

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 19-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 8, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Richard Ainsley Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Peggie Howell Robert Lucacher Kevin Marker Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Marshon Thomas Darryl Young
TRUSTEES ABSENT	Soheila Bana Jim Pinckney
VACANCIES	El Cerrito, Hercules & San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel Ed Espinosa, Francisco & Associates, Inc.

CALL TO ORDER

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

ROLL CALL

A roll call indicated that 17 Trustees were present, two 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. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 19-3, Regular Board Meeting, held on May 13, 2019.

B. EXPENDITURES – Approval of expenditures of April 1, 2019 through May 31, 2019 including checks No. 027811 through No. 027992, in the amount of \$644,880.61.

C. PAYROLL FOR APRIL 2019 & MAY 2019 –Approval of payroll expenditures of April 1, 2019 through May 31, 2019, including checks No. 016131 through No. 016142 and Direct Deposit No. D03377 through No. D03526, in the amount of \$336,054.89.

D. TRANSACTION ACTIVITY REPORT FOR APRIL 2019 & MAY 2019

E. FINANCIAL REPORT

F. EXCESS VEHICLES –Approval to excess;
1) 2004 Year model with 100,207 miles (#4)
2) 2007 Year model with 108,542 miles (#9)
3) 2007 Year model with 97,859 miles (#12)
4) 2004 Year model with 117,835 miles (#52)

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

4. ACTION ITEMS

A. APPROVAL OF MOSQUITO & VECTOR SURVEILLANCE AND CONTROL ENGINEERS REPORT ON THE DISTRICT-WIDE SPECIAL BENEFIT ASSESSMENT – Ed Espinosa, Francisco & Associates, gave an overview of the District Engineers Report for Fiscal Year 2019/2020 and explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control and covers four benefits zones without Contra Costa County – waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County such as single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agriculture. Each parcel is

assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. The assessment roll will be submitted to the County in August and the District will collect the assessments in December and April.

i. Approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2019-2020

** A motion was made by Trustee Clayton and seconded by Trustee Cowen to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment – Fiscal Year 2019/2020. *Motion passed unanimously.*

B. BOARD RESOLUTION 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. Approve Board Resolution 19-1 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.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to adopt Resolution 19-1 to continue the & 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. *Motion passed unanimously.*

C. BOARD RESOLUTION FOR THE REVISION OF CONFLICT OF INTEREST CODE – General Manager Macedo reported that the California Fair Political Practices Commission requires that the District's Conflict of Interest Code be reviewed and, if needed, update biennially. Recommended updates revolved around title changes to designated positions on Appendix A, as well as deleting unfilled positions. Legal counsel reviewed the resolution and concludes the requirements of the law are met with the proposed Resolution 19-2.

i. Approve Board Resolution 19-2, updated Conflict of Interest Code.

** A motion was made by Trustee Pellegrini and seconded by Trustee Clayton to adopt Resolution 19-2 Conflict of Interest Code. *Motion passed unanimously.*

D. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the Personnel Committee meeting held on June 24, 2019, where updates to the Employee Handbook were reviewed, as well as any salary adjustments and additional benefits for unrepresented employees and salary ranges for the newly approved positions were discussed.

i. The Personnel Committee recommended the approval of 3.9% C.O.L.A. for unrepresented employees, effective July 1, 2019, with one exception (General Manager).

** Motion was made by Trustee Pellegrini and seconded by Trustee Means to approve the recommended 3.9% C.O.L.A. for unrepresented employees. *Motion passed unanimously.*

ii. Approval of the new position for Administrative Analyst I, new title of Administrative Analyst II and updated job description for Administrative Assistant was reviewed by the Personnel Committee. The committee recommended approval of the new position and the two job descriptions by the Board for the following positions:

Administrative Analyst I (\$3,350 - \$4,489 + C.O.L.A.)
Administrative Analyst II (\$4,714 - \$6,317 + C.O.L.A.)
Lab Technician I (\$5,926 - \$7,941 + C.O.L.A.)

** Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the recommended salary ranges for Administrative Analyst I, Administrative Analyst II and Lab Technician I, contingent on approval of Item E.i. *Motion passed unanimously.*

iii. Approval of additional dental benefit for unrepresented employees to change current dental plan to another with an annual benefit maximum of \$3,000.00 per calendar year with financial impact to the District not exceeding \$3,000 annually.

** Motion was made by Trustee Howell and seconded by Trustee Ainsley to approve the additional dental benefit for unrepresented employees, contingent on approval of Item E.i. *Motion passed unanimously.*

E. BUDGET COMMITTEE REPORT – Committee Chair Carlston updated the Board on the Budget Committee meeting held on June 3, 2019, when FY 2018/2019 projected ending budget, proposed FY 2019/2020 budget, and long range forecast were reviewed, as well as Investment and Reserve policies and Procurement Authority. Chair Carlston and Administrative Services Manager Bagley discussed items of interest and proposed policies. Discussion followed on the proposed changes to the Investment policy.

i. Recommendation to approve the Proposed Budget for FY 2019/2020

** Motion was made by Trustee Diamond and seconded by Trustee Clayton to approve the proposed budget for Fiscal Year 2019/2020. *Motion passed unanimously.*

ii. Recommendation to approve the District Investment and Reserve policies

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Diamond to approve the District Reserve Policy with amendments. *Motion passed unanimously.*

** Motion was made by Trustee Means and seconded by Trustee Cowen to table the District Investment Policy for future discussion.

iii. Approval of Scope and Exclusions for General Manager's procurement authority

** Motion was made by Trustee Krieg and seconded by Trustee Odunlami to approve the scope and exclusions for the General Manager's Procurement Authority with amendments. *Motion passed unanimously.*

5. REPORTS

A. BOARD MEMBERS – Board President Krieg discussed security concerns, especially when staff works unusual hours, and asked staff to provide a plan for enhanced security and to evaluate the current policies for use of District and personal vehicles. In addition, he mentioned that, during the General Manager's evaluation process, the creation of a self-evaluation process for the Board was brought up by a trustee, and Krieg asked trustees to bring a proposal forward if there was still interest on that. Trustee Odunlami mentioned that the evaluation of the Board was a topic of discussion at the Special Districts Leadership Academy.

Trustee Lucacher and President Krieg led a discussion on emergency response, continuity planning, and preparedness. The Board requested that this topic be discussed by the Advanced Planning Committee. Trustee Clayton, Chair of the Advanced Planning Committee, stated that the committee had originally planned on meeting in December, but will plan a meeting before then to discuss emergency preparedness.

B. GENERAL MANAGER – General Manager Macedo discussed the documents provided to the Board at the meeting. The first one was a letter by the MVCAC Trustee Advisory Council, which the District was asked to distribute to all trustees regarding a survey, and the other was a flyer for a training offered by the County regarding The Brown Act and Better Government Ordinance held at the Board of Supervisors Chambers on July 31, 2019. The training is not a requirement for trustees, and anyone interested in attending should RSVP directly with the County.

General Manager Macedo reported that the 2018 District Annual Report is ready and available to download from the District website. She announced that the mandatory Harassment, Retaliation and Discrimination training will be held at 4:30 p.m. on Monday, September 9, 2019 and the annual Trustee photograph will be taken directly before the Board meeting commences at 7 p. m. She reminded trustees that they can always take the online version of the training if they would like to and that should be done prior to the next Board meeting.

Macedo provided an update on the development of the District's operational software and talked about a proposed mutual aid agreement among the mosquito control districts in the Coastal region, in which one District may request assistance of another District in the event of an emergency. The assistance may include personnel, equipment, supplies, and others. The mutual aid agreement will be included in a future meeting agenda for Board approval.

General Manager Macedo provided the Board with various upcoming event dates and conferences she will be attending, and mentioned she will be available via cell phone or email. She mentioned that June 26 was National Mosquito Control Awareness week and that the District joined other agencies in the state in a statewide campaign to promote the "mosquito week" through a series of tweets. In addition, she updated the Board on the status of the Educational Center and the Vector House.

General Manager Macedo noted that trustees should expect a few emails over the next weeks to schedule dates for the ad hoc committee meetings and other standing committee meetings.

- C. STAFF – Scientific Program Manager Schutz provided the Board with a short surveillance update commenting on how there has not been any virus activity detected throughout the County to date, most likely due to the cooler temperatures this year. He also provided a presentation to the Board on tasks and projects led by the laboratory.

Administrative Services Manager Bagley presented the Board with updates regarding the District's Administration department, noting the work they have been doing in organizing accounts in the system, providing an increase of detailed expense accounts while reducing the number of accounts by eliminating accounts that were no longer utilized in the accounting software. The District created several new policies and procedures for procurement and is currently evaluating additional accounting software companies for future approval from the Board.

Administrative Analyst II Martini advised Trustee Peter Pay has been reappointed by the City of San Ramon to a two year term.

- D. LEGAL COUNSEL – None

President Krieg called for a 5-minute break at 9:29 p.m. Meeting resumed at 9:35 p.m.

CLOSED SESSION – 9:35 p.m.

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

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee

Employee Group: Represented employees, SEIU 1021

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

Title: General Manager

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

Agency Negotiator: Michael Krieg, Board President
Unrepresented Employee Group: General Manager

RETURN TO OPEN SESSION – 10:04 p.m.

REPORT FROM CLOSED SESSION – President Krieg provided a report from the closed session and stated the purpose of the closed session was to review the performance of the General Manager over the last year. Trustees considered the General Manager’s support for and relationship with Board, communication, including Community and Government Relations, Leadership, fiscal management and policy execution, organization management and human resources, and meeting annual goals. The Board concluded that in all aspects General Manager Macedo has performed at a level rated as excellent, the highest rating given. In essence, the Board concluded General Manager Macedo is doing the job they hired her to do exactly as they wished her to do it. Normally, the Board would expect to reward that level of performance with a significant increase in pay, however, General Manager Macedo has informed Trustees that she feels with only two years in the position and following a significant increase last year, another increase would put her above the level she feels appropriate for a District this size and her current level of experience. Therefore, the Board has agreed that this year General Manager Macedo will receive simply the standard C.O.L.A. adjustment of 3.9%, plus the Board’s sincere thanks for her outstanding performance in the last year. In addition, since a major part of General Manager Macedo’s responsibilities involve off-site work to represent the District in various ways, the Board decided to amend her contract to include a monthly car allowance of \$600.00 per month.

9. BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

** A motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the amendment of contract for General Manager Macedo, to include a 3.9% C.O.L.A. and a monthly \$600.00 car allowance. *Motion passed unanimously.*

10. ADJOURNMENT – There being no further business, the meeting was adjourned at 10:06 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 9, 2019.

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



Daniel Pellegrini
2019 Secretary, Board of Trustees

**AMENDMENT NO. 2
TO
PERSONAL SERVICES AGREEMENT
BETWEEN CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
AND
DR. PAULA MACEDO**


The Personal Services Agreement dated August 14, 2017 as amended on September 26, 2018, 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): Effective July 1, 2019, the annual salary amount shall be increased by 3.9% (a cost of living adjustment) to a total annual salary of **\$185,321.00**.
2. Section V (COMPENSATION): Effective July 1, 2019, the General Manager shall receive a monthly automobile allowance in the amount of **\$600.00**, in lieu of any mileage reimbursement, for use of her private vehicle on District business.

Except as specified above, all other provisions of the amended Agreement between the 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.

 09/09/19
Dr. Paula Macedo, General Manager DATE

 9/9/19
Michael Krieg, President, Board of Trustees DATE

ATTEST:  9/9/19
By: _____ DATE
Board Secretary