

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 12-3

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on May 14, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Jeff Bennett
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Richard Mank
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Sharyn Rossi
 Jose Saavedra
 Rolando Villareal
 Diane Wolcott

TRUSTEES ABSENT Russ Belleci
 Myrto Petreas
 James Pinckney

OTHERS PRESENT Craig Downs, General Manager
 Steve Schutz, Scientific Programs Manager
 Mark Cornelius, Legal Counsel
 Tina Cox, Accounting & Benefits Specialist
 Fran Buchanan, IEDA

1. President Bana called the meeting to order at 7:00 p.m.
2. A roll call indicated that 17 Trustees were present, three were absent, and there were two vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF AGENDA AS POSTED
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Saavedra to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - General Manager Downs introduced Tina Cox, Accounting & Benefits Specialist, who will be attending the board meetings during Allison Nelson's absence.

General Manager Downs introduced Michael Krieg, new Trustee from Oakley

Moment of silence for Nancy Brownfield, Trustee from Walnut Creek, who passed away May 5, 2012.

6. PRESENTATIONS

A plaque was presented for Richard Head for 12 years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 12-2, REGULAR BOARD MEETING HELD ON MARCH 12, 2012

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2012 THROUGH APRIL 30, 2012, INCLUDING CHECKS NO. 19967 THROUGH NO. 20141, IN THE AMOUNT OF \$522,192.85

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2012 THROUGH APRIL 30, 2012, INCLUDING CHECKS NO. 63756 THROUGH NO. 63897, IN THE AMOUNT OF \$301,199.32

D. INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2012 & MARCH 2012

E. FINANCIAL REPORT

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

8. ACTION ITEMS

A. Contract for Legal Services - General Manager Downs reported that the contract for legal services with the Law Offices of Mark Cornelius will expire on June 30, 2012. Mr. Cornelius has agreed to extend his services and work under the same terms and conditions thru December 31, 2013.

** A motion was made by Trustee Means and seconded by Trustee Saavedra to approve the contract extension for legal services with the Law Offices of Mark Cornelius. *Motion passed unanimously.*

B. Approval of Trustee Travel - Trustee Belleci has requested reimbursement of expenses for travel to the Mosquito & Vector Control Association of California summer quarterly meeting in Burbank, CA, July 19, 2012. A discussion ensued regarding the board policy on reimbursement of trustee travel.

** A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to deny reimbursement of expenses. *Motion passed.*

9. INFORMATION ITEMS

A. Advanced Planning Committee Report - General Manager Downs reported that the committee met on April 2, 2012. This is the first year of the Five Year plan

that was adopted in 2011. The committee reviewed the conclusions and status of the recommendations which are summarized as follows:

Innovations and new technology, such as GIS systems and in-house rapid assay kits, will continue to be tested and evaluated to provide enhanced services to the public. Employee training is key to the success of these new technologies. Staff continue to utilize Best Management Practices available for all programs. Vehicle tracking equipment and software have been installed to make field routing more efficient. Staff utilizes Arcview-GIS and Google Earth to document locations of potential sources, inspections and treatments. We utilize data layers from other agencies to locate potential sources, especially underground and backyard sources.

Long range financial projections indicate a need to reduce the overall number of employees until such time as revenues match FY08/09 levels. Past history predicts this will occur through natural attrition, if not, other options will be investigated. The property tax revenue slide seems to have hit bottom. Reserves are being utilized to prevent layoffs or eliminate services. Staff reduction due to attrition is on schedule.

Expenses will continue to be evaluated and monitored to ensure services are delivered in an efficient manner. This includes evaluating personnel salaries and benefits to bench marks in surrounding public agencies to ensure the district is within norms for public agencies. Seventy five percent of total expenses are attributed to salaries and benefits. Two retirements this fiscal year will reduce these expenses, as well as associated capital costs (vehicles, etc.). Cost of remaining staff continues to rise due to retirement rates and health care premium increases.

Seasonal employees will continue to have a place in District operations, although it has been demonstrated that having trained and experienced employees are critical in responding to threats such as West Nile virus. Seasonal hires will continue to be utilized to handle the ebb and flow of vector populations and to address immediate impacts of new threats until long term funding and staffing can be determined. Seasonal employees will be used for surveillance and yellow-jacket control functions.

- B. Budget Committee Report - Committee Chair Fitzsimmons reported that the committee met on April 23, 2012. The decline in property tax revenue was discussed, as was adopting a projected deficit budget which will be discussed in greater detail at the July board meeting. Another item of concern was if the State of California would repay the \$324,000 they borrowed from the District and are scheduled to repay in FY 2012/13.
- C. Personnel Committee Report - Committee Chair Bennett reported that the committee met on April 9, 2012. Fran Buchanan, IEDA, was present and the outcome of the SEIU Local 1021 negotiations will be discussed during the closed session of the current board meeting.
- D. West Nile Virus Update - Scientific Programs Manager, Steve Schutz, reported there was one WNV positive bird in Contra Costa County. No positive mosquito pools, sentinel chickens or human cases have been reported to date. Dead bird

reports have increased this year compared to previous years. Statewide, Santa Clara, Los Angeles and Sacramento counties have reported one dead bird each.

- E. NPDES Permit Update (Appendix I) - General Manager Downs reported that the State Water Resources Control Board (SWRCB) met April 3, 2012. The board met to discuss amendments to the permit, which included; the addition of several larvicide and adulticide products and the removal of the phrase "or any pesticide in the same chemical family." After testimony from MVCAC Legal Counsel as well as others, the SWRCB voted to approve the amendments to the permit. The MVCAC Coalition is still responsible for visual and physical monitoring on water quality and will bring this data back to the SWRCB for review next year.
- F. CEQA Project Update - General Manager Downs reported that nine Coastal Region Mosquito & Vector Control Districts have entered into a contract with Cardno Entrix to conduct a Programmatic Environmental Impact Report. A Notice of Preparation (NOP) of a draft programmatic environmental impact report will be distributed to the State clearinghouses, land trustees and interested organizations and individuals by the end of the week. A public scoping meeting will be held within 30 days to address any concerns.

10. CLOSED SESSION - 8:10 p.m.

CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH JEFF BENNETT, CHAIR OF PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, AND CRAIG DOWNS, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 (a)

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION - 8:27 p.m.

REPORT FROM CLOSED SESSION

The board unanimously approved the M.O.U. with SEIU Local 1021 dated March 1, 2012 through February 28, 2015 regarding represented employees.

11. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Cowen reported on his attendance at the MVCAC spring meeting in Walnut Creek.
- B. Staff - None.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:35 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 9, 2012.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees