

EXECUTIVE COMMITTEE SPECIAL MEETING  
MