

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD SPECIAL MEETING  
MINUTES NO. 25-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 12, 2025, at the District office at 155 Mason Circle, 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  
Chris Dupin, Richmond  
James Frankenfield, Moraga  
G. Mark Graham, Danville  
Eric Hinzl, Clayton  
Michael Krieg, Oakley  
Vinoy Mereddy, Brentwood  
James Pinckney, Contra Costa County  
Darryl Young, Contra Costa County (Remote)

TRUSTEES ABSENT

Jim Dolgonas, El Cerrito  
Jennifer Hogan, Pleasant Hill  
Peggie Howell, Walnut Creek  
Alfredo Perez, Antioch  
Damian Wong, Hercules

VACANCIES

Lafayette  
San Pablo

OTHERS PRESENT

Paula Macedo, General Manager; Stacy Stark, Human Resources & Administration Manager; Steve Schutz, Scientific Programs Manager; 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 7:01 p.m.

Roll Call: At the time of the roll call 14 Trustees were present, six 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 March 24, 2025 Board of Trustees Special Meeting

B.\* Check Expenditures for February and March 2025 – Approval of expenditures of February 1, 2024 through March 31, 2025, including:

Accounts payable February 14<sup>th</sup> checks No. XXXX58 through No. XXXX65

\*Payroll February 28<sup>th</sup>

Accounts payable February 28<sup>th</sup> checks No. XXXX66 through No. XXXX76

\*Payroll March 14<sup>th</sup>

Accounts payable March 14<sup>th</sup> checks No. XXXX77 through No. XXXX85

\*Payroll March 28<sup>th</sup>

Accounts payable March 28<sup>th</sup> checks No. XXXX86 through No. XXXX96

Accounts Payable Total: \$126,697.35

\*Payroll Total: \$13,863.92

C.\* Direct Deposit Expenditures for February and March 2025 – Approval of payroll expenditures of February 1, 2025 through March 31, 2025, including:

\*Payroll February 14<sup>th</sup>

Accounts payable February 14<sup>th</sup> EXXX66 through EXXX79

\*Payroll February 28<sup>h</sup>

Accounts payable February 28<sup>th</sup> EXXX80 through EXXX87

\*Payroll March 14<sup>th</sup>

Accounts payable March 14<sup>th</sup> EXXX88 through EXXX97

\*Payroll March 28<sup>h</sup>

Accounts payable March 28<sup>th</sup> EXXX98 through EXXX04

Accounts Payable Total: \$281,713.34

\*Payroll Total: \$348,611.18

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

D.\* Investment Activity for February and March 2025

E.\* Financial Report

Trustee Carlston asked that agenda item 4B be pulled from the consent calendar.

- \*\* Motion was made by Trustee Graham and seconded by Trustee Cowen to approve items 4A, 4C, 4D, and 4E. *Motion passed unanimously.*

Trustee Carlston asked about Trustee Mereddy's reimbursement for his attendance at the Mosquito and Vector Control Association of California conference on item 4B. General Manager Macedo and Financial Administrator Martini explained that the reimbursement was processed according to the Board approved policy for Trustee travel and conference attendance.

- \*\* Motion was made by Trustee Carlston and seconded by Trustee Graham to approve item 4B. *Motion passed unanimously.*

## 5. BOARD AND STAFF REPORTS

- A. Board – none
- B. General Manager – General Manager Macedo noted that she will be sending out her performance evaluation packets to Trustees on the following week and asked that Trustees fill out the form and return to Trustee Pay as soon as possible. She also notified the Board that she will be giving a presentation to the Health Officers Association of California on May 22, 2025. General Manager Macedo also noted that the Budget Committee and the Executive Committee will meet on June 23 and asked committee members to notify the District in case they cannot attend the meetings.
- C. Staff- Scientific Programs Manager Schutz presented surveillance updates and reported findings of the invasive mosquito *A. aegypti* in Antioch. Schutz also discussed the West Nile Virus surveillance and the dead bird testing program.
- D. Legal Counsel – None

## 6. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Personnel Chair Cowen reported on the meetings held on March 17, 2025, and May 12, 2025. On March 17, 2025 the committee met in closed session to discuss salary and benefits for the unrepresented employees (one exception, General Manager). The committee met again immediately prior to the Board meeting and discussed the creation of a new classification of Public Affairs Aide.
- B. Budget Committee Report – Committee Chair Marker reported on the Budget Committee meeting of April 28, 2025. The committee reviewed the District's YTD (March 31, 2025) budget, reserves, and revenue sources, as well as the District's long-range financial forecast. In addition, the committee also met in closed session

to discuss salary and benefits recommendations from the Personnel Committee for the unrepresented employees.

- C. Ad Hoc Building Committee Report – The Ad Hoc Committee met on March 27, 2025, to discuss the progress on the building renovation project and next steps. Sharon Thomas and Matthew Estes, from CPM, were present at the committee meeting and answered questions from the committee. Thomas and Estes were in attendance at the Board meeting and presented an update to the Board, including an overview of needed changes and updates to the grounds and buildings, as well as design phase progress and timelines.

CLOSED SESSION – 8:14 p.m.

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

Agency Negotiators: Paula Macedo, General Manager, and Chris Cowen, Chair of the Personnel Committee Employee Group: Unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION – 8:34 p.m.

REPORT FROM CLOSED SESSION – no reportable action

8.\* ACTION ITEMS

- A.\* Board Consideration and Approval of Salary Adjustment for Unrepresented Employees with One Exception (General Manager) – The Board discussed the proposed salary and benefit adjustments for unrepresented classifications with the exception of the General Manager. Proposed increases for 2025 were as follows: 7% salary increase to the classifications of Operations Manager, Scientific Programs Manager, Human Resources and Administration Manager, Senior Vector Ecologist and Vector Ecologist; and 2.8% COLA adjustment to all other unrepresented classifications with the exception of the General Manager. Proposed adjustments effective July 1, 2026 and July 1, 2027 were CPI plus 2% with a cap of 5%.

- \*\* Motion was made by Trustee Krieg and seconded by Trustee Carlston to approve the following: (1) 7% salary increase to the classifications of Operations Manager, Scientific Programs Manager, Human Resources and Administration Manager, Senior Vector Ecologist and Vector Ecologist; and 2.8% COLA adjustment to all other unrepresented classifications with the exception of the General Manager effective July 1, 2025; (2) Salary adjustments for all unrepresented classifications on July 1, 2026 and July 1, 2027 of CPI (Consumer Price Index San Francisco-Oakland-Hayward, CA, urban wage earners and clerical workers) plus 2%, not to exceed 5%. *Motion passed unanimously.*

B.\* Board Consideration and Approval of Change in Floating Holidays for Unrepresented Employees – staff requested that the floating holiday policy be adjusted for unrepresented employees to accrue one point three-four (1.34) hours of floating holiday per pay period. In addition, the policy would state that floating holidays may accumulate to a maximum of thirty-two (32) hours and will be paid upon separation at the employee’s current hourly rate of pay.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the change in floating holidays policy for unrepresented employees to accrue one point three-four (1.34) hours of floating holiday per pay period, to accumulate to a maximum of thirty-two (32) hours and to be paid upon separation at the employee’s current hourly rate of pay. *Motion passed unanimously.*

C.\* Board Consideration and Adoption of Resolution 25-4 to Change the Location of the Regular Board Meeting – the location of regular Board and committee meetings must change temporarily for the duration of the remodel to 5750 Imhoff Drive, Suite I, Concord, as stated in Resolution 25-4.

\*\* Motion was made by Trustee Carlston and seconded by Trustee Graham to approve Resolution 25-4. *Motion passed unanimously.*

D.\* Board Consideration and Approval of new proposed classification, job description, and salary range for a Public Affairs Aide – Staff requested the addition of the classification of Public Affairs Aide, which would be a seasonal position to be filled by an intern for the Administration Department, under the supervision of the Public Affairs Director. The request was discussed with the Personnel committee and the committee is recommending Board approval of the new classification, job description and a salary range of \$23 to \$25 per hour.

\*\* Motion was made by Trustee Graham and seconded by Trustee Pinckney to approve the new proposed classification, job description, and salary range of \$23 to \$25 per hour for a Public Affairs Aide. *Motion passed unanimously.*

E.\* Board Consideration and Approval of Updated Committee Charges for 2025 – With the new Memorandum of Understanding (MOU) with SEIU 1021, which was approved by the Board at the March 10, 2025 meeting, there was a change in the grievance process, which no longer involves the Personnel Committee, and therefore, the committee discussed the need to delete that charge and is recommending the updated document for Board approval.

\*\* Motion was made by Trustee Graham and seconded by Trustee Cowen to approve the updated committee charges for 2025. *Motion passed unanimously.*

9. CLOSING COMMENTS – Trustee Dupin inquired about the introduction of rice fields in Contra Costa County and impacts on the District’s operations, and President Pay requested that an item be added to the July’s agenda to discuss that concern.

10. ADJOURNMENT – 8:52 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 14, 2025.

Ayes: 17

Noes: 0

Abstain: 0

Absent: 3

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Daniel Pellegrini  
2025 Secretary, Board of Trustees