

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 22-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 10, 2022, 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  
Jim Fitzsimmons  
James Frankenfield  
Jen Hogan  
Michael Krieg  
James Murray  
Jim Pinckney  
Darryl Young

TRUSTEES ABSENT      Kevin Marker  
Thomas Minter

VACANCIES              Antioch  
Hercules  
Richmond  
San Pablo

OTHERS PRESENT      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Stacy Stark, Human Resources and Risk Manager  
Nola Woods, Public Affairs Director  
Terry Davis, Program Supervisor  
Natalie Martini, Administrative Analyst II  
Douglas Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel  
Michael Jarvis, Liebert Cassidy Whitmore, Labor Relations Consultant  
Yen Do, SEIU Local 1021, Field Representative

**1. CALL TO ORDER**

President Howell called the meeting to order at 7:03 p.m.

Roll Call: A roll call indicated that 15 Trustees were present at 7:03 p.m. Trustee Diamond joined the meeting at 7:05 p.m. 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 Murray 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 of the December 6, 2021 Board of Trustees Special Meeting

B. Approval of expenditures for October 2021 and November 2021, including:

Payroll October 15<sup>th</sup> check No. 029395

Accounts payable October 15<sup>th</sup> checks No. 029396 through No. 029403

Payroll October 29<sup>th</sup> check No. 029404

Accounts payable October 29<sup>th</sup> checks No. 029405 through No. 029417

Accounts payable November 15<sup>th</sup> checks No. 029418 through No. 029428

Payroll November 30<sup>th</sup> checks No. 029429 through No. 029435

Accounts payable Total: \$108,038.03

Payroll Total: \$693.80

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 1, 2021 through November 30, 2021, including:

Payroll October 15<sup>th</sup> No. D17827 through No. D17855

Payroll October 29<sup>th</sup> No. D17856 through No. D17889

Payroll November 15<sup>th</sup> No. D17890 through No. D17923

Payroll November 30<sup>th</sup> No. D17924 through No. D17964

Accounts payable October 15<sup>th</sup> No. E02616 through No. E02625

Accounts payable October 29<sup>th</sup> No. E02626 through No. E02639

Accounts payable November 15<sup>th</sup> No. E02640 through No. E02646  
Accounts payable November 30<sup>th</sup> No. E02647 through No. E02655  
Accounts payable Total: \$244,217.11 Payroll Total: \$339,477.38

- D. Investment Activity for October 2021 and November 2021
- E. Financial Report

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

## 6. BOARD AND STAFF REPORTS

- A. BOARD – President Howell mentioned the CCMAD Financing Corporation meeting will commence once the regular Board meeting has been adjourned and requested that Trustees remain on the same Zoom link until the CCMAD Financing Corporation meeting has been adjourned.
- B. GENERAL MANAGER – General Manager Macedo noted that she and Public Affairs Director Woods met with the firm contracted by LAFCO to conduct the District’s municipal service review virtually for a kick off meeting. General Manager Macedo stated that the MVCAC annual meeting will remain as an in-person meeting and is following all recommendations and requirements of the Sacramento County’s new health order. MVCAC is taking measures to minimize the risk for those attending the meeting. Lastly, General Manager Macedo introduced the District’s new Human Resources and Risk Manager, Stacy Stark.
- C. STAFF – Administrative Analyst II noted that Trustees may start receiving information sent on behalf of NetFile, regarding the Statement of Economic Interest/Form 700 reports for 2021 annual statements, due April 1, 2022.

Administrative Services Manager Bagley noted the District’s IT Department is in the process of working on a solution to move District servers to the cloud, and the Finance Department is in the process of switching the accounting software from Sage 2018 to Sage 2021 version.

Public Affairs Director Woods updated the Board on the Public Affairs Department’s work to improve the District’s social media presence, with now almost 1,400 Twitter followers, and seeking more Facebook followers now that the District’s page has been updated. She mentioned that all requests for emailed agendas from the website will need to be renewed since they are only valid for one calendar year. Woods also noted that the 2021 Annual Report will be updated and requested Trustees email a photograph of themselves with a solid colored background to be added to the Trustee section of the annual report. Alternatively, she offered to take the pictures herself.

Program Supervisor Davis updated the Board on the properties that were abated during 2021. With the season coming to an end, the District appears to have better

communication with those property owners, who are committed to making the improvements as suggested. He also mentioned that the Operations Department continues to have weekly meetings with Leading Edge regarding the Operations software MapVision, and has scheduled an onsite training session for March 2022.

- D. LEGAL – President Howell asked Legal Counsel Coty if it was possible to streamline or eliminate the Trustee roll call after each action item to simplify the meeting, and if instead it can be asked after the motion and second if there are any “no” votes. Coty responded that the law for teleconferences requires that a roll call vote will be required after every action taken by the Board.

**7.\* BOARD NOMINATION AND ELECTION OF 2022 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY**

The eligibility list for each office and the Resolution 20-4, adopting a Revised Procedure for Election Board Officers, were provided.

- \*\* Motion was made by Trustee Howell and seconded by Trustee Fitzsimmons to nominate Trustee Michael Krieg for 2022 President. *Motion passed unanimously.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Elam, Fitzsimmons, Frankenfield, Hogan, Howell, Krieg, Murray, Pay, Pellegrini, Pinckney, Young.

Noes: None

Absent: Marker, Minter

Abstain: None

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to nominate Trustee Perry Carlston for 2022 Vice President. *Motion passed unanimously.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Elam, Fitzsimmons, Frankenfield, Hogan, Howell, Krieg, Murray, Pay, Pellegrini, Pinckney, Young.

Noes: None

Absent: Marker, Minter

Abstain: None

- \*\* Motion was made by Trustee Howell and seconded by Trustee Krieg to nominate Trustee Daniel Pellegrini for 2022 Secretary. *Motion passed unanimously.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Elam, Fitzsimmons, Frankenfield, Hogan, Howell, Krieg, Murray, Pay, Pellegrini, Pinckney, Young.

Noes: None

Absent: Marker, Minter

Abstain: None

2021 Board President Howell passed the gavel to newly elected 2022 Board President Krieg to continue the meeting.

President Krieg adjourned the meeting for a 5-minute break at 7:35 pm.

Meeting resumed at 7:40 pm.

**8.\* APPROVAL OF DISTRICT TRUSTEE COMMITTEE MEMBERS FOR 2022**

Committee composition was recommended by Board President Krieg and presented for Board approval. The District's primary banking institution, Bank of the West, requests documentation (Board meeting minutes) that officially designates Board members who are on the Executive Committee and can thereby sign District checks.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the 2022 committee members. *Motion passed 15-1.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Fitzsimmons, Frankenfield, Hogan, Howell, Krieg, Murray, Pay, Pellegrini, Pinckney, Young.

Noes: None

Absent: Marker, Minter

Abstain: Elam

**9.\* BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY MODULES**

The CSDA Special Leadership Academy Modules are offered virtually: **SDLA Module #1: Governance Foundations**, February 16 & 17, 2022, 9:00 a.m. – 12:00 p.m. each day, **SDLA Module #2: Setting Direction / Community Outreach**, March 9 & 10, 2022, 9:00 a.m. – 12:00 p.m. each day, **SDLA Module #3: Board's Role in Finance and Fiscal Accountability**, April 18 & 19, 2022, 9:00 a.m. – 12:00 p.m. each day, and **SDLA Module #4: Board's Role in Human Resources**, May 4 & 5, 2022, 9:00 a.m. – 12:00 p.m. each day. Board authorization is needed for any Trustees that would like to attend the virtual meetings.

\*\* Motion was made by Trustee Howell and seconded by Trustee Carlston to approve any Trustees requesting attendance to the virtual SDLA Modules. *Motion passed unanimously.*

**CLOSED SESSION – 7:47 p.m.**

**10. 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)

**RETURN TO OPEN SESSION – 8:03 p.m.**

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

**11.\* MEMORANDUM OF UNDERSTANDING BETWEEN CCMVCD AND SEIU LOCAL 1021**

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the Memorandum of Understanding between Contra Costa Mosquito & Vector Control District and Local 1021, SEIU, January 1, 2022 – December 31, 2024. *Motion passed unanimously.*

**12. CLOSING COMMENTS –** 2022 President Krieg requested that Trustees remain on the meeting for the CCMAD Financing Corporation meeting. Krieg thanked 2021 President Howell for her hard work as President and during negotiations for represented staff.

**13. ADJOURNMENT – 8:07 p.m.**

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on February 14, 2022.

Ayes: 16

Noes: 0

Abstain: 0

Absent: 3

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Daniel Pellegrini  
2022 Secretary, Board of Trustees