

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 14-5

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on September 8, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Soheila Bana Jeff Bennett Perry Carlston Warren Clayton Chris Cowen Peggie Howell Morris Jones Michael Krieg Richard Mank Richard Means Lola Odunlami Daniel Pellegrini James Pinckney Diane Wolcott Darryl Young
TRUSTEES ABSENT	Richard Ainsley Randall Diamond Jim Fitzsimmons Myrto Petreas Sharyn Rossi Rolando Villareal
OTHERS PRESENT	Craig Downs, General Manager Douglas Coty, Legal Counsel Steve Schutz, Scientific Programs Manager Ray Waletzko, Assistant Manager Wayne Shieh, IT Systems Administrator Fran Buchanan, IEDA Allison Nelson, Administrative Secretary

1. President Pinckney called the meeting to order at 7:07 p.m.
2. A roll call indicated that 15 Trustees were present, six were absent, and there was one vacancy.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Clayton 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 14-4, REGULAR BOARD MEETING HELD ON JULY 14, 2014
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JULY 1, 2014 THROUGH AUGUST 31, 2014, INCLUDING CHECKS NO. 22362 THROUGH NO. 22553, IN THE AMOUNT OF \$2,312,300.22
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2014 THROUGH AUGUST 31, 2014, INCLUDING CHECKS NO. 65794 THROUGH NO. 65946, IN THE AMOUNT OF \$293,540.23
- D. INVESTMENT ACTIVITY REPORT FOR JUNE 2014 & JULY 2014
- E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve items 6A-E. *Motion passed unanimously.*

- F. EXCESS DISTRICT VEHICLES - Approval to excess;
 - 1999 Chevrolet 4WD 2500 (93,000 miles)
 - 2001 Chevrolet 1500 (130,000 miles)
 - 1990 ATV Trailer (rust issues/safety)

** A motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve item 6F. *Motion passed unanimously.*

CLOSED SESSION - 7:15 p.m.

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH CHRIS COWEN, CHAIR OF PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, CRAIG DOWNS, GENERAL MANAGER, AND RAY WALETZKO, ASSISTANT MANAGER AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION - 7:35 p.m.

REPORT FROM CLOSED SESSION - No reportable action

8. ACTION ITEMS

- A. Annual Report of 2013/2014 Investment Portfolio Performance - Assistant Manager Ray Waletzko reported on the 2013/2014 Investment Portfolio Performance. The District uses the Local Agency Investment Fund (LAIF); which is part of the California State Treasury. The treasury department allows for safe investments with US government securities, securities of federally sponsored

agencies, domestic corporate bonds, interest time bearing deposits, and commercial paper. They are all conservative investments with a low rate of return.

The District earned \$12,721 in interest on the portfolio during fiscal year 2013/2014, which was a \$4,673 decrease from the previous year. The average rate of return for the year was .25%, a decrease from the previous year of .31%. Five years ago, during FY 06/07, the average interest rate of return on our portfolio was 5.12%, and the District earned over \$200,000 in interest.

** A motion was made by Trustee Pellegrini and seconded by Trustee Jones to approve the Annual Report of 2013/2014 Investment Portfolio Performance. *Motion passed unanimously.*

B Conflict of Interest Code - General Manager Downs reported that the California Fair Political Practices Commission requires that the District's Conflict of Interest Code be reviewed and, if needed, updated biennially. Recommended updates revolved around title changes to designated positions on appendix A, as well as deleting unfilled positions. Legal counsel reviewed the resolution and concludes the requirements of the law are met with the proposed Resolution 14-04.

** A motion was made by Trustee Mank and seconded by Trustee Jones to adopt Resolution 14-04 Conflict of Interest Code. *Motion passed unanimously.*

9. INFORMATION ITEMS

A. Information/Data Systems Report - IT Systems Administrator Wayne Shieh, reported on the District's IT infrastructure, database and programs. Priorities of the IT Department include; maintaining the database, computers and other office equipment and to develop and maintain in-house software, as well as evaluate and purchase products while adhering to the budget.

VXS, the in-house database system, was reviewed and the continued improvement of the program was discussed. The IT systems administrator created the Employee Toolbox (ETB) timesheet where employees are able to record their hours as well as request time off electronically. Both VXS and the ETB require frequent modifications that suit the changing needs of the District. Improvements have been made to the District telephone service, switching from hunting group (4 lines) to PRI (23 lines) which will enable us to receive more calls at one time without the loss of phone calls; which occurred with the older technology. All of the internet cables within the District office have been upgraded to K6 cable to allow faster bandwidth.

There are data backup procedures in place; in-house as well as off site. The off site copy is rotated every week and a full backup is conducted. The District financial auditing firm also conducts a security check of our firewall annually. It was noted that there may be cause for concern that the server is only backed up onsite once a week and it was suggested that a virtual server could be used for added security. This concern will be addressed by management at a later date.

B. West Nile Virus Update - Scientific Programs Manager Steve Schutz, reported on

current West Nile Virus activity. To date countywide there have been 37 positive birds, 19 positive mosquito samples, 13 positive chickens and 2 human cases. The majority of the positive mosquito samples have been from the Discovery Bay area and the agricultural land adjacent to the town. Although current WNV activity has increased, the trap counts have been below average for most of the season. The salt marsh mosquito activity has increased this year along the waterfront area. One theory for this increase is the drought has caused the marshes to act more like salt water marshes rather than fresh water marshes due to less snow melt runoff and less rainwater coming down the river. There is now more tidal intrusion of the higher salinity sea water further up into the bay and estuary. These habitats become more conducive to salt marsh mosquitoes and less conducive to the *Culex tarsalis* species which is a vector of West Nile virus.

The risk of human cases could be higher than usual this year due to the watering hole effect; where birds and mosquitoes are concentrated in fewer remaining spots. The yellow fever mosquito, *Aedes aegypti*, that turned up late last season in Madera, Fresno, and San Mateo counties has recently been reported in Kern and Tulare County. Another introduced mosquito species, *Aedes notoscriptus*, has been reported in Los Angeles and San Gabriel Valley. This species is similar to *Aedes aegypti* as they are backyard breeders and aggressive biters. The species is native to Australia and a vector of Murray Valley encephalitis. This is the first report of this species in the U.S.

- C. CEQA PEIR Update - General Manager Downs reported that the project has been delayed. Solano County submitted their document for public review and received comments from the California Department of Fish & Wildlife (CDFW). Members of the CEQA PEIR coalition and consultants met with CDFW to discuss their concerns; many of which revolved around the wording about source reduction. Our District performs minimal source reduction but other neighboring Districts perform source reduction work in marshes/wetlands. Revisions will be completed soon regarding that section of the document and an update on the project will be given at the November board meeting.
- D. MVCAC Update - General Manager Downs summarized MVCAC's goals and accomplishments for 2014. Each December there is a planning session for the following years objectives. The legislative advocate, administrator and regulatory service provider contracts all expired the end of 2013. The Association submitted RFP's for all services and hired new firms in 2014. With the assistance of the new legislative firm, legislative bill AB 896 is on the governors desk for approval. This was the same bill that was delayed in previous years. The NPDES permit was amended and MVCAC members no longer need to conduct water quality control testing or toxicity testing. However, pesticide usage is still reported to the Department of Pesticide Regulation.

CEQA planning projects included a white paper document. This document was released to regulatory agencies and while it is not mandated, it is suggested that best management practices (BMP's) for reducing mosquito production be incorporated into the planning process of approved construction projects in cities and counties.

The dead bird surveillance program is a function of the California Department of

Public Health (CDPH), which was funded by monies from the Center for Disease Control (CDC). The CDC cut funds to California and redistributed these resources to other states. CDPH approached MVCAC prior to the 2014 season and asked for funding for 3 seasonal employees in order to keep the dead bird hotline running. Our District is an advocate for keeping the program funded as are some of some of the larger metropolitan Districts. There will be a discussion about funding the dead bird surveillance program for 2015 through MVCAC membership dues.

UC Davis is conducting a pilot program called PART, Pesticide and Resistance Testing. This statewide program would collect data from Districts and maintain a database of pesticide usage; and our District is one of the test participants. There are many unknowns surrounding the Endangered Species Act and Clean Water Act and MVCAC's hired firms will continue to keep the association apprised of changes to these regulations.

The California Department of Public Health (CDPH) conducts conference calls every two weeks regarding invasive species and they are working on guidelines about the program and surveillance efforts. MVCAC administrators plan on enhancing MVCAC's website and want to ensure that all publications are available online for members. Efforts to find ways to reduce expenses to the association for conference planning will also be addressed. The Mosquito Research Foundation (MRF) has an agreement with the UC system which stipulates MVCAC member agencies do not pay extra overhead costs for research projects. MVCAC is also collaborating with the UC system in a multi-campus research program initiative regarding Malaria in Africa and we are lending our support for them to acquire grants.

10. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Ethics training will be held from 5 - 7 p.m., prior to the start of the November 10, 2014 board meeting
- B. Staff - None

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:45 p.m.

** A motion was made by Trustee Mank and seconded by Trustee Jones 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 November 10, 2014.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees