipment and systems.
- Train staff in the safe use of district equipment and systems.
- Train or mentor staff in vector control procedures, techniques, and skills.

QUALIFICATIONS**Required:**

- Must have at minimum, a high school diploma or equivalent, and have at least 5 years of field experience in mosquito and vector control or a closely related field, and 1 year of supervisory experience. Functional supervision is acceptable. An equivalent combination of education and experience may be considered.
- Must have or be able to gain and maintain California State Department of Public Health Vector Control Certification in categories A, B, C, and D.
- Must possess a valid California Driver's License.
- Must be insurable with the Vector Control Joint Powers Agency (the District's self-insurance group).
- Must pass pre-employment physical including respirator medical exam.
- Must pass pre-employment drug test.

Desired:

- At least 2 years working for the District at the Lead VCT level.
- Technical licenses or certifications related to work at the District.
- Cardio-Pulmonary Resuscitation (CPR) Certification.
- First Aid Certification.

PHYSICAL REQUIREMENTS

- **Environmental Conditions:**
 - **Outdoor:** frequent work outdoors on a year-round basis with exposure to uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds; occasional exposure to chemicals, fumes, and other environmental substances. Outdoor work may also involve operation or exposure to manned or unmanned aircraft.

- **Typical office/laboratory environment:** Occasional work in an office setting using typical office equipment. Some assignments may be in a laboratory setting using common biological laboratory equipment and substances.
- Work may require wearing appropriate personal protective clothing and equipment.
- **Mobility:** Periodically climb ladders or other objects; occasionally sit in one place while operating lab equipment or operating a computer.
- **Labor:** Occasionally standing or driving for long period of time; periodically bending at the knees and waist, stooping, crawling, reaching over head and squatting. Repetitive motion associated with computer usage and machinery operation.
- **Lifting:** Periodically lifting up to 50 pounds, occasionally assist in lifting over 50 pounds.
- **Vision:** Constant use of overall vision, including depth perception.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Regular hearing and talking in person.
- **Emotional/Psychological:** Regular coworker contact; occasional working alone.

OTHER REQUIREMENTS

Must be willing to work weekends and holidays.

Collective Bargaining Unit: Placer MVCD Managerial Employee Association

FLSA status: non-exempt

REVISE SUPERVISOR PAYSACLE

The District initially created the Supervisor position’s pay scale with three steps with the intention of increasing it to five steps in the future.

The District hired a consultant to advise on the implementation of a five-step scale in coordination with the 2024 compensation study. The consultant recommended maintaining the same starting pay (Step A) and increasing the max pay to 50.11 per hour and distributing five steps evenly between the minimum and maximum.

Current employees would move to the new step that is at least equal to their current pay rate. For example, employees currently at Step C would move to the new Step D. Employees currently at Step A would remain at the new Step A since the pay rates are equal.

The District proposes adding two steps (Step D and Step E) to the Supervisor pay scale as indicated below:

		STEPS (Hourly Pay Rates)				
		A	B	C	D	E
OLD	Supervisor	46.45	47.67	48.89		
NEW	Supervisor	46.45	47.36	48.28	49.19	50.11

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACER MOSQUITO AND VECTOR CONTROL DISTRICT
RECOGNIZING WEST NILE VIRUS AND MOSQUITO AND VECTOR CONTROL
AWARENESS WEEK 2024**

WHEREAS, West Nile virus is a mosquito-borne disease that can result in debilitating cases of meningitis and encephalitis and death to humans, horses, avian species, and other wildlife; and

WHEREAS, mosquitoes and other vectors, including, but not limited to, ticks, rats, fleas, and flies, continue to be a source of human suffering, illness, and death, and a public nuisance in California and around the world; and

WHEREAS, in 2023, West Nile virus resulted in 67 human deaths in California, and 428 individual human cases; and

WHEREAS, in 2023, West Nile virus surveillance in Placer County resulted in 177 West Nile virus-positive mosquito samples, 44 West Nile virus-positive dead birds, 6 human cases, and 1 death in Placer County; and

WHEREAS, adequately funded mosquito and vector control, disease surveillance, and public awareness programs, coupled with best management practices emphasizing nonchemical approaches, are the best ways to manage mosquito and vector populations and prevent outbreaks of West Nile virus and other diseases borne by mosquitoes and other vectors; and

WHEREAS, the Placer Mosquito and Vector Control District, along with mosquito and vector control agencies throughout the State of California, works closely with local public and environmental health officials, the United States Environmental Protection Agency and the State Department of Public Health to reduce pesticide risks to humans, animals, and the environment while protecting human health from mosquito vectors; and

WHEREAS, West Nile virus and Mosquito and Vector Control Awareness Week will increase the public's awareness of the threat of diseases and encourage the public to take action in preventing mosquito and vector-transmitted diseases, and will highlight the activities of various mosquito and vector research and control agencies working to reduce the health threat within California; and

WHEREAS, the Mosquito and Vector Control Association of California has designated the week of April 14 to April 20, 2024, inclusive, as West Nile Virus and Mosquito and Vector Control Awareness Week in the State of California;

NOW, THEREFORE, BE IT RESOLVED that the Placer Mosquito and Vector Control District Board of Trustees hereby recognizes April 14 to April 24, 2024, as West Nile virus and Mosquito and Vector Control Awareness Week.

PASSED AND ADOPTED by the Board of Trustees of the Placer Mosquito and Vector Control District on the 15th day of April 2024 by the following vote:

AYES: ∅
NOES: ∅
ABSTAIN: ∅
ABSENT: ∅

Ross Hutchings, Board President

Attest:

Isabel Alvarez, Board Secretary

Board Review and Consideration to Amend the District Budget for Fiscal Year 2023-24

Background

The following amendments #1, #2, and #3 to the FY 2023-2024 budget are required to allocate funds received from insurance claims and salvage of vehicles to fund capital expenditures of replacement vehicles and to the non-capital expenditures to outfit the replacement trucks with necessary accessories, and recoup towing and repair costs.

A summary of the costs and reimbursements for each claim are summarized in the attached document from VCJPA. In each case, payments to cover replacement or repair of each vehicle were received by the District and deposited into miscellaneous revenue and are reflected in the unassigned fund balance.

The district received a total of \$75,299.12 less \$2,000 deductible for both replacement claims from insurance (VCJPA) and salvage of the totaled vehicles.

The district received a total of 10,073.51 less \$1,000 deductible from insurance (VCJPA) for the repair of the damaged vehicle claim.

1. The Board approved the capital expenditures to replace two vehicles on November 20, 2023. To complete this transaction, we request \$69,636 be allocated from 30120: Unassigned Fund Balance to SC5210 CA Vehicles, All Types (GL54450).
2. Reimbursement of the two replacement trucks referenced in item #1 included replacing lightbars and accessories, however these accessories are required to be paid through a non-capital expenditure account. To fund the purchase of these necessary truck accessories, we request \$5,384, and an additional \$3,116 to cover necessary truck accessories to support the drone program for a total of \$8,500 be allocated from 30120: Unassigned Fund Balance to SC2200 Automotive Accessories, Equipment and Parts (GL52140).
3. Repairs costing \$10,074 were made on a district vehicle involved in an accident for which the District received insurance reimbursement of \$9,074. We request \$10,074 be allocated from 30120: Unassigned Fund Balance to SC2260 Equipment Maintenance and Repair for Vehicles & Aircraft (GL52160).

The following amendments #4, #5, #6 to the FY 23-24 budget are requested.

4. The Board approved purchase of two unmanned aircraft systems on 03/20/2023 and 07/17/2023 with direction to present a budget amendment to fund this purchase at a later date. To complete this direction, we request \$78,496 be allocated from 30120: Unassigned Fund Balance to SC2680 CA Aircraft and Airport Equipment (GL54450).

5. The original budget for county services was incorrect. To correct this, we request \$2,720 be allocated from 30120: Unassigned Fund Balance to SC4705 Internal Professional and Special Services (GL52390).
6. The Board approved purchase of a replacement laboratory freezer on 1/29/2024 with direction to present a budget amendment to fund this purchase at a later date. To complete this direction, we request \$16,335 be allocated from Capital Asset Designation OT991007 to SC2520 CA Laboratory Equipment (GL54450).

Fiscal Impact:

Proposed budget amendments #1, #2, and #3 have no substantial impact because they are simply allocating revenue received from insurance claims and salvage returns to fund the replacement and repair of district vehicles.

Proposed budget amendments #4 and #5 allocate funds subsequent to a previous board approval to make the purchase. The district has chosen to make capital expenditures using budget amendments rather than budget for capital expenditures following capital budget issues in 2022. This will be addressed in the FY 24/25 budget.

Staff Recommendation:

Staff recommends that the Board approve Resolution 2024-05 Amending the District Budget for Fiscal Year 2023-24.

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACER MOSQUITO AND VECTOR CONTROL DISTRICT
AMENDING THE DISTRICT BUDGET
FOR FISCAL YEAR 2023-24**

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 23-24 by adjusting the following:
 - A. \$165,852 from Unassigned Fund Balance (30210) to the following accounts:
 - \$69,636 to SC5210 CA Vehicles, All Types (GL54450)
 - \$8,500 to SC2200 Automotive Accessories, Equipment and Parts (GL52140)
 - \$10,074 to SC2260 Equipment Maintenance and Repair for Vehicles & Aircraft (GL52160)
 - \$78,496 to SC2680 CA Aircraft and Airport Equipment (GL54450)
 - \$2,720 to SC4705 Internal Professional and Special Services (GL52390)
 - B. \$16,335 from Capital Asset Designation OT991007 Other (30210) to SC2520 CA Laboratory Equipment (GL54450)

PASSED AND ADOPTED by the Board of Trustees of the Placer Mosquito and Vector Control District on the 15th day of April 2024 by the following vote:

AYES: ∅
 NOES: ∅
 ABSTAIN: ∅
 ABSENT: ∅

Russ Hutchings, Board President

Attest:

Isabel Alvarez, Board Secretary

Based on your supplied documents, a check has been issued to Placer Mosquito & Vector Control District in the amount of **\$28,695.82** for the damaged 2005 Ford Ranger (VIN #1FTYR14U05PA52559), which should be received in the next ten business days. The payment breakdown is as follows:

2021 Ford Ranger (Replacement)	\$30,993.46
Upfitting:	\$ 3,233.84
Towing:	\$ 105.00
Total Claim:	\$34,332.30
Less Salvage (-)	\$ 3,768.75
Less Previous Payment (-)	\$ 867.73
Less Deductible (-)	\$ 1,000.00
Total Payment	\$28,695.82

Based on your supplied documents, a check has been issued to Placer Mosquito & Vector Control District in the amount of **\$33,658.82** for the damaged 2019 Ford Ranger (VIN #1FTR1EH9KLA50865), which should be received in the next ten business days. The payment breakdown is as follows:

2019 Ford Ranger (Replacement):	\$38,641.90
Upfitting:	\$ 2,149.92
Towing:	\$ 105.00
Total Claim:	\$40,896.82
Less Salvage (-)	\$ 6,238.00
Less Deductible (-)	\$ 1,000.00
Total Payment	\$33,658.82

Based on the estimate (copy attached) prepared by Sedgwick Appraisal (agreed by your body shop, FIX Auto Rocklin), a check has been issued in the amount of **\$9,073.51** to the Placer Mosquito & Vector Control District for the damaged 2020 Ford F-150 (VIN #1FTEX1CP6LKE10164), which should be received in the next ten business days. This represents full payment by the VCJPA for the above referenced claim. The payment breakdown is as follows:

Total Claim:	\$10,073.51
Less Deductible (-)	\$ 1,000.00
Total Payment	\$ 9,073.51

Board Review and Consideration of Renewal of Contracts for IT services.

Background

The District entered into a contract for IT services with Infinity Technologies (previously Interwest) on June 1, 2021, through May 30, 2024 with a fixed annual rate for the term of the contract. Over the past three years, Infinity Technologies has performed well, leading the district in moving to Microsoft 365 and transitioning away from our on-premises file server. Infinity has also greatly improved our cybersecurity program and has met or exceeded the benchmarks required by our cybersecurity insurance provider. Under our current service contract, the district receives on-site IT support once a week, and 24/7 remote IT support as needed. While we have a primary IT person assigned to the District, Infinity has a team of IT, database, GIS, and systems specialists who can be called on to address issues outside of our main IT person's skillset. This is a major benefit since the District has become very reliant on technology and data systems to operate.

I have discussed renewing our service contract with Infinity, and have negotiated the following proposals:

1. Contract extension for our existing contract and rates to extend it one month to coincide with our fiscal year.
2. A new three-year contract that retains the same scope of work, and incorporates an annual rate increase of 4%.

Fiscal Impact

The following rates for the extension are the current rates, and a 4% annual increase for the next three-year term.

Information Technology Support Services	Monthly	Annual
Period: June 1 through June 30, 2024 (extension of current contract)	6,167	74,000
Period: July 1, 2024 through June 30, 2025	6,414	76,968
Period: July 1, 2025 through June 30, 2026	6,671	80,052
Period: July 1, 2026 through June 30, 2027	6,938	83,256

Staff Recommendation:

Staff recommends approving the contract extension and the new three-year contract for IT services from Infinity Technologies as presented.

