

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 23-2

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, February 13, 2023, via teleconference.

TRUSTEES PRESENT	James Murray, President Darryl Young, Vice President Daniel Pellegrini, Secretary Richard Ainsley Perry Carlston Warren Clayton Chris Cowen Chris Dupin Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Michael Krieg Peter Pay Jim Pinckney Damian Wong
TRUSTEES ABSENT	Randall Diamond Kevin Marker
VACANCIES	Clayton El Cerrito San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Steve Schutz, Scientific Program Manager Nola Woods, Public Affairs Director Christine Widger, Customer Service Specialist Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel David Alvey, Maze & Associates

1. CALL TO ORDER

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

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.* 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 Krieg and seconded by Trustee Carlston 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.* CONSENT CALENDAR

A. Minutes – Approval of Minutes 23-1, of the January 9, 2023 Board of Trustees Meeting.

B. Approval of expenditures of December 1, 2022 through December 31, 2022 including:

Accounts payable December 15th checks No. XXXX37 through No. XXXX42
Payroll December 30th check No. XXXX43 through XXXX49
Accounts payable December 30th checks No. XXXX50 through No. XXXX58
Accounts Payable Total: \$53,157.37 Payroll Total: \$509.10

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of December 1, 2022 through December 31, 2022, including:

Payroll December 15th No. D000018867 through No. D000018896
Payroll December 30th No. D000018897 through No. D000018939
Accounts payable December 15th E000002898 through E000002908
Accounts payable December 30th E000002909 through E000002916
Accounts Payable Total: \$97,741.89 Payroll Total: \$181,555.20

D. Investment Activity for December 2022

E. Financial Report

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

6.* AUDIT COMMITTEE REPORT AND PROPOSED ACTIONS

*i.** District FY 21/22 Financial Audit and Memorandum on Internal Control – Trustee Fitzsimmons, Audit Committee Chair, and David Alvey, from Maze & Associates, discussed the Fiscal Year 2021/2022 annual financial audit that was enclosed with the Board packet. The committee recommended Board approval of the audit, as provided in the packet.

** A motion was made by Trustee Elam and seconded by Trustee Clayton to accept the Report on District FY 2021/2022 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

7. BOARD AND STAFF REPORTS

A. BOARD – Trustee Carlston updated the Board on his attendance at the 2023 MVCAC annual conference and thanked the Board for authorizing a few Trustees to attend the conference in Anaheim this year. He found the Trustee session very beneficial with information regarding governance and the role trustees play on the creation and oversight of policy and procedures, as well as their role in finances and any regulations. In addition, Trustee Carlston stated that he enjoyed learning about the techniques that other Districts have developed regarding the invasive species throughout Orange County. Trustee Ainsley also provided feedback from his attendance at the MVCAC conference, particularly regarding the sterile insect technique that other Districts are using and other methods of control. Both Trustees in attendance found the meeting to be very informative.

B. GENERAL MANAGER – General Manager Macedo mentioned two CSDA trainings on the horizon if any Trustees were interested in attending. One was the CSDA webinar ‘Introduction to Special District Finance for Board Members, taking place on March 21, 2023, from 10:00-11:00 a.m., and there is no cost for this virtual session. Trustees were encouraged to sign up using their CSDA login to register for the online training. The other CSDA training is an in-person training, the Special Districts Leadership Academy Module 1: Governance Foundations, scheduled for March 22, 2023, in Sacramento. If any Trustee is interested in attending the SDLA Module 1 training they were instructed to reach out to General Manager Macedo directly so Trustee travel can be added to the agenda for approval at the next meeting.

General Manager Macedo noted that there were two calls for nominations for Trustees received by the District, which she will also provide to trustees by email.

The CSDA Board of Directions is calling for nominations for Seat C, and LAFCO is looking for candidates to fill a vacancy created by the recent passing of Stan Caldwell. Both nominations would require a Board resolution, and General Manager Macedo asked interested trustees to let her know by the end of February, so that the appropriate nomination and resolution could be included on the next agenda for Board consideration and action.

General Manager Macedo updated the Board on the 2023 MVCAC annual conference presentations from District staff, namely Nola Woods, Andrew Pierce, Steve Schutz, and herself. Lastly, she updated Trustees on the District's first drone treatment application, which was performed in East County. More information will be provided by the Vector Control Technician of that zone during the next Board meeting. General Manager Macedo also answered questions from Trustees regarding the District's drone and future surveillance and treatment efforts using the drone.

General Manager Macedo introduced Customer Service Specialist, Christine Widger, who will attend future meetings to eventually take on the role currently played by of Administrative Analyst II Martini on Board matters, as Martini has undertaken additional duties and is now more involved with the financial aspects of the District.

- C. STAFF – Administrative Analyst II Martini noted the Form 700 Statement of Economic Interest 2022 filings are required to be completed by April 3, 2023, via the NetFile website. Martini answered a question from Trustee Clayton noting all signatures from agendas and minutes have been removed from the public documents of the District's website, but can be found on the hard copies stored at the District if requested to be reviewed.

Public Affairs Director Woods answered a question from Trustee Young regarding the success of NextDoor postings throughout the County.

- D. LEGAL COUNSEL – Legal Counsel Coty updated the Board on regulations regarding teleconferencing. He stated that the Governor's State of Emergency Order for teleconference meetings expires on February 28, 2023 and Zoom meetings, as currently conducted, will no longer be possible after that date. He stated that under AB2449 the Board must return to in-person meetings and will need a quorum present in-person in order to conduct the meeting. He spoke about the circumstances under which a Board member could attend remotely and the requirements for that. He noted that a hybrid meeting format would require audio and video options and all Trustees must be on camera during the meeting. Counsel Coty answered questions from Trustees.

8.* BOARD CONSIDERATION AND APPROVAL OF 2023 COMMITTEE MEMBERS - Board President Murray reviewed and recommended approval of the provided committee roster.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the 2023 Committee charges. *Motion passed.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Dupin, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Noes: None. Abstain: Elam. Absent: Diamond, Marker

9.* BOARD CONSIDERATION AND APPROVAL OF 2023 BOARD MEETING SCHEDULE – Two schedules were provided for Board consideration. Schedule A assumed that the Board would go back to the previous schedule of meeting every other month. Schedule B assumed that the Board would continue to meet every month.

** Motion was made by Trustee Carlston and seconded by Trustee Krieg to approve the 2023 Board Meeting Schedule A, going back to the previous schedule of meeting every other month. *Motion passed.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Dupin, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Noes: Elam. Abstain: None. Absent: Diamond, Marker

Trustee Fitzsimmons left the meeting at 8:18 p.m.

10. BOARD DISCUSSION ON AD-HOC COMMITTEES FOR 2023 – Time was reserved for Board discussion regarding any ad-hoc committees for specific projects in 2023, including the Trustee Manual/Workshop Ad-Hoc Committee and the Building Remodel Ad-Hoc Committee, as recommended by President Murray. General Manager Macedo requested that any Trustee interested in either Ad-Hoc Committee please reach out to her directly.

11.* BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 23-1 – BOARD RESOLUTION OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 21-5 (MANDATING FULL IMMUNIZATION AGAINST COVID-19) - In the past year, the impact of COVID-19 on communities in Contra Costa County have changed, and it has trended towards becoming endemic. In addition, there has been significant progress immunizing against COVID-19 in the county, with 91.25% people vaccinated with at least one dose and 84.6% fully vaccinated by the end of 2022. The number of hospitalizations has continued to go down, as well as the number of cases. With the end of virtual meetings and the need to go back to in-person Board meetings, it was important to re-visit the resolution mandating immunizations against COVID-19. Board discussion ensued, and Trustees

noted that COVID-19 vaccination should continue to be promoted and encouraged for all staff and Board members.

** Motion was made by Trustee Elam and seconded by Trustee Krieg to approve Resolution 23-1 – Board Resolution of the Contra Costa Mosquito and Vector Control District Rescinding Resolution 21-5 (Mandating Full Immunization Against COVID-19). *Motion passed.*

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

Trustee Pinckney left the meeting at 8:35 p.m. and Trustee Elam left the meeting at 8:36 p.m.

12. CLOSING COMMENTS – None

13. ADJOURNMENT – 8:38 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 13, 2023.

Ayes: 16

Noes: 0

Abstain: 1

Absent: 2

Daniel Pellegrini
2023 Secretary, Board of Trustees