



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

January 17, 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 Vice President Vickie Marler called the meeting to order at 1:01 P.M.

Roll Call

Trustees Present: Vickie Marler, Vice President
 Larry Mower, Secretary
 Dale Dondero, Trustee
 Mike McNamara, Trustee
 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
 Steve Morgan, Board of Supervisors

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Trustee McNamara led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Secretary Mower and seconded by Trustee Dondero to unanimously approve the agenda.**
4. Public Comment: Vice President Marler stated that this is the time for any person wishing to address the Board to do so. Board of Supervisors Morgan wanted to thank Trustee Morningstar for taking his board position. He added that it has been a pleasure working with the board and staff. The District Manager presented Mr. Morgan with a plaque for his 6 years of service to Shasta Mosquito and thanked him for his support over the years. Mr. Morgan stated he was happy he was able to serve and appreciative of the staff and board members. The District Manager also presented Trustee Dondero with a plaque for his service and wisdom he has brought. Trustee Dondero stated it was a pleasure to serve on the board.

5. Consent Calendar –

- a) Minutes of the Regular Board Meeting held November 15, 2016.
- b) November Payables in the amount of \$232,907.90.
- c) December Payables in the amount of \$103,868.10. **A motion was made by Secretary Mower and seconded by Trustee Dondero and it was agreed to approve the consent calendar, Trustee Morningstar abstained.**

6. Items Removed from the Consent Calendar –

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Report at 11/30/2016-
The District Manager stated that we are right where it is expected you will see on the December financials the beginning of property taxes.
- b) Shasta Mosquito and Vector Control District Financial Report at 12/31/2016- The District Manager stated that we are right where it is expected for December financials as noted before the beginning of property taxes is posting to our account. We are a little ahead of where we budgeted which is a good start to a new year.
- c) California Arbovirus Surveillance Bulletin- Week of December 16, 2016 – The District Manager stated that the Bulletin shows as of December 16, 2016. This will be the last update as the season is over. The District Manager stated there are 1,350 WNV positive birds in 33 counties; we are over for dead bird positives. There have been 3,519 WNV positive pools in 31 counties. There are now 417 WNV positive humans in 30 counties and as of this date Shasta still has one case. St. Louis encephalitis virus (SLEV) 180 positive mosquito pools reported from 8 counties. We have not seen SLEV in California in such a long time that it is surprising to have cases; there are now 3 human cases. The District Manager stated that across the state the numbers are up compared to 2015, however we still remained lower. We ended the season with 12 WNV positive mosquito pools as well as total of 3 WNV positive dead birds.
- d) CSDA Training-Board Members and Staff- The District Manager stated that the District will be hosting a Board Member Best Practices workshop on February 23, 2017 at the District office. This workshop will meet the AB1234 Ethics compliance training. The workshop is presented by California Special Districts Association (CSDA). The workshop will cover the roles of board members and staff, policies and procedures and general ethic principals related to special districts including laws affecting special districts. The District Manager asked that any board member interested in attending please inform the district.
- e) Strategic Plan Update- The District Manager stated staff met and discussed the strategic plan document to make sure it still matches what we need to accomplish in our strategic goals for the next few years. Staff determined some items should be blended together as others were deleted and or updated. Deadlines were also reprioritized. There was also an opportunity for new staff members to get involved with the strategic goals. The District Manager added that a five year strategic plan maybe too long, when we visit this again in a few years we may look at a 3-year plan.

- f) Payment in lieu of Abatement-The District Manager stated the letter in the board packet is a draft letter from our attorney. The fee for service is now being referred to as payment in lieu of abatement. Some of the first steps were to compile a list of currently billed agencies and property owners as well as reviewing the reasons for charging those agencies/property owners. These property owners were filtered to show who paid \$500-\$9,926 annually for mosquito tax. We then calculated the benefit assessment that each property pays, and filtered for \$500 and above. We added those numbers together to find a “total mosquito tax” per property. We then totaled up applications over a 6 year period and by any owner that had \$2000+ in larval applications in a calendar year. To reaffirm the District objective of this project we need to determine the primary goals which are to formalize the existing relationship between currently billed property owners and the district as well as supporting the land owner to improve their land management and reduce mosquito production and if for some reason the land owner does not work with the District we have the idea of financial consequences as tool to improve the land management. The strongest power of the district is nuisance abatement under Health and Safety Code §2060. This statute makes the property owner responsible for the mosquitoes breeding on their property. We are working on the final list of properties and their owners that we will be able to present to the Board for review and potential approval we also need to review the letter prepared by district counsel regarding “payment in lieu of abatement” the next step is to set a reasonable timeline for collaboration between the property owners and district staff (3 years) as well as suspending invoicing for 2017. Vice President Marler stated the letter too harsh and suggested a less harsh letter should be presented. The District Manager agreed and stated he would reach out to existing property owners to discuss before a letter is sent. Trustee McNamara agreed it’s a harsh letter and added maybe we could host an educational training for the property owners and bring the agencies together to brainstorm. The District Manager stated he would keep the board apprised on any progress.
- g) Trustee Training Day-The District Manager stated we hosted a Trustee training day last year and it was successful after receiving the feedback we will have less classroom time and more time in the field. Also we can accommodate trustees who only want to do half a day in the field. We will look at dates in April. The Administrative Office Manager stated she would send out an email with dates in the next month.
- h) Building Project Update-Verbal-The District Manager stated he sat down with the Architect, Contractor as well as the owner representative. All sides made significant changes however the revised bid is still too high. We are meeting tomorrow to discuss some options. The District Manager stated he would keep the board apprised of any updates.
8. Manager’s Report – The District Manager stated the last two months have flown by, with the holidays and the busy days when we’re back at the District it seems 2017 snuck up on us fast. A lot has occurred since our last Board meeting! We’ve officially lost two Board members, Trustee Morgan to the Shasta County Board of Supervisors and Trustee Dondero to a happy and eventful retirement. The City of Shasta Lake has already appointed a replacement for Trustee Morgan, and I would encourage everyone to welcome our new appointee Ms. Ann Morningstar. The Shasta County appointee will hopefully not be too far behind so we can continue to have a quorum at meetings. In addition to a change in our

Board the New Year brought a change in our staff, after 10 years our Administrative Analyst Valerie Peterson retired from the District. For 10 years Valerie was a hub of information, resources and assistance to all Departments at the District. Although it would be impossible to list all the projects she led or participated in throughout her career some notable ones are the continual evolutions of our Annual Report, the revision of our brochures, the website redesign, and the high level customer service she provided to the District residents. Regardless of other projects on Valerie's desk she always made providing service to the public her number one priority, So on behalf of the District, I would like to give thanks and appreciation to her career and wish her the best in retirement. Finally, as 2017 rolls around the District is ready to roll up our sleeves and start anew on strategic planning projects, we have lofty ambitions but are optimistic that we can accomplish them and move our District forward.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this two-month report period, the Operations Department focused on physical control, tick surveillance, overwintering mosquito survey, and maintenance of vehicles and equipment. There were no service requests for mosquito services. Physical control includes the efforts of hand brushing, ditch cleaning, controlled burning, and herbiciding to reduce larval mosquito sources as well as adult mosquito habitats. When physical control is effective, it greatly reduces/eliminates the need for use of pesticides. Some notable events are as follows the VCT/Heavy Equipment Operator completed driving training at American Truck School and obtained his Class A driver license from Cal DMV. Vector control technician, Robert Ault, was awarded AMCA Young Professional Industry Shadowing Program. Sponsored by an industry member/exhibitor, Robert will attend AMCA 2017 Conference on February 13-17 in San Diego. Congratulations to Robert! And Vector control technician, Haley Bastien, was awarded the AMCA Boyd-Ariaz Grass Roots Award, recognizing excellence in a non-supervisory field staff member. Haley was already scheduled to attend the AMCA 2017 conference to present her Research poster entitled “Integrating Chemigation into a Larval Control Program at a Lumber Mill”, but now some of the travel costs will be defrayed by the award. Congratulations to Haley! Field supervisor, Mike Alexander, wrote a poster abstract entitled “Droplet Characterization and Penetration Analysis of Ultra-Low-Volume Adulticide Spray in Shasta County, California” and submitted it to MVCAC 2017 Annual Conference, March 26-29, San Diego. The District passed the 2017 annual inspection by Shasta County Ag. Department: once again, the District met all the requirements regarding safe pesticide applications, handling, and storage. Operations staff also conducted tick surveillance at 14 permanent sites and 6 temporary sites
- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated routine weekly mosquito trapping using New Jersey-style light traps and CO2-baited Encephalitis Virus Surveillance (EVS) traps normally stops at the end of October. This year we had some dry ice left over to bait the EVS traps so we continued to set a few through the month of November, which gave us mosquito population data that we have not had before. We expected to find virtually only *Culiseta spp.* mosquitoes active as they are known to be cold tolerant and are typically seen in the fall and early spring. That is not exactly what happened however; we continued to catch *Culex spp.* mosquitoes right up to the end of the month. It is known that these types of mosquitoes overwinter as dormant adults, but it was surprising to find them in EVS traps, which are designed to catch host-

