



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

June 18, 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
Michael McNamara, Secretary
Vickie Marler, Trustee
Ann Morningstar, Trustee

Trustees Absent: Ben Hanna, Vice President

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

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Secretary McNamara led the pledge.**
3. Approval of Agenda: **A motion was made by Secretary McNamara and seconded by Trustee Morningstar 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 May 21, 2019.
 - b) May/June Payables in the amount of \$181,141.34. **A motion was made by Trustee Morningstar 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 5/31/19-The District Manager stated income and expenses are on track for May. We will be receiving the remaining 2018-2019 revenue over the next few months.
- b) CA Arbovirus Bulletin #10, Week of June 7, 2019- The District Manager stated that the Bulletin shows as of week of June 7, 2019. The District Manager stated there is a new Arbovirus that came out after the board packet and has some more WNV positives in the state. There is still only one WNV positive bird from San Diego County and now one WNV positive mosquito pool from Orange County and 79 from Riverside and 4 from Tulare there are still no WNV positive humans as of this date. WNV positives are beginning to move north we expect to see Sacramento and Placer counties have some positives in the next few weeks as the species are beginning to shift.
- c) Shasta Bike Challenge- The Administrative Manger stated that SMVCD participated in the Shasta Bike Challenge again this year. SMVCD also received Shasta Mosquito (medium workplace) received Bicycle Friendly Business of the year and Top Workplace. For being awarded Bicycle Friendly Business of 2019 Shasta Mosquito was presented with a beautiful bike rack as well as a year membership with the Redding Chamber of Commerce. The Bicycle Friendly Business Award was presented by Healthy Shasta, the Redding Chamber of Commerce, and the Shasta Bike Month Planning Group. We also received the second highest average miles per rider which out ranked all the large workplaces with our average miles per rider of 286 miles for 14 riders. Two of our team members each rode over 1,000 miles for the month, Darcy Buckalew (1146) and DeWayne Little (1238). Even with all the rain and winds with the multiple storms two of our team members rode all 31 days, Al Shabazian and Darcy Buckalew. Mike Alexander's daughter, Cheyla Alexander was ranked 5th among new riders (203) with 126 miles and she's only 14 years old. Great Job Cheyla! There was a total of 786 riders this year and Shasta County ranked 2nd in the Nation. As a county we outrode large cities (over 1 million residents) including Philadelphia, Atlanta, Houston, etc. That is impressive when the county itself is in the 150,000- 400,000 resident category. Shasta County participants rode a total of 116,388 miles in the month of May. Congratulations to everyone that participated and that made Shasta Mosquito a cycling force to be reckoned with for another year.
- d) Compliments to the District- The District Manager stated the office received calls complimenting staff as well as the District. Hazel in Cottonwood called wanted to thank Corey for bringing her out fish so quick and to thank all of us for doing such a great job and that she appreciates everything we do. Kudos to Corey! Steve in Cottonwood called to request an inspection of his property, to see if the ditches on his property could be a mosquito problem after recent irrigation. He thanked the District for all we do, saying, "I really appreciate all your help. Last year, you guys were right on top of the mosquito issues. You really know what you're doing. Thank you." Kudos to Mark and Jesse, and to the District! KinderCollege Day sent in a thank you note to the District and District Manager thanking us for helping to make KinderCollege Day a success. They said they are grateful for our commitment to the students and their teachers. Kudos to the District!
- e) Projected 7/1/19 VCJPA Fund Balance- The District Manager stated as per email from VCJPA On April 17, 2019, the VCJPA Board of Directors voted to dissolve the Property Contingency Fund and transfer all member Property Contingency Fund balances to the Member

Contingency Fund effective July 1, 2019. The Property Contingency Fund was established for the purpose of self-funding VCJPA's Pooled Property Program. The initial funding of \$80,000 plus interest earnings was enough to cover pooled losses for 17 years. Beginning with the 1998/99 program year, the Board approved the use of interest earned on the Property Contingency Fund to reduce out-of-pocket costs of the Property Program. At the March 2019 Annual Workshop, the membership requested the Board consider dissolution of the Property Contingency Fund, leading to the April 17, 2019 decision. Transferring monies from Property Contingency Fund to the Member Contingency is projected to put many member's balances over the "Prudent Balance" calculation as determined by the Board of Directors. The District Manager stated the Projected Member Contingency Fund - Prudent Balance Calculation as of July 1, 2019 for SMVCD is \$25,836 over as of now. An actual Member Contingency Fund Prudent Balance Calculation as of July 1, 2019, will be compiled and released to the membership after the close of the June 30, 2019 financial statements. As a routine part of the annual billing process, members are given the opportunity to apply a portion of their Member Contingency Fund to the program year contribution invoices. This practice will continue for the 2019/20 program year. The District Manager stated we will be bringing this back to the board for approval to pay a portion of our insurance premium with the overage. If our District elects to carry a balance above the prudent fund calculation in the Member Contingency Fund, the VCJPA is required to secure written documentation as to the District's reasoning for doing so. Members can elect to maintain funds below the prudent balance or a zero balance with no documentation required.

- f) LAFCO 2019-20 Budget -The District Manager stated this is the budget for the 2019-2020 fiscal year for LAFCO. We budgeted for a slight increase to the District's share of the LAFCO funding.
- g) Pesticide Award- The District Manager stated the attached sheet showed the pesticide award for Target, Univar, AdapCo, and Clarke. All products were ordered for the new fiscal year and most will be arriving at the District by first week of July.

8. Manager's Report – The District Manager stated this report period was comparatively short due to the late Board meeting in May and the Memorial Day holiday. However, during that time we focused on completing the 2019-2020 Fiscal year budget, ensuring an exciting and ambitious year. Time was also spent with continued effort on the strategic plan. When the centennial open house is complete, we will meet again with a smaller group to review the progress, aiming to provide the Board with a new Strategic Plan document by the August board meeting. Development work continues with the new District field data collection system and we are still on schedule to have a beta version for the District to begin testing in July. On June 1st, Franklin Aerial Service completed their surveillance of the District (100 sq. miles) and processing is progressing, we anticipate District staff to begin ground truthing those pools starting June 16th, 2019. Finally, MVCAC has kept me busy organizing the Annual conference in San Diego, reviewing cannabis issues and reviewing stormwater-trash capture devices.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department focused on control of tree hole mosquitoes and some other early-season mosquitoes breeding in vernal pools and other sources. The District received 91 service requests from 10 communities: Redding had 64.8%, Anderson 13.2%, Cottonwood 9.9%, and the rest 7 communities 12.1%. The type of service requests received, 48.1% were for adult mosquito complaints, 35.9% for requesting mosquito fish, 11.3% for mosquitofish & service requests (adult mosquitoes), and 2.8% for neglected

swimming pools. The numbers of service requests were all declining rapidly after the peak of tree hole mosquitos during this report period of each year. The decline was the fastest in this year, followed by 2017, and the slowest in 2016. We made 2,200 inspections, of which Redding had the most (80.5%), followed by Anderson (10.6%), then Cottonwood (4.9%). The rest communities had only less than 4%. In comparison by the year, the number of inspections made during this report period was increasing in 2018, remaining flat in 2016 and 2017, and decreasing in 2019. That was because in 2018 we focused our catch basin program in late May and early June. The 2019 decline, however, was because we started the catch basin programs earlier (peaked in May) than last year and finished most of the catch basins in May. The low and flat peaks in 2016 and 2017 are attributed to a change in the way we track inspections and treatments. A total of 1,565 treatments were made, in which Redding had 68.8%, Anderson 15.6%, Cottonwood 7.9%, and the rest 9 communities had only 7.7%. Among the targets treated, over 97% were larviciding to control mosquito larvae and pupae, 1.6% were adulticiding to control adult mosquitoes, and 1.1% were herbiciding to control overgrown vegetation. Of those applications made, the most were treated with Spinosad (67.6%), followed by microbial products (12.3%), then mosquito fish (11.0%). The Catch Basin Program covers approximately 9,000 catch basins in our District. We have inspected a total of 7,400 catch basins and treated 1,024 of them with products. The time we have used on this program was more than 600 man-hours. Those hours included overtime (3-7AM) for fulltime employees to inspect and treat batch basins in heavy-traffic areas, such as highways, and regular time for all employees to inspect and treat in the other areas, such as parking lots.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated mostly mild temperatures and a fair amount of precipitation led to suppression of mosquito populations below seasonal averages as measured by the District’s seven New Jersey-style light traps and 62 CO2-baited encephalitis virus surveillance (EVS) traps. The abundance of precipitation has led to standing water in locations that normally don’t hold water and maintained water that has collected in tree-holes. Both situations tend to lead to an abundance of various types of *Aedes spp.* mosquitoes such as the western *Aedes sierrensis* and floodwater species such as *Aedes vexans* and *Aedes washinoi*. That has kept populations of these types of mosquitoes above seasonal averages. This has kept operations personnel very busy because all these types of mosquitoes feed very aggressively on humans, which tends to lead to an increase in service requests. It is expected that overall mosquito populations within the District will rise significantly in the month of June as we are approaching the peak of mosquito populations (all graphs). Peak mosquito populations are expected from approximately mid-June through mid-July. *Culex spp.* mosquito populations will rise in proportion to all of the other mosquito types. This is important because these are the types of mosquitoes that spread mosquito-borne viruses such as West Nile virus and Saint Louis encephalitis. No mosquito-borne virus diseases of any kind have been found by any method so far within Shasta Mosquito and Vector Control District in 2019. It is likely that West Nile virus will be found within the District at some point between the June and July Board of Trustees meetings. The unusual weather throughout this report period has suppressed *Culex spp.* populations to the point that there were not enough of these types of mosquitoes to aggregate any samples for virus testing during this report period. No dead birds have been collected to be tested for the presence of West Nile virus within the District so far in 2019. Blood samples were taken from the Districts five sentinel chicken flocks on May 17 and June 7 to be tested for the presence of mosquito-borne diseases. No mosquito-borne virus antibodies were found in any of the samples submitted on May 17. Test results for the samples submitted on June 7 are still pending as of the writing of this report. Three of the District’s sentinel chickens, each from different flocks, died during this report from causes unrelated to mosquito-borne disease surveillance. One of the birds was sent to the California Health and Food Safety Laboratory (CAHFS) at U.C. Davis. Preliminary results show some sort of lymph tissue abnormality. The District is awaiting further testing to explain these

abnormalities. District personnel will begin using stricter biosecurity procedures in dealing with the chickens' hereafter in case infectious agents are involved in the health problems within the flocks.

10. Committee Reports

- a) Executive – no report
- b) Financial – no report
- c) Personnel Committee– no report

11. Old Business:

- a) Staff Report from District Manager concerning the Mosquito, Vector and Disease Control Assessment for District Area 1. The District Manager stated that 11a through 11g took care of the benefit assessments for both Area 1 and Area 2. He stated that the Benefit Assessment for Service Area 1 is being set at \$19.68.
- b) Staff Report from District Manager concerning the Mosquito, Vector and Disease Control Assessment for District Area 2. The District Manager stated that the Benefit Assessment for Service Area 2 is being set at \$26.63. The District Manager introduced John Bliss, SCI Consulting Group. Mr. Bliss thanked the board and reviewed Benefit Assessment area 1 and 2. Mr. Bliss also discussed there is always a possibility for challenges and SCI is always watching for any changes. Proposition 218 opponents have been quiet this year. SMVCD has had their assessments in place since 2005 and 2007. Mr. Bliss stated the state of the State is in good shape. Mr. Bliss discussed various areas throughout the state. We have not had any recent challenges to any Mosquito and Vector Control Districts. Secretary McNamara thanked Mr. Bliss for the statewide perspective.
- c) Legal Notice of Public Hearing
- d) Open Public Hearing to:
At 1:24 P.M. President Mower opened the Public Hearing. He thanked John Bliss from SCI Consulting. The District Manager stated the assessments for “Mosquito, Vector and Disease Control Assessment” include an annual increase equal to the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% (three percent) per year without a further vote or balloting process. The actual change in the CPI for 2018 was 4.49% there was 16.30% unused CPI from cumulative years past. Therefore, the maximum authorized change in the assessment rate for fiscal year 2019-20 is \$22.71 per single-family equivalent. The District proposes to assess at a rate of \$19.68, well below the maximum allowable rate. SCI Consulting Group has prepared an updated Engineer’s Report for fiscal year 2019-20, which includes the proposed budget for the assessments for fiscal year 2019-20 of \$1,293,900.96. If the Board approves this budget and the assessment rates in the Engineer’s Report, the assessments for 2019-20 will be levied at the rate of \$19.68, well below the maximum authorized rate. The assessments for “Mosquito, Vector and Disease Control Assessment Service Area 2” include an annual increase equal to the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% (three percent) per year without a further vote or balloting process. The actual change in the CPI for 2018 was 4.49% and there was 0.53% unused excess carried over from last year which will be banked and can be used in future years. Therefore, the maximum authorized change in the assessment rate for fiscal year 2019-20 is \$26.63 per single-family equivalent. SCI Consulting Group has prepared an updated Engineer’s Report for fiscal year 2019-20, which includes the proposed budget for the assessments for fiscal year 2019-20 of \$159,114. If the Board approves this budget and the assessment rates in the Engineer’s Report, the assessments for 2019-20 will be levied at the rate of \$26.63 per single family equivalent

benefit unit. This public hearing was noticed by publication in the Redding Record Searchlight on May 31, 2019.

- I. Consider the Ordering of Services and Levy of the Assessments for Fiscal Year 2019-200 for the “Mosquito Control and Disease Prevention Assessment (Area 1)” and Ordering the Levy of Assessments for the Fiscal Year 2019-2020 for the “Mosquito, Vector and Disease Control Assessment (Area 1).” (The SFE is \$19.68)
 - II. Consider the Ordering of Services and Levy of the Assessments for Fiscal Year 2019-2020 for the “Mosquito Control and Disease Prevention Assessment (Area 2)” and Ordering the Levy of Assessments for the Fiscal Year 2019-2020 for the “Mosquito, Vector and Disease Control Assessment (Area 2).” (The SFE is \$26.63)
 - III. Staff and Consultant Response to Public Questions- There were no questions from the public.
- e) Close Public Hearing - Return to Regular Board of Trustees Meeting- President Mower closed the Public Hearing at 1:37 P.M.
 - f) Consider Adoption of Resolution #2019-05 Approving Final Engineer’s Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2019-2020.
 - g) Consider Adoption of Resolution #2019-06 Approving Final Engineer’s Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2019-2020. A motion was made by Trustee Marler and seconded by Trustee Morningstar and it was agreed unanimously to adopt Resolution #2019-05 Approving Final Engineer’s Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2019-2020 and adopt Resolution #2019-06 Approving Final Engineer’s Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 2) for Fiscal Year 2019-2020.

12. New Business:

- a) Consider Adoption of Resolution No. 2019-07 to levy the District’s 1996 Mosquito and Vector Control Assessment for Fiscal Year 2019-20. The maximum amount allowed per single family resident is \$7.02 but will be levied at \$0. The District Manager stated this item is intended to memorialize the fact that the District is not levying any money or any assessment under the 1996 Assessment but keeping the assessment viable should it be needed sometime in the future. Staff Recommendation: It is the staff’s recommendation to adopt Resolution No. 2019-07 to levy the District’s 1996 Mosquito and Vector Control Assessment for Fiscal Year 2019-20 at \$0. A motion was made by Trustee Marler and seconded by Secretary McNamara it was agreed unanimously to adopt Resolution No. 2019-07 to levy the District’s 1996 Mosquito and Vector Control Assessment for Fiscal Year 2019-20. The maximum amount allowed per single family resident is \$7.02 but will be levied at \$0.
- b) Discussion and/or Approval to Adopt Shasta Mosquito and Vector Control District 2019-2020 Fiscal Year Budget for District Service Area 1 in the amount of \$2,704,678. The District Manager stated the budget process began in January with the issuance of the Budget Calendar. Staff then met and built departmental budget needs; with the first draft being presented to the Finance Committee in April. The Committee and staff met several times since and presented the proposed draft budget to the Board and the public at the May Board meeting. Health and

Safety Code section 2070(a) provides that on or before August 1st of each year, the Board of Trustees shall adopt a final budget. Staff recommendation is to adopt the 2019-2020 Fiscal Year Budget for District Service Area 1 in the amount of **\$2,704,678**. Adopt Shasta Mosquito and Vector Control District 2019-2020 Fiscal Year Budget for District Service Area 2 in the amount of **\$224,167**. Approve Resolution 2019-08 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2019-2020 Budget for District Service Area #1 and #2 in the amount of **\$2,928,845**. Passage of these items will allow the District to continue operation through the end of the 2019-2020 fiscal year.

- c) Discussion and/or Approval to Adopt Shasta Mosquito and Vector Control District 2019-2020 Fiscal Year Budget for District Service Area 2 in the amount of \$224,167. **A motion was made by Trustee Marler and Seconded by Secretary McNamara and it was agreed unanimously to Adopt Shasta Mosquito and Vector Control District 2019-2020 Fiscal Year Budget for District Service Area 1 in the amount of \$2,704,678 and to Adopt Shasta Mosquito and Vector Control District 2019-2020 Fiscal Year Budget for District Service Area 2 in the amount of \$224,167.**
- d) Discussion and/or Approval of Resolution 2019-08 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2019-2020 Budget for District Service Area #1 and #2 in the amount of \$2,928,845. **A motion was made by Trustee Marler and Seconded by Secretary McNamara and it was agreed unanimously to authorize the Approval of Resolution No. 2019-08 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2019-2020 Budget for District Service Area #1 and #2 in the amount of \$2,928,845.**
- e) Discussion and/or adoption of Resolution No. 2019-09 establishing the Appropriation Limit for the 2019-2020 Fiscal Year. The District Manager stated per Article XIII B of the California Constitution requires that certain special districts establish an annual Appropriations Limit. Per Government Code §7900-7914 and §2227-2228 which provides the process in which to calculate the appropriations limit the 2019-2020 Appropriation Limit is being calculated using the percentage change of the Shasta County population (0.15%) and is \$4,921,308. **A motion was made by Secretary McNamara and Seconded by Trustee Marler and it was agreed unanimously to approve Resolution 2019-09 establishing the Appropriations Limit for the 2019-2020 Fiscal Year.**
- f) 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 \$1,200,000 to be deposited into the District's Wells Fargo Banking account, to be transferred on July 1, 2019. 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 first transfer of the 2019-2020 fiscal year. Staff recommendation is to approve the authorization of funds withdrawal from the Shasta County Treasury in an amount of \$1,200,000 to the District's Wells Fargo banking account on July 1, 2019. **A motion was made by Trustee Marler and seconded by Trustee Morningstar and it was agreed unanimously to authorize the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$1,200,000 to be deposited into the District's Wells Fargo Banking account, to be transferred on July 1, 2019.**
- g) Discussion and/or Approval of Resolution No. 2019-10 to authorize the creation and reassignment of fund balance accounts for FY 2019-2020 and Journal Entries to create and reassign fund balance designations in the SMVCD account and transfer funds as of July 1,

2019. The District Manager stated in an effort to streamline, reorganize and begin allocating reserve monies for strategic financial plans, staff is suggesting an update to the District's Committed and Assigned Fund balance (reserve and general fund accounts). This change will consolidate (3) accounts-Bio-Control Development Fund, Facility Improvement Fund, and Existing Facility Fund into (1) Building/Facilities Fund. Additionally, we are proposing to create a new Committed fund- Pension Liability which will be the reserve account we begin putting available funds into to help the District manage pension liability costs in the future. Finally, we are proposing to realign some of the funds to better match the future financial priorities for the District. Staff recommends approving the Resolution that authorizes the reserve account reallocation and creation of funds, the unassigned Shasta County Treasury/Wells Fargo and any budget amendments or journal entries necessary to reflect that as part of the District's 2019-2020 FY budget. No known fiscal impact, the reallocation will be completed with available funds. **A motion was made by Secretary McNamara and Seconded by Trustee Marler and it was agreed unanimously to approve Resolution 2019-10 to authorize the creation and reassignment of fund balance accounts for FY 2019-2020 and Journal Entries to create and reassign fund balance designations in the SMVCD account and transfer funds as of July 1, 2019.**

- h) Discussion and/or Approval to adopt the revised Confidential Employee Terms and Conditions of Employment. The District Manager stated the District recently ratified the memorandum of understanding (MOU) for employees represented by UPEC Local 792. Given that the District operates in a collective bargaining environment, many of the duties of the Administrative Office Manager are considered "Confidential" under the Myers Milias Brown Act (MMBA) and the District's Employer-Employee Relations Resolution (EERR). In this context, "Confidential" is a term of art meaning the employee "has access to information relating to the District's administration of employer-employee relations, including, but not limited to, any information not generally available for public dissemination." As a confidential employee the Administrative Office Manager is precluded from being included in Union contracts or being a member of an employee organization. Therefore, attached is a resolution containing all terms and conditions of employment not otherwise specified in the District personnel rules. Staff recommends the Board approves the attached revised Confidential Employee Terms and Conditions of Employment. Fiscal impact will be related to the proposed COLA adjustments for 2019, 2020, and 2021. These adjustments would occur on July 1 of each fiscal year. **A motion was made by Trustee Morningstar and seconded by Secretary McNamara and is was agreed unanimously to approve the adoption of the revised Confidential Employee Terms and Conditions of Employment.**

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).* The District Manager stated the Centennial posters and handouts are at the front desk please take some and pass out and post.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- June 18, 2019 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- June 19-22, 2019 Shasta District Fair
- June 28, 2019 Centennial Celebration SMVCD

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 1:50 p.m.

MINUTES APPROVED: _____
