



SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT

February 15, 2022

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 Cramer called the board/zoom meeting to order at 1:00 P.M.

Roll Call

Trustees Present: Philip Cramer, President
Dave Maron, Vice President
Ann Morningstar, Secretary
Benjamin Hanna, Trustee

Trustees Absent: Wade Bellinger, Trustee

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

2. Pledge of Allegiance: The meeting opened with the Pledge of Allegiance. **President Cramer led the pledge.**
3. AB361: Discussion and or Approval to consider finding by a majority vote under Government Code § 54953, subd.(e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C). The District Manager stated in light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus (attachment A), and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees. The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. More infectious variant of the virus, known as Omicron, has emerged and now accounts for most COVID-19 cases and is spreading rapidly nationwide. Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus. If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting. Staff recommends that the board find that, as a result of the

COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be continued to be offered a teleconference option as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code. If the vote to authorize the option to meet by teleconference under AB 361 passes, then the board may (a) proceed to hold the rest of the meeting by teleconference under AB 361, and (b) continue to meet by teleconference under AB 361 for up to 30 days. **A motion was made by Secretary Morningstar and seconded by Trustee Hanna and it was agreed to unanimously approve under Government Code § 54953, subd.(e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) to continue to meet by teleconference under AB 361 for up to 30 days.**

4. Approval of Agenda: **A motion was made by Trustee Hanna and seconded by Vice President Maron and it was agreed to unanimously to approve the agenda.**
5. Public Comment: President Cramer 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.
6. Consent Calendar –
 - a) Minutes of the Regular Board Meeting held January 18, 2022.
 - b) January/February Payables in the amount of \$184,052.95.
A motion was made by Secretary Morningstar and seconded by Vice President Maron 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.
7. Correspondence/Informational:
 - a) Shasta Mosquito and Vector Control District Financial Reports at 1/31/2022-The District Manager stated income and expenses are where they should be.
 - b) Shasta County Pooled Investments 12-31-2021- The District Manager stated this is the pooled investment fund that is held by Shasta County.
 - c) Budget Timeline 2022-2023-The District Manager stated this is the proposed budget timeline. Vice President Maron and Trustee Hanna as well as the District Manager and the Administrative Manager are on the Finance Committee. The District Manager stated he believed we would follow the dates as presented. The first Finance Committee meeting would be March 15, 2022, prior to the Board meeting.
 - d) Strategic Plan Update-The District Manger stated that there are some items that have been updated.
8. Manager's Report – The District Manager stated during this report period he worked on the 2021 NPDES report, UPEC negotiations and MOU edits, and began budget planning for the 2022-2023 fiscal year. As we move deeper into the new year, the temperatures seem to be unusually warm, which could bring an earlier than normal season. Most people will notice overwintering adults, but our traps are starting to collect males, normally an indicator that emergence is occurring. We still have several projects to complete before transitioning into our normal inspection and larviciding work. We soon will be completing our winter pool project, some early invasive *Aedes* work, and then prepping for treehole mosquito season. We're trying two different and new outreach campaigns this year, so keep your ears and eyes tuned for our efforts. Provided a demonstration to the MVCAC

IT Committee and MVCAC Membership regarding the VeeMac data collection system. This is part of a workshop series organized by the IT Committee to review the different systems being utilized across the state.

9. Department Reports:

- a) Peter Bonkrude, District Manager - Operations Report – The District Manager stated he would be submitting the Operations Report until the position is filled. During this report period the Operations Department continued work on 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 1 service requests from the City of Redding for Adult mosquitoes. Worked on maintenance of vehicles, buildings, and district grounds. Conducted tick collection weekly at 21 sites.

- b) John Albright, Vector Ecologist – Vector Ecology Report –The Vector Ecologist stated the District continues to set a small number of New Jersey-style light traps and CO2-baited encephalitis virus surveillance (EVS) traps every week for statistical purposes, but trap counts average below one mosquito per trap night for all trap types. This is consistent with historical data for this time of year. However, if warm dry weather persists, a dramatic increase in mosquito populations driven by the emergence of the western treehole mosquito, *Aedes sierrensis* and other early season *Aedes spp.* mosquitoes will almost certainly occur by the time of the March Board meeting. Graphs of our current mosquito population data are always available on the District’s website. A minimum of 8 mosquitoes of a species of concern from a single trap is required to make a sample to be tested for mosquito-borne diseases by the lab at UC Davis. During this report period mosquito populations have been well below this threshold, so there is currently no disease surveillance or test results to report. The District has been surveying tick populations on a weekly basis since October at 22 locations where tick habitat coincides with a high probability of human exposure. These include areas like campgrounds walking trails, rest areas and parks. The trend toward a drop in overall tick numbers continued from December through January. This is due low moisture conditions, which adversely affect tick survival and reproduction. Most ticks being found this time of year continue to be *Ixodes pacificus*, which are known to spread Lyme Disease in this area. *Dermacentor spp.*, which are not known to spread any diseases to humans in this area, have been increasing slightly as a proportion of the population as the weather warms and spring approaches. A total of 201 samples of *Ixodes pacificus* ticks (908 total ticks) were tested by Placer County MVCD during this report period for *Borrelia burgdorferi*, the causative agent for Lyme Disease and *Borrelia miyamotoi* a bacterium associated with a relapsing fever disease in humans. These samples were collected in October and November of 2021. There were 4 samples found positive for *Borrelia burgdorferi* and 5 for *Borrelia miyamotoi*. The percentage of samples positive for *Borrelia burgdorferi* was 1.99% and 2.49% for *Borrelia miyamotoi*. This calculates out to minimum infection rates of 0.44% and 0.55% respectively for the two pathogens. An additional 80 tick samples (350 ticks) collected in January have been sent to Placer County MVCD and are currently awaiting test results. Most of the repair work needed for District traps has been completed. Also, District staff has been working on developing new trap types and modifications to improve trap performance and durability, and simplify storing, transporting, setting, and repairing traps that will be used in the upcoming seasons.

