



## SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

June 16, 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 Vice President Marler called the zoom meeting to order at 1:03 P.M.

Roll Call

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

Trustees Absent: Ben Hanna, President

Others Present: Peter Bonkrude, District Manager  
Darcy Buckalew, Administrative Office Manager  
Guangye Hu, Assistant Manager  
John Bliss, SCI Consulting Group

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **Secretary Morningstar led the pledge.**
3. Approval of Agenda: **A motion was made by Secretary Morningstar and seconded by Trustee Cramer to unanimously approve the agenda.**
4. Public Comment: Vice President Marler stated that this is the time for any person wishing to address the Board to do so. Vice President Marler 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 May 19, 2020.
  - b) May/June Payables in the amount of \$171,254.83. **A motion was made by Secretary Morningstar 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 5/31/20-The District Manager stated income and expenses are where they should be for this time of the year.
- b) CA Arbovirus Bulletin #8, Week of June 5, 2020- The District Manager stated that the Bulletin shows as of June 5, 2020. The District Manager stated there 8 WNV positive bird from Sacramento, San Joaquin, Napa, and Santa Clara counties and 29 WNV positive mosquito pools the first WNV positive in Sacramento county. Still no WNV positive humans as of this date. We are also seeing elevated St. Louis Encephalitis virus positives in Riverside county.
- c) 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. Received a call from Herb, in Robert's Zone that called in to thank Robert for responding quickly to his fish request, and then spending the time to answer his and the neighbor's question. He said he was very knowledgeable and helpful. Kudos Robert! Kathleen in Shasta Lake City called thanking Rob for taking care of the neglected pond at her neighbors. She said he made a bad situation good and she is so thankful that we are here and are professional and courteous. Kudos Rob! Mark from Castella sent in online kudos. Thank you for the quick response and visit the other night. I picked strawberries yesterday morning and not a skeeter in sight. You guys are awesome! Kudos Rob and the District
- d) Shasta Bike Challenge- The Administrative Manager stated that SMVCD had another successful year competing in the Shasta Bike Challenge. We came in 3<sup>rd</sup> this year with 4,114 miles ridden. We also received the highest average miles per rider which out ranked all the large workplaces with our average miles per rider of 257 miles for 16 riders. Staff members rode very well this year with the following mile totals: Al Shabazian reaching 1,007 miles, Darcy Buckalew 807 miles, Haley Bastien 330 miles, Kendra Angel-Adkinson 99 miles, Peter Bonkrude 71 miles, Katie Asencio 48 miles and Avery Currier 28 miles. Even with all the rain, heat, and winds two staff members rode all 31 days, Al Shabazian and Peter Bonkrude. There was a total of 826 riders this year and Shasta County ranked 1st in the Nation for its population size. As a county we outrode large cities (over 1 million residents) including Philadelphia, Atlanta, Houston, etc. That is impressive when the county itself is in the 150,000- 400,000 resident category. Shasta County participants rode a total of 145,885 miles in the month of May.

8. Manager's Report – The District Manager stated during this report period, I have been focusing on COVID related response as it relates to the District and mosquito control. We recently received guidance from USEPA regarding some latitude for N95 use and our applications, now we are waiting to see how CDPR will interpret that language at the State level. We are nearing the end of our software development cycle and putting together a maintenance agreement for the new fiscal year. We have been utilizing the new software since April and are already finding many new features that are making our work easier and more streamlined. I have also begun looking into several options for a hardware refresh as planned and budgeted for the 2020-2021 year. Finally, we are starting to once again get time to look forward and reboot our strategic planning work. Although we do not have another update for the Board, we anticipate making progress in the coming months to reprioritize our planning efforts.

## 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 started to treat West Nile transmitting mosquitoes – the *Culex spp.* We also carried out our annual catch basin inspection and treatment program and continued to test the new VeeMac software to help the developer improve its performance. In order to reduce the exposure of employees to Covid-19, we continued to respond by practicing physical distancing, wearing fabric face coverings, rotate-using changing facilities, and having employees take time off without requirement for the 36-hr prior authorization when feeling sick or having concerns for exposure. The District received 90 service requests from 10 communities: 53.3% of the service requests were from Redding, 18.9% from Anderson, 10.0% from Shingletown, and the rest communities had a total of 17.8%. For the type of service requests, mosquito fish had about 50%, followed by the adult mosquito issue, and the other categories had very low percentages. During this report period, the volume of service requests received in 2020 was higher than the same time of 2015, but lower than 2016 to 2019. We conducted a total of 2,443 inspections, of which Redding had 48.5%, followed by Anderson (22.2%), and Cottonwood (13.9%), and the rest communities only had a total of 15.4%. We conducted a total of 1,663 treatment missions in 17 communities, of which Redding had 57.4%, followed by Anderson (23.5%), and Cottonwood (7.2%), the rest communities only had a total of 11.9%. We conducted a total of 46 adulticiding missions to control adult mosquitoes in 6 communities, of which Redding had 60.7% and the rest of the communities had a total of 39.3%.
- b) John Albright, Vector Ecologist – Vector Ecology Report –The District Manager presented the report. Mosquito populations as measured by the District’s 6 weekly New Jersey-style light traps and 65 weekly CO2-baited encephalitis virus surveillance (EVS) traps have been fluctuating around, slightly above and below 2019 levels but less than seasonal averages. *Aedes sierrensis*, the western treehole mosquito and other *Aedes spp.* mosquitoes continue to be the predominant species of concern, as recent rain showers have maintained water levels in treeholes and created transient water sources favored by other types of *Aedes spp.* mosquitoes. All *Aedes spp.* mosquitoes are significant pest species because of their aggressive feeding behavior on humans. Also, *Aedes sierrensis* mosquitoes are known to be an important vector of canine heartworm in this area. It is expected that the populations of *Aedes spp.* will decrease and *Culex spp.* populations will rise over the next month as transient water sources dry up and the weather warms. This is important to the District because some *Culex spp.* mosquitoes are important vectors of West Nile virus (WNV) and Saint Louis encephalitis (SLE). WNV has been found within the District every year since 2004. It is usually first detected within the District in July. Although it has not been seen in Shasta Mosquito and Vector Control District for many years, Saint Louis encephalitis seems to be resurging and spreading in California in the last few years. It is also most likely to be first detected in July, which is when *Culex spp.* populations normally peak. The District submitted 17 samples of from 12 to 50 *Culex spp.* mosquitoes each UC Davis to be tested for the presence of mosquito-borne viral diseases during this report period. This is all the mosquitoes tested so far in 2020. All tests were negative. Blood samples from the District’s four sentinel chicken flocks (32 total birds) were sent to the California Department of Public Health Vector-Borne Disease Section (VBDS) on May 8<sup>th</sup>, May 22<sup>nd</sup> and June 5<sup>th</sup> to be tested for antibodies to mosquito-borne diseases. The samples from May were all negative and results from the June submission are still pending. No dead birds have been reported to the District so far in 2020 to be tested for West Nile virus. Placer MVCD completed testing of *Ixodes pacificus* ticks collected within Shasta Mosquito and Vector Control District from November 2019 to April 2020 for the presence of tick-borne diseases. For the whole season only one tick sample tested positive for the presence of *Borrelia burgdorferi*, the causative agent for Lyme disease and 12 were positive for *Borrelia miyamotoi*

which can cause a relapsing fever disease in humans. This indicates minimum infection rates of 0.09% and 1.12% for the two diseases respectively among all *Ixodes pacificus* ticks collected within Shasta MVCD. The sole tick sample found positive for *Borrelia burgdorferi* was at a location next to Clear Creek west of Redding. *Borrelia miyamotoi* was found most often at sites near I-5 north of Shasta Lake City, but other findings of ticks positive for this bacteria species were widespread. Other positive areas included South Redding, Anderson, Clear Creek and Shingletown. Trustee Cramer asked what rates of ticks trigger an action from us. The District Manager stated that we only monitor the tick populations and infection rates and use outreach to educate the population about the risks. The season for ticks is November- March. East coast tends to have more issues with ticks however pesticide treatments do not seem to be effective for control. Vegetation management and staying on designated trails help to reduce contact with ticks.

## 10. Committee Reports

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

## 11. Old Business:

- a) Staff Report from District Manager concerning the Mosquito, Vector and Disease Control Assessment for District Area 1. The District Manager stated that items 11a through 11g address the benefit assessments for both Area 1 and Area 2. He stated that the Benefit Assessment for Service Area 1 is being set at \$20.25.
- b) Staff Report from District Manager concerning the Mosquito, Vector and Disease Control Assessment for District Area 2. The District Manager stated that the Benefit Assessment for Service Area 2 is being set at \$27.42.
- c) Legal Notice of Public Hearing
- d) Open Public Hearing to:

At 1:22 P.M. Vice President Marler opened the Public Hearing. The District Manager introduced John Bliss, SCI Consulting Group. Mr. Bliss thanked the board and reviewed Benefit Assessment area 1 and 2. Mr. Bliss also discussed there is always a possibility for challenges and SCI is always watching for any changes. SMVCD has had their assessments in place since 2005 and 2007. Mr. Bliss stated We have not had any recent challenges to any Mosquito and Vector Control Districts. Mr. Bliss stated the assessments for “Mosquito, Vector and Disease Control Assessment” include an annual increase equal to the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% (three percent) per year without a further vote or balloting process. The actual change in the CPI for 2019 was 2.45% there was unused CPI from cumulative years past. Therefore, the maximum authorized change in the assessment rate for fiscal year 2020-21 is \$23.34 per single-family equivalent. The District proposes to assess at a rate of \$20.25, well below the maximum allowable rate. SCI Consulting Group has prepared an updated Engineer’s Report for fiscal year 2020-21, which includes the proposed budget for the assessments for fiscal year 2020-21 of \$1,330,233. 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, well below the maximum authorized rate. The assessments for “Mosquito, Vector and Disease Control Assessment Service Area 2” include an annual increase equal to the change in the San Francisco Area Consumer Price Index (CPI), not to exceed 3% (three percent) per year without a further vote or balloting process. The actual change in the CPI for 2019 was 2.45% and there was unused excess carried over from last year which will be using this year but any extra can be banked and can be used in future years. Therefore, the maximum authorized change in the assessment rate

for fiscal year 2020-21 is \$27.42 per single-family equivalent. When we originally did the preliminary levy we set the SFE at \$27.84 which was a mistake due to the fact that we can only use up to and not to exceed 3% and we went over with the SFE at \$27.84. The District Manager stated we had to shave about \$2,500 off the budget. But as of now we are unlikely to see any reductions of revenue sources in BA1 and BA2 due to covid-19. Mr. Bliss added they made the necessary corrections to the engineers reports and the correct SFE is \$27.42 which falls within our allowed assessment for BA2. Trustee Cramer asked how far back we had banked the excess. Mr. Bliss stated we banked from 2015. SCI Consulting Group has prepared an updated Engineer's Report for fiscal year 2020-21, which includes the proposed budget for the assessments for fiscal year 2020-21 of \$164,383. 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 \$27.42 per single family equivalent benefit unit. This public hearing was noticed by publication in the Redding Record Searchlight on June 5, 2020.

- I. Consider the Ordering of Services and Levy of the Assessments for Fiscal Year 2020-21 for the "Mosquito Control and Disease Prevention Assessment (Area 1)" and Ordering the Levy of Assessments for the Fiscal Year 2020-2021 for the "Mosquito, Vector and Disease Control Assessment (Area 1)." (The SFE is \$20.25)
  - II. Consider the Ordering of Services and Levy of the Assessments for Fiscal Year 2020-2021 for the "Mosquito Control and Disease Prevention Assessment (Area 2)" and Ordering the levy of Assessments for the Fiscal Year 2020-2021 for the "Mosquito, Vector and Disease Control Assessment (Area 2)." (The SFE is \$27.42)
  - III. Staff and Consultant Response to Public Questions- There were no questions from the public.
- e) Close Public Hearing - Return to Regular Board of Trustees Meeting- Vice President Marler closed the Public Hearing at 1:24 P.M.
  - f) Consider Adoption of Resolution #2020-04 Approving Final Engineer's Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2020-2021.
  - g) Consider Adoption of Resolution #2020-05 Approving Final Engineer's Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2020-2021. A motion was made by Secretary Morningstar and seconded by Trustee Cramer and it was agreed unanimously to adopt Resolution #2020-04 Approving Final Engineer's Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 1) for Fiscal Year 2020-2021 and adopt Resolution #2020-05 Approving Final Engineer's Report. Confirming Diagram and Assessment, and Ordering the Levy of the Mosquito, Vector and Disease Control Assessment (Area 2) for Fiscal Year 2020-2021
  - c) Discussion and/or approval to authorize the District Manager to contract with an Auditing services firm for a three (3) year term, beginning with the fiscal year end 2019-2020 independent annual audit. The District Manager stated the District has contracted with Simmons and Associates for the District's Annual Independent Audit. It is generally considered a good practice for special districts to solicit proposals for auditing services every 5-7 years to discourage complacency and to provide the Board with fresh eyes on the District's financial statements. The District received proposals from two auditing firms that service the Northern California area. Staff recommendation is to authorize the District to contract with an Auditing services firm for a three (3) year term, beginning with the fiscal year end 2019-2020 independent annual audit. Based on the proposals provided to the District, staff

recommends contracting with Jacobson Jarvis & Company for a three-year contract at not to exceed amount of \$34,250 for the length of the contract. **A motion was made by Trustee Cramer and seconded by Secretary Morningstar and it was agreed unanimously to authorize the District Manager to contract with Jacobson Jarvis & Company for a three (3) year term, beginning with the fiscal year end 2019-2020 independent annual audit not to exceed \$34,250 for the length of the 3 year contract.**

12. New Business:

- a) Consider Adoption of Resolution No. 2020-06 to levy the District's 1996 Mosquito and Vector Control Assessment for Fiscal Year 2020-2021. The maximum amount allowed per single family resident is \$7.02 but will be levied at \$0. The District Manager stated this item is intended to memorialize the fact that the District is not levying any money or any assessment under the 1996 Assessment but keeping the assessment viable should it be needed sometime in the future. Staff Recommendation: It is the staff's recommendation to adopt Resolution No. 2020-06 to levy the District's 1996 Mosquito and Vector Control Assessment for Fiscal Year 2020-2021 at \$0. **A motion was made by Secretary Morningstar and seconded by Trustee Cramer it was agreed unanimously to adopt Resolution No. 2020-06 to levy the District's 1996 Mosquito and Vector Control Assessment for Fiscal Year 2020-2021. The maximum amount allowed per single family resident is \$7.02 but will be levied at \$0.**
- b) Discussion and/or Approval to Adopt Shasta Mosquito and Vector Control District 2020-21 Fiscal Year Budget for District Service Area 1 in the amount of \$2,844,640. The District Manager stated the budget process began in January with the issuance of the Budget Calendar. Staff then met and built departmental budget needs; with the first draft being presented to the Finance Committee in April. The Committee and staff met several times since and presented the proposed draft budget to the Board and the public at the May Board meeting. Health and Safety Code section 2070(a) provides that on or before August 1st of each year, the Board of Trustees shall adopt a final budget. Staff recommendation is to adopt the 2020-2021 Fiscal Year Budget for District Service Area 1 in the amount of **\$2,844,640**. Adopt Shasta Mosquito and Vector Control District 2020-2021 Fiscal Year Budget for District Service Area 2 in the amount of **\$235,410**. Approve Resolution 2020-07 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2020-2021 Budget for District Service Area #1 and #2 in the amount of **\$3,080,969**. Passage of these items will allow the District to continue operation through the end of the 2020-2021 fiscal year. Trustee Cramer asked about inventory and how we track it does the district have a tag system. The District Manager stated we do not utilize a tag system as we are smaller and able to know who has what equipment. We keep an active spreadsheet that is updated and anything over \$5,000 is depreciated annually. As far as our computers Apex Technology tracks and logs their use. Trustee Cramer stated he was just curious how we keep inventory.
- c) Discussion and/or Approval to Adopt Shasta Mosquito and Vector Control District 2020-2021 Fiscal Year Budget for District Service Area 2 in the amount of \$234,410. **A motion was made by Trustee Cramer and Seconded by Secretary Morningstar and it was agreed unanimously to Adopt Shasta Mosquito and Vector Control District 2020-2021 Fiscal Year Budget for District Service Area 1 in the amount of \$2,844,640 and to Adopt Shasta Mosquito and Vector Control District 2020-2021 Fiscal Year Budget for District Service Area 2 in the amount of \$234,410.**
- d) Discussion and/or Approval of Resolution 2020-07 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2020-2021 Budget for District Service Area #1 and #2 in the amount of \$3,080,969. **A motion was made by Trustee Cramer and Seconded by Secretary Morningstar and it was agreed unanimously to authorize the Approval of Resolution No.**

**2020-07 Adopting Shasta Mosquito and Vector Control District Fiscal Year 2020-2021 Budget for District Service Area #1 and #2 in the amount of \$3,080,969.**

- e) Discussion and/or adoption of Resolution No. 2020-08 establishing the Appropriation Limit for the 2020-2021 Fiscal Year. The District Manager stated per Article XIII B of the California Constitution requires that certain special districts establish an annual Appropriations Limit. Per Government Code §7900-7914 and §2227-2228 which provides the process in which to calculate the appropriations limit the 2019-2020 Appropriation Limit is being calculated using the percentage change of the Shasta County population (0.10%) and is \$5,156,284. **A motion was made by Secretary Morningstar and Seconded by Trustee Cramer and it was agreed unanimously to approve Resolution 2020-08 establishing the Appropriations Limit for the 2020-2021 Fiscal Year.**
- f) Discussion and/or possible nomination of a District Trustee for election to the Shasta Local Agency Formation Commission (LAFCO). The District Manager stated due to the confusion with the previous balloting the nomination process has staled over. 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 if 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.**

**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 we may be utilizing hybrid zoom meetings for at least July maybe longer and would let the board members know. Past board member Mr. McNamara may also attend the August or September board meeting.

**14. ADJOURNMENT –**

**Upcoming Events and SMVCD Office Schedule:**

- July 3, 2020 District Closed in Observance of Independence Day
- July 21, 2020 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- August 18, 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 2:00 p.m.**

MINUTES APPROVED:

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