



## SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

May 16, 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 1:01 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  
Ron Copeland, UPEC 792 Labor Relations Representative

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Secretary McNamara.**
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 April 18, 2017.
  - b) March Payables in the amount of \$184,785.63. **A motion was made by Trustee Morningstar and seconded by Secretary McNamara and it was agreed to approve the consent calendar and include in the payables description the two months it covers.**
6. Items Removed from the Consent Calendar –

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Report at 4/30/2017-  
The District Manager stated that we are right where it is expected for the April financials. We received the majority of our tax monies the rest will trickle in over the new few months and into the new fiscal year which will be accrued to the 2016-2017 fiscal year.
- 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. Under the Research UAV integration into mosquito control the District Manager stated he attending a training regarding rules and regulations of UAV and knowledge test prep as well as basic flight training. There is a lot to consider before investing in a UAV we are only at the first step.
- c) Compliments to the District- The District Manager stated that we had a few compliments over the past month. Trish Frowd called regarding a door hanger Seasonal Chris Cain left for her. She checked her little pond in the back, and it looks like all the mosquitofish are gone, and she'd love to have more added. She also sends her compliments: She said Chris has excellent penmanship – the handwriting on the door hanger was excellent, neat, and impressive. She also really appreciates how thoughtful we are for remembering her and her pond, and checking on them. A resident in zone 7 emailed and stated Robert Ault came to their home today and did a great job in helping them with my mosquito issues. Thank you from Paul Grooms. Katy Harkin called in a service request for the Old Oregon Trail area, and added, "You guys have been so great, why can't everybody be as good as you? This is the best government agency I've dealt with! Super communication. Thank you!" The District Manager stated that our staff has proven to have great communication skills and customer service.
- d) Record Searchlight Article- The District Manager stated that Damon Arthur, reporter and Gregg Barnette, photographer came to the District to do a ride along on one of our fogging routes this month. The District Manager stated that the article seemed to be successful and we have had more of the public sign up for the fogging notifications via email and text. The full article was published on May 1, 2017 and can be found on the Record Searchlight website.
- e) Buzz about Employees-Jenna Ingebretsen-Administrative Analyst- Jenna has lived in Shasta County almost all her life. The area provided many opportunities, so she participated in a variety of extracurricular activities, from sports (softball, basketball, volleyball, and tennis) to music (piano, choir and dance) to academics (student council and science bowl). Although active in high school, she still managed to acquire part-time work at an attorney's office starting when she was 14 years old. She graduated from Enterprise high school in 2005, after completing her junior year abroad in Germany and senior year in College Connection at Shasta College. She acquired her Associate's degree in Social Sciences, but still desired a well-rounded education, so she studied various subjects including accounting, art, and environmental science. Shortly after graduating high school, Jenna met an unexpected best-friend, Chris, her husband. They have two children; their son Carsen, and

- daughter Rhylin. Carsen will graduate from Kindergarten this year and Rhylin from preschool. Together, the family hasn't missed a summer of camping and fishing, and they can put up a large tent in 3 minutes flat. Jenna was working for Aztec Construction & Restoration, doing primarily accounting, administrative support, marketing and public relations. In March of 2017, she jumped at the opportunity to join a team of mosquito busters at Shasta Mosquito & Vector Control District as the Administrative Analyst. She doesn't cover any zones, but does put in service requests to keep the zones busy. The District Manager stated that we are pleased to have Jenna on our staff, the board thanked Jenna for writing her buzz about employees.
- f) VCJPA Member and Property Contingency Funds at 3/31/2017-The District Manager stated that this is the District's VCJPA Member Contingency Fund at the quarter and fiscal year ending 3/31/2017 showing a balance of \$330,773. This is the balance before the budgeted transfer. The Property Contingency Fund at the quarter and fiscal year ending 3/31/2017 showing a balance of \$30,408.
  - g) Shasta County Pooled Investments 3/31/2017- The District Manager stated this is an accounting of Shasta County Pooled Investments.
  - h) CERBT Fund Balance 3/31/2017- The District Manager stated that the balance of our CERBT is \$841,608.75 we had investment earning this last quarter.
  - i) CA Arbovirus Bulletin #5, Week of May 5, 2017- The District Manager stated that the Bulletin shows as of May 5, 2017. The District Manager stated there are 3 WNV positive birds in 3 counties; Orange, San Mateo and San Diego as of this date. There are also two WNV positive mosquito pools in Los Angeles and Riverside. As of this date one WNV positive humans in Kings County has been reported. The Vector Ecologist stated that there has not been anything noteworthy and it has been less active than last year.
8. Manager's Report – The District Manager stated this report period his time has been focused on the remodel project; working to get the architects and contractors to finalize the design and bid elements. I continue to work on the pay in lieu of abatement policy and plan to roll out the first element as part of the 2017-2018 budget proposal. Finalized the budget plan and finished the budget workshop for the May Board meeting. Began work with staff regarding an overhaul of the catch basin program for 2017 and started planning for the design of outdoor raceways to enhance fish storage.
9. Department Reports:
- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department focused on mosquito inspections and treatment. Staff battled against the early season mosquitoes hatched from tree holes, vernal pools, neglected swimming pools, and other types of breeding sources. A total of 237 service requests were received from 15 communities, in which 55.5% were from the Redding area, 9.7% from Anderson, and 8.0% from Palo Cedro. Among the types of service requests, nearly half (47.3%) were for mosquito complaints, 32.9% for mosquito fish, and 13.5% for mosquito fish and mosquito complaints, 4.2% for neglected swimming pools, and less than 1% for mosquito fish and neglected swimming pools. Staff completed a total of 1,972 inspections in 15 communities for mosquito breeding, of which

Anderson had the most (33.2%) sites, followed by Redding (26.6%) and Cottonwood (18.5%). Staff made a total of 737 treatments, in which 82.8% were larviciding to control mosquito larvae and pupae, 9.0% were herbiciding to open or maintain accesses to treating the sources, and 8.1% were adulticiding to control adult mosquitoes. Among the communities, 29.8% of the treatment was made in Redding, 21.4% in Anderson, and 11.6% in Enterprise. A total of 647 treatments were made for control of mosquito larvae by different products. Among the treatments, 48.9% were by releasing mosquito fish, 28.0% by microbial products such as BTI, 8.8% by surface oil which forms a monomolecular film on water, 8.3% by insect juvenile hormones (methoprene), and 5.9% by spinosad. Winter pool project: staff inspected 71 neglected swimming pools either as follow-ups to fish releases and pesticide treatments in the previous season. The pools were in 4 communities, but Redding had 70% of them. Anderson, Shasta Lake City, and Anderson had only 14%, 13%, and 3%, respectively. Of the 71 pools inspected, 58% were found still having fish in the pool, 22% were maintained pools, 10% were treated with larviciding products, and 6% were not pools. Four warrants were issued to access the pools since consent from property owners could not be obtained for us to check on the pools. The District Manager added that we also completed the setup of newly purchased vehicle, including mounting a new tool box and a pesticide storage box, making and installing a larviciding rig, installing the hazard light bar, and putting on new stickers and logos. The tool box set up should allow for more versatility and we most likely will use this configuration in the future. He added, if the board members have a chance try to take a look at our new truck and the set up.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated mosquito populations as measured by the District's current array of fourteen New Jersey-style light traps and 40 CO<sub>2</sub>-baited encephalitis virus surveillance (EVS) traps started out somewhat below averages for this time of the year. Toward the end of this report period it appears that numbers have risen slightly above normal and are trending upward. This is likely because the abundant rain and cool weather suppressed adult mosquito activity early on. The sudden onset of very warm weather has stepped up mosquito emergence from the abundant standing water that resulted from the earlier wet cool weather throughout the District. The predominant mosquito types being caught currently are *Aedes spp.* and *Ochlerotatus spp.* mosquitoes, which are important pest species, but do not transmit human disease. The most abundant of these is *Aedes sierrensis*, the western treehole mosquito, which is an important vector of dog heartworm, and *Aedes washinoi*, which is a very aggressive biter of humans. This will be the first year we test these mosquitoes for dog heartworm and other organisms through the University of the Pacific (UOP). Due to our relationship with the volunteer Veterinarian Caitlin Cooper and her Experiential Learning agreement we were able to create a way to test these mosquitoes for her research as well as for our information. Both of these mosquito types show up as *Ochlerotatus spp.* Based on historical information we are heading toward the part of the season when the largest increases in mosquito populations will be taking place. *Aedes spp.* mosquitoes, which predominate at this time, will be giving way to *Culex spp.* mosquitoes. *Culex spp.* mosquitoes are the vectors of West Nile virus and other diseases, which will drive District activities between now and the fall. The District has completed the setup of all of its seasonal light trap locations including high elevation sites in Shingletown and Camp McCumber. EVS routes have also been expanded to include Shingletown, Lake McCumber, Lakehead and Castella. Data from these traps will first show up in next month's Board report and is currently displayed on the District's website. The District got chickens for its five sentinel chicken flocks (40 total chickens) on April 20. The chickens

were distributed to their flock locations the following week. The first blood samples from the chickens were taken on May 4. Results for the samples are pending at this time. A total of 21 mosquito samples were submitted and tested for the presence of mosquito-borne viruses during this report period. This brings the total number of samples tested this season to 22. No mosquito-borne diseases have been found in any of the mosquitoes tested so far in 2017. No dead birds have been reported, collected or tested for West Nile virus so far in 2017. On May 2 an experimental barrier treatment was conducted near the mouth of Clear Creek. Vegetation between a residential area and mosquito breeding habitat along the creek was treated with a residual mosquito control product. The District is seeking to determine whether such a treatment can be used to effectively reduce the migration of adult mosquitoes from the mosquito breeding habitat into the residential area. CO2-baited EVS traps were set in the vicinity of the application before and after the treatment to assess changes in the overall numbers and distribution of the mosquito population in the vicinity of the barrier treatment area. Similar trapping of this area will continue on a weekly basis for several weeks. No statistics have been compiled yet, but initial observations of the data are very encouraging.

## 10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel Committee–
- d) Oversight Committee- The District Manager stated at the oversight committee meeting they discussed the property off Cedars and approved to change the per square foot cost to a useable square footage cost.
- e) Ad Hoc Build Committee-

## 11. Old Business:

## 12. New Business:

- a) Discussion of the Proposed Preliminary Budget (FY 2017-2018): The District Manager stated the budget process began in January with the issuance the Budget Calendar. The Finance Committee members are; Secretary Mike McNamara-Committee Chair, President Vickie Marler, Peter Bonkrude, Darcy Buckalew. Staff then met and built departmental budget needs; with the first draft being presented to the Finance Committee in March with a revision in April. During this process our budget goals are to maintain existing service levels to all of the District, maintain a balanced budget, increase assessments only if required, utilize reserve funds to stabilize rate increases, conservative forecast for revenues. After the Committee and staff met we now present the proposed draft budget for Board Discussion; some items that were discussed were to increase in Benefit assessment Area 2- \$25.14, increase in Benefit assessment Area 1- \$18.00. Proposed fixed asset purchases include; Lab Building Remodel-\$667,000 and ULV Fogger- \$22,000. Proposed revenue transfers include; transfer of Facility Improvement Reserve-\$285,000, transfer of Fixed Asset Reserve- \$18,000, Cash in Treasury transfer \$200,000 and CSDA Financing of \$200,000. Additionally we are budgeting for a 4% increase in salaries and benefits, budgeting for a 2% increase in revenue, budgeting a reduction in Operational cost by 1%, budgeting and an increase of 18% in Utilities. Staffing numbers will not change. The District Manager reviewed a multi-year budget comparison as well as a budget to budget comparison. The District

Manager added that the Capital Improvement project will move forward - the lab remodel. The budget will be brought back to the Board in June for potential approval. Vice President Mower stated he appreciated the work of the Finance Committee.

- b) Discussion and/or Approval to authorize the Report on Shasta Mosquito and Vector Control District's Mosquito, Vector and Disease Control Assessment Engineer's Report, June 2017 (Service Area 1) - The District Manager stated this is the preliminary approval of the engineer's report, and providing for notice of hearing for the mosquito, vector and disease control assessment. In 2005, the District developed a proposal for funding mosquito, vector and disease control services within the District's current service areas. This proposed benefit assessment, the "Mosquito, Vector and Disease Control Assessment", was approved by property owners in an assessment ballot proceeding conducted June and July 2005. On August 3, 2005, the Board levied the first assessment after certifying that 63.7% of the weighted ballots returned were in support of the proposed assessments. The assessments can be levied annually and can be increased by the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% per year. The change in the CPI as of December 2016 was 3.53%. Including unused CPI from previous years, the total allowable increase for 2017-18 is 22.16%, and the maximum authorized assessment rate for fiscal year 2017-18 is \$21.41 per single family equivalent benefit unit. SCI Consulting Group has prepared an updated Engineer's Report for fiscal year 2017-18, which includes the proposed budget of \$2,390,171 determining the need for the assessments for fiscal year 2017-18 of \$1,170,216. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessments for 2017-19 will be levied at the rate of \$18.00 per single family equivalent benefit unit which is below the maximum authorized rate. **A motion was made by Vice-President Mower and seconded by Trustee Morningstar and it was agreed unanimously to approve the authorization of the Shasta Mosquito and Vector Control District's Mosquito, Vector and Disease Control Assessment Engineer's Report, June 2017 (Service Area 1).**
- c) Consideration of Approval of Resolution No #2017-03 of intention to levy assessments for fiscal year 2017-18, Preliminarily approving the engineer's report, and providing for notice of hearing for the mosquito, vector and disease control assessment. **A motion was made by Vice-President Mower and seconded by Trustee Morningstar and it was agreed unanimously to consider the Approval of Resolution No #2017-03 of intention to levy assessments for fiscal year 2017-18, preliminarily approving the engineer's report, and providing for notice of hearing for the mosquito, vector and disease control assessment.**
- d) Discussion and/or Approval to authorize the Report on Shasta Mosquito and Vector Control District's Mosquito, Vector and Disease Control Assessment Engineer's Report, June 2017 (Service Area 2). The District Manager stated this is the preliminarily approval of the engineer's report, and providing for notice of hearing for the mosquito, vector and disease control assessment. On November 21, 2006, the District authorized LAFCo Annexation proceedings based on favorable results of a survey conducted in areas of Shasta County that were receiving only emergency mosquito abatement services. On April 5, 2007, the Shasta County LAFCo Board approved the annexation of unserved areas to the east, north and west of the existing service area, and along the Interstate 5 corridor, contingent on the District securing funding for the services in the expanded service area. Property owners within the proposed service area were balloted to determine the support for the annexation into the Shasta Mosquito and Vector Control District. Ballot tabulation

was completed on July 17, 2007 by the City Clerk. The Board levied the first assessment after certifying that 55.01% of the weighted ballots returned were in support of the proposed assessments. The assessments can be continued annually and can be increased by the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% per year. The change in the CPI as of December 2016 was 3.53%. Including unused CPI from previous years, the total allowable increase for 2017-18 is 3.00%, and the maximum authorized assessment rate for fiscal year 2017-18 is \$25.14 per single family equivalent benefit unit. SCI Consulting Group has prepared an Engineer's Report for fiscal year 2017-18, which includes the proposed budget for the assessments for fiscal year 2017-18 of \$199,397 determining the need for the assessments for fiscal year 2017-18 of \$146,893. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessment for 2017-18 will be levied at the rate of \$25.14 per single family equivalent benefit unit **A motion was made by Vice President Mower and seconded by Trustee Morningstar and it was agreed unanimously to approve the authorization of the Shasta Mosquito and Vector Control District's Mosquito, Vector and Disease Control Assessment Engineer's Report, June 2017 (Service Area 2).**

- e) Consider Approval of Resolution No. 2017-04 of Intention to Continue to Levy Assessments for Fiscal Year 2017-18, Preliminarily Approving Engineer's Report, And Providing For Notice Of Hearing For the Mosquito, Vector And Disease Control Assessment No. 2. **A motion was made by Vice President Mower and seconded by Trustee Morningstar and it was agreed unanimously to approve the Resolution No. 2017-04 of intention to continue to levy assessments for the fiscal year 2017-18, Preliminarily Approving Engineer's Report, And Providing For Notice Of Hearing For the Mosquito, Vector And Disease Control Assessment No. 2.**
- f) Discussion and/or Approval to proclaim May 7 – 13, 2017 as Public Service Recognition Week for employees of the District. The District Manager introduced Ron Copeland, Labor Relations Representative for UPEC 792. Mr. Copeland acknowledged the compliments and Buzz about Employees agenda items is a good way to recognize the employees. Mr. Copeland stated the first proclamation was issued in 1985 and in 2016 The House of Representative passed Resolution 676 proclaiming the first week of May as Public Service Recognition Week. This week provides an opportunity to recognize and promote the important contributions of public servants and honor the diverse men and women who meet the needs of the United States through work at all levels of government and as members of the uniformed services; and millions of individuals work in government service, and as members of the uniformed services, in every State, county, and city across the United States and in hundreds of cities abroad. The District Manager read the proclamation; *WHEREAS*, the week of May 7 through May 13, 2017 has been designated as Public Service Recognition Week to honor the employees of the federal government, and state and local governments and members of the uniformed services; and *WHEREAS*, Public Service Recognition Week provides an opportunity to recognize and promote the important contributions of public servants and honor the diverse men and women who meet the needs of the United States through work at all levels of government and as members of the uniformed services; and *WHEREAS*, millions of individuals work in government service, and as members of the uniformed services, in every State, county, and city across the United States and in hundreds of cities abroad; and *WHEREAS*, the ability of the Federal Government and State and local governments to be responsive, innovative, and effective depends on outstanding performance of dedicated public servants; and *WHEREAS*, members of the uniformed services and civilian employees at all levels of government

make significant contributions to the general welfare of the United States, and are on the front lines in the fight to defeat terrorism and maintain homeland security; and *WHEREAS*, public servants have bravely fought in armed conflicts in the defense of the United States and its ideals, and deserve the care and benefits they have earned through their honorable service; *NOW, THEREFORE, BE IT RESOLVED* that the Shasta Mosquito and Vector Control District hereby proclaims May 7 - 13, 2017 as Public Service Recognition Week and encourages all citizens to recognize the accomplishments, contributions and sacrifice of public servants at all levels – federal, state, county, city and uniformed services. **A motion was made by Trustee Morningstar and Seconded by Secretary McNamara and it was agreed unanimously to approve to proclaim May 7 – 13, 2017 as Public Service Recognition Week for employees of the District.**

- g) Discussion and/or Approval to deposit VCJPA CARMA dividend excess Liability program refund check for the following amount: \$1,217.00. The District Manager stated 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 California Affiliated Risk Management Authorities (CARMA) is the entity which provides excess liability coverage to the VCJPA members. The distribution is based on the percentage of CARMA premiums we contributed from 2002-03 through 2013-14 years that have been retrospectively adjusted. Options for consideration: Member districts can cash or deposit their 2017 dividend checks and retain the monies or Member districts can deposit all or a portion of their 2017 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 CARMA check into the Wells Fargo CEO Basic Banking Account. **A motion was made by Vice President Mower and Seconded by Secretary McNamara and it was agreed unanimously to approve to deposit VCJPA CARMA dividend excess Liability program refund check for the following amount: \$1,217.00 into the Wells Fargo CEO Basic Banking Account.**
- h) Discussion and/or approval to authorize the District Manager to sign the MOU between Shasta Community College District and Shasta MVCD creating an Internship position at the District that is partially supported by the Community College District. The District Manager added in April, the District began discussing the potential options available to more formally connect with the local colleges and training programs. As part of that effort contact was made between District staff and the “Doing What Matters” program hosted at Shasta College. This program creates opportunities for community college attendees to gain relevant skills and experiences in a job field of interest. In return for hiring, insuring and supervising an intern, the District receives compensation at an amount not to exceed \$10,000. District staff will still process interested potential interns through the normal interview, background check and drug test routine completed with all standard hires. The scope of the project is as follows: Engage one (1) Shasta College student in a hands-on experience to work with the Field Supervisor and Assistant Manager in the mapping, categorizing and quantifying vector risk to the storm water structures throughout the District boundaries. Interns will work 24-36 hours per week, \$13.25/hour (7am to 3:30pm), June 2017 through August 2017. This is a way to provide an internship opportunity for students to gain relevant “real-time” skills and experiences useful in entomology, vector ecology, GIS application, and storm water management and design career pathways. The tasks that the intern will perform will include the following: GPS unit use, ArcView (GIS software) training, entomological training focused on mosquitos of disease concern, storm

water structure design and implications in public health mosquito control, data collection, photographing egregious storm water structure and draft a report and presentation of findings to present to staff and potentially other agency partners. In the City of Redding limits there are approximately 10,000 catch basins and approximately 4,000 to 5,000 outside the city limits. Although cost have been budgeted into the project for most known costs, some small incidental costs may appear during the intern's employment at cost not to exceed \$1,600 for the June-September project. **A motion was made by Secretary McNamara and Seconded by Vice President Mower and it was agreed unanimously to approve authorizing the District Manager to sign the MOU between Shasta Community College District and Shasta MVCD creating an Internship position at the District that is partially supported by the Community College District and to not exceed incidental costs of \$1,600.**

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:**

- June 20, 2017 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- June 21-24, 2017 Shasta District Fair, Shasta County Fair Grounds, Anderson, CA
- July 4, 2017 SMVCD Office closed in observance of Independence Day Holiday
- July 18, 2017 Shasta MVCD 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 1:58 p.m.**

MINUTES APPROVED: \_\_\_\_\_

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