

## MINUTES

### 1077<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

March 11<sup>th</sup>, 2020

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TIME: 5:00 P.M.  
PLACE: Office of the District, 23187 Connecticut Street, Hayward  
TELECONFERENCE OPTION: call-in number: 510-783-7745  
Washington Marriott Wardman Park  
Business Center, 2600 Woodley Road NW, Washington DC, 20008  
TRUSTEES: Wendi Poulson, President, City of Alameda  
P. Robert Beatty, Vice-President, City of Berkeley  
Betsy Cooley, Secretary, City of Emeryville  
Cathy Roache, County-at-Large  
Shawn Kumagai, City of Dublin  
George Young, City of Fremont  
Elisa Marquez, City of Hayward  
James N. Doggett, City of Livermore  
Eric Hentschke, City of Newark  
Jan O. Washburn, City of Oakland  
City of Piedmont, vacant  
Julie Testa, City of Pleasanton  
Victor Aguilar, City of San Leandro  
Subru Bhat, City of Union City

1. Board President Poulson called the regularly scheduled board meeting to order at 5:01 P.M.
2. Trustees Poulson, Beatty, Cooley, Roache, Young, Marquez, Hentschke, Washburn and Bhat were present. Trustees Kumagai, Doggett, Testa and Aguilar were absent. Vice-President Beatty asked about logistics of teleconference options. The General Manager answered: the teleconference location must be posted on the agenda and on the outside door of the physical location with public access. Board members must call from within represented city if he or she is to be counted towards a quorum and participate in action agenda items. Trustee Roache asked if these stipulations were in compliance with the Brown Act (yes).
3. Board President Poulson invited members of the public to speak on any issue relevant to the District. Vector Biologist Jeremy Sette was present to record the minutes.
4. Presentation of the President's Award Plaque to Past Board President Eric Hentschke by President Wendi Poulson. President Poulson presented the President's Award Plaque to Past Board President Eric Hentschke and the General Manager thanked Trustee Hentschke for his exemplary service.
5. Approval of minutes of the 1076<sup>th</sup> meeting held February 12<sup>th</sup>, 2020.  
**Motion:** Trustee Washburn moved to approve the minutes  
**Second:** Trustee Marquez  
**Vote:** motion carries: unanimous.
6. Report from the Finance Committee regarding the 1<sup>st</sup> draft of the 2020-21 budget  
**Discussion:**

Secretary Cooley reported on the 1<sup>st</sup> draft of the 2020-21 budget on behalf of the Finance Committee. The General Manager explained the general timeline of the budget process.

7. Presentation of the Financial Reports as of February 29<sup>th</sup>, 2020.

**Discussion:**

The General Manager presented the Financial Reports as of February 29<sup>th</sup>, 2020 and fielded the following discussion. Trustee Roache asked how much the charging stations cost to install (will get more exact number but the stations were several hundred and the entire charging station was a change order over \$20,000). Trustee Hentschke asked how much it costs to charge cars (at the moment, there is only one full electric vehicle owned by staff along with two plug-in hybrids, will look into and monitor costs as the monitoring capability is further explored).

8. Presentation of the Monthly Staff Report for March 2020.

**Discussion:**

The General Manager presented the Monthly Staff Report for March 2020 and fielded the following discussion. President Poulson asked if mosquito fish that were being picked up by residents at the District were used for unmaintained swimming pools (yes, along with ponds and other man-made water structures). Trustee Beatty asked if the 4.24 mosquitoes-per-trap per day number was typical (this time of year, yes, especially in the New Jersey Light Traps). Trustee Washburn commented that higher numbers of mosquitoes in those traps usually are due to spikes of mosquito abundance, particularly *Culex erythrothorax*. President Poulson, in response to hearing that District-related Public Education events had been canceled due to Covid-19 concerns, asked what the District's response would be (there are several factors influencing the District's decision to possibly send employees home and he will be informing the Board as the situation develops). Vice-President Beatty noted that it is difficult to work from home for certain employees. Secretary Cooley suggested waiting until next month's meeting to further discuss policy options. Vice-President Beatty asked if the District was under Alameda County's jurisdiction (no, the District is a Special District, solely under the authority of the Board of Trustees with power granted by the State of California). Trustee Marquez commented that the City of Hayward is allowing remote work but noted the differences per work classifications. Vice-President Beatty confirmed the same situation is at UC Berkeley and commented that there may be other state-wide policies that may impact employees and guide the District. Trustee Roache asked if the Governor might step in (yes, but to allow employees to be paid with working, funding must be a component). The General Manager noted that the District will also follow OSHA guidelines for employees working in the office or in the field. Secretary Cooley commented that it can be difficult to diagnose those who have the Covid-19 virus, as they can be asymptomatic for days. Trustee Bhat asked if the Board needed to make emergency decisions about Covid-19, could the Board act before the next Board Meeting (yes, but an Emergency or Special Meeting would have to be noticed). President Poulson asked for further clarification on if there was a policy about sending employees home and expressed concern about employees who could not work from home, mainly operations staff, and if they would receive pay if forced to not work, due to Covid-19 risk concerns (those employees would most likely have to use any PTO they had accrued if a flexible arrangement cannot be made). Vice-President Beatty brought up that a "Pandemic Policy" may be something to consider discussing at an upcoming meeting. Trustee Hentschke suggested maybe setting a definitive date for an Emergency Meeting. Trustee Washburn recommended waiting until the next Board Meeting instead. Secretary Cooley again suggested having an official discussion put in the agenda for the next Board Meeting. The General Manager then presented information relating to the MVCAC informational packet titled "Ongoing State Funding is Critical for Mosquito Surveillance and Research" and continued to field the following discussion. Vice-President Beatty asked if the CA disease case numbers were derived from the Public Health Department (yes) and expressed surprise at the number 81 for the number of mosquito and vector and public health agencies (some Districts are single-employee). Vice-President Beatty also asked about why LAFCo does solve this seemingly inefficiency system (each county LAFCo operates differently). Trustee Marquez asked if the MVCAC Legislation Day was held annually (yes).

9. Presentation of the Manager's Report for March 2020.

**Discussion:**

The General Manager presented the Manager's Report for March 2020 and fielded the following discussion. The General Manager congratulated Trustee Marquez for her five-year anniversary as a Board member and was awarded the District pewter belt buckle. Vector Biologist John Busam, Regulatory and Public Affairs Director Erika Castillo and Vector Biologist Nick Appice were each recognized for their anniversaries of service: 18, 18 and 6 years, respectively. Trustee Roache asked if the General Manager had emailed out the Form 700 (it was in the Board packet but will send out directly to her). Trustees Marquez and Bhat each confirmed that they would finish their forms by the upcoming weekend. President Poulson asked if the AMCA, the conference that had been canceled due to Covid-19 concerns, was the conference in which the district presented on BG Sentinel performance (no, that was the MVCAC annual conference). Trustee Washburn asked if the District would be getting reimbursed for AMCA-related expenses (Alaska Air is giving credit, the hotels have been refunded and the AMCA registration fees are still undecided). The General Manager asked Trustee Marquez what JPA Hayward was a part of (Trustee Marquez answered that she is unsure off the top of her head and their City Attorney is the main JPA contact). Secretary Cooley asked why Vector Biologist Sarah Erspamer would not be serving Emeryville anymore. Sarah Erspamer and Neil Campbell had switched zones on January 1<sup>st</sup>, 2020 and Erspamer would now be in Zone 8 and Campbell in Zone 1. President Poulson along with Trustees Beatty and Cooley expressed appreciation for the work Erspamer did in their cities. President Poulson asked if the ACSDA Annual Dinner had been canceled, due to Covid-19 concerns (yes).

10. Board President Poulson asked for reports on conferences and seminars attended by Trustees. Trustee Washburn related his experience at the end of February working with Vector Biologist John Busam to find specific mosquito parasites in Marin and then subsequently identifying and studying them in the District lab with Stanford, San Mateo Mosquito and Vector Control District, and international researchers. Trustee Washburn commended Busam on his ability to quickly find the mosquitoes they were looking for.

11. Board President Poulson asked for announcements from the Board. The General Manager asked Board Members to distribute the Biennial Annual Reports, if possible, to their respective City Council members. Trustee Roache asked if she should give them to the Board of Supervisors (the General Manager (yes)).

12. Board President Poulson asked trustees for items to be added to the agenda for the next Board meeting. A discussion on a possible Pandemic Policy will be added to the agenda. Trustee Roache noted that government employees were considered disaster employees.

13. The meeting adjourned at 6:00 P.M.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1078<sup>th</sup> meeting of the Board of  
Trustees held April 8<sup>th</sup>, 2020

DocuSigned by:

*Wendi Poulson*

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Wendi Poulson, President  
BOARD OF TRUSTEES

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*Betsy Cooley*

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Betsy Cooley, Secretary  
BOARD OF TRUSTEES