

**MINUTES OF THE BOARD OF TRUSTEES  
OF THE  
WEST VALLEY MOSQUITO and VECTOR CONTROL DISTRICT  
434<sup>th</sup> Meeting  
January 24, 2023**

**BOARD OF TRUSTEES**

*Paul Leon, President*

*William Wittkopf, Vice-President*

*Carolyn Raft, Secretary*

*Brian Johsz, Trustee*

*Christopher Flores, Trustee*

*Carlos Garcia, Trustee*

*Gary George, Trustee*

1. **CALL TO ORDER/FLAG SALUTE/ROLL CALL**

*President Leon called the meeting to order at 11:31 a.m. and noted that Trustee Flores was absent. Trustee Garcia led the Pledge of Allegiance.*

2. **AGENDA ADDITIONS/DELETIONS AND PUBLIC INPUT**

*Item 1b. was deleted and moved to next meeting.*

3. **PUBLIC COMMENTS** - None.

4. **CONSENT CALENDAR**

4.1 *Approve Minutes of the Regular Meeting of December 6, 2022.*

4.2 *Correspondence for the Period from November 11, 2022 through January 10, 2023.*

4.3 *Expense Claims for the Months of November and December 2022.*

4.4 *Approve Resolution No. 2023-1, a Resolution Authorizing the Board of Trustees and Its Committees to Continue Teleconferencing for Conducting Public Meetings Pursuant to AB 361. Vice-President Wittkopf made a motion to approve Consent Calendar as presented. Seconded by Trustee George. Motion passed unanimously.*

5. **PUBLIC HEARINGS** - None.

6. **FINANCE AND BUDGET COMMITTEE** - None.

7. **INSURANCE COMMITTEE** - None.

8. PERSONNEL COMMITTEE - None.

- 8.1 Discussion and Possible Action to Approve Accounting Clerk and Finance/HR Director Job Descriptions. Trustee George made a motion to approve Accounting Clerk and Finance/HR Director job descriptions as presented. Seconded by Vice-President Wittkopf. Motion passed unanimously.
- 8.2 Discussion and Possible Action to Approve Change to 2022-2023 Pay Schedule with Adjustment for Accounting Clerk and Finance/HR Director. Trustee George made a motion to approve the change to the 2022-2023 pay schedule as presented. Seconded by Trustee Garcia. Motion passed unanimously.
- 8.3 Discussion and Possible Action to Approve Updated District Personnel Policies. Vice-President Wittkopf made a motion to approve the updated District Personnel Policies as presented. Seconded by Trustee George. Motion passed unanimously.

9. ADMINISTRATIVE MATTERS

- 9.1 Staff Reports. All reports were as presented in the Board packet.
- 9.2 Annual Reports. All reports were a presented in the Board packet.
- 9.3 Election of Board Officers and Committee Selections. Vice-President Wittkopf made a motion to retain current officers and to accept committee assignments as presented. Seconded by Trustee George. Motion passed unanimously. Trustee Raft and Trustee Garcia, Insurance Committee. Trustee Johsz and Trustee George, Finance and Budget Committee. Trustee George and Vice-President Wittkopf, Personnel Committee.
- 9.4 Discussion Regarding February 2023 Meeting. President Leon made a motion to cancel the regular meeting scheduled for February 28, 2023. Seconded by Vice-President Wittkopf. Motion passed unanimously.

10. TRUSTEE REPORTS - None.

11. CLOSED SESSION - None.

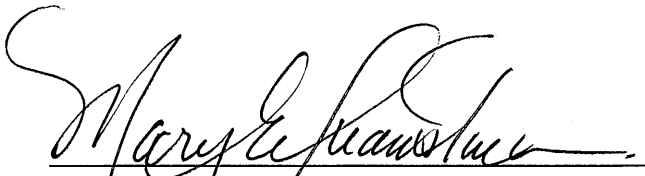
12. INFORMATIONAL - None.

13. ADJOURNMENT- The meeting was adjourned at 11:39 a.m.


Reports and documents relating to each item are on file in the District office located at 1295 E. Locust Street, Ontario and are available for public inspection from 7:30 a.m. to 3:30p.m. Monday through Friday.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Trustees; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the District offices. In addition, any such writing may also be posted on the District's website.

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m. Tuesday, March 28, 2023, at District Offices, 1295 East Locust Street, Ontario, CA 91761.



Mary E. Quastrom, Clerk of the Board  
West Valley Mosquito and Vector Control District



Carolyn Raft, Secretary - Board of Trustees  
West Valley Mosquito and Vector Control District