



**SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
MINUTES OF AUGUST 29, 2014  
CAPITAL IMPROVEMENT AD HOC COMMITTEE MEETING

1. The Capital Improvement Ad Hoc Committee met to discuss the 2015-2020 Capital Improvement Program.

The meeting was called to order at 1:30 pm.

In attendance:            Stephen Morgan, Vice-President  
                                      Larry Mower, Trustee  
                                      Peter Bonkrude, District Manager  
                                      Guangye Hu, Assistant Manager  
                                      Darcy Buckalew, Administrative Office Manager  
                                      John Albright, Vector Ecologist  
                                      Mike Alexander, Field Supervisor  
                                      Geoff Taylor, Field Supervisor  
                                      Kevin Pearson, Mechanic/Maintenance Specialist

The District Manager stated that the Capital Improvement Program (CIP) Ad Hoc Committee was meeting to discuss and prioritize projects for the next 5 years. The District Manager stated he asked the department heads to evaluate their departments and their needs for the next 5 years. Each department head notified the District Manager of possible capital improvements for their respective departments. Some of the past 2010-2015 CIP's include; the Aquaculture Facility, Insectary, ATV purchase, Truck purchase, District servers, MOS-Mobile Operations System and Laptop Replacement. The District Manager reviewed the proposed projects for the next five years 2015-2020;

- Fleet Management, estimated cost \$75,000, two ford rangers will be up to be rotated to multi-use, per 2012 Fleet Management Policy, 2 mid-sized trucks and 1-ARGO. Ford Rangers are not being produced anymore so the district may have to look for another similar sized truck to meet the needs. The current ARGO will possibly last 2 years, repairs are getting more costly and more frequent.
- Pesticide Dispersal System Upgrade, estimated cost \$7,800, review and overhaul pesticide storage, mixing and dispersal of liquid and dry pesticides, possibly secondary containment, shelving and replacement of pump system.

- Air Condition Shop, estimated cost \$2,000-9,000; currently the shop has a swamp cooler that is due for replacement. Trustee Morgan stated that the life span of a swamp cooler is 7-8 years and then we are faced with replacing it again. An HVAC unit may be better as far as longevity. Mr. Pearson stated the only concern with a HVAC unit would be the frequent use of the roll-up doors and it may not be the most efficient in the long run.
- Audio/Video Upgrade, estimated cost \$7,000, this upgrade would include replacing whiteboard with 50-70 inch touch screen monitor for the technicians to access the MOS system to organized and plan their operations they would also use it for trainings and webinars/educational productions.
- Security Cameras, estimated cost \$3,000, security is a concern, we currently have door sensors, indoor motion sensors and a gate sensor, but no way to monitor the property. Vice-President Morgan asked how vandalism has been. The District Manager stated it has not been an issue for our property, but has been an issue for all the surrounding properties. There are some access points around the property that will need to be addressed to keep security tight.
- Telephone System upgrade, estimated cost \$12,000/yr for 5 yr-\$60,000, we have had the current system for 10 years. There are many technological advances that can be implemented with an upgrade.
- Card Controlled Entry, estimated cost \$30,000, the proximity card access control system allows computer control of doors from a single location, allows cards to be activated and deactivated from a central point and logs and tracks users and access times. Mr. Pearson stated the issue would be getting electricity to fencing/gates. The District Manager stated wireless may be available.
- New Septic Tank, estimated cost \$17,000, increase in building, infrastructure and wastewater load, another septic system should be installed. This septic will serve as the wastewater outflow for the new fish facility and the expanded lab space. Mr. Pearson stated the septic system is at capacity and if there were any bathrooms/showers added the tank would need to be replaced. Discussion followed regarding the logistics of the septic system and construction.
- New Well, estimated cost \$12,000, increase in building infrastructure and water needs for the District, another well should be drilled and installed for the new fish facility. The new well will be dedicated to the fish facility and any future development on the premises. The District Manager stated if we increased the building on the site we would need a new well. Discussion followed regarding the new well, capacity, leach lines and septic.
- Fencing, estimated cost \$22,000, the District currently owns an adjacent parcel to the current property. Because this land was purchased after the installation of our current security fence, a temporary fence was installed on the new parcel, separating the new land from the current property. To utilize this property and integrate the two parcels, we need to move the security fence.

- Paving, estimated cost \$35,000, the majority of our property remains gravel. Due to the proposal to move the District staff parking behind the building, additional paving would be required. We propose all areas where vehicles routinely drive. Mr. Pearson stated that we should consider the digging up of the septic and well projects before repaving.
- Automated Notification of Operations, estimated cost \$7,000, notification of fogging routes, disease concerns and general operational notes continues to be need requested by the public. Currently we offer an email notification that sends out a listing of all routes we will fog to everyone on the list. A product like RapidNotify will allow us to target the areas we contact and enable us to automated notification through email, phone and text; filling any potential communication need of our District residents.
- More Lab Space, estimated cost \$120,000, this will be a remodel/expansion of our current lab and operations space. The plan is to expand to the current roof line of the operations/shop building and connect the current breezeway. This will add approximately 1000 ft to the building, and reorganize the workspace to better match current and future needs. This project will include increasing the insectary space, creating a separate room for potential PCR, or other lab work requiring a sequestered space. Additionally, we would install 4 fixed microscope locations with PC portals, seating and desk space. The hood would be relocated to the outside of the insectary. Discussion followed regarding increasing the lab space, operations, fish facility, electricity, plumbing and design as well as the timeline of construction.
- Permanent Fish Facility, estimated cost \$115,000, 80 x 80 x 12 building in a light gauge product with (2)10x10 roll doors, 6- man doors, 4- windows, and 3-inch rigid insulation throughout the building. This building will have two 40 foot sides to it, meaning there would be a wall running the entire length at 40 feet. This space will allow for up to 6 tanks, a small (20 ft X 40ft) office and storage space and a 60 X 40 ft vehicle parking. Discussion followed regarding using the fish facility as a temporary home for the lab and the operations while construction was being completed.
- Increase Insectary Capacity, estimated cost \$15,000, this project will be included in the remodel/expansion project, but will be itemized out separately due to the specialty needs of the project. We will design the space to be humidity, temperature and light controlled.
- Office Space for Field Supervisors, estimated cost \$6,000, this project will be included in the remodel/expansion project and will include desk/cubicle, phones, computer docking space and document storage similar to what we currently have for our Asst. Vector Ecologist.

- Fill in Pond in the Back, estimated cost \$12,000, we needed this pond for a fire pond, the fire inspector stated it was no longer needed as a fire pond. This proposal is to cut pond in half, line it and make it additional storage pond for fish.
- Parking Structure, estimated cost \$40,000, to gain parking spaces and control the access points of the District. We are proposing to move all employee parking to the back of the District buildings. In addition to paving the area, it would also be prudent to add shade structures to protect vehicles and add solar power space. We would also store the lab vehicles in the shade structure parking area.
- Solar power, estimated cost \$20,000, in an effort to be more “green” and reduce costs to the District in utilities, we are suggesting the addition of solar panel systems on both the new fish facility and the proposed parking structure. Solar power has increasingly been a good option for new build projects.
- Additional Staff Entrance/Exit, estimated cost \$20,000, when discussing needs for infrastructure improvements at the District, it was brought up that we only had one exit from the District grounds, and the property is bordered by water ditches on 3 of the 4 sides. The potential project idea was identified as a capital improvement project to add another culvert and ditch connecting the back of the property with Latona Road. The plan is to make this the employee entrance/exit with a gate that opens and closes with a proximity card entry system. This would protect the employee area of the grounds from unauthorized access.
- MOS upgrade, estimated cost \$50,000, the current mobile operations system used by District staff was expected to have a functional life of 7 years. It was rolled out in 2010; therefore the District would have to consider upgrading or replacing the software that drives our District data in 2017-2018. The MOS is the hub of information for our District and serves as our time accounting, operational and lab record keeping, inventory management, billing and invoicing and service request system.

The District Manager stated the completion of all the projects would be estimated at \$819,360. There are funding source available in our reserve accounts as well as VCJPA. The District Manager asked the committee member to prioritize the projects. Vice-President Morgan stated he would like to see input from staff as to the priorities because they are the ones who work at the district every day. The District Manager asked the committee members to review and bring questions or suggestions back to the next meeting. The next meeting will be September 15, 2014 at 1:30pm.

The Capital Improvement Ad Hoc Committee Meeting was adjourned at 3:11 P.M.