

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 17-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 13, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Perry Carlston
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Robert Lucacher
 Richard Mank
 Richard Means
 James Murray
 Peter Pay
 Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley
 Soheila Bana
 Warren Clayton
 Lola Odunlami
 Jim Pinckney
 Diane Wolcott
 Darryl Young

OTHERS PRESENT Paula Macedo, General Manager
 Douglas Coty, General Counsel
 Ray Waletzko, Assistant Manager
 Steve Schutz, Scientific Programs Manager
 Natalie Jones, Administrative Assistant
 Wayne Shieh, IT Systems Administrator

1. President Howell called the meeting to order at 7:07 p.m.
2. A roll call indicated that 12 Trustees were present, seven were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance
4. APPROVAL OF THE AGENDA AS POSTED
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the Agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. **PRESENTATIONS** - Assistant Manager Ray Waletzko presented President Howell with an award for 10 years of service with the District. Trustee Diamond also gave appreciation to President Howell for all the hard work she has contributed throughout the years and especially during this past year as President with all the extra work required in the hiring of a new General Manager.

7. **CONSENT CALENDAR**

A. **MINUTES** - APPROVAL OF MINUTES 17-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 11, 2017

B. **EXPENDITURES** - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2017 THROUGH OCTOBER 31, 2017, INCLUDING CHECKS NO. 026333 THROUGH NO. 026477, IN THE AMOUNT OF \$503,678.71

C. **PAYROLL** - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2017 THROUGH OCTOBER 31, 2017, INCLUDING CHECKS NO. 016022 THROUGH NO. 016027 AND DIRECT DEPOSIT NO. D01908 THROUGH NO. D02074, IN THE AMOUNT OF \$325,659.65

D. **INVESTMENT ACTIVITY REPORT FOR AUGUST 2017 & SEPTEMBER 2017**

E. **FINANCIAL REPORT**

F. **APPROVAL OF TRUSTEE TRAVEL**

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the consent calendar items 7A-F. *Motion passed unanimously.*

8. **ACTION ITEMS**

A. **Audit Committee Report** - Payment of Trustee compensation through District payroll system was discussed and Trustee Fitzsimmons does not agree with the way Trustees are currently being compensated. It was recommended by the Audit Committee to authorize expenditure of up to \$2,500 to determine appropriate method of payment of Trustee compensation.

** A motion was made by Trustee Diamond and seconded by Trustee Lucacher to approve expenditure up to \$2,500 for a second opinion by a legal entity to determine appropriate method of payment of Trustee compensation. *Motion failed.*

Aye: Trustees Carlston, Diamond, Fitzsimmons, Krieg, Lucacher, Pellegrini

Nay: Trustees Cowen, Howell, Means, Mank, Murray, Pay

Trustee Diamond mentioned training received by CSDA, where trustee payment was discussed. It was requested that Assistant Manager Waletzko look into any CSDA articles/paperwork regarding Trustee compensation from the conference Trustee Diamond attended back in 2008. The Board also directed General Manager Macedo to obtain a written option from legal counsel.

- B. Operations Software Proposals - IT Systems Administrator Wayne Shieh presented Trustees with two software company products which were evaluated by District staff and management for a new software system for the District.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Krieg to authorize General Manager Macedo to enter negotiations under guidance of legal counsel, to purchase operations software and hardware not to exceed \$320,000. *Motion passed unanimously.*

9. BOARD, GENERAL MANAGER, STAFF AND LEGAL REPORTS

- A. Staff - Scientific Program Manager Steve Schutz summarized the WNV surveillance season. During the 2017 season there were 19 positive birds, 9 positive mosquito samples (mostly were *Culex tarsalis*), 7 positive chickens and a total of 4 human cases, two of which were blood donors. There was also a report of one equine case out of Brentwood. Mosquito populations were relatively low this year and as the temperatures continue to drop at night we are likely to see mosquito activity decrease as the mosquitoes go into their winter hibernation period.

- B. Board - President Howell mentioned that this would be her last board meeting during her tenure as Board President, which was a very challenging year. She mentioned that unit now, the biggest challenge the District faced was in 2008 when the housing market dropped, which caused a large reduction in property tax revenue. Prior to the collapse, Trustees and General Manager Downs exercised great financial restraint, built up a healthy reserve and utilized those reserves in a way that all District employees were able to keep their jobs. This past year was President Howell's second biggest challenge in dealing with some initial difficulties in the implementation of the District's new financial software, as well as the resignation of the former General Manager, Craig Downs.

President Howell suggested some areas that needed improvement as they relate to trustee responsibilities. She would like to see better follow up to the Trustees on any action item from prior meetings. In addition, President Howell requested that General Manager Macedo provide a manager's report at each board meeting and keep Trustee informed of any issues that may impact the District in any way.

- C. General Manager - General Manager Macedo has been in conversation with President Howell and General Legal Counsel Douglas Coty on how to modify the meeting agenda, as well as to fulfill the requirements of communication and The Brown Act, but still make the agenda understandable and not as confusing. Legal Counsel provided some examples of agendas that other Special Districts use to make clarifications to the District's current agenda. Changes to be implemented include moving the Scientific Program Update to the beginning of the meeting and having the Board, Staff, General Manager and Legal updates provided each meeting, with a detailed report of the approved action items that were authorized by Trustees at prior meetings.

General Manager Macedo provided an update on the financial software. Staff has worked diligently with the Sage trainers and they have reconciled the bank accounts for the 2016-2017 fiscal year. Most issues encountered so far have been regarding the understanding how to structure various accounts in the new software and documenting how to enter data going forward.

General Manager Macedo reported that a meeting to negotiate with the union has been scheduled for the first week of December and the District is awaiting confirmation from the union representative. The Board will need to schedule a personnel committee meeting following that meeting. In January 2018, the District will pass around committee sign-up sheets and will inquire with Warren Clayton if he is still considering his term as Board President for 2018. General Manager Macedo will ask Trustee Ainsley if he is interested in being Vice President and if not, Trustee Krieg advised that he is willing to be Vice President.

The Annual Mosquito & Vector Control Association of California Conference is scheduled for the end of January 2018, in Monterey, CA. Trustee Wolcott is attending and General Manager Macedo will also ask the 2018 Board President & Vice President if they would like to attend as well, since the closing date for room arrangements are expected to sell out rather quickly.

General Manager Macedo mentioned she may come to the Board to request authorization for an external human resources consultant. She mentioned the benefits of handling employee relations with an external consultant which include preserving the integrity of investigations. General Manager Macedo advised this task alone is currently taking most of her time while at the office.

Public Relations Manager, Deborah Bass, notified General Manager Macedo that after nearly 20 years employed with the District, she will be retiring.

General Macedo announced the District will be applying for grant money from the Centers for Disease Control & Prevention (CDC) for work in surveillance and control of invasive mosquito species. Specifically we would use these funds to enhance our mosquito surveillance program and buy new traps for those invasive species. In addition, funding from the CDC also granted the American Mosquito Control Association (AMCA) with the sole contract for conducting training on mosquito surveillance and control with respect to invasive *Aedes* species. Back in March 2017, the AMCA invited 20 people from the entire country to be a master trainer. General Manager Macedo was selected to be one of the master trainers for the Western Region, with all expenses paid by the AMCA and trained an additional 30 people at the recent MVCAC Quarterly Meeting in Sacramento.

Lastly, General Manager Macedo met with Scientific Program Manager, Steve Schutz, Assistant Manager Waletzko and Trustee Murray to discuss the PEIR for the District and the District's responsibility in complying with its contents. Trustee Murray suggested creating a check list to incorporate any changes and to make sure the District is in compliance.

D. Legal - Legal Counsel Douglas Coty updated the Board on current issues and potential fees. He added that his closing report will typically be very short at future meetings, specifically if there are any legal cases or legislation that may arise, or even items of interest will be mentioned by Legal Counsel.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:22 p.m.

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on January 8, 2018.

AYES:	<u>13</u>
NOES:	<u>0</u>
ABSENT:	<u>6</u>
ABSTAIN:	<u>0</u>



Richard Mark
Secretary, Board of Trustees