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BOARD OF TRUSTEES
****MONDAY, JULY 11, 2016****
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. 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 9-16) - APPROVAL OF MINUTES 16-2, REGULAR BOARD MEETING HELD ON MARCH 14, 2016 AND MINUTES 16-3, REGULAR BOARD MEETING HELD ON MAY 9, 2016
- B. ✨ EXPENDITURES (Pages 17-25) - APPROVAL OF EXPENDITURES OF MAY 1, 2016 THROUGH JUNE 30, 2016, INCLUDING CHECKS NO. 024327 THROUGH NO. 024496, IN THE AMOUNT OF \$686,359.36

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2016 THROUGH JUNE 30, 2016, INCLUDING CHECKS NO. 066955 THROUGH NO. 066958 AND DIRECT DEPOSIT NO. D00693 THROUGH NO. D00845 IN THE AMOUNT OF \$319,816.34
- D. ✨ INVESTMENT ACTIVITY REPORT FOR APRIL 2016 & MAY 2016 (Pages 26-30)
- E. ✨ FINANCIAL REPORT (Pages 31-32)

7. 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>	Espinoza	
i. <u>Recommendation</u> - To approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District - Fiscal Year 2016-2017 (<i>Attached</i>)		**
ii. <u>Recommendation</u> - To adopt Resolution 16-4, 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 33-34</i>)		**
B. <u>Personnel Committee Report</u>	Howell	
i. <u>Recommendation</u> - To approve new salary ranges for the following position(s): <u>Accounting and Benefits Specialist (\$5485-\$7142)</u> <u>Assistant Manager (\$8070-\$10310)</u> <u>IT Technician (\$6513-\$8319)</u>		**
ii. <u>Recommendation</u> - To approve a 2.2% C.O.L.A. for unrepresented employees with one exception (general manager)		**
iii. <u>Recommendation</u> - To approve change(s) to the Employee Handbook, rev. July 11, 2016 (<i>Pages 35-60</i>)		**
iv. <u>Recommendation</u> - To approve the new position, job description and salary range for the position <u>Vector Control Planner</u> (<i>Pages 61-64</i>)		**
v. <u>Recommendation</u> - To approve the job description and salary range for the position <u>Administrative Assistant</u> (<i>Pages 65-67</i>)		**

- C. Budget Committee Report Cowen
Waletzko
- i. Recommendation - To approve the Proposed Budget for FY 2016/2017 (*Pages 68-69*) **
- ii. Recommendation - To adopt the District Investment Policy (*Pages 71-79*) **

- 8. INFORMATION ITEMS Comments
- A. West Nile Virus Update Schutz
- B. Reports on Conferences/Meetings Attended Board/Staff

CLOSED SESSION

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

Title: General Manager
- B. CONFERENCE WITH LABOR NEGOTIATOR, PEGGIE HOWELL, BOARD VICE 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

- 10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

- 11. BOARD AND STAFF ANNOUNCEMENTS

- A. Board
- B. Staff

- 12. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, _____ days, or _____ hours before the noted meeting:

Ray Waletzko, Assistant Manager

Date

✪ Supporting documents are enclosed

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Allison Nelson at least 24 hours before the meeting, at 685-9301

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California