



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

October 18, 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 1:00 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
Guangye Hu, Assistant Manager
John Albright, Vector Ecologist
Mike Alexander, Field Supervisor
Al Shabazian, Vector Control Technician

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 it was agreed to unanimously to approve the 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 September 20, 2016.
 - b) August Payables in the amount of \$214,782.15. **A motion was made by Trustee McNamara 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 9/30/2016-
The District Manager stated that the new item on the balance sheet for the remodel build, a fixed asset account will be accumulating expenses associated with the remodel. As far as budgeted line items we are where we should be.
- b) California Arbovirus Surveillance Bulletin #31- Week of October 7, 2016 – The District Manager stated that the Bulletin shows as of October 7, 2016. The District Manager stated there are 1,304 WNV positive birds in 33 counties; we are over for dead bird positives. There have been 3,419 WNV positive pools in 31 counties as of this date and we are ahead of the 2015 WNV positive pools amount. There are now 310 WNV positive humans in 29 counties and as of this date Shasta still has one case. St. Louis encephalitis virus (SLEV) 176 positive mosquito pools reported from 8 counties. There are also 314 WNV seroconversions on sentinel chickens in 17 counties. The District Manager stated that across the state the numbers are up compared to 2015, however we are still lower. We currently have 12 WNV positive mosquito pools as well as total of 3 WNV positive dead birds. The season is slowing down as expected.
- c) Shasta County Pooled Investments 8/31/16- The District Manager stated this is an accounting of Shasta County Pooled Investments
- d) Buzz about Employees- Darcy Buckalew, Administrative Office Manager. Darcy was born in Illinois and raised in California. She lived most of her life between San Diego and Redding. After graduating from Enterprise High School in 1986, she worked and attended Shasta College before she moved to San Diego in 1988. She graduated from Cal State San Marcos in 1993 with a Bachelor of Science degree in Economics. Darcy moved back to Redding in 1996, bought a house and had her first son Shane in 1998. They had Lucas, her second son, in 2001. Both boys have been involved with baseball since they were 5 years old. Darcy began working as the Administrative Office Manager at Shasta Mosquito on 11/12/13. The Board expressed their gratitude toward the employees who have written their biography's each month. The District Manager added that he was next staff member to write his buzz.
- e) 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. After the season ends we will revisit and update with new assignments and new dates.

8. Manager's Report – This District Manager stated as the season winds down, staff begins to redirect their efforts towards the end of mosquito season and the start for physical control and tick borne disease season. West Nile virus continued to be a major concern for California this year but was, at least for Shasta County a less prevalent year. Federal Zika money has finally been approved, but the speed at which those monies will be distributed to state and local government remains to be seen. We are actively working through MVCAC and CDPH to make sure resources allocated to California are used in an appropriate manner. Our bid documents have finally been submitted to contractors and we're hoping to hear soon from those companies. Lastly, staff will be reviewing our strategic planning documents and making any needed updates. We hope to have an updated strategic work plan at the

November meeting. The District Manager stated that some staff was involved in the Rodent Borne Disease Surveillance with California Department of Public Health (CDPH) in Viola last week for Hantavirus testing. There were not as many rodents as years past but that made it possible for some good training of our staff members who were involved this year. Vice President Marler asked is this the only test that was performed for Hantavirus. The District Manager stated yes at this time because there were only mice to test if we caught chipmunks they would have tested for plague but most likely if they contracted plague we would find dead animals. Trustee Dondero asked if we are involved with plague surveillance and if we comb for fleas. The District Manager stated they utilize filter paper strips that are sent to the state for testing and we would comb for fleas. Trustee McNamara asked about how the public is notified. The District Manager stated usually with Hantavirus recreational areas are not shut down the course of action taken is educating the staff of the area. Typically the most vulnerable are long stay residences in a cabin like environment if you are in a tent you are likely not at risk.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department conducted less mosquito control activities due to declining mosquito populations. All seasonal employees were laid off on September 30th and we are gradually shifting gears to winter projects, including winterizing vehicles and equipment, staff training, maintaining buildings and grounds, rodent-borne disease surveillance, tick surveillance, and brushing projects. Moreover, staff began vacations by using accumulated compensated time-off (CTO) hours. A total of 16 service requests were received from 5 communities, in which half were from the Redding area (50.0%), followed by Palo Cedro (18.8%). Among the types of service requests, 42.9% were for mosquito complaints, 21.4% each for dead bird and neglected swimming pools, and 14.3 % for mosquito fish. A total of 2,618 sites of inspections were made in 17 communities to determine if mosquito breeding was present. Of the inspections, 34.6% were made in Anderson, 25.1% in Cottonwood, 22.7% in Redding, and 17.6% in all other 14 communities. A total of 251 applications were made for controlling immature and adult mosquitoes with products and mosquito fish. Of the applications, 36.3% were treated with microbials (*Bti* and *Bs*), 23.9% with methoprene (altosid), 16.7% with Spinosad (Natular), 8.8% with surface oil, 7.6% with pyrethroids-adult control, and 6.8% with mosquito fish (*Gambusia affinis*). Mosquito fish were released to 17 permanent and semi- permanent water bodies across the District as biological control agents to control mosquito larvae and pupae. The Assistant Manager referenced a 6 year chart showing treatments over that time. A total of 20,402 treatments made for the six years, with an average of 3,400 missions annually. The year 2016 has the highest number of treatments. Weather elements, material availability, and staff efforts can all contribute to the highest number. Staff always tries to go extra mile to perform their best. The five communities with the most treatments are Redding, Anderson, Cottonwood, Enterprise, and Shasta Lake City. The communities with the least treatments are Summit City, Oak Run, Ono, Jones Valley, and Lakehead. One of the big changes at the District is the Red Barn Building is no longer red but is now Scottish Mist. During the fall and winter months staff will be working on repairing and maintaining the current buildings.
- a) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated Mosquito populations as measured by the District's New Jersey-style light traps and CO2-baited encephalitis virus Surveillance traps were about average for this time of year. The

proportions of *Culiseta spp.* mosquitoes, which are presently neither a serious pest nor disease concern, are rising within the District. These mosquitoes are more adapted to cool weather than our other mosquito species. The populations of mosquito species that are of high concern within the District are negligible at this time. These types of mosquitoes are not expected to create problems here again until about March of 2017 as the next mosquito season begins. Temperatures in higher elevation areas of the District are no longer conducive to mosquito breeding. For that reason light traps in the Shingletown area have been removed. Also weekly EVS trapping is no longer being done in the Shingletown, Millville, Palo Cedro, Bella Vista, Igo, Old Shasta, French Gulch and Lakehead areas. Although Saint Louis encephalitis has been detected in other areas of California, there has been no indication of this mosquito-borne disease in humans or by any surveillance method in any areas north of Sacramento so far in 2016. Fourteen mosquito samples of from 12 to 34 mosquitoes each from the District were tested at UC Davis for the presence of mosquito-borne diseases during the report period. One sample collected on September 20 from the west Cottonwood area was positive for West Nile virus (WNV). This was the last detection of any type of WNV within Shasta Mosquito and Vector Control District so far in 2016. In total 471 mosquito samples have been submitted from the District, of which 12 have been positive for WNV. All of the WNV positive mosquito samples this year have been *Culex tarsalis* mosquitoes. Blood samples were taken from the District's five sentinel chicken flocks on September 15 and 29. No sentinel chicken blood samples were found positive for WNV or any other mosquito-borne illnesses during the report period. In total, three sentinel chickens have been found positive for antibodies to WNV so far in 2016. The last positive chicken blood samples were collected on September 1st. Saliva samples from two scrub jays collected on September 9 and tested UC Davis were found positive for WNV during the report period. That brings the total number of positive dead birds to three so far in 2016. All dead birds that have tested positive within the District so far in 2016 have been scrub jays. Another scrub jay collected on September 22 was negative for WNV. Collection and testing of dead birds ended October 14.

10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel Committee–
- d) Oversight Committee- The District Manager stated the oversight committee met and discussed the property on Cedars off Highway 273 the City of Redding had full appraisal offer but there are property setbacks that could make the developable property appraisal less. The committee will revisit this property after the setback footage is reappraised.
- e) Ad Hoc Build Committee-

11. Old Business:

- a) Discussion and/or approval to authorize the District Manager to contract with an Auditing services firm for a three (3) year term, beginning with the fiscal year 2016-2017 year end independent annual audit. The District Manager stated the Shasta Mosquito and Vector Control District (SMVCD) have contracted with Kcoe Isom since 2011 for the District's Annual Independent Audit. This year, our representative at Kcoe Isom communicated that the year end 2015-2016 Annual audit would be the last Kcoe Isom would perform for the District. It is generally considered a good practice for special districts to solicit proposals for auditing services every 5-7 years to discourage complacency and to provide the Board with fresh eyes on the District's

financial statements. The District received proposals from five auditing firms in the Northern California area. Based on the proposals provided to the District, staff recommends contracting with Simmons and Associates for a three year contract at a not to exceed amount of \$30,000 for the length of the contract. The fiscal impact will be budgeted into the 2017-2018 budget. The District Manager stated that Kcoe Isom will be performing our first audit under the new treasury system. Vice President Marler asked about timing of the audit for the 2016-2017 year. The District Manager stated that in the RFP it was noted with an anticipated timeline to have the final audit available for board approval by the December 2017 board meeting as well as December for the subsequent years. **A motion was made by Vice President Marler and Seconded by Secretary Mower and it was agreed unanimously to authorize the District Manager to contract with an Simmons and Associates Auditing services firm for a three (3) year term, beginning with the fiscal year 2016-2017 year end independent annual audit.**

- b) Discussion and/or approval to authorize the District Manager to contract with Fire and Burglary alarm monitoring services for a three year term beginning November 2016. The District Manager stated we have been in a contract with Hue and Cry Alarm Company for five years to provide monitoring services to the District. The contract is coming to an end on November 23rd, 2016. After meeting with three local alarm companies the District found Bay Alarm to be the most responsive to the District's concerns. In addition to the monitoring of our current system we will be in consultation with them for any future upgrades. The District Manager stated three alarm companies visited the district for a walk through however only one gave the district a quote. The only difference we have determined is that Bay Alarm utilizes a call center out of the bay area and our current company used a local center but as the board is aware we have had issues with the current company. President Morgan asked if we need to buy new equipment. The District Manager stated not at this time the cost would be reflected if we incorporated upgrades. **A motion was made by Secretary Mower and Seconded by Vice President Marler and it was agreed unanimously to authorize the District Manager to contract with Bay Alarm Fire and Burglary monitoring services for a three year term beginning November 2016.**

12. New Business:

- a) Discussion and/or approval authorizing the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$800,000 to be deposited into the District's Wells Fargo Banking account. The District Manager stated when the District created the new financial accounting system monies were transferred to the District's Wells Fargo banking account to pay for payroll, accounts payable and other District warrants for payment. At least quarterly, the District will replenish the Wells Fargo account from the Shasta County Treasury. This will be the second transfer of the new 2016-2017 fiscal year. **A motion was made by Vice President Marler and Seconded by Trustee McNamara and it was agreed unanimously to authorizing the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$800,000 to be deposited into the District's Wells Fargo Banking account.**
- b) Discussion and/or Approval to cancel the December 20, 2016 Shasta Mosquito and Vector Control District Board of Trustees meeting and give the District Manager the

authority to approve and pay claims up to the limit of \$10,000 per claim including, but not limited to, US Bank-CalCard, and all normal invoices during the period of November 10 through December 31, 2016. The District Manager stated due to lack of agenda items as well as holidays approaching staff is recommending canceling the December 2016 Shasta Mosquito and Vector Control District Board of Trustees meeting. Currently, the District Manager has the authority to approve and pay claims up to \$5,000. To insure the uninterrupted payment of District bills should the Board vote to cancel the December meeting, staff is asking that the Board give the District Manager the authority to approve and pay claims up to the limit of \$10,000 per claim for the period in which the Board will not meet to approve such claims. The Board will still get the opportunity to review those claims at the January Board Meeting. Additionally, if so requested, the finance committee could review a draft claims list and be provided an opportunity to comment. This process could be handled electronically. **A motion was made by Secretary Mower and seconded by Trustee Dondero and it was agreed unanimously to approve to cancel the December 20, 2016 Shasta Mosquito and Vector Control District Board of Trustees meeting and give the District Manager the authority to approve and pay claims up to the limit of \$10,000 per claim including, but not limited to, US Bank-CalCard, and all normal invoices during the period of November 10 through December 31, 2016.**

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 support he and Pam are very thankful.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- November 15, 2016 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- November 24-25, 2016: SMVCD Office Closed in Observance of Thanksgiving
- **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.

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: _____
