



155 Mason Circle  
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BOARD OF TRUSTEES  
***BUDGET COMMITTEE MEETING***  
***\*\*MONDAY, FEBRUARY 10, 2025\*\****  
AGENDA

**TIME: 6:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**

By teleconference at:

<https://us06web.zoom.us/j/81346217526?pwd=1eKIrRbrWZJP9THSyQ9CUrmbpIWmAe.1>

Meeting ID: 813 4621 7526

Passcode: 330846

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at [www.contracostamosquito.com](http://www.contracostamosquito.com). During the meeting, supporting materials are available in the Board Room.

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**  
Danville **G. MARK GRAHAM** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

## AGENDA

**1. CALL TO ORDER**

Roll Call  
Pledge of Allegiance

**2. AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JUNE 10, 2024**

**5. DISCUSSION OF CAPITAL PROJECT BUDGET AND FUNDING**

**6. BOARD AND STAFF ANNOUNCEMENTS**

**7. ADJOURNMENT**

I hereby certify that the District Board of Trustees Budget Committee Meeting Agenda was posted 5 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

2/05/2025

\_\_\_\_\_  
Date

# CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

FEBRUARY 10, 2025  
BUDGET COMMITTEE MEETING  
STAFF REPORT

1. **No comment**
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JUNE 10, 2024 (Pages 4-5)** – Minutes from Budget Committee meeting held on June 10, 2024 were attached.
5. **DISCUSSION OF CAPITAL PROJECT BUDGET AND FUNDING** - The primary objectives of the upcoming project at the District are to enhance site security and update the existing Administration building. Over the past decade, theft and vandalism have increased, making security improvements a critical priority. In addition to improving security, the project aims to modernize the facility, increase energy efficiency, incorporate Electric Vehicle (EV) charging stations, and enhance overall building usability. The project will address outdated and failing systems, like electrical wiring, HVAC, structural concerns due to settling or deterioration, non-compliance with current building codes, as well as deteriorating building envelope, such as roof and windows. The total estimated cost for the project is approximately \$13 million. The District has allocated \$7.5 million in reserves for the project and was scheduled to review that reserve amount at this time. Staff has consulted with the California Special Districts Association (CSDA) and will present and recommend funding avenues for the project.
- 6,7. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

BUDGET COMMITTEE MEETING  
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 10, 2024, at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT      Kevin Marker, Chair, Orinda  
Richard Ainsley, Pittsburg  
Chris Cowen, Contra Costa County  
Chris Dupin, Richmond

TRUSTEES ABSENT      James Frankenfield, Moraga  
Vinoy Mereddy, Brentwood

OTHERS PRESENT      Paula Macedo, General Manager  
Stacy Stark, Human Resources & Administration Manager  
Natalie Martini, Financial Administrator

1.     CALL TO ORDER  
Budget Committee Chair Marker called the meeting to order at 6:04 p.m.  
Roll Call - A roll call indicated that four Trustees were present and two were absent.  
Pledge of Allegiance
  
2.     AGENDA MANAGEMENT – adopted by rule.
  
3.     PUBLIC INPUT ON NON-AGENDA ITEMS – None.
  
4.     APPROVAL OF MINUTES FROM BUDGET COMMITTEE SPECIAL MEETING HELD ON APRIL 22, 2024  
  
\*\* Motion was made by Trustee Cowen and seconded by Trustee Ainsley to approve the minutes from the Budget Committee special meeting held on April 22, 2024. *Motion passed unanimously.*
  
5.     REVIEW DRAFT BENEFIT ASSESSMENT FOR FISCAL YEAR 2024-2025 - the committee reviewed the draft benefit assessment provided by Francisco & Associates and considered recommendation to the full Board.
  
6.     REVIEW FISCAL YEAR 2023-2024 BUDGET YEAR TO DATE – General Manager Macedo presented the updates to the current District budget through March 31, 2024 and noted all the trends and areas of concern versus the budget adopted by the Board of Trustees for Fiscal Year 2023-2024.

7. REVIEW PROPOSED FISCAL YEAR 2024-2025 BUDGET AND REQUESTS FOR FIXED ASSETS – the committee discussed the proposed budget for Fiscal Year 2023-2024, including the fixed assets requests and proposed and approved salary adjustments.
8. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST – the committee discussed and reviewed the long-range forecast and the methodology.
9. REVIEW DISTRICT INVESTMENT POLICY – the committee reviewed the Investment Policy and will recommend adoption at the next Board meeting.
10. REVIEW DISTRICT RESERVE POLICY – the committee reviewed the Reserve Policy and discussed adjustments to assigned reserves, especially the reserve for capital projects. The committee suggested to adjust that to \$7.5 million. The policy will be reviewed by the full Board at the next Board meeting.
11. BOARD AND STAFF ANNOUNCEMENTS – None.
12. ADJOURNMENT – 7:47 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on February 10, 2025.

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Kevin Marker, 2025 Chair Budget Committee