



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

April 21, 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 zoom meeting to order at 1:19 P.M.

Roll Call

Trustees Present: Ben Hanna, President
Vickie Marler, Vice President
Ann Morningstar, Secretary
Philip Cramer, Trustee

Trustees Absent: None

Others Present: Peter Bonkrude, District Manager
Darcy Buckalew, Administrative Office Manager
John Albright, Vector Ecologist

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **President Hanna 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 asked if anyone had mailed or emailed any comments to the District per the instructions posted for the Zoom meeting due to State of California Executive Order N-33-20 stay at home. The Administrative Manager stated she did not receive any correspondence prior to this meeting.
5. Consent Calendar –
 - a) Minutes of the Regular Board Meeting held February 18, 2020.
 - b) January/February Payables in the amount of \$181,132.66. **A motion was made by Vice-President Marler and seconded by Secretary Morningstar and it was agreed to approve the consent calendar and give the District Manager the authority to approve the board approved payables through the financial system due to State of California Executive Order N-33-20 stay at home.**

6. Items Removed from the Consent Calendar –

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Reports at 3/31/20-The District Manager stated income and expenses are where they should be for this time of the year. The next revenue stream will take place at the end of this month. The Building and Maintenance line item will be exceeded due to the A/C going out and needing a replacement compressor.
- b) Shasta Mosquito and Vector Control District Financial Reports at 2/29/20-The District Manager stated this was from February financials and due to the cancelled meeting in March this was not presented.
- c) In Memoriam Larry Mower- The District Manager stated this is in Memoriam of Larry Mower, Board Member. It is with deep sadness that we say goodbye to long-time Board Member (2008-2020) from the City of Anderson, Larry Mower. Mr. Mower dedicated himself to the District and we will always be thankful for his service and contribution. The District Manager added he was able to attend the service and stated that Mr. Mower had such a great impact on his community and left his footprint everywhere he went. The Board members expressed their appreciation for Mr. Mower's service to his community and to this board. President Hanna added he will be greatly missed.
- d) VCJPA Workshop Update-The Administrative Manager stated she attended the workshop and at the workshop coronavirus was the big topic. Some of the accomplishments and highlights of 2019 include, in 2018 there was approval for participation in the California Asset Management Program (CAMP) as an alternative to the LAIF investment fund. This fund as of 12/31/2019 had shares owned 439,152.47 with a total market value of \$28,507,932.21. Pooled Liability Retrospective Adjustment Refund Net amount of \$396,5065 was eligible from program years 2013/14 through 2014/15. April 2019 the VCJPA Board elected to retain \$198,000 for equity building. Pooled Workers' Compensation Program Retrospective Adjustment Refund Net amount of \$1,299,442 was eligible for program years 1997/98 through 2007/08 and 2009/10 through 2013/2014. April 2019 the VCJPA Board elected to retain \$650,000 for equity building. VCJPA will be conducting property appraisals in the 2020/2021 program year. VCJPA Property Program were last appraised in 2004, except for properties valued over \$5 million which are appraised every five years through the Alliant Property Insurance Program (APIP). VCJPA re-accredited with excellence from the California Association of Joint Powers Authorities. The goals and objectives for 2020 will be to review language regarding Member Contingency Funds to determine whether updates are warranted related to the use of funds. Evaluate increasing coverage limits obtained through California Affiliated Risk Management Authorities (CARMA); and Present additional data to the Board to evaluate increasing Auto Physical Damage coverage limit above \$35,000 and changing valuation from actual cash value to replacement cost.
- e) SC Pooled Investments 3-31-2020- The District Manager stated this is the accounting for the Shasta County pooled investments.
- f) CERBT Fund Balance 3-31-2020 The District Manager stated that this shows our CERBT fund balance at \$930,145.99 as of 3/31/2020. This is the first recorded loss due to Covid-19. The goal has always been to not touch this fund as it supports retiree medical benefits in the future.

- g) LAFCO 2020-2021 Proposed Budget- The District Manager stated LAFCO has been consistent each year with their budget and this year we expect our costs to remain steady.
 - h) Strategic Plan Update- The District Manager stated we are still working on the update and should have something updated by June.
 - i) District's COVID-19 Response- The District Manager stated when we first got notification, we discussed with the employees their concerns and the District's next steps. We immediately waived the time limit for requesting vacation and made vacation and sick leave available to any employee that wanted to take time off. We recognized that direction is everchanging and made changes to workplaces for social distancing as well as accommodating working from home for certain positions. Field staff were asked to stay in the field until the end of the day to help with social distancing concerns. We also set up bathroom/changing room schedules to assure employees could change their uniforms without social distancing issues. We have also added disinfecting cleaning weekly from our cleaning services. We were able to order antibacterial and disinfecting wipes and gels and supply them to staff. We have since ordered face coverings for employees and still have some others on back order. We have closed our lobby to the public and are not doing face to face service calls. We are still doing inspections and treatments on various properties throughout the district. We continue to follow the recommendations from the Center for Disease Control as well as California Department of Public Health, and the Governor. As the MVCAC president the District Manager stated he is having weekly calls with the other managers to make sure the mosquito districts are on the same page. President Hanna asked if the public has been fine with no face to face service requests. The District Manager stated yes, they have been understanding and receptive.
 - j) VeeMac Presentation- The District Manager stated we have made the transition to our new database system and he presented a PowerPoint. The creators have been very responsive with any issues and changes and spent a lot of time working out bugs before going live. President Hanna asked if the staff liked the new system. The District Manager stated yes, we had a lot of good input from staff, so it was a smoother transition. Secretary Morningstar asked if we have a service contract with them. The District Manager stated we will.
8. Manager's Report – The District Manager stated how much can change in two months. The new global pandemic has brought new challenges to every industry, home, and person. As we navigate the response, new guidelines are added almost daily. We are doing our best to maintain the safety of our employees while conducting our important mission of mosquito and vector control. During the unfolding pandemic response we continued to focus our efforts on several projects including the roll-out of our new data collection system, gearing up for warmer months and the subsequent increase in adult mosquito numbers and a focus on providing a safe workplace for those employees that continued to respond to District needs. Additionally, budgeting is a priority for our administration staff during the report period, as we attempt to put together a realistic budget during uncertain financial times. We have made some changes after our initial finance committee meeting to reflect the way we are seeing the landscape shift. A big thank you is deserved for our staff and their morale, clarity of mission and willingness to help wherever they can during these troubling times. Attended all teleconference and zoom meetings over the last month concerning Covid-19.
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 completed the winter pool program. We responded to the coronavirus (COVID-19) pandemic by practicing physical distancing and taking other measures, such as having employees take time off with no requirement for the 36-hr prior authorization when feeling sick or having concerns in an effort to reduce the exposure of employees to coronavirus. Three seasonal employees were hired and started on April 6, 2020, of which Avery Currier and Shelby Tucker were returnees from the previous season(s) and John Schaff was new. Service Requests: The District received 98 service requests. The Winter Pool Project addresses neglected swimming pools which usually breed *Culex* mosquitoes that transmit West Nile virus. One unmaintained swimming pool can produce more than a million mosquitoes during the season. This winter, we selected and inspected 138 neglected swimming pools in 6 communities. Of the 138 pools, Redding had 64%, Anderson 23%, and the rest 4 communities each had from 1% to 7%. A total of 6 (4.3%) pools were warranted for access due to either the property being vacant, or the property owner was not cooperative for us to access the pool. By resolutions, 61% of the 138 pools had mosquito fish present, 17% had no mosquito larvae or pupae, 8% were treated with mosquito fish, 8% were not a pool (fish ponds, recreation ponds or the pools were filled in), and 6% were maintained. During this report period, the staff conducted a total of 96 manhours of hand brushing, 64 manhours of debris pile burning, and 90 Acres of herbiciding. Staff training included safety training on the Flu and Coronavirus prevention. The newly hired seasonal employee attended academical, technical, and safety training. Two returned seasonal employees attended refresher training on VeeMac and pesticide safety. The AM and field supervisors attended a seminar on awareness of alcohol and drug use at workplace and a webinar on coaching overworked managers to prioritize employee engagement. All operations staff attended annual refresher training on pesticide handling.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated The amount of CO2-baited EVS traps was increased significantly from the beginning of the report period from about 6 traps in February to 35 traps in the last week of the report. Trap numbers as measured by the EVS traps and the four Light traps that are currently being run are right about average for this time of year. Normally *Aedes sierrensis*, the western treehole mosquito shows up in pretty high numbers during the month of March. This year’s low precipitation in the early winter and cool temperatures in the early spring has kept populations of this mosquito low so far in 2020. A noticeable rise in the numbers of *Aedes spp.* mosquitoes in the last week of this report period may be an indication that significant late winter rains are leading to an increase in the numbers of *Aedes sierrensis* mosquitoes that may create a problem for the District during the next report period. Historical precedent also dictates that our problems with *Aedes sierrensis* may not be over for the year yet. *Aedes sierrensis* mosquitoes are a significant pest species because of their aggressive feeding behavior on humans. Also, these mosquitoes are known to be an important vector of canine heartworm in this area. Mosquito-borne diseases are typically spread during summer and fall months in this area. The mosquitoes that spread diseases to humans are not found in abundance at this time of year. However, those mosquitoes (*Culex spp.*) overwinter as adults and small populations of them may be caught as they are emerging from hibernation this time of year. So far four samples of from 12 to 24 mosquitoes each have been collected from two sites within the District. These samples are being held until a few more are collected before submission, and no samples have been submitted so far this year. Late season moisture led to an increase in tick numbers at the end of the season. However, tick populations remained below seasonal averages for this time of year. *Ixodes pacificus* ticks outnumbered *Dermacentor spp.* ticks throughout the season. This was also true last year but in all previous years *Dermacentor spp.* ticks outnumbered *Ixodes pacificus* ticks in the month of March. A total of 184 samples of *Ixodes pacificus* (828 total ticks) have been submitted to be tested for the presence of tick-borne diseases. One sample tested positive for the presence of *Borrelia burgdorferi*, the causative agent for Lyme Disease. Six samples tested

positive for *Borrelia miyamotoi*, which causes a relapsing fever in humans. Since the beginning of February and additional 155 tick samples have been collected and have yet to be tested.

10. Committee Reports

- a) Executive – no report
- b) Financial – The District Manager stated that the finance committee had two meetings to discuss the 2020-2021 budget and to make sure we are in line with the changing economics. Vice President Marler added a thank you to the District Manager and Administrative Manager for working on the budget and giving options for benefit assessment amounts as well as making the meetings work via zoom. The District Manager added the preliminary budget presentation would be during the May board meeting.
- c) Personnel Committee- no report

11. Old Business:

12. New Business:

- a) Discussion and/or Approval to proclaim May 3-9th, 2020 as Public Service Recognition Week for employees of the District -The District Manager stated in 2016 The House of Representative passed Resolution 676 proclaiming the first week of May as Public Service Recognition Week. This week provides an opportunity to recognize and promote the important contributions of public servants and honor the diverse men and women who meet the needs of the United States through work at all levels of government and as members of the uniformed services; and millions of individuals work in government service, and as members of the uniformed services, in every State, county, and city across the United States and in hundreds of cities abroad. **A motion was made by Vice President Marler and seconded by Secretary Morningstar and it was agreed unanimously to approve to proclaim May 3-9th, 2020 as Public Service Recognition Week for employees of the District.**
- b) 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 \$500,000 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 fourth and final transfer of the 2019-2020 fiscal year. The balance in our Wells Fargo account as of 3/31/2020 is \$316,612 and our non-reserve balance in our Shasta County Treasury is \$1,152,050 as of 3/31/2020. **A motion was made by Secretary Morningstar and seconded by Vice President Marler and it was agreed unanimously to approve the withdrawal and wire transfer of Shasta Mosquito and Vector Control District monies from the Shasta County Treasury in an amount of \$500,000 to be deposited into the District's Wells Fargo Banking account.**
- c) Discussion and/or Acceptance of the Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019. The District Manager stated this is the Actuarial Valuation of Other Post-Employment Benefits (OPEB) as of June 30, 2019. The primary purposes of the report are to develop the value of future OPEB expected to be provided by the District, and the current OPEB liability and the annual OPEB expense to be reported in the District's financial statements for the fiscal years ending June 30, 2019 and June 30, 2020. The report is required to be submitted to the California Employers' Retiree Benefit Trust (CERBT) to satisfy filing requirements for the trust. This valuation was prepared with the understanding that: The District will continue to follow its previously established policy of prefunding OPEB liabilities by

contributing 100% or more of the ADC each year. The Actuarially Determined Contribution (ADC) is developed on the same basis as the Annual Required Contribution previously developed under GASB 45. A summary of the benefits, as we understand them, is provided in Table 2A of the report. OPEB trust assets are assumed to remain in CERBT Asset Allocation Strategy 2. The assumed future long term rate of return on trust assets is 6.73%. Information presented in this report is not considered suitable for satisfying the District's financial reporting requirements under GASB 75. That information will be developed and presented in separate reports. We have based our valuation on employee data and plan information provided by the District, including the most recent bargaining agreements and PEMHCA resolutions on file with CalPERS. 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. This document will set the Other Post-Employment Benefits for the next two years ending in 2021 and 2022. The ADC (Actuarially Determined Contribution) for 2021 is calculated at \$44,842.00 and for 2022 is calculated at \$45,252.00. The District has adopted Statement No. 45 of the Governmental Accounting Standards Board (GASB 45) starting with the plan year July 1, 2008 and has been funding its OPEB through the California Employers' Retiree Benefit Trust Fund (CERBT) at a proper level. CERBT is a trust set up by CalPERS similar to CalPERS pension trust to allow government entities to fund their OPEB liabilities. This report is based on a 30-year amortization. **A motion was made by Vice President Marler and Seconded by Trustee Cramer and it was agreed unanimously to accept the Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019.**

- d) Discussion and/or approval to authorize the District Manager to solicit proposals for an Auditing services firm for a three (3) year term, beginning with the fiscal year end 2020-2021 independent annual audit. The District Manager stated that the District has contracted with Simmons and Associates since 2016 for the District's Annual Independent Audit. It is generally considered a good practice for special districts to solicit proposals for auditing services to discourage complacency and to provide the Board with fresh eyes on the District's financial statements. If approved, staff intends to solicit bids to qualified bidders in the Northern California area. These proposals will be brought back to the Board at a later board meeting with a staff recommendation. **A motion was made by Trustee Cramer and Seconded by Vice President Marler and it was agreed unanimously to authorize the District Manager to solicit proposals for an auditing services firm for a three (3) year term, beginning with the fiscal year end 2020-2021 independent annual audit.**

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).* President Hanna thanked staff for working so hard to get the remote meeting set up as well as taking care of staff members. The remaining board members thanked staff as well.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- *May 19, 2020 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom via Zoom)*
- *May 25, 2020 District Closed in Observance of Memorial Day*
- *June 16, 2020 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *July 3, 2020 District Closed in Observance of Independence Day*
- *July 21, 2020 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 2:22 p.m.

MINUTES APPROVED:
