

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-9

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, December 6, 2021, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT

Peggie Howell, President
Peter Pay, Vice President
Daniel Pellegrini, Secretary
Richard Ainsley
Perry Carlston
Warren Clayton
Chris Cowen
Randall Diamond
Jon Elam
James Frankenfield
Jim Fitzsimmons
Jennifer Hogan
Michael Krieg
Kevin Marker
Thomas Minter
James Murray
Darryl Young

TRUSTEES ABSENT

Duylinh Nguyen
James Pinckney

VACANCIES

Antioch, Richmond, San Pablo

OTHERS PRESENT

Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Jeremy Shannon, Program Supervisor
Natalie Martini, Administrative Analyst II
Douglas Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel
Michael Jarvis, Liebert Cassidy Whitmore

- 1. CALL TO ORDER**
President Howell called the meeting to order at 7:00 p.m.

Roll Call: A roll call indicated that 15 Trustees were present at 7:00 p.m. Trustee Diamond joined the meeting at 7:20 p.m. and Trustee Young joined the meeting at 7:57 p.m. Two trustees were absent, and there are three vacancies.
Pledge of Allegiance

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 Clayton and seconded by Trustee Ainsley to approve the authorization to meet via teleconference. *Motion passed unanimously.*

3.* AGENDA MANAGEMENT

President Howell requested Item 9. Executive Committee Report be moved to after Item 12.

** Motion was made by Trustee Elam and seconded by Trustee Pellegrini to approve the amendments to the agenda. *Motion passed unanimously.*

4. PUBLIC INPUT ON NON-AGENDA ITEMS – None

5. PRESENTATION

James Frankenfield, newly appointed Trustee representing the Town of Moraga, introduced himself to the Board and mentioned he prefers to go by the name of Jamie. He is retired, with an education in chemistry, and worked almost all his career in the pharmaceutical quality management industry. Jamie is a beekeeper with the Mt. Diablo Beekeepers Association, he's an avid gardener, and looks forward to extending his volunteer work on the District's Board of Trustees.

6.* APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON NOVEMBER 8, 2021

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the regular Board meeting held on November 8, 2021. *Motion passed (Ayes: Ainsley, Carlston, Clayton, Cowen, Elam, Fitzsimmons, Hogan, Howell, Krieg, Marker, Minter, Murray, Pay, and Pellegrini; Abstained: Frankenfield).*

7. BOARD AND STAFF REPORTS

- A. Board – None
- B. General Manager – Upon request from President Howell, General Manager Macedo provided an update to the Board on the ongoing recruitment for the recently approved Human Resources position. She stated that after three rounds of interviews, the position was offered to one of the applicants and she is scheduled to start on December 16, 2021.
- C. Staff – Administrative Services Manager Bagley mentioned that the Administration department is in the process of updating the accounting software, with the new update set to be implemented on January 1, 2022.

Administrative Analyst II Martini asked the Board to notify her if they would like to make any specific changes to their cash in lieu of compensation for attendance at meetings or if any Trustee would need to update their W4 for the 2022 calendar year. Otherwise, no changes will be made to the Trustee's current cash in lieu of compensation election for 2022.

Trustee Clayton asked about the increase in the number of pages on the check register and General Manager Macedo and Administrative Analyst II Martini explained that was due to the inclusion of the ACH transactions on the financial reports.

- D. Legal Counsel – None

8.* AUDIT COMMITTEE REPORT AND PROPOSED ACTIONS

David Alvey, from Maze and Associates, was not present at the meeting. Audit Committee Chair Fitzsimmons stated that the Audit Committee met in November and reviewed the District FY 20/21 Financial Audit and Memorandum on Internal Control. The committee recommended that the audit, as provided, be approved by the Board.

- ** A motion was made by Trustee Pellegrini and seconded by Trustee Elam to accept the Report on District FY 2020/2021 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

Item 9. Executive Committee Report was moved to after Item 12 per President Howell request and Board approval.

10.* BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE 2022 MVCAC ANNUAL MEETING

Per Board resolution, attendance to MVCAC Annual conference is approved for the Board President and Vice President. The 2022 MVCAC Annual conference will be held in Sacramento on February 8-9, 2022, and the registration deadline is January 7, 2022. Board authorization is needed for any other Trustees that would like to attend the

meeting. Trustees Cowen, Ainsley, and Frankenfield expressed interest in attending the conference.

- ** Motion was made by Trustee Carlston and seconded by Trustee Frankenfield to approve Trustees requesting travel and attendance at the 2022 MVCAC Annual conference, not to exceed a total of (7) Trustees, including the President and Vice President. *Motion passed unanimously.*

11.* BOARD CONSIDERATION AND APPROVAL OF 2022 COMMITTEE CHARGES

- 12.* BOARD CONSIDERATION AND APPROVAL OF 2022 BOARD MEETING SCHEDULE** – Trustee Fitzsimmons requested to change to the dates provided for the Audit Committee meetings in August and October to TBD (to be determined) and to add a meeting for the committee in June, also TBD.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the 2022 Committee charges and to approve the amended 2022 Board and Committee meeting schedule, adding an Audit Committee meeting in June (TBD), and changing the August and October Audit Committee meetings to be determined. *Motion passed unanimously.*

9.* EXECUTIVE COMMITTEE REPORT AND PROPOSED ACTIONS

Chair Howell updated the Board on the Executive Committee meeting held in November, where there was discussion on Trustee attendance at meetings, with the committee suggesting that the Executive Committee reach out to the City directly to discuss any attendance issues. It was also discussed that the past President should collaborate with District staff and participate on any future Trustee orientations for new Board members. The past President will also serve as a resource for any newly appointed members to the Board. The status of the Trustee manual was also discussed at the November Executive Committee meeting and the committee asked staff to continue to work on the revisions, which will then be presented to the Executive Committee for review, at which time the committee will consider additional actions and recommendations.

The committee also discussed the District current voting delegates for Contra Costa LAFCO. At the March 2018 Board of Trustees meeting, Trustees Clayton and Young were nominated by the Board as voting delegate (Clayton) and alternate (Young) as part of the Independent Special Districts Selection Committee at Contra Costa LAFCO. The Executive Committee discussed the District voting delegates at Contra Costa LAFCO and recommended that the Board approves the Vice President and the President to be voting delegates and alternate, respectively.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the voting delegates of the Independent Special Districts Selection Committee at Contra Costa LAFCO as being the current year's Board Vice President and the alternate be the current year's Board President. *Motions passed unanimously.*

CLOSED SESSION – 7:43 p.m.

13. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 1021)

14. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Randall Diamond, Chair of the Personnel Committee

Employee Group: All unrepresented employees

RETURN TO OPEN SESSION – 8:28 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

15. CLOSING COMMENTS – None

16. ADJOURNMENT – 8:29 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 10, 2022.

Ayes: 16

Noes: 0

Abstain: 0

Absent: 2



Daniel Pellegrini
2021 Secretary, Board of Trustees