

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 22-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 11, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Jon Elam Jim Fitzsimmons James Frankenfield Jennifer Hogan Peggie Howell Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Chris Cowen Randall Diamond
VACANCIES	Antioch El Cerrito Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Steve Schutz, Scientific Program Manager Stacy Stark, Human Resources & Risk Manager Nola Woods, Public Affairs Director Brandon French, Vector Control Inspector Doug Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel Yen Do, SEIU Local 1021 Jordan Brown, Francisco and Associates Ed Espinoza, Francisco and Associates Other members of the public were present but did not identify themselves

**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, two Trustees were absent, and there are four 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 Pellegrini and seconded by Trustee Ainsley 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. PRESENTATION**

Peter Pay, for 5 years of service

**6. CONSENT CALENDAR**

A. MINUTES – Approval of Minutes of the June 13, 2022 Board of Trustees Special Meeting

B. Approval of expenditures of May 2022, including:  
Accounts payable May 13<sup>th</sup> checks No. XXXX05 through No. XXXX24  
Payroll May 13<sup>th</sup> check No. XXXX25 through No. XXXX31  
Accounts payable May 31<sup>st</sup> checks No. XXXX32 through No. XXXX43  
Accounts Payable Total: \$163,818.226 Payroll Total: \$601.46

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of May 2022, including:  
Payroll May 13<sup>th</sup> No. D000018351 through No. D000018381  
Accounts payable May 13<sup>th</sup> E000002754 through E000002763  
Payroll May 31<sup>st</sup> No. D000018382 through No. D000018418  
Accounts payable May 31<sup>st</sup> E000002764 through E000002773  
Accounts Payable Total: \$113,472.29 Payroll Total: \$161,931.70

D. Investment Activity for May 2022

E. Financial Report

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

Trustee Hogan joined the meeting at 7:05 p.m.

**7. BOARD AND STAFF REPORTS**

- A. BOARD – Trustee Carlston thanked staff for the excellent 2021 Annual Report and asked about the distribution of the report to the cities and other agencies. Public Affairs Director Woods clarified that the District sent copies to all councilmembers and cities, and is in the process of sending copies to other agencies as well.
- B. GENERAL MANAGER – General Manager Macedo mentioned the next Board meeting will be a special meeting scheduled for Monday, August 8, 2022. She also noted the high “king” tides expected for the marshes this week and stated that the technicians are aware of this and will be checking the waterfront areas for mosquitoes.
- C. STAFF – Scientific Program Manager Schutz reported there has only been one positive bird that tested positive for West Nile Virus in the County to date, although neighboring counties are now seeing increased WNV activity so the District may not be that far behind. There was a fly off of salt marsh mosquitoes in the waterfront areas due to the high tides a few weeks ago, although the mosquito counts were down after the adult mosquito control operations in those areas from June 30<sup>th</sup> and July 1, 2022.

Public Affairs Director Woods updated the Board on the Nextdoor social media account she created for the District. She reported that the District has finally been allowed access to reach all Contra Costa County residents in all communities throughout the County who may be using the platform, as well as to target very specific neighborhoods in case we need to message those specific residents. Trustee Young asked about participation in other platforms, such as Instagram. Public Affairs Director Woods responded that the District is evaluating other options as part of the goals in the 5-year plan, which is in process.

- D. LEGAL – None

**8.\* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2022-2023 ENGINEER’S REPORT**

- i. \* Following the presentation on the District Engineers Report for Fiscal Year 2022-2023, given by Jordan Brown and Ed Espinosa from Francisco and Associates, the Board considered approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment. Discussion ensued. 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 benefits 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. Trustee Clayton pointed out a discrepancy regarding the city of Clyde, which is listed on page 13 of the report as part of the waterfront area but shows in the map on page 6 as part of Central County. Trustee Clayton also asked for clarification regarding the number of golf courses, new car agencies, and hospitals in West County (Pages A-3 and A-4 of the report). Ed Espinosa responded that the data are obtained from the Contra Costa County tax roll every year, and are used as the basis for the assessment. He added that the number of parcels may be different than the number of golf courses, hospitals, etc, which sometimes may be comprised of several parcels. Trustee Carlston asked how the assessment accounts for population. Ed Espinosa responded that the methodology was adopted and established in 1996 and we cannot deviate from that methodology but that population is indirectly accounted for within the other factors considered in the assessment. Trustee Elam commented that the assessment is on property and that he believes population is accounted for as the assessment on units. Trustee Pinckney asked about the difference in revenues from large agricultural properties and small commercial properties, and how that is not reflective of the time the District spend on those large agricultural areas. Ed Espinosa clarified that it follows the approved methodology. Trustee Elam added that the charge is per acre, which helps to generate a more equitable revenue from the large rural areas.

ii.\* Considered approval of Board resolution 22-2 to continue the Mosquito & Vector Surveillance and Control project for the benefit of four zones and to continue the financing of the project by continued assessment upon property within the District.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the action items. *(Ayes: Ainsley, Carlston, Elam, Fitzsimmons, Frankenfield, Hogan, Howell, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney, Wong and Young / No: Clayton) Motion passed.*

9.\* **CONSIDER APPROVAL OF SIDE LETTER TO THE 2022-2024 MOU BETWEEN THE DISTRICT AND THE REPRESENTED EMPLOYEES (SEIU 1021)** – in light of unprecedented inflation, the District reached out to SEIU 1021 to meet and confer and provide an extra salary adjustment, the proposed 2% salary adjustment will be effective July 1, 2022. General Manager Paula Macedo and Michael Jarvis, LCW, met with SEIU 1021 field Representative Yen Do and shop steward Heidi Budge on June 16, 2022.

\*\* Motion was made by Trustee Ainsley and seconded by Trustee Clayton to approve the side letter to the 2022-2024 MOU between the District and the represented employees (SEIU Local 1021), establishing 2% salary adjustment for all represented employees effective July 1, 2022. *Motion passed unanimously.*

**10. BOARD COMMITTEE REPORTS**

- A. Audit Committee Report – Trustee Fitzsimmons, Chair of the Audit Committee, reported the committee met on June 14, 2022 with David Alvey, Maze & Associates, and discussed the scope of the audit for FY21/22. The committee decided that, in addition to the scope of the audit, they would like to select items each year for the committee to look into in more detail, even if immaterial. This year the committee will be looking into the occasional redevelopment funds the District receives.
- B. Executive Committee Report – Trustee Krieg, Board President and Chair of the Executive Committee, reported on the meeting held on June 27, 2022. The committee discussions occurred in closed session and therefore there is nothing to report.
- C. Budget Committee Report – Trustee Pay, Chair of the Budget Committee, reported on the meeting held on July 11, 2022, and provided the committee’s recommendation for the proposed FY 2022-2023 Budget.

**\*\*** Motion was made by Trustee Carlston and seconded by Trustee Howell to approve the proposed Budget for FY 2022/2023. *Motion passed unanimously.*

**CLOSED SESSION – 7:50 p.m.**

**11. GENERAL COUNSEL PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

**12. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

Title: General Manager

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

Agency Negotiator: Michael Krieg, Board President  
Unrepresented Employee: General Manager

**RETURN TO OPEN SESSION – 8:25 p.m.**

**REPORT FROM CLOSED SESSION – No reportable action**

Due to the conflict due to potential financial interest on action item 14, Legal Counsel Coty recused himself at 8:26 p.m.

**14. \* BOARD CONSIDERATION OF APPROVAL OF AGREEMENT FOR LEGAL SERVICES WITH BARTKIEWICZ, KRONICK & SHANAHAN**

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve contract for legal services with Bartkiewicz, Kronick & Shanahan. *Motion passed unanimously.*

Legal Counsel Coty rejoined the meeting at 8:28 p.m.

**15. \* BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR PAULA MACEDO**

Title: General Manager

**\*\*** Motion was made by Trustee Pinckney and seconded by Trustee Howell to amend the contract with Dr Macedo to include a salary increase of 8%, a total annual salary of \$220,656.96. *Motion passed unanimously.*

**16. CLOSING COMMENTS** – President Krieg mentioned that a Trustee recently raised a concern that sometimes topics discussed during the Board and Staff Announcement section of the agenda should be noted as future agenda items. He suggested that if any Trustee feels that a discussion during any agenda item should be tabled for a future agenda item, please let him know so that the topics can be added to the agenda to be discussed in detail at a future meeting and addressed as the Board deems necessary.

**17. ADJOURNMENT** – 8:32 p.m.

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on August 8, 2022.

Ayes: 15

Noes: Ø

Abstain: Ø

Absent: 3

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Daniel Pellegrini  
2022 Secretary, Board of Trustees