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BOARD OF TRUSTEES
****MONDAY, JULY 8, 2013****
DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520
7:00 PM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

5. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

6. PRESENTATIONS

Sharyn Rossi, Trustee, for 5 years of service

7. CONSENT CALENDAR

The following items listed ✨ are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

A. ✨ MINUTES (Pages 9-11) - APPROVAL OF MINUTES 13-3, REGULAR BOARD MEETING HELD ON MAY 13, 2013

B. ✨ EXPENDITURES (Pages 12-19) - APPROVAL OF EXPENDITURES OF MAY 1, 2013 THROUGH JUNE 30, 2013, INCLUDING CHECKS NO. 21134 THROUGH NO. 21301, IN THE AMOUNT OF \$781,485.33

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2013 THROUGH JUNE 30, 2013, INCLUDING CHECKS NO. 64783 THROUGH NO. 64934, IN THE AMOUNT OF \$290,658.87
- D. ✨ INVESTMENT ACTIVITY REPORT FOR APRIL 2013 & MAY 2013 (Pages 20-24)
- E. ✨ FINANCIAL REPORT (Pages 25-26)
- F. EXCESS VEHICLES

8. ACTION ITEMS

<u>Item</u>	<u>Comments</u>	<u>Action Required</u>
A. <u>Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment</u>	White	
i. <u>Recommendation</u> - To approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District - Fiscal Year 2013-2014 (<i>Appendix I</i>)		**
ii. <u>Recommendation</u> - To adopt Resolution 13-2, to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District (<i>Pages 27-28</i>)		**
B. <u>Personnel Committee Report</u>	Cowen	
i. <u>Recommendation</u> - To approve a C.O.L.A. for unrepresented employees with one exception		**
ii. <u>Recommendation</u> - To approve an enhancement to dental plan for unrepresented employees		
iii. <u>Recommendation</u> - To approve new salary ranges for the following positions (<i>Pages 29-33</i>): <u>Vector Ecologist</u> <u>Accounting and Benefits Specialist</u>		**
iv. <u>Recommendation</u> - To approve new title and salary range for the position (<i>Pages 34-35</i>): <u>IT Systems Administrator</u>		**
v. <u>Recommendation</u> - To approve the job description and salary range for the position (<i>Pages 36-39</i>): <u>Assistant Manager</u>		**
vi. <u>Recommendation</u> - To approve changes to the Employee		**

Handbook, rev. July 8, 2013 (*Pages 40-58*)

- C. Budget Committee Report Fitzsimmons
Waletzko
 - i. Recommendation - To approve the Proposed Budget for FY 2013/2014 (*Pages 59-61*) **
 - ii. Recommendation - To adopt the District Investment Policy (*Pages 62-70*) **

9. INFORMATION ITEMS

- A. Executive Committee Report Bennett
- B. West Nile Virus Update Staff
- C. CEQA PEIR Update Staff

CLOSED SESSION

10. A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, JEFF BENNETT, BOARD PRESIDENT, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Title: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

11. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

12. BOARD AND STAFF ANNOUNCEMENTS

- A. Board
- B. Staff

13. ADJOURNMENT