

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 19-2

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 11, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Michael Krieg, President
Perry Carlston, Vice President
Richard Ainsley
Soheila Bana
Warren Clayton
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Peggie Howell
Kevin Marker
Richard Means
James Murray
Lola Odunlami
Daniel Pellegrini
Jim Pinckney
Marshon Thomas

TRUSTEES ABSENT Robert Lucacher
Peter Pay
Darryl Young

VACANCIES El Cerrito, Hercules & San Pablo

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Steve Schutz, Scientific Program Manager
J Bradley Wright, Operations Manager
Natalie Martini, Administrative Assistant
Douglas Coty, Legal Counsel
Christopher Doll
Jason Descans

CALL TO ORDER

President Krieg called the meeting to order at 7:00 p.m.

ROLL CALL

A roll call indicated that 16 Trustees were present, three were absent, and there are three vacancies.

1. 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.*

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION – Trustee Jim Fitzsimmons was recognized for 15 years of service. President Krieg introduced the newly appointed Trustees: Marshon Thomas representing the City of Brentwood and Kevin Marker representing the City of Orinda.

4. CONSENT CALENDAR

A. MINUTES – Minutes for Board meeting held on January 14, 2019.

B. EXPENDITURES FOR DECEMBER 2018 & JANUARY 2019 – Approval of expenditures of December 1, 2018 through January 31, 2019, including checks No. 027511 through No. 027655, in the amount of \$446,495.43.

C. PAYROLL FOR DECEMBER 2018 & JANUARY 2019 – Approval of payroll expenditures of December 1, 2018 through January 31, 2019, including checks No. 016114 through No. 016120 and Direct Deposit No. D03076 through No. D03230 in the amount of \$346,025.26.

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2018 & JANUARY 2019

E. FINANCIAL REPORT

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

5. REPORTS

A. BOARD MEMBERS – President Krieg, Vice President Carlston and Trustee Ainsley reported on their attendance at the Annual MVCAC Conference. They reported finding the meeting very informative and expressed interest in the keynote speaker discussing preparing for the unknown, with a new vector borne disease coming our way. Discussion ensued regarding the status of the District's programs in relation to the core functions of a mosquito control agency as presented by the keynote speaker.

B. GENERAL MANAGER – General Manager Macedo updated the Board on the various meetings and conferences she attended, such as the labor relations conference (LCW), Contra Costa SDA quarterly meeting, the February Mayor's Conference, quarterly meeting of the Coastal Region - MVCAC, AMCA and MVCAC annual meetings, and VCJPA annual workshop. It was noted that she will be attending the

future MVCAC Spring Meeting and Legislative Days in Sacramento the following month and is scheduled to give a presentation at the April Mayor's Conference.

General Manager Macedo mentioned that the District will be advertising the seasonal positions of Laboratory Aide and Vector Control Aide over the next few weeks but some difficulty in finding candidates for seasonal work is expected due to the status of the job market.

Letters have been sent to the cities of El Cerrito, Hercules and San Pablo regarding vacancies on the Board of Trustees. May 13, 2019 will mark 90-days from original request to fill vacancies and a letter may be sent to the County for appointment authority.

C. STAFF – Administrative Assistant Martini reminded the Board that all Statement of Economic Interest/Form 700 filings for 2018 are due by Tuesday, April 2, 2019, through the online NetFile system.

D. LEGAL COUNSEL – Legal Counsel Coty advised the Board that if any Trustee has questions on how to file the Form 700, please reach out to him directly. Also all new Trustees must complete an Assuming Office Statement of Economic Interest/Form 700 on NetFile, as well as conduct the AB1234 Ethics Training and AB1825 Harassment, Discrimination & Retaliation Prevention Training. He emphasized the importance of filing these forms and completing these mandatory trainings.

6. ACTION ITEMS

A. Approval of District Trustee Committee Members for 2019 – Final committee composition was reviewed and approved by President Krieg. The District's primary banking institution, Bank of the West, requires Board meeting minutes acknowledging Board members who are on the District Executive Committee; and thereby can co-sign District checks.

** Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the current roster of District Trustee Committees. *Motion passed unanimously.*

B. EXECUTIVE COMMITTEE REPORT – Board President Krieg updated the Board on the Executive Committee meeting held on February 11, 2019, when the performance appraisal form used to evaluate the General Manager's performance was discussed and changes to the Trustee Manual were evaluated. The committee recommended approval of the changes made to the Trustee Manual. A discussion about the changes ensued.

i. Approval of Updates to the Trustee Manual – the Board discussed changes made to the Trustee Manual and made a motion to approve the changes as a draft document. The Board gave direction to staff to facilitate the creation of an Ad-Hoc committee to review and make changes to the Trustee Manual, as well as an Ad-Hoc committee to review the Mission and Vision Statements for the District. General

Manager Macedo will send an email to the Trustees asking for volunteers to serve in both Ad-Hoc committees.

- ** Motion was made by Trustee Fitzsimmons and seconded by Trustee Howell to approve the Trustee Manual as a draft document. *Motion passed unanimously.*

C. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the March 4, 2019 committee meeting when the results from the salary and benefits study conducted by RGS were presented. Management has evaluated the results of the study and found that only one position was found not to be aligned with other similar positions in the Districts used for comparison. The committee has directed staff to further evaluate and propose changes for that position. The committee also discussed the frequency of salary reviews and is recommending that one be conducted in-house, every three years, for all positions of the District concomitantly, and that a full compensation analysis from an outside firm be conducted every six years. The committee also reviewed the job description and salary range of the Laboratory Aide (seasonal) and recommended their approval by the Board.

i. Approval of Updated Job Description of the Laboratory Aide (seasonal) position and salary range. The Personnel Committee reviewed the updated job description and salary range for the seasonal position of Laboratory Aide and recommended their approval by the Board.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the updated job description and salary range of Laboratory Aide (seasonal). *Motion passed unanimously.*

D. APPROVAL OF UPDATED 2019 BOARD MEETING SCHEDULE – General Manager Macedo noted updates to the Board meeting schedule wherein a Personnel Committee meeting was added in April for staffing discussions and the June Executive Committee meeting was moved from Monday the 17th to Tuesday the 18th.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the updated 2019 Board meeting calendar. *Motion passed unanimously.*

E. APPROVAL OF TRUSTEE TRAVEL – the SDLA Leadership Academy Conference is scheduled for July 2019 and Trustees Bana, Carlston, Murray, Odunlami and Pay have expressed interest in attending.

- ** Motion was made by Trustee Pinckney and seconded by Trustee Means to approve Trustees traveling to the SDLA Leadership Academy. *Motion passed unanimously.*

7. INFORMATION ITEMS

A. Annual Operations Report/CEQA Compliance – Scientific Program Schutz presented a summary of the 2018 Annual Operations 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 and a report is presented to the Board every year.

Adulticiding continues to be a minor part of the District's program. Although there were more larvicide applications in 2018, 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.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:40 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 13, 2019.

Ayes: 18
Noes: 0
Abstain: 0
Absent: 1



Daniel Pellegrini
2019 Secretary, Board of Trustees