



## SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

July 16, 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 1:01 P.M.

#### Roll Call

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

Trustees Absent: None

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. **Trustee Marler 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 June 18, 2019.
  - b) June/July Payables in the amount of \$409,670.23. **A motion was made by Vice President Hanna and seconded by Trustee Morningstar 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 6/30/19-The District Manager stated income and expenses are where we expected for June. Over the next few months we will be receiving the remaining of the 2018-19 income and the County should be closing the 2018-19 fiscal year in August or September. We are anticipating a surplus which we should put towards the pension reserve fund.
- b) CA Arbovirus Bulletin #14, Week of July 5, 2019- The District Manager stated that the Bulletin shows as of week of July 5, 2019. The District Manager stated at this report period there are a total of 18 WNV positive birds from 6 counties and 471 WNV positive mosquito pools from 10 counties there are still no WNV positive humans as of this report date. A total of 27 St. Louis encephalitis virus (SLEV) positive pools from 4 counties. No seroconversions have been reported as of this date. Seeing shift in traps with mosquitoes and it seems to be moving north. Vice President Hanna asked if there were any positive humans. The District Manager stated the report that was just released has one human positive in Imperial Valley area.

8. Manager's Report – The District Manager stated a good portion of this report period was focused on preparing for the District's Centennial Celebration. I want to thank the Staff and Board for working so hard to put everything together. I think things went awesome and we had over 100 attendees, and all left with great things to say about our staff and operation. Special thanks go out to Jenna, our Administrative Analyst, since she was the energy and focus behind making this event bigger than anything we've ever attempted before. The District Manager added that we were also presented with a Certificate of Congressional Recognition by Brenda Hayes assistant to Representative LaMalfa. The District Manager stated he also spent time this report period working with other agencies to better coordinate. We hosted the zoonotic disease working group meeting which had representatives from Shasta County Ag, Shasta County Public Health, CDFA, our Health Officer, and other Shasta County mosquito districts. Additionally, I met separately with the Shasta Health Officer to discuss our involvement in the Medical and Health Operational Area Coordination (MHOAC). Finally, I continue to prepare for the MVCAC Annual conference in San Diego, CA. The theme I'm planning for is "Connecting Technology and Innovation to Operational Value" with planned symposia in Public Policy and Governance, Innovation and Discovery in Mosquito Control, Challenges and Opportunities in Vector Borne Diseases, Pesticide Resistance and Management, Community Engagement and Outreach, Operation and Technology and Mosquito Biology and Disease. Now I must secure my moderators, finalize the plenary speakers and start reviewing the presentation submissions. I'm hopeful it will be an interesting and entertaining conference. Our Administrative Analyst Jenna is also working on the District Spotlight for the MVCAC newsletter which is focusing on our 100 years of public service and our centennial celebration. Trustee Marler asked if we were the oldest District in the state. The District Manager stated we are the 5<sup>th</sup> or 6<sup>th</sup> oldest in California. President Mower stated the centennial was very positive and that community members are still talking about our centennial celebration at other meetings and events. Vice President Hanna added that it was great to see this event get our message out there to the public and commended staff for all their hard work. The District Manager added he has pictures from the centennial celebration as part of his report.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department is shifting our focus from control of tree

hole mosquitoes and other early-season mosquitoes to *Culex* and summer pools. The Department hired another returning seasonal employee, but lost the Fleet/Building Maintenance technician, who took an offer from the private sector. The District received 72 service requests from 9 communities: Redding had 62.5%, Shasta Lake City and North 12.5%, Shingletown 9.7%, and the rest of the communities 15.3%. The type of service requests received, 44.7% were for adult mosquito complaints, 35.5% for requesting mosquito fish, 14.5% for mosquitofish & service requests (adult mosquitoes), and 2.6% for neglected swimming pools. The numbers of service requests were all declining rapidly after the peak of tree hole mosquitos during the last and this report periods. We made a total of 4,500 inspections of which Redding had the most (54.7%), followed by Anderson (21.7%), then Cottonwood (15.4%). The rest 8 communities had a total of 8.2%. 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. The increase in 2018 was because we started our catch basin program in late May and got most done in June. The 2019 decline, however, was because we started the catch basin programs earlier than last year and finished most of the catch basins in May. The low and flat peaks in 2016 and 2017 were attributed to a change in the way we track inspections and treatments. A total of 651 treatments were made, in which Redding had 39.5%, Anderson 26.3%, Cottonwood 14.5%, and the rest 8 communities had only 19.7%. Among the targets treated, over 90.2% were larviciding to control mosquito larvae and pupae, 9.0% were adulticiding to control adult mosquitoes, and 0.8% were herbiciding to control overgrown vegetation. Of those applications made, the most were treated with Spinosad (40.5%), followed by microbial products (27.6%), then mosquito fish (18.8%).

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated Overall mosquito numbers throughout the District as measured by our 7 New Jersey-style light traps and 62 weekly CO2-baited encephalitis virus surveillance (EVS) traps have stayed well below 2018 levels and seasonal averages throughout this report period. This is somewhat unexpected since we had a lot of precipitation leading into the season that was expected to lead to an increase in mosquito-breeding sources within the District. The low numbers may be because the excess early season water has been largely absorbed or evaporated by this time of year. *Culex spp.* mosquitoes, which normally predominate at this time of year tend to arise from agricultural or residential irrigation and other persistent sources that are not dependent on precipitation. Therefore, populations seem to rise more based on elevated temperatures which can increase the speed with which mosquitoes develop and reproduce. Relatively mild temperatures, intermittent cool weather and wind may be suppressing their populations and driving overall mosquito numbers lower so far this year. Following abundant precipitation, mosquito numbers were somewhat elevated in the early season due to high *Aedes spp.* mosquito populations. These mosquitoes arise from intermittent sources such as treeholes and flooded woodlands, which makes them much more dependent on water from precipitation to create suitable breeding sources. *Aedes sierrensis*, the western treehole mosquito was predominant from mid-March mid-June. The recent, normal decrease in the population of these mosquitoes does not seem to have been offset by a rise in *Culex spp.* populations that would normally be expected at this time of year. No West Nile virus (WNV) or other type of mosquito-borne virus has been detected by any means of surveillance within the District so far in 2019. Only 11 mosquito samples (12 to 50 mosquitoes per sample) were submitted to UC Davis to be tested for the presence of mosquito-borne viruses since the last monthly Vector Ecology Activities Report. Twelve more samples collected the first week of July have not yet been submitted due to the fourth of July holiday. This brings the total number of mosquitoes collected to date in 2019 to 52. This is only about 1/3 of the number of samples that we would normally expect to have done by this time of year. All mosquito samples submitted so far in 2019 have been negative for any mosquito-borne virus diseases. Blood samples from the Districts five sentinel chicken flocks (37 total birds) were taken on June 21 and July 5 to be tested for the presence of

antibodies to mosquito-borne virus diseases. The samples taken on June 21 were all negative for any antibodies. Results for the samples submitted on July 5 are still pending as of the writing of this report. No dead birds have been reported to or submitted by the District to be tested for the presence of West Nile virus so far in 2019. No human or horse cases of WNV or any other mosquito-borne diseases have been reported to the District so far in 2019. Secretary McNamara asked about the difference in high WNV positives in the desert area compared to us. Trustee Marler asked if them being higher meant it was going to be bad for us. The District Manager stated not necessarily bad for us. The desert areas typical indicate the disease for the state as a whole but we are not seeing WNV numbers north as of yet the temperatures are playing a factor in that. The Vector Ecologist added mosquitoes are cold blooded and they are more active the higher the temperature is and in turn their lifecycle is quicker meaning they will turn into adults at a faster pace which can excel the transmission of virus. The District Manager stated we have seen our highest WNV positives during drought years. The Assistant Manager added that Florida's numbers are lower this year also.

## 10. Committee Reports

- a) Executive – no report
- b) Financial – no report
- c) Personnel Committee– Secretary McNamara stated the Personnel Committee met to discuss the Assistant Manager position and the committee will bring it to closed session at the next meeting for board approval.

## 11. Old Business:

## 12. New Business:

- a) Discussion and/or Approval for the Administrative Office Manager and District Manager to attend the CSDA Human Resources and Financial Management Workshop -El Dorado Hills, August 7-8, 2019: in an amount not to exceed \$1688.00 from account #35943 Conferences #35949 Trans/Meals and #35950 Lodging. The District Manager stated CSDA is hosting a Human Resources and Financial Management workshop in El Dorado Hills. The Human Resources workshop present by Liebert Cassidy Whitmore will cover hiring, performance evaluations, employee discipline and legal trends. The Financial Management workshop will cover budgeting, internal controls, long term planning and capital improvement plans. Staff is always looking for workshops or trainings nearby that will assist in making the District fiscally sound. This was budgeted travel and training expense. **A motion was made by Trustee Marler and seconded by Secretary McNamara it was agreed unanimously to approve for the Administrative Office Manager and District Manager to attend the CSDA Human Resources and Financial Management Workshop -El Dorado Hills, August 7-8, 2019: in an amount not to exceed \$1688.00 from account #35943 Conferences #35949 Trans/Meals and #35950 Lodging.**
- b) Discussion and/or Approval to pay liability, crime, auto, property general, and Alliant insurance portions of VCJPA insurance premiums not to exceed \$37,875.00 from our VCJPA Member Contingency Fund, expending the overage of the prudent fund balance. The District Manager stated Shasta Mosquito and Vector Control District belongs to the Vector Control Joint Powers Agency (VCJPA) for self-insurance. On April 17, 2019, the 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. 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 most member's balances over