seeking mosquitoes looking for a blood meal. These are the types of mosquitoes that spread West Nile virus (WNV), so this behavior may be somewhat significant, though the numbers caught were very small. The District is in its third year of collecting overwintering adult mosquitoes from sheltered resting sites where they “hibernate”. In the 2015–2016 winter season District personnel collected and identified 1190 mosquitoes. Of all the mosquitoes caught 849 (71.3%) were *Culex spp.*, mostly *Cx. Pipiens*. A total of 632 *Culex spp.* mosquitoes in 29 samples were sent to be tested for West Nile virus infection last winter. All mosquitoes sampled from November 2015 through February 2016 were negative for any mosquito-borne diseases. During November and December 2016 District personnel captured 1195 mosquitoes from ten sites of which 49.3% were *Culex spp.* We estimate a total of 595 mosquitoes comprising more than 20 samples are in storage to be tested for the presence of WNV. We will easily surpass the number of mosquitoes and samples submitted during the 2015-2016 winter projects. December 2016 is comparable to December 2015, with an estimated 367 mosquitoes in 13 samples versus 349 mosquitoes in 16 samples. In addition to monitoring the resting sites of overwintering adult mosquitoes, the District is maintaining three New Jersey-style light traps at locations on the valley floor to monitor the populations of adult mosquitoes that continue to be somewhat active even though the weather is cool. Even though these numbers are small and the mosquitoes that are caught are not known to transmit diseases there is little local data to support assumptions we have historically made about mosquito activity at this time of year. Very little is known about what the leading edge of normal mosquito season looks like, or when, where or how it can truly first be detected. The District's tick surveillance program began at the beginning of November as routine seasonal mosquito trapping ended. Since 2009 The District has conducted surveillance of adult tick populations on a weekly basis from November through March at sites throughout the District. Sites are selected for the presence of tick habitat, wildlife to sustain the ticks and the probability of interaction between ticks and people. A few tick surveillance sites that have caught very few ticks over the past few years were eliminated from the weekly tick surveillance. District personnel were asked to look for a few new sites. Some of these sites will not continue to be surveyed if ticks are not caught there in significant numbers. In all, twenty sites have been surveyed at least once during this tick surveillance season (November – March). Since moisture is essential for tick survival, early season precipitation led to higher than normal tick populations in November. There was a dramatic drop in tick populations in December, though populations were still a bit above normal. This is probably because the early emergence of the adult ticks enabled them to reproduce and complete their life cycles successfully and early. Since the tick life cycle takes a full year, the real effects of the favorable conditions for adult tick survival this year may lead to very high tick populations next November and December if we experience a normal or above normal amount of precipitation in 2017. As is typical for this time of year *Ixodes pacificus* ticks far outnumbered *Dermacentor spp.* ticks. Based on our statistics from previous years, it is expected that *Ixodes pacificus* tick numbers will continue to decline and *Dermacentor spp.* populations will increase in the months of January through March. The 1st batch of ticks were sent to Placer MVCD for testing and out of the 113 samples 2 samples were positive for Lyme disease and 8 samples were positive for *Borrelia miyamotoi*. Trustee McNamara asked if ticks are very active now. The Vector Ecologist stated this is their active time they prefer cold and wet weather. The Vector Ecologist also stated if you are out hiking to check all your clothing and yourself for ticks. Secretary Mower asked if this was our 6th year testing ticks. The Vector Ecologist stated we are going into our 7th year now.

10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel Committee–
- d) Oversight Committee–The District Manager stated they will be meeting next week to vote/approve bills.
- e) Ad Hoc Build Committee–

11. Old Business:

12. New Business:

- a) Discussion and/or Approval to deposit VCJPA ERMA dividend, Workers’ Compensation and Liability program retrospective adjustment refund check for the following amount: \$17,310.00. The Shasta Mosquito and Vector Control District belongs to the Vector Control Joint Powers Agency (VCJPA) for self-insurance. As part of the VCJPA, the District periodically receives dividend and retrospective adjustments based on the claims accrued during years of the insurance. The VCJPA board of directors approved the 2016 Annual Reports for the Pooled Workers’ Compensation and Pooled Liability Programs which resulted in a refund check. The distribution is based on the percentage of premiums we contributed from 2009-10 and 2011-12 years. Options for consideration: 1. Member districts can cash or deposit their 2016 refund checks and retain the monies. 2. Member districts can deposit all or a portion of their 2016 refund into the Member Contingency Fund. This fund is a voluntary savings accounts maintained by the VCJPA. Deposit and withdrawal forms are available on the VCJPA website Staff recommends depositing the entire ERMA and Liability program check into the Wells Fargo CEO Basic Banking Account. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed unanimously to approve to deposit into the Wells Fargo CEO Basic Banking account the VCJPA ERMA dividend, Workers’ Compensation and Liability program retrospective adjustment refund check for the following amount: \$17,310.00.**
- b) Discussion and/or possible nomination of a District Trustee to serve as an alternate member to the Shasta Local Agency Formation Commission (LAFCO).The District Manager stated the Shasta Local Agency Formation Commission is a legislatively established commission responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify, and streamline governmental structure, and preparing a sphere of influence for each city and special district within each county. Whether independent or dependent, formation of a special district, as well as changes of organization and reorganization proposed by special districts is subject to LAFCO approval unless the principal act under which the district was formed specifically excludes LAFCO involvement. The term is for the remaining of a 4-year term which will end January 2020, due to a resignation. This item is on the agenda in the event that the Board wishes to nominate a trustee to be placed on the ballot for election as a special district alternate member on Shasta LAFCO. After board discussion Trustee Morningstar expressed her interest in serving as an alternate member of LAFCO. **A motion was made by Secretary Mower and Seconded by Trustee Dondero and it was agreed unanimously to nominate**

Trustee Morningstar to serve as an alternate member to the Shasta Local Agency Formation Commission (LAFCO).

- c) Discussion and/or Approval for two District representatives (hotel and meals for one paid by VCJPA) to attend the 2017 VCJPA Annual Workshop and the VCJPA Board of Directors' Meeting – Embassy Suites, Walnut Creek, March 2-3, 2017: in an amount not to exceed \$715.00 from account #35900 Trans/Travel, account #35949 Trans/Meals and account #35950 Trans/Lodging. The District Manager stated The VCJPA Annual workshop consists of a “nuts and bolts” workshop describing the way VCJPA functions and how each District can properly administer their program. VCJPA will pay for one attendee’s food and lodging. This meeting should provide useful information for an entity that serves as both an insurance administrator and the carrier of District funds for future liabilities. Currently, we plan to send the Administrative Office Manager and another representative either the District Manager or a Trustee **A motion was made by Trustee McNamara and seconded by Secretary Mower and it was agreed unanimously to approve two District representatives (hotel and meals for one paid by VCJPA) to attend the 2017 VCJPA Annual Workshop and the VCJPA Board of Directors' Meeting – Embassy Suites, Walnut Creek, March 2-3, 2017: in an amount not to exceed \$715.00 from account #35900 Trans/Travel, account #35949 Trans/Meals and account #35950 Trans/Lodging..**
- d) 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 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 third transfer of the 2016-2017 fiscal year. **A motion was made by Secretary Mower and Seconded by Trustee Dondero and it was agreed unanimously to approve 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.**
- e) Discussion and/or approval to solicit bids and approval to provide the District Manager with authorization to purchase and pay from the lowest responsible bidder. Some of these products or amounts may change dependent on the bidding process. The District Manager will provide an itemized accounting of the awarded bidders by the March Board Meeting. In an amount not to exceed \$59,000.00 from account #032100-Agricultural/Pesticides. The District Manager stated The District strives to reduce pesticide purchases to (2) per year to reduce processing and administration time used during the purchasing procedures. This purchase represents the last of two expected during the 2016-2017 fiscal year. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed unanimously to approve the District Manager to solicit bids and approval to provide the District Manager with authorization to purchase and pay from the lowest responsible bidder the following mosquito control products (recognizing that the items noted with an asterisk “*” are currently sole source products-Altosid/Zenivex products are “fixed price” products) Some of these products or amounts may change dependent**

on the bidding process. The District Manager will provide an itemized accounting of the awarded bidders by the March Board Meeting. In an amount not to exceed \$59,000.00 from account #032100-Agricultural/Pesticides.

- f) Discussion and/or Approval of the Draft 2016 SMVCD Annual Report. The District Manager stated this report represents an informal accounting of the District's operations for the 2016 calendar year. District staff has continued to evolve the District's Annual Report. Our hope is that by constantly altering our format the report will continue to be interesting and fun to read for our stake-holders while still providing significant information. This report is sent to all Cities and the Board of Supervisors. Additionally, staff will be scheduling Board and Council appearances to present the Annual Report to the various entities. **A motion was made by Trustee Dondero and seconded by Secretary Mower and it was agreed unanimously to approve the Draft 2016 SMVCD Annual Report.**
- g) Discussion and/or approval to authorize the District Manager to solicit bids, select the lowest responsible bidder, and pay for a 2017 midsize/compact pickup truck at cost not to exceed \$30,000 from the District's Fixed Asset Replacement Reserve acct# 7700-05. The SMVCD Fleet Management Policy approved by the Board 11/2011 established the minimum replacement schedule for the District's fleet. Based on an analysis run by the Assistant Manager, 5 vehicles, #30, #39, #44, #42 and #34, have met the criteria: The Policy states replacement can be considered at 24 or higher points, based on the needs of the District we are suggesting Truck #30 get replaced and rotated into an adulticide vehicle, and a new midsize/compact truck take its place in the operations fleet. The District Manger added that the Ford Rangers are no longer available so we need to look at some comparable vehicles. **A motion was made by Secretary Mower and seconded by Trustee McNamara and it was agreed unanimously to authorize the District Manager to solicit bids, select the lowest responsible bidder, and pay for a 2017 midsize/compact pickup truck at cost not to exceed \$30,000 from the District's Fixed Asset Replacement Reserve acct# 7700-05.**
- h) Discussion, nomination and election of District Board of Trustees' Officers for 2017. The terms of Board officers are for one year and expire with this meeting. It is appropriate to nominate and elect a President, Vice President and Secretary of the Board. Currently President position is vacant due to the resignation of Stephen Morgan who is now on the Board of Supervisors; Vickie Marler is serving as Vice President and Larry Mower is serving as Secretary. **A motion was made by Trustee Dondero and Seconded by Trustee Morningstar to nominate Vickie Marler for President, Larry Mower for Vice President and Michael McNamara for Secretary and it was agreed unanimously to approve the nominated positions.**
- i) Approval and/or discussion to have the Board President select the 2017 members for the following standing committees: Executive Committee, Finance Committee and Personnel Committee. When issues become complex or numerous, it can be cumbersome to have them handled by the entire board. Therefore, the establishment of committees can facilitate a more in-depth analysis of the issues and policies that face the District. These committees must still conform to all open meeting laws (Brown Act) that pertain to regular meetings of the Board of Trustees. Additionally, committees can

only make recommendations to the Board; only the entire Board can approve actions. The assignment's given to the committee members may be made by the Board President, a majority vote of the Board, or on their own initiative. The following standing committees are recommended, however additional committees may be proposed. The Executive Committee oversees the operations of the Board; often works on behalf of the board during on-demand activities that occur between meetings. This committee is involved in the evaluation of the District Manager. The committee is comprised of the Board President and another board member (2 member committee). Finance Committee oversees development of the District budget and ensures accurate tracking, monitoring, and accountability for District funds. Maintains adequate financial control and in some cases makes investing recommendations to the Board the chair of the Finance Committee is also the Board Treasurer (2 member committee). Personnel Committee guides development and reviews personnel policies and procedures and is involved in the analysis of all issues related to personnel. Additionally, the Personnel committee works in coordination with the Executive committee to perform the evaluation of the District Manager (2 member committee). After Board discussion the Executive Committee will consist of President Marler and Trustee Morningstar. The Finance Committee will consist of Vice-President Marler and Trustee McNamara, serving as Chair and Treasurer. The Personnel Committee will consist of Secretary Mower serving as Chair and Trustee Morningstar.

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:

- February 21, 2017 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- March 2-3, 2017 VCJPA Annual Workshop, Walnut Creek, CA
- March 21, 2017 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- March 26-29, 2017 MVCAC Annual Conference, San Diego, CA

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 2:29 p.m.

MINUTES APPROVED: _____
