

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 12-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 5, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Jeff Bennett
 Warren Clayton
 Randall Diamond
 Peggie Howell
 Morris Jones
 Michael Krieg
 Richard Mank
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Jose Saavedra
 Rolando Villareal
 Diane Wolcott

TRUSTEES ABSENT Russ Belleci
 Chris Cowen
 Jim Fitzsimmons

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 Nelson, Administrative Secretary

1. President Bana called the meeting to order at 7:02 p.m.
2. A roll call indicated that 18 Trustees were present, three were absent, and there is one vacancy.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE 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 - None

6. PRESENTATIONS - General Manager Downs introduced Morris Jones, Walnut Creek Trustee. Trustee Howell was presented with a pin for 5 years of service. Trustee Pellegrini was presented with a certificate and pen set for 15 years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 12-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 10, 2012

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2012 THROUGH OCTOBER 31, 2012, INCLUDING CHECKS NO. 20497 THROUGH NO. 20665, IN THE AMOUNT OF \$587,700.20

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2012 THROUGH OCTOBER 31, 2012, INCLUDING CHECKS NO. 64217 THROUGH NO. 64372, IN THE AMOUNT OF \$315,640.01

D. INVESTMENT ACTIVITY REPORT FOR AUGUST 2012 & SEPTEMBER 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. Report on District Annual Audit (Appendix I) - Trustee Pinckney reported that the Audit committee met on October 15, 2012, at the offices of Maze & Associates. The committee reviewed the draft of the financial audit and the Memorandum of Internal Control. It was noted that 2013 is the final year of a three year contract with Maze & Associates. The committee will decide at a later date if a RFP from other auditing firms is necessary.

Ms. Vikki Rodriguez, Maze & Associates, stated that the District received an unqualified opinion on the financial audit; which is the highest rating available. The Memorandum on Internal Control Structure was reviewed and no material weaknesses were found; deeming the controls adequate. There were no new announcements that impacted the report, which has been consistent with prior years. There was a question regarding why the firm of Maze & Associates signs the audit opposed to an individual. Ms. Rodriguez explained that all eight shareholders are equally responsible for the audit, therefore their practice is to sign as a firm.

** Motion was made by Trustee Pellegrini 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. Report on Model Driver Selection and Vehicle Use Guidelines - General Manager Downs reported that Res 89-2 established district drivers with excessive points as not being insurable. A review by the Vector Control Joint Powers Agency (VCJPA) of practices related to driver requirements and insurability resulted in the recommendation to adopt the Model Driver Selection and Vehicle Use Guidelines that were created to address general safety and good driving practices. Additionally, the VCJPA ended participation in the DMV Pull Program and delegated this function to each individual district. The District subscribes to the DMV Pull Program which automatically notifies the District of any activity on an employees driving record. This new resolution updates the original 1989 resolution and places related driving guidelines under one document.

** Motion was made by Trustee Pinckney and seconded by Trustee Pellegrini to Approve Resolution 12-2 adopting the VCJPA Model Driver Selection and Vehicle Use Guidelines with the understanding that the resolution will be revised to indicate the District is participating in the DMV Pull Program. *Motion passed unanimously.*

9. INFORMATION REPORTS

- A. West Nile Virus Update - Steve Schutz, Scientific Program Manager, reported that West Nile Virus (WNV) activity this season has been comparable to that of previous seasons. The majority of positive birds were in the Pleasant Hill/Walnut Creek area, while the majority of positive mosquito samples were from East County. The concern of high infection rates of mosquitoes in Brentwood were confirmed and sources were found & treated. Final Contra Costa County numbers for the 2012 season are as follows: 66 WNV positive birds, 19 positive mosquito samples, 4 human cases, 7 positive chicken and no horse cases.
- B. Operations Update - General Manager Downs reported that Operations Manager, Carlos Sanabria, will be retiring in December. In an effort to maintain long term plans of downsizing, General Manager Downs & Scientific Programs Manager Schutz will focus on the policy and procedure portion of operations while the program supervisors will direct the day to day operations of the field staff.

Recruiting for a Vector Control Technician is currently underway and applications will be accepted through November 9th, 2012.

The CEQA project continues and all data has been given to the consultants. They will start analysis of CEQA provisions of air, noise pollution & pesticides in the spring.

To date, there is still no legislative movement with the NPDES Permit. A farm bill must be passed and it is unknown if language that will help with the NPDES Permit will be attached to that legislation.

A new mosquito species, *Aedes albopictus*, disappeared in the spring but has come back with a vengeance over the summer in the LA Basin. It is turning out

to be more difficult to control than originally thought. The District will continue to keep the board apprised of any changes in our County related to *Aedes albopictus*.

10. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - None

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:06 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on January 14, 2013.

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

Richard Mank
Secretary, Board of Trustees