

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 25-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 8, 2025, at the District office at 5750 Imhoff Drive Ste. I, Concord, CA 94520.

TRUSTEES PRESENT	Peter Pay, President, San Ramon 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 Alfredo Perez, Antioch Damian Wong, Hercules
TRUSTEES ABSENT	Kevin Marker, Vice President, Orinda James Pinckney, Contra Costa County Darryl Young, 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); Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, BKS Law Firm (remote), Sharon Thomas, Capital Program Management (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 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 July 14, 2025 Board of Trustees Meeting

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

Accounts payable June 15th checks No. XXXX46 through No. XXXX51

*Payroll June 15th

Accounts payable June 30th checks No. XXXX52 through No. XXXX66

*Payroll June 30th

Accounts payable July 15th checks No. XXXX67 through No. XXXX78

*Payroll July 15th

Accounts payable July 31st checks No. XXXX79 through No. XXXX94

Accounts Payable Total: \$288,359.12 *Payroll Total: \$3,552.86

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

*Payroll June 15th

Accounts payable June 15th EXXX64 through EXXX73

*Payroll June 30th

Accounts payable June 30th EXXX74 through EXXX91

*Payroll July 15th

Accounts payable July 15th EXXX92 through EXXX05

*Payroll July 31st

Accounts payable July 31st EXXX06 through EXXX21

Accounts Payable Total: \$687,848.71 Payroll Total: \$463,598.28

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

D.* Investment Activity for June and July 2025

E.* Financial Report

President Pay informed the Board that item 4E would be pulled from the Consent Calendar and voted on separately. An updated Financial Report was provided by Financial Administrator Martini for item 4E.

** Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve items 4A through 4D the consent calendar. *Motion passed unanimously.*

** Motion was made by Trustee Pellegrini and seconded by Trustee Mereddy to approve the updated Financial Report on item 4E of the consent calendar. *Motion passed unanimously.*

5. BOARD AND STAFF REPORTS

A. Board – None

B. General Manager – General Manager Macedo discussed the Board workshop to be held in February 2026, and asked the Board to consider which dates in February would work. Macedo announced that the theme of the annual MVCAC Conference is “One Health,” and will be held in Rancho Mirage from the 1st to the 4th of February. Board members should let her know by the November meeting if they would like to attend.

C. Staff- Staff reports were provided in the agenda. General Manager Macedo and Scientific Programs Manager Schutz answered questions about the prevalence of *Anopheles* mosquitoes in East Contra Costa County and the presence of *Triatoma* and whether Chagas disease has been found in Contra Costa County. Samples suspected of being *Triatoma* have been submitted by residents to the lab for identification and were found to be leaf-footed bugs, which feed on plants. Schutz also answered questions about *Culex erythrorax* and other mosquito species and where they have been found around the county.

D. Legal Counsel – None

6. BOARD COMMITTEE REPORTS

A. Advance Planning Committee Report – Advance Planning Committee Chair Hogan reported on the meeting held on August 4, 2025. The committee discussed the progress on the Five-Year Strategic Plan goals and the modification or extension of timelines for certain goals. In addition, the committee discussed the progress on the Emergency Preparedness Program and next steps. Macedo discussed possible expansion of the mosquitofish program due to the added need for mosquitofish for the newly introduced rice farming in the county.

B. Audit Committee Report – Budget Committee Chair Dolgonas reported on the meetings held on August 11, 2025. David Alvey, from Maze & Associates, reviewed the audit plan and the team conducting the audit this year. The audit was scheduled to take place in September, 2025. Dolgonas informed the Board that Alvey will be available to the Board members if they have any questions. The

committee requested of Alvey that the auditors pay particular attention to the building project in the midst of the renovation.

- C. Ad Hoc Building Committee Report – Board President Pay reported on the meeting held on August 21, 2025. The committee met with CPM to receive the updates to the project and discuss next steps. The committee discussed a potential amendment to the current agreement with F&H to allow them to proceed with getting a permit for the demolition part of the project and initiating the demolition prior to the guaranteed maximum price (GMP) approval. Pay discussed unexpected cost increases to the project. He also answered questions about security around the District and how the costs involved affected feasibility of planned scope.
- D. Ad Hoc Trustee Manual Committee Report – Board President Pay reported on the meeting held on August 28, 2025. The committee reviewed the draft of the Trustee Manual produced by RGS and the General Manager, and provided feedback.

7. ACTION ITEMS

- A.* Board consideration and approval of Updated Five-Year Strategic Plan Goals Timeline Table – The Advance Planning Committee has reviewed the proposed adjusted timeline with staff and recommended it for Board approval.
- ** Motion was made by Trustee Graham and seconded by Trustee Howell to approve the Updated Five-Year Strategic Plan Goals Timeline Table. Motion passed unanimously.
- B.* Board consideration and adoption of Resolution 25-6 – Resolution of the Contra Costa Mosquito and Vector Control District Adopting a Revised Trustee Reimbursement Policy – In January of 2020, the Board approved a revised Trustee Reimbursement Policy (Resolution 20-1) but, at the time, there was no change to the values used for reimbursing trustees for meals, which had been set in 2014. This resolution set the values according to the rates used by federal agencies, which vary depending on the area the trustee is travelling to, to account for cost of living in each area. In addition, linking it to the federal rates instead of a fixed amount, ensures that, as cost goes up, the resolution remains up to date.
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve Resolution 25-6, adopting a revised Trustee reimbursement policy. Motion passed unanimously.
- C.* Board consideration and approval of Amendment No. 1 to the Design-Build Agreement Between Owner and Design-Builder for Design and Construction Where the Basis for Payment is a Guaranteed Maximum Price; Project: Improvements to Administration, Maintenance & Operations Buildings and Sitework Project – On October 4, 2024, the District entered into a Design-Build Agreement (Agreement) with F&H Construction for Improvements to Administration, Maintenance & Operations Buildings and Sitework Project (Project). The Project is underway, and F&H is finalizing the GMP and will be

presenting it for Board authorization at a future Board meeting. Meanwhile, it is necessary to amend the Agreement to approve a budget for the demolition scope of work of the Project so that it can be bid out and the demolition can commence prior to finalizing the final GMP, to avoid delays on the Project. The amendment was not provided in time for legal counsel to review it prior to placement on the agenda. Therefore, staff asked for authority from the Board to sign the Agreement after legal counsel's review of the same.

** Motion was made by Trustee Dolgonas and seconded by Trustee Graham to approve the Amendment and provide the General Manager with authority to execute the amendment to the Agreement, after legal counsel's review and incorporation of any revisions. Motion passed unanimously.

8. CLOSING COMMENTS

9. ADJOURNMENT – 8:05 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on November 10, 2025.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2025 Secretary, Board of Trustees