

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 14-1

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on January 13, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Jeff Bennett
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Richard Mank
 Richard Means
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Jose Saavedra
 Rolando Villareal
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Morris Jones
 Michael Krieg

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Assistant Manager
 Mark Cornelius, Legal Counsel
 Douglas Coty, Legal Counsel
 Deborah Bass, Public Affairs Manager
 Allison Nelson, Administrative Secretary

1. President Bennett called the meeting to order at 7:00 p.m.
2. A roll call indicated that 19 Trustees were present, two were absent, and there is one vacancy.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED

** 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

Chris Cowen, Trustee, for 5 years of service
H. Richard Mank, Trustee, for 20 years of service
Jim Pinckney, Trustee, for 25 years of service

7. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 13-6, REGULAR BOARD MEETING HELD ON NOVEMBER 4, 2013.
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF OCTOBER 31, 2013 THROUGH DECEMBER 31, 2013, INCLUDING CHECKS NO. 21592 THROUGH NO. 21792, IN THE AMOUNT OF \$814,470.87
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF OCTOBER 31, 2013 THROUGH DECEMBER 31, 2013, INCLUDING CHECKS NO. 65196 THROUGH NO. 65368 IN THE AMOUNT OF \$356,320.43
- D. INVESTMENT ACTIVITY REPORT FOR OCTOBER 2013 & NOVEMBER 2013
- E. FINANCIAL REPORT
- F. APPROVAL OF TRUSTEE TRAVEL

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

8. ACTION ITEMS

- A. Contract for Legal Services - Trustee Pinckney updated the Board on the RFP that was submitted for legal services and the outcome of the interviews conducted. The Ad-hoc committee interviewed three legal firms in November. The committee met discussing all three and came to a consensus on a recommendation to the full Board. The decision was to recommend contracting with Bold, Polisner, Maddow, Nelson & Judson for legal services. This contract would be on a month to month basis, with no change to the compensation schedule for the first twelve month period.

** Motion was made by Trustee Pellegrini and seconded by Trustee Saavedra to approve contract for legal services with Bold, Polisner, Maddow, Nelson & Judson. *Motion passed unanimously.*

- B. CCSDA - The District is a member of the Contra Costa Special Districts Association and Trustee Rossi has been our delegate to this association. Every two years there is an election of officers and Trustee Rossi is asking the Board to endorse her to run for the Vice President position. As Vice President Trustee Rossi would attend quarterly meetings and conduct association business in the absence of the president.

** Motion was made by Trustee Saavedra and seconded by Trustee Fitzsimmons to endorse Sharyn Rossi for Vice President of the Contra Costa Special Districts Association and ratify appointment if elected. *Motion passed unanimously.*

9. INFORMATIONAL REPORTS

- A. Public Affairs - Public Affairs Manager Deborah Bass presented a summary of the 2013 public affairs efforts. Bass compared efforts between 2011, 2012 and 2013 in the areas of customer service, outreach, advertising, marketing, and public relations. Overall, 2013 results returned to average after 2012's "worst year on record for West Nile virus in the United States". Key messages centered on the two new Aedes mosquito species. Evaluation efforts reveal excellent customer service and thorough media coverage and outreach. Paid advertising resulted in more than 11 million impressions. Qualitative results from customers illustrate they view district services as important and efficient, and the majority feel strongly that staff are professional and courteous. Facebook is being evaluated as a possible communication tool.
- B. Reports on Conferences/Meetings Attended - Trustee Petreas updated the Town council of Moraga on the Districts activities. President Bennett encouraged trustees who have not been on a ride along with a District technician to set one up, as he found it very beneficial in understanding what the District does on a day to day basis.

10. 2014 CALENDAR

A. Election of Officers

President, Jim Pinckney
Vice President, Chris Cowen
Secretary, Dick Mank

** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the election of the officers. *Motion passed unanimously.*

B. 2014 Meeting Schedule - The board and committee schedule was reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Saavedra to approve the meeting schedule. *Motion passed unanimously.*

11. COMMITTEE ASSIGNMENTS

A. Committee Charges - The committee charges were reviewed.

** Motion was made by Trustee Cowen and seconded by Trustee Howell to approve the committee charges. *Motion passed unanimously.*

B. Committee sign-up - Sign-up sheet was circulated to all trustees.

12. LAFCO- PROCEDURES FOR SPECIAL DISTRICT MEMBERS - President Pinckney opened the discussion to the Board about the need to have procedures in place if a Trustee is interested in becoming a candidate to LAFCO. It was stated that any Trustee could attend a LAFCO meeting as a member of the public. After much discussion, it was determined that there would be no action taken by the Board to nominate a candidate for the April 2014 LAFCO election.

13. BOARD AND STAFF ANNOUNCEMENTS

A. Board - President Pinckney welcomed Douglas Coty, Legal Counsel, to the Board.

Staff - General Manager Downs noted, as of January 1, 2014 he is the President

of the Mosquito & Vector Control Association of California (MVCAC).

14. ADJOURNMENT

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

** Motion was made by Trustee Fitzsimmons 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 held on March 10, 2014.

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

H. Richard Mank
Secretary, Board of Trustees