



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

March 15, 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
Larry Mower, Secretary
Dale Dondero, Trustee
Mike McNamara, Trustee

Trustees Absent: Vickie Marler, Vice President

Others Present: Peter Bonkrude, District Manager
Guangye Hu, Assistant Manager
Darcy Buckalew, Administrative Office Manager
Corey Boyer, Vector Control Technician
Mike Alexander, Field Supervisor
Holly Salisbury, CPA KCoe Isom

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Trustee Dondero led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Secretary Mower and seconded by Trustee McNamara to move item 12 above item 7 and it was agreed unanimously to approve the revised 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 January 19, 2016.
 - b) March Payables in the amount of \$173,313.73. **A motion was made by Secretary Mower and seconded by Trustee McNamara and it was agreed unanimously to approve the consent calendar.**

6. Items Removed from the Consent Calendar –

12. a) Discussion and/or Acceptance of the Independent Audit of the District’s 2014-2015 financial statements. Presented by Holly L. Salisbury, CPA from Matson & Isom Certified Public Accountants. – Ms. Salisbury stated that she would make a couple of brief comments and then would answer questions. Ms. Salisbury stated that the smaller report contained required communications to the Board and contained very standard language and that there were no items to specifically point out to the Board. Ms. Salisbury noted that the audit went as planned this year and there were no findings or issues and audit received highest opinion of unqualified. The District implemented the provisions of GASB statement No. 68, Accounting and Financial Reporting for Pensions; this is an amendment of GASB statement No. 27. Every government entity in the state has to report their CalPERS pension liability as of this year. Ms. Salisbury stated there were no internal control issues. There were no material adjustments and no findings. She thanked the District Manager and the Administrative Office Manager for another good year. **A motion was made by Secretary Mower and seconded by Trustee Dondero and it was agreed unanimously to accept the Independent Audit of the District’s 2014-2015 Financial Statements.**

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Report at 2/29/2016-
The District Manager stated that we are within the normal ranges for income and expenses for this time of the fiscal year.
- b) Buzz about Employees- Corey Boyer, Vector Control Technician- Mr. Boyer was hired by the district full time in March 2005. He was hired as a seasonal in 1998 and had worked as a seasonal for 7 years prior to being hired full time. He has now been with the District for 18 years. He began classes for heavy equipment operator in order to obtain the equipment operator specialist position at the District soon. He is currently in charge of zone 9 which covers the west part of Anderson and Cottonwood, all of Happy Valley, Igo and Ono. When not working he enjoys spending time with family and friends as well as hunting, fishing and camping. The District Manager stated that he learns something new each month when he reads the “Buzz about Employees” item. President Morgan stated he enjoys reading about the District employees each month.
- c) 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.

8. Manager’s Report – This District Manager stated this report period was largely spent attending the MVCAC Annual Conference, finishing the NPDES Annual Report, preparing for the new NPDES permit, and preparing the first draft of the 2016-2017 Budget. There are also some legislative updates AB 1362: Legislation which would allow mosquito and vector control districts with a jurisdiction in a single county to use that county’s city selection committee to determine the size and composition of its board. MVCAC discussed the bill several times with the office of the sponsor Assembly Member Rich Gordon (24th District, San Mateo and Santa Clara Counties). The bill will not be heard in committee again until June, and at this point they are considering narrowing the focus of the bill to just the San Mateo County Vector Control District. SB 1246: California Senator Janet Ngyuen (34th District, Orange County) on February

18th introduced SB 1246. The Bill requires “At least seven days before administering pesticides by aircraft or unmanned aerial vehicle over a residential area, a pest control operator or pest control business shall notify affected governmental agencies, school districts, chambers of commerce or similar entities, California State Assembly Members, California State Senators, United States Congressmen, and United States Senators.” MVCAC has already sent a letter to the Senator’s office “strongly opposing” it. The District Manager stated he also attended the 2016 MVCAC Annual Conference, moderated a session on technology and data management, presented an agency update and met with CDFW to discuss AB 896 implementation. The first draft of the 2016-2017 SMVCD budget has also been completed. President Morgan asked for some information to bring to city council regarding the legislative issues. The District Manager stated he had some information and talking points he would print out for the board members.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated that during this report period the operations Department continued to focus on tick collection, physical control, and employee training. Staff also started to inspect and treat for mosquito breeding at sporadic locations. Service Requests included a total of 16 service requests from 7 communities, in which 47% were from the Redding area. A total of 102 inspections were made in five communities, in which Anderson had 48% and Redding had 38% of the inspections. Staff planted mosquitofish and applied two products, BVA larvicide #2 and Altosid XR Briquets, to control mosquito larvae and pupae; and applied two herbiciding products, Ranger Pro and SureGard, to control vegetation. Physical Control, including brushing, ditch cleaning, controlled burning, and herbiciding to reduce/eliminate mosquito breeding sources and habitats, and open up inaccessible areas to facilitate fogging and inspecting and treating mosquito sources. All staff attended MVCAC Annual Conference in Hyatt Regency, Downtown Sacramento and two also attended the MVCAC Fish Workshop. Field Supervisor Mike Alexander stated he attended the fish workshop and he said the hands on was very useful and they were able to dissect a larger fish to see the inner workings. The Assistant Manager stated the District passed the safety inspection by Shasta County Agriculture Department for compliance with pesticide laws and regulations.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated Tick testing results for *Ixodes pacificus* ticks caught from November 2015 through January 2016 were received from Placer MVCD. So far 217 pools totaling 990 individual ticks have been tested from 14 locations within the District. At a minimum, 0.50% of the ticks tested so far were found to be positive for *Borrelia burgdorferi*, the causative agent for Lyme disease and 0.83% were positive for *Borrelia miyamotoi* a lesser known pathogenic bacteria species. For the month of February an additional 46 pools totaling 208 ticks have been submitted and test results are pending (see detailed summary in Table 1). Sites found positive for *Borrelia burgdorferi* are Tower House and Dog Creek. *Borrelia miyamotoi* sites were Tower House, Anderson River Park, Dog Creek and Pollard Flat. Ticks were collected on at the District's 14 weekly surveillance sites throughout the report period. Tick populations remain high compared to seasonal averages, but very similar to what they were last year. The population trends followed normal seasonal patterns with *Ixodes pacificus* tick populations remaining rather consistent, and *Dermacentor* spp. tick populations rising through the fall and winter. Mosquitoes continue to be collected on a weekly basis at over-winter resting sites throughout the District. Thirteen samples of from 8 to 42 mosquitoes each (259 total mosquitoes) were submitted to UC Davis to be tested for mosquito-borne diseases since the last Board meeting

and results are pending. No mosquito-borne diseases have been detected in any samples submitted since the end of the mosquito season in October 2015. The Vector Ecologist gave a report on "knock down resistance" which is a test for monitoring local mosquito populations for signs of pesticide resistance.

10. Committee Reports

- a) Executive –
- b) Financial – Trustee McNamara stated that he was able to review last year's budget and compare to the proposed 2016-2017 budget. The committee discussed the benefit assessment areas, revenues as well as anticipated expenditures. The District Manager added that April's meeting will be discussed more in depth
- c) Personnel –
- d) Oversight Committee-
- e) Ad Hoc Build Committee-

11. Old Business:

12. New Business:

- b) Discussion and/or approval to authorize the District Manager to solicit bids from contractors providing aerial reconnaissance aimed at locating unknown backyard neglected pools and water features in an amount not to exceed \$11,000.00 from account #34800- Professional and Specialized Expenses, select the lowest responsible bidder, and approval to pay the contractor for service rendered. The District Manager stated that neglected swimming pools continue to be a problem for "urban" mosquito breeding throughout our District boundaries. Often, when notified about these pools by neighbors or complaints, these sources have already had time to produce hundreds if not thousands of mosquitoes that have the potential to transmit disease. In an effort to be proactive the District has for the past six years contracted with an aerial surveillance company to provide reconnaissance for neglected pools and water features. The survey will cover Anderson, Redding, and Shasta Lake City. The contractor will provide the District with high resolution digital photographs, GPS coordinates and all the information on a CD or other media. The flyover will be planned for late May or early June, 2016. **A motion was made by Secretary Mower and Seconded by Trustee Dondero and it was agreed unanimously to approve the District Manager to solicit bids from contractors providing aerial reconnaissance aimed at locating unknown backyard neglected pools and water features in an amount not to exceed \$11,000.00 from account #34800- Professional and Specialized Expenses, select the lowest responsible bidder, and approval to pay the contractor for service rendered.**
- c) Discussion and/or approval to nominate a SMVCD Board member or staff to run for Seat B 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 A. Region 1, SMVCD's region, will be vacant as the incumbent is not seeking re-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 of CSDA board is to attend all Board meetings, 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. If the Board wishes to select a nomination it must do so before May 20th, 2016. **No Action was taken.**

- d) Discussion and/or possible nomination of a District Trustee for election 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 terms of the two regular special districts members and the one alternate special district member on Shasta LAFCO will expire in 2016. All elected members will serve a four-year terms ending January 2020. This item is on the agenda in the event that the Board wishes to nominate a trustee(s) to be placed on the ballot for election as special district commissioner on Shasta LAFCO. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed unanimously to nominate Board of Trustee member Stephen Morgan for two nominations for Regular Special District Member Seat 1 and one nomination for Alternate Special District Member. President Morgan abstained from the vote.**
- e) Discussion and/or approval of the passage of a local resolution 2016-02 declaring April 17th-23rd West Nile virus and Mosquito and Vector Control Awareness Week. The District Manager stated Mosquito Awareness week is a good opportunity to promote mosquito and vector control and the important public health service they provide. With the passage of this Resolution by the District and the State legislature, we will reach out to other local government bodies to pass similar resolution language. We intend to also send a press release to correspond with the selected week. **A motion was made by Trustee McNamara and Seconded by Secretary Mower and it was agreed unanimously to approve the passage of a local resolution 2016-02 declaring April 17th-23rd West Nile virus and Mosquito and Vector Control Awareness Week.**
- f) Discussion and/or approval to authorize the District Manager to create and distribute a RFP for a Building Consultant services to be utilized on a time and materials basis for reviewing both architectural plans and assisting in project management of the General Contractor. 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. The District will then share the responding vendors with the Ad Hoc Build Committee for review and is anticipated to be brought to the Board at the April Board Meeting. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed unanimously to authorize the District Manager to create and distribute a RFP for a Building**

Consultant services to be utilized on a time and materials basis for reviewing both architectural plans and assisting in project management of the General Contractor

- g) Discussion and/or approval for the District Manager and Assistant Manager to attend the MVCAC Quarterly Meeting in Newport Beach, CA April 28-29, 2016, in an amount not to exceed \$1150.00 from the following account numbers #35900-Travel, #35950-Lodging and #35949-Meals. The District Manager stated the MVCAC Spring Quarterly Meeting in Newport Beach, CA is an education and networking opportunity that consists of a Board of Directors and Committee meetings. This meeting provides ample opportunities to network with vector control professionals, researchers and educators. Currently the District Manager serves as the Sacramento Valley Regional Representative, is a member of the IT committee and a member of the Regulatory Affairs Committee. **A motion was made by Secretary Mower and Seconded by Trustee McNamara and it was agreed unanimously to approve the District Manager and Assistant Manager to attend the MVCAC Quarterly Meeting in Newport Beach, CA April 28-29, 2016, in an amount not to exceed \$1150.00 from the following account numbers #35900-Travel, #35950-Lodging and #35949-Meals.**

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).* Trustee Dondero stated he would not be in town to attend the April board meeting.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- April 19, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- April 22, 2016 Earth Day Fair, Redding Rancheria, Win River Casino
- April 23-24, 2016 Whole Earth Festival, Redding City Hall, Sculpture Park
- April 30, 2016 Pet Expo, Shasta County Fair Grounds
- May 17, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- June 21, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)

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 2:35 p.m.

MINUTES APPROVED: _____