the "Prudent Balance" calculation as determined by the Board of Directors. This is the case with our District, the anticipated overage amount is \$25,836. As part of the VCJPA, the District periodically receives retrospective adjustments based on the claims accrued during years of the insurance. Due primarily to favorable loss development, the VCJPA is anticipating returning money to its members in 2019 through the retrospective adjustment process for the Pooled Liability. We are anticipating on depositing the retrospective check back into the contingency fund to bring our total back to the prudent fund balance. This fund is a voluntary District account maintained by the VCJPA. Staff recommends paying the liability, crime, auto, property general, and Alliant portion of VCJPA insurance premiums not to exceed \$37,875.00 with the overage on the prudent fund balance and paying the remaining workers compensation insurance \$50,605.00 with account #18500 Workers Comp Insurance. If the Board votes to follow the staff recommendation, \$37,875 will be paid from the VCJPA Member Contingency Fund with the overage of the prudent fund and the remaining workers compensation insurance \$50,605.00 will be paid with the budgeted line item account #18500 Workers Comp Insurance for the 2019-20 budget. **A motion was made by Trustee Morningstar and Seconded by Vice President Hanna and it was agreed unanimously to approve to pay liability, crime, auto, property general, and Alliant insurance portions of VCJPA insurance premiums not to exceed \$37,875.00 from our VCJPA Member Contingency Fund, expending the overage of the prudent fund balance and pay the remaining workers compensation insurance of \$50,605.00 with the budgeted line item account #18500 Workers Comp Insurance for the 2019-20 budget.**

- c) Discussion and/or approval for two attendees to the CSDA Annual Conference and Exhibitor Showcase in Anaheim, CA in an amount not to exceed \$1,700 per person from the following accounts: #35900-Travel Expenses, #35943- Conferences, #35949-Meals, and #35950 Lodging. The District Manager stated the District is currently a member of CSDA and is active with their association, advocating for issues relevant to Special District needs. The conference will include educational and networking experience in special district specific topics with over 30 breakout sessions. Past conferences include breakout sessions focused on drones, Government ethics, emergency preparedness, meeting protocols, technology improvement, Capital Improvement Planning, prevailing wage updates, pension strategies and managing public property to avoid claims. The last time District staff attended the CSDA Annual Conference was in 2015. **A motion was made by Trustee Marler and Seconded by Vice President Hanna and it was agreed unanimously to approve for two attendees to the CSDA Annual Conference and Exhibitor Showcase in Anaheim, CA in an amount not to exceed \$1,700 per person from the following accounts: #35900-Travel Expenses, #35943- Conferences, #35949-Meals, and #35950 Lodging.**
- d) Discussion and/or approval to authorize the District Manager to solicit bids, select the lowest responsible bidder, or utilize the CMAS Fleet purchasing contract; whichever is lowest and to pay for a 2019 SUV at cost not to exceed \$33,000 from the District's Fixed Asset Replacement Reserve acct# 7700-05. The District Manager stated the SMVCD Fleet Management Policy approved by the Board 11/2011 established the minimum replacement schedule for the District's fleet. Based on an analysis run by the Assistant Manager, an attached list of the following vehicles has met the criteria. The Policy states replacement can be considered at 24 or higher points. Although we have several vehicles available to be replaced, we are currently recommending we not replace any and instead purchase a new SUV for the lab. The older SUV-vehicle #48 will become the Assistant Manager's vehicle, and the F-150; the current Assistant Manager vehicle will be provided to the Mechanic/Maintenance Technician position. This will free up an additional larvicide vehicle and allow for more efficient travel to meetings and continuing education events. Staff recommendation is to authorize the District Manager to solicit bids, award to solicit bids, select the lowest responsible bidder, or utilize the CMAS

Fleet purchasing contract; whichever is lowest and to pay for a 2019 SUV at cost not to exceed \$33,000. See the attached CMAS pricing and bid sheet for more information. The District will have \$68,000 available in reserve acct#7700-05 Fixed Asset Replacement. **A motion was made by Secretary McNamara and seconded by Trustee Morningstar and is was agreed unanimously to approve to authorize the District Manager to solicit bids, select the lowest responsible bidder, or utilize the CMAS Fleet purchasing contract; whichever is lowest and to pay for a 2019 SUV at cost not to exceed \$33,000 from the District’s Fixed Asset Replacement Reserve acct# 7700-05.**

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).* Trustee Morningstar stated the Centennial was great and she said she had a lot of fun and learned a lot. The Mayor of Shasta Lake City is in some of the pictures and he had fun with his grandson. Secretary McNamara said he was sorry the he missed the event. The District Manager thanked everyone who was involved with the Centennial Celebration.

14. ADJOURNMENT –

**Upcoming Events and SMVCD Office Schedule:**

- August 20, 2019 Shasta MVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- September 2, 2019 Labor Day Holiday Observed Office Closed
- September 5, 2019 Shasta College Health and Safety Fair
- September 17, 2019 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- September 25-28 CSDA Annual Conference Anaheim, CA.
- October 15, 2019 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)

*Upcoming Training:*

- **Available anytime: web-based, required (every 2 years) Ethics Compliance Training – AB1234** - Paste the following link into browser: <http://fppc.gov/index.php?id=477>. Once you have completed this course, be sure to print out your certificate of completion and bring a copy to the office for our files.

**The Board meeting was adjourned at 1:44 p.m.**

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

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