

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD SPECIAL MEETING
MINUTES NO. 25-8

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 10, 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 Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
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
James Pinckney, Contra Costa County

TRUSTEES ABSENT Alfredo Perez, Antioch
Damian Wong, Hercules
Darryl Young, Contra Costa County

VACANCIES Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources &
Administration Manager; David Wexler, Operations Manager
(remote); Natalie Martini, Financial Administrator; Wayne Shieh, IT
Systems Administrator (remote); Christine Widger, Customer
Service Specialist;
Doug Coty, BKS Law Firm (remote)
David Alvey, MAZE and Associates

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 17 Trustees were present, three Trustees were absent, and there are two vacancies.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – none

- 4.* CONSENT CALENDAR

A.* Minutes of the September 8, 2025 Board of Trustees Meeting

B.* Check Expenditures for August and September 2025 – Approval of expenditures of August 1, 2025 through September 30, 2025, including:

Accounts payable August 15th checks No. XXXX95 through No. XXXX01

Accounts payable August 29th checks No. XXXX02 through No. XXXX13

*Payroll August 29th

Accounts payable September 15th checks No. XXXX14 through No. XXXX19

Accounts payable September 30th checks No. XXXX20 through No. XXXX31

*Payroll September 30th

Accounts Payable Total: \$166,535.91

*Payroll Total: \$1,176.70

C.* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of August 1, 2025 through September 30, 2025, including:

*Payroll August 15th

Accounts payable August 15th EXXX22 through EXXX31

*Payroll August 29th

Accounts payable August 29th EXXX32 through EXXX45

*Payroll September 15th

Accounts payable September 15th EXXX46 through EXXX53

*Payroll September 30th

Accounts payable September 30th EXXX54 through EXXX72

Accounts Payable Total: \$877,426.20 *Payroll Total: \$423,219.57

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

D.* Investment Activity for August & September 2025

E.* Financial Report

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

5. BOARD AND STAFF REPORTS

A. Board – None

B. General Manager – General Manager Macedo reminded the Board of upcoming meetings in the months of November and December, namely Ad Hoc Trustee Manual Committee on November 20, 2025 at 5 p.m.; Ad Hoc Building Committee on December 4, 2025 at 5 p.m.; Advance Planning Committee meeting on December 8, 2025 at 6 p.m., and full Board special meeting on December 15, 2025 at 7 p.m. She also reminded the Trustees that on January 12, 2025, there is a scheduled Board regular meeting and the agenda will include Board officer elections and Committee approval. The 2026 Trustee Workshop will take place on February 21, 2026 at 9 a.m.

C. Staff- Staff reports were provided in the agenda and staff was present to answer questions.

D. Legal Counsel – None

6. BOARD COMMITTEE REPORTS

A. Executive Committee – Executive Committee Chair Pay reported on the meeting held on September 22, 2025. The committee met in closed session and discussed changes to the current form used to evaluate the General Manager performance. The committee proposed adoption of the form on item 7.D. below.

B. Audit Committee Report – Audit Committee Chair Dolgonas reported on the meeting held on October 20, 2025. The Audit Committee reviewed the draft Audit for FY 24-25, presented by David Alvey, from Maze & Associates. The committee recommended the final Annual Financial Audit for Board approval on item 7.A. below.

C. Personnel Committee Report – Personnel Committee Chair Cowen reported on the meeting held on November 10, 2025 immediately prior to the Board meeting. The committee discussed the proposed changes to the Employee Handbook, and had a recommendation for item 7.C. below.

7. ACTION ITEMS

A.* Board Consideration and Approval of the District FY 24-25 Financial Audit – Basic Financial Statements and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2024 - Audit Committee Chair Trustee Dolgonas, and David Alvey, from Maze & Associates, discussed the Fiscal

Year 24-25 annual financial audit that was enclosed with the Board packet. Alvey gave an overview of the audit process and answered questions from the Board.

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 2024-2025 total current assets increased 52.76% from fiscal year 2023-2024, but that includes the restricted funds for the District's building renovation project. Property tax and benefit assessments revenue remained stable.

District general fund revenues were \$320,778 over the amount budgeted for fiscal year 2024-2025, primarily due to the higher interest rates and strategic investment of funds. The District expenditures were \$2,867,482 below budget for fiscal year 2024/2025 due to savings in the areas of position vacancies, timing delay in operational software improvements, and savings in contracted services.

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 2024-2025 and did not take a distribution. The fund's net position increased by \$1,099,770 in the fiscal year, and had a balance of \$5,391,764 at June 30, 2025. The District's net OPEB asset was \$780,742, and the net position as a percentage of the total OPEB liability increased to 129%, with that obligation fully funded at this time.

The total net pension liability of the District at December 31, 2024, was \$2,864,831, with the District being 91.01% funded at that point in time. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan.

** Motion was made by Trustee Graham and seconded by Trustee Mereddy to approve the Updated Five-Year Strategic Plan Goals Timeline Table.

B.* Board Consideration and Approval of Resolution 25-7 – Resolution of the Contra Costa Mosquito and Vector Control District Approving Lease at 150 Mason Circle, Suite L, Concord, CA 94520 - During construction, the initial plan was for Operations staff to remain on site in temporary facilities. Upon proceeding with the procurement of the facilities, staff determined that it was more cost-effective to proceed with leasing the property across the street. District staff secured a sublease from November 15, 2025 to September 30, 2026 at 150 Mason Circle, Suite L, Concord, and presented the lease and resolution for Board consideration. Legal counsel reviewed the lease agreement prior to execution by the General Manager. The resolution authorizes the General Manager to execute the lease, including all the payments associated with it.

** Motion was made by Trustee Pellegrini and seconded by Trustee Mereddy to approve Resolution 25-7, to provide the General Manager with authority to execute the Lease Agreement after legal counsel's review and incorporation of any revisions, with an amended end date of September 30, 2026.

C.* Board Consideration and Approval of updates to the District's Employee Handbook - Updates have been made to the Employee Handbook. The Personnel committee reviewed and discussed the changes at their meeting immediately prior to this Board meeting and recommended the handbook for approval by the Board.

** Motion was made by Trustee Graham and seconded by Trustee Dupin to approve the updated Employee Handbook.

D.* Board Consideration and Approval of the Updated General Manager Performance Appraisal Form – The Executive Committee proposed a new form for the evaluation of the General Manager, which, if approved, will be used for the FY 25-26 evaluation.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the Updated General Manager Performance Appraisal Form.

E.* Board Consideration and Approval of Trustee Travel to the 94th Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) - MVCAC's annual meeting will take place from February 1st to 3rd, 2026 in Rancho Mirage, CA. Board authorization was needed for Trustees who would like to attend. Seven Trustees have expressed interest in attending.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve Travel to the 94th Annual Conference of the Mosquito and Vector Control Association of California by seven Trustees.

F.* Board Consideration and Approval of the District's Public Records Act Policy – The guidelines used by the District regarding Public Records Act Requests was revised to comply with changes in the law and edited into a policy format. This policy provides guidelines on how the District provides public access to their records and how it handles requests for public records.

** Motion was made by Trustee Graham and seconded by Trustee Mereddy to approve the District's Public Records Act Policy.

8. CLOSING COMMENTS – None.

9. ADJOURNMENT – 8:07 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on December 15, 2025.

Ayes: 16

Noes: 0

Abstain: 0

Absent: 4

Daniel Pellegrini
2025 Secretary, Board of Trustees