

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 14, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Jon Elam Jim Fitzsimmons James Frankenfield Jennifer Hogan Peggie Howell Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Randall Diamond
VACANCIES	Antioch El Cerrito Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Steve Schutz, Scientific Program Manager David Wexler, Program Supervisor Jeremy Shannon, Program Supervisor Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel

1. CALL TO ORDER

Vice President Carlston called the meeting to order at 7:00 p.m.

Roll Call: A roll call indicated that 17 Trustees were present, one Trustee was absent, and there are four vacancies.

Pledge of Allegiance

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding that, as result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the authorization to meet via teleconference. *Motion passed unanimously.*

3.* AGENDA MANAGEMENT - Agenda was adopted by rule.

4. PUBLIC INPUT ON NON-AGENDA ITEMS – None

5. PRESENTATION

Richard Ainsley, representing City of Pittsburg, was recognized for 15 years of service on the Board of Trustees. Warren Clayton, representing the City of Pinole, was recognized for 10 years of service on the Board of Trustees.

6. CONSENT CALENDAR

A. MINUTES – Approval of Minutes of the February 14, 2022 Board of Trustees Special Meeting

B. Approval of expenditures of January 2022, including:
Accounts payable January 14th checks No. 029495 through No. 029501
Payroll January 31st check No. 029502 through No. 029508
Accounts payable January 31st checks No. 029509 through No. 029523
Accounts Payable Total: \$30,386.56 Payroll Total: \$601.45

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of January 2022, including:
Payroll January 14th No. D18055 through No. D18088
Payroll January 31st No. D18089 through No. D18129
Accounts payable January 12th No. E02680
Accounts payable January 14th No. E02681 through No. E02688
Accounts payable January 31st No. E02689 through No. E02696
Accounts Payable Total: \$118,810.88 Payroll Total: \$198,330.19

D. Investment Activity for January 2022

E. Financial Report

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

7. **ANNUAL OPERATIONS REPORT** - Scientific Programs Manager Schutz presented a summary of the 2021 Operations Annual Report. 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, District Staff continues to produce an annual Operations Report and presents it to the Board every year. District use of pesticides was lower in 2021 than the previous year due to low to moderate West Nile Virus activity, and is still well below the 10-year average. The number of rodenticide applications by District staff was lower in 2021 vs. 2020, reflecting the District's focus on education and rodent exclusion, as well as increasingly sophisticated baiting practices. Scientific Programs Manager Schutz answered questions from the Board.

8. **BOARD AND STAFF REPORTS**

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo answered questions from the Board on the latest news regarding new technologies used in mosquito control. She added that Public Affairs Director Woods is the current Chair of the MVCAC Public Relations Committee and has been working closely with the other agencies on this issue. General Manager Macedo stated that Woods is working on a training plan to educate and inform District staff and Trustees, who may receive questions from the public regarding the technology used for invasive mosquito control. General Manager Macedo also mentioned that the annual Legislative Days will be on the last week of March 2022, and it will again be done virtually this. Lastly, General Manager Macedo mentioned that Leading Edge, the company that developed the operations software MapVision, was on site at the District for training with staff and to answer any questions on the new software and conduct troubleshooting.

C. STAFF – Administrative Analyst II Martini reminded Trustees that the Statement of Economic Interest/Form 700 for 2021 annual statements are due April 1, 2022 and must be filed via NetFile. She also mentioned that all District correspondence to Trustees are sent via District Gmail accounts and to advise if they are not checking District Gmail accounts so they don't miss any future Board correspondence. Lastly, Martini reminded the Board that the next meeting will be a special board meeting set for Monday, April 4, 2022 at 7:00 p.m., via Zoom and noted that we continue to have vacancies on the Board from the following cities: Antioch, El Cerrito, Richmond, and San Pablo.

- D. LEGAL – Legal Counsel Coty reminded Trustees that they can ask District staff how to assist with logging into the NetFile website to file Form 700’s, however it is illegal to fill out or provide Trustees with information or advice on how to file their Statement of Economic Interests and suggested that they reach out to the FPPC directly with any questions they may have regarding individual circumstances.

9. **BOARD CONSIDERATION AND APPROVAL OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL ELECTRONIC SIGNATURE POLICY** – California Government Code section 16.5 states a digital signature shall have the same force and effect as a manual signature, if and only if: (1) it is unique to the person using it, (2) it is capable of verification, (3) it is under the sole control of the person using it, (4) it is linked to data in such a manner that if the data are changed, the digital signature is invalidated, and (5) it conforms to regulations adopted by the Secretary of State. The Secretary of State’s regulations define the types of technologies that are acceptable for creating digital signatures for use by public agencies. The use of digital signatures could save time, money and effort on the part of staff and trustees for acquiring signatures on routine, internal documents such as Board meeting minutes, resolutions and employee forms. This policy establishes the District’s approach to adopting electronic or digital signature technology and best practices to ensure digital signatures applied to District documents are legally valid and enforceable. General Manager Macedo and Administrative Services Manager Bagley answered questions from the Board.

** Motion was made by Trustee Pellegrini and seconded by Trustee Frankenfield to approve the District’s Electronic Signature Policy. *Motion passed unanimously.*

10. **BOARD COMMITTEES REPORT**

- A. Advance Planning Committee Report – The Advance Planning Committee met on March 7, 2022 to discuss the new 5-year plan. Advance Planning Committee Chair Murray provided a summary of the committee’s meeting and stated that General Manager Macedo presented the progress on the plan and the committee discussed goals and future steps.

11. **BOARD DISCUSSION OF MEETING FORMAT FOR FUTURE BOARD MEETINGS** – On March 1, 2022, the Deputy Health Officer for Contra Costa County issued Recommendations for Safely Holding Public Meetings. The document was reviewed by the Board with the assistance of legal counsel and it was requested that the Executive Committee meets to discuss meeting options and proposes a recommendation at the next Board meeting.

12. **CLOSING COMMENTS** – Vice President Carlston noted that a renewable fuels project presentation will be conducted by Marathon Refinery on Monday, March 21, 2022, and mentioned he will be in attendance and suggested other Trustees or District staff be present to see the future plans/projects of the refineries located near the District headquarters.

13. **ADJOURNMENT** – 8:17 p.m.

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on April 4, 2022.

Ayes: 15

Noes: 0

Abstain: 0

Absent: 3

Daniel Pellegrini
2022 Secretary, Board of Trustees