



## SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

November 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 1:12 P.M.

#### Roll Call

Trustees Present: Stephen Morgan, President  
Vickie Marler, Vice President  
Larry Mower, Secretary  
Dale Dondero, Trustee

Trustees Absent: Mike McNamara, Trustee

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

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Vice President Marler led the pledge of allegiance.**
3. Approval of Agenda: **A motion was made by Secretary Mower and seconded by Trustee Dondero to add agenda item 12e; Discussion and/or approval to accept or reject bidders on the SMVCD laboratory remodel project, it was agreed to unanimously to approve the agenda with the added agenda item 12e.**
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 October 18, 2016.
  - b) October Payables in the amount of \$204,170.26. **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 10/31/2016-  
The District Manager stated that we are right where it is expected, there are not any new build invoices and at this time of year we are awaiting property taxes in December and will see the collection amounts in January and February. President Morgan asked what is left to completely separate from the county. The District Manager stated that the county will always collect the property taxes but eventually we can explore the option of separating the pooled investments.
- b) California Arbovirus Surveillance Bulletin #44- Week of November 4, 2016 – The District Manager stated that the Bulletin shows as of November 4, 2016. The District Manager stated there are 1,340 WNV positive birds in 33 counties; we are over for dead bird positives. There have been 3,491 WNV positive pools in 31 counties as of this date and we are ahead of the 2015 WNV positive pools amount. There are now 380 WNV positive humans in 29 counties and as of this date Shasta still has one case. St. Louis encephalitis virus (SLEV) 179 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, especially now 2 human cases. There are also 335 WNV seroconversions on sentinel chickens in 19 counties. The District Manager stated that across the state the numbers are up compared to 2015, however we still remain lower. We currently have 12 WNV positive mosquito pools as well as total of 3 WNV positive dead birds. This will be one of our last updates as the season is about over.
- c) VCJPA Member and Property Contingency Funds at 9/30/16- The District Manager stated that this is the District's VCJPA Member Contingency Fund at the quarter and fiscal year ending 9/30/16 showing a balance of \$331,937. The Property Contingency Fund at the quarter and fiscal year ending 9/30/16 showing a balance of \$30,514.
- d) CERBT at Quarter ended 9/30/16- The District Manager stated this is the accounting to the District's Other Post-Employment Benefits which is being held in the District's California Employers' Retirement Benefit Trust (CERBT). The last quarter the total is \$828,830.60.
- e) Buzz about Employees- Peter Bonkrude, District Manager. Born in Minnesota, Peter lived near Minneapolis for over a decade until the family picked up and moved to Nederland, CO. After high school Peter attended CU-Boulder, where he became very active on the Rugby Club. The team competed all over the USA and as a Senior Peter served as Captain of the team. During his time in Boulder he also began his career in mosquito control, working for CO Mosquito Control (CMC) initially as a seasonal mosquito technician, than as a Field Supervisor. He graduated in 2003 with a BA degree in E.P.O. Biology. He became the Operations Manager of the CMC Garfield CO. mosquito control program. He made his way to California after meeting his future wife, Nicole. Peter first worked with ISCA Technologies, an insect research firm that specialized in IPM technologies. He then accepted a position with Coachella Valley MVCD in Indio, CA as a Field Supervisor. After some time Peter and Nicole put their sights on Northern California. Peter worked for the CDPH-VBDS in Redding as an Associate Public Health Biologist. In 2009, Peter began working for

the District as the District Manager and has loved working with a staff that cares not only about doing good mosquito control, but also serving the community that they reside. When not at the District, Peter enjoys spending time with his wife Nicole, his two kids Linnea (Age 4) and Soren (10 months), their dog Kairi, cat Kato, playing bass at Redding First Nazarene Church, volunteering for Shasta Dam Kiwanis, fishing, and camping. The Board expressed their gratitude toward the employees who have written their biographies.

- f) Strategic Plan Update- The District Manager stated this agenda item will be revised. Staff will meet to discuss deadlines sometime in December. The goal of the meeting is to make sure it still matches what we need to accomplish in our strategic goals for the next few years. It's also an opportunity to get other staff members involved in the various strategic goal(s). The District Manager added that he is anticipating presenting an updated plan at the January board meeting.

- 8. Manager's Report – This District Manager during this last report period staff began the work on the 2016 Annual report; although this document requires a lot of staff time, we feel it's a great vehicle to get the word out about all the awesome work the Shasta MVCD staff accomplish in a year. We also spent time looking into the strategic plan. The revision game plan is to perform an initial “audit” of our progress, discuss timelines, and then put together a meeting with all staff to review re-prioritize and potentially re-assign some of the work tasks. The District Manager stated a lot of his time was spent on the following projects: the fee for service revise, the laboratory remodel, the creation of a management/supervisor training workshop, drafting the 5 year tick plan revise, the District Invasive Aedes response plan, an executive summary to Sierra Pacific Industries-Anderson regarding the chemigation this season and associated Mosquito Vector Control Association of California (MVCAC) tasks. The District Manager added congratulations goes out to Vector Control Technician Haley Bastien she submitted a poster and it was approved by the American Mosquito Control Association (AMCA). Her poster is on the chemigation project she has been involved in at the Sierra Pacific mill in Anderson. Haley will be traveling to San Diego with us in February.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated the Operations Department carried out mosquito inspections, sporadic treatment and performed physical control and winter maintenance of vehicles and equipment in October. Starting on November 1st, the Department discontinued seasonal mosquito activities and focused on brushing, tick surveillance, overwintering mosquito survey, and winter maintenance projects. The District received 3 service requests; one from Redding to ask for mosquito fish and two from Redding and Shasta Lake City to report neglected swimming pools. We made a total of 568 site inspections in 12 communities to determine if mosquito breeding was present. Of the inspections, 34.5% were made in Anderson, 24.3% each in Cottonwood and Redding, and the rest (16.9%) in all other 9 communities. A total of 41 applications in 8 communities for control of immature mosquitoes with products and mosquito fish. No adult control was carried out during this report period. Of the applications, Anderson had the most (41.5%), followed by Redding (22.0%) and Cottonwood (17.1%). By product types, 39.0% were treated with microbials (*Bti* and *Bs*), 9.8% with insect growth regulators (methoprene), 14.6% with Spinosad (Natular), 9.8% with surface oil, 4.9 with mosquito fish (*Gambusia affinis*), and 22.0% by herbicides. The

total number of missions made increased annually except 2015 when there was a serious drought across the state of California. The total number of missions made in 2016 almost doubled those made in 2011. Among the types of control missions, larval control was the biggest components of all control efforts. It consisted of more than 80% of the total treatments each year. The biggest contribution to the treatment increase is the staff's consistent effort to increase the efficiency of their performance.

- a) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated mosquito populations declined throughout the report period, assisted by an abundance of rainy, cool weather. Although *Culex spp.* continues to appear as a substantial percentage of mosquitoes in the traps, the actual numbers of mosquitoes that have operational importance to the District are negligible at this time. Most mosquito population surveillance equipment has been stored away for the off-season. One single mosquito sample of 12 *Culex pipiens* mosquitoes was submitted for virus testing on September 13 and found negative for mosquito-borne diseases. A total of 472 mosquito samples were submitted in 2016, of which 12 were positive for West Nile virus (WNV). Blood samples were taken for the last time from the District's five sentinel chicken flocks on October 13 and all the birds were found negative for the presence of antibodies to mosquito-borne diseases. Three sentinel chickens were found positive for antibodies to WNV in 2016. No other indications of WNV or other mosquito-borne diseases were observed in any other indicators such as sick humans or horses or dead birds during the report period. A summary of WNV activity within the District with comparisons to previous years appears at the very end of this report. The Assistant Vector Ecologist and one of the Vector Control Technicians have begun their annual survey of adult mosquito over-wintering locations. Three New Jersey-style light traps are being left up for the time being to assess populations of mosquito species that are active through the cooler months. Also some limited trapping using CO2-baited traps will continue, as long as our dry ice holds out, for the same purpose. President Morgan asked about tick surveillance. The Vector Ecologist stated that tick surveillance began the first week of November. There have not yet been enough site surveys performed to generate any useful data so far this season.

## 10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel Committee–
- d) Oversight Committee-
- e) Ad Hoc Build Committee-

## 11. Old Business:

## 12. New Business:

- a) Discussion and/or Approval for up to (4) district representatives to attend the 83rd American Mosquito Control Association Annual Meeting February 13-17, 2017: (San Diego, CA) in an amount not to exceed \$1,800 per person from the following account numbers 35950-Lodging, 35900-Transportation & Travel, 3949-Meals, 35943-Conference, and 35941-Travel Mileage. The AMCA Annual Conference in San Diego is an educational and networking opportunity that consists of presentations and exhibits that highlight the latest in science, technology and products used to conduct research and control vectors. Additionally, this meeting provides ample opportunities to network

with vector control professionals, researchers and educators from around the world. Finally, AMCA provides continuing education credits for certification for professionals involved in protecting public health through mosquito and vector control. **A motion was made by Vice President Marler and Seconded by Trustee Dondero and it was agreed unanimously to authorize up to (4) district representatives to attend the 83rd American Mosquito Control Association Annual Meeting February 13-17, 2017: (San Diego, CA) in an amount not to exceed \$1,800 per person from the following account numbers 35950-Lodging, 35900-Transportation & Travel, 3949-Meals, 35943-Conference, and 35941-Travel Mileage.**

