

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-12

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, December 12, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Chris Dupin Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Kevin Marker James Murray Peter Pay Damian Wong Darryl Young
TRUSTEES ABSENT	Randall Diamond Jim Pinckney
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 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 16 Trustees were present, three Trustees were absent, and there are three vacancies. Trustee Ainsley joined the meeting at 7:04 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 Carlston and seconded by Trustee Clayton 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 22-11, of the November 14, 2022 Board of Trustees Meeting.
- B. Approval of expenditures of October 2022, including:
Accounts payable October 14th checks No. XXXX69 through No. XXXX80
Accounts payable October 19th checks No. XXXX81
Payroll October 31st check No. XXXX82 through No. XXXX87
Accounts payable October 31st checks No. XXXX88 through No. XXXX02
Accounts Payable Total: \$164,297.59 Payroll Total: \$514.10
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 2022, including:
Payroll October 14th No. D000018717 through No. D000018748
Payroll October 31st No. D000018749 through No. D000018788
Accounts payable October 14th E000002861 through E000002867
Accounts payable October 31st E000002868 through E000002879
Accounts Payable Total: \$100,894.00 Payroll Total: \$171,991.28
- D. Investment Activity for October 2022
- E. Financial Report
- F. Excess Vehicles & Equipment:
1) 1999 Year model BIG TEX Trailer (#T-2)
2) 2005 Year model BIG TEX 35SA Trailer (#T-11)
3) 2005 Year model BIG TEX 35SA Trailer (#T-12)
4) 2005 Year model BIG TEX 35SA Trailer (#T-13)

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

6. BOARD AND STAFF REPORTS

- A. BOARD – President Krieg reminded Trustees that the Board follows the California Health & Safety Code, and as such, it holds elections for Board officers in January. A list of Trustees who are eligible for each office was emailed to all the Trustees, and he asked that any Trustee who is interested in holding the position of President, Vice President, or Secretary, please reach out to him or any of the Executive committee members prior to the next meeting. He also asked Trustees to think about the eligibility requirements for further discussion and possible action at the next meeting if there is no elected President, Vice President or Secretary. President Krieg also noted that the Board should expect to come back to in person meetings at the District office starting in March 2023.
- B. GENERAL MANAGER – General Manager Macedo noted that she has emailed Trustees who are overdue for the required AB1234 Ethics training. If you received an email, please complete the online training as soon as possible and General Manager Macedo can retrieve the completed certificate directly. If any Trustee would like a copy of their completed certificate, please contact either General Manager Macedo or Administrative Analyst II Martini. Lastly, she updated the Board on the status of the FY21/22 audit, and advised that the draft is now complete and that the Audit committee will be meeting in January 2023 to review and possibly present the final audit for Board approval in early 2023.
- C. STAFF – Administrative Analyst II Martini reminded Trustees to please reach out to her directly if changes are needed to their 2023 Trustee compensation election, W-4 federal, or DE-4 state tax forms, so she can provide the updated forms. An updated Trustee authorized contact list will be emailed to Trustees after the January meeting, please contact her directly if any contact information should be updated.

Program Supervisor Shannon provided an update on the warrants filed with the County regarding the invasive species surveillance, and advised that the remaining paperwork has been completed with the Court.

General Manager Macedo provided an update on behalf of Public Affairs Director Woods, if any Trustees would like their photograph taken for the 2022 annual report, please reach out as soon as possible so arrangements can be made.

- D. LEGAL COUNSEL – Legal Counsel Coty noted that he will be presenting a summary of bill AB 2449 during the next Board meeting in January. He briefly

clarified the circumstances under which Trustees can attend remotely starting in March 2023 and what the District will need to do as far as technology for future meetings.

7. BOARD COMMITTEE REPORTS

A. **Advance Planning Committee Report** – Trustee Murray, Chair of the Advance Planning Committee, reported on the meeting held on November 15, 2022, when the committee met one last time to discuss the final draft of the Five-Year Plan. General Manager Macedo asked to amend the table on page 21 of the document to include the correct calculations for the % Change YoY Interest Revenue column. Trustee Elam commended the committee on their work on the 5-year plan document and recommended that a copy be sent to all cities.

*i**. Consider approval of the District’s Five-Year Strategic Plan, 2022-2026

** A motion was made by Trustee Elam and seconded by Trustee Carlston to approve the District’s Five-Year Strategic Plan, 2022-2026, with the amendment to the 6th column of Table 4 on page 21. *Motion passed unanimously.*

B. **Personnel Committee Report** – Trustee Carlston, Chair of the Personnel Committee, reported on the meeting held on November 17, 2022, when the committee discussed updates to the Employee Handbook, and changes to the job description, title and salary schedule for the Administrative Analyst I and to the job description and salary schedule for the Vector Control Planner. The committee also reviewed and discussed the updates to the Employee Handbook, which reflect any current changes in regulations and legislation, and conform with the approved and adopted Memorandum of Understanding with SEIU 1021.

*i**. Consider approval of updates to the District’s Employee Handbook

** Motion was made by Trustee Murray and seconded by Trustee Finlinson to approve the District’s Employee Handbook. *Motion passed unanimously.*

*ii**. Consider approval of updated job description, title and salary range for the previously titled Administrative Analyst I position

** A motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve updated job description, title and salary range for the previously titled Administrative Analyst I position to Customer Service Specialist. *Motion passed unanimously.*

*iii**. Consider approval of updated job description and salary range of the Vector Control Planner

** A motion was made by Trustee Pellegrini and seconded by Trustee Murray to approve updated job description and salary range for Vector Control Planner. *Motion passed unanimously.*

C. **Budget Committee Report** – Trustee Pay, Chair of the Budget Committee, reported on the various topics discussed during the meeting held on December 8, 2022. The committee met to discuss changes on financial reporting formats, investment vehicles, and new banking institutions. Chair Pay noted that the District’s financial consultant, Rick Wood, who is the Financial and Administration Director for the California Special Districts Association, made excellent presentations to the committee regarding these recommendations. Trustee Clayton asked clarifying questions regarding the investment changes and how they will be analyzed. Trustee Pay clarified that all investments will be reported to the Board. Discussion ensued.

In addition, per Board request at the previous meeting, the committee recommended a change to the General Manager single transaction limit for the purchase of fixed assets (equipment/vehicles) from \$40,000.00 to \$75,000.00.

*i**. Consider approval of revised General Manager Spending Authority limits as recommended by the Budget Committee

** A motion was made by Trustee Elam and seconded by Trustee Carlston to approve the committee recommendation to increase the General Manager single transaction limit for the purchase of fixed assets (equipment/vehicles) from \$40,000.00 to \$75,000.00. *Motion passed unanimously.*

8. **CLOSING COMMENTS** – Trustee Elam thanked Trustee Pay for his excellent Budget Committee report, Trustee Cowen expressed agreement.

9. **ADJOURNMENT** – 8:05 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 9, 2023.

Ayes: 15

Noes: 0

Abstain: 0

Absent: 4

Daniel Pellegrini
2023 Secretary, Board of Trustees