

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 25, 2024, 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
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
James Frankenfield, Moraga
Eric Hinzl, Clayton
Jennifer Hogan, Pleasant Hill
Peggie Howell, Walnut Creek
Michael Krieg, Oakley
Kevin Marker, Orinda
Vinoy Mereddy, Brentwood
James Pinckney, Contra Costa County

TRUSTEES ABSENT Damian Wong, Hercules

VACANCIES Antioch
Danville
Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager (remote); Stacy Stark, Human
Resources & Administration Manager; Steve Schutz, Scientific
Programs Manager; David Wexler, Operations Manager (remote);
Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems
Administrator; Christine Widger, Customer Service Specialist; Doug
Coty, Bartkiewicz, Kronick & Shanahan (remote)
David Alvey, MAZE & Associates.
Other members of the public

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

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

Trustee Young joined the meeting remotely at 7:04 p.m.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – A member of the public spoke on a non-agendized item, regarding providing religious accommodations to employees.

- 4.* CONSENT CALENDAR

- A. Minutes – Approval of Minutes 24-6, Board Meeting held on Monday, September 9, 2024.

- B. Approval of expenditures for August 1, 2024 through September 30, 2024, including:

Accounts payable August 15th checks No. XXXX40 through No. XXXX45
Payroll August 15th checks No. XXXX46 through XXXX47
Accounts payable August 30th checks No. XXXX48 through No. XXXX57
Accounts payable September 13th checks No. XXXX58 through No. XXXX62
Payroll September 30th checks No. XXXX63 through XXXX65
Accounts payable September 30th checks No. XXXX66 through No. XXXX78

Accounts Payable Total: \$55,476.21 Payroll Total: \$369.40

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

Payroll August 15th No. D000020365 through No. D000020400
Payroll August 30th No. D000020401 through No. D000020441
Accounts payable August 15th EXXX14 through EXXX22
Accounts payable August 30th EXXX23 through EXXX33
Payroll September 13th No. D000020442 through No. D000020475
Payroll September 30th No. D000020476 through No. D000020519
Accounts payable September 13th EXXX34 through EXXX49
Accounts payable September 30th EXXX50 through EXXX61

Accounts Payable Total: \$285,811.01 Payroll Total: \$405,632.63

- D. Investment Activity for August & September 2024

- E. Financial Report

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the consent calendar. *Motion passed 16:1; Ayes: Ainsley, Clayton, Cowen, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: None; Abstain: Carlston; Absent: Wong*

5. CONSIDERATION AND APPROVAL OF ANNUAL AUDIT – BASIC FINANCIAL STATEMENTS AND MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS FOR FISCAL YEAR ENDED JUNE 30, 2024 – David Alvey, from Maze & Associates, presented the Fiscal Year 2023/2024 annual financial audit. The District received an unmodified opinion for this audit; which is the cleanest opinion available. The Audit Committee met on October 21, 2024 and is recommending the approval of the Audit.

** Motion was made by Trustee Dolgonas and seconded by Trustee Clayton to accept the District Annual Audit for Fiscal Year ended June 30, 2024 – Basic Financial Statements and Memorandum on Internal Control and Required Communications. *Motion passed unanimously.*

6. INFORMATION ITEMS

- A. Update and Discussion Regarding Additional Discovery of Invasive *Aedes aegypti* Mosquitoes in Contra Costa County – District staff provided information on the findings of invasive mosquitoes in Antioch and the steps the District has taken to inform the residents, inspect properties, treat sources, and prevent the spread to other parts of the County. Dr. Schutz, District’s Scientific Programs Manager, discussed trapping, door-to-door inspections, and adult and larval specimens collected and displayed maps detailing inspected areas and where *A. aegypti* has been collected. Operations Manager Wexler discussed *A. aegypti* from an operational standpoint, acknowledging the contributions of District staff in locating and treating for invasive mosquitoes. The Board expressed appreciation for the work of staff in fighting the invasive mosquitoes in Antioch.

7. BOARD AND STAFF REPORTS

- A. Board – Vice President Pay expressed disappointment over the need to reschedule the November Board meeting. Trustee Pellegrini presented Trustee Pinckney with the Recognition from the Board of Supervisors for 35 years of service representing Alamo on the District’s Board of Trustees.
- B. General Manager – General Manager Macedo mentioned that the mandatory Ethics and/or Harassment trainings have been assigned to any Trustees with training coming due, and advised Trustees to check their District emails for that. Dr Macedo also notified Trustees that there has been interest from rice growers in growing rice in Contra Costa County, specifically on Webb Tract and Holland Tract. This will likely cause mosquito issues, especially as people live in closer proximity to the growing areas. Staff has been meeting with the growers to discuss

solutions and educate them in order to reduce the risk of mosquito production, but thus far they have been unreceptive. Lastly, Dr Macedo reminded Trustees that the MVCAC annual conference is January 28-29, 2025, in Oakland. Trustees Ainsley, Dupin, Hogan, Howell, and Mereddy have expressed interest in attending; any other Trustees should inform her as soon as possible, as registrations are going out next week.

- C. Staff – Human Resources and Administration Manager Stark informed the Board that a new Human Resources Information System, ADP, will be implemented in 2025. Operations Manager Wexler informed the Board of a leak in the roof of the Education Center, which is currently under repairs.
- D. Legal Counsel – In response to a Trustee question, Legal Counsel Coty reminded the Board that providing accommodations to employees is a personnel matter and would be discussed, if at all, by the Board in closed session if it becomes a potential issue of liability.

8. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Personnel Committee Chair Pay reported on the meetings held on October 15 and October 29, 2024. The committee met in closed sessions on both days to discuss ongoing negotiations with represented employees.
- B. Audit Committee Report – Audit Committee Chair Dolgonas stated he had nothing further to report on the meeting held on October 21, 2024 than had already been discussed on item 5 above regarding the Audit presentation and approval.

9.* ACTION ITEMS

- A.* Board Consideration and Approval of Revised Records Retention Policy – The Records Retention Policy was revised to include a statement relating to retention of records required by policies (such as the document retention required by the Heat Illness Policy) and records such as services requests, which are considered transitory records. In addition, the revision included increasing the retention of employee file records to 10 years, to better align with retention of payroll records and medical records.
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the Revised Records Retention Policy with minor non-substitutive revisions. *Motion passed unanimously.*
- B.* Board Consideration and Approval of the Elimination of the Biologist Classification, effective December 31, 2024 - District staff has evaluated the current duties and the job description of the Biologist classification and is proposing its elimination.

- ** Motion was made by Trustee Krieg and seconded by Trustee Pellegrini to approve the Elimination of the Biologist Classification, effective December 31, 2024. *Motion passed unanimously.*
- C.* Board Consideration and Approval of the Updated Laboratory Technician’s Job Description – The job description for the Laboratory Technician was updated to more accurately reflect the duties of that classification, and to include duties regarding mosquitofish production and aquaculture maintenance.
- ** Motion was made by Trustee Clayton and seconded by Trustee Mereddy to approve the Updated Laboratory Technician’s Job Description. *Motion passed unanimously.*
- D.* Board Consideration and Approval of the Consolidation of Vector Control Technician I (VCT I), Vector Control Technician II (VCT II) and Vector Control Inspector (VCI) job titles into one Classification - Vector Control Inspector – All current employees would have the title of Vector Control Inspector. That change does not alter the number of steps or salary range for the current employees.
- ** Motion was made by Trustee Pay and seconded by Trustee Clayton to approve *Motion passed 16:1. Ayes: Ainsley, Carlston, Clayton, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: Cowen; Abstain: None; Absent: Wong*
- E.* Board Consideration and Approval of the new Classification of Vector Control Technician, Job Description and Salary Range – the District proposed a new job description and requirements for the new classification of Vector Control Technician, based on the need to have employees certified to fly/pilot and apply pesticides with drones. The new classification salary range will have seven steps like the previous one, and the salary range proposed is 5% above the current one.
- ** Motion was made by Trustee Krieg and seconded by Trustee Ainsley to approve the new classification of Vector Control Technician, Job Description, and Salary Range. *Motion passed 16:1. Ayes: Ainsley, Carlston, Clayton, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: None; Abstain: Cowen; Absent: Wong*

CLOSED SESSION – 8:57 p.m.

10. 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)

Trustee Pinckney left the meeting at 9:51 p.m.
Trustees Clayton and Cowen left the meeting at 9:55 p.m.

RETURN TO OPEN SESSION – 9:58 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

11. CLOSING COMMENTS – None

12. ADJOURNMENT – 10:00 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 13, 2025.

Ayes: 16

Noes: 0

Abstain: 0

Absent: 0

Daniel Pellegrini
2024 Secretary, Board of Trustees