



BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MONDAY, FEBRUARY 11, 2019
DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520
6:00 PM

AGENDA

CALL TO ORDER:

Roll Call
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

2. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON SEPTEMBER 10, 2018

3. PRESENTATION AND COMMITTEE CONSIDERATION OF THE NEW FORM FOR GENERAL MANAGER’S PERFORMANCE APPRAISALS

4. PRESENTATION AND COMMITTEE CONSIDERATION OF UPDATES TO THE TRUSTEE MANUAL

5. BOARD AND STAFF ANNOUNCEMENTS

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President MICHAEL KRIEG Oakley • Vice President PERRY CARLSTON Concord • Secretary DANIEL PELLEGRINI Martinez
Antioch LOLA ODUNLAMI • Brentwood MARSHON THOMAS • Clayton PEGGIE HOWELL • Contra Costa County JIM PINCKNEY CHRIS COWEN & DARRYL YOUNG
Danville RANDALL DIAMOND • El Cerrito Vacant • Hercules Vacant • Lafayette JAMES FITZSIMMONS • Moraga ROBERT LUCACHER • Orinda Vacant • Pinole WARREN CLAYTON
Pittsburg RICHARD AINSLEY PhD • Pleasant Hill RICHARD MEANS • Richmond SOHEILA BANA PhD • San Pablo Vacant • San Ramon PETER PAY • Walnut Creek JAMES MURRAY

6. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 10 days, before the noted



Natalie Martini, Administrative Assistant

2/01/2019

Date

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100.

Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

FEBRUARY 11, 2019 EXECUTIVE COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON SEPTEMBER 10, 2018 (Pages 4-5)
3. PRESENTATION AND COMMITTEE CONSIDERATION OF THE NEW FORM FOR GENERAL MANAGER'S PERFORMANCE APPRAISALS – Administrative Services Manager Maria Bagley has received input from the committee members and has updated the form, which will be presented at the meeting.
4. PRESENTATION AND COMMITTEE CONSIDERATION OF UPDATES TO THE TRUSTEE MANUAL (Pages 6-34) – the Trustee Manual has been updated and changes are shown in the attached document. Staff is seeking additional input and recommendation to include in the agenda for the next Board of Trustees meeting for final approval.
- 5 - 6. No comment

EXECUTIVE COMMITTEE MEETING
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 10, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Warren Clayton, Chair
 Michael Krieg
 Richard Mank
 Peggie Howell
 Randall Diamond

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Douglas Coty, Legal Counsel

1. The Committee meeting was called to order at 6:00 pm
2. Roll call indicated that all five trustees were present and none were absent.
3. PUBLIC INPUT ON NON AGENDA ITEMS - None
4. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON AUGUST 13, 2018

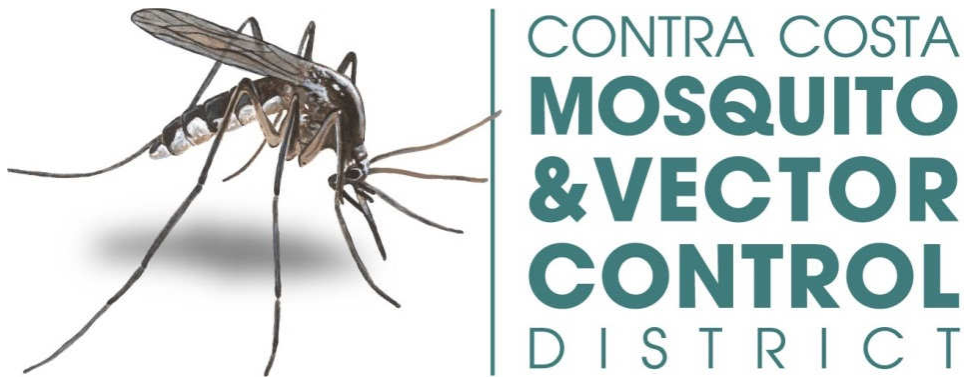
** Motion was made by Trustee Krieg and seconded by Trustee Mank to approve the minutes from the Executive Committee meeting held on August 13, 2018.

5. CONSIDERATION OF PROCEDURES FOR FUTURE GENERAL MANAGER'S PERFORMANCE APPRAISALS – Administrative Services Manager Bagley presented a summary of procedures used to evaluate the General Manager from different public agencies and proposed a new evaluation form to be used for the evaluation of the General Manager for the following year. The procedures will be further discussed at a future meeting of the committee.
6. DISCUSSION REGARDING TRUSTEE TRAINING - The committee discussed the upcoming Ethics training for all trustees and compliance of trustees with mandatory training.

7. BOARD AND STAFF ANNOUNCEMENTS – None
8. ADJOURNMENT – 6:58 pm

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on February 11, 2019.

Michael Krieg, Chair
Executive Committee



BOARD POLICY MANUAL

Policies & Procedures

**Contra Costa Mosquito
& Vector Control District**

155 Mason Circle

Concord, CA 94520

925-685-9301

www.contracostamosquito.com

Field Code Changed

Section I. Introduction

Introduction
District Formation
Vision and Mission Statement

Section II. Roles and Responsibilities

Board of Trustees
Powers of the Board of Trustees
Board Officers
Officers' Duties
Committees
~~Appointments to Attendance~~
Trustee Training, Education and Conference Attendance
District Manager and Staff
Code of Conduct
Conflict of Interest
Incompatibility of Office

Section III. Trustee Meetings

Meetings of the Board of Trustees
Ralph M. Brown Act
Procedures for Meetings

Section IV. District Finance

Revenue
Investments
Expenditures
Reserves
Budget
Annual Audit

Section V. Beyond the Board Room

Interagency Cooperation
State and National Affiliations
Public Education
Legislation
In Closing

Formatted: Not Highlight

Appendix A.	California Codes
	Health and Safety Code Excerpts
	Government Code - Audit
	Government Code - Financial Affairs
	Government Code - Ralph M. Brown Act
Appendix B.	Committee Duties
Appendix C.	Contra Costa Mosquito and Vector Control District Annual Report
Appendix D.	Contra Costa Mosquito and Vector Control District Board Resolutions
Appendix E.	Contra Costa Mosquito and Vector Control District Organization Chart
Appendix F.	Resident Survey - November 1999, Marchione & Spero Research Center, Inc.
Appendix G.	Contra Costa Mosquito and Vector Control District Annual Budget
Appendix H.	Contra Costa Mosquito and Vector Control District Investment Policy
Appendix I.	Engineers Report for Contra Costa Mosquito and Vector Control Benefit Assessment District
Appendix J.	Contra Costa Mosquito and Vector Control District Advance Planning Committee Report - Five Year Plan (1996-2000)
Appendix K.	Map of Contra Costa County with Vector Control Technician Zones
Appendix L.	What's So Special About Special Districts? A Citizens Guide to Special Districts in California (CSDA Trustee Handbook)
Appendix M.	Vector Control Joint Powers Agency (VCJPA) Annual Status Report

SECTION I

INTRODUCTION

Field Code Changed

INTRODUCTION

Welcome to the Board of Trustees of the Contra Costa Mosquito and Vector Control District. As a Trustee, you will be involved in setting policy and approving expenditures of the District. This ~~reference~~-binder has been prepared to assist you in making informed decisions that will shape the future of the District.

Field Code Changed

This ~~reference~~-binder also includes sections which explain why the District exists, the roles and responsibilities of Trustees and staff, pertinent laws governing our agency and the manner in which we conduct business, financial matters, and other information about our District. In the Appendices, you will find copies of various sections of the California Codes that govern our District and policies adopted by the Board of Trustees that govern the operations of the District. Staff is always available to answer questions that may arise.

Field Code Changed

DISTRICT FORMATION

Early in the century, Northern California suffered through epidemics of encephalitis and malaria, and severe outbreaks of saltwater marsh mosquitoes. At times, parts of Contra Costa County were considered uninhabitable with waterfront areas and schools shut down during peak mosquito seasons. As a result, the Contra Costa Mosquito Abatement District (CCMAD #1) was established in 1926.

Field Code Changed

At the request of various cities and school districts, annexations slowly increased the size of CCMAD #1. In December of 1952, CCMAD #1 merged with Antioch-Live Oak MAD, CCMAD #2 and CCMAD #3; thereby increasing the size of the District to 509 square miles. Mosquito control was established in the eastern portion of Contra Costa County with the formation of Diablo Valley Mosquito Abatement District (DVMAD) in 1952. This District encompassed the communities of Oakley, Brentwood and Byron.

In 1986, CCMAD #1 and Diablo Valley Mosquito Abatement consolidated to create one county-wide agency (736 square miles), Contra Costa Mosquito Abatement District. In 1993, the County of Contra Costa transferred the rodent and rabies reduction programs to the District. Subsequently the District changed its name to Contra Costa Mosquito and Vector Control District (CCMVCD).

Today, our District consists of a modern force of certified, trained technicians who now execute a county-wide mosquito program. Gone are the days of broad spectrum pesticide usage. Today, the District uses state-of-the-art, environmentally-sound techniques combined with biological control agents that specifically target mosquito control. Consistently at the forefront of mosquito and vector control, the District has added programs and enhanced services to meet the needs of county residents. Environmentally sound techniques, reliable and efficient services, as well as programs to combat emerging diseases while preserving and/or enhancing our environment are the critical elements in the success of the District for over 80 years.

VISION

~~To be the lead agency in Contra Costa County for the detection and suppression of threats to public health from disease transmitting pests, and non-disease transmitting pests (vectors) which disrupt public activities~~
Healthy people who can live, work, and play in a healthy environment.

Field Code Changed

MISSION STATEMENT

To protect and promote public health and welfare through ~~area-wide, responsive services and programs by~~integrated vector management services and programs utilizing best management practices and least toxic components by:

Field Code Changed

Community Value

Providing essential District services to detect and suppress public health pests, and to reduce the ~~chance of disease~~risk of vector-borne disease -transmission ~~and discomfort~~ to the people who live, work or play within the ~~Contra Costa~~ County

Service Area

~~Providing field services and administrative programs throughout the county, including all incorporated cities and unincorporated communities~~
Serving all of Contra Costa County

Public Confidence

Delivering accessible, accountable, efficient, transparent and cost-effective ~~services to the public in all communities within the county~~

~~Community Awareness~~*Public Relations*

~~Informing community leaders and public “customers” regularly about programs and services; linking educational programs to schools, public agencies, non-profit organizations and private industry~~
Working closely with all constituents, private and public, to ensure prompt delivery of accurate information, to raise public awareness and to develop relationships that promote healthy living

Environmental Commitment

~~Complying with, by m~~Meeting or exceeding, federal, state, and local environmental standards that affect service programs, practicing responsible environmental stewardship, enhancing value of wetlands, and considering relevant environmental factors as an integral component of mosquito and vector control

Research

~~Developing and/or testing new materials, methods and technologies to ensure quality control oversight on all services and programs, while anticipating resurgent and/or new introduced vectors, or vector-borne diseases~~
Investigating environmental concerns and developing and/or testing new materials, methods and technologies to ensure quality control oversight on all

services and programs, while anticipating resurgent and/or newly introduced vectors or vector-borne diseases

Support Programs—Interagency Relations

Integrating District programs and services with other related regional, state and federal public health agencies to ensure cooperative, cohesive program delivery and communicating District programs and services with other public agencies to ensure cooperative, cohesive, and innovative program delivery

SECTION II

ROLES AND RESPONSIBILITIES

Field Code Changed

BOARD OF TRUSTEES

The Board of Trustees is currently comprised of 22 members. One (1) Trustee is appointed by each respective city and three (3) are appointed by the County Board of Supervisors. A Trustee is appointed pursuant to California Health and Safety Code §2022. To be appointed, the member must be an elector of the city (or county for county member) and a resident of that ~~portion of the~~ city (or county for county member) which is in the District. The first term of a Trustee shall not exceed two years. Subsequent consecutive reappointments may be for a term of two or four years at the discretion of the appointing authority ~~(§2242)~~.

Field Code Changed

Members of the Board of Trustees serve without compensation. In lieu of expenses, an allowance of one hundred dollars (\$100.00) per month per member will be paid for expenses incurred in attending any and all committee meetings, special meetings, or regular meetings of the Board during said month.

As long as there is a salaried District employee who acts as the recording secretary or as an assistant to the Secretary of the Board, the Secretary of the Board shall receive no compensation. However, in recognition of regular functions performed by the Secretary and the Board President, he/she will receive \$100 per month whether or not there are District meetings.

❖ The Board of Trustees:

- ✓ Sets policy;
- ✓ Hires the District General Manager;
- ✓ Hires an independent auditor;
- ✓ Establishes the budget and approves expenditures; and
- ✓ Retains legal counsel.

❖ The duties of the Board of Trustees are distinct from those of management. The Board oversees and provides counsel and direction to management and should not be involved in the day-to-day affairs of the District.

❖ The power and ability to make decisions lies with the full Board, not with individual Trustees.

❖ The Board of Trustees is not involved in the hiring of employees or other personnel actions, except those that concern the District General Manager. The Personnel Committee of the Board is the appeal body for employee grievances and disciplinary actions.

POWERS OF THE BOARD OF TRUSTEES

Broad powers, embodied in the California Health and Safety Code §2040, ~~enable~~ the Board of Trustees to act expeditiously to protect public health. The District must coordinate with local, state, and federal agencies in order to function within regulatory and permissive power.

Field Code Changed

In accordance with §2040, the District may do all of the following:

- ❖ Conduct surveillance programs and other appropriate studies of vectors and vectorborne diseases.
- ❖ Take any and all necessary or proper actions to prevent the occurrence of vectors and vectorborne diseases.
- ❖ Take any and all necessary or proper actions to abate or control vectors and vectorborne diseases.
- ❖ Take any and all actions necessary for or incidental to the powers granted by this chapter.

Formatted: Indent: Left: 0.5"

In accordance with §2041, the District has the following rights and powers:

- ❖ To sue and be sued.
- ❖ To acquire by purchase, eminent domain, or other lawful means, any real property within the ~~district~~District or any personal property that may be necessary or proper to carry out the purposes and intent of this chapter.
- ❖ To sell, lease, or otherwise dispose of any real or personal property. Every sale of property shall be to the highest bidder. The ~~board~~Board shall publish notice of the sale pursuant to Section 6066 of the California Government Code. ~~A~~Board of ~~T~~Trustees may exchange equivalent properties if the ~~b~~Board determines that the exchange is in the best interests of the ~~D~~istrict.
- ❖ To donate any surplus real or personal property to any public agency or nonprofit organization.
- ❖ To purchase the supplies and materials, employ the personnel, and contract for the services that may be necessary or proper to carry out the purposes and intent of this chapter.
- ❖ To build, repair, and maintain on any land the dikes, levees, cuts, canals, or ditches that may be necessary or proper to carry out the purposes and intent of this chapter.

Formatted: Indent: Left: 0.5"

- ❖ To contract to indemnify or compensate any property owner for any injury or damage necessarily caused by the use or taking of real or personal property for dikes, levees, cuts, canals, or ditches.
- ❖ To engage necessary personnel, to define their qualifications and duties, and to provide a schedule of compensation for the performance of their duties
- ❖ To engage counsel and other professional services.
- ❖ To adopt a seal and alter it at pleasure.
- ❖ To provide insurance pursuant to Part 6 (commencing with Section 989) of Division 3.6 of Title 1 of the Government Code.
- ❖ To participate in, review, comment, and make recommendations regarding local, state, or federal land use planning and environmental quality processes, documents, permits, licenses, and entitlements for projects and their potential effects on the purposes and intent of this chapter.
- ❖ To take any and all actions necessary for, or incidental to, the powers expressed or implied by this chapter.

Formatted: Font: (Default) Times New Roman

BOARD OFFICERS

At the first regular meeting of the calendar year the Board of Trustees elects a President, Vice President and Secretary. The office of President shall be rotated annually based on a list according to their original appointment date, and the Trustee next in line shall serve as Vice President. If an officer is unable to fulfill his/her term of office he/she may step aside and reenter the seniority at a later time.

Field Code Changed

OFFICERS' DUTIES

President

The President is the official representative of the District. The President appoints standing committees, ad-hoc committees and chairpersons, subject to ratification by the Board of Trustees. The President is an ex-officio member of all committees, may execute, with the Secretary, such legal and fiscal documents as may be required. The President may receive additional authority as delegated by the Board of Trustees.

In addition, the President is responsible for opening meetings promptly and for administering the business of the day, expediently and with appropriate order and decorum. He/she may attend

Field Code Changed

meetings of the Mosquito and Vector Control Association of California or the American Mosquito Control Association to represent the Board of Trustees.

Vice President

In the absence of the President, the Vice President assumes the duties of the President. The Vice President is empowered to attend the annual meeting of the Mosquito and Vector Control Association of California, serve as Chairperson of either the Budget or Personnel Committee and is expected to serve as President in the following year.

Secretary

The Secretary reviews and edits minutes of all meetings of the Board and executes with the President and Vice President such legal and fiscal documents as may be required. In the absence of the President and Vice President, the Secretary assumes the duties of the President.

The Secretary authenticates by signature all the acts, orders, and proceedings of the Board. The Secretary is responsible for recording the minutes and keeping records. With the approval of the Board, this responsibility may be delegated to District Staff.

Field Code Changed

COMMITTEES

The standing committees of the Board of Trustees include Advance Planning, Audit, Budget, Executive and Personnel. All Board members are expected to serve on at least one committee.

Field Code Changed

Ad-hoc committees of the Board of Trustees may be appointed by the President. Committee members and Chairs are appointed by the President on an as needed basis and are ratified by the Board of Trustees during a regular business meeting.

All Committee meetings are scheduled on an as needed basis and are called by the Committee Chair. All Committee meetings, except those of ad hoc committees not subject to the Brown Act, are conducted pursuant to the Ralph M. Brown Act. Specific duties of each Committee are located in **Appendix B**.

ATTENDANCE

Members of the Board of Trustees shall attend all Regular and Special Meetings of the Board unless there is good cause for absence. If a member misses three (3) consecutive Board meetings, or more than four (4) Board meetings in a calendar year, the appointing body may be notified of the member's absence as determined by the Executive Committee.

TRUSTEE TRAINING, EDUCATION AND CONFERENCE ATTENDANCE

With prior approval of the Board, Trustees are encouraged to attend professional meetings, seminars and educational conferences, when the purpose of those activities are meant to improve their understanding and governance of the District.

The District pays per diem rates on authorized District related travel in accordance with the current rates published by the Internal Revenue Service, pursuant to California Health and Safety Code §2051 and pursuant to Resolution 05-1, Reimbursement Policy for Board of Trustee Attendance at Meetings and Conferences and Associated Expenses and as outlined in the District's policies and procedures for meal reimbursement.

Those Trustees attending in accordance with this policy shall have their actual and necessary travel and incidental expenses paid by the District. This policy shall not preclude a Trustee from attending said meetings and conferences at the Trustee's own expense.

Field Code Changed

- I. While in office, the Board President and Vice President shall be reimbursed for attendance at relevant meetings and conferences.
- II. In the event the ~~board-Board p~~President and/or ~~vVice p~~President cannot attend, Board consideration shall be given to other ~~trustees-Trustees~~ in the sequence in which they are in line for the presidency and if approved shall be reimbursed for attendance at relevant meetings and conferences.
- III. Any other ~~T~~rustee, especially those who are invited speakers or otherwise on the meeting or conference program, shall be reimbursed for attendance at relevant meetings and conferences, with ~~B~~board approval.
- IV. Payments and reimbursements will be made for actual expenses by submitting the District's expense report form with receipts.

The overall financial controlling aspect of this policy is governed by the authorized travel expenses as approved by the Board of Trustees on an annual basis.

Formatted: Font: 12 pt, Not Bold

DISTRICT MANAGER & STAFF

The District General Manager is appointed by and serves at the pleasure of the Board of Trustees. The duties of the District General Manager include:

Field Code Changed

- ❖ Carrying out the policies of the Board of Trustees;
- ❖ Managing the daily operations of the vector control programs;
- ❖ Recommending policy to the Board of Trustees;
- ❖ Recommending the annual budget to the Board of Trustees;
- ❖ Keeping the Board of Trustees apprised of the financial condition of the District; and
- ❖ Hiring, promoting, disciplining, and terminating all District employees.

The Board of Trustees deals with the administrative functions of the District through the District General Manager except for the purpose of inquiry. The Board of Trustees cannot give orders to employees of the District or attempt to discipline any employee except the District General Manager.

Any concerns regarding an employee's performance are communicated in writing to the District General Manager. Any concerns regarding the District General Manager's performance are communicated in writing to the President of the Board of Trustees.

CODE OF CONDUCT

The Board of Trustees, on September 8, 1997, adopted a Policy entitled Board/Employee Interactions.

Field Code Changed

I. PURPOSE

To set forth board and employee guidelines for interactions between the Board of Trustees and employees of the District.

II. SCOPE

This policy applies to all ~~board~~Board members and all employees, regardless of their status (full time, part time etc.)

III. POLICY

To ensure a safe and healthful working environment that allows open and productive interaction between ~~board~~Board members and employees while recognizing ~~board~~Board and employee roles. The following policies and principles are identified as District standards of conduct to be followed.

Limits of Board Authority

The Board of Trustees, as the governing board of the District, has the right to hire and fire the General Manager. The ~~board~~Board, through the General Manager reserves the right to manage and supervise employees and take whatever actions are deemed necessary to carry out District operations. As a general rule, the ~~board~~Board, or individual trustees, have no day to day authority over District employees. The board's level of authority is restricted to ~~board~~Board or committee activities unless specifically identified through ~~board~~Board action.

IV. PROCEDURES

In the interests of maintaining open communications between ~~board~~Board members and employees and enhancing ~~b~~Board understanding of programs

and operations, the following guidelines shall apply to ~~board~~Board/employee interactions.

Occasional Interactions

Trustees and employees may occasionally meet and should feel free to discuss programs and operations.

Scheduled Interactions

Trustees may have a legitimate need to interact with employees on specific projects. This will only be permissible if the trustee and employee has received the advanced approval of the General Manager.

Personnel Matters/Complaints

Discussions between ~~board~~Board members and employees should be directed toward programs and operations, not personnel matters. Personnel matters of employee concern should be processed as per ~~board~~Board policy. Any problems or complaints resulting from ~~board~~Board/employee interactions, by either the ~~board~~Board member or employee, should be brought to the attention of the General Manager for review and resolution. The General Manager will follow the complaint handling procedures as per Board policy.

CONFLICT OF INTEREST

Conflict of interests can arise in many different ways, often at the last minute, and without warning. The Political Reform Act, enacted by the voters in 1974, prohibits any public official from making, participating in making, or attempting to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on the official, the official's immediate family, or on specified economic interests of the official, if that financial effect is different from the effect on the general public.

There are six basic questions a Trustee should ask to determine whether a conflict of interest exists:-

- ❖ Am I making, participating in making, or using my “official position” to influence a governmental decision?
- ❖ Do I have an economic interest involved in the decision?
- ❖ For each economic interest, is the economic interest either directly or indirectly involved in the governmental decision before me?
- ❖ Which of the materiality standards apply to my situation?

Field Code Changed

❖ For each economic interest, is it reasonably foreseeable that the financial effect on that interest will be material?

❖ If the financial effect on my economic interest is both material and foreseeable, is the financial effect distinguishable from the effect on the public generally?

If a Trustee finds that a conflict of interest exists, the Trustee should abstain from participating in any decision surrounding the conflict. Violations of the Political Reform Act can result in severe penalties. These may include administrative penalties, civil penalties imposed by the Fair Political Practices Commission (FPPC), or imposition of criminal sanctions, including fines or imprisonment.

Under the Political Reform Act, Trustees must disclose personal economic interests which may be affected by their decisions. This disclosure is made on Statement of Economic Interest Forms and must be filed upon assuming office, annually, and upon leaving office. ~~These forms are sent to each Trustee when they are required to be filed~~ Notifications will be sent to Trustees directly from the Clerk of the Board of the County.

INCOMPATIBILITY OF OFFICE

The courts have created the doctrine of incompatibility of office, which prevents an individual from occupying two public offices that have overlapping or conflicting functions and duties. California Health and Safety Code §2022 permits any member of a city council to be appointed to the Board of Trustees as a city member or county member, if that appointee also meets other applicable qualifications.

Field Code Changed

SECTION III

TRUSTEE MEETINGS

Field Code Changed

BOARD OF TRUSTEE MEETINGS

California Health and Safety Code §2028 requires that the District provide the time and place for holding its regular meetings. Regular meetings of the Board of Trustees are held bi-monthly on the second Monday of every other month at 7:00 p.m., unless otherwise approved by the Board of Trustees. Regular meetings are held at the District Office located at 155 Mason Circle, Concord, California.

Field Code Changed

When the regular meeting date falls on a holiday it will be held on the ~~next business day following week, as prescribed in Government Code, Section 54954~~ unless otherwise approved by the Board of Trustees at the first regular meeting of the year in January. Committee meetings are called by each Committee Chair as needed.

