

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD SPECIAL MEETING
MINUTES NO. 23-4

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 15, 2023, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	James Murray, President Darryl Young, Vice President Daniel Pellegrini, Secretary Richard Ainsley Perry Carlston Warren Clayton Chris Cowen Jim Dolgonas Chris Dupin Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Michael Krieg Kevin Marker Peter Pay Jim Pinckney Damian Wong
TRUSTEES ABSENT	Randall Diamond
VACANCIES	Brentwood Clayton San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Financial Administrator Steve Schutz, Scientific Program Manager Jeremy Shannon, Program Supervisor Nola Woods, Public Affairs Director Wayne Shieh, IT Systems Administrator Christine Widger, Customer Service Specialist Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel

1. **CALL TO ORDER**

President Murray called the meeting to order at 7:00 p.m.

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

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

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

4.* **CONSENT CALENDAR**

- A. Minutes of the March 13, 2023 Board of Trustees Meeting.
Approval of Minutes 23-3, Board Meeting held on March 13, 2023.
- B. Check Expenditures for payroll & accounts payable for February & March 2023 –
Approval of expenditures of February 1, 2023 through March 31, 2023, including:
Accounts payable February 15th checks No. XXXX86 through No. XXXX91
Payroll February 15th check No. XXXX92 through XXXX98
Accounts payable February 28th checks No. XXXX99 through No. XXXX10
Accounts payable March 15th checks No. XXXX11 through No. XXXX19
Payroll March 15th check No. XXXX20 through XXXX25
Accounts payable March 30th checks No. XXXX26 through No. XXXX38
Accounts Payable Total: \$55,652.40 Payroll Total: \$1,110.55
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll
expenditures of February 1, 2023 through March 31, 2023, including:
Payroll February 15th No. D000019019 through No. D000019050
Payroll February 28th No. D000019051 through No. D000019090
Accounts payable February 15th E000002934 through E000002944
Accounts payable February 28th E000002945 through E000002953
Payroll March 15th No. D000019091 through No. D000019122
Payroll March 30th No. D000019123 through No. D000019165
Accounts payable March 15th E000002954 through E000002964
Accounts payable March 30th E000002965 through E000002975
Accounts Payable Total: \$224,133.57 Payroll Total: \$356,362.29
- D. Investment Activity for February & March 2023
- E. Financial Report
- F. 2023 District Organizational Chart

** 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** – None

- B. **GENERAL MANAGER** – General Manager Macedo noted that the District hosted the March and May meetings of the Contra Costa Special District Association, and will continue to host the meeting in the future. General Manager Macedo reminded the Board of the upcoming Board committee meetings in June: Audit Committee the week of June 5th at Maze & Associates, the Budget committee scheduled for June 12th and the Executive Committee June 19th.

General Manager Macedo noted that each Trustee was provided with an envelope containing an anonymous evaluation packet for the GM evaluation and spoke about the evaluation process and timelines.

- C. **STAFF** – Staff answered questions from Trustees regarding their written reports.
- D. **LEGAL COUNSEL** – None

6. **BOARD COMMITTEE REPORTS**

- A. **Budget Committee Report** – Budget Committee Chair Darryl Young reported on the Budget Committee meeting held on April 24, 2023. The committee reviewed the status of the current fiscal year budget, and discussed reserves and revenue sources. The committee reviewed and recommended adjustments to the District’s Reserve Policy. In addition, the committee reviewed the methodology used for long range financial forecast as it applies to property tax and benefit assessment revenues, and recommended that the approved formula of 60% of the moving 5-year average be applied to the current year estimate at the end of April each year, instead of being applied to the approved budgeted amount.

The committee also discussed the current investment and banking options used by the District. CSDA Finance & Administrator Director Rick Wood, was present at the meeting and provided information to the committee regarding the safety of those options and answered questions from the committee members. In addition, Wood continued to recommend CLASS as another investment option for the District. During the Budget Committee meeting, Financial Administrator Martini and Consultant Wood provided information regarding the proposed improvements to the District’s financial reports with the addition of a balance sheet. The Budget committee also reviewed and discussed proposed changes to future financial reports in Board packet agendas.

- i**. Consider approval of the change in the long-range forecasting for property tax and benefit assessment revenues, to apply the formula of 60% of the moving 5-year average to the current year estimate at the end of April each year.

** Motion was made by Trustee Pellegrini and seconded by Trustee Pay to change the long-range forecasting for property tax and benefit assessment revenues and apply the formula

of 60% of the moving 5-year average to the current year estimate at the end of April each year. *Motion passed unanimously.*

ii*. Consider approval of revisions to the District’s Reserve Policy.

** Motion was made by Trustee Krieg and seconded by Trustee Pay to approve revisions to the District's Reserve Policy. *Motion passed unanimously.*

B. Ad Hoc Building Remodel Committee Report – The Ad Hoc committee met on April 17, 2023 using a hybrid meeting format. Trustees Murray and Dolgonas attended in-person and Trustees Pay and Young attended remotely. The committee discussed initial plans, needs, expectations, and timelines for the building remodel.

7.* **BOARD CONSIDERATION AND APPROVAL OF THE RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE** – The Contra Costa County Administrators Office issues a Biennial Notice for revisions to our Conflict of Interest Code and the District may make additions or changes to the list of designated positions when appropriate. Due to the recent organizational changes in the District, Resolution 23-2 was reviewed and discussed by the Board.

** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve Exhibit A and adopt Resolution 23-2. *Motion passed unanimously.*

8. **FUTURE BOARD MEETING FORMAT DISCUSSION** – The Board discussed the format for future meetings. Meetings will continue following the current format.

9. **CLOSING COMMENTS** - None

10. **ADJOURNMENT** – 8:51 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 10, 2023.

Ayes: 15

Noes: 0

Abstain: 0

Absent: 3

Daniel Pellegrini
2023 Secretary, Board of Trustees