

SACRAMENTO-YOLO  
MOSQUITO & VECTOR  
CONTROL DISTRICT

JANUARY 19, 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  
January 19, 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](http://www.fightthebite.net).*

**CALL TO ORDER:**

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

**1. Items for Approval by General Consent:**

- a. **Minutes of the December 15, 2020 Board of Trustees Meeting**
- b. **Expenditures for December 2020**
- c. **Board Review and Consideration of Extending the FFCRA 80 Hour COVID Leave to March 31st**
- d. **Board Review and Consideration of District Annual Safety Committee Report**
- e. **Board Consideration of Resolution Honoring Marti Towery for Her Years of Service**

**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**
    - **Field Supervisor**

- Public Outreach
- Geographic Information Systems
- Information Technology

4. **Board Review of District 5 Year Plan**
5. **Board Review and Consideration for District Fire Alarm System Upgrade**
6. **Closed Session-Consideration and Potential Acceptance or Rejection of Claim for Liability (Gov. Code § 54956.95): claimant J. Shurnas**  
**Claim for: Alleged property damage to exterior house and car paint due to pesticide spraying on property**  
**Date of claim: October 1, 2020 – present**  
**Agency Claimed Against: Sacramento-Yolo Mosquito & Vector Control District**
7. **Closed Session-Public Employee Performance Evaluation (Gov. Code § 54957): Manager**
8. **Board Consideration and Approval of District Officers for President, Vice President, and Secretary and Delegating the Manager to Perform the Responsibilities of the Secretary**
9. **Board/Staff General Discussion**
10. **Adjournment**

# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

### **1. Items for Approval by General Consent:**

- a. Minutes of the December 15, 2020 Board of Trustees Meeting;
- b. Expenditures for December 2020;
- c. Board Review and Consideration of Extending the FFCRA 80 Hour COVID Leave to March 31st;
- d. Board Review and Consideration of District Annual Safety Committee Report;
- e. Board Consideration of Resolution Honoring Marti Towery for her Years of Service.

### **Recommendation:**

**Approve the Items by General Consent**

**MINUTES OF THE DECEMBER 15, 2020  
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:**

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

**TRUSTEES ABSENT:**

None

**LEGAL COUNSEL:**

Jennifer Buckman

**STAFF PRESENT:**

Gary Goodman	Manager
Samer Elkashef	Assistant Manager
Janna McLeod	Administrative Manager
Marcia Reed	Laboratory Director
Steve Ramos	Program Coordinator
Marty Scholl	Ecological Management Supervisor
Tony Hedley	Fisheries Supervisor
Luz Robles	Public Information Officer
Deborah Dritz	Vector Ecologist
Sarah Wheeler	Biologist
Kara Kelley	Microbiologist
Garth Ehrke	Field Supervisor
Demetri Dokos	Field Supervisor
Kevin Combo	Field Supervisor
Ryan Wagner	Field Supervisor
Tom Price	Shop Supervisor

**CALL TO ORDER**

The meeting was called to order at 10:01 a.m. by President Jayna Karpinski-Costa.

## **Roll Call**

This meeting was held and attended by Video Teleconference. Trustees Barker, DeAnda, and McGarvey were absent during roll call; however, a quorum was present. The Isleton position is vacant. Trustee Barker joined the meeting at 10:05am and Trustee McGarvey joined at 11:30am.

## **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 Burnett seconded by Trustee Denny, 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: 10, Noes: 0, Absent: 2.

- a. Minutes of the November 17, 2020 Board of Trustees Meeting;
- b. Expenditures for November 2020;
- c. Deposit VCJPA Retrospective Adjustment of \$63,341 into District Member Contingency Fund;
- d. Board Review and Consideration of Legal Services Agreement Effective January 1, 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.*

None

## **3. REPORTS TO THE BOARD**

### **a. Manager's Report:**

The year is at an end and staff is preparing for the upcoming 2021 season with planning, training, and maintenance of the equipment.

The District has been very active in responding to and changing protocols in response to COVID-19. The regulations and guidance seem to be changing on a regular basis and we are diligently working to respond in kind to keep ahead and make sure that staff is operating in a safe manner.

The MVCAC planning session was held on December 7th and 8th. The association has been adapting to the current climate with remote meetings instead of in person and working toward achieving the goals of the association, albeit in a different manner. The MVCAC changed the committee structure by limiting the number of official members on the various committees with the hopes that fewer members will lead to more specific direction and accomplishment of tasks. The ongoing goals of securing funding for CalSurv and working with the regulatory agencies are the top priorities.

District staff is continuing the work on the five year plan for future activities and direction of the District. Staff will provide an update to the Board in January on the items highlighted in the five year plan.

**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 provided a written report. Microbiologist, Kara Kelley reported on tick, mosquito, and dead bird sample collection and testing, sugar bait study, and the new in-house PCR Lab. Vector Ecologist Debbie Dritz reported on the District surveillance program including a summary of the invasive Aedes mosquito detections, pesticide efficacy and resistance testing, and trapping and mapping innovations. Biologist Sarah Wheeler reported on research projects including chemical presence, resistance, and efficacy in a certain habitats and/or using specific application methods.

**Ecological Management:** Ecological Management Supervisor, Marty Scholl provided a written report.

**Biological Control:** Fisheries Supervisor, Tony Hedley provided a written report.

**Larval and Adult Control:** Program Coordinator, Steve Ramos provided a written report. Field Supervisor Garth Ehrke reported on South Yolo County field activities including service requests, WNV positive radius work and Winters and Davis Aedes detections and treatments. Field Supervisor Demetri Dokos reported on Southern Sacramento County field activities including swimming pool program, service requests, inspections and treatments and Aedes detections in South Sacramento Delta area. Field Supervisor Kevin Combo reported on Northern Sacramento County presenting a video of field activities including tree-hole surveillance and treatments, swimming pool program, service requests, and Yellowjacket control. Field Supervisor Ryan Wagner reported on Catch Basin field activities presenting a video highlighting catch basin inspections and treatments, digitized mapping capabilities, residual product studies, educational material distribution and Aedes detections.

**Public Outreach:** Public Information Officer, Luz Robles provided a written report

**Shop:** Shop Supervisor Tom Price reported on fleet maintenance and other shop activities including a video illustrating some of the fabrication and repair work done by the mechanics including the conversion of the District gate from manual to automatic and the truck mounted A-1 Mistblower.

**Administration:** Administrative Manager Janna McLeod reported on Finance and Human Resource activities including accounting, recruiting and hiring and in-house training program. Assistant Manager Samer Elkashef reported on COVID-19 guidelines and protocols, facility improvements including the PCR Lab, Library and Fisheries Carport.

#### **4. BOARD/STAFF REPORTS AND REQUESTS**

Following the department reports Manager Goodman announced new employees hired during the year and the 2020 Service Award recipients.

The upcoming MVCAC meetings will be held virtually instead of in person due to the Coronavirus pandemic and registration is now open.

New Board Officer elections, 5 Year Plan Review, and the Manager's Review will all take place at the January Board Meeting.

The annual bird count for this year has been cancelled due to the pandemic.



**5. ADJOURNMENT**

The meeting adjourned at 11:50 am

\* \* \* \* \*

I certify that the above minutes substantially reflect the general business and actions taken by the Board of Trustees at the December 15, 2020 meeting.

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Gary Goodman, Manager

Approved as written and/or corrected by the Board of Trustees at the January 19, 2021 meeting.

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Gar House, Board Secretary

**December 2020 Check Register**  
**Activity From: 12/1/2020 to 12/31/2020**  
**Sacramento Yolo MVCD (SYC)**

Check Number	Check Date	Vendor Number	Name	Check
<b>Bank Code:</b> U US Bank				
054395	12/9/2020	0000504	US Bank	19,243.03
054396	12/9/2020	0000014	Alhambra & Sierra Springs	20.78
054397	12/9/2020	0001046	All Star Rents	491.29
054398	12/9/2020	0000018	ANDKO Building Maintenance Inc.	4,804.94
054399	12/9/2020	0000034	AutoZone Inc	516.72
054400	12/9/2020	0001019	Cintas Corporation	1,984.75
054401	12/9/2020	0000117	City of Woodland	485.03
054402	12/9/2020	0000126	Complete Welders Supply Inc	1,530.16
054403	12/9/2020	0000128	Consolidated Communications	2,373.00
054404	12/9/2020	0000719	Cosumnes Fire Department	173.00
054405	12/9/2020	0000186	Elk Grove Water District	570.74
054406	12/9/2020	0000199	Farm Air Flying Service	1,333.75
054407	12/9/2020	0000240	Hunt & Sons Inc	737.44
054408	12/9/2020	0000497	Magnegas Welding Supply - West	84.75
054409	12/9/2020	0002364	Mobile Truck Service	276.70
054410	12/9/2020	0000354	Omni Bags Inc	25,500.00
054411	12/9/2020	0000356	OReilly Automotive Stores Inc	430.71
054412	12/9/2020	0000367	PG & E	1,329.55
054413	12/9/2020	0000370	Pitney Bowes	292.60
054414	12/9/2020	0002350	Praxair Welding Gas and Supply	77.77
054415	12/9/2020	0000388	Republic Services #922	88.32
054416	12/9/2020	0001012	Riebes Auto Parts	297.56
054417	12/9/2020	0000429	Sage Software	5,725.00
054418	12/9/2020	0000451	SMUD	3,502.98
054419	12/9/2020	0000462	Sterling May Co	60.74
054420	12/9/2020	0001234	T-Mobile	687.99
054421	12/9/2020	0000480	The Grid Agency	806.67
054422	12/9/2020	0000500	United Parcel Service	205.62
054423	12/9/2020	0000505	US Bank Equipment Finance	204.72
054424	12/9/2020	0000516	Valley Truck & Tractor Co	799.38
054425	12/9/2020	0000518	Vector Disease Control International	50,000.00
054426	12/9/2020	0000522	Verizon Wireless	3,205.54
054427	12/9/2020	0001471	Walker's Office Supply	779.14
054428	12/9/2020	0000529	Waste Management	164.96
054429	12/11/2020	0000230	Abplanalp Family Trust	101.60
054430	12/11/2020	0002367	Alex Manriquez	30.64
054431	12/11/2020	0002372	Amy Millet	30.64
054432	12/11/2020	0000053	Brad Donaldson	43.28
054433	12/11/2020	0002376	Brenda Neale	14.11
054434	12/11/2020	0000093	Capitol Park	43.28
054435	12/11/2020	0000095	Carmichael Park	43.28
054436	12/11/2020	0000640	County of Yolo Maintenance Yard	70.83
054437	12/11/2020	0000150	Davis Cemetary	70.83
054438	12/11/2020	0000171	Donny Braninburg	62.08
054439	12/11/2020	0002374	Douglas and Patricia Saathoff	11.21
054440	12/11/2020	0000206	Folsom Water Treatment	43.28
054441	12/11/2020	0000208	Fox 40 KTXL	43.28
054442	12/11/2020	0002366	Gale Jones	30.64
054443	12/11/2020	0000224	Gramercy Court	43.28
054444	12/11/2020	0002368	Jess Holmes	30.64
054445	12/11/2020	0002375	Kathie Hiebert	4.44
054446	12/11/2020	0000272	KCRA TV 3	66.95

