

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 08-03

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on May 12, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Soheila Bana
 Jeff Bennett
 Nancy Brownfield
 Jim Fitzsimmons
 Richard Head
 Peggie Howell
 Tim McDonough
 Richard Means
 Angela Micheals-Tibbals
 Daniel Pellegrini
 Myrto Petreas
 James Pinckney
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Richard Ainsley
 Russ Belleci
 Heather Gibson
 C. Kaleinani Lau
 Richard Mank
 Dick Vesperman

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Administrative & Finance Manager
 Steve Schutz, Scientific Programs Manager
 Mark Cornelius, Legal Counsel
 Deborah Bass, Public Affairs Manager
 Allison Lewis, Administrative Secretary

1. President Richard Head called the meeting to order at 7:03 p.m.
2. A roll call indicated that 14 Trustees were present, 6 were absent, and there are 2 vacancies.
3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF AGENDA AS POSTED - General Manager Craig Downs announced that agenda item #8B would be deleted and presented during the next board meeting by Operations Manager, Carlos Sanabria.

** A motion was made by Trustee Dan Pellegrini and seconded by Trustee Nancy Brownfield to approve the agenda as amended. *Motion passed unanimously.*

5.* PUBLIC INPUT ON NON AGENDA ITEMS - None

6.*CONSENT CALENDAR - The following items listed * are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

A.* MINUTES - APPROVAL OF MINUTES 08-2, REGULAR BOARD MEETING HELD ON MARCH 10, 2008

B.* EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2008 THROUGH APRIL 30, 2008, INCLUDING CHECKS NO. 15688 THROUGH NO. 15893, IN THE AMOUNT OF \$587,016.28

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2008 THROUGH APRIL 30, 2008, INCLUDING CHECKS NO. 59807 THROUGH NO. 60016, IN THE AMOUNT OF \$333,102.59

D.* INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2008 & MARCH 2008

** A motion was made by Trustee Dan Pellegrini and seconded by Trustee Tim McDonough to approve the Consent Calendar. *Motion passed unanimously.*

7. ACTION ITEMS

A. Personnel Committee Report - General Manager Craig Downs reported to the board due to Chairperson Belleci's absence. The Personnel Committee met April 7, 2008 to discuss preliminary committee activities for the year. Review of personnel salary, benefits, and other adjustments were discussed as was the five year plan for future staffing needs. Recommended changes to the Employee handbook were reviewed and will be sent to union representatives to review. A reclassification of the Vector Ecologist position to Vector Ecologist II was recommended and discussed.

** A motion was made by Trustee Dan Pellegrini and seconded by Trustee Richard Means to reclassify one Vector Ecologist position to Vector Ecologist II and adjust the salary range from (\$6398-\$5166) to (\$6579-\$5313). *Motion passed unanimously.*

B. Request to approve the transfer of funds per District Investment Policy - Administrative & Finance Manager Ray Waletzko reported that the new photovoltaic system was about to be installed on the District property.

This system will require payments that could cause the District to exceed the General Manager's monthly transfer limit. A short discussion ensued regarding approving the General Manager to exceed the limits in the District Investment Policy for costs related to the Photovoltaic System.

- ** A motion was made by Trustee Richard Means and seconded by Trustee Jose Saavedra to approve the General Manager to transfer district funds in excess of the monthly limit in the month required to pay for the new Photovoltaic system. *Motion passed unanimously.*

8. INFORMATIONAL REPORTS

- A. Public Affairs Program Report - Public Affairs Manager Deborah Bass reported on the District's 2007 community outreach efforts, the results of the 2007 Service Request Survey and highlighted future endeavors for the department. Highlights discussed for the community outreach efforts included statistics such as: 108 presentations, booths and library displays were held for a total of 61,000+ total reach in the community; all media attention increased significantly and all with national coverage - 30% for print articles, 11% for TV newsprint, and 100% for radio. Total number of stories featuring the District was 81; a 19% increase. Deborah also discussed the issue of foreclosures and the District's response to that issue, which included partnerships with real estate agencies and a plea to the public to help locate neglected swimming pools. The Service Request Survey revealed an increase in satisfaction among county residents in every facet, with the overall satisfaction of the District rating a high level of 97.7%. Deborah then discussed highlights of the anticipated public relations program which included a new online newsletter in the works, an enhanced school program, a medical community awareness campaign and Vector Vision, a term to describe short, news-like videos that will be hosted on the Web site. Deborah included in her program the viewing of the new commercial that's currently airing on cable television and on the District Web site as well as Karl's interview on CNN's "Newsmakers" television show. She also passed around a copy of The Wall Street Journal to illustrate the front page story published the Friday before, and announced that "Nightline" would be taping interviews at the District the following morning.
- B. West Nile Virus Update - Scientific Programs Manager Steve Schutz reported that nationally, WNV activity has been reported this year in several southern states, including California (primarily southern California). Activity levels so far appear similar to this time last year; over the past two seasons our first WNV positive dead birds have been collected in mid to late June. Warm overnight temperatures promote virus transmission so we may see some positive bird or mosquito samples in the next few weeks. Dead bird reports have consistently been the earliest predictor of human case risk, so we strongly encourage the public to continue using the statewide toll free hotline, 1-877-WNV-BIRD to report dead birds and tree squirrels.

- C. Advanced Planning Committee Report - Advance Planning Committee Chairperson Myrto Petreas reported that the Committee met on April 14, 2008. The five year plan was reviewed. Specifically pesticide use was discussed with goals to minimize use assessed and practices reviewed. Recommendations to staff included; announcing success stories (solar project, awards, publications); standardizing data for annual comparisons; report on source reduction efforts; enhance collaborations with cities; and enhance website to reflect all of the above.
 - D. Budget Committee Report - Budget Committee Chairperson Diane Wolcott reported that the Committee met on April 28, 2008. Topics discussed were the District benefit assessment, budget review for the 07-08 fiscal year to date and a discussion on information from the county that District property tax income will drop due to the foreclosure rates we are seeing in the county.
 - E. Reports on Recent Conferences and Workshops - General Manager Craig Downs attended the Vector Control Joint Powers Agency quarterly meeting. A topic of discussion was the Self Insurance Retention levels, as well as changing these deductible amounts. The California Special District Association Annual Conference will be September 22-25, 2008 and board members who wish to attend need to contact the general manager before the July board meeting.
9. BOARD AND STAFF ANNOUNCEMENTS - General Manager Craig Downs announced that Ethics training will be conducted by our legal counsel immediately before the September 8th board meeting.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 14, 2008.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees

