

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 13-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 4, 2013, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Jeff Bennett
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Richard Mank
 Richard Means
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Jose Saavedra
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Soheila Bana
 Randall Diamond
 Morris Jones
 Rolando Villareal

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, General Counsel
 Steve Schutz, Scientific Programs Manager
 Ray Waletzko, Assistant Manager
 Deborah Bass, Public Affairs Manager
 Vikki Rodriguez, Maze & Associates
 Allison Nelson, Administrative Secretary

1. President Bennett called the meeting to order at 7:01 p.m.
2. A roll call indicated that 17 Trustees were present, four were absent, and there is one vacancy.
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 Saavedra to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None
6. PRESENTATIONS - Trustee Wolcott was recognized for 10 years of service.
7. CONSENT CALENDAR
 - A. MINUTES - APPROVAL OF MINUTES 13-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 9, 2013
 - B. EXPENDITURES - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2013 THROUGH OCTOBER 15, 2013, INCLUDING CHECKS NO. 21469 THROUGH NO. 21591, IN THE AMOUNT OF \$362,575.10
 - C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2013 THROUGH OCTOBER 15, 2013, INCLUDING CHECKS NO. 65085 THROUGH NO. 65195, IN THE AMOUNT OF \$221,495.57
 - D. INVESTMENT ACTIVITY REPORT FOR AUGUST 2013 & SEPTEMBER 2013
 - E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the consent calendar. *Motion passed unanimously.*

8. ACTION ITEMS

- A. Report on District Annual Audit - Trustee Pinckney reported that the Trustee Audit committee met on October 21, 2013, at the offices of Maze & Associates. The committee reviewed the draft of the Financial Audit and the Memorandum of Internal Control.

Ms. Vikki Rodriguez, Maze & Associates, stated that the District received an unqualified opinion on the Financial Audit; which is the cleanest opinion the District can receive. Ms. Rodriguez noted that GASB Statement 63 was implemented this year, which changed the titles of some of the financial statements. The District continues to contribute \$200,000 to the Other Post Employment Benefits (OPEB) trust yearly and the Net OPEB assets continue to increase. Ms. Rodriguez noted that the State of California did submit payment to the District for the Proposition 1A funds it borrowed back in 2009/10, and payment was made in July 2013. The Memorandum on Internal Control Structure was reviewed and no material weaknesses or significant deficiencies were found; deeming the controls adequate. There were no new announcements that impacted the financial report, which has been consistent with prior years. It was also noted that GASB Statement 68 will take effect in FY 2014/15 which will require government agencies to show pension benefits as a liability; this will have an impact on the Districts financial statements.

** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons, to accept the District FY 12/13 Financial Audit and Memorandum on Internal Control from the auditing firm of Maze & Associates. *Motion passed unanimously.*

- B. Report on California Environmental Quality Act (CEQA) - Legal Counsel, Mark Cornelius, recommends that the District update the procedures for administering its responsibilities under CEQA specific to the Districts operations. Resolution 13-3 outlines what type of activities the District participates in, what types of activities the District is exempt from, and designates authority to the General Manager to undertake certain functions under CEQA.

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Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to Approve Resolution 13-3 adopting Procedures to be Used by the District in the Administration of its Responsibilities Under the California Environmental Quality Act, and Adopting the State CEQA Guidelines by Reference. *Motion passed unanimously.*

9. INFORMATION REPORTS

- A. Programs Update - Steve Schutz, Scientific Program Manager, reported the end of season WNV totals. Countywide, there were 68 positive birds, 13 mosquito samples, 8 chickens, 1 horse, and 3 locally acquired human cases. East County, specifically Brentwood, had the heaviest concentration of dead birds, along with positive mosquito samples and human cases. The cooler than normal temperatures over the summer helped suppress mosquito activity and statewide numbers have decreased from last season. The Yellow Fever mosquito, not native to California, has been found in Madera, Fresno and San Mateo Counties. This species of mosquito breeds in artificial containers, bites during the day, are a serious nuisance issue and the potential vector of Yellow Fever, Dengue Fever, Chikungunya, and possibly West Nile virus. Surveillance in Contra Costa County will be conducted next season for this vector.
- B. CEQA PEIR - General Manager Downs reported that the District is moving forward on the Draft PEIR. Most of the participating Districts will have the Drafts completed and ready for a 45 day public comment period by the end of the year. A public hearing may be held at the March, 2014, Board meeting to address any comments submitted in the 45 day public comment period.
- C. Legal Services Request for Proposal (RFP) - General Manager Downs reported that the District submitted a RFP to a limited number of legal firms and received 3 responses. A committee of Board members will interview the potential legal counsel and bring a recommendation to the full Board in January.

10. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - President Bennett thanked Mark Cornelius for his years of service as legal counsel to the District. Trustee Pellegrini recognized the work of the vertebrate program that was featured on Channel 2 news.
- B. Staff - General Manager Downs announced that CSDA workshops are available for new and existing Trustees.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 p.m.

** Motion made by Trustee Pellegrini and seconded by Trustee Saavedra to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on January 13, 2014.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Richard Mank
Secretary, Board of Trustees