

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 10-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 12, 2010, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Soheila Bana
 Russ Belleci
 Jeff Bennett
 Nancy Brownfield
 Michael Cory
 Chris Cowen
 James Fitzsimmons
 Kristin Haegeland
 Richard Head
 Peggie Howell
 Richard Mank
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Richard Ainsley
 Myrto Petreas
 Jim Pinckney
 Brian Smalley
 Kirk Thill

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, Legal Counsel
 Dennis Anderson, Francisco & Associates
 Ray Waletzko, Administrative & Finance Manager
 Allison Lewis, Administrative Secretary
 Steve Schutz, Scientific Programs Manager
 Deborah Bass, Public Affairs Manager
 John Chase, VCI
 David Wexler, VCI
 Keith Snodgrass, Local 1021 Representative

1. President Fitzsimmons called the meeting to order at 7:00 p.m.
2. A roll call indicated that 17 Trustees were present, 5 were absent, and there were no 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 Head to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATIONS

Presentation to Russ Belleci, Trustee, for 15 years of service
Presentation to Jose Saavedra, Trustee, for 5 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 10-3, REGULAR BOARD MEETING HELD ON MAY 10, 2010

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2010 THROUGH JUNE 30, 2010, INCLUDING CHECKS NO. 18091 THROUGH NO. 18275, IN THE AMOUNT OF \$544,504.33

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2010 THROUGH JUNE 30, 2010, INCLUDING CHECKS NO. 62155 THROUGH NO. 62302, IN THE AMOUNT OF \$293,969.98

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2010 & MAY 2010

E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Mank to approve items 7A through 7E of the consent calendar. *Motion passed unanimously.*

F. APPROVAL OF TRUSTEE TRAVEL - Trustee Belleci is requesting reimbursement of expenses for travel to the California Special Districts Association Annual Conference in Newport Beach, CA, September 20-23, 2010. Trustee Belleci is also requesting reimbursement of expenses to attend the MVCAC quarterly board meeting in S. Lake Tahoe, CA Nov. 3-5, 2010, the MVCAC Annual Conference in Indian Wells, CA, Jan. 30-Feb. 2, 2011, and the MVCAC quarterly board meeting in Seaside, CA, May 5-6, 2011.

Item pulled for discussion.

** A motion was made by Trustee Cory and seconded by Trustee Means to approve travel reimbursement for Trustee Belleci. *Motion passed.*

8. ACTION ITEMS

A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment

Dennis Anderson, of Francisco & Associates, gave an overview of the Engineers report for Fiscal Year 2010/2011. Mr. Anderson explained the benefit calculations, benefit criteria and methodology used to develop the District's

Benefit Assessment. Mr. Anderson detailed the steps necessary for the different types of parcels and zones in Contra Costa County.

** A motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2010/2011. *Motion passed unanimously.*

** A motion was made by Trustee Pellegrini and seconded by Trustee Wolcott to adopt Resolution 10-3, to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. *Motion passed unanimously.*

B. Budget Committee Report

i. Trustee Micheals reported that the committee met on June 21, 2010, and they reviewed the proposed budget, long range forecasts and fixed asset requests. Staff proposed a FY 10/11 budget with a deficit due to a projected 5% reduction in property tax revenues in Contra Costa County. Administrative & Finance Manager Waletzko thanked the Budget Committee members for their efforts and he discussed the budget spreadsheet summary and a number of expense and revenue categories in more detail.

** A motion was made by Trustee Head and seconded by Trustee Saavedra to approve the Proposed Budget for FY 2010/2011. *Motion passed unanimously.*

ii. The full Board of Trustees is required to annually adopt the District Investment Policy. The committee reviewed the current policy and there were no changes from last year.

** A motion was made by Trustee Head and seconded by Trustee Mank to adopt the District Investment Policy. *Motion passed unanimously.*

C. Personnel Committee Report - General Manager Downs reported that the committee met twice during the spring. There are no recommended changes to the Employee Handbook or personnel job classifications. The committee is recommending a 0.7% COLA adjustment based on the Bureau of Labor Statistics, 2009 CPI annual average, All Urban Consumers, SF-Oakland-San Jose, CA for all unrepresented employees except the general manager.

** A motion was made by Trustee Pellegrini and seconded by Trustee Head to approve a C.O.L.A. for unrepresented employees with one exception. *Motion passed unanimously.*

D. Executive Committee Report - Trustee Fitzsimmons reported on the Pension Spiking report received from the Contra Costa Grand Jury. After review by General Manager Downs and legal counsel a draft letter has been produced and a response will be sent.

** A motion was made by Trustee Mank and seconded by Trustee Head to approve the response to the Contra Costa Grand Jury. *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

A. Public Affairs Overview - Public Affairs Manager, Deborah Bass, presented an overview of the public affairs department and its staff. Ms. Bass outlined the departments fundamental process which begins with research and analysis to determine where time, money and effort should be applied. The public affairs department conducted more than 20 surveys for program evaluation and included some examples of the type of information learned. Recently, these surveys indicated a direct correlation between the quantity of outreach and the level of awareness people have of the District and vector control issues. Diversity of communication has worked well and to date the level of message impressions has more than doubled (to over 9 million) while the costs have remained nearly the same. Ms. Bass briefly acknowledged seventeen various genres illustrating the breadth of the departments duties and highlighted a few of the current successful tactics. Also discussed was the new website. The presentation was concluded by illustrating various current advertisements, including a professionally produced cinema ad that was played.

B. West Nile Virus Update - Scientific Programs Manager, Steve Schutz, reported that the onset of West Nile virus (WNV) transmission in California was delayed somewhat this season due to a cool wet spring, but has accelerated significantly during recent weeks. We are seeing a typical pattern with southern California and the Central Valley showing the highest levels of activity. In our region, Sacramento, Santa Clara and San Joaquin Counties all reported their first positive mosquito samples of the year within the past two weeks. In Contra Costa County, trap counts of vector mosquito species have been mostly below average until recently and we have not yet detected WNV transmission. Dead bird reports are down about 66% statewide and this may be reducing the effectiveness of the DYCAST risk model.

A brief report was given on Chikungunya virus, an emerging mosquito-borne pathogen. This virus has not yet invaded North America and does not pose an immediate threat in California since the two primary vector mosquito species (*Aedes aegypti* and *Aedes albopictus*) are not established here.

C. Operations Report - General Manager Downs reported that there has been no updates to the NPDES Permit since last discussed. The State Water Resources Control Board has received the draft permit and MVCAC is waiting for it to go out for public comment

The state formed two new commissions last year in preparation of the water bonds. The Delta Conservancy and the Delta Stewardship Council, who work together with the Delta Protection Commission. The General Managers of Solano, Contra Costa, Sac-Yolo and San Joaquin Mosquito and Vector Control Districts met with the Delta Protection Commission to discuss the importance of mosquito control in their preliminary plans to restore the Delta.

CLOSED SESSION: 8:17 p.m.

10. A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, JIM FITZSIMMONS, BOARD PRESIDENT, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Title: General Manager

RETURN TO OPEN SESSION: 8:39 p.m.

REPORT FROM CLOSED SESSION

11. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT WITH CRAIG W. DOWNS

Title: General Manager

** A motion was made by Trustee Head and seconded by Trustee Cowen to increase the salary of General Manager Downs to \$12,250/mo retroactive to July 1, 2010. *Motion passed unanimously.*

12. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - None

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:41 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 13, 2010.

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

H. Richard Mank
Secretary, Board of Trustees