

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 13, 2020, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Perry Carlston, Vice President
 Warren Clayton
 Randall Diamond
 Jim Fitzsimmons
 Peggie Howell
 Kevin Marker
 James Murray
 Duylinh Nguyen
 Lola Odunlami
 Peter Pay
 Daniel Pellegrini
 Jim Pinckney
 Darryl Young

TRUSTEES ABSENT Michael Krieg, President
 Richard Ainsley
 Soheila Bana
 Chris Cowen
 Robert Lucacher
 Marshon Thomas

VACANCIES El Cerrito, Pleasant Hill & San Pablo

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Steve Schutz, Scientific Program Manager
 Nola Woods, Public Affairs Director
 Terry Davis, Program Supervisor
 Natalie Martini, Administrative Analyst II
 Jeremy Shannon, Vector Control Planner
 Vikki Rodriguez, Maze & Associates
 Douglas Coty, Legal Counsel

CALL TO ORDER

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

ROLL CALL

A roll call indicated that 13 Trustees were present, six were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Pellegrini and seconded by Trustee Howell to approve the agenda as posted. *Motion passed unanimously.*

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION – Vice President Carlston introduced the newly appointed Trustee, Duylinh Nguyen, representing the City of Hercules.

4. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 19-7, the regular Board meeting held on November 4, 2019.

B. EXPENDITURES – Approval of expenditures of October 1, 2019 through November 30, 2019, including checks No. 028247 through No. 028347, in the amount of \$293,622.62.

C. PAYROLL FOR OCTOBER 2019 & NOVEMBER 2019 – Approval of payroll expenditures of October 1, 2019 through November 30, 2019, including checks No. 16162 through No. 16168 and direct deposit No. D03896 through No. D04052 in the amount of \$351,731.72.

D. TRANSACTION ACTIVITY REPORT FOR OCTOBER 2019 & NOVEMBER 2019

E. FINANCIAL REPORT

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

4. REPORTS

A. BOARD MEMBERS – None.

B. GENERAL MANAGER – General Manager Macedo reported on the meetings and conferences she attended in December 2019 and the beginning of 2020, which included a meeting with the European CDC in Stockholm, Sweden, where she was invited to speak to them about West Nile Virus and mosquito surveillance and control. She also attended a meeting with the United States CDC, where she participated in a group of expert consultants to discuss and assist in reviewing the national guidelines for mosquito surveillance and control.

General Manager Macedo provided the Board with an update on the District's operational software and mentioned staff will be meeting with Leading Edge to start the process of implementing the new software in 2020.

General Manager Macedo reminded Trustees that due to her travel schedule in the first months of the year, the best way to reach her is via cell phone or email. She also mentioned that the CSDA Special District Leadership Academy will be hosting two trainings this year, April 19-22, 2020 in San Diego and the other set for September 27-30, 2020 in South Lake Tahoe. If Trustees would like to attend, they should advise the General Manager in advance so they can be added to the agenda for Board approval.

- C. STAFF – Administrative Services Manager Bagley advised the Finance Department is still in the process of implementing new software with SAP Concur, which has been delayed due to limited staff and reorganizational structure of the front office. By mid-February the process should be established.

Scientific Program Manager Schutz provided the Board with a quick review of the 2019 surveillance season and mentioned there was one official report of human West Nile Virus case in 2019, which was reported by the County very late in the season. There were no equine cases reported in 2019 and only one positive dead bird, which was found in Danville.

Public Affairs Director Woods reported on the advertising campaign for this time of year - "Got Rats", which is displayed on the District's website to provide information for constituents on rats and mice, as well as the services offered by the District. The vector house construction has been completed, now with a functioning garage door and the education center display boxes are being assembled so they are accurate for the habitat for various vectors.

Vertebrate Program Supervisor Davis reported on the workshop he recently attended in Davis, where a group of individuals reviewed the possible future of rodent control and noted there is no real scientific understanding and methodology for surveying rodent activity. The group is attempting to learn more about the rodent populations and design better programs for future use throughout the United States.

General Manager Macedo provided an update on the mosquito program on behalf of Mosquito Program Supervisors Currier and Wexler, noting that the mosquito season has slowed down for this time of year and technicians have been focusing on winter projects in preparation for next season, to include brushing vegetation to maintain access to sources before it rains, as well as equipment and vehicle maintenance for next season. The District continues to receive yellowjacket service requests even at this time of the year.

Vector Control Planner Shannon presented about the Safety Program and committee, which he chairs. The committee consists of a variety of staff members, a safety officer and a rotating supervisor, and meets once per month to discuss safety concerns, as well as any incidents or accidents that may have occurred within the past month. Each member of the committee is considered a voting member for the new “See Something, Say Something” safety policy, where staff can submit safety topics or items to review for a chance to earn a safety lunch for their group.

Administrative Analyst II Martini mentioned the City of Concord has reappointed Trustee Perry Carlston to a four year term and Trustee Richard Means term on the Board was set to expire with the City of Pleasant Hill, although he decided not be reappointed and has since retired from the Board. City of El Cerrito will be suggesting an appointment to the Board at their next City Council meeting, with the only vacancies now being the City of San Pablo and the City of Pleasant Hill. The Trustee compensation election forms were distributed to the Board, along with new W-4s and direct deposit forms if necessary. Lastly, Administrative Analyst II Martini advised that the Statement of Economic Interest/Form 700 will be due by April 1, 2020 and the County requests that the Board continues to use NetFile to submit the annual filings.

D. LEGAL COUNSEL – None.

6. ACTION ITEMS

A. DISTRICT FY 18/19 FINANCIAL AUDIT AND MEMORANDUM ON INTERNAL CONTROL – of behalf of Chair Fitzsimmons, Trustee Howell provided the Board with an update on the Audit committee meeting from October 2019. As reported at the November 2019 Board meeting, there were a few outstanding items remaining, thus the audit was not available for approval until this meeting. Vikki Rodriguez, Maze & Associates, reported that the District received an unmodified opinion, which is the cleanest opinion the District can receive. The District fiscal year 2018/2019 total current assets increased 11.4% from the prior year. The majority of the increase is due to market value increases and prudent fiscal management. District general fund revenues were \$520,505 over the amount budgeted for fiscal year 2018/2019, primarily driven by the increase in property taxes and interest income. The District budgeted expenditures were down by \$470,225, driven by the savings in employee salaries/vacancies, professional services and delay capital outlay. Total Capital Assets (net of Accumulated Depreciation) were recorded at approximately \$1,451,268. The total Capital Assets decreased 3.1% this year

** A motion was made by Trustee Pellegrini and seconded by Trustee Diamond to accept the Report on District FY 2018/2019 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

B. SIDE LETTER TO MEMORANDUM OF UNDERSTANDING BETWEEN CCMVCD AND LOCAL 1021, SEIU - the side letter amends Exhibit A of the current MOU to add the wage scale for the new position of Mechanic Technician. General Manager Macedo asked for Board approval to amend the current MOU for the wage scale that the Board already approved.

** A motion was made by Trustee Diamond and seconded by Trustee Pinckney to accept the side letter to the Memorandum of Understanding Between CCMVCD and Local 1021, SEIU regarding the wage scale for the new position of Mechanic Technician. *Motion passed unanimously.*

C. EXECUTIVE COMMITTEE REPORT – on behalf of Executive Chair Krieg, Trustee Diamond reported on the Executive Committee meeting held on December 16, 2019, where the committee reviewed Resolutions 10-1 and 14-3.

i. Board Resolution Adopting a Revised Trustee Reimbursement Policy – Trustee Diamond discussed suggestions by the Executive Committee to change eligibility requirements to attend conferences of Resolution 14-3, to allow the Board President and Vice President to attend meetings and conferences by the Mosquito and Vector Control Association of California (MVCAC) and the California Special Districts Association (CSDA). Any other Trustee interested in attending will need Board approval as mentioned in Resolution 20-1.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to approve the resolution with the following amendments: remove AMCA from Items 1, 3 and 5, and add item for approval of additional Trustees at the discretion of the Board. Resolution 20-1 was approved as amended. *Motion passed unanimously.*

ii. Board resolution adopting a Revised Procedure for Electing Board Officers – Trustee Diamond discussed suggestions proposed by the Executive Committee to change the requirements for electing Board Officers of Resolution 10-1, to approve Resolution 20-2 for nominations to come from the floor for Board President and Vice President, as well as having requirements met in order to be considered as a Board Officer. Discussion followed. Trustee Clayton stated his opinion that the current system was satisfactory and spoke regarding his personal experience as the Board President in 2018. Trustee Murray expressed concerns regarding the requirements and the proposed nomination and voting system. Trustee Young raised questions regarding term limits. More discussion followed.

** A motion was made by Trustee Young and seconded by Trustee Pay to add Item 9 to Resolution 20-2 Revising the Procedure for Electing Board Officers identifying a limit of no more than 2 consecutive years for the President's service. Resolution 20-2 was approved as amended. *Motion passed.*

Ayes: Carlston, Diamond, Fitzsimmons, Howell, Marker, Murray, Nguyen, Odunlami, Pay, Pellegrini, Pinckney, Young

No: Clayton

Absent: Ainsley, Bana, Cowen, Krieg, Lucacher, Thomas

D. Board Nomination and Election of Officers for Board President, Vice President, and Secretary for 2020.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to nominate Trustee Perry Carlston for President, Trustee Lola Odunlami for Vice President, and Trustee Daniel Pellegrini for Secretary. *Motion passed unanimously.*

E. 2020 Board Meeting Schedule – Board and committee meeting schedules were reviewed and it was noted that there will need to be a Personnel committee meeting added in May 2020, before the new fiscal year begins in July.

** Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to accept the 2020 Board Meeting Schedule as amended with the addition of a Personnel committee meeting in May (TBD). The 2020 Board meeting schedule was approved as amended. *Motion passed unanimously.*

F. Board Consideration and Approval of Committee Charges – the committee charges were reviewed.

** Motion was made by Trustee Diamond and seconded by Trustee Fitzsimmons to approve the committee charges. *Motion passed unanimously.*

G. Board Consideration and Approval of Trustee Travel – besides President Carlston, Trustees Lucacher, Murray and Pay expressed interested and requested Board consideration for approval to travel MVCAC Annual Conference in San Diego.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Howell to approve Trustees traveling to the MVCAC Annual Conference. *Motion passed unanimously.*

H. Ad Hoc Vision & Mission Statements Committee Report – Trustee Murray spoke on behalf of Committee Chair Lucacher reporting the Ad Hoc Vision & Mission Statements Committee met on several occasions and, after reviewing and discussing suggestions from staff, the committee formed the following principles for the Board to approve:

Established in 1927, the Contra Costa Mosquito & Vector Control District is committed to:

1. Public Health – we use Integrated Vector Management (IVM) as our core approach to reducing risk to the community.
2. Environmental Stewardship – we use materials and methods that meet or exceed all applicable regulatory requirements.
3. Science & Technology – we work diligently with the scientific community to ensure that our methods are scientifically sound and to advance the state of the art of our discipline.
4. Public Education – we educate and help our residents understand the role they play in assisting us in reducing the risk from vectors of disease.
5. Safety – we are committed to the safety of employees and the public through ongoing attention to facilities, equipment and training.
6. Management Effectiveness – we use management systems, protocols and methods that allow us to fulfill our mission in an efficient, transparent and fiscally responsible manner.
7. Teamwork & Collaboration – we believe that a productive work environment requires teamwork, active collaboration and clear and open communication within and across all entities to develop the future.

** A motion was made by Trustee Clayton and seconded by Trustee Pellegrini to approve the principles for the District. *Motion passed unanimously.*

CLOSED SESSION – 8:47 p.m.

At 8:50 p.m., Trustee Jim Pinckney excused himself from the meeting.

At 8:55 p.m., Trustee Warren Clayton excused himself from the meeting.

7. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION – 9:21 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

At 9:22 p.m., the meeting was adjourned due to lack of a quorum.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 9, 2020.

Ayes: 15
Noes: 0
Abstain: 0
Absent: 6



Daniel Pellegrini
2020 Secretary, Board of Trustees