

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 14, 2020, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT	Perry Carlston, President Lola Odunlami, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Jen Hogan Peggie Howell Michael Krieg Robert Lucacher Kevin Marker Thomas Minter James Murray Duy Nguyen Peter Pay Jim Pinckney
TRUSTEES ABSENT	Marshon Thomas Darryl Young
VACANCIES	Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager Terry Davis, Program Supervisor Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:03 p.m.

ROLL CALL

A roll call indicated that 18 Trustees were present, two were absent, and there are two 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. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 20-4, the regular Board meeting held on July 13, 2020.

B. EXPENDITURES – Approval of expenditures of June 1, 2020 through July 31, 2020, 2020 including checks No. 028624 through No. 028732, in the amount of \$750,198.25.

C. PAYROLL FOR JUNE & JULY2020 – Approval of payroll expenditures of June 1, 2020 through July 31, 2020, including Checks No. 016198 through No. 016200 and Check No. 028695 through No. 028700, and Direct Deposit No. D16487 through No. D16662, in the amount of \$360,400.76.

D. TRANSACTION ACTIVITY REPORT FOR JUNE & JULY2020

E. FINANCIAL REPORT

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

4. BOARD AND STAFF REPORTS

A. BOARD – President Carlston recognized the 19-year anniversary of the September 11th attacks and took a moment to remember the victims and heroes of 9/11.

B. GENERAL MANAGER – General Manager Macedo advised that Trustee Soheila Bana chose not to seek reappointment to the Board and has retired. She read a letter to the Board (*attached*) which was provided by Trustee Bana before her term with the City of Richmond expired.

General Manager Macedo updated the Board regarding the Special Districts Provide Essential Services Act (HR7073) sponsored by Garamendi, which is a standalone US House Bill that would allow special districts access to the Coronavirus Relief Fund, as well as S.4308, sponsored by Senior Senator for

Arizona, Kyrsten Sinema, a companion to HR7073, which provides for a better definition of “Special Districts” in the Federal Code.

General Manager Macedo provided an update on the operations software. She stated that there was an official kick-off meeting and briefly explained the timeline to start implementing the new system in 2021. Currently the plan is to go live in March 2021, at the beginning of the season.

There was a successful Adult Mosquito Control (AMC) spraying operation in Brentwood on Friday, September 4, 2020, due to the detection of WNV in mosquito pools and dead birds reported throughout the City of Brentwood. General Manager Macedo noted that technicians were tasked with treating every green area inside the area of concern in Brentwood. For two days leading up to the AMC event, technicians were taken from all other zones across the County to treat and inspect every potential mosquito source inside the area of concern, including all catch basins. General Manager Macedo indicated the event was successful in reducing the numbers of mosquitoes and she received an update from the City of Brentwood City Manager, Tim Ogden, who happened to be in the area during the AMC event, noting that the technicians he spoke with were very informative and respectful in explaining the process of the event that was taking place.

General Manager Macedo noted that September is typically the meeting where the annual Trustee photograph is taken in front of the District office, however since the District is closed to the public and all Board meetings continue to be conducted via Zoom, the Public Affairs Department will be trying to come up with a plan of how to take the 2020 Board of Trustee photograph.

Lastly, General Manager Macedo reminded the Board that the AB1234 Ethics Training is required every two years, and that it is time for most Trustees to take it this year, by November 2020. Typically, the training is done in person before the start of the November meeting, however with the District being closed to the public, all Trustees will be required to conduct the training online. She will be sending an email to Trustees with information on how to log into the training site to complete the two-hour session.

- C. STAFF – Scientific Program Manager Schutz provided a WNV surveillance update to the Board and noted there were two confirmed human cases of WNV in the County. Trap counts have been up and down throughout the season, with a total of 247 mosquito pools tested to date, with 11 of those being positive for WNV, 7 of which came from the Brentwood area.

Administrative Analyst II Martini informed the Board that all Trustee login information to the CSDA website has been updated to reflect new Trustee District email addresses and encouraged Trustees to log into CSDA with their new user name/email address to create a new password and to print any/all certificates for

training from CSDA, as it appears the District is not able to retrieve them. CSDA notified the District that all requests for certificates will need to come directly from each Trustee. It was suggested that Trustees forward certificates to the General Manager or Administrative Analyst II to keep on file at the District.

