



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

March 19, 2019

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 Mower called the meeting to order at 1:00 P.M.

Roll Call

Trustees Present: Larry Mower, President
 Ben Hanna, Vice President
 Michael McNamara, Secretary
 Vickie Marler, Trustee

Trustees Absent: Ann Morningstar, Trustee

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

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Vice President Hanna led the pledge.**
3. Approval of Agenda: **A motion was made by Secretary McNamara and seconded by Trustee Marler to unanimously approve the agenda.**
4. Public Comment: President Mower 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 February 19, 2019.
 - b) February/March Payables in the amount of \$165,894.49. **A motion was made by Vice President Hanna and seconded by Trustee Marler and it was agreed to approve the consent calendar.**
6. Items Removed from the Consent Calendar –
7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Reports at 2/28/19-The District Manager stated income and expenses are where they should be at this time of the fiscal year. We also called Shasta County Auditor and were informed that the adjustments had already been made to property taxes in the Carr fire affected areas last year.
 - b) Outreach Schedule 2019- The District Manager stated this is the current outreach schedule, but it could change later in the year as dates are being worked out. The District Manager pointed out the Districts Centennial Celebration on June 28, 2019. He encouraged the board members to attend. We will be sending out invitations soon.
 - c) Pesticide Award- The District Manager stated that the following vendors were awarded the pesticide award. Natular G30, Natular 2EC and Natular XRT –Clarke, VectoMax- Adapco, and Altosid XR- Univar. The total amount for our spring purchase was \$30,291.72. The District Manager stated we feel this amount should get us to the July 1 purchase which is are largest order each year.
 - d) 2018 NPDES Annual Report- The District Manager stated that the District’s annual NPDES report was submitted to the State Water Resources Control Board for the year ending 2018. The District did not observe any adverse impacts from pesticide applications made and covered by the state issued permit. The District Manager added if anyone has any questions please contact him.
8. Manager’s Report – The District Manager stated during this report period I began work on the 2019-2020 Budget, continued development work with VeeMac and attended the Annual AMCA and VCJPA Conferences. The AMCA conference offered some great talks including one from a Stanford Researcher, Manu Prakash; which really challenged our notions of science and its accessibility. I also really enjoyed the pollinator symposia. The talks really showed the efforts mosquito and vector control are making to connect with and mitigate any impacts our public health interventions could have on pollinator species. Finally, the “smart traps” innovation continue and have added even more exciting future abilities, not only being able to count and ID mosquitoes, but potentially in the future the ability to test them for disease and transmit that data back to the stakeholders remotely. At the VCJPA Annual conference, I was able to accept an award our District staff received for Safety Recognition. Our safety committee won an award for their continued efforts in prioritizing and addressing safety concerns at the District- so a big thank you to the Safety Committee! Finally, you’ll be reviewing the proposals for our strategic plan update, I’ve chosen not to include a progress report since almost all the items have been addressed and will be presented to the Board during the next few meetings. I also plan to provide a closing report to the Board, hopefully as a starting point of discussion for our next Strategic Plan. It has been a very productive and fast-paced 3years and I can’t wait to get planning for the next three.
9. Department Reports:
- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The District Manager presented the Assistant Managers report. During this report period, the Operations Department handled 4 service requests, and continued to focus on staff training, tick surveillance, catch basins mapping, vehicle and equipment maintenance, and special winter research projects. In addition, staff cut and removed trees and tree branches fallen on trails, access roads, and the District grounds due to rare snow and storms. The District Received Two Awards. Corey Boyer, Equipment Operator Specialist, received the AMCA 2019 Grassroots Award at the AMCA 2019 Annual Conference,

Orlando, FL. Congratulations to Corey and thanks for his hard work! Corey was one of the four award recipients in that category nationwide. The District Safety Committee received the VCJPA 2017 -2018 Recognition Program award. Congratulations and thanks to the Safety Committee members for working hard to make the District safe! The safety committee members for this award were: John Albright, Haley Bastien, Al Shabazian, Mike Alexander, Kelly Cleland, and Guangye Hu. The District received 4 service requests. Three of them were from the Redding area, and one from Cottonwood. As for the type of service requests, two were for mosquito complaints, one for mosquito complaint and mosquito fish, and one for reporting mosquito breeding in neighbor's yard. No treatment was warranted during this report period. Staff cleared the trails and access roads blocked by fallen trees and tree branches due to the storms and overgrown scrubs at Nursery, off Hwy 273 across from the Jolly Giant Flea Market, and Churn Creek Corridor, Shasta Lake City

- a) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated Mosquito populations as measured by the District's four New Jersey-style light traps and five to ten CO2-baited encephalitis virus surveillance (EVS) traps set on a weekly basis throughout the winter show adult mosquito populations near seasonal averages and 2018 levels. Predominant adult mosquito types observed during this report period are *Culex spp.* and *Culiseta spp.* *Culiseta spp.* presence is expected since they are a cool weather mosquito. However, the mosquito dogma is that *Culex spp.* mosquitoes, which are important for the transmission of West Nile virus (WNV), are aestivating (hibernating) and should not be attracted by CO2-baited traps at this time of year. This behavior was thought to be more characteristic of *Anopheles spp.* mosquitoes than *Culex spp.* Based on a couple of years of winter trapping with EVS traps, *Culex spp.* host seeking activity levels in winter are much higher than previously thought. There is a significant and important difference between our observations of mosquitoes caught in EVS traps this year versus our historical experience at this time of year. Normally by this time of year there has been enough warm weather that certain *Aedes spp.* mosquitoes have begun to be observed as adults in the environment. These include *Aedes sierrensis* and *Aedes washinoi* mosquitoes. *Aedes sierrensis*, the western treehole mosquito is our most significant pest mosquito species and an important vector of canine heartworm. *Aedes washinoi* is a pest species that is well adapted to breeding in cold water. This latter species can cause significant annoyance in areas near the Sacramento River where people are often outdoors, such as Turtle Bay and Anderson River Park. The appearance of large numbers of *Aedes spp.* mosquitoes seems to have been delayed this year by an extended period of very cold and wet weather. However, there is good reason to expect that the abundance of precipitation experienced in recent weeks will lead to a dramatic rise in these types of mosquitoes if warm weather persists in late March. This is a matter of concern for the District because these aggressive types of mosquitoes often generate an increase in requests for service from the public within the District. Tick populations have generally been pretty low this year, particularly compared to the 2017 – 2018 season. This may seem odd because ticks prefer wet weather. However, the tick life cycle is a year or more in length. This means that the ticks that we are currently collecting had to survive through 2018 as small delicate larvae and nymphs when the weather was extremely hot and dry. The District has submitted 124 samples of from 3 to 5 *Ixodes pacificus* ticks each (555 total ticks) to Placer County Mosquito and Vector Control District to be tested for the presence of *Borrelia burgdorferi* the causative agent of Lyme disease and *Borrelia miyamotoi* a type of bacteria that causes a relapsing fever disease in humans. These ticks were caught during the months of November and December 2018. Of these, one sample collected in the Gilman Road area north of Shasta Lake was found positive for *Borrelia miyamotoi*. No *Borrelia burgdorferi* has been detected so far this tick season. Another 166 tick samples (758 ticks) have been prepared but have not yet been sent to Placer for testing as of this report. They will probably be submitted prior to the Board Meeting on

March 19 and we may have test results by then. The District continues to collect mosquitoes from over wintering sites and at traps set nearby to help build a profile for mosquito activity during the months when the District does not normally perform mosquito control activities. Also, the collection of non-*Culex spp.* mosquitoes for Cache Valley virus surveillance continues apace. Mosquitoes from all these types of surveillance have been stored in the District's ultra-low temperature freezer but have not yet been aggregated into samples for disease testing. The District has been successful in establishing 3 five-gallon buckets full of *Daphnia magna* to test the effects of the District's mosquito control products on non-target species. The District has been making some modest, but important changes to insectary to improve lighting for the benefit of the insects and prepare for the addition of a second species of mosquitoes in the second rearing room, which is currently unoccupied. The Vector Ecologist discussed the AMCA conference and the new and exciting changes to the industry.

10. Committee Reports

- a) Executive – no report
- b) Financial – Secretary McNamara stated the finance committee met and reviewed the 2019-2020 Budget. We discussed the unfunded liability and the impact on pension costs. The finance committee will meet again April 16, 2019.
- c) Personnel Committee– no report

11. Old Business:

- a) Discussion and/or approval to authorize the District Manager to contract or secure scheduling with one of the following Strategic Planning options: In house/District Manager facilitated, Outside District Manager facilitated, Nelson Facilitation (\$3,500), SBL Co. Management Consulting (\$5,000). The District Manager stated the board voted to bring this item back this month due to some absent board members. The District has engaged in the strategic planning process to provide direction to the staff and a document to aide communication between management and the Board for 6 years. The District's current strategic plan is set to end at the end of February. Due to the close of the District's current strategic plan, staff is providing options for the Board to choose, allowing staff to contract and schedule the planning event. The options are as follows: In-house/District Manager- The DM will facilitate a classic strategic planning workshop, with largely an update to the District's workplan document. Pros: Zero/low cost, a focused/narrow scope to update the District work plan, knowledge of District's current status. Cons: would not be able to participate in the same way as a facilitator, perspective is maybe not unique enough for insightful suggestions, staff would do everything. Outside District Manager- Similar to the District's previous strategic plan workshop, Joel Buettner-District Manager from Placer Mosquito and Vector Control District would come up and perform a one-day workshop, with District staff putting together the workplan document. Pros: Zero/low cost, a focused/narrow scope to update the District work plan, knowledge of mosquito control and District operations, has worked with our staff before, would free up the DM to participate in the workshop. Cons: Has worked with our staff before (different perspective), staff would complete all the work product Nelson Facilitation- Pros: An outside professional facilitator, has worked with other similar groups, will bring a new perspective and organizational style. Cons: Medium cost, would require more staff coordination and work to organize, staff still responsible for final report and work plan. SBL Co. Management Consulting- Pros: An outside professional facilitator, has worked with other similar groups, will bring a new perspective and organizational style. Multiple sessions working with different configurations of District groups (Board, Management, Staff) Cons: Highest cost, would require more staff coordination and work to organize, would be the biggest time commitment for the Board

members (multiple meetings), staff still responsible for final report and work plan. Staff Recommendation: Staff recommend either Nelson Facilitation or utilizing an outside DM to facilitate the planning workshop. Both would allow for outside facilitation, and still be relatively low in cost and time commitment for the Board. The Fiscal Impact: if Nelson Facilitation is selected, the service would cost \$3,500 from account# 34800-Professional Services which currently has \$28,656 available. Trustee Marler stated she was part of the last strategic planning session and felt it is a great communication tool between the board and the staff and she would like to see the District utilize a company to keep fresh eyes on the plan. Vice President Hanna stated he has been really impressed with the updates each month with the strategic plan. He stated keeping goals clear for the District and the board is a great tool and utilizing an outside entity should prove to be beneficial. President Mower stated having a different perspective would be helpful also. Discussion followed. **A motion was made by Vice President Hanna and seconded by Secretary McNamara and it was agreed unanimously to authorize the District Manager to contract and secure scheduling with Nelson Facilitation in an amount to not exceed \$4,000, if more than \$4,000 District Manager is to come back for board approval.**

- b) Discussion and/or approval to authorize the District Manager to contract with a qualified service provider for support services: Information Technology Maintenance and Support 3-year contract. The District Manager stated The District has contracted with their current IT services provider since 2010, and therefore after 9 years of service feel it is appropriate to ensure the District is still receiving reasonable value for the complex services being provided. Five firms responded to our RFP, one failed to submit their proposal before the closing of the RFP period (Axiom Technology) so will not be considered during the staff recommendation. Reviewing the proposals, two stand out with their completeness and support knowledge. Apex IT, our current vendor, and Obsidian IT. See attached list of responding vendors. Staff recommends selecting Apex IT Management for the proposed three-year period. This will cost the be \$3,617.36/month (3 yr. rate lock) in addition to the software the District will need to maintain to support our current workflow. We are planning on removing the hosted server when we transition into our new software system in 2020. Staff recommendation is to authorize the District Manager to contract with Apex Technology Management for Information Technology Maintenance and Support for a 3-year period. No fiscal impact, the contract will be utilized to form the 2019-2020 Fiscal year budget. Discussion followed. Trustee Marler stated talking with Apex and see about doing a year to year contract due to our changing needs. A motion was made by Trustee Marler and seconded by Secretary McNamara and it was agreed unanimously to direct the District Manager to contact Apex Technology to discuss the options of service for a 1-year contract and price points. The District Manager is to bring back to the board a recommendation at the April meeting.
- c) Discussion and/or approval to authorize the District Manager contract with the qualified service providers for support services: Assessment Engineering Services and Professional Benefit Assessment Administration Services- 3year contract. The District Manager stated The District has contracted with their current Engineer Service Firm since 2004. SCI Consulting performed the original assessment work for the District's current special benefit assessments. However, in discussion with the finance committee it was felt that it was a good practice to on a regular basis continue the RFP process to ensure the District is being provided with the highest level of service from their consulting firms. The scope of services was submitted in the RFP. We reached out to six engineering services however only our current service provided a proposal as of the deadline. One of the positives in doing the RFP

process is we will be a saving money over the next 3-year contract. **A motion was made by Secretary McNamara and seconded by Trustee Marler and it was agreed unanimously to authorize the District Manager to contract with SCI Consulting for support services: Assessment Engineering Services and Professional Benefit Assessment Administration Services- 3year contract.**

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 \$600,000 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 fourth transfer of the 2018-2019 fiscal year. **A motion was made by Vice President Hanna and seconded by Trustee Marler and it was agreed unanimously to approve the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$600,000 to be deposited into the District's Wells Fargo Banking account.**

- b) Discussion and/or approval of the passage of a local resolution 2019-02 declaring April 21st-27th West Nile virus and Mosquito and Vector Control Awareness Week. The District Manager stated Mosquito Awareness week is a good opportunity to promote mosquito and vector control and the important public health service they provide. With the passage of this Resolution by the District and the State legislature, we will reach out to other local government bodies to pass similar resolution language. We intend to also send a press release to correspond with the selected week. Staff Recommendation: Approve Resolution 2019-02 Declaring April 21st-27th West Nile virus and Mosquito and Vector Control Awareness Week. **A motion was made by Trustee Marler and Seconded by Secretary McNamara and it was agreed unanimously to approve the passage of a local resolution 2019-02 declaring April 21st- 27th West Nile virus and Mosquito and Vector Control Awareness Week.**

- c) Discussion and/or approval to nominate a SMVCD Board member or staff to run for Seat B on the CSDA Board of Directors. A fiscal impact will be felt, but until we account for all the required travel a firm amount is unknown. The District Manager stated CSDA Board of Directors is looking for nominations to seat A. Region 1, SMVCD's region. The incumbent, Greg Orsini, McKinleyville CSD, is running for re-election. Any regular member in good standing is eligible to nominate one person for election. The Board of Directors for CSDA is responsible for all policy decision related to CSDA's member services, legislative advocacy, education and resources. Serving on the Board requires one's interest in the issues confronting special district statewide. Commitment and Expectations: Attend all Board meeting, held every other month at the CSDA office in Sacramento, participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy. Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall) Complete all four modules of CSDA's Special District Leadership Academy within 2 years. (CSDA does not reimburse for the two conferences or the Academy classes) If the Board wishes to select a nomination it must do so before April 17, 2019. The Fiscal impact is at a minimum, the cost of the Annual Conference, Leg Day and Leadership Academy would be shouldered by the District with costs estimated at \$5000.00- \$6000.00 total.

After board discussion Secretary McNamara would accept a nomination pending some research about the position. **A motion was made by President Mower and Seconded by Trustee Marler and it was agreed unanimously to nominate Secretary McNamara to run for Seat B on the CSDA Board of Directors.**

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 McNamara stated he would not be able to attend the May meeting.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- April 16, 2019 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- April 19, 2019 Redding Rancheria Earth Day
- May 21, 2019 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- May 27, 2019 Office Closed Holiday in Observance of Memorial 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 2:04 p.m.

MINUTES APPROVED: _____
