

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 20-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 11, 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 Soheila Bana Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Jen Hogan Peggie Howell Michael Krieg Robert Lucacher Kevin Marker Thomas Minter James Murray Peter Pay Jim Pinckney Darryl Young
TRUSTEES ABSENT	Duy Nguyen Marshon Thomas
VACANCIES	San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager David Wexler, Program Supervisor Terry Davis, Program Supervisor Natalie Martini, Administrative Analyst II Tim Mann, Vector Control Inspector Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:06 p.m.

## ROLL CALL

A roll call indicated that 19 Trustees were present, two were absent, and there is one vacancy.

### 1. APPROVAL OF THE AGENDA AS POSTED

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Diamond 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 20-2, the regular Board meeting held on March 9, 2020.

B. EXPENDITURES – Approval of expenditures of February 1, 2020 through March 31, 2020, including checks No. 028431 through No. 028529, in the amount of \$291,638.14.

C. PAYROLL FOR FEBRUARY & MARCH 2020 – Approval of payroll expenditures of February 1, 2020 through March 31, 2020, including checks No. 16177 through No. 16185 and direct deposit No. D16178 through No. D16331 in the amount of \$334,502.69.

D. INVESTMENT ACTIVITY REPORT FOR FEBRUARY & MARCH 2020

E. FINANCIAL REPORT

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the consent calendar and to amend Minutes 20-2 to correct the spelling of Trustee Howell's first name and Action Item 7(c) to correct Trustee Pinckney's vote to "aye" with the motion passing unanimously. *Motion passed unanimously.*

### 4. REPORTS

A. BOARD MEMBERS – None.

B. GENERAL MANAGER – General Manager Macedo provided the Board with an update on how the District is operating under COVID-19 and the measures taken to continue providing service and protecting public health. As a provider of essential services the District is exempt from the shelter in place order, although there are still several requirements to comply with that order such as social distancing, use of masks, and determination of essential services within each department. The District office is closed to the public, it has temporarily suspended services such as pest identification and mosquitofish pickup, and it has established alternating on site/telecommute work schedules within each

department. General Manager Macedo reported that it has been challenging trying to obtain N-95 masks for employees due to the shortage worldwide, but the District and several other mosquito control agencies are working with Department of Pesticide Regulation (DPR), Environmental Protection Agency (EPA) and Department of Industrial Relations (Cal/OSHA) seeking guidelines on alternatives to the N-95 masks for pesticide applications. Regarding the financial impact of COVID-19, the District applied for FEMA assistance and the Federal Relief Fund although it appears that special districts are not included in the bills language as they were written. CSDA has been working with special districts and is advocating on our behalf to make sure we are included in the language to receive financial assistance, although is it not guaranteed.

The District continues to work with Leading Edge for the operational software and employees are scheduled to meet in the next week to discuss work flows and other operational needs with the software developers.

General Manager Macedo announced the District has successfully recruited and hired Marc Dilbeck for the position of Mechanic/Technician, who started on May 1, 2020, and provided an update on the generator, which was repaired. Due to the COVID-19 orders, the District has been unable to obtain an evaluation on whether there is future need for a larger generator to run District operations, which will be scheduled when possible.

Lastly, General Manager Macedo reminded the Board that her evaluation as a General Manager will be discussed with the Executive Committee at the next meeting and reviewed with the Board at the July meeting. The evaluation packet will be mailed to Trustees to include information of General Manager Macedo's progress during FY19/20 and an evaluation form that should be mailed back to President Carlston in the provided stamped envelope. President Carlston encouraged comments to be included on the evaluation form from Trustees and requested a quick response.

- C. STAFF – Scientific Program Manager Schutz provided the Board with an update on the surveillance season to date, noting that we've been lucky so far with a cool spring and prolonged rainy season which slowed down the start of any WNV activity and there have been no WNV activity noted within the County to date. The District submitted samples from four dead birds for testing, all of which were negative, although the overnight low temperatures have been below the threshold that you typically see for virus transmission.

Administrative Analyst II Martini mentioned the City of Antioch has reappointed Trustee Lola Odunlami to a four year term.

- D. LEGAL COUNSEL – None.

5. INFORMATION ITEMS

- A. BUDGET COMMITTEE REPORT – Chair Diamond reported the Budget Committee met on April 13, 2020 and reviewed the expenses to date. The committee discussed the format of the ten year projection and decided they would not recommend a change at this time. It should be noted that requests have been made for resources to go to building improvements and the committee will review those requests to make a recommendation to the Board.
  
- B. ADVANCE PLANNING COMMITTEE REPORT – Chair Lucacher reported the Advance Planning Committee met on May 4, 2020 and discussed the five year plan ending in 2020. Staff will be working on a list of subjects or bullet points to revise and update the next five year plan to present to the committee in November 2020. Chair Lucacher suggested that other committees submit lists of topics they would like to see on the next five year plan.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 13, 2020.

Ayes: 20  
Noes: 0  
Abstain: 0  
Absent: 1



Daniel Pellegrini  
2020 Secretary, Board of Trustees