

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 11-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 11, 2011, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Soheila Bana
 Russ Belleci
 Nancy Brownfield
 Chris Cowen
 James Fitzsimmons
 Kristin Haegeland
 Richard Head
 Richard Mank
 Angela Micheals
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Richard Ainsley
 Jeff Bennett
 Randall Diamond
 Peggie Howell
 Richard Means

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, Legal Counsel
 Jennifer White, Francisco & Associates
 Ray Waletzko, Administrative & Finance Manager
 Allison Nelson, Administrative Secretary
 John Chase, VCI
 David Wexler, VCI
 Jason Descans, VCI
 Bob Stultz, VCT
 Tim Mann, VCT
 Joe Cleope, VCI
 Steve Fisher, VCI
 Keith Snodgrass, Local 1021 SEIU

1. Vice President Bana called the meeting to order at 7:05 p.m.
2. A roll call indicated that 15 Trustees were present, 5 were absent, and there were two vacancies.

3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF AGENDA AS POSTED

** A motion was made by Trustee Pinckney and seconded by Trustee Pellegrini to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS

David Wexler, Vector Control Inspector and Shop Steward, introduced himself to the Board and requested a survey be conducted by a third party to measure employee morale.

6. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 11-3, REGULAR BOARD MEETING HELD ON MAY 9, 2011

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2011 THROUGH JUNE 30, 2011, INCLUDING CHECKS NO. 19129 THROUGH NO. 19301, IN THE AMOUNT OF \$556,848.98

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2011 THROUGH JUNE 30, 2011, INCLUDING CHECKS NO. 63029 THROUGH NO. 63176, IN THE AMOUNT OF \$304,641.10

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2011 & MAY 2011

E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve items 6A through 6E of the consent calendar. *Motion passed unanimously.*

F. APPROVAL OF TRUSTEE TRAVEL - Trustee Belleci is requesting reimbursement of expenses for travel to the California Special Districts Association Annual Conference in Monterey, CA, October 10-13, 2011.

Item pulled for discussion.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to deny travel reimbursement for Trustee Belleci. *Motion passed.*

7. ACTION ITEMS

A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment

Jennifer White, of Francisco & Associates, gave an overview of the Engineers report for Fiscal Year 2011/2012. Ms. White explained the benefit assessment units, benefit criteria and methodology used to develop the District's Benefit

Assessment. Ms. White detailed the steps necessary for the different types of parcels and zones in Contra Costa County.

** A motion was made by Trustee Pellegrini and seconded by Trustee Head to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2011/2012. *Motion passed unanimously.*

** A motion was made by Trustee Pellegrini and seconded by Trustee Cowen to adopt Resolution 11-2, to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. *Motion passed unanimously.*

B. Personnel Committee Report - General Manager Downs reported that the Personnel Committee met on June 6, 2011. The committee had no recommended changes to the employee handbook. As for the review of salary ranges for three job classifications, the committee felt they were well within market and no adjustments were warranted. They also recommended there be no across the board COLA increase for unrepresented employees.

C. Budget Committee Report - Trustee Bana and Administrative & Finance Manager Waletzko reported that the Budget Committee met on June 20, 2011. The FY 11/12 budget is proposed with a projected \$235,000 deficit due to continued reduction in property tax revenue. General Manager Downs answered questions regarding the Mosquito Research Foundation funding.

** A motion was made by Trustee Belleci to reduce the research line item on the proposed budget from \$25,000 to \$5,000. *Motion failed for lack of a second.*

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Bana to approve the Proposed Budget for FY 2011/2012. *Motion passed.*

The full Board of Trustees is required to annually adopt the District Investment Policy. The committee reviewed the current policy and there were no changes from last year.

** A motion was made by Trustee Saavedra and seconded by Trustee Brownfield to adopt the District Investment Policy. *Motion passed unanimously.*

D. Advanced Planning Committee Report - Trustee Brownfield reported that the committee met several times this year to discuss the Five Year Plan 2011-2015. The committee took a very conservative approach to the plan; with no planned growth at this time. The goal of the plan is to prioritize the Districts mission, keep high quality programs and maintain current staffing levels.

** A motion was made by Trustee Head and seconded by Trustee Petreas to adopt the Five Year Plan 2011-2015. *Motion passed unanimously.*

E. Mosquito & Vector Control Association of CA - General Manager Downs discussed his nomination by the costal region for candidacy of Vice President to the MVCAC Board of Directors. If elected he would serve as Vice President in

2012.

- ** A motion was made by Trustee Belleci to deny the Nomination of General Manager Downs to run for Vice President to the MVCAC Board of Directors. *Motion failed for lack of a second.*
- ** A motion was made by Trustee Fitzsimmons and seconded by Trustee Micheals to Ratify the Nomination of General Manager Downs to run for Vice President to the MVCAC Board of Directors. *Motion passed.*

8. INFORMATION ITEMS

- A. West Nile Virus Update - General Manager Downs reported to date, there has been one positive bird reported in Contra Costa County. Statewide, virus transmission has been low; WNV has been reported in 12 counties, 37 birds from 9 counties and 31 mosquito samples from 7 counties have tested positive for the virus. No human, horse, squirrel or sentinel chicken cases have been reported this year.
- B. Legislative/Regulatory Report - General Manager Downs reported on the impending NPDES Permit. Federal legislation H.R.872 was discussed, it states the Clean Water Act does not have jurisdiction over FIFRA, FIFRA EPA would continue to be the authority over pesticide regulation. If passed, the NPDES permit would not be required to apply adulticides.

CLOSED SESSION: 8:25 p.m.

9. A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, ANGELA MICHEALS, BOARD PRESIDENT, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Title: General Manager

RETURN TO OPEN SESSION - 8:38 p.m.

REPORT FROM CLOSED SESSION - None

10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT WITH CRAIG W. DOWNS

Title: General Manager

** A motion was made by Trustee Bana and seconded by Trustee Head to continue the employment contract with Craig W. Downs for another year at the same level of compensation. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board - Trustee Haegeland complimented Operations Manager Carlos Sanabria for giving her a very informative field tour.

Trustee Rossi complimented staff on the new district website.

B. Staff - None

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 12, 2011.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

H. Richard Mank
Secretary, Board of Trustees