

CENTRAL CALIFORNIA TRISTEZA ERADICATION AGENCY

BOARD OF COMMISSIONERS REGULAR MEETING 22847 Road 140, Tulare, California

October 20, 2016

MINUTES

ATTENDANCE: Commissioners: John Fisher, Dean Gillette, Stan Ishii, Jonathan Moody, Steve Scarbrough, Jim Zimmerman. **Staff:** Jill Barnier, Program Manager; Dr. Subhas Hajeri, Plant Pathologist/Lab Operations Manager; Karen Westerman, Field Operations Manager. **Others:** Vic Corkins, Agency Outreach Contractor; Dennis Haines, Tulare County Ag Commissioner's office; Lynn Lampe, CPA, M. Green and Company. **Commissioners absent:** John Corkins.

I. **CALL TO ORDER:** Chairman Ishii called the meeting to order at 12:30 p.m.

II. OPEN SESSION:

A. **Public Comments:** Chairman Ishii indicated that public comments would be welcome during the course of the meeting as each agenda item was addressed.

B. **Minutes:** It was moved by Commissioner Fisher, seconded by Commissioner Zimmerman, to accept the minutes of the regular meeting of August 17, 2016 as submitted. The motion carried on a voice vote, all present voting AYE.

C. **Presentation of 2015-16 Annual Audit:** Lynn Lampe, CPA, of M. Green and Company, explained that in performing the audit in August and September, they did a "walk-through" review and found no internal control issues. She reviewed the detailed prior year comparatives in the "Management's Discussion and Analysis" section, and pointed out the operational details prepared by Program Manager Jill Barnier. Ms. Lampe explained that the unqualified opinion in the *Independent Auditors' Report* is the best available. She reviewed key details of the Financial Statements (*Balance Sheet* and *Statement of Activity*), *Notes to Financial Statements*, *Required Supplemental Information*; and other reporting necessitated by the receipt of grant funds.

D. Reports:

1. **Ag Commissioners:** Dennis Haines of the Tulare County Ag Commissioner's office reported that they are still treating for Glassy-winged sharpshooter in the Visalia area (except the Highway 198 corridor, where they are still seeking to release parasitic control agents) There have been continuing ACP finds in the County (seven this year) which appear to be hitchhikers. None have tested positive for HLB. Infestations have been found primarily along transport corridors (Freeway 99 and Highway 65) and near juice plants and packing houses.

2. **Pest Control District Updates:** Nothing to report.

3. **Agency Outreach Contractor:** Vic Corkins reported that he has concerns about enforcement and monitoring for compliance with movement regulations. He hopes to bring these up at the November 9, 2016 meeting of the Citrus Pest and Disease Prevention Committee in Ventura. He reported that the CPDPC Board has recommended increasing the box tax to \$0.12 per box, and urged Board members to consider attending a CPDPC meeting.

4. Departmental Operations:

a. **Field Activities – August and September, 2016:** Field Operations Manager Karen Westerman reviewed the written report of field activities, including collections, removals, and mapping, for August and September. She reported that field crews began collecting on Monday, October 17, with 20 seasonal employees working in the Southern Tulare County Citrus Pest Control District.

b. Laboratory Activities – August and September, 2016: Laboratory Operations Manager Subhas Hajeri reviewed the written report of tests completed for August and September. He explained that because of the focus on getting the PCR lab up and running, the samples now being collected will be stored until seasonal lab staff is recalled in February, a few weeks ahead of the spring collection season.

i. Update on Risk-based Survey Model Development Project: Ms. Barnier reported that the Agency is in the second month of recruiting for the Technician position. In the meantime, established mapping staff has been continuing the work on converting paper maps to electronic format using Google Earth, and mapping data information has been provided to the Florida team.

ii. Update on Establishment of Molecular Biology (PCR) Laboratory: Dr. Hajeri reported that he and selected staff members have been working with the new equipment to optimize procedures for the Agency's purposes. He has contacted CDFA about the required proficiency test, and found that it is offered by USDA only in November and December each year.

c. Greenhouse/Screenhouse Activities: Dr. Hajeri reported on progress on the Yokomi project going into the screenhouse. Ground prep and planting will occur next week.

d. Administrative Activities:

i. Income and Expenses: August and September, 2016: Ms. Barnier reviewed the written reports.

ii. Review and Ratify Warrant Lists – August and September, 2016: **It was moved by Commissioner Scarbrough, seconded by Commissioner Moody, to ratify payment of the bills for August and September as submitted. The motion carried on a voice vote, all present voting AYE.**

iii. Amendment to Extend Agreement for Services with UC Riverside: Provision of MCA13 Antibody: Approve and Authorize Signature: Ms. Barnier explained that this amendment will continue to supply the Agency with the MCA13 necessary for ELISA testing. The annual cost of \$15,000 is unchanged from the original agreement adopted in October 2014. **It was moved by Commissioner Moody, seconded by Commissioner Zimmerman, to approve the amendment to extend the agreement to October 2017, and authorize the Program Manager to sign. The motion carried on a voice vote, all present voting AYE.**

iv. Capital Expenditures – Acquisition (PCR Lab) and Replacement (ELISA Prep Lab) of Pipettors: Referring to the background memo provided, Ms. Barnier and Dr. Hajeri described the use of pipettors and related safety and efficiency issues in both the ELISA and PCR labs. **It was moved by Commissioner Fisher, seconded by Commissioner Scarbrough, to approve the purchase of pipettors as proposed. The motion carried on a voice vote, all present voting AYE.**

F. Announcements: The next Board meeting will be held on December 21, 2016.

III. ADJOURNMENT: Chairman Ishii adjourned the meeting at 2:30 p.m.

Stan Ishii, Chair

Jill Barnier, Assistant Secretary

Dean Gillette, Secretary