

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 25-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 10, 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 Perry Carlston, Concord Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond James Frankenfield, Moraga Eric Hinzl, Clayton Jennifer Hogan, Pleasant Hill Peggie Howell, Walnut Creek Michael Krieg, Oakley James Pinckney, Contra Costa County Darryl Young, Contra Costa County, remote
TRUSTEES ABSENT	Richard Ainsley, Pittsburg Warren Clayton, Pinole G. Mark Graham, Danville Vinoy Mereddy, Brentwood Damian Wong, Hercules
VACANCIES	Antioch Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager; Stacy Stark, Human Resources & Administration Manager; Steve Schutz, Scientific Programs Manager; David Wexler, Operations Manager; Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, BKS Law Firm; Michael Jarvis, Liebert Cassidy Whitmore (remote); Bill Morton, Municipal Finance Corp.; Rick Wood, CSDA; other members of the public

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 14 Trustees were present, five Trustees were absent, and there are three vacancies.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – none

4. PRESENTATIONS

Trustee Kevin Marker, Orinda, was reappointed as of February 28, 2025

Trustee Jim Dolgonas, El Cerrito, was reappointed as of March 1, 2025

- 5.\* CONSENT CALENDAR

- A. Minutes – Approval of Minutes 25-2, Board Meeting held on Monday, February 10, 2025.

- B. Approval of expenditures for January 1, 2025 through January 31, 2025, including:

Accounts payable January 15<sup>th</sup> checks No. XXXX37 through No. XXXX41

Payroll January 15<sup>th</sup> \*

Accounts payable January 31<sup>st</sup> checks No. XXXX42 through No. XXXX57

Payroll January 31<sup>st</sup> \*

Accounts Payable Total: \$26,306.79

Payroll Total: \$3,596.72

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

Payroll Direct Deposits January 15<sup>th</sup>

Payroll Direct Deposits January 31<sup>st</sup>

Accounts payable January 15<sup>th</sup> EXXX48 through No. EXXX58

Accounts payable December 31<sup>st</sup> EXXX59 through No. EXXX65

Accounts Payable Total: \$118,947.43

Payroll Total: \$186,525.55

- D. Investment Activity for January 2025

- E. Financial Report

- F. 2025 District Organizational Chart

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

6. ANNUAL OPERATIONS REPORT – Scientific Programs Manager Schutz gave a brief overview of the Annual Operations Report and answered questions from the Board.

7. BOARD AND STAFF REPORTS

A. Board – none

B. General Manager – General Manager Macedo reported on her attendance at the Vector Control Joint Powers Association (VCJPA) workshop and the American Mosquito Control Association (AMCA) conference in late February and early March, respectively.

C. Staff – Financial Administrator Martini reminded the Trustees that the submission of the Statements of Economic Interests, also known as the Form 700, is due April 1<sup>st</sup>.

D. Legal Counsel – None

8. BOARD COMMITTEE REPORTS

A. Audit Committee Report – the Audit committee met immediately prior to the Board meeting to discuss the committee's charge, as well as the audit firm process and expectations for the annual audit for fiscal year ending June 30, 2025. Chair Dolgonas provided a brief summary of the meeting.

9.\* BOARD CONSIDERATION AND APPROVAL OF THE DEBT MANAGEMENT POLICY – The Board discussed the Debt Management Policy, which has been developed to provide guidance in the issuance and management of debt by the District and is intended to comply with Government Code, Section 8855, effective on January 1, 2017, to add certain requirements related to the issuance and administration of debt by local agencies, including adoption of a debt policy meeting the requirements of Government Code, Section 8855.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the District's Debt Management Policy. *Motion passed unanimously.*

10.\* BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 25-2 – RESOLUTION OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT TO APPROVE A SITE LEASE AND A LEASE AGREEMENT; MAKING CERTAIN DETERMINATIONS RELATED THERETO; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH – the Board discussed the proposed resolution authorizing the financing of a portion of the administrative building renovation and site improvement project through a ten year lease/purchase financing arrangement with Webster Bank. Bill Morton of Municipal Finance Corp. explained the process of seeking out financing proposals on behalf of the District and the proposals received. Morton and General Manager Macedo answered questions from the Board.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Howell to approve and adopt Resolution 25-2. *Motion passed unanimously.*

CLOSED SESSION – 7:49 p.m.

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

Agency Negotiators: Chris Cowen, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION – 8:14 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

12.\* MEMORANDUM OF UNDERSTANDING BETWEEN CCMVCD AND SEIU LOCAL 1021 – The Board considered a 5-year Memorandum of Understanding (MOU) with SEIU Local 1021.

During public comment, Ron Collins, SEIU Local 1021, expressed his support for the Memorandum of Understanding and asked the Board to approve it.

\*\* Motion was made by Trustee Krieg and seconded by Trustee Carlston to approve the Memorandum of Understanding Between CCMVCD and SEIU Local 1021. *Motion passed unanimously.*

13. CLOSING COMMENTS – None from Board or staff. Ron Collins, SEIU Local 1021, thanked the Board for their support of the MOU.

14. ADJOURNMENT – 8:21 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 12, 2025.

Ayes: 12

Noes: 0

Abstain: 1

Absent: 6

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Daniel Pellegrini  
2025 Secretary, Board of Trustees