

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-1

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on January 8, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Richard Ainsley  
                                 Perry Carlston  
                                 Warren Clayton  
                                 Jim Fitzsimmons  
                                 Peggie Howell  
                                 Robert Lucacher  
                                 Richard Mank  
                                 James Murray  
                                 Lola Odunlami  
                                 Peter Pay  
                                 Daniel Pellegrini  
                                 Jim Pinckney  
                                 Diane Wolcott

TRUSTEES ABSENT      Soheila Bana  
                                 Chris Cowen  
                                 Randall Diamond  
                                 Michael Krieg  
                                 Richard Means  
                                 Darryl Young

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Douglas Coty, Legal Counsel  
                                 Ray Waletzko, Assistant Manager  
                                 Natalie Jones, Administrative Assistant  
                                 Jason Descans, Vector Control Inspector

1.      President Howell called the meeting to order at 7:02 p.m.
2.      A roll call indicated that 13 Trustees were present, six 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 Pinckney 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 17-6, REGULAR BOARD MEETING HELD ON NOVEMBER 13, 2017.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF NOVEMBER 1, 2017 THROUGH DECEMBER 31, 2017, INCLUDING CHECKS NO. 26478 THROUGH NO. 26635, IN THE AMOUNT OF \$465,302.99

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF NOVEMBER 1, 2017 THROUGH DECEMBER 31, 2017, INCLUDING CHECKS NO. 016028 THROUGH NO. 016037 AND DIRECT DEPOSIT NO. D02075 THROUGH NO. D02222 IN THE AMOUNT OF \$307,242.66

D. INVESTMENT ACTIVITY REPORT FOR OCTOBER 2017 & NOVEMBER 2017

E. FINANCIAL REPORT

F. EXCESS OF EQUIPMENT

G. APPROVAL OF TRUSTEE TRAINING

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

7. BOARD AND STAFF REPORTS

A. Board – Trustee Wolcott announced her retirement from the board effective February 2018. President Howell noted that during the last meeting, the board approved Trustee Wolcott’s travel to the Annual MVCAC Conference in Monterey on January 28, 2018, and asked if any other Trustee would be interested in attending in her place, since no one volunteered Trustee Wolcott will attend the conference as planned and present a report to the Board.

B. General Manager – General Manager Macedo provided trustees with her work cell phone number in case any trustee arrives early to a meeting, to gain access through the front gate, or need to reach her directly and noted that trustees can also try the General Manager’s direct line in the office.

General Manager’s mid-term evaluation is due and the evaluation form was provided to trustees, along with a self-addressed stamped envelope to mail completed forms to 2018 Board President, Warren Clayton. The Executive Committee will review all results and discuss at the next meeting. President

Howell noted the purpose of this evaluation is to provide a benchmark of the new general manager's responsibilities and information to the trustees so far. Trustees were especially encouraged to use the comment section for any suggestions to areas that they would like to see change or improvement.

There was an update on the financial software for the District. Staff worked with a Sage training software specialist, who came to the District for 3-days to conduct training on the specific issues within the software. Trustees had previously approved \$20,000 for additional training on the software and the District has used less than half of that so staff will continue with additional training to optimize future results with the software.

The District applied for a grant from the CDC to Supplemental Zika Response to start an Invasive Species Program for the mosquito that transmits Zika, Dengue and other diseases. We requested a grant for \$28,000 and received an award letter for \$20,000 for the purchasing of traps, other equipment and advertising under the new campaign of "Fight the New Bite".

General Manager Macedo advised that she will be attending the annual MVCAC Conference in Monterey with Trustees Howell, Krieg and Wolcott on January 28 – 31, 2018. She will be traveling to Santa Cruz on February 21-23, 2018, for the VCJPA annual meeting, and during the week of February 26, 2018, General Manager Macedo will be attending the National AMCA 84<sup>th</sup> annual meeting in Kansas City, MO, she will be available via cell phone or email if/when needed.

The Board authorized General Manager Macedo and Legal Counsel Doug Coty to revise the contract with Digital Maps regarding the new operational software for the District. Digital Maps accepted all requests to modify the contract, with the exception of the penalty provision for liquidated damages, which was not included in the final agreement.

Discussion followed on the potential risk of non-performance or timely final product delivery. During the week of January 16, 2018, Digital Maps will be at the District to meet with technicians and they project approximately 8-weeks until the final project is delivered to the District after the initial visit.

