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BOARD OF TRUSTEES  
*EXECUTIVE COMMITTEE*  
*SPECIAL MEETING*

**\*\* MONDAY, DECEMBER 16, 2019 \*\***

DISTRICT OFFICE  
155 Mason Circle  
Concord, CA 94520  
**6:00 PM**

AGENDA

CALL TO ORDER:

Roll Call  
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

2. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON JUNE 18, 2019

3. REVIEW PROCEDURES FOR BOARD VACANCIES

4. REVIEW RESOLUTION FOR BOARD REIMBURSEMENT POLICY

5. REVIEW AND UPDATE PROCEDURE FOR ELECTING BOARD OFFICERS

6. BOARD AND STAFF ANNOUNCEMENTS

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President MICHAEL KRIEG Oakley • Vice President PERRY CARLSTON Concord • Secretary DANIEL PELLEGRINI Martinez  
Antioch LOLA ODUNLAMI • Brentwood MARSHON THOMAS • Clayton PEGGIE HOWELL • Contra Costa County JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG  
Danville RANDALL DIAMOND • El Cerrito Vacant • Hercules Vacant • Lafayette JAMES FITZSIMMONS • Moraga ROBERT LUCACHER • Orinda KEVIN MARKER • Pinole WARREN CLAYTON  
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill RICHARD MEANS • Richmond SOHEILA BANA, PhD • San Pablo Vacant • San Ramon PETER PAY • Walnut Creek JAMES MURRAY

7. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 8 days before the noted meeting.

\_\_\_\_\_  
Natalie Martini, Administrative Analyst II

12/09/2019  
Date

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100.*

*Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**DECEMBER 16, 2019 EXECUTIVE COMMITTEE  
SPECIAL MEETING**

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON JUNE 18, 2019 (Pages 4-5)
3. REVIEW PROCEDURES FOR BOARD VACANCIES – the committee will review the procedures for filling Board vacancies and for attempts to secure appointments for the vacant cities (El Cerrito, Hercules and San Pablo).
4. REVIEW RESOLUTION FOR BOARD REIMBURSEMENT POLICY (Pages 6-8) – the committee will review Board Resolution 2014-3, Adopting a Revised Trustee Reimbursement Policy.
5. REVIEW AND UPDATE PROCEDURE FOR ELECTING BOARD OFFICERS (Pages 9-10) – the committee will review Board Resolution 2010-1, a Procedure for Electing Board Officers.
- 6 – 7. No comment

EXECUTIVE COMMITTEE MEETING  
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 18, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Michael Krieg, Chair  
                                 Perry Carlston  
                                 Warren Clayton  
                                 Randall Diamond  
                                 Daniel Pellegrini

TRUSTEES ABSENT      None

OTHERS PRESENT      Paula Macedo, General Manager

CALL TO ORDER

Chair Krieg called the meeting to order at 6:00 p.m.

ROLL CALL

A roll call indicated that five Trustees were present and none absent.

1.      PUBLIC INPUT ON NON AGENDA ITEMS - None.
2.      APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON FEBRUARY 11, 2019

\*\*      Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Executive Committee meeting held on February 11, 2019.

CLOSED SESSION – 6:42 p.m.

3.      PUBLIC EMPLOYEE PERFORMANCE APPRAISAL PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

4.      CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6

Agency Designated Representative: Michael Krieg, Board President  
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION –7:36 p.m.

REPORT FROM CLOSED SESSION – No reportable action

5. BOARD AND STAFF ANNOUNCEMENTS – Chair Krieg discussed overall comments submitted by the other trustees regarding the changes made this year to the form used to evaluate the performance of the General Manager. Overall the trustees commented that the process for the General Manager evaluation has improved dramatically.

6. ADJOURNMENT – 7:38 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on December 16, 2019.

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Michael Krieg, 2019 Chair  
Executive Committee

BEFORE THE BOARD OF TRUSTEES OF THE  
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa  
Mosquito and Vector Control District  
Adopting a Revised Trustee Reimbursement Policy**

**RESOLUTION 14-3**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 14th day of July 2014, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

**WHEREAS**, California Health and Safety Code Section 2051 provides that a District may authorize the members of its Board of Trustees to attend professional, educational or vocational meetings and pay their actual and necessary traveling and incidental expenses while on official business; and

**WHEREAS**, the Board of Trustees, at its meeting of March 10, 2003 adopted Resolution 03-01 establishing a travel policy for members of the Board of Trustees; and

**WHEREAS**, the Board of Trustees, at its meeting of May 9, 2005, adopted Resolution 05-01 establishing a reimbursement policy for members of the Board of Trustees; and

**WHEREAS**, subsequent to the adoption of Resolution 05-01, the State Legislature adopted AB 1234 which addresses, in part, expense reimbursement for the members of governing bodies of local agencies; and

**WHEREAS**, to ensure compliance with AB 1234, the Board of Trustees, at its meeting of March 13, 2006, adopted Resolution 06-02 establishing a revised reimbursement policy for members of the Board of Trustees; and

**WHEREAS**, the Board of Trustees, at its meeting of March 8, 2010 adopted Resolution 10-2 to include the provisions of the referenced Resolutions 03-01, 05-01 and 06-2, along with additional provisions into a single resolution,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT:**

1. Previously approved attendance at meetings and conferences by the Mosquito and Vector Control Association of California (MVCAC) and the

California Special Districts Association (CSDA) are events that qualify trustees to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses, in accordance with this Resolution.