054447	12/11/2020	0000290	Leona Beaver	62.08
054448	12/11/2020	0002370	Lynn Young	30.64
054449	12/11/2020	0000335	Nakahara Farms	101.60
054450	12/11/2020	0000341	Natomas Mutual Water Co	43.28
054451	12/11/2020	0000343	Nature Conservancy Cosumnes River	62.08
054452	12/11/2020	0002371	Oliver Kollar	30.64
054453	12/11/2020	0002373	Patti Root	30.64
054454	12/11/2020	0000381	Rancho Murieta Association	43.28
054455	12/11/2020	0000382	Randy Johnson	43.28
054456	12/11/2020	0000386	Raymond Coupe	62.08
054457	12/11/2020	0000439	Schene Enterprises	109.56
054458	12/11/2020	0002369	Stella Steven	30.64
054459	12/11/2020	0000463	Steve Simunich	62.08
054460	12/11/2020	0002365	Vicky Macnerney	25.30
054461	12/11/2020	0000524	Virginia Lamb	36.78
054462	12/17/2020	0000038	Bartkiewicz Kronick & Shanahan	675.00
054463	12/17/2020	0000049	Bio-Rad Laboratories	312.09
054464	12/17/2020	0000119	Clarke Mosquito Control Products Inc	80,481.49
054465	12/17/2020	0000126	Complete Welders Supply Inc	1,113.16
054466	12/17/2020	0000204	Fisher Scientific International Inc	452.13
054467	12/17/2020	0000958	GreatAmerica Financial Services	372.82
054468	12/17/2020	0000293	Life Technologies Corporation	31,646.86
054469	12/17/2020	0000367	PG & E	272.10
054470	12/17/2020	0000413	Sacramento County Utilities	325.59
054471	12/17/2020	0000448	Sigma-Aldrich Inc	1,132.80
054472	12/17/2020	0000543	Yolo County Environmental Health	1,331.00
054473	12/21/2020	0000267	Kaiser Foundation Health Plan	24,997.04
054474	12/21/2020	0000267	Kaiser Foundation Health Plan	3,905.80
054475	12/21/2020	0000267	Kaiser Foundation Health Plan	19,605.18
054476	12/21/2020	0000357	P & A Administrative Services Inc	112.50
054477	12/21/2020	0000373	Preferred Benefit Ins Administrators	8,452.30
054478	12/21/2020	0000957	Sutter Health Plus	6,409.50
054479	12/21/2020	0000531	Western Health Advantage	5,425.73
054480	12/21/2020	0000531	Western Health Advantage	3,025.49
054481	12/21/2020	0000043	Benefit Coordinators Corporation	3,264.43
054482	12/21/2020	0000084	CA State Disbursement Unit	350.00
054483	12/21/2020	0000339	Nationwide Retirement Solutions	4,250.00
054484	12/21/2020	0000339	Nationwide Retirement Solutions	1,550.00
054485	12/21/2020	0001035	Operating Engineers Local Union No. 3	1,300.00
W00172	12/31/2020	0000561	United States Treasury	56,317.13
W00173	12/31/2020	0000176	EDD	15,323.83
W00174	12/31/2020	0000087	CalPERS Financial Reporting & Accounting	81,491.08
W00175	12/31/2020	0000086	CalPERS 457 Plan	20,646.53

<b>Bank U Total:</b>	<u>504,885.16</u>
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<b>Report Total:</b>	<u><u>504,885.16</u></u>
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I hereby authorize the use of my signature plate on  
the above-listed warrants, 054395-054485, and EFTs W00172-W00175

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 Signature

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 Date

Jayna Karpinski-Costa, President of the Board

S.Y.M.V.C.D  
FY 2020-2021 Budget Update  
December 2020

Account #	Account Description	6 Months Ended December 31, 2021	FY 20-21 Annual Budget	Unused
4000	REVENUE	\$ -	\$ -	\$ -
5000	SALARIES/BENEFITS/WC	\$ 4,873,989.10	\$ 8,793,710.68	\$ 3,919,721.58
5200	OPERATIONAL	\$ 3,596,874.69	\$ 6,478,412.05	\$ 2,881,537.36
5210	LIABILITY INSURANCE	\$ 161,762.05	\$ 171,762.05	\$ 10,000.00
5250	AUDITING/FISCAL	\$ 14,500.00	\$ 17,750.00	\$ 3,250.00
5270	COMMUNICATIONS	\$ 37,689.47	\$ 79,500.00	\$ 41,810.53
5310	PUBLIC INFORMATION	\$ 168,419.94	\$ 502,500.00	\$ 334,080.06
5340	STRUCTURE & GROUNDS	\$ 49,846.23	\$ 65,000.00	\$ 15,153.77
5370	MEMBER/TRAINING	\$ 37,235.82	\$ 113,000.00	\$ 75,764.18
5390	DISTRICT OFFICE EXPENSES	\$ 5,655.26	\$ 17,500.00	\$ 11,844.74
5430	PROFESSIONAL SERVICES	\$ 73,423.67	\$ 203,250.00	\$ 129,826.33
5440	MATERIALS & SUPPLIES	\$ 6,164.61	\$ 13,000.00	\$ 6,835.39
5450	RENTS & LEASES	\$ 4,788.21	\$ 11,550.00	\$ 6,761.79
5470	SAFETY PROGRAM	\$ 1,040.00	\$ 5,000.00	\$ 3,960.00
5480	UTILITIES	\$ 50,445.73	\$ 110,000.00	\$ 59,554.27
6120	AIRCRAFT SERVICES	\$ 515,306.07	\$ 955,000.00	\$ 439,693.93
6140	ECOLOGICAL MANAGEMENT	\$ 811.89	\$ 18,600.00	\$ 17,788.11
6160	MICROBIAL	\$ 759,344.03	\$ 1,550,000.00	\$ 790,655.97
6170	BIORATIONALS	\$ 910,962.00	\$ 1,000,000.00	\$ 89,038.00
6180	INSECTICIDES	\$ 527,295.87	\$ 1,100,000.00	\$ 572,704.13
6220	FISHERIES	\$ 6,928.83	\$ 27,000.00	\$ 20,071.17
6280	GEOGRAPHIC INFO SYSTEMS	\$ 2,500.00	\$ 9,100.00	\$ 6,600.00
6320	INFORMATION TECHNOLOGY	\$ 24,323.04	\$ 68,500.00	\$ 44,176.96
6350	CONTROL OPERATIONS	\$ 18,295.49	\$ 40,200.00	\$ 21,904.51
6370	SHOP	\$ 58,062.97	\$ 98,000.00	\$ 39,937.03
6420	LAB SERVICES	\$ 93,540.82	\$ 148,200.00	\$ 54,659.18
6450	GAS & PETROLEUM	\$ 68,532.69	\$ 154,000.00	\$ 85,467.31
7000	CAPITAL ACCOUNTS	\$ 49,519.01	\$ 615,651.27	\$ 566,132.26
7011/1510	Capital Outlay/Construction In Progress	\$ 31,646.86	\$ 233,000.00	\$ 201,353.14
7030	Contingency	\$ -	\$ 72,651.27	\$ 72,651.27
7030	Research Fund	\$ -	\$ 25,000.00	\$ 25,000.00
7035	Building Improvement	\$ 17,872.15	\$ 285,000.00	\$ 267,127.85
	<b>TOTALS</b>			
	Salaries/Benefits	\$ 4,873,989.10	\$ 8,793,710.68	\$ 3,919,721.58
	Operational	\$ 3,596,874.69	\$ 6,478,412.05	\$ 2,881,537.36
	Capital Accounts	\$ 49,519.01	\$ 615,651.27	\$ 566,132.26
	<b>Total Budget</b>	<b>\$ 8,520,382.80</b>	<b>\$ 15,887,774.00</b>	<b>\$ 7,367,391.20</b>

**SYC Balance Sheet**  
**As of 12/31/2020**

**Sacramento Yolo MVCD (SYC)**

**Assets**

**Current Assets**

Cash in Bank-FSA	17,260.93	
Cash with LAIF	3,357,819.12	
Petty Cash	600.00	
US Bank	7,267,836.52	
Accounts Receivable	27,540.08	
Interest Receivable	30,439.00	
Assigned - Cash With VCJPA	1,607,140.00	
Inventory	720,666.68	
<b>Total Current Assets:</b>		13,029,302.33

**Fixed Assets**

LAND, BLDG., IMPROVEMENT	1,175,092.88	
Construction in Progress	1,897.20	
EQUIPMENT	4,436,427.83	
BOND ROAD	5,061,395.00	
WOODLAND FACILITY	708,574.00	
ACCUMULATED DEPRECIATION	(7,131,794.54)	
<b>Total Fixed Assets:</b>		4,251,592.37

**Other Assets**

Deferred Outflows of Resources	5,285,357.00	
Deferred Outflows of Resources-GASB 75	950,064.00	
<b>Total Other Assets:</b>		6,235,421.00
<b>Total Assets:</b>		23,516,315.70

**Liabilities**

**Current Liabilities**

Accounts Payable	45,918.63	
Payroll Taxes Payable	(0.30)	
Voluntary TL & AD&D	(643.93)	
Voluntary STD	(459.92)	
FSA Deductions	130,304.77	
P.E.R.S. Deductions	(1.04)	
Safety Program	(1,530.00)	
Accumulated Vacation	386,052.62	
<b>Total Current Liabilities:</b>		559,640.83

**Long-Term Liabilities**

Net Pension Liability	10,328,549.00	
Net OPEB Liability	1,790,183.00	
Deferred Inflow of Resources	3,197,032.00	
Deferred Inflow of Resources-GASB 75	90,090.00	
<b>Total Long-Term Liabilities:</b>		15,405,854.00
<b>Total Liabilities:</b>		15,965,494.83

**Equity**

INVESTMENT IN FIX ASSETS	4,251,591.96	
RESERVED CASH ( INS.)	1,607,140.00	
Committed-Capital Outlay	700,000.00	
Unassigned - Dry Financing	6,000,000.00	
GENERAL FUND	(4,980,393.77)	
Retained Earnings-Current Year	(2,027,517.32)	
Committed - Vector/Disease Response	2,000,000.00	
<b>Total Equity:</b>		7,550,820.87

**SYC Balance Sheet**  
**As of 12/31/2020**

**Sacramento Yolo MVCD (SYC)**

**Total Liabilities & Equity:**

**23,516,315.70**

## **1. Items for Approval by General Consent:**

- c. Board Review and Consideration of Extending the FFCRA 80 Hour COVID Leave to March 31st

The federal government approved the Families First Coronavirus Relief Act in March of last year. One of the Act's provisions was for employers with fewer than 500 employees to provide up to 80 hours of Emergency Paid Sick Leave due to COVID-19-related reasons. The provisions of the Act expired on December 31<sup>st</sup> 2020. Staff is proposing to extend the leave for those employees that have not exhausted their 80 hours until March 31<sup>st</sup>, 2021. The provision would stay in effect until the new expiration date unless new legislation, federal or state, requires us to modify or implement new provisions.

### **Recommendation:**

Approve the extension of the 80 hours of leave until March 31<sup>st</sup>.

# **Sacramento-Yolo Mosquito & Vector Control District Annual Safety Report 2020**

## **Committee Members for the year 2020**

**Joy Drake  
Kellee Prasad  
David Smith  
Jacob Pascual  
George Santiago  
Doug Camero  
Guy Kachadorian  
Ben Weisenberg  
Samer Elkashef**

**Laboratory  
Administration  
North Sacramento  
South Sacramento  
South Yolo  
Catch Basin Crew  
Ecological Management  
Shop  
Safety Officer**



## EXECUTIVE SUMMARY

The mission of the District Safety Program is to provide a forum for employees to voice their concerns regarding safety issues. This goal is accomplished through the monthly meetings of the Safety Committee and subsequent discussions among District employees regarding the issues brought up in the meetings. The Committee is comprised of various representatives of the different departments. The meetings are usually held the second Tuesday of each month. The agendas include a review of safety suggestions, accidents, and analysis of facility or job inspections. The Safety Manual is reviewed in its entirety by District personnel once every three years as well as sent to Sedgwick Risk Services for recommendations. The District feels that these reviews are critical in the process of keeping our employees current with any changes to safety regulations. Safety is a primary concern of the District and the Committee helps enhance the program.

The Safety Program reported 26 accidents in 2020, which is just above the 5 year running average of 20 accidents per year. The District experienced an increase in the number of safety suggestions in 2020 compared to 2019 (14 vs 11). The District and Safety Committee will make a continued effort to educate the employees on the importance of safety in the workplace for 2021. The table below summarizes the general statistics of the Safety Committee Program.

	2020	2019	2018	2017	2016	2015	5 YR AVG
Safety Suggestions	14	11	6	5	8	7	7
Accidents	26	21	16	21	18	25	<b>20</b>

The goals of the Safety Committee for the 2020 calendar year include:

- Continue to review and update the Safety Manual.
- A reduction in the number of workplace accidents compared to 2020.
- District wide promotion of the safety program through the safety suggestion component and incorporation of suggestions that augment safety at the District.

## **SAFETY PROGRAM OVERVIEW**

The following is a review of the District's Safety Program that occurs annually for all employees. The complete program can be reviewed in one of the District Safety Manuals.

### **Hazard Evaluation and Code of Safe Practices**

The District has identified work functions and equipment that could pose a safety hazard to employees. These items are listed in the Safety Manual along with mitigating measures to prevent accidents. The functions are updated regularly as new equipment or tasks are added. All new employees are trained on these items at the time of hire as well as reviewed on a regular basis.

### **Task Training**

District employees are required to be task trained on all work activities to which they will be assigned. Review training is provided on an as needed basis. Training is provided by a District supervisor or another employee competent with the task and assigned to do the training by the supervisor. Examples of these tasks include: source inspection, pesticide application, sprayer functionality, chainsaw use and vehicle use.

### **Equipment/Tool Review**

Each supervisor is responsible for a particular building within the facility. Supervisors provide an annual safety review of all the equipment and power tools that are used by employees as refresher training. They are also required to inspect buildings for safety hazards.

### **Hearing Conservation**

Supervisors take annual decibel readings of equipment located in their assigned areas and list all equipment that exceeds 80 decibels. Employees are required to use ear protection when using equipment on the list. Employees are trained annually on the effects of long term hearing damage.

**Fire Safety**

New employees are trained on the use of fire extinguishers and evacuation routes at the time of hire. Evacuation routes are posted and reviewed by employees on a yearly basis.

**Heat Illness**

District uses OSHA training materials yearly to inform employees of the signs and symptoms of heat illness as well as the personal/environmental factors that contribute to heat illness. Training and reminders are provided three times per year and/or as needed during the season.

**Bi-Weekly Tailgates**

Supervisors review pertinent safety topics with employees in informal training sessions every two weeks. Safety topics include driving, personal safety, heat illness, dog bite avoidance and PPE use.

**Driver Training**

Driver's training is provided to employees on an annual basis. Formal training fluctuates between computer one year and classroom and behind the wheel instruction the next year.

**Pesticide Safety**

Pesticide training is required on a yearly basis each spring. Employees are trained on the safe use and toxicological profile of every product used by the District. Along with the annual training, pesticide safety training is reinforced during tailgate sessions, equipment reviews and initial task training to emphasize its importance.

**SAFETY TRAINING TOOLS UTILIZED BY THE DISTRICT**

The District utilizes an assortment of training platforms for employees, including; outsourced professionals, webinars, DVDs/videos and online classes. The following is a summary of the formats used in recent years.

### **Professional Safety Trainers**

Sedgwick are safety consultants that have provided the District with classroom and behind the wheel driver training over the past several years. In 2020, Sedgwick representatives came out to the District to provide a live training on driver safety and followed up the in class instruction with behind the wheel observation of all employees.

The Red Cross provided First Aid training to staff this year. This year, the Red Cross has moved its live training to an on-line module which was followed up with a shorter classroom training session that incorporated lecture and a tactile components.

### **Pesticide Industry**

Representatives of Sacramento County Agricultural Commissioners Office, Valent BioSciences, Central Life Sciences, Adapco, Clarke Mosquito Control and Univar have provided pesticide use and safety training to staff.

### **Public Safety**

Members of the Sacramento County Sheriff's Department and Elk Grove Police Department have provided staff with personal safety and awareness training. Cosumnes Community Services District Fire Department staff has provided the District with a Fire Safety Session.

### **Webinar**

District supervisors and employees have participated in various webinar training sessions over the years.

### **DVDs / Videos and Online Courses**

The District maintains an in-house library of training media and access to an online library of streaming videos to be used to satisfy safety training requirements. Supervisors have staff watch an assortment of films yearly to supplement verbal trainings.

## **ACCIDENTS / INJURIES 2020**

As mentioned above, there were 26 reported accidents/incidents throughout the District in 2020. This represents an overall increase from last year. The table below summarizes the breakdown of reported accidents/incidents over the years:

	2020	2019	2018	2017	2016	2015
District Vehicles	16	11	11	11	11	15
Cuts and Abrasions	2	3	0	3	2	4
Strains and Irritations	3	2	3	5	4	5
Pesticide Spills	1	3	1	0	0	1
Other	4	2	1	2	1	0
Total	26	21	16	21	18	25

In 2020 the level of vehicle accidents saw an increase compared to the previous three years. As always, the Safety Committee will continue to remind everybody to pay more attention and be more careful while driving vehicles to bring down this number. Personal injuries in 2020 (cuts, abrasions, strains, and irritations) remained level as compared to 2019 (5 vs 5). The Safety Committee will continue to stress the importance of workplace safety and will look for ways to promote the safety program for 2021.

## **HAZARD EVALUATIONS & AUTHORIZATION LISTS**

The specific areas of the Safety Manual that were reviewed by the employees in 2020 were:

- Hazard Communication Program
- Hand & Portable Power Tool Safety Program/Hand & Portable Power Tool Hazard Evaluation & Code of Safe Practices
- First Aid Program
- Fire Prevention Program

Each department reviews a section of the Safety Manual each quarter and submits suggestions for changes to the Safety Committee. This program allows each of the sections of the safety manual to be reviewed by all staff once every three years. This is a great training tool for staff to be reminded of the purpose of the Safety Manual and to get clarification of any issues.

### **JOB SAFETY CLASS INSPECTIONS 2020**

The job safety class inspections are opportunities for the individual departments to discuss the hazards of their particular job classifications with their employees. The supervisor will identify the different components of the job as outlined in the inspection form and solicit input from their employees for changes/modifications to the job safety class. This exercise is an opportunity to formalize reminders to all employees about the potential safety hazards that they face during the execution of their work.

#### **Job Safety Class Inspection completion schedule for 2020**

<b><u>Department</u></b>	<b><u>COMPLETED</u></b>
Administration	June & December
Control Operations - North Sacramento	June & December
Control Operations - South Sacramento	June & December
Control Operations - Catch Basin	June & December
Control Operations - Woodland	April & December
Ecological Management	June & December
Laboratory	May & December
Vehicle	April & December

**FACILITY INSPECTIONS 2020**

Facility inspections are scheduled twice a year and include two members of the safety committee doing a walk through of each building within the District facility. The two members will identify compliance or areas of improvement. The supervisor in charge of that particular building will then rectify anything identified by the inspection and report back to the safety committee.

The following table summarizes the inspections completed in 2020.

<u>FACILITY</u>	<u>Completed</u>	<u>2020 SAFETY RATING</u>
Administration	April	100%
	November	100%
Fisheries	May	100%
	November	100%
Laboratory	March	98%
	December	100%
Mechanic Shop	May	100%
	December	98%
Old Shop	May	100%
	December	100%
Pesticide Storage	May	100%
	December	100%
Pole Barn	May	78%
	November	100%
Woodland	April	100%
	November	100%

**SAFETY SUGGESTIONS FOR 2020**

In 2020, the District received a total of 14 suggestions, compared to 11 suggestions in 2019.

The Safety Committee and Management continue to encourage employees to make

suggestions and the increase in suggestions was a welcome change. District wide promotion of the safety program and its incentives will continue to be a goal for 2021.

### **SAFETY INCENTIVE AWARDS PROGRAM**

The District's goal is to maintain a safe work environment with the expectation that all District employees are to be safety conscious and to encourage employee contribution to a safe working environment.

Each calendar year the District will draw safety teams at random using all regular full time employees. One point will be awarded to each team member at the end of each quarter assuming that the team has qualified. A qualifying team has all members that have followed safety policies for the quarter. A point may not be awarded to the team members for the quarter if one or more of the team members have violated a safety policy resulting in an accident or near miss. The District safety committee reviews all accident reports to make the determination whether points shall or shall not be awarded to the team. Individual employees may also acquire points by submitting qualifying safety suggestions or by serving on the District safety committee to be awarded at the completion of term served. Each employee may accrue a maximum of 10 points. When 10 points are accumulated by any employee no additional points may be added to that employee's total. Points may be redeemed for gift cards from an assortment of retail outlets after the end of each quarter.

### **WORKERS COMPENSATION COSTS**

The District will be reporting the annual loss run and financial activity for 2020 as well as comparing to previous years numbers as soon as the data is available from our Workers Compensation provider.



**Resolution No. 01-19-21**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SACRAMENTO-YOLO MOSQUITO AND VECTOR CONTROL DISTRICT  
HONORING *MARTI TOWER*  
FOR HER 35 YEARS OF SERVICE**

**WHEREAS**, on this nineteenth day of January, two thousand twenty-one, **MARTI TOWER** is honored for her thirty five years of service with the Sacramento-Yolo Mosquito and Vector Control District; and

**WHEREAS**, **MARTI TOWER** started her career with the District in October of 1985 working as a Secretary in the front office; and

**WHEREAS**, **MARTI TOWER** continued her career with the District as a Laboratory Assistant through two office relocations, and promoted into a full-time Laboratory Technician at the Bond Road facility in 1995; and

**WHEREAS**, **MARTI TOWER** was instrumental in the selection of the original locations used for surveillance trapping and sentinel chicken flock placement that continue to be an integral part of the District's programs;

**WHEREAS**, **MARTI TOWER** has decided to retire after thirty five years of service with the District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Sacramento-Yolo Mosquito and Vector Control District expresses congratulations and sincere gratitude to **MARTI TOWER** for 35 years of service with the Sacramento-Yolo Mosquito and Vector Control District and wishes her continued success in her future endeavors.

**PASSED AND ADOPTED** by the Board of Trustees of the Sacramento-Yolo Mosquito and Vector Control District on the 19th day of January 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Jayna Karpinski-Costa, Board President

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# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

### **3. Reports to the Board**

#### **a. Manager's Report**

#### **b. Reports from District Departments**

- **Information Technology (Dan Fisher)**
- **Geographic Information Systems (Ruben Rosas)**
- **Lab/Surveillance (Marcia Reed)**
- **Ecological Management (Marty Scholl)**
- **Biological Control (Tony Hedley)**
- **Larval and Adult Control (Steve Ramos)**
- **Field Supervisor (Mike Fike)**
- **Public Outreach (Luz Maria Robles)**

#### **a. Manager's Report**

District staff is taking earned vacation time and completing annual training during this time of year including remote work when available. Staff is working on the annual NPDES report that will be due to the SWRCB in March.

The MVCAC Annual Conference will be conducted online-Feb 1-3.

Please be advised that you will need to submit your Conflict of Interest Form 700 prior to April 2020. The District will provide you with the Form 700 and we need to date stamp the Form when you return it. Please submit the Form as soon as possible.

#### **b. Reports from District Departments**

- **Information Technology (Dan Fisher)**
- **Geographic Information Systems (Ruben Rosas)**
- **Lab/Surveillance (Marcia Reed)**
- **Ecological Management (Marty Scholl)**
- **Biological Control (Tony Hedley)**
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## **Information Technology-Dan Fisher**

In light of COVID-19, the IT department had to put several processes into place to facilitate remote work. This included selecting a platform for virtual board meeting as well as purchasing hardware to streamline remote access for staff. Outside of the COVID-19 response, the department contracted external vendors to make upgrades to workflows related to the Districts data management system, MapVision, as well as to run security audits of cloud based services. Security concerns we addressed internally as well with the District-wide upgrade from Windows 7 to Windows 10 and the upgrade to the Antivirus software.

To inform the public of our adulticide missions earlier in the day, the department also made improvements to the spray notification that the District uses, reducing the amount of time needed to send notices. This change coincided with bringing West Nile testing in house which also sped up this process. Together, these two changes has reduced the time it takes for information to flow from sample collection all the way to spray notification.

The IT department has been assisting MVCAC with the Virtual Annual Conference planning and operation and Dan Fisher will serve as the MVCAC Information Technology Committee chair in 2021.

## **Geographic Information Systems-Ruben Rosas**

The 2020 season has provided the GIS department many opportunities to implement geospatial analysis to improve District operations. As the season began, the GIS department provided data analysis and visualization of mosquito abundance, WNV detection, and the locations of known neglected swimming pools to pinpoint areas that may need attentiveness early in the season. In June of 2020, the GIS department coordinated an aerial flight for neglected swimming pools in Sacramento County. The survey area measured approximately 63 square miles and encompassed areas of East Sacramento, South Sacramento, Pocket, Florin and the Vineyard area. As a result of the survey, 280 mailers were sent to residents asking for a response. The mailers proved to be a success since the District received a high response rate from residents as well as limiting the amount of in person inspections during the pandemic.

The detection of *Aedes aegypti* required collaboration from all departments and quick visualization of data to initiate a proper response. As a result, the GIS department created an online map to illustrate *Aedes aegypti* detections, technician inspections and ground mosquito control efforts. By providing this platform, staff was always informed with the most current information. In addition to the web map, the department also collaborated with the Program Coordinator to develop wide area larvicide routes in areas where the invasive species were found. To conduct these routes, staff used a new routing system introduced by the GIS department. The routing software provides turn by turn directions, live wind data and can also notify the applicator of overlapping areas. In addition to visual cues, spray off and spray on notifications can be manually inserted along the route to help guide the applicator. This has made applications feasible in areas where roads are compact and require multiple routes for complete coverage.

## **Field Supervisor for Northern Yolo County- Mike Fike**

North Yolo Field Operations covers the area from County Road 1 to County Road 27. Five full time technicians focused on the towns of Woodland, Yolo, Knights Landing, Esparto, Dunnigan, and Zamora. Early 2020 found us servicing equipment, completing annual training, cleaning shops and equipment and yard work. The department manufactures larvicide packets for the catch basin program in the off season and 74,000 packets were produced in 2020. Once the field work began, the major effort was responding to the agricultural areas surrounding the populated areas of the county and reducing the influx of the mosquitoes produced.

The 2020 mosquito season started off with us conducting urban and rural springtime inspections as well as service requests. Premise inspections allowed us to have interactions with the public concerning invasive mosquitoes and West Nile concerns. For the year we completed 147 service requests which was a 21% decrease from the previous year. As the rice program commenced, we contacted growers, mapped fields and began sampling for potential treatments. We had 24,002 acres of conventional rice and 2372 of organic rice. There was an 8% increase in acreage over the previous year. Farm Air treated 45,000 acres of rice for us beginning 6/11/20 and ending 9/16/20. Our summer challenges included urban *Culex pipiens* sources, storm drain treatments, organic crop treatments, conventional crop irrigation treatments, and the changes that Covid-19 presented to our housekeeping and teamwork. During the summer months Altosid XR briquettes were reintroduced into selected basins in Woodland to monitor efficacy. Preliminary results seem to suggest that control was achieved in some of the basins for up to 60 days. Moving forward, if we can successfully count on this product it would allow us to cut down some of our basins treatments throughout a season.

West Nile virus returned in August which required us to intervene. We completed 38 ground missions starting 8/6/20 and completed the last one 10/8/20. This was a 22% decrease in responses from 2019. Throughout the 2020 campaign we utilized and applied the data that was provided by the Lab to tailor our efforts. Duck clubs participating in the Fall flooding program demonstrated an 8% reduction in total acres being “early flooded” as opposed to 2019. Earliest flood up was 9/24/20 with a first treatment on 9/29/20 and the last treatment was completed on 10/26/20. We were proud that we were able to respond to the West Nile positives and bring down the vector index thresholds with ground work in collaboration with air treatments by VDCI in agricultural areas. Teamwork was important in our accomplishments monitoring the northern part of the county as well as completing the mosquito responses in the north area this year 2020.

## LABORATORY

### Monthly Report for January 2021 Board Meeting

#### Insectary:

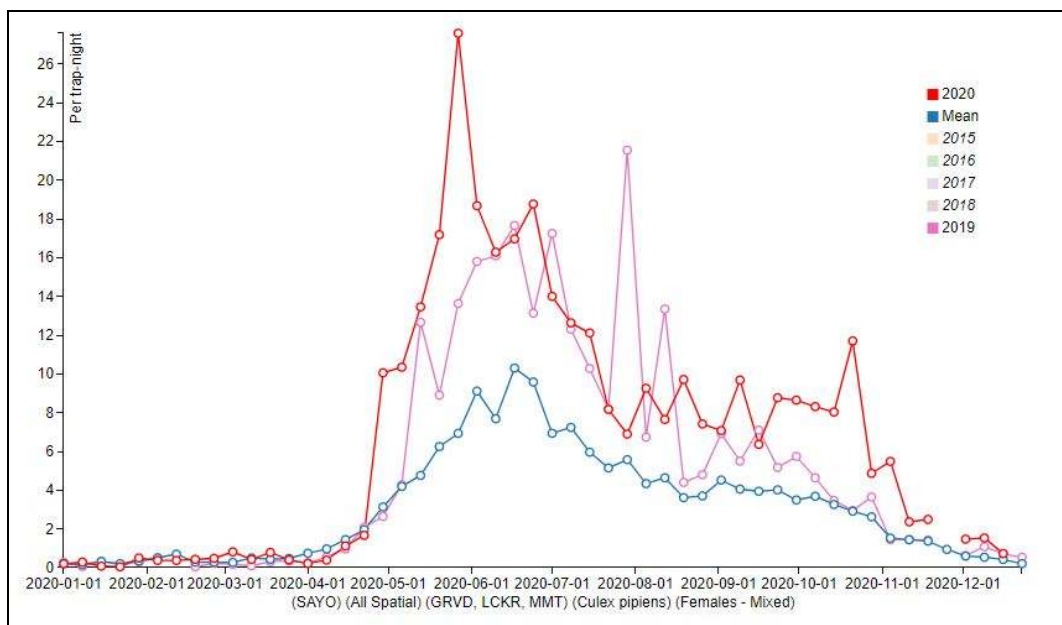
Colonies maintained: *Culex tarsalis* Kern National Wildlife (susceptible)  
*Culex quinquefasciatus* Cq1 (susceptible)  
*Culex pipiens* Woodland (resistant)  
*Culex tarsalis* Vic Fazio (resistant)  
*Aedes sierrensis* wild - Marin - Sonoma County (in egg form)

It should be noted that the lab supervisors and technicians did a phenomenal job in guiding the colony through the extended winter break. The colonies have survived and are currently thriving after only two days of colony maintenance over an eleven day span between December 23<sup>rd</sup> and January 4<sup>th</sup>.

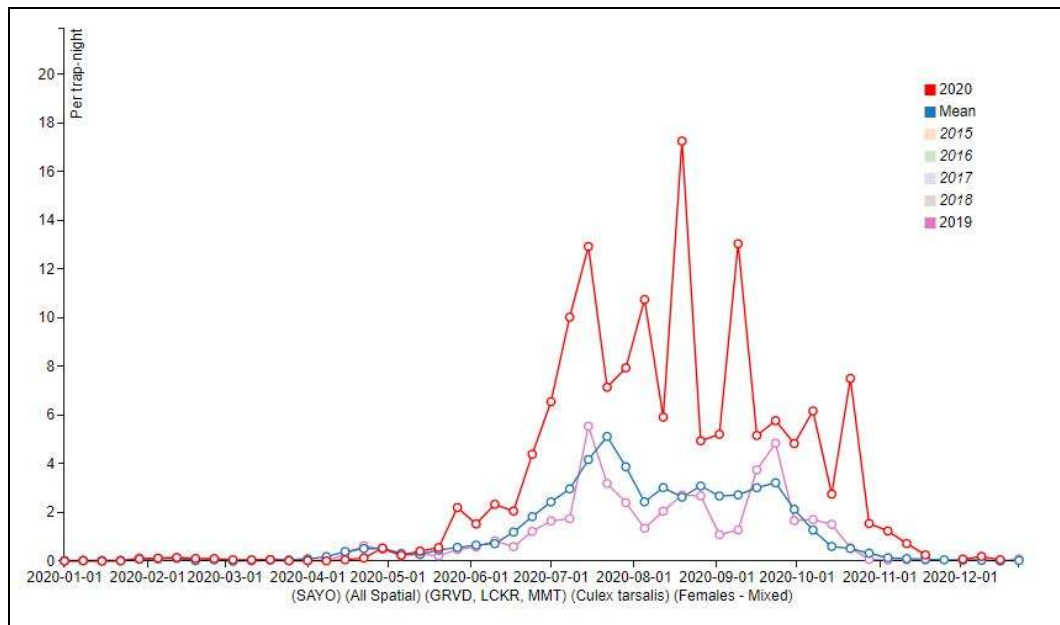
#### Surveillance:

**Weekly collections** –We are seeing the normal low abundance of both our *Culex pipiens* and *Culex tarsalis* populations during the winter months.

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



## *Culex tarsalis* in weekly abundance traps (LCKR, GT)



### **Invasive *Aedes* spp. Surveillance –**

Our last trap capture of adult *Aedes aegypti* in both the Winters and Arden areas was of one female in each area on November 23rd. We currently have seven trap sites in the Winters area and five sites in the Arden area being monitored weekly. We are working to increase these to ten sites in each area. We will continue to monitor these all winter and are anxious to see when activity resumes in this species this year.

**Encephalitis virus surveillance (EVS) – Mosquitoes –** We have inventoried, repaired and cleaned all of the EVS traps in preparation for the upcoming season. The USB charging power packs were so successful in the CO<sub>2</sub> EVS traps, we will be modifying some gravid traps to utilize a USB power pack on a trial basis this year. Currently the EVS gravid traps utilize a 6 volt sealed lead rechargeable battery.

**Encephalitis virus surveillance (EVS) – Sentinel Chickens –** The chicken coops have all been cleaned and winterized.

**Encephalitis virus surveillance (EVS) – Dead Birds –** The dead bird hotline is currently closed. It will reopen in the spring and we look forward to once again testing dead birds as a part of our surveillance program.

**Tick and Lyme disease surveillance –** We have begun our tick surveillance program for this winter. There are 20 locations which will be monitored for the presence of *Ixodes pacificus* ticks. Pools (samples) of these ticks will be tested for *Borrelia burgdorferi* and *Borrelia miyamotoi*. We are currently optimizing this new assay and will begin testing ticks this month.

**BG Counter Traps –** We are utilizing a few BG counter traps in our monitoring of the *Aedes aegypti* populations in the Winters and Arden areas.

**Mosquito Resistance Testing** –We will be running assays this winter on our new Vic Fazio wild *Cx. tarsalis* colony to determine its resistance characteristics. We will utilize our susceptible Kern National Wildlife *Cx. tarsalis* colony as the control.

**Disease Response Surveillance** – In the month of December, we were not notified of any imported mosquito-borne disease cases.

## **District Studies –**

**Sugar Bait Project** – We are currently determining how and where we will use this surveillance tool this season.

***Aedes aegypti* traps** – We have continued to primarily utilize the BG sentinel traps for *Aedes aegypti* surveillance. We will evaluate other trapping and surveillance methods when we see activity begin next season.

## **Collaborations –**

**Catch Basin Residue and Resistance study** – We have had one online meeting to discuss the plans for this study this season. We are still working out the details of the next step.

**Additional Projects** – We are working with two recipients of Pac-Vec Center of Excellence training grants. Dr. Tara Thiemann from UOP (the University of the Pacific in Stockton) is studying *Culex tarsalis* resistance. Dr. Monika Guila-Nuss from UNR (the University of Nevada at Reno) is working with ticks. We have begun collecting tick samples to be sent to her lab.

## **Final California Arbovirus Surveillance Bulletin #33**

Week 49: Friday, December 4, 2020

2019 & 2020 YTD West Nile Virus Comparisons		
	2019	2020
Total # Dead Bird Reports	5,564	5,644
# Positive Counties	33	40
# Human Cases	205	183
# Positive Dead Birds / # Tested	225 / 1,799	339 / 1,537
# Positive Mosquito Pools / # Tested	3,288 / 42,610	2,628 / 40,083
# Seroconversions / # Tested	139 / 9,135	143 / 6,333



YTD WNV Activity by Element and County, 2020					
County	Humans	Horses	Dead Birds	Mosquito Pools	Sentinel Chickens
Alameda			7		
Alpine			1		
Amador		2			
Butte	4	1	4	28	23
Calaveras					2
Contra Costa	3		22	13	7
El Dorado	1				
Fresno	10		5	322	
Glenn	1	1		3	2
Imperial				3	
Kern	5			83	
Kings	1	1		87	
Lake				12	2
Los Angeles	66		102	437	38
Madera	6			77	
Marin			1		
Merced	12	1	2	42	14
Modoc		1			
Napa			1	2	
Nevada		1			
Orange	14		46	326	
Placer	2		2	58	
Riverside	5	2	2	64	
Sacramento	1	1	91	115	4
San Benito					1
San Bernardino	2	1		13	
San Diego	1			2	
San Joaquin		4	4	260	
San Mateo			1		
Santa Barbara				1	
Santa Clara			7	8	
Shasta	1			25	3
Solano	1	1	3	8	4
Stanislaus	36	3	4	351	
Sutter	1			20	26
Tehama	2				5
Tulare	5		5	189	9
Ventura					1
Yolo	3		29	77	1
Yuba				2	1
<b>Totals</b>	<b>183</b>	<b>20</b>	<b>339</b>	<b>2,628</b>	<b>143</b>

## **ECOLOGICAL MANAGEMENT DEPARTMENT**

### **Monthly Report for January 2021 Board Meeting**

#### **Storm Water / Drainages Program**

US Bureau of Reclamation (USBR), Delta Meadows: Reclamation staff approved the District's Biologic survey and annual Vegetation Plan. District crews have started clearing various ditches within the Reclamation owned portions of Delta Meadows.

Rancho Murieta Homeowners Association (RMA): The new RMA Manager requested clarifying information regarding how to control midge flies in their main lake. Staff will remain in an advisory role as the RMA works to clear mud out and nutrients from the lake in an effort to reduce midge fly larvae.

City of Folsom: Staff met with a representative with the Public Works Department to finalize the District's detention basin brush plan. District staff will begin clearing brush in select detention basins mid-January. The City will assist when possible, and will haul away all debris that has been cut and stacked.

#### **Planning Program**

Folsom Ranch, Folsom: Staff received three tentative subdivision plans all within the larger Folsom Ranch development project South of Hwy 50, within the City of Folsom.

- Toll Brothers at Folsom Ranch Phase II, A new Conservation Easement has been proposed. Comments were sent to the City for review.
- Mangini Ranch 1C North – No additional comments needed.
- Mangini Ranch 1 C 4 Pack – No additional comments needed.

#### **Agriculture Program**

District hand crews continue to clear agricultural drainage corridors to provide technician access and greater product efficacy on various projects within Sacramento County.



**Wetland Program**

Fall Flooding: Payments have begun to be received for early flooding larvicide treatments as part of the District's Fall Flooding Program.

**UAS Program**

Two Ecological Management staff passed their FAA UAS Pilot recertificate tests, which will be good for two years. With the new year comes new proposed FAA Drone regulations. Staff will review the regulations as they get posted to the Federal Register and evaluate for applicability to the District's UAS program.

**BIOLOGICAL CONTROL**  
**Monthly Report for January 2021 Board Meeting**

In the month of December the Fisheries Department completed many necessary tasks including repairing predatory exclusion nets, bleaching and sanitizing equipment used in the handling and transportation of mosquitofish. The first half of December was busy with onsite duties including cleaning gutters on buildings and landscaping projects around the facility. As things slowed down we began some of our annual training. The Fisheries department also continued to gather weekly data for all of our ongoing projects including traditional fertilization techniques, crayfish control and the use of solar aerators to maintain dissolved oxygen levels. Daily activities such as tank cleaning were also performed to maintain the high quality of our fish population.

Log of Treatment Applied for December

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Treatments</u>
Mosquitofish	.025	.002 Acres	1

Log of Treatment Applied for the year 2020

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Rate</u>	<u>Treatments</u>
Mosquitofish	3,670 lbs	18,870.21 Acres	.24lb/acre	4,111

Fisheries Budget

<u>Total</u>	<u>Spent</u>	<u>Remaining</u>	<u>% Spent</u>
27,000.00	9,255.84	17,744.16	34%

Below is an example of just one of the onsite cleanup projects that we do this time of year. All leaves and debris are cleaned up and removed to keep roads clear and decrease the potential of this leaf litter from being blown into our ponds.

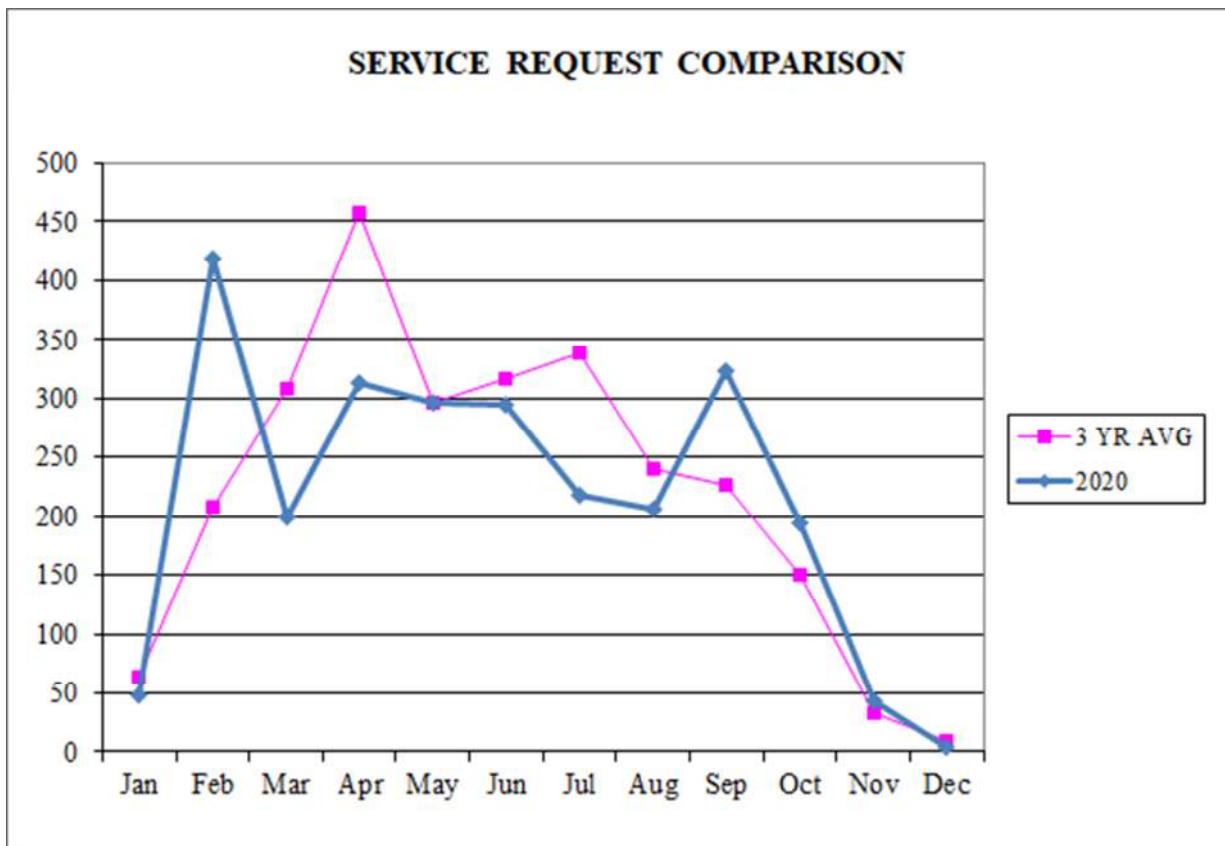




## CONTROL OPERATIONS

### Monthly Report for January 2021 Board Meeting

December brings the end of 2020 and a month of little to no mosquito activity. The District takes these winter months as opportunities to prepare for the upcoming season. Field Technicians are beginning to work on updates to the Field Technician manual and annual trainings as well as on site projects improving District property. Offsite brush clearing and site access projects have been underway in conjunction with the Ecological Management department.



<b>Larvicide Applications thru December 31<sup>st</sup></b>				
	<u>2020</u>		<u>2019</u>	
<u>Locations/Roles</u>	<u>Treatments</u>	<u>Acres</u>	<u>Treatments</u>	<u>Acres</u>
Sacramento County	9,224	10,040	6,340	15,859
Sac County Aerial	29 Order, 432 Sources	21,994	25 Orders, 488 Sources	25,510
Sac County Drone Treatments	16 Orders	643.49	18 Orders	1,414
Yolo County	2162	7,790	2,420	9,695
Yolo County Aerial	99 Order, 1200 Sources	118,220	90 Orders 1217 Source	146,502
Yolo County Drone Treatments	15 Order	1107.1	27 Orders	2,249
CB Treated	168,190	--	185,002	--
CB Inspected -not treated	153,582	--	166,417	--

<b>Aerial Adulticide Summary thru December 31<sup>st</sup></b>				
	<u>2020</u>		<u>2019</u>	
<u>County</u>	<u># Applications</u>	<u>Acres</u>	<u># Applications</u>	<u>Acres</u>
Sacramento Ag	16	114,772	14	94,941
Sacramento Urban	0	0	0	0
Yolo Ag	62	475,124	69	470,826
Yolo Urban	0	0	0	0
Totals		589,896		565,767

### **VDCI Summary through December 31<sup>st</sup>, 2020**

**compared to: 2019**

Contract Acres (our portion) =	530,000	530,000
Acres used =	589,896	565,767
Acres remaining =	<b>(-59,896)</b>	<b>(-35,767)</b>
% Acres used =	111%	107%
% Acres remaining =	0%	0%

San Joaquin County MVCD has used 174,631 acres of their 190,000 acre contract commitment.  
Placer MVCD has used 74,941 acres of their 100,000 acre commitment.  
Turlock MAD has used 187,998 acres of their 180,000 acre commitment.

**PUBLIC INFORMATION AND EDUCATION  
Monthly Report for January 2021 Board Meeting**

**Advertising:**

The season will be here in no time and in preparation for this we are coordinating and collaborating with Gary Benjamin, our media consultant to begin putting together the 2021 advertising plan. One of the biggest changes that will likely be implemented this year is extending the advertising season due to invasive mosquitoes being detected later in the year. In the past, our campaign begins in April and goes thru mid-September, however moving forward it will likely be extended thru the end of October so we are able to disseminate messages specific to invasive mosquitoes.

**Innovative Mosquito Control Methods and Sterile Insect Technique (SIT) Materials**

With SIT under review at both the Environmental Agency and the California Department of Pesticide Regulation for use on *Aedes aegypti*, the department is developing an SIT outreach toolkit including a fact sheet, brochure, postcard, FAQ's, speaking points, social media messages, videos and other materials. As these materials become available they will be added to the website and used as a resource to post on social media or send to local elected officials and residents.

**School Program and 2021 Fight the Bite Contest**

Due to Covid concerns and most school being closed for in person instruction, traditional classroom presentations are not being scheduled. However, the annual Fight the Bite Contest will still go on virtually. The flier will be updated and sent out electronically to schools so it can be disseminated to teachers and students who wish to participate. Submissions will be done electronically to minimize contact between the public and the District. The contest will be promoted via social media and we will also reach out to previous contest participants and teachers.

**Government Affairs:**

Last year as part of our government affairs and outreach to local elected officials, we submitted written reports to each city and county providing a summary of West Nile virus activity or detection of invasive mosquitoes in their jurisdiction. This year, since meetings are still being held virtually, we will reach out to each entity to see if it's possible to do a Zoom presentation. Due to recent elections and many newly elected officials in office, we will also be scheduling individual virtual meetings.

**MVCAC**

While the 2021 MVCAC Conference will be virtual, I did record and submit a presentation titled "Public Outreach in the Era of Covid-19" which will be part of the Community Engagement and Education Symposium.

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# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

### **4. Board Review of the District's 5-Year Plan**

#### **Staff Report:**

In January of 2015, the Board was presented with a 5-year plan to examine the District's workflows and proposed projects to increase efficiency in said activities. Work on this plan began in the winter of 2014 when all District departments began collecting data on their current needs as well as areas for future growth. This brainstorming process was then broken down to core concepts that became the initial draft of the plan. This drafting process was augmented by the formation of an Ad Hoc committee that was created at the February 2014 Board meeting as a means to help guide the departments to develop their ideas even further.

The initial 5-year plan concluded in 2019 with many projects having been completed while additional projects were added. Included in the following document is an update on the trajectory the District's departments are heading towards for the next five years. This includes the Administration, Information Technology (IT), Ecological Management, Facilities, Control Operations, Public Information, Shop, Geographic Information System (GIS), Fisheries and Laboratory departments.

In the accompanying chart, you will find a timeline for each of the projects proposed in this 5-year plan as well as projected costs for these activities. Some items do not have a cost associated with them because the District anticipates that these items will only require staff time and no other expenditures.

The 5-year plan is intended to be a living document that can be changed as the needs of the District change. Updates are given to the Board during the January meeting of each year to highlight what projects have been completed, are in progress and have been added or removed.

#### **Summary of Completed Projects during 2020**

- Virus testing has been brought in house through a successful remodel
- Improved understanding of mistblower larvicide applications for Aedes control
- Improvements to the lab BSL 2 facility and colony space have been made
- New employee onboarding and training have been moved on-line
- Forward movement with Mapvision including enhancements to the lab module and development of iPad application
- Installation of a gate opening system for enhanced security
- The District has started using presentations at school assemblies to spread information more efficiently

**Information Technology**

Supervisor: Dan Fisher

Number of employees: 1 full-time

The IT department has been working with Leading Edge Associates to develop the new iPad application to increase efficacy of door to door application as well as remove the reliance on a data connection while in the field (IT-2). The application has undergone several iterations of review on the technical side and in the coming season the District is looking to field test the software to assess whether it is ready for a more widespread implementation.

Security breaches have sadly become the norm and the department spends a considerable amount of time making sure our data is safe from outside threats (IT-4). To this end the department will be running a security audit this year with the help of an outside firm to determine what, if any, updates need to be made to our current security suite.

**Administration**

Supervisors: Gary Goodman, Janna McLeod and Samer Elkashef

Number of employees: 5 full-time

The COVID pandemic has slowed down progress of implementing the time and attendance software at the District. The Administration department has completed filming training videos for staff and will be assigning said videos to staff in early 2021 (A-1). Following the initial implementation the department will be enhancing the services they provide to the rest of staff by bringing online new features to the Administration software, such as the ability to receive paystubs and W-2 forms via a benefits portal. To adhere with social distancing guidelines the front office was able to setup new employee and seasonal employee on boarding to be done completely online (A-4). In addition, all District trainings have been moving to our online training portal in compliance with social distancing guidelines.

An ongoing task for the department is cutting costs associated with regular District expenses. This past year, the Department has negotiated new contracts with Clarke and Central Life Sciences for savings on both residual mosquito control products and adulticides (A-7). In the coming year the District will be reviewing contracts with Valent Biosciences for BTI products.

The department has reviewed the District Personnel Manual with legal counsel to make sure it is up to date with any shifts in State and Federal Law (A-8). Once all changes have been integrated it will be brought to be Board for review.

## **Facilities**

Supervisor: Samer Elkashef

Last winter the District finished moving virus testing from the Sacramento County Public Health Lab to the Elk Grove office (F-1). Staff did a phenomenal job with the renovation. Staff also expanded the parking lot in 2020 by reorganizing where trailers are stored which created several more parking slots, a benefit with the increase in staff we saw this past season (F-4). The District has been working with the city of Elk Grove to secure the permits needed to build a carport behind the Fisheries building. The District is looking to break ground on this project in early 2021. Once completed, this will open up space in the Old Shop and main parking garage to help accommodate an expanding fleet.

Recently, the District upgraded the front gate with a gate opening system (F-8). This will improve security at the District by providing tighter control on who is admitted onto District grounds. This District is also looking at performing upgrades to the fire alarms in 2021 (F-9).

## **Ecological Management**

Supervisor: Marty Scholl

Number of employees: 3 full-time

Ecological Management staff is looking into making improvements to the swimming pool program by acquiring a blanket warrant to speed up access to neglected swimming pools in West Nile virus hotspots (E-2). Unmanned aerial systems, or drones, continue to be a large part of the department (E-3). The department is looking to expand use of this technology for mapping and BMP projects. The department is also tracking the new air quality requirements for the diesel vehicles that the District owns; 2 tractors and 1 backhoe (E-4). The District will most likely need to purchase a new tractor and sell the existing ones out of state. For the backhoe, the options are to retrofit it or sell it and buy a new one. Due to the District's grandfathered status in the new regulation we have until 2027 to make these changes.

## **Control Operations**

Field Supervisors: Kevin Combo, Demetri Dokos, Ryan Wagner, Garth Ehrke and Michael Fike

Program Coordinator: Steven Ramos

Number of employees: 38 full-time

One of the goals of control operations is to review the current zone and staffing structure (CO-1) and to look at how we can increase the breadth of knowledge within all staff so the District as a whole can be ready for the next paradigm shifting event. The emergence of invasive Aedes highlighted that paradigm shifts are more manageable when staffing is flexible and the District will be working on increasing the adaptability of staff through training and varied assignments.

On the equipment side of things the department was able to evaluate several pieces of gear ranging from ULV backpacks to truck mounted spray platforms (CO-7). The department has outfitted some vehicles with electric pumps instead of gas pumps and will be testing them out this upcoming year. The department was also able to upgrade the pesticide tanks on the ULV units this past season (CO-4).

The District's invasive species response plan is also something that control operations will be looking at (CO-2). In 2020, the District focused more on doing wide area truck mounted pesticide applications rather than door to door backpack applications. This afforded technicians more time to do inspections and source reductions during the workday. In 2021, we will be looking at whether wide area or localized treatments provides better control of these mosquitoes.

The department is also looking at product and application methodology trials to get the most value out of our time and budget. Areas of interest continue to be the optimization of rice field and dairy lagoon treatments (CO-9). The District has also been approached by several vendors for trial work on new products that we will schedule for the summer months (CO-6).

### **Public Information**

Supervisor: Luz Maria Robles

Number of employees: 1 full-time

This past year, the Public Information department tested the usage of assemblies to reach more students within our District boundaries (PI-3). While cut short due to school closures, this method proved effective in reaching a large number of people in a short period of time. The department is looking to continue usage of this platform once schools re-open.

With the sterile insect technique (SIT) for controlling invasive mosquitoes on the horizon, a new project that has emerged is building a comprehensive outreach kit as part of developing an SIT program (PI-8). The department has been working on this kit with MVCAC and outside vendors which will include outreach materials for local elected officials, the media and residents when completed.

### **Shop**

Supervisor: Thomas Price

Number of employees: 3 full-time

The Shop continually looks at the status of the District fleet and makes changes when required (S-1). This year the Shop purchased a new  $\frac{3}{4}$  ton truck to serve as the vehicle that houses the A1 Super duty mist sprayer that is used in WALS applications. The mist sprayer itself was retrofitted by the shop this year to better serve the needs of the District which proved useful in the Aedes response in the city of Winters (S-5). Another custom piece of spray equipment the Shop developed in 2020 was a truck mounted ditch sprayer what is affixed to the hood of the vehicle. This tool allows for treatments to be done much more efficiently than standard methods.

## **GIS**

Supervisor: Ruben Rosas

Number of employees: 1 full-time

One of the larger tasks that was accomplished this past year was working with the catch basin crew to generate a uniform grid system for geo-referencing of catch basins compiled based on the original maps that the District received in 2005 (GIS-2). This makes the tracking of inspections and treatments such more streamlined and easier to reference when needed. Another project that the department took on with the catch basin crew has been creating heat maps of *Culex pipiens* abundance from previous seasons to look at seasonal trends in an effort to be proactive with catch basin sampling and larviciding.

During the 2020 season the GIS department in collaboration with the Ecological Management department was able to connect a unit with a highly accurate GPS technology with survey equipment to obtain high grade accuracy data. In the future this will allow for the modeling of watersheds and the enhancement of best management practices (GIS-4).

A new project that has emerged was to create a catalogue of aerial adulticide blocks that the District routinely flies with all the GIS files need by our aerial applicators (GIS-7). Once created, this will allow for faster order submission and posting treatment information to the District's website. This will save time for the Control, GIS and IT departments.

## **Fisheries**

Supervisor: Tony Hedley

Number of employees: 3 full-time

Weed control around the District ponds continue to be an ongoing issue (FH-5). The Fisheries department tried mechanical control of weeds in light of the Round-up resistance that these plants have been exhibiting. Mechanical removal of weeds has resulted in decent control of these plants making daily pond activities easier. The primary focus of the department has been to increase the culturing capacity in the ponds (FH-1). The department has identified aeration as a key factor to increase the amount of fish a pond can hold. This past year the department added an additional aerator to the ponds at the Elk Grove site bringing the total aerators to three. Lastly, the department has been collected mosquitofish from outside sources and reusing them to treat fish fields and wetlands, further increasing the sustainability of the department.

## **Laboratory**

Supervisor: Marcia Reed, Debbie Dritz, Sarah Wheeler

Number of employees: 12 full-time

This year, the lab is looking to complete the integration of the Mapvision data management software (LAB-1). This will allow the lab and control operations department to track in real time the placement and collection of traps throughout the District boundaries. The lab began this process this past season with using Mapvision to track trap placement for the invasive Aedes program. The IT department will work with the lab to train technicians and for the overall completion of this goal.

This past year the lab completed making improvements to the biological safety level 2 facility and the colony room (LAB-2 and LAB-6). On the horizon the lab is looking to make space improvements to the chemical room for better utilization (LAB-5). From an equipment standpoint the lab is anticipating to evaluate the current inventory of microscopes this year and making recommendations if any need to be replaced (LAB-7).

## **Summary of Projects Completed in Previous Years**

### **Projects Completed in 2019**

- The new District website was implemented with the addition of the children's education page.
- Numerous larval and adult mosquito control products and application methodologies were tested with some being integrated into District operations.
- The District became certified to apply pesticides via Unmanned Aerial Systems.
- The Shop designed and built interchangeable mounts to rapidly switch ATVs between larvicide and adulticide applications.
- With the *Aedes aegypti* detection in Citrus Heights, the Lab has implemented an expanding surveillance program as well as started looking at product efficacy against this species of mosquito.
- The Fisheries department is investigating increasing the yield and quality of fish through the incorporation of aeration technologies.

### **Projects Completed in 2018**

- WALs was tested for the first time at the District and plans were made for future implementation.
- The District applied and received a Public COA from the FAA, an important step moving towards making pesticide applications via drones.
- A new adulticide and larvicide were tested for integration into Control Operations.
- The Lab implemented and expanded their invasive species surveillance program.
- The IT department implemented the T-Mobile carrier for office staff to cut down on the District's mobile phone expenses.

### **Projects Completed in 2017**

- The new Administration software was installed. The accounting portion of the software has gone live.
- An AGRAS MG1-S spray drone was purchased.
- New trucks arrived and were being transitioned for field use.
- MapVision implemented in Yolo County.
- New zone boundaries were being tested with an analysis on the new structure slated for the off season.

### **Projects Completed in 2016**

- The new insectary construction was completed.
- MapVision was implemented for Control Operations in Sacramento County.
- The asphalt in the Woodland facility was re-sealed.

## **Recommendation: Information Only**



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# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

### **5. Board Review and Consideration of District Fire Alarm Upgrade**

#### **Staff Report:**

The District's Elk Grove Facility currently has a fire suppression system that is composed of a sprinkler system and audible chimes affixed to the outside of the buildings. While this meets state and local safety requirements, the District is looking to enhance this system by adding audible chimes inside of the buildings that would trigger if the system detects a fire. This enhancement would place these chimes throughout the facility and provide a more robust notification system for all District staff when triggered. The office at the Woodland facility is already equipped with an internal chime.

The District reached out to multiple companies for quotes and two agreed to provide bids for the project. The detailed quotes are attached and a summary of the bids are provided below.

<b>Company</b>	<b>Cost</b>
Sacramento Control Systems, Inc.	\$66,750.00
Valley Fire & Security	\$51,756.05

Both companies have been very responsive to the District's requests for information and clarification on the provided quotes. These quotes include all labor and materials for the installation of the security system and are prevailing wage. They do not include permit fees from the city which are estimated to be \$2000. These quotes do not include installation of conduit or junction boxes should the need arise. Our current fire panel is equipped with conduit to the various building on the facility; therefore major electrical upgrades are not a concern for this project. If any electrical work should be required the District will reach out to a licensed electrician.

#### **Recommendation:**

**Authorize staff to work with Valley Fire & Security to upgrade the District's fire suppression system and approve a project budget not to exceed \$72,000.**



**PROPOSAL**  
**SACRAMENTO CONTROL SYSTEMS, INC.**  
**C10 License #408126 CA License #ACO 744**  
**11249 Sunco Drive, #3**  
**Rancho Cordova, California 95742**  
**(916) 638-0788 office #**  
**(916) 638-0893 fax#**

		Date	December 30, 2019			
Customer	SACRAMENTO YOLO MOSQUITO AND \			Job Name	FIRE ALARM NOTIFICATION	
Address	8631 BOND RD			Job Address	86321 BOND RD	
City/St/Zip	ELK GROVE	CA	95624	City/St/ZIP	ELK GROVE	CA 0
Contact	SAMER ELKASHEF			Contact	0	
Phone	800-429-1022			Phone	0	
Fax				0 Proposal Type	0	

We hereby submit specifications and estimates as follows:

**SUPPLY & INSTALL:**

1 SYSTEM BILL OF MATERIALS SEE ATTACHED

- \* SCS WILL REPLACE EXISTING FIRE ALARM PANEL AND ANNUNCIATOR
- \* SCS WILL PROVIDE DRAWINGS AND SUBMITTALS , PROGRAMMING AND FINAL ACCEPTANCE WITH AHJ,
- \* SCS WILL UPGRADE SYSTEM AND INCLUDE POWER SUPPLIES AND NOTIFICATION DEVICES IN EXISTING BUILDINGS AND THROUGHOUT FOR ADA FULL NOTIFICATION COVERAGE OF SYSTEM WHEN IN FIRE ALARM.
- \* PLAN CHECK FEES ARE NOT INCLUDED AND WILL BE BILLED TO CUSTOMER ON A SEPARATE INVOICE
- \* ANY ADDITIONAL INSURANCE OR CERTIFICATES NOT CURRENTLY CARRIED BY SCS WILL BE AT ] CUSTOMERS EXPENSE.
- \* SCS WILL DRAW AND SUBMIT PLANS TO AHJ, ANY CHANGES MANDATED WILL BE AT CUSTOMERS EXPENSE.

We hereby propose to furnish material and labor, complete in accordance with above specifications, for the sum of:

**BALANCE DUE UPON COMPLETION** **\$ 66,750.00**

**Wireless Monthly Service**

Any alteration from above specifications involving extra costs will be executed only upon written orders and will become an extra charge. Note: This proposal may be withdrawn by us if not accepted within (30) days.

Authorized Agent: JUSTIN MOORE

Signature: \_\_\_\_\_

Automatic Alarm Systems  
A California Company

## VALLEY FIRE &amp; SECURITY ALARMS

157 Parkshore Drive

FOLSOM, CA 95630

916-608-0977 FAX 916-608-0978

CA Lic#: 954517

\*\* Proposal \*\*

1/6/2021

Project Number: 10008FL

## Project Description:

Sac-Yolo district fac - ADD

Add Additional Fire Alarm Devices

## \*\* Proposal \*\* to:

Sac-Yolo district fac - ADD

Samer Elkashef

assistant manager

8631 Bond Road

Elk Grove, CA 95624

Tel: 800-429-1022

## Project Site:

Sac-Yolo district fac - ADD

Samer Elkashef

assistant manager

8631 Bond Road

Elk Grove, CA 95624

Mfr-Part No.	Qty	Description	Extended
1.		Valley Fire and Security to provide and install wire as well as terminate devices.	
2.		Valley Fire and Security to Draw and submit plans to the local AHJ for approval.(All plan check and permit fee's are not included)	
3.		Customer to provide 120VAC power on a dedicated breaker at fire alarm control panel and power extender's.	
4.		Valley Fire & Security will be installing as free air system without conduit and will connect to existing fire panel.	
5.		Customer to supply and install all required conduits, boxes, & raceways.	
Dep System	6	NAC Power Supply with Sync, 120VAC/24VDC 6 Amp	
ADI	12	ULTRATECH 12V 7AH SLA BATTERY	
Honeywell	6	Multi output relay module for notification appliance supervision	
	6	Honeywell Addressable 5193 Smoke detector above Power Supply	
System Sensor	20	2 Wire horn/strobe, wall mount, red, fire, standard Cd 15 2	
		Wire horn/strobe, wall mount, red, fire, standard Cd 15-110.	
System Sensor	10	Strobe Ceiling Std Candela Red	
Wire	5	14/2 SOL JKT FPL 1M RL RED	
Wire	5	18/2 SOL JKT FPL 1M BX RED	
Wire	16	SOL STR UNDERGROUND WIRE	

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1. Valley Fire and Security to provide and install wire as well as terminate devices.
2. Valley Fire and Security to Draw and submit plans to the local AHJ for approval.(All plan check and permit fee's are not included)
3. Customer to provide 120VAC power on a dedicated breaker at fire alarm control panel and power extender's.
4. Valley Fire & Security will be installing as free air system without conduit and will connect to existing fire panel.
5. Customer to supply and install all required conduits, boxes, & raceways.

All materials are guaranteed to be as specified. All work is to be completed in a professional workmanlike manner. Any alteration or deviation from the above described work shall be at additional cost and be borne solely by the Customer. Valley Fire and Security is not an insurer. Upon acceptance, this proposal must be attached to a signed contract before the start of any work.

Acceptance of Proposal:

The below price, specifications and conditions are agreeable.

Valley Fire & Security Alarms, Inc is authorized to begin work.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

This \*\* Proposal \*\* is Valid for 60 Days.

Shipping & Handling: 412.39

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Robert Crachy, Estimator

1/6/2021

VALLEY FIRE & SECURITY ALARMS

Project: 10008FL

Shipping & Handling: \$ 412.39

Project Total: \$ 51,756.05

# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

6. **Closed Session-Consideration and Potential Acceptance or Rejection of Claim for Liability (Gov. Code § 54956.95):claimant J. Shurnas**  
**Claim for: Alleged property damage to exterior house and car paint due to pesticide spraying on property**  
**Date of claim: October 1, 2020 – present**  
**Agency Claimed Against: Sacramento-Yolo Mosquito & Vector Control District**

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# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

7. **Closed Session- Public Employee Performance Evaluation (Gov. Code § 54957): Manager**

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# **Sacramento-Yolo Mosquito and Vector Control District**

## **January 19, 2021 Board Meeting**

### **8. Board Consideration and Approval of District Officers for President, Vice President, and Secretary and Delegating the Manager to Perform Responsibilities of the Secretary**

#### **Staff Report:**

The following is an excerpt from existing law:

2027. (a) At the first meeting of the initial board of trustees of a newly formed district, **and in the case of an existing district at the first meeting in January every year** or every other year, the board of trustees shall elect its officers.

(b) The officers of a board of trustees are a president and a secretary. The president shall be a trustee. The secretary may be either a trustee or a district employee. A board of trustees may create additional officers and elect members to those positions. No trustee shall hold more than one office.

In addition, the Board passed Resolution 1-19-10B (enclosed) that defines the Rules and Proceedings for District Board meetings.

Pursuant to Resolution 1-19-10B the current officers of the Board are President, Vice President, and Secretary. The Board may delegate the authority to perform responsibilities of the Secretary to the Manager.

#### **2020 Officers**

**President – Jayna Karpinski-Costa**

**Vice President – Craig Burnett**

**Secretary – Gar House**

#### **Recommendation:**

**Pleasure of the Board**

## **RESOLUTION NO. 01-19-10B**

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SACRAMENTO-YOLO MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING RULES FOR PROCEEDINGS FOR BOARD MEETINGS**

BE IT RESOLVED by the Board of Trustees of the Sacramento-Yolo Mosquito and Vector Control District that the following rules for proceedings of Board meetings are hereby established:

#### **SACRAMENTO-YOLO MOSQUITO AND VECTOR CONTROL DISTRICT RULES FOR PROCEEDINGS OF BOARD OF TRUSTEES MEETINGS**

**1. Introduction.** These are the rules for proceedings of meetings of the Board of Trustees of the Sacramento-Yolo Mosquito and Vector Control District. They are adopted pursuant to Health and Safety Code section 2029(e). The Board governs the District and determines all questions of District policy. The purpose of these rules is to facilitate the conduct of Board meetings, and public participation in Board meetings, in an orderly and efficient manner. The Mosquito Abatement and Vector Control District Law (Health and Safety Code § 2000 and following), Ralph M. Brown Act (Government Code § 54950 and following) and any other applicable law shall control over any inconsistent provision contained in these rules.

**2. Board Composition.** The Board of Trustees shall be appointed pursuant to Health and Safety Code section 2021(d). The Board consists of thirteen trustees with one trustee appointed by each City Council of the Cities of Citrus Heights, Davis, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, Sacramento, West Sacramento, Winters and Woodland, one trustee appointed by the Sacramento County Board of Supervisors, and one trustee appointed by the Yolo County Board of Supervisors. Trustees serve for a term of office of two or four years as determined by the appointing city or county. Terms of office commence on the first Monday in January. A vacancy on the Board of Trustees shall be filled by the appointing city or county pursuant to Health and Safety Code section 2024(b) and Government Code section 1779.

**3. Method of Transacting Business.** A majority of the Board shall constitute a quorum for the transaction of business (i.e., at least seven trustees). The Board shall act only by ordinance, resolution or motion. Board action requires a majority vote of those trustees present and voting (i.e., a majority of a quorum), except when a different voting requirement to approve a particular action is specified under state law. Unless a trustee expressly abstains from voting, a trustee's silence will be recorded as an affirmative vote. An express abstention will not be counted as an affirmative vote.

**4. Minutes.** The District Secretary shall prepare and maintain written minutes of each Board meeting. The District Board minutes shall include at least the following information: names of the trustees and staff present at the meeting; brief summary of the discussion of the Board on each matter considered; names of the trustees who make and second ordinances, resolutions and motions; and,

the ayes and noes taken upon all action items. Any trustee may request that a brief abstract of his or her statement either in support or opposition of any matter be entered in the minutes.

**5. Board Officers.** The officers of the Board shall consist of a President, Vice President and Secretary. At its regular meeting in the month of January, the Board shall elect one of its members as President, one as Vice President and one as Secretary. The term of office for President, Vice President and Secretary shall be for one year from February 1 to January 31; provided, however, that the President, Vice President and Secretary serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by the Board.

The President shall have the following duties:

- (a) To preside over Board meetings and preserve order and decorum.
- (b) To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.
- (c) To call special meetings.
- (d) To execute all ordinances, resolutions and contracts of the District, except as otherwise authorized by the Board.
- (e) To appoint Board committees.

In the absence of the President or vacancy in the office of President, the Vice President shall perform the duties of the President.

The Secretary shall have the following duties:

- (a) To keep and maintain the Board agendas, notices and minutes.
- (b) To attest to the signature of the President on ordinances, resolutions and other documents requiring attestation or verification.
- (c) To certify District documents as true and correct copies.
- (d) To give notice of meetings and hearings as required by law and these rules.
- (e) To perform such other duties as directed by the President or the Board.

In the absence and/or vacancy of the President and Vice President, the Secretary shall perform the duties of the President. The Secretary may delegate duties to the District Manager.

**6. Order of Business.** The order of business taken up for consideration by the Board at a regular Board meeting will ordinarily be in the following order:

- (a) Call to order

- (b) Roll call and determination of quorum.
- (c) Pledge of Allegiance.
- (d) Consent agenda, including approval of minutes.
- (e) Opportunity for public comment.
- (f) Public hearing(s), if any.
- (g) District Manager and other administrative and staff reports.
- (h) Board business, including, but not limited to, new and unfinished business action items, committee reports, meeting announcements.
- (i) Board/staff general discussion.
- (j) Closed sessions, if any.
- (k) Adjournment.

The Board by motion or President may take any item of business out of order.

## **7. Meeting Agenda.**

**(a) Regular meetings.** The Board of Trustees shall hold a regular meeting each month. The time and location of the regular Board meeting shall be determined by Board resolution.

**(b) Agenda preparation.** The District Manager, in consultation with the President, shall be responsible for preparing the regular Board meeting agenda and special meeting notice/agenda. The District Manager shall post meeting agendas and notices on the District website and at the District main office (8631 Bond Road, Elk Grove, CA) and Yolo County office (1234 Fortna Avenue, Woodland, CA) at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must specify the time and location of the meeting and contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting. Any trustee may request the District Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting generally shall be five business days preceding the Board meeting date.

**(c) Board/staff general reports.** Under this agenda item, trustees and staff may ask questions for clarification and make brief announcements and reports, and trustees may provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda. Unless the Board makes one of the determinations required under Government Code section 54954.2, there shall be no substantive discussion or action on matters covered in these reports.

**(d) Public comments on non-agenda items.** Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. In response to these public comments, the Board may briefly respond, request staff to report back on the matter, or direct staff to place the matter on a subsequent agenda. In order to facilitate the meeting and public participation during the public forum session of the meeting, the President may limit the total amount of time allocated for public comment on a particular issue or matter (15 minutes or less shall normally be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less shall normally be standard).

**8. Adjournment.** A meeting of the Board shall be adjourned by (a) loss of a quorum, (b) motion made, seconded and approved to adjourn the meeting, or (c) declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board. A meeting of the Board may be adjourned to a specific day and time by (a) motion made, seconded and approved by the Board, (b) approval of less than a quorum of the Board if a quorum is not present, or (c) the Secretary if all trustees are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the District office where the meeting was held within 24 hours after the time of adjournment.

**9. Special Meeting.** A special meeting may be called at any time by the President or by a majority of the Board by delivering personally or by mail written notice to each trustee and to each newspaper, radio or television station requesting notice in writing. The special meeting notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. The special meeting notice must be received at least 24 hours before the time of the meeting specified in the notice. The special meeting notice also must be posted at least 24 hours before the meeting in the usual agenda posting location. The written notice may be dispensed with as to any trustee who at or prior to the time the meeting convenes files with the Secretary a written waiver of notice. The written notice may also be dispensed with as to any trustee who is present at the meeting at the time it convenes.

#### **10. Closed Session.**

**(a) General.** A closed session may be held on any subject authorized under the Ralph M. Brown Act. Closed sessions must be properly disclosed and described in the agenda as required by the Brown Act. (Government Code § 54954.5.) The Board shall not keep minutes of its closed sessions. Prior to holding a closed session on any matter, the President shall refer to the closed session item or items by reference to the appropriate agenda item number(s). In the closed session, the Board shall consider only those matters covered in the agenda.

**(b) Report Back.** After any closed session, the Board shall reconvene into open session and publicly report any action taken (including the roll call vote) during the closed session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee; or to finally approve a labor contract. For the report back obligations relating to pending litigation, the Board should consult the District's attorney. (Government Code § 54957.1.)

**(c) Closed Session Confidentiality.** A trustee shall not disclose confidential information that has been received for, or during, a closed session meeting of the Board to a person not authorized to receive the information, unless the Board of Trustees authorizes such disclosure. This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law; (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action; or (3) disclosing information acquired by being present in a closed session that is not confidential information.

## **11. Rules of Order.**

**(a) General; point of order.** Action items shall be brought before and considered by the Board by motion in accordance with the following rules of order. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and therefore does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order). If a trustee believes order is not being maintained or procedures are not adequate, then he or she may raise a point of order to the President. A point of order does not require a second. If the ruling of the President on the point of order is not satisfactory, then it may be appealed by motion (which does require a second) to the full Board. A majority vote of the Board will govern and determine the point of order.

**(b) Obtaining the floor.** Any trustee desiring to speak should address the President and upon recognition by the President may address the subject under discussion.

**(c) Motions.** Any trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows: (1) a trustee makes a motion; (2) another trustee seconds the motion; and (3) the President states the motion. Once the President has stated the motion, it is open to discussion and debate. Before voting on any motion, the President should ask for any comments from the public audience. After the matter has been fully debated (subject to a motion to close debate and vote immediately, discussed below), the President will call for the vote.

**(d) Secondary motions.** Ordinarily, only one motion may be considered at a time, and a pending motion must be voted on before the Board considers any other motion or business. However, there are a few exceptions to this general rule where a secondary motion concerning the main motion may be made and considered before voting on the main motion. The secondary motion exceptions are the following:

(1) Motion to amend. A main motion may be amended before it is voted on, either by the consent of the trustees who moved and seconded, or by a motion to amend, which is then seconded and approved by the Board. After approving an amendment by consent or by a motion to amend, the Board then proceeds to consider the main motion as amended.

(2) Motion to table. A main motion may be indefinitely tabled before it is voted on by a motion to table, which is then seconded and approved by the Board. After approving a motion to table, the main motion is not furthered considered at that meeting and remains tabled until placed on a subsequent meeting agenda.



(3) Motion to postpone. A main motion may be postponed to a specified date and time by a motion to postpone, which is then seconded and approved by the Board. After approving a motion to postpone, the main motion is not further considered at that meeting and is then reconsidered at the date and time specified in the motion to postpone.

(4) Motion to refer to committee. A main motion may be referred to a Board committee for further study, recommendation, and report back to the Board by a motion to refer to a specified committee, which is then seconded and approved by the Board.

(5) Motion to close debate and vote immediately. Debate on a main motion may be closed by a motion to close debate and vote immediately, which is then seconded and approved by the Board.

(6) Motion to adjourn. A meeting may be adjourned before voting on a main motion by a motion to adjourn, which is then seconded and approved by the Board. After approving a motion to adjourn, the meeting then immediately adjourns without further consideration of the main motion.

**(e) Public comments.** Any person shall have the right to address the Board as provided in these rules upon attaining recognition of the President. No person shall address the Board without first being recognized by the President. A member of the public may address the Board on any matter within the jurisdiction of the Board either at the time of the agenda item or, if the matter relates to a non-agenda item, during the public comment portion of the agenda. Except for public hearings, comments from the public on agenda items shall not be received until after completion of the Board discussion and deliberation, and just before final action or completion of the agenda item. The President may limit or restrict public comment that is irrelevant to the particular agenda item, outside the jurisdiction of the District, or unduly repetitive or cumulative of comments already received.

**(f) Decorum.** Each trustee, staff person, and member of the public who addresses the Board shall do so in an orderly manner. No person shall yell or make profane or threatening remarks to any member of the Board, staff or general public. No person shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping, or other acts that unreasonably disturb, disrupt, delay or otherwise impede the orderly conduct of any Board meeting. Except as allowed by these rules of order, a trustee or staff person shall not by conversation or other means delay the Board proceedings or disturb any other trustee or staff person while speaking.

**12. Public Hearing.** Matters that are required to be heard at a public hearing shall be conducted in accordance with the procedures in this section. Public hearings generally will be held at the beginning of the meeting as a convenience to the public. The usual order of procedure is as follows:

(a) No sooner than the time set for the public hearing, the President declares the public hearing open.

(b) The Secretary or other appropriate staff person verifies that notice of the public hearing has been given in the manner required by law.

(c) The District Manager or other appropriate staff person presents a staff report concerning the subject of the hearing.

(d) The President asks whether any trustee has any questions of the staff.

(e) The President asks the District Manager or other appropriate staff person whether any written comments on the subject matter of the public hearing have been received.

(f) The President asks whether any members of the public wish to present written or oral comments on the subject of the public hearing.

(g) The President closes the public hearing.

(h) The Board deliberates and acts on the item.

No person shall be permitted to speak during the hearing about matters not germane or relevant to the subject of the hearing. Individuals testifying at a public hearing do not have a right of unlimited time. In his or her discretion, the President may set time limits on the amount of time an individual speaker is allowed to speak during the public hearing. When many individuals intend to present oral comments, a three minute per speaker time limit may be imposed by the President. Any time limits so established shall be uniformly applied and strictly adhered to. A public hearing may be continued from time to time by motion of the Board.

**13. Meeting By Teleconference.** The Board may conduct meetings by which one or more trustees attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. (See Government Code § 54953(b).) For any meeting by teleconference conducted by the Board, the following requirements will apply:

(a) Each teleconference location (i.e., the location from which one or more trustees attends and participates via teleconference) will be accessible to the public.

(b) When meetings by teleconference are held by telephone, speaker phones will be used at the main meeting location and, when feasible, at any teleconference location where there are members of the public in attendance.

(c) All votes taken at a meeting by teleconference will be by roll call.

(d) Each teleconference location will be identified in the regular meeting agenda or special meeting notice/agenda, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

(e) Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice/agenda in substantially the following form: "All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: *insert teleconference location(s)*. Each teleconference location is accessible to the public, and members of the public may address the Board of trustees from any teleconference location."

(f) In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice must be posted at all teleconference locations at least 72 hours before regular meetings or 24 hours before special meetings.

**14. Rule Enforcement.** The President shall maintain order and decorum of meetings and enforce these rules for proceedings. If a person (including a trustee, staff person or member of the public) breaches these rules, then the President may order that the person be orderly and silent or otherwise control his or her comments or behavior in accordance with these rules. If, after receiving such an order, a person persists in disturbing the meeting, the President may order the person to leave the Board meeting. If the person does not leave, the President may adjourn or continue the meeting, or direct a law enforcement officer to remove the person from the Board room. If necessary, the President may suspend a meeting until the disturbance has ceased or appropriate law enforcement personnel may be summoned.

**15. Rule Suspension.** By motion, the Board in its discretion may at any meeting temporarily suspend these rules in whole or in part, so long as the suspension does not violate any state law.

PASSED AND ADOPTED by the Board of Trustees of the Sacramento-Yolo Mosquito and Vector Control District on the 19 day of JANUARY, 2009 by the following vote:

AYES: 9  
NOES: 0  
ABSTAIN: 0  
ABSENT: 4

Attest:

Fredrick S. Tschal  
Secretary

Rosemarie Moore  
President

Robert J. McGarvey  
Robert J. McGarvey, President Elect

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