



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

November 17, 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 1:02 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. **President Hanna led the pledge.**
3. Approval of Agenda: **A motion was made by Secretary Morningstar 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. 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 October 20, 2020.
 - b) October/November Payables in the amount of \$198,891.40. **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 10/31/20-The District Manager stated income and expenses are right on track. We will receive our next property tax income in December.
- b) CA Arbovirus Bulletin #30, Week of November 6, 2020- The District Manager stated that the Bulletin shows as of November 6, 2020. The report stated there 338 WNV positive birds from 20 counties and 2,622 WNV positive mosquito pools in 28 counties. We received 25 WNV positives in Shasta county. There are 160 WNV positive humans as of this date in 22 counties as well as 7 fatalities. We are also seeing elevated St. Louis Encephalitis virus with 510 positives in 9 counties. There have been 139 WNV seroconversion from 16 counties, we received 3 seroconversions.
- c) VCJPA Member Contingency Fund September 30, 2020- The District Manager stated this shows our VCJPA Member balance at \$264,359 as of 9/30/2020.
- d) Compliments to the District and Staff- The District Manager stated the district received a compliment passed on by our Vector Ecologist. Brian, NPS Geologist with Whiskeytown NRA, forwarded an email compliment regarding his home. He stated he met two employees from the District inspecting for a particular exotic mosquito (Aedes) that was found near my home. He lives near Cedars and Rivera in SW Redding and this was about 3 weeks ago. A girl and a guy, wish I could remember their names. Both very polite and professional! Kudos to staff!
- e) 2019-2020 Fiscal Year End Update-Presentation- The District Manager stated this presentation will show how our 2019-2020 Fiscal year ended. Our financial policy aims to keep our dry financing amount at 60% of our fiscal year budget at fiscal year begin. The 2019-2020 fiscal year ended with the District over \$250,000 surplus revenue due to several reasons; the first being the overall expenditure decreases attributed to COVID (travel, outreach and pesticide purchasing adjustments) and a 3% increase above the budgeted 3% forecasted revenue. The biggest priorities for 2020-2021 and beyond remain the continued impacts of COVID on our business operations and potential tax revenue. Currently, we are not seeing dramatic impacts, but if things continue or worsen the housing market will be challenged to maintain its current pace. The second priority will be the emerging invasive Aedes program. The District has obvious biological and disease concerns regarding these new mosquitoes, but the economic impacts cannot be ignored. The Districts that are currently working to control these mosquitoes have seen the ongoing costs match or eclipse the revenue they take in normally. Several have made program adjustments, by reducing service to invasive control or endemic control or by attempting to get additional revenue to help support the new program. We will be exploring these options when the spring informs us of our existing infestation. Finally, the ongoing conversation about CalPERS pension will continue. The economic downturn due to the global pandemic caused the investments for CalPERS to plummet. The fund booked a 4.7% gain for the 2019-2020 fiscal year, which is better than 0% or negative percent, however, is far below the actuarial amount of 7%. Because of this reduction, the fund drafted a new plan to increase local agency costs hoping to replenish the fund. At this time, they have not revised their investment percentage, so in order for costs to not increase beyond the current model, CalPERS would need to meet or exceed 7% annual gains which would prove challenging in a volatile market. The District's metered spending and careful budgeting to replenish some of the reserve accounts does

provide the District with some support and liquidity to make decisions quickly when opportunities present themselves. When the strategic planning process concludes and we finish our Capital Improvement Program update, we can further start saving to support the District mission into the future.

8. Manager's Report – The District Manager stated one of the more interesting changes in this new “remote” world is the opportunities to meet and engage are evolving. As exhibited in my notable events/meetings section, it is apparent that I was able to attend and participate in a variety of events that I might not otherwise be able to due to travel requirements. Regarding the question from Trustee Cramer about travel during COVID, up to this point the decisions have largely been out of our control, as the events have either been canceled or reformatted to be online. So far, when looking at the normal District participation events we would not need to decide about staff's physical attendance until Fall 2021, which gives us time to survey the options. Darcy did reach out to our insurers and their guidance was that similar coverage would be provided for any workplace related claim, and investigation would elucidate the claim validity. As to our District counsel's opinion, we are still waiting to discuss with them, as we wanted to queue up both the potential policy changes on this agenda with any additional inquiries. Even before COVID-19 most of our travel and outreach participation was strictly voluntary and that would not change even if we are technically “allowed” to travel again. This time of the year also marks the beginning of the end for my stint as President of the Mosquito and Vector Control Association of California. It has definitely been an interesting year, and I hope that I left things in a decent place for the next President (Truc Dever-District Manager of Greater LA MVCD) to take over and potentially even hold at a face-to-face meeting in 2021. As rewarding as my time on the MVCAC Executive Board has been, I'm excited to shift my perspective back to more local issues and I believe the timing will be perfect to tackle the new challenges we face as a District. I will chair one more Board Meeting for MVCAC in December and then hand the “gavel” over to the next President. I would like to extend an early thank you to the Board for supporting my time as the President, because I truly believe our inclusion in the mosquito control work at the state level can have a dramatic and real impact on the work we do here in Shasta County. Our attention will now be focused on reviving the strategic planning document, planning for the future economic challenges and positioning the District to handle any new emerging issues, like those currently impacting the lives of our community. Since this will be our last meeting this year, thank you for your support and guidance during 2020, and let's be hopeful that 2021 will bring exciting changes and challenges that further move the District forward in its mission “To protect the public's health from vector-borne disease and nuisance through a comprehensive mosquito and vector control program focused on innovation, experience and efficiency.”

9. Department Reports:

a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department underwent a focus transition from mosquito control to winter projects including tick surveillance, winterizing equipment and vehicles, wash/clean buildings and windows, brushing, and continuing education. In order to reduce the exposure of employees to Covid-19, we continued to follow the District, local government, the state, and CDC guidelines. Staff were advised to avoid close contact (spend less than a total of 15 minutes over 24 hours within six feet of an infected person) to minimize the risk of catching and spreading the disease. The District received 9 service requests from 3 communities: 77.8% from Redding, and 11.1% each from Palo Cedro and Cottonwood. We conducted a total of 369 inspections in 11 communities, of which Redding had 50.1%, Anderson 18.2%, Cottonwood 13.8%, Shasta Lake 11.4%., and the rest 7 communities had a total of 6.5%. We conducted a total of 30 treatments in 6 communities, of which Redding had 36.7%, followed by Anderson (30.0%) and Cottonwood (20.0%), the rest 3 communities had a total of 13.3%. Fish colonies in the Fish Building tanks and, the Raceways have been doing

