

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 23-6

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 11, 2023, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT Darryl Young, President, Contra Costa County (remote from Vicolo della Campanella, 14, 00186 Rome, Lazio, Italy)
Peter Pay, Vice President, San Ramon
Daniel Pellegrini, Secretary, Martinez
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Randall Diamond, Danville
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
Wade Finlinson, Antioch
James Frankenfield, Moraga
Jennifer Hogan, Pleasant Hill
Michael Krieg, Oakley
Kevin Marker, Orinda

TRUSTEES ABSENT Jim Pinckney, Contra Costa County
Damian Wong, Hercules

VACANCIES Brentwood
Clayton
Lafayette
San Pablo
Walnut Creek

OTHERS PRESENT Paula Macedo, General Manager
Steve Schutz, Scientific Program Manager (remote)
David Wexler, Operations Manager
Terry Davis, Program Supervisor (remote)
Natalie Martini, Financial Administrator
Christine Widger, Customer Service Specialist
Doug Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel (remote)
Rick Wood, CSDA Finance Consultant

1. **CALL TO ORDER** - President Young called the meeting to order at 7:02 p.m.

Roll Call: A roll call indicated that 15 Trustees were present, two Trustees were absent, and there are five vacancies.

Pledge of Allegiance

2.* **AGENDA MANAGEMENT** – Agenda was adopted by rule.

3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None

4.* **CONSENT CALENDAR**

A. Minutes - Approval of Minutes 23-5, Board of Trustees meeting held on July 10, 2023.

B. Approval of expenditures of June 1, 2023 through July 31, 2023
Accounts payable June 15th checks No. XXXX91 through No. XXXX99
Payroll June 30th checks No. XXXX01 through XXXX03
Accounts payable June 30th checks No. XXXX04 through No. XXXX19
Accounts payable July 14th checks No. XXXX02 through No. XXXX12
Payroll July 31st check No. XXXX13 through XXXX18
Accounts payable July 31st checks No. XXXX19 through No. XXXX33
Accounts Payable Total: \$229,060.48 Payroll Total: \$554.10

C. Direct Deposit Expenditures for payroll and accounts payable-Approval of payroll expenditures of June 1, 2023 through July 31, 2023, including:
Payroll June 15th No. D000019311 through No. D000019343
Payroll June 30th No. D000019144 through No. D000019385
Payroll July 14th No. D000019386 through No. D000019418
Payroll July 31st No. D000019419 through No. D000019460
Accounts payable July 14th E000002401 through E000002415
Accounts payable July 31st E000002427 through E000002428
Accounts Payable Total: \$729,068.28 Payroll Total: \$365,324.17

D. Investment Activity for June & July 2023

E. Financial Report

F. Updated 2023 Committee List

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

5. **BOARD AND STAFF REPORTS**

A. BOARD – Trustee Carlston noted that he would like to see more community involvement and education of young residents, such as those finishing high school and college, in public service and the role that Boards such as this one have in special districts. He mentioned the possibility of internships with the Board and asked for it to be included for discussion at a future meeting. Discussion followed and it was suggested that the item be included in the agenda for discussion with the Executive committee. Trustee Hogan highlighted the importance of the work the District does, which sometimes is not appreciated, and notified the Board of the

passing of Dr. Mike Cranfield after suffering from West Nile virus. Dr. Cranfield may have contracted the virus in Ontario, Canada.

Trustee Carlston noted that it was September 11, and reminded all to remember and honor those lost that day.

- B. GENERAL MANAGER – General Manager Macedo announced the resignation of Trustee Fitzsimmons and relayed his regret at having to make the decision to leave the Board early. Macedo highlighted Trustee Fitzsimmons 17 years of service and his contributions to the Board, which included serving as Chair for the Budget and Audit Committees for many years. Trustee Krieg noted Trustee Fitzsimmons' leadership and service, and noted his resignation is a loss to the Board.

General Manager Macedo informed the Trustees that the MVCAC Annual Conference next year will be held in Monterey, January 21-24, and asked that interested Trustees inform her of their desire to attend by the next Board meeting, so that an item can be included to authorize their attendance and reimbursement. Macedo reported that the topic for the conference is 'Vector Control in the Modern World' and that she expects the conference to be very informative and relevant. Macedo gave an update on the building remodel project, and noted that a meeting would be scheduled soon with the Ad Hoc committee. A request for qualifications was issued for construction management services on August 23rd. The deadline for to submit questions was September 11th, and submittals were due by September 25th. The Ad Hoc committee will meet to interview and select a firm, and the decision to award the contract will be included in the agenda for the November Board meeting.

In addition, General Manager Macedo reported that the State Water Resources Control Board has requested a meeting with all mosquito control districts regarding reissuance of the NPDES permit. The meeting will take place on September 25th.

- C. STAFF – Scientific Program Manager Schutz reported that a prolonged rainy season and cooler temperatures delayed the transmission cycle of WNV until later than usual in the season. Schutz presented a map of the WNV-positive bird and mosquito samples collected in the county, showing an epizootic around the Concord/Pleasant Hill/Walnut Creek area. Schutz noted that one confirmed and another probable human case of WNV have been reported in Contra Costa County so far this year. Schutz answered questions from the Board regarding distribution of WNV dead birds, how dead birds are reported, and sentinel chickens. In addition, Schutz presented the updated WNV and Saint Louis Encephalitis activity statewide. Operations Manager Wexler reported a high number of yellowjacket service requests, noting that the District is still responding to service requests within five business days.
- D. LEGAL – None

6. **INFORMATION ITEMS**

- A. Financial Report – Balance Sheet – Financial Administrator Martini presented the balance sheet, which will be included regularly in future Board packets. Rick Wood, Finance and Administration Director for CSDA and consultant for the District, explained the balance sheet and how to read it, and answered questions from the Board.
- B. California CLASS - Wood gave a presentation about California CLASS, and spoke to the Board about his recommendation to diversify investments, such as investing some of the District funds with CLASS.
- C. Trustee Workshop – The Board discussed possible days for holding the Trustee Workshop and decided on February 3rd, 2024, from 9:00 a.m. to 2:00 p.m. In addition, the Board discussed potential topics to be covered.
- D. Board Nomination and Election of Officers – The Board discussed options for requirements for nominations of Board officers, and whether there was an expectation that the Vice President would serve as President the following year.

Trustee Clayton left at 9 p.m.

The Board asked the General Manager to continue maintaining the trustee seniority list based on initial appointment date, whether each trustee has served as a Board officer and when, and compliance with mandatory trainings. That list should be provided to the Board for their reference in December every year, in preparation to the January elections. A new resolution or policy will be prepared and presented to the Board at the November meeting.

7. **BOARD COMMITTEE REPORTS**

- A. Advance Planning Committee Report - The committee met July 17 2023, and reviewed the progress report put together by the General Manager. Trustee Pay noted that work has progressed in accordance with the timetable laid out in the strategic plan, with the exception of the item for Emergency Planning, which will need an adjustment to the timeline. The committee will take on the work on this goal and it will be in the agenda for discussion at the next committee meeting, when the committee will discuss which emergencies should be included in plan and their definitions.

8. **CLOSING COMMENTS** – Trustee Frankenfield asked that trustees be notified in the future via an agenda item if there is an issue with mandatory training status for trustees. General Manager explained that the usual procedure is to communicate the lack of compliance to the President, who then contacts the trustee in question about the issue.

9. **ADJOURNMENT** – 9:10 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on November 13, 2023.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2023 Secretary, Board of Trustees