

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 05-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 11, 2005, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Russ Belleci
 Nancy Brownfield
 Jon Elam
 James Fitzsimmons
 Heather Gibson
 C. Kaleinani Lau
 Jeannette Mahoney
 Richard Mank
 Tim McDonough
 Richard Means
 Earl Mortenson
 Daniel Pellegrini
 Jim Pinckney
 Jose Saavedra
 Ronald Tervelt
 Diane Wolcott

TRUSTEES ABSENT Richard Head
 Myrto Petreas
 John Poon
 Dick Vesperman

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, General Counsel
 A. Roblyer, Berryman & Henigar
 Ray Waletzko, Administrative & Finance Manager
 Stephen Perkins, Vector Control Inspector
 Steve Schutz, Scientific Programs Manager
 Nancy Thurman, Administrative Secretary

1. Vice-President Tervelt called the meeting to order at 7:00 p.m.
2. A roll call indicated that 16 Trustees were present, four were absent, and there are two vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED

** A motion was made by Trustee Pellegrini, and seconded by Trustee Elam to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATIONS:

Presentations of service awards were given to Stephen Perkins, Vector Control Inspector, for 25 years; to Earl Mortenson, Trustee, for 20 years; and to Russ Belleci, Trustee, for 10 years.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 05-3, REGULAR BOARD MEETING HELD ON MAY 9, 2005

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2005 THROUGH JUNE 30, 2005, INCLUDING CHECKS NO. 12466 THROUGH NO. 12686, IN THE AMOUNT OF \$391,416.48

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2005 THROUGH JUNE 30, 2005, INCLUDING CHECKS NO. 56822 THROUGH NO. 57001, IN THE AMOUNT OF \$242,422.90

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2005 & MAY 2005

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

8. ACTION ITEMS

A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment - General Manager Downs reported that in 1996, the Board put in place the Benefit Assessment to partially fund District operations. Every year an engineer's report must be prepared and approved by the board. Amy Roblyer, of Berryman and Henigar reviewed the report and answered questions.

** A motion was made by Trustee Mank and seconded by Trustee Elam to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2005-2006. *Motion passed unanimously.*

** A motion was made by Trustee Elam and seconded by Trustee Pinckney to adopt Resolution 05-3, to Continue the Mosquito & Vector Surveillance and Control Project for the Benefit of Four Zones and to Continue the Financing of the Project by Continued Assessment upon Property within the District. *Motion passed unanimously.*

B. Personnel Committee Report on Employee Salaries and Benefits for FY 2004/2005 - Unrepresented staff meet with the General Manager to discuss desired changes in benefits and a cost of living adjustment. The General Manager then met with the Personnel Committee to discuss changes in benefits and salaries. The committee recommends a cost of living adjustment based on the CPI-U, San Francisco Bay Area 2004 annual change, published by the Bureau of Labor Statistics.

** A motion was made by Trustee Elam and seconded by Trustee Mahoney to approve a 1.2% Cost of Living Adjustment for Unrepresented Employees, with the exception of General Manager, effective July 1, 2005. *Motion passed unanimously.*

Each year, one-third of non-represented positions are reviewed by the General Manager to assess if salary ranges are in line with comparable positions. New salary ranges were requested for two positions: Operations Manager (\$5700 - 7410, 7 steps) and Administrative Secretary (\$3000 - 4096, 7 steps). The personnel committee has reviewed these range adjustments and recommends their approval by the full board.

** A motion was made by Trustee Elam and seconded by Trustee Brownfield to approve new salary ranges for these positions, effective July 1, 2005. *Motion passed unanimously.*

The Personnel Committee reviewed staff recommendations to create a new position within the Public Affairs Department. The Community Affairs Representative would focus on public education and outreach for all vector programs.

** A motion was made by Trustee Elam, and seconded by Trustee McDonough to approve the new position and salary range for the Community Affairs Representative. *Motion passed unanimously.*

Annually the Employee Handbook is reviewed by the General Manager and updated to stay current with changes in laws and regulations and to adapt to operational needs. The personnel committee has reviewed the proposed changes and recommended their approval by the full board after corrections are made to pages of the July 11, 2005 version pertaining to "Cell Phone Use" and "Dress Code".

** A motion was made by Trustee Mank and seconded by Trustee Mahoney to adopt the changes to the Employee Handbook, with corrections. *Motion passed unanimously.*

C. Budget Committee Report on FY 2004/2005 Budget & Proposed Budget for FY 2005/2006 - Budget Chair Tervelt and Administrative & Finance Manager Waletzko reported that the Budget Committee had met and prepared a budget for approval. Some of the items discussed before requesting approval of the FY 05/06 budget were the expenses for Salaries and Wages, new positions created, retirement plan changes, West Nile virus response, capital and revenues.

** A motion was made by Trustee McDonough and seconded by Trustee Elam to Approve the Proposed Budget for FY 2005/2006. *Motion Passed unanimously.*

D. Report on Investment Policy - Administrative & Finance Manager Waletzko reported that the Budget Committee met on June 13, 2005 to review the policy. Two identical changes are recommended on page 5 of the policy, in Sections A and C to change the word "only" to "primary".

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Lau to adopt the

District Investment Policy, with the amended language. *Motion passed unanimously.*

- E. Executive Committee Report on Audit RFP - The Executive Committee met on June 7, 2005 and interviewed four of the six firms that submitted proposals to conduct District audit work for the next three years. The committee recommends the hiring of Maze & Associates. Discussion took place regarding the newly formed Audit Committee.

** A motion was made by Trustee McDonough and seconded by Trustee Mahoney to approve the firm of Maze and Associates as District auditors for the next three years. *Motion passed unanimously.*

- F. Contra Costa Special Districts Association - At the direction of the Board, a trustee may be appointed to represent CCMVCD at the CCSDA meetings. Meetings are quarterly.

** A motion was made by Trustee Pinckney to appoint Trustee Elam to represent CCMVCD at CCSDA meetings, and seconded by Trustee Pellegrini. *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

- A. Update on West Nile Virus - Scientific Programs Manager Schutz reported that West Nile Virus activity statewide to date includes two human cases, seven equine cases, 359 dead birds, within 34 counties, 139 mosquito pools and five sentinel chicken flocks (all in S. California) have tested positive for WNV. There has also been WEE positive mosquitoes in S. California. The increase in positive birds is way behind the pace of last year; but he noted the difference in weather (cooler this year). However, the infection percentage of birds has increased dramatically this year (36% were positive). There has been 1400 reports of dead birds from our county to DHS this year, 244 were picked up, 44 were tested in house and 194 were tested by UC Davis. There have been three positive birds in February. The District's five chicken flocks are still testing negative and 77 mosquito pools have been submitted; and all have tested negative.
- B. Report on Future Annual Costs of the 2% @ 55 Retirement Benefit - General Manager Downs reported on the costs associated with the recently negotiated retirement benefit, 2% @ 55, that will take effect February 1, 2006. Historic and projected employer rates were presented. Present rates range from 13.43% of payroll to 15.76%. Current rates for the 2% @ 55 plan, range from 16.96% to 17.12% of payroll.
- C. Legislative Update - General Manager Downs reported that the governor had signed the state budget, which included a \$12 million one-time item for combating West Nile virus. AB 1234, Salinas, covers ethics training, travel compensation and auditing requirements. A Governor's Roundtable will be hosted by our District on Thursday July 14, 2005, per a request from the Governor's San Francisco office. Dr. Vicki Kramer, Chief of the Vector-Borne Disease Section, will be representing the Governor.

CLOSED SESSION : Began 9:15 PM

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

Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATOR, RON TERVELT, VICE PRESIDENT, 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: 9:30 PM

REPORT FROM CLOSED SESSION

** A motion was made by Trustee Elam to add agenda item 10. C: "Consideration of General Manager salary, and seconded by Trustee Pinckney. *Motion passed unanimously.*

C. Consideration of General Manager salary.

** A motion was made by Trustee Elam and seconded by Trustee Mahoney to approve a 3.5% increase to the General Manager's salary. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - General Manager Downs announced that the District picnic is to be held Sunday, September 18, 2005, from 11 AM - 4 PM, at Rodgers-Smith Park in Pleasant Hill.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 P.M.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 19, 2005.

Myrto Petreas
President, Board of Trustees