- b) Discussion and/or authorization for up to four District representatives attend the March 26-March 29, 2017: MVCAC Annual Conference and Exhibitor Showcase (Hyatt, San Diego, CA) at a cost not to exceed \$1,300.00 per attendee for up to four attendees from accounts #35941 Travel Mileage, #35900 Travel, #35949 Meals, #35943 Conferences and #35950 Lodging. The District Manager stated the annual conference will include presentations on current research and results, poster displays, legislative and regulatory information, as well as opportunities to exchange information with other professionals who engage in efforts that protect public health through mosquito and vector control. MVCAC will also host the exhibitor showcase, featuring sustaining members and other industry vendors. A diverse group of vendors will be onsite to discuss the needs of the districts. **A motion was made by Trustee Dondero and Seconded by Secretary Mower and it was agreed unanimously to authorize for up to four District representatives attend the March 26-March 29, 2017: MVCAC Annual Conference and Exhibitor Showcase (Hyatt, San Diego, CA) at a cost not to exceed \$1,300.00 per attendee for up to four attendees from accounts #35941 Travel Mileage, #35900 Travel, #35949 Meals, #35943 Conferences and #35950 Lodging.**
- c) Discussion and/or Approval to authorize a safety recognition award for 12 District employees at a total cost not to exceed \$1,000.00 (\$83/per) to be taken from account #35700-Special Departmental Expense. The District Manager stated over the past several years the District Board has authorized the Manager to provide District staff with recognition for maintaining high safety standards. Maintaining these safety standards and training dramatically lowers the cost of District insurance and often facilitates large refunds from our self-insurer VCJPA. Safety is of utmost importance at the Shasta Mosquito and Vector Control District, and we pride ourselves on maintaining a great record for accidents, injuries and insurance claims. Because the District stresses safety and training so rigorously, the SMVCD staff is able to save the District money in claims and lost time. Therefore, annually we like to recognize the staffs' efforts at keeping the workplace safe with a recognition award. This award typically is equipment or attire that is used by the District employee at his/her job. **A motion was made by Secretary Mower and seconded by Trustee Dondero and it was agreed unanimously to authorize a safety recognition award for 12 District employees at a total cost not to exceed \$1,000.00 (\$83/per) to be taken from account #35700-Special Departmental Expense.**
- d) Discussion and/or Approval to authorize a safety recognition luncheon for fifteen District employees at a cost not to exceed \$550.00 to be taken from account #32700-Food. The District Manager stated over the past many years, the District Board authorizes the Manager to take employees to a local restaurant for lunch and

nonalcoholic drinks following a safety review meeting. The safety meeting is normally two to three hours and covers safety and many other topics and is facilitated by the Manager and/or the Assistant Manager. This item is on the agenda to authorize the luncheon. The total cost per employee should be approximately \$35.00 and we should have fifteen people attending. The cost is estimated to be around \$550. **A motion was made by Vice President Marler and Seconded by Secretary Mower and it was agreed unanimously to approve to authorize a safety recognition luncheon for fifteen District employees at a cost not to exceed \$550.00 to be taken from account #32700-Food.**

- e) Discussion and/or approval to accept or reject bidders on the SMVCD laboratory remodel project. No fiscal impact. The District Manager stated after the bid closing, the District received one bid for our laboratory remodel project from Nichol Construction in the amount of \$789,360. So in discussion with the District project team (Hayashida Architects, Nagel Engineering, and District Counsel) we put together a plan to proceed forward with the project. From our attorney: The district received only one bid and it is much higher than the project estimate. With regard to the pending bid, the Board has three choices: (1) It may award the contract to the one bidder and proceed with the work as scoped; (2) It may award the contract to the one bidder and, after the contract is signed, seek to reduce the scope of the work and price through a deductive change order; or (3) It may reject the bid and not award a contract at this time. Based on the considerably higher bid cost; staff is not recommending option (1) or option (2). Staff believes the next steps to be taken would include rejecting all bids and then conducting on the following project procurement options: 1). Issue a notice inviting bids to all qualified contractors and award the bid to the lowest responsible, responsive bidder. 2). Issue a notice inviting bids to all qualified contractors and award the bid based on a combination of factors including, but not limited to, price. 3). Issue a notice inviting bids to a pre-select list of qualified contractors determined by the district and award the bid to the lowest responsive bidder. 4). Issue a notice inviting bids to a pre-select list of qualified contractors determined by the district and award the bid based on a combination of factors including, but not limited to, price. 5). Negotiate a sole-source contract with a qualified contractor that the district would like to do business with. The District Manager added the first step after rejecting all bids would be to reach out to the sole bidder and gain more information regarding the bid and potentially negotiate a lower price. Staff recommends authorizing the District Manager to reject all bids, reevaluate its options, develop a new procurement plan and reach out to the sole bidder to discuss options. The District Manager stated the sub-contractor pricing seemed expensive. Discussion followed about some items to discuss with the sole bidder and the possibility to reducing the price with some options. **A motion was made by Secretary Mower and Seconded by Vice President Marler and it was agreed unanimously to approve the District Manager to reject all bids, reevaluate its options, develop a new procurement plan and reach out to the sole bidder to discuss options.**

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). President Morgan stated he wanted to thank the board and staff members for their continued support and added that SMVCD has become a good habit for him and he will miss everyone.

**14. ADJOURNMENT –**

**Upcoming Events and SMVCD Office Schedule:**

- *Cancelled* December 20, 2016 Shasta MVCD Regular Board of Trustees Meeting
- December 23-26, 2016: SMVCD Office Closed in Observance of Christmas Eve and Christmas Day.
- January 16, 2017 SMVCD Office Closed in Observance of Martin Luther King Day
- January 2, 2017 SMVCD Office Closed in Observance of New Years Day
- January 17, 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 1:54 p.m.**

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

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