

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 19-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 4, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Michael Krieg, President  
Perry Carlston, Vice President  
Richard Ainsley  
Warren Clayton  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Peggie Howell  
Robert Lucacher  
Kevin Marker  
James Murray  
Lola Odunlami  
Peter Pay  
Jim Pinckney

TRUSTEES ABSENT      Soheila Bana  
Richard Means  
Daniel Pellegrini  
Marshon Thomas  
Darryl Young

VACANCIES              El Cerrito, Hercules & San Pablo

OTHERS PRESENT      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Steve Schutz, Scientific Program Manager  
Nola Woods, Public Affairs Director  
David Wexler, Program Supervisor  
Terry Davis, Program Supervisor  
Natalie Martini, Administrative Analyst II  
Douglas Coty, Legal Counsel

CALL TO ORDER

President Krieg called the meeting to order at 7:02 p.m.

ROLL CALL

A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

\*\* Motion was made by Trustee Diamond and seconded by Trustee Carlston to approve the agenda as posted. *Motion passed unanimously.*

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 19-5, Special Meeting for Board of Trustee training and Minutes 19-6, the regular Board Meeting, held on September 9, 2019.

B. EXPENDITURES – Approval of expenditures of August 1, 2019 through September 30, 2019 including checks No. 028154 through No. 028246, in the amount of \$304,011.93.

C. PAYROLL FOR AUGUST 2019 & SEPTEMBER 2019 – Approval of payroll expenditures of August 1, 2019 through September 30, 2019, including checks No. 016152 through No. 016160 and Direct Deposit No. D03734 through No. D03894, in the amount of \$353,772.56.

D. TRANSACTION ACTIVITY REPORT FOR AUGUST 2019 & SEPTEMBER 2019

E. FINANCIAL REPORT

\*\* Motion was made by Trustee Diamond and seconded by Trustee Carlston to approve the consent calendar. *Motion passed unanimously.*

4. REPORTS

A. BOARD MEMBERS – President Krieg reminded the Board that he will be out of town during the next Board meeting set for Monday, January 13, 2020.

Trustee Diamond discussed the ascendency to presidency resolution (Resolution 10-1) and suggested the Executive Committee hold a special meeting to discuss term limits, requirements and nominations, and possibly revise the current resolution.

B. GENERAL MANAGER – General Manager Macedo requested Trustees to be present if at all possible at the January 13, 2020 meeting to make sure there is quorum to elect 2020 Board of Trustees President, Vice President and Secretary.

General Manager Macedo updated the Board on invasive mosquito species in California and provided an update from the MVCAC Coast Region held at the

District prior to the quarterly meeting where they discussed the mutual aid agreement, the 2022 MVCAC conference, and the appointment of a new region representative. The new representative for the Coastal Region will be Marin/Sonoma Mosquito and Vector Control District's General Manager, Phil Smith, and General Manager Macedo will serve as the alternate.

All Trustees are now in compliance with the required AB1825, AB2053 & AB1343 Harassment, Retaliation & Discrimination Prevention training. General Manager Macedo also requested that the Board fill out the provided contact information form that would provide authorization to provide their contact to other Trustees.

General Manager Macedo mentioned the 2020 MVCAC Annual Meeting will be in San Diego, January 26-29, 2020 and noted any Trustees that would like to attend should notify either General Manager Macedo or Administrative Analyst II Martini as soon as possible so arrangements can be made.

Lastly, General Manager Macedo provided the Board with an update on the operational software and mentioned that Digital Maps is no longer working with the District on developing the operational software and that Leading Edge is currently working on a solution for the District's needs.

- C. STAFF – Program Supervisor Wexler presented the drone (UAS) to the Board and provided examples of how it has been used for surveillance by the District, such as imagery to identify potential mosquito sources in a restored wetlands area, and evidence of rodent activity during a recent rodent inspection.

Administrative Services Manager Bagley mentioned the audit will be reviewed at the January 2020 meeting due to some follow-up questions from the District and due to Auditor Vikki Rodriguez, Maze & Associates, being unable to attend this meeting. She also provided an update regarding the Concur SAP expense reporting system which will be implemented within the next 30-days and mentioned the front desk position of Administrative Analyst I has been filled. She also noted that the front office continues to operate without one employee, who remains off work and thus staff have been tasked with a variety of contingency policies and procedures to proceed in that employee's absence.

Scientific Program Manager Schutz summarized the West Nile virus surveillance 2019 season, when a total of 1 positive bird, 1 positive mosquito sample and 2 positive sentinel chickens were observed. Bird reports were down statewide, with the District only having a total of 23 dead birds reports submitted throughout the County this season. The District first detected a positive for West Nile virus in late August, which is the latest time of year that the District has ever received positive detection.

Public Affairs Director Woods provided the Board with an update on the education center progress and noted the department has been reaching out to various schools to host field trips next season once the education center has been completed. She also provided an update from the MVCAC conference in Visalia, wherein Public Affairs Director Woods has been assigned to the CalSurv Committee as the Public Affairs Representative and working on an outreach program providing materials and information to the public and lawmakers.

D. LEGAL COUNSEL – None.

5. INFORMATION ITEMS

A. AD HOC TRUSTEE MANUAL COMMITTEE REPORT – Committee Chair Murray reported on the Ad Hoc Trustee Manual Committee meeting held on September 12, 2019 and indicated all revisions to the Trustee Manual remain on hold until the vision and mission statements have been finalized and approved by the Board.

B. PERSONNEL COMMITTEE REPORT – Trustee Carlston reported on behalf of Committee Chair Diamond that the Personnel Committee met on September 23, 2019 and no actions were taken during the closed session.

C. AUDIT COMMITTEE – Trustee Howell reported on behalf of Committee Chair Fitzsimmons that the Audit Committee met on October 22, 2019 and the District was awaiting clarification from the auditors on a few items before the audit was finalized. Fiscal Year 2018/2019 audit will be discussed and reviewed during the next Board meeting on January 13, 2020.

6. ACTION ITEMS

A. AD HOC VISION & MISSION STATEMENTS COMMITTEE REPORT – Committee Chair Lucacher reported the Ad Hoc Vision & Mission Statements Committee met on several occasions over the past few weeks and after reviewing and discussing suggestions from staff, the committee formed the following two mission statements for the Board to select one for approval:

i. *“The Contra Costa Mosquito & Vector Control District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease”*

ii. *“The Contra Costa Mosquito & Vector Control District is a public health agency dedicated to reducing the threat from mosquitoes and other vectors of disease”*


\*\* A motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to approve the following Mission Statement for the District: “The Contra Costa Mosquito &

Vector Control District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease". *Motion passed unanimously.*

7. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:28 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 13, 2020.

Ayes: 13  
Noes: 0  
Abstain: 0  
Absent: 6



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Daniel Pellegrini  
2019 Secretary, Board of Trustees