

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 14-4

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on July 14, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Jeff Bennett
 Perry Carlston
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Morris Jones
 Michael Krieg
 Richard Mank
 Richard Means
 Lola Odunlami
 Daniel Pellegrini
 Myrto Petreas
 Jim Pinckney
 Sharyn Rossi
 Rolando Villareal
 Darryl Young

TRUSTEES ABSENT Soheila Bana
 Warren Clayton
 Diane Wolcott

OTHERS PRESENT Craig Downs, General Manager
 Steve Schutz, Scientific Program Manager
 Douglas Coty, Legal Counsel
 Ray Waletzko, Assistant Manager
 Deborah Bass, Public Affairs Manager
 Allison Nelson, Administrative Secretary
 Christee Cobb, Francisco & Associates

1. President Pinckney called the meeting to order at 7:08 p.m.
2. A roll call indicated that 18 Trustees were present, three were absent, and there was one vacancy.
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 Fitzsimmons to add item 6 F. and note that item 10 is an action item, agenda approved as amended. *Motion*

passed unanimously.

5. PUBLIC INPUT ON NON AGENDA ITEMS - None

6. CONSENT CALENDAR

- A. MINUTES - APPROVAL OF MINUTES 14-3, REGULAR BOARD MEETING HELD ON MAY 12, 2014
- B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2014 THROUGH JUNE 30, 2014, INCLUDING CHECKS NO. 22173 THROUGH NO. 22361, IN THE AMOUNT OF \$689,665.55
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2014 THROUGH JUNE 30, 2014, INCLUDING CHECKS NO. 65641 THROUGH NO. 65793, IN THE AMOUNT OF \$304,454.98
- D. INVESTMENT ACTIVITY REPORT FOR APRIL 2014 & MAY 2014
- E. FINANCIAL REPORT
- F. EXCESS VEHICLES - 2005 Argo Avenger (418 hours)

** A motion was made by Trustee Pellegrini and seconded by Trustee Jones 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. President Pinckney introduced Christee Cobb of Francisco & Associates. Ms. Cobb reviewed the Engineers Report for Fiscal Year 2014/2015 and explained the methods that her agency used to develop the proposed benefit assessment. The assessment covers all of Contra Costa County and is divided into four zones: waterfront, central, west, and east. Each year the Contra Costa County secured property tax roll is used to determine the type of land use that is applied to each parcel. Uses can include residential, commercial, industrial, institutional, and agriculture. Ms. Cobb discussed different benefit assessment units that parcels are assigned based on the estimated mosquito and vector control services the parcel receives.

** A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the Engineers Report for Contra Costa Mosquito and Vector Control District Benefit Assessment - Fiscal Year 2014/2015. *Motion passed unanimously.*

- ii. Recommendation to adopt Resolution 14-2

** A motion was made by Trustee Pellegrini and seconded by Trustee Howell to adopt Resolution 14-2, 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

- i. Each year unrepresented employees meet with the General Manager to discuss changes in benefits and cost of living adjustments. Unrepresented employees did not request any benefit changes this year. The Personnel committee met twice this spring and recommends a COLA of 2.1% for unrepresented employees with one exception.
- ii. Each year a portion of unrepresented positions on a three year cycle are examined to ensure their salary ranges are in line with comparable positions. The committee reviewed one position and recommends a new salary range of \$6800-\$8120/mo. for the program supervisor classification.
- iii. The Employee Handbook is reviewed and updated annually to stay current with changes in laws and adapt to operational needs. This year there were updates to Equal Employment Opportunity, Unlawful Harassment, Domestic Violence, Sexual Assault, or Stalking Leave and Accommodation, Leave Donation Program, Sick Leave, Victims of Crime Leave, Flexible Spending Accounts, Timekeeping Requirements, and Heat Illness. Trustees noted recommendations that were specific to the District to ensure the handbook is cohesive.

** A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve a 2.1% C.O.L.A. for unrepresented employees with one exception, approve the new salary range for the program supervisor classification, and to approve the recommended changes to the Employee Handbook, rev. July 14, 2014. *Motion passed unanimously.*

- C. Budget Committee Report - Trustee Fitzsimmons discussed the proposed budget for FY 2014/2015. The committee met June 23, 2014 and reviewed the long term projections and District reserves. Contra Costa County Assessor's Office is projecting a 9% increase in property taxes this year but the District budget and forecast has a 5% increase projected for FY 14/15. Based on the current level of reserves the committee recommends the full board of trustees adopt the \$6,228,741 budget presented.

Assistant Manager Waletzko noted that the District funds the Other Post Employment Benefits (OPEB) trust every year as required by an actuarial study to comply with the GASB guidelines. Every three years a new actuarial study is required and this year it was determined that the District only needs to fund approximately \$146,000 compared to \$200,000 in previous years. The District will recoup \$54,000 of the \$146,000 paid towards retiree medical throughout the year. It was also noted that fixed assets were requested by staff for FY 14/15, those include: a new bio-safety cabinet for the lab, two trucks, an Argo all terrain vehicle, Honda ATV, computers and computer software.

** A motion was made by Trustee Jones and seconded by Trustee Cowen to approve the proposed budget for Fiscal Year 2014/2015. *Motion passed unanimously.*

Trustee Fitzsimmons noted that the board adopts the District's Investment Policy each year. The Committee reviewed the policy and changes were made to reflect the new title of the assistant manager. The other changes refer to the Internal Controls. The District will make all efforts to minimize balances in the District checking account exceeding FDIC limits. It was noted and that all checks drawn on the Bank of the West account require two signatures, one of which is from a member of the Executive Committee of the Board of Trustees.

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

D. Executive Committee Report - President Pinckney reported on the revised Trustee Reimbursement Policy. The new resolution would eliminate trustee attendance to the AMCA (American Mosquito Control Association) conference. The Committee felt it is beneficial for staff to attend this annual conference, rather than trustees, as this conference is extremely technical and scientific. A discussion ensued and other Board members reiterated that a trustee could attend the conference but would not be reimbursed for expenses.

** A motion was made by Trustee Diamond and seconded by Trustee Petreas to adopt Resolution 14-3, revised Trustee Reimbursement Policy. *Motion passed.*

Ayes: Ainsley, Bennett, Carlston, Cowen, Diamond, Fitzsimmons, Howell, Krieg, Mank, Means, Odunlami, Pellegrini, Petreas, Pinckney, Rossi, Villareal, Young

Noes: Jones

Absent: Bana, Clayton, Wolcott

8. INFORMATION ITEMS

A. West Nile Virus Update - Scientific Program Manager Steve Schutz, gave an update on mosquito-borne disease surveillance. To date countywide, there have been 16 positive birds, 3 positive mosquito samples, 4 positive chickens, and 1 human case. This is shaping up to be a high virus activity year, which could be attributed to the mild winter. More infected mosquitoes could have survived their winter resting period. It was noted, that we are not seeing above average populations of mosquitoes, but a higher infection rate in mosquitoes this season. This could be due to the drought, where there is a higher concentration of mosquitoes and birds at the few remaining water sources, the virus is easily passed between them when they are forced into closer proximity.

B. CEQA PEIR Update - General Manager Downs reported that the CEQA Programmatic Environmental Impact Report (PEIR) is progressing. One of the Districts in the coalition released their draft for the 45 day public comment period and received questions from the CA Department of Fish & Wildlife. Cardno Entrix will address the comments and our District will make changes to our document before releasing for public comment.

CLOSED SESSION - 8:15 p.m.

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

Title: General Manager

- B. CONFERENCE WITH LABOR NEGOTIATOR, JIM PINCKNEY, 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 - 8:39 p.m.

REPORT FROM CLOSED SESSION - No reportable action

RECESS - 8:39 p.m.

RE-ADJOURNMENT - 8:45 p.m.

10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH CRAIG W. DOWNS.

Title: General Manager

** A motion was made by Trustee Jones and seconded by Trustee Diamond to approve a salary of \$13,555/mo for the General Manager position. *Motion passed unanimously.*

11. BOARD AND STAFF ANNOUNCEMENTS

A. Board - Bi-Annual Ethics Training has been scheduled for November 10, 2014, from 5-7 p.m. followed by the regularly scheduled board meeting.

B. Staff - None

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:29 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 8, 2014.

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

H. Richard Mank
Secretary, Board of Trustees