



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

November 16, 2021

District Office, 19200 Latona Road, Anderson, CA 96007

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

1. Call to Order: District Board President Morningstar called the board/zoom meeting to order at 1:00 P.M.

Roll Call

Trustees Present: Ann Morningstar, President
Philip Cramer, Vice President
Benjamin Hanna, Secretary
Dave Maron, Trustee
Wade Bellinger, 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 Morningstar led the pledge.**
3. Approval of Agenda: **A motion was made by Secretary Hanna and seconded by Vice President Cramer and it was agreed to unanimously to approve the agenda.**
4. Public Comment: President Morningstar stated that this is the time for any person wishing to address the Board to do so. President Morningstar 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 19, 2021.
 - b) October/November Payables in the amount of \$702,827.34. **A motion was made by Trustee Maron and seconded by Vice President 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.**

6. Items Removed from the Consent Calendar –

7. Correspondence/Informational:

- a) Shasta Mosquito and Vector Control District Financial Reports at 10/31/21-The District Manager stated income and expenses are right on track. We had some accruals of expenses and income from August. The District Manager added that the new auditors are already beginning the work on our audit.
- b) CA Arbovirus Bulletin #28, Week of November 5, 2021- The District Manager stated that the Bulletin shows week of November 5, 2021. The District Manager stated there are 98 WNV humans, in 25 counties with 11 being fatal. There are 2,258 WNV positive pools from 25 counties and 209 WNV positive birds from 19 counties. There are 88 seroconversions as of this report date. We are at the ending of our season and we are seeing things winding down due to the cooler weather.
- c) CalPERS Valuations- The District Manager stated this the annual valuation report for both of our plans; Miscellaneous and the PEPRAs plans. The valuation determines the minimum required employer contribution for fiscal year 2022-2023. Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution rates as needed. This valuation is based on an investment return assumption of 7.0% which was adopted by the board in December 2016. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017. There are no significant changes in actuarial assumptions or policies in your 2020 actuarial valuation. Your annual valuation report is an important tool for monitoring the health of your CalPERS pension plan. Your report contains useful information about future required contributions and ways to control your plan's funding progress. This report assists employers to plan, project and protect the retirement benefits of our employees.
- d) Strategic Plan Update-The District Manager stated that there are some items that have been updated.

8. Manager's Report – The District Manager stated during this report period he attended the MVCAC Quarterly meeting in Costa Mesa, CA where he serves on the Board in addition to several committees. Discussion for the board was focused on the Annual conference and any additional public health measures our Association will institute for attendance. We also began negotiations with our represented staff and met to discuss potential items for our future contract. Per our strategic plan, I've been working to update the District job descriptions and looking at potential organizational chart updates. These suggestions will be brought to the board as future agenda items, and/or through the negotiation processes with UPEC. Regarding Sterile insect technology (SIT), we've continued to meet with Oxitec regarding their experimental use permit expansion into California. The public comment period has ended and now Oxitec is waiting for approval. Although Oxitec has not selected the area where they plan to pilot the program, it currently seems like they are working with agencies in areas with high biting pressure and entrenched populations. I've provided my self-evaluation, current contract, and blank evaluation form to our Administrative Office Manager to distribute to our Executive Committee. The hope is that the board can begin the evaluation process in closed session during the November Board meeting and then provide something at the January Board meeting.

9. Department Reports:

- a) Guangye Hu, Ph.D., Assistant Manager - Operations Report – The Assistant Manager stated during this report period, the Operations Department was undergoing a transition period from mosquito control to winter projects including tick surveillance, cleaning, and draining equipment, brushing, and continuing education. Staff continued to comply with ‘New CalOSHA Emergency Temporary Standards’ and ‘Temporary District COVID Guidance’ following Governor Newsom announced reopening of our State. The district received 7 service requests from 5 communities: 57.1% were from Redding, 14.3 each from Anderson, Shasta Lake City, and Palo Cedro. The types of SR’s, 40.0% each for mosquito fish and neglected swimming pools, and 20% for adult mosquito issues. We conducted a total of 337 inspections, of which Redding had 42.7%, followed by Anderson (27.9%) and then Cottonwood (22.0%), and the rest of 3 communities had a total of 7.4%. We conducted a total of 99 treatments, of which Redding had 45.5%, followed by Anderson (33.3%), then Cottonwood (16.2%), and the rest communities had a total of 5.4%. Out of the treated areas 90.1% were larviciding to eliminate mosquito larvae and pupae, 9.9% for herbiciding to clear accesses to sources, and none for adulticiding to kill adult mosquitoes.
- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated three New Jersey-style light traps and six encephalitis virus surveillance (EVS) traps (more or less) will continue to be set through the fall and winter as time allows to provide a minimum amount of mosquito monitoring in areas that have good mosquito breeding habitats. Mosquito activity is very low at this time of year but usually higher than zero. Off-season mosquito numbers are not currently used to make operational decisions but they can give us forewarning of the onset of mosquito breeding in the spring so that we can be prepared for next year’s mosquito season. Mosquito populations appear to be at or below normal levels for this time of year. Almost all the mosquito activity that has been seen in EVS traps has been *Aedes vexans* from a single location east of Cottonwood near Battle Creek. This species is not very long lived or cold tolerant and will most likely disappear from that area as time moves on and temperatures continue to drop. No mosquito borne diseases were detected within the District during this report period. The chart in the October Board report and on the district website still contains valid summary data for West Nile virus (WNV) found within the District so far in 2021. Mosquito-borne diseases typically peak from July through September in this area. The mosquitoes that spread diseases to humans are not found in abundance at this time of year in District traps. However, those mosquitoes (*Culex spp.*) overwinter as adults and small numbers of them may be caught occasionally as they sometimes emerge from hibernation on warm days this time of year. There have not been enough *Culex spp.* mosquitoes caught to meet minimum sample size requirements for disease testing since October 7. Blood samples were taken from the District’s 4 sentinel chicken flocks on October 15 for the last time in 2021. All Samples were negative for any mosquito borne diseases. No dead birds suitable for testing were reported to the District during this report period. Tick surveillance was begun during the last two weeks of October, which is a little earlier than we usually start. This is because we felt that it was likely that the cool damp weather occurring in October this year might be conducive to the early emergence of adult ticks. We did, in fact, find more ticks in October this year than we did a couple of years ago during a dry year when we also trapped in October. There has not been enough tick collection data collected so far in 2021 to provide useful statistical information for this report, but a wealth of information should be available on tick populations and disease prevalence for the next Board meeting. One interesting development during the tick collections that have occurred to date in 2021 was the capture of a single male tick of a new species, *Dermacentor albipictus* in the Grace Lake area near Shingletown. The common name for this tick is the winter tick or moose tick. This type of tick is not known to transmit any diseases to humans.

10. Committee Reports

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

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 14, 2021, 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 Secretary Hanna and seconded by Trustee Bellinger 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. **A motion was made by Vice President Cramer and seconded by Trustee Maron and it was agreed unanimously to approve 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.**
- 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. 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 Trustee Bellinger and seconded by Vice President 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 to authorize the District Manager to solicit proposals for Fire, Surveillance Cameras and Burglary alarm monitoring services and contract with the lowest responsible bidder. The District Manager stated we have been in a contract with Bay Alarm Company for five years to provide monitoring services to the District. The contract is coming to an end November 2021. The District would like to solicit bids from other alarm companies to provide similar services as well as provide

quotes on cost to upgrade our current system. **A motion was made by Vice President and seconded by Secretary Hanna and it was agreed unanimously to authorize the District Manager to solicit proposals for Fire, Surveillance Cameras and Burglary alarm monitoring services and contract with the lowest responsible bidder.**

- e) Discussion and or Approval of the job description revision: Assistant Manager to Operations Manager
The District Manager stated the District periodically reviews job descriptions and specification and either updates them or creates new positions to more accurately reflect the current needs of the departments and duties of the staffing level. This periodic review is a best management practice and is incumbent upon management to assess the duties and responsibilities of positions ensure resources for desired service levels, identify areas of service enhancement, and accommodate staffing requirements. We propose that this new job description, if approved, would replace the Assistant Manager position and job description January 1st, 2022, and be utilized for any future recruitment. President Morningstar asked when we will be posting the position. The District Manager stated the first of the year. Vice President Cramer ask how long we will fly the position. The District Manger stated until filled and we hope to get someone in by March/April. Secretary Hanna asked about the job market and recruitment. The District Manager stated we have a competitive salary band but may be hard to recruit due to geography. Vice President Cramer asked about the hiring panel. The District Manager stated it is typically a 3-person panel with 2 interviews one being in person. Discussion followed. **A motion was made by Secretary Hanna and seconded by Trustee Maron and it was agreed unanimously to approve the job description revision: Assistant Manager to Operations Manager.**
- f) Discussion, nomination, and election of District Board of Trustees' Officers for 2022- The District Manager stated the terms of Board officers are for one year and expire December 31st, 2021. It is appropriate to nominate and elect a President, Vice President and Secretary of the Board. Currently Ann Morningstar is serving as President; Philip Cramer is serving as Vice President and Ben Hanna is serving as Secretary. The nominated Board officers will be seated at the January Board meeting. **A motion was made by Secretary Hanna and Seconded by President Morningstar to nominate Philip Cramer for President, Dave Maron for Vice President and Ann Morningstar for Secretary and it was agreed unanimously to approve the nominated positions.**

CLOSED SESSION OF THE BOARD OF TRUSTEES- The Board convened to Closed Session at 1:47 P.M.

- a) Conference with Labor Negotiator (§54957.6)–Preparation for 2022 Labor Negotiations: District Negotiators: Board Vice President Cramer, Trustee Maron, District Manager, and Administrative Office Manager. Employee Organization: United Public Employees of California, Local 792.

THE BOARD WILL RECONVENE TO OPEN SESSION- The Board reconvened to Open Session at 2:37 P.M.

- b) Closed Session Announcement(s). The board discussed negotiable items and gave general directions to the negotiating team for up in coming negotiations with UPEC 792.

CLOSED SESSION OF THE BOARD OF TRUSTEES- The Board convened to Closed Session at 2:38 P.M.

- a) Public Employee Personnel Matter pursuant to Government Code (§54957)- Discussion of performance review of District Manager.

- b) Closed Session Announcement(s). **President Morningstar stated the evaluation will be placed on the agenda again for the January 2022 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:

- *January 17, 2022, District Office Closed in Observance of Martin Luther King Jr. Day*
- *January 18, 2022, SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *February 7-10, 2022, MVCAC Annual Conference, Sacramento Convention Center*
- *February 11, 2022 Office Closed in observance of Lincoln’s Birthday*
- *February 15, 2022, SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)*
- *February 17-18, 2022, VCJPA Annual Conference, Santa Cruz, California*
- *February 21, 2022 Office Closed in observance of President’s Day*
- *February 28-March 4, 2022, AMCA Annual Conference, Jacksonville, Florida*

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 2:43 p.m.

MINUTES APPROVED:

