

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES No. 11-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 14, 2011, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Russ Belleci
 Jeff Bennett
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Kristin Haegeland
 Richard Head
 Richard Mank
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Myrto Petreas
 Sharyn Rossi
 Diane Wolcott

TRUSTEES ABSENT Nancy Brownfield
 Peggie Howell
 Jim Pinckney
 Jose Saavedra

OTHERS PRESENT Craig Downs, General Manager
 Mark Cornelius, General Counsel
 Steve Schutz, Scientific Programs Manager
 Ray Waletzko, Administrative & Finance Manager
 Deborah Bass, Public Affairs Manager
 Vikki Rodriguez, Maze & Associates
 Allison Nelson, Administrative Secretary
 Andrew Pierce, Public Affairs Representative
 John Chase, VCI
 David Wexler, VCI

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

** A motion was made by Trustee Head and seconded by Trustee Cowen to approve the Agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 11-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 12, 2011

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2011 THROUGH OCTOBER 31, 2011, INCLUDING CHECKS NO. 19478 THROUGH NO. 19660, IN THE AMOUNT OF \$548,519.10

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2011 THROUGH OCTOBER 31, 2011, INCLUDING CHECKS NO. 63329 THROUGH NO. 63480, IN THE AMOUNT OF \$312,025.79

D. INVESTMENT ACTIVITY REPORT FOR AUGUST 2011 & SEPTEMBER 2011

E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Mank to approve the consent calendar items 6A-E as amended. *Motion passed unanimously.*

F. APPROVAL OF TRUSTEE TRAVEL - Trustee Belleci is requesting reimbursement of expenses for travel to the American Mosquito Control Association Annual Meeting in Austin, TX, February 26 - March 1, 2012.

Item pulled for discussion.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Cowen to deny travel reimbursement for Trustee Belleci. *Motion passed.*

Aye: Ainsley, Bana, Bennett, Cowen, Diamond, Fitzsimmons, Head, Mank, Micheals, Pellegrini

Nay: Belleci, Haegeland, Means, Petreas, Rossi, Wolcott

7. ACTION ITEMS

A. Report on District Annual Audit (Appendix I) - Ms. Vikki Rodriguez, Maze & Associates, stated that the District received an unqualified opinion on the financial audit; which is the highest rating available. The Memorandum on Internal Control Structure was reviewed and no material weaknesses were found; deeming the controls adequate. Ms. Rodriguez noted that GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions, was implemented this year. This implementation has consolidated the General, LAIF & VCJPA funds into one fund in the audit. It was noted that the District contributed

\$400,000 to the Other Post Employment Benefits (OPEB) trust this year. There were no other major changes to report.

Trustee Rossi reported that the Audit committee met on November 2, 2011, at the offices of Maze & Associates. The committee reviewed the draft of the financial audit and the memorandum of internal control, and discussed the initial funding of OPEB Trust. Due to the increased risk of cyber attacks, the District IT controls were tested as part of the audit process. There were no material weaknesses or significant deficiencies found.

** Motion was made by Trustee Head and seconded by Trustee Rossi, to accept the District Annual Audit and Memorandum on Internal Control Structure from the auditing firm of Maze & Associates. *Motion passed unanimously.*

8. INFORMATIONAL REPORTS

- A. West Nile Virus Update - Steve Schutz, Scientific Program Manager, reported that West Nile Virus (WNV) activity this season has been comparable to that of previous seasons. Activity was delayed this season due to cooler temperatures. The first positive bird was reported in late June, mosquito sample in August and the first human case was reported in September. Final Contra Costa County numbers for the 2011 season are as follows: 43 WNV positive birds, 7 positive mosquito samples, 3 human cases and no positive chicken or horse cases.

Scientific Program Manager Schutz also summarized the Society for Vector Ecology conference that he attended in Flagstaff, AZ. This particular conference focused on all disease vectors and was research and academic oriented.

- B. Public Affairs Report - Deborah Bass, Public Affairs Manager, provided an overview of the public affairs department's strategies and outreach efforts for 2011. With scrutiny on public agencies it is crucial for our District to, as we always have, remain transparent and stay true to our mission to protect public health. The public affairs department continued to educate the public on why mosquito control matters and the services we provide to protect them from emerging diseases. Along with the regular newspaper and Pennysaver advertisements, a new tactic was used this year in the form of ads on BART platforms and the tail end of buses within the county. Another important method of communication has been Social media, specifically Twitter; which allows the District to get our message out immediately. News organizations and blogs who follow us re-post our message which then reaches a wide array of constituents. The public affairs department will continue to monitor the pulse of the community, prepare effective communication and uphold the District's reputation.
- C. Regulatory Update - General Manager Downs reported on the progress of the NPDES Permit, which is now in effect. The District will continue to work with the NPDES Permit Coalition on the toxicity and physical monitoring requirements of the permit.
- D. Reports on Conferences/Meetings Attended - General Manager Downs reported on the Vector Control Joint Powers Association (VCJPA) and Mosquito and

Vector Control Association of California (MVCAC) fall meetings. General Manager Downs reported he was elected vice president of MVCAC for 2012. MVCAC has been working on the compliance with the NPDES permit as well as discussing updating CEQA documentation.

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Bennett reported that the Personnel Committee met on October 17, 2011. All committee members were present as well as David Wexler, Shop Steward; Keith Snodgrass, SEIU 1021 Representative; and Fran Buchanan, IEDA. Specific concerns were discussed and it was determined that General Manager Downs should handle all personnel issues. It was advised that all employees attend mandatory team building training.
- B. Staff - General Manager Downs reminded trustees that a 2012 meeting calendar will be distributed prior to the January Board meeting. It will include MVCAC, CSDA & AMCA conference dates.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:37 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on January 9, 2012.

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

Richard Mank
Secretary, Board of Trustees