

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-5

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 9, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Warren Clayton, President Perry Carlston Chris Cowen Jim Fitzsimmons Michael Krieg Robert Lucacher Richard Mank Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Jim Pinckney Darryl Young
TRUSTEES ABSENT	Richard Ainsley Soheila Bana Randall Diamond Peggie Howell Mark Lewis
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Assistant Steve Schutz, Scientific Program Manager Douglas Coty, Legal Counsel Ed Espinoza, Francisco & Associates Fran Buchanan, IEDA

1. President Clayton called the meeting to order at 7:11 p.m.
2. A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the agenda as posted. *Motion passed unanimously.*

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. PRESENTATION – Trustee Young was recognized for five years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-4, REGULAR BOARD MEETING HELD ON MAY 21, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 26944 THROUGH NO. 27102, IN THE AMOUNT OF \$468,634.20.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 16065 THROUGH NO. 16081 AND DIRECT DEPOSIT NO. D02514 THROUGH NO. D02651 IN THE AMOUNT OF \$294,750.68.

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2018 & MAY 2018

E. FINANCIAL REPORT

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

8. BOARD AND STAFF ANNOUNCEMENTS

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo provided Trustees with the annual General Manager performance review forms and reviewed the timeline for the evaluation. The evaluation forms should be submitted to President Clayton no later than July 31, 2018. The evaluation form will be revised by the Executive committee for next year's evaluation.

C. STAFF REPORT – Scientific Program Manager Schutz provided a West Nile Virus update. There has been no West Nile Virus activity in Contra Costa County this year yet, although neighboring counties have been detecting positive mosquito samples. Saint Louis Encephalitis has been detected again in Southern California and in Fresno County. Mosquito populations have been increasing in East Contra Costa County and virus activity should be expected with the increase in temperatures.

D. LEGAL – None

CLOSED SESSION – 7:24 p.m.

9. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH LABOR NEGOTIATORS WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION – 8:09 p.m.

REPORT FROM CLOSED SESSION – None

10. ACTION ITEMS

- A. Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)  
–General Manager Paula Macedo clarified that, according to the approved investment policy, the District General Manager and Assistant Manager / Administrative Services Manager are authorized to transfer funds to and from LAIF. With the new Administrative Services Manager at the District, LAIF requires a new board resolution stating the names and titles of those currently authorized.
- i. Recommendation to approve amendment to and adopt Resolution 18-1 authorizing investment of monies in the Local Agency Investment Fund (LAIF).

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve Resolution 18-1 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) to be transferred by General Manager Macedo and/or Administrative Services Manager Bagley. *Motion passed unanimously.*

- B. Report on Mosquito & Vector Surveillance and Control Engineer's Report on District-Wide Special Benefit Assessment – Mr. Ed Espinoza of Francisco & Associates reviewed the District Engineers Report for Fiscal Year 2018/2019 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 benefit zones within 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 agricultural. 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. Recommendation – to approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2018/2019 .
- ii. Recommendation – to adopt Resolution 18-2

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the Engineer’s Report for Contra Costa Mosquito and Vector Control District Benefit Assessment – Fiscal year 2018/2019 and to adopt Resolution 18-2 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.*

- C. Authorize Hiring of an Additional Vector Control Technician – General Manager Macedo requested authorization to hire an additional Vector Control Technician.

\*\* A motion was made by Trustee Fitzsimmons and seconded by Trustee Carlston to hire an additional Vector Control Technician. *Motion passed unanimously.*

- D. Personnel Committee Report – Trustee Carlston reported that the committee discussed the District’s position on salary and benefits for unrepresented employees. The committee discussed the possibility of allowing them to enroll in the State Disability Insurance plan, with the cost paid by the employee, and the increase on the safety award incentive for unrepresented staff from \$10 to \$15 per month. The Personnel committee recommended a C.O.L.A of 3.1%, effective July 1, 2018, with one exception (General Manager).

In addition, the committee discussed new titles, job descriptions and salary ranges for the two Community Affairs Representatives, whose titles would change to Public Affairs Director and Public Information and Technology Officer.

The committee reviewed salary for the positions of Biologist and Vector Ecologist II and recommended adjustments. The committee noted that the compensation and benefit packages for all unrepresented employees will be reviewed later in 2018.

- i. Recommendation – to approve a 3.1% C.O.L.A. for unrepresented employees with one exception (General Manager).
- ii. Recommendation – to approve unrepresented employees’ enrollment in State Disability Insurance (SDI), at no cost to the employer, and the increase in safety award incentive to \$15.00 per month for unrepresented employees.
- iii. Recommendation- to approve new titles, job descriptions and salary range recommendations for the previous positions of Community Affairs Representatives.

iv. Recommendation – to approve salary ranges for the positions: Biologist (\$6,836 - \$8,732 + C.O.L.A.) and Vector Ecologist II (\$6,836 - \$8,732 + C.O.L.A.).

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve all recommendations made by the personnel committee, namely: the recommended 3.1% C.O.L.A. for unrepresented employees; their enrollment in SDI, the increase on the safety award to \$15.00; the new titles, job descriptions, and salary recommendations for the previous positions of Community Affairs Representatives; and the recommended salary adjustments for the positions of Biologist and Vector Ecologist II. *Motion passed unanimously.*

E. Budget Committee Report – Trustee Krieg gave an overview of the District’s current financial condition. The committee recommended the approval of the Proposed Budget FY 2018/2019. The committee also recommended that the Board adopted the revised District Investment Policy.

i. Recommendation – to approve the Proposed Budget for FY 2018/2019.

ii. Recommendation – to adopt the District Investment Policy.

\*\* A motion was made by Trustee Cowen and seconded by Trustee Pinckney to approve the recommendations from the Budget Committee regarding the Proposed Budget for FY 2018/2019 and to adopt the District Investment Policy. *Motion passed unanimously.*

## 11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:44 p.m.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 10, 2018.

Ayes: 17  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: 2

  
\_\_\_\_\_  
H. Richard Mank  
Secretary, Board of Trustees