

MINUTES OF THE BOARD OF TRUSTEES
OF THE
NAPA COUNTY MOSQUITO ABATEMENT DISTRICT
MAY 8, 2019

President Valentine called the Regular Meeting of the Board of Trustees to order at 7:02 p.m. at the District Office at 15 Melvin Road, American Canyon, California

Members Present: Cabral, Carbone, Cramer, Maffei, Valentine

Members Excused: Ray

Staff Present: Wesley Maffei, District Manager and Alicia Hinojoza, Administrative Assistant

ADOPTION OF AGENDA

Cabral motioned, seconded by Carbone, to adopt the agenda as presented. Motion passed unanimously.

APPROVAL OF DISTRICT MINUTES

Maffei motioned, seconded by Cramer, to adopt the minutes as presented. Motion passed unanimously.

PUBLIC COMMENTS

None.

REVIEW CORRESPONDENCE

None.

CLOSED SESSION

- Conference with Labor Negotiator (Government Code Section 54957.6)
Agency Designated Representative: Brian Cramer, Board Member, City of St Helena
- Unrepresented employees: Vector Control Technician I/II, Vector Biologist, Maintenance Specialist/Vector Biologist, Field Operations Supervisor, Entomologist, Administrative Assistant II, Manager

REPORT FROM THE PRESIDENT ON ACTION TAKEN IN CLOSED SESSION

District board has authorized a Cost of Living Adjustment increase for all District staff of 2.5% and to maintain all other benefits as presented in the compensation and reimbursement package agreements for Administrative and Non-Administrative staff for fiscal years 2019/2020 and 2020/2021.

Ayes: Cabral, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: Carbone

REVIEW AND POSSIBLE ACTION ON UPDATED RESERVE FUNDS POLICIES

District Manager noted updates to the current reserve policy adding Pension Liability and Wetlands Management funds; the authority for the District Manager to transfer undesignated funds held with the County to the newly created funds, achieving a target balance for said funds, and language to include Public Agency Retirement Services (PARS) as a holder of District funds.

Maffei motioned, seconded by Carbone, to adopt the recommended changes to the Districts Reserve Fund Policy as presented. Motion passed unanimously.

REVIEW AND TAKE ACTION ON SERVICES AGREEMENT WITH VECTOR CONTROL CONSULTANTS FOR INTERAGENCY PERMITTING AND GENERAL ENVIRONMENTAL COMPLIANCE

District Manager recommended services from Karl Malamud-Roam, Principal at Vector Control Consultants, to assist with the Districts Source Reduction Permits and creating a White Paper on mosquito best management practices. Contract is for \$48,000 per fiscal year.

Maffei motioned, seconded by Carbone, to move forward with contract with Vector Control Consultants. Motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO PAYDOWN THE DISTRICT'S CALPERS PENSION AND OTHER POST EMPLOYMENT BENEFITS LIABILITY

Cramer motioned, seconded by Carbone, to utilize undedicated funds from the District's General Fund to paydown the District's pension and Other Post-Employment Benefits. Motion passed unanimously.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

DISCUSSION AND POSSIBLE ACTION TO ADD ADDITIONAL FUNDS TO THE DISTRICT'S PRE-FUNDING RESERVE ACCOUNT WITH PUBLIC AGENCY RETIREMENT SERVICES (PARS)

Cramer motioned, seconded by Cabral, to utilize undedicated funds from the District's General Fund to add additional funds to the District's Pre-Funding Reserve Account with PARS. Motion passed unanimously.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

REVIEW AND TAKE ACTION ON 2019/2020 PRELIMINARY REVENUE BUDGET

Cramer motioned, seconded by Carbone, to approve the preliminary revenue budget as presented.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

REVIEW AND TAKE ACTION ON 2019/2020 PRELIMINARY EXPENSE BUDGET

District Manager reviewed the expense budget noting changes to accountlines and stating a new preliminary expense total of \$1,337,158. Final numbers would be shown in final budget to be voted on at the next meeting.

Cabral motioned, seconded by Maffei, to approve the preliminary expense budget as presented.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

REVIEW 3RD QUARTER STATEMENT OF REVENUES AND EXPENSES

Board reviewed statement; no action taken.

QUARTERLY INVESTMENT REPORT FOR MARCH 31, 2019

For the quarter ended March 31, 2019, the District earned \$8,683 in interest for the monies held with the County of Napa. The VCJPA Member Contingency Fund earned interest of \$4,985 and the Property Contingency Fund earned interest of \$11,473. The CalPERS CERBT account earned interest of \$282,949 for the quarter ending March 31, 2019

RECESS BOARD OF TRUSTEES MEETING AS THE MOSQUITO ABATEMENT DISTRICT AND CONVENE AS THE NAPA COUNTY MOSQUITO AND DISEASE CONTROL DISTRICT BOARD OF TRUSTEES

The meeting was called to order by President Valentine at 8:55 p.m.

Members Present: Cabral, Carbone, Cramer, Maffei, Valentine

Members Excused: Ray

Staff Present: Wesley Maffei, District Manager and Alicia Hinojoza, Administrative Assistant

CLOSED SESSION

- Conference with Labor Negotiator (Government Code Section 54957.6)
Agency Designated Representative: Brian Cramer, Board Member, City of St Helena
- Unrepresented employees: Vector Control Technician I/II, Vector Biologist, Maintenance Specialist/Vector Biologist, Field Operations Supervisor, Entomologist, Administrative Assistant II, Manager

REPORT FROM THE PRESIDENT ON ACTION TAKEN IN CLOSED SESSION

District board has authorized a Cost of Living Adjustment increase for all District staff of 2.5% and to maintain all other benefits as presented in the compensation and reimbursement package agreements for Administrative and Non-Administrative staff for fiscal years 2019/2020 and 2020/2021.

Ayes: Cabral, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: Carbone

REVIEW AND ADOPT RESOLUTION NO. 73 INTENTION TO LEVY ANNUAL ASSESSMENT. PRELIMINARILY APPROVE THE ENGINEER'S REPORT AND PROVIDE NOTICE OF A PUBLIC HEARING 2019

Cramer motioned seconded by Maffei to adopt Resolution No. 73 Intention to Levy Annual Assessment, Preliminarily Approve the Engineer's Report and Provide Notice of a Public Hearing.

Ayes: Cabral, Carbone, Cramer, Valentine Noes: -0- Absent: Ray Abstain: -0-

REVIEW AND TAKE ACTION ON 2019/2020 PRELIMINARY REVENUE BUDGET

Cramer motioned, seconded by Maffei, to approve the preliminary revenue budget as presented.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

REVIEW AND TAKE ACTION ON 2019/2020 PRELIMINARY EXPENSE BUDGET

Cramer motioned, seconded by Maffei, to approve the preliminary expense budget as presented.

Ayes: Cabral, Carbone, Cramer, Maffei, Valentine Noes: -0- Absent: Ray Abstain: -0-

QUARTERLY INVESTMENT REPORT FOR MARCH 31, 2018

For the quarter ended March 31, 2019 the District earned \$4,645 in interest for the monies held with the County of Napa.

REVIEW 3RD QUARTER STATEMENT OF REVENUES AND EXPENSES

Board reviewed statement; no action taken.

APPROVE PAYMENT OF BILLS

Cabral motioned, seconded by Maffei to approve the bills as paid in April 2019. Motion passed unanimously.

ADJOURN MEETING AS THE NAPA COUNTY MOSQUITO AND DISEASE CONTROL DISTRICT BOARD OF TRUSTEES AND RECONVENE AS THE NAPA COUNTY MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES

DISCUSS TRUSTEE ITEMS

- Member Maffei requested the District Manager do another presentation at Willow Elementary School in Napa.
- Member Carbone mentioned he caught a Great Northern Golden Bumble Bee in his backyard.

MANAGER'S REPORT

-There were 102 service calls for the month of April.

APPROVE PAYMENT OF BILLS

Carbone motioned, seconded by Maffei to approve the bills as paid in April 2019. Motion passed unanimously.

ADJOURNMENT OF MEETING

Cabral motioned, seconded by Cramer to adjourn the meeting at 9:22 p.m. Motion passed unanimously.