

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES No. 11-5

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 12, 2011, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Richard Ainsley Soheila Bana Jeff Bennett Chris Cowen Randall Diamond Jim Fitzsimmons Richard Head Peggie Howell Richard Mank Richard Means Angela Micheals Daniel Pellegrini Jim Pinckney Sharyn Rossi Jose Saavedra Diane Wolcott
TRUSTEES ABSENT	Russ Belleci Nancy Brownfield Kristin Haegeland Myrto Petreas
OTHERS PRESENT	Craig Downs, General Manager Mark Cornelius, Legal Counsel Carlos Sanabria, Operations Manager Ray Waletzko, Administrative & Finance Manager Steve Schutz, Scientific Programs Manager Allison Nelson, Administrative Secretary David Wexler, VCI Jason Descans, VCI Tim Mann, VCT

1. President Micheals called the meeting to order at 7:05 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 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

Ray Waletzko, Administrative & Finance Manager, for 20 years of service  
Carlos Sanabria, Operations Manager, for 30 years of service  
Craig Downs, General Manager, for 30 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 11-4, REGULAR BOARD MEETING HELD ON JULY 11, 2011

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JULY 1, 2011 THROUGH AUGUST 31, 2011, INCLUDING CHECKS NO. 19302 THROUGH NO. 19477, IN THE AMOUNT OF \$1,781,794.03

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2011 THROUGH AUGUST 31, 2011, INCLUDING CHECKS NO. 63177 THROUGH NO. 63328, IN THE AMOUNT OF \$313,473.60

D. INVESTMENT ACTIVITY REPORT FOR JUNE 2011 & JULY 2011

E. FINANCIAL REPORT

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve the Consent Calendar. *Motion passed unanimously.*

8. ACTION ITEMS

A. Annual Report of 2010/2011 Investment Portfolio Performance (Appendix I)

Administrative & Finance Manager Waletzko reported on the 2010/2011 Investment Portfolio Performance. The District invests in the Local Agency Investment Fund (LAIF); which is part of the California State Treasury. During fiscal year 2010/2011 the District earned \$29,953 in interest, a decrease of \$23,713 from the previous year. The average rate of return on funds invested in LAIF for FY 10/11 was .49%. Administrative & Finance Manager Waletzko noted that as a result of the decline in interest rates 30 year mortgage rates are at the lowest level since the 1960's.

\*\* A motion was made by Trustee Head and seconded by Trustee Pinckney to accept the Annual Report of 2010/2011 Investment Portfolio Performance. *Motion passed unanimously.* \_\_\_\_\_

9. INFORMATION ITEMS

\_\_\_\_ A. Audit Committee Report - Trustee Pinckney reported that the committee met on August 29, 2011, at the offices of the district auditors, Maze & Associates. Vikki Rodriguez, Maze & Associates, was present to discuss the detailed steps the firm would take while auditing the financial statements for fiscal year 10/11. The scope and timing of the audit was outlined, procedures for the audit were discussed and it was noted that a new field team would be conducting the audit

field work for the duration of the three year contract. The auditors will be at the District the week of September 19th, to work with District staff.

- B. West Nile Virus Update - Scientific Programs Manager, Steve Schutz, reported that despite a slow start to the season, West Nile Virus (WNV) activity locally and statewide has increased since the rise in temperatures. To date, in Contra Costa County there have been 15 WNV positive birds, 4 positive mosquito pools, and no squirrels, horses, chickens or human cases. This year, Central and East County are the focus of the majority of dead bird reports and mosquito samples. Field personnel continue surveillance efforts throughout the county to reduce the mosquito population.
- C. Legislative/Regulatory Report - General Manager Downs reported that the H.R. 872 legislation is not moving forward, it would have given the District regulatory relief from the requirement of an NPDES permit. Meanwhile, the District's Notice of Intent and pesticide application plan has been submitted and the 30 day comment period is in progress. The NPDES Permit Coalition Monitoring Program for the chemical testing is also in progress. The District will be in compliance with all regulations by November 1, 2011.

The District works with the CA Department of Public Health to acquire a Regional Army Corp permit for source control work, there are 10 bay area counties that work under this permit which is up for renewal this year. Several Districts discussed updating their CEQA documentation. As a result, we were asked if our District would be interested in working with other Districts to possibly cost share on a general template if it is determined that CEQA documents need updating. General Manager Downs will bring this issue back to the board after the proposals are received.

- D. SEIU Request - General Manager Downs discussed the request by the represented employees, to have a third party study of employee morale. General Manager Downs reported on different training options and morale studies. It was decided by the board that more information is needed to make a recommendation. It was noted that the SEIU Local 1021 representative should be present at the personnel committee meeting to discuss specific issues.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Howell to refer this request to the Personnel Committee for further discussion. *Motion passed unanimously.*

## 9. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - Administrative & Finance Manager Waletzko asked trustees to complete the VCJPA business travel insurance form.

## 10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on November 14, 2011.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

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