

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-6

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 13, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Chris Cowen Randall Diamond Jon Elam Jim Fitzsimmons James Frankenfield Jennifer Hogan Peggie Howell Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Warren Clayton
VACANCIES	Antioch El Cerrito Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Doug Coty, Bold Polisner Maddow Nelson & Judson, 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 17 Trustees were present, one Trustee was 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. CONSENT CALENDAR

- A. MINUTES – Approval of Minutes of the May 9, 2022 Board of Trustees Meeting
- B. Approval of expenditures of April 2022, including:
 - Accounts payable April 20th checks No. XXXX82 through No. XXXX91
 - Payroll April 29th check No. XXXX92 through No. XXXX97
 - Accounts payable April 29th checks No. XXXX98 through No. XXXX04
 - Accounts Payable Total: \$47,651.83 Payroll Total: \$514.10
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2022 through April 30, 2022, including:
 - Payroll April 4th No. D000018279
 - Payroll April 15th No. D000018280 through No. D000018311
 - Payroll April 29th No. D000018312 through No. D000018350
 - Accounts payable April 7th E000002735
 - Accounts payable April 14th E000002736
 - Accounts payable April 20th E000002737 through E000002743
 - Accounts payable April 21st E000002744
 - Accounts payable April 29th E000002745 through E000002753
 - Accounts Payable Total: \$123,603.70 Payroll Total: \$172,163.22
- D. Investment Activity for April 2022
- E. Financial Report

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

6. BOARD AND STAFF REPORTS

- A. BOARD – President Krieg provided an update from the June 6, 2022 Executive Committee meeting, which is detailed below under item 11.C. He also mentioned that Trustees should have received the General Manager’s evaluation form, which will be discussed at the next Executive Committee meeting, as well as the July

regular Board Meeting. President Krieg mentioned he had only received a handful of evaluation forms returned to him and requested that Trustees prioritize returning the forms as soon as possible so he can get started on the General Manager's evaluation.

- B. GENERAL MANAGER – General Manager Macedo mentioned that she had reviewed the final draft of the Municipal Service Review from LAFCO and that they will be submitting the report for approval by the LAFCO Board at a future meeting. General Manager Macedo and Administrative Analyst II Martini have been gathering all the requested documents for the auditors for FY21/22 audit, which is scheduled to start in August. The Audit Committee will be meeting on June 14, 2022, to discuss the scope of the audit for FY21/22 with the auditing firm, Maze & Associates.
- C. STAFF – Reports were submitted in the packet. Trustee Young asked for clarification regarding the irrigation practices and compliance of Western Farms with the abatement. General Manager Macedo mentioned that District Staff has continued to work with Western Farms on their irrigation practices, but because that property is a very large parcel, complete compliance will take longer to achieve. Staff has increased communications with Western Farms to make sure it does not become a mosquito production issue now that temperatures are higher. Trustee Young also thanked staff for the repair work to the District office based on the photographs provided during the staff reports and appreciated the photographs to get a better understanding of what is going on at the District while Trustees remain meeting via teleconference.
- D. LEGAL – None

7.* APPROVAL OF UPDATED DISTRICT TRUSTEE COMMITTEE MEMBERS FOR 2022 - The District's Committee list has been updated to include Trustee Wong's selection.

****** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the updated 2022 committee members. *Motion passed unanimously.*

CLOSED SESSION – 7:16 p.m.

8. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 TO REVIEW THE DISTRICT'S POSITION ON SALARY FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Perry Carlston, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

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

Agency Negotiators: Paula Macedo, General Manager, and Perry Carlston, Chair of the Personnel Committee

Title: Administrative Analyst II

10. GENERAL COUNSEL PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

RETURN TO OPEN SESSION – 8:05 p.m.

REPORT FROM CLOSED SESSION – No reportable action

11. BOARD COMMITTEE REPORTS

- A. **Budget Committee Report** – Trustee Pay, Chair of the Budget Committee, reported that the committee met on May 19, 2022 and reviewed the preliminary budget presented by General Manager Macedo for fiscal year 2022-2023. One major change from the prior budget is the building remodel project, where staff has reevaluated the timing of the building remodel and found no immediate need for a complete building remodel during fiscal year 2022-2023, although the budget does include funds for architectural fees and permits. At the next meeting, the Budget Committee will need to consider payroll costs with the preliminary budget based on items discussed after the meeting.
- B. **Personnel Committee Report** – Trustee Carlston, Chair of the Personnel Committee reported the committee met on May 23, 2022 and reviewed the CPI cost of living adjustment for unrepresented staff and the proposed differential for Administrative Analyst II – with the extended absence of the Administrative Services Manager and the Administrative Analyst I, the Administrative Analyst II has taken on additional responsibilities to cover for those absences. In recognition for unusual competencies, circumstances, and increased complexity of the work, the committee is recommending the addition of a pay differential to the Administrative Analyst II base salary.
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve a 10% differential pay for the Administrative Analyst II for the duration of the absences of the Administrative Services Manager and Administrative Analyst I. *Motion passed unanimously.*
- C. **Executive Committee Report** – President Krieg provided an update from the June 6, 2022 Executive Committee meeting. The committee discussed the legal invoices and believe that General Manager Macedo has been handling the matters with legal appropriately. During that meeting the committee also discussed the process for trustees to communicate concerns and the committee agreed to two options for future questions of that type: (1) ask the Executive Committee to look into such issues, or (2) ask for the discussion to be considered as an item on the agenda to an

upcoming Board meeting. In addition, President Krieg noted that the Trustee Manual states that the Board President should be an ex-officio member of all committees of the Board, being able to participate in closed sessions, vote and count as a member for attendance and quorum purposes.

12. CLOSING COMMENTS – Trustee Howell commented that the Board should have a policy providing the General Manager with authority to make decisions on salary differentials for staff working out of classification and suggested making it a future Board meeting agenda item for the Board to consider.

13. ADJOURNMENT – 8:15 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 11, 2022.

Ayes: 16
Noes: 0
Abstain: 0
Absent: 2

Daniel Pellegrini
2022 Secretary, Board of Trustees