



## SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

May 17, 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  
Dale Dondero, Trustee  
Mike McNamara, Trustee

Trustees Absent: None

Others Present: Peter Bonkrude, District Manager  
Darcy Buckalew, Administrative Office Manager  
John Albright, Vector Ecologist  
Mike Alexander, Field Supervisor  
Pete Ledbetter, Fleet/Building Maintenance Technician

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Trustee Mower led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Secretary Mower and seconded by Trustee McNamara it was agreed with an affirmative vote to add an urgency agenda item under New Business 12g: Vote for Special District Representative to LAFCo and to unanimously to approve the amended 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 April 19, 2016.
  - b) May Payables in the amount of \$183,097.96. **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 4/30/2016-  
The District Manager stated that we are seeing income increases due to property taxes and we are within the normal ranges for expenses for this time of the fiscal year. The District Manager added we had a representative from D.H. Scott, CPA come in and review our books. Upon recommendation we made some adjustments to how we track our pesticide inventory. We are now booking it to an inventory asset account #12100 account and then to Pesticides account #32100 when actually used. This will give the district more of an accurate inventory on hand and will be useful for annual audits as they will have current inventory balances.
- b) California Arbovirus Surveillance Bulletin #9 - Week of May 6, 2016 – The District Manager stated that the Bulletin shows as of May 6, 2016. The District Manager stated there are 16 WNV positive birds in 4 counties; Los Angeles, Orange, San Diego and Santa Clara as of this date. The Vector Ecologist added that Sac-Yolo has one WNV positive bird now. There are also two WNV positive mosquito pools in Orange County. As of this date no WNV positive humans.
- c) Buzz about Employees- Pete Ledbetter, Fleet/Building Maintenance Technician- Mr. Ledbetter was hired by the district in April 2016. Prior to being hired by Pete had been commuting to Sunol, California for years working for a construction company as the lead mechanic. Pete found his interest in mechanics after he excelled in his automotive technology class, which led to his first job at a local automotive recycling yard when he was 16. Pete continued his education after high school at Shasta College, taking automotive and aviation technology classes. While attending college classes Pete started working at Ameritech Industries as aviation engine machinist. Pete and his wife Karly have two sons Preston and Keller. Pete is also an avid fisherman and enjoys spending time on the shores of mountain lakes and streams fishing for trout with his sons. The District Manager stated in Pete's short time with the District he has already proven to be a great benefit. President Morgan and the Board thanked Mr. Ledbetter for his write up and welcomed him to the District.
- d) 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.
- e) Shasta County Pooled Investments 3/31/16- The District Manager stated this is an accounting of Shasta County Pooled Investments.
- f) VCJPA Member and Property Contingency Funds at 3/31/16-The District Manager stated that this is the District's VCJPA Member Contingency Fund at the quarter and fiscal year ending 3/31/16 showing a balance of \$329,736. The Property Contingency Fund at the quarter and fiscal year ending 3/31/16 showing a balance of \$30,495. The prudent fund over amount is 107,618. We only need 222,118 for our prudent fund currently our balance is 329,736. President Morgan asked about two full claims and if we had claims. The District Manager stated that due to VCJPA being a self-insured fund they suggest having a balance that would equal two claims in the fund to prevent running at a negative

in case there were ever a claim(s) against the district, the district would have funds to cover it and not have to pull from cash in treasury to pay for a claim.

g) Compliments to District Employee-The District Manager stated that Vector Control Technician Corey Boyer received a compliment from a resident concerned about us stopping our fogging program in his area because he hadn't seen it on the spray notification emails. We assured him that there are many factors when determining when to fog and that we had not stopped. He thanked us and was grateful that the Mosquito District existed and we do a great job. Resident Joe Gonzales called for fish on May 11, 2016. He lives in the Palo Cedro area. Approximately an hour after he called, he called back to say what great service we had, the fish were already delivered. He worked for the city of Fremont and Redding for a combined 35 years; he knows what it is like to work with the public. He is impressed with our program because many times he can't even get an agency to return his phone call. Joe wanted to make sure Reid knew he was grateful. We received an email from Katy Harkins resident in Mountain Gate Area thanking Valerie Peterson. She wanted us to know that she appreciates how responsive and receptive Valerie and the rest of the Shasta Mosquito crew have been. It makes a difference.

