

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 13-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on July 8, 2013, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Soheila Bana Jeff Bennett Perry Carlston Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Peggie Howell Michael Krieg Richard Mank Richard Means Daniel Pellegrini Myrto Petreas Sharyn Rossi Diane Wolcott
TRUSTEES ABSENT	Richard Ainsley Morris Jones James Pinckney Jose Saavedra Rolando Villareal
OTHERS PRESENT	Craig Downs, General Manager Steve Schutz, Scientific Program Manager Mark Cornelius, Legal Counsel Ray Waletzko, Assistant Manager Deborah Bass, Public Affairs Manager Allison Nelson, Administrative Secretary Jennifer White, Francisco & Associates Christy Cobb, Francisco & Associates

1. President Bennett called the meeting to order at 7:10 p.m.
2. A roll call indicated that 15 Trustees were present, five were absent, and there were two vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to add item 8. A. iii. and approve the agenda as amended. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. PRESENTATION - Trustee Rossi for 5 years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 13-3, REGULAR BOARD MEETING HELD ON MAY 13, 2013

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2013 THROUGH JUNE 30, 2013, INCLUDING CHECKS NO. 21134 THROUGH NO. 21301, IN THE AMOUNT OF \$781,485.33

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2013 THROUGH JUNE 30, 2013, INCLUDING CHECKS NO. 64783 THROUGH NO. 64934, IN THE AMOUNT OF \$290,658.87

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2013 & MAY 2013

E. FINANCIAL REPORT

F. EXCESS VEHICLES - Approval to excess a 2001 Chevrolet 4WD 1500 (120,000 miles) and a 2003 Chevrolet 1500 (114,000 miles)

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

8. ACTION ITEMS

A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment

i. Assistant Manager Waletzko introduced Christy Cobb of Francisco & Associates. Ms. Cobb gave an overview of the Engineers Report for Fiscal Year 2013/2014 and explained the methods that her agency used to develop the proposed benefit assessment. Ms. Cobb discussed different benefit assessment units that parcels are assigned and answered questions about assessable parcels.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Cowen to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2013-2014. *Motion passed unanimously.*

ii. Recommendation to adopt Resolution 13-2

** A motion was made by Trustee Pellegrini and seconded by Trustee Mank to adopt Resolution 13-2, 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. *Motion passed unanimously.*

iii. The Internal Operations Committee for Contra Costa County is requesting the Board of Trustees review the applicants for the vacant County at Large seat on the Mosquito & Vector Control Board and make a recommendation.

** A motion was made by Trustee Means and seconded by Trustee Howell to deny the request of the Internal Operations Committee. *Motion passed.*

B. Personnel Committee Report - General Manager Downs reported that since the Personnel Committee met on June 10, 2013, additional information was provided by CalPers regarding medical plans. The District pays for the lowest cost HMO and there are currently two HMO's available to employees; Kaiser and Blue Shield. Last year the District received concessions from the employees for any increased costs of retirement and health premiums. The District is splitting the health premium cost increases with employees 50/50; for the lowest costing HMO which was Kaiser. CalPers recently released the premiums that will be effective January 2014, and it now includes an additional HMO by Anthem. However, CalPers does not provide any coverage information other than to note the cost is less than the Kaiser rate. A discussion ensued about holding a Personnel Committee meeting in August or September to discuss the health benefit plans when more information is released.

** A motion was made by Trustee Howell and seconded by Trustee Krieg that a Personnel Committee meeting be held prior to the Board meeting in September to discuss the health care plans while in the window of open enrollment and make a recommendation to the full Board. *Motion passed.*

- i. Each year General Manager Downs meets with the unrepresented employees to discuss benefits and a cost of living adjustment. Information was presented to the personnel committee and discussed.
- ii. Unrepresented staff also requested an enhancement to the dental plan, which amounts to a .3% increase in payroll.

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve a 2.9% C.O.L.A. for unrepresented employees with one exception. *Motion passed unanimously.*

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve an enhancement to the dental plan for unrepresented employees. *Motion passed unanimously.*

- iii. Each year a portion of unrepresented positions on a three year cycle are examined to ensure their salary ranges are in line with comparable positions. The committee reviewed four positions and recommends salary adjustments to the Vector Ecologist and the Accounting and Benefits Specialist position.

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve new salary ranges for the positions; Vector Ecologist (\$5791-7173/mo) and Accounting and Benefits Specialist (\$4916-6402/mo). *Motion passed unanimously.*

- iv. The third position reviewed was the IT Technician, the committee recommends a new title and salary range for the position.

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve the new title and salary range for the position IT Systems Administrator (\$5838-7457).

Motion passed unanimously.

- v. The committee recommends to approve a new job description and salary range for the position Assistant Manager. Administrative & Finance Manager Ray Waletzko will be promoted to this position

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve the job description and salary range Assistant Manager (\$7129-9108).

- vi. The Employee Handbook is reviewed and updated annually. This year there were updates to Pregnancy Disability Leave, Family Medical Leave Act, Personnel Records and Unlawful Harassment. A new Social Media policy was also added to the handbook this year.

** A motion was made by Trustee Mank and seconded by Trustee Pellegrini to approve the changes to the Employee Handbook. *Motion passed unanimously.*

- C. Budget Committee Report - Assistant Manager Waletzko gave an overview of the District's current financial condition. Property taxes and the District benefit assessment continue to be our primary sources of revenue; while salaries and wages account for the majority of expenditures.

Trustee Fitzsimmons discussed the proposed budget for FY 2013/2014. It was explained that the committee spent considerable time reviewing long term projections and District reserves. Based on the current level of reserves the committee recommends the full board of trustees adopt the \$6,654,400 budget presented.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the proposed budget for Fiscal Year 2013/2014. *Motion passed unanimously.*

Trustee Fitzsimmons noted that the board adopts the District's Investment Policy each year. The Committee reviewed the policy and no changes were made. The committee recommends adoption.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to approve the District's Investment Policy. *Motion passed unanimously.*

9. INFORMATION ITEMS

- A. Executive Committee Report - Trustee Bennett reported the committee met on June 10, 2013. He reported that Mark Cornelius, Legal Counsel for the District will be retiring later this year. An RFP will be distributed for legal services and the committee will form an interview panel. It was also noted that the Contra Costa Sheriffs Association lawsuit against CCCERA was discussed at the committee meeting.
- B. West Nile Virus Update - Scientific Program Manager Steve Schutz, Ph.D. gave an update on mosquito-borne disease surveillance. To date countywide, there have been 3 positive birds, 3 positive mosquito samples and no chicken, horse or human cases. East County infection rate is now considered at the epidemic risk level. The first positive birds came in at the end of June; which is in line with

previous seasons. Statewide, the majority of activity is in the Central Valley and Southern California. It was noted that the *Aedes Aegypti* mosquito, which carries Yellow Fever, was found in Madera and Fresno counties. This mosquito breeds in artificial containers which makes it very difficult to control.

- C. CEQA PEIR Update - General Manager Downs reported that the CEQA Programmatic Environmental Impact Report (PIER) is progressing and staff is in the process of tailoring the document to our District. A public hearing for the document may be held as soon as September.

CLOSED SESSION - 9:00 pm

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, JEFF BENNETT, 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 - 9:18 pm

REPORT FROM CLOSED SESSION - None

- 11. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

- ** A motion was made by Trustee Pellegrini and seconded by Trustee Kreig to approve a salary of \$13,250/mo for the General Manager position. *Motion passed unanimously.*

- 12. BOARD AND STAFF ANNOUNCEMENTS

- A. Board - Trustee Rossi reported on CSDA legislative days.

- B. Staff - None

- 13. 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 a meeting of the Board held on September 9, 2013.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees