

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 17-3

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on May 8, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Robert Lucacher
 Richard Mank
 Richard Means
 James Murray
 Lola Odunlami
 Daniel Pellegrini
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Jim Pinckney

OTHERS PRESENT Craig Downs, General Manager
 Douglas Coty, Legal Counsel
 Ray Waletzko, Assistant Manager
 Natalie Jones, Administrative Assistant
 Deborah Bass, Public Affairs Manager
 Steve Schutz, Scientific Programs Manager

1. President Howell called the meeting to order at 7:02 p.m.
2. A roll call indicated that 17 Trustees were present, one was absent, and there are four vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF AGENDA AS POSTED
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATIONS

Michael Krieg, Trustee, for 5 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 17-2, REGULAR BOARD MEETING HELD ON MARCH 13, 2017

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2017 THROUGH APRIL 30, 2017, INCLUDING CHECKS NO. 25129 THROUGH NO. 25169 AND CHECKS NO. 25171 THROUGH NO. 25331, IN THE AMOUNT OF \$533,657.02

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2017 THROUGH APRIL 30, 2017, INCLUDING CHECKS NO. 66983 THROUGH 66999 AND DIRECT DEPOSIT NO D01408 THROUGH NO. D01562, IN THE AMOUNT OF \$305,828.94

D. INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2017 & MARCH 2017

E. FINANCIAL REPORT

F. VEHICLE PURCHASE - 2016 GMC TRUCK

** Typos were noted on the agenda regarding minutes 16-3, which should read 17-2. A motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve with correction. *Motion passed unanimously.*

8. ACTION ITEMS

A. Contract for Financial Auditing Services with Maze & Associates - approval of three year contract with Maze & Associates for financial auditing services.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the contract. *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

A. Advanced Planning Committee Report - Trustee James Murray reported the committee met on April 3, 2017, and discussed the budget, staffing levels, new vectors and diseases, and objectives in the current five year plan, to include progress of enhancing GIS systems and monitoring pesticide resistance. There was discussion of having an annual compliance audit of the Programmatic Environmental Impact Report, with Trustee Murray suggesting that he would volunteer his time to the PEIR review and work directly with District employees to suggest a compliance audit or checklist related to the PEIR.

- B. Budget Committee Report - Trustee Clayton reported that the committee met on April 24, 2016, and the budget year to date was discussed as were revenue and reserve projections for the upcoming year. Assistant Manager Waletzko presented the committee with charts which showed revenues exceeding expenses. There will be discussion of the projected salary and wage increases and amount of reserves during the next meeting on June 26, 2017.
- C. Personnel Committee Report - Trustee Diamond reported that the committee met on April 17, 2017, and discussed the annual process, noting the union contract is valid through February 2018. The committee will have discussions with the union representatives in late fall. Looking at the five year projections, there was consensus in the committee about possibly adding another position at the District and anticipating having this as a placeholder for the new General Manager to see where that headcount would be best utilized. The committee also reviewed the updates to the employee handbook, which reflect changes in the legal landscape and various spelling/grammar changes.
- D. Search Committee Report - President Howell reported that on March 20, 2017, the committee met to agree on the general issues and protocol for presentations and subsequently met with three perspective search firms. The committee chose Ralph Andersen & Associates as the search firm. There was a question about some of the additional costs in the contract and President Howell negotiated a cap on additional costs if the search was not successful in the first round. On April 3, 2017, the committee met with Recruiter Gary Peterson, who provided a new project worksheet to give him guidance in the search. It was requested that the recruiter meet with the three managers of the District and the shop Stewart. As of the time of this meeting, Ralph Andersen & Associates has only received two applications for the position, with General Manager Downs providing additional 8-inquiries for consideration. Interviews will be held all day on Thursday, June 15, 2017, and the committee will present the preferred candidate and alternates to the full board for approval at the board meeting on July 10, 2017.
- E. West Nile Virus Update - Scientific Program Manager Steve Schutz noted the first report of a human West Nile Virus case in California came out of Kings County, California. There have only been two birds tested so far in Contra Costa County and both were negative. Dr. Schutz noted that trap counts are now actually higher than they were while we were in a drought but they contain mostly Aedes mosquitoes, which are larger day biting mosquitoes; but are not significant disease vectors and typically go away before Summer. Dr. Schutz noted that there has been some West Nile Virus activity state-wide; but mostly in Southern California. He gave some general information regarding Zika virus and fielded questions.
- F. Reports on Conferences/Meetings Attended - Trustee Wolcott attended the 2017 Annual MVCAC Conference in San Diego. Most of the conference spoke about Zika virus and the patterns in Puerto Rico where the mosquitoes have multiplied due to governmental debt crisis and citizen's resistance to spraying. There were also discussions on tick borne diseases, mites and flea-borne typhus from all over the state. There were also several drones put on display.

General Manager Downs reported that some staff members also attended the Annual MVCAC Conference, as well as MVCAC quarterly meetings, which have been highly focused on Zika. He noted the state association is the sponsor for legislation to get additional funding for the counties that have the Invasive Aedes species. Assistant Manager Waletzko added that there were several discussions at the conference regarding drones. There are already some districts in the state using these “unmanned aerial vehicles” for surveillance efforts and we will continue to gather more information. He also noted that he had numerous discussions with other district managers and IT personnel regarding operational software. The District has been looking into new operational software and it was extremely beneficial to speak with other districts regarding what software they are currently using and what they experienced in the implementation process and after they were up and running.

CLOSED SESSION

10. CLOSED SESSION: PUBLIC EMPLOYMENT PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.

Title: General Manager

11. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6

Agency Designated Representatives: Peggie Howell, Board President
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

12. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - General Manager Downs reported that the 2017 Board of Trustee Photograph will be taken promptly before the July meeting.

General Manager Downs noted that the District is celebrating its 90th Year Anniversary in 2017.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:19 p.m.

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg 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 July 10, 2017.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees