

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 19-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 13, 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 Randall Diamond Jim Fitzsimmons Peggie Howell Robert Lucacher Kevin Marker Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Jim Pinckney Marshon Thomas Darryl Young
TRUSTEES ABSENT	Chris Cowen
VACANCIES	El Cerrito, Hercules & San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager J Bradley Wright, Operations Manager Natalie Martini, Administrative Assistant Douglas Coty, Legal Counsel Suzanne Solomon, Liebert Cassidy Whitmore Juliana Kresse, Liebert Cassidy Whitmore Jackie Hughes, Liebert Cassidy Whitmore (via telephone) Sheila Currier Terry Davis David Wexler Tina Cox Jason Descans Christopher Doll Tim Mann

OTHERS PRESENT (cont.) Miaja McCauley  
Danielle Wisniewski  
Yen Do, SEIU Union Representative  
Sheena Phillips

CALL TO ORDER

President Krieg called the meeting to order at 7:03 p.m.

ROLL CALL

A roll call indicated that 18 Trustees were present, one was absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

- \*\* Motion was made by Trustee Pinckney and seconded by Trustee Pellegrini to approve the agenda as posted. *Motion passed unanimously.*
2. PUBLIC INPUT ON NON AGENDA ITEMS – Public speakers Danielle Wisniewski, (Vector Control Inspector), Miaja McCauley (Vector Control Technician), and Yen Do (SEIU 1021 Field Representative) introduced themselves to the Board and spoke on behalf of the open mechanic position, expressing support for filling the position and for the position to remain in the bargaining unit. Tina Cox (Accounting & Benefits Specialist) provided materials to the Board and spoke regarding the salary and benefits study conducted by RGS and the salary survey she conducted for her position, and asked for consideration of an interactive involvement in the process and that the trustees review the study before taking any action related to salary and benefits for unrepresented employees. Tina Cox (Accounting & Benefits Specialist) spoke a second time on behalf of the hiring process and requirements for new hires. Maria Bagley (Administrative Services Manager) spoke on behalf of managers and supervisors regarding support for the General Manager and her positive vision and leadership.

CLOSED SESSION – 7:23 p.m.

Trustee Lola Odunlami recused herself from closed session items 3 and 4.

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, Randall Diamond, Chair of the Personnel Committee, and Jack Hughes (via telephone), Legal Counsel

Employee Group: Represented employees, SEIU 1021

4. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

RETURN TO OPEN SESSION – 8:54 p.m.

REPORT FROM CLOSED SESSION – No reportable action

6. PRESENTATION – Trustee Lola Odunlami was recognized for 5 years of service

7. CONSENT CALENDAR

A. MINUTES – Minutes of the March 11, 2019 Board of Trustees Meetings  
B. EXPENDITURES – Expenditures for February 2019 and March 2019 (*Pages 12-28*) – Approval of expenditures of February 1, 2019 through March 31, 2019 including checks No. 027656 through No. 027810, in the amount of \$455,180.29.

C. PAYROLL FOR FEBRUARY 2019 & MARCH 2019 - Payroll Expenditures – Approval of payroll expenditures of February 1, 2019 through March 31, 2019, including checks No. 016121 through No. 016130 and Direct Deposit No. D03231 through No. D03376, in the amount of \$338,224.51.

D. INVESTMENT ACTIVITY REPORT FOR FEBRUARY 2019 & MARCH 2019

E. FINANCIAL REPORT

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

8. REPORTS

A. BOARD MEMBERS – President Krieg reported to the Board regarding the California Special Districts Association (CSDA) Workshop he attended pertaining to Board Member Best Practices, primarily about the role of a Special District's Board. He found the workshop very valuable and recommended other Trustees to attend at least the 1-day workshop in the future, especially if they are unable to attend the full conference that is offered by CSDA.

B. GENERAL MANAGER – General Manager Macedo noted that April 21-27, 2019 was Mosquito and West Nile virus awareness week and the Public Affairs department worked closely with the Mosquito and Vector Control Association of California (MVCAV) to provide unified messages to the public. The District received additional exposure through KPIX and KGO-TV. General Manager

Macedo updated the Board regarding the progress on the education center and vector house.

General Manager Macedo provided updates regarding the surveillance program and West Nile virus (WNV) activity. The District lab started setting CO2 traps and so far, there has been no sign of WNV activity in the county. There has been a significant increase in mosquito service requests this year, mostly due to treehole mosquitoes, rain pool mosquitoes and other random insects. The lab also started a new mosquito colony and will be attending a pesticide resistance workshop in Sacramento.

General Manager Macedo noted that a summary of the compensation study for non-represented staff, conducted by RGS, was presented to the Personnel Committee and that the study is available to any Trustee who would like to review it further. She reminded the Board that the July Board meeting is scheduled for July 8, 2019 and with 5 Trustees attending the Special District Leadership Academy Conference in Napa during that week, it will be critical to have a quorum for the July meeting where the budget for FY 2019/2020 will be proposed for approval.

General Manager Macedo requested further participation from the Board regarding the AdHoc committees for the District's Vision & Mission statements, as well as the Trustee Manual. Any Trustee that would like to sign up for the AdHoc committees should contact the General Manager as soon as possible so meeting dates can be scheduled.

- C. STAFF – Administrative Services Manager Bagley reported the District's administrative front office has been evaluating various financial and human resource software systems to create synergies in the work flow of District accounting and administrative tasks.
- D. LEGAL COUNSEL – None

9. ACTION ITEMS

- A. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the Personnel Committee meeting held on April 30, 2019, when proposed new positions were reviewed, as well as the strategic alignment of future steps for District staff.

- i. Approval of new position and job description for Administrative Analyst I and new title of Administrative Analyst II and updated job description for Administrative Assistant - The Personnel Committee reviewed the job description and salary range for the full time position of Administrative Analyst I and the new job description and salary for Administrative Analyst II. The committee recommended approval of the new position and the two job descriptions by the Board.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the new position of Administrative Analyst I and the updated job description for Administrative Assistant to Administrative Analyst II. *Motion passed unanimously.*

ii. Approval of new position and job description for Laboratory Technician - the Personnel Committee reviewed the updated job description and salary range for the new proposed full time position of Laboratory Technician. The committee recommended approval of the new position and associated job description by the Board.

\*\* Motion was made by Trustee Pinckney and seconded by Trustee Pellegrini to approve the new position of Laboratory Technician. *Motion passed unanimously.*

iii. Approval of Strategic Alignment of Steps - The Personnel Committee reviewed the Strategic Alignment of Steps presented by Administrative Services Manager Bagley for unrepresented positions/classifications and recommended approval by the Board.

PUBLIC INPUT – ITEM 9. A. iii. – Public speaker Tina Cox (Accounting & Benefits Specialist) spoke to changes implemented by the General Manager in 2018 regarding progression through steps after hire and urged the Board not to approve the Strategic Alignment of Steps and not to make any action regarding salary for the unrepresented positions/classifications before reviewing the provided RGS salary survey.

\*\* Motion was made by Trustee Clayton and seconded by Trustee Ainsley to approve the Strategic Alignment of Steps for unrepresented positions/classifications. *Motion passed unanimously.*

B. BOARD REVIEW AND CONSIDERATION FOR PURCHASE OF LARVICIDES FROM ADAPCO AND CLARKE – Operations Manager Wright requested Board approval to purchase mosquito control products from Adapco (not to exceed \$36,000.00) and from Clarke (not to exceed \$37,000.00) and presented on the cost savings for pre-purchasing quantities of larvicides that will be used during the season.

\*\* Motion was made by Trustee Diamond and seconded by Trustee Carlston to approve the purchase of larvicides from Adapco and Clarke not to exceed \$36,000.00 and \$37,000.00 respectively. *Motion passed unanimously.*

## 10. INFORMATION ITEMS

A. ADVANCE PLANNING COMMITTEE REPORT – Committee Chair Clayton updated the Board on the April 8, 2019 Advance Planning Committee meeting when the format of the future Five Year Plan was discussed to allow for additional reporting, updated goals and flexibility. The first draft of the new Five

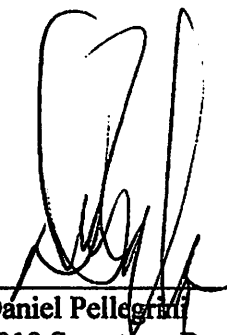
Year Plan should be available in December and the committee will discuss possibly meeting again before 2020.

- B. **BUDGET COMMITTEE REPORT** – Committee Chair Carlston updated the Board on the April 29, 2019 Budget Committee meeting. The committee discussed the year-to-date budget and budget presentation and discussed the District’s efforts and process improvements for better budgeting and forecasting. The committee requested timelines for these efforts. Committee Chair Carlston noted that the District was in a healthy financial position and has been for several years.

11. **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:29 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 8, 2019.

Ayes: 17  
Noes: 0  
Abstain: 0  
Absent: 2

  
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Daniel Pellegrini  
2019 Secretary, Board of Trustees