



**SHASTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
MINUTES OF SEPTEMBER 15, 2014  
CAPITAL IMPROVEMENT AD HOC COMMITTEE MEETING

1. The Capital Improvement Ad Hoc Committee met to discuss the 2015-2020 Capital Improvement Program.

The meeting was called to order at 1:31 pm.

In attendance:            Stephen Morgan, Vice President-Chair  
                                 Larry Mower, Trustee  
                                 Peter Bonkrude, District Manager  
                                 Guangye Hu, Assistant Manager  
                                 Darcy Buckalew, Administrative Office Manager  
                                 Mike Alexander, Field Supervisor  
                                 Geoff Taylor, Field Supervisor  
                                 Kevin Pearson, Mechanic/Maintenance Specialist  
                                 John Albright, Vector Ecologist (arrived at 3pm)

The District Manager stated that the Capital Improvement Program (CIP) Ad Hoc Committee was meeting to discuss and prioritize projects into anticipated needs and fiscal years. The District Manager stated that the Vector Ecologist would be late and he submitted some notes for the possible lab space upgrade. After reviewing the list the committee added some items for discussion; Fogger replacement, another Mid-sized truck, ATV, Pesticide container storage and a new pond liner. The District Manager presented a spreadsheet with all the previously discussed items and added the new items for discussion. The committee began discussion as to the needs and fiscal years of the following items.

- Fleet Management: Chair Morgan asked about the rotation of vehicles if it is by mileage or age. The District Manager stated both are considered. The Fleet Management Policy has a point system that we use to determine the vehicles that should be replaced/rotated. Mr. Alexander stated he believed the ARGO should be replaced prior to the trucks. Mr. Taylor stated the replacement of a new ATV should be considered in the next 5 years. Mr. Pearson stated ATV's are a big asset to the district and saves manpower. Mr. Pearson added the boat motor may need to be re-built in the next few years. Discussion followed as to the

replacement/rotation of 3 mid-sized trucks, ARGO and ATV. The anticipated proposed fiscal years for 3 new mid-sized trucks are 2015-16, 2016-17 and 2017-18, new ARGO and ATV 2017-18 fiscal year.

- Pesticide Dispersal System Upgrade: Mr. Alexander added the Pesticide container storage should be considered at the same time and the upgrade. Currently using 55 gallon drums would change to 2.5 gallon containers. Chair Morgan asked if buying the product this way would cost more money. The District Manager stated it would not. It is actually less to buy in smaller containers from most vendors. Dr. Hu stated we can probably buy some secondary containment barrels, 4 barrels are approximately \$500. Dr. Hu asked about temperature control in the pesticide storage. The District Manager stated the vendors were contacted about our average temperature in the storage area and there was not a concern because we are not holding on to the product for an extended amount of time, we rotate product every two years. Discussion regarding product storage, secondary containment and dispersal area followed. The anticipated proposed fiscal year for the Pesticide dispersal upgrade and container storage is 2016-17 fiscal year.
- Swamp Cooler/Air Condition Shop: The District Manager stated that a swamp cooler or HVAC unit would need to be considered soon. Mr. Pearson stated the shop should have a larger swamp cooler unit with ducting. Discussion followed regarding the most cost effective unit for the shop and the anticipated need. Trustee Morgan stated he would suggest a swamp cooler with new ducting be installed before next summer. Vice-President Morgan concurred that this should be addressed this (2014-15) fiscal year.
- Lab Space Upgrade, Increase Insectary Capacity, Office Space for Field Supervisors, Additional staff Entrance/Exit, Fencing Improvements: After some discussion the committee thought it was best that all these particular items should be addressed at the same time. The fencing improvements are to reclaim our land and move the fence line to our property line, while moving the fence to incorporate our land the additional entrance/exit should be installed not only to give employees their own access but to accommodate construction vehicles during the lab and office space construction. Vice-President Morgan stated fencing our property should be a high on the list so we have a layout to plan for construction. Mr. Pearson submitted a possible diagram for the fencing of the public and staff access. The District Manager stated we need some level of automation on the gate such as keypad access. Vice-President Morgan stated the lab and office space is a priority. Trustee Mower stated if the construction took longer than anticipated to rent a mobile if needed. The District Manager stated a mobile rental could be used be used for staff during construction and or utilize other office spaces, it is all dependent on the construction timeline. Mr. Pearson added if we rent a mobile he previously installed power for a mobile rental on a

construction project years prior and could utilize that set up. Trustee Mower stated that the lab upgrade had been discussed in years past and this is a priority for the District. Discussion followed regarding the fencing and construction needs. The multiple projects anticipated fiscal year is 2015-16.

- Audio/Video Upgrade: The committee agreed this project should take place during the lab/office space remodel during the 2015-16 fiscal year. The District Manager stated the upgrade would utilize a 50-70 inch touch screen to replace the white board that is now used to calendar and plan weekly operations. This system would be connected to the District's MOS system. It could also be used for webinars and educational training. Mr. Taylor stated the audio/video upgrade would help tremendously with planning operations. Mr. Pearson agreed this would benefit the operations and lab departments with communications.
- Security Cameras: The District Manager stated that in the future if we store more vehicles outdoors security cameras around the property would help with security. The committee discussed the cameras and proposed to look at the project in the 2017-18 fiscal year. Mr. Pearson added considering wiring all future systems during construction to save time and future costs. The District Manager stated that many of the technological advances may involve wireless such as the security cameras, the telephone system, card control, etc. and wiring may not be an issue when those projects are approved.
- Telephone System upgrade: The District Manager stated that the system works fine and it may be more affordable in the future and with better internet access.
- Card Controlled Entry: The District Manager stated this is low on the priority and in the future wireless may be available and other features to lower costs.
- New Septic Tank, New Well and Permanent Fish Facility/Multi-use space: The committee agreed that the septic tank, well and fish facility should be constructed in unison. The new well will be dedicated to the fish/multi-use space facility and any new construction. Vice-President Morgan stated there may be some issues with well monitoring usage due to new legislation on groundwater. Discussion followed regarding permanent fish facility, new well and septic, these projects are to be proposed for the 2018-19 fiscal year.
- Paving: The District Manager stated the majority of our property remains gravel. We propose all areas where vehicles routinely drive should be paved. Mr. Pearson stated paving should be the last on the list after all the construction is done. The committee agreed. This will be proposed for the 2020-21 fiscal year.
- Automated Notification of Operations: The District Manager stated that we are already going above what we need to do to notify the public and he suggested this item be removed for now.
- Fill in Pond in the Back: The District Manager stated this would be an ongoing to get the pond filled. Mr. Taylor said he would reach out to Caltrans and

construction sites for their fill dirt. This item will be looked at after the 5 year plan.

- Parking Shade Structure and Solar Power: The committee discussed building the shade structure and adding the solar power. Vice-President Morgan stated that building the shade structure and putting the solar power on top at the same time will save time and money than going back and trying to retro-fit later. The District Manager stated the district tries to store as much indoors as possible not only to protect vehicles and equipment from the elements but to deter from possible theft and vandalism. After discussion the shade structure and solar project is proposed for the 2020-21 fiscal year.
- MOS upgrade: The District Manager stated the current system should have a 7 year life span, and the current system was installed 2010. We are currently upgrading the laptops this fiscal year as well as upgrades implementing improvements to the MOS system. Staff should see a great improvement with the MOS and the new laptops. The committee discussed proposing this project upgrade take place in the 2019-20 fiscal year.
- Fogger Replacement: The District Manager stated after last meeting fogger replacements have been addressed. In the next 5 years the district will need to replace 3 foggers. The District Manager stated he spoke with Clarke and we would receive a better discount if we turned 3 old foggers in and replaced with 3 new. Mr. Pearson stated the gas foggers are more efficient and put out a better fog. The District Manager added that the district tries to keep the fleet within one brand therefore parts are interchangeable and easier to work on. Discussion followed. The committee agreed the proposed fogger replacement should be considered in the 2016-17 fiscal year.
- Pond Liner (front pond): Mr. Taylor suggested adding the pond liner to the list because it will need to be replaced at some point. The current pond liner has been used for over 13 years. The committee discussed the anticipated timeline to replace as well as anticipated costs. The committee proposed the pond liner should be considered in the 2020-21 fiscal year.

The District Manager stated he would create the new spreadsheet with the anticipated fiscal years and ranking of importance for the projects discussed. The next meeting will be October 21, 2014 at 12:30pm.

The Capital Improvement Ad Hoc Committee Meeting was adjourned at 3:21 P.M.