

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
**BOARD MEETING**  
**MINUTES NO. 21-3**

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 8, 2021, 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  
Jim Fitzsimmons  
Jen Hogan  
Michael Krieg  
Kevin Marker  
Shiva Mishek  
James Murray  
Jim Pinckney  
Darryl Young

**TRUSTEES ABSENT**      Thomas Minter  
Duy Nguyen  
Lola Odunlami

**VACANCIES**              Brentwood  
Moraga  
San Pablo

**OTHERS PRESENT**      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Natalie Martini, Administrative Analyst II  
Steve Schutz, Scientific Program Manager  
Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel  
Michael Jarvis, Liebert Cassidy Whitmore, Legal Counsel

**CALL TO ORDER**

President Howell called the meeting to order at 7:00 p.m.

ROLL CALL

A roll call indicated that 16 Trustees were present, three were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 21-1, Regular Board Meeting, held on January 11, 2021 and Minutes 21-2, Special Board Meeting, held on January 25, 2021.

B. EXPENDITURES – Approval of expenditures of December 1, 2020 through January 31, 2021 including:

Accounts payable December 15<sup>th</sup> checks No. 028970 through No. 028990

Payroll December 31<sup>st</sup> checks No. 028991 through 028995

Accounts payable December 31<sup>st</sup> checks No. 028996 through No. 029024

Accounts payable January 15<sup>th</sup> checks No. 029025 through No. 029043

Voided Payroll Checks No. 029044 through 029053

Payroll January 29<sup>th</sup> checks No. 029054 through No. 029061

Accounts payable January 29<sup>th</sup> checks No. 029062 through No. 029084

Accounts payable Total: \$316,314.55

Payroll Total: \$1,005.85

C. DIRECT DEPOSIT EXPENDITURES FOR PAYROLL & ACCOUNTS PAYABLE DECEMBER 2020 & JANUARY 2021 – Approval of payroll expenditures of December 1, 2020 through January 31, 2021 including:

Payroll December 15<sup>th</sup> No. D16976 through No. D17011

Payroll December 31<sup>st</sup> No. D17012 through No. D17050

Payroll January 15<sup>th</sup> No. D17051 through No. D17092

Payroll January 15<sup>th</sup> No. D17093 through No. D17178 (Error skipped entries)

Payroll January 29<sup>th</sup> No. D17179 through No. D17221

Accounts payable December 15<sup>th</sup> No. E02501 through No. E02502

Accounts payable January 15<sup>th</sup> No. E02503 through No. E02503

Accounts payable January 29<sup>th</sup> No. E02504 through No. E02506

Accounts payable Total: \$119,115.59

Payroll Total: \$376,752.01

D. TRANSACTION ACTIVITY REPORT FOR DECEMBER 2020 & JANUARY 2021

E. FINANCIAL REPORT

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

Trustee Shiva Mishek joined the meeting.

4. BOARD AND STAFF REPORTS

- A. **LEGAL COUNSEL** – Legal Counsel Coty provided guidance to the Board regarding the Brown Act and discussions during informational reports, noting that if a lengthier discussion is desired by any Trustee, it should be placed as an agenda item for the following meeting. He added that so far none of the Board discussions have been in violation of transparency laws or the Brown Act. He also advised on which items would require Board action and which could be done without Board approval, such as the agenda approval.
- B. **BOARD** – President Howell updated the Board on the virtual MVCAC Conference she attended and stated that she enjoyed the videos from our staff and other Districts on the equipment used by field technicians with the adjustments made to make them useful for District purposes. President Howell also updated the Board on a presentation she gave to District Staff during annual training on February 18, 2021, regarding Board and Committee responsibilities.
- C. **GENERAL MANAGER** – General Manager Macedo thanked President Howell for her presentation to staff. Macedo also provided an update on the virtual MVCAC Conference, where all District staff were able to attend. Due to the different format this year, presentations will be available to all attendees in the future if anyone missed a specific session they wanted to watch, and they will be able to receive continuing education credits. She also attended the AMCA Annual Meetings with the same format and the VCJPA Annual Meeting.
- D. **STAFF** – Administrative Analyst II Martini reminded Trustees that the Form 700/Conflict of Interest Code is due April 1, 2021, for the 2020 filings. She also mentioned that Trustee Kevin Marker by the City of Orinda was reappointed to a four-year term. Board members asked clarifying questions on the reports submitted by staff.
5. ANNUAL OPERATIONS REPORT - Scientific Program Manager Schutz presented the Annual Operations Report to the Board. He stated that this report would be usually presented by the Operations Manager, and due to the vacancy of that position, he will continue to present this report to the Board. Schutz addressed Trustees questions regarding physical control and pesticide use.

6. BOARD COMMITTEE REPORTS

- A. Advanced Planning Committee Report – Trustee Murray, Chair of the Advance Planning Committee, reported that the committee met on February 8, 2021, when General Manager Macedo presented an outline and a timeline for the 2021-2025 plan. The committee discussed the proposed plan and the next steps on the process, with the next meeting scheduled for March 22, 2021. Chair Murray requested information from the other standing committees, which will be added to the 5-year plan.
- B. Personnel Committee Report – Trustee Diamond, Chair of the Personnel Committee reported that the committee met on February 22, 2021 and had a closed session conference with labor negotiators to review the District’s position on salary and benefits for represented employees (California Government Code 54957.6(a)). There was no reportable action from the closed session.

Trustee Richard Ainsley joined the meeting.

7. BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE SPECIAL DISTRICT LEADERSHIP ACADEMY

The SDLA (Special District Leadership Academy) will be held virtually in 2021. Per Board approved resolution, the President and Vice President are allowed to attend without additional Board approval. However, if any other Trustee would like to attend any of the modules, it needs to be approved by the Board. The cost to attend is \$175/person/module.

- \*\* Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve Trustee Murray to attend all virtual 2021 SDLA (Special District Leadership Academy) Modules. *Motion passed unanimously.*

CLOSED SESSION – 8:00 p.m.

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

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

RETURN TO OPEN SESSION – 8:24 p.m.

REPORT FROM CLOSED SESSION – No reportable action

9. ADJOURNMENT – 8:25 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 10, 2021.

Ayes: 14

Noes: 0

Abstain: 0

Absent: 5



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Daniel Pellegrini  
2021 Secretary, Board of Trustees