

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-6

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 9, 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.

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| 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 Kevin Marker Thomas Minter James Murray Duy Nguyen Peter Pay Jim Pinckney |
| TRUSTEES ABSENT | Robert Lucacher Marshon Thomas Darryl Young |
| VACANCIES | Richmond San Pablo |
| OTHERS PRESENT | Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel David Alvey, Maze & Associates |

CALL TO ORDER

President Carlston called the meeting to order at 7:08 p.m.

ROLL CALL

A roll call indicated that 17 Trustees were present, three were absent, and there are two vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons 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 20-5, Regular Board Meeting, held on September 14, 2020.

B. EXPENDITURES – Approval of expenditures of August 1, 2020 through September 30, 2020 including checks No. 028733 through No. 028759, checks No. 028761 through No. 028792, and checks No. 028795 through No. 028845, in the amount of \$338,955.38.

C. PAYROLL FOR JUNE & JULY 2020 – Approval of payroll expenditures of August 1, 2020 through September 30, 2020, including check No. 028760, checks No. 028793 through No. 028794 and checks No. 028846 through No. 028854, and Direct Deposit No. D16663 through No. D16816, in the amount of \$364,224.21.

D. TRANSACTION ACTIVITY REPORT FOR JUNE & JULY 2020

E. FINANCIAL REPORT

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

4. BOARD AND STAFF REPORTS

A. BOARD – Board President Carlston reminded all trustees that elections for Board President, Vice President, and Secretary for 2021 will take place at the January 2021 meeting. A short discussion followed regarding nomination of candidates.

B. GENERAL MANAGER – General Manager Macedo reminded all trustees of the eligibility requirements for President, Vice President and Secretary, and mentioned that a list of eligible candidates for the 2021 Board Officer election will be sent to all Trustees after the meeting.

District Gmail email accounts have been created for each Trustee to use for all District correspondence. General Manager Macedo noted that some Trustees have not set up their District email account and requested that any Trustees using only their personal email accounts to notify her or Administrative Analyst II Martini so that they don't miss any correspondence from the District. All agendas and Trustee correspondence are being sent to District Gmail accounts, unless otherwise specified.

The Board was notified about a positive COVID-19 case of a staff member in the District, in which the employee was asymptomatic and doing well. General Manager Macedo assured Trustees that the District has taken all measures necessary to continue providing a safe and healthy workplace for District employees.

General Manager Macedo mentioned physical changes in the layout of workstations at the District office to meet all COVID-19 regulations. The Board room has been configured with several work stations to house technicians during the winter months, which ultimately may include solid barriers between workspaces. As such, the Board room will not be available for any future Board of Trustees meetings should the COVID-19 orders be lifted and we resume in person Board meetings in the near future. Should that occur, the District will locate a facility to host Board meetings offsite of the District office location.

- C. STAFF – Scientific Program Manager Schutz provided a WNV surveillance update to the Board and noted three confirmed human cases of West Nile virus were reported in 2020; one in East County and two in Central County. He mentioned the County had a cool spring and early summer, which may have delayed the onset of virus transmission and WNV activity remained well below the five year average this season. As of October 30, 2020, statewide there was a total of 333 dead birds and 2,598 mosquito samples that had tested positive for WNV.

Administrative Analyst II Martini informed the Board that a new Trustee from the City of Richmond will be appointed at their next City Council meeting on December 1, 2020.

- D. LEGAL COUNSEL – None

5. INFORMATIONAL ITEMS

- A. Audit Committee Report – Chair Fitzsimmons provided the Board with an update from the Audit Committee meetings held on October 19, 2020 and November 9, 2020, where they met with the auditor, David Alvey, Maze & Associates and discussed the final draft audit for FY 19/20.

6. ACTION ITEMS

- A. District FY 19/20 Financial Audit and Memorandum on Internal Control – David Alvey, Maze and Associates, presented the audit results to the Board. He stated that the District has received a clean, unmodified opinion, which is the highest level of assurance given. The committee has identified a couple of areas that needed to be corrected in the audit report, such as the list of trustees’ names and a clarification of contributions for OPEB, and therefore committee is not recommending approval of the audit at this point until such corrections have been made. Action on this item was postponed until the January 11, 2021 regular Board meeting.
- B. Board Consideration and Approval of Contra Costa Mosquito and Vector Control District Records Retention Policy - staff worked on updating the District’s Records Retention Policy and submitted for legal review. Administrative Services Manager Bagley presented it to Board for consideration and approval.

** A motion was made by Trustee Ainsley and seconded by Trustee Diamond to approve the Contra Costa Mosquito and Vector Control District’s Record Retention Policy and delegate to staff the authority to begin segregation and destruction of records according to the policy, with the recommendation that a resolution be adopted at the next Board meeting to dispose records. *Motion passed unanimously.*

7. ADJOURNMENT – 8:03 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 11, 2021.

Ayes: 18
Noes: 0
Abstain: 0
Absent: 1



Daniel Pellegrini
2020 Secretary, Board of Trustees