

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 10, 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
Perry Carlston
Warren Clayton
Randall Diamond
Jim Fitzsimmons
Jen Hogan
Michael Krieg
Kevin Marker
Thomas Minter
James Murray
Lola Odunlami
Darryl Young

TRUSTEES ABSENT Richard Ainsley
Chris Cowen
Shiva Mishek
Duy Nguyen
Jim Pinckney

VACANCIES Brentwood
Moraga
San Pablo

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Steve Schutz, Scientific Program Manager
Natalie Martini, Administrative Analyst II
Areej Al Bahrani, Administrative Analyst I
Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel

CALL TO ORDER

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

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

Pledge of Allegiance

1. APPROVAL OF THE AGENDA AS POSTED

** There were no changes to the agenda and the agenda was adopted by rule.

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. PRESENTATION

General Manager Macedo thanked Trustees Jim Murray and Randall Diamond for 5 and 10 years of service respectively and presented them with a certificate of appreciation and 5- and 10-year pins.

4. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 21-3, Approval of Minutes 21-3, Regular Board Meeting, held on March 8, 2021.

B. Approval of expenditures of February 1, 2021 through March 31, 2021, including:
Voided Payroll February 12th checks No. 029085 through 029086
Accounts payable February 12th checks No. 029087 through No. 029104
Payroll February 26th checks No. 029105 through 029110
Accounts payable February 26th checks No. 029111 through No. 029127
Accounts payable March 15th checks No. 029128 through No. 029142
Payroll March 31st checks No. 029143 through No. 029148
Accounts payable March 31st checks No. 029149 through No. 029163

Accounts payable Total: \$189,405.31

Payroll Total: \$1,067.87

C. Direct Deposit (ACH) Expenditures for payroll & accounts payable February 1, 2021 through March 31, 2021 – Approval of payroll expenditures of February 1, 2021 through March 31, 2021, including:

Payroll February 12th No. D17222 through No. D17256
Payroll February 26th No. D17257 through No. D17295
Payroll March 15th No. D17296 through No. D17329
Payroll March 31st No. D17330 through No. D17373
Accounts payable February 12th No. E02507 through No. E02509
Accounts payable February 26th No. E02510 through No. E02513
Accounts payable March 15th No. E02514 through No. E02526
Accounts payable March 31st No. E02521 through No. E02526

Accounts payable Total: \$145,774.81

Payroll Total: \$348,521.57

D. Transaction Activity Report for February and March 2021

E. Financial Report

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

5. BOARD AND STAFF REPORTS

A. **BOARD** – President Howell reminded Trustees that it was time again to conduct the evaluation of the General Manager and explained that the Trustees would be receiving the evaluation forms. She requested that the forms be returned to her by June 16, 2021 in time for the Executive Committee meeting scheduled for the following week. She stated that the General Manager would be submitting the self-evaluation to all Trustees by the first week of June. She further encouraged all Trustees to participate on the evaluation by filling up the form that will come in the mail or the electronic form which will be sent by email to all Trustees.

B. **GENERAL MANAGER** – Manager Macedo provide an update on the Operations software and stated that training has been provided to employees weekly and the software will go live on May 24, 2021.

General Manager Macedo also provided an update on the status of legislative requests for dedicated funding to special districts. District is contributing to a coalition letter urging the Governor to use his transfer authority to the fullest extent to distribute funds to special districts. Efforts have been coordinated through MVCAC and CSDA.

General Manager Macedo updated the Board on the plans for reopening the District building to the public in June and measures the District has been putting in place.

C. **STAFF** – Reports were provided in the packet. Staff was present to answer any questions. President Howell asked for clarification on the mosquitofish service and whether any changes would occur when the District reopens to the public in June. General Manager Macedo explained that the mosquitofish service will not go back to the old service of allowing the public to come into the office to get fish, and, instead, would remain as a service that is provided by the field operators, who will provide an inspection prior to placing fish in any source. Trustee Carlston asked for clarification on the yellowjacket graph provided by the Operations report.

President Howell asked for clarification on the leaves provided by the District for COVID-related reasons. Administrative Services Manager Bagley explained the provisions of the leaves, President Howell asked if that included leaves for vaccination purposes, including not feeling well the day after vaccination, and Administrative Services Manager Bagley replied that yes, it does.

Trustee Pay asked Scientific Programs Manager Schutz about the sentinel chickens at the flocks, whether they were new chickens. Scientific Programs Manager Schutz explained that the District uses new young chickens every season

so that they are free from West Nile virus antibodies. Trustee Carlston asked about the insect on page 44 of the report, which is a crane fly. Administrative Analyst II Martini communicated to the Board that she will be going on maternity leave and asked the Trustees to direct any questions to General Manager Macedo or Administrative Analyst I Areej AlBahrani, who will be conducting roll call and assisting with the Board meeting in the coming months.

D. LEGAL – None.

6. BOARD COMMITTEE REPORTS

- A. Budget Committee Report – The committee met on April 12, 2021 and reviewed the District's revenue sources and the current and projected reserves, including the past 10 years of revenue vs expenses. The committee discussed the variance between actual vs budget revenues. Administrative Services Manager Bagley proposed a methodology to be used when forecasting the property taxes, to assist the District and committee in having a closer projection of what may occur in the near future. Administrative Services Manager Bagley stated the methodology is needed because, in the past 10 years, the growth in property taxes varied widely from 3% to 15%. The committee also spoke about the reserves and how to better reflect the encumbrances. Administrative Services Manager Bagley proposed a change in the current way unusual items are classified. The committee is bringing that proposal for Board discussion. Administrative Services Manager Bagley clarified the methodology proposed for determining “unusual items”, explained on page 48 of the packet, and the desire of the committee to formalize the methodology. Discussion followed on the methodology for forecasting and whether there should be a formalized Board action to approve the use of that methodology. Trustees will have another chance to look at that and approve through the budget process.

i. * Board consideration and approval of the methodology for classifying and presenting “Unusual Items”.

- ** Motion was made by Trustee Clayton and seconded by Trustee Pay to approve the methodology for classifying and presenting “Unusual Items” in future Board packets. *Motion passed unanimously.*

- B. Personnel Committee Report – The Personnel Committee met on April 19, 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)) and to discuss items pertaining to the General Manager's performance pursuant to California Government Code 54857. There was no reportable action from the closed session.

i. * Board consideration and approval of the Human Resources and Risk Management Director position, job description, and salary range – the committee would like to recommend the addition of the position of Human Resources and Risk Management Director. Job description and salary range can be found on the packet. Trustee Clayton asked for clarification of the position title, specifically referring to the addition of “risk management”. Administrative Services Bagley explained how risk management fits within human resources, working with benefits, workers compensation, insurance, etc. Trustee Clayton asked if this position will be involved in future negotiations with represented employees. General Manager Macedo answered that this position will be responsible for employer-employee relations, but we will likely maintain a third-party negotiator also.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the position of Human Resources and Risk Management Director, job description and salary range. *Motion passed unanimously.*

C. Advance Planning Committee Report – The scheduled March 22 meeting for the Advanced Planning Committee was cancelled. Committee Chair Murray provided an update from the meeting on April 26, 2021, when the committee discussed the progress on the 5-year plan. At the committee meeting, Chair Murray lead a discussion on the involvement and roles of the Board and the Board’s standing committees, made suggestions and asked for feedback from the committee. General Manager Macedo presented the progress on the strategic plan, committee members discussed and offered suggestions. General Manager Macedo requested feedback from the committee on the District’s strengths, limitations, opportunities and threats, to be discussed at the next meeting.

7. ADJOURNMENT – 7:54 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 12, 2021.

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



Daniel Pellegrini
2021 Secretary, Board of Trustees