

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 20-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 13, 2020, 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	Perry Carlston, President Lola Odunlami, Vice President Daniel Pellegrini, Secretary Richard Ainsley Soheila Bana Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Jen Hogan Peggie Howell Michael Krieg Robert Lucacher Kevin Marker Thomas Minter James Murray Duy Nguyen Peter Pay Jim Pinckney Darryl Young
TRUSTEES ABSENT	Marshon Thomas
VACANCIES	San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager David Wexler, Program Supervisor Terry Davis, Program Supervisor Natalie Martini, Administrative Analyst II Eric Ghilarducci, Vector Ecologist Ed Espinoza, Francisco & Associates Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:06 p.m.

## ROLL CALL

A roll call indicated that 20 Trustees were present, one was absent, and there is one vacancy.

### 1. APPROVAL OF THE AGENDA AS POSTED

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

### 2. PUBLIC INPUT ON NON AGENDA ITEMS – None

### 3. CONSENT CALENDAR

\*\*\* President Carlston requested Item (6.) of the agenda be added to the Consent Calendar regarding Board Consideration and Approval of Updated Trustee Committee Members.

A. MINUTES – Approval of Minutes 20-3, the regular Board meeting held on May 11, 2020.

B. EXPENDITURES – Approval of expenditures of April 1, 2020 through May 31, 2020, including checks No. 028531 through No. 028623, in the amount of \$286,415.85.

C. PAYROLL FOR APRIL & MAY 2020 – Approval of payroll expenditures of April 1, 2020 through May 31, 2020, including checks No. 16186 through No. 16197 and direct deposit No. D16332 through No. D16486 in the amount of \$350,562.71.

D. TRANSACTION ACTIVITY REPORT FOR APRIL & MAY 2020

E. FINANCIAL REPORT

F. EXCESS VEHICLES Approval to excess;

1) 2004 Year model Chevrolet truck with 95,135 miles (#14)

2) 2000 Year model Chevrolet truck with 112,034 miles (#16)

3) 2007 Year model GMC truck with 142,896 miles (#21)

4) 2001 Year model Chevrolet Impala sedan with 60,015 miles (#45)

5) 1989 Year model American trailer (#T-3)

\*\*\*6. BOARD CONSIDERATION AND APPROVAL OF UPDATED TRUSTEE COMMITTEE MEMBERS FOR 2020 – Addition of Trustee Ainsley to Advance Planning and Personnel Committees.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the consent calendar and adding Item 6. *Motion passed unanimously.*

4. MOSQUITO & VECTOR SURVEILLANCE AND CONTROL ENGINEERS REPORT

- A. Board consideration and approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment - Mr. Ed Espinoza of Francisco & Associates reviewed the District Engineers Report for Fiscal Year 2020/2021 and 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 benefit zones within Contra Costa County - waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County such as single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agricultural. 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 on August 10, 2020, with a deadline extension to September 14, 2020 due to COVID-19.
- B. Board resolution 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

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment Fiscal year 2020/2021 with revisions to the map location of Clyde and updated list of 2020 Board of Trustees on page ii, and to adopt Resolution 20-3 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 passed unanimously.*

5. BOARD AND STAFF REPORTS

- A. BOARD – None
- B. GENERAL MANAGER – General Manager Macedo mentioned that she had received requests from Trustees to provide a District email address and that was included in the budget the trustees are approving at the meeting. After budget approval, information regarding the new email accounts will be sent to all Trustees. She requested that Trustees check their District email often since all future correspondence will be sent to the new email addresses.

General Manager Macedo updated Trustees on House Resolution 7073, the Special Districts Provide Essential Service Act, which proposed to make special districts eligible to access to the Coronavirus Relief Fund.

The District received a request from the Mosquito & Vector Control Association of California (MVCAC) for Trustee representation. This role will be a Trustee liaison for the state and represent the interests of the Association members that fulfill a Trustee position at their District. The position will have a vote on the MVCAC Board of Directors. If any Trustees are interested in fulfilling this position, please contact General Manager Macedo for more information.

- C. STAFF – President Carlston noted that the Staff reports were included within the Board packet and asked if any Trustees had any questions.

Administrative Analyst II Martini requested any Trustee who has attended the CSDA Special District Leadership Academy in the past, please send an email to her directly so she can start the list for process of eligibility regarding Board officers for the upcoming 2021 election.

Administrative Analyst II Martini also requested any Trustees who may be up for reappointment or soon to be expired term, please contact their representing City to find out if another application for reappointment is required. Some cities require Trustees to reapply if they are interested in being reappointed to our Board, so it's best to check in with the City before the term expires.

Scientific Program Manager Schutz provided a brief surveillance update, noting that West Nile Virus activity appears to be very low statewide with no detection of WNV in Contra Costa County to date. So far the year's activity is looking to be the same as last year, which was below the five year average.

- D. LEGAL COUNSEL – None

6. BOARD CONSIDERATION AND APPROVAL OF UPDATED TRUSTEE COMMITTEE MEMBERS FOR 2020 (*this item was added to the consent calendar*)
7. BOARD CONSIDERATION AND APPROVAL OF TRUSTEE TRAVEL – per Board resolution, Board authorization is needed for any other Trustees that would like to attend conferences. Trustee Minter is requesting authorization to travel to the CSDA's 2020 Special District Leadership Academy conference held in Lake Tahoe. Staff had initially received information the date had changed to November, but recent information provided by CSDA shows the dates of the Lake Tahoe conference being September 27-30, 2020.
- \*\* Motion was made by Trustee Murray and seconded by Trustee Fitzsimmons to approve Trustee Minter to travel to the CSDA 2020 Special District Leadership Academy in Lake Tahoe. *Motion passed 19 to 1. Trustee Minter recused himself from this item.*
8. BOARD DISCUSSION REGARDING BOARD PRESIDENCY AND NOMINATION PROCESS – President Carlston mentioned he received questions regarding the process for eligibility, nomination and voting for Board officers and provided a brief summary of

the process. Resolution 20-2 was approved by the Board at the January 2020 meeting, adopting a new procedure for the annual election of Board officers.

Trustee Carlston stated that some updates in the new resolution were that nomination will come from the floor and the criteria for eligibility had changed. He proceeded to state the criteria and added that, prior to the January 2021 meeting, the General Manager will prepare a list of all Trustees that are eligible for candidacy to each position and provide it to the Board. Trustees wanting to run for one of the positions may state that they are interested at any time and prepare a short speech about their qualifications to present during the January 2021 meeting, prior to voting.

Trustee Murray urged the Executive committee to reconsider having the Vice President move into the President position the following year. There was further discussion on creating biographies for all Trustees, the committee will consider at a later meeting.

CLOSED SESSION – 7:54 p.m.

9. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

Trustee Clayton left the meeting at 8:25 pm.

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

Agency Negotiator: Perry Carlston, Board President  
Unrepresented Employee Group: General Manager

12. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION – 9:02 p.m.

REPORT FROM CLOSED SESSION – No reportable action taken

13. BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

\*\* A motion was made by Trustee Diamond and seconded by Trustee Cowen to approve the amendment of contract for General Manager Macedo, to include a 4% salary increase. *Motion passed unanimously.*

14. BOARD COMMITTEE REPORTS

A. PERSONNEL COMMITTEE REPORT – Chair Odunlami provided the Board with an update from the Personnel Committee meeting held on May 18, 2020

- i. Approval of updated job description for Operations Manager
- ii. Approval of proposed pay differentials – the committee recommended pay differentials in recognition of unusual competencies, circumstances, increased complexity or skill/knowledge required during the absences of the Operations Manager and the Accounting and Benefits Specialist.

Employee: Natalie Martini, Administrative Analyst II, 5% pay differential from October 2019 until March 2020

Employee: David Wexler, Program Supervisor, 5% pay differential from September 2019 until an Operations Manager is hired

- iii. Approval of salary increase for unrepresented employees with one exception (General Manager) – the committee presented their recommendation of 4% salary adjustment for unrepresented employees for FY 2020/2021.
- iv. Approval of benefits change for unrepresented employees– the committee has received proposals from the unrepresented employees for changes in benefits and presented their recommendation to the Board regarding the change to the longevity structure to provide 2% longevity at 10 years, additional 1% at 15 years, 1% at 20 years, 1% at 25 years, and 1% at 30 years of service.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Fitzsimmons to approve all recommendations made by the personnel committee, namely: the new job description for the position of Operations Manager; 5% differential pay for Natalie Martini, Administrative Analyst II from October 2019 until March 2020, 5% differential pay for David Wexler, Program Supervisor from September 2019 until an Operations Manager is hired; 4% salary increase for all unrepresented employees (exception: General Manager); and change to the current longevity

structure for unrepresented employees now providing 2% longevity pay at 10 years, additional 1% at 15 years, 1% at 20 years, 1% at 25 years, and 1% at 30 years of service. *Motion passed unanimously.*

- B. EXECUTIVE COMMITTEE REPORT – Committee Chair Carlston updated the Board on the Executive Committee meeting held on June 8, 2020, where the committee discussed the General Manager’s evaluation.
  
- C. BUDGET COMMITTEE REPORT – Committee Chair Diamond provided an update to the Board from the Budget Committee meeting held on June 22, 2020, at which time the committee reviewed the upcoming FY2020/2021 Budget and reviewed all items in the proposed budget. Chair Diamond highlighted the building/engineering budget for the previously discussed building renovations and remodel and the committee requested a larger budget for consulting services to enable District management to hire professional services. Janitorial services also increased due to COVID-19 requirements for cleaning.

*i.* Approval of Proposed Budget for FY 2020/2021

**\*\*** Motion was made by Trustee Cowen and seconded by Trustee Ainsley to approve the proposed budget for Fiscal Year 2020/2021. *Motion passed unanimously.*

15. ADJOURNMENT – 9:25 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 14, 2020.

Ayes:	18
Noes:	0
Abstain:	0
Absent:	2

*Minutes approved at the regular Board Meeting held on September 14, 2020 (via Zoom)*

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Daniel Pellegrini  
2020 Secretary, Board of Trustees