

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 23-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 10, 2023, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT Darryl Young, Vice President

Daniel Pellegrini, Secretary, Martinez
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Randall Diamond, Danville
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
Wade Finlinson, Antioch
Jim Fitzsimmons, Lafayette (remote)
Jennifer Hogan, Pleasant Hill
Michael Krieg, Oakley
Kevin Marker, Orinda
Peter Pay, San Ramon (remote)
Damian Wong, Contra Costa County

TRUSTEES ABSENT Richard Ainsley, Pittsburg
James Frankenfield, Moraga
Jim Pinckney, Contra Costa County

VACANCIES Brentwood
Clayton
San Pablo
Walnut Creek

OTHERS PRESENT Paula Macedo, General Manager
Christine Widger, Customer Service Specialist
Stacy Stark, Human Resources & Risk Manager
Steve Schutz, Scientific Program Manager (remote)
David Wexler, Operations Manager
Natalie Martini, Financial Administrator
Nola Woods, Public Affairs Director (remote)
Jeremy Shannon, Program Supervisor (remote)
Doug Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel
Jordan Brown and Ed Espinoza, Francisco and Associates (remote)

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

Roll Call: A roll call indicated that 14 Trustees were present, two met remotely under the provisions of Government Code 54953, three Trustees were absent, and there are four vacancies.

Pledge of Allegiance

2.* **AGENDA MANAGEMENT**

Vice President Young asked for a motion finding that there is a need for immediate action to add an item to the agenda to allow the remote participation of Trustees Fitzsimmons and Pay due to medical circumstances constituting “just cause” per Government Code section 54953(j)(2), and that the need arose after the agenda was posted.

** Motion was made by Trustee Krieg and seconded by Trustee Pellegrini finding that there was a need for immediate action to add an item to the agenda under the provisions of paragraph (4) of subdivision (b) of Section 54954.2, for Trustees Fitzsimmons and Pay to attend remotely, and that the need arose after the meeting agenda had been posted. *Motion passed unanimously.*

Vice President Young called for a second motion to authorize Trustees Fitzsimmons and Pay to participate in the July 10, 2023 regular Board of Trustees meeting remotely due to emergency medical circumstances. Trustees Fitzsimmons and Pay stated that no one else over 18 years of age was present in the room.

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to allow remote attendance by Trustees Fitzsimmons and Pay in the July 10, 2023 regular Board of Trustees meeting. *Motion passed.* Ayes: Carlston, Clayton, Cowen, Diamond, Dolgonas, Dupin, Finlinson, Hogan, Krieg, Marker, Pellegrini, Wong, Young. Abstained: Fitzsimmons, Pay.

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

4. **PRESENTATIONS**

Perry Carlston, for 10 years of service
Darryl Young, for 10 years of service

5.* **CONSENT CALENDAR**

- A. Minutes of the May 15, 2023 Board of Trustees Special Meeting
- B. Expenditures for April & May 2023
- C. Payroll Expenditures April & May 2023
- D. Investment Activity for April & May 2023
- E. Financial Report
- F. Excess Vehicles

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

6. BOARD AND STAFF REPORTS

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo reported that she earned a scholarship from the California Special Districts Association (CSDA), sponsored by Five Star Bank, to attend the General Manager Leadership Summit Conference at the end of June. She commented that the conference was informative and covered a wide range of topics.

The CSDA Annual Conference will be held in Monterey on August 28-31. Per Board-approved resolution, the President and Vice President are authorized to attend without requiring additional Board approval, and General Manager Macedo asked them to notify her if they would like to attend.

General Manager Macedo notified the Trustees that Customer Service Specialist Christine Widger is officially taking on the Board duties that Natalie Martini has fulfilled in the past, which will allow Martini to focus on her new role as the Financial Administrator. Macedo noted that she is still be the point of contact for any Board needs and asked that Trustees that have any requests for staff communicate with her. Macedo showed a video about the use of drones in mosquito surveillance and control, produced by the Mosquito and Vector Control Association of California.

C. STAFF – Operations Manager Wexler showed the recently-purchased treatment drone to the Board, explaining the capabilities of the drone and its benefits to the District. Staff is currently undergoing the process for licensing and certification. Trustees asked questions regarding the drone and its use. Wexler explained that the drone is a great addition to the District equipment and will allow staff to access and treat areas that are currently difficult or impossible.

Scientific Programs Manager Schutz reported that no West Nile virus has been detected in Contra Costa County yet, but added that we will likely see positives soon, as temperatures increase and neighboring counties start reporting positive WNV mosquito samples. We have continued to trap in the Martinez neighborhood in which the invasive mosquitoes were found last year. None have been found yet, but trapping will continue.

Public Affairs Director Woods reminded everyone that in-person group and individual pictures will be taken for the annual report at the September 11th Board meeting, and asked Trustees to arrive no later than 6:45 PM that day.

Financial Administrator Martini reminded the Board that the District's operating bank has changed, and that Trustees should cash any outstanding checks so the District can close the other operating accounts.

D. LEGAL – None

7. BOARD COMMITTEE REPORTS

- A. Audit Committee Report - Trustee Krieg reported on behalf of Chair Fitzsimmons that the Audit Committee met at Maze and Associate's office on June 5, 2023. He reported that the meeting was an introductory planning meeting for Fiscal Year 2023 Audit. Audit will proceed as expected. If any Trustees have questions about the audit process or anything they would like to bring up to the Audit Committee, they are encouraged to contact the Audit Committee Chair, Trustee Fitzsimmons.
- B. Budget Committee Report – Vice President Young reviewed the topics discussed at the June 12th meeting, including the District's Investment Policy, Benefit Assessment, budget, and the five-year forecast. Discussion ensued regarding the reserves for the building remodel, which will cost more than originally expected and discussed with the Board some years ago.
- C. Executive Committee Report – Vice President Young reported that the Executive Committee met on June 28th, 2023, and reviewed the process for nominating and electing Board Officers, as well as the posting/mailling timeline for Board meeting agendas, and the General Manager evaluation.

- 8.* A. **MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FY 2023-2024 ENGINEER'S REPORT** - Jordan Brown and Ed Espinoza of Francisco & Associates presented the fiscal year 2023-2024 Benefit Assessment including benefit zones, methodology, how parcels are assessed, and proposed assessment rates, which have not required adjustment since FY 2005-2006. Jordan Brown explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control and covers four benefit zones without Contra Costa County – waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County and each parcel is assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. The assessment roll will be submitted to the County in August and the District will collect the assessments, usually in December and April. The deadline to submit the assessment roll to the County is August 10, 2023.

i. Consider approval of the Mosquito and Vector Control Assessment, FY 2023-2024 Engineer's Report.

** Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve the Mosquito and Vector Control Assessment, FY 2023-2024 Engineer's Report. *Motion passed unanimously.*

ii. Consider approval of Board Resolution 23-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District.

** Motion was made by Trustee Pellegrini motioned and seconded by Trustee Diamond to adopt Board Resolution 23-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District. *Motion passed unanimously.*

B. RESOLUTION 23-4 REVISING PROCEDURE FOR ELECTING BOARD OFFICERS – The Board discussed different options to modify the requirements needed in order for a Trustee to serve as a Board officer. The Board has requested additional information and tabled this item for discussion at the next Board meeting.

** The Board requested Resolution 23-4 be tabled for further discussion at a future meeting.

C. BOARD NOMINATION AND ELECTION OF BOARD OFFICERS FOR REMAINDER OF 2023 With the recent resignation of Trustee Murray, previously elected Board President for 2023, the seat of President was vacant. The Board proceeded to nominate and elect a new Trustee to fill the vacancy. Trustee Krieg nominated Trustee Young for the office of President and Trustee Pay for the office of Vice President.

** Motion was made by Trustee Krieg and seconded by Trustee Carlston to elect Trustee Young as Board President and Trustee Pay as Board Vice President for the remainder of 2023. *Motion passed.* Ayes: Carlston, Clayton, Cowen, Diamond, Dolgonas, Dupin, Finlinson, Fitzsimmons, Hogan, Krieg, Marker, Pay, Pellegrini, Wong, Young. Abstained: Pay.

D. UPDATED 2023 BOARD COMMITTEE LIST – Trustee Young will serve as President for the remainder of 2023 and will, therefore, be Chair of the Executive committee, and Vice President Pay will serve as Chair of the Budget committee. It was also requested that Trustee Dolgonas be added to the Audit Committee.

** Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve changes to the 2023 Board Committee list. *Motion passed unanimously.*

E. UPDATED INVESTMENT POLICY – the Budget committee reviewed the Investment Policy and proposed changes. Trustee Dolgonas noted inconsistent

punctuation or verbiage when referring to the “General Manager and Human Resources and Risk Manager”, which should be changed to ‘and/or’ to be consistent with the rest of the document.

** Motion was made by Trustee Pellegrini and seconded by Trustee Dolgonas to approve updates to the District’s Investment Policy as amended. *Motion passed unanimously.*

F. PROPOSED BUDGET FOR FY 2023-2024 – General Manager Macedo reviewed the FY 2023-2024 proposed budget, which has been reviewed and recommended by the Budget Committee.

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the District’s proposed FY 2023-2024 budget. *Motion passed unanimously.*

Trustee Clayton left the meeting 9:01 p.m.

G. REVIEW BOARD AGENDA POSTING AND MAILING TIMELINE – President Young recommended to reduce the timeline for posting and mailing agendas for meetings from ten days to 72-hours, which is the minimum requirement per the Brown Act. Discussion ensued. Trustees requested consideration for large packets needing additional time to review.

** Motion was made by Trustee Finlinson and seconded by Trustee Fitzsimmons to revise the agenda mailing and posting timeline to 72-hours prior to Board’s meeting date. *Motion passed.* Ayes: Carlston, Clayton, Diamond, Dolgonas, Dupin, Finlinson, Fitzsimmons, Hogan, Krieg, Marker, Pay, Pellegrini, Wong, Young. Noes: Cowen

9. DISCUSSION OF BOARD MEETING DATE AND TIME – The Board discussed the current meeting schedule and discussed whether to change the day of meeting from the second Monday of the month to another day, and whether to change the time of the meeting from 7 pm to a different time. After consideration of possible other times or days, the Board agreed to keep the meetings set for the second Monday of every other month at 7:00 p.m. at the District office.

CLOSED SESSION – 9:09 p.m.

10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

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

Agency Negotiator: Darryl Young

Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 9:37 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

12. BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR PAULA MACEDO

Title: General Manager

** Motion was made by Trustee Finlinson and seconded by Trustee Carlston to amend the contract with General Manager Macedo to include a salary increase of 8%, for a total annual salary of \$238,309.00 and an additional District contribution of 2% of salary towards the General Manager’s 401(a) account, for a total employer contribution of 3% totaling \$7,149.27. *Motion passed unanimously.*

13. CLOSING COMMENTS - None

14. ADJOURNMENT – 9:40 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 11, 2023.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2023 Secretary, Board of Trustees