

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 12-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on July 9, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Jeff Bennett
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Michael Krieg
 Richard Mank
 Richard Means
 Angela Micheals
 Daniel Pellegrini
 Myrto Petreas
 James Pinckney
 Rolando Villareal
 Diane Wolcott

TRUSTEES ABSENT Russ Belleci
 Sharyn Rossi
 Jose Saavedra

OTHERS PRESENT Craig Downs, General Manager
 Steve Schutz, Scientific Programs Manager
 Mark Cornelius, Legal Counsel
 Tina Cox, Accounting & Benefits Specialist
 Ray Waletzko, Administrative & Finance Manager
 Deborah Bass, Public Affairs Manager
 Jennifer White, Francisco & Associates

1. President Bana called the meeting to order at 7:01 p.m.
2. A roll call indicated that 17 Trustees were present, three 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 Diamond to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 12-3, REGULAR BOARD MEETING HELD ON MAY 14, 2012
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2012 THROUGH JUNE 30, 2012, INCLUDING CHECKS NO. 20142 THROUGH NO. 20322, IN THE AMOUNT OF \$604,899.02
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2012 THROUGH JUNE 30, 2012, INCLUDING CHECKS NO. 63898 THROUGH NO. 64062, IN THE AMOUNT OF \$307,174.50
- D. INVESTMENT ACTIVITY REPORT FOR APRIL 2012 & MAY 2012
- E. FINANCIAL REPORT

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

7. ACTION ITEMS

- A. Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment - General Manager Downs introduced Jennifer White of Francisco & Associates. Ms. White handed out a map of the assessment diagram that was used to produce the Engineers Report Fiscal Year 2012/2013. She stated that a copy of the report was included in the board packet for the Board to review and gave an overview of the annual process that is required by law.

Ms. White explained the methods that her agency used to develop the proposed benefit assessment including how the zones are divided as well as the different benefits that the parcels receive throughout Contra Costa County.

** A motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2012/2013. *Motion passed unanimously.*

Trustee Mank gave a brief overview of Resolution 12-1.

** A motion was made by Trustee Pellegrini and seconded by Trustee Bennett to adopt Resolution 12-1, 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. *Motion passed unanimously.*

There was additional discussion and questions regarding the need for the resolution if there is a 50 year term. Legal Counsel Cornelius explained that when the original resolution was passed in 1996 there was a provision that it would be brought back to the Board every year for consideration.

- B. Personnel Committee Report - Trustee Diamond reported that the Personnel Committee met on June 11, 2012, and the recommended changes to the Employee Handbook were reviewed. It was explained that the changes were due to legal requirements, negotiated benefits and minor clarifications. The changed policies were included with the board packet.

Trustee Diamond stated that the committee was seeking board input from board members on one item and that was Kin Care. He explained that there was much conversation at the Personnel Committee meeting regarding whether or not there should be any limitation on usage of sick leave.

General Manager Downs stated that under the District's current Sick Leave Policy employees earn 8 hours per month; 12 days per year. Kin Care is a legal requirement that employees be allowed to use half of their annual accrual sick leave time for defined family members.

There were questions and discussion on the District's current sick leave policy, converting the leave to Personal Time Off "PTO", the current level of use, the possibility of abuse of sick leave and the maximum number of sick leave hours that an employee can accumulate.

- ** A motion was made by Trustee Diamond and seconded by Trustee Kreig to maintain the Kin Care and Sick Leave policy as is. Trustees Howell, Wolcott, Petreas, and Bana opposed the motion. *Motion passed.*

Trustee Diamond went on to report the committee recommends approval of a salary adjustment of 3.5% across the board for unrepresented staff excluding the general manager position; which is evaluated independently. It was explained that the proposed rate is higher than the customary CPI-U of 2.6% because the District negotiated increased contributions from employees toward health care premiums and retirement contributions. Therefore, the committee recommended a COLA of 3.5% in concert with these concessions.

- ** A motion was made by Trustee Pellegrini and seconded by Trustee Howell to approve a 3.5% C.O.L.A. for all unrepresented employees with one exception. *Motion passed unanimously.*

Trustee Diamond reported that the committee discussed salary ranges for five employee positions. General Manager Downs reported that every three years, per District practice, approximately one third of all non-represented staff positions receive a market comparison and review. Salary ranges are compared to similar positions within the metropolitan area mosquito and vector control agencies, as well as local cities, special districts and the county; with a goal to retain and recruit quality employees.

The last few years salary comparisons have been within market and there have been no changes in salaries. This year one position, that was reviewed last year, was included by the recommendation of the committee, that being the Community Affairs Representative. Comparisons were completed for seven positions but two were within market so there was no recommended change for those two positions. In addition, there was one typo in the staff report; the Scientific Programs Manager position salary range should be \$6529-8822.

** A motion was made by Trustee Wolcott and seconded by Trustee Michaels to approve new salary ranges for the five positions. *Motion passed unanimously*

Trustee Diamond reported that most of the Employee Handbook changes, updates and discussion items have now been covered.

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

C. Budget Committee Report - Trustee Fitzsimmons reported that the committee met on June 25, 2012, to review the ending budget for fiscal year 2011/2012 as well as the recommended budget for FY 2012/2013. Trustee Fitzsimmons noted that the Budget Committee took into account the Personnel Committees recommendations when developing the proposed budget that the committee is recommending. It was noted that even though we are recommending a deficit budget we seem to be coming to the bottom of the property tax revenue slide in Contra Costa County and the District has good reserves and is fiscally solvent.

Administrative & Finance Manager Waletzko gave a brief presentation on the proposed budget for FY 2012/2013. He noted a couple areas that the committee spent considerable time discussing such as *Payroll, Agriculture, Professional Special Services and Property Taxes*. A question was asked about the cost of the Environmental Impact Report in the budget and General Manager Downs stated that it's for development of a Programmatic Environmental Impact Report. For many years the District operated under an exemption to CEQA through the California Health and Safety Code. In 1999, we looked at the CEQA process and produced a mitigated Negative Declaration as a part of the CEQA process. The nine bay area mosquito and vector control districts recently decided to look into a joint upgrade to our CEQA documentation and a Request For Proposal was developed, three proposals were received and carefully vetted and one firm, Cardno-Entrix, was chosen. It was anticipated that we would spend \$100,000 in FY 12/13 for this project.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Wolcott to approve the proposed budget for Fiscal Year 2012/2013. *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 and the committee recommends adoption.

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

8. INFORMATION ITEMS

A. West Nile Virus Update - Scientific Programs Manager Steve Schutz, Ph.D. gave an update on mosquito-borne disease surveillance and noted that with the warmer weather West Nile virus activity has started to increase and to date we are seeing higher activity in east and central county than we did last summer. In addition, Statewide WNV transmission started earlier than usual this season and is up substantially from this time last year.

B. CEQA PEIR Update

General Manager Downs reported that the CEQA Programmatic Environmental Impact Report (PIER) was already discussed during the budget discussion and it was reported that the process is on schedule. No one from the public attended the recent public scoping meeting held at the district office.

CLOSED SESSION - 8:27

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

Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATOR, SOHEILA BANA, 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 - 8:48

REPORT FROM CLOSED SESSION - It was recommended that the General Manager's salary be adjusted which was constituted by a 2.6% CPI and a 2% merit increase.

10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

** A motion was made by Trustee Cowen and seconded by Trustee Michaels to adjust the salary of the General Manager to \$12815.00 per month. Trustee Diamond abstained.
Motion passed.

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - General Manager Downs updated the board on the report from San Mateo County LAFCO recommending dissolution of the San Mateo Mosquito & Vector Control District. Trustee Pinckney stated that the Audit Committee has been monitoring the issues of embezzlement at that particular District from the onset and assured the board that the Audit Committee and the District's Audit firm have reviewed all financial processes and safeguards and will continue to do so.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:52 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 10, 2012.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees

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