

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-7

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 10, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Warren Clayton, President Richard Ainsley Soheila Bana Perry Carlston Chris Cowen Randall Diamond Jim Fitzsimmons Peggie Howell Michael Krieg Robert Lucacher Richard Mank Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Jim Pinckney
TRUSTEES ABSENT	Mark Lewis Darryl Young
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Assistant Steve Schutz, Scientific Program Manager Bradley Wright, Operations Manager Nola Woods, Public Affairs Director Andrew Pierce, Public Information & Technology Officer Douglas Coty, Legal Counsel

1. President Clayton called the meeting to order at 7:02 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 Carlston 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 18-5, REGULAR BOARD MEETING HELD ON JULY 9, 2018 AND APPROVAL OF MINUTES 18-6, SPECIAL BOARD MEETING HELD ON JULY 11, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JULY 1, 2018 THROUGH AUGUST 31, 2018, INCLUDING CHECKS NO. 27103 THROUGH NO. 27259, IN THE AMOUNT OF \$2,107,026.51.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2018 THROUGH AUGUST 31, 2018, INCLUDING CHECKS NO. 16082 THROUGH NO. 16093 AND DIRECT DEPOSIT NO. D02652 THROUGH NO. D02833 IN THE AMOUNT OF \$389,537.41.

D. INVESTMENT ACTIVITY REPORT FOR JUNE 2018 & JULY 2018

E. FINANCIAL REPORT

F. EXCESS VEHICLES

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

7. BOARD AND STAFF ANNOUNCEMENTS

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo mentioned vacancies on the Board of Trustees for City of Brentwood, Hercules and San Pablo, and that letters were sent again to those cities requesting appointed representatives to the Board.

General Manager Macedo reminded the Board that, as it had previously been approved, the November Board meeting will not be held on the second Monday of the month due to Veteran's Day (November 10, 2018), and instead Board meeting will be November 5<sup>th</sup>. Immediately prior to the November 5<sup>th</sup> meeting there will be a live training session for Trustees to attend the required AB1234 Ethics Training. If trustees would prefer to take the mandatory training online, General Manager Macedo can assign the training to be completed prior to the live session on November 5, 2018.

General Manager Macedo reported on the CDC ELC Zika grant, which was used to purchase new invasive species traps and advertising for the “Fight the New Bite” campaign. Funding from that grant ended in July 2018. She also advised the Board that the funding provided to the California Department of Public Health (CDPH) from CDC to partially fund the Dead Bird Hotline has not been renewed, and that the future of the program will be discussed at the upcoming meetings of the Mosquito and Vector Control Association of California (MVCAC).

General Manager Macedo announced the Annual MVCAC Meeting is scheduled for February 3-6, 2019 in Burlingame. Typically, the Board President and Vice President are authorized to go. Registrations are now open, and Macedo requested that the trustees let her know if they are interested in attending.

General Manager Macedo reported that staff continues to work on changes to operational and internal procedures, as necessary, to comply with laws and regulations, such as a recent modification on how the District administers its cash-in-lieu of medical program. In addition, she requested that all requests from Board members to staff be facilitated through the General Manager or Administrative Services Manager so that they can prioritize job duties based on the requests.

In terms of legislative updates, Macedo made mention of a few bills that may affect the District; AB2892 would create a California Mosquito Surveillance and Research Program, to be administered by CDPH, however the bill has been suspended. The District has sent a support letter and is currently waiting to see what will happen. Another bill, SB929, would require every independent special district to maintain a website that clearly lists contact information, and it is currently enrolled and awaiting action by Governor Brown. On the Federal side, General Manager Macedo reported that two bills, S340 and HR953 have been introduced in the Senate and have passed the House of representatives, which would amend the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Federal Water Pollution Control Act to prohibit EPA or a state from requiring a permit under the National Pollutant Discharge Elimination System (NPDES) for a discharge of pesticide from a point source into navigable waters if the discharge is approved under FIFRA.

- C. STAFF REPORT – Scientific Program Manager Schutz reported on current West Nile virus activity. To date countywide, there have been 11 positive birds, 15 positive mosquito samples, 13 positive chickens, and 1 positive human case confirmed last week. He reported that there are more positive mosquitoes this time of year than last year, most likely temperature-driven and associated to the “spill over” of activity from the nearby Central Valley.

General Manager Macedo introduced Bradley Wright, the new Operations Manager for the District, who gave a brief description of his past experience in mosquito control at the Alexandria Department of Health in Virginia, as well as the US Army, where he was an Entomologist, and had the chance to deploy to Puerto Rico for Hurricane Maria approximately one year ago working to prevent

the spread of Dengue. Operations Manager Wright presented a comparison of service request numbers generated this year compared to last year, as well as the 30-year average, and reported that the current average is slightly down from last year. He also reported on the aerial treatment planned for the week over approximately 600 acres on Quimby Island, due to mosquito problems generated by flooding after a fire on the island.

Nola Woods and Andrew Pierce were re-introduced to the Board with their new titles of Public Affairs Director and Public Information & Technology Officer respectively, and presented updates regarding advertising campaigns for “Fight the New Bite”, as well as various advertising strategies employed by the District this year in the county. They presented the District’s plans to restructure the library into a community education center where residents can come to receive information regarding the various programs and services provided by the District.

D. LEGAL – None

8. ACTION ITEMS

- A. Annual Report of 2017/2018 Investment Portfolio Performance – Administrative Services Manager Bagley reported 2017/2018 Investment Portfolio Performance. The District’s investment income increased in correlation with the rising interest rates of the Federal Reserve, along with the positive economic news over the past few years.
  - i. Recommendation to accept Annual Report of 2017/2018 Investment Portfolio Performance.

\*\* A motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to accept the Annual Report of 2017/2018 Investment Portfolio Performance. *Motion passed unanimously.*

- B. Executive Committee Report – President Clayton reported on the two meetings held by the committee (August 13, 2018 and immediately prior to this Board meeting, September 10, 2018). The committee discussed possible changes in procedures for the General Manager’s performance evaluation, changes are tabled for further discussion at this time.
- C. Unmanned Aircraft System (UAS) Policy – General Manager Macedo presented the new policy created for the Unmanned Aircraft System (UAS) Program for Board approval before insuring the program and UAS through VCJPA. She explained the current planned use of the UAS for mosquito surveillance efforts. Discussion followed regarding certification requirements and potential updates due to any regulatory changes. The Board requested that Trustee Pinckney remains involved in program discussions due to his extensive experience in the field of aviation and its requirements.

- i. Recommendation to approve the new policy for the use of UAS as part of the District's vector control operations.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Pellegrini to approve the new policy for use of UAS as part of the District's operations with amendments suggested by legal counsel. *Motion passed unanimously.*

CLOSED SESSION – 8:50 p.m.

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, WARREN CLAYTON, 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 – 9:05 p.m.

REPORT FROM CLOSED SESSION – No reportable action

- 10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH DR. PAULA MACEDO

Title: General Manager


\*\* A motion was made by Trustee Pinckney and seconded by Trustee Howell to approve a merit increase of 5% and 3.1% C.O.L.A. for the General Manager, retroactive to the General Manager's hire anniversary date of August 14, 2018. *Motion passed unanimously.*

- 11. ADJOURNMENT

There being no further business the meeting was adjourned at 9:09 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on November 5, 2018.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

  
\_\_\_\_\_  
H. Richard Mank  
Secretary, Board of Trustees

**AMENDMENT NO. 1  
TO  
PERSONAL SERVICES AGREEMENT  
BETWEEN CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
AND  
DR. PAULA MACEDO**

The Personal Services Agreement dated August 14, 2017, between the Contra Costa Mosquito and Vector Control District ("District") and Dr. Paula Macedo ("General Manager") shall be amended as follows:

1. Section V (COMPENSATION): Retroactive to August 14, 2018, the annual salary amount shall be increased by 8.1% (consisting of a 3.1% cost of living increase plus a 5% merit salary increase) to a total annual compensation of **\$178,365**.

Except as specified above, all other provisions of the Agreement dated August 14, 2017, between District and General Manager shall remain in full force and effect.

**IN WITNESS WHEREOF**, the District and General Manager hereto have executed this Agreement as of the date signed by District below.

Paula Macedo 09/26/18  
Dr. Paula Macedo, General Manager DATE

Warren Clayton 9/26/18  
Warren Clayton, President, Board of Trustees DATE

ATTEST:

By: J R Mark 10/12/18  
District Secretary Date  
Board