

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 08-2

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

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Russ Belleci
 Jeff Bennett
 Nancy Brownfield
 Jim Fitzsimmons
 Richard Head
 Peggie Howell
 Richard Mank
 Tim McDonough
 Richard Means
 Angela Micheals-Tibbals
 Dan Pellegrini
 Myrto Petreas
 James Pinckney
 Jose Saavedra
 Dick Vesperman
 Diane Wolcott

TRUSTEES ABSENT Heather Gibson
 C. Kaleinani Lau

OTHERS PRESENT Mark Cornelius, Legal Counsel
 Craig Downs, General Manager
 Carlos Sanabria, Operations Manager
 Ray Waletzko, Administrative & Finance Manager
 Karl Malamud-Roam, Environmental Projects Manager
 Allison Lewis, Administrative Secretary

1. President Head called the meeting to order at 7:00 p.m.
2. A roll call indicated that 18 Trustees were present, two were absent, and there are two vacancies.
3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

** A motion was made by Trustee Pellegrini and seconded by Trustee Pinckney 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 08-1, REGULAR BOARD MEETING HELD ON JANUARY 7, 2008.

B.✧ EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2008 THROUGH FEBRUARY 29, 2008, INCLUDING CHECKS NO. 15512 THROUGH NO. 15687, IN THE AMOUNT OF \$510,294.93.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2008 THROUGH FEBRUARY 29, 2008, INCLUDING CHECKS NO. 59627 THROUGH NO. 59806, IN THE AMOUNT OF \$301,304.25.

D.✧ INVESTMENT ACTIVITY REPORT FOR DECEMBER 2007 & JANUARY 2008

** A motion was made by Trustee McDonough and seconded by Trustee Fitzsimmons to approve the consent calendar items 6A-D. *Motion passed unanimously.*

E. APPROVAL OF TRUSTEE TRAVEL - Short discussion ensued regarding the need for Trustees to attend workshops and conferences. Learning about governance issues and having an impact in legislative matters were brought up as key reasons. The need for quality reports back to the board by those attending events was emphasized.

** A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve travel reimbursement . *Motion passed unanimously.*

7. ACTION ITEMS

A. Contract for Audit Services with Maze & Associates (Appendix I) - Audit Committee Chairperson Fitzsimmons reported that the committee had negotiated a three year contract extension with Maze & Associates for auditing the District financial statements.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Mank to approve the three year auditing contract. *Motion passed unanimously.*

- B. EXECUTIVE COMMITTEE REPORT (Appendix II) - Executive Committee Chairperson Head reported the District received six responses to the RFP for a Photovoltaic (PV) System. The committee's evaluation and selection process was summarized. Staff fully supported the recommendation to award the contract to Marin Solar. A brief discussion ensued regarding warranty issues and the installation time frame.

** A motion was made by Trustee Means and seconded by Trustee Micheals to approve the contract with Marin Solar. *Motion passed unanimously.*

8. INFORMATION ITEMS

- A. Report on Annual Environmental Audit/ CEQA Compliance (Appendix III) - Environmental Projects Manager Karl Malamud-Roam presented the annual Environmental Audit and CEQA Review. In particular, he reported in detail on the District's use of fish and pesticides, and how these use patterns compared with previous years. Some minor variations are observed from year to year, largely as a result of weather influences and other impacts on mosquito habitat distribution, but no major changes in District policies nor practices were noted. A review of changing regulatory requirements and recent scientific studies on the potential environmental impacts of vector control practices was presented.
- B. West Nile Virus Update - General Manager Downs reported that the first West Nile Virus activity in the state occurred in two sentinel chickens in February in Los Angeles County. The primary mosquito species that can transmit WNV in the district have emerged from diapause (hibernation) in February. Light traps are set up year round to detect this and technicians are actively attempting to suppress these populations. A project to place absorbent in treehole cavities where rainwater has collected has been completed. Treehole mosquitoes can transmit dog heartworm to canines. The State Department of Public Health has resumed dead bird testing after a brief hiatus. Seventeen newly hired seasonal employees have completed mandatory training and are now working in the labs and in the field. Operations Manager, Carlos Sanabria, will give a presentation at the next board meeting highlighting field activities, including the new swimming pool and catch basin programs, created in response to WNV issues last season.
- C. Report on Conferences Attended (Appendix IV) - Trustees Russ Belleci, Richard Means and Diane Wolcott each submitted a summary on the MVCAC Annual conference. Trustee Russ Belleci also submitted MVCAC Legislative Committee Meeting notes.

CLOSED SESSION - Began 8:08 p.m.

9. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

- A. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the California Government Code: 5 or more potential cases.
- B. Initiation of litigation pursuant to subdivision © of Section 54956.9 of the California Government Code: 5 or more potential cases.

RETURN TO OPEN SESSION - 8:27 p.m.

REPORT FROM CLOSED SESSION

No reportable actions from closed session.

10. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - None

11. ADJOURNMENT

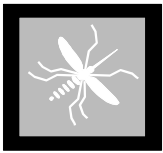
There being no further business, the meeting was adjourned at 8:42 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 12, 2008.

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

H. Richard Mank
Secretary, Board of Trustees

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CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

155 MASON CIRCLE * CONCORD, CA 94520 * (925) 685-9301 * FAX: 685-0266 * www.ccmvcd.dst.ca.us

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Vacancy

SAN RAMON
Dick Vesperman

WALNUT CREEK
Nancy Brownfield

ADMINISTRATION

GENERAL MANAGER
Craig Downs

BOARD OF TRUSTEES

****MONDAY, MARCH 10, 2008****

DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520

7:00 PM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
5. PUBLIC INPUT ON NON AGENDA ITEMS
Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.
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 08-1, REGULAR BOARD MEETING HELD ON JANUARY 7, 2008

- B. ✨ EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2008 THROUGH FEBRUARY 29, 2008, INCLUDING CHECKS NO. 15512 THROUGH NO. 15687, IN THE AMOUNT OF \$510,294.93
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2008 THROUGH FEBRUARY 29, 2008, INCLUDING CHECKS NO. 59627 THROUGH NO. 59806, IN THE AMOUNT OF \$301,304.25
- D. ✨ INVESTMENT ACTIVITY REPORT FOR DECEMBER 2007 & JANUARY 2008
- E. APPROVAL OF TRUSTEE TRAVEL

7.	<u>ACTION ITEMS</u>	<u>Comments</u>	<u>Action Required</u>
A.	Contract for Audit Services with Maze & Associates	Fitzsimmons	**
	<u>Recommendation</u> - To adopt a new three year contract for auditing of District annual financial statements (Appendix I)		
B.	<u>Executive Committee Report</u>	Head	**
	<u>Recommendation</u> - To consider & approve the contract with Marin Solar for purchase and installation of the Photovoltaic (PV) System (Appendix II)		
8.	<u>INFORMATION ITEMS</u>		
A.	<u>Report on Annual Environmental Audit/CEQA Compliance (Appendix III)</u>	Staff	
B.	<u>West Nile Virus Update</u>		
C.	<u>Reports on Conferences Attended (Appendix IV)</u>	Board/Staff	

CLOSED SESSIONS

- 9. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
 - A. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the California Government Code: 5 or more potential cases
 - B. Initiation of litigation pursuant to subdivision (c) of Section 54956.9 of the California Government Code: 5 or more potential cases.

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

10. BOARD AND STAFF ANNOUNCEMENTS

A. Board

B. Staff

11. ADJOURNMENT



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ADMINISTRATION

GENERAL MANAGER
Craig Downs

BOARD OF TRUSTEES ****MONDAY, MAY 12, 2008****

DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520

7:00 PM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
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6. CONSENT CALENDAR
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 - 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

7.	<u>ACTION ITEMS</u>	<u>Comments</u>	<u>Action Required</u>
A.	<u>Personnel Committee Report</u>	Belleci	
	<u>Recommendation</u> - To reclassify one position: Vector Ecologist to Vector Ecologist II (Appendix I) and adjust the salary range from (\$6398-\$5166) to (\$6579-\$5313).		**
B.	<u>Request to approve the transfer of funds per District Investment Policy</u>	Staff	
	<u>Recommendation</u> - To approve the General Manager to transfer District funds in excess of the \$700,000 monthly limit, per the District Investment Policy, for the purpose of the new District photovoltaic system		**
8.	<u>INFORMATION ITEMS</u>		
A.	<u>Public Affairs Program Report</u>	Staff	
B.	<u>Operations Report</u>	Staff	
C.	<u>West Nile Virus Update</u>	Staff	
D.	<u>Advanced Planning Committee Report</u>	Petreas	
E.	<u>Budget Committee Report</u>	Wolcott	
F.	<u>Reports on Recent Conferences and Workshops</u>	Trustees Staff	
9.	<u>BOARD AND STAFF ANNOUNCEMENTS</u>		
A.	Board		
B.	Staff		
10.	<u>ADJOURNMENT</u>		