

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 08-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 10, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Soheila Bana
 Russ Belleci
 Jeff Bennett
 Nancy Brownfield
 Jim Fitzsimmons
 Richard Head
 Peggie Howell
 C. Kaleinani Lau
 Richard Mank
 Tim McDonough
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Richard Ainsley
 Myrto Petreas
 James Pinckney

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, General Counsel
 Steve Schutz, Scientific Programs Manager
 Ray Waletzko, Administrative & Finance Manager
 Vikki Rodriguez, Maze & Associates
 Allison Lewis, Administrative Secretary

1. President Head called the meeting to order at 7:12 p.m.
2. A roll call indicated that 16 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 AS POSTED
- ** Motion was made by Trustee McDonough and seconded by Trustee Brownfield 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 08-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 8, 2008
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2008 THROUGH OCTOBER 31, 2008, INCLUDING CHECKS NO. 16278 THROUGH NO. 16479, IN THE AMOUNT OF \$819,007.37
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2008 THROUGH OCTOBER 31, 2008, INCLUDING CHECKS NO. 60446 THROUGH NO. 60650, IN THE AMOUNT OF \$355,409.33
- D. INVESTMENT ACTIVITY REPORT FOR AUGUST 2008 & SEPTEMBER 2008

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

7. ACTION ITEMS

- A. Report on District Annual Audit (Appendix IV) - Ms. Vikki Rodriguez, Maze & Associates, stated that the District was given an unqualified opinion, which is the highest rating available. The Internal Control Structure was reviewed and no material weaknesses were found; deeming the controls adequate.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Saavedra, to accept the District Annual Audit and Memorandum on Internal Control Structure from the auditing firm of Maze & Associates. *Motion passed unanimously.*

- B. Employee Handbook (Appendix I) - General Manager Downs explained the need for an actuarial study, required by GASB 45 on Other Post Employment Benefits (OPEB), in this case, retiree health insurance. The study will ensure the District is current with the statute. The following updates to the Employee Handbook were recommended by the actuary and include; The minimum dollar amount to be One Hundred and One Dollars (\$101.00) that the District pays the California Public Employees Retirement System (PERS) per month for each active employee and retiree. A vesting schedule for eligible employees who retire and were hired on or after July 1, 2007 is also part of the update.

** Motion was made by Trustee Belleci and seconded by Trustee Lau, to Adopt Updates to the Employee Handbook. *Motion passed unanimously.*

8. INFORMATIONAL REPORTS

- A. Audit Committee Report - Trustee Fitzsimmons reported that the Audit Committee met with Maze & Associates, and District staff, and they were satisfied with the audit. Administrative & Finance Manager Waletzko addressed the committees questions regarding how District funds are invested.
- B. West Nile Virus Update - Dr. Steve Schutz noted that during the 2008 season, West Nile virus activity was concentrated in the East County communities of Antioch, Brentwood, Oakley and Pittsburg. There were four human cases

reported, two in Brentwood, one in Oakley and one in Antioch, and a seropositive blood donor (asymptomatic) in Martinez. Overall virus activity was up from 2007, with almost triple the infection rate in the dead birds tested by the District. Risk levels in East County began to increase in mid-June, and reached the 'emergency planning' level by mid-July. Spatial distribution of virus-positive birds and mosquitoes corresponded closely with the density of foreclosed properties with swimming pools, suggesting that these 'artificial sources' were primary foci of virus transmission. Post-treatment mosquito testing data show that ULV fogging in neighborhoods with high mosquito infection rates was successful in reducing the immediate risk of disease transmission to residents. Although ULV fogging represents less than 1/2 percent of our total mosquito control effort in terms of personnel-hours it remains an important component of our IPM program. Dr. Schutz noted there is increasing evidence that human cases are being grossly under-reported on both the local and national level, due to the fact that most physicians do not routinely recommend WNV testing for patients with viral illnesses.

- C. PV Solar System Update (Appendix II) - General Manager Downs reported that the PV Solar System is now on-line. The primary security measure involves the alarm system, which is now wired to include the solar panels. The secondary security measure is a cone shaped device that covers the bolts that attach the panels to the roof; making removal with common hand tools extremely difficult.
- D. Report (s) on CSDA Conference (Appendix III) - A short discussion ensued regarding the summaries that were submitted from the CSDA Conference, with a major emphasis on the motivational speakers and the ideas they presented.

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Belleci noted that the Delta Science Center is now open on the weekends and tours are available.
- B. Staff - Supervisor Mary Piepho issued a letter to the district applauding the efforts of the District staff. The 2009 schedule for annual conferences was distributed.

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 of Trustees held on January 12, 2009.

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

Richard Mank
Secretary, Board of Trustees