

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 23-3

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 13, 2023, in the District Office at 155 Mason Circle, Concord, California.

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| TRUSTEES PRESENT | James Murray, President Darryl Young, Vice President Daniel Pellegrini, Secretary Richard Ainsley Perry Carlston Warren Clayton Chris Cowen Jim Dolgonas Chris Dupin Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Michael Krieg Peter Pay Jim Pinckney Damian Wong |
| TRUSTEES ABSENT | Randall Diamond Kevin Marker |
| VACANCIES | Brentwood Clayton San Pablo |
| OTHERS PRESENT | Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Steve Schutz, Scientific Program Manager David Wexler, Operations Manager Nola Woods, Public Affairs Director Terry Davis, Program Supervisor Christine Widger, Customer Service Specialist Wayne Shieh, IT Systems Administrator Miaja McCauley, Vector Control Technician Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel |

1. CALL TO ORDER

President Murray called the meeting to order at 7:04 p.m.

President Murray introduced Jim Dolgonas as the newly appointed Trustee representing the City of El Cerrito. Trustee Dolgonas stated he has been a resident of Contra Costa County since 1977 and actively serves on a variety of committees within El Cerrito, including the Crime and Fire Prevention Committees. Most of his career had been involved in the telecommunications and IT industries and Dolgonas is excited to bring the information from the District back to his city constituents regarding mosquito and vector control.

President Murray also notified the Board that the District received a letter from the City of Brentwood and Trustee Elam has resigned from his position as Trustee on the Board.

Roll Call: A roll call indicated that 17 Trustees were present, two Trustees were absent, and there are three vacancies. Administrative Analyst II Martini mentioned that Trustee Pinckey had been reappointed by Contra Costa County to another four-year term.

2.* AGENDA MANAGEMENT – Agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

4.* CONSENT CALENDAR

A. Minutes – Approval of Minutes 23-2, of the February 13, 2023 Board of Trustees Special Meeting.

** Motion was made by Trustee Krieg and seconded by Trustee Fitzsimmons to approve item 4.A. Minutes from the February 13, 2023 Board of Trustees Special Meeting.
Motion passed 16:1.

Ayes: Ainsley, Carlston, Clayton, Cowen, Dupin, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Abstain: Dolgonas.
Absent: Diamond, Marker

B. Approval of expenditures of January 1, 2023 through January 31, 2023 including:

Accounts payable January 13th checks No. XXXX59 through No. XXXX66
Payroll January 31st check No. XXXX67 through XXXX72
Accounts payable January 31st checks No. XXXX73 through No. XXXX85
Accounts Payable Total: \$25,514.58 Payroll Total: \$509.10

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of January 1, 2023 through January 31, 2023, including:

Payroll January 13th No. D000018940 through No. D000018977
Payroll January 31st No. D000018978 through No. D000019018
Accounts payable January 13th E000002917 through E000002924
Accounts payable January 31st E000002925 through E000002933
Accounts Payable Total: \$104,910.55 Payroll Total: \$194,908.66

D. Investment Activity for January 2023

E. Financial Report

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Pellegrini to approve items 4.B. to 4.E of the consent calendar. *Motion passed unanimously.*

5. **ANNUAL OPERATIONS REPORT** - Scientific Program Manager Schutz presented the Annual Operations Report, which was included in the packet, and answered questions from Trustees. He explained that, in March 2016, in order to ensure the fullest possible compliance with CEQA, the District completed a full Programmatic Environmental Impact Report (PEIR) which included a comprehensive review of all District practices and policies, potential environmental impacts, and mitigation measures used to minimize or eliminate potential impacts. Although CEQA regulations do not mandate annual updates unless there are significant changes in our program, the District continues to produce an annual Operations Report and presents it to the Board every year. District use of pesticides were higher in 2022 than the previous year due to a few larger areas that needed to be treated, particularly within the marsh area of Martinez, and due to the flooding in Pittsburg from the large peat fire along the waterfront.

6. **BOARD AND STAFF REPORTS**

A. **BOARD** – President Murray noted that he had called for volunteers to join the Ad Hoc committee for reviewing and proposing changes to the Trustee Manual and that so far there have been no responses. He stated that if there are no volunteers, he will ask the Personnel Committee to work on the Trustee Manual. General Manager Macedo added that as an Ad Hoc committee, because it is not a standing committee of the Board, members may meet virtually. Regarding the Ad Hoc committee for the District building remodel, one Trustee has volunteered so far, and President Murray asked for additional volunteers to notify the General Manager of their interest.

B. **GENERAL MANAGER** – General Manager Macedo mentioned she will be on vacation from April 1-10, 2023 but she will have her computer and phone with her during the trip if anyone needs to reach her.

The General Manager evaluation is coming up and General Manager Macedo will be distributing the evaluation form and letter at the May Board meeting, which should then be returned to President Murray by the deadline.

General Manager Macedo and Public Affairs Director Woods will be traveling to Sacramento for Legislative Day, to speak with the offices of assemblymembers and senators.

Lastly, General Manager Macedo mentioned that the new District organizational chart will be presented to the Board at the next meeting, once the action items in the March meeting have been approved.

- C. STAFF – Administrative Analyst II Martini reminded Trustees that the due date for Form 700 Statement of Economic Interest 2022 filings is April 3, 2023, via the NetFile website. Martini also noted that the Board now has vacancies with the City of Brentwood, Clayton and San Pablo.

Vector Control Technician McCauley presented the District’s first drone aerial larvicide application in East County, which was conducted as part of the seasonal efforts to control *Aedes washinoi* mosquito populations. Leading Edge was hired to use their drone to apply larvicide over selected areas on Bethel Island that were extremely difficult to access on foot or with equipment due to the density of trees, blackberry bushes, fallen branches and other obstacles. The drone used in this operation had the ability to carry 40 pounds of product and needed to have batteries switched out approximately every 15 minutes of fly time. The application was a success and McCauley noted that using a drone will be a great addition to District services and allow staff to better protect the residents of Contra Costa County from the mosquito population. McCauley and staff answered questions from the Board.

- D. LEGAL COUNSEL – None.

7.* BOARD COMMITTEE REPORTS

- A. **Personnel Committee Report** – The Personnel Committee met on February 27, 2023 and reviewed the job descriptions of the Vector Control Technician I, II and Vector Control Inspector positions, which were three (3) separate job descriptions, which have now been combined into one job description with all 3 titles and steps. The committee also reviewed the updated job descriptions, titles and salary ranges for the previously titled Administrative Analyst II and Human Resources and Risk Manager positions (proposed Financial Administrator and Human Resources and Administrative Manager, respectively).

*i**. Board consideration and approval of updated combined job description for Vector Control Technician I, II, and Vector Control Inspector to one job description.

** Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve the combination of the job descriptions of Vector Control Technician I, II, and Vector Control Inspector. *Motion passed unanimously.*

*ii**. Board consideration and approval of updated job descriptions, titles and salary ranges for the previously titled Administrative Analyst II and Human Resources and Risk Manager positions (proposed Financial Administrator and Human Resources and Administration Manager, respectively).

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the positions of Financial Administrator and Human Resources and Administration Manager, job description and salary ranges. *Motion passed unanimously.*

8. CLOSING COMMENTS – Trustee Carlston suggested the Board reads the book “The Mosquito: A Human History of Our Deadliest Predator” by Timothy Winegard.

9. ADJOURNMENT – 8:14 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 8, 2023.

Ayes: 18

Noes: 0

Abstain: 0

Absent: 1

Daniel Pellegrini
2023 Secretary, Board of Trustees