



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

September 20, 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
Mike McNamara, Trustee

Trustees Absent: Dale Dondero, Trustee

Others Present: Peter Bonkrude, District Manager
Darcy Buckalew, Administrative Office Manager
Guangye Hu, Assistant Manager
John Albright, Vector Ecologist

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **President Morgan 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. President Morgan addressed the board and staff members present stating he received a card from the SMVCD staff and the board of trustee members and he wanted to thank them for their unbelievable support during this time. The community has come together as one and has helped each other out. From the bottom of my heart Pam and I thank each of you very much.

5. Consent Calendar –

- a) Minutes of the Regular Board Meeting held August 16, 2016.
- b) August Payables in the amount of \$219,945.22. **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 7/31/2016-
The District Manager stated that there will be a new item on the balance sheet for the remodel build, a fixed asset account. We will be booking everything for the new build under this line item. We will be accruing income into September for property taxes and billing. President Morgan asked about if there were preliminary plans for the remodel. The District Manager stated we have some but are waiting on the County of Shasta we will not send out bid documents until we get an okay from the county. We have a few items, permitting issues that are holding us up.
- b) California Arbovirus Surveillance Bulletin #27- Week of September 9, 2016 – The
District Manager stated that the Bulletin shows as of September 9, 2016. The District Manager stated there are 1186 WNV positive birds in 32 counties; we are over for dead bird positives. There have been 3,105 WNV positive pools in 30 counties as of this date and we are ahead of the 2015 WNV positive pools amount. There are now 155 WNV positive humans in 23 counties with Tehama having 4 and as of this date Butte has 17. Of the 155 human cases two have resulted in a fatality. We have one confirmed human case. St. Louis encephalitis virus (SLEV) 148 positive mosquito pools reported from 5 counties. There are also 264 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 lower. We currently have 11 WNV positive mosquito pools as well as total of 3 WNV positive dead birds. Two more WNV positive dead birds came in after the report was written.
- c) Compliments to District Employees-The District Manager stated that two of the compliments are from a new application we are using called “Nextdoor” it’s an app for your community. The City of Redding fire department as well as other departments in the City of Redding post items on this app. David, from Gold Hills stated, “One of your techs, Robert, came out today and walked along the creek. He was kind enough to stop by the house after his inspection, and he provided quite a bit of information about how you stay one top of the mosquitoes.” Bobbie from the Mistletoe area posted, “Hi M.V.C.D. Just saw your post on neighborhood and wanted to thank you for your time and efforts on everyone’s behalf. I whole heartedly support you! Even these words don’t convey the level of my appreciation of your hard work and commitment to the cause. BTW I’ve seen the same program in Burney Ca. It works, and I never heard a complaint there after people saw the results for themselves. Thank you again, and don’t forget the majority of us are with you.” Val also took a call, a resident of Anderson Paula called to thank our team Mark & Chris for their prompt attention to her service request yesterday. She mentioned that the response time was incredible; she appreciates the work we do. She had seen Mark out in the horse pasture on August 25th; the afternoon she called Chris was there re-inspecting. Mark had asked Chris to inspect the area before she had called. The area

was fogged the next morning and a floater trap will be set later today. Paula was very thankful. President Morgan stated he thinks it's so important for our outreach efforts and for our technicians to be so helpful, they are doing such a great job.

- d) CERBT Funds at 6/30/16-The District Manager stated that this is the District's CERBT Fund at the quarter ending 6/30/16 showing a balance of \$806,127.46. The District Manager explained about the unfunded liability. President Morgan asked if our unfunded liability payments increased. The District Manager stated we did not have a large fund balance to begin with so we did not see a large increase as other agencies have.
 - e) Buzz about Employees- Valerie Peterson, Administrative Analyst. Valerie was born in Ventura, CA. Her father and his parents were all born and raised in Oxnard. They were farmers and survived the Great Depression. Her mother was born in New Mexico in an adobe house with a dirt floor. She was the oldest of seven children born in this house. Her father went on to become a private music (keyboard) teacher with an average of 200 students. On her first day of kindergarten her father strapped on an accordion and informed her she was going to be taking lessons. At five years old she thought this was the best day in her whole life. Ten years later it was a different story, nobody cool played the accordion, ever. Valerie and her two sons moved to Redding with her husband who was promoted to the managing editor of the Record Searchlight. Valerie started working at the District in 2005 as a part time office assistant. The position eventually grew to a full time position. She loves spending time with her recently retired husband, two sons, two step-children and five grandchildren. Gardening is her passion and she is currently addicted to succulent gardening. Another addition to the family is "Not in the plan Oliver", an orange tabby kitten found on their porch that has done his best to wipe out their savings account. The Board expressed their gratitude toward the employees who have written their biography's each month. The District Manager added that he learns something new about each person each month.
 - f) 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 end we will revisit and update with new assignments and new dates if necessary.
8. Manager's Report – This District Manager stated as we move slowly toward the end of September, we begin to see the mosquito numbers decreasing and adult mosquito applications following suit. The hope is that by October, our staff will begin shifting our resources toward tick collecting, rodent borne disease surveillance and physical control projects. We are working on several projects that we hope will be coming to the Board before the close of the year including our fee for service update, an Invasive Aedes response plan and new outreach ideas. We have received responses to our audit services bid solicitation and plan to bring a staff recommendation to the Board at the October Board Meeting. We have added WNV positive mosquito samples, but still are experiencing considerably lower WNV activity than 2015. Building Update: We have now contracted with Bill Nagel to serve as the District's expert regarding the building process. Our initial plans have been submitted to the County for review and we hope to have them returned in three weeks. The bid documents have been reviewed and will be sent out to Qualified Bidders. We hope to be selecting a bidder and presenting the committee recommendation to

