COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
Board of Trustees Meeting

March 12, 2013

CALL TO ORDER:
President Sharon Lock called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:
Trustee Karl Baker led the Pledge of Allegiance.

ROLL CALL:
Those present at roll call: President Sharon Lock, Vice President Gary Howell, Secretary Doug Walker, Treasurer Robert Cox, Trustees Karl Baker, Steven Hernandez, Albert Keck, Bito Larson, Charles Rich, Sam Torres, and Bruce Underwood. Also present were General Manager, Branka Lothrop, Administrative Finance Manager, David I’Anson, Human Resources Manager, Anita Jones, Scientific Operations Manager, Jeremy Wittie, Information Technology Manager, Edward Prendez, Public Information Officer, Jill Oviatt, Vector Ecologist, Gregory White, Environmental Biologist, Jennifer Henke, Lead Supervisor, Matthew Smith, and General Counsel Steve Quintanilla.

MOTION TO EXCUSE ABSENCES:

1. CONFIRMATION OF AGENDA
Trustee Karl Baker made the motion to approve the agenda. The motion was seconded by Treasurer Robert Cox and carried unanimously.

2. PUBLIC COMMENT
None.

3. ANNOUNCEMENTS
General Manager Branka Lothrop announced that the proposed architect for the construction of the lab upgrade and expansion was at the meeting. She also announced that the summary of minutes from the recent building committee meeting and the District’s Annual Report would be available on the District website. President Sharon Lock announced that there were a few handouts for tonight’s Board Meeting, which included: a summary of the minutes from the meetings with the proposed construction firms, the ad hoc Building Committee’s recommendations, the recommendations from Delawie, the employee survey, and the annual report. Trustee Charles Rich announced that there is a photographic essay of the Salton Sea available for viewing at the Rancho Mirage Library throughout the month of March, for anyone interested. Vector Ecologist Greg White gave a brief update on mosquito activity in the Coachella Valley. A discussion ensued.
4. **Board Reports**
   A. President’s Report – President Lock
   B. Finance Committee – Treasurer Cox

*President Sharon Lock* reported that the Executive Committee did not meet this past month but that there were two ad hoc Building Committee Meetings, which would be covered later in the Board Meeting, under item 6B. *Treasurer Robert Cox* reported that the Finance Committee met prior to the Board Meeting to review the standard check reports, Cal Cards statements, and had a presentation by UBS, regarding possible investment options for the District. He also reported that the January finance report was edited to include three checks received from the County of Riverside. *Treasurer Robert Cox* added that the committee will be having a budget meeting in April and will be holding Budget Workshops prior to the May and June Board Meetings.

5. **Items of General Consent**
   A. Minutes for February 12, 2012, Board Meeting
   B. Correspondence
   C. Approval of Expenditures for February 13-28, 2013, and March 1-12, 2013
   D. Conferences, Trainings, and Seminars (Pg. 18)
   E. Informational Items:
      - Trustee and Staff Reports:
        - MVCAC Annual Conference, February 3-6, 2013, in Sacramento, CA
        - PAPA Seminar, February 7, 2013, in Stockton, CA
        - AMCA Annual Conference, February 24-28, 2013 in Atlantic City, NJ
   F. Department Reports
   G. Legislative Update
   I. Approval of vacation time in April, (12 days) for General Manager. In the absence of the General Manager, Administrative Finance Manager, David l’Anson, will be designated as Acting General Manager to address any issues that may arise – **Branka B. Lothrop, Ph.D., General Manager**
   J. Approval to contract with Keystone Aerial Services for aerial reconnaissance
services of Coachella Valley urban areas for neglected water features in the amount not to exceed $19,997.45 from Fund #7575.01.210, Aerial Surveillance – Edward Prendez, Information Technology Manager

K. Approval of Resolution 2013-03 designating the week of April 21-26, 2013, as West Nile Virus, Mosquito and Vector Control Awareness Week – Jill Oviatt, Public Information Officer

L. Approval to release check for payment for the City of Indio building permit fee for the Laboratory Expansion – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

Secretary Doug Walker made the motion to approve the Items of General Consent. The motion was seconded by Treasurer Robert Cox and carried unanimously with the exception of Trustees Karl Baker, Steven Hernandez, and Sam Torres abstaining from Item 5A.

6. OLD BUSINESS
A. Update on Facility Upgrade – Greg White, PhD, Vector Ecologist

No report given; no action taken.

B. Discussion and/or Approval to award the contract for construction of the CVMVCD Laboratory Upgrade and Expansion – ad hoc Building Committee

Treasurer Robert Cox, President Sharon Lock, and Ken Ederington, from Delawie, gave a brief reports on the processes and deliberation that the ad hoc Building Committee went through to arrive at their recommended construction firm. Discussions ensued. Secretary Doug Walker made the motion to reject Diamond Construction’s bid and approve the bid submitted by RC Construction, which is the second lowest bid, because it has been deemed to be the most responsible bidder based on the fact that they are using this use-team concept, doing construction sub-contractors, owners, and the architectural firm, they are able to hold weekly meetings with the sub-contractors which will result in a three week look ahead. RC Construction also has some high school lab experience; they’re able to meet weekly with our project manager, architect, and District employees, after the sub-contractor meetings, to identify any potential problems and they would be able to resolve them beforehand; they are able to meet the District’s timeframe of nine months and they can start at the end of March or early April, once the contract is signed; and their sub-contractors list and the experience of the sub-contractors are more than sufficient for getting the project done. The motion was seconded by Trustee Sam Torres and carried unanimously.

Human Resource Manager Anita Jones gave a presentation. A discussion ensued.

D. Discussion and/or Approval to contract with Boyd and Associates for relocation and installation of additional Photoelectric Outdoor Beams, in the amount not to exceed $15,000, from Fund #8487.11.800 Building Improvements – Edward Prendez, Information Technology Manager

Trustee Karl Baker questioned why one or two other bids were not offered. Information Technology Manager Edward Prendez responded that Protection One also submitted a bid but the District has currently been having issues with their service. A discussion ensued. Trustee Bruce Underwood made the motion to approve the item 6D. The motion was seconded by Trustee Steven Hernandez and carried with ten (10) approved (Cox, Hernandez, Howell, Keck, Larson, Lock, Rich, Torres, Underwood, and Walker) and one (1) against (Baker).

7. NEW BUSINESS
   A. Discussion and/or Approval to increase the electrical service for the Bio Control laboratory and Tank Room from 400 amps to 800 amps, in an amount not to exceed $26,946.38 – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

Administrative Finance Manager David I’Anson gave a brief report on item 7A. Trustee Charles Rich made the motion to approve the item 7A. The motion was seconded by Secretary Doug Walker and carried unanimously.

   B. Discussion and/or approval of Resolution 2013-04 regarding LAIF – David I’Anson, M.P.A., M.B.A./A.C.C., Administrative Finance Manager

Administrative Finance Manager David I’Anson gave a brief report on item 7B. Trustee Bruce Underwood made the motion to approve Resolution 2013-04. The motion was seconded by Secretary Doug Walker and carried unanimously. A discussion ensued.

9. CLOSED SESSION
   A. None.

10. TRUSTEE COMMENTS, REQUESTS FOR FUTURE AGENDA ITEMS AND/OR STAFF ACTIONS
    Treasurer Robert Cox congratulated Lab Assistant II Arturo Gutierrez and Lead Technician Michael Martinez for the awards they recently received at the American Mosquito Control Association Conference. President Sharon Lock congratulated the District for being injury/accident free during the entire year of 2012. General Manager
Branka Lothrop announced that the District is celebrating its 85 anniversary and will be planning something to commemorate that event.

11. **ADJOURNMENT:**
The meeting was adjourned by President Sharon Lock at 7:24 p.m.