well. The indoor colonies have reduced fry production and we will start the induced overwintering process. Had a biannual inspection by the CDPH and our program passed the inspection.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated on Due to unseasonably warm daytime temperatures mosquito populations as indicated by the District’s New Jersey-style light traps and CO₂-baited encephalitis surveillance (EVS) traps remained rather high during the report period. However, cold nighttime temperatures began to reduce mosquito populations by the end of the report period and the populations are now at or below 2019 levels and seasonal averages. It is worth noting that, as mosquito populations get lower late in the season, traps that are no longer catching mosquitoes are no longer set, which causes the graphs to skew higher than they would if the number of traps remained constant. At the peak of the season the District was setting 65 EVS traps per week, but only 14 were being set during this report period. Light trap numbers were reduced from 6 to 4 following the last week of this report period, so that will be reflected in the statistics for the next Vector Ecology Activities Report to the Board. The transition from summer to fall conditions has shifted the distribution of mosquito types within the District away from *Culex spp.* mosquitoes, which can transmit diseases such as West Nile Virus (WNV), Saint Louis encephalitis (SLE) and western equine encephalomyelitis, to mosquitoes such as *Culiseta spp.* types, which are not known to spread any sorts of diseases to humans in this area. That is normal for this time of year. Four samples of from 13 to 33 mosquitoes each of *Culex spp.* mosquitoes each (96 total mosquitoes) were submitted to UC Davis to be tested for the presence of mosquito-borne virus diseases. All of the samples were negative. One sample of 17 mosquitoes remains to be submitted for testing. In all 690 samples of mosquitoes were collected by the District for testing in 2020. A total of 25 mosquito samples were found positive for WNV in 2020, which is the third highest number of positive mosquito samples found per year since WNV was first detected in Shasta Mosquito and Vector Control District in 2004. The last set of blood samples from the District’s four sentinel chicken flocks was submitted on October 23 to the California Department of Public Health’s Vector-borne Disease Section lab in Richmond to be tested for the evidence of the presence of mosquito-borne diseases. All those samples were negative. In all, three chickens were found positive for antibodies to WNV in 2020. No dead birds have been found positive for WNV in 2020. No dead birds were reported to the District to be tested for the presence of WNV during this report period. Only one dead bird saliva sample was submitted to UC Davis to be tested for the presence of WNV in 2020. That sample was negative for WNV. Surveillance for invasive *Aedes spp.* mosquitoes continued during this report period in all areas where they have been found this year. CDC autocidal gravid ovitraps (AGOs) and Biogents gravid autocidal traps (GATs) remain in the field in areas at high risk of introduction of these mosquitoes or areas where they have already been found, respectively. No invasive *Aedes spp.* have been found in AGOs during the report period, but occasional *Aedes aegypti* have continued to show up in GAT traps in the Buckeye and El Reno areas. Biogents Sentinel traps have been set occasionally at different locations throughout those areas and have occasionally caught some *Aedes aegypti* mosquitoes as well. Only one mosquito apiece has been found either in the Park Marina/Garden tract or the area or the area northeast of the South Bonnyview exit on I-5 in 2020, despite extensive follow-up trapping and surveillance for larval sources in those areas. Due to a report of what may have been suspicious mosquito activity, an area in central Anderson has been surveyed and is being trapped, but no invasive *Aedes spp.* mosquitoes have been found there to date. Tick surveillance began the first week of November. A total of 23 sites were surveyed by dragging a cloth “flag” through tick habitats and checking the cloth for specimens. No ticks of any species were found at any of the sites sampled so far. Because it is so early in the tick surveillance season there is not yet any information compiled to be reported to the Board of Trustees regarding tick surveillance results. Placer County MVCD has once again agreed to test *Ixodes pacificus* ticks from Shasta Mosquito and Vector

Control District for the presence of tick-borne diseases. Six samples totaling 99 *Aedes aegypti* mosquitoes have been sent to UC Davis so that researchers can test their genetics to ascertain their origins and possible pesticide resistance status. Each sample represents a single location and a single trapping or larval collection event. Another batch of samples is in the process of being prepared and should be shipped prior to the Board meeting.

10. Committee Reports

- a) Executive – no report
- b) Financial – no report
- c) Personnel Committee- The District Manager stated the Personnel Committee met regarding policy changes and updates. The changes/updates are on the agenda.

11. Old Business:

12. New Business:

- a) Discussion and/or Approval to authorize the District Manager to sign the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides, certification, and regulatory oversight The District Manager stated enclosed in the Board's packet is a letter from the California Department of Public Health dated October 6, 2020 concerning the District's renewal of the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides. The District has, since its inception, signed a yearly Cooperative Agreement. Without this Cooperative Agreement, the District would be subject to substantially different record keeping, reporting and procedural requirements. **A motion was made by Vice President Marler and seconded by Secretary Morningstar and it was agreed unanimously to authorize the District Manager to sign the Cooperative Agreement with the California Department of Public Health concerning the use of pesticides, certification, and regulatory oversight.**
- b) Discussion and/or Approval to authorize a safety recognition award for 12 District employees at a total cost not to exceed \$1,000.00 (\$83/per) to be taken from account #35700 Special Departmental Expense. The District Manager stated in the last several years, the District Board has authorized the Manager to provide District staff with recognition for maintaining high safety standards. Maintaining these safety standards and training dramatically lowers the cost of District insurance and often facilitates large refunds from our self-insurer VCJPA. Safety is of utmost importance at the Shasta Mosquito and Vector Control District, and we pride ourselves on maintaining a great record for accidents, injuries and insurance claims. Because the District stresses safety and training so rigorously, the SMVCD staff is able to save the District money in claims and lost time. Therefore, annually we like to recognize the staffs' efforts at keeping the workplace safe with a recognition award. This award typically is equipment or attire that is used by the District employee at his/her job. Staff recommendation is for approval to purchase safety recognition award for 12 full time employees at a cost not to exceed \$1,000.00. **A motion was made by Trustee Cramer and Seconded by Vice President Marler and it was agreed unanimously to approve a safety recognition award for 12 District employees at a total cost not to exceed \$1,000.00 (\$83/per) to be taken from account #35700 Special Departmental Expense.**
- c) Discussion and/or approval to authorize a safety recognition luncheon for fifteen District employees at a cost not to exceed \$550.00 to be taken from account #32700 Food. The District Manager stated annually, the District Board authorizes the Manager to take employees to a local restaurant for lunch and nonalcoholic drinks following a safety review meeting. However

