

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 06-5

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 11, 2006, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Russ Belleci
 Jon Elam
 Jim Fitzsimmons
 Heather Gibson
 Richard Head
 Richard Mank
 Tim McDonough
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 James Pinckney
 Ronald Tervelt
 Diane Wolcott

TRUSTEES ABSENT Nancy Brownfield
 C. Kaleinani Lau
 Jeannette Mahoney
 Myrto Petreas
 Jose Saavedra
 Dick Vesperman

OTHERS PRESENT Craig Downs, General Manager
 Marty Snyder, General Counsel
 Ray Waletzko, Administrative & Finance Manager
 Carlos Sanabria, Operations Manager
 Steve Schutz, Scientific Program Manager
 Nancy Thurman, Administrative Secretary

1. President Tervelt called the meeting to order at 7:00 p.m.
2. A roll call indicated that 13 Trustees were present, six were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS AMENDED
- ** Motion was made by Trustee Elam, and seconded by Trustee Pellegrini, to approve the Agenda as amended. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None.

6. PRESENTATIONS

- A. Presentation to Carlos Sanabria, Operations Manager, for 25 years of service. A brief biography of Carlos was read by President Tervelt.
- B. Presentation to Craig Downs, General Manager, for 25 years of service. President Tervelt read a brief biography of his career with the District.

7. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 06-4, REGULAR BOARD MEETING HELD ON JULY 10, 2006
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JULY 1, 2006 THROUGH AUGUST 31, 2006, INCLUDING CHECKS NO. 13811 THROUGH NO. 13993, IN THE AMOUNT OF \$1,422,737.22
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2006 THROUGH AUGUST 31, 2006, INCLUDING CHECKS NO. 57978 THROUGH NO. 58166, IN THE AMOUNT OF \$291,105.45
- D. INVESTMENT ACTIVITY REPORT FOR JUNE 2006 & JULY 2006
- E. APPROVAL OF TRUSTEE TRAVEL

** Motion was made by Trustee Pinckney and seconded by Trustee McDonough to approve the Consent Calendar. *Motion passed unanimously.*

8. ACTION ITEMS

- A. Annual Report of 2005/2006 Investment Portfolio Performance - Administrative & Finance Manager Waletzko reported that the District average rate of return on funds invested in LAIF for FY 05/06 was 3.87%. This was an increase from last years average of 2.26%. Total interest earnings for FY 05/06 was \$106,203. The District balance In LAIF on June 30, 2006 was \$4,809,239.90. The slow rise of interest rates has contributed to this greater return over the previous fiscal year.

** Motion was made by Trustee Mank, and seconded by Trustee Head, to accept the 2005/2006 Investment Activity Report. *Motion passed unanimously.*

- B. Conflict of Interest Code - Every two years the County Administrator's Office issues a notice for revisions to the District Conflict of Interest Code. Resolution 06-5 reflects this revision, now designating the employees required to file a conflict of interest and the disclosure categories for the conflict.

** Motion to adopt Resolution 06-5 was made by Trustee Head and seconded by Trustee McDonough. *Motion passed unanimously.*

- C. Contract for Legal Services - The contract for the next three years for legal counsel from Snyder, Cornelius, and Hunter was presented to the board for approval; after recommendation from the Executive Committee.

** Motion to approve the contract for three years was made by Trustee Wolcott, and seconded by Trustee Means. *Motion passed unanimously.*

D. Excess Vehicle Sale - Six vehicles need disposal due to age, high mileage and/or frequency of repair.

** Motion was made by Trustee Elam and seconded by Trustee Pinckney to excess the six (6) vehicles (Trucks 2, 9, 21, 22, 23, and 18). *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

A. Audit Committee Report - The committee met with the auditors in August and discussed ideas for making the Annual Audit Report more readable. The committee will meet with the auditors one more time to review the final draft of the Annual Audit Report before presenting it to the full Board in November.

B. West Nile Virus - Scientific Programs Manager Schutz reviewed West Nile virus activity locally and statewide. Forty-nine counties have reported WNV activity in California, and in Contra Costa County, five humans, zero equines, 17 positive mosquito samples, 61 dead birds, six fox squirrels and 24 chickens in three out of five sentinel flocks have tested positive for West Nile virus. There have been 2500 reports of dead birds from Contra Costa to the DHS dead bird hotline. Virus transmission occurred earliest in East county this year, as opposed to the shift moving to Central county later in the year. California ranks second in the nation with number of reported cases of West Nile, the highest being Idaho and next lowest being Texas.

C.&D. Report on Individual Trustee Recommendations for Future Goals & Objectives for Annual Retreat and Trustee Benefits - President Tervelt consolidated these two items for discussion. Some items discussed were the scheduling of a retreat for evaluation and prioritization of Trustee goals and objectives, and health and vision benefits for trustees; which will be researched by staff.

10. BOARD AND STAFF ANNOUNCEMENTS

A. Board

B. Staff - The District Picnic will be held at Rodgers-Smith Park in Pleasant Hill on October 8, 2006 from 11 AM to 4 PM. The address is 750 Grayson Road.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on November 13, 2005.

H. Richard Mank
Secretary, Board of Trustees