

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 13-1

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on January 14, 2013, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Soheila Bana
 Jeff Bennett
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Morris Jones
 Michael Krieg
 Richard Mank
 Angela Micheals
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Richard Ainsley
 Warren Clayton
 Peggie Howell
 Richard Means
 Rolando Villareal

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Administrative & Finance Manager
 Mark Cornelius, Legal Counsel
 Deborah Bass, Public Affairs Manager
 Allison Nelson, Administrative Secretary

1. President Bana called the meeting to order at 7:00 p.m.
2. A roll call indicated that 15 Trustees were present, five were absent, and there are two vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 12-6, REGULAR BOARD MEETING HELD ON NOVEMBER 5, 2012.
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF NOVEMBER 1, 2012 THROUGH DECEMBER 31, 2012, INCLUDING CHECKS NO. 20666 THROUGH NO. 20811, IN THE AMOUNT OF \$525,895.29
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF NOVEMBER 1, 2012 THROUGH DECEMBER 31, 2012, INCLUDING CHECKS NO. 64373 THROUGH NO. 64506 IN THE AMOUNT OF \$301,019.37
- D. INVESTMENT ACTIVITY REPORT FOR OCTOBER 2012 & NOVEMBER 2012
- E. FINANCIAL REPORT
- F. APPROVAL OF TRUSTEE TRAVEL

** Motion was made by Trustee Diamond and seconded by Trustee Saavedra to approve the consent calendar. *Motion passed unanimously.*

7. ACTION ITEMS

- A. New Hire Background Checks - General Manager Downs presented Resolution 13-1, which authorizes the District to access state, local and federal level criminal history of new hires. The Live Scan program is offered through the California Department of Justice, fingerprints are submitted and a background check is generated for the District within days.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to approve Resolution 13-1 authorizing the District to request Live Scan service for new hires. *Motion passed unanimously.*

- B. Presentation Request from Mt. Diablo Audubon - General Manger Downs reported that Trustee Petreas received a presentation request from the Mt. Diablo Audubon Society. The presentation is likely to focus on single feed rodenticides and secondary poisoning of non-target animals, specifically birds of prey. The board discussed the need for a time limit on future informational presentations.

** Motion was made by Trustee Petreas and seconded by Trustee Fitzsimmons to approve a 15 minute presentation to be placed on the March 11, 2013, meeting agenda. *Motion passed.*

8. INFORMATIONAL REPORTS

- A. Public Affairs - Public Affairs Manager Deborah Bass presented a summary of the public affairs outreach efforts for 2012. She began by illustrating the process by which more than 34 evaluations of previous strategies and tactics are

completed along with an analysis to determine the new year's public relations strategies and tactics. Bass then highlighted the District's 2012 public relations challenges and outcomes that included statistics and unusual facts that revealed a high success rate for nearly all the tactics employed for the year. Bass indicated that 2012 was the second busiest year for media attention to date; resulting in hundred's of communications with the media. She requested support from the trustees to promote ongoing sound bites to their constituents as they occur.

- B. Reports on Conferences/Meetings Attended - Trustee Krieg attended a CSDA training course and found it informative and recommended all new trustees take the course.

9. 2013 CALENDAR

- A. Election of Officers

President, Jeff Bennett
Vice President, Jim Pinckney
Secretary, Dick Mank

** Motion was made by Trustee Pellegrini and seconded by Trustee Petreas to approve the election of the officers. *Motion passed unanimously.*

- B. 2013 Meeting Schedule - The board and committee schedule was reviewed. General Manager Downs noted that the Advanced Planning Committee meeting on April 1, 2013, will need to be rescheduled due to the Cesar Chavez Day holiday.

** Motion was made by Trustee Pellegrini and seconded by Trustee Saavedra to approve the meeting schedule. *Motion passed unanimously.*

10. COMMITTEE ASSIGNMENTS

- A. Committee Charges - The committee charges were reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the committee charges. *Motion passed unanimously.*

- B. Committee sign-up - Sign-up sheet was circulated to all trustees.

11. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - None

Staff - General Manager Downs reminded the board of the CCMAD Financing Corporation Meeting immediately following the adjournment of the current meeting.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on March 11, 2013.

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

H. Richard Mank
Secretary, Board of Trustees