

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 17-2

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 13, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Perry Carlston
 Warren Clayton
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Robert Lucacher
 Richard Mank
 James Murray
 Lola Odunlami
 Dan Pellegrini
 Jim Pinckney
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Soheila Bana
 Chris Cowen
 Richard Means

OTHERS PRESENT Craig Downs, General Manager
 Douglas Coty, Legal Counsel
 Ray Waletzko, Assistant Manager
 Steve Schutz, Scientific Program Manager
 Natalie Jones, Administrative Assistant
 Vikki Rodriguez, Audit Partner, Maze & Associates

1. President Howell called the meeting to order at 7:01 p.m.
2. A roll call indicated that 15 Trustees were present, three were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

** Motion made by Trustee Diamond and seconded by Trustee Krieg to approve the agenda

as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATION

Richard Ainsley, Trustee, for 10 years of service
Warren Clayton, Trustee, for 5 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 17-1, REGULAR BOARD MEETING HELD ON JANUARY 9, 2017

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2017 THROUGH FEBRUARY 28, 2017, INCLUDING CHECKS NO. 024993 THROUGH NO. 025128 IN THE AMOUNT OF \$589,911.79

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2017 THROUGH FEBRUARY 28, 2017, INCLUDING CHECKS NO. 066976 THROUGH NO. 066982 AND DIRECT DEPOSIT NO. D01275 THROUGH NO. D01407 IN THE AMOUNT OF \$296,718.53

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2016 & JANUARY 2017

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

8. ACTION ITEMS

A. Report on District FY 15/16 Financial Audit - Vikki Rodriguez, Audit Partner, Maze & Associates, reported that the District received an unmodified opinion, which is the cleanest opinion the District can receive. Some items of interest noted were that the District total revenue was \$7,111,039; which was an increase of 7% from the previous fiscal year and the District made the annual contribution of \$145,000 to reduce the net OPEB (Other Post Employment Benefits) liability. The District increased its net position by \$913,362 and the general fund net income increased by \$422,570. Ms. Rodriguez noted that GASB Statement 75 will be implemented next fiscal year. This ruling is intended to improve accounting and financial reporting by state and local governments for pension obligations. For the fiscal year ending June 30, 2018, the net OPEB liability will also be recorded on the District's financial statements.

Trustee Fitzsimmons noted that the Trustee Audit Committee met on February 28,

2017, to review the final draft of the audit. He noted that the committee discussed the implementation of new District financial software this year and the related difficulties this caused in generating the current audit. The committee moved to request the full board to approve up to \$20,000 this fiscal year to retain either or both the District auditors or the financial software consultants to assist District staff in eliminating any impediments that occurred during this audit.

** Motion was made by Trustee Pinckney and seconded by Trustee Ainsley to accept the District FY 15/16 Financial Audit and Memorandum on Internal Control. *Motion passed unanimously.*

** A motion was made by Trustee Diamond and seconded by Trustee Pelligrini to approve expenditures, up to \$20,000, to ensure new software programs are configured and operating properly. *Motion passed.*

B. Approval of District Trustee Committee Members for 2017 - Assistant Manager Waletzko explained that the District's primary banking institution, Bank of the West, requires board minutes acknowledging board members who are on the District Executive Committee; and thereby can sign District checks.

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the current roster of District Trustee Committees. *Motion passed unanimously.*

C. Executive Committee Report - President Howell reported that the Executive Committee met on February 20, 2017 to discuss the search for the next general manager. They determined the size of the search committee to be a total of (5) members; consisting of the executive committee and Trustee Pinckney as the fifth and final member. The committee directed General Manager Downs to solicit responses to a Request for Proposal. The RFP was posted in appropriate internet arenas and specifically sent to (9) different executive search firms. The District received (5) proposals.

Chairperson Howell developed a time line to review all the RFP's. Their next meeting is scheduled for March 20, 2017 and will include presentations and a Q&A session by the finalists. The deadline to notify the chosen firm is April 30, 2017.

The committee will review resumes and interview candidates by June 30, 2017. The overall goal is to present the Board with final candidate(s) at the July 10, 2017 board meeting and to have the candidate accept the position and be on the job with at least two weeks of overlap before General Manager Downs retires from the District.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Ainsley to approve expenditures up to \$36,000 to evaluate, select, and approve a contract for an executive

search firm. *Motion passed.*

9. INFORMATIONAL REPORTS

- A. Financial Report - Assistant Manager Waletzko gave an overview of the District budget year to date. It was noted that District costs for Retirement, Other Post Employment Benefits and Workers Compensation are all paid in advance for the year. There was some discussion about Electric, Gas & Water, Taxes & Assessments and Property Taxes.
- B. Annual Environmental Audit/CEQA Compliance - Scientific Program Manager, Steve Schutz, presented a summary of the 2016 Environmental Audit.

The District adopted a Mitigated Negative Declaration in 1999, which included a statement of best management practices the District follows to avoid or mitigate potential environmental impacts of our programs. At that time, the board requested an annual update from staff.

This District, along with a consortium of bay area mosquito & vector control districts, completed a full Programmatic Environmental Impact Report (PEIR) in 2016 to ensure that our program has the highest level of CEQA documentation possible. The PEIR replaced our Mitigated Negative Declaration as our CEQA compliance document.

During 2016, as the District continued to respond to an ongoing local and regional outbreak of West Nile Virus, there were no new or extraordinary District activities or substantial changes in policies which could have caused significant environmental impacts. Also, there were no substantial new regulations or research results which alter the conclusion in our PEIR regarding actual or potential environmental impacts.

A major component of our program continues to be biological control in the form of mosquitofish. In 2016, the District stocked approximately 95,000 mosquitofish, an increase from the previous year. District technicians continue to stock fish in neglected swimming pools and a variety of other sources. County residents are able to pick up mosquitofish directly from the District for ornamental ponds on their property and other residential sources. Pesticide use slightly decreased in 2016 compared to the previous year. Our program remains largely larval control oriented and emphasizes use of biological or bio-rational larvicides with high selectivity and low environmental risk. The District will occasionally use some adulticide treatments when we have outbreaks of West Nile Virus or other risk to public health, which is a very small part of our program. In 2016, the District only used one adulticide material, Zenivex, which is a synthetic pyrethroid since we were starting to see the development of resistance to the natural pyrethrum products in mosquitoes in California. We continue to evaluate and incorporate

new products into our program as they become available, to improve efficacy and environmental safety and to manage or prevent the development of resistance.

- C. Reports on Conference/Meetings Attended - General Manager Downs attended the American Mosquito Control Association (AMCA) annual meeting in February. The topic that continues to dominate is Zika and invasive Aedes mosquitoes.

The Mosquito & Vector Control Association is sponsoring two bills in 2017:

SB 382 - Would create the California Mosquito Surveillance and Research Program account to fund California-based surveillance and research on mosquitoes.

AB 527 - Would make it unlawful for a person to operate an unmanned aircraft in pest control unless the pilot operating the unmanned aircraft holds a valid pest control aircraft pilot's certificate issued by the Director of Pesticide Regulation and is certified or otherwise authorized by the Federal Aviation Administration to operate an unmanned aircraft system approved by the Federal Aviation Administration to conduct pest control operations.

10. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Krieg proposed an environmental compliance audit, the same way we audit the financial system. A lot of organizations bring in an outside auditor to audit the compliance with regulatory matters and he would like this topic to be put on an agenda for future discussion.

Staff - General Counsel, Doug Coty, mentioned that on March 2, 2017, the California Supreme Court ruled on a case from the Sixth Circuit Court of Appeals dealing with email and text messaging. There was a request 8-9 years ago for emails and texts messages that were distributed from city council members in San Jose and the City of San Jose refused to release those correspondence. The Sixth Circuit of Appeals said those are not public records and not subject to disclosure under the Public Records Act, however the California Supreme Court reversed that decision. If any District employee or Trustee uses personal email for any district business, you should be aware that those can be reached by a Public Records Act request.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:25 p.m.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Lucacher to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 8, 2017.

Ayes: 17
Noes:
Abstain:
Absent: 1

H. Richard Mank
Secretary, Board of Trustees