

## MINUTES

### 1123<sup>rd</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

March 13<sup>th</sup>, 2024

---

TIME: 5:00 P.M.  
PLACE: Hybrid Meeting of the Board of Trustees  
Physically held at the Office of the District  
23187 Connecticut Street, Hayward, CA 94545 and  
Teleconferencing at: <https://us02web.zoom.us/j/89100182936>  
TRUSTEES: Cathy Roache, President, County-at-Large  
Tyler Savage, Vice-President, City of Alameda  
Valerie Arkin, Secretary, City of Pleasanton  
Robin López, City of Albany: *from 1249 Marin Ave., Albany CA*  
P. Robert Beatty, City of Berkeley  
Kashef Qaadri, City of Dublin  
City of Emeryville, vacant  
John Zlatnik, City of Fremont  
George Syrop, City of Hayward  
City of Livermore, vacant  
Eric Hentschke, City of Newark  
City of Oakland, vacant  
Hope Salzer, City of Piedmont: *from 76 Cambrian Ave, Piedmont, CA*  
Victor Aguilar, City of San Leandro  
Subru Bhat, City of Union City

1. Board President Roache called the regularly scheduled board meeting to order at 5:08 pm.
2. Trustees Roache, Arkin, Beatty, Qaadri, Zlatnik and Hentschke were present in-person at the district. Trustee Syrop arrived in-person at 5:11 pm. Trustees López and Salzer attended remotely from the publicly posted location above. Trustees Savage, Aguilar, and Bhat were absent.
3. President Roache invited members of the public to speak on any issue relevant to the district. Vector Biologist, Sarah Lawton, was present to record the minutes. Information & Technology Director, Robert Ferdan, was present for technical support.
4. Approval of the minutes of the 1122<sup>nd</sup> meeting held February 14<sup>th</sup>, 2024.  
**Discussion:** None  
**Motion:** Trustee Beatty moved to approve the minutes  
**Second:** Trustee Arkin  
**Vote:** motion carries: unanimous
5. Report from the ad-hoc policy review committee on the first reading of revisions to district policy

**Discussion:** The General Manager gave information about this process and highlighted the proposed changes. Trustee Qaadri thanked the Policy committee. Trustee Roache outlined what the Finance committee discussed as it relates to a liquid asset policy. Trustee Syrop asked if we have a social responsibility clause in the policy (discussed at finance committee, will be brought back at April meeting as related to our OPEB fund.) Trustee Roache mentioned it is nice to hear the district has the flexibility to move funds when needed. Trustee Beatty asked when the seasonal positions will be open (typically, in May, but we would accept applications now.) Trustee Hentschke found this to be a good learning experience. Trustee Qaadri asked if there is an interest in stating a limit in the policy referring to how much money the General Manager can move between funds without Board approval? Trustee Roache mentioned that this question arose during their Finance committee meeting. Trustee Arkin asked what the process has been traditionally (any withdrawal requires Trustee approval while signing checks; movements/transfers between liquid assets typically occurs at the end of the fiscal year and whenever funds are deposited in our County account.) Trustee Qaadri and President Roache emphasized that the policy should not just consider the current General Manager but should be evergreen for future Managers (our internal policies require both the Financial & HR Specialist and the General Manager to both approve transferring funds which are reported in the following financial report). Trustee Syrop asked how often this inter-fund transfer would occur (the Board already approved the use of Enhance Cash in 2022, but staff felt it was important to clearly state the authority and responsibility in policy with this added section). Trustee Zlatnik mentioned that “guard rails” can tend to be an impediment. Trustee Roache added that they still want the district to have flexibility but not “carte blanche”. Trustee Beatty pointed out that at each Board meeting, Trustees can see where the money is, and a board member would see it when they sign checks. Trustee Syrop thinks we should leave it the way it is since and he would not want to inhibit good work getting done. Trustee Arkin asked if there was a guardrail put in place, what would you suggest as an amount (policies are often written to be “evergreen” but can be adjusted if required also the law only requires an annual audit, but our district values the best practice of reporting all financial transactions each month and has been recognized and rewarded by the Government Finance Officers Association and Special District Leadership Foundation for doing so.)

6. Verbal Report from the finance committee members

**Discussion:** Trustee Qaadri reported that next month there will be an OPEB assets allocation presentation from PFM. The committee discussed CA CLASS fund transfers as well as vehicle and lease options which Enterprise will also give a presentation on next month. The committee also looked at the first draft of the 2024-25 budget.

7. Verbal Report from the ad-hoc trustee recruitment committee

**Discussion:** Trustee Zlatnik reported that Oakland has a potential Trustee who agreed to join the Board, district staff is awaiting action from the Oakland City Council to make it official. The City of Livermore is soon to appoint a Trustee. Trustee Arkin’s candidate for Emeryville now lives in Oakland, so cannot be the Trustee.

8. Financial Reports as of February 29<sup>th</sup>, 2024

**Discussion:** The General Manager presented highlights from the Financial Report.

9. Presentation of the Monthly Staff Report

**Discussion:** Vector Biologist Sarah Lawton assisted the General Manager with answering questions in the staff report. Trustee Roache asked if February is always this busy with fish service requests (yes, but there may be more in March/April.) Trustee Arkin asked about the mosquito concern with bird baths (to avoid concern: wash out weekly or the water usually evaporates quickly enough.) Trustee Zlatnik mentioned that he likes the Facebook posts he has seen. Trustee Arkin asked what mosquito spreads the most West Nile virus (the primary vector species of concern are *Culex tarsalis* and *Culex pipiens* but the latter is more likely to infect humans) Trustee Zlatnik asked if Alameda County had any human West Nile virus cases last year (yes, a Livermore resident who recovered.) Trustee Arkin asked if there were plans for any Pleasanton events like a farmer's market (The General Manager will ask the Outreach team.)

10. Presentation of the Manager's Report

**Discussion:** The General Manager presented highlights from the Manager's Report

11. Board President asks for reports on conferences and seminars attended by Trustees.

**Discussion:** No reports from Trustees but the General Manager attended the AMCA Annual Conference in Dallas and toured the Harris County Health Department in Houston which operates mosquito abatement there. He presented at the conference about Special Districts and Miguel Barretto also gave a presentation. Eric Haas-Stapleton and Erika Castillo attended the conference as well.

12. Board President asks for announcements from members of the Board.

**Discussion:** Trustees Arkin and Beatty had a question about the tax form related to their in lieu payments (Michelle Robles will reach out). Trustee Qaadri mentioned there will be the St. Patrick's Day parade this Saturday morning starting the weekend festival which will include a drone show on Saturday night.


13. Board President asks trustees for items to be added to the agenda for the next Board meeting.


**Discussion:** No items from Trustees but the General Manager mentioned that the 2024-2025 budget and policy updates will be on the agenda next month. Enterprise will present to the full board regarding leasing along with PFM on our OPEB investment policy.

14. Adjournment at 6:26 pm.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1124<sup>th</sup> meeting of the Board of  
Trustees held April 10<sup>th</sup>, 2024

DocuSigned by:  
  
A7F29794A487475...  
Cathy Roache, President  
BOARD OF TRUSTEES

DocuSigned by:  
  
F6057FD79CE7495...  
Valerie Arkin, Secretary  
BOARD OF TRUSTEES