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
   - **Trustees Absent:** Ann Morningstar, Trustee
   - **Others Present:** Peter Bonkrude, District Manager
     Darcy Buckalew, Administrative Office Manager
     Guangye Hu, Assistant Manager
     John Albright, Vector Ecologist

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

3. **Approval of Agenda:** A motion was made by Vice President Hanna and seconded by Secretary McNamara 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 August 20, 2019.
   - **b)** August/September Payables in the amount of $280,063.69. A motion was made by Trustee Marler and seconded by Vice President Hanna 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 9/30/19**-
The District Manager stated income and expenses are where we expected for September. We should have received majority of income for the 2018-19 fiscal year. The Administrative Manager stated that two income line items have a negative balance due to charges for collecting our benefit assessments by the county. This charge is typically booked in December when we have income to offset the charge but for some reason, they booked the charge in September. Line item 668244 and 668294 are the two showing the negative balance.

b) **CA Arbovirus Bulletin #27, Week of October 4, 2019**-
The District Manager stated that the Bulletin shows up to the week of October 4, 2019. The District Manager stated that this report period there are a total of 186 WNv positive birds from 19 counties and 3,206 WNv positive mosquito pools from 24 counties there are now 128 WNv positive humans in 19 counties as of this report date. A total of 337 St. Louis encephalitis virus (SLEV) positive pools from 12 counties. 119 seroconversions have been reported as of this date. We did receive a positive bird and have added additional trapping in the area but since it is late in the season, we are not anticipating any fogging. Vice President Hanna asked if we rely on the public to call in dead birds. The District Manager stated we rely on the public for the dead birds because it is still cost effective and still a good surveillance tool.

c) **Strategic Plan Update**-
The District Manager stated staff met to review the current status of the document. We assembled 9 staff members to continue building and shaping the items discussed at the workshop earlier in the year. As a review, the 4 focus items identified for the next strategic planning cycle are: Program Resources, Staff development, Innovation and Community. In preparation for the meeting I prepared worksheets for each team to follow a consistent format as goal/task structure. The group split into two teams and spent time reading and discussing the work previously accomplished, then began working through each focus area to make changes, additions and deletions. It seemed helpful to have more structure built around the workshop information as it led the day’s work in a way that was congruent with the existing effort. We were able to get through three of the four focus areas and share the group’s efforts with each other. We anticipate at least another meeting will be required to finish the fourth focus area and start compiling the information into a work plan.

d) **2018-2019 Fiscal Year end update**-
The District Manager stated this presentation will show how our 2018-2019 Fiscal year ended. Our financial policy aims to keep our dry financing amount at 60% of our fiscal year budget at fiscal year begin. For fiscal year 2019-2020 that would be $1,757,307. We started the fiscal year at $2,218,695. Also, at the start of the year we reallocated some of those funds back into reserve accounts. The District Manager discussed the district’s annual pension costs and unfunded liability contributions and how different payments would affect our pension liability. We are budgeting and spending within the 5% margin and it is important we maintain as close to the 60% “dry financing” as possible. Pension costs are rising and unpredictable. We have begun replenishing our reserve account and need to build a 10-year plan for capital expenditures and reserve allocations. Some areas to look at that will affect the district in the future is program work has grown, requiring more staff, specialized/technical (outreach, IT support, GIS analyst), seasonal labor. Also expanded range of invasive Aedes and how this will impact staffing and budget. Health insurance was largely “level” for 2020 but will remain an area of volatility. We propose that between now and July 1st, 2020 we organize “workshops” for the board meetings, focused on the items discussed and giving direction to staff for the items such as: Pension Options, Capital Improvements/Assets, Investment Options and Long-term staffing options and work needs. Trustee Marler asked if we should not over invest in paying down the pension but keep it at a safe level. The District Manager state that is what we will need to address as well as looking
at different investment options that may yield better profits for us. Whatever we decide we will still be getting the $350,000 bill from CalPERS in 2021. Trustee Marler added we have made good balanced cuts and increase over the years which will assist us in making better fiscal decisions moving forward.

8. Manager’s Report – The District Manager stated during this report period, work continued on the Strategic Planning document and although we planned to have a draft for review to the Board at the October Board meeting, we’ll need to meet at least one more time before a final document and work plan can be submitted. Focus was also placed on the continued development of the new VeeMac system, with a new version being rolled out at the beginning of October. Currently we are still on target for a 2020 implementation, and I have submitted presentation/paper requests for both the Annual MVCAC and AMCA conferences to discuss the software and the development process. Finally, during this period, I attended the CSDA Annual Conference and was able to sit in on some very good talks. The keynotes were entertaining but the breakout sessions on succession planning, Board and Manager roles and relationships, meeting management, dealing with people and personalities and navigating and implementing SaaS agreements were all full of good information and they provided the slides for all the talks. I downloaded the presentations and have them available for staff.

9. Department Reports:
   a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department is slowing down inspection and treatment of sources and adulticiding due to decreased temperatures and shortened photoperiods. We also started to plan for winter projects. Three seasonal employees (Avery Currier, Shelby Tucker, and Jesse Bible) were laid off. We sincerely thank our seasonals for helping us make it through another mosquito season successfully. Service Requests: The District received 12 service requests from 4 communities: Redding had 58.3%, Anderson 25.0%, Cottonwood and Shasta Lake City each had 8.3%. The type of service requests received, 41.7% were for requesting mosquito fish, 25.0% for adult mosquito complaints, and 16.7% for neglected swimming pools. We made 3,185 inspections, of which Redding had the most (71.8%), followed by Anderson (12.6%), and Cottonwood (11.6%). The rest 7 communities only had a total of 4.0%. A total of 367 treatments were made in 9 communities, in which Redding had 46.6%, Anderson 22.9%, Cottonwood 19.6%, and the rest communities had only 10.6%. Among targets treated, 95.4% were larviciding to control mosquito larvae and pupae, 4.1% were adulticiding to control adult mosquitoes, and 0.5% were herbiciding to control overgrown vegetation. Of the applications made, 34.5% were treated with microbial products, 34.2% with Spinosad, 15.6% with Methoprene, 6.0% with surface oil, 5.4% with Gambusia (mosquito fish), 2.7% with Pyrethroid adulticide, and 1.4% with Organophosphate-adulticide. Of the larval treatments made, 36.0% were larviciding with Microbials, 35.7% with Spinosad, 16.3% with Methoprene, 6.3% with Surface oil, and 5.7% with mosquito fish (Gambusia).

   b) John Albright, Vector Ecologist – Vector Ecology Report – The Vector Ecologist stated this summer adult mosquito populations have been low compared to 5-year seasonal averages. However, during this report period adult mosquito populations as measured by the District’s New Jersey-style light traps and 64 CO2-baited encephalitis virus surveillance (EVS) traps continued to decline as the nighttime temperatures have consistently dropped. As the season progresses, we continue to see numbers that are at or below average populations when comparing against the previous 5 years. It is expected that temperatures within the District should drop dramatically in the months of October and November, which should lead to dramatically lower mosquito numbers by the time of the next meeting. We will continue
contracting trap numbers as temperature decline but continue setting some small select locations to track populations over the winter months. During this report period 39 samples of from 12 to 50 mosquitoes each were submitted to UC Davis to be tested for the presence of mosquito-borne viruses. This brings the total number of samples submitted in 2019 to 439. We have not found any new positive mosquito samples since the prior report. This brings the total number of WNV positive mosquito samples to three for 2019. So far in 2019, the only detections of mosquito-borne viruses within the District have been West Nile virus (WNV) positive mosquito samples from EVS traps. No sentinel chicken blood samples have been positive for mosquito-borne virus antibodies. We had one positive dead bird we have set traps and in the three traps we set we only got 3 mosquitoes. We will continue to watch this area, but mosquito breeding has slowed dramatically due to the weather.

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 for up to (4) district representatives to attend the 86th American Mosquito Control Association Annual Meeting March 16-20, 2020: (Portland, OR) in an amount not to exceed $2,100.00 per person from the following account numbers #35950 Lodging, #35900 Transportation & Travel, #35949 Meals, and #35943 Conference. The District Manager stated the AMCA Annual Conference in Portland is an educational and networking opportunity that consists of presentations and exhibits that highlight the latest in science, technology and products used to conduct research and control vectors. This year staff have submitted an abstract to present at the Annual conference, and hopefully will be accepted. Additionally, this meeting provides ample opportunities to network with vector control professionals, researchers and educators from around the world. Finally, AMCA provides continuing education credits for certification for professionals involved in protecting public health through mosquito and vector control. A motion was made by Secretary McNamara and seconded by Trustee Marler it was agreed unanimously to approve up to (4) district representatives to attend the 86th American Mosquito Control Association Annual Meeting March 16-20, 2020: (Portland, OR) in an amount not to exceed $2,100.00 per person from the following account numbers #35950 Lodging, #35900 Transportation & Travel, #35949 Meals, and #35943 Conference.

b) Discussion and/or Approval for the District Manager to attend the annual meeting of the Pacific Southwest Center of Excellence in Vector-Borne Diseases February 19-20, 2020 at UC Riverside in an amount not to exceed $550 per person from the following account numbers #35950 Lodging, #35900 Transportation & Travel, #35949 Meals. The District Manager stated the Pacific Southwest Regional Center of Excellence in Vector-Borne Diseases (PacVec) is a collaborative effort funded by the CDC addressing urgent public health challenges. UC Davis and UC Riverside combine cutting-edge research in surveillance, vector control, genetics, epidemiology, and sustainable, effective insecticide development to generate knowledge and technology to prevent the spread of vector-borne diseases and train a diverse “community of practice” including public health professionals and entomology experts responsive to the needs of the broader US Southwest population. A motion was made by Vice President Hanna and Seconded by Secretary McNamara and it was agreed unanimously to approve the District Manager to attend the annual meeting of the Pacific Southwest Center of Excellence in

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Vector-Borne Diseases February 19-20, 2020 at UC Riverside in an amount not to exceed $550 per person from the following account numbers #35950 Lodging, #35900 Transportation & Travel, #35949 Meals.

c) Discussion and/or Approval the Administrative Office Manager to attend the 2020 VCJPA Annual Workshop and the VCJPA Board of Directors’ Meeting – Dream Inn, Santa Cruz, February 27-28, 2020: in an amount not to exceed $120.00 from account #35949 Trans/Meals. The District Manager stated the VCJPA Annual workshop consists of a “nuts and bolts” workshop describing the way VCJPA functions and how each District can properly administer their program. VCJPA will pay for one attendee’s food and lodging. This meeting should provide useful information for an entity that serves as both an insurance administrator and the carrier of District funds for future liabilities. Currently, we plan to send the Administrative Office Manager. Any additional attendees would require unbudgeted travel expenses.

A motion was made by Trustee Marler and Seconded by Vice President Hanna and it was agreed unanimously approve the Administrative Office Manager to attend the 2020 VCJPA Annual Workshop and the VCJPA Board of Directors’ Meeting – Dream Inn, Santa Cruz, February 27-28, 2020: in an amount not to exceed $120.00 from account #35949 Trans/Meals.

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:

- November 19, 2019 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- November 28 and 29, 2019 Closed in observance of Thanksgiving
- December 2-4, 2019 MVCAC Planning Session, Burlingame, CA
- December 17, 2019 SMVCD Regular Board of Trustees Meeting - CANCELLED
- December 24-25, 2019 Closed in observance of Christmas Eve and Christmas Day
- January 1, 2020 Closed in observance of New Year’s Day

Upcoming Training:

- Available anytime: web-based, required (every 2 years) Ethics Compliance Training – AB1234 - Paste the following link into browser: http://fppe.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 2:03 p.m.

MINUTES APPROVED: ______________________ ________________ ________________________

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