

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 08-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 14, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Russ Belleci
 Jeff Bennett
 James Fitzsimmons
 Richard Head
 Peggie Howell
 Richard Mank
 Tim McDonough
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott

TRUSTEES ABSENT Nancy Brownfield
 C. Kaleinani Lau
 Myrto Petreas
 James Pinckney

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, General Counsel
 Dennis Klingelhofer, Bureau Veritas
 Ray Waletzko, Administrative & Finance Manager
 Allison Lewis, Administrative Secretary
 Steve Schutz, Scientific Programs Manager
 Carlos Sanabria, Operations Manager

1. President Head called the meeting to order at 7:03 p.m.
2. A roll call indicated that 15 Trustees were present, 4 were absent, and there are 3 vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS AMENDED

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

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATIONS/INTRODUCTIONS

A. Presentation to Trustee Vesperman in appreciation for years of service.

B. Introduction - San Ramon Trustee, Sharyn Rossi

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 08-3, REGULAR BOARD MEETING HELD ON MAY 12, 2008

** Motion was made by Trustee Pellegrini and seconded by Trustee McDonough to approve the minutes as amended. *Motion passed unanimously.*

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2008 THROUGH JUNE 30, 2008, INCLUDING CHECKS NO. 15894 THROUGH NO. 16109, IN THE AMOUNT OF \$630,628.73

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2008 THROUGH JUNE 30, 2008, INCLUDING CHECKS NO. 60017 THROUGH NO. 60230, IN THE AMOUNT OF \$337,107.45

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2008 & MAY 2008

E. APPROVAL OF TRUSTEE TRAVEL - Trustees Belleci, Means and Rossi requested reimbursement of expenses for travel to the California Special Districts Association Annual Conference in Irvine, CA, September 22-25, 2008.

** A motion was made by Trustee Pellegrini 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 - Dennis Klingelhofer, of Bureau Veritas gave an overview of the Engineers report and concluded that no changes were necessary to the assessment methodology.

** A motion was made by Trustee McDonough and seconded by Trustee Means to approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District - Fiscal Year 2008-2009. *Motion passed unanimously.*

** A motion was made by Trustee McDonough and seconded by Trustee Mank to adopt Resolution 08-1, 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 - Chairperson Belleci reported that the General Manager met with the Personnel Committee to discuss changes in benefits and salaries of the unrepresented employees. This year there were no benefit changes recommended. The historically used C.O.L.A. formula equates to a 3.3% Cost of Living Adjustment for unrepresented employees.

** A motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve a 3.3% Cost of Living Adjustment for unrepresented employees, with the exception of the General Manager, effective July 1, 2008. *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 three job classes; Operations Manager from (\$7800-\$6000) to (\$8450-\$6500); Program Supervisor from (\$6659-\$5579) to (\$6998-\$5858); and Community Affairs Representative from (\$4939-\$3739) to (\$5400-\$4086).

** A motion was made by Trustee Pellegrini and seconded by Trustee Micheals to approve new salary ranges for these positions, effective July 1, 2008. *Motion passed unanimously.*

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 Mank and seconded by Trustee Saavedra to approve changes to the Employee Handbook, rev. July 14, 2008. *Motion passed unanimously.*

- C. Budget Committee Report - Chairperson Wolcott, reported that the Budget Committee met on June 23, 2008. Administrative & Finance Manager Ray Waletzko elaborated on items of interest including; Salaries and Wages, Operations, Capital, Revenues and Reserves. Staff is proposing a FY 08/09 budget with a slight deficit due to a zero growth forecast in property tax revenue.

** Motion was made by Trustee Saavedra and seconded by Trustee Means to approve the budget, as proposed for 2008/2009, with designation of reserves. *Motion passed unanimously.*

The full Board of Trustees is required to annually adopt the District Investment Policy. The committee reviewed the current policy and no changes are recommended at this time. A short discussion ensued regarding the protection of monies invested in the California State Treasury.

** Motion was made by Trustee Means and seconded by Trustee McDonough to adopt the District Investment Policy. *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

- A. West Nile Virus Update - Scientific Programs Manager, Steve Schutz, updated the board on West Nile activity in the county. Due to a mid-May heat wave, activity started earlier than usual this year. Since then various surveillance indicators including the DYCAST risk assessment model, dead bird and mosquito testing and adult mosquito trap counts have suggested that Antioch is currently at the highest risk for human cases. Infection rates among mosquitoes collected in Antioch were as high as 17 per 1,000 as of July 11. This is well above CDC's 'epidemic risk' threshold of 5 per 1,000. Backyard sources and poorly maintained storm drain systems are contributing to the problem by creating many potential breeding areas that are difficult for field technicians to locate and access for larval control. Our staff is working closely with City officials to resolve these issues. Ground adulticiding operations are currently being planned to reduce the population of infected adult mosquitoes in the area since this is the only method that can alleviate the immediate risk of disease transmission.
- B. Operations Report - Operations Manager, Carlos Sanabria, gave a report on the activities in the District field operations area. He detailed that during the off-season we review each program and equipment, the events of the past year, how we reacted and how we might improve. He detailed how the vertebrate vector program has increased slightly this year as we try to improve coverage of our sewer pulse-baiting program; and we will

continue to evaluate the program looking for ways to improve our roof rat control.

With the presence of West Nile virus, the challenges of the mosquito control program were discussed; including the need to divide our mosquito producing sources for surveillance and control as well as how we apportion our labor force during the vector season. It was explained that with the foreclosure crisis, we have looked beyond the mosquito producing sources, such as creeks, and added unkempt swimming pools; and we have found large problems within heavily populated areas of the county. We have also discovered that underground sources such as catch basins and storm drains can play a significant role in the dispersal of West Nile virus. Operations Manager Sanabria explained that damaged drainage infrastructure holds water out of sight and we are now utilizing new tools, such as the storm drain mister, to apply mosquito larvicides underground. Other challenges to timely mosquito control the District faces are increased access restrictions along the waterfront's industry corridor, the proliferation of mandated stormwater detention basins (BMP's) and industrial water uses and storage.

- C. Progress Report on Five Year Plan Objectives - General Manager, Craig Downs, gave a brief update on the five year plan. Highlights included the collaboration with cities on planning, maintenance and public compliance. GIS technology is being incorporated into various programs within the district. A brochure is in production that will show the pesticides used in mosquito control, as well as work on illustrating our pesticide use year to year. The Solar Photovoltaic System is under construction, all the underground trenching has been completed. The racking for the panels and the plug in's on both roofs have been completed and the new panels should be delivered and installed shortly.
- D. Reports on Recent Conferences and Workshops - Trustee Belleci summarized reports from the American Mosquito Control Association, MVCAC Spring Meeting and the AMCA Annual Spring Washington Conference.

10. CLOSED SESSION - Began at 9:03 p.m.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957
Title: General Manager
- B. CONFERENCE WITH LABOR NEGOTIATOR, RICHARD HEAD, BOARD 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: Began at 9:33 p.m.

REPORT FROM CLOSED SESSION

11. CONSIDER CONTRACT WITH CRAIG W. DOWNS

Title: General Manager

** A motion was made by Trustee Mank and seconded by Trustee Micheals to increase the salary of General Manager Downs by 5% retroactive to July 1, 2008. *Motion passes unanimously.*

12. BOARD AND STAFF ANNOUNCEMENTS

A. Board - Audit Committee Chair Fitzsimmons reminded committee members of the next Audit Committee meeting on August 1, 2008.

B. Staff - None

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:45 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on September 8, 2008.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

H. Richard Mank
Secretary, Board of Trustees