

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 15-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on July 13, 2015, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Morris Jones
 Michael Krieg
 Richard Mank
 Richard Means
 Daniel Pellegrini
 Sharyn Rossi
 Rolando Villareal
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Lola Odunlami
 Jim Pinckney

OTHERS PRESENT Craig Downs, General Manager
 Steve Schutz, Scientific Program Manager
 Douglas Coty, Legal Counsel
 Ray Waletzko, Assistant Manager
 Deborah Bass, Public Affairs Manager
 Allison Nelson, Administrative Secretary
 Ed Espinoza, Francisco & Associates

1. President Cowen called the meeting to order at 7:05 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 AGENDA AS POSTED (OR AMENDED)
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 15-3, REGULAR BOARD MEETING HELD ON MAY 11, 2015
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2015 THROUGH JUNE 30, 2015, INCLUDING CHECKS NO. 23271 THROUGH NO. 23467, IN THE AMOUNT OF \$723,718.32
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2015 THROUGH JUNE 30, 2015, INCLUDING CHECKS NO. 66495 THROUGH NO. 66668, IN THE AMOUNT OF \$311,381.40
- D. INVESTMENT ACTIVITY REPORT FOR APRIL 2015 & MAY 2015
- E. FINANCIAL REPORT

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

7. ACTION ITEMS

- A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment
 - i. Ed Espinoza of Francisco & Associates reviewed the Engineers Report for Fiscal Year 2015/2016. Mr. Espinoza explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control. The assessment covers four benefit zones within Contra Costa County, the zones include: waterfront, central, west, and east. Assessable parcels are classified as: single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agricultural. Each parcel is assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito & vector control services. By confirming the engineers report the assessment roll will be submitted to the County in August and the District will collect the assessments in December and April.

** A motion was made by Trustee Carlston and seconded by Trustee Means to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2015/2016. *Motion passed unanimously.*

- ii. Recommendation to adopt Resolution 15-1

** A motion was made by Trustee Krieg and seconded by Trustee Means to adopt Resolution 15-1, 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. *Motion passed unanimously.*

B. Personnel Committee Report

- i. Trustee Mank reported that each year unrepresented employees meet with the General Manager to discuss changes in benefits and cost of living adjustments. Unrepresented employees did not request any benefit changes this year. The Personnel committee met and recommends a COLA of 2.6% plus an additional increase of 1% to compensate for increased employee retirement and health care contributions for unrepresented employees with one exception.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to approve a 3.6% COLA for unrepresented employees with one exception. *Motion passed unanimously.*

- ii. Each year a portion of unrepresented positions on a three year cycle are examined to ensure their salary ranges are in line with comparable positions. The committee reviewed five positions and recommends a new salary range of \$4677-\$6781/mo. for the Community Affairs Representative.

** A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the new salary range for the Community Affairs Representative. *Motion passed unanimously.*

- iii. The Employee Handbook is reviewed and updated annually to stay current with changes in laws and adapt to operational needs. This year there were updates to Equal Employment Opportunity, Anti-Harassment, Bereavement Leave, Civil Air Patrol Leave, Domestic Violence, Sexual Assault or Stalking Leave for Treatment, Extended Medical Leave, Family/Medical Leave, Jury Duty, Witness Leave, and Required Attendance in Court, Leave Donation Program, Pregnancy Disability Leave, School Appearances Involving Suspension, Sick Leave, Vacation, Required Use of Vacation Before Unpaid Sick Leave, Health Benefits, Insurance, Retirement Benefits, Flexible Spending Accounts, Prohibited Use of District Cell Phone While Driving, Timekeeping Requirements, and Heat Illness.

** A motion was made by Trustee Means and seconded by Trustee Howell to approve changes to the employee handbook revised July 13, 2015 as amended at the Board meeting. *Motion passed unanimously.*

C. Budget Committee Report

- i. The committee met June 22, 2015, Trustee Diamond discussed the proposed budget for FY 2015/2016 and reviewed some highlights of the committee meeting. In particular he noted the committee reviewed the long term financial forecast for the next 10 years and the fixed asset requests.

Assistant Manager Waletzko stated that this years budget is promising; especially considering that property taxes fell 23% from 2007-2012. He noted that the budget in front of the board for approval includes a projected 5% increase for FY 15/16. Fixed asset requests for FY 15/16 include: new carpet for the Administration building, two motors for the landing craft, fixed asset tracking system and two trucks. The committee discussed continued funding of the OPEB trust and reimbursement for current retiree medical expenses. The committee recommends the full Board of Trustees adopt the \$6,863,778 budget presented.

- ii. The District Investment Policy was reviewed by the Trustee Budget Committee on June 22, 2015 and recommended approval as written.

** A motion was made by Trustee Young and seconded by Trustee Clayton to approve the proposed budget for Fiscal Year 2015/2016 and to approve the District's Investment Policy. *Motion passed unanimously.*

8. INFORMATION ITEMS

- A. West Nile Virus Update - Scientific Program Manager Steve Schutz, updated the Board on West Nile Virus activity for the year. To date countywide, there have been 2 positive mosquito samples, no positive birds, chickens, or human cases. While we usually have positive birds this time of the year, past years have shown it is not unheard of for the first positive to occur in July.
- B. CEQA PEIR Update - General Manager Downs reported that the draft Programmatic Environmental Impact Report (PEIR) could be released by July 24th. The September Board meeting would be our public hearing and the PEIR would be placed on the September 14th agenda.

CLOSED SESSION - 8:02 p.m.

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, CHRIS COWEN, 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 - 8:19 p.m.

REPORT FROM CLOSED SESSION - No reportable action

- 10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

** A motion was made by Trustee Means and seconded by Trustee Fitzsimmons to approve a salary of \$14,110/mo for the General Manager position. *Motion passed unanimously.*

- 11. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Pellegrini reported that the WNV patient in Brentwood continues

to improve.

B. Staff - None

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:24 p.m.

** A motion was made by Trustee Jones and seconded by Trustee Pellegrini. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 14, 2015.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees