

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 24-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 11, 2024, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT	Darryl Young, President, Contra Costa County (remote) Peter Pay, Vice President, San Ramon Daniel Pellegrini, Secretary, Martinez Richard Ainsley, Pittsburg Perry Carlston, Concord Warren Clayton, Pinole Jim Dolgonas, El Cerrito Chris Dupin, Richmond Wade Finlinson, Antioch James Frankenfield, Moraga Eric Hinzl, Clayton Peggie Howell, Walnut Creek Vinoy Mereddy, Brentwood James Pinckney, Contra Costa County
TRUSTEES ABSENT	Chris Cowen, Contra Costa County Randall Diamond, Danville Jennifer Hogan, Pleasant Hill Michael Krieg, Oakley Kevin Marker, Orinda Damian Wong, Hercules
VACANCIES	Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager; Natalie Martini, Financial Administrator; Steve Schutz, Scientific Program Manager; Stacy Stark, Human Resources & Risk Manager; Christine Widger, Customer Service Specialist; Nola Woods, Public Affairs Director (remote); Wayne Shieh, IT Systems Administrator (remote); Doug Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel (remote)

1. **CALL TO ORDER** - President Young called the meeting to order at 7:02 p.m.

Roll Call: At the time of the roll call thirteen Trustees were present, seven Trustees were absent, and there are two vacancies. Trustee Mereddy joined the meeting at 7:10 p.m.

Pledge of Allegiance

- 2.\* **AGENDA MANAGEMENT** – The agenda was adopted by rule.

3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None

4. **PRESENTATION**

Trustee Pinckney for 35 years of service (December 06, 2023) – General Manager Macedo presented Trustee Pinckney with framed Resolution 24-1. He thanked the Board members, past and present for their service and support.

Trustee Marker for five years of service (February 9, 2024) – Trustee Marker was absent.

General Manager introduced Trustee Peggie Howell, newly appointed Trustee representing the City of Walnut Creek, to the Board. Trustee Howell was recognized as having been previously appointed to the Board by the City of Clayton and having served two terms as Board President previously.

- 5.\* **CONSENT CALENDAR**

- A. Minutes - Approval of Minutes 24-1, Board Meeting held on January 8, 2024 and the Trustee Workshop held on Saturday, February 3, 2024.

- B. Approval of expenditures of December 1, 2023 through January 31, 2024, including:

Accounts payable December 15<sup>th</sup> checks No. 0XXX26 through No. 0XXX34

Payroll December 29<sup>th</sup> check No. 0XXX35

Accounts payable December 29<sup>th</sup> checks No. 0XXX36 through No. 0XXX45

Accounts payable January 12<sup>th</sup> checks No. 0XXX46 through No. 0XXX55

Payroll January 31<sup>st</sup> checks No. 0XXX56 through No. 0XXX58

Accounts payable January 31<sup>st</sup> checks No. 0XXX59 through No. 0XXX67

Accounts Payable Total: \$64,678.22

Payroll Total: \$369.40

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 1, 2023 through November 30, 2023, including:

Payroll December 15<sup>th</sup> No. D000019739 through No. D000019770

Accounts payable December 15<sup>th</sup> EXXX35 through EXXX45  
Payroll December 29<sup>th</sup> No. D000019771 through No. D000019807  
Accounts payable December 29<sup>th</sup> EXXX46 through EXXX53  
Payroll January 12<sup>th</sup> No. D000019808 through No. D000019847  
Accounts payable January 12<sup>th</sup> EXXX54 through EXXX66  
Payroll January 29<sup>th</sup> No. D000019848 through No. D000019892  
Accounts payable January 31<sup>st</sup> EXXX67 through EXXX76

Accounts Payable Total: \$273,850.73          Payroll Total: \$387,929.35

D. Investment Activity for December 2023 and January 2024

E. Financial Report

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

6. **ANNUAL OPERATIONS REPORT** - Scientific Program Manager Schutz presented the Annual Operations Report, which was included in the packet, and answered questions from Trustees. Schutz briefly discussed the biological, physical, and chemical mosquito control methods utilized by the District. General Manager Macedo explained that the District completed a full Programmatic Environmental Impact Report (PEIR) in 2015-2016, which included a comprehensive review of all District practices and policies, potential environmental impacts, and mitigation measures used to minimize or eliminate potential impacts. Although current regulations do not mandate annual updates unless there are significant changes in our program, the District continues to produce an annual Operations Report and presents it to the Board every year.

## 7. **BOARD AND STAFF REPORTS**

A. **BOARD** – Trustee Pay spoke about the February 3<sup>rd</sup> Trustee Workshop and noted it was educational and informative. Trustees were able to get to know each other, including their skill sets, and discussed knowledge transfer and Board norms. Trustee Pay added that the workshop should be an annual event. Trustee Pellegrini noted that the Workshop went well. Trustee Hinzl noted that the workshop was well organized and well facilitated.

Trustees who attended the Annual Mosquito and Vector Control Association of California's conference in February in Monterey were asked to report on their attendance. Trustee Mereddy reported that he found the conference fun and informative, and highlighted presentations about outreach and advocacy; sterile insect techniques to control mosquito populations; the role of the Board to uphold the interests of the entire District; the Board's relationship to staff, policy adoption, legal representation and compliance; multi-lingual approach to communication with the public; and using new technologies, among others. Trustee Ainsley was also in attendance and reported on the relationship between mosquito-borne St. Louis Encephalitis and West Nile Virus, and the current trend with more St. Louis

Encephalitis cases in California. He also noted that the invasive mosquito *Ae. aegypti* has re-appeared in other parts of the state.

- B. GENERAL MANAGER – General Manager Macedo reminded the Board that the Personnel Committee will be meeting on Monday March 18<sup>th</sup>, and that the Audit Committee will be meeting to interview Audit firms that submitted proposals in response to the RFP. She added that the Advance Planning Committee meeting will be rescheduled. The Budget Committee will be meeting on April 22<sup>nd</sup>, 2024.

General Manager Macedo gave an update on the status of the work on adding to the District’s Programmatic Environmental Impact Report (PEIR), which was initially done in 2015-2016. The District is seeking to complete an addendum to include products that were not available at the time of the original PEIR, noting the additions would likely not have any greater impact than any of the items included in the original PEIR. The process will be expected to take a year and will be completed in cooperation with other districts in the Coastal region.

Macedo reported that CPM an staff have continued to work on the building remodel, and that they will be meeting this week to discuss rough costs, then there will be a meeting with the Ad Hoc Committee.

- C. STAFF REPORT- Financial Administrator Martini stated that an RFP for a new audit firm was published with a deadline of March 22<sup>nd</sup>. She also mentioned that all Form 700 submissions for the 2023 calendar year are due by April 4, 2024.
  - D. LEGAL – None
8. **BOARD COMMITTEE REPORTS** –the Advance Planning Committee meeting that was scheduled for February 12, 2024 was cancelled and will be rescheduled at a later date.
9. **CLOSING COMMENTS**
10. **ADJOURNMENT** – 8:20 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 13, 2024.

Ayes: 14  
Noes: 0  
Abstain: 0  
Absent: 5

---

Daniel Pellegrini  
2024 Secretary, Board of Trustees