

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
**BOARD MEETING**  
**MINUTES NO. 19-1**

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 14, 2019, in the District Office at 155 Mason Circle, Concord, California.

<b>TRUSTEES PRESENT</b>	Warren Clayton, President Michael Krieg, Vice President Richard Ainsley Perry Carlston Chris Cowen Randall Diamond Jim Fitzsimmons Peggie Howell Robert Lucacher James Murray Lola Odunlami Peter Pay Daniel Pellegrini Jim Pinckney
<b>TRUSTEES ABSENT</b>	Soheila Bana Richard Means Darryl Young
<b>VACANCIES</b>	Brentwood, Hercules, El Cerrito, Orinda & San Pablo
<b>OTHERS PRESENT</b>	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Assistant J Bradley Wright, Operations Manager Douglas Coty, Legal Counsel Kevin Marker

**CALL TO ORDER**

President Clayton called the meeting to order at 7:02 p.m.

**ROLL CALL**

A roll call indicated that 14 Trustees were present, three were absent, and there are five vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the agenda as posted. *Motion passed unanimously.*

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION – Trustee Jim Pinckney was recognized for 30 years of service and Trustee Chris Cowen for 10 years of service on the Board of Trustees.

4. CONSENT CALENDAR

A. MINUTES – Minutes for Board meeting held on November 12, 2019.

B. EXPENDITURES FOR OCTOBER & NOVEMBER 2018 – Approval of expenditures of October 1, 2018 through November 30, 2018, including checks No. 027339 through No. 027510, in the amount of \$564,989.10.

C. PAYROLL FOR OCTOBER & NOVEMBER 2018 – Approval of payroll expenditures of October 1, 2018 through November 30, 2018, including checks No. 16102 through No. 11613 and direct deposit No. D02921 through No. D03075 in the amount of \$358,525.26.

D. INVESTMENT ACTIVITY REPORT FOR OCTOBER & NOVEMBER 2018

E. FINANCIAL REPORT

- \*\* Motion was made by Trustee Fitzsimmons and seconded by Trustee Cowen to approve the consent calendar. *Motion passed unanimously.*

5. REPORTS

A. BOARD MEMBERS – President Clayton thanked Trustees, General Manager, District Counsel and Staff for their support during his term as President during 2018.

B. GENERAL MANAGER – General Manager Macedo reported staff is currently busy working on maintenance of equipment and facilities, and that at this time of the year most employee training sessions are scheduled. In addition, the construction of the education center is underway and cabinets will be installed in a few weeks.

General Manager Macedo has been working on the NPDES notice of intent to apply pesticides mailed to all cities throughout the County in February, and on the NPDES report due to the State Water Board in March.

Administrative Assistant Martini is working on the revision to the Trustee Manual, which has not been updated in several years. Updates will be presented to the Executive

Committee in February and then to the Board for approval at the March meeting. Macedo reported that the District will also be working on updating the District's records retention policy and digitizing files over the next few months.

General Manager Macedo reported that the District is collaborating with Alameda County Mosquito Abatement District and San Mateo County Mosquito Abatement District on a compensation study conducted by RGS. The results will be presented and discussed with the Personnel Committee in March and any recommendations will be budgeted and presented to the Budget Committee.

General Manager Macedo updated the Board on the status of the new operational software. Software programmers are working on additional suggestions from supervisors and staff, specifically with respect to pesticide usage and the mapping portion of the software. Regarding the financial software, Macedo reported that there were many issues with the new update and that staff has spent a considerable amount of time to fix them.

Vertebrate Program Supervisor, Johnathan Rehana, retired from the District at the end of November and the recruitment process has started to replace his position. District Mechanic, Tom Fishe, has announced that he will be retiring from the District effective March 1, 2019.

General Manager Macedo asked Trustees to fill out the provided contact information form. If any Trustee would like to make changes to their "in lieu of benefits" compensation selection, they should ask Administrative Assistant Martini for the appropriate forms. In addition, Macedo reminded all Trustees that Statement of Economic Interest/Form 700 annual filing for 1/01/18 – 12/31/18 is due April 1, 2019, and that this year Trustees are required to use on the online NetFile website to file. Administrative Assistant Martini will be attending additional training and will be available to answer any questions pertaining to the Netfile website. The Clerk of the Contra Costa County Board of Supervisors will be sending emails to all filers with their specific login information within the next few weeks.

District staff will be attending the 87<sup>th</sup> Annual MVCAC Conference in Burlingame on Tuesday, February 5, 2019 and the approved Trustees will be in attendance during various dates of the annual conference. General Manager Macedo mentioned that the Special District Leadership Academy will be holding a conference in Napa during July 7-10, 2019 that would be very beneficial for Trustees to attend. If any Trustee is interested in the July 2019 SDLA conference or perhaps the condensed, 1-day Module 1 conference in Sacramento in March 2019, please advise the General Manager or Administrative Assistant to be added to the March agenda for approval.

General Manager Macedo listed the conferences and workshops that she will be attending over the next few months and stated that she will be available via cell phone or email during travel. Those include the LCW Legal Conference from January 22-25, the CCSDA Meeting on January 28, the MVCAC Coastal Region Meeting on February 1, the

MVCAC Annual Conference from February 4 to 6, the AMCA Annual Meeting from February 25 through March 1, and the VCJPA meeting on March 7 and 8.

General Manager Macedo thanked Trustee Murray for putting her in touch with Gary Pokorny, Executive Director of the Contra Costa Mayors Conference. She will be attending the Mayors Conference schedule for February 7 in Concord and will be speaking during the public comment session in hopes to possibly fill the current vacancies on the Board.

C. STAFF – Administrative Assistant Martini noted that City of Martinez reappointed Trustee Daniel Pellegrini to a four year term and the County at Large reappointed Trustee James Pinckney to a four year term.

D. LEGAL COUNSEL – Regarding the vacancies on the Board of Trustees, Legal Counsel Coty informed Trustees that there is a provision of the California Health & Safety Code regarding filling vacancies, wherein Government Code 1779 states that appointments should be made by the appointing body, however if that governing body does not provide an appointee within 90-days, then the appointment authority may shift to the County, which can be an alternative if the vacancies of the Board remain unfilled.

6. ACTION ITEMS

A. Board Consideration and Approval of District's Officers for President, Vice President, and Secretary for 2019.

\*\* Motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to nominate Trustee Michael Krieg for President, Trustee Perry Carlston for Vice President, and Trustee Daniel Pellegrini for Secretary. *Motion passed unanimously.*

B. 2019 BOARD MEETING SCHEDULE – Board and committee meeting schedules were reviewed.

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

C. BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES- the committee charges were reviewed.

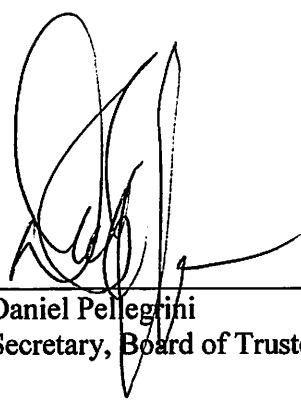
\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the committee charges. *Motion passed unanimously.*

7. COMMITTEE SIGN-UP – a committee sign-up sheet was circulated to all Trustees.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:50 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 11, 2019.

Ayes: 16  
Noes: 0  
Abstain: 0  
Absent: 3



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Daniel Pellegrini  
Secretary, Board of Trustees