# CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
# BOARD MEETING
# MINUTES NO. 26-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 13, 2026, at the District office at 5750 Imhoff Drive Ste. I, Concord, CA 94520.

| | |
|---|---|
| TRUSTEES PRESENT | Kevin Marker, President, Orinda<br>Jennifer Hogan, Vice President, Pleasant Hill<br>Richard Ainsley, Pittsburg<br>Perry Carlston, Concord<br>Chris Cowen, Contra Costa County<br>Jim Dolgonas, El Cerrito<br>Chris Dupin, Richmond<br>James Frankenfield, Moraga<br>G. Mark Graham, Danville<br>Eric Hinzel, Clayton<br>Peggie Howell, Walnut Creek<br>Michael Krieg, Oakley<br>Vinoy Mereddy, Brentwood<br>Mariati Messinger, Hercules<br>Peter Pay, San Ramon<br>James Pinckney, Contra Costa County<br>Vivian Ramirez Rodriguez, Pinole<br>Derrick Seaver, Lafayette |
| TRUSTEES ABSENT | Daniel Pellegrini, Secretary, Martinez<br>Alfredo Perez, Antioch<br>Darryl Young, Contra Costa County |
| VACANCIES | San Pablo |
| OTHERS PRESENT | Paula Macedo, General Manager; Stacy Stark, Human Resources and Administration Manager; David Wexler, Operations Manager; Steve Schutz, Scientific Programs Manager (remote); Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Douglas Coty, BKS Law Firm (remote); Sharon Thomas, CPM (remote); Matthew Estes, CPM; Jordan Brown and Ed Espinosa, Francisco and Associates (remote) |

1. CALL TO ORDER – President Marker called the meeting to order at 7:05 p.m.

Roll Call: At the time of the roll call 18 Trustees were present, three Trustees were absent, and there is one vacancy.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

4. PRESENTATIONS

Pinole has appointed a new Trustee, Vivian Ramirez-Rodriguez, to a two-year term. Martinez has reappointed Trustee, Daniel Pellegrini, to a new four-year term, once the term expires 1/31/2027.

5.* CONSENT CALENDAR

A.* Minutes of the May 11, 2026 Board of Trustees Meeting 26-4, Board Meeting held on May 11, 2026

B.* Check Expenditures for payroll & accounts payable for April & May 2026 – Approval of expenditures of April 1, 2026 through May 31, 2026 including:

Accounts payable April 15th checks No. XXXX57 through No. XXXX66
Accounts payable April 30th checks No. XXXX68 through No. XXXX85
Accounts payable May 15th checks No. XXXX86 through No. XXXX01
**Payroll May 15th
Accounts payable May 29th checks No. XXXX02 through No. XXXX16

Accounts Payable Total: $2,214,046.12 *Payroll Total: $92.35

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2026 through May 31, 2026, including:

**Payroll April 15th
Accounts payable April 15th EXXX44 through EXXX60
**Payroll April 30th
Accounts payable April 30th EXXX61 through EXXX76
**Payroll May 15th
Accounts payable May 15th EXXX77 through EXXX88
**Payroll May 29th
Accounts payable May 29th EXXX89 through EXXX08

Accounts Payable Total: $642,818.45 Payroll Total: $421,127.68

**Payroll software administers payroll checks and direct deposit slips out of sequential order.*

D. Investment Activity for April & May 2026

E. Financial Report

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

6. BOARD AND STAFF REPORTS

A. Board – None

B. General Manager – General Manager Macedo discussed the previous week's first release of *Wolbachia*-treated male mosquitoes. Macedo discussed the transition of the District website and email to .gov. She reminded the Board that the next committee meetings would be the Advance Planning meeting on July 27, Audit on August 10, and Ad Hoc Building Committee on August 6th.

C. Staff – Staff reports were included in the agenda.

D. Legal Counsel - None

7. BOARD COMMITTEE REPORTS

A. Personnel Committee – Committee Chair Hogan noted the committee met on May 18, 2026 in closed session.

B. Budget Committee – Committee Chair Pay reported on the Budget committee meeting of April 27, 2026. The committee reviewed the draft Benefit Assessment for FY 2026-2027, the District's current budget as of March 31, 2026, the proposed budget, as well as the Investment and Reserve policies.

C. Executive Committee – Committee Chair Marker noted the committee met on June 29, 2026 in closed session to discuss the General Manager evaluation.

D. Ad Hoc Building Committee – The committee met on June 4 and July 9, 2026 to receive project updates. Matthew Estes and Sharon Thomas (CPM) provided an update on construction progress. The project continues to be on time and within the Board-approved budget.

8. COMPLIANCE WITH 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 law,

which took effect on January 1, 2025, and presented the measures taken by the District to ensure compliance with such legal obligations.

9. ACTION ITEMS

A.* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2026-2027 ENGINEER'S REPORT

*i*.* Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2026-2027 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 2026-2027 and answered questions.

*ii*.* Consider approval of Board Resolution 26-1 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 Graham and seconded by Trustee Ainsley to approve item 10.A.i., the Mosquito and Vector Control Assessment, Fiscal Year 2026-2027 Engineer's Report, and item 10.A.ii., Board Resolution 26-1 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.* BOARD CONSIDERATION AND APPROVAL OF PROPOSED BUDGET FOR FY 2026-2027 – The Budget Committee reviewed the proposed budget for FY 2026-2027 and recommended it for Board approval.

** Motion was made by Trustee Howell and seconded by Trustee Graham to approve the proposed budget for FY 2026-2027.

C.* BOARD CONSIDERATION AND APPROVAL OF UPDATES TO THE RESERVE POLICY AND THE INVESTMENT POLICY – The Budget Committee reviewed the District's Investment and Reserve Policies. There were no proposed changes to the Investment Policy. For the Reserve Policy, the committee recommended the changes as marked on the document.

** Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve the Investment Policy and the updated Reserve Policy. *Motion passed unanimously.*

D.* BOARD CONSIDERATION AND APPROVAL OF THE RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE POLICY– The Contra Costa County Administrators Office issues a Biennial Notice for revisions to our Conflict of Interest Code and the District may make additions or changes to the list of designated positions when appropriate. Due to the recent organizational changes in the District, the policy was revised and staff brought it to the Board for approval.

** Motion was made by Trustee Graham and seconded by Trustee Mereddy to approve the updated Conflict of Interest Code Policy and Resolution 26-2 updating the District's Conflict of Interest Code. *Motion passed unanimously.*

E.* <u>BOARD CONSIDERATION AND APPROVAL OF AMENDMENT NO.3 TO THE DESIGN-BUILD AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER FOR DESIGN AND CONSTRUCTION WHERE THE BASIS FOR PAYMENT IS A GUARANTEED MAXIMUM PRICE</u>; Project: Improvements to Administration, Maintenance & Operations Buildings and Sitework Project – the Board discussed Amendment No. 3. The amendment does not represent an additional cost to the total planned for the project or an increased total project cost, as staff requested to move that amount from the owner contingency already accounted for the project to the Construction GMP. Staff asked for authority from the Board to sign Amendment No. 3 as presented or amended at the pleasure of the Board.

** Motion was made by Trustee Graham and seconded by Trustee Dolgonas to approve Amendment No. 3 to the Design-Build Agreement. *Motion passed unanimously.*

F.* <u>Board Consideration and Approval of Updated Unmanned Aircraft System (UAS) Policy</u> – The District's UAS (Drone) Policy was initially approved by the Board in 2018. The policy was updated in 2025 and again this year. This year's updates included the addition of the District's certification under FAA Part 137.

** Motion was made by Trustee Krieg and seconded by Trustee Frankenfield to approve the updated Unmanned Aircraft System (UAS) Policy. *Motion passed unanimously.*

<u>CLOSED SESSION</u> – 8:26 p.m.

10. <u>PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957</u>

<u>Title: General Manager</u>

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

Agency Negotiator: Kevin Marker
Unrepresented Employee: General Manager

<u>RETURN TO OPEN SESSION</u> – 8:57 p.m.

REPORT FROM CLOSED SESSION – None

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

Title: General Manager

Motion was made by Trustee Pay and seconded by Trustee Graham to amend the contract with General Manager, Dr. Paula Macedo, with a 2.3% cost of living increase and a 2.7% merit increase, and to amend the contract term from one year to three years. The Board expressed its appreciation to the General Manager for her excellent leadership and management of the District over the past year. The Board recognized her ability to effectively guide the District through a year that included significant operational challenges and the ongoing Administration Building renovation, while maintaining continuity of District services and organizational priorities. The Board commended the General Manager for her professionalism, leadership, and continued commitment to the District. *Motion passed unanimously.*

13. CLOSING COMMENTS – The Board expressed its appreciation to the General Manager for her excellent leadership and management of the District over the past year. The Board recognized her ability to effectively guide the District through a year that included significant operational challenges and the ongoing Administration Building renovation, while maintaining continuity of District services and organizational priorities. The Board commended the General Manager for her professionalism, leadership, and continued commitment to the District.

14. ADJOURNMENT – 8:57 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 14, 2026.

Ayes: 13

Noes: 0

Abstain: 0

Absent: 8

Daniel Pellegrini
2026 Secretary, Board of Trustees