

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 14-3

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on May 12, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Jeff Bennett  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Morris Jones  
Michael Krieg  
Richard Mank  
Richard Means  
Lola Odunlami  
Daniel Pellegrini  
Myrto Petreas  
Jim Pinckney  
Rolando Villareal  
Diane Wolcott  
Darryl Young

TRUSTEES ABSENT      Richard Ainsley  
Soheila Bana  
Perry Carlston  
Warren Clayton  
Peggie Howell  
Sharyn Rossi

OTHERS PRESENT      Craig Downs, General Manager  
Douglas Coty, Legal Counsel  
Steve Schutz, Scientific Program Manager  
Deborah Bass, Public Affairs Manager

1.      President Pinckney called the meeting to order at 7:03 p.m.  
  
         President Pinckney introduced Lola Odunlami, new Trustee from Antioch.
2.      A roll call indicated that 15 Trustees were present, six were absent, and there is one vacancy.
3.      The meeting opened with the Pledge of Allegiance.
4.      APPROVAL OF AGENDA AS POSTED
- \*\*      A motion was made by Trustee Pellegrini and seconded by Trustee Bennett 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 14-2, REGULAR BOARD MEETING HELD ON MARCH 10, 2014
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2014 THROUGH APRIL 30, 2014, INCLUDING CHECKS NO. 21988 THROUGH NO. 22172, IN THE AMOUNT OF \$661,433.62
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2014 THROUGH APRIL 30, 2014, INCLUDING CHECKS NO. 65505 THROUGH NO. 65640, IN THE AMOUNT OF \$287,122.98
- D. INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2014 & MARCH 2014
- E. FINANCIAL REPORT

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

- F. APPROVAL OF TRUSTEE TRAVEL - Trustees Rossi and Young are requesting reimbursement of expenses for travel to the California Special Districts Association (CSDA) Annual Conference in Palm Springs, CA, September 29 - October 2, 2014.

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Jones to approve travel for Trustee Rossi. *Motion passed unanimously.*

7. ACTION ITEMS

- A. Approval of Committee Chairs and Members - General Manager Downs reported that Bank of the West requires that the Board pass a Resolution Authorizing the Trustees of the Executive Committee to sign on the District Bank of the West checking account. The 2014 District Committee Chairs and Members also needs to be approved.

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the 2014 District Committee Chairs and Members and Adopt Resolution 14-1 Authorizing the Trustees of the District Executive Committee to sign on the District Bank of the West checking account. *Motion passed unanimously.*

8. INFORMATIONAL REPORTS

- A. Budget Committee Report - Trustee Jones reported that the committee met on April 28, 2014. New committee members had many questions about the District's revenue sources and management of those funds. The District reserves were also discussed and the spending down of those reserves over the next several years. The long term forecast was reviewed, Assistant Manager Waletzko explained how the assumptions are used and noted that while helpful, one change can affect the forecast for future years. The Proposed Budget for FY 14/15 will be presented at the next Budget Committee meeting in June.

- B. Personnel Committee Report - Committee Chair Cowen reported that the committee met on April 21, 2014. There was an update on the process and review for personnel salary and benefit adjustments. General Manager Downs reviewed the District's five year plan, noting all projections are on track at this time. General Manager Downs reviewed potential changes to the Employee Handbook and final recommendations for changes to the handbook will be discussed at the June meeting.
- C. Advanced Planning Committee Report - Committee Chair Petreas reported that the committee met on April 7, 2014. The committee discussed the budget, staffing levels, new vectors & diseases, and objectives in the current five year plan. The current five year plan does not end until 2016 and the committee will start planning for the next five year plan in Spring of 2015.
- D. West Nile Virus Update - Scientific Program Manager Steve Schutz updated the Board on the District's current surveillance efforts. The first positive bird of the season was reported in Alamo in April; the last positive bird of the 2013 season was also reported in Alamo. Trap counts have been above average in West and Central county as well as the waterfront area. Trap counts have remained low in East county. The mosquito season has started about a month earlier than usual and technicians are having to treat sources for larvae earlier than normal. Statewide, West Nile activity has been reported in 6 counties, including Contra Costa, Lake, San Joaquin, Santa Clara, Los Angeles and San Bernardino. There have been 13 birds, 5 mosquito samples and one sentinel chicken reported with West Nile virus in California.
- E. CEQA Project Update - General Manager Downs reported that two of the Districts within the consortium have released their programmatic EIR and have completed the 45 day comment period. Our District has not yet started editing the final programmatic EIR, it will hopefully begin in the next month. A 45 day public comment period followed by a public hearing will be held in the coming months, possibly in conjunction with a scheduled Board meeting.
- F. Reports on Conferences/Meetings Attended - General Manager Downs reported that the MVCAC quarterly meeting was held in Santa Rosa the beginning of May. The state association has sponsored a piece of legislation, AB 896, that requests that managers of State wetland areas consult with their local mosquito districts to apply BMP's to minimize any mosquito production within those areas. MVCAC is working with legislative counsel to move the bill forward. The legislation has passed through the assembly and is now in the Senate Wildlife Committee.

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - None
- B. Staff - General Manager Downs distributed the annual General Manager performance review form to all Trustees. Forms should be returned to President Pinckney. Public Affairs Manager Deborah Bass reminded Trustees that she has a template of a presentation that can be tailored to the city which the Trustee represents. Trustee Diamond noted that the presentation was well received by the Danville Town Council.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:56 p.m.

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons 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 July 14, 2014.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

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H. Richard Mank  
Secretary, Board of Trustees