

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES No. 06-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 10, 2006, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Russ Belleci  
                                 Nancy Brownfield  
                                 Jon Elam  
                                 James Fitzsimmons  
                                 Richard Head  
                                 Jeannette Mahoney  
                                 Richard Mank  
                                 Tim McDonough  
                                 Richard Means  
                                 Angela Micheals  
                                 Daniel Pellegrini  
                                 Myrto Petreas  
                                 Jim Pinckney  
                                 Ronald Tervelt  
                                 Dick Vesperman  
                                 Diane Wolcott

TRUSTEES ABSENT      Heather Gibson  
                                 C. Kaleinani Lau  
                                 John Poon  
                                 Jose Saavedra

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

1.      President Tervelt called the meeting to order at 7:20 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 Mank, and seconded by Trustee McDonough to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATIONS:

Presentation to Trustee Tim McDonough for ten years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 06-3, REGULAR BOARD MEETING HELD ON MAY 8, 2006

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2006 THROUGH JUNE 30, 2006, INCLUDING CHECKS NO. 13588 THROUGH NO. 13810, IN THE AMOUNT OF \$504,736.46

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2006 THROUGH JUNE 30, 2006, INCLUDING CHECKS NO. 57794 THROUGH NO. 57977, IN THE AMOUNT OF \$272,768.29

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2006 & MAY 2006

\*\* A motion was made by Trustee Elam and seconded by Trustee McDonough to approve items 7A through 7D of the Consent Calendar. *Motion passed unanimously.*

E. TRUSTEE TRAVEL - Item pulled for discussion.

8. ACTION ITEMS

A. APPROVAL OF TRUSTEE TRAVEL - Trustees Mank, Belleci and Wolcott requested approval to attend the California Special District Association's Annual Conference, Sept. 25 - 28, 2006 in Squaw Valley, CA. President Tervelt and Vice President Means are already scheduled to attend.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Elam to limit attendance at the CSDA conference in September 2006 to President Tervelt and Vice-President Means. *Motion Passed.*

*Aye:* Trustees Elam, Head, Mahoney, Mank, McDonough, Means, Micheals, Pellegrini, Petreas, Pinckney, and Vesperman.

*Nay:* Trustees Belleci, Fitzsimmons, Wolcott, Brownfield and Tervelt.

B. 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 Vesperman and seconded by Trustee McDonough to

approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District - Fiscal Year 2006-2007. *Motion passed unanimously.*

\*\* A motion was made by Trustee McDonough and seconded by Trustee Brownfield to adopt Resolution 06-4, 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.*

C. Personnel Committee Report on Employee Salaries and Benefits for FY 06-07  
The General Manager met with the Personnel Committee to discuss changes in salaries. The committee recommends a cost of living adjustment based on the CPI-U, San Francisco Bay Area, of 2%, published by the Bureau of Labor Statistics.

\*\* A motion was made by Trustee Elam and seconded by Trustee Mahoney to approve a 2.0% Cost of Living Adjustment for Unrepresented Employees, with the exception of the General Manager, effective July 1, 2006. *Motion passed unanimously.*

Each year a portion of non-represented positions are reviewed to ensure their salary ranges are in line with comparable positions. Comparable positions include those of other urban mosquito and vector control districts and local public agencies. This is performed to stay competitive with the marketplace and to continue to recruit and retain quality employees. The Personnel Committee has performed these reviews and recommends changing the salary range for the Biologist from (\$5947-4637, 9 steps) to (\$6375-5148, 7 steps); Environmental Projects Manager from (\$7033-5591, 9 steps) to (\$7500-5871, 7 steps); Public Affairs Manager from (\$6330-4793, 9 steps) to (\$6959-5500, 7 steps); Scientific Programs Manager from (\$7033-5591, 9 steps) to (\$7500-5871, 7 steps); and Vector Ecologist from (\$5620-4308, 9 steps) to (\$6200-5006, 7 steps).

\*\* A motion was made by Trustee Elam and seconded by Trustee Mahoney to approve new salary ranges for these positions, effective July 1, 2006. *Motion passed unanimously.*

The Five Year Plan projects one new hire for the coming year. The committee reviewed staff recommendations to create a new position within the Administrative Department. The Clerk/Receptionist would handle the bulk of phone calls, walk-ins, voice mail, regular mail, data entry and dispatch. Long range budget forecasts support the creation of one new position.

In concert with the creation of the Clerk/Receptionist position, the committee recommends reclassification of the position, Administrative Secretary. In addition to providing general front office support, this position will provide administrative support to various departments, including joint code enforcement, environmental/construction projects and insurance programs.

\*\* Motion was made by Trustee Elam and seconded by Trustee Mahoney to approve the new position, Clerk/Receptionist and to approve the reclassification of the position, Administrative Secretary, with the recommended salary range.

Annually the Employee Handbook is reviewed and updated to stay current with changes in laws and regulations and to adapt to operational needs. The recommended changes have been discussed by the committee and are recommended for approval by the full board.

\*\* Motion was made by Trustee Elam and seconded by Trustee Mahoney to approve changes to the Employee Handbook, rev. July 10, 2006. *Motion passed unanimously.*

D. Budget Committee Report on FY 2006/2007 Budget & Proposed Budget for FY 2006/2007 - Per Board practice, expenditures that exceed the budgeted amount by more than 10% need board approval. A summary budget was distributed and the three accounts needing approval were highlighted. They were lab supplies (due to increased virus surveillance), advertisements and notices (due to multiple ads for seasonal help) and vehicles (due to WNV grant money from the state).

\*\* A motion was made by Trustee Elam and seconded by Trustee Fitzsimmons to approve expenditures that exceeded the budgeted amount by more than 10% in FY 2005/2006. *Motion passed unanimously.*

Budget Chair McDonough and Administrative & Finance Manager Waletzko reported that the Budget Committee had met on June 12, 2006 and prepared a budget for approval.

\*\* Motion was made by Trustee Elam and seconded by Trustee Head to approve the budget, as proposed for 2006/2007, designating \$125,000.00 to establish a Building Fund Reserve. *Motion passed unanimously.*

The full Board of Trustees is required to annually adopt the District Investment Policy. Legal Counsel Mark Cornelius recommended two minor changes which were presented to the board.

\*\* Motion was made by Trustee Elam and seconded by Trustee McDonough to adopt the District Investment Policy with recommended changes. *Motion passed unanimously.*

The District Investment Policy requires Board approval for the General Manager to transfer funds in excess of \$600,000.

\*\* Motion was made by Trustee Pinckney and seconded by Trustee Mank to approve transfers in excess of \$600,000 by the General Manager for prepaid retirement and insurance premium expenditures and for vehicle purchases. *Motion passed unanimously.*

E. The Advanced Planning Committee - Trustee Nancy Brownfield presented the Five Year Plan: 2006 - 2010, to the board for approval.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Wolcott to adopt the Five Year Plan for FY 2006 - 2010. *Motion passed unanimously.*

F. Employer Employee Relations Resolution - The General Manager met with Local 790 and reviewed the minor changes agreed upon. Resolution 06-1 was

presented to the board for approval.

\*\* Motion was made by Trustee Head and seconded by Trustee Petreas to approve Resolution 06-1. *Motion passed unanimously.*

G. Contra Costa Special Districts Association - The CSDA is seeking nominations for its Board of Directors.

\*\* Motion was made by Trustee Vesperman and seconded by Trustee McDonough to nominate Trustee Russ Belleci as director of the California Special District's Association, representing region three and approve reimbursement for his necessary expenses to attend the annual CSDA conference in September 2006. *Motion passed unanimously.*

## 9. INFORMATIONAL REPORTS

A. Update on West Nile Virus - Scientific Programs Manager Steve Schutz updated the board on West Nile activity. Seventeen counties have reported WNV activity in California. Thirty three dead birds have tested positive for WNV in 2006, from Fresno, Orange, Sacramento, San Diego, San Joaquin, San Mateo, Santa Clara, Shasta, Ventura, and Yuba counties. Thirteen mosquito samples have tested positive for WNV in 2006; 6 samples were from Riverside County, 3 from Los Angeles County, 1 from Merced County, 1 from Fresno County, 1 from Imperial County, and 1 from Stanislaus County. Last week, a 27-year-old male from Kern County has been reported as the first human case of WNV in California this year. Two WNV positive dead birds have been reported this week from San Joaquin County. This is the first indication of WNV activity this year in that county. We have had a positive American Crow in the city of Oakley, from June 29th, and a Western Scrub Jay tested positive on July 10<sup>th</sup>, from the city of Lafayette. We have 28 New Jersey Light Traps throughout the county, and have 40-80 carbon dioxide traps as well, being set out every week. 121 mosquito pools have been submitted to the University of California, although there have been no positives reported. Pesticide resistance tests were conducted by lab, virus detecting equipment was calibrated with the state virus lab, Hanta virus trapping project conducted, and assistance in investigating a case of tularemia in county. Santa Clara has conducted a fogging adulticiding operation this year, and there was majority support for this treatment. There is a possibility that this district will also need to perform adulticiding treatments sometime this year.

B. Report on Individual Trustee Recommendations for Future Goals & Objectives - As part of the process to evaluate the General Manager, trustees were asked to give input on future goals. The Executive Committee has reviewed the recommendations and listed their disposition for each item.

C. Legislative Update - General Manager Downs reported that \$3 million dollars for WNV grants, is included in the California budget, which was recently passed. This District will apply for some of these funds.

## 10. CLOSED SESSION - Began 8:45 PM

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, RON TERVELT, 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: 9:03 PM

REPORT FROM CLOSED SESSION

- C. Consideration of General Manager salary.

\*\* A motion was made by Trustee Mahoney and seconded by Trustee McDonough to approve a 5% increase to the General Manager's salary effective July 1, 2006. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

- A. Board -Trustee Elam praised the district for hosting the AB1234 training earlier in the day. It was a good opportunity to network with city, county and other special district officials and to showcase our facility and programs.

Trustee Belleci thanked the board for supporting his nomination as director to CSDA.

- B. Staff - General Manager Downs reported that the district's West Nile virus tabloid will be an insert in Saturday's Contra Costa Times and will be mailed to every resident of the county who is not a subscriber to the Contra Costa Times on Monday, July 17<sup>th</sup>, 2006.

General Manager Downs announced that the District picnic is to be held Sunday, October 8, 2006, from 11 AM - 4 PM, at Rodgers-Smith Park in Pleasant Hill.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08 P.M.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 11, 2006.

-----  
H. Richard Mank  
Secretary, Board of Trustees