8. Manager's Report – This District Manager stated during this report period spring has rolled through and although we continue to see some milder temperatures and glimmers of precipitation, our trapping data is starting to confirm that we are slowly moving out of spring treehole mosquito season and into our Culex-WNV season. As temperatures increase, mosquito abundance follows suit, and ultimately the speed at which WNV replicates and transmits in the environment begins to increase as well. We will continue to experience treehole mosquitoes at higher elevations and some persistent pockets here on the valley floor, however for the most part our major nuisance program is coming to a close. District staff takes advantage of this “eye of the storm” period to roll out the remainder of their special projects. We will be flying our aerial surveillance at the end of May, our catch basin program will be initiated and all the last pieces of our winter and spring programs will get buttoned up including; any herbiciding and brushing projects, vernal pool treatments, and leftover heavy equipment work we were unable to complete due to the rain. We received some good press in the last report period and as we move into “disease season” we'll be looking for new and impactful ways to get the message out about bite prevention. The District Manager also shared a video from Legislative Day in Sacramento that he attended last month.

9. Department Reports:

a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated that during this report period the Operations Department had service requests. A total of 274 service requests were received from 17 communities, in which 56% were from the Redding area. Among the types of service requests, nearly half were mosquito complaints and 31% were requests for mosquito fish. The high numbers of treehole mosquitoes (*Aedes sierrensis*) continued to be a vicious nuisance to the residents of the District due to the excessive amount of rain during the winter-spring season. Most of the mosquito complaints were about the biting of treehole mosquitoes. Staff made a total of 2,217 sites of inspections in 16 communities to determine if mosquito breeding occurred. Of the inspections, 26% were made in Redding, 24% in Anderson, 15% in Cottonwood, and 14% in Enterprise. Staff made 516 applications for treating mosquitoes. Of the applications, 6.8% were for controlling mosquito adults, 85% for controlling mosquito larvae, and 8.8% for controlling vegetation to facilitate

mosquito control. VCJPA representatives came to the district and gave safety training to our staff at the District on April 21. The agenda included classroom driver safety training and workplace violence training including active shooter for all staff, road driving training for employees hired last season, and ergonomics for administrative staff.