- D. LEGAL COUNSEL – Legal Counsel Coty encouraged Trustees to go online as General Manager Macedo requested to complete the online AB1234 Ethics Training by November 2020. He noted Trustees would not have to be online continuously throughout the two-hour session, but have the option to save where they left off if they would like to conduct the course at various times until completion.

5. INFORMATIONAL ITEMS

- A. Board of Trustees Email Protocol (Draft) – General Manager Macedo reviewed the Board of Trustees Email Protocol (Draft) with the Board. There was discussion of changes regarding the restrictiveness of Trustee communications. Legal Counsel Coty explained the purpose of the restrictions, and provided information about the Brown Act and what would constitute potential violations.
- B. Audit Committee Report – Chair Fitzsimmons provided the Board with an update from the Audit Committee meeting held on August 17, 2020, where they met with the new auditor, David Alvey, Maze & Associates and discussed the upcoming audit for FY19/20.

6. ACTION ITEMS

- A. Executive Committee Report – President Carlston provided the Board with an update from the Executive Committee special meeting held on August 24, 2020, where the committee reviewed and updated Resolution 20-2, adopting a Revised Procedure for Election Board Officers (Resolution 20-4). Discussion followed.
 - i. Board Resolution 20-4, adopting a Revised Procedure for Electing Board Officers, update to Resolution 20-2.

** A motion was made by Trustee Howell and seconded by Trustee Ainsley to approve Resolution 20-4 Revising the Procedure for Electing Board Officers, eliminating the requirement for the Presidential candidate to have completed the first module of the SDLA Leadership Academy. Resolution 20-4 was approved. *Motion passed.*

Ayes: Ainsley, Carlston, Cowen, Diamond, Fitsimmons, Hogan, Howell, Krieg, Lucacher, Marker, Minter, Nguyen, Odunlami, Pay, Pellegrini, Pinckney

Noes: Clayton, Murray

Absent: Thomas, Young

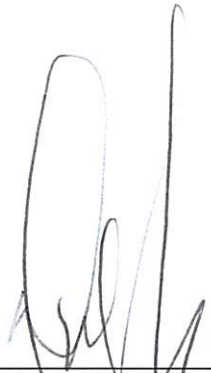
B. Board Resolution 20-5, updating the Employer-Employee Relations Resolution - the District's Employer-Employee-Relations-Resolution (EERR) was adopted in 1976, and last revised in May 2006. Labor legal counsel reviewed and updated the resolution. The District has met with SEIU representative and the shop steward regarding the updates and Resolution 20-5 was presented to the Board for approval.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve Resolution 20-5, updating the Employer-Employee Relations Resolution. *Motion passed unanimously.*

7. ADJOURNMENT – 8:22 p.m.

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

Ayes: 17
Noes: 0
Abstain: 0
Absent: 3



Daniel Pellegrini
2020 Secretary, Board of Trustees

To: Board of Trustees
CCMVC District

August 17, 2020

Dear Fellow Trustees,

For the past 13 years, I have had the honor of being involved with managing with strategic direction of the District and the pleasure of working with you all wonderful Trustees. Working alongside the Trustees who have great diligence, enthusiasm, and professional scrutiny along with a good sense of humor that makes long meetings enjoyable has been a wonderful experience for me. Lately, I have also been enjoying working with Paula, the General Manager of the District, who is very knowledgeable and capable. I should add that I have always enjoyed the presentations by Steve, our dedicated scientist, benefited from and appreciated Natalie's patience with my delays in submitting forms that were due.

I have been appointed as Trustee on September 11, 2007 and my term will expire on September 14, 2020. As I wrote to the Mayor of Richmond, I would like to withdraw from being re-appointed as I am currently serving as Recreation and Parks Commissioner and believe other community members should have the opportunity to serve and represent the City of Richmond. Hence, I will be encouraging my fellow community members to seize this opportunity.

As it is time for me to pass on the torch to others, I just would like to express my sincere appreciation for the opportunity that I have had for the past 13 years being a part of this great team.

Thank you fellow Trustees, and farewell CCMVC District. I wish you all great success.

Warm Regards,

Soheila Bana