



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

April 19, 2016 1:00 P.M.

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 Mr. Stephen Morgan called the meeting to order at 1:04 P.M.

Roll Call

Trustees Present: Stephen Morgan, President
Vickie Marler, Vice President
Larry Mower, Secretary
Mike McNamara, Trustee

Trustees Absent: Dale Dondero, Trustee

Others Present: Peter Bonkrude, District Manager
Darcy Buckalew, Administrative Office Manager
John Albright, Vector Ecologist
Al Shabazian, Vector Control Technician

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **President Morgan led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Secretary Mower and seconded by Trustee McNamara it was agreed unanimously to approve the agenda.**
4. Public Comment: President Morgan 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 15, 2016.
 - b) April Payables in the amount of \$202,488.35. **A motion was made by Vice President Marler and seconded by Secretary Mower and it was agreed unanimously 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 3/31/2016-
The District Manager stated that we are within the normal ranges for income and expenses for this time of the fiscal year and we should start to see income increase next month from the next big roll of property taxes.
- b) California Arbovirus Surveillance Bulletin #5 - Week of April 8, 2016 – The District Manager stated that the Bulletin shows as of April 8, 2016. The District Manager stated there are 12 WNV positive birds in 4 counties; Los Angeles, Orange, San Diego and Santa Clara. No WNV positive mosquito pools or humans as of this date.
- c) Aerial Surveillance Bid Award-The District Manager stated the only proposal received was from Robert Franklin, Aerial Services. They have provided our aerial pool surveillance for the past few years and we have been very satisfied with their work. The flight area will be approximately 157 square miles, with neglected pool analysis conducted on approximately 121 square miles. The flight is anticipated to take place around May 23, 2016.
- d) Buzz about Employees- Al Shabazian, Vector Control Technician- Mr. Shabazian was hired by the district as a seasonal in March 2005. He worked two seasons prior to being hired full time in April 2008. Prior to working for the District Al worked as a bee keeper for years. Wanting to stay in an outdoor environment he explored other opportunities which brought him to the district. Al enjoys hunting, fishing and cycling as well as coaching baseball and supporting his son's competitive swimming passion. Al is currently in charge of Zone 5 which covers a large area of critical habitat including vernal pools and pastureland. President Morgan stated he enjoys reading about the District employees each month.
- e) 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.
- f) CERBT 3/31/16 Quarterly Update- The District Manager stated this update reflects the change from Strategy 1 to Strategy 2 as decided with board action in December 2015. The District Manager stated this is the accounting to the District's Other Post-Employment Benefits which is being held in the District's California Employers' Retirement Benefit Trust (CERBT). The last quarter the total is \$760,355.00.
- g) Compliments to District Employee-The District Manager stated that Vector Control Technician Corey Boyer received a compliment from resident Lance Martin. He thanked Corey for the work he has done and that the mosquito control has made a dramatic improvement at his home.

8. Manager's Report – This District Manager stated this report period officially kicked off the season. Thanks to the much needed spring rains; we're seeing our first big tree hole mosquito year in a long time. This is one of the species that is heavily impacted by natural water; probably more than any other we deal with regularly. This increase in treehole mosquitoes has been keeping our technicians busy responding to service requests in an effort to quell the populations. Unfortunately, spring continues to bring unsettled weather patterns, making adult mosquito control challenging. We cannot perform adult mosquito control operations when the dusk/dawn temperatures are below 50 degrees Fahrenheit, when the wind speeds/gusts are

above 10 mph or when it is raining. We're finally fully staffed, and not a moment too soon as our mosquito control workload has increased dramatically. We continue to monitor the bills of concern and have submitted written letters of opposition to the authors, with the hope a change comes. Last, our policy manual update is completed and ready to be reviewed by the Board and the Union for formal approval.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The District Manager presented the Assistant Manager's report due to his absence. His report stated that during this report period the Operations Department added a new fleet/building maintenance technician, Pete Ledbetter. Pete is assigned to work on vehicle and building repair/maintenance and vector control without a specific zone during the season. In addition, the Department added three seasonal vector control assistants, Reid Sheeks (returned from last year), Caitlin Hill, and Chris Cain, and the fourth one, David Wert, is shared between the surveillance and operations departments. During this report period, the operations ended the tick collection season and tapered off physical control projects and focused more on mosquito inspections and treatment in order to battle the early season mosquitoes hatched from treeholes, vernal pools, and other types of breeding sources. A total of 308 service requests were received from 16 communities, in which 50% were from the Redding area. Among the types of service requests, nearly half (48%) were mosquito complaints and 26.7% were requests for mosquito fish. This year, treehole mosquitoes (*Aedes sierrensis*) have been the worst in comparison with the past five years due to the amount of rain during the winter-spring season. Most of the service requests were the complaints about treehole mosquitoes in April. Staff made a total of 407 larvicide applications in 13 communities, in which Redding had the most (37%), followed by Anderson (22.0%) and Enterprise (12.8%). Staff used 8 different larviciding products to treat water sources and adulticided (kill adult mosquitoes) 24 routes. To seek long-term solutions on treehole mosquitoes, staff filled in some treeholes with insulation expanding foam and polyacrylamide to eliminate mosquito breeding in treeholes. The sustaining results of these methods are to be assessed. Staff also released mosquitofish to 191 permanent and semi-permanent water bodies as biological control agents. During the winter pool project: staff inspected 128 neglected swimming pools either as follow-ups to fish releases and pesticide treatments in the previous season or on vacant property. The pools were in 9 communities, but Redding had the most (63%) and followed by Anderson (19%). The solutions of these pools were: 46% found still having fish in the pool, 20% treated with larviciding products, and 6% treated with fish (see chart below). Seven warrants were issued to access the pools.
- a) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated tick collection was terminated after the last week of March. Summary tick population graphs are at the end of this report. Forty-six samples of three to five *Ixodes pacificus* ticks each were tested for ticks collected in February. No *Borrelia burgdorferi* (Lyme Disease) positive ticks were found in this batch. *Borrelia miyamotoi* was found in 4 of the 46 samples collected in February. Positive sites were Dog Creek and Pollard Flat. Due to higher precipitation this year than the previous several years (corresponding with the drought) tick numbers remained higher than normal throughout the season. If the drought is truly over at this point we should expect to see our "normal" average populations shift upward over the next few years. As has been typical since we began tick surveillance in 2009, *Ixodes pacificus* ticks tend to predominate in tick collections in November, with a gradual shift toward predomination by *Dermacentor* spp. toward the end of our collection season in March. Thirteen mosquito samples (259 mosquitoes) from over-winter resting sites, submitted prior to the last Board

Meeting, were submitted to UC Davis, tested and found to be negative for any mosquito-borne diseases. No mosquitoes sampled from resting sites since November were found to have any mosquito-borne diseases in them. An abundance of standing water and high daytime temperatures caused us to begin some setting of CO₂-baited encephalitis virus surveillance (EVS) traps in late March (two weeks earlier than normal) to assess mosquito populations at low elevations within the District. We found that, due to an extraordinary abundance of the western treehole mosquito, *Aedes sierrensis* our mosquito populations are substantially above seasonal norms for this time of year. New Jersey-style light traps were set at low elevations the last week of March and have only been collected once. That means that there is not yet enough data from these traps to produce meaningful statistics and graphs yet.

10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel –
- d) Oversight Committee-.
- e) Ad Hoc Build Committee-The District Manager stated we received a timeline from architect and will be setting up a meeting with the build committee soon to discuss.

11. Old Business:

12. New Business:

- a) Discussion and/or Approval to adopt the revised Confidential Employee Terms and Conditions of Employment. The District Manager stated the District recently ratified the memorandum of understanding (MOU) for employees represented by UPEC Local 792. Given that the District operates in a collective bargaining environment, many of the duties of the Administrative Office Manager are considered “Confidential” under the Myers Milius Brown Act (MMBA) and the District’s Employer-Employee Relations Resolution (EERR). In this context, “Confidential” is a term of art meaning the employee “has access to information relating to the District’s administration of employer-employee relations, including, but not limited to, any information not generally available for public dissemination.” As a confidential employee the Administrative Office Manager is precluded from being included in Union contracts or being a member of an employee organization. Therefore, attached is a resolution containing all terms and conditions of employment not otherwise specified in the District personnel rules. **A motion was made by Secretary Mower and Seconded by Vice President Marler and it was agreed unanimously to adopt the revised Confidential Employee Terms and Conditions of Employment.**
- b) Consideration and/or Approval of contributing the minimum allowable amount to the California Employers’ Retiree Benefit Trust (CERBT) fund at a cost not to exceed \$23,570.00 to be taken from account #18307-Employer Share OPEB. Regulations requiring government agencies to determine unfunded post-employment benefit costs other than pensions (liability) went into effect July of 2008. The District provides employees with CalPERS health care benefits. The District pays a monthly contribution for employees and eligible retirees. At its October 2008 Board meeting, the Board voted unanimously to “prefund Other Post-Employment Benefits (OPEB) and hired an actuary to expedite the necessary paperwork to contract with the California Employers’ Retiree Benefit Trust Fund (CERBT) for moving forward with OPEB prefunding through CalPERS for the budgeted

amount of \$104,230.” The initial funding of this trust was completed. The effective date of the agreement was Dec. 29, 2008. In 2008-2009 the District budgeted and funded \$104,230. As a member of the trust, we are currently required to get a valuation every two years. The District’s last valuation being used to determine the Annual Required Contribution (ARC) for the 2014-2015 fiscal year has an effective date of July 1, 2011 and was completed before July 30, 2012. For the fiscal year 2015-2016 the Board budgeted \$23,570.00 to fund its OPEB obligation. Based on the Actuarial report the Annual Required Contribution (ARC) is \$23,570.00. **A motion was made by Trustee McNamara and Seconded by Secretary Mower and it was agreed unanimously to approve the contribution of the minimum allowable amount to the California Employers’ Retiree Benefit Trust (CERBT) fund at a cost not to exceed \$23,570.00 to be taken from account #18307-Employer Share OPEB.**

- c) 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 when the District created the new financial accounting system, \$600,000 was 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. As anticipated at the January board meeting this will be the next transfer to occur and also the last this fiscal year. The next anticipated transfer is in the new fiscal year. **A motion was made by Secretary Mower and Seconded by Vice President Marler and it was agreed unanimously to approve 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.**
- d) Discussion and/or approval to authorize the District Manager to select a responsible bidder for Building Consultant services to be utilized on a time and materials- hourly basis for reviewing both architectural plans and assisting in project management of the General Contractor in an amount not to exceed 2% of the building project cost, currently estimated to be \$8,000 from account #34800-Professional Services. The District Manager stated as we move closer to the beginning of the Laboratory Remodel, it has been recommended to the District that we contract with a Building Consultant. This third party would serve as an expert consultant on the design and building stages of the project. We anticipate this party being akin to a legal counsel providing advice as the District moves through the project on an “as needed basis”. The District will draft qualifications and the job scope and contact local vendors/contractors that provide these types of services. We have drafted a RFP (enclosed) and submitted the RFP to following known vendors. We are now bringing those responding bidders back to Board to review qualifications and potentially select a consultant. As of this date we have received one bidder, five requests for proposals (RFP) were sent out to local as well as to Sacramento companies. The District Manager asked for direction from the board as to putting the project back out to RFP or to try to re-negotiate the one bidder within our budget. After discussion the board asked the District Manager to try to re-negotiate the project management with the bidder. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed to approve the District Manager to re-negotiate with the bidder to reduce the costs of the proposal to be more in line with the budgeted amount for the project. Vice President Marler abstained from the vote.**

- e) Discussion and/or approval of the SMVCD Personnel Policy Manual Revision, contingent on meet and confer with UPEC. The District Manager stated since the implementation of AB1522- the entitlement to paid sick leave for an employee who works for 30 or more days within a year shall accrue one hour of sick leave for every 30 hours worked. After completing a season of the accrual method, accounting staff has discovered that the lump-sum method for sick leave would be better suited for the Districts accounting. Under the lump-sum method, employers can front load an employee's sick leave at the beginning of each year. Employers do not have to provide additional sick days if their existing policy guarantees that an employee will have at least 24 hours or three days of paid sick leave per year. Many employers are electing to use the lump-sum method, in order to avoid the administrative hassle of the accrual and carry over requirements. For initial hires, however, the employee must still meet the 90-day employment requirement prior to taking any paid sick leave. The Catastrophic Leave Bank is designed to assist eligible District employees who have exhausted all paid accruals due to a serious or catastrophic illness, injury, or condition of the employee or family member. The program establishes and maintains a district-wide bank wherein any employee who wishes to contribute may authorize that a portion of his/her accrued vacation, compensatory time, be deducted from those account(s) and credited to the Catastrophic Leave Bank. Employees may donate hours either to a specific eligible employee or to the general bank. During negotiations it was mutually agreed by the UPEC negotiating team as well as the District's negotiating team that the District would incorporate catastrophic leave as a district wide policy. There is also some other language cleanup as noted with redline notes in the enclosed document. The personnel manual is now in line with the current MOU language. The District Manager stated we will be sending the draft revision of the SMVCD Personnel Policy to UPEC to meet and confer. Staff recommendation is board approval of the Personnel Policy contingent on meet and confer session with UPEC. **A motion was made by Vice President Marler and Seconded by Secretary Mower and it was agreed unanimously to approve the SMVCD Personnel Policy Manual Revision, contingent on meet and confer with UPEC.**

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).*

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- May 17, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- May 30, 2016 Holiday, Memorial Day, office closed
- June 15-18, 2016 Shasta District Fair, Shasta County Fair Grounds
- June 21, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- July 4, 2016 Holiday, Independence Day, office closed

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 1:56 p.m.

MINUTES APPROVED: _____
