

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-11

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

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Chris Dupin Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Randall Diamond
VACANCIES	Clayton El Cerrito San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Steve Schutz, Scientific Program Manager Stacy Stark, Human Resources & Risk Manager Nola Woods, Public Affairs Director Jeremy Shannon, Program Supervisor Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel Other members of the public were present but did not identify themselves

1. CALL TO ORDER

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

Roll Call: A roll call indicated that 15 Trustees were present, four Trustees were absent, and there are three vacancies. Trustee Ainsley joined the meeting at 7:03 p.m. Trustee Wong joined the meeting at 7:29 p.m. Trustee Elam joined the meeting at 7:38 p.m.

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 Cowen to approve the authorization to meet via teleconference. *Motion passed. Ayes: Carlston, Clayton, Cowen, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney & Young. Abstained: Dupin. Absent: Ainsley, Diamond, Elam & Wong.*

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

4. PUBLIC INPUT ON NON-AGENDA ITEMS – None

5. CONSENT CALENDAR

A. Minutes – Approval of Minutes of the October 10, 2022 Board of Trustees Special Meeting

B. Approval of expenditures of September 2022, including:
Accounts payable September 15th checks No. XXXX42 through No. XXXX49
Payroll September 30th check No. XXXX50 through No. XXXX55
Accounts payable September 30th checks No. XXXX56 through No. XXXX68
Accounts Payable Total: \$64,976.98 Payroll Total: \$509.10

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of September 2022, including:
Payroll August 15th No. D000018572 through No. D000018603
Payroll August 31st No. D000018604 through No. D000018643
Accounts payable August 15th E000002820 through E000002827
Accounts payable August 31st E000002828 through E000002840
Accounts Payable Total: \$110,852.84 Payroll Total: \$170,575.94

D. Investment Activity for September 2022

E. Financial Report

F. Excess Vehicles & Equipment:

1) 2007 Year model Toyota Rav4 SUV with 27,386 miles (#58)

2) 2007 Year model Toyota Rav4 SUV with 22,228 miles (#59)

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the consent calendar. *Motion passed. Ayes: Ainsley, Carlston, Clayton, Cowen, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Marker, Murray, Pay, Pellegrini, Pinckney & Young. Abstained: Dupin. Absent: Diamond, Elam & Wong.*

6.* ACTION ITEMS

A.* **BOARD CONSIDERATION AND APPROVAL OF REVISED**

INVESTMENT POLICY – the District’s Investment Policy approved in July 2021 was revised to comply with Board resolution 22-3, wherein the documented absence of either the General Manager or Administrative Services Manager, the President and the Vice President of the Board of Trustees are each authorized to manage designated funds and execute day-to-day investment transactions. Trustee Clayton asked for clarification on the distribution of the percentages on the investments instruments on page 3 and on the third party review mentioned on page 5 of the Investment Policy. Because these had already been approved by the Board previously, and were not part of the revision being approved, the questions were noted for further discussion during a future meeting.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the revised Investment Policy to comply with Board resolution 22-3. *Motion passed unanimously.*

B.* **BOARD RATIFICATION OF DISTRICT PURCHASE OF 2023 TOYOTA TACOMA TRD FOR \$45,119.59 (\$1,000 DEPOSIT PAID BY CREDIT CARD AND \$44,119.59 PAID ON OCTOBER 19, 2022**

– the approved limit for single transactions without additional Board approval for Fixed Assets – vehicles - is \$40,000. Previous attempts to reserve and purchase trucks have not been honored and the District has not been able to purchase the vehicles requested in FY 2021-2022 and now in FY 2022-2023. The shortage of vehicles is due to the shortage of semiconductor chips, which has prompted manufacturers to slow down their production and to use different criteria to select which vehicles go into production. In our search for trucks, we found 2 Toyota trucks available, one of them exceeded the single transaction limit for approved fixed assets. In order to secure the vehicle, the General Manager spoke to the Board President and Board Secretary and proceeded with the purchase. The General Manager requested ratification by the Board. Trustee Young suggested consideration of an increase to the District’s purchase limit for the General Manager, to be discussed at a future meeting.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the District purchase of 2023 Toyota Tacoma TRD, which exceeded the single transaction limit for approved fixed assets in the District's Procurement Policy. *Motion passed unanimously.*

C.* **BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY VIRTUAL MODULE #1: GOVERNANCE FOUNDATION** - the CSDA Special Leadership Academy Module #1(Governance Foundations) will be offered virtually for the last time on December 6 & 7, 2022, 9:00 a.m. – 12:00 p.m. each day. Board authorization is needed for any Trustees that would like to attend the virtual meetings, except for the President and Vice President.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to register any Trustees interested in attending the virtual CSDA Special Leadership Academy Module #1 session. *Motion passed unanimously.*

7. **BOARD AND STAFF REPORTS**

A. **BOARD** – Vice President Carlston introduced the new trustee representing the City of Richmond, Chris Dupin, to the Board of Trustees. He stated that Trustee Dupin brings valuable experience to the Board having been a journalist, and a lab technician in the entomology department at Rutgers University. Trustee Dupin noted he has been following the District's *Aedes aegypti* surveillance efforts in Martinez and the updates provided during the past few Board meetings and has been very impressed on how quickly the District expedited surveillance efforts to help eradicate and stop further spread of those mosquitoes.

Trustee Pellegrini reported that he joined Public Affairs Director Woods at the last Martinez City Council meeting while she presented the *Aedes aegypti* invasive species message from the District. He also reported that he was reappointed to a four-year term during the same meeting.

B. **GENERAL MANAGER** – General Manager Macedo mentioned the Advance Planning committee is scheduled to meet to finalize the draft of the five-year plan on Tuesday, November 15, 2022, and the Personnel committee is scheduled for a special meeting on Thursday, November 17, 2022. The next Board meeting will be on Monday, December 12, 2022 and the hybrid format is still an option, although Trustees should expect to return to in-person meetings starting in early 2023. General Manager Macedo indicated she will be reaching out to the Budget committee to schedule a meeting prior to the next Board meeting to discuss items suggested by the financial consultant from the California Special Districts Association.

General Manager Macedo reported that she sent emails to the Trustees that need to complete their AB1234 Ethics training, which can be conducted online through ERMA, and must be completed every two years.

Trustees may have read on the report about the recent theft to District property in October 2022, wherein the District perimeter was breached, fence cut and the rear end (differential, axle and brakes) of a truck were removed and stolen. The District will be improving security of the perimeter with the addition of cameras and live monitoring.

Lastly, General Manager Macedo updated the Board on the warrants obtained to gain access to the properties to inspect for invasive species in Martinez. Out of over 2,000 residences within a mile radius from the area where *Aedes aegypti* were located in Martinez, only seven warrants were needed in an attempt to inspect those properties who refused prior inspection requests. Once the warrants were posted to those seven residences, staff was able to gain access to most of those, resulting in only two properties that refused our request to inspect. Those would be inspected in the following week with the assistance of Martinez Police Department.

- C. STAFF – Reports were submitted and provided in the agenda packet. Staff was present to answer questions. Scientific Programs Manager Schutz provided a brief update on West Nile Virus (WNV) activity as the season closes. No additional WNV activity noted throughout the County, although the District was notified about a positive human case who was believed to have been infected in the Discovery Bay area, although that case is attributed to Santa Clara County since that is where the patient resided and was hospitalized, and unfortunately resulted in a fatality. Trustee Fitzsimmons asked if there was any progress on a human vaccine for West Nile Virus and Schutz noted he has not heard of any updates on a human vaccine for WNV.
 - D. LEGAL COUNSEL – Legal Counsel Coty updated the Board on AB 2449. He explained that, under AB 2449, if a Trustee or a group of Trustees are unable to make the in-person meeting, they may meet in a remote fashion using a two-way audio/visual method. That would be limited to twice within a calendar year. Legal Counsel Coty will come back to the Board with more information during the beginning of 2023.
8. **CLOSING COMMENTS** – Trustee Dupin inquired about the aerial application performed at the Chevron refinery and Program Supervisor Shannon noted there are several ponds impacted by tules at the refinery, that were breeding mosquitoes, with trap counts close to 10,000-20,000 mosquitoes per trap. Chevron purchased the pesticide and the District facilitated the contact with Alpine Helicopter to treat the ponds.
9. **ADJOURNMENT** – 7:52 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on December 12, 2022.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2022 Secretary, Board of Trustees