

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 8, 2024, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT Darryl Young, President, Contra Costa County
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
Eric Hinzl, Clayton
Jennifer Hogan, Pleasant Hill
Michael Krieg, Oakley
Kevin Marker, Orinda
Vinoy Mereddy, Brentwood
Damian Wong, Hercules

TRUSTEES ABSENT James Pinckney, Contra Costa County

VACANCIES Lafayette
San Pablo
Walnut Creek

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources &
Risk Manager; Natalie Martini, Financial Administrator; Wayne
Shieh, IT Systems Administrator; Christine Widger, Customer
Service Specialist;
Doug Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel
(remote)
David Alvey, CPA, Maze and Associates (remote)

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

Roll Call: A roll call indicated that 18 Trustees were present, one Trustee was absent, and there are three vacancies.

Pledge of Allegiance

- 2.* **AGENDA MANAGEMENT** – The agenda was adopted by rule.

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

4. **PRESENTATION** - Eric Hinzel, newly appointed Trustee representing the City of Clayton. President Young introduced Trustee Hinzel to the Board. Trustee Hinzel spoke to the Board about his educational background, his professional experience, and his interest to be part of the Board.

Trustee Pinckney was absent and his presentation for 35 years of service to the Board of Trustees was postponed. Trustee Cowen was recognized for 15 years of service to the Board, representing Contra Costa County.

- 5.* **CONSENT CALENDAR**

A. Minutes - Approval of Minutes 23-7, Board Meeting held on November 13, 2023.

B. Check Expenditures for payroll & accounts payable for October & November
Approval of expenditures of October 1, 2023 through November 30, 2023,
including:

Payroll October 8th check No. XXXX80

Accounts payable October 13th checks No. XXXX81 through No. XXXX86

Payroll October 13th check No. XXXX87

Accounts payable October 31st checks No. XXXX88 through No. XXXX98

Accounts payable November 15th checks No. XXXX99 through No. XXXX09

Payroll November 30th check No. XXXX10 through XXXX13

Accounts payable November 30th checks No. XXXX10 through No. XXXX13

Accounts Payable Total: \$62,024.19 Payroll Total: \$461.75

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll
expenditures of October 1, 2023 through November 30, 2023, including:

Payroll October 13th No. D000019598 through No. D000019630

Payroll October 31st No. D000019631 through No. D000019664

Accounts payable October 13th E000003089 through E000003097

Accounts payable October 31st E000003098 through E000003111

Payroll November 15th No. D000019665 through No. D000019695

Payroll November 30th No. D000019696 through No. D000019738

Accounts payable November 15th E000003112 through E000003124

Accounts payable November 30th E000003125 through E000003134

Accounts Payable Total: \$259,769.94 Payroll Total: \$359,409.62

D. Investment Activity for October & November 2023

E. Financial Report

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

6. BOARD AND STAFF REPORTS

- A. BOARD – Trustee Marker announced that former Trustee Fitzsimmons has passed away. The Board spoke highly of his years of service and dedication to the District.
- B. GENERAL MANAGER – General Macedo noted that the Trustees attending the Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) would receive an email from her regarding travel and reimbursements. General Manager Macedo reminded the Trustees that the 2024 Trustee workshop will take place as a special meeting on February 3 from 9 am to 3 pm, at the Sonesta Select Hotel on Contra Costa Boulevard in Pleasant Hill, and asked Trustees to let her know if there are dietary restrictions to consider as food arrangements would be made soon.
- C. LEGAL – None

7.* BOARD COMMITTEE REPORTS

- A. Advance Planning Committee Report – Trustee Pay, Chair of the Advance Planning Committee, noted that the committee had a meeting scheduled for December 4, 2023, which was cancelled due to lack of quorum. The meeting has been rescheduled for February 12, 2024. He asked committee members to make sure they are available on that day and to let the General Manager know as soon as possible if they are unable to attend.
- B.* Audit Committee Report – Trustee Krieg, Chair of the Audit Committee, noted that the committee met on December 12, 2023 to review the draft Audit for FY 22/23, presented by David Alvey, from Maze & Associates. The committee recommended the final FY22/23 Annual Financial Audit for Board approval.
 - i.* District FY 22/23 Financial Audit and Memorandum on Internal Control – Audit Committee Chair Trustee Krieg, and David Alvey, from Maze & Associates, discussed the Fiscal Year 22/23 annual financial audit that is enclosed with this Board packet.

David Alvey, from Maze & Associates, reported that the District received an unmodified opinion for this audit; which is the cleanest opinion available.

