

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
**BOARD MEETING**  
**MINUTES NO. 21-5**

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 12, 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**  
**Jon Elam**  
**Jim Fitzsimmons**  
**Jen Hogan**  
**Michael Krieg**  
**Kevin Marker**  
**Thomas Minter**  
**Shiva Mishek**  
**James Murray**  
**Jim Pinckney**  
**Darryl Young**

**TRUSTEES ABSENT**

**Duy Nguyen**  
**Lola Odunlami**

**VACANCIES**

**Moraga, San Pablo**

**OTHERS PRESENT**

**Paula Macedo, General Manager**  
**Maria Bagley, Administrative Services Manager**  
**Steve Schutz, Scientific Program Manager**  
**David Wexler, Operations Supervisor**  
**Jeremy Shannon, Operations Supervisor**  
**Nola Woods, Public Affairs Director**  
**Areej Al Bahrani, Administrative Analyst I**  
**Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel**  
**Ed Espinoza, Francisco & Associates, Inc.**  
**Justin Wallin, Opinion Research**  
**Michael Jarvis, Liebert Cassidy Whitmore**  
**Jonathan Nunez, SEIU 1021**  
**Yen Dou, SEIU 1021**

## CALL TO ORDER

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

Roll Call: A roll call indicated that 18 Trustees were present, two were absent, and there are two 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 – Yen Do, SEIU 1021 Field Representative, asked to speak. She introduced herself to the Board and spoke to the dedication of the field employees that she represents and the good work they do. Manager Macedo stated that she had received two other submissions by email and asked Administrative Services Manager Bagley to read them. The first submission was from Joe Summers, from Contra Costa Labor Council, who submitted a letter. The second one was submitted by Jonathan Nunez-Babb, SEIU 1021 Field Supervisor, who submitted a letter on behalf of District employees Joe Cleope and Heidi Budge. The letters were read aloud and were attached to these minutes.

### 3. PRESENTATION

Trustee Jon Elam was recently appointed by the City of Brentwood. Trustee Elam introduced himself to the Board and gave a brief overview of his background and interest in serving on the Board. Trustee Elam has been very involved within the Brentwood community, including serving as trustee on this Board before, from 2000 to 2006.

### 4. CONSENT CALENDAR

- A. MINUTES – Approval of Minutes of the May 10, 2021 Board of Trustees Meeting
- B. Approval of expenditures of April 1, 2021 through May 31, 2021, including:  
Accounts payable April 15<sup>th</sup> checks No. 029164 through No. 029175  
Payroll April 30<sup>th</sup> checks No. 029176 through No. 029180  
Accounts payable April 30<sup>th</sup> checks No. 029181 through No. 029200  
Accounts payable May 14<sup>th</sup> checks No. 029201 through No. 029219  
Payroll May 28<sup>th</sup> checks No. 029220 through No. 029222  
Accounts payable May 28<sup>th</sup> checks No. 029223 through No. 029241  
Accounts payable Total: \$247,515.12 Payroll Total: \$733.80
- C. Direct Deposit (ACH) Expenditures for payroll & accounts payable April 1, 2021 through May 31, 2021– Approval of payroll expenditures of April 1, 2021 through May 31, 2021, including:  
Payroll April 15<sup>th</sup> No. D17374 through No. D17405  
Payroll April 30<sup>th</sup> No. D17406 through No. D17446  
Payroll May 14<sup>th</sup> No. D17447 through No. D17479  
Payroll May 28<sup>th</sup> No. D17480 through No. D17522  
Accounts payable April 15<sup>th</sup> No. E02527 through No. E02531

Accounts payable April 30<sup>th</sup> No. E02532 through No. E02538  
Accounts payable May 14<sup>th</sup> No. E02539 through No. E02543  
Accounts payable March 28<sup>th</sup> No. E02544 through No. E02551  
Accounts payable Total: \$138,941.07 Payroll Total: \$349,278.61

- D. Transaction Activity Report for April and May 2021
- E. Financial Report

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

Public comments submitted for item 5 were read during public comment period – item 2. No additional comments were submitted.

CLOSED SESSION – 7:27 pm

5. 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 1021)

RETURN TO OPEN SESSION – 7:57 pm

REPORT FROM CLOSED SESSION – No reportable action

Trustee Diamond left the meeting at 7:57 pm

6. INFORMATIONAL ITEMS

A. Community Opinion Survey – Report on Results - Justin Wallin, from J. Wallin Opinion Research, presented the results of the countywide survey conducted on behalf of the District and addressed Board questions.

B. Board discussion of location for future Board of Trustees meetings – General Manager Macedo spoke to the recent changes in restrictions for the workplace by CalOSHA. She stated that the Board room will be open again by the end of July for future meetings. General Counsel Doug Coty added that the Governor’s order allowing remote meetings would also expire at the end of September, unless additional information comes before then. A brief discussion followed regarding the September Board meeting, which could be in-person, and the possibility of a hybrid meeting.

Trustee Cowen left the meeting at 8:18 pm

7. ACTION ITEMS

A.\* Receive presentation and consider approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment - Ed Espinosa, Francisco & Associates, gave an overview of the District Engineers Report for Fiscal Year 2021-2022 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 benefits zones without Contra Costa County – waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County and 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 in August and the District will collect the assessments, usually in December and April.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the action items. *Motion passed unanimously.*

B.\* Consider approval of Board resolution 21-2 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 was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the action items. *Motion passed unanimously.*

8. BOARD AND STAFF REPORTS

A. BOARD – None.

B. GENERAL MANAGER – General Manager Macedo mentioned that, if the September Board meeting is in-person, that would be a good time to have the Board pictures taken. General Manager Macedo introduced the new Program Supervisor, Jeremy Shannon.

C. STAFF – Reports have been submitted and provided in the packet. Scientific Programs Manager Steve Schutz added an update to his submitted report, regarding the first 2 human cases of West Nile virus in California this year, one from San Luis Obispo County and one from Kern County. Schutz addressed questions from the Board.

Trustee Pay asked Public Affairs Director Woods about the next steps after the public opinions survey. Woods stated that we are working on analyzing those currently, and we working to improve our social media reach.

D. LEGAL – None.

Board President Howell called for a break at 8:55 pm. Meeting resumed at 9:02 pm.

Trustees Mishek and Marker left the meeting during the break.

## 9. BOARD COMMITTEE REPORTS

A. Advance Planning Committee Report – The Advanced Planning Committee met on June 7, 2021 and discussed goals. Trustee Murray reported that work is progressing and that the committee will meet again in the coming months.

B. Personnel Committee Report – The Personnel Committee Special meeting held on June 28, 2021 and was chaired by Board President Howell due to the absence of Personnel Committee Chair Diamond.

*i. \** Consider approval of proposed pay differential for Administrative Analyst I - with the extended absence of the Administrative Analyst II, the Administrative Analyst I has taken on additional responsibilities to cover for that absence. The committee recommended a 5% differential to the salary of the Administrative Analyst I for the duration of the Administrative Analyst II absence.

**\*\*** Motion was made by Trustee Clayton and seconded by Trustee Carlson to approve of proposed pay differential for Administrative Analyst I. *Motion passed unanimously.*

*ii. \** Consider approval of updated job description for Administrative Services Manager - the committee recommended the removal of certain tasks from the Administrative Services Manager job description, as these tasks will be performed by the newly created Human Resources position. The committee recommended approval of the updated job description for the Administrative Services Manager, effective upon the hire of the Human Resources and Risk Manager.

**\*\*** Motion was made by Trustee Carlson and seconded by Trustee Ainsley to approve of updated job description for Administrative Services Manager effective upon the hire of the Human Resources and Risk Manager. *Motion passed unanimously.*

*iii. \** Consider approval of changes in title, job description and salary range for previously approved position of Human Resources and Risk Management Director – the committee recommended the approval of changes to the position of Human Resources and Risk Management Director to conform with industry standards and clarify the duties and reporting responsibilities of the position.

**\*\*** Motion was made by Trustee Clayton Warren and seconded by Trustee Carlson to approval of changes in title, job description and salary range for previously approved position of Human Resources and Risk Management Director. *Motion passed unanimously.*

iv.\* Consider approval of using a recruiting agency to aid on the hiring process for the Human Resources and Risk Manager not to exceed \$50,000.

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve using a recruiting agency to aid on the hiring process for the Human Resources and Risk Manager not to exceed \$50,000. *Motion passed unanimously.*

v.\* Consider approval of side letter to the 2018-2021 MOU between the District and the represented employees (SEIU 1021) establishing 5% increase between steps.

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve side letter to the 2018-2021 MOU between the District and the represented employees (SEIU 1021) establishing 5% increase between steps. *Motion passed unanimously.*

C. Budget Committee Report – Committee Chair Pay updated the Board on the Budget Committee meeting held on June 14 2021, when FY 2020/2021 projected ending budget, proposed FY 2021/2022 budget, and long-range forecast were reviewed, as well as Investment policy. Chair Pay and Administrative Services Manager Bagley discussed the building project and the committee recommended initial approval so that the process can get started. General Manager Macedo and Administrative Services Manager Bagley will report back to the board with updated scope and funding. Board questions and discussion followed on the types of improvements needed. In addition, the committee discussed the revisions to the Investment Policy and recommended the policy for approval by the Board.

i.\* Consider approval of Proposed Budget for FY22021/2022

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Pay to approve the proposed Budget for FY 2021/2022. *Motion passed unanimously.*

ii.\* Consider approval of revised Investment policy

**\*\*** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve of revised Investment Policy. *Motion passed unanimously.*

D. Executive Committee Report – The scheduled June 21 meeting for the Executive Committee was cancelled. Committee Chair and Board President Howell provided an update from the meeting held on July 7, 2021 when the committee met in closed session.

CLOSED SESSION – 9:32 pm

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

Title: General Manager

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

Agency Negotiator: Peggie Howell, Board President  
Unrepresented Employee Group: General Manager

RETURN TO OPEN SESSION – 9:56 pm

REPORT FROM CLOSED SESSION – No reportable action.

12.\* BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

President Howell stated that the Board is very pleased with General Manager's performance. Action on this item will be postponed and placed on the agenda for further discussion at the September Board meeting.

13. ADJOURNMENT – 9:57 p.m.

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on September 13, 2021.

Ayes: 18

Noes: 0

Abstain: 0

Absent: 1



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Daniel Pellegrini  
2021 Secretary, Board of Trustees