

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD SPECIAL MEETING
MINUTES NO. 25-6

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 14, 2025, at the District office at 5750 Imhoff Drive Ste. I, Concord, CA 94520.

TRUSTEES PRESENT Peter Pay, President, San Ramon
Kevin Marker, Vice President, Orinda
Daniel Pellegrini, Secretary, Martinez
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Dupin, Richmond
James Frankenfield, Moraga
G. Mark Graham, Danville
Eric Hinzl, Clayton
Jennifer Hogan, Pleasant Hill
Peggie Howell, Walnut Creek
Michael Krieg, Oakley
Vinoy Mereddy, Brentwood
Alfredo Perez, Antioch
Damian Wong, Hercules
Darryl Young, Contra Costa County (Remote)

TRUSTEES ABSENT Chris Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
James Pinckney, Contra Costa County

VACANCIES Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources &
Administration Manager; Steve Schutz, Scientific Programs
Manager (remote); David Wexler, Operations Manager (remote);
Nola Woods, Public Affairs Director; Natalie Martini, Financial
Administrator; Wayne Shieh, IT Systems Administrator (remote);
Christine Widger, Customer Service Specialist; Doug Coty, BKS
Law Firm (remote)

1. CALL TO ORDER – President Pay called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 16 Trustees were present, four Trustees were absent, and there are two vacancies.

Trustee Wong arrived at 7:02 PM.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – none

4. REAPPOINTMENT – Trustee Peter Pay has been reappointed by the city of San Ramon and his new term expires June 30, 2029.

- 5.* CONSENT CALENDAR

A.* Minutes of the May 12, 2025 Board of Trustees Special Meeting

B.* Check Expenditures for April and May 2025 – Approval of expenditures of April 1, 2025 through May 31, 2025, including:

Accounts payable April 15th checks No. XXXX94 through No. XXXX01

*Payroll April 15th

Accounts payable April 30th checks No. XXXX02 through No. XXXX18

*Payroll April 30th

Accounts payable May 15th checks No. XXXX19 through No. XXXX27

*Payroll May 15th

Accounts payable May 31st checks No. XXXX28 through No. XXXX45

Accounts Payable Total: \$126,697.35

*Payroll Total: \$13,863.92

C.* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2025 through May 31, 2025, including:

Accounts payable April 1st EXXX05

*Payroll April 15th

Accounts payable April 15th EXXX06 through EXXX24

*Payroll April 30th

Accounts payable April 30th EXXX25 through EXXX38

*Payroll May 15th

Accounts payable May 15th EXXX39 through EXXX49

*Payroll May 31st

Accounts Payable Total: \$441,009.36

*Payroll Total: \$348,113.68

**Payroll company administers payroll checks and direct deposit slips with inconsistent numbering sequences and out of sequential order.*

D.* Investment Activity for April and May 2025

E.* Financial Report

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

6. BOARD AND STAFF REPORTS

A. Board – Trustee Krieg advised the Board that he had recently presented to the Oakley City Council, focusing on invasive mosquitoes and recommended that other Trustees do the same. General Manager Macedo reminded the Board that Nola Woods, Public Affairs Director, is available to help with preparing presentations for trustees to present, and she can also present the information to City Councils on behalf of the trustees.

B. General Manager – General Manager Macedo informed the Board that due to Google password leaks, and as an additional safety measure, the District is requiring that all District Gmail accounts utilize two-factor authentication by August 1st, 2025.

C. Staff- Staff reports were provided in the agenda. There were no questions regarding the reports.

D. Legal Counsel – None

7. BOARD COMMITTEE REPORTS

A. Executive Committee Report – Executive Committee Chair Pay reported on the meeting held on June 23, 2025. The committee met in closed session to discuss the General Manager evaluation. In addition, the committee discussed the 2024-2025 Contra Costa County Civil Grand Jury Report 2504 – CONTRA COSTA MOSQUITO AND VECTOR CONTROL “THE GOOD GUYS ON YOUR SIDE.” Trustee Pay is currently working with staff on responses to the report, and plan to have them done by the end of the month. The response to the Grand Jury is due by August 21st.

B. Budget Committee Report – Committee Chair Marker reported on the Budget Committee meetings held on June 23, 2025 and July 14, 2025. At the June meeting, the committee reviewed the draft Benefit Assessment for FY 2025-2026, as well as the District’s YTD (May 31, 2025) budget, proposed FY 2025-2026 Budget and request for fixed assets, long-range financial forecast, and the Investment and Reserve Policies. The committee also met immediately prior to this Board meeting to discuss any changes to the proposed budget since the June meeting.

8. INFORMATIONAL ITEMS

- A. COMMUNITY OPINION SURVEY – Report on Results, J. Wallin Opinion Research - Justin Wallin presented the results of the countywide survey conducted on behalf of the District and answered questions from the Board. Following his presentation, Public Affairs Director Nola Woods presented a comparison between the results from the 2021 survey and the 2025 survey.

9. COMPLIANCE WITH NEW LEGAL OBLIGATIONS RE: PUBLIC HEARING ON CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT VACANCIES AND RECRUITMENT EFFORTS (Assembly Bill 2561/Government Code Section 3502.3)

AB 2561 requires public agencies to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. Human Resources and Administration Manager Stark discussed the District's legal obligations under the new law, which took effect on January 1, 2025, and presented the measures intended to ensure compliance with such legal obligations.

10.* ACTION ITEMS

A.* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2024-2025 ENGINEER’S REPORT

- i.* Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2025-2026 Engineer’s Report (enclosed) - Each year the Board determines whether to continue the mosquito and vector control project adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer’s report. Jordan Brown and Ed Espinoza, from Francisco & Associates, gave an overview of the Engineer’s Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2025-2026 and answered questions.
- ii.* Consider approval of Board Resolution 25-5 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District.

** Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve items 10.A.i and 10.A.ii, the Mosquito and Vector Control Assessment, Fiscal Year 2025-2026 and Board Resolution 25-5 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District. *Motion passed unanimously.*

- B.* PROPOSED BUDGET FOR FY 2025-2026 – The Budget Committee reviewed the proposed budget for FY 2025-2026 and recommended it for Board approval.

** Motion was made by Trustee Krieg and seconded by Trustee Mereddy to approve the proposed budget for FY 2025-2026. *Motion passed unanimously.*

C.* RESERVE POLICY – The Budget Committee reviewed the District’s Reserve Policy on the meeting held on June 23, 2025 and recommended approval of the updated document.

** Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve the updated Reserve Policy. *Motion passed unanimously.*

D.* INVESTMENT POLICY - The District’s Investment Policy is reviewed every year by the Budget Committee prior to being presented for Board approval. The Budget Committee reviewed the Investment Policy on the meeting held on June 23, 2025 and recommended it for Board approval without changes at this time.

** Motion was made by Trustee Graham and seconded by Trustee Howell to approve the Investment Policy. *Motion passed unanimously.*

CLOSED SESSION – 8:47 p.m.

11. CONFERENCE WITH LEGAL COUNSEL - CONSIDERATION OF INITIATION OF LITIGATION PURSUANT TO PARAGRAPH (4) OF SUBDIVISION (d) OF GOVERNMENT CODE 54956:9: (ONE CASE)

12. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

13. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Peter Pay

Unrepresented Employee: General Manager

Trustee Clayton left at 9:15.

RETURN TO OPEN SESSION – 9:32 p.m.

REPORT FROM CLOSED SESSION – no reportable action

14. BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR PAULA MACEDO

Title: General Manager

** Motion was made by Trustee Graham and seconded by Trustee Krieg to amend the contract with General Manager, Dr. Paula Macedo, with a 2.8% salary increase for a total of \$256,066.05 annual salary, and, in recognition of the General Manager's performance during the July 1, 2024 through June 30, 2025 period, to award the General Manager a one-time allocation of 104 hours to be added into her leave bank, to be maintained and calculated separately from other leaves, to be used or cashed out at her discretion and with no expiration. *Motion passed unanimously.*

15. CLOSING COMMENTS

16. ADJOURNMENT – 9:36 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 8, 2025.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2025 Secretary, Board of Trustees