

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-2

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 25, 2021, 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 Peggie Howell, President
Peter Pay, Vice President
Daniel Pellegrini, Secretary
Richard Ainsley
Perry Carlston
Warren Clayton
Randall Diamond
Jim Fitzsimmons
Jen Hogan
Michael Krieg
Kevin Marker
Shiva Mishek
James Murray
Duy Nguyen
Lola Odunlami
Jim Pinckney

TRUSTEES ABSENT Chris Cowen
Thomas Minter
Darryl Young

VACANCIES Brentwood
Moraga
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

CALL TO ORDER

President Howell called the meeting to order at 7:01 p.m.

ROLL CALL

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

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. ACTION ITEMS

A. Approval of District Trustee Committee Members for 2021 - Committee composition was approved by Board President Howell. The District's primary banking institution, Bank of the West, requests documentation (Board meeting minutes) that officially designates Board members who are on the Executive Committee and can thereby sign District checks.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the 2021 committee charges. *Motion passed unanimously.*

B. 2021 Board Meeting Schedule – Board and committee meeting schedules were reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Warren to accept the 2021 Board Meeting Schedule. *Motion passed unanimously.*

4. REPORTS

A. BOARD MEMBERS – President Howell mentioned that there are various resources and tutorial videos available on Zoom's website (www.zoom.us) and suggested those may be helpful for future guidance for anyone not familiar with Zoom.

B. GENERAL MANAGER – General Manager Macedo mentioned the District received guidance from the IRS regarding the COVID Relief Fund, which stated that the District is classified as a local government and therefore not eligible to receive any tax credit or refund for COVID related leave/expenses. The District continues to work with CSDA in this effort. Administrative Services Manager Bagley indicated that the District will be working with employees on a case-by-case basis, while still following legal guidance.

General Manager Macedo suggested the inclusion of a short written report for committee meetings, to go into the Board meeting agenda, similar to the departmental staff reports. Staff will work with the committee chairs to assist in

writing a short report for the agenda packet so Trustees have time to think of questions or discussions ahead of the Board meeting, when items are typically discussed or voted on.

Trustees registered to attend the virtual 2021 MVCAC Annual Conference should have received an email from MVCAC and if not, General Manager Macedo requested that they let her know as soon as possible, to make sure the virtual link to join the conference and additional conference information is shared with them.

- C. STAFF – Scientific Program Manager Schutz noted that he provided the Board with a quick review of the 2020 surveillance season at the last Board meeting and not much has changed, other than the notification of a fourth confirmed West Nile human case at the end of 2020.

President Howell inquired why the service requests on the staff reports appeared to be down significantly from the prior year. General Manager Macedo noted there was discussion between staff on this topic and expected to see an increase in service requests since the general public was home during COVID and may have noticed more around their homes, however there was a mixed response from the public wherein some did not want our technicians to come to their home for safety precautions, and staff speculates that residents spending more time at home became more aware of potential issues and maintained their properties more than they may have been in the past. General Manager Macedo also mentioned that the service request statistics noted in the staff reports of the packet only reflect the actual calls to the District and do not identify the regular sources that technicians visit on a constant basis. She has directed staff to work on a better way to report on the work that is done by operations, reflecting all work performed.

President Howell also mentioned that it would be helpful to see the statistics on the Public Affairs reports of social media and website views be compared with numbers from the prior year.

Trustee Clayton suggested changing the scale on the service request graphs to every 1 instead of 0.5.

Trustee Young joined the meeting at 7:23 p.m.

Administrative Analyst II Martini mentioned the Town of Danville has reappointed Trustee Randall Diamond to a four-year term.

- D. LEGAL COUNSEL – None.

5. ADJOURNMENT – 7:33 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 8, 2021.

Ayes: 16
Noes: 0
Abstain: 0
Absent: 3



Daniel Pellegrini
2021 Secretary, Board of Trustees