the Board soon. The county seems to be working with us to permit some structures that were not previously permitted. Trustee McNamara asked what structures were in question. The District Manager stated the gazebo by fish pond, an overhang and a carport.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department continued to respond to West Nile virus activities by focusing on the control of disease transmitting mosquitoes - the *Culex*. A total of 34 service requests were received from 7 communities, in which the most were from the Redding area (47.1%), followed by Anderson (29.4%), and all other communities each was less than 10%. Among the types of service requests, 46% were for mosquito complaints, 25% each for mosquitofish and neglected swimming pools, and 4% for both mosquito fish and mosquito complaints. A total of 2,376 sites of inspections were made in 19 communities to determine if mosquito breeding was present. Of the inspections, 32.3% were made in Anderson, 25.8% in Redding, 24.5% in Cottonwood, and 6.4% in Enterprise. A total of 463 applications were made for controlling immature mosquitoes and adult mosquitoes with products and mosquito fish. Of the applications, 26.8% were treated with Spinosad (Natular), 20.7% with microbials (*Bti* and *Bs*), 17.5% with pyrethroids, 17.5% with methoprene (altosid) products, 8.2% with surface oil, 1% with organophosphate (Fyfanon), and 9.5% with mosquito fish (*Gambusia affinis*). Among the treatment missions, 18.5% were for controlling adults, 81.1% for controlling mosquito larvae and pupae, and 0.5% for controlling vegetation to reduce mosquito habitats and facilitate control activities. Mosquito fish were released to 44 permanent and semi-permanent water bodies across the district as biological control agents to control mosquito larvae and pupae. More mosquito pools tested West Nile virus positive in this reporting period. The samples were collected in EVS traps throughout Anderson and Cottonwood. Moreover, a sentinel chicken tested WNV positive at the Churn Creek coop in Redding. Lastly, a human case of West Nile virus was reported at Southern Shasta County. The staff responded by conducting enhanced breeding source search and enhanced adulticiding in those areas. The VCT/Heavy Equipment Operator continued to attend training at Shasta College and just passed his written test for his Class A license. He will be practicing behind the wheel as well as taking classes to prepare for the behind the wheel test. President Morgan asked how many offsite ponds we still utilize for fish. The District Manager stated we don't maintain or feed any off site ponds however we do use Anderson septics and Sierra Pacific ponds for fish. The District Manager also added we are in the process of transitioning into overwintering of the fish program. Trustee McNamara asked how the results were since we implemented the chemigation system at the Sierra Pacific mill. The District Manager stated that the results are great and the treatment has reduced the mosquito populations, staff time and safety issues. The cost of the treatment itself is high but we don't have to charge for staff time on top of the product cost so it evens out for the mill.
- a) John Albright, Vector Ecologist – Vector Ecology Report – The Vector Ecologist stated mosquito populations as measured by the District's 16 New Jersey-Style Light traps and 44 weekly encephalitis virus surveillance (EVS) traps remained well below seasonal norms throughout the report period. *Culex spp.* mosquitoes as a percentage of overall mosquito numbers have been declining since about the beginning of July. This trend should become more pronounced in the upcoming weeks. Also *Culiseta spp.* mosquitoes, which prefer cooler weather, should become a larger proportion of our trapped mosquitoes

in the weeks ahead. These are normal seasonal trends in mosquito populations that occur every year. The numbers of *Culex tarsalis* mosquitoes in our EVS traps have been consistently more than twice those of *Culex pipiens* since about the middle of June. This is unusual compared to our species distribution norms. During the report period 86 mosquito samples from ten to fifty *Culex spp.* mosquitoes each were submitted from within the District. Of these, ten samples were found positive for the presence of West Nile virus (WNV). This brings the total number of positive mosquito samples from the District to eleven so far in 2016. Over 2/3 of the samples submitted have been *Culex tarsalis* compared about 1/3 of the samples, which were *Culex pipiens*. All of the positive samples so far have been *Culex tarsalis*. Areas where positive mosquitoes have been found include east and west Cottonwood; north, east and south Anderson; east and west Cottonwood, and northwest and southwest Redding. No dead bird samples were collected or submitted for testing during this report period. A scrub jay from the Palo Cedro area was the only dead bird sample, up until end of last week where two more dead bird samples were collected in the downtown Redding area and the Enterprise area. Each came back as positive for WNV. Blood samples were taken from the District's five chicken flocks (39 birds) on August 18 and September 1 and tested for antibodies to mosquito-borne diseases. A sample from the 18th was the first chicken blood sample found positive for WNV in 2016. Two more chickens from September first were found positive for antibodies to WNV. The positive locations were in northeast Redding, Millville and East Cottonwood respectively. During the week of August 22 – 26 a rotator trap was set at three different locations within the District to monitor changes in mosquito activity through the night. This trap has a carousel with eight sample jars that are switched at pre-set time intervals through the night to catch active mosquitoes for comparison to the other time intervals. The twelve hour period from 7:00 PM to 7:00 AM was sampled at 1.5 hour intervals. All traps showed two peak activity time periods between sunset and midnight, and between midnight and sunrise, with a dramatic drop in mosquito activity in the very middle of the night. The highest peak varied between evening and morning depending on which night the trap was set and which site or species was being considered. There were plans to conduct bottle bioassays at the same locations sampled during the last report period. Ideally, we would hope to do these assays at different time intervals to determine if there were any observable changes in pesticide resistance among our wild mosquitoes through the season. However, since mosquito numbers have been so remarkably low of late, it would not have been possible to catch enough mosquitoes at the previously-trapped locations to run these samples. Similarly, plans to submit *Culex pipiens* mosquitoes to be genetically tested for the presence of the knock-down resistance (KDR) gene mutation have been put off so far this year. As previously mentioned, the numbers of this species in our traps has been particularly low this year. One of the reasons for low *Culex pipiens* numbers seems to be the apparent success of one of our other research projects, which is the use of a new method of applying a larval mosquito control product through the irrigation system in the main log deck at a major lumber mill in Anderson. This site has historically produced numbers of *Culex pipiens* large enough to significantly sway the overall average mosquito numbers for the District from week to week. This year these numbers have been significantly reduced. We are currently attributing this success to the efficacy of this new mosquito control method. More years of monitoring will be needed to ascertain whether this reduction of mosquito numbers is definitely due to improved control at this site or merely a lucky statistical fluke with some other cause. The Vector Ecologist gave an update about the recently attended Society for Vector Ecology (SOVE) convention in Alaska. He mentioned there was a lot of discussion surrounding the Zika virus transmission.

10. Committee Reports

- a) Executive –
- b) Financial –
- c) Personnel Committee–The District Manager stated that the Personnel Committee, Secretary Mower and Trustee Dondero, met to discuss the IRS language in the District’s Policy Manual that suggests a tax-free cap from the IRS of \$5,250 per calendar year per employee. The District currently has an employee that is utilizing the District tuition reimbursement program and has come up against the IRS cap. The District still has funds available under the overall tuition reimbursement program budget limit of \$10,000 to continue to support the ongoing coursework. The discussion with the committee was to ensure everyone was supportive of the IRS language as being advisory to the employee that is utilizing tuition reimbursement that any reimbursements made above the IRS limit will be treated as taxable income; not a limitation to the District to support tuition reimbursement. The District Manager asked if the board would like to agendaize the item for the next board meeting or to accept the committee’s analysis. The Committee analysis follows; it was unnecessary to amend the policy manual or MOU to continuing supporting the employee utilizing the tuition reimbursement program; but instead inform them of the change in status from non-taxed to taxed reimbursement per the IRS guidelines. **No Board Action taken.**
- d) Oversight Committee-
- e) Ad Hoc Build Committee-

11. Old Business:

- a) Discussion and/or approval to authorize the District Manager to contract with a uniform rental and laundry service for a three year term beginning October, 2016. The District Manager stated the Shasta Mosquito and Vector Control District (SMVCD) supplies uniforms and laundry services for its field employees. The District has been with the current uniform and laundry service G and K Services since 2012. The original contract called for a three year term with the option for a year to year contract past that mark. We are now in our fourth year with G and K and although the service level is largely satisfactory, its good practice to periodically test the market for price and quality. The District will evaluate the responding vendors based on work history references, technical expertise, ability, resources and other pertinent factors, including cost. The District reserved the right to reject all bids. After reviewing all bids and all conditions it is the recommendation to contract for another three years with G & K Services as they are the lowest bidder. The original request for proposal (RFP) language will be used in the new contract as will a new stock of uniforms be brought in for the field employees. **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 a uniform rental and laundry service, G & K Services, for a three year term beginning October, 2016.**
- b) Discussion and/or approval of the SMVCD Personnel Policy Manual Revision post meet and confer with UPEC. The District Manager stated that after various meet and confers with UPEC the Catastrophic Leave Bank has been agreed to. The Catastrophic Leave Bank is designed to assist eligible District employees who have exhausted all paid accruals, and who sustain a serious or catastrophic illness, injury, or condition of

the employee or family member. The program establishes and maintains a district-wide bank wherein any employee who wishes to contribute may authorize that a portion of his/her accrued vacation or compensatory time be deducted from those account(s) and credited to the Catastrophic Leave Bank. Employees may donate hours, hour for hour, either to a specific eligible employee or to the general bank. Upon approval, credits from the Catastrophic Leave Bank may be transferred to a requesting employee's sick leave account so that employee may remain in paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition. Catastrophic illness or injury is defined as a critical medical condition and/or a long-term major physical impairment or disability. A committee including the District Manager, Administrative Office Manager, union steward and one represented employee will be formed and maintained to oversee the Bank and any disbursements from the Bank. The revision will be added to the SMVCD Personnel Policy Manual if approved by the board. **A motion was made by Vice President Marler and Seconded by Secretary Mower and it was agreed unanimously to approve the SMVCD Personnel Policy Manual Revision.**

12. New Business:

- a) Discussion and/or approval for the District Manager to attend the MVCAC Planning Session December 1-2, 2016 in Sacramento at a cost not to exceed \$440.00 from the following accounts #35949 Meals and #35950-Lodging. The District Manager stated the MVCAC will hold its annual planning session in Sacramento, December 1-2, 2016. The attendees of the MVCAC Planning Session will discuss tasks and goals for the upcoming year for the MVCAC as a whole and for the individual committees. The District Manager serves as the Sacramento Valley Regional Representative, on the IT Committee and on the Regulatory Affairs Committee. **A motion was made by Trustee McNamara and Seconded by Secretary Mower and it was agreed unanimously to approve the District Manager to attend the MVCAC Planning Session December 1-2, 2016 in Sacramento at a cost not to exceed \$440.00 from the following accounts #35949 Meals and #35950-Lodging.**
- b) Discussion and/or approval to authorize the District Manager to solicit proposals for Fire and Burglary alarm monitoring Services. The District Manager stated the district has 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. The District would like to solicit bids from other alarm companies to provide similar services as well as provide quotes on cost to upgrade our current system. Please see the RFP for additional information. **A motion was made by Secretary Mower and seconded by Vice President Marler and it was agreed unanimously to authorize the District Manager to solicit proposals for Fire and Burglary alarm monitoring Services.**
- c) Discussion and/or Approval to authorize the District Manager to sign the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides, certification and regulatory oversight. The District Manager stated the enclosed letter from the California Department of Public Health dated August 25, 2016 concerning the District's renewal of the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides. The District has, since its inception, signed a yearly Cooperative Agreement. Without this Cooperative Agreement, the District would be subject to substantially different record keeping,

reporting and procedural requirements. Staff recommendation is to approve to authorize the District Manager to sign the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides, certification and regulatory oversight. Trustee McNamara asked if CDPH comes out to the district. The District Manager stated they are required to come out semiannually but are usually out annually. **A motion was made by Vice President Marler and seconded by Trustee McNamara and it was agreed unanimously to authorize the District Manager to sign the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides, certification and regulatory oversight.**

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 everyone again for their support.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- *October 18, 2016 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *October 26-27 MVCAC Fall Meeting, Seaside, CA*
- *November 11, 2016 SMVCD Office Closed in Observance of Veteran’s Day*
- *November 15, 2016 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *November 24-25, 2016: SMVCD Office Closed in Observance of Thanksgiving*

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 1:55 p.m.

MINUTES APPROVED: _____
