

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD SPECIAL MEETING
MINUTES NO. 26-3

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 9, 2026, at the District office at 5750 Imhoff Drive Ste. I, Concord, CA 94520.

TRUSTEES PRESENT

Kevin Marker, President, Orinda
Jennifer Hogan, Vice President, Pleasant Hill
Daniel Pellegrini, Secretary, Martinez
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Chris Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
James Frankenfield, Moraga
Eric Hinzl, Clayton
Michael Krieg, Oakley
Vinoy Mereddy, Brentwood
Peter Pay, San Ramon
Alfredo Perez, Antioch
James Pinckney, Contra Costa County
Derrick Seaver, Lafayette

TRUSTEES ABSENT

G. Mark Graham, Danville
Peggie Howell, Walnut Creek
Mariati Messinger, Hercules
Darryl Young, Contra Costa County

VACANCIES

Pinole
San Pablo

OTHERS PRESENT

Paula Macedo, General Manager; Stacy Stark, Human Resources and Administration Manager; David Wexler, Operations Manager (remote); Natalie Martini, Financial Administrator (remote); Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Douglas Coty and Gavin Ralphs, BKS Law Firm (remote); Sharon Thomas and Matthew Estes, CPM (remote)

1. CALL TO ORDER – President Marker called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 16 Trustees were present, four 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. PRESENTATIONS

Trustee Ainsley was reappointed by the City of Pittsburg to a four-year term.

The Board of Trustees welcomed Trustee Derrick Seaver, who was appointed by the City of Lafayette to a four-year term.

- 5.* CONSENT CALENDAR

- A.* Minutes of the January 10, 2026 Board of Trustees Special Meeting and the February 21, 2026 Trustee Workshop. Approval of Minutes 26-1 and 26-2, Board Meeting held on January 10, 2026 and Trustee Workshop held on February 21, 2026

- B.* Check Expenditures for payroll & accounts payable for December 2025 & January 2026) – Approval of expenditures of December 1, 2025 through January 31, 2026, including:

Accounts payable December 15th checks No. XXXX70 through No. XXXX77

*Payroll December 31st

Accounts payable December 31st checks No. XXXX78 through No. XXXX88

Accounts payable January 15th checks No. XXXX89 through No. XXXX97

*Payroll January 30th

Accounts payable January 30th checks No. XXXX98 through No. XXXX15

Accounts Payable Total: \$527,350.08

*Payroll Total: \$461.75

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of December 1, 2025 through January 31, 2026, including:

*Payroll December 15th

Accounts payable December 15th EXXX28 through EXXX39

*Payroll December 31st

Accounts payable December 31st EXXX40 through EXXX55

*Payroll January 15th

Accounts payable January 15th EXXX56 through EXXX64

*Payroll January 30th

Accounts payable January 30th EXXX65 through EXXX79

Accounts Payable Total: \$353,370.58

Payroll Total: \$439,508.03

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

D. Investment Activity for December 2025 & January 2026

E. Financial Report

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

6. BOARD AND STAFF REPORTS

A. Board – Trustees who attended the Mosquito and Vector Control Association of California Annual Conference in February were asked to provide oral reports. All spoke very highly of the conference and the value in attending it. Trustees Dupin, Hogan, Cowen, Ainsley, Mereddy, and Perez spoke about topics discussed at the conference, including Sterile Insect Technique (SIT) for mosquito control, fire disaster response, the One Health approach, mosquito control at cemeteries, working with diverse communities and solutions to gain resident cooperation, and use of artificial intelligence. Overall, trustees who attended were pleased with the conference and with the value they took from it.

B. General Manager – General Manager Macedo thanked the Trustees who attended the online SB 827 training, and asked them to send a copy of their certificates to her for the District's records. In addition, she asked trustees who were not able to attend the March training to let her know and she will register them for the June 17 training. General Manager Macedo notified the Board that the website address officially changed from .com to .gov. This was done to ensure visibility, transparency and security, and in advance of compliance needed by January 1, 2029 mandated by AB 1637 for government websites. Lastly, Macedo discussed the potential use of innovative techniques, such as Wolbachia, to control invasive mosquitoes in Antioch and noted that she would provide additional information at the next meeting.

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

D. Legal Counsel - None

7. BOARD COMMITTEE REPORTS

A. Audit Committee – Committee Chair Dolgonas reported on the Audit committee meeting from February 9, 2026. The committee discussed the fiscal year 2025/2026 audit process and next steps, including timing and scope. The committee recommended continuing with Maze & Associates for this fiscal year's audit and will schedule a special Audit committee meeting in November or December

to discuss the possibility of submitting a request for proposals for auditing services for the following fiscal year.

- B. Ad Hoc Building Committee – the Building Committee met on March 5, 2026. Sharon Thomas and Matthew Estes, from CPM, were present and shared a progress update to the Board. The project continues to be on time and on budget.

8. ACTION ITEMS

- A. Board Consideration and Approval of Furniture, Fixtures and Equipment Proposal from KBM Hogue for Construction Project at 155 Mason Circle, Concord, CA 94520 – Staff requested approval of the proposal from KBM Hogue and authorization for the expense of \$236,616.41 for the project.

** Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve the Furniture, Fixtures and Equipment Proposal from KBM Hogue for Construction Project at 155 Mason Circle, Concord, CA 94520 and authorize the expense. *Motion passed unanimously.*

- B. Board Consideration of Amendment #1 to the Agreement for Project and Construction Management Services – the Agreement for Services with Capital Program Management had a duration from November 13, 2023 through April 30, 2026. Staff requested to amend the agreement to extend the duration to March 31, 2027. There were no changes in rates or cost.

** Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve Amendment #1 to the Agreement for Project and Construction Management Services. *Motion passed unanimously.*

- C. Board Consideration and Ratification of the Consultant Services Agreement for Special Inspections and/or Testing Services with Terracon Consultants, Inc, in the amount of \$34,235 – Terracon was selected through the District’s Procurement process at the end of 2025, and the agreement was revised by legal counsel. Because certain special inspections had to be performed within a specific timeframe, the General Manager signed the agreement on February 12, 2026 to avoid significant delays to the project. However, as the agreement amount exceeded the General Manager’s authority, staff requested Board ratification. No payment had been made to the vendor by the time of the meeting.

** Motion was made by Trustee Mereddy and seconded by Trustee Dolgonas to ratify the Consultant Services Agreement for Special Inspections and/or Testing Services with Terracon Consultants, Inc, in the amount of \$34,235. *Motion passed unanimously.*

- D. Board Consideration and Adoption of the Policy on the Use of Artificial Intelligence (AI) Readers and AI Tools During Board Meetings - As AI tools, including AI readers and transcription applications, become more common, the District established clear guidelines for their use during Board meetings in order to help protect confidential information, ensure compliance with open meeting laws,

maintain the integrity of official records, and promote transparency. Concern was expressed by staff that AI tools may create unofficial records, introduce inaccuracies, or pose data privacy and cybersecurity risks.

** Motion was made by Trustee Mereddy and seconded by Trustee Cowen to adopt the Policy on Use of AI Reader and AI tools during Board meetings. *The motion passed 14:2 as follows: Ayes: Ainsley, Carlston, Cowen, Frankenfield, Hinzl, Hogan, Krieg, Marker, Mereddy, Pay, Pellegrini, Perez, Pinckney, and Seaver; Noes: Dolgonas and Dupin.*

E. Board Consideration and Approval of 2026 Committee Members – Trustee Seaver has requested to join Budget committee.

** Motion was made by Trustee Mereddy and seconded by Trustee Krieg to approve the updated list of 2026 Committee members. *Motion passed unanimously.*

9. CLOSING COMMENTS – Trustee Krieg requested that the Executive Committee look into AI vulnerabilities and if the policy adopted by the Board should be revisited in the near future.

10. ADJOURNMENT – 8:27 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 11, 2026.

Ayes: 14
Noes: 0
Abstain: 0
Absent: 6

Daniel Pellegrini
2026 Secretary, Board of Trustees