- a) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated No samples tested positive for *Borrelia burgdorferi*, the causative agent for Lyme disease. One sample from Dog Creek tested positive for *Borrelia miyamotoi*, the other pathogenic bacteria that we test for. There will be no more tick surveillance information to report until the Board of Trustees meeting in November. All regular weekly CO2-baited encephalitis virus surveillance (EVS) and New Jersey-style light traps are now in place throughout the District. Significant rainfall in late 2015 and early 2016 has led to a significant increase in water collecting in rot-holes in oak trees this year. This has led to a very significant increase in the abundance of the western treehole mosquito, *Aedes sierrensis* this spring. This type of mosquito bites primarily during daylight hours, particularly near dusk and dawn. For this reason the increase show up most dramatically in the EVS traps, which operate from the afternoon of one day through the early morning of the following day. The light traps, which, only operate at night are showing a less dramatic increase that is primarily due to a slightly earlier than normal appearance of some of our summertime species, which tend to be more active after dusk and before dawn. Sentinel chickens (40 total chickens) have been placed in the District's five flock locations. Blood samples will be taken from these birds every two weeks through October to be tested for the presence of antibodies to mosquito-borne diseases. The first samples are scheduled to be taken on May 12. Eleven *Culex spp.* mosquito samples of from 13 to 50 mosquitoes each have been submitted to UC Davis since the beginning of April to be tested for the presence of mosquito-borne diseases. No mosquito-borne diseases have been detected in any samples from the District so far this year. No dead birds have been collected or tested for West Nile virus (WNV) by the District so far in 2016. An operational trial of a new method of injecting a mosquito control product into water applied by sprinklers to log storage decks is being conducted this season. The Vector Ecology staff will monitor the efficacy of this method by monitoring larval mortality in the field and in lab bioassays. During this report period untreated water from the mill was collected as a control for comparison to the water that will be circulating following the treatment. Several devices were constructed based on a design developed by Placer MVCD that can keep larva on-site developing in normal field conditions and monitor the mortality post-treatment. Adult mosquito numbers are not yet high enough within the District to collect enough mosquitoes for bottle bioassays to test them for adulticide resistance. The District plans to perform bottle bioassays on mosquitoes from several locations early and late in the season to see if the resistance status of mosquitoes changes in those areas through the season. The same goes for knock-down resistance (KDR) which is a genetic mutation known to be present in the District that confers significant pesticide resistance on mosquitoes that have it. Trustee Dondero asked about filling tree holes with expanding foam. The Vector Ecologist stated that if you can block mosquitoes from access standing water in tress that is the best way to prevent more mosquitoes. The District Manager added that this season we are using a gel that shows a lot of promise called polyacrylamide gel.

## 10. Committee Reports

- a) Executive –  
b) Financial – The District Manager stated the Finance Committee met and their recommendations will be discussed during the budget presentation under New Business.

- c) Personnel –
- d) Oversight Committee-
- e) Ad Hoc Build Committee-The District Manager stated have not met as a committee however the Architect, Electrical Engineer and the Owner Representative came to the district to review the remodel.

## 11. Old Business:

## 12. New Business:

- a) Approval to declare to donate 1953 Dodge Power Wagon to NorCal Veterans Museum or other non-profit. The District Manager stated as part of an annual process of evaluating inventory it is found that donating this vehicle will benefit the District as well as a non-profit agency. This vehicle is historic and is anticipated to be restored and displayed in Shasta County. The District Manager added that Secretary Mower put us in contact with the Veterans Museum and seems to be a fitting place to retire the historic vehicle. **A motion was made by Secretary Mower and Seconded by Vice President Marler and it was agreed unanimously to donate 1953 Dodge Power Wagon to NorCal Veterans Museum.**
- b) Discussion of the Proposed Preliminary Budget (FY 2016-2017): The District Manager stated the budget process began in January with the issuance the Budget Calendar. The Finance Committee members are; Vickie Marler-Committee Chair, Trustee Mike McNamara, Peter Bonkrude, Darcy Buckalew. Staff then met and built departmental budget needs; with the first draft being presented to the Finance Committee 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- \$24.40, increase in Benefit assessment Area 1- \$17.25, transfer of VCJPA funds- \$107,618, transfer of Facility Improvement Reserve-\$408,639, transfer of Fixed Asset Reserve- \$30,000, Capital Expenditure of Laboratory remodel-\$485,000 and Mid-Size Truck \$30,000. Additionally we are budgeting for a 1% increase in salaries and benefits, budgeting for a 1% increase in revenue, budgeting a reduction in administrative costs by 1%, budgeting for a 9% decrease in operations funding and budgeting an increase of 9% in Utilities. Anticipating reserve replenishment of \$300,000 for Facility Improvement, \$100,00 for Existing Facility Renovation and \$50,439 for Fixed Asset Replacement. One of the technicians will be moving into the Heavy Equipment Operator position but will also be a technician. Staffing numbers will not change. The District Manager reviewed a nine year budget comparison as well as a budget and expenditure comparison. The District Manager added that the Capital Improvement project will move forward - a lab remodel. The budget will be brought back to the Board in June for potential approval. Vice-President Marler added she is in favor of being able to replenish our reserves.
- c) 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 2016 (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 2015 was 3.17%. Including unused CPI from previous years, the total allowable increase for 2016-17 is 20.13%, and the maximum authorized assessment rate for fiscal year 2016-17 is \$20.78 per single family equivalent benefit unit. SCI Consulting Group has prepared an updated Engineer's Report for fiscal year 2016-17, which includes the proposed budget of \$2,363,223 determining the need for the assessments for fiscal year 2016-17 of \$1,098,865. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessments for 2016-17 will be levied at the rate of \$17.25 per single family equivalent benefit unit which is below the maximum authorized rate. **A motion was made by Vice-President Marler and seconded by Secretary Mower 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 2016 (Service Area 1).**

- d) Consideration of Approval of Resolution No #2016-03 of intention to levy assessments for fiscal year 2016-17, 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 Marler and seconded by Secretary Mower and it was agreed unanimously to consider the Approval of Resolution No #2016-03 of intention to levy assessments for fiscal year 2016-17, preliminarily approving the engineer's report, and providing for notice of hearing for the mosquito, vector and disease control assessment.**
- e) 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 2016 (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 if 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 2015 was 3.17%. Including unused CPI from previous years, the total allowable increase for 2016-17 is 2.84%, and the maximum authorized assessment rate for fiscal year 2016-17 is \$24.40 per single family equivalent benefit unit. SCI Consulting Group has prepared an Engineer's Report for fiscal year 2016-17, which includes the proposed budget for the assessments for fiscal year 2016-17 of \$206,062 determining the need for the assessments for fiscal year 2016-17 of \$141,382. If

the Board approves this budget and the assessment rates in the Engineer's Report, the assessment for 2016-17 will be levied at the rate of \$24.40 per single family equivalent benefit unit **A motion was made by Secretary Mower and seconded by Trustee McNamara 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 2016 (Service Area 2).**

- f) Consider Approval of Resolution No. 2016-04 of Intention to Continue to Levy Assessments for Fiscal Year 2016-17, 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 Secretary Mower and seconded by Trustee McNamara and it was agreed unanimously to approve the Resolution No. 2016-04 of intention to continue to levy assessments for the fiscal year 2016-17, Preliminarily Approving Engineer's Report, And Providing For Notice Of Hearing For the Mosquito, Vector And Disease Control Assessment No. 2.**
- g) Discussion and/or approval to cast up to three votes for Special District Representative to the Local Agency Formation Commission (LAFCo). It has come to staff's attention after the posting of the agenda that the due date for ballots is June 13, 2016 and the Board is not scheduled to meet prior to that closing date. Therefore Per Gov't Code Section 54954.2 the Board by an affirmative vote of 4 members (or by an affirmative vote of 3 members if only 3 are present) may add this "urgency item" to the agenda and take action on the item. The District Manager stated the Shasta Local Agency Formation Commission (LAFCo) 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. Each independent district may cast up to three votes. Please see the copy of the Official Ballot for candidate information. Due date for ballots is June 13, 2016. The District Manager added that Ms. Haynes contacted the District expressing her interest in staying on the LAFCo commission and asked for the Board of Trustees support. **A motion was made by Secretary Mower and Seconded by Trustee Dondero and it was agreed unanimously to vote for Irwin Fust, Brenda Haynes and Steve Morgan for LAFCo. President Steve Morgan abstained from the vote.**

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).* Secretary Mower stated that he enjoyed the Trustee 101 training and added that the ride-a-long was beneficial and very interesting. Both Vice-President Marler and Trustee McNamara agreed with Secretary Mower. The District Manager stated he will schedule another training hopefully towards the end of summer.

#### 14. ADJOURNMENT –

##### **Upcoming Events and SMVCD Office Schedule:**

- *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*
- *August 3, 2016 Rancheria Health Fair, Win River Casino*
- *September 5, 2016 Holiday, Labor 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 2:17 p.m.**

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

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