



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

May 19, 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 1:07 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
Guangye Hu, Assistant Manager
John Albright, Vector Ecologist

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Vice President Marler 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 April 21, 2020.
 - b) January/February Payables in the amount of \$147,733.41. **A motion was made by Vice-President Marler and seconded by Trustee Cramer 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 4/30/20-The District Manager stated income and expenses are where they should be for this time of the year.
 - b) CA Arbovirus Bulletin #4, Week of May 8, 2020- The District Manager stated that the Bulletin shows as of May 8, 2020. The District Manager stated there 5 WNV positive bird from Napa and Santa Clara counties and no WNV positive mosquito pools and still no WNV positive humans as of this date. Vice President Hanna asked about when we typically see WNV positive humans. The District Manager stated we typically do not see positive humans until August.
 - c) VCJPA Member Contingency Fund Balance 3/31/2020- The District Manager stated that this is the District's VCJPA Member Contingency Fund at the quarter ending 3/31/20 showing a balance of \$259,756. As of this date we had not seen a downturn on the investment side.
 - d) Compliments to the District- The District Manager stated the office received calls and emails complimenting staff as well as the District and we like to share them with the trustees. Missy in Cottonwood stated Thank you very much for your quick response to my mother's request for fish. We are grateful for the quick response and delivery of fish. Your technician was a great guy and very helpful. Kudos to Corey! Annette sent an email and called thanking us for the work we do all year round. She is very grateful for the District. Kudos to the District. Joe in Indian Springs area commented on the Nextdoor app, thank you, great service from Avery for addressing our pond. Very quick to respond, very polite and professional. Kudos to Avery. President Hanna stated its nice to see community members take the time to contact the district to say thank you.
8. Manager's Report – The District Manager stated Although COVID-19 response continues to be a part of daily operations, we have begun to swing into our spring mosquito control response. Due to our local Mosquito Awareness Week Press Release and the MVCAC Press Release we did get some media attention that hopefully helped to remind residents how important their role can be in protecting themselves from mosquito borne diseases. The media and the warm weather provided a significant increase in our service requests, most of which were focused on either mosquito fish requests or *Aedes sierrensis* response. So far, we continue to have an at or below average year for mosquitoes. MVCAC has kept me busy as I'm currently negotiating the 3-year contract extensions for both our Legislative/Regulatory Advocacy team and our Association Management team. With the help of the Executive Committee I am also redrafting the Association bylaws and the Association Policy Manual. Finally, I've been working to find relief to California Mosquito Control Districts regarding the use of N95 respirators as they are in short supply. We continue to keep in place most of the protocols established early in the COVID response. Currently, we have loosened access to PTO (sick/vacation/CTO) for leave that may not fall directly in the Federal Emergency leave provisions. Additionally, we are recommending and providing non-medical masks to staff when they are unable to maintain a physical distance of six feet, increasing our disinfecting practices and restricting the occupancy of shared spaces at the District facilities. As state and local guidance shifts, we will assess our response and make appropriate adjustments.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, our department focused on inspecting and treating treehole mosquitoes and other early season mosquito species. We also continued to test the new software VeeMac to help the developers improve its performance. In order to reduce the exposure of employees to Covid-19, we continued to respond to the coronavirus pandemic by practicing physical distancing: wearing fabric face coverings, rotate-using changing facilities, and having employees take time off with no requirement for the 36-hr prior authorization when feeling sick or having concerns. The District received 315 service requests from 12 communities. Nearly 60% of them were from Redding area, followed by Anderson (8.6%), then Palo Cedro (8.6) and Shasta Lake City (7%). The rest communities had only a total of 15%. We conducted close to 1,900 inspections, of which 42% were Natural habitats, 36% Agricultural, 12% Industrial, and 9% residential. Continued to test the new software of Vector Management and Control (VeeMac) from workstations and the field to provide feedbacks for the software developmental engineers to continuously resolve issues and improve its functions. The indoor fish colonies have been doing well with a good production of fry daily. The juvenile fish will be ready to be released in the field in 2-3 months.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated adult mosquito populations as measured by the District’s 6 New Jersey-style light traps and 65 CO2-baited encephalitis virus surveillance (EVS) traps are slightly below seasonal averages for this time of year. This is probably because overall precipitation through the winter months was not particularly high and there has not been any significant recent precipitation to boost mosquito breeding. The primary types of mosquitoes currently being trapped locally are *Aedes spp.* mosquitoes, which cause serious pest problems, but are not vectors of human disease in this area. The main type of *Aedes spp.* seen currently are *Aedes sierrensis* the western treehole mosquito. *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 to dogs and cats in this area. We are beginning to see a decline in *Aedes sierrensis* and other *Aedes spp.*, which is normal at this time of year. *Culex spp.* mosquitoes are beginning to increase in numbers and will be the primary types of mosquitoes expected to be trapped for the remainder of the mosquito season. These mosquitoes are less aggressive than *Aedes spp.*, but are important vectors of human diseases such as West Nile virus, western equine encephalomyelitis and Saint Louis encephalitis. Mosquito-borne diseases are typically spread from mid-summer to early fall by *Culex spp.* in this area. *Culex spp.* are not found in abundance at this time of year but, as previously noted, their populations are currently on the rise. So far five samples of from 12 to 24 *Culex spp.* mosquitoes each have been collected within the District. These samples are being held until a few more are collected before submission. No samples have been submitted or tested so far this year. There should be a significant number of mosquitoes submitted and tested by the June Board meeting. The final 155 samples of ticks submitted to Placer County MVCD to be tested for tick-borne diseases have not yet been tested due to a couple of technical problems. Test results from these ticks should be available for the June Board meeting.