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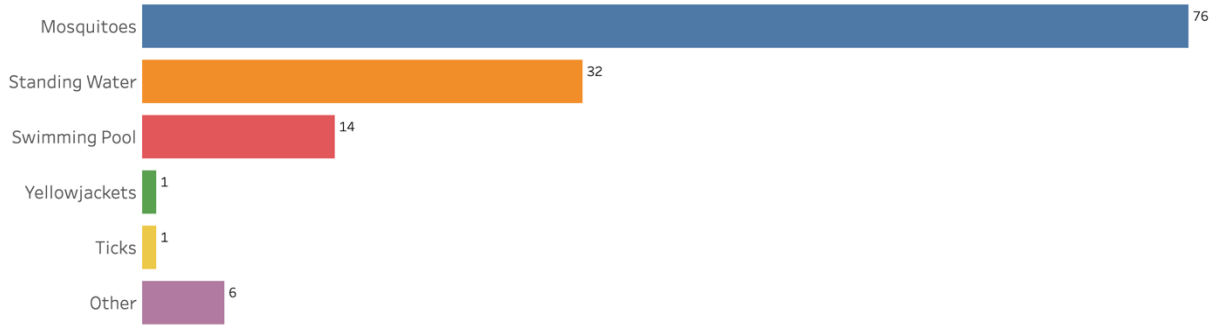
Public Information and Outreach Report

Reporting period: March 2024

Prepared by: Meagan Luevano, Public Information Officer

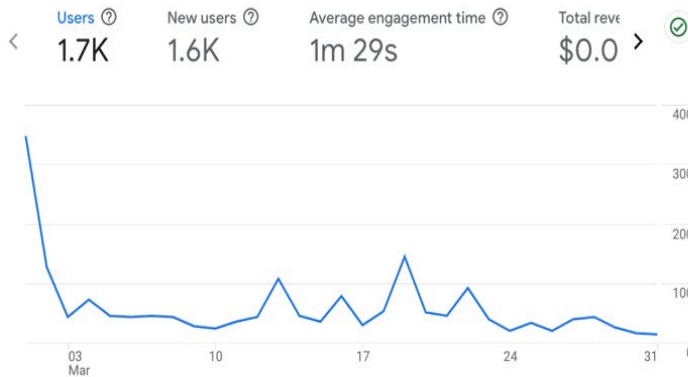
SERVICE REQUESTS

In March 2024, a total of 130 service requests were submitted.



WEBSITE ANALYTICS

placermosquito.org



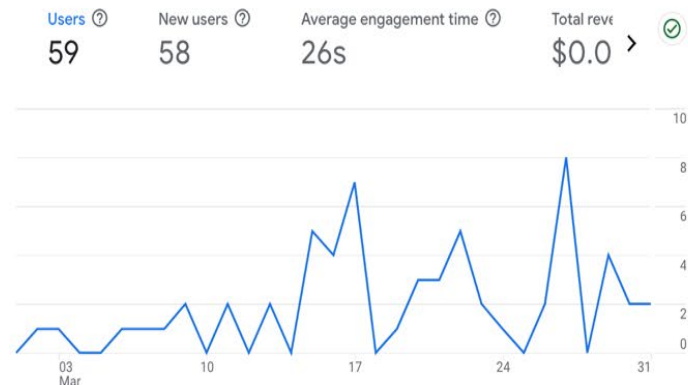
Views by Page title and screen class

PAGE TITLE AND SCREEN CLASS	VIEWS
PMVCD	894
Record Public Service Requests for ...	632
Job Opportunities PMVCD	224
Job Application PMVCD	198
Treatment Updates PMVCD	185
Contact PMVCD	130
Vector Control Technician I/II- Rose...	125

Users by City

CITY	USERS
San Jose	207
Roseville	171
Lincoln	164
Ashburn	123
Sacramento	118
Los Angeles	110
San Francisco	48

placermosquitolearninglab.org



Views by Page title and screen class

PAGE TITLE AND SCREEN CLASS	VIEWS
Placer Mosquito Learning Lab - Pla...	57
Contact Us - Placer Mosquito Learn...	10
Internships - Placer Mosquito Learn...	8
K-8 Students - Placer Mosquito Lea...	7
Educators - Placer Mosquito Learni...	3
9-12 Students - Placer Mosquito Le...	2
Privacy Policy - Placer Mosquito Le...	1

Users by City

CITY	USERS
Coffeyville	8
Columbus	6
San Jose	5
Roseville	3
Bodmin	2
Lincoln	2
Rocklin	2



CITY COUNCIL PRESENTATIONS

Event Title	Date
City of Lincoln City Council	Tuesday, May 28, 2024
City of Auburn City Council	Monday, June 10, 2024
Placer County Board of Supervisors	Tuesday, June 11, 2024
City of Roseville City Council	Wednesday, June 19, 2024
City of Rocklin City Council	Tuesday, June 25, 2024
City of Colfax City Council	Wednesday, June 26, 2024
Town of Loomis Town Council	Tuesday, July 9, 2024

COMMUNITY OUTREACH PRESENTATIONS

Event Title	Date
National Association of Retired and Veteran Railway Employees	Friday, April 5, 2024
The Club at West Park by Del Webb	Monday, April 8, 2024
Heritage Placer Vineyards Community	Thursday, April 18, 2024
Sun City Government Affairs Committee	Tuesday, May 14, 2024

COMMUNITY EVENTS

Event Title	Date
UC Master Gardeners Placer County Garden Faire	Saturday, April 13, 2024
Placer Nature Center Spring Fair	Saturday, April 20, 2024
Rods & Relics Car Show 2024	Saturday, June 1, 2024
Hot Chili Cool Cars	Saturday, September 21, 2024
SWEP Truckee River Day	Sunday, October 20, 2024
Eggplant Festival	October, 2024

SCHOOL OUTREACH

Career Fairs

Event Title	Date
<i>UNR STEM Career Fair</i>	<i>Wednesday, February 14, 2024</i>
<i>Lincoln High School Career Fair</i>	<i>Thursday, March 14, 2024</i>
Twelve Bridges High School Career Fair	Friday, April 5, 2024

What Bugs You Assemblies

Event Title	Date
<i>What Bugs You School Tour @ Thomas Jefferson Elementary School</i>	<i>Monday, February 12, 2024</i>
<i>What Bugs You School Tour @ Coyote Ridge Elementary School</i>	<i>Wednesday, February 14, 2024</i>
<i>What Bugs You School Tour @ Antelope Creek Elementary School</i>	<i>Wednesday, March 6, 2024</i>



What Bugs You School Tour @ Sheridan Elementary School	Tuesday, March 12, 2024
What Bugs You School Tour @ H. Clarke Powers Elementary School	Tuesday, March 19, 2024
What Bugs You School Tour @ Scott Leaman Elementary School	Wednesday, March 20, 2024
What Bugs You School Tour @ Colfax Elementary	Tuesday, May 14, 2024
What Bugs You School Tour @ Crestmont Elementary	Tuesday, May 21, 2024
Big Bug Party	May, 2024

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 Mar 1, 2024 – Mar 31, 2024	3,856 ↗ 0.4%	14 ↘ 61.1%	50 ↘ 9.1%	8,452 ↘ 35.5%	399 ↘ 51.9%	4.7% ↘ 25.4%	861 ↗ 107%
Compare to Feb 1, 2024 – Feb 29, 2024	3,842	36	55	13,109	830	6.3%	416
Placer Mosquito & Ve...	1,873	6	18	5,144	196	3.8%	60
@PlacerMosquito	1,196	-2	16	960	54	5.6%	12
placermosquito	564	10	16	1,543	145	9.4%	0
Placer Mosquito and ...	136	0	0	16	1	6.3%	0
Placer Mosquito	87	0	0	789	3	0.4%	789



March Mosquito Update

Mosquito activity persists! Although the number of public service requests has decreased, we continue to receive questions and comments about mosquito activity this spring. Although *Anopheles freeboorni*, the rice field mosquito, has been most active this early spring, the Western Treehole mosquito, *Aedes sierrensis*, will become more abundant in some areas. Like the rice field mosquito, this mosquito species does not spread disease to people however, it can transmit dog heartworm. Talk to your vet about effective heartworm prevention and use EPA-registered mosquito repellent to prevent mosquito bites on people. Read more about the [Western Treehole mosquito on our website](#). We will continue to keep you updated this spring on mosquito activity.

We have received a lot of questions about why we are not aerial spraying right now. Traditional mosquito control tools, like aerial treatments, are used for treating mosquitoes when disease is present in the mosquito population. Annually, we conduct aerial treatments in the summer to target adult mosquitoes that are spreading West Nile virus. You can sign up for treatment notifications [here](#).

We're Hiring a Summer Social Media Intern

MEDIA RELATIONS

- Drone Demonstration Day Elected Official Event & Media Day – April 19

PROFESSIONAL TRAININGS & CONFERENCES

- Sacramento State MPPA Culminating Project Presentation – May 14

Field Operations and Surveillance Report

Prepared April 08, 2024

Assistant Manager: Jake Hartle

Supervisors: Mike Ashley, Casey Hubble, Scott Schon

Mosquito Surveillance & Vector-borne Disease Testing

- **Adult Mosquito Abundance**
 - Peak season of adult mosquito trapping started on April 1. These trap runs are designed to detect and monitor the presence of WNV and adult mosquito abundance in Placer County during spring, summer, and fall. The data collected from these traps is used to make informed and scientific based operational decisions.
 - March and April trapping events have collected several species of mosquitoes, most are non-vector species that do not commonly carry human diseases. These species that are being collected typically breed in tree holes, low areas, and pastures.
- **Vector-borne Disease Testing**
 - The proficiency panel has been submitted by Senior Research Scientist Phil Spinks to Davis Arbovirus Research and Training (DART) and we are awaiting results.
 - CDPH's West Nile virus call center started accepting dead bird reports on April 8.
 - For 2024 there have been 7 WNV positive birds in CA and 1 WNV positive mosquito sample.
 - Thus far in 2024, there have been no WNV detections in Placer County.

Operations

- **Arena Air 2024: Aerial Calibration**
 - Aerial larvicide calibration has been rescheduled to April 16. Two fixed winged aircraft will be calibrated for liquid and granular larvicide products.
- **Aerial and Ground product and equipment calibration:**
 - Truck and handheld adulticide equipment calibration and droplet characterization has been rescheduled to May 11.

- **Mosquito Source Work:**
 - Catch Basin Strike Teams: April 8, Vector Control Technicians worked in a coordinated effort to start the first round of catch basin inspections and treatments. They will inspect almost 7,000 catch basins and treat over 4,000. Catch basins are a primary source of *Culex pipiens*, one of our main vector species. The treatment of these catch basins is an important task in reducing the potential transmission of WNV later in the season. We plan to re-check all these catch basins starting in July.
- **UAS Update**
 - Over the winter we conducted calibration and swath analysis trials with the new Hyllo AG-210 UAS.
 - 13 missions totaling 55 flights in March 2024.
 - 1 habitat assessment mission.
 - 12 aerial larvicide missions.
- **Biological Control- Fisheries**
 - 48 applications totaling 1,474 mosquitofish, *Gambusia affinis* stocked for biological control.

General Updates

- **Interviews**
 - Roseville: Full-time Vector Control Technician.
 - Truckee: Seasonal Vector Control Assistant.

General Manager's Report

Joel Buettner, General Manager

04/10/2024

- **Communication from Sheridan Resident.** We received another phone call and voicemail from Mr. Sills in Sheridan.
- **AMCA Drone Program** had its first steering committee meeting and is beginning to enroll early adopter agencies who are AMCA government agency sustaining members to be the first cohort of AMCA Drone Program participants. These agencies will be the first to try out the regulatory support documents we have been working on with the FAA, as well as, AMCA drone training modules, and administrative procedures.
- **US Navy Preventive Medicine Technicians** from Marine Corps Base Camp Pendleton will be visiting the District the week of April 22 to observe, learn and participate in our mosquito surveillance and control program. They are part of the Preventative Medicine Unit tasked to support deployed Marines abroad.
- The **Personnel Committee** will be meeting on April 22, 2024 at 3:30pm. We will be reviewing legal updates to our personnel manual and discussing proposed changes to our organizational chart.
- The **Finance Committee** will be meeting April 30, 2024 at 2:00pm. We will be reviewing the proposed FY 2024-25 budget and discussing changes to the District's capital budget and procurement process.
- I will be taking vacation the week of May 6 – 10 with limited access to phone and email contact.

UPCOMING EVENTS

- Drone Demonstration Day – April 19, 2024 – Roseville, CA
- Drone Safety Day Palomar College – April 26, 2024 – San Marcos, CA
- AMCA Washington Conference – May 13-15, 2024 – Washington D.C.
- AUVSI FAA UAS Symposium – July 30 – Aug 1, 2024 – Baltimore, MD