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 solicit bids for Calendar year (3/1/2022-3/1/2023) fixed pricing and to make purchases not to exceed the Board approved Pesticide budget for fiscal year 2022-2023– The District Manager stated from 3/1/2020-3/1/2021 the District for the first time solicited a calendar year bid for pesticide purchasing. This allowed the District to make purchases throughout the year at a bid price for the calendar year. The flexibility this new method provided the District the ability to respond quickly to new emerging issues that required different pesticide purchasing than planned. This method also provides an opportunity for the District to access seasonal “deals” and offers that vendors might promote in off-season months and also can require considerable staff time to generate the bid forms, solicit the bids, tabulate the bids and ultimately make the purchases. Additionally, the District loses some flexibility in the purchases that may make seasonal differences a challenge to navigate. Instead of bidding on a purchase we will be soliciting bids on a not to exceed price for a calendar year. We will then award the winning price/bid to related vendors and make purchases as needed throughout the year. This will allow us to make purchases within the Districts approved budget without returning to the Board. Currently, we have \$94,213 left in our 2021-2022 fiscal year budget and for 2022-2023 we estimate the budget will be between \$235,000 and \$245,000. We have prepared a list of average use by product to allow for the vendors to see volume and hopefully consider it in their price bid. **A motion was made by Secretary Morningstar and seconded by Trustee Hanna and it was agreed unanimously to authorize the District Manager to solicit bids for Calendar year (3/1/2022-3/1/2023) fixed pricing and to make purchases not to exceed the Board approved Pesticide budget for fiscal year 2022-2023.**
- b) Approval for ratification of the final 2022-2025 Memorandum of Understanding with UPEC/LiUNA Local 792-Shasta Mosquito and Vector Control Employees Association by Resolution 2022-01: A Resolution of the Board of Trustees of Shasta Mosquito and Vector Control District. -The District Manager stated in January 2022 the District Board and the Employees Association (UPEC) approved the tentative agreement for a thirty-six (36) month MOU covering February 19th, 2022, through February 19th, 2025. The attached document is the “redline” version of the MOU which was tentatively agreed to at the bargaining table. There are several fiscal impacts related to the newly established contract-specifics are included in the MOU document. **A motion was made by Secretary Morningstar and seconded by Vice President Maron and it was agreed unanimously to approve for ratification of the final 2022-2025 Memorandum of Understanding with UPEC/LiUNA Local 792-Shasta Mosquito and Vector Control Employees Association by Resolution 2022-01: A Resolution of the Board of Trustees of Shasta Mosquito and Vector Control District.**
- c) Discussion and/or approval of the revision of the Assistant Vector Ecologist job description to the new Vector Biologist job description and posting the vacancy for an additional Vector Biologist. In addition, discuss and/or approve the addition of the new job description Scientific Operation Manager and approve the movement of the current Vector Ecologist into that position at their current pay rate- The District Manager stated over the last, two years the District has been working with represented staff, unrepresented staff and the Board of Trustees to plan for an organization chart revision. These changes are meant to support evolving District current and future needs. Throughout this work we have amended the Assistant Manager to Operations manager, negotiated amending the Administrative Analyst position to identify both a 1 and a 2 description (which will be brought to the Board for review in March 2022), draft the new Scientific Operations Manager job description and the revision and potential recruitment of the Vector Biologist Job description. These changes will provide more support to the lab for expanding surveillance required by our new invasive aedes issues, potential expansion into inhouse testing options and a balancing of our management tier, which will now match across all three departments. There will be no immediate financial impact due to current salary savings from the

Operations Manager vacancy, and delays in some of the contracted salary adjustments until the new fiscal year. The overall cost of these positions will be provided during the budget process but should roughly increase the District's salary costs by approximately \$60,000 due to reductions in some of the management wage schedule and the reduction of a seasonal employee in the lab. The District Manager added that he will bring to the board the revise of the Administrative Analyst 1 and 2 job descriptions next month for discussion and or approval. **A motion was made by Vice President Maron and seconded by Trustee Hanna and it was agreed unanimously to approve the revision of the Assistant Vector Ecologist job description to the new Vector Biologist job description and posting the vacancy for an additional Vector Biologist. In addition, discuss and/or approve the addition of the new job description Scientific Operation Manager and approve the movement of the current Vector Ecologist into that position at their current pay rate.**

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).* Secretary Morningstar stated that she attended the MVCAC meeting and it was work it. She was able to get an overview of what other districts in our state are facing and it was informative. She recommends board members to attend.

14. ADJOURNMENT –

Upcoming Events and SMVCD Office Schedule:

- March 15, 2022, SMVCD Regular Board of Trustees Meeting (SMVCD Boardroom)
- April 18-22nd, 2022, State Mosquito Week
- April 19, 2022, 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 1:51 p.m.

MINUTES APPROVED:
