

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 03-2

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 10, 2003, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Russ Belleci
 Nancy Brownfield
 Jon Elam
 John Hall
 Richard Head
 David Jameson
 Charles Lupsha
 Richard Mank
 Tim McDonough
 Earl Mortenson
 James Pinckney
 John Poon
 Ronald Tervelt
 Dick Vesperman

TRUSTEES EXCUSED Heather Gibson
 Jeannette Mahoney
 Richard Means
 Myrto Petreas
 Daniel Pellegrini

TRUSTEES ABSENT David Carpenter

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Administrative Analyst
 Martin Snyder, General Counsel
 Deborah Bass, Public Affairs Officer
 Gale Jirik, Operations Manager
 Kirk Thill, Lead Vector Control Inspector
 Nancy Fontaine, Secretary
 John Chase, Vector Control Inspector
 Angela Chase, Student Guest
 Greg Enholm, Trustee Ambrose Park & Recreation

1. Vice-President Elam called the meeting to order at 7:00 p.m.

2. A roll call indicated that 14 Trustees were present, five were excused, one was absent, and there were two vacancies.

3. The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA AS POSTED

** A motion was made by Trustee Pinckney and seconded by Trustee McDonough to approve the agenda as posted. Motion passed.

5.* PUBLIC INPUT ON NON AGENDA ITEMS - None

6.* CONSENT CALENDAR

A.* MINUTES - APPROVAL OF MINUTES 03-1, REGULAR BOARD MEETING HELD ON JANUARY 27, 2003

B.* EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2003 THROUGH FEBRUARY 28, 2003, INCLUDING CHECKS NO. 9699 THROUGH NO. 9919, IN THE AMOUNT OF \$320,108.81

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2003 THROUGH FEBRUARY 28, 2003, INCLUDING CHECKS NO. 54688 THROUGH NO. 54823, IN THE AMOUNT OF \$200,964.36

D.* INVESTMENT ACTIVITY REPORT FOR DECEMBER 2002 & JANUARY 2003

** A Motion was made by Trustee Mank and seconded by Trustee McDonough to approve the consent calendar as posted. Motion passed.

7. ACTION ITEMS

A. Executive Committee Report on Trustee Travel - General Manager Downs reported that the board had requested the Executive Committee develop a policy on trustee travel for board consideration. Resolution 03-1 is the result of the committee deliberations; and develops a system for determining who will travel to various conferences.

** A motion was made by Trustee Jameson and seconded by Trustee Brownfield to adopt Resolution 03-1. Motion passed.

B. Report on County Retirement System - Administrative Analyst Waletzko reported that contrary to past practice, the Contra Costa County

Employees Retirement Association (CCCERA) changed their policy of using a fiscal year to set rates, to a policy that sets rates on a calendar year basis. In addition, the CCCERA Board chose not to transfer funds to subsidize employer contributions as of January 1, 2003. Because the District has already adopted a budget under the old scenario, the District is incurring substantial unanticipated contribution increases of approximately \$66,000 for FY 02/03.

** A motion was made by Trustee Hall and seconded by Trustee Brownfield to approve the additional expenditures. Opposed were Vesperman and Tervelt. Pinckney abstained. Motion passed.

8. INFORMATIONAL REPORTS

- A. Executive Committee Report on West Nile Virus Preparations - General Manager Downs reported that at the January 2003, board meeting a motion was passed to have the board set policy as to when, if, and how to spray for adult mosquitoes. The Executive Committee reviewed the district's Mosquito-Borne Virus Surveillance and Response Plan (MBVSRP) and have included it for board review. It is largely based on the statewide plan jointly prepared by the California Department of Health Services, the University of California and the Mosquito and Vector Control Association of California. General Manager Downs pointed out that pages 12-18 are the guidelines the district uses to treat mosquitoes and the pesticide selection criteria. Comments received will be integrated into the document and will be placed on the May agenda for approval.
- B. Budget Committee Report - Trustee Jameson discussed the presentation that Administrative Analyst Waletzko gave the Budget Committee on February 26, 2003, explaining the District reserves and options should the District need to access additional funds. A number of options were presented and discussed to facilitate recovery if the legislature implements a property tax shift. In addition, it was explained that a process has been developed in the District general ledger system to track all West Nile Virus expenses separately. They will be charged to Emergency Mosquito Control Reserves.
- C. Report on Vertebrate Program - Lead Vector Control Inspector Kirk Thill presented information on the Rabies Reduction and Rodent Control Programs; demonstrating equipment used for skunk trapping and field practices for controlling both animals. Inspector Thill stressed that county residents play a big part, by eliminating food sources and habitat around their homes. There has been a marked increase in service requests for rodents this year. In response to this, meetings are being held throughout the county, sometimes private (as in homeowners associations), and sometimes public (held at libraries, town meetings) for the express

purpose of educating residents about the food sources and harborage their yards and neighborhoods may be providing.

- D. Report on AB 1454 - General Manager Downs discussed AB 1454 (Canciamilla); The West Nile Virus Protection and Control Act of 2003. This bill was initiated by the Mosquito and Vector Control Association of California (MVCAC) to provide resources needed to combat WNV statewide.
- E. Report on Public Nuisance/Administrative Citation Proposal - General Manager Downs reported that he presented staff's enhancement of public nuisance codes proposals at the February, 2003, Contra Costa Mayor's Conference meeting. Follow up letters to code enforcement and city councils were mailed on February 28, 2003. Trustees were asked to help encourage city councils to take action on these items.

9. CLOSED SESSION - 9:00 PM

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, DANIEL PELLEGRINI, CHAIR OF EXECUTIVE COMMITTEE, 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 - 9:20 pm

- 10. CONSIDER CONTRACT OF EMPLOYMENT WITH DISTRICT GENERAL MANAGER

** A Motion was made by Trustee Jameson and seconded by Trustee Mortenson to approve a 1.6% cost of living increase for General Manager Downs, effective April 1, 2003. Motion passed.

11. BOARD AND STAFF ANNOUNCEMENTS

Board

Trustee Belleci stated that three points needed to be addressed for the West Nile Virus preparations: (a) the ability to tax, (b) the ability to enter private property for purposes of abatement, and (c) an expansion of the District's powers.

Staff

None.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:35 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 12, 2003.

Richard Mank
Secretary, Board of Trustees

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