

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 04-03

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on May 10, 2004, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Russ Belleci Nancy Brownfield Jon Elam Jim Fitzsimmons John Hall Richard Head David Jameson Tim McDonough Richard Means Earl Mortenson Daniel Pellegrini Myrto Petreas James Pinckney Dick Vesperman Diane Wolcott
TRUSTEES EXCUSED	Jeannette Mahoney Richard Mank
TRUSTEES ABSENT	Heather Gibson John Poon Ronald Tervelt
OTHERS PRESENT	Craig Downs, General Manager Ray Waletzko, Administrative & Finance Manager Steve Schutz, Scientific Programs Manager Gale Jirik, Operations Manager Mark Cornelius, Legal Counsel Nancy Thurman, Administrative Secretary

1. President Elam called the meeting to order at 7:00 p.m.
2. A roll call indicated that 15 Trustees were present, 2 were excused, 3 were absent, and there are 2 vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF AGENDA AS POSTED

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

5.* PUBLIC INPUT ON NON AGENDA ITEMS - None

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 04-2, REGULAR BOARD MEETING HELD ON MARCH 8, 2004

B.✧ EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2004 THROUGH APRIL 30, 2004, INCLUDING CHECKS NO. 11124 THROUGH NO. 11329, IN THE AMOUNT OF \$357,316.80

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2004 THROUGH APRIL 30, 2004, INCLUDING CHECKS NO. 5574 THROUGH NO. 5590, IN THE AMOUNT OF \$223,971.23

D.✧ INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2004 & MARCH 2004

** Motion was made by Trustee Pellegrini and seconded by Trustee Head to approve the Consent Calendar. Motion passed.

7. ACTION ITEMS

A. Executive Committee Report on Establishing a Procedure for Electing Board Officers - Trustee Vesperman reported on the language incorporated into Resolution 04-01 since the resolution was discussed at the March, 2004, board meeting. After much discussion the following amendments were made:

a. Change word "required" to "encouraged" in item five.

** Motion made by Trustee McDonough and seconded by Trustee Brownfield to amend. Motion passed.

b. Change wording from "not request" to "decline" in item four.

** Motion by Trustee Jameson and seconded by Trustee McDonough to amend. Motion passed.

** Motion was made by Trustee Vesperman to incorporate amended changes into the version of Resolution 04-1 that he handed out and adopt. Seconded by Trustee Brownfield. Motion passed.

B. Report on Claims Filing Requirements for Other Public Agencies - Administrative & Finance Manager Waletzko reported that current law gives public agencies an exception to the Government Code requiring a formal claim before filing a lawsuit against another public agency. Resolution 04-4 creates an exception to the exception, and requires that a formal claim be given before filing a lawsuit against this District. This resolution is being recommended to all Mosquito and Vector Control Districts in California by the Vector Control Joint Powers Agency (VCJPA) administrator.

** Motion made by Trustee Jameson and seconded by Trustee Head to adopt Resolution 04-4. Motion passed.

8. INFORMATIONAL REPORTS

A. Budget Committee Report on Year to Date Budget - Administrative and Finance Manager Waletzko reported that the Trustee Budget Committee met on April 5, 2004 and discussed the year to date budget. He then reviewed the current budget year to date for the full board and addressed the following items; *Payroll - Temps, Workers Compensation, Advertisements, Contingency Fund, Structures and Improvements, Property Taxes, Transfers/Designated Reserves and Miscellaneous.*

B. Report on Investment Policy - Administrative & Finance Manager Waletzko reported that the Budget Committee reviewed the District Investment Policy and wanted to discuss some options with the full board regarding transfer limits and the addition of a second person with authority to transfer District funds. Transfer limit options included permanently increasing the General Managers approval limit, permit exceptions to the transfer limit every July and August or leaving the policy as currently written.

Administrative & Finance Manager Waletzko then discussed the Local Agency Investment Fund's (LAIF) preference for two employees with the ability to transfer funds and sign warrants in case the General Manger is incapacitated. It was explained that adding the Administrative & Finance Manager to the policy will not change the checks and balances currently in place to protect the District funds. The board concurred with this addition but wanted the following wording included: with the concurrence of the Board of Trustee President.

C. Personnel Committee Report - Personnel Committee Chair Myrto Petreas recapped the committee meeting. The committee reviewed recommended changes to the Employee Handbook that includes, elimination of overtime payments for over 12 hours worked in one day, language to receive oral complaints, inclusion of the word gender in protected classes, addition of an Alternate Work Week policy, and changes to the safety incentive luncheon requirements. The process for employee positions salary range reviews was also discussed.

D. Report on West Nile Virus - Scientific Programs Manager Schutz delivered a slide presentation depicting West Nile distribution throughout the country, both for birds, equine and human cases from 2003. Additional slides graphed the numbers of two specific species of mosquitoes over the scope of the county, east to west.

E. Report on Public Nuisance/Administrative Citation Proposal - General Manager Downs presented a chart depicting the cities that have adopted Enhanced Public Nuisance Ordinances, Administrative Citation procedures, or given the District authority to issue Citations. The chart also designated which cities will enforce their own abatements.

F. Report on Legislation - General Manager Downs gave an overview of the following bills, currently in progress in Sacramento:

SB1272 (Ortiz) proposes standards for the accountability of special districts. Guidelines are given in the areas of auditing, ethics, salaries, expenses, and benefits.

AB1454 (Canciamilla) stipulates that in the event of a West Nile Virus outbreak, jurisdictions will be required to either contract with a local mosquito & vector control agency in cooperation with the Department of Health Services, or consult directly with the State Department of Health Services.

AB1982 (Wolk) deals with mosquito control on managed wetlands and reconciles the duties of mosquito and vector control agencies and the Department of Fish and Game. It attempts to resolve the conflict created by mosquito breeding when developing and restoring the state's lost wetlands.

G. Report on MVCAC Activities - General Manager Downs explained the most recent State budget proposal and what to expect from the Educational Revenue Augmentation Fund (ERAF) shift in revenues. Special Districts are being asked to share, along with the cities and counties, \$350 million dollars in property tax revenues for the next two years in return for the Governor's support of an initiative to refrain from future property tax shifts.

9. CLOSED SESSION - 8:55 pm

A. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH MYRTO PETREAS, CHAIR OF PERSONNEL COMMITTEE, AND CRAIG DOWNS, GENERAL MANAGER, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All unrepresented employees with the exception of the General Manager

B. CONFERENCE WITH LABOR NEGOTIATOR

CONFERENCE WITH JON ELAM, CHAIR OF EXECUTIVE COMMITTEE TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: General Manager

RETURN TO OPEN SESSION - 9:15

10. CONSIDER CONTRACT OF EMPLOYMENT WITH DISTRICT GENERAL MANAGER -

** Motion was made by Trustee Pellegrini, and seconded by Trustee McDonough, to approve a 5% salary increase for the General Manager and change the review date from April 1 of each year to July 1. Motion passed.

11. BOARD AND STAFF ANNOUNCEMENTS -

BOARD: Proclamations recognizing May 3-9, 2004 as Mosquito & Vector Control and West Nile Virus Awareness Week were received from the cities of Antioch,

Clayton, El Cerrito, Hercules, Lafayette, Oakley, Orinda, Pinole, Pleasant Hill, San Pablo and Walnut Creek, and from the towns of Danville and Moraga.

Trustee Jameson was recently re-elected to the Local Agency Formation Commission (LAFCO) as a Special District representative. He received over 80% of the votes cast.

STAFF: The District Picnic will be held on Sunday, September 26, at Roger Smith Park in Pleasant Hill.

California Special Districts Association Annual Conference will be held on September 28-30, 2004.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 12, 2004.

H. Richard Mank

Secretary, Board of Trustees

AYES:

NOES:

ABSENT:

ABSENT: