

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 18-9

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 5, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Warren Clayton, President
Richard Ainsley
Soheila Bana
Perry Carlston
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Michael Krieg
Robert Lucacher
Richard Mank
Richard Means
James Murray
Lola Odunlami
Peter Pay
Daniel Pellegrini
Jim Pinckney

TRUSTEES ABSENT Peggie Howell
Darryl Young
Mark Lewis

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Natalie Martini, Administrative Assistant
Steve Schutz, Scientific Program Manager
J Bradley Wright, Operations Manager
Vikki Rodriguez, Maze & Associates
Douglas Coty, Legal Counsel

1. President Clayton called the meeting to order at 7:25 p.m., after the AB 1234 Ethics Training adjourned at 7:21 p.m.
2. A roll call indicated that 16 Trustees were present, three were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. 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.*

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. PRESENTATION – Trustee H. Richard Mank was recognized for his 25 years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-6, REGULAR BOARD MEETING HELD ON SEPTEMBER 10, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2018 THROUGH OCTOBER 15, 2018, INCLUDING CHECKS NO. 27260 THROUGH NO. 27374, IN THE AMOUNT OF \$340,434.32.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2018 THROUGH OCTOBER 15, 2018, INCLUDING CHECKS NO. 16094 THROUGH NO. 16102 AND DIRECT DEPOSIT NO. D02834 THROUGH NO. D02957 IN THE AMOUNT OF \$267,979.90.

D. INVESTMENT ACTIVITY REPORT FOR AUGUST & SEPTEMBER 2018

E. FINANCIAL REPORT

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

7. BOARD AND STAFF ANNOUNCEMENTS

A. BOARD – President Clayton announced Trustee Secretary, H. Richard Mank, will be resigning from the Board effective December 31, 2018. There was discussion regarding an election to replace the Secretary position, which will take place at the next Board meeting in January 2019.

B. GENERAL MANAGER – General Manager Macedo reminded all Trustees to keep their contact information updated with the District. Any change should be sent to Natalie Martini, District’s Administrative Assistant.

The District has received notification that funds previously provided through a grant from the Centers for Disease Control and Prevention (CDC) to partially support the dead bird hotline will not be renewed for 2019. The Mosquito and Vector Control Association of California (MVCAC) will be considering options to keep the program going, which will be discussed in future meetings.

General Manager Macedo provided an update on AB527 with respect to the use of UAV/drones. Currently drones can be used for surveillance efforts and

contracted for mosquito control efforts. Following proposed regulations released in October 2018, we expect to be able to use them for treatments also, pending a certification program, which is in progress under the Department of Pesticide Regulation (DPR) and should be ready in the summer of 2019. In addition, Macedo updated the Board on the status of the NPDES permit, SB1343, and Brown Act amendments.

General Manager Macedo updated Trustees on the operations software, development status, and training. Staff has been working with Digital Maps and training is in progress, with a tentative “go live” date within the next month, once workflow issues are resolved.

The District’s financial software (SAGE) has been update to the 2018 version, which resulted on a glitch on the tax tables, unknown at the time of the upgrade. Staff has spent significant time with the consultant attempting to fix these issues and to resolve the inconsistencies with the software company.

General Manager Macedo announced that the District’s 2017 Annual Report is available to anyone on the District’s website and was emailed to all Trustees.

Administrative Assistant Martini attended the 2018 Board Secretary/Clerk Conference. Based on new legal updates for Special Districts, staff will be working on several changes/updates to the District’s Trustee Manual and Records Retention Policy and bring it back to the Board for approval in 2019.

General Manager Macedo announced Trustee Mark Lewis sent an email resigning from his position as Trustee representing the City of Orinda. The District will be in contact with City of Orinda to elect a replacement. With the new vacancy, there will be a total of four vacancies on the Board.

- C. STAFF REPORT – Scientific Program Manager Schutz summarized the West Nile virus surveillance season. During the 2018 season there were 13 positive birds, 17 positive mosquito samples, 16 positive chickens, and 3 reported human cases, two of which were positive blood donors. Bird reports were down statewide compared to last year and the District has seen a very moderate to low activity this year compared to 2017, most likely temperature-driven. The majority of mosquito activity was in East County, particularly centralized around Discovery Bay and the Delta areas.

Operations Manager Wright presented a video showing the capabilities of the UAV (drone) that the District purchased for surveillance purposes. The drone was successful in surveillance efforts on Quimby Island.

- D. LEGAL – None

9. ACTION ITEMS

- A. Report on District FY 2017/2018 Financial Audit – Trustee Fitzsimmons reported that the Audit Committee was very satisfied with the results of the FY 2017/2018 audit. Vikki Rodriguez, Maze & Associates, reported that the District received an unmodified opinion, which is the cleanest opinion the District can receive. There was an emphasis on the matter of the implementation of GASB 75, with the OPEB liability recorded on District financial statements and the District’s overall net position was reduced by \$1.4 million and recorded the net OPEB liability at \$1.2 million as of June 30, 2018, factored by the actuary.
- i. Recommendation to accept the District FY 17/18 Financial Audit and Memorandum of Internal Control.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to accept the Report on District FY 2017/2018 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

- B. Approval of Trustee Travel – General Manager Macedo reminded Trustees that the 2019 MVCAC Annual Conference will be held in Burlingame and inquired if any Trustees had interest in attending, thus requested approval for travel, meals and registration expenses.
- i. Recommendation to approve Trustee travel to the 2019 MVCAD Annual Conference for Trustees interested in attending.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Carlston to approve Trustee travel to the 2019 MVCAC Annual Conference. *Motion passed unanimously.*

- C. Approval of Boat Purchase for Operations – the District is a collaborator in an invasive weed project in the Delta, attempting to determine if different practices of invasive weed reduction/removal would affect mosquito production and control efforts. 2019 will be the last year of the funds for the project and the District would like to use the remaining funds to purchase a new boat, which would help staff gain access and investigate whether the large mats of weeds can be a significant source of mosquitoes. The boat will be initially purchased by the District and reimbursed by the grant.
- i. Recommendation to approve the boat purchase for Operations.


** A motion was made by Trustee Fitzsimmons and seconded by Trustee Diamond to approve the boat purchase for Operations. *Motion passed unanimously.*

10. ADJOURNMENT

There being no further business the meeting was adjourned at 8:32 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 14, 2019.

Ayes: 14
Noes: 0
Abstain: 0
Absent: 3


Warren Clayton
President, Board of Trustees