General Manager Macedo noted the Form 700 Liaison filing is due April 2, 2018. Administrative Assistant Natalie Jones will be attending training with the Clerk of the Board regarding the new online NetFile software. There will be mention of this during the next board meeting to discuss further options to file Form 700 Liaison. Trustees were also asked to advise Administrative Assistant Jones of any changes in mailing address, email, or telephone number to keep the District records up to date.

A memo was provided by Accounting & Benefits Specialist Tina Cox, with options for selection of compensation method for meeting attendance "Trustee

Allowance". Trustees were directed to follow instructions on the memo if they would like to make any changes to their current option.

General Manager Macedo advised that the IRS may be changing the W-4 forms for 2018, however they are not available to the public through the IRS website. Once the form has been updated the District will send all Trustees new forms to keep on file.

General Manager Macedo noted that Trustee Diamond, at the November 2017 board meeting, noted that in the past he attended training with the California Special District Association (CSDA) and trustee compensation was discussed. Assistant Manager Waletzko contacted CSDA and found that there was much discussion about the role of trustees but that there was no written material provided by the presenters at the training that specially opined on trustee compensation.

- C. Staff – Assistant Manager Waletzko mentioned the District audit would normally have been ready to present at this meeting, however Maze & Associates advised the District in late November 2017, that there needs to be further actuary studies done regarding retirees and the OPEB Trust to follow guidelines of GASB 75. The Audit Committee will be meeting in February to review the draft audit and recommend the final audit to the full board in March.

General Manager Macedo announced to Trustees that Assistant Manager Waletzko has officially given notice of his retirement mid-March 2018, so the next board meeting will be his last meeting with the District.

- D. Legal – Legal counsel Doug Coty is still working on a letter of opinion for trustee compensation. He mentioned that the documents discovered during his research to date all reference the IRS code for trustee compensation pointing towards W-2 being the proper way to report compensation for public agency board members.

Legal counsel updated the Board regarding the passing of Senate Bill 285, which was signed by the governor and adds the following section to the Government Code 3550: *"A public employer shall not deter or discourage public employees from becoming or remaining members of an employee organization."*

## 8. INFORMATIONAL ITEMS

- A. Personnel Committee – President Howell presented this report on behalf of Trustee Diamond, noting the Personnel Committee met on December 11, 2017, and had a closed session with labor negotiators regarding upcoming union negotiations. General Manager Macedo recommended to hire an Operations Manager to fill the position which been vacant for several years, since the retirement of the previous Operations Manager.

9. ACTION ITEMS

- A. Administrative Services Manager Position - General Manager Macedo provided Trustees with restructured organizational chart for the District and noted that with Public Affairs Manager Deborah Bass retiring earlier this year, it was suggested that the District does not replace that manager's position, but rather maintain only two people in that department. As such, General Manager Macedo will be coming to the board in the future regarding the potential new job titles and duties for those two positions within the department.

A job description regarding the new position of Administrative Services Manager was provided to Trustees, General Manager Macedo emphasized the need for an individual who will replace the Assistant Manager's position and one who will encompass both Finance and Human Resource responsibilities for the District.

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the new position, job description and salary range for the position of Administrative Services Manager. *Motion passed unanimously.*

CLOSED SESSION – 8:00 p.m.

10. A. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION 0 AS AUTHORIZED PURSUANT TO PARAGRAPH 2 OF SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9: (3 CASES)

RETURN TO OPEN SESSION – 8:10 p.m.

REPORT FROM CLOSED SESSION – No reportable action

11. 2018 CALENDAR

- A. Election of Officers - The following trustees were slated for election as officers of the Board for 2018:

President:	Warren Clayton
Vice President:	Michael Krieg
Secretary:	Richard Mank

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the election of the officers. *Motion passed unanimously.*

- B. 2018 Meeting Schedule - The board and committee schedule was reviewed.

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the committee schedule. *Motion passed unanimously.*

12. COMMITTEE ASSIGNMENTS

A. Committee Charges - The committee charges were reviewed.

\*\* Motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to approve the committee charges. *Motion passed unanimously.*

B. Committee sign-up - A sign-up sheet was circulated to all trustees present and they were asked to make their committee choices.


13. ADJOURNMENT

There being no further business the meeting was adjourned at 8:23 p.m.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons 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 March 12, 2018.

Ayes:	<u>13</u>
Noes:	<u>0</u>
Abstain:	<u>0</u>
Absent:	<u>6</u>

  
H. Richard Mank  
Secretary, Board of Trustees