

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-3

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 12, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Richard Ainsley  
                                 Perry Carlston  
                                 Warren Clayton  
                                 Chris Cowen  
                                 Randall Diamond  
                                 Jim Fitzsimmons  
                                 Peggie Howell  
                                 Michael Krieg  
                                 Mark Lewis  
                                 Robert Lucacher  
                                 Richard Mank  
                                 Richard Means  
                                 James Murray  
                                 Peter Pay  
                                 Daniel Pellegrini  
                                 Jim Pinckney  
                                 Darryl Young

TRUSTEES ABSENT      Soheila Bana  
                                 Lola Odunlami

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Douglas Coty, Legal Counsel  
                                 Ray Waletzko, Assistant Manager  
                                 Natalie Jones, Administrative Assistant  
                                 Steve Schutz, Scientific Program Manager  
                                 Vikki Rodriguez, Maze & Associates  
                                 Fran Buchanan, IEDA  
                                 Dorothy Duda  
                                 Jason Descans  
                                 Diane Wolcott

1.      President Clayton called the meeting to order at 7:03 p.m.
2.      A roll call indicated that 17 Trustees were present, two were absent, and there are three vacancies.
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 Diamond to approve the agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. PRESENTATION

Mark Lewis, Trustee, introduced as newly appointed representing City of Orinda  
Perry Carlston, Trustee, for 5 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-1, REGULAR BOARD MEETING HELD ON JANUARY 8, 2018 AND APPROVAL OF MINUTES 18-2, SPECIAL BOARD MEETING HELD ON FEBRUARY 12, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2018 THROUGH FEBRUARY 28, 2018, INCLUDING CHECKS NO. 26636 THROUGH NO. 26778, IN THE AMOUNT OF \$470,171.77.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2018 THROUGH FEBRUARY 28, 2018, INCLUDING CHECKS NO. 16038 THROUGH NO. 16048 AND DIRECT DEPOSIT NO. D02223 THROUGH NO. D02372 IN THE AMOUNT OF \$309,487.07.

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2017 & JANUARY 2018

E. FINANCIAL REPORT

F. APPROVAL OF TRUSTEE EXPENSES

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the consent calendar. *Motion passed unanimously.*

8. ACTION ITEMS

A. Report on District FY 16/17 Financial Audit – Vikki Rodriguez, Audit Partner, Maze & Associates, reported that the District received an unmodified opinion, which is the cleanest opinion the District can receive. There was a delay in this audit due to the implementation to GASB 74. Rodriguez commented that the District had a rather healthy fiscal year, wherein revenues exceeded budget and expenditures were less than budget. Recommendations made to the District at last

year's audit in respect to material weaknesses have been followed and weaknesses were addressed, and overall the audit itself went very smoothly.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Howell to accept the District FY 16/17 Financial Audit and Memorandum on Internal Control. *Motion passed.*

B. Approval of District Trustee Committee Members for 2018 – Assistant Manager Waletzko explained that the District's primary banking institution, Bank of the West, requires board minutes acknowledging board members who are on the District Executive Committee; and thereby can sign District checks. Amendment was made to the form to include the addition of newly appointed Trustee Lewis to the Advanced Planning and Personnel Committees.

\*\* A motion was made by Trustee Murray and seconded by Trustee Fitzsimmons to approve the current roster of District Trustee Committees as amended. *Motion passed unanimously.*

C. Appointment of a Trustee as the District Voting Delegate at the Local Agency Formation Commission Special District's Election – Assistant Manager Waletzko explained some of LAFCO's duties and that the District had a vacant a seat on the LAFCO Board. It was requested that the Board appoints a voting delegate and an alternate. Discussion on volunteers for the positions followed.

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Means to appoint President Clayton as the District Voting Delegate for LAFCO and Trustee Young as the Alternate.

## 9. INFORMATION ITEMS

A. Annual Environmental Report/CEQA Compliance – Scientific Program Manager Steve Schutz presented a summary of the 2017 Environmental Report. The District adopted a Mitigated Negative Declaration in 1999, which is a statement of best management practices we follow to avoid or mitigate any potential environmental impacts of our programs. At that time, the board requested an annual update from staff. This District, along with a consortium of Bay area mosquito and vector control districts, completed a full Programmatic Environmental Impact Report (PEIR) in 2016 to ensure that our program has the highest level of CEQA documentation possible. The PEIR replaced our Mitigated Negative Declaration as our CEQA compliance document.

In 2017, the District continued to respond to West Nile virus activity, and there were no substantial changes in policy which could have resulted in significant environmental impacts. A major component of our program continues to be biological control, by using mosquitofish. District technicians continue to stock fish in neglected swimming pools and a variety of other sources.

Adulticiding continues to be a minor part of the District's program. Although there were more pesticide applications in 2017, the numbers are still below the 10-year average. There was discussion about pesticide use, resistance, and the possibility of rotating products once the laboratory checks Contra Costa County mosquito populations for pesticide resistance. Trustee Lewis requested specific information for the City of Orinda so he can present this to the city.

CLOSED SESSION – 8:10 PM

**B. CONFERENCE WITH LABOR NEGOTIATORS**

CONFERENCE WITH WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, PAULA MACEDO, GENERAL MANAGER AND RAY WALETZKO, ASSISTANT MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957**

Title: General Manager

RETURN TO OPEN SESSION – 8:32 pm

REPORT FROM CLOSED SESSION – No reportable action to report from either closed session.

**10. BOARD AND STAFF ANNOUNCEMENTS**

- A. BOARD - Former Trustee, Diane Wolcott, attended the annual MVCAC Conference in Monterey in January 2018 and provided Trustees with her report regarding the changes within the industry. She mentioned how there appeared to be more attendees at this most recent conference than in the past and the focus was on changes caused by state and nationwide responses due to varying disease patterns and climate changes. Trustees Howell and Krieg were also present at the conference and Trustee Howell provided a report regarding the specific Trustee training sessions with respect to the legislative updates. She found it interesting that there are a total of six Air Force planes used for aerial spraying and they maintain the capacity to spray chemicals. Trustee Howell also stopped by the exhibitor booth for Digital Maps and spoke with them briefly regarding the new operations software for the District. Trustee Krieg noted the emphasis on educating children regarding mosquito control.

- B. GENERAL MANAGER – General Manager Macedo attended the annual MVCAC Conference, National AMCA meeting in Kansas City and VCJPA seminar since the last time the Board met.

An update on the operational software and next steps for training employees and going live were provided. General Manager Macedo updated the Board on the progress of current open positions and the timeline for interview process. In addition, she reminded the Board that Form 700 Statement of Economic Interests is due April 2, 2018. Trustee Lucacher inquired as to the confidentiality aspect of filing and Legal Counsel Coty advised that Form 700 is considered a public document and, as such, is subject to the Public Records Act. Legal Counsel Coty clarified that ultimately the Statement of Economic Interest is designed so the public can determine if a public official's decisions are in the best interest of tax payers.

General Manager Macedo advised Trustees that the AB1234 Ethics Training session will be scheduled at the District prior to the November 2018 meeting. More urgently, Trustees must have a training session with respect to AB1825 Harassment, Discrimination & Retaliation Prevention. If Trustees have already taken the two-hour training session in 2018, we will need a copy of the certificate on file at the District. It was proposed and agreed to hold a live AB1825 Harassment, Discrimination & Retaliation Prevention training from 5:00-7:00 PM, prior to the May Board Meeting.

General Manager Macedo advised that she will be out of town for the April 2<sup>nd</sup> Advanced Planning Committee meeting and asked to reschedule to April 9<sup>th</sup> or April 16, 2018. Trustees agreed to have the Advanced Planning meeting scheduled for April 16, 2018, from 5:00-7:00 PM at the District, prior to the 7:00 PM Personnel Committee meeting.

Board Secretary Mank requested to move the regular scheduled board meeting of May 14<sup>th</sup> to May 21, 2018, since he will be out of town. It was decided that the next Board meeting will take place on Monday, May 21, 2018.

- C. STAFF REPORT - None

- D. LEGAL - None

11. ADJOURNMENT

There being no further business the meeting was adjourned at 9:15 p.m.

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Diamond 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 May 21, 2018.

|          |           |
|----------|-----------|
| Ayes:    | <u>17</u> |
| Noes:    | <u>0</u>  |
| Abstain: | <u>0</u>  |
| Absent:  | <u>2</u>  |



H. Richard Mank  
Secretary, Board of Trustees