

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 13, 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 Warren Clayton, Pinole Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond Eric Hinzl, Clayton Jennifer Hogan, Pleasant Hill Peggie Howell, Walnut Creek Michael Krieg, Oakley Kevin Marker, Orinda Vinoy Mereddy, Brentwood James Pinckney, Contra Costa County Damian Wong, Hercules
TRUSTEES ABSENT	Perry Carlston, Concord Randall Diamond, Danville James Frankenfield, Moraga
VACANCIES	Antioch Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager; Stacy Stark, Human Resources & Risk Manager (remote); Steve Schutz, Scientific Program Manager (remote); David Wexler, Operations Manager (remote); Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan (remote); Michael Jarvis, Liebert Cassidy Whitmore (remote); other members of the public.

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 14 Trustees were present, five 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.* CONSENT CALENDAR

- A. Minutes - Approval of Minutes 24-3, Board Meeting held on Monday, March 13, 2024.

- B. Approval of expenditures for February 1, 2024 through March 31, 2024, including:

Accounts payable February 15th checks No. XXXX68 through No. XXXX80
Payroll February 29th check No. XXXX81 through XXXX82
Accounts payable February 29th checks No. XXXX83 through No. XXXX96
Accounts payable March 15th checks No. XXXX97 through No. XXXX04
Payroll March 15th check No. XXXX05
Payroll March 29th check No. XXXX06 through XXXX09
Accounts payable March 29^h checks No. XXXX10 through No. XXXX25

Accounts Payable Total: \$154,414.50 Payroll Total: \$593.15

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of February 1, 2024 through March 31, 2024, including:

Payroll February 15th No. D000019893 through No. D000019924
Payroll February 29th No. D000019925 through No. D000019967
Accounts payable February 15th E000003177 through E000003186
Accounts payable February 29th E000003187 through E000003199
Payroll March 15th No. D000019968 through No. D000019997
Payroll March 29th No. D000019998 through No. D000020039
Accounts payable March 15th E000003200 through E000003211
Accounts payable March 29th E000003223 through E000003224

Accounts Payable Total: \$252,173.30 Payroll Total: \$363,052.97

- D. Investment Activity for February & March 2024

- E. Financial Report

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

5. BOARD AND STAFF REPORTS

- A. BOARD – None
- B. GENERAL MANAGER – General Manager Macedo noted that her performance evaluation packet had been given to the Board, and is to be submitted to the Board President by the date on the document. The President will then compile the information and discuss it with the Executive Committee in closed session. It will then be presented to the Board in July. General Manager Macedo also spoke about Avian flu and explained that it does not fall within our area of responsibility because it is not a vectorborne disease. She noted that we stay up to date on it because it involves chickens, which we use for sentinels for flaviviruses, and wild birds, which we use in our dead bird program.
- C. STAFF REPORT- Trustee Krieg asked about the safety of serving warrants for pool inspections and whether law enforcement is involved in the process. General Manager Macedo confirmed that law enforcement does accompany District personnel onto properties at which warrants are being served. Legal Counsel Coty clarified that the District serves inspection warrants, not search warrants, for the sole purpose of inspecting pools with a provision for abating if and where necessary.
- D. LEGAL – In response to trustees’ questions, Legal Counsel Coty reminded the Board that remote attendance by Trustees is determined by teleconference rules under the Brown Act. California Legislature added the provision that remote participation without advertising one’s location is permissible during emergencies or illness, if attendee has care responsibilities for a close family member, or has a disability as long as certain criteria are met. The General Manager must see that the circumstance is agendized, and requirements that two-way audio/video and keeping camera on, and certain announcements being made are met. He further clarified that just-cause requirements must be met in order to allow for other remote attendance, and that there are limited opportunities to utilize that section of the Brown Act, based on the number of meetings the District has per year. Coty added that if trustees know in advance of the agenda posting that they will not be able to attend in person, and are willing to disclose their address on the agenda, post the meeting at the site, and allow for members of the public to attend at the remote location, they may attend remotely under the old provisions. The rules apply in the same manner for committee meetings. He added that, under special exception rules, the physical location of the Board meeting must have a quorum present in order to pass a motion to allow for remote attendance. Under the rules that allow for remote attendance with public attendance of remote locations, that criteria need not be met.

Trustee Clayton asked Coty if the LAIF funds can be taken by the State for any reason. Coty affirmed that funds deposited with LAIF cannot be taken by the State. General Macedo asked for confirmation that the same is true for funds deposited

with CLASS, and Coty confirmed, adding that the State has, in the past, taken current tax receipts, not monies already received.

6. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Trustee Pay, Chair of the Personnel committee, reported that the Personnel committee met on March 18th, and included initial discussion of upcoming labor negotiations for represented and unrepresented groups. No reportable action.
- B.* Audit Committee Report – Trustee Dolgonas, Chair of the Audit committee reported that the Audit committee met on March 19, and interviewed three companies as potential auditors. The committee recommended that the current audit firm be awarded a contract for one year. Trustee Pinckney asked a question regarding the frequency that an audit partner must be changed and if the renewal of engagement with the same company would necessitate a change of audit partner. Staff explained that the District could still use the same partner for another two years, but that, after that, it would change.

** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to authorize the General Manager to sign the included engagement letter for another year with Maze & Associates, for the Audit of Basic Financial Statements, Preparation of the Memorandum on Internal Control, and Preparation and issuance of the District's Annual Report of Financial Transactions, for fiscal year ended June 30, 2024. *Motion passed unanimously.*

- C. Budget Committee Report – Trustee Marker, Chair of the Budget committee reported that the Budget committee met on April 22 and discussed revenues and expenditures up to date and long-range forecast. He added that the committee will be reviewing the Reserve and the Investment policies at their next meeting and will propose any changes to the Board at the July Board meeting.
- D. Ad Hoc Building Committee Report – Trustee Pay reported that the Ad Hoc committee met on May 9 with CPM and the General Manager to receive updates since appointing CPM at the end of the previous year, and what the next steps are for the building remodel. Focus has been on various inspections of the property to understand what the issues are with a view to developing a request for quotation. The RFP/Q has been written and will be posted this week. Inspection findings have found that generally the building is well beyond its service life, with extensive roof damage, antiquated HVAC, and the floor has a number of issues with elevation changes. There will be a process to evaluate submissions and appoint a design build partner. Trustee Dolgonas added that he was favorably impressed by CPM, and how poor of shape the building is in. Trustee Pinckney inquired as to whether legal counsel was involved in review of an RFP/Q. Macedo answered that legal will not review the RFP but will review the agreement before the Board approves it. Trustee Hogan inquired what the timeline will look like. Trustee Pay answered that the project will extend into 2026. He added that the current plan is to leave the building

in January of next year and operate off site for 18 months. CPM will place the RFP/Q in as many places as possible to gain exposure.

7.* BOARD APPROVAL OF UPDATED 2024 COMMITTEE LIST – The 2024 Committee list was modified to add Trustee Howell to the Audit committee.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the updated 2024 committee list. *Motion passed unanimously.*

8.* BOARD CONSIDERATION AND ADOPTION OF RESOLUTION 24-2 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) – LAIF requires a resolution establishing which titles are authorized to sign any investment or change. The proposed resolution fixes the title of Human Resources and Administration Manager.

** Motion was made by Trustee Pellegrini and seconded by Trustee Mereddy to adopt Resolution 24-2 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF). *Motion passed unanimously.*

CLOSED SESSION-7:57 p.m.

9.* CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

Trustee Clayton left at 8:36 p.m.

RETURN TO OPEN SESSION – 8:54 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

11.* BOARD CONSIDERATION AND APPROVAL OF SALARY ADJUSTMENT AND CHANGE IN BENEFITS FOR UNREPRESENTED EMPLOYEES WITH ONE EXCEPTION (GENERAL MANAGER)

** Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve 3.3% increase in salaries of the unrepresented employees, except for the General Manager, and to increase the matching contribution to a 401 account by 1% for a total of 2% starting July 1, 2024. *Ayes: Dolgonas, Dupin, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Wong, Young, Abstain: Cowen, Absent: Ainsley, Carlston, Clayton, Diamond, Frankenfield. Motion passed.*

12. CLOSING COMMENTS – None

13. ADJOURNMENT – 9:00 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 8, 2024.

Ayes: 15

Noes: 0

Abstain: 0

Absent: 2

Daniel Pellegrini
2024 Secretary, Board of Trustees