

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 16-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on July 11, 2016, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Soheila Bana
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Peggie Howell
 Michael Krieg
 Robert Lucacher
 Richard Mank
 Richard Means
 James Murray
 Lola Odunlami
 Daniel Pellegrini
 Jim Pinckney
 Diane Wolcott
 Darryl Young

TRUSTEES ABSENT Randall Diamond
 Jim Fitzsimmons
 Rolando Villareal

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Assistant Manager
 Steve Schutz, Scientific Program Manager
 Deborah Bass, Public Affairs Manager
 Douglas Coty, Legal Counsel
 Ed Espinoza, Francisco & Associates

1. Vice President Howell called the meeting to order at 7:00 p.m.
2. A roll call indicated that 16 Trustees were present, three were absent, and there are three 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 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 16-3, REGULAR BOARD MEETING HELD ON MAY 9, 2016
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2016 THROUGH JUNE 30, 2016, INCLUDING CHECKS NO. 24327 THROUGH NO. 24496, IN THE AMOUNT OF \$686,359.36
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2016 THROUGH JUNE 30, 2016, INCLUDING CHECKS NO. 66955 THROUGH NO. 66958 AND DIRECT DEPOSIT NO. D00693 THROUGH NO. D00845 IN THE AMOUNT OF \$319,816.34
- D. INVESTMENT ACTIVITY REPORT FOR APRIL 2016 & MAY 2016
- E. FINANCIAL REPORT

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg 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

- i. Ed Espinoza of Francisco & Associates reviewed the District Engineers Report for Fiscal Year 2016/2017. Mr. Espinoza explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control. The assessment covers four benefit zones within Contra Costa County, the zones include: waterfront, central, west, and east. Assessable parcels are classified 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 & vector control services. By confirming the engineers report the assessment roll will be submitted to the County in August and the District will collect the assessments in December and April.

** A motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2016/2017. *Motion passed unanimously.*

- ii. Recommendation to adopt Resolution 16-4

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to adopt Resolution 16-4, 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.*

- B. Personnel Committee Report - Trustee Howell reported that the committee discussed changes to the employee handbook, review of salary ranges for five positions, creation of two positions and the District's position on salary and

benefits for unrepresented employees. Trustee Howell explained that management, and the committee, review the positions in relation to the marketplace; and they are not reviewing the employee. There was additional discussion on comparable salaries and benchmarks. Discussion ensued regarding changes to the employee handbook, the new District organization chart and the two new job descriptions. The Personnel committee recommends three new salary ranges and a COLA of 2.2% for unrepresented employees with one exception.

- i. Recommendation - To approve new salary ranges for the following position(s):

Accounting and Benefits Specialist (\$5485-\$7142)
Assistant Manager (\$8070-\$10310)
IT Systems Administrator (\$6513-\$8319)

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the new salary ranges for the Accounting & Benefits Specialist, Assistant Manager and IT Systems Administrator. *Motion passed unanimously.*

- ii. Recommendation - To approve a 2.2% C.O.L.A. for unrepresented employees with one exception (general manager)

** A motion was made by Trustee Carlston and seconded by Trustee Cowen to approve a 2.2% COLA for unrepresented employees with one exception. *Motion passed unanimously.*

- iii. Recommendation - To approve change(s) to the Employee Handbook, rev. July 11, 2016

** A motion was made by Trustee Murray and seconded by Trustee Clayton to approve changes to the employee handbook revised July 11, 2016. *Motion passed unanimously.*

- iv. Recommendation - To approve the new position, job description and salary range for the position Vector Control Planner

** A motion was made by Trustee Krieg and seconded by Trustee Ainsley to approve the job description and salary range for a Vector Control Planner. *Motion passed unanimously.*

- v. Recommendation - To approve the job description and salary range for the position of Administrative Assistant

** A motion was made by Trustee Means and seconded by Trustee Bana to approve the job description and salary range for the Administrative Assistant. *Motion passed unanimously.*

- C. Budget Committee Report - Trustee Cowens reported that the committee met June 27, 2016, and they reviewed the proposed budget for Fiscal year 2016/2017. The committee discussed the benefit assessment revenue stream and they are not recommending any increase this year. Trustee Cowen noted that the District will continue to fund the OPEB trust for retiree medical benefits

and he elaborated on some of the fixed assets to be purchased this fiscal year. He noted that the District is on sound financial footing and the committee recommends adoption of the budget enclosed.

- i. Recommendation - To approve the Proposed Budget for FY 2016/2017

** A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve the proposed budget for Fiscal Year 2016/2017. *Motion passed unanimously.*

Trustee Cowen noted that the District Investment Policy was reviewed by the Trustee Budget Committee on June 27, 2016. Assistant Manager Waletzko noted that the policy permits certain investments but that all District reserves are currently with the Local Agency Investment Fund, which is part of the California State Treasurers Office. There are no changes recommended for the District investment policy this year.

- ii. Recommendation - To adopt the District Investment policy for fiscal year 2016/2017

** A motion was made by Trustee Mank and seconded by Trustee Means to approve the District's Investment Policy as written and enclosed. *Motion passed unanimously.*

8. INFORMATION ITEMS

- A. West Nile Virus Update - Scientific Program Manager Steve Schutz, updated the Board on West Nile Virus activity for the year. To date countywide, there have been 2 positive dead birds but no chickens or human cases. He noted that West Nile activity is very heavy in the central valley and this is not unexpected as the virus replicates quicker in warmer temperatures.

Dr. Schutz touched on the Zika Virus and noted that there are no locally transmitted cases of the virus in the United States at this time. The type of mosquito that transmits the disease is not currently found in Contra Costa County, but is prevalent in the Fresno area and in Los Angeles and San Diego counties.

- B. Reports on Conferences/Meetings Attended - Nothing to report

CLOSED SESSION - 8:25 p.m.

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, PEGGIE HOWELL, BOARD VICE 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 - 8:34 p.m.

REPORT FROM CLOSED SESSION - No reportable action

10. 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 Krieg to approve a 3% merit increase plus a 2.2% C.O.L.A. to the general managers's salary effective July 1, 2016. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board - None

B. Staff - None

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:36 p.m.

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to adjourn. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 12, 2016.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees