

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 07-1

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on January 8, 2007, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Russ Belleci
 Nancy Brownfield
 James Fitzsimmons
 Heather Gibson
 Richard Head
 Richard Mank
 Tim McDonough
 Richard Means
 Daniel Pellegrini
 Myrto Petreas
 James Pinckney
 Jose Saavedra
 Ronald Tervelt
 Diane Wolcott

TRUSTEES ABSENT C. Kaleinani Lau
 Jeannette Mahoney
 Angela Micheals
 Dick Vesperman

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

1. President Tervelt called the meeting to order at 7:00 p.m.
2. A roll call indicated that 14 Trustees were present, four were absent, and there are four vacancies.
3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Mahoney, and seconded by Trustee Head 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 06-6, REGULAR BOARD MEETING HELD ON NOVEMBER 13, 2006.

** Motion was made by Trustee Mank and seconded by Trustee McDonough to approve the minutes as amended. *Motion passed unanimously.*

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF NOVEMBER 1, 2006 THROUGH DECEMBER 31, 2006 INCLUDING CHECKS NO. 14183 THROUGH NO. 14356 IN THE AMOUNT OF \$691,826.37

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF NOVEMBER 1, 2006 THROUGH DECEMBER 31, 2006 INCLUDING CHECKS NO. 58346 THROUGH NO. 58491 IN THE AMOUNT OF \$262,159.15

D. INVESTMENT ACTIVITY REPORT FOR OCTOBER & NOVEMBER 2006

E. APPROVAL OF TRUSTEE TRAVEL - Trustee Belleci requested approval for reimbursement of expenses to attend the Mosquito and Vector Control Association of California (MVCAC) Annual Conference, in Fresno, CA, February 4-7, 2007. Trustee Belleci also requested reimbursement of expenses for travel to the American Mosquito Control Conference's Annual Conference in Orlando, FL, April 1-5, 2007.

** Motion by Trustee Head and seconded by Trustee Brownfield to approve the consent calendar. *Motion passed unanimously.*

7. ACTION ITEMS

A. Executive Committee Update of Sections I through V of the Reference Manual for Trustees (Appendix I)

** Motion by Trustee McDonough and seconded by Trustee Mank to approve the update of Sections I through V of the Trustee Reference Manual, with amended notations. *Motion passed unanimously.*

8. INFORMATIONAL REPORTS

- A. West Nile Virus Update - Fifty four counties have reported WNV activity in California, and statewide there have been 272 human cases with six fatalities. In Contra Costa County, eight humans, one equine, 20 mosquito pools, 90 birds, 19 fox squirrels and 24 chickens (from three flocks) have tested positive for West Nile virus this year. Dr. Schutz also reviewed other projects conducted by the Laboratory in 2006.
- B. Public Affairs Outreach Efforts - 2006 Summary - Public Affairs Manager Deborah Bass presented the District's public outreach efforts for 2006 by detailing all venues and communication efforts to targeted audiences throughout Contra Costa County. Specifically, Deborah addressed the departments' extensive attention to media outreach, highlighting numerous TV appearances, a media conference and crucial topics of concern by both the media and the public. In addition, highlights included employee communication, results of the service request survey, and the department's goals for 2007.
- C. Report on Recent Conferences and Workshops (Appendix II) - Trustee Means submitted a written report on the "Board Role in Human Resources" training that he recently attended, sponsored by the California Special District Governance Academy.

9. 2007 CALENDAR

A. Election of Officers

President, Richard Means
Vice President, Richard Head
Secretary, H. Richard Mank

- ** Motion by Trustee Pellegrini, seconded by Trustee Petreas, to approve the election of the officers. *Motion passed unanimously.*

B. 2007 Meeting Schedule (Appendix IV)

- ** Motion by Trustee Head, seconded by Trustee Wolcott, to approve the meeting schedule. *Motion passed unanimously.*

10. COMMITTEE ASSIGNMENTS

- A. Committee Charges (Appendix V) - The committee charges were reviewed and a sign up sheet was circulated.

** Motion by Trustee McDonough, seconded by Trustee Pellegrini to approve the committee charges. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board -

Staff - General Manager Downs notified the Board that the tenant in Brentwood has moved out and the property is again available for lease.

Appendix VI, California Special District Major Accomplishments for 2006 was distributed to all Board Trustees.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 PM.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Saavedra 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 March 12, 2007.

Ayes:
Noes:
Abstain:
Absent:

H. Richard Mank
Secretary, Board of Trustees