

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 23-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 9, 2023, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Chris Cowen Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Warren Clayton Randall Diamond Chris Dupin
VACANCIES	Clayton El Cerrito San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Jeremy Shannon, Program Supervisor Christine Widger, Customer Service Specialist Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel

**1. CALL TO ORDER**

President Krieg called the meeting to order at 7:00 p.m.  
Roll Call: A roll call indicated that 15 Trustees were present, four Trustees were absent, and there are three vacancies. Trustee Ainsley joined the meeting at 7:06 p.m.

**2.\* AUTHORIZATION TO MEET VIA TELECONFERENCE**

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding that, as result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the authorization to meet via teleconference. *Motion passed unanimously.*

**3.\* AGENDA MANAGEMENT – Agenda was adopted by rule.**

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

**5. CONSENT CALENDAR**

- A. Minutes – Approval of Minutes 23-12, of the December 12, 2022 Board of Trustees Special Meeting.
- B. Approval of expenditures of November 1, 2022 through November 30, 2022 including:  
Payroll November 15<sup>th</sup> check No. XXXX03  
Accounts payable November 15<sup>th</sup> checks No. XXXX04 through No. XXXX15  
Payroll November 30<sup>th</sup> check No. XXXX16 through No. XXXX22  
Accounts payable November 30<sup>th</sup> checks No. XXXX23 through No. XXXX36  
Accounts Payable Total: \$80,746.60 Payroll Total: \$653.80
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of November 1, 2022 through November 30, 2022, including:  
  
Payroll November 15<sup>th</sup> No. D000018789 through No. D000018820  
Payroll November 30<sup>th</sup> No. D000018821 through No. D000018863  
Accounts payable November 15<sup>th</sup> E000002880 through E000002888  
Accounts payable November 30<sup>th</sup> E000002889 through E000002897  
Accounts Payable Total: \$102,680.59 Payroll Total: \$178,394.48
- D. Investment Activity for November 2022
- E. Financial Report – General Manager Macedo provided a correction to page 26, more specifically the value for “Professional Services – Building & Grounds Maintenance” “Adopted FY23 Vs FY23”, which should be \$20,654.

- \*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Pay to approve the consent calendar as amended on page 26, correcting the value on the financial report for the Professional Services – Building & Grounds Maintenance/Adopted FY23 vs FY23 to \$20,654.00. *Motion passed unanimously.*

**6. BOARD AND STAFF REPORTS**

- A. BOARD – None
- B. GENERAL MANAGER – General Manager Macedo noted that due to the cooler weather at this time of the year, which is not conducive to development of *Aedes aegypti*, staff will not be submitting an invasive species report until the Spring or when staff resume surveillance for that species.

General Manager Macedo noted a few items for discussion during the February meeting, including the previously Board-approved resolution mandating COVID-19 vaccination and frequency of Board meetings once attendance is back to in-person. She added that another item for discussion at the February meeting will be the Board Committee composition, which must be reviewed by the Board President prior to recommendation to the Board. Since the 2023 Board President has not been elected yet, this item will be on the February agenda for consideration. It was requested that each Trustee reach out to General Manager Macedo or Administrative Analyst II Martini as soon as possible to advise their committee choice for the 2023 committees and if they would like to chair of any committees.

Lastly, General Manager Macedo announced that she would be attending the annual MVCAC meeting in Anaheim with Trustees Pay, Carlston and Ainsley, and other staff from the District, from January 28 – February 1, 2023, please reach out to her via email or cell phone if needed.

- C. STAFF – Administrative Analyst II Martini noted that she would be distributing the authorized Trustee contact information via email, and requested that Trustees please respond to her directly if they need to make any changes. She reported on behalf of Public Affairs Director Woods that there were a total of (6) Trustees who did not submit photographs for the 2022 Annual Report and stated that this would be the last opportunity for a photo to be included in the 2022 Annual Report.
- D. LEGAL COUNSEL – None.

**7. BOARD NOMINATION AND ELECTION OF 2023 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY – the eligibility list for each**

office and the Resolution 20-4, adopting a Revised Procedure for Election Board Officers, were provided. 2022 Board President Krieg nominated Trustee Murray for 2023 Board President, Trustee Young for Vice President, and Trustee Pellegrini for Secretary.

\*\* Motion was made by Trustee Elam and seconded by Trustee Cowen to elect Trustee Jim Murray for 2023 President. *Motion passed unanimously.*

Ayes: Ainsley, Carlston, Cowen, Elam, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney, Wong, Young.

Noes: None

Absent: Clayton, Diamond, Dupin

Abstain: None

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Elam to elect Trustee Darryl Young for 2023 Vice President. *Motion passed unanimously.*

Ayes: Ainsley, Carlston, Cowen, Elam, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney, Wong, Young.

Noes: None

Absent: Clayton, Diamond, Dupin

Abstain: None

\*\* Motion was made by Trustee Carlston and seconded by Trustee Pay to elect Trustee Daniel Pellegrini for 2023 Secretary. *Motion passed 15:1.*

Ayes: Ainsley, Carlston, Cowen, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney, Wong, Young.

Noes: Elam

Absent: Clayton, Diamond, Dupin

Abstain: None

2022 Board President Krieg passed the gavel to newly elected 2023 Board President Murray to continue the meeting.

**8.\* BOARD CONSIDERATION AND APPROVAL OF 2023 AUDIT COMMITTEE COMPOSITION** – the FY22 District audit of financial statements are in the process of final review by the 2022 committee (*Fitzsimmons – Chair, Carlston, Krieg, Pellegrini,*

and Wong). In order to provide continuity to the audit process and finalize the audit, it was recommended that the Board keeps the same committee members since the Audit Committee was scheduled to meet on January 12, 2023.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the 2023 Audit Committee composition, which should be the same as 2022 for continuity of the audit process. *Motion passed unanimously.*

9. **CLOSING COMMENTS** – 2023 Board President Murray reminded Trustees that the meeting for the CCMAD Financing Corporation would start shortly after the adjournment of the regular Board meeting, and asked all Trustees to remain on the virtual link/call.

Trustee Cowen thanked the outgoing Board officers, namely Trustees Krieg, Carlston and Pellegrini, for the past year serving as President, Vice President, and Secretary, respectively. President Krieg thanked all Trustees for their cooperation during the past year of remote meetings and thanked the 2023 Board officers for stepping up to their new roles on the Board.

Trustee Pinckney thanked President Krieg for his leadership, ability to listen and for his dedication to the District during his tenure as President.

10. **ADJOURNMENT** – 7:37 p.m.

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on February 13, 2023.

Ayes: 17  
Noes: 0  
Abstain: 0  
Absent: 2

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Daniel Pellegrini  
2023 Secretary, Board of Trustees