1. **Call to Order:** District Board President Hanna called the meeting to order at 1:02 P.M.

   **Roll Call**
   - **Trustees Present:** Ben Hanna, President
   - Vickie Marler, Vice President
   - Ann Morningstar, Secretary
   - Larry Mower, 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 Mower led the pledge.**

3. **Approval of Agenda:** A motion was made by Trustee Mower and seconded by Vice President Marler to unanimously approve the agenda.

4. **Public Comment:** President Hanna stated that this is the time for any person wishing to address the Board to do so. The District Manager introduced the new fulltime Vector Control Technician Reid Sheeks. Mr. Sheeks previously was a seasonal for 5 seasons at SMVCD. Mr. Sheeks will be overseeing zone 4, Anderson and Cottonwood area, a lot of agricultural land. The board welcomed Mr. Sheeks onboard.

5. **Consent Calendar** –
   a) Minutes of the Regular Board Meeting held November 19, 2019.
   b) December/January Payables in the amount of $107,488.38. **A motion was made by Trustee Mower and seconded by Vice President Marler and it was agreed to approve the consent calendar.**

6. **Items Removed from the Consent Calendar** –

   1/21/2020 Minutes – Page 1
7. **Correspondence/Informational:**
   a) Shasta Mosquito and Vector Control District Financial Reports at 11/30/19-The District Manager stated income and expenses are where we expected for November.
   
   b) Shasta Mosquito and Vector Control District Financial Reports at 12/31/19-The District Manager stated income was up about 3% overall in comparison to last year at this time and expenses are where lower than expected for December.
   
   c) CA Arbovirus Bulletin #35, Week of December 6, 2019- The District Manager stated that the Bulletin shows up to the week of December 6, 2019. The District Manager stated that this report period there are a total of 225 WNv positive birds from 21 counties and 3,288 WNv positive mosquito pools from 29 counties there are now 205 WNv positive humans in 23 counties as of this report date. A total of 356 St. Louis encephalitis virus (SLEV) positive pools from 12 counties. 139 seroconversions have been reported as of this date. The deadbird hotline has been shut down until next season and we don’t expect any other WNv positives. This was the last report for the 2019 year. The District Manager added that there has been a reduction in WNv positives, so this was a successful year.
   
   d) VCJPA Retrospective Adjustments- The District Manager stated this is the accounting for the for the Pooled Worker’s Compensation and Pooled Liability Programs and in accordance with the VCJPA five-year equity plan the programs saw refunds to each active member district. SMVCD received a total of $22,499 which we applied to our Member Contingency Fund to remain above our prudent fund balance.
   
   e) **Strategic Plan Update**- The District Manager stated staff met one more time creating a timeline of events. We will need to meet again to assign project leads. President Hanna asked if there will be working groups. The District Manager stated after we have more accurate due dates and project leads assigned staff will work more in groups to achieve the goal set forth.

8. **Manager’s Report** – The District Manager stated Happy New Year! Hopefully everyone had refreshing holidays and have entered the new year ready to take on 2020. The new decade starts with an ambitious strategic plan and a lot of new technologies around the corner. During this report period we continued working on the VeeMac development and are targeting March 1 for a cut over from our current data collection system. In addition to helming the MVCAC Presidency for 2020, I will be presenting at both MVCAC and AMCA about the software development process. Also, time was spent organizing direction at the state level for MVCAC, focusing on issues like interactions with CDFW, potential invasive aedes funding/support, continued efforts on CalSurv Gateway funding and continued focus on any water issues that may provide a nexus for mosquito control efforts. I met with the director of CDFW in January and will be meeting with the director CDPR in February. During these winter months, staff have been focused on report writing, equipment calibration, planning for the coming year, physical control projects and training. Additionally, during this period we welcomed a new VCT to fill a vacancy the District has had since the summer. Please extend congrats to our new VCT Reid Sheeks! As mentioned in the operation report, Reid has spent a few seasons with us as a seasonal technician and is ready to hit the road running.

9. **Department Reports:**
   a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, our department focused on physical control projects, tick surveillance,
Cache Valley Virus surveillance, and equipment and vehicle maintenance. We also built a storage shed and conducted more staff training. A seasonal employee, Reid Sheeks, was hired to fill in the vacant VCT position. Reid has been with the District for the past 5 seasons before becoming fulltime. He is assigned to zone 4 that covers east of Anderson and east of Cottonwood. The District received one service request from Redding for mosquito fish. We made a total of 8 treatments in 3 communities, in which Anderson had 62.5%, Redding 25.0%, and Cottonwood 12.5%. The treatments consisted of 12.5% larviciding to control mosquito larvae and pupae and 87.5% herbiciding to control vegetation for facilitating source inspection and treatments. The Operations department also built a storage shed behind Staging Room. The Fleet/Building Maintenance Technician (Brady) worked with the District Manager on the design and took a lead on the project. Some of the technicians helped with the construction. Now we are waiting on the permit of the electric to complete the project. President Hanna asked what the storage shed would be used for. The District Manager stated it would be used for the lab to store traps, dry ice and trap supplies.

b) John Albright, Vector Ecologist – Vector Ecology Report – The Vector Ecologist thanked the District Manager and Assistant Vector Ecologist Kendra Angel-Adkinson for writing the report due to his absence. The Vector Ecologist stated at this time of year, vector ecology staff are using a minimal number of mosquito traps to monitor mosquito population. During the report period, only four New Jersey-style light traps and 3 CO2 baited encephalitis virus surveillance traps were being used on a weekly basis. Mosquito populations continue to be low and typical for this time of year as noted in the previous board report. Similarly, the majority of mosquitoes caught continue to be *Culiseta spp* mosquitoes. Few other species make an occasional appearance in the traps, but *Culiseta spp* are uniquely cold tolerant whereas other species are currently overwintering in a dormant state. As noted further in this report, Operations staff have begun surveillance for vectors of Cache valley. Mosquitoes of appropriate species have been retained in the subzero freezer for testing. Cache Valley virus is typically not a concern for human infection, but rather for livestock. Tick surveillance, which began November 4th, has continued during this report period. Staff have inspected a total of 22 locations weekly. For the months of November and December, the average number of ticks collected is well below the ten-year average. Monthly averages for the current season (2019-2020) are also well below the monthly average for the previous season (2018-2019). The trend of lower tick numbers holds true across all species and sexes. As a result of the depressed tick numbers, vector ecology staff assembled fewer samples of *Ixodes pacificus* for disease testing. In 2019, November and December yielded 87 pools (11 and 76, respectively, compared to 123 in 2018 (24 and 99, respectively). It is worth noting that tick surveillance began roughly two weeks earlier in 2018 versus 2019, so the 24 samples attributed to November of 2018 also included ticks collected in late October.

10. Committee Reports

   a) Executive – President Hanna stated the committee met with the District Manager to discuss his contract proposal and the board would discuss it in closed session.
   b) Financial – no report
   c) Personnel Committee- no report

11. Old Business:

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 $700,000 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 third transfer of the 2019-2020 fiscal year. The balance in our Wells Fargo account as of 12/31/2019 is $148,305 and our non-reserve balance in our Shasta County Treasury is $1,636,372 as of 12/31/2019. A motion was made by Vice President Marler and seconded by Trustee Mower 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 $700,000 to be deposited into the District’s Wells Fargo Banking account.

b) Discussion and/or Approval for the District Manager to attend the MVCAC Spring Quarterly Meeting/ Legislative Days in Sacramento, March 2-4, 2020, at a cost not to exceed $1100.00 from the following accounts: #35949-Meals and #35950-Lodging. The District Manager stated The Mosquito and Vector Control Association of California (MVCAC) chose to combine two of their meetings this year. The Spring Quarterly Meeting/Legislative Days will be held in Sacramento, CA on March 2-4, 2020. The quarterly meeting is an education and networking opportunity that consists of a Board of Directors and Committee meetings. This meeting provides ample opportunities to network with vector control professionals, researchers and educators. Currently the District Manager serves as the President and is a member of the IT committee and a member of the Regulatory Affairs Committee. The annual Legislative Day will be during this week. MVCAC has added a special session for attendees to provide some training on the purpose and strategy of meeting with your legislators. By providing this training, they seek to increase the comfort level for new attendees and possibly provide new insights to those that have attended legislative day in the past. MVCAC advocates and PR experts will explain the do’s and don’ts of legislative meetings and an overview of messaging and talking points. The session will be followed by attendees adjourning to the Capitol where they will conduct legislative visits. Attendees will be briefed covering talking points, current legislation and will review materials. MVCAC is hoping that together everyone can help educate legislators and staff members on the importance of mosquito and vector control, surveillance, research and public health. A motion was made by Secretary Morningstar and Seconded by Trustee Mower and it was agreed unanimously to approve the District Manager to attend the MVCAC Spring Quarterly Meeting/ Legislative Days in Sacramento, March 2-4, 2020, at a cost not to exceed $1100.00 from the following accounts: #35949-Meals and #35950-Lodging.

c) Discussion and/or Approval to authorize the District Manager to solicit and award to the lowest responsible bidder, Uniform Rental and Laundry Service request for proposals to all qualified vendors providing such services in the area. The District Manager stated the Shasta Mosquito and Vector Control District (SMVCD) supplies uniforms and laundry services for its field employees. The District has been with the current uniform and laundry service Cintas (Formerly GK Services) since 2012. The original contract called for a three-year term with the option for a year to year contract past that mark. At the end of our first contract, we distributed an RFP and selected Cintas/GK Services for another 3-year contract. We are now in our seventh year with Cintas and are interested in ensuring the District is receiving the level of service and the cost that is appropriate for uniform rental and laundry services. The District will evaluate the responding vendors based on work history references, technical expertise, ability, resources and other pertinent factors, including cost. Lowest responsible bidder, as defined by District policy, is one that in a timely manner submits a complete and fully responsive bid and whose bid best responds in price, quality, service, fitness and capacity to meet the requirements of the District. Price alone shall not be the determinative factor, but shall be considered along with other factors including, but limited to, the ability of the bidder to deliver, availability of
parts or service, prior experience with the bidder, and any other factors relating to the particular needs of the District for the supplies, equipment and/or materials to be purchased. The District reserves the right to reject all bids. **A motion was made by Trustee Marler and Seconded by Secretary Morningstar and it was agreed unanimously to authorize the District Manager to solicit and award to the lowest responsible bidder, Uniform Rental and Laundry Service request for proposals to all qualified vendors providing such services in the area.**

