

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 21, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Warren Clayton, President  
Richard Ainsley  
Soheila Bana  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Peggie Howell  
Michael Krieg  
Mark Lewis  
Robert Lucacher  
Richard Mank  
Richard Means  
James Murray  
Peter Pay  
Daniel Pellegrini  
Jim Pinckney  
Darryl Young

TRUSTEES ABSENT      Perry Carlston  
Lola Odunlami

OTHERS PRESENT      Paula Macedo, General Manager  
Douglas Coty, Legal Counsel  
Nola Woods, Community Affairs Representative  
Steve Schutz, Scientific Program Manager  
Maria Bagley

1. President Clayton called the meeting to order at 7:18 p.m.
2. A roll call indicated that 17 Trustees were present, two 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 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 18-3, REGULAR BOARD MEETING HELD ON MARCH 12, 2018.
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 26779 THROUGH NO. 26943, IN THE AMOUNT OF \$604,861.69.
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 16049 THROUGH NO. 16064 AND DIRECT DEPOSIT NO. D02373 THROUGH NO. D02513 IN THE AMOUNT OF \$301,921.88.
- D. INVESTMENT ACTIVITY REPORT FOR FEBRURARY 2018 & MARCH 2018
- E. FINANCIAL REPORT
- F. APPROVAL OF MODIFICATION TO THE COMMITTEE CHART

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

7. INFORMATION ITEMS

- A. Executive Committee Report – President Clayton reported the Executive Committee met on April 9, 2018. The committee discussed the format for the General Manager’s evaluation and decided to use the same format that has been used in previous years at this time. The committee will meet at a later date, to be determined, and will discuss how to change the format for future years and may consider hiring an outside agency if needed. President Clayton relayed that the committee discussed and agreed to conduct General Manager Macedo’s one-year evaluation at the Board meeting in September 2018, instead of July 2018 because of the hire anniversary date falling in August. Evaluations of the General Manager will be in July for subsequent years. The committee emphasized the importance of having all Trustees’ input during this evaluation so that comments can be taken into consideration.
- B. Advanced Planning Committee Report –Trustee Murray reported the Advanced Planning Committee met in April and discussed the goals of the Five-Year Plan and how they have been met or their progress. In addition, the committee discussed potential modifications to the format of future plans. General Manager

Macedo reported to the committee that all goals outlined in the current Five-Year Plan have either been met or remain on schedule.

- C. Budget Committee Report –Trustee Krieg reported that the Budget Committee met in April and discussed the year-to-date budget and budget presentation formats. The committee gave General Manager Macedo direction for future budgets and made recommendations for the upcoming fiscal year.

## 8. ACTION ITEMS

- A. Personnel Committee Report – Trustee Diamond reported that the Personnel Committee met on April 16, 2018. New job titles, descriptions and salary recommendations for the Community Affairs Representatives were proposed and discussed. The committee recommended to table their approval until further evaluation at their next meeting, due to recent developments and the need to modify their content following the District's labor attorney's evaluation.

\*\* Motion was made by Trustee Means and seconded by Trustee Fitzsimmons to table the discussion and approval until further review by the committee. *Motion passed unanimously.*

- B. Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) – General Manager Macedo explained that she and the former Assistant Manager were the only authorized individuals to transfer funds to and from LAIF. With the retirement of the previous Assistant Manager in March, there was a need for a new Board resolution removing his name. Discussion followed and a recommendation was made by Trustee Fitzsimmons to have the Board President and secretary also named in the resolution as authorized to transfer funds.

\*\* Motion was made by Trustee Cowen and seconded by Trustee Means to approve the resolution as amended by adding the Board President and Board Secretary to the list of authorized people to transfer funds to and from LAIF. *Motion passed unanimously.*

## 9. BOARD AND STAFF ANNOUNCEMENTS

- A. BOARD - None
- B. GENERAL MANAGER – General Manager Macedo introduced Maria Bagley, who will start at the District as the new Administrative Services Manager effective June 1, 2018. The District updated security features of the building and implemented scan card entry doors to the District building for each employee, with various levels of access based on job duty/description.

General Manager Macedo updated Trustees on the status of the financial software, wherein the Board approved \$20,000 for staff training and to date, the District has nearly used half of what has been budgeted so there has been further discussion to

use the remainder of expenses towards training on the budget module within the financial software, to be used during the next fiscal year 2018/2019. With respect to the operations software, the District has continued to communicate with Digital Maps but payment is still pending until the District is completely satisfied with the final product. The projected date to go live has been delayed until all changes are made, tested and approved by District staff.

The District offered the Operations Manager position to an applicant, with a tentative start date of July 16, 2018. General Manager Macedo mentioned that the District will be interviewing soon for the Program Supervisor position and 3-4 Vector Control Aides will be starting on June 4, 2018.

General Manager Macedo discussed the higher legal expenses and reported on two employment matters - an arbitration concluded in the District's favor, and a termination appeal.

Lastly, General Manager Macedo noted that the next Personnel Committee meeting is scheduled for June 11, 2018 at 7:00 p.m. and the Executive Committee was initially scheduled for June 18, 2018, however that meeting will need to be moved since the review of General Manager was postponed to her hire anniversary date in August. The Budget Committee will meet on June 26, 2018 and again before the next regular board meeting scheduled for July 9, 2018.

- C. STAFF REPORT – Scientific Program Manager Steve Schutz provided a scientific update and so far in this early part of the season there has not been any WNV activity detected in Contra Costa County. He noted that temperatures are still below the threshold for virus replication in the county. There have been very few dead bird reports this season so far and only one bird has been sent for testing, which was negative. WNV activity is still low statewide, with one positive mosquito sample found in Southern California and a total of five dead birds that have tested positive for WNV. He also updated the Board on the purchase of new traps for the invasive species surveillance, which was done using the grant money received from the Zika ELC funds.

- D. LEGAL - None

10. ADJOURNMENT

There being no further business the meeting was adjourned at 7:58 p.m.

- \*\* Motion was made by Trustee Diamond and seconded by Trustee Howell 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 July 9, 2018.

Ayes:	<u>14</u>
Noes:	<u>0</u>
Abstain:	<u>0</u>
Absent:	<u>5</u>



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H. Richard Mank  
Secretary, Board of Trustees