



**BOARD OF TRUSTEES**  
**\*\*MONDAY, JULY 10, 2017\*\***  
DISTRICT OFFICE  
155 Mason Circle  
Concord, CA 94520  
**7:00 PM**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL - Introduction of new trustee  
Peter Pay - San Ramon
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
5. PUBLIC INPUT ON NON AGENDA ITEMS  
Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

6. CONSENT CALENDAR  
The following items listed ✨ are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.
  - A. ✨ MINUTES (Pages 9-13) - APPROVAL OF MINUTES 17-3, REGULAR BOARD MEETING HELD ON MAY 8, 2017
  - B. ✨ EXPENDITURES (Pages 14-23) - APPROVAL OF EXPENDITURES OF MAY 1, 2017 THROUGH JUNE 30, 2017, INCLUDING CHECKS NO. 26000 THROUGH NO. 26163, IN THE AMOUNT OF \$510,210.41

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- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2017 THROUGH JUNE 30, 2017, INCLUDING CHECKS NO. 16000 THROUGH NO. 16011 AND DIRECT DEPOSIT NO. D01563 THROUGH NO. D01738 IN THE AMOUNT OF \$331,935.99
- D. ✨ INVESTMENT ACTIVITY REPORT FOR APRIL 2017 & MAY 2017 (Pages 24-28)
- E. ✨ FINANCIAL REPORT (Pages 29-30)

7. ACTION ITEMS

<u>Item</u>	<u>Comments</u>	<u>Action Required</u>
A. <u>Report on Mosquito &amp; Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment</u>	Espinoza	
i. <u>Recommendation</u> - To approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District - Fiscal Year 2017-2018 ( <i>Attached</i> )		**
ii. <u>Recommendation</u> - To adopt Resolution 17- 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 ( <i>Pages 31-32</i> )		**
B. <u>Personnel Committee Report</u>	Diamond	
i. <u>Recommendation</u> - To approve a 2.7% C.O.L.A. for unrepresented employees with one exception (General Manager)		**
ii. <u>Recommendation</u> - To approve change(s) to the Employee Handbook, rev. July 10, 2017 ( <i>Pages 33-52</i> )		**
C. <u>Budget Committee Report</u>	Clayton Waletzko	
i. <u>Recommendation</u> - To approve the Proposed Budget for FY 2017/2018 ( <i>Pages 53-54</i> )		**
ii. <u>Recommendation</u> - To adopt the District Investment Policy ( <i>Pages 55-63</i> )		**

8. INFORMATION ITEMS

<u>Item</u>	<u>Comments</u>
A. <u>West Nile Virus Update</u>	Schutz
B. <u>Reports on Conferences/Meetings Attended</u>	Board/Staff

CLOSED SESSION

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6

Agency Designated Representatives: Peggie Howell, Board President  
Unrepresented Employee: General Manager

- C. PUBLIC EMPLOYMENT APPOINTMENT PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

- D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6

Agency Designated Representatives: Peggie Howell, Board President  
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

10. PUBLIC EMPLOYEE APPOINTMENTS

- A. CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

- B. CONSIDER APPOINTMENT OF GENERAL MANAGER AND CONTRACT OF EMPLOYMENT (EFFECTIVE AUGUST 14, 2017)

Title: General Manager

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board

B. Staff

12. ADJOURNMENT

*I hereby certify that the District Board of Trustee Agenda was posted 72 hours, \_\_\_\_\_ days, or \_\_\_\_\_ hours before the noted meeting:*

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Natalie Jones, Administrative Assistant

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Date

✧ Supporting documents are enclosed

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Jones at least 24 hours before the meeting, at 925-771-6100*

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California*