10. Committee Reports

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

11. Old Business:

12. New Business:

- a) Discussion of the Proposed Preliminary Budget (FY 2020-2021): Presentation -The District Manager stated the budget process began in January with the issuance the Budget Calendar. The Finance Committee members are; Trustee Vickie Marler-Committee Chair, Peter Bonkrude, Darcy Buckalew. Staff then met and built departmental budget needs; with the first draft being presented to the Finance Committee in March with a revision in April. During this process our budget goals are to maintain existing service levels to the entire District, maintain a balanced budget, increase assessments only if required, and use conservative forecasts for revenues. After the Committee and staff met, we now present the proposed draft budget for Board Discussion; some items that were discussed were to increase in Benefit assessment Area 2- \$27.84 which is a 4.35% increase, and a 2.81% increase in Benefit assessment Area 1- \$20.25. Overall, we are anticipating a 2% increase in Salaries and Benefits, largely due to contracted increases and increases in pension costs. We are expecting an increase in Revenue of 3% due to the housing industry picking up speed and general increase in both benefit assessments. We are aware of the lag of the impact of Covid-19 will have on future revenues and will continue to monitor the economy. The largest increase will be in Administrative costs of 6% this is due to increasing our outreach and advertising. Operational costs are expected to be reduced due to an effort to reduce spending in anticipation of leaner years in the future. Utility costs are expected to stay the same as last budget. Staffing numbers will not change. The District Manager reviewed a multi-year budget comparison, pension cost overview as well as a budget to budget comparison. The District Manager stated we should continue planning for the pension cost increases for future budgets by; allocating money internally to handle pension expenses, explore options by either leverage the Finance Committee or create an adhoc Pension Committee. Some investment research will include; Wells Fargo Government Investment, LAIF, County Pooled Investment Funds, Sweep Account, move more money from Shasta County pooled investment to Wells Fargo. The District Manager stated it will be challenging in the years to come with the pension costs and the impact of Covid-19 and thanked Trustee Marler for her assistance and direction on the budget.
- b) Consideration of Approval of Resolution No. 2020-02 of intention to levy assessments for fiscal year 2020-21, Preliminarily approving the engineer's report, and providing for notice of hearing for the Mosquito, Vector and Disease Control Assessment No.1 Service Area.-The District Manager stated In 2005, the District developed a proposal for funding mosquito, vector and disease control services within the District's current service areas. This proposed benefit assessment, the "Mosquito, Vector and Disease Control Assessment", was approved by property owners in an assessment ballot proceeding conducted June and July 2005. On August 3, 2005, the Board levied the first assessment after certifying that 63.7% of the weighted ballots returned were in support of the proposed assessments. The assessments can be levied annually and can be increased by the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% per year. The change in the CPI as of December 2019 was 2.45%. Including unused CPI from previous years, the total allowable increase for 2020-21 is 18.61%, and the maximum authorized assessment rate for fiscal year 2020-21 is \$23.34 per single family equivalent benefit unit. SCI Consulting Group has prepared an updated Engineer's Report for fiscal year 2020-21, which includes the proposed budget estimate of \$2,765,000 determining the need for the assessments for fiscal year 2020-21. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessments for 2020-21 will be levied at the rate of \$20.25 per single family equivalent benefit unit which is below the maximum authorized rate. The scope of SCI Consulting Group's services also includes all tasks necessary to prepare the assessment and special tax levies, to submit the assessments to the County to place on tax bills and to administer them throughout the fiscal year. This includes calculation of assessments, preparation of the Engineer's Report and Assessment Roll, submission of the assessments and taxes, confirmation of levies to be included on tax bills, direct response to