due to Covid-19, we may order food in and social distance at the district or push the lunch off a few months. The safety meeting is normally two to three hours and covers safety and other topics and is facilitated by the Manager and/or the Assistant Manager. This item is on the agenda to authorize the luncheon. The total cost per employee should be approximately \$35.00 and we should have fifteen people attending. The cost is estimated to be around \$550.00. **A motion was made by Secretary Morningstar and Seconded by Trustee Cramer and it was agreed unanimously to authorize a safety recognition luncheon for fifteen District employees at a cost not to exceed \$550.00 to be taken from account #32700 Food.**

- d) Discussion and/or approval of the SMVCD Personnel Policy Manual Revision, contingent on meet and confer with UPEC and legal review. The District Manager stated The District has been working on adding and updating the personnel policy to reflect ongoing changes within the District. The two proposed policy changes/updates were shared with the personnel committee and discussed. The first suggested change (attachment A) is an addition to the catastrophic leave policy that would allow for additional eligibility when a natural disaster occurs, this could provide the employee with additional relief to an already traumatic experience. It also could serve as an appropriate allowance for the growing Catastrophic Leave Bank balance, which currently sits at 236 hours. The District could provide up to 40 hours of leave without an employee exhausting their own leave during a natural disaster. The second potential policy change is a completely new policy that would address concerns of any impropriety with private property access in areas where we have been given sensitive professional property access. The policy looks to provide an employee a roadmap or thought process regarding their professional obligations and any perception of their private access to hunting, fishing or camping property. We utilized some language from the California Department of Fish and Wildlife Warden's policy manual to provide precedent and congruency. Staff recommendation is to approve the draft revision of the SMVCD Personnel Policy contingent on meet and confer session with UPEC and legal review. **A motion was made by Vice President Marler and Seconded by Trustee Cramer and it was agreed unanimously to approve the SMVCD Personnel Policy Manual Revision, contingent on meet and confer with UPEC and legal review.**
- e) Discussion, nomination, and election of District Board of Trustees' Officers for 2021. The District Manager stated the terms of Board officers are for one year and expire December 31st, 2020. It is appropriate to nominate and elect a President, Vice President and Secretary of the Board. Currently Benjamin Hanna is serving as President; Vickie Marler is serving as Vice President and Ann Morningstar is serving as Secretary. The nominated Board officers will be seated at the January Board meeting. Discussion followed. **A motion was made by Vice President Marler and Seconded by Secretary Morningstar and it was agreed unanimously to nominate and elect to President Ann Morningstar, Vice President Philip Cramer, Secretary Benjamin Hanna, Trustee Vickie Marler.**

CLOSED SESSION OF THE BOARD OF TRUSTEES- The Board convened to Closed Session at 2:35 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 2:53 P.M.

- b) Closed Session Announcement(s). **President Hanna stated there is no reportable action due to technical difficulties. This item will be placed on the agenda again for the January 2021 board meeting.**

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:

- *November 17, 2020 SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom/Zoom)*
- *November 26-27, 2020 Closed in Observance of Thanksgiving*
- *December 15, 2020 SMVCD Regular Board of Trustees Meeting Cancelled*
- *December 24-25, 2020 Closed in Observance of Christmas Eve and Christmas Day*

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 2:56 p.m.

MINUTES APPROVED:
