



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

February 18, 2020

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 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
Philip Cramer, Trustee

Trustees Absent: Larry Mower, 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. **Trustee Cramer led the pledge.**
3. Approval of Agenda: **A motion was made by Vice President Marler and seconded by Secretary Morningstar 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. President Hanna welcomed new board member Philip Cramer. The board sent their thoughts to Mr. Mower.
5. Consent Calendar –
 - a) Minutes of the Regular Board Meeting held January 21, 2020.
 - b) January/February Payables in the amount of \$150,263.76. **A motion was made by Secretary Morningstar and seconded by Vice President 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 1/31/20-The District Manager stated income and expenses are where they should be for January, we received assessments for end of the year taxes and the next revenue stream will take place at the end of April. Trustee Cramer asked about property tax process. The District Manager reviewed the process of the assessments on the tax roll from the county as well as the history of the benefit assessments.
- b) VCJPA Member Contingency Fund Balance 12-31-2019-The District Manager stated the member contingency and the property contingency fund have been combined as of this statement. The member contingency balance \$253,048 and we are where we should be with our prudent fund balance.
- c) CERBT Fund Balance 12-31-2019- The District Manager stated that this shows our CERBT fund balance at \$1,038,348.82 as of 12/31/19.
- d) SC Pooled Investments 12-31-2019- The District Manager stated this is the accounting for the Shasta County pooled investments.
- e) Budget Timeline for FY 2020-2021-The District Manager stated this timeline helps the departments and staff as well as the finance committee plan for the budget.
- f) Outreach Schedule 2020- The District Manager stated this is the upcoming tentative schedule for outreach events that the District attends. Any board member interested in helping at an event please let us know so we can make arrangements for you.
- g) 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. Once that is assigned, we will have more accurate deadline dates.

8. Manager's Report – The District Manager stated during this report period, District staff and I attended the 2020 MVCAC Annual Conference in San Diego, CA. At the conference, my responsibilities included the President's address, moderating the Plenary session, and providing a talk for an Operations/Technology symposium about our Data Collection Software development process. The District Manager added that he attended various talks and enjoyed them. Speaking of our development, we are on track to have a full cutover mid-March after we return from the AMCA Annual Conference. We plan to do a dry cutover run at the end of February to ensure the mission critical elements are not only completed but also stable, then anticipate a full rollout later. I've continued working on the District's NPDES Annual report, which is due on March 1st, text and other elements to assist the PR Committee on the Annual Report completion, conducted the RFP for uniform servicing and worked on several issues for MVCAC. The immediate focus for March will be the VeeMac cutover, recruiting and hiring the seasonal staff for 2020 and most importantly the development and review of the 2020-2021 Budget. During this period, we also obtained warrants for the Winter Pool Program. President Hanna asked if it was easier to deal with the court system for the warrants. The District Manager stated it has improved the downside is having to find the time to go to the courthouse but we have been getting the warrant the same day and so far we have only had two occasion we were unable to get a judge and most have seen our process so they are informed about what we do. Vice President Marler asked about VeeMac. The District Manager stated that we

are still working on stability and working though elements and we are hoping to cut over in mid-March. The responsiveness has been good, and all the changes are great.

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 tested the new version of VeeMac and worked on the winter pool program. The District received 10 service requests: 7 from Redding, one each from Anderson, Shasta Lake City, and Cottonwood. For the type of services requests, 50% were for mosquito fish, 40% for adult mosquito complaints, and 10% for mosquito fish and adult mosquito complaints. We made a total of 103 inspections in 6 communities, of which Redding had the most (65.1%), followed by Anderson (21.4%), Bella Vista had the least (<1%). The findings from the inspections were *Aedes sierriensis* (tree hole mosquitoes) and *Aedes washinoi*. We also inspected neglected swimming pools for mosquito fish presence. We made a total of 11 treatments in 3 communities, in which Redding had 54.6%, Anderson 36.4%, and City of Shasta Lake 9.1%. All the treatments made during this report period were for larviciding to control mosquito larvae and pupae. Conducted continuing education (CE) training for VCT certification on the following topics: Insecticide Resistance Management, Understanding the Molecular Basis of Reproduction in the Main African Malaria Vector and How Larval Control: Are Honeybees Really Dying? During this report period, the staff conducted a total of 17.0 manhours of hand brushing and 10 manhours of debris pile burning. The Assistant Manager added that he thought MVCAC annual meeting was a success. He enjoyed all the talks he attended. Field Supervisor Cleland attended the conference also and found the talks were all informative, but he especially liked the talk on the Novel approach to preventing Mosquitos emergence in storm water BMP device: auto larvicidal Oil Dispensing. This device would automatically Dispense oil using Coco Bear. This talk had good points but using an oil makes you wonder about how good the spread of the oil is if there is any debris floating in the catch basin. Also being able to leave the device unattended is a question also. Another talk that stood out was on how to calibrate your UAS system both over water and over land. This gave us a good insight on how to calibrate using drones on both liquid and granular products. I feel that as we move into this innovated way of treating mosquito's this talk gave me the groundwork on our steps to calibrating drones.
- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated adult mosquito populations as measured by the District's four New Jersey-style light traps and 3 to 5 encephalitis virus surveillance traps are generally low, which is typical for this time of year. There have been a few weeks that numbers have been a little higher than normal due to sporadic periods of unseasonably warm weather that has brought a few mosquitoes out of hibernation early from time to time. The adult mosquitoes that have been observed so far have been various types of *Culiseta spp.*, which are most active at cooler times of the year along with *Anopheles spp.* and *Culex spp.* mosquitoes, which overwinter as female adults. So far, no male *Anopheles spp.* or *Culex spp.* mosquitoes are being seen nor have there been any *Aedes spp.* mosquitoes seen, which indicates that mosquito breeding has not really begun yet for mosquitoes other than *Culiseta spp.* in 2020. Two types of *Aedes spp.* mosquitoes are being observed as larvae in riparian areas and the rot holes in oak trees. These mosquitoes are serious pest species that can be expected to begin showing up as adults in March, which is the typical leading edge of larval and adult mosquito control efforts in a normal year. Disease Surveillance and Research includes Cache Valley virus is a mosquito-borne disease affecting pregnant sheep and goats and leading to deformities and abortions of lambs and kids. A few human cases have been documented as well, though little is known about the significance of that. There is some indication that it may be found in this area, but little is known about its distribution and transmission. *Culiseta spp.* and other mosquitoes that are active in the winter are the most likely vectors of this disease. For

this reason, the District has been collecting mosquitoes through the winter to test for the presence of Cache Valley virus for the past few years. Since the numbers of mosquitoes caught this time of year are low, the mosquitoes are being caught and accumulated and stored in the ultra-low temperature freezer in the lab to be tested for virus presence when the weather begins to warm up. Tick Surveillance and Testing; The District currently monitors 22 sites scattered throughout the District to assess tick populations and test for the presence of tick-borne diseases. In the 2019 – 2020 season tick surveillance began in November 2019 and will continue through March 2020. So far this season the overall tick populations have been below both the 2018 – 2019 season levels and the five-year average for tick populations. The vast majority of ticks caught so far have been *Ixodes pacificus*, the western black-legged tick, which is responsible for transmitting Lyme disease (*Borrelia burgdorferi*) and *Borrelia miyamotoi* which causes a relapsing fever disease in humans. Although few *Dermacentor spp.* ticks are currently being caught so far, the proportions typically flip by the end of the season, when *Dermacentor spp.* ticks are expected to predominate. *Dermacentor spp.* ticks are not known to transmit any diseases of public health importance in this area. So far this season, 183 samples of from 3 to 5 *Ixodes pacificus* ticks each have been collected to be tested for the presence of *Borrelia burgdorferi* and *Borrelia miyamotoi*. These samples are being held in the ultra-low temperature freezer. We plan to send them to Placer County MVCD for DNA testing by RTPCR sometime within the next week or two. Results of this testing will be reported at the April Board meeting. The Assistant Vector Ecologist wrote a summary on the MVCAC annual conference. She stated there were many informative presentations and posters for staff to consider. For example, Delta VCD presented a study on the effects of storage conditions on WVN+ mosquito homogenate. Their results suggest that virus detection was still possible after enduring prolonged sub-optimal storage conditions. Every district has times when they have to deal with poor storage conditions from factors outside their control such as power outage, but the findings of this study helps to assuage the fear of compromised samples. Delta VCD's poster on yeast fermentation as a CO2 source for BG Sentinel traps showed a low-cost way to provision these traps. This information may be useful to the District as we consider increasing our use of BG Sentinel traps. On a similar note, Alameda county MAD presented a 3D printed a CO2 baited EVS trap. Adoption of such a trap could reduce a district's reliance on commercially available traps which can be expensive and subject to delays. In summary, the MVCAC annual conference continues to provide an exchange of ideas which benefits all attending agencies. This year was no exception and staff returned with a number of new ideas and techniques to consider implementing.

10. Committee Reports

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

11. Old Business:

- a) Discussion and/or approval of the SMVCD Personnel Policy Manual Revision. The District Manager stated the personnel policy has been reviewed by the board, staff, UPEC as well as the attorneys. The Administrative Manager added that the update to the extended leave policy was also updated per Vice President Marler's recommendation. **A motion was made by Vice President Marler and seconded by Secretary Morningstar it was agreed unanimously to approve the SMVCD Personnel Policy Manual Revision.**

12. New Business:

- a) Discussion and/or Approval of the Draft 2019 SMVCD Annual Report. The District Manager stated this report represents an informal accounting of the District's operations for the 2019 calendar year. District staff has continued to evolve the District's Annual Report. Our hope is that by constantly altering our format the report will continue to be interesting and fun to read for our stakeholders while still providing significant information. This report is sent to all Cities and the Board of Supervisors. Additionally, staff will be scheduling Board and Council appearances to present the Annual Report to the various entities. We are still in the process of completing the final product but wanted the Board's input before the next Board meeting as we're hoping to go to the printers prior to the next meeting. The final report may be slightly different based on the final edits prior to delivery to the printer. The District Manager added big kudos go out to our Administrative Analyst Jenna and our Assistant Vector Ecologist Kendra they really worked together and created another great annual report. **A motion was made by Secretary Morningstar and seconded by Vice President Marler and it was agreed unanimously to approve the Draft of the 2019 SMVCD Annual Report.**
- b) Discussion and/or Approval to nominate a SMVCD Board member or staff to run for Seat C on the CSDA Board of Directors. A fiscal impact will be felt, but until we account for all the required travel a firm amount is unknown. The District Manager stated CSDA Board of Directors is looking for nominations to seat C. Region 1, SMVCD's region. The incumbent, Fred Ryness, Burney Water District, is running for re-election. Any regular member in good standing is eligible to nominate one person for election. The Board of Directors for CSDA is responsible for all policy decision related to CSDA's member services, legislative advocacy, education and resources. Serving on the Board requires one's interest in the issues confronting special district statewide. Commitment and Expectations: Attend all Board meeting, held every other month at the CSDA office in Sacramento, participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy, attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall), complete all four modules of CSDA's Special District Leadership Academy within 2 years. (CSDA does not reimburse for the two conferences or the Academy classes) If the Board wishes to select a nomination it must do so before March 26, 2020. **No motion was made.**
- c) Discussion and/or Approval of the passage of a local resolution 2020-01 declaring April 19th – 25th West Nile virus and Mosquito and Vector Control Awareness Week. The District Manager stated Mosquito Awareness week is a good opportunity to promote mosquito and vector control and the important public health service they provide. With the passage of this Resolution by the District and the State legislature, we will reach out to other local government bodies to pass similar resolution language. We intend to also send a press release to correspond with the selected week. **A motion was made by Secretary Morningstar and Seconded by Trustee Cramer and it was agreed unanimously to approve the passage of a local resolution 2020-01 declaring April 19th – 25th West Nile virus and Mosquito and Vector Control Awareness Week.**
- d) Discussion and/or possible nomination of a District Trustee for election to the Shasta Local Agency Formation Commission (LAFCO). The District Manager stated the Shasta Local Agency Formation Commission is a legislatively established commission responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify, and streamline governmental structure, and preparing a sphere of influence for each city and special district within each county. Whether independent or dependent, formation of a special district, as well as changes of organization

and reorganization proposed by special districts is subject to LAFCO approval unless the principal act under which the district was formed specifically excludes LAFCO involvement. The terms of the two regular special districts members and the one alternate special district member on Shasta LAFCO expires this year, 2020. All elected members will serve a four-year term ending January 2024. This item is on the agenda in the event that the Board wishes to nominate a trustee(s) to be placed on the ballot for election as special district commissioner on Shasta LAFCO. **No motion was made.**

- e) Discussion and/or approval to authorize the District Manager to solicit bids for Calendar year (3/1/2020-3/1/2021) fixed pricing and to make purchases not to exceed the Board approved Pesticide budget for fiscal year 2019-2020 and fiscal year 2020-2021. The District Manager stated in previous years staff have prepared (2) bids each fiscal year. These bids are normally conducted in the Spring and Summer and cover the entire calendar year for pesticide purchasing/use. This method has been successful but sometimes causes the District to miss out on seasonal “deals” and offers that vendors might promote in off-season months and also can require considerable staff time to generate the bid forms, solicit the bids, tabulate the bids and ultimately make the purchases. Additionally, the District loses some flexibility in the purchases that may make seasonal differences a challenge to navigate. So, this year we are proposing to try a different bid/purchase method. Instead of bidding on a purchase we will be soliciting bids on a not to exceed price for a calendar year. We will then award the winning price/bid to related vendors and make purchases as needed throughout the year. This will allow us to make purchases within the Districts approved budget without returning to the Board. Currently, we have \$28,000 left in our 2019-2020 fiscal year budget and for 2020-2021 we estimate the budget will be between \$235,000 and \$245,000. We have prepared a list of average use by product to allow for the vendors to see volume and hopefully consider it in their price bid. Staff recommendation is to authorize the District Manager to solicit bids for Calendar year (3/1/2020-3/1/2021) fixed pricing and to make purchases not to exceed the Board approved Pesticide budget for fiscal year 2019-2020 and fiscal year 2020-2021. The fiscal impact will not exceed the approved pesticide budget for each fiscal year. Any needed purchases above the approved budget will return to the Board for approval. President Hanna asked if we think that the flexibility of purchasing this way will help us save money. The District Manager stated he is hoping for that because we can purchase off season and see the savings there. **A motion was made by Vice President Marler and Seconded by Secretary Morningstar and it was agreed unanimously to authorize the District Manager to solicit bids for Calendar year (3/1/2020-3/1/2021) fixed pricing and to make purchases not to exceed the Board approved Pesticide budget for fiscal year 2019-2020 and fiscal year 2020-2021.**

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:

- *March 17, 2020 SMVCD Regular Board of Trustees Meeting- CANCELLED*
- *March 15-20th AMCA Annual Conference, Portland, OR-CANCELLED*
- *March 27-29, 2020 Spring Home & Garden Show Shasta County Fair Grounds-CANCELLED*

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 2:06 p.m.

MINUTES APPROVED:
