

SACRAMENTO-YOLO
MOSQUITO & VECTOR
CONTROL DISTRICT

JULY 20, 2021

BOARD OF TRUSTEES
REGULAR MEETING

BOARD PACKET

10:00 A.M.

8631 Bond Road
Elk Grove, CA 95624

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**SACRAMENTO/YOLO MOSQUITO
& VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING**

8631 Bond Road
Elk Grove, CA 95624

AGENDA

July 20, 2021

10:00 AM

In compliance with the Americans with Disability 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 office at (916) 685-1022 or (916) 685-5464 (fax). 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 SYMVCD Board less than 72 hours prior to a regular meeting will be available for public inspection and copying at 8631 Bond Road, Elk Grove, Ca 95624. The documents will also be available on the agency's website at www.fightthebite.net.

CALL TO ORDER:

- **Roll Call**
- **Pledge of Allegiance**

1. **Items for Approval by General Consent:**
 - a. **Minutes of the June 15, 2021 Board of Trustees Meeting**
 - b. **Expenditures for June 2021**

2. **Opportunity for Public Comment**

This item is reserved for members of the public who wish to speak on items not on the agenda

3. **Reports to the Board**
 - a. **Manager's Report**
 - b. **Reports from District Departments**
 - **Lab/Surveillance**
 - **Ecological Management**
 - **Biological Control**
 - **Larval and Adult Control**
 - **Public Outreach**

4. **Closed Session- Provide Instruction to Designated Labor Representatives (Gov. Code s. 54957.6-Labor Negotiations)**
Agency Designated Representatives : [Gary Goodman, Janna McLeod, Samer Elkashef, Chris Voight]
Employee Organization: [Operating Engineers Local Union #3]

5. **Board Review and Approval of MOU changes between the District and Operating Engineers Local Union #3**
6. **Board Review and Approval of District Budget for 2021-2022**
7. **Board Review and Consideration to Purchase a Counting and Sorting Machine from Senecio-Robotics**
8. **Board Review and Consideration to Purchase 5 Right Hand Drive Jeep Vehicles for the Catch Basin Program**
9. **Board Authorization to Pay CalPers Unfunded Liability in the Amount of \$3,244,810**
10. **Board Authorization to Pay 2021/2022 Annual Premium Invoice of \$419,410 for Coverage through the Vector Control Joint Powers Agency**
11. **Board/Staff Reports and Requests**
12. **Adjournment**

Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

1. Items for Approval by General Consent:

- a. Minutes of the June 15, 2021 Board of Trustees Meeting;
- b. Expenditures for June 2021.

Recommendation:

Approve the Items by General Consent

**MINUTES OF THE JUNE 15, 2021
MEETING OF THE BOARD OF TRUSTEES OF THE
SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT**

PLACE: 8631 Bond Road, Elk Grove, CA 95624

TIME: 10:00 a.m.

TRUSTEES PRESENT:

Craig Burnett	President	Folsom
Gar House	Vice President	Winters
Marcia Mooney	Secretary	Galt
Christopher Barker		Davis
Raul DeAnda		West Sacramento
Sean Denny		Woodland
Bruce Eldridge		Yolo County
Lyndon Hawkins		Elk Grove
Jayna Karpinski-Costa		Citrus Heights
Raymond LaTorre		Sacramento
Susan Maggy		Sacramento County
Robert McGarvey		Rancho Cordova
Vacant		Isleton

TRUSTEES ABSENT:

LEGAL COUNSEL:

Jennifer Buckman

STAFF PRESENT:

Gary Goodman	Manager
Samer Elkashef	Assistant Manager
Janna McLeod	Administrative Manager
Marcia Reed	Laboratory Director
Marty Scholl	Ecological Management Supervisor
Tony Hedley	Fisheries Supervisor
Steve Ramos	Program Coordinator
Luz Robles	Public Information Officer

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by President Craig Burnett.

Roll Call

This meeting was held and attended by Video Teleconference. Attendance was taken by Roll Call and all Trustees were in attendance; therefore, a quorum was present. Trustee Eldridge left the meeting at 11:00am and Trustee LaTorre left the meeting at 12:25pm. The Isleton Trustee position is vacant.

Pledge of Allegiance

All phones and electronic devices are requested to be silenced during the meeting.

1. ITEMS FOR APPROVAL BY GENERAL CONSENT

On a motion by Trustee LaTorre seconded by Trustee DeAnda, the Board voted to approve General Consent Items a through d. The vote was taken by roll call and the motion passed by the following vote: Ayes: 12, Noes: 0, Absent: 0.

- a. Minutes of the May 18, 2021 Board of Trustees Meeting;
- b. Expenditures for May 2021;
- c. Board Review and Consideration to Extend a Temporary Work Assignment until August 6, 2021;
- d. Board Authorization to Grant a Leave of Absence for District Employee Pursuant to Section 6.05 (b) of the District Personnel Manual.

2. OPPORTUNITY FOR PUBLIC COMMENT

This item is reserved for members of the public who wish to speak on items not on the agenda.

Mr. Felix Huerta Jr., Representative of OE3, requested to speak to the Board during the Public Comment period. Mr. Huerta discussed the status of negotiations for the 2020-2021 and 2021-2022 contract with the Union. Mr. Huerta discussed an article he provided to staff to give to the Board which contains the status of the State of California budget and associated Union contracts. Mr. Huerta discussed the District budget and property tax receipts and requested that the Board consider the Union's 2020-2021 and 2021-2022 proposals including CPI, medical and days off.

3. REPORTS TO THE BOARD

a. Manager's Report:

The season is moving along with crews responding to mosquito activity with surveillance and treating breeding sites where needed. The District has seen seven positive dead birds so far this year and seven positive mosquito collections. The District's surveillance has also continued to pick up *Aedes aegypti* in both the Arden-Arcade area and in the city of Winters. We have responded with more surveillance and control efforts including the use of wide area larviciding treatments to help with cryptic larval sources. The District has been collaborating with Jane Bonds Consulting Group and Leading Edge on evaluation of UAS field applications for both larviciding and adulticiding products. The project is operating under a grant from the Department of Defense. The District is supportive of emerging technologies as it relates to Sterile Insect Technique and we are engaging with numerous entities to explore possibilities of its use in the future. We are hoping that approval and availability will be ready by the 2022 mosquito season. AMCA is still active in pursuing federal funding for both the SMASH- (Strengthening Mosquito Abatement for Safety and Health) Act and the TICK-(Ticks: Identify, Control and Knockout) Act. The COVID-19 situation has put a spotlight on the need for public health and we are active in communicating this need to our legislators.

b. Reports from District Departments: Written reports were provided in the Board packet from each department. Department supervisors gave an oral presentation and were available to answer any questions.

Lab/Surveillance: Laboratory Director, Marcia Reed reported on department activity including mosquito surveillance and abundance, tick surveillance, and invasive *Aedes* detections. Marcia

discussed the Vector Index for Galt where mosquito samples had tested positive for West Nile virus earlier in the season than usual. This Index has already gone back down due to no samples testing positive for the virus in the following round of testing. Control Operations will respond to identified areas of concern to perform inspections and treatments as needed.

Ecological Management: Ecological Management Supervisor, Marty Scholl reported on department activity including the Wetland/Rice program, Storm water/Creek program, UAS and Pool programs. Marty discussed the Tricolored Blackbirds nesting at Conaway Ranch and assistance his department is providing the Ranch to evaluate the use of drones near the birds. He also discussed the wide-area warrant obtained for access to unmaintained swimming pools that need to be inspected and treated if necessary.

Biological Control: Fisheries Supervisor, Tony Hedley reported on department activity including fish distribution, seasonal pond maintenance, and regular fisheries maintenance activities. Tony discussed fish plants and fish yields with rice planting to begin later in the season. Dissolved oxygen level monitoring, crayfish trapping and stocking rates continue to be studied and evaluated for the best possible quality of fish produced. He included a picture of the mixing systems that are being used to mix Vectobac WDG for Wide Area Larviciding Spray (WALS) applications.

Larval and Adult Control: Program Coordinator, Steve Ramos reported on department activities including rice acreage, equipment calibrations and responses to Aedes detections. Rice acreage is less than last year by about 17,000 acres with a total of 27,769 acres, 23,976 of which is conventional and 3,793 is organic. The first rice larvicide treatments of the year were performed in May.

Public Outreach: Public Information Officer, Luz Robles reported on department activities including the 2021 advertising campaign, media coverage, social media, repellent distribution, and government affairs. With the first West Nile virus activity in birds and mosquitoes in Galt, two press releases were issued. Targeted posts for the activity in Galt, Arden-Arcade, and Winters were done to reach the specific neighborhoods and residences with information happening in their community. Repellent distribution is ongoing and presentations for local elected officials will be completed by the end of June.

4. BOARD REVIEW AND DISCUSSION OF FARM AIR CONTRACT

Manager Goodman presented and was available to answer questions. On a motion by Trustee Denny seconded by Trustee Karpinski-Costa, the Board voted to amend the current contract to reflect the price increase and the expiration date with Farm Air. The vote was taken by roll call and the motion passed by the following vote: Ayes: 11, Noes: 0, Absent: 1.

5. BOARD REVIEW AND DISCUSSION OF DRAFT DISTRICT BUDGET FOR 2021-2022

Manager Gary Goodman presented the item. This is the second reading of the draft budget for FY 2021-2022. Manager Goodman reviewed changes from the first draft that was presented at last months meeting. The March Western Region CPI was 2.4%. The adjustment to salaries based on CPI for non-represented employees was included in this draft per Board direction. Any proposal to modify salary and/or benefits for the represented employees within the MOAT unit is a part of the collective bargaining process that is ongoing and will be presented for consideration along with any proposals related to the Memorandum of Understanding (MOU) between the District and OE3 when that is brought to the Board. The discussion concluded after a question and answer period. No Board action was taken on this item as it is the second reading of the draft budget and then it will be up for adoption at the July Board meeting.

At 11:16 am President Burnett adjourned the regular meeting to go into closed session for Item number 6.

6. CLOSED SESSION-PROVIDE INSTRUCTION TO DESIGNATED LABOR REPRESENTATIVES (Gov. Code 54957.6 –Labor Negotiations) AGENCY DESIGNATED REPRESENTATIVES [GARY GOODMAN, JANNA MCLEOD, SAMER ELKASHEF, CHRIS VOIGHT] EMPLOYEE ORGANIZATION: [OPERATING ENGINEERS LOCAL UNION #3]

At 11:17am President Burnett called the Board into closed session. President Burnett left the meeting at 11:56am and Vice President Gar House presided over the remainder of the meeting. The Board re-opened the regular meeting at 12:37pm reporting that the Board provided direction to the Labor Negotiators during the closed session.

7. BOARD/STAFF REPORTS AND REQUESTS

There were none.

8. ADJOURNMENT

The meeting adjourned at 12:43 pm

* * * * *

I certify that the above minutes substantially reflect the general business and actions taken by the Board of Trustees at the June 16, 2021 meeting.

Gary Goodman, Manager

Approved as written and/or corrected by the Board of Trustees at the July 20, 2021 meeting.

Marcia Mooney, Board Secretary

June 2021 Check Register
Activity From: 6/1/2021 to 6/30/2021
Sacramento Yolo MVCD (SYC)

Check Number	Check Date	Vendor Number	Name	Check
Bank Code: U US Bank				
054846	6/1/2021	0000504	US Bank	48,799.47
054847	6/7/2021	0002401	Valley Truck and Tractor Inc.	9,986.02
054848	6/8/2021	0000006	Adapco Inc	308,657.80
054849	6/8/2021	0000014	Alhambra & Sierra Springs	28.90
054850	6/8/2021	0001021	AMCA Research Fund	20,000.00
054851	6/8/2021	0000018	ANDKO Building Maintenance Inc.	4,804.94
054852	6/8/2021	0000022	AP Plumbing & Fire Inc	105.00
054853	6/8/2021	0000034	AutoZone Inc	975.61
054854	6/8/2021	0000976	Blanning & Baker	1,968.75
054855	6/8/2021	0001024	Bonneville International	10,700.00
054856	6/8/2021	0001011	Buckmaster Office Solutions	591.90
054857	6/8/2021	0001019	Cintas Corporation	2,289.00
054858	6/8/2021	0000116	City of Woodland	333.00
054859	6/8/2021	0000117	City of Woodland	377.39
054860	6/8/2021	0000119	Clarke Mosquito Control Products Inc	84,534.79
054861	6/8/2021	0000126	Complete Welders Supply Inc	2,502.85
054862	6/8/2021	0000128	Consolidated Communications	2,408.59
054863	6/8/2021	0000133	Costco Wholesale	60.00
054864	6/8/2021	0000181	Elk Grove Dodge	45.01
054865	6/8/2021	0000186	Elk Grove Water District	783.75
054866	6/8/2021	0000193	Entravision Communications Corporation	9,000.00
054867	6/8/2021	0000502	ES Opcu USA LLC	102,138.92
054868	6/8/2021	0000198	Factory Motor Parts Co	271.84
054869	6/8/2021	0000199	Farm Air Flying Service	6,850.62
054870	6/8/2021	0001233	Grow West	285.89
054871	6/8/2021	0000240	Hunt & Sons Inc	15,918.96
054872	6/8/2021	0000250	Jack Nadel International	12,618.63
054873	6/8/2021	0000942	KQCA My58	19,650.00
054874	6/8/2021	0000564	Lamar Advertising	5,709.50
054875	6/8/2021	0000285	Lazer Broadcasting Corporation	5,300.00
054876	6/8/2021	0000286	Leading Edge Associates Inc.	13,125.00
054877	6/8/2021	0000293	Life Technologies Corporation	2,229.33
054878	6/8/2021	0000497	Magnegas Welding Supply - West	84.75
054879	6/8/2021	0000306	Maita Chevrolet	1,097.70
054880	6/8/2021	0000356	OReilly Automotive Stores Inc	513.11
054881	6/8/2021	0000367	PG & E	915.85
054882	6/8/2021	0000370	Pitney Bowes	292.60
054883	6/8/2021	0000388	Republic Services #922	92.59
054884	6/8/2021	0000398	Russian American Media Inc	2,375.00
054885	6/8/2021	0000442	Sheldon Feed & Supply	279.30
054886	6/8/2021	0000451	SMUD	4,059.41
054887	6/8/2021	0000454	Spark Creative Design	650.00
054888	6/8/2021	0000459	Star Milling Co	3,236.78
054889	6/8/2021	0000462	Sterling May Co	921.32
054890	6/8/2021	0001234	T-Mobile	696.84

054891	6/8/2021	0000475	Target Specialty Products	10,660.24
054892	6/8/2021	0000492	Top Rank Heating Air Conditioning Inc	944.36
054893	6/8/2021	0000496	TRI-C Manufacturing Inc	1,000.00
054894	6/8/2021	0000503	Univision Communications Inc	7,445.00
054895	6/8/2021	0000515	Valley Tire Center	182.40
054896	6/8/2021	0000518	Vector Disease Control International	52,083.33
054897	6/8/2021	0000519	Vector Laboratories Inc	596.38
054898	6/8/2021	0000522	Verizon Wireless	3,206.49
054899	6/8/2021	0000526	VWR International Inc	564.94
054900	6/8/2021	0001471	Walker's Office Supply	193.89
054901	6/8/2021	0000529	Waste Management	167.45
054902	6/14/2021	0000006	Adapco Inc	53,676.61
054903	6/14/2021	0000091	Capital Public Radio Inc	1,750.00
054904	6/14/2021	0000119	Clarke Mosquito Control Products Inc	35,313.50
054905	6/14/2021	0000121	Clear Channel Outdoor	12,750.00
054906	6/14/2021	0000272	KCRA TV 3	9,850.00
054907	6/14/2021	0000280	KXTV News 10	10,800.00
054908	6/14/2021	0001452	Results Radio - KCCL	3,000.00
054909	6/14/2021	0000483	UC Regents	140.00
054910	6/14/2021	0000505	US Bank Equipment Finance	102.36
054911	6/14/2021	0000518	Vector Disease Control International	52,083.33
054912	6/14/2021	0001453	Via Media Cable	2,200.00
054913	6/17/2021	0000267	Kaiser Foundation Health Plan	24,997.05
054914	6/17/2021	0000267	Kaiser Foundation Health Plan	5,875.55
054915	6/17/2021	0000267	Kaiser Foundation Health Plan	20,108.97
054916	6/17/2021	0000357	P & A Administrative Services Inc	94.50
054917	6/17/2021	0000373	Preferred Benefit Ins Administrators	8,776.00
054918	6/17/2021	0000957	Sutter Health Plus	6,409.50
054919	6/17/2021	0000531	Western Health Advantage	6,289.35
054920	6/17/2021	0000531	Western Health Advantage	3,025.49
054921	6/17/2021	0000363	PCP Motorsports	8,176.56
054922	6/22/2021	0000006	Adapco Inc	97,868.04
054923	6/22/2021	0000026	ArcSource	151.00
054924	6/22/2021	0000038	Bartkiewicz Kronick & Shanahan	4,316.25
054925	6/22/2021	0000119	Clarke Mosquito Control Products Inc	58,865.48
054926	6/22/2021	0000126	Complete Welders Supply Inc	3,582.75
054927	6/22/2021	0000167	Dignity Health Med Fdtn-Woodland	126.00
054928	6/22/2021	0000168	Dignity Health Med Fdtn-Sacramento	1,272.00
054929	6/22/2021	0000199	Farm Air Flying Service	19,509.12
054930	6/22/2021	0000958	GreatAmerica Financial Services	372.82
054931	6/22/2021	0000467	Home Depot Pro Institutional	210.27
054932	6/22/2021	0000240	Hunt & Sons Inc	11,707.41
054933	6/22/2021	0000277	Kimball Midwest	149.43
054934	6/22/2021	0002352	Kingsley Bogard, LLP	1,905.69
054935	6/22/2021	0002404	Pete Saunders	500.00
054936	6/22/2021	0000367	PG & E	17.65
054937	6/22/2021	0001270	Rubicon Global, LLC	208.27
054938	6/22/2021	0000413	Sacramento County Utilities	707.39
054939	6/22/2021	0000424	Safe Side Security	195.00
054940	6/22/2021	0000441	SeraCare Life Sciences Inc	281.04
054941	6/22/2021	0000461	Stericycle Inc	84.81
054942	6/22/2021	0000475	Target Specialty Products	38,781.60
054943	6/22/2021	0000498	ULINE	222.49
054944	6/22/2021	0000501	United Textile Inc	495.44
054945	6/22/2021	0000515	Valley Tire Center	26.00

054946	6/22/2021	0000519	Vector Laboratories Inc	905.10
054947	6/22/2021	0000534	Wiley Price & Radulovich	174.00
054948	6/30/2021	0000043	Benefit Coordinators Corporation	3,246.95
054949	6/30/2021	0000084	CA State Disbursement Unit	350.00
054950	6/30/2021	0000339	Nationwide Retirement Solutions	1,550.00
054951	6/30/2021	0000339	Nationwide Retirement Solutions	4,125.00
054952	6/30/2021	0001035	Operating Engineers Local Union No. 3	1,188.00
054953	6/30/2021	0002405	Karin Jenkins	132.98
W00196	6/30/2021	0000086	CalPERS 457 Plan	18,179.03
W00197	6/30/2021	0000087	CalPERS Financial Reporting & Accounting	78,835.94
W00198	6/30/2021	0000176	EDD	15,960.73
W00199	6/30/2021	0000561	United States Treasury	67,414.51
Bank U Total:				<u>1,484,348.15</u>
Report Total:				<u><u>1,484,348.15</u></u>

I hereby authorize the use of my signature plate on
the above-listed warrants, 054846-054953,
and EFTs W00196-W00199

 Signature

Date

Craig Burnett, President of the Board

Sacramento/Yolo M.V.C.D.
STATEMENT OF OPERATION

	<i>12Months Ended June30 2021</i>	<i>Annual Budget</i>	<i>Unused</i>
Revenue			
REVENUE	16,036,644.21	0.00	16,036,644.21
TOTAL Revenue	<u>16,036,644.21</u>	<u>0.00</u>	<u>16,036,644.21</u>
Expenditures			
SALARIES/BENEFITS/WC			
SALARIES/BENEFITS/WC	8,511,772.83	8,793,710.64	281,937.81
TOTAL Salaries	<u>8,511,772.83</u>	<u>8,793,710.64</u>	<u>281,937.81</u>
OPERATIONAL			
LIABILITY INSURANCE	167,211.05	171,762.00	4,550.95
AUDITING/FISCAL	16,000.00	17,750.00	1,750.00
COMMUNICATIONS	77,318.03	79,500.00	2,181.97
PUBLIC INFORMATION	376,684.91	502,500.00	125,815.09
STRUCTURE & GROUNDS	86,340.17	65,000.00	(21,340.17)
MEMBER/TRAINING	47,213.90	113,000.00	65,786.10
DISTRICT OFFICE EXPENSES	13,310.48	17,500.00	4,189.52
PROFESSIONAL SERVICES	143,279.21	203,250.00	59,970.79
MATERIALS & SUPPLIES	11,426.41	13,000.00	1,573.59
RENTS & LEASES - Admin	10,187.17	11,550.00	1,362.83
SAFETY PROGRAM	1,560.00	5,000.00	3,440.00
UTILITIES	102,623.14	110,000.00	7,376.86
AIRCRAFT SERVICES	809,682.15	955,000.00	145,317.85
ECOLOGICAL MANAGEMENT	7,401.40	18,600.00	11,198.60
MICROBIAL	1,139,035.13	1,550,000.00	410,964.87
INSECT GROWTH REGULATOR	993,879.49	1,000,000.00	6,120.51
INSECTICIDES	945,501.66	1,100,000.00	154,498.34
FISHERIES	25,508.13	27,000.00	1,491.87
GEOGRAPHIC INFO SYSTEMS	2,900.00	9,100.00	6,200.00
INFORMATION TECHNOLOGY	69,272.79	68,500.00	(772.79)
CONTROL OPERATIONS	38,220.04	40,200.00	1,979.96
VEHICLE PARTS/LABOR	113,675.70	98,000.00	(15,675.70)
LAB SERVICES	159,359.99	148,200.00	(11,159.99)
GAS & PETROLEUM	141,188.41	154,000.00	12,811.59
TOTAL Total Operational	<u>5,498,779.36</u>	<u>6,478,412.00</u>	<u>979,632.64</u>

Sacramento-Yolo Mosquito and Vector Control **STATEMENT OF FINANCIAL CONDITION/BALANCE SHEET**

Please Note: Due to Month-End and Fiscal Year-End closing activities we have not yet received our final month end General Ledger for June 2021 from Yolo County. These financial reports reflect the transactions of the District that were authorized.

Please contact Administrative Manager, Janna McLeod prior to the meeting if you have any questions or concerns on the financial reports.

Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

3. Reports to the Board

a. Manager's Report

b. Reports from District Departments

- **Lab/Surveillance (Marcia Reed)**
- **Ecological Management (Marty Scholl)**
- **Biological Control (Tony Hedley)**
- **Larval and Adult Control (Steve Ramos)**
- **Public Outreach (Luz Maria Robles)**

a. Manager's Report

The District's West Nile season is quickly gaining momentum and crews are very busy addressing high populations and virus activity in various areas. Staff will continue to follow the Mosquito Borne Disease Management Plan with enhanced surveillance and control efforts in response to positive dead birds or positive mosquito collections.

The MVCAC and AMCA have been very active in trying to secure State and Federal money to help support public health infrastructure. The State of California approved \$1M for the Calsurv program which we hope will be an annual line item in the budget moving forward. We are grateful that Assemblymember Bill Quirk championed this important issue on behalf of the MVCAC in both the legislature and in the media. The Federal process is ongoing and we have been vocal in reaching out to our legislators on the need to enhance the budget for the Centers for Disease Control and Prevention.

b. Reports from District Departments

- **Lab/Surveillance (Marcia Reed)**
- **Ecological Management (Marty Scholl)**
- **Biological Control (Tony Hedley)**
- **Larval and Adult Control (Steve Ramos)**
- **Public Outreach (Luz Maria Robles)**

LABORATORY
Monthly Report for the July 2021 Board Meeting

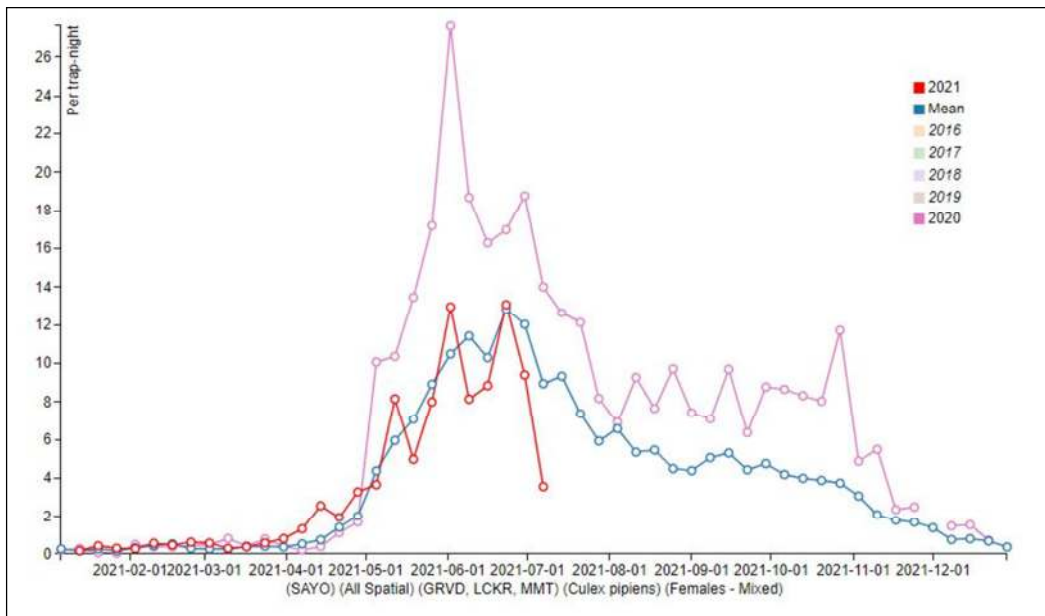
Insectary:

Colonies maintained: *Culex tarsalis* Kern National Wildlife (susceptible)
Culex quinquefasciatus Cq1 (susceptible)
Culex pipiens Woodland (resistant)
Culex tarsalis Vic Fazio (resistant)
Aedes sierrensis wild - Marin - Sonoma County

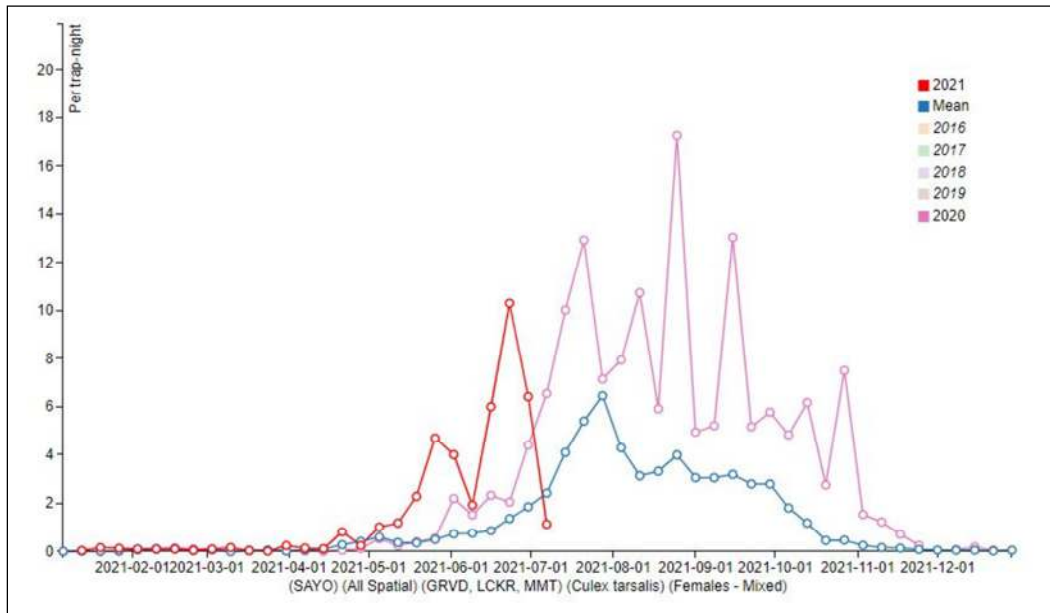
Surveillance:

Weekly collections - *Culex pipiens* and *Culex tarsalis* population levels are shown below. The weekly collections from the most recent week have not been counted as of the time of generation of these graphs. This is the reason the graphs sharply drop at the last 2021 data point.

Culex pipiens in weekly abundance traps (LCKR, GT):

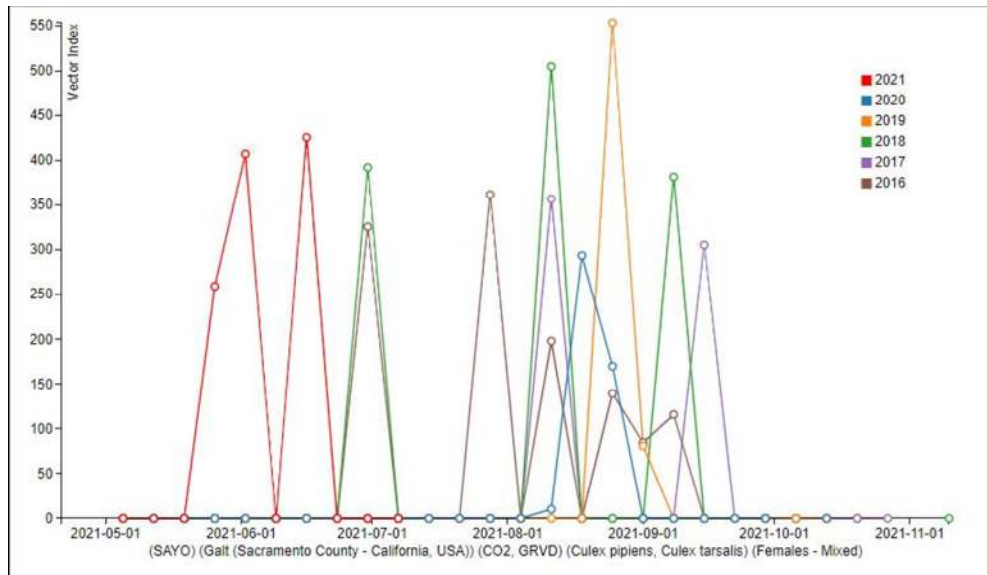


Culex tarsalis in weekly abundance traps (LCKR, GT):



Encephalitis virus surveillance (EVS)

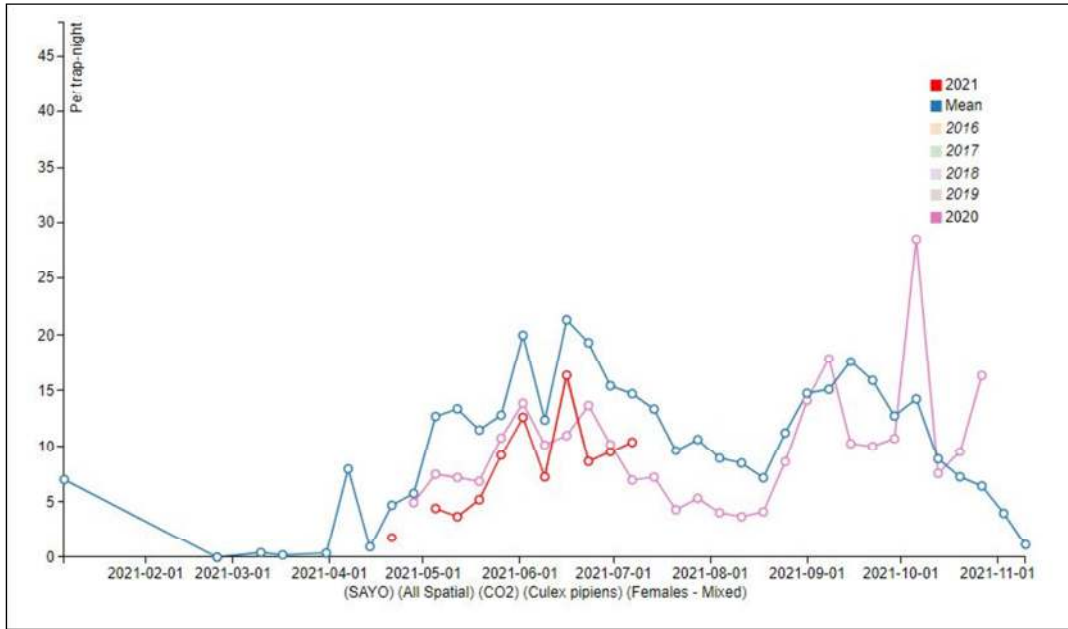
Vector Index graph for current area of concern:



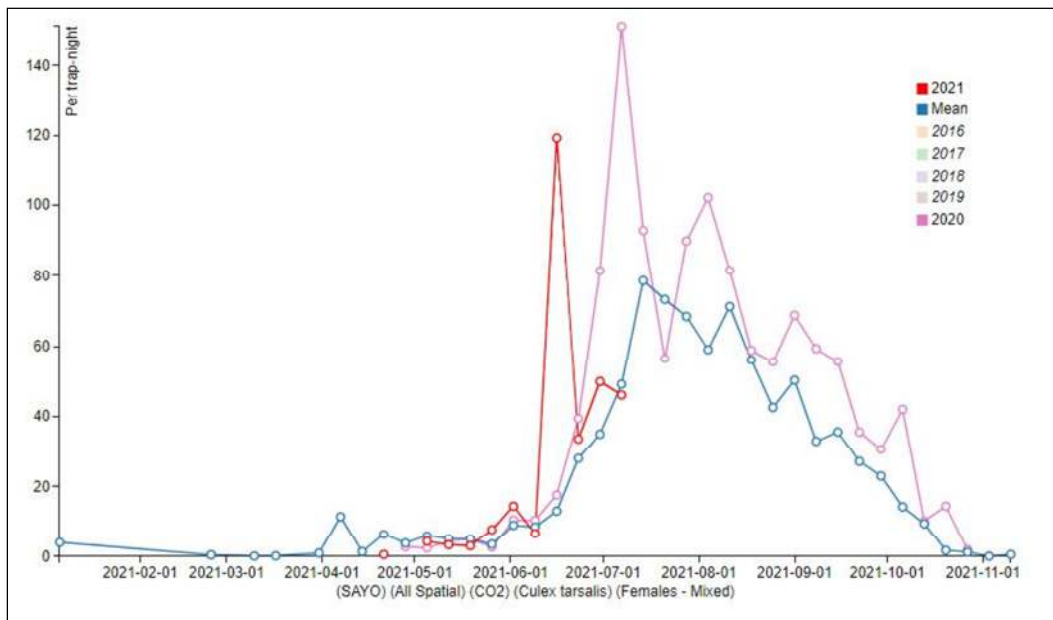
The City of Galt is our area of most concern for West Nile Virus activity. We have seen two peaks of virus activity which has been reduced twice after control efforts were undertaken.

Encephalitis virus surveillance (EVS) – Mosquitoes –

Culex pipiens in CO₂ traps:



Culex tarsalis in CO₂ traps:



We have tested 2121 samples and have found 20 positive mosquito samples. All of the positive samples are from Sacramento County, with the exception of one from Knight's Landing in Yolo County. Of the Sacramento positives, nine are from Galt, with the remaining spread across Sacramento County. Thirteen of the samples were *Cx pipiens* mosquitoes, and seven were *Cx tarsalis* mosquitoes. Evaluating the trapping method, five positive samples were from a gravid trap, thirteen were from CO₂ baited EVS traps and two were from BG Sentinel traps.

Encephalitis virus surveillance (EVS) – Sentinel Chickens – We have begun our biweekly testing of blood samples from our sentinel chickens. All chicken samples have been negative so far for antibodies to our viruses of concern.

Encephalitis virus surveillance (EVS) – Dead Birds – We have picked up and tested 267 dead birds and have detected 34 positive carcasses. All of the positive dead birds have been from Sacramento County, with approximately a third of them from Galt. The remaining dead birds are spread out from South Sacramento to Elverta to Orangevale/Citrus Heights. California Scrub Jays are the most numerous positive dead bird species at 17, followed by 11 American Crows, four Yellow-billed Magpies, one House Sparrow and one House Finch.

Encephalitis virus surveillance (EVS) – Sugar Baits – We have begun setting out sugar baits and will be testing them after they have been deployed for one week in the field. The control staff and lab staff are deploying the baits and they will be tested in the coming week.

Invasive *Aedes* spp. Surveillance –

We are continuing to find *Aedes aegypti* mosquitoes in the Winters and Arden areas at both our permanent sites, and at some response sites. We also found one female *Aedes aegypti* mosquito in a BG Sentinel trap deployed to Davis. Control operations conducted inspections and laboratory staff set additional traps in the area. Larvae were found at another residence very close to the initial find. No additional larvae or adults have been found at this time. We are beginning to deploy BG Sentinel traps to other areas in Yolo and Sacramento Counties.

Tick and Lyme disease surveillance – We have wrapped up our lyme disease and tick surveillance program. It will resume in October when the lyme disease risk increases as the *Ixodes pacificus* ticks become active again.

BG Counter Traps – We have seven BG Counter traps deployed in the rice habitat. In addition we have two deployed to monitor *Aedes aegypti* activity in the Winters and Arden areas and one at a facility in south Sacramento county to monitor *Culex pipiens* activity.

Disease Response Surveillance – We have responded to several travel related imported disease cases; two dengue and one malaria in June and one malaria in July. We responded to the dengue cases by setting BG Sentinel traps near the locations of the cases. We did not detect any invasive *Aedes* mosquitoes in these traps. We responded to the two malaria cases utilizing standard CO₂ baited EVS traps near these locations. We did collect two female *Anopheles freeborni* females at each location. These were tested and were found not to be infected. All of these cases were in Sacramento County.

Collaborations –

Deposition in larvicide and adulticide applications done with drones–

We completed the work with Dr. Jane Bonds last month. Dr. Bonds was impressed with our staff and their capabilities and believes she has data for several publications.

Evergreen adulticide evaluation –

We will be working with Adapco on an evaluation of MGK's heavy pyrethrin adulticide in the rice habitat. This study is scheduled for early August.

LVL (WALS) evaluation of Natular SC –

We will be running trials with Clarke Mosquito Control using Natular SC in our LVL truck units to determine if this would be a good rotational product for wide area urban larvicide applications. This trial is being done in July and August utilizing an experimental use permit obtained by Clarke.

Sentinel Cage Study –

Dr. Cornel and his staff will be at the District to work with us regarding sentinel cage design and usage in July and August. We have worked previously with Dr. Cornel and this is a continuation of work we did with him in 2019. The 2020 trials were put on hold due to the pandemic.

BG MAST –

We have deployed some male attractant *Aedes aegypti* traps in the Winters and Arden area and are running comparison studies currently. These traps are being compared with our BG Sentinel invasive Aedes traps.

Sumilarv –

We are continuing our evaluation of the Sumilarv 0.5G Water Soluble Pouches in catch basins. This work is being done in collaboration with MGK.

District Studies –

Vectoprime –

We are evaluating this material in the rice habitat in Natomas this season. This study is ongoing at this time.

Woodland –

The lab is working with the catch basin staff to continue the evaluation of larvicide active ingredients in the catch basins in Woodland. This study is also ongoing at this time.

California Arbovirus Surveillance Bulletin #11: week 27, Friday July 9, 2021

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
Total # Dead Bird Reports	2,348	2,933
# Positive Counties	16	15
# Human Cases	1	1
# Positive Dead Birds / # Tested	23 / 531	45 / 846
# Positive Mosquito Pools / # Tested	135 / 13,315	177 / 13,234
# Seroconversions / # Tested	0 / 2,193	0 / 2,309

YTD WNV Activity by Element and County, 2021					
County	Humans	Horses	Dead Birds	Mosquito Pools	Sentinel Chickens
Butte				6	
Contra Costa				1	
Fresno		1		49	
Kern				10	
Los Angeles			5	21	
Madera				4	
Placer			1	3	
Sacramento			29	17	
San Joaquin			4	30	
San Luis Obispo	1				
Shasta				2	
Sonoma			1		
Stanislaus				5	
Tulare			5	28	
Yolo				1	
Totals	1	1	45	177	0

**ECOLOGICAL MANAGEMENT DEPARTMENT
Monthly Report for the July 2021 Board Meeting**

Wetland / Rice Program / Agriculture

Staff utilized the District's new compact track loader and brush mower to open up heavily infested willow stands along a series of irrigated hay fields and drain ditches South of Elk Grove. This type of brush clearing has not been possible previously due to equipment and ground crew limitations. Ecological Management department projects are now able to more efficiently provide clear technician access, as well as uncover standing water, and clear covered drainages.



CA Dept. of Water Resources (DWR), Sherman Island: DWR is having difficulty maintaining water depth in one of their newest permanent wetlands near the vineyard on Sherman Island. They have agreed to drain it, try to fix it, and to hold off on any new flooding of that unit and all new units until after the mosquito season.

Stormwater / Creek Program

Elder Creek: Staff worked with the local landowners and Sacramento County Department of Water Resources to keep the beaver dams removed over the last month. The upstream wholesale nursery has also started to discharge less drain water which is helping the area to dry up. Staff will continue to work with the County to shore up the channel banks and prevent future blowouts and off channel scouring.



Elder Creek

UAS Program

Staff has been assisting control operations with compiling, submitting, and processing UAS treatment orders to Leading Edge Aerial Inc. As of this report writing, two thousand one hundred and eighty four acres have been treated by Leading Edge between both counties.

Staff has been working with various currently owned and investigative imagery products to try and determine if UAS technologies can help determine pesticide efficacy in rice based upon plant densities and open water. Alameda County Mosquito Abatement District sent over sample spectral imagery obtained from one of their UAS units for the Eco Dept. to analyze. A local company will be presenting the potential use of UAS obtained Lidar imagery in hopes of quantifying standing water.

Staff has also provided South Yolo Operations tidal flooding imagery over the lower tip of Yolo County in the Yolo Bypass. Recent high “King” tides have potentially caused water to become impounded within some of the newly restored tidal wetlands.



Lower Yolo Ranch Tidal wetland island, looking East toward Courtland

Pool Program

Staff served ten of the fourteen issued warrants last month in conjunction with assistance provided by the City of Sacramento Police Department, City of Rancho Cordova Police Department, The City of Rancho Cordova Code Enforcement, and the County of Sacramento Sheriff Department's Field and Investigative Services teams. Four of the pools were found to be fully operational or dry at time of posting the warrant so additional inspections were no longer required.

Staff has been assisting the North Sacramento Control Operations crew with site visits to the remaining locations that received multiple mailers but have not responded. A second warrant will be needed to access handful of properties.

BIOLOGICAL CONTROL
Monthly Report for the July 2021 Board Meeting

In the month of June the Fisheries department continued to rotate staff into other crews to assist with checking catch basins, creeks and streams. Additionally the fisheries crew investigated harvesting mosquitofish from a few isolated outside sources, such as a contained agricultural sump or water treatment plant holding pond. Any outside mosquitofish collected are examined under the microscope and treated if necessary for any diseases they might carry to not pass along infection to our population. Fisheries technicians continued gathering weekly data for all of our ongoing projects including comparing dissolved oxygen in ponds with and without solar aerators and crayfish abundance monitoring.

Herbiciding around the District’s fish ponds was performed as needed as well as landscaping around the facility. Daily activities such as tank cleaning, water quality monitoring, and setting out aeration devices were also performed to maintain the high quality of our fish population. The Fisheries department will be involved in many projects this season including monitoring dissolved oxygen levels, crayfish trapping and investigating the ideal stocking rates in rice fields and wetlands.

Log of Treatment Applied for June

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Rate</u>	<u>Treatments</u>
Mosquitofish	59.328 lbs.	250.166 Acres	.23 lbs. /ac	421

Log of Treatment Applied for the year 2021

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Rate</u>	<u>Treatments</u>
Mosquitofish (<i>Gambusia affinis</i>)	262.34 lbs.	1,175.47 Acres	.22 lbs. /ac	2,201
Guppies (<i>Poecilia reticulata</i>)	.45 lbs.	.028 Acres	.056/ac	8

Fisheries Budget

<u>Total</u>	<u>Spent</u>	<u>Remaining</u>	<u>% Spent</u>
27,000.00	24,308.37	2,690.63	90%



Typical isolated sites that we visited to harvest mosquitofish. On the left is a water treatment pond and on the right is an agricultural sump. Both of these ponds are isolated from natural waterways.

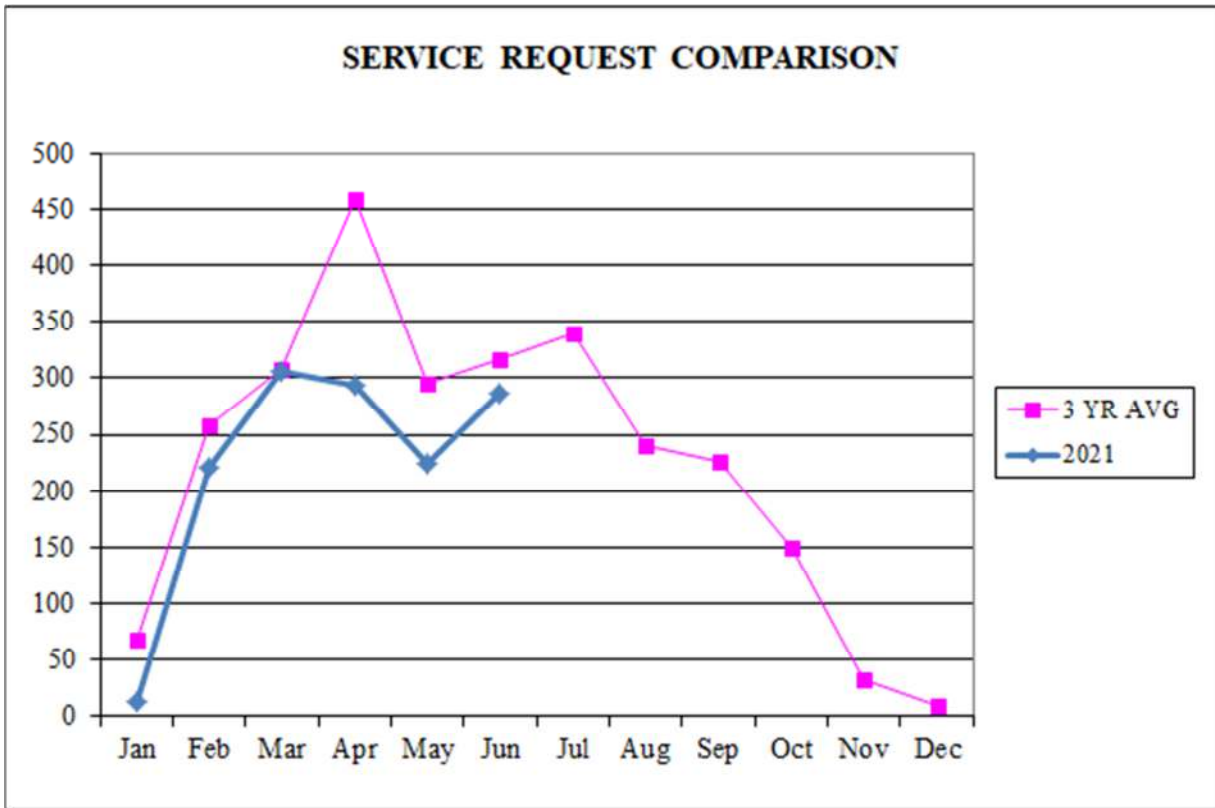
CONTROL OPERATIONS

Monthly Report for the July 2021 Board Meeting

Larvicide applications in rice are trending up now that most rice fields are constantly holding water. A new product, Valent Biosciences VectoPrime, is undergoing an efficacy assessment in the Natomas rice growing areas and the product is working well. Field crews have been responding to WNV positive mosquito pools and positive dead birds with radius inspections, barrier treatments, and adulticide treatments as weather allows. A new application tool, the Cobra mist sprayer (pictured below), has been deployed in the field and is projected to be a great addition to our program as it can cut the time that it takes to treat large areas, such as pastures, in half; buying our field crews more time to inspect and treat more sources. The Districts aerial applications have begun over rice growing areas in both counties based on high numbers in our rice BG Counter traps.

Cobra Mist Sprayer applying to pastures in Wilton





Larvicide Applications thru June 30 th				
Locations/Roles	2021		2020	
	Treatments	Acres	Treatments	Acres
Sacramento County	3,466	4,551	4,343	3,339
Sac County Aerial	7 Order, 110 Sources	5,781	7 Order, 105 source	3,516
Sac County Drone Treatments	8 orders	417	5 orders	81.68
Yolo County	674	2,850	979	2,275
Yolo County Aerial	22 Order, 233 Sources	25,711	23 Order, 231 Sources	21,187
Yolo County Drone Treatments	20 Order	1,244		
CB Treated	83,285	--	77,154	--
CB Inspected -not treated	83,354	--	75,693	--

Aerial Adulicide Summary thru June 30th

<u>County</u>	<u>2021</u>		<u>2020</u>	
	<u># Applications</u>	<u>Acres</u>	<u># Applications</u>	<u>Acres</u>
Sacramento Ag	4	28,160	4	28,800
Sacramento Urban	0	0	0	0
Yolo Ag	4	37,120	7	59,680
Yolo Urban	0	0	0	0
Totals		65,280		88,480

Adulicide Summary through June 30th, 2021

compared to: 2020

Contract Acres (our portion) =	530,000	530,000
Acres used =	65,280	88,480
Acres remaining =	(464,720)	(441,520)
% Acres used =	12%	17%
% Acres remaining =	88%	83%

San Joaquin County MVCD has used 20,599 acres of their 190,000 acre contract commitment.
 Placer MVCD has used 15,593 acres of their 100,000 acre commitment.
 Turlock MAD has used 0 acres of their 180,000 acre commitment.

PUBLIC INFORMATION AND EDUCATION
Monthly Report for the July 2021 Board Meeting

Advertising Campaign and Media Relations

The advertising campaign continues to be in full swing and our Fight the Bite messages are airing consistently across radio and television stations. The media schedule is in flights so that our messages are being rotated across stations. This ensures a constant presence at all times throughout the media market. The invasive mosquito commercial called “Space Invaders” will debut later in the season and in the meantime we are promoting our commercials that focus on using repellent, draining water and reporting mosquito breeding sources.

As part of our advertising buy, our media consultant Gary Benjamin also negotiated participation in two programs: ABC 10 Your California Life and Fox 40 Live. The segments were recorded live and primarily focused on summer mosquito prevention tips, best repellents to prevent bites, and 4th of July tips. In addition, this month we also recorded four segments for Telemundo’s Acceso Total news segment that covered tips for homeowners, invasive mosquitoes as well as District services.

Presentations

Upon the detection of invasive mosquitoes in Davis we began doing additional outreach in the area. One of our field technicians met a teacher who asked if we’d be able to do presentations being held during summer camps. Currently two presentations are scheduled for July 22nd and July 23rd at Pioneer Elementary.

In June a presentation was given to the Sacramento Valley Medical Society. This was a great presentation because it provided the opportunity to discuss West Nile virus and invasive mosquitoes with medical professionals. The current Yolo County Health Officer was present along with a former Health Officer for Sacramento County who was very complimentary of the work performed by the District.

Social Media

Our social media efforts continue and to date we have 12,133 followers on Facebook. Content is focused on reporting dead birds, promotion of District services, signing up for spraying notifications and general mosquito prevention messages. We have also done targeted and promoted posts for Davis after finding invasive mosquitoes. Targeted posts aim at reaching residents in specific neighborhoods to provide information happening in their community. Upon the detection of invasive mosquitoes we reached out to city of Davis staff to join efforts in disseminating information on social media.

As part of our National Mosquito Awareness Week efforts our District collaborated with San Gabriel Mosquito Control District on an Instagram Live video to kick off the week and discuss why mosquitoes pose health threats across the nation. We talked about invasive mosquitoes and emerging technologies such as the Sterile Insect Techniques.

Repellent Distribution

Repellent distribution continues as field technicians distribute repellent and other District materials to all service requests. We have recently provided repellent to the Homeless Assistance Resource Team of Elk Grove, an agency that provides outreach services to homeless populations in the area. In addition, we delivered repellent to the city of Davis to be used during summer camps, Yolo County Mutual Aid and to the city of Sacramento District 5 for upcoming outdoor evening events.

Government affairs

As part of our ongoing detection of invasive mosquitoes as well as WNV activity, we have been keeping local elected officials informed by sending them regular email updates with our findings and response plan. We have also been coordinating closely to disseminate joint information via social media platforms.

MVCAC Public Relations Committee

The PR Committee holds monthly meetings to discuss charges and projects outlined by the association. The District helped put together materials for National Mosquito Awareness Week and participated in the Pass the Repellent video. In addition, the District helped in the translation of all social media content from English to Spanish, collaborated with other districts on social media efforts and most recently have done preliminary research looking for vendors that can help produce videos specific to Sterile Insect Techniques. These videos will be used by MVCAC member districts interested in implementing SIT technologies to help reduce their invasive mosquito populations.

Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

4. **Closed Session- Provide Instruction to Designated Labor Representatives (Gov. Code s. 54957.6-Labor Negotiations)**
Agency Designated Representatives : [Gary Goodman, Janna McLeod, Samer Elkashef, Chris Voight]
Employee Organization: [Operating Engineers Local Union #3]

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Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

5. Board Review and Approval of MOU changes between the District and Operating Engineers Local Union #3

Staff Report:

The MOU with the Operating Engineers Local Union #3 (OE3) expired on June 30, 2021. The District has been meeting with OE3 on modifications to the expired MOU and we have reached a tentative agreement (attached). I have also included a copy of the revised MOU with language changes highlighted.

Recommendation:

Approve the revised MOU between the District and Operating Engineers Local Union #3

July 13, 2021
Operating Engineers Local Union No. 3. AFL-CIO
and the Sacramento Yolo Mosquito Vector Control District
Tentative Agreement

This is the comprehensive Tentative Agreement covering ALL pending negotiable items from the MOU that expires June 30, 2021, and any and all related negotiable items. These terms will be effective, retroactive to July 1 2021. If they are ratified and approved by both the Union and the District Board of Trustees.

1. Incorporate the "2019 side letter" overtime language into the MOU.
2. Add to the MOU the 4 paid days off between Christmas and New Year. This was agreed upon in the last negotiation and should be memorialized in the MOU.
3. Clarify paid days off for eligible employees.
4. Increase by \$100 per month the District's medical contribution. This would take increase the amount from \$1300 to \$1400 per month per employee.
5. Incorporate a 3.3% increase in salary for all positions effective, retroactive to July 1, 2021.
6. Term of the agreement is proposed to be July 1, 2021 through June 30, 2022. Negotiations for the successor MOU can be initiated by either party no sooner than March 1st, 2022.
7. District job descriptions covered by the MOU will be amended as mutually verbally agreed upon. Removal of the sentence that reads, "The District reserves the right to modify, delete, or supplement the duties, qualification, and requirements stated at its sole and absolute discretion."
8. This proposal will fully and finally resolve all bargaining up to and including the date of execution of this Agreement. OE3 will withdraw any and all Fact finding Requests (including SA-IM-226-M and SA-IM-228-M) filed with the Public Employment Relations Board within two (2) business days of execution of this agreement.

For the District (Signature and Date)

Tom Baker 07/13/21

For the Union (Signature and Date)

Sally M. Huff 7/13/2021

Walter Fowler

Ron Parker

MEMORANDUM OF UNDERSTANDING
between
SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT
and
OPERATING ENGINEERS LOCAL UNION NO. 3, AFL-CIO

| July 1, ~~2018-2021~~ through June 30, ~~2024~~

**MEMORANDUM OF UNDERSTANDING
between
SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT
and
OPERATING ENGINEERS LOCAL UNION NO. 3, AFL-CIO**

Preamble

International Union of Operating Engineers (Local Union No. 3) AFL-CIO (hereinafter "Union"), and representatives of the SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT (hereinafter "District") have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment of employees in the representation of the Maintenance Operations Administrative and Technical (MOAT) unit identified in Appendix A, have exchanged freely information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees. This Memorandum of Understanding (hereinafter "MOU") is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Articles 3500-3510) and has been jointly prepared by the parties.

Article 1. Union Security

1.1 Dues Deductions

The District agrees to deduct one (1) month's current and periodic Union dues from the pay of each employee who has heretofore or shall hereafter voluntarily execute and deliver to the District the payroll deduction authorization provided by the Union for this purpose. The Employee will remain a member of the Union for twelve (12) months from the date of the authorization. His/her membership in the Union will continue unless the employee rescinds the membership by giving the employer and the Union a written notice not less than fifteen (15) days and not more than thirty (30) days before the end of that twelve (12) month period.

The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues check-off authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all other legal and required deductions have priority over Union dues.

The Recording Secretary of OE3 shall notify the General Manager in writing as to the amount of such dues uniformly required of all members of the Union.

Monies withheld by the District shall be transmitted to the Officer designated in writing by the Recording Secretary of the Union as a person authorized to receive such funds, at the address specified. OE3 shall indemnify, defend and hold the SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT harmless against any claims made, and against any suit instituted against the Sacramento-Yolo Mosquito & Vector Control District on account of check off of employee organization dues and/or the other provisions of this Article. In addition, the

Union shall refund to the SACRAMENTO-YOLO MOSQUITO & VECTOR CONTROL DISTRICT any amounts paid to it in error upon presentation of supporting evidence.

1.2 Use of District Facilities/Communication with Employees/Access

(1) The Union shall be allowed use of space on available bulletin boards for communications having to do with official Union business, such as times and places of meetings. The Union shall provide a copy of all materials requested to be placed on the bulletin board to the General Manager to obtain permission prior to posting said materials. Any dispute regarding materials to be posted shall be resolved through the use of a Mediator from State Mediation and Conciliation Services.

The Union shall be able to communicate with employees through the District's communication systems; including phone and email provided such communications do not disrupt normal operations of the District.

(2) Any representative of the Union shall give notice to the General Manager or his designated representative when contacting employees on District facilities during the duty period of the employees, provided that solicitation for membership or other internal Union business shall be conducted during the non-duty hours of all employees concerned.

The Union shall have access to the District facilities to enforce the MOU, to inspect the conditions of employment, to ensure the safety and wellbeing of the employees and to investigate any and all potential MOU violations or health/safety concerns.

(3) Officials of the Union shall notify the District no less than seven (7) calendar days prior to a Union meeting scheduled during work hours and employees shall not be considered released to participate in the meeting without the authorization of the General Manager. Such approval shall not be unreasonably denied.

1.3 Advance Notice

Reasonable advance written notice shall be given to the Union, if the Union will be affected by any resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the District and shall be given the opportunity to meet and confer, if requested, with the designated management representative prior to adoption.

1.4 Attendance at Meetings by Employees

District employees who are the Chapter President, Vice President, or, unit Shop Steward(s) of the Union shall be given reasonable time off with pay to attend meetings with District management representatives, or be present at District Board meetings when a matter before the Board pertains to the Union. They shall also be given reasonable time off with pay to attend hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District services. Such employee representatives shall submit a request for excused absence to the General Manager at least two (2) business days prior to the scheduled meetings. Except by mutual agreement, the number of employees excused for such purposes shall not exceed one (1).

1.5 Contract Negotiations Bargaining Team

For contract negotiations and meet and confers, up to three (3) representatives (members) and one alternate, if necessary, shall be released as allowed under MMBA to serve on the Union bargaining team.

Article 2. Bargaining Unit Work

The current sharing of bargaining unit work shall continue. The District shall endeavor not to utilize seasonal employees to permanently replace a budgeted bargaining unit position.

Article 3. Work Week, Days and Hours of Work

The standard workweek for employees occupying full-time positions in this unit consists of five (5) eight (8) hour days (consecutive Monday through Friday), or a total of forty (40) hours per week, per agreement with the Union. Employees may be approved to work an alternate work week schedule, days and hours of work, per agreement with the Union.

District Administration office hours are from 7:00 a.m. to 3:30 p.m. Working hours of field personnel can begin as early as 5:00 a.m. during the vector control season.

If the District's operation requires a change in business hours that will impact employees' work schedules, the District and the Union will meet and confer over the impact and effect as allowed under MMBA.

Article 4. Meal Periods and Rest Periods

Each day, an employee may take an unpaid one half-hour lunch period, a morning break of fifteen (15) minutes, and an afternoon break of fifteen (15) minutes.

Employees are responsible for ensuring they take meal and rest periods. Meal and Rest periods may not be combined to extend a meal or rest period. Employees may not save these meal or rest periods until the end of the day to shorten their shift or leave early. Meal and rest periods should be scheduled and taken at a time that is appropriate and supports District operations. Any changes from the agreed upon schedule must be communicated with the supervisor prior to making any changes.

When a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of the supervisor and employee.

A second meal period of no fewer than thirty (30) minutes must be provided for all work days on which an employee works more than ten (10) hours. The second meal period can be waived if the first meal period was not waived and the total hours worked on that work day are not more than twelve (12) hours. If the employee is working twelve (12) or more hours the meal period must be provided and taken.

Article 5. Original Probationary Period and Transfer Probationary Period

(a) Before an individual hired by the District may attain the status of a full-time employee, the individual will be employed as a probationary employee for a period of twelve (12) months. The probation period for any individual may be extended beyond twelve (12) months, up to a maximum of eighteen (18) months at the discretion of the Manager. For any extension beyond eighteen (18) months the Manager shall seek approval from the Union.

(b) The probationary period is a step in the District's hiring process. It allows the probationary employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. The District uses the probationary period to continue its assessment of a candidate for regular employment.

(c) During the initial probationary period an employee shall receive evaluations at three (3), six (6), and twelve (12) months. After the initial probationary period employees shall receive an evaluation at least annually.

(d) At any time during the probationary period, either the probationary employee or the District may terminate the employment relationship, with or without cause, with or without prior notice.

(e) Notification of termination of the probationary employee shall be made in writing by the Manager to the employee.

(f) An employee transferred to another position within the unit shall have a twelve (12) month probation. Failure to pass probation will result in the employee returning to his/her former position without a loss of seniority. He or she shall return to the former salary which shall include any step or contractual wage increases.

Article 6. Salaries

6.1 Salary Ranges and Pay Rates

The salary ranges for all employees in the aforementioned representation unit will be as set forth in Appendix B, which is attached hereto and made a part hereof.

The rates of pay set forth in Appendix B, unless otherwise indicated in the schedules, represent the total compensation due employees, except for overtime compensation and other benefits specifically provided for by the District.

6.2 Overtime

Overtime must be authorized in advance by the Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is essential to the continued operation of the District. Overtime is defined as hours actually worked in excess of forty (40) hours in a week, or eight (8) hours in a day.

Full-time employees are expected to work forty (40) hours per week. Work schedules may provide for work days exceeding eight (8) hours. Any non-exempt employee, who is required to work more than forty (40) hours in a work week, or eight (8) hours in a day, shall receive overtime pay at the rate of one and one-half times the employee's regular rate of pay. Paid time off for vacations, holidays, sick leave and compensatory time off shall not be computed as work performed for the purposes of determining overtime. Employees will be compensated for overtime worked, however if the overtime is not authorized, the employee may be subject to disciplinary action.

The District work week begins at 12:01 A.M. on Saturday morning and ends at 12:00 Midnight on Friday night each week. Overtime shall be compensated in the form of overtime pay or subject to the employee's written election of compensatory time off.

For any regular full-time employee who works on a Saturday, Sunday, or District holiday, such employee shall receive overtime pay for that day or days at the rate of one and one-half times the employee's regular rate of pay, even though the employee may not have worked over forty (40) hours that week or eight hours that day. In addition, any regular full-time employee who works on a Saturday, Sunday, or District holiday shall be compensated for a minimum of four hours per day, even though the employee may actually work fewer than four hours.

For non-exempt employees who are compensated for overtime in the form of compensatory time off, compensatory time off shall not accrue in excess of 160 overtime hours worked, or 240 compensatory time off hours. For any overtime worked after this accrual limit has been reached, the employee will be compensated in the form of overtime pay.

On termination of employment, the employee shall be paid all accrued but unused compensatory time off at the employee's regular rate of pay at the time of termination.

Overtime shall be performed by volunteers whenever possible followed by a mandatory list. The volunteer list will be initially setup on a seniority basis. The volunteers will be selected beginning at the top of the list and then once a volunteer participates in overtime their name will go to the bottom of the volunteer and mandatory lists.

The mandatory list will also be setup on a seniority basis. If an employee is mandated to work due to a lack of volunteers, the least senior employee(s) will be selected for the overtime. Once a person works overtime through the mandatory process their name goes to the bottom of the list and they cannot be mandated again until the whole list has been cycled through. Both the volunteer and mandatory lists reset on an annual basis. The District reserves the right to assign a specific employee based on operational needs.

Extension of regular work hours such as, but not limited to, 9 hour days, public events, holiday work, or weekend work shall be assigned by the supervisor based on District workload and needs.

ULV Operations

~~For nighttime ULV overtime there shall be two mandatory lists, A and B, which alternate week to week with the Elk Grove and Woodland offices operating independently. The list shall be setup in a reverse seniority manner with the least senior person being the top of list A, the second least senior the top of list B and so on. Once a person works overtime through the mandatory process their name goes to the bottom of the list and they cannot be mandated again until the whole list has been cycled through. A minimum of two and one half hours (2.5) hours shall be granted to anyone that works nighttime ULV overtime. The District reserves the right to assign a specific employee based on operational needs.~~

ULV Operations

For nighttime ULV overtime, the Elk Grove and Woodland offices will operate independently of one another. For Woodland there shall be two mandatory lists, A and B, which alternate week to week. The list shall be setup in a reverse seniority manner with the least senior person being the top of list A, the second least senior the top of list B and so on. Once a person works

overtime through the mandatory process their name goes to the bottom of the list and they cannot be mandatoried again until the whole list has been cycled through.

For Elk Grove, ULV overtime shall be performed in a manner consistent to what is described above with volunteers selected first for overtime followed by a mandatory list. Volunteers will be selected from the top of the list and then once they have participated in overtime their name will go to the bottom of the volunteer and mandatory lists. Field technicians will be given priority to other job classes in the selection of volunteers. Once a person works ULV overtime through the mandatory list their name will go to the bottom of the mandatory list.

A minimum of three hours (3) hours shall be earned to anyone that works nighttime ULV overtime. Should a ULV operation run less than three hours, the District reserves the right to assign duties to fulfill the three hour minimum. If an employee performs night time ULV overtime they cannot perform cannot be called upon to work until 5am the next day. Similarly, if an employee works a shift that starts before 5am, said employee cannot perform ULV work that night. The District reserves the right to assign a specific employee based on operational needs.

6.3 Incentive Pay

The District maintains an incentive pay program. After a regular, full-time employee has been employed continuously with the District as a regular, full-time employee with the District for ten (10) years, then the employee shall receive a five percent (5%) increase in his/her current base salary. Thereafter, the employee shall receive an additional five percent (5%) increase in his/her current base salary for every additional five (5) year period of continuous employment with the District.

Article 7. Holidays Paid Days Off

Holidays.—The District observes the following standard holidays-paid days off and provides all regular employees time off with pay at their normal rate of pay. An Employee must be on an advanced, approved, leave (vacation, CTO, sick, jury duty, bereavement, military, natural disaster, Workers Comp, FMLA/CFRA or other state/federal regulatory leave) prior to a Holiday to receive said Holiday pay. An employee that is on a leave of absence (Article 10) approved by the Board or the Manager would not qualify for the paid days off during their absence.

- (a) New Year's Day (January 1st)
- (b) Martin Luther King Jr. Day (3rd Monday in January)
- (c) Lincoln's Birthday (February 12)
- (d) President's Day (3rd Monday in February)
- (e) Cesar Chavez Day (March 31st)
- (f) Memorial Day (last Monday in May)
- (g) Independence Day (July 4th)
- (h) Labor Day (1st Monday in September)
- (i) Columbus Day (2nd Monday in October)
- (j) Veteran's Day (November 11th)
- (k) Thanksgiving Day (4th Thursday in November)
- (l) Day After Thanksgiving
- (m) Christmas Eve (December 24th)
- (n) Christmas Day (December 25th)

(o) 4 work days between Christmas and New Year's Day

If any of the above-listed holidays fall on Sunday, the following Monday shall be considered a holiday. If the holiday falls on Saturday, the Friday preceding the Saturday holiday shall be considered a holiday. The District may, in its discretion, require an employee to work on a scheduled holiday and provide pay in lieu of time off.

Article 8. Vacation

(a) Vacation Accrual. All regular full-time employees are eligible to accrue and take vacation benefits based on their continuous length of service, measured from the date of hire. Continuous length of service is defined as service that is uninterrupted by termination of employment and subsequent rehire by the District or a break in service. Vacation accrues according to the following schedule:

Continuous Length of Service In Years	Accrual Rate Hours Per Month*
More than 0 but less than 3	8.00
3 or more, but less than 10	11.33
10 or more, but less than 15	12.66
15 or more, but less than 20	14.66
20 years plus	16.66

*Paid vacation time shall accrue only in months during which the employee actually works or is in paid status. For employees who work or are in paid status in only part of a month, vacation benefits shall accrue on a pro rata basis.

(b) Maximum Accrual. Vacation accruals shall not exceed 400 hours. Once this maximum vacation accrual amount is reached, all further accruals of paid vacation time will cease. Vacation accruals will recommence after the employee has taken vacation and his/her accrued paid vacation hours have dropped below this maximum.

(c) Pay in Lieu of Vacation. No employee will receive pay in lieu of vacation except on the termination of his/her employment, as described in paragraph (e) below.

(d) Vacation Accrual During Layoff or Periods of Leaves of Absence. No vacation accrues during any month in which an employee is on unpaid status, such as a layoff or leave of absence, unless required by law. Vacation accruals recommence when the employee returns to work or paid status.

(e) Vacation Pay on Termination. On termination of employment, the employee shall be paid all accrued but unused vacation at the employee's regular rate of pay at the time of his/her termination.

(f) Vacation Approval. Employees may not take vacation unless it is approved in advance by the direct Supervisor. Scheduling of vacations by employees is to be done in a manner consistent with the Mission of the District. Vacation requests should be submitted by employees to the Supervisor at least two weeks prior to the commencement of the vacation. In the event two or more employees request vacations covering the same period and operational needs prevent them from being absent simultaneously, preference shall ordinarily be given to the employee with the greater length of service. Employees shall be allowed to take up to two (2) consecutive days of vacation between the dates of May 15 to October 15. Vacation dates shall be granted by seniority, by crew, with a maximum of one employee off at any given time. Vacation forms can be submitted as early as March 1 for the entire calendar year. All remaining dates must be submitted no later than two weeks prior to intended vacation dates. The District shall respond

within 5 working days or as soon as feasible for these requests. Vacation use during all other dates shall follow current District practice.

(g) Vacation Advances. An employee is not permitted to borrow on future accrual of vacation benefits.

(h) Holidays Occurring During Vacation. If an observed District holiday occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the District-paid holiday.

(i) Coordination with Compensatory Time Off. Accrued compensatory time off for overtime worked must be fully used before an employee may use accrued vacation time off.

Article 9. Sick Leave

Paid sick leave may be requested when a regular employee must be absent because of (1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his/her job duties, or (2) the employee's attendance with a member of the employee's immediate family (employee's father, mother, step parents, spouse, child, step child, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse, registered domestic partner, child of registered domestic partner) because of illness, injury, death (over that allowed for funeral leave), or exposure to contagious disease and where the attendance of the employee is definitely required. Paid sick leave may only be used as specified in this Article, and is not to be confused with accrued paid vacation or holiday time.

Accrual of Paid Sick Leave – Full-Time Employees.

(a) Each regular employee shall accumulate sick leave with pay, commencing with the first full month of employment.

(b) Regular full-time employees shall accrue sick leave with pay, on the basis of ten (10) hours a month worked.

(c) Employees do not accrue paid sick leave during any period they are either not working or not in paid status.

(d) Sick leave with pay may be taken as earned.

Workers' Compensation and Benefits. If an employee is injured, or becomes ill on the job, she/he must inform the supervisor immediately. An employee on temporary disability workers' compensation leave may elect during such leave to apply accrued vacation time, sick leave and compensatory time off on a pro-rated basis so that the combined pay equals the employee's regular rate of pay. Employees who are on District-paid status during a workers' compensation leave (e.g., using sick/vacation, CTO time) shall continue to accrue vacation and sick leave and holiday pay benefits while on District –paid status and until the accrued vacation, sick leave and compensatory time off is exhausted. For an employee on workers' compensation leave receiving only workers compensation disability benefits and not on District paid status; (a) the employee shall not accrue vacation or sick leave or receive holiday pay; and (b) the District shall continue to fund its share of the employee's medical, dental, and other insurance benefits as required by applicable laws and regulations. Medical, dental, and other insurance benefits will continue during the leave only if the employee pays his/her proportionate share of the premium, and such continuation coverage is allowed under the terms of the particular insurance plan.

Evidence of Illness. The Manager may require any employee to submit satisfactory written evidence of illness or injury from a licensed doctor for any period of absence due to illness or injury. Employees returning from a leave due to illness or injury lasting longer than 3 consecutive work days may be required to present a physician's certificate upon his/her return

to duty stating that the employee is released to return to work. In addition, the Manager may require the employee to present a doctor's certificate to return to work after shorter leaves.

Loss of Sick Leave Upon Termination. No employee shall be compensated for accrued but unused sick leave upon termination of employment; however, accrued but unused sick leave at the time of termination may be allowed as service time for purposes of PERS retirement benefits subject to applicable PERS laws and regulations.

Article 10. Leave of Absence

10.1 Authorized Leave.

(a) Any regular employee who has completed his/her probationary period may be allowed up to (30) days' leave of absence without pay for acceptable reasons upon the prior written approval of the Manager.

(b) A leave of absence over thirty (30) days requires the prior approval of the Board.

10.2 Unauthorized Leave.

Any employee who is absent for three working days without being on approved sick leave, vacation leave, funeral leave, or authorized leave of absence shall be deemed to have automatically and voluntarily resigned his/her employment with the District.

10.3 Medical Leaves of Absence.

(a) Introduction. Any District employee who, as a result of a medical condition becomes unable to perform the duties of his/her position may request a medical leave of absence. This section shall not apply to injuries or illness covered under worker's compensation benefits. Employees may qualify for medical leaves under the California Family Rights Act of 1991 (CFRA), the California Pregnancy Disability Act (PDL), and the federal Family and Medical Leave Act of 1993 (FMLA). Potentially qualifying leave requests will preliminarily be designated as CFRA, PDL, or FMLA leave in accordance with each Act and any other applicable state or federal leave laws or regulations.

(b) Medical leaves of absence are without pay, except to the extent that employees have accrued paid time off benefits available. Employees may use any accrued paid sick and vacation benefits during the leave of absence. Once any paid accrued time is exhausted, medical leaves are without pay.

(c) Certification of Medical Condition. Before a medical leave will be approved, employees are required to provide to the District a written certification of the need to take medical leave from a licensed health care provider. Upon receipt of appropriate certification, a final designation notice confirming the leave request will be provided to the employee, assuming the leave request qualifies under CFRA, PDL, or FMLA.

(d) Sick Leave Accrual, Vacation Accrual, and Holiday Pay. Except when required by law, neither sick leave nor vacation will accrue during any unpaid period of absence on medical leave. Employees on leave also do not receive holiday pay if they are in unpaid status on the holiday date. Medical, dental and other insurance benefits will continue during any period of absence on medical leave; provided, however, that (a) the employee must pay his/her proportionate share of the premium, and (b) such continuation coverage is allowed under the terms of the particular plan.

(e) Notice of Leave. Employees whose medical leaves can be anticipated (e.g., leave for elective surgery or leave for pregnancy) are required to provide at least two weeks advance written notice of the anticipated start of their period of leave.

(f) Verification of Ability to Return to Work or Fit for Duty Exam. Employees returning from a medical leave of at least three (3) days are required to provide a release to return to work from their health care provider. The District reserves the right to require such written verification for leaves of shorter duration. A Fit for Duty Exam by the District Designated Physician may be required at the District's expense.

(g) Holding of Positions. The District will return the employee to the same position, or a comparable position for which the employee is qualified, at the end of the employee's medical leave to the extent required by law.

(h) No Other Benefits. The District provides no other benefits and no assurance of re-employment to employees who take a long term medical leave.

(i) If business conditions require a reduction in force, employees on an approved leave of absence will be considered for layoff and treated as active employees for purposes of the layoff process, as allowed by the layoff provisions.

10.4 Jury Duty and Court Appearance Leave

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his/her supervisor. Employees who are required to serve as jurors for less than a full day shall spend the balance of the day at performing their regular duties for the District. An employee who is on jury duty shall be eligible to request to receive his/her regular rate of pay or salary up to a maximum of 15 days of jury service. While on paid jury leave, the employee shall sign over to the District all fees received from the court for jury service (excluding reimbursement for mileage). Employees who are required to serve longer than 15 days of jury duty, or who are otherwise ineligible to receive paid jury duty time, may either use any accrued vacation or be placed on unpaid leave status during their jury service or as otherwise determined by the Board of Trustees.

10.5 Bereavement Leave

A regular employee may request to take up to five (5) paid days off to grieve and assist in the preparations for a funeral or service for members of the employee's immediate family. For the purposes of this Section, Immediate family is the employee's father, mother, step parents, step brother, step sister, spouse, child, stepchild, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse, registered domestic partner, child of registered domestic partner.

10.6 Military Leave

Employees shall be entitled to a leave of absence or military duty and to all related rights and privileges as provided in the California Military and Veterans Code, California Government Code, and under the Uniformed Services Employment and Reemployment Rights Act, or successor provisions thereto, as applicable.

10.7 Natural Disaster Leave

(a) In the event of a natural disaster (such as earthquake or flooding) that causes District Management to close an employee's workplace (e.g., due to building damage or highway closure), then the displaced employees must make all reasonable attempts to report to the alternate location of work. In the case of closure of the Yolo County facility, those employees would report to the Sacramento County facility. In the case of closure of the Sacramento County facility, those employees would report to the Yolo County facility. In the event both facilities are closed, administrative leave with pay may be granted to all regular employees for up to a period of one week or until one of the facilities is reopened or an alternate workplace is available, whichever happened first.

(b) In the event of a natural disaster, employees shall make all reasonable and diligent efforts to report to work. Employees unable to report to work due to a natural disaster situation must make every effort to contact District administration and may be excused from work without pay, except to the extent the employee chooses to use his/her accrued vacation leave or compensatory time off.

Article 11. Health and Welfare

Employee Benefits. The District provides benefits for its eligible employees in accordance with the District's "cafeteria" style plan that incorporates health, dental, vision care, and life and long term disability insurance benefits as enumerated. The District shall pay up to \$1,100 in employer credits for coverage.

(a) Workers' Compensation. All employees are covered by workers' compensation, as required by law. Any on-the-job injuries or illnesses must be immediately reported to the employee's supervisor and the "First Report of Injury" completed.

(b) Dependent Coverage. Eligible employee dependents may participate in the District's group insurance benefits. Details for participation may be found in the District's Cafeteria Plan.

(c) Unemployment Insurance. Unemployment insurance is provided in accordance with current state and federal laws.

(d) The District and the Union will form a Health Benefits task force to explore health care options in the second year of the MOU. The Committee will begin to meet in January 2019. At least two bargaining unit employees and the Union Representative shall participate.

Article 12. Retirement Benefits

Retirement Plan. The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. The CalPERS benefit is available to eligible employees as provided in the Public Employees' Retirement Law (PERL) and the contract between the District and CalPERS, as amended.

(1) Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in Tier 1, which is a defined benefit formula of 2.5% @ 55. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).

(2) Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in Tier 2, which is a defined benefit formula of 2% @ 62. The employee contribution is calculated based on PERS actuarial studies, performed annually.

(3) All of the District Tiers participate in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

Article 13. Performance Evaluations

(a) An employee's supervisor will prepare a written performance evaluation for each employee, usually once per year.

(b) Performance evaluations may also be prepared in the following instances:

- (1) When an employee has worked an initial six (6) month period in his/her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or transferred to a new job position).
 - (2) Upon completion of the employee's first twelve (12) months of service following the probationary period and annually thereafter on or around this anniversary date;
 - (3) When an employee is being considered for promotion, transfer, demotion, termination, or when other disciplinary action is being considered;
 - (4) Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
 - (5) Whenever requested by the Manager.
- (c) All performance evaluations become a permanent part of the employee's records.
- (d) Upon completion of the performance evaluation, a meeting should be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within the District service. The substance of the meeting may be recorded and made a part of the employee's records.

Article 14. Personnel Files

- (a) The official District personnel file for all District employees shall be maintained at the District's main office.
- (b) Information in an employee's official departmental personnel file shall be confidential and available for inspection only by the employee, his or her Shop Steward and or Union Representative with permission, the employee's supervisor or District managers in connection with the proper administration of the District's affairs and the supervision of the employee; except, however, that information in an employee's official departmental personnel file may be released pursuant to court order or subpoena. An affected employee will be notified of the existence of such a court order or subpoena.
- (c) Evaluation material or material relating to an employee's conduct, attitude, or service shall not be included in his/her official personnel file without being signed and dated by the author of such material. Before the material is placed in the employee's file, the District Manager or designee shall provide the affected employee an opportunity to review the material, and sign and date the document acknowledging receipt, if desired by the employee. A copy of the evaluation material relating to an employee's conduct shall be given to the employee.
- (d) An employee or his/her authorized representative may review his/her official personnel file during regular business hours. For employees whose work location is not the District main office, reasonable arrangements will be made to accommodate the employee.
- (e) The employee shall have a right to insert in his/her file reasonable supplementary material and a written response to any items in the file. Such response shall remain attached to the material it supplements for as long as the material remains in the file.
- (f) Materials relating to an employee's performance included in the employee's official District personnel file shall be retained for a period of time specified by the District, except that at the request of the employee, materials of a negative nature shall be purged after three years. This provision does not apply to formal disciplinary actions or to material of a negative nature for which actions have occurred during the intervening three-year period. By mutual agreement between a District Manager or his/her designee and an employee, material related to a disciplinary action may be removed.

Article 15. Reduction in Force.

(a) General. From time to time, the District may reduce the size of its work force by dismissing employees for business, operational or economic reason (such as restructuring or reorganizing the work force or departments, job elimination, or reduced or insufficient revenues or funds). Should the District consider a reduction in force necessary, the District will provide at least a 30-day notice to all affected employees. Employees affected by a reduction in force will be considered to have been laid off. The District will meet and confer over the impact and effect of layoffs as required under MMBA.

(b) In deciding the order in which to effect a reduction in force, the District will first lay off all temporary workers; second, probationary employees; third, regular part time employees; finally, regular full time employees. Reduction in force will be determined by seniority.

(c) Benefits. Except as otherwise required by law or specified in the notice of reduction of force, upon the effective date of a layoff, the District shall cease providing and paying employment benefits to laid off employees. Accrued vacation time and compensatory time off, if any, shall be paid to laid off employees on the effective date of their lay-off.

(d) Recall. A laid-off employee shall be recalled to work for up to two years after layoff to a vacancy in the last position he/she held with the District, or to a comparable position for which he/she is qualified. "Recall" means that a laid-off employee shall be preferred, for job openings over new applicants. Employees shall be recalled in the reverse order in which they were laid off (i.e., the last laid off shall be the first recalled). Employees who have been on layoff status longer than two years are not eligible to be recalled, but may re-apply and be considered for re-employment with the District at any time.

(e) Bridging of Service. Employees who are laid off and subsequently recalled will have their service prior to layoff bridged for purposes of seniority and length of service with the District. These procedures are not applicable to disciplinary dismissals or dismissals due to medical inability to perform the essential job functions, with or without reasonable accommodation. Because individual circumstances may vary, the District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

Article 16. Disciplinary Action and Dismissal

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet District standards, the District (at its sole discretion and depending upon the circumstances) may provide the employee with an opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, including termination.

The rules set forth below are intended to provide employees with a general idea of the type of conduct that is not tolerated by the District. Necessarily, however, such rules cannot identify every type of unacceptable conduct or performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the District may also result in disciplinary action.

Grounds for Disciplinary Action. The following list of causes for disciplinary action is included for illustrative purposes. The District may discipline an employee for any reason it deems appropriate. Employees engaging in conduct including, but not limited to the below, may be subjected to discipline, up to and including termination:

- (a) Giving false or misleading information, or withholding pertinent information, on a District employment application form or other District document;
- (b) Unsatisfactory attendance, including but not limited to unapproved absence or tardiness;
- (c) Conviction of a felony or other criminal act;
- (d) Actual or threatened violence or harm toward another or another's property;

- (e) Unsatisfactory performance;
- (f) Insubordination;
- (g) Violation of any District policy, including but not limited to its policies prohibiting harassment/discrimination and governing alcohol/drug use;
- (h) Damage to, waste of, or unauthorized use of District's supplies, equipment or premises;
- (i) Failure to follow safety instructions or directions;
- (j) Possession or bringing on to District property any firearm or other weapons;
- (k) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property; and conduct unbecoming an employee in public service, tending to bring discredit to the District;
- (l) Willful violation of any of the provisions of this Memorandum.

Initiation of Disciplinary Action. Disciplinary action up to and including dismissal may be initiated by the Manager or the employee's supervisor.

Nature of Disciplinary Action. Disciplinary action may include, but is not limited to, dismissal, suspension without pay, demotion, reduction in pay, written reprimand, or oral reprimand.

Notice to Employee of Disciplinary Action.

(a) In those situations involving "lesser" discipline, such as an oral or written reprimand or a suspension without pay of four (4) days or less, the employee shall not receive prior notice of the District's intent to impose discipline.

(b) In those situations involving a more serious disciplinary action, such as a suspension without pay of at least five (5) days, a demotion, reduction in pay, or termination against a regular employee who has completed his/her probationary period, a notice of intended discipline will be provided in advance to the employee.

(c) The notice shall include the following:

- (1) The statement of the nature of the intended disciplinary action;
- (2) A statement of the causes and grounds for the intended discipline;
- (3) A statement that copies of all documents and other materials which support the proposed action are available for examination and photocopying at the District office; and
- (4) A statement advising the employee that he or she may respond orally or in writing to the notice prior to the imposition of the intended disciplinary action. Any written response must be directed to the Manager and must be received by the Manager within five (5) working days of the date of the notice of intended disciplinary action. If the employee elects instead to respond orally, the employee must make arrangements for an oral response to be heard by the Manager within five (5) working days of the date of the notice.

Decision of Manager on Intended Disciplinary Action. In the event that an employee elects to respond (orally or in writing) to the intended disciplinary action, the Manager shall answer the employee's response within five days. The Manager's decision shall be provided in writing to the affected employee. In any event, the Manager's answer shall be made prior to the imposition of the intended discipline.

Appeal from Disciplinary Action. A regular employee or their designated representative may appeal a decision to implement disciplinary action (other than an oral or written reprimand).

Article 17. Grievance/Appeal Procedure

Purpose of Grievance/Appeal Procedure: Definition. The grievance/appeal procedures set forth herein are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular full-time employees or the Union. A grievance for purposes of this Article means a complaint by an employee, group of employees or the Union involving the interpretation, application or enforcement of the express terms of the MOU, other express District personnel policy, practice or procedure.

Time Limits. Each person involved in a grievance shall act quickly so that the grievance may be resolved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures. With the written consent of all the other parties involved, however, the time limits of any step may be extended.

Presentation of Grievance. An employee or his or her Shop Steward or Union Representative may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the Manager. Employees should present grievances as soon as possible after the events that gave rise to the employee's concerns by submitting a brief written grievance to his/her immediate supervisor. The written grievance should set forth the factual and other basis for the employee's complaint. The employee shall strive to submit the written grievance within five (5) working days after the facts which gave rise to the grievance.

First Step of Grievance Procedure (Informal Discussions/Grievance). Initially the brief written grievance shall be personally discussed between the employee or his or her Shop Steward or Union Representative and his/her immediate supervisor. The employee shall have a written decision or response from the supervisor within five (5) working days of submission of the grievance.

Second Step of Grievance Procedure (Formal Grievance).

(a) If an informal grievance is not resolved to the satisfaction of the grievant or his or her Shop Steward or Union Representative, the grievant or his or her Shop Steward or Union Representative may initiate a formal grievance in writing. The formal grievance shall be filed within fifteen (15) working days of the decision rendered in the informal grievance procedure. A formal written grievance shall state all specific facts or omissions upon which the grievance is based, including: the date, place and nature of action or omission giving rise to the grievance; persons involved; copies of pertinent documents; any witness or other corroborating evidence; the specific personnel policy or law at issue; and, the desired outcome or response. The formal grievance should also include a copy of the informal Step One grievance and response. The formal grievance shall be filed with the Manager or a designated representative. If a formal grievance is incomplete, the Manager may request the grievant to provide the missing information.

(b) Within five (5) working days after the filing of the Second Step formal grievance, the Manager shall give his/her decision in writing to the grievant.

Third Step of Grievance Procedure (Board of Trustees). If the grievant is not satisfied with the Second Step decision, the Union may appeal the decision in writing within five (5) working days to the Board of Trustees. The appeal shall be filed with the District at the main District office. If the Union does not appeal the decision in writing within five (5) working days, the issue will be considered settled. The appeal shall state the grievance decision being appealed, explain why the grievant, grievants or the Union is dissatisfied with the grievance decision

rendered by the Manager or the designated representative, and include copies of the formal Step Two grievance and grievance decision, as well as the Step One grievance and response. A hearing before the full Board of Trustees or their designated representatives shall be scheduled as soon as practicable. A decision by the Board of Trustees shall be rendered within sixty (60) days of the hearing.

Fourth Step of Grievance Procedure (Arbitration). If the grievant is not satisfied with the Third Step decision, the Union may request in writing within forty-five (45) working days of the Board decision of an appeal to begin the Arbitration step of the grievance procedure. The arbitrator shall be selected utilizing a list from PERB/SMCS. The costs of the arbitration shall be borne equally between the District and the Union. The Arbitrators decision shall be final and binding on all parties.

Article 18. Health, Safety, and Workplace Violence Prevention

This section shall be governed in accordance with District Policy and practice.

Article 19. Miscellaneous

19.1 Uniforms

The District shall provide uniforms and safety apparel for all employees in the bargaining unit.

Dress and Grooming Standards. The District considers the presentation of its image to its customers, suppliers, and the public at large to be extremely important. Since the District's mission is service oriented, and excellent service can only be provided through its employees, the District seeks not only good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. It is therefore expected that all employees dress in a manner consistent with good hygiene, safety, and good taste. To help facilitate these expectations, the following conditions will be met:

- (a) All employees whose job classification requires them to wear a District uniform are expected to do so while performing their job. This uniform will be provided and laundered by the District.
- (b) Employees working before or after hours for District activities shall wear a District-supplied uniform shirt. The employee may also wear District-supplied pants or provide their own.
- (c) Any employee attending a meeting, seminar, etc., on behalf of the District, but away from District facilities, is expected to dress professionally. That is: suits, sport coats, dress shirts with slacks or jeans for men; suits, blouses and sweaters with skirts or dress slacks/jeans or dresses for women. All clothing must be clean and without rips or holes.
- (d) Any employee representing the District at a public function such as a fair, school grounds, etc., shall wear a uniform shirt provided by the District.
- (e) Acceptable dress for office employees include suits, sport coats, or dress shirts with slacks/jeans for men; suits, blouses and sweaters with skirts or dress slacks/jeans or dresses for women. All clothing must be clean and without rips or holes. Any or all employees may also wear District supplied uniforms.

19.2 Educational Reimbursement

The Manager in his/her discretion may provide for reimbursement of employee expenses for tuition, books, lab expenses and fees for job-related courses, workshops, and seminars offered

by acceptable learning institutions or programs. Any person seeking such educational assistance must apply in writing to the Manager.

Article 20. No Strike/No Lockout

(a) During the term of this Memorandum of Understanding, neither the Union nor its agents, nor any Bargaining Unit employee, for any reason, will authorize, institute, aid, condone or engage in a work slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the District.

(b) The Union agrees to notify all of its officers, stewards, and staff of their obligation and responsibility for maintaining compliance with this Section, including the responsibility to remain at work during any activity which may be caused or initiated by others, and to encourage employees violating this Section to return to work.

(c) The District shall not prevent District employees from working during the term of this MOU.

Article 21. Separability of Provisions

Should any provision of this Memorandum of Understanding be found unlawful by a court of competent jurisdiction or invalidated by subsequently enacted legislation, the remainder of the MOU shall continue in force. Upon occurrence of such an event, the parties shall meet-and-confer as soon as practicable to renegotiate the invalidated provision(s).

Article 22. Supersession.

All matters within the scope of representation expressly addressed by District Personnel policy and practices shall apply and are hereby incorporated into this Agreement. However, if any provision of this MOU alters, modifies or is in conflict with any District personnel policy or practice, the MOU shall be controlling and supersede said District personnel policy or practice.

Article 23. Scope of MOU

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters contained herein. Any other prior or existing understanding or agreement by the parties, whether formal or informal, regarding any such matters, is hereby superseded. Except as provided in this MOU, it is agreed and understood that each party to this MOU voluntarily waives its right to negotiate with respect to any matter raised in negotiations or covered in this MOU, for the duration of the MOU.

Article 24. Duration

(a) Unless a specific provision provides for a different effective date, the terms of the Memorandum of Understanding shall go into effect on the first day of the month it is ratified by both parties, and shall remain in full force through June 30, ~~2021~~2022.

(b) In the ~~three~~four-month period prior to the expiration date of the MOU, the complete MOU will be subject to renegotiation. Renewed negotiations shall commence promptly upon written request of either party.

~~(c) The District and the Union agree to reopen negotiations only on the following sections during the 2019-2020 and 2020-2021 fiscal years: Article 6 (Salaries and Overtime); Article 11 (Health and Welfare); and Article 12 (Retirement Benefits). Renewal negotiations on these sections shall commence promptly upon written request of either party, but no sooner than April 1, 2019 and/or April 1, 2020, respectively.~~

Article 25. District Rights

(a) Except for those rights which are abridged or limited by this Memorandum of Understanding, all rights are reserved to the District.

(b) Consistent with this MOU, the rights of the District shall include, but not be limited to, the right to determine the mission of the District; to maintain efficiency of District operations; to set standards of service; to determine, consistent with applicable law and District policies and practice, the procedures and standards of selection for employment and promotion, layoff, assignment, scheduling and training; to determine the methods, means and personnel by which District operations are to be conducted; to take all necessary action to carry out the mission of the District in emergencies; to exercise control and discretion over the merits, necessity, or organization of any service or activity provided by law or District Order. The District has the right to make reasonable rules and regulations pertaining to employees consistent with this MOU provided that any such rule shall be uniformly applied to all affected employees and those similarly situated.

Memorandum of Understanding between Sacramento-Yolo Mosquito & Vector Control District and Operating Engineers Local Union, No. 3, AFL-CIO July 1, 2018 through June 30, 2021

Signature Page

Made and entered into this day _____ of, _____ 2018.

Operating Engineers Local Union No. 3, AFL-CIO

Sacramento-Yolo Mosquito & Vector Control District

By _____
Felix Mario Huerta Jr, Chief Negotiator
Operating Engineers Local Union No. 3 AFL-CIO
Business Representative/Organizer

By _____
Gary W Goodman, General Manager

By _____
Kevin Valone, Field Technician II

By _____
~~Susan Maggy~~Craig Burnett, Board President

By _____
Robert Fowler, Ecological Management Technician

~~By _____
Raj Badhan, Sr. Administrative Assistant~~

By _____
~~Marti Towery~~Ron Burkhouse, ~~Laboratory Field~~
Technician II

By _____
Tim Neep, Public Employee Director
Operating Engineers Local Union No.3 AFL-CIO

By _____
Russell Burns, Business Manager
Operating Engineers Local Union No. 3 AFL-CIO

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Memorandum of Understanding between Sacramento-Yolo Mosquito & Vector Control District and
Operating Engineers Local Union, No. 3, AFL-CIO July 1, 2018 through June 30, 2021

APPENDIX A

These are the job classifications or titles of the employees in the petitioned for Maintenance
Operations Administrative and Technical (MOAT) Unit are:

- a. Administrative Assistant
- b. Ecological Management Technician
- c. Field Technician I and II
- d. Laboratory Assistant
- e. Laboratory Technician
- f. Mechanic
- g. Senior Administrative Assistant

APPENDIX B-Will need to update this to reflect the current scale

**SYMVCD
2018-2019-2021-2022 Salary Schedule
MOAT Unit**

POSITION		Step					Longevity Incentive Pay**						
		1	2	3	4	5	1	2	3	4	5		
A													
Administrative Assistant	G1	\$3,344	\$3,511	\$3,686	\$3,871	\$4,064	\$4,267	\$4,481	\$4,705	\$4,940	\$5,187		
E													
Ecological Management Technician	G8	\$4,705	\$4,940	\$5,187	\$5,447	\$5,719	\$6,005	\$6,305	\$6,620	\$6,951	\$7,299		
F													
Field Technician I	G5	\$4,064											
Field Technician II	G7	\$4,481	\$4,705	\$4,940	\$5,187	\$5,447	\$5,719	\$6,005	\$6,305	\$6,620	\$6,951		
L													
Laboratory Assistant	G2	\$3,511	\$3,686	\$3,871	\$4,064	\$4,267	\$4,481	\$4,705	\$4,940	\$5,187	\$5,447		
Laboratory Technician	G7	\$4,481	\$4,705	\$4,940	\$5,187	\$5,447	\$5,719	\$6,005	\$6,305	\$6,620	\$6,951		
M													
Mechanic	G8	\$4,705	\$4,940	\$5,187	\$5,447	\$5,719	\$6,005	\$6,305	\$6,620	\$6,951	\$7,299		
Mechanic* (Y-Rated Range)		\$4,894	\$5,139	\$5,396	\$5,665	\$5,949	\$6,247	\$6,558	\$6,886	\$7,231	\$7,592		
S													
Senior Administrative Assistant	G6	\$4,267	\$4,481	\$4,705	\$4,940	\$5,187	\$5,447	\$5,719	\$6,005	\$6,305	\$6,620		

* Employees hired in position prior to July 1, 2017

**Longevity Incentive Pay:

After a regular, full-time employee has been employed continuously with the District as a regular, full-time employee for ten (10) years, then the employee shall receive a five percent (5%) increase in his/her current base salary. Thereafter, the employee shall receive an additional five percent (5%) increase in his/her current base salary for every additional five (5) year period of continuous employment with the District.

APPENDIX C

In accordance with the Consumer Price Index (CPI-U) for the West Region (as found on the U.S. Department of Labor, Bureau of Labor Statistics web site) for March to March of the previous year the salaries of all MOAT employees, and their corresponding salary ranges, shall increase by 3.22.4% ~~effective the first of the month when both parties have ratified the MOU.~~In addition, the salary ranges will be increased by another 0.9% for a total of 3.3% effective the first of the month when both parties have ratified the MOU.

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Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

6. Board Review and Approval of District Budget for 2021-2022

Staff Report:

Please find enclosed the final version of the 2021-2022 District Budget.

A few highlights of the draft budget:

- 1) Revenue projections are estimated to be 4% higher in Sacramento County and 2% higher in Yolo County. The District is still concerned about the long term economic situation and the impact it will have on District revenues in the future as it took about 6 years for the District to recover revenue levels during the 2008 housing crash. While this pandemic is different, we still do not know the long term impacts.
- 2) The District's CalPERS UAL is currently about \$11M and staff will continue a more aggressive payment schedule to help reduce the long term impacts and save the District money when feasible. The proposed payment to CalPERS for the UAL is ~\$1,22M. We anticipate that this level will continue for the next 15 years with annual adjustments based on returns from CalPERS. The District has included an additional discretionary payment to CalPERS in the amount of ~ \$2M in this budget.
- 3) The District is planning to investigate a number of capital expenditure projects this fiscal year including new vehicles, parking lot sealing, fire alarm upgrades, possible building expansion, and netting more of the ponds to yield higher fish production. We will also be buying more equipment needed to conduct daily activities across various departments. Included in the capital expenditure line item is the plan to save funds for future projects including upgrading the fleet and potential building expansion/enhancements.
- 4) The Consumer Price Index (CPI) for the West Region (as found on the U.S. Department of Labor, Bureau of Labor Statistics web site) for March 2021 is ~2.4%. Historically, the District has based its annual salary increase proposals on the March CPI. The District proposed a 3.3% increase for both the non-represented employees and the employees in the bargaining unit. This 3.3% is inclusive of the March CPI of 2.4% and an additional 0.9% in recognition of the difficult year we just went through. This amount has been included in the revised budget.

- 5) Overall, the final budget calls for a deficit of ~ 2.07M, mostly due to the additional discretionary payment to the CalPERS UAL.

Recommendation:

Approve the District's FY 2021-2022 Budget.



Sacramento-Yolo Mosquito and Vector Control District

Fiscal Year 2021-2022 Budget

ANTICIPATED REVENUES AND ESTIMATED EXPENDITURES**Revenues**

Fiscal year revenue is determined through a growth forecast provided by the auditor controller of each County. These estimates are based on the preliminary tax rolls as of July 1. Prior to the beginning of the fiscal year, and during the budget process, the Counties can provide only estimates of growth based on new building starts and general economic conditions.

Several revenue categories are affected by property tax growth within Sacramento and Yolo Counties. These categories consist primarily of current secured and current unsecured tax monies. The District apportionment factor for secured and unsecured properties ranges between 0.007-0.008 of 1% of total valuation.

Sacramento County

Year	Roll Values	Amount of Change	Percentage Change
2020-2021	\$189,847,799,296	\$10,682,188,084	5.96%
2019-2020	\$179,165,611,212	\$10,984,431,509	6.53%
2018-2019	\$168,181,179,703	\$10,633,074,991	6.75%
2017-2018	\$157,548,104,712	\$ 9,495,699,299	6.41%
2016-2017	\$148,052,405,413	\$ 7,361,121,567	5.23%
2015-2016	\$140,691,283,846	\$ 6,193,465,438	4.60%
2014-2015	\$134,497,818,408	\$ 8,186,226,622	6.48%
2013-2014	\$126,311,591,786	\$ 4,816,559,925	3.96%
2012-2013	\$121,495,031,861	-\$3,316,714,715	-2.66%
2011-2012	\$124,811,746,576	-\$3,957,804,112	-3.07%
2010-2011	\$128,769,550,688	-\$2,857,967,297	-2.17%
2009-2010	\$131,627,517,985	-\$9,002,844,284	-6.40%
2008-2009	\$140,630,362,269	\$ 2,923,341,534	2.12%
2007-2008	\$137,707,020,735	\$12,032,055,480	9.57%

Yolo County

Year	Roll Values	Amount of Change	Percentage Change
2020-2021	\$30,187,640,497	\$1,477,721,361	5.15%
2019-2020	\$28,709,919,136	\$1,496,031,577	5.50%
2018-2019	\$27,213,887,559	\$1,458,729,298	5.66%
2017-2018	\$25,755,158,261	\$1,291,138,670	5.28%
2016-2017	\$24,464,019,591	1,224,570,521	5.27%
2015-2016	\$23,239,449,070	\$1,420,848,471	6.51%
2014-2015	\$21,818,600,599	\$1,343,122,551	6.56%
2013-2014	\$20,475,478,048	\$817,237,298	4.16%
2012-2013	\$19,658,240,750	-\$57,208,464	-0.29%
2011-2012	\$19,715,449,214	-\$158,163,578	-0.80%
2010-2011	\$19,873,612,792	-\$386,889,416	-1.91%
2009-2010	\$20,260,502,208	-\$66,376,927	-0.33%
2008-2009	\$20,326,879,135	\$656,503,045	3.34%
2007-2008	\$19,670,376,090	\$1,577,529,248	8.72%

Anticipated Revenues

Anticipated revenues are generated from past performance with projections added from assessed value growth in both counties. The current housing market is showing growth and higher sales numbers. We would anticipate to see similar growth numbers from last year which were 5.96% for Sacramento County and 5.15% for Yolo County. We conservatively anticipate fiscal year 2021-2022 revenues, including supplemental tax and non-tax revenues, to be approximately **\$17,130,345** as outlined below:

Sacramento County Property Tax Revenues	\$ 14,146,603.75
Minus property tax administration fees	\$ 151,778.00
Subtotal	\$ 13,997,206.72

Yolo County Property Tax Revenues	\$ 2,281,767.45
Minus property tax administration fees	\$ 23,629.00
Subtotal	\$ 2,258,138.45

Anticipated Total Property Tax Revenue	\$ 16,255,345.18
--	------------------

Anticipated Interest Earnings	\$ 175,000.00
Other Tax Revenues	\$ 525,000.00
Other Revenue (rent, mosquito control payments, etc.)	\$ 175,000.00

Anticipated Total Revenues for FY 2020-2021:	\$ 17,130,345.18
--	------------------

Cash In Bank

The District will start off with “cash in bank” often equal to the amount of revenue received for a fiscal year, and may give the appearance of over-funding, but does not take into account the need for “dry financing” cash to sustain operations between tax receipts. The District anticipates starting the 2021-2022 fiscal year with \$14,712,290.

District Fund Balance-Pursuant to Resolution 06-21-11 (District Fund Balance Policy), District reserves have been placed in the following three categories:

Committed Fund Balance

The Board of Trustees, as the District’s highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a resolution. These committed amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified use through the same type of formal action taken to establish the commitment. The Board of Trustees action to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

- **Reserve for Vector / Disease Response**

The District’s General Fund balance committed for a public health emergency is established at \$2,000,000. The specific uses include overtime hours, additional aircraft work, and additional larval control in the event of a public health emergency requiring immediate District response that cannot be absorbed through the existing budget.

- **Capital Expenditures**

Fund balance levels must be sufficient to meet funding requirements for capital expenses of: capital outlay, research, and building improvement. \$700,000 is currently assigned for this category. *If approved, a total of \$1,176,550 would be allocated to the Capital Expenditure accounts as follows:*

<u>21-22 Proposed Capital Expenditures</u>	
Ecological Management	
UAS Units	\$ 4,000.00
Diesel Particulate Filter Replacement	\$ 11,000.00
7011-Eco Management Total	\$ 15,000.00
Control Ops	
Pioneer II Electric ULV (2)	\$ 5,400.00
Pioneer II Battery	\$ 4,500.00
A1 Quad Mist Blower	\$ 3,000.00
7011-Control Total	\$ 12,900.00
Shop	
Scan Tool	\$ 6,000.00
Freon AC Machine	\$ 8,000.00
7011-Shop Total	\$ 14,000.00
Lab	
3D Printer	\$ 5,000.00
BG Counter Trap Upgrade	\$ 17,150.00
Mosquito ID Machine	\$ 50,000.00
7011-Lab Total	\$ 72,150.00
Fisheries	
Netted Pond(s)	\$ 60,000.00
Aerator (2)	\$ 7,500.00
7011-Fisheries Total	\$ 67,500.00
7011-Capital Outlay Total	\$ 181,550.00
Equipment/Vehicle Replacement	\$ 560,000.00
7016-Equipment/Vehicle Replacement Total	\$ 560,000.00
Building Improvement	
Expansion	\$ 200,000.00

Fish Pond Fencing	\$ 50,000.00
Security Upgrade	\$ 60,000.00
Architect	\$ 50,000.00
Parking Lot	\$ 25,000.00
7035-Building Improvement Total	\$ 385,000.00
Research	
AMCARF	\$ 50,000.00
7030 -Research Total	\$ 50,000.00
Grand Total All Capital Outlay Accounts	\$ 1,176,550.00

Assigned Fund Balance

Amounts that are constrained by the District’s *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. District policy delegates the authority to assign amounts to be used for specific purposes to the Manager for the purpose of reporting these amounts in the annual financial statements.

- **Salaries and Benefits**

Fund balance levels must be sufficient to meet funding requirements for salaries, PERS retirement, group insurance, and unemployment insurance.

- **Operational Expenditures**

Fund balance levels must be sufficient to meet funding requirements for operational functions of: liability insurance, auditing/fiscal services, communications, public information, structure and grounds, membership/education/training, office, professional services, material and supplies, rents and leases, safety program, utilities, aircraft services, ecological management, microbials, biorationals, insecticides, fisheries, geographic information systems, information technology, control operations, vehicle parts and labor, lab services, gas and petroleum.

- **Cash with Fiscal Agent**

Fund balance levels must be sufficient to meet funding requirements of the Vector Control Joint Powers Agency. The established prudent balance is figured using two potential “hits” or cases per category as illustrated in the table below.

As of March 31st the balance in the Member Contingency Fund is \$1,675,134. The projected balance at 6/30/21 is anticipated to be \$1,675,134 and will be updated with a final balance once the last quarter and year-end gain/loss reports have been made available.

Policy/Payment Type	Deductible	Premium	x2
Workers' Comp	\$ 50,000		\$ 100,000
Liability	\$ 50,000		\$ 100,000
APD	\$ 500		\$ 1,000
Property	\$ 500		\$ 1,000
21-22 Premium to be Invoiced		\$ 419,410	\$ 838,820
		Suggested Prudent Balance	\$ 1,040,820
		Estimated Balance as of 6/30/2021	\$ 1,675,134
		Est. Payment to Maintain Prudent Balance	\$ -

Unassigned Fund Balance

These are residual positive net resources of the general fund in excess of what can be properly classified in one of the other four categories. This accounts for the need of “dry financing” cash to sustain operations between tax receipts, as well as any reductions in revenues from unrealized growth. District staff anticipate this to be approximately \$2,512,290 as illustrated in the chart below.

District Estimated Reserves & Fund Balance at 6/30/21	
Cash in Count Treasury	\$ 14,712,290.03
Disease Response	\$ 2,000,000.00
Capital Outlay	\$ 700,000.00
CalPERS UAL ADP	\$ 2,000,000.00
Dry Financing	\$ 7,500,000.00
Unassigned Reserves	\$ 2,512,290.03

ANTICIPATED EXPENDITURES

The District is concerned about the current state of the economy and the potential long-term impact as it relates to future revenues of the District. Staff has been in contact with both Sacramento and Yolo County Assessor's offices along with CalPERS to assess future revenue limitations. The general consensus is that the long term fiscal impacts are not currently known.

Personnel Expenditures

The District expenditures for salaries, temporary help, retirement and insurance are \$9,136,770. Per previous Board direction, this figure does not include 9 Board authorized positions that staff are proposing to continue to leave vacant.

The Consumer Price Index (CPI-U) for the West Region as found on the U.S. Department of Labor, Bureau of Labor Statistics web site for March 2021 is ~2.4%. This version of the budget includes the salary adjustment for both non-represented employees and the represented employees and the agreement with the Union is submitted for ratification by the Board and the Union. This salary adjustment is based on the CPI and an additional .9% in recognition of the difficult year all District employees have endured.

The following categories are breakdowns of the Personnel Expenditures:

Retirement Fund-5110 & 5115

The Tier 1 (2.5% at 55) contribution rate for 21/22 will be a total of 40% of gross payroll for those in this category (46 employees), which is an increase of 3.193% over FY 20/21 (36.807%). This represents the employer normal cost rate plus the employer payment of unfunded liability plus the employee contribution of 8%.

The Normal Cost for FY 21/22 is 12.730%, which went down by 0.17% from 12.900% in FY 20/21. The UAL expressed as a percentage of payroll for FY 21/22 is 19.31%, an increase of 3.356% from 15.954% in FY 20/21.

The unfunded liability for Tier 1 will be invoiced monthly at \$67,237 for an annual total of \$806,844. The unfunded liability can be paid as invoiced monthly or it can be paid as a lump sum of \$780,006, a potential savings of \$26,838.

The Tier 2 (2% at 62) employer contribution rate for 21/22 will be a total of 7.91% which is a decrease of .247% over FY 20/21 (8.157%). This represents the employer normal cost rate plus the employer payment of unfunded liability.

The Normal Cost for FY 21/22 is 7.38%, which went down by 0.146% from 7.526% in FY 20/21. The UAL expressed as a percentage of payroll for FY 21/22 is 0.53%, a decrease of .101% from 0.631% in FY 20/21.

The unfunded liability for Tier 2 will be invoiced monthly at \$539.42 for an annual total of \$6,473. The unfunded liability can be paid as invoiced monthly or it can be paid as a lump sum of \$6,258, a potential savings of \$215.

Staff is proposing to maintain a more aggressive payment schedule to help pay down this liability as noted in the budget to decrease long-term interest costs to the District. The District may also want to make an additional discretionary payment to help pay down this liability sooner.

PERS Retirement Normal Costs

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$884,554	\$884,554	\$847,878

PERS Retirement Unfunded Accrued Liability (UAL)

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$1,024,612	\$1,024,612	\$3,244,810

Group Insurance-5130

District policy for group insurance funds up to \$1,300 per employee per month if medical insurance is taken and \$650 per employee per month if medical insurance is waived. This provides funds for employees to purchase major medical, dental, vision, long-term disability, and basic life insurance. Benefits are provided on a calendar year basis and rates for the second half of the fiscal year are not known until renewal occurs in the fall.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$735,000	\$735,000	\$735,000

Retiree Insurance 5131

When establishing the CERBT account for Other Post-Employment Benefits (OPEB) the District made a payment to fully “Fund” the account. The actuarial valuation of the account is done every two years adjusting for changes in the demographics, assumptions and discount rate of the group. Staff recommends paying the cost of premiums for current retirees estimated at \$115,000 for the fiscal year. No payments to the Trust are proposed with this budget.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$ 110,000	\$100,000	\$115,000

Unemployment Insurance-5140

Unemployment expenses vary year to year depending on the number of unemployed employees, the number of months unemployed, and the amount of salary received prior to release from employment.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$30,000	\$7,500	\$30,000

Worker’s Compensation-5150

The workers compensation budget consists of the amount to cover all claims for the current year and is programmed to fund current claim expenses that continue for up to 48 months. The Vector Control Joint Powers Agency determines the District’s 2021-2022 fiscal year payment based on the estimated annual payroll and is adjusted to the actual annual payroll and claims experience at the end of the fiscal year.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$197,904	\$197,904	\$213,585

Operational Expenditures

Each category is listed in the following pages with a brief description of the items in the various categories.

Liability Insurance-5210

The liability insurance account provides coverage for general liability, vehicle liability, automobile comprehensive and collision coverage, property damage, boiler machinery coverage, airplane coverage, employment and overhead expenses for services which do not directly relate to any particular insurance program. The estimated rates for all liability coverage are based on annual payroll and claims as provided by the VCJPA.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$171,762	\$167,211	\$215,825

Auditing / Fiscal Fee-5250

All services for auditing and preparation of the State Controller's report are drawn from this account, as well as GASB compliance procedures and documents.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$17,750	\$16,000	\$16,000

Communications-5270 & 6250

Monthly service and maintenance for telephones, mobile phones, and any new installations draw from this account. Established internet connections for laptops and tablets are also reflected in this category. This includes our office phone system and communication devices used by our field personnel.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$79,500	\$79,500	\$93,500

Public Information Programs-5310

Services and supplies for the education program include pamphlets, bookmarks, stickers, leaflets, and booth entry fees. We intend to have an aggressive outreach program to educate the public regarding WNV, Invasive species, *Aedes albopictus* and *Aedes aegypti*, and other mosquito issues.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$502,500	\$502,500	\$572,000

Structure and Grounds-5340

This account provides for expenditures needed to build, maintain, and repair the structures, buildings, and grounds at District-owned facilities. This includes maintenance costs such as painting, plumbing, electrical, herbicides and other repairs.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$ 65,000	\$75,000	\$83,000

Memberships, Education, and Training-5370

This fund provides for AMCA and MVCAC conference and meeting expenses, which are attended by Trustees and District staff. Other items include MVCAC and AMCA dues, publications, and employee training (computer, supervisory, etc.). Travel to various association meetings has been included.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$113,000	\$50,000	\$119,000

Office Expenses-5390

All costs for office equipment maintenance, maps, postage, stationary, office supplies, field binders and books are included in this account.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$17,500	\$17,500	\$17,500

Professional Services-5430

This account provides for attorney fees, consultant fees, soil/water testing, pre-employment physicals, uniforms, drug testing, water quality compliance, aerial surveys and related outside services. The 2021-2022 budget includes planned MapVision upgrades.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$203,250	\$150,000	\$228,250

Materials and Supplies-5440

The materials and supplies line item covers a large number of items that are used in the shop and the field but are not accounted for in other areas.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$13,000	\$11,250	\$14,000

Rents and Leases-5450

This category funds special shop tools, copiers and large format printer, field equipment, and other items that are rented/leased.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$11,550	\$11,550	\$11,550

Safety Program-5470

This category funds the District Safety Program.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$5,000	\$2,500	\$5,000

Utilities-5480

Utility charges to the District are forecast based on previous year expenditures.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$110,000	\$95,000	\$110,000

Aircraft Services-6120

This item reflects the contract with VDCI to address adult mosquito control, as well as Farm Air and Leading Edge larviciding work. We intend to perform validation trials to ensure we are getting maximum performance from our larviciding treatments.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$955,00	\$955,000	\$1,020,000

Ecological Management Department-6140

This category is used to track our expenses to enhance BMP practices on various land uses including, but not limited to, agricultural, wetland, or other similar habitats. This department has 3 employees (One Supervisor and 2 technicians) in addition to 1 backhoe and other heavy equipment. We propose to continue to assist in the implementation of BMP's with this category.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$18,600	\$10,000	\$18,500

Microbial-6160

This category incorporates various larvicide materials including Bacillus thuringiensis, Bacillus sphaericus. This account is used for field larvicides and any laboratory experiments. The expenditure in this account can vary from year to year depending on the amount of water available for irrigation of agricultural crops and wetlands.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$1,550,000	\$1,000,000	\$1,550,000

Biorationals-6170

This category incorporates various larvicide materials with methoprene and spinosad as active ingredients. This account is used for field larvicides and any laboratory experiments. The expenditure in this account can vary from year to year depending on the amount of water available for irrigation of agricultural crops and wetlands.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$1,000,000	\$975,000	\$1,100,000

Insecticides-6180

This category incorporates all of the materials used for adulticiding or oils for larviciding including any District experiments. The expenditure in this account can vary from year to year depending on the amount of water available for irrigation of agricultural crops and wetlands. The increase over previous years budget incorporates the amount needed to fulfill the VDCI contract.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$1,100,000	\$895,000	\$1,100,000

Fisheries Department-6220

Our mosquito fish hatchery at Bond Road supplies the public with mosquito fish and other predatory fish. It also provides fish for rice fields, wetlands, and other relatively permanent water sites. The department also exchanges fish with outside Districts for genetic reasons.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$27,000	\$20,000	\$32,000

Geographic Information Systems-6280

This category addresses our Geographic Information programs, and includes expenses for aerial photographs, software updates, and printer capabilities. The department continues to work on the development of online source reporting and maintenance to streamline automation. The inclusion of new and emerging programs will be evaluated to help the District obtain up to date information.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$9,100	\$3,000	\$9,000

Information Technology-6320

This category addresses software requirements and hardware capabilities for all other administrative and department uses, and includes software licensing, hardware, and other associated costs. The evolution of the IT department has created the need for efficient and updated data management. The department is also evaluating systems integration that will provide greater accessibility to the public to be able to interface with District services.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$68,500	\$62,000	\$66,680

Control Operations-6350

All non-vehicle associated equipment such as sprayers, hand-cans, dusters, and safety equipment are provided for in this account.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$40,200	\$30,000	\$47,000

Shop -6370

The District uses this fund for all repairs, parts and maintenance to the trucks and associated spray equipment, tractors, backhoes, trailers, and ATV's the District owns. Also included in this account is the outside labor and service.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$98,000	\$98,000	\$101,000

Laboratory Services-6420

The Laboratory Services fund will continue to provide for the mosquito colony, the light trap program, the EVS surveillance program, tick surveillance program, resistance program, and general laboratory supplies and equipment.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$148,200	\$150,000	\$185,000

Gas and Petroleum Products-6450

Uncertainties in oil producing regions make this category volatile at best.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$154,000	\$115,000	\$170,000

Capital Outlay/CIP-7011 & 1510

The fund balance created pursuant to GASB 54 reflects an amount of \$700,000 for this category. An itemized list of all of the planned Capital Outlay and Construction in Progress expenditures is on page 4 of this report.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$ 233,000	\$150,000	\$181,550

Contingency-7021

This account is used to track contingency planning and responses to address potential issues such as temporary shutdowns due to non-vector related public health emergencies or disasters made by the District.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$72,651	\$0	\$ 0

Emergency Vector Response-7022

This account is used to track unanticipated emergency responses made by the District. The District has \$2 million dollars in reserve in the event of a public health emergency requiring immediate District response that cannot be absorbed through the existing budget. This may include overtime hours, additional aircraft work, and additional larval control.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$0	\$0	\$0

Research Fund-7030

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$25,000	\$25,000	\$50,000

Building Improvement Fund-7035

This account was created to enhance our existing buildings or address critical maintenance issues. The Fund balance created pursuant to GASB 54 will be reflected in the Capital Outlay category.

2020-2021 Budget	2020-2021 Est. Expenditure	Proposed 2021-2022 Budget
\$285,000	\$25,000	\$385,000

2021-2022 Budget Summary

Personnel Expenditures-Salaries and Benefits: \$ 9,136,770

Operational Expenditures: \$ 6,884,805

Capital Expenditures: \$ 3,176,550

Total Expenditures: \$ 19,198,125

Total Anticipated Revenues: \$ 17,130,345

Projected Revenues over Expenses: \$ (2,067,779)

Potential Surplus at June 30, 2022 \$ 0.00

Account #	Account Description	FY 21/22 Budget	FY 20/21 Budget
4000	REVENUE	\$ 17,130,345.18	\$ 16,528,211.20
4010	Current Secured Taxes		
4015	Current Unsecured Taxes		
4020	Prior Unsecured Taxes		
4025	Secured Supplemental (SB13)		
4026	Unsecured Supplemental (SB13)		
4030	Interest		
4035	Rents & Leases		
4045	Homeowners Property		
4046	Highway Property Rental		
4050	Other In-Lieu Taxes		
4055	Mosquito Control Work		
4057/4058	Zika Funding/MGK Funding		
4060	Sale of Fixed Assets		
4075	Other Resources		
7009	Gain on Sale of Equipment		
5000	SALARIES/BENEFITS/WC	\$ 9,136,769.55	\$ 8,793,710.68
5010	Administrative Department	\$ 932,194.53	\$ 904,230.06
5015	Ecological Management Department	\$ 268,609.46	\$ 260,270.27
5020	Shop	\$ 271,836.97	\$ 255,241.40
5025	Control Ops Supervisors	\$ 481,280.75	\$ 517,420.14
5030	Technicians	\$ 2,362,900.58	\$ 2,245,279.97
5031	Seasonal Helpers	\$ 403,687.50	\$ 380,004.50
5040	Biological Control: Lab Dept	\$ 972,438.17	\$ 984,317.64
5041	Biological Control: Fisheries Dept	\$ 240,755.34	\$ 248,082.88
5045	Trustee Monthly Meeting	\$ 16,793.40	\$ 16,793.40
5110	P.E.R.S. Retirement Normal Costs	\$ 847,877.85	\$ 884,554.42
5115	P.E.R.S. Retirement UAL	\$ 1,244,810.00	\$ 1,024,612.00
5130	Group Insurance	\$ 735,000.00	\$ 735,000.00
5131	Retiree Insurance Costs	\$ 115,000.00	\$ 110,000.00
5140	Unemployment Insurance	\$ 30,000.00	\$ 30,000.00
5150	WORKERS COMPENSATION	\$ 213,585.00	\$ 197,904.00
5200	OPERATIONAL	\$ 6,884,805.00	\$ 6,478,412.05
5210	LIABILITY INSURANCE	\$ 215,825.00	\$ 171,762.05
5250	AUDITING/FISCAL	\$ 16,000.00	\$ 17,750.00
5270	COMMUNICATIONS	\$ 93,500.00	\$ 79,500.00
5271	Telephone	\$ 38,500.00	\$ 38,500.00
5272	Internet	\$ -	\$ -
6251	Mobile Devices	\$ 55,000.00	\$ 41,000.00
6252	Weather Stations	\$ -	\$ -
5310	PUBLIC INFORMATION	\$ 572,000.00	\$ 502,500.00
5311	School Program	\$ 78,000.00	\$ 53,500.00
5312	Publications	\$ 17,500.00	\$ 17,500.00
5313	Marketing	\$ 19,500.00	\$ 11,500.00
5314	Postage	\$ -	\$ -
5315	Advertising	\$ 355,000.00	\$ 311,000.00
5316	Events/Fees	\$ 99,500.00	\$ 106,500.00
5319	Misc Admin	\$ 2,500.00	\$ 2,500.00

5340	STRUCTURE & GROUNDS	\$ 83,000.00	\$ 65,000.00
5341	Landscaping & Grounds	\$ 11,000.00	\$ 10,000.00
5342	Building Services & Repairs	\$ 20,000.00	\$ 20,000.00
5343	Janitorial	\$ 52,000.00	\$ 35,000.00
5370	MEMBER/TRAINING	\$ 119,000.00	\$ 113,000.00
5371	Travel	\$ 40,000.00	\$ 40,000.00
5372	Conference/Training/Mtg	\$ 35,000.00	\$ 35,000.00
5373	CDPH-Certification Expenses	\$ 10,000.00	\$ 10,000.00
5374	Subscrip/Memshp/Dues	\$ 34,000.00	\$ 28,000.00
5390	DISTRICT OFFICE EXPENSES	\$ 17,500.00	\$ 17,500.00
5430	PROFESSIONAL SERVICES	\$ 228,250.00	\$ 203,250.00
5376	Permits/Fees	\$ 8,000.00	\$ 8,000.00
5431	Legal	\$ 40,000.00	\$ 50,000.00
5432	Medical	\$ 3,000.00	\$ 3,000.00
5433	Consulting	\$ 50,000.00	\$ 55,000.00
5434	Security	\$ 6,000.00	\$ 6,000.00
5435	Outsource Services	\$ 75,000.00	\$ 20,000.00
5436	Maintenance & Repairs	\$ 6,250.00	\$ 6,250.00
5437	Uniforms	\$ 30,000.00	\$ 30,000.00
5438	Aerial Survey	\$ 10,000.00	\$ 25,000.00
5440	MATERIALS & SUPPLIES	\$ 14,000.00	\$ 13,000.00
5441	Water/Coffee	\$ 8,000.00	\$ 8,000.00
5442	Janitorial Supplies	\$ 4,500.00	\$ 3,500.00
5443	Locks/Keys	\$ 250.00	\$ 250.00
5444	Kitchen	\$ 750.00	\$ 750.00
5445	Miscellaneous	\$ 500.00	\$ 500.00
5450	RENTS & LEASES	\$ 11,550.00	\$ 11,550.00
5470	SAFETY PROGRAM	\$ 5,000.00	\$ 5,000.00
5480	UTILITIES	\$ 110,000.00	\$ 110,000.00
6120	AIRCRAFT SERVICES	\$ 1,020,000.00	\$ 955,000.00
6121	Larviciding	\$ 626,000.00	\$ 566,000.00
6122	Adulticiding	\$ 385,000.00	\$ 380,000.00
6123	Trials	\$ 9,000.00	\$ 9,000.00
6140	ECOLOGICAL MANAGEMENT	\$ 18,500.00	\$ 18,600.00
6142	BMP Programs	\$ 1,500.00	\$ 1,500.00
6143	Project Support	\$ 8,000.00	\$ 7,800.00
6144	Small Equip Maintenance	\$ 2,000.00	\$ 2,700.00
6145	UAS Program	\$ 7,000.00	\$ 6,600.00
6160	MICROBIAL	\$ 1,550,000.00	\$ 1,550,000.00
6170	BIORATIONALS	\$ 1,100,000.00	\$ 1,000,000.00
6180	INSECTICIDES	\$ 1,100,000.00	\$ 1,100,000.00
6220	FISHERIES	\$ 32,000.00	\$ 27,000.00
6221	Medications & Feeds	\$ 14,000.00	\$ 13,500.00
6222	Lab Supplies	\$ 2,000.00	\$ 1,000.00
6223	Supplies/Dept. Equipment	\$ 16,000.00	\$ 12,500.00
6224	Fisheries Miscellaneous	\$ -	\$ -
6280	GEOGRAPHIC INFO SYSTEMS	\$ 9,000.00	\$ 9,100.00
6281	Software	\$ 7,875.00	\$ 7,900.00
6282	Accessories	\$ 1,125.00	\$ 1,200.00
6320	INFORMATION TECHNOLOGY	\$ 66,680.00	\$ 68,500.00
6321	Hardware	\$ 26,600.00	\$ 30,500.00
6322	Software	\$ 40,080.00	\$ 38,000.00
6323	Supplies	\$ -	\$ -
6324	Services	\$ -	\$ -

6350	CONTROL OPERATIONS	\$ 47,000.00	\$ 40,200.00
6351	Supplies	\$ 5,000.00	\$ 3,600.00
6352	Control Items & Materials	\$ 9,000.00	\$ 7,600.00
6353	PPE/Safety	\$ 22,000.00	\$ 18,000.00
6355	Small Equipment	\$ 11,000.00	\$ 11,000.00
6370	SHOP	\$ 101,000.00	\$ 98,000.00
6371	Parts Vehicles	\$ 78,000.00	\$ 78,000.00
6372	Outsource / Heavy Equipment	\$ 14,000.00	\$ 11,000.00
6373	Equipment Parts & Repair	\$ 9,000.00	\$ 9,000.00
6420	LAB SERVICES	\$ 185,000.00	\$ 148,200.00
6421	Insectary	\$ 5,600.00	\$ 5,600.00
6422	Gen'l Lab Supplies	\$ -	\$ -
6423	Services	\$ 10,000.00	\$ 10,000.00
6424	Surveillance	\$ 74,400.00	\$ 50,000.00
6425	Sentinel Bird	\$ 3,000.00	\$ 3,000.00
6426	Wild Bird	\$ -	\$ -
6427	Pesticide Testing	\$ 15,000.00	\$ 15,000.00
6428	Services - Small Equipment	\$ 4,400.00	\$ 1,800.00
6429	MB-Lyme Disease	\$ 5,100.00	\$ 4,400.00
6431	MB-Malaria	\$ 2,000.00	\$ 1,800.00
6432	MB-Chicken	\$ 1,800.00	\$ 1,600.00
6433	MB-PCR	\$ 58,000.00	\$ 50,000.00
6434	Microbiology - General	\$ 5,700.00	\$ 5,000.00
6450	GAS & PETROLEUM	\$ 170,000.00	\$ 154,000.00
7000	CAPITAL ACCOUNTS	\$ 3,176,550.00	\$ 615,651.27
7011/1510	Capital Outlay/Construction In Progress	\$ 181,550.00	\$ 233,000.00
7016	Equipment/Vehicle Replacement	\$ 560,000.00	\$ -
7021	Contingency	\$ -	\$ 72,651.27
7030	Research Fund	\$ 50,000.00	\$ 25,000.00
7035	Building Improvement	\$ 385,000.00	\$ 285,000.00
	CalPERS Additional Discretionary Payment	\$ 2,000,000.00	\$ -
	TOTALS		
	Salaries/Benefits	\$ 9,136,769.55	\$ 8,793,710.68
	Operational	\$ 6,884,805.00	\$ 6,478,412.05
	Capital Accounts	\$ 3,176,550.00	\$ 615,651.27
	Total Budget	\$ 19,198,124.55	\$ 15,887,774.00

PROJECTED REVENUES \$ 17,130,345.18 \$ 16,528,211.20

ACTUAL REVENUES

TOTAL BUDGET \$ 19,198,124.55 \$ 15,887,774.00

PROJECTED REVENUES
OVER PROJECTED EXPENSES \$ (2,067,779.37) \$ 640,437.20

ACTUAL REVENUES
OVER ACTUAL EXPENSES

Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

7. Board Review and Consideration to Purchase a Counting and Sorting Machine from Senecio-Robotics

The Laboratory is responsible for several different mosquito identification and counting functions at the District. The first of these functions are the 50 weekly abundance traps placed throughout the District where we are strictly identifying and counting the trap collections to understand the population trends within the District boundaries. After these traps are picked up it takes approximately 16 hours of staff time to count these trap collections to the species level. In addition to these weekly abundance surveillance traps, the Laboratory also deploys 100-150 over-night traps per week as part of our encephalitis virus surveillance program (EVS) for 6 months out of the year. The mosquitoes collected in these traps are also identified and counted to species but then the female *Culex pipiens* and *Culex tarsalis* mosquitoes are separated in groups of up to 50 mosquitoes per vial. These are then tested for West Nile, Western Equine and St. Louis Encephalitis viruses. The counting and sorting process of the EVS traps can take anywhere between 10-30 hours per week at a rate of 200-500 mosquitoes/hour per technician. The identification and sorting is very time sensitive as the mosquitoes need to be tested as soon as possible so any virus detected in these samples can be responded to by control operations quickly to reduce the risk of transmission to the public.

Senecio-Robotics (Senecio) has developed a learning machine that can identify and sort mosquito samples. The machine takes pictures of mosquitoes as they go through the device and then uses an artificial intelligence software to then identify the mosquito from the pictures. The artificial intelligence software has the ability to learn the visual characteristics of different mosquito species and shares that information with other Senecio devices around the world on a cloud computing platform to improve the accuracy of the identification software. If the machine cannot identify a mosquito, images of that mosquito will be flagged to be evaluated by lab personnel. The identification can then be logged into the software to further the machine's capacity to identify like mosquitoes in the future. The District has been working with Senecio for the past year providing feedback on images captured by the device as well as providing mosquito samples trapped by us to initiate the training process. As we have been working closely with Senecio for over a year, the robot is extremely proficient at identifying *Culex pipiens* and *Culex tarsalis*, which are our most important vector species due to their high competence at transmitting West Nile virus. This efficiency will continue to grow as the machine learns not only from our mosquitoes but from other Districts. Senecio's machine can count from 400-1000 mosquitoes/per hour while also sorting, doubling the rate of an experienced laboratory technician. We estimate that we will be able to save approximately 16 hours per week on the identification and sorting of mosquitoes in the

EVS program for six months out of the year. The machine will also save staff approximately 16 hours per week in counting the weekly abundance trap and allow the weekly reports to be done earlier in the week giving control operations quicker access to the data. The time savings generated by the robot equates to approximately 24 hours per week when averaged out throughout the year, or 0.60 of a full time equivalent which creates a payback on the initial \$60,000 investment in five years. We hope that with increased learning, that there will be more time savings in the future as the machine learns and we get the additional benefit of redirecting those current 24 employee hours per week to other tasks and projects.

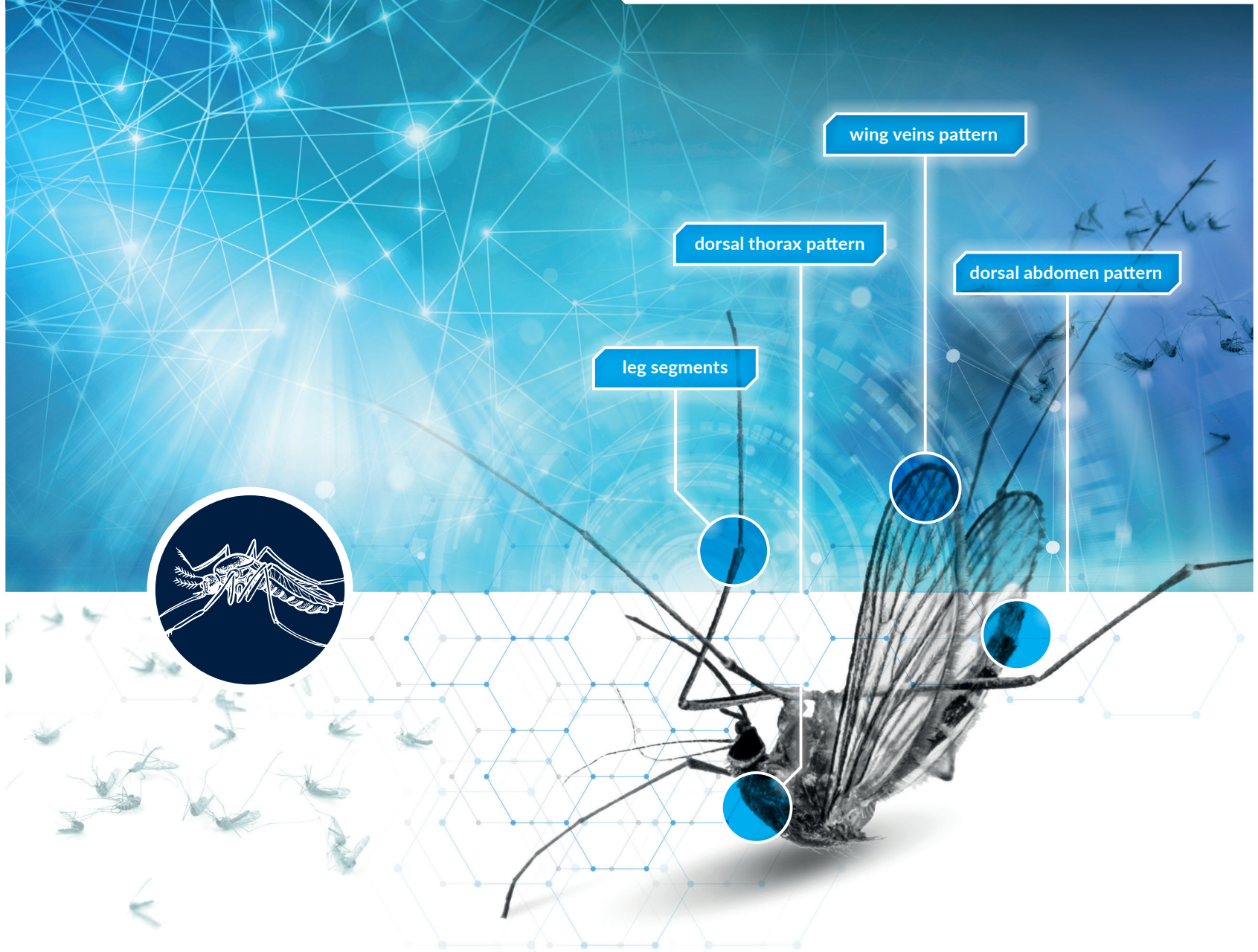
Initial Investment	\$60,000
Annual Fee	\$36,000
Value of FTE	\$80,000
Savings after 1 year of use (0.6 FTE)	\$48,000
Payoff Time: Number of years to pay off \$60K initial investment	5 years

The annual service fee includes updated identification parameters for mosquitoes not native to our area as the machine will learn from work done in other parts of the world. This capability not only helps in building a comprehensive library of different species but will be very advantageous in the continual monitoring for invasive mosquitoes within our District.

We have included some information from Senecio on the machine. The machine is approximately 5 feet by 3 feet and we would position it in the main laboratory.

Recommendation:

Authorize the purchase of one mosquito counting and sorting machine from Senecio-Robotics not to exceed \$60,000 and an annual software license fee of \$36,000.



streamline your monitoring:

AI Mosquito Identification

Automated counting • Species recognition • Pooling

Automatically sort, identify, count and map the common mosquitoes from your traps.

- Eliminate tedious and repetitive work
- Save time
- Focus on research goals

* Patent pending



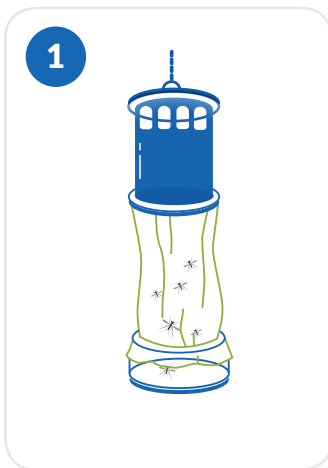
the Problem

Mosquito surveillance programs require costly and tedious work, as expert personnel identify, count, and pool mosquitoes one-by-one from hundreds of field traps. This exhaustive work limits the number of traps surveyed and as a result, leads to high potential of human error, resulting in inefficient and less effective surveillance programs.



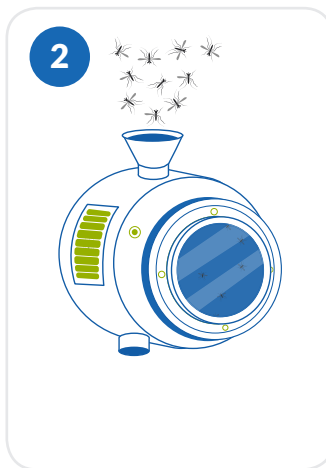
the Solution

Senecio's service optimize monitoring programs by providing automated mosquito counting, species recognition, and pooling, reducing costs and time while increasing accuracy and consistency.



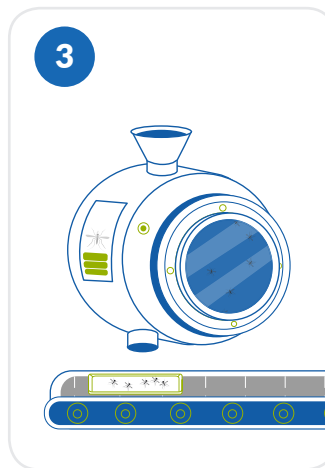
1

Collect mosquitoes from existing low-cost traps



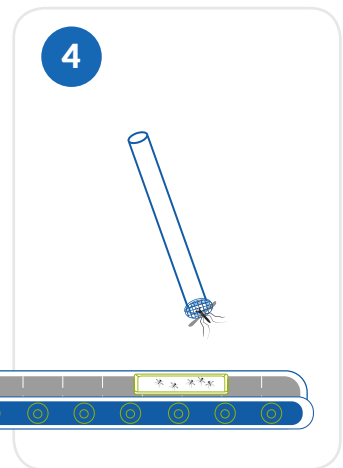
2

Pour batches into the proprietary Senecio system



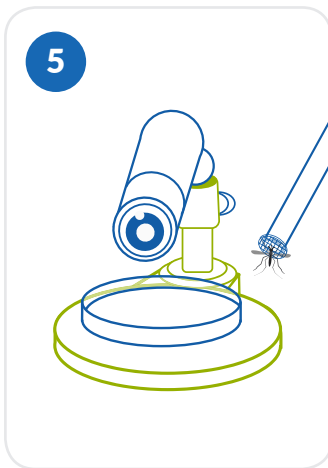
3

System automatically separate them into individuals



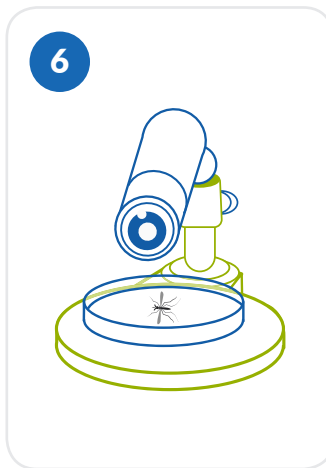
4

Individual mosquitoes are picked by the robotic arm



5

Placing the mosquito for high-resolution visual identification



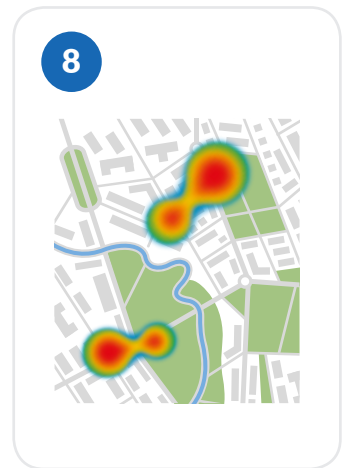
6

Common mosquitoes are automatically identified and counted using Artificial Intelligence



7

Mosquito pooling is robotized and reduces human recording errors



8

Visualize data for broader insights



For more information: info@senecio-robotics.com
See additional automation solutions on our official site: www.senecio-robotics.com

Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

8. Board Review and Consideration to Purchase Five (5) Right Hand Drive Jeep Vehicles for the Catch Basin Program

Staff Report:

The Catch Basin program's work consists of inspecting and treating catch basins in both Sacramento and Yolo counties and averages 350,000 inspections per year. These inspections and applications can be done either by truck, bicycle or on foot. Truck based applications can be taxing from a manpower perspective as it requires a driver to follow a pre-designated path and a passenger to inspect and treat catch basins along said path. Recently, the District purchased two right hand drive Jeep Wranglers in an attempt to consolidate the driving and inspections functions into a single individual. They have been deployed in the field and it was found that a single employee in a right hand drive Jeep can meet, and in some cases exceed, the number of inspections and treatments performed by two employees in a standard left hand drive vehicle. In an effort to increase the efficiency of the Catch Basin program the District would like to purchase five more right hand drive Jeeps as the program can effectively cover double the area with the same number of employees. These Jeeps are no longer manufactured new but the District was able to reach out and get the following quotes on used vehicles from two separate vendors. As these used vehicles are very specialized and in short supply staff would like to purchase them at the time they are available. While the vehicles are used, the District's Shop is supportive of these vehicles vouching for their reliability and the department's ability to maintain them.

Vendor	Number of Jeeps	Model Year	Total Cost w/tax
Auto Finance Center	5	(1) 2004,(3) 2005, (1)2006 Jeep Wrangler RHD	\$65,235 total \$13,047 per vehicle
A Plus Auto Sales	1	2006 Jeep Wrangler Sport RHD	\$18,981

The previous two right hand Jeeps that the District purchased were from Auto Finance Center and our experience was a positive one with the vendor being responsive to our needs. All units listed above are similar in specifications with minor design differences between each vehicle and comparable to the two right hand Jeeps the District currently owns.

We are estimating that it will cost approximately \$4,000 to ship the 5 vehicles from southern California to Elk Grove.

Recommendation:

Authorize the purchase of five right hand drive Jeep Wranglers from Auto Finance Center not to exceed \$70,000.

A Plus Auto Sales
3241 Fulton Ave
SACRAMENTO, CA 95821
Telephone:

Today: 7/13/2021

Quick Deal

100720 06 Jeep Wrangler White

Cash Price:	16,995.00	Cash Down:	0.00
Accessories:	0.00	Trade Amount:	0.00
Doc Prep:	85.00	Pay-Off Balance:	0.00
Smog Fee Seller:	50.00		
License:	299.00	Amount Financed:	18,981.13
Registration:	15.00	Total Down:	0.00
Smog Certificate:	8.25	One Payment:	18,981.13
EV Reg/Transfer:	30.00		
Ca. Tire Fee:	0.00		
Taxable Sale:	17,130.00		
Sales Tax:	1,498.88		
Out The Door:	18,981.13		
Service Contract:	0.00		
Gap:	0.00		
Insurance:	0.00		
Other non taxable:	0.00		
To Whom:			
Other non taxable 1:	0.00		
To Whom:			
Smog Abatement Fee:	0.00		
Smog Transfer Fee:	0.00		





Auto Finance Center
1485 Morena Blvd. Suite B.
San Diego, CA. 92110
www.autocentersd.com
Lance@autocentersd.com
autofinancecenter858@gmail.com
619-886-0546

Dealers License No. 94381

QUICK DEAL

PARAMETER [F1]	INVENTORY [F2]	QUICK DEAL [F3]	CUSTOMER [F4]
State CA	G/L [F8]	REPORTS I [F9]	REPORTS II [F5]
Stock # 566CS	3/3	SEARCH	CREDIT APP
VIN	VIN List		PENDING DEAL

Calculated APR %	Finance Charges	Amount Financed	Total Payments
0	\$0.00	\$13,047.51	\$13,047.51
# of Payments	Payment Amount	1st Pmt Due Date	Pmt Schedule
1	\$13,047.51	07/08/2021	Weekly
Sales Price	\$12,000.00		
Delivery/Admin Fee +	\$55.00		
Service Warranty +	\$0.00		
GAP +	\$0.00		
Tires + Battery +	\$0.00		
Title + License Fee +	\$0.00		
Sales Tax +	\$934.26		
Smog Fee +	\$58.25		
VSI Fee +	\$0.00		
Sub Total	\$13,047.51		
Net Trade	\$0.00		
Down Payment --	\$0.00		
Unpaid Bal Cash	\$13,047.51		
Doc Stamp +	\$0.00		
Credit Life Insurance +	\$0.00		
Credit Disability +	\$0.00		
Other Misc Charges +	\$0.00		
Prepaid Finance Charges --	\$0.00		
Amount Financed	\$13,047.51		
Irregular Balance	\$0.00		

Sales Price
 Down Payment
 Payment Amount

Preferred Unpaid Balance of Cash: _____

Bank #: _____
 Discount %: 0
 Sales Discount: \$0.00
 Spread %: _____
 Bank Reserve: \$0.00

QUICK DEAL

PARAMETER [F1]	INVENTORY [F2]	QUICK DEAL [F3]	CUSTOMER [F4]
State CA	G/L [F8]	REPORTS I [F9]	REPORTS II [F5]
Stock # 690cs	1/1	SEARCH	CREDIT APP
VIN	VIN List		PENDING DEAL

Calculated APR %	Finance Charges	Amount Financed	Total Payments
0	\$0.00	\$13,047.51	\$13,047.51
# of Payments	Payment Amount	1st Pmt Due Date	Pmt Schedule
1	\$13,047.51	07/08/2021	Weekly

Sales Price	\$12,000.00
Delivery/Admin Fee +	\$55.00
Service Warranty +	\$0.00
GAP +	\$0.00
Tires + Battery +	\$0.00
Title + License Fee +	\$0.00
Sales Tax +	\$934.26
Smog Fee +	\$58.25
VSI Fee +	\$0.00
Sub Total	\$13,047.51
Net Trade --	\$0.00
Down Payment --	\$0.00
Unpaid Bal Cash	\$13,047.51
Doc Stamp +	\$0.00
Credit Life Insurance +	\$0.00
Credit Disability +	\$0.00
Other Misc Charges +	\$0.00
Prepaid Finance Charges --	\$0.00
Amount Financed	\$13,047.51
Irregular Balance	\$0.00

Sales Price
 Down Payment
 Payment Amount

Preferred Unpaid Balance of Cash

RUN

Bank #
 Discount %
 Sales Discount
 Spread %
 Bank Reserve

UPLOAD CUSTOMER

SAVE | **CLOSE**

QUICK DEAL		PARAMETER [F1]	INVENTORY [F2]	QUICK DEAL [F3]	CUSTOMER
State	CA		G/L	REPORTS I [F9]	REPORTS II [F]
Stock #	691CS	1/2	1/1	SEARCH	CREDIT APP
VIN	VIN List				PENDING DEAL

Calculated APR %	Finance Charges	Amount Financed	Total Payments
0	\$0.00	\$13,047.51	\$13,047.51
# of Payments	Payment Amount	1st Pmt Due Date	Pmt Schedule
1	\$13,047.51	07/08/2021	Weekly

Sales Price	\$12,000.00
Delivery/Admin Fee +	\$55.00
Service Warranty +	\$0.00
GAP +	\$0.00
Tires + Battery +	\$0.00
Title + License Fee +	\$0.00
Sales Tax +	\$934.26
Smog Fee +	\$58.25
VSI Fee +	\$0.00
Sub Total	\$13,047.51
Net Trade	\$0.00
Down Payment --	\$0.00
Unpaid Bal Cash	\$13,047.51
Doc Stamp +	\$0.00
Credit Life Insurance +	\$0.00
Credit Disability +	\$0.00
Other Misc Charges +	\$0.00
Prepaid Finance Charges --	\$0.00
Amount Financed	\$13,047.51
Irregular Balance	\$0.00

Sales Price
 Down Payment
 Payment Amount

Preferred Unpaid Balance of Cash

Bank #
 Discount %
 Sales Discount
 Spread %
 Bank Reserve

QUICK DEAL		PARAMETER [F1]	INVENTORY [F2]	QUICK DEAL [F3]	CUSTOMER
State	CA		G/L [F8]	REPORTS I [F9]	REPORTS II [F]
Stock #	692CS	1/2	1/1	SEARCH	CREDIT APP
VIN		VIN List			PENDING DEAL

Calculated APR %	Finance Charges	Amount Financed	Total Payments
0	\$0.00	\$13,047.51	\$13,047.51
# of Payments	Payment Amount	1st Pmt Due Date	Pmt Schedule
1	\$13,047.51	07/08/2021	Weekly

Sales Price	\$12,000.00
Delivery/Admin Fee +	\$55.00
Service Warranty +	\$0.00
GAP +	\$0.00
Tires + Battery +	\$0.00
Title + License Fee +	\$0.00
Sales Tax +	\$934.26
Smog Fee +	\$58.25
VSI Fee +	\$0.00
Sub Total	\$13,047.51
Net Trade	\$0.00
Down Payment --	\$0.00
Unpaid Bal Cash	\$13,047.51
Doc Stamp +	\$0.00
Credit Life Insurance +	\$0.00
Credit Disability +	\$0.00
Other Misc Charges +	\$0.00
Prepaid Finance Charges --	\$0.00
Amount Financed	\$13,047.51
Irregular Balance	\$0.00

Sales Price
 Down Payment
 Payment Amount

Preferred Unpaid Balance of Cash

RUN

Bank #	<input type="text"/>
Discount %	0
Sales Discount	\$0.00
Spread %	0
Bank Reserve	\$0.00

UPLOAD CUSTOMER

QUICK DEAL		PARAMETER [F1]	INVENTORY [F2]	QUICK DEAL [F3]	CUSTOMER
State	CA		G/L [F8]	REPORTS I [F9]	REPORTS II [F]
Stock #	704CS	1/2	1/1	SEARCH	CREDIT APP
VIN		VIN List			PENDING DEAL

Calculated APR %	Finance Charges	Amount Financed	Total Payments
0	\$0.00	\$13,047.51	\$13,047.51
# of Payments	Payment Amount	1st Pmt Due Date	Pmt Schedule
1	\$13,047.51	07/08/2021	Weekly

Sales Price	\$12,000.00
Delivery/Admin Fee +	\$55.00
Service Warranty +	\$0.00
GAP +	\$0.00
Tires + Battery +	\$0.00
Title + License Fee +	\$0.00
Sales Tax +	\$934.26
Smog Fee +	\$58.25
VSI Fee +	\$0.00
Sub Total	\$13,047.51
Net Trade --	\$0.00
Down Payment --	\$0.00
Unpaid Bal Cash	\$13,047.51
Doc Stamp +	\$0.00
Credit Life Insurance +	\$0.00
Credit Disability +	\$0.00
Other Misc Charges +	\$0.00
Prepaid Finance Charges --	\$0.00
Amount Financed	\$13,047.51
Irregular Balance	\$0.00

Sales Price
 Down Payment
 Payment Amount

Preferred Unpaid Balance of Cash

RUN

Bank #	
Discount %	0
Sales Discount	\$0.00
Spread %	0
Bank Reserve	\$0.00

UPLOAD CUSTOMER

SAVE | **CLOSE**

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Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

9. Board Authorization to Pay CalPERS Unfunded Liability in the Amount of \$3,244,810

Staff Report:

Beginning with FY 15/16, changes made by CalPERS have resulted in a different collection method for employer contributions. Normal cost contributions continue to be collected as a percentage of payroll and contributions towards unfunded liability are collected as annual dollar amounts instead of part of the monthly payroll contribution rate.

The District has a strong history of being fiscally prudent and has been allocating money in our reserve accounts to be able to make additional discretionary payments to pay down our unfunded accrued liability (UAL). Our UAL is subject to the returns and management of the funds through CalPERS and by reducing our balance; we will save interest over the life of the fund. The long term uncertainty surrounding the UAL payment schedule is a concern for the District moving forward as it has the potential to impact future operations.

Our current unfunded liability (UAL) for the classic plan is at \$11,052,760. The Public Employees' Pension Reform Act (PEPRA) unfunded liability is approximately \$26,721. The proposed payment of \$3,244,810 includes the annually required UAL payment per the 15 year amortization schedule \$1,211,831 for our Classic plan and \$6,258 for our PEPRA plan) and an additional discretionary UAL payment for both the Classic and PEPRA plans.

The additional discretionary payment to CalPERS for the Classic retirement plan would be for the amount of \$2,000,000 and an additional discretionary payment of \$26,721 for the PEPRA retirement plan. This expenditure can be absorbed by the District without compromising the integrity of the District's programs.

The District currently has 13 bases (accounts) that together make up the full UAL. The amortization periods range from 15 to 29 years. The payment would be made to the accounts with the highest balance and the longest term to help minimize future interest charges. We will consult with both our actuary and CalPERS to prioritize the bases to minimize long term costs.

Recommendation:

Approve the payment of the CalPERS Unfunded Liability in the amount of \$3,244,810.

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Sacramento-Yolo Mosquito and Vector Control District

July 20, 2021 Board Meeting

10. Board Authorization to Pay 2021/2022 Annual Premium Invoice of \$419,410 for Coverage through the Vector Control Joint Powers Agency

Staff Report:

Fund balance levels must be sufficient to meet funding requirements of Vector Control Joint Powers Agency. The established prudent balance is figured using two potential “hits” or cases per category as illustrated in the table below. The VCJPA fund tends to have higher returns than Yolo County, so higher funds balance than suggested is recommended. The higher fund balance is consistent with the District’s investment policy.

As of March 31st the balance in the Member Contingency Fund is \$1,657,134. The projected balance at 6/30/21 is anticipated to be \$1,657,134 and will be updated with a final balance once the last quarter and year-end gain/loss reports have been made available.

Policy/Payment Type	Deductible	Premium	x2
Workers' Comp	\$ 50,000		\$ 100,000
Liability	\$ 50,000		\$ 100,000
APD	\$ 500		\$ 1,000
Property	\$ 500		\$ 1,000
Premium Deposit Invoiced for 21-22		\$ 419,410	\$ 838,820
Suggested Prudent Balance			\$ 1,040,820
Estimated Balance as of 6/30/2021			\$ 1,657,134
Est. Payment to Maintain Prudent Balance			\$ -

Recommendation:

Approve the payment of the VCJPA Premium in the amount of \$419,410



Vector Control Joint Powers Agency
1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
800.541.4591
916.244.1199 Fax

INVOICE

Bill To
Sacramento-Yolo MVCD 8631 Bond Road Elk Grove, CA 95624

Customer # SAC001	Invoice # VCJPA 2022-068
Invoice Date 7/2/21	Due Date 8/16/21
Total Due	\$419,410.00

2021-22 Program Year

Description	Amount
Alliant Deadly Weapons Response Program (Previously know as Active Shooter)	573.00
Pooled Auto Physical Damage Deposit Premium	8,521.00
ACIP Crime Program (Group Fidelity) Premium	1,183.00
General Fund Contribution	8,148.00
Liability Program Deposit Premium	163,478.00
Property Program Deposit Premium	23,922.00
Workers' Comp. Program Deposit Premium	213,585.00
TOTAL AMOUNT DUE	\$419,410.00

Delinquent amounts shall be assessed a 2% penalty, plus interest at the rate of 10% per annum.

VECTOR CONTROL JOINT POWERS AGENCY

1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833

(916) 244-1118 ~ Fax (916) 244-1199

Email: alex.gilbert@sedgwick.com

MEMBER CONTINGENCY FUND WITHDRAWAL FORM

MEMBER: _____

Please type or write your District's name

I. INSTRUCTION:

Please complete the following if you wish to pay VCJPA invoices with, or withdraw funds from, the District's Member Contingency Fund account:

1. Review your latest Member Contingency Fund Statement to ensure adequate funds are available to pay the selected invoice(s) or fund the withdrawal;
2. Complete the table below to indicate the invoice(s) to be paid; For fund withdrawal only, please leave item II blank and complete item III;
3. Certify the transaction by checking the applicable payment instruction(s), signing and dating the form; and
4. Return the signed form via mail, or email to the mailing address/email address on the top of this form.

If you have any questions, please call Alex Gilbert at 916-244-1118

II. APPLY FUNDS TO THE FOLLOWING INVOICES:

	Invoice #	Amount	Description
1.			
2.			
Total			

III. FUND WITHDRAWAL:

- Please withdraw \$_____ from the District's Member Contingency Fund. Please send check to the District's address at _____

IV. CERTIFICATION:

- Please apply monies from the District's Member Contingency Fund account to the selected invoices noted in item II above.
- Please remit payment to the District as specified in item III above from the District's Member Contingency Fund account.

Print Name

Signature

Date

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