As reported on the Current Year Financial Highlights, the District fiscal year 2022/2023 total current assets increased 17.2% from fiscal year 2021/2022. The majority of this \$2,492,684 increase was due to the growing assessed value of properties in Contra Costa County, and prudent fiscal management. District general fund revenues were \$1,162,807 over the amount budgeted for fiscal year 2022/2023, primarily due to the increase in property taxes. The District

expenditures were \$1,044,577 less than the budgeted amount for fiscal year 2022/2023 due to savings in the areas of employee salaries, professional services, and delayed building maintenance.

The District has continued to contribute to an irrevocable trust for Other Post-Employment Benefits (OPEB), designed to cover medical costs for retirees of the District. Per actuarially determined requirements, the District contributed \$215,000 to the PARS 115 trust in fiscal year 2022/2023 and did not take a distribution. The fund's net position increased by \$489,024 in fiscal year 2022/2023, and had a balance of \$3,602,268 at June 30, 2023. The District's net OPEB liability was \$871,085, and the net position as a percentage of the total OPEB liability increased to 80.53%.

The total net pension liability of the District at December 31, 2022, was \$3,952,156, with the District being 56.55% funded at that point in time. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan.

General Manager Macedo complimented the Financial Administrator on the work she has done in her first year as Financial Administrator.

** Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the District Fiscal Year 2022/2023 Financial Audit and Memorandum on Internal Control. *Motion passed unanimously.*

8.* BOARD NOMINATION AND ELECTION OF 2024 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY – Trustee Carlston nominated President Young for re-election as President, Vice President Pay for re-election as Vice President, and Secretary Pellegrini for re-election as Secretary. No other nominations were made by the Board.

** Motion was made by Trustee Krieg and seconded by Trustee Diamond to elect Trustee Young as 2024 Board President, Trustee Pay as 2024 Vice President, and Trustee Pellegrini as 2024 Board Secretary. *Motion passed unanimously.*

9.* BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES FOR 2024 – Standing Committee charges for 2024 were presented to the Board for approval.

** Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the committee charges for 2024. *Motion passed unanimously.*

** A motion was made by President Young and seconded by Trustee Pay to recess at 7:32 p.m. in order to allow Trustees to sign up for 2024 committees. *Motion passed unanimously.*

** The recess ended and President Young called the meeting to order at 7:38 p.m.

10.* **BOARD CONSIDERATION AND APPROVAL OF 2024 COMMITTEE MEMBERS**

– Trustees signed up for different committees and the President Young reviewed the committee sign up sheet, recommending the following:

Advance Planning Committee – Chair Trustee Hogan, with Trustees Ainsley, Dupin, Finlinson, Hinzl, Mereddy and Pay

Audit Committee – Chair Trustee Dolgonas, with Trustees Carlston, Krieg, Pellegrini, and Wong

Budget Committee – Chair Trustee Marker, with Trustees Ainsley, Cowen, Dupin, Frankenfield, and Mereddy

Executive Committee – Chair President Young, with Trustees Krieg, Marker, Pay and Pellegrini

Personnel Committee – Chair Trustee Pay, with Trustees Ainsley, Carlston, Clayton, Cowen, Diamond and Pellegrini

** Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the 2024 committees as presented by President Young. *Motion passed unanimously.*

11.* **2024 BOARD MEETING SCHEDULE** – General Manager Macedo requested an amendment the proposed 2024 calendar, noting that the Board meeting of November 12, 2024 will be held on a Tuesday, the next business day after a holiday on which the regular Board meeting would have been scheduled.

** Motion was made by Trustee Diamond and seconded by Trustee Cowen to approve the 2024 Board meeting schedule as amended to note that November 12 is a Tuesday. *Motion passed unanimously.*

12.* **BOARD CONSIDERATION AND APPROVAL OF COST SHARING AGREEMENT FOR ADDENDUM TO THE PROGRAMMATIC ENVIRONMENTAL IMPACT REPORT**

– The coastal region districts are working with the contractor that will be writing the addendum to each district’s Programmatic Environmental Impact Report (PEIR) and the cost will be shared among the districts as stated in the agreement. Agreement has been reviewed by each district’s legal counsel. Amount is slightly above the General Manager’s authority; therefore, authorization is requested.

** Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the Cost Sharing Agreement for Addendum to the Programmatic Environmental Impact Report *Motion passed unanimously.*

13.* **BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 24-1 – RECOGNITION AND PROFOUND APPRECIATION OF 35 YEARS OF SERVICE ON THE BOARD OF TRUSTEES**

–The Board enthusiastically agreed to recognize Trustee Pinckney’s 35 years of service with a Resolution.

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve Resolution 24-1, Recognition and Profound Appreciation of 35 Years of Service of Trustee Pinckney on the Board of Trustees. *Motion passed unanimously.*

14. **CLOSING COMMENTS** - None

15. **ADJOURNMENT** – 7:54 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 11, 2024.

Ayes: 14

Noes: 0

Abstain: 0

Absent: 6

Daniel Pellegrini
2024 Secretary, Board of Trustees