

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 8, 2024, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT Darryl Young, President, Contra Costa County
Peter Pay, Vice President, San Ramon
Daniel Pellegrini, Secretary, Martinez
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Chris Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
James Frankenfield, Moraga
Eric Hinzl, Clayton
Peggie Howell, Walnut Creek
Michael Krieg, Oakley
Kevin Marker, Orinda
Vinoy Mereddy, Brentwood
Damian Wong, Hercules

TRUSTEES ABSENT Warren Clayton, Pinole
Jennifer Hogan, Pleasant Hill
James Pinckney, Contra Costa County

VACANCIES Antioch
Danville
Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources & Administrative Manager; Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan (remote); Sharon Thomas, Capital Program Management; Jordan Brown and Ed Espinoza, Francisco and Associates; other members of the public

1. CALL TO ORDER – President Young called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 12 Trustees were present, six Trustees were absent, and there are four vacancies. Trustee Mereddy arrived at 7:02 p.m., Trustee Ainsley arrived at 7:03 p.m., and Trustee Wong arrived at 7:09 p.m.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – David Obrochta, District employee, spoke to the Board about ongoing negotiations, and the District’s proposals relating to the grievance procedure, non-bargaining unit work, and non-discrimination clause. Josiah Branaman, SEIU 1021 Field Representative, also spoke to the Board about ongoing negotiations, including contract obligations, good faith bargaining, and proper labor relations.

- 4.* CONSENT CALENDAR

- A. Minutes - Approval of Minutes 24-4, Board Meeting held on Monday, May 13, 2024.

Trustee Ainsley asked for an amendment of the minutes of the May 13, 2024 Board meeting to reflect that he was present at that meeting.

- ** Motion was may by Trustee Pellegrini and seconded by Trustee Cowen to approve the minutes of the May 13, 2024 Board meeting with as amended. *Motion passed unanimously.*

- B. Approval of expenditures for April 1, 2024 through May 31, 2024, including:

Accounts payable April 15th checks No. XXXX26 through No. XXXX35
Payroll April 30th check No. XXXX36 through XXXX37
Accounts payable April 30th checks No. XXXX38 through No. XXXX55
Accounts payable May 15th checks No. XXXX56 through No. XXXX73
Payroll May 31st check No. XXXX74 through XXXX76
Accounts payable May 31st checks No. XXXX77 through No. XXXX89

Accounts Payable Total: \$187,326.87 Payroll Total: \$461.75

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2024 through May 31, 2024, including:

Payroll April 15th No. D000020040 through No. D000020073
Payroll April 30th No. D000020074 through No. D000020118
Accounts payable April 15th E000003225 through E000003237

Accounts payable April 30th E000003238 through E000003248
Payroll May 15th No. D000020119 through No. D000020154
Payroll May 31st No. D000020155 through No. D000020201
Accounts payable May 15th E000003249 through E000003260
Accounts payable May 31st E000003261 through E000003269

Accounts Payable Total: \$260,460.52

Payroll Total: \$395,638.80

D. Investment Activity for April & May 2024

E. Financial Report

1. (#1) 2001 Chevrolet S-10 truck – 17,730 miles
2. (#10) 2013 GMV C-15 truck – 98,087 miles
3. (#13) 2006 GMV K-15 truck – 101,984 miles
4. (#39) 2014 Honda 4x4 ATV – 720.7 hours
5. (#T-16) 2014 Carson trailer

** Motion was made by Trustee Cowen and seconded by Trustee Howell to approve items B through F of the consent calendar. *Motion passed unanimously.*

5. BOARD AND STAFF REPORTS

A. Board – Trustee Carlston expressed his gratitude for the work that the employees have performed under the high heat conditions of the previous week.

B. General Manager –General Manager Macedo reminded the Board that the Advance Planning Committee would be meeting on July 22, 2024 and asked any members not able to attend to inform her as soon as possible. General Manager Macedo also announced that Trustee Diamond had resigned from the Board, as he had moved. She noted that the Town of Danville had already placed a vacancy notice on its website to begin the search for another candidate. Macedo notified the Board that she was invited to give a presentation to the incoming Contra Costa County Grand Jury and welcome new jurors for the year. She stated that the presentation was very well received.

C. Staff report – Written staff reports were submitted with the packet. There were no additional reports.

D. Legal – None

6. BOARD COMMITTEE REPORTS

A. Budget Committee Report – Budget Committee Chair Marker noted that the Budget committee met on June 10th to review the FY 2023-2024 Budget year to date, the Draft Benefit Assessment for FY 2024-2025, the investment policy, the reserve

policy and to discuss the proposed FY 2024-2025 budget. Marker stated that the Committee was very satisfied with all the items and was going to recommend the budget for approval at a subsequent item in the agenda.

- B. Executive Committee Report – Executive Committee Chair Young stated that the committee met on June 17th to discuss some of the recommendations from the Trustee Workshop, as well as the recommendation to form an Ad Hoc Committee to work on those items. In addition, Young stated that there was a closed session for the discussion of the General Manager’s performance and evaluation.
- C. Personnel Committee Report – Personnel Committee Chair Pay stated that the committee met on June 27th and participated in a closed session with the District’s negotiator and the General Manager to discuss the current negotiations with represented employees.
- D. Ad Hoc Building Committee Report – The Ad Hoc Building Committee met on June 6th and July 5th to discuss updates regarding the building remodel and the involvement of special counsel on the review of the agreement with the Design-Build entity and during the next phases of the project as needed. General counsel Coty was also present.

7.* ACTION ITEMS

- A.* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2024-2025 ENGINEER’S REPORT – Jordan Brown and Ed Espinoza of Francisco and Associates attended the meeting remotely to present the FY 2024-2025 Engineer’s report. Brown described how assessments are calculated as they are divided by four benefit zones across the county. Brown 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. Brown and Espinoza answered questions from the Board, including the factors that determine how assessments are charged and the variances from zone to zone by parcel. The assessment roll will be submitted to the County in August and the District will collect the assessments, usually in December and April.

- i.* Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report.

- ** Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report.

ii.* Consider approval of Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve and adopt Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District. *Motion passed unanimously.*

B.* PROPOSED BUDGET FOR FY 2024-2025 – The Budget Committee has reviewed the proposed budget for FY 2024- and recommended it for Board approval. General Manager Macedo answered questions from the Board and discussed the proposed budget deficit. There was one correction to the proposed budget – on page 33 of the packet, in the box for Designated Reserves, the value for Capital Improvement should read \$7,500,000 instead of \$7,000,000, and the total should then be \$16,602,162 for Designated Reserves.

** Motion was made by Trustee Frankenfield and seconded by Trustee Dolgonas to approve the budget as amended. *Motion passed unanimously.*

C.* RESERVE POLICY – The Budget Committee has reviewed the proposed Reserve Policy and recommended to increase the Capital Improvement Reserve from \$5,000,000 to 7,500,000 on July 1 2024, in consideration of the upcoming expenses with the building remodel project.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve and adopt the revised Reserve Policy. *Motion passed unanimously.*

D.* INVESTMENT POLICY – The District’s Investment Policy is reviewed every year by the Budget Committee. There have been no changes to the policy this year, and the committee recommended it to the Board for approval and adoption.

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve and adopt the Investment Policy as presented. *Motion passed unanimously.*

E.* AUTHORIZATION TO PURCHASE MOSQUITO LARVICIDES FROM AZELIS A&ES/ADAPCO FOR THE AMOUNT OF \$59,352.80 – The General Manager’s purchasing authority for control products that were previously approved in the Budget is \$50,000 for one single transaction. By purchasing larger amounts, the District is able to secure a greater discount. Moreover, the District needed to increase the amount of Metalarv purchased because Altosid pellets are currently unavailable due to manufacturing problems, and this is the option for extended-release methoprene-based products available. Because the amount exceeds the General Manager’s purchasing authority, additional approval was needed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to authorize the purchase from Azelis A&ES/Adapco for the amount of \$59,352.80. *Motion passed unanimously.*

F.* CONSIDERATION OF DESIGN-BUILD AGREEMENT WITH F&H CONSTRUCTION – On May 15, 2024, the District released a request for Qualifications and Proposals (RFQ/P) Design-Build Services for the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01. Subsequently, the District hosted a mandatory pre-proposal conference and site walk on May 30, 2024. The District received (5) responses to the RFQ/P. District staff and Capital Program Management representatives interviewed all five companies that submitted proposals on June 26 and 27, 2024. All interviews were scored, and the scores were compiled to arrive at the Design-Build Entity with the highest combined score. The Design-Build Entity F&H Construction received the highest combined score and presented the “best value” to the District for the work. District staff and CPM met with the Ad Hoc Building Committee on July 5, 2024 to discuss the process and recommendation and answer any questions. The Ad hoc committee recommended that the District enter into a Design-Build Agreement between the Owner (District) and Design-Builder for Design and Construction where the basis for payment is a Guaranteed Maximum Price (GMP). A draft agreement was provided and constitutes the basis for negotiation with F&H, and the final form will be negotiated by the General Manager. The agreement initially will include the cost for the design and pre-construction phase fee by the Design-Build Entity. Once the design and documentation are ready for permitting, the Design-Build Entity will put the project out for bid for all of the sub-contractor trades and finalize the GMP. Once the GMP for the Construction Phase has been determined, an amendment to the Design-Build Agreement will be presented to the Board of Trustees for its consideration and approval. Sharon Thomas, from CPM, was present and answered questions from the Board. Legal Counsel Coty clarified the nature of the approval of a contract with F&H, including design and preconstruction, and negotiating the guaranteed maximum price of the construction of the building and the work to be done.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to authorize the General Manager to (a) execute a Design-Build Agreement with F&H Construction for a not to exceed amount of \$1,077,330.00 to complete the design and pre-construction phase of the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01; (b) negotiate a Guaranteed Maximum Price (GMP) to construct the Project with F&H Construction; and (c) present the Guaranteed Maximum Price (GMP) to the Board of Trustees for its consideration consistent with this approval. *Motion passed unanimously.*

President Young called a five-minute recess at 8:26 p.m.

Meeting resumed at 8:33 p.m.

CLOSED SESSION – 8:34 p.m.

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

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

Agency Negotiator: Darryl Young

Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 9:45 p.m.

REPORT FROM CLOSED SESSION – no reportable action for items 8 and 9. For item 10, direction was given to agency negotiator.

11.* BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO – Several Trustees spoke highly of Dr. Macedo and her consistent and superior performance as the District’s General Manager, complimenting the knowledge, skills and qualifications, and the effort and passion she brings to the job. President Young called for a motion to approve the General Manager’s contract amendment to include an annual salary of \$246,173.16 starting July 1, 2024.

** Motion was made by Trustee Carlston and seconded by Trustee Cowen to approve the amendment to the General Manager’s agreement to increase the annual salary amount by 3.3% for a total annual salary of \$246,173.16, effective July 1, 2024. *Motion passed unanimously.*

12. BOARD DISCUSSION OF BOARD MEETING FORMAT – Before COVID and the Emergency Declaration, the Board met only in person. During COVID, the Board had to meet virtually and most Trustees found that this type of meeting created better opportunities for staff and public attendance. Since the end of the Emergency declaration, when the Board went back to meeting in-person, the District maintained hybrid meeting

capabilities per Board discussion at the time. The Board revisited the matter and discussed whether they would like to continue with hybrid meetings or move to in-person only meetings. Trustees suggested that in-person appearances from staff members are easier to hear and understand when presenting to the Board, and therefore they requested that staff be present in-person whenever giving a presentation to the Board. A few Trustees expressed their preference for changing the Board meeting format from hybrid back to in-person only.

13. BOARD CONSIDERATION OF AD HOC COMMITTEE FOR BOARD RULES AND SUCCESSION PLANNING – During the February Trustee Workshop, there was discussion about the creation of Board norms or rules, and what trustees wanted them to be. Similarly, trustees discussed Board succession planning ideas. During the Executive Committee meeting on June 17, 2024, the committee discussed the possibility of creating an Ad hoc committee to work on these two topics. President Young asked for volunteers to be part of this Ad hoc committee. Trustees Carlston, Hinzl, Krieg, and Merreddy volunteered to be a part of the Ad Hoc Committee.
14. CLOSING COMMENTS – None
15. ADJOURNMENT – 10:14 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 9, 2024.

Ayes: 12
Noes: 0
Abstain: 1
Absent: 5

Daniel Pellegrini
2024 Secretary, Board of Trustees