All meetings are open to the public and are conducted in accordance with the Ralph M. Brown Act (Government Code sections 54950 - 54963).

RALPH M. BROWN ACT

All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise permitted in this chapter. This is by far the most important sentence of the entire Ralph M. Brown Act (**Appendix N**) which was enacted in 1953. Changes to the Act have been adopted in virtually every session of the Legislature, and it is important to keep abreast of these changes.

Field Code Changed

The Ralph M. Brown Act is more than an open meeting law. The Act sets forth requirements for:

- ❖ Meetings - Including formal meetings of boards and committees, collective briefings, retreats and workshops, serial meetings, informal meetings, technological conferencing, and location of meetings.
- ❖ Legislative Bodies
- ❖ Notice and Agendas
- ❖ Rights of the Public
- ❖ Closed Sessions
- ❖ Remedies for Violating the Act

The Ralph M. Brown Act assures full participation of the public and preserves the integrity of the decision-making process, yet does not stifle government officials nor impede the effective and natural operation of government.

PROCEDURES FOR MEETINGS

The order of business to be considered at any meeting shall be at the discretion of the Presiding Officer. The District General Manager provides an agenda with supporting documents to each Trustee ~~one week~~ in advance and the agenda is posted in a public location at least 72 hours prior to the meeting. The agenda is developed in consultation with the Presiding Officer. In accordance with the Ralph M. Brown Act, Board and Committee actions are limited to items posted on the agenda.

Field Code Changed

New business not indicated on the agenda is deferred to a future meeting for action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- ❖ In an “emergency situation”, as determined by a majority vote of the members present that an emergency exists. “Emergency situation” means a work stoppage, crippling disaster, or other activity which severely impairs the public health or safety.
- ❖ If the need to take action came to the attention of the ~~d~~District subsequent to the agenda being posted and there is a need to take immediate action. Such a determination must be made by a two-thirds vote of the Board, or if less than two-thirds of the members are present, by unanimous vote of the members present.

Meetings are conducted in accordance with the most recently available edition of Roberts Rules of Order. During meetings, the Secretary of the Board of Trustees records the minutes. As approved by the Board, this duty has been delegated to staff. When a split vote appears imminent, any member may request a vote by roll call, and the vote of each Trustee is recorded by the Secretary of the Board.

SECTION IV

DISTRICT FINANCE

Field Code Changed

REVENUE

Health and Safety Code, Division 3 - Pest Abatement provides for a variety of revenue sources, including service charge, benefit assessment, and allocation of property taxes. Constitutional amendments have placed constraints on the availability of revenue sources. Those districts who derive revenue from property tax have lost money due to property tax shifts to schools. Amendments to the California Constitution approved by the voters in 1996 require property owner approval to impose a service charge or assessment.

Field Code Changed

Assessments that existed prior to the Constitutional amendments imposed by a vector control district to finance the maintenance and operation expenses are exempt from obtaining property owner approval unless the assessment is increased. The District imposed an annual benefit assessment (**Appendix I**) on June 17, 1996. The assessment is calculated based on land use and size and the reasonable cost to perform vector surveillance and control. Property owner approval will not be required unless maintenance and operation expenses require an assessment greater than currently established.

The assessment is collected at the same time and in the same manner as county taxes. District revenue is also generated through contractual services provided by the District.

INVESTMENTS

District funds that are not required for foreseeable near term expenditures are invested or deposited pursuant to Article V. and VI. of the District Investment Policy created per District Resolution No. 94-0595-05, and in accordance with Government Code §53600 et. sec. (**Appendix A**).

Field Code Changed

The District's General Manager/Treasurer invests funds of the District under the prudent person rule (~~Civil Code §2261 et seq.~~) exercising judgement and care as he or she deems wise or expedient as allowable under current legislation of the State of California and other imposed legal restrictions.

Investments are selected by the General Manager/Treasurer based on the following criteria and order of priority:

- ❖ Safety
- ❖ Liquidity
- ❖ Maturity
- ❖ Yield

The General Manager reports bi-monthly to the Board of Trustees all investments held by the District in accordance with the District's Investment policy and Government Code §53646

Field Code Changed

(Appendix A). The Budget Committee serves as an oversight Committee to recommend policy changes to the General Manager and review investment performance.

EXPENDITURES

Financial obligations of the District, including payroll and accounts payable, are prepared, processed, and dispersed internally by staff. Disbursements are made through the District's checking account.

Field Code Changed

All vendor disbursements from the District checking account are reported to the Board of Trustees bi-monthly on the Accounts Payable Check Registers; including the name of the vendor and the amount of the disbursement. The checking account is reimbursed by a wire transfer drawn on the District reserves with the Local Agency Investment Fund.

RESERVES

In accordance with Health and Safety Code §2070, the District can establish unallocated and restricted reserves.

Field Code Changed

Funds in the general reserve defray ~~4D~~ district expenses between the beginning of a fiscal year and when tax receipts are actually distributed (dry period).

BUDGET

On or before August 1 of each year, the District prepares a written estimate of the amount of money necessary for the District's purposes during the ensuing fiscal year (Health and Safety Code §2070). This written estimate is the District's Budget which is prepared annually (Appendix G). The Annual Budget expresses the District's goals in terms of specific financial and operating objectives.

Field Code Changed

Using data from previous years and policies established by the Board of Trustees, staff prepares the Preliminary Budget which includes the goals for the ensuing year, revenue requirements, salaries and benefits, service and supplies, capital expenditures, reserve requirements and benefit assessment calculations. The Preliminary Budget is then submitted for Committee review.

The Budget Committee reviews the Preliminary Budget in April and May of each year. The Budget Committee reviews the entire budget as it relates to the goals of the District. Staff amends the Preliminary Budget as requested by the Budget Committee and submits the Annual Budget to the Board of Trustees for adoption at the regular meeting of the Board in July.

ANNUAL AUDIT

An annual audit of the financial statements is conducted to include the minimum requirements prescribed by the State Controller pursuant to Government Code §26909. An independent auditor is selected by the Board of Trustees, through request for proposals and recommendations by the Audit Committee. The independent auditor is required to prepare and submit the Annual Report of Financial Transactions of Special Districts, the General Purpose Financial Statements with Independent Auditor's Report, and Management Letter of Internal Control Structure. The entrance and exit conferences are conducted with the Audit Committee and management at duly noticed, public meetings of the Committee. The General Purpose Financial Statements with Independent Auditor's Report and Management Letter of Internal Control Structure are submitted to the Board of Trustees for discussion and action at a regular meeting of the Board of Trustees.

The accounts of the District are organized on the basis of funds. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balances, revenues, and expenditures. Funds and account groups include the General Fund, Debt Service Fund, General Fixed Assets Account Group, and General Long-Term Debt Account Group. The modified accrual basis of accounting is followed by the governmental funds. Expenditures are recognized in the period in which the liability is incurred and revenue is recognized when it becomes available and measurable.

The Annual Report of Financial Transactions of Special Districts must be filed with the State Controller within 90 days of fiscal year end. The General Purpose Financial Statements with Independent Auditor's Report and Management Letter of Internal Control Structure must be filed with the State Controller and County Auditor within 12 months of year end.

Field Code Changed

SECTION V

BEYOND THE BOARD ROOM

Field Code Changed

INTERAGENCY COOPERATION

As provided for in Health and Safety Code §116180, the California Department of Public Health (CDPH) may enter into a cooperative agreement with districts engaged in vector control for the safe and effective use of pesticides. The cooperative agreement grants signatory agencies special exemptions from some pesticide laws and regulations. In accordance with the agreement, the District must:

Field Code Changed

- ❖ Calibrate all pesticide application equipment using acceptable techniques and maintain calibration records for review by the County Agricultural Commissioner.
- ❖ Maintain pesticide application records for each pesticide application for a minimum of two years. The record must include target vector, specific location treated, size of source, formulation and amount of pesticide used, method and equipment used, type of habitat, date of application, and name of applicator.
- ❖ Submit monthly Pesticide Use Reports to the County Agricultural Commissioner which includes manufacturer and pesticide name, EPA registration number, amount of pesticide used, number of applications of each pesticide, and total number of applications made during the month.
- ❖ Report any conspicuous or suspected adverse effects on humans, domestic animals, or other non-target organisms from a pesticide application to the County Agricultural Commissioner and ~~CA-DHSCDPH~~.
- ❖ Require and maintain certification of its employees by ~~the CA-DHSCDPH~~ to verify their competence in using pesticides to control vectors.
- ❖ Be inspected by the County Agricultural Commissioner on a regular basis to ensure compliance with laws and regulations.
- ❖ Comply with requirements of permits issued by ~~the CA-DHSCDPH~~ pertaining to physical environmental modifications for vector prevention.

In addition to the cooperative agreement, the Vector-Borne Disease Section of ~~CA-DHSCDPH~~ notifies districts about disease activity, participates in legislative issues involving our operations, assists districts with special control and research projects, reviews and approves training curricula, and assists districts with other related vector control issues.

Member cities and the county have adopted various ordinances relating to refuse storage, landscape maintenance, swimming pools and spas, and beekeeping. These ordinances assist the District in controlling mosquitoes, bees, and rats. City and county code enforcement work cooperatively with the District to enforce these ordinances.

Field Code Changed

~~The University of California engages. The District may collaborate with various Universities in research to develop new techniques to control mosquitoes and to improve methods of disease surveillance and population abundance. Additionally, the University now tests mosquitoes for various mosquito borne encephalitis viruses.~~

Our District also cooperates with other mosquito and vector control districts and local health departments. These agencies share information to improve control measures, disease surveillance, and community education. This sharing of information saves labor and money. Our District also jointly participates in local fairs and events with other agencies in Contra Costa County to educate our residents.

STATE & NATIONAL AFFILIATIONS

Our District is a member of various local, state and national organizations. The purpose of these memberships is to exchange information to improve our operations, to maintain awareness of state and federal legislation, to fulfill continuing education requirements, and to participate in beneficial programs. The District or individual staff are members of the Mosquito and Vector Control Association of California ([MVCAC](#)), the California Special Districts Association ([CSDA](#)), the Contra Costa Special Districts Association ([CCSDA](#)), the American Mosquito Control Association ([AMCA](#)), the Vector Control Joint Powers Agency ([VCJPA](#)), ~~and the Society for Vector Ecology ([SOVE](#)), the Entomological Society of America ([ESA](#)), and others.~~

Field Code Changed

The District is a Corporate Member of the Mosquito and Vector Control Association of California (MVCAC). The MVCAC was founded in 1930 and the goals of the Association are to promote cooperation among agencies and individuals involved in vector control, stimulate the development of improved methods and techniques associated with vector control activities, disseminate information relating to vector control, and aid in the advancement of vector control in California and elsewhere.

These goals are accomplished through a network of ~~Committees~~ [committees](#) comprised of staff and Trustees from member agencies, and individuals from the California Department of ~~Health Services~~ [Public Health](#) and University of California. The Association meets quarterly and hosts an annual conference. The annual conference is for the presentation of papers, which are published in the annual proceedings, and discussions on vector control and other issues challenging our agencies.

The District is among a number of special districts that are members of the California Special Districts Association (CSDA) and the Contra Costa Special Districts Association (CCSDA). The membership of these organizations includes water, recreation and parks, flood control, utilities, cemetery, community service and mosquito and vector control districts. The CCSDA was established by this District in 1991 to ensure that all 44 independent special districts in Contra Costa County had a voice in decisions affecting their future. The CSDA ([Appendix L](#)) was formed in 1969 to ensure the continued existence of local, independent special districts. The CSDA's services include membership services and legislative advocacy. Membership services

include the day to day management concerns of special districts, such as insurance, financing, and education. Legislative advocacy is crucial in the statewide process of statutory control and the search for fiscal stability.

The CSDA offers a full range of training programs designed for special district personnel and governing boards which includes board policymaking, finance, management, legal affairs, and community relations. Their publications update members on the latest issues, including legislation, state agency developments, legal matters, and employment issues. They also offer workers' compensation and liability insurance pools, health and dental insurance programs, and public debt financing.

In 1979, the Vector Control Joint Powers Agency (VCJPA) was formed by some member districts of the MVCAC. Our District is one of ~~31-35~~ members of the VCJPA (**Appendix M**) which provides self-insured programs for workers' compensation, liability, and auto physical damage. The VCJPA also provides purchased property coverage and assists members in obtaining fidelity bonds, business travel accident, earthquake, flood, and underground storage tank insurance. The VCJPA provides training workshops, videos for in-house training sessions, legislative updates, and general information regarding employment matters and liability exposure.

~~Individual staff are members of~~ The District is a sustaining member of the American Mosquito Control Association (AMCA) and individual staff are members of the Society for Vector Ecology (SOVE). Both organizations have ~~individual~~ members from throughout the world and host annual conferences to discuss vector control issues. The goals of the AMCA are similar to those of the MVCAC except on a national level. The AMCA encourages federal legislation to provide for sound, well balanced mosquito control and updates members regularly on pending legislation.

PUBLIC EDUCATION

Public education is an essential component of the District's vector control program. The District's education program teaches residents how to recognize, prevent, and eliminate vector breeding and harborage on their property. If our residents eliminate breeding and harborage before they cause a nuisance, or a risk to themselves and others, the District saves time and money.

Public education is accomplished through placing ~~ad~~advertisement, newspaper articles, the distribution of brochures, fact sheets, and newsletters, participation at local fairs and events, presentations to community organizations, public service announcements, news releases, and contact with our Vector Control Technicians in response to service requests.

Field Code Changed

LEGISLATION

From accounting to employment practices to pesticide applications, the law governs how our District operates. Local, state, and federal laws are enacted annually. Some of these laws benefit the District, while others inhibit our ability to raise revenue and operate in a cost-effective and efficient manner.

Field Code Changed

The common thread that links our affiliations is legislative updates. These updates merely let us know what new or amended laws are being considered. Our District's position on local ordinances and state and federal legislation that affects our operation must be expressed. This is best accomplished when our public officials know who we are and what we do.

Trustees and staff should become acquainted with City Managers, City Council Members, County Supervisors, State Assembly Members, State Senators, U. S. Representatives, and U. S. Senators. It is important to get to know these public officials before their assistance is needed. Since Trustees, not staff, have constituents, law makers and their staff often prefer to meet with members of the governing body. District management should also be invited to attend meetings between Trustees and public officials so that everyone will be familiar with one another. Meetings should be scheduled periodically so that the public officials remember who we are and what our purpose is. After each election, it is recommended that Trustees determine if there is a new public official representing your area. Staff will provide any information about the District that is needed when a meeting with a public official is scheduled.

IN CLOSING

This Handbook-binder provides the fundamentals to help you perform your duties. As you serve your term, you will learn more about the daily operations of the District.

Field Code Changed

Always feel free to ask other Trustees and staff any questions that may arise. As laws and policies change, this Handbook-binder will be updated.

Enjoy your appointment to the Board of Trustees. Our residents are counting on you to provide this valuable service.