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
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

Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. Secretary McNamara led the pledge.

Approval of Agenda: A motion was made by Vice President Hanna and seconded by Trustee Morningstar to unanimously approve the agenda.

Public Comment: President Mower stated that this is the time for any person wishing to address the Board to do so. The District Manager stated that Brady Benton our new Fleet/Building Maintenance Technician is present. Mr. Benton introduced himself to the board. The board welcomed Mr. Benton to the District.

Consent Calendar –

a) Minutes of the Regular Board Meeting held July 16, 2019.

b) July/August Payables in the amount of $586,261.40. A motion was made by Trustee Morningstar and seconded by Secretary McNamara 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 7/31/19-The District Manager stated income and expenses are where we expected for July. 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 by September. We are booking some trailing accruals but we anticipate a surplus which the board can discuss where the funds should be booked such as the pension reserve fund.

   b) CA Arbovirus Bulletin #19, Week of August 9, 2019- The District Manager stated that the Bulletin shows as of week of August 9, 2019. The District Manager stated at this report period there are a total of 58 WNv positive birds from nine counties and 1,647 WNv positive mosquito pools from 22 counties there are now 10 WNv positive humans in six counties as of this report date. A total of 114 St. Louis encephalitis virus (SLEV) positive pools from 5 counties. 10 seroconversions have been reported as of this date. The Vector Ecologist stated that we haven’t had the activity as other counties have but we saw a shift in traps with mosquitoes and it seems to be moving north. The most north WNv positive human is in Butte County. Vice President Hanna asked if it typically progresses north during the year. The District Manager stated yes typically the southern part of the state warms up first then the warmer weather makes its way to us WNv positives coincides with the warmer weather.

   c) Shasta County Pooled Investments 6/30/19- The District Manager stated this is an accounting of Shasta County Pooled Investments.

   d) VCJPA Contingency Fund Balances 6-30-19- The District Manager stated that this is the District’s VCJPA Member Contingency Fund at the quarter ending 6/30/19 showing a balance of $233,270. The Property Contingency Fund at the quarter ending 6/30/19 showing a balance of $31,922. The Administrative Manager stated that future VCJPA reporting will have both the property and member funds combined this will most likely happen with the next quarter. The worker’s compensation insurance payment will be deducted from the next quarterly report and will be reflected then. We will make sure to highlight it to the board members when this happens.

8. Manager’s Report – The District Manager stated during this report period we issued a press release for the first indication of West Nile Virus Activity in Shasta County. The sample was collected in the West Cottonwood area and as of this report draft, no further positive samples have been collected. In general, we respond aggressively to positive mosquito samples with increased larval and adult surveillance and control. Overall, activity in Shasta County continues to be slower than in previous years, but with time left in the season, the risk remains high. We successfully conducted our cage trials! The effort was huge; as we attempted to review 4 different adult control products at two locations. On the night of the trial we had wind, but variable direction, which provided for challenging conditions. Due to this variable, several of our trials were “missed” by the applicator. We intend to replicate some of the products early next season. A big thank you to the staff for working so hard on preparation, application and the lab for staying until almost 2am to count mosquitoes. Finally, we continue to work on Strategic Planning, Personnel Policy Update, Data Collection software development, reviewing storm water trash capture systems, data analysis and MVCAC Annual Conference planning. The District Manager stated that he and the Administrative Manager attended CSDA Financial Management Workshop and HR Boot Camp Workshop which was very helpful, and we are looking at implementing some items we learned about at the District. Some other events attended included Shasta Farm Camp and emergency preparedness training for
Region III MARAC/MARIX meeting. Secretary McNamara asked about the Farm Camp and what that entailed. The District Manager stated it is two one-week sessions held at Shasta High School farm for 6-10-year old’s through the City of Redding Parks and Recreation department. The camp instructs children on farming, bee keeping and agriculture. The District Manager stated he presented two different days.

9. Department Reports:
   a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department is focusing on control of Culex and completing the summer pool program. The new Fleet/Building Maintenance Technician, Brady Benton, came on board and two new seasonal employees also started with our department. The District received 53 service requests from 5 communities: Redding had 49.1%, Anderson 17%, Cottonwood 13.2%, Shingletown 13.2% and Shasta Lake City and North 7.6%. The type of service requests received, 50.9% were for adult mosquito complaints, 22.6% for requesting mosquito fish, and 11.3% for neglected swimming pools. We made a total of 2,650 inspections of which Redding had the most (48.4%), followed by Anderson (25.3%), then Cottonwood (15.4%). The other communities had a total of 10.9%. In comparison by the year, the numbers of inspections made during this report period was decreasing in 2018 and 2019 and remaining flat in 2016 and 2017. The sharp decrease in 2018 was following the peak from catch basins inspection in June, and slower decrease in 2019 was caused by the same, but the catch basin peak was a month earlier (in May). The lack of peaks in 2016 and 2017 was attributed to the way we tracked the inspection and treatment of catch basins A total of 797 treatments were made, in which Redding had 39.5%, Anderson 25.2%, Cottonwood 17.5%, and the other 8 communities had only 17.8%. Among the targets treated, over 84.3% were larviciding to control mosquito larvae and pupae, 15.0% were adulticiding to control adult mosquitoes, and 0.7% were herbiciding to control overgrown vegetation. Of those applications made, the most were treated with Spinosad (32.2%), followed by Methoprene (19.1%) microbial products (27.6%), then mosquito fish (18.8%). The Summer Neglected Pool Program has been concluded. Neglected swimming pools usually breed Culex mosquitoes that transmit West Nile virus. One unmaintained pool can produce more than a million mosquitoes during the season. In 2019, the District continued using Franklin Aerial Services to detect neglected swimming pools. A total of 539 pools were identified by staff for ground inspections in five communities. Of the 539 pools, Redding had 68%, and the other four communities had between 6% to 9%. A total of 13 (2.4%) pools were warranted for access due to either the property being vacant, or uncooperative property owner. By categories, 34% of the 539 pools were maintained, 26% had no larvae or pupae, 16% were Carr Fire pools, 12% were treated with material, 7% had fish present, 4% not a pool, and 1% colored pools.

b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated hot weather throughout the report period led to an overall increase in mosquito populations as indicated by New Jersey-style light traps and CO2-baited encephalitis virus surveillance (EVS) traps. However, normal summer peak populations of mosquitoes were well below levels observed in the past five years. The population trend was still rising at the end of the report period, which is a bit unusual. Populations are expected to fall between now and the next report to the Board. Populations Culex spp., the type of mosquitoes that spread West Nile virus, Saint Louis encephalitis, and western equine encephalomyelitis were lower as a proportion of the overall mosquito numbers compared to seasonal averages. This may be due to subtle changes in the breeding sources that have resulted from the abundant early season rains. A positive sample of 26 Culex tarsalis mosquitoes collected in West Cottonwood on July 23 is the first and only indication of West Nile virus (WNV) or any other mosquito borne diseases within the District in 2019. The District submitted 193 samples of from 12 to 50 Culex spp. mosquitoes each UC Davis to be tested for the presence of mosquito-borne virus diseases. This
brings the total number of mosquito samples to 145 so far in 2019. Blood samples were taken from the District’s five sentinel chicken flocks on July 19 and August 2 and submitted to California Department of Public Health (CDPH) for testing. No antibodies to mosquito-borne diseases have been found in any blood samples from sentinel chickens within the District so far in 2019. No dead birds suitable for West Nile virus detection have been submitted for testing from within the District so far in 2019. The District conducted two types of research on possible resistance to adult mosquito control products in local *Culex pipiens* mosquitoes in late July. On July 18 bottle bioassays were conducted on wild-type mosquitoes from two slightly different locations within the District. Two different active ingredients permethrin and etofenprox were used in the bioassays. In these tests live mosquitoes are put in bottles coated on the inside with tiny, precisely measured amounts of pesticide active ingredients. Wild mosquitoes and lab-reared (CQ1) mosquitoes are placed in separate bottles and timed to compare how long it takes for the different samples of mosquitoes to die from the pesticide exposure. If wild mosquitoes take too much longer than the CQ1 mosquitoes to die, or if they do not die at all, there may be problems with pesticide tolerance or resistance that could be operationally important. By repeating these experiments over time and varying which pesticides and mosquito populations are tested the District can hopefully gain early insights into species, locations and products that may create control problems and monitor for changes to these parameters over time. Since adult mosquito control products contain more than their main active ingredients, and the outside environment does not closely resemble the inside of a bottle, various types of field trials are conducted to assess mosquito control in “real-world” conditions. On July 31 the vector ecology department collaborated with the operations department to run a type of field evaluation called “cage trials”. In these experiments, mosquitoes are placed in “cages” made from cardboard and tulle and hung from stands set out in a grid in an open field. An adulticide application is made by a District vehicle driving parallel to the grid and upwind. Mortality of the mosquitoes throughout the grid is recorded along with weather observations to determine the overall field efficacy of the product and application method being tested. On this occasion, two locations were used to test dual replicates of four different adulticide product formulations. The same two populations of *Culex pipiens* mosquitoes used for the bottle bioassays were used and compared to cages containing lab-reared CQ1 mosquitoes. The data from these trials has been recorded but complete analysis will take some time. The Vector Ecologist discussed the project that Princeton University is doing regarding *Culex pipiens* mosquitoes which are a vector for WNv. These mosquitoes are found all over the world. The Princeton project is interested in genetic testing of a specific *Culex* that is breeding underground. They have asked some western states to send samples to them for testing.

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

11. Old Business:

12. New Business:
   a) Discussion and/or approval to authorize the District Manager to pay an additional $150.00 beyond the previously approved $205,000.00 for the summer pesticide purchase from account #32100 Agricultural/Pesticides. The District Manager stated every fiscal year, the District typically makes two large pesticide purchases in an attempt to keep inventory low and take advantage of any deals associated with bulk purchases. In May 2019, the Board approved the authorization of the District Manager to solicit bids and purchase mosquito control products in an amount not to exceed $205,000 from the lowest bidder. During the purchase process the
District Manager accidentally ordered VectoMax in an amount beyond the anticipated purchase volume. Although we have not used this product and could return the product if the Board so choses, it is a product we routinely use and will need to purchase in our Spring 2020 bid/purchase. Therefore, the District Manager is proposing we retain the additional product and reduce our Spring purchase in 2020. Because this amount would exceed the authorized and approved amount of $205,000 from the previous bid authorization, we would need the Board to approve the overage before paying the bill from the vendor. Staff recommendation is to approve the authorization for the District Manager to pay an additional $150.00 beyond the previously approved $205,000.00 for the summer pesticide purchase from account #32100 Agricultural/Pesticides. This expenditure will not materially impact the account and will continue to leave 12% remaining of the budget account balance. The District Manager stated we are looking into some other options for the pesticide bid process such as doing an annual bid instead of a spring and summer because we may be able to take advantage of some discounts during the year. Trustee Marler asked if we did that would it increase our shipping costs. The District Manager said he would be looking at all the factors to make sure its more fiscally sound for the District. A motion was made by Secretary McNamara and seconded by Vice President Hanna it was agreed unanimously to approve authorizing the District Manager to pay an additional $150.00 beyond the previously approved $205,000.00 for the summer pesticide purchase from account #32100 Agricultural/Pesticides.

b) Discussion and/or Approval to cancel the December 2019 Board of Trustees meeting and cancel the March 2020 Board of Trustees meeting and also give the District Manager the authority to approve and pay claims up to the limit of $10,000 per claim including, but not limited to, US Bank-CalCard, and all normal invoices during the period of November 20 through December 31, 2019 and during the period of February 18 through March 31, 2020. The District Manager stated due to lack of agenda items, staff’s out of town trainings/conferences and holidays approaching, staff is recommending cancelling the December and March 2020 meeting Currently, the District Manager has the authority to approve and pay claims up to $5,000. To insure the uninterrupted payment of District bills should the Board vote to cancel the December 2019 and March 2020 meeting, staff is asking that the Board give the District Manager the authority to approve and pay claims up to the limit of $10,000 per claim for the period in which the Board will not meet to approve such claims. The Board will still get the opportunity to review those claims at the January and April Board Meetings. Additionally, if so requested, the finance committee could review a draft claims list and be provided an opportunity to comment. This process could be handled electronically. Staff recommends canceling the December 2019 and March 2020 Board of Trustees meeting and give the District Manager the authority to approve and pay claims up to the limit of $10,000 per claim including, but not limited to, US Bank-CalCard, and all normal invoices during the period of November 20 through December 31, 2019 and during the period of February 18 through March 31, 2020. The District Manager added that any board member can request at any time a list of payables during any month. President Mower stated that if something were to come up a special meeting could be called. A motion was made by Vice President Hanna and Seconded by Trustee Marler and it was agreed unanimously to approve canceling the December 2019 Board of Trustees meeting and cancel the March 2020 Board of Trustees meeting and also give the District Manager the authority to approve and pay claims up to the limit of $10,000 per claim including, but not limited to, US Bank-CalCard, and all normal invoices during the period of November 20 through December 31, 2019 and during the period of February 18 through March 31, 2020.

c) Discussion and/or approval for up to (1) staff to attend the 2019 Mosquito and Vector Control Association of California (MVCAC) Fall Meeting in Visalia, CA, October 28-30th, 2019 at a cost not to exceed $910.00 per person from accounts #35950 Lodging, #35949 Meals. The
District Manager stated the MVCAC Fall Meeting is an educational and networking opportunity consisting of training, workshops, committee meetings and a Board Meeting. The District Manager currently serves on the IT Committee, the Regulatory Affairs Committee and is the Vice President on the MVCAC Board. A motion was made by Trustee Marler and Seconded by Secretary McNamara and it was agreed unanimously to approve up to (1) staff to attend the 2019 Mosquito and Vector Control Association of California (MVCAC) Fall Meeting in Visalia, CA, October 28-30th, 2019 at a cost not to exceed $910.00 per person from accounts #35950 Lodging, #35949 Meals.

**d)** Discussion and/or Acceptance of the GASB 75 Report for the Fiscal Year ending June 30, 2019. The District Manager stated the primary purpose of this report is to provide information required by GASB 75 (“Accounting and Financial Reporting for Postemployment Benefits Other Than Pension”) to be reported in the District’s financial statements for the fiscal year ending June 30, 2019. The information included in this report reflects the assumption that the District will continue contributing 100% or more of the Actuarially Determined Contributions each year. The results presented are based on the results of an actuarial valuation prepared as of July 1, 2017 and on the employee data, details on plan benefits and retiree benefit payments reported to us for that valuation. The report is required to be submitted to the California Employers’ Retiree Benefit Trust (CERBT) to satisfy filing requirements for the trust. This report presents actuarial information for financial reporting of the other post-employment benefit (OPEB) program of the Shasta Mosquito and Vector Control District (the District). The District has been and continues to prefund its OPEB liability, contributing 100% or more of the Actuarially Determined Contributions each year. With the District’s approval, the discount rate used in this valuation is 6.73%, reflecting the District’s expectation of the long-term return on trust assets as of the measurement date. This report was prepared based on a roll forward of the July 1, 2017 actuarial valuation. No benefit changes were reported as occurring since that valuation was prepared and no material changes in plan members or premium rates were reported. Accordingly, no plan experience was recognized, and no assumptions were changed. Actual trust investment income was slightly lower than expected. A portion of this shortfall is recognized this year and the remainder recognized over the next four years. The District pays a monthly contribution for employees and eligible retirees. At its October 2008 Board meeting, the Board voted unanimously to prefund Other Post-Employment Benefits (OPEB). The effective date of the agreement with California Employers’ Retiree Benefit Trust Fund (CERBT) was Dec. 29, 2008. As a member of the trust, we are currently required to get a valuation every two years. The valuation of July 1, 2017 set the Other Post-Employment Benefits for years ending in 2019 and 2020. The ADC (Actuarially Determined Contribution) for 2019 is calculated at $64,692.00 and for 2020 is calculated at $65,360.00. This report is intended to be used only to present the actuarial information relating to other postemployment benefits for the District’s financial statements. This report is to be used for information relating to other postemployment benefits for the District’s financial statements fiscal year ending June 30, 2019. A motion was made by Trustee Marler and seconded by Vice President Hanna and is was agreed unanimously to accept the GASB 75 Report for the Fiscal Year ending June 30, 2019.

CLOSED SESSION OF THE BOARD OF TRUSTEES - The Board convened to Closed Session at 1:47 P.M.

a) Public Employee Personnel Matter pursuant to Government Code (§54957)- Consideration of performance review and employment status of Assistant Manager.

THE BOARD WILL RECONVENE TO OPEN SESSION- The Board reconvened to Open Session at 2:05 P.M.
b) Closed Session Announcement(s). President Mower stated the board discussed the terms and conditions as well as the proposed COLA schedule.

e) Discussion and/or approval to sign the resolution for the Terms and Conditions of Employment for Exempt Management Position(s) and letting expire the Contract for the Assistant Manager on September 1st, 2019. The District Manager stated for the last six years the District has maintained two positions as “contract” positions and typically negotiates the terms of those contracts every 3-4 years. The two contract positions currently are the District Manager position and the Assistant Manager position. Previous discussions with the Board and the Assistant Manager have been conducted and a proposal was brought to the personnel committee in July regarding the transition of the Assistant Manager position to no longer be a contract position and instead to become guided under the newly developed Resolution for the Terms and Conditions of Employment: Exempt Management. When the current contract expires on September 1st, 2019, Guangye Hu, currently under contract, will transition under the new terms and for any conditions of employment not covered under the new resolution, the SMVCD Personnel and Procedures Policy. These new terms will be in effect from September 1st, 2019 to July 1, 2022. A motion was made by Secretary McNamara and Seconded by Trustee Marler and it was agreed unanimously to approve to sign the resolution for the Terms and Conditions of Employment for Exempt Management Position(s) and letting expire the Contract for the Assistant Manager on September 1st, 2019 moving the assistant manager to the top step with following COLA schedule as described in Appendix A, no COLA 2019, 1.5% COLA 2020 and 1.5% COLA 2021.

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).

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:
- 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 2:08 p.m.

MINUTES APPROVED: ____________________ _______________________
_________________ ____________________  _______________________

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