2. While in office, the Board President and Vice-President may be reimbursed for actual and necessary expenses for attendance at all above-referenced eligible events.

3. In the event the Board President and/or Vice-President cannot attend MVCAC or CSDA meetings or conferences, Board consideration shall be given to other Trustees in the sequence in which they are in line for presidency, and if approved by the Board in advance, shall be reimbursed for actual and necessary expenses for attendance at the above-referenced eligible events.

4. Any Trustees who are invited speakers shall be reimbursed for actual and necessary expenses, with prior Board approval.

5. Reimbursement for expenses to attend MVCAC or CSDA meetings and conferences by Trustees not identified above will be limited to one conference per year, not to exceed two Trustees per event (not counting the President, Vice-President or invited speakers)

6. This Resolution does not preclude other Trustees from attending meetings or conferences at the Trustee's own expense.

7. With prior Board approval, any Trustee shall be reimbursed for actual and necessary expenses for attending training sessions in ethics as required by AB 1234 or CSDA education workshops.

8. A Trustee attending any of the above-referenced eligible events shall be reimbursed for the least expensive travel that is practical and available. Travel by motor vehicle shall be reimbursed at the then current Internal Revenue Service rate for mileage, but only to the extent such travel does not exceed the cost of other, less expensive travel that is practical and available.

9. A Trustee attending any of the above-referenced eligible events shall be reimbursed for the actual, necessary and reasonable cost of Trustee meals. Guidelines of reasonable cost are \$12 for breakfast, \$18 for lunch, \$35 for dinner or \$65 per day. No reimbursement will be made for alcoholic beverages.

10. A Trustee seeking reimbursement for eligible expenses shall submit within 60 days after attendance at an eligible event a request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The General Manager will review and approve reimbursement requests.

11. The overall financial controlling aspect of the policy set forth in this Resolution is the authorized travel expenses as approved by the Board annually.

12. Upon the adoption of this Resolution, Resolutions 03-1, 05-1, 06-2 and 10-2 are superseded.

I, H. RICHARD MANK, the undersigned Secretary of said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, that the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

**PASSED AND ADOPTED** by the Board of Trustees of the Contra Costa Mosquito and Vector Control District on July 14, 2014, by the following vote:

AYES: 17

NOES: 1

ABSENT: 3

ABSTAIN:



H. Richard Mank  
Secretary, Board of Trustees



BEFORE THE BOARD OF TRUSTEES OF  
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa Mosquito  
and Vector Control District Establishing  
a Procedure for Electing Board Officers**

**RESOLUTION 10-1**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 8th day of March 2010, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, California Health and Safety Code, Sec. 2021, allows the board of supervisors and each city council within the district's boundaries to appoint members of the board of trustees; and

WHEREAS, California Health and Safety Code, Sec. 2020, states the board of trustees shall establish policies for the operation of the district; and

WHEREAS, the California Health and Safety Code, Sec. 2027, states at the first meeting in January every year, the board of trustees shall elect its officers; and

WHEREAS, it is to the advantage and best interests of the Contra Costa Mosquito & Vector Control District that all trustees are afforded the opportunity to serve as an officer of the board,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT that the District hereby adopts the following procedure for annual election of officers in January.

1. Elected officers of the board shall consist of the President, Vice-President and Secretary.
2. Trustees should ascend to President based on a list according to their original appointment date. Once a trustee has served as President they should be removed from the list.
3. The trustee at the top of the list should be nominated, elected, and serve as President providing s/he has attended 2/3rds of the previous year's full board meetings.
4. The trustee second on the list should be nominated, elected and serve as Vice President providing s/he has attended 2/3rds of the previous year's full board meetings. Trustees who feel they can not fulfill the duties of one year as Vice President and then one year as President, should not request to serve as Vice

President. Those trustees that were eligible to serve as an officer but declined due to other commitments that year, may request to be placed one spot lower on the list to be eligible the next year.

5. Prior to ascending to the Vice President position, the Executive Committee shall determine if said Trustee will be asked to complete the four CSDA Special District Governance Academy courses for Trustees or if experience from another governing role or position qualifies as a substitute for said courses.
6. Minimum time as Trustee prior to serving as Vice President should be three years.
7. One trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other board offices. Nominations for the position shall come from the floor.
8. Each board member present shall have one vote.

I, H. RICHARD MANK, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District March 8, 2010 by the following vote.

  
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H. Richard Mank  
Secretary, Board of Trustees

AYES:          21    
NOES:                
ABSTAIN:            
ABSENT:       1