



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

April 18, 2017

District Office, 19200 Latona Road, Anderson, CA 96007

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

1. Call to Order: District Board President Vickie Marler called the meeting to order at 1:00 P.M.
Roll Call
Trustees Present: Larry Mower, Vice President
Mike McNamara, Secretary
Ann Morningstar, Trustee

Trustees Absent: None

Others Present: Peter Bonkrude, District Manager
Darcy Buckalew, Administrative Office Manager
Guangye Hu, Assistant Manager
John Albright, Vector Ecologist
2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Vice President Mower led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Vice President Mower and seconded by Trustee Morningstar to unanimously approve the agenda.**
4. Public Comment: President Marler stated that this is the time for any person wishing to address the Board to do so.
5. Consent Calendar –
 - a) Minutes of the Regular Board Meeting held March 21, 2017.
 - b) March Payables in the amount of \$140,270.93. **A motion was made by Trustee Morningstar and seconded by Vice President Mower and it was agreed to approve the consent calendar.**
6. Items Removed from the Consent Calendar –

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Report at 3/31/2017-
The District Manager stated that we are right where it is expected for the March financials. The next property tax monies will be accounted for on the May financials.
- b) Strategic Plan Update- The District Manager stated this agenda item has been updated and sections highlighted for the staff and board members to view easily. Some of the highlighted items include Service Request updates as well as Fee for Service policy. We have also been working on different outreach avenues. We will be running public service announcements on KLXR radio and also on KIXE channel 9 during home improvement and gardening shows.
- c) Compliments to the District- The District Manager stated that Jenna received a call from a resident regarding service that was done at his property on Old Indian Trail. He wanted to let everyone know Robert did an excellent job while he was out there. He was very thorough, efficient, professional, and polite. Herb also wanted to pass along, Robert's a guy he'd want to keep around at all costs. Secretary McNamara stated the board wanted to relay a good job Robert.
- d) CA Arbovirus Bulletin #1, Week of April 7, 2017 The District Manager stated that the Bulletin shows as of April 7, 2017. The District Manager stated there are 3 WNV positive birds in 3 counties; Orange, San Diego and San Mateo. No WNV positive mosquito pools or humans as of this date. Overall there are fewer positives compared to this time last year. The Vector Ecologist stated mostly due to cooler weather.

8. Manager's Report – The District Manager stated this report period was filled with the MVCAC Annual conference, which as always, was extremely informative and helpful for the District mission. As expected, Zika virus and invasive *Aedes* response comprised many presentations; however, new techniques and ideas were found in every talk I had the chance to attend. As identified on the Board agenda, we've reached a point in our remodel project where we aren't able to build a useful laboratory design in our current budget limit. As such, we are proposing additional "value engineering", but anticipate the need for additional funding to complete the project. In order to complete the project and maintain some reserve liquidity, we are proposing financing a portion of the project. This will keep some of our reserves available for other potential capital projects, and if property tax revenues continue to increase, could be paid off before the end of the 10 year lease/purchase term. This additional \$200,000, when coupled with the already budgeted \$487,000, will result in an exciting new space that will fill the District's surveillance needs for the next 20 years. We continue to work on the pay in lieu of abatement project and will need to have the Board weigh in soon regarding the timeline and rollout of the project. We are discussing two potential options. The first would provide no additional "status quo" charges for the 2017 operational year and would roll out the pay in lieu program for the 2018 year. The second would continue with the status quo billing invoices for the 2017 operational year but would start a 3 year hold on any payments, during which we would negotiate with the property owners to establish a reasonable MOU. Lastly, as discussed later in the agenda, we were approached by a local DVM working on their graduate degree. In order to finish the degree, 200 volunteer hours on a practicum projected needed to be completed. Although she has a fairly restrictive schedule as a full time veterinarian, we put together several projects that could be worked on during her available time. The projects being worked on include: a

heartworm survey project where we would staff a booth at PetSmart and compare heartworm knowledge with mosquito surveillance/ heartworm prevalence, nymphal tick collections in the areas where we do adult surveillance to compare adult infectivity rates with nymphal infectivity rates, and general mosquito training. While at the MVCAC Annual Conference I was able to moderate the IT Symposium. One of the topics discussed was rebooting the gateway for reporting. Being able to utilize the statewide database for reporting mosquito abundance and disease data would be helpful to all the mosquito districts. Working on state legislature to run the database, leveraging Zika concerns to assist in utilizing these tools that the database already offers.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department added three seasonal vector control assistants: Reid Sheeks, Jesse Bible, and Greg Turner. The 4th seasonal, Chris Cain, will start on April 17th. Chris and Reid worked for us during last season. Greg is a floater between Operations and Surveillance. During this report period, operations ended the tick collection season, mosquito overwintering surveying, tapered off physical control projects, and focused more on mosquito inspections and treatment. Staff battled against the early season mosquitoes hatching from tree holes, vernal pools, and other types of breeding sources. Service Requests. A total of 103 service requests were received from 12 communities, in which 42% were from the Redding area. Among the types of service requests, more than half (57%) were for mosquito fish, one third were for mosquito complaints, and 11% were mosquito fish and mosquito complaints, only 2% for neglected swimming pools. Staff completed a total of 479 inspections in 13 communities for mosquito breeding, of which Redding had the most (33.2%) sites, followed by Anderson (26.6%) and Cottonwood (18.5%). Staff treated 145 sources for mosquito breeding. Of the treated sites, 45.1% were in natural areas 28.8% in residential areas, 12.4% in unclassified areas, and 11.8% in the agricultural areas. A total of 68 sources were treated with larviciding, adulticiding, and herbiciding products and 77 sites were treated with mosquito fish. The operations department also carried out the winter pool program. The report on winter pools will be in May's operations report. Our new truck, Chevrolet Colorado (#52), is being set up for mosquito work. This vehicle will replace vehicle #30 as a larviciding vehicle and #30 will be used as an adulticiding vehicle. We also had Three staffers attended the 2017 International Erosion Control Summit held at Shasta College
- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated Shasta Mosquito and Vector Control District typically begins extensive mosquito surveillance using New Jersey-style light traps and CO2-baited encephalitis virus surveillance (EVS) traps at the beginning of April. In 2017 we had three New Jersey traps that were left up at the end of the 2016 season that were already being monitored. Due to an earlier than expected mosquito season last year and abundant rains we also set EVS traps throughout lower elevation areas of the District throughout the month of March to provide additional early data for mosquito control decision-making. In 2017 the weather cleared and warmed later than it did in 2016. This has led to somewhat lower mosquito numbers this year compared to last, though counts are still above normal for this time of year. The proportion of mosquito types found in the environment is consistent with expected norms recorded at this time of the year since 1991. As is typical this time of year, the predominant species observed currently is *Aedes sierrensis* the treehole mosquito.

This mosquito species is our most significant nuisance mosquito and is also known to vector canine heartworm. Overall tick populations for the month of March were low compared to seasonal norms. This is somewhat in contrast to earlier in the season when numbers were generally higher than normal. Most likely, the relatively early and very substantial rains in the past five months led to early emergence of the *Ixodes pacificus* ticks which prefer high moisture and low temperatures. Since the next generation of these ticks won't emerge until the end of 2017, elevated *Ixodes pacificus* numbers did not carry through to the end of the season. *Dermacentor spp.* ticks seem to generally appear later in our annual tick surveillance and the cool weather seems to have delayed their emergence somewhat. On April 5, the District submitted 70 samples of from 3 to 5 *Ixodes pacificus* ticks each (314 total ticks) to Placer County MVCD to be tested for the presence of tick-borne diseases. The results of these tests are pending as of this report. A summary of tick testing for the 2016 - 2017 tick testing season will be in the May report to the Board. The end of March concludes our regular surveillance of adult ticks within the District. However, the District Manager has asked our intern to conduct some surveillance for nymphal ticks within the District while she is working for us. If she has success at this project it will allow us to gain some information about tick activity at a time when we are normally focusing exclusively on mosquito surveillance and control.

10. Committee Reports

- a) Executive –
- b) Financial – Secretary McNamara stated that the Financial Committee met today and discussed the preliminary budget for the 2017-2018 Fiscal Year. Discussion included the build project and financing a portion, reserve funds, revenue and expenses for Benefit Area 1 and 2. The Finance Committee will meet again in April to review and discuss the adjusted budget. President Marler stated it's a work in progress but possibly adding a forecast for the budget would be beneficial. The District Manager stated that he felt he could implement the forecasting component for the budget workshop.
- c) Personnel Committee–
- d) Oversight Committee-
- e) Ad Hoc Build Committee-

11. Old Business:

12. New Business:

- a) Discussion and/or approval authorizing the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$500,000 to be deposited into the District's Wells Fargo Banking account. The District Manager stated that when the District created the new financial accounting system, monies were transferred to the District's Wells Fargo banking account to pay for payroll, accounts payable and other District warrants for payment. At least quarterly, the District will replenish the Wells Fargo account from the Shasta County Treasury. This will be the fourth transfer of the 2016-2017 fiscal year. The District Manager added that short of remodel money we should be able to finish out the fiscal year with this transfer. **A motion was made by Vice President Mower and Seconded by Secretary McNamara and it was agreed unanimously to authorize the withdrawal and wire transfer of Shasta Mosquito and Vector Control District**

monies from the Shasta County Treasury in an amount of \$500,000 to be deposited into the District's Wells Fargo Banking account.

- b) Discussion and/or approval of Volunteer Service Agreement and adoption of Resolution No. 2017-02: A Resolution of the Board of Trustees of the Shasta Mosquito And Vector Control District Providing That District Volunteer Workers Are Covered Under District Workers' Compensation Insurance. The District Manager stated after discussion with our legal counsel the recommendation is that the District Board of Trustees adopts a resolution declaring that volunteers are District "employees" for purposes of workers' compensation insurance coverage and benefits. With this resolution, in the event of an on-the-job injury or illness suffered by the volunteer, the volunteer could pursue workers' compensation benefits and such benefits would be his or her sole remedy against the District. Without the resolution, in the event of such an injury or illness, the volunteer could sue the District under general tort and negligence principles and potentially seek much larger damages and benefits. Additionally, it is recommended to enter into a volunteer service agreement with the volunteer. **A motion was made by Secretary McNamara and Seconded by Trustee Morningstar and it was agreed unanimously approve the Volunteer Service Agreement and adopt Resolution No. 2017-02: A Resolution of the Board of Trustees of the Shasta Mosquito And Vector Control District Providing That District Volunteer Workers Are Covered Under District Workers' Compensation Insurance.**
- c) Discussion and/or approval to nominate a SMVCD Board member or staff to run for Seat C on the CSDA Board of Directors. A fiscal impact will be felt, but until we account for all the required travel a firm amount is unknown. The District Manager stated CSDA Board of Directors is looking for nominations to seat C. Region 1, SMVCD's region. The incumbent, Fred Ryness, Burney Water District, is running for re-election. Any regular member in good standing is eligible to nominate one person for election. The Board of Directors for CSDA is responsible for all policy decision related to CSDA's member services, legislative advocacy, education and resources. Serving on the Board requires one's interest in the issues confronting special district statewide. Commitment and Expectations: Attend all Board meeting, held every other month at the CSDA office in Sacramento; Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy. Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall) complete all four modules of CSDA's Special District Leadership Academy within 2 years. (CSDA does not reimburse for the two conferences or the Academy classes) If the Board wishes to select a nomination it must do so before May 19th, 2016. Secretary McNamara asked if the district had anyone serve on this board. The District Manager stated not to his knowledge. **No Action Taken.**
- d) Discussion and/or approval to authorize the District Manager to: (1) pursue financing with the CSDA Finance Corporation through their Lease/Purchase agreement for a financed amount totaling \$200,000 for a 10 year term at an estimated 3.15% interest rate, (2) In coordination with Hayashida Architects and Nichol Construction complete the value engineering design, (3) sign the attached contractor agreement and any additional needed agreements with Nichol Construction if building cost estimates are

below the current redesign cost of \$640,000 any required resolutions will return to the Board at the May Board Meeting. All items will be reviewed by District counsel prior to signature. For the last 3 years, the District has been attempting to remodel the District laboratory and insectary space. As identified by the Capital Improvements Committee, this project was highlighted as the priority for funding. Although this process has taken considerably longer than anticipated, we are fairly close to breaking ground. After several back and forth reviews by Nichol Construction, Hayashida Architects and the District's Building representative we seem to have struck on a compromise that still accomplishes the goal of additional space, better work flow and space to expand services and staff in the future. This agenda item is seeking to pursue additional funding, begin the contracting process with Nichol Construction and make the necessary adjustments to building design to finally get this project back on track. It can be approved as all three items together or individually by the will of the board. Options include authorizing the District Manager to: (1) pursue financing with the CSDA Finance Corporation through their Lease/Purchase agreement, (2) in coordination with Hayashida Architects and Nichol Construction complete the value engineering design, (3) sign the attached contractor agreement and any additional needed agreements with Nichol Construction if building cost estimates are below the current redesign cost of \$640,000. The fiscal impact will be based on the proposed agreement with CSDA Finance Corporation \$200,000 acquired through the lease/purchase program will cost the District an additional \$3,625.90 annually in interest payments if not paid off earlier than the proposed 10 year term. Additionally, this would move the current project budget from \$487,000 to a not to exceed amount of \$640,000, with the aim to reduce that cost through value engineering design/finish changes. President Marler added, as part of the Finance Committee meetings, we tasked the District Manager to reach out to other funding sources such as banks and, after receiving the information on proposed financing, we discussed different options to keep reserves in a healthy state and still achieve a remodeled lab at today's prices. Construction costs are rising and every day we wait the costs will rise. Trustee Morningstar agreed that construction costs continue to rise and the longer we wait it will cost the district more. **A motion was made by Vice President Mower and Seconded by Secretary McNamara and it was agreed unanimously approve authorizing the District Manager to: (1) pursue financing with the CSDA Finance Corporation through their Lease/Purchase agreement for a financed amount totaling \$200,000 for a 10 year term at an estimated 3.15% interest rate, (2) In coordination with Hayashida Architects and Nichol Construction complete the value engineering design, (3) sign the attached contractor agreement and any additional needed agreements with Nichol Construction if building cost estimates are below the current redesign cost of \$640,000 any required resolutions will return to the Board at the May Board Meeting. All items will be reviewed by District counsel prior to signature.**

CLOSED SESSION OF THE BOARD OF TRUSTEES - The Board convened to Closed Session at 1:47 P.M.

- a) Public Employee Personnel Matter pursuant to Government Code (§54957)—
Consideration of performance review and employment status of District Manager.

THE BOARD WILL RECONVENE TO OPEN SESSION – The Board reconvened to Open Session at 2:04 P.M.

- b) Closed Session Announcement(s). – President Marler stated that she will meet with the District Manager and go present the evaluations. The Board thanked the District Manager for a good job.

13. Trustee Comments, Requests for Future Agendas Items and/ or Staff Actions: *The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency situation exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a).* Vice President Mower suggested sending emails out to the board members as a reminder of outreach events coming up.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- *April 18, 2017 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *April 21, Redding Rancheria Earth Day, Win River*
- *April 22, 2017 Whole Earth and Watershed Festival, Redding City Hall*
- *May 16, 2017 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *May 29, 2017 SMVCD Office closed in observance of Memorial Day Holiday*

Upcoming Training:

- **Available anytime: web-based, required (every 2 years) Ethics Compliance Training – AB1234** - paste the following link into browser: <http://fppc.gov/index.php?id=477>. Once you have completed this course, be sure to print out your certificate of completion and bring a copy to the office for our files.

The Board meeting was adjourned at 2:08 p.m.

MINUTES APPROVED: _____