d) **Discussion and/or approval for the District Manager to attend the 2020 AMCA Washington Conference in Washington DC at cost not to exceed $1,300 from account #35900- Travel Expenses, $1,000 from account #35950- Lodging, $100 from account #35943- Conferences and $300 from account #359490- Meals.** The District Manager stated AMCA annually hosts a Washington Conference day similar to the MVCAC Legislative Day, but at the National level in Washington DC. In 2019, AMCA focused outreach efforts on the impacts of the NPDES permit process on public health mosquito control, Endangered Species Act considerations and Mosquito control, funding comprehensive vector control, passing the SMASH and funding for the SMASH act. This would be the first time I have attended the Washington conference, however the timing seemed appropriate with 2020 being the year I’m serving as the President of the MVCAC. Additionally, due to this being my first time attending the conference, I’m eligible and will apply for the Central Life Sciences Fellowship Travel Stipend, which would provide up to $1,000 reimbursement to the District. See the attached sheet for additional information. **A motion was made by Trustee Mower and seconded by Vice President Marler and it was agreed unanimously to approve the District Manager to attend the 2020 AMCA Washington Conference in Washington DC at cost not to exceed $1,300 from account #35900- Travel Expenses, $1,000 from account #35950- Lodging, $100 from account #35943- Conferences and $300 from account #359490- Meals.**

e) **Approval and/or discussion to have the incoming Board President select 2020 members for the following standing committees: Executive Committee, Finance Committee, Personnel Committee-** The District Manager stated when issues become complex or numerous, it can be cumbersome to have them handled by the entire board. Therefore, the establishment of committees can facilitate a more in-depth analysis of the issues and policies that face the District. These committees must still conform to all open meeting laws (Brown Act) that pertain to regular meetings of the Board of Trustees. Additionally, committees can only make recommendations to the Board; only the entire Board can approve actions. The assignment given to the committee members may be made by the Board President, a majority vote of the Board, or on their own initiative. The following standing committees are recommended, however additional committees may be proposed: Executive Committee: Oversee operations of the Board; often works on behalf of the board during on-demand activities that occur between meetings. Also, this committee is involved in the evaluation of the District Manager. This committee is comprised of the Board President and another board member. (2-member committee) Finance Committee: Oversees development of the District budget and ensures accurate tracking, monitoring, and accountability for District funds. Maintains adequate financial control and in some cases makes investing recommendations to the Board. This committee is comprised of the Board Treasurer and another Board member. (2-member committee) Personnel Committee: Guides development and reviews personnel policies and procedures and is involved in the analysis of all issues related to personnel. Additionally, the Personnel committee works in coordination with the Executive committee to perform the evaluation of the District Manager. (2-member committee) Discussion followed and President Hanna chose for the Executive Committee Vice President Marler and President Hanna, for the Finance Committee Vice President Marler and Trustee Mower and for the Personnel Committee Trustee Morningstar and President Hanna.
CLOSED SESSION OF THE BOARD OF TRUSTEES - The Board convened to Closed Session at 1:36 P.M.

   a) Public Employee Personnel Matter pursuant to Government Code (§54957)- Discussion of performance review of District Manager.

THE BOARD WILL RECONVENE TO OPEN SESSION - The Board reconvened to Open Session at 1:39 P.M.

   b) Closed Session Announcement(s). A motion was made by Vice President Marler and Seconded by Trustee Mower and it was agreed unanimously for a new term of February 1, 2020 through February 1, 2023, no change to current compensation, COLA as of July 1, 2020; 1.5%, July 1, 2021 1.5% and July 1, 2022 2.5%. One time 10-year longevity bonus, District provided term life insurance, district match of up to 2% of DM salary to 457 deferred comp plan and increase of $100 a month for vehicle stipend. All other contract elements remain the same.

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 MVCAC Trustee Council is still being discussed and will inform Secretary Morningstar of any new developments when they happen.

14. ADJOURNMENT –

   Upcoming Events and SMVCD Office Schedule:
   • February 12, 2020 Closed in observance of Lincoln’s Birthday
   • February 17, 2020 Closed in observance of President’s Day
   • February 18, 2020 SMVCD Regular Board of Trustees Meeting
   • March 14-15, 2020 Redding Spring Home and Garden Show
   • March 17, 2020 SMVCD Regular Board of Trustees Meeting- CANCELLED
   • March 15-20th AMCA Annual Conference, Portland, OR
   • March 27-29, 2020 Spring Home & Garden Show Shasta County Fair Grounds

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: ____________________ _______________________
___________________  ____________________  _______________________