

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 25-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 13, 2025, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT	Darryl Young, President, Contra Costa County (remote) Peter Pay, Vice President, San Ramon Daniel Pellegrini, Secretary, Martinez Perry Carlston, Concord Warren Clayton, Pinole Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond James Frankenfield, Moraga G. Mark Graham, Danville Eric Hinzl, Clayton Jennifer Hogan, Pleasant Hill Peggie Howell, Walnut Creek Michael Krieg, Oakley Kevin Marker, Orinda James Pinckney, Contra Costa County
TRUSTEES ABSENT	Richard Ainsley, Pittsburg Vinoy Mereddy, Brentwood Damian Wong, Hercules
VACANCIES	Antioch Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager; Stacy Stark, Human Resources & Administration Manager; David Wexler, Operations Manager; Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator; Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan Other members of the public

1. CALL TO ORDER – Vice President Pay called the meeting to order at 7:02 p.m.

Roll Call: At the time of the roll call 16 Trustees were present, three Trustees were absent, and there are three vacancies.

Pledge of Allegiance

- 2.* AGENDA MANAGEMENT – The agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – The following members of the public spoke on non-agenda items, in support of employees represented by SEIU 1021: Ann Buttler, Brandon Dawkins, Jamie Miller, Shaun Redman, Chris Doll, Josiah Branaman, and Jose Abastida (remote).

- 4.* PRESENTATION

Mark Graham, newly appointed Trustee representing the Town of Danville - Trustee Graham was welcomed to the Board of Trustees and gave a brief description of his background.

Trustee Howell for 15 years of service (May 24, 2024) - Trustee Howell was honored for 15 years of service on the Board serving the Cities of Clayton (previous appointment) and Walnut Creek (current appointment).

- 5.* CONSENT CALENDAR

A. Minutes – Approval of Minutes 24-7, Board Meeting held on Monday, November 29, 2024.

B. Approval of expenditures for October 1, 2024 through November 30, 2024, including:

Accounts payable October 15th checks No. XXXX79 through No. XXXX87
Payroll October 15th checks No. XXXX88 through No. XXXX89
Accounts payable October 31st checks No. XXXX90 through No. XXXX06
Payroll November 27th checks No. XXXX07 through No. XXXX09
Accounts payable November 15th checks No. XXXX01 through No. XXXX09
Accounts payable November 30th checks No. XXXX10 through XXXX18

Accounts Payable Total: \$140,037.47 Payroll Total: \$461.75

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 1, 2024 through November 30, including:

Payroll October 15th No. D000020520 through No. D000020552
Payroll October 31st No. D000020553 through No. D000020593
Accounts payable October 15th EXXX62 through EXXX71

Accounts payable October 31st EXXX72 through EXXX89
Payroll November 15th No. D000020594 through No. D000020630
Payroll November 30th No. D000020631 through No. D000020677
Accounts payable November 15th EXXX11 through EXXX17
Accounts payable November 30th EXXX18 through EXXX27

Accounts Payable Total: \$319,830.42 Payroll Total: \$401,750.28

D. Investment Activity for October & November 2024

E. Financial Report

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

6. BOARD AND STAFF REPORTS

A. Board – None.

B. General Manager – General Manager Macedo reminded the Trustees with current training assignments to complete the training online as soon as possible. In response to questions from Trustees regarding avian flu, Dr. Macedo stated that data shows that the H5 strain is widespread in wild birds and has caused outbreaks in domestic poultry flocks and dairy cows, with several recent human cases in the U.S. Current public health risk is low, but it is being closely monitored by the U.S. Centers for Disease Control. Most human cases of avian flu in California were due to working closely with cattle, although one case is of unknown origin. The District could be asked to participate in dead bird testing. The avian flu outbreak is causing a shortage of chickens available for the sentinel chicken program, and the California Department of Public Health (CDPH) is working to find potential sources for chickens this year. DR. Macedo also reported that there have been 523 cases of dengue in California in 2024, 18 of which were locally acquired infections.

C. Staff – Staff reports were provided in the packet. Financial Administrator Martini reminded Trustees that Form 700 Statements of Economic Interests is due by April 1, 2025 and should be filed using NetFile.

D. Legal Counsel – None

7. BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS

A. Advance Planning Committee Report – Trustee Hogan reported that the Advance Planning Committee met on December 9, 2024 to discuss the progress on each goal of the Strategic Plan (5-year plan) and any adjustments needed on approved timelines. In addition, the committee discussed emergency planning and is recommending the adoption of the Emergency Preparedness Policy.

i.* Board Consideration and Approval of Updates to the Five-Year Strategic Plan 2022-2026 – Progress and updates and adjusted timelines were highlighted in the document included in the agenda.

** Motion was made by Trustee Graham and seconded by Trustee Howell to approve the updates to the Five-Year Strategic Plan 2022-2026. *Motion passed unanimously.*

ii.* Board Consideration and Adoption of Emergency Preparedness Policy – The Advance Planning committee has been working on an emergency preparedness policy and program. The committee is recommending the adoption of the Emergency Preparedness Policy. This policy is the first step in creating the program and the next steps will be to establish key personnel and contingencies.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve and adopt the Emergency Preparedness Policy. *Motion passed unanimously.*

B. Ad Hoc Committee Report – Board Rules – The Ad Hoc Committee formed to work on the Trustee Manual, specifically on the sections Board rules and succession planning, met on December 5, 2024. The committee identified the Trustee Manual as an area where consulting services could be utilized. General Manager Macedo is in the process of obtaining quotes for the work, according to the District’s approved procurement process. The committee will then work with the consultant on each section of the manual and the final product will be reviewed by the committee and then presented to the Board.

8.* BOARD APPROVAL OF CORRECTED SALARY RANGE FOR THE CLASSIFICATION OF VECTOR CONTROL TECHNICIAN – At the November 2024 Board meeting, the Board approved the new classification of Vector Control Technician (VCT), job description and salary range. The intended salary range was set to be 5% above the classification of Vector Control Inspector (VCI), but it was calculated erroneously based on an outdated range for VCI. The approved salary range for the VCT classification in November was \$6,965.21 to \$9,334.04. The correct range is shown below:

	VCI	VCT
Step 1	\$6,898.87	\$7,243.81
Step 2	\$7,243.81	\$7,606.00
Step 3	\$7,606.00	\$7,986.30
Step 4	\$7,986.30	\$8,385.62
Step 5	\$8,385.62	\$8,804.90
Step 6	\$8,804.90	\$9,245.15
Step 7	\$9,245.15	\$9,707.40

** Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve the corrected salary range for the classification of Vector Control Technician. *Motion passed unanimously.*

9.* BOARD NOMINATION AND ELECTION OF 2025 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY– According to the California Health and Safety Code, Sec. 2027, at the first meeting in January every year, a Board of Trustees shall elect its officers. In November of 2023, the Board adopted Resolution 23-4 revising the procedure for electing the Board officers, according to which, nominations shall come from the floor for the offices of President, Vice President, and Secretary. Trustees may vote on a slate or may choose to vote for each office at a time. Trustee Pay was nominated for President, Trustee Marker was nominated for Vice President, and Trustee Pellegrini was nominated for Secretary.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the 2025 Board officers - Trustee Pay for President, Trustee Marker for Vice President, and Trustee Pellegrini for Secretary. *Motion passed unanimously.*

10.* BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES FOR 2025 (Page 73) – there have been no changes to the committee charges from the previous year.

** Motion was made by Trustee Cowen and seconded by Trustee Carlston to approve the 2025 Board of Trustees Standing Committees and their charges as proposed. *Motion passed unanimously.*

11.* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS – Trustees had the opportunity to sign up for the different committees during the January meeting.

The Board took a short break at 7:56 p.m. to sign up for their preferred committees. 2025 President Pay reviewed the committee selections and designated Chairs for each committee and resumed the meeting at 8:13 p.m.

President Pay recommended the following for approval: Advance Planning: Hogan (Chair), Ainsley, Dupin, Hinzl, Mereddy; Audit: Dolgonas (Chair), Carlston, Frankenfield, Howell, Krieg, Pellegrini, Wong; Budget: Marker (Chair) Ainsley, Cowen, Dupin, Marker, Mereddy, Young; Executive: Pay (Chair), Cowen, Marker, Pellegrini, Young; Personnel: Cowen (Chair), Carlston, Clayton, Dupin, Graham, Pellegrini.

** Motion was made by Trustee Pinckney and seconded by Trustee Clayton to approve the 2025 committee members. *Motion passed unanimously.*

12.* 2025 BOARD MEETING SCHEDULE – The Board approved the meeting schedule for 2025, with the addition of an Audit committee meeting on March 10.

** Motion was made by Trustee Graham and seconded by Trustee Cowen to approve the amended 2025 Board meeting schedule as amended. *Motion passed unanimously.*

13.* BOARD CONSIDERATION AND APPROVAL OF UPDATED UNMANNED AIRCRAFT SYSTEM (UAS) POLICY – The District’s UAS (Drone) Policy was initially

approved by the Board in 2018. The policy was updated to reflect changes to the Program Coordinator, currently the Vector Control Planner, the ability to apply pesticides via UAS, and updated requirements. The Board discussed some of the differences in regulations governing heavy drones and light drones. Trustee Krieg noted that there may be a requirement for an additional medical certification.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the updated Unmanned Aircraft Systems Policy with amendments for the medical certification if needed. *Motion passed unanimously.*

CLOSED SESSION – 8:26 p.m.

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION – 8:59 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

15. CLOSING COMMENTS – None

16. ADJOURNMENT – 9:01 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on February 10, 2025.

Ayes: 17

Noes: 0

Abstain: 0

Absent: 2

Daniel Pellegrini
2025 Secretary, Board of Trustees