property owner inquiries on their toll free 800 phone line and administration of the assessments and tax levies throughout the fiscal year. It is recommended that the board approve the Resolution. If the resolution is approved, the Board will hold a public hearing on June 16, 2020, at the hour of 1:00 p.m. in the meeting chamber of the District headquarters located at 19200 Latona Road, Anderson, CA 96007, to consider the ordering of the services and projects, and the levy of the assessments for fiscal year 2020-21. A notice of the hearing shall be given by publishing a copy of this resolution once, at least ten (10) days prior to the date of the hearing above specified, in the Redding Record Searchlight of Shasta County, which is a newspaper circulated in the Shasta Mosquito and Vector Control District. It is the District Manager's recommendation that the Board adopt Resolution No. 2020-02 preliminarily approving the engineer's report and providing for notice of hearing for the mosquito vector and disease control assessment. The proposed budget for the assessments for fiscal year 2020-21 is \$2,765,000. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessments for 2020-21 will be levied at the rate of \$20.25 per single family equivalent benefit unit which is below the maximum authorized rate. **A motion was made by Vice President Marler and seconded by Trustee Cramer and it was agreed unanimously to approve Resolution No. 2020-02 of intention to levy assessments for fiscal year 2020-21, Preliminarily approving the engineer's report, and providing for notice of hearing for the Mosquito, Vector and Disease Control Assessment No.1 Service Area.**

- c) Consider Approval of Resolution No. 2020-03 of intention to continue to levy assessments for fiscal year 2020-21, preliminarily approving engineer's report, and providing for notice of hearing for the Mosquito, Vector and Disease Control Assessment No. 2 Service Area. The District Manager stated on November 21, 2006, the District authorized LAFCo Annexation proceedings based on favorable results of a survey conducted in areas of Shasta County that were receiving only emergency mosquito abatement services. On April 5, 2007, the Shasta County LAFCo Board approved the annexation of unserved areas to the east, north and west of the existing service area, and along the Interstate 5 corridor, contingent on the District securing funding for the services in the expanded service area. Property owners within the proposed service area were balloted to determine the support for the annexation into the Shasta Mosquito and Vector Control District. Ballot tabulation was completed on July 17, 2007 by the City Clerk. The Board levied the first assessment after certifying that 55.01% of the weighted ballots returned were in support of the proposed assessments. The assessments can be continued annually and can be increased by the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% per year. The change in the CPI as of December 2019 was 2.45%. Including unused CPI from previous years, the total allowable increase for 2020-21 is 4.57%, and the maximum authorized assessment rate for fiscal year 2020-21 is \$27.84 per single family equivalent benefit unit. SCI Consulting Group has prepared an Engineer's Report for fiscal year 2020-21, which includes the estimated proposed budget for the assessments for fiscal year 2020-21 of \$237,000 determining the need for the assessments for fiscal year 2020-21. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessment for 2020-21 will be levied at the rate of \$27.84 per single family equivalent benefit unit. The scope of SCI Consulting Group's services also includes all tasks necessary to prepare the assessment and special tax levies, to place the assessments on tax bills and to administer them throughout the fiscal year. This includes calculation of assessments, preparation of the Engineer's Report and Assessment Roll, submission of the assessments and taxes, confirmation of levies to be included on tax bills, direct response to property owner inquiries on their toll free 800 phone line and administration of the assessments and tax levies throughout the fiscal year. It is recommended that the board approve the Resolution. If the Resolution is approved, the Board will hold a public hearing on June 16, 2020, at the hour of 1:00 p.m. in the meeting chamber of the District headquarters located at 19200 Latona Road, Anderson, CA 96007, to consider the ordering of the services and projects, and the levy of the assessments for fiscal

year 2020-21. A notice of the hearing shall be given by publishing a copy of this resolution once, at least ten (10) days prior to the date of the hearing above specified, in the Redding Record Searchlight of Shasta County which is a newspaper circulated in the Shasta Mosquito and Vector Control District. It is the District Manager's recommendation that the Board adopt Resolution No. 2020-03 preliminarily approving engineer's report, and providing for notice of hearing for the Mosquito, Vector and Disease Control Assessment No. 2. The proposed budget for the assessments for fiscal year 2020-21 is \$237,000. If the Board approves this budget and the assessment rates in the Engineer's Report, the assessment for 2020-21 will be levied at the rate of \$27.84 per single family equivalent benefit unit. **A motion was made by Secretary Morningstar and seconded by Vice President Marler and it was agreed unanimously to approve Resolution No. 2020-03 of intention to continue to levy assessments for fiscal year 2020-21, preliminarily approving engineer's report, and providing for notice of hearing for the Mosquito, Vector and Disease Control Assessment No. 2 Service Area .**

- d) Discussion and/or approval to cast one vote for Special District Member Seat 1, one vote for Special District Member Seat 2 and one vote for Alternate to the Local Agency Formation Commission (LAFCO). The District Manager stated the Shasta Local Agency Formation Commission (LAFCO) 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 term for these positions will expire January 2024. Each independent district may cast **one** vote for each category. Please see the enclosed copy of the Official Ballot for candidate information. Due date for ballots is July 3, 2020. Discussion followed. **A motion was made by Secretary Morningstar and Seconded by Trustee Cramer and it was agreed unanimously to vote for Irvin Fust for Seat 1, Brenda Haynes, Seat 2, and Frank Schabarum for alternate.**

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:

- *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 2:13 p.m.

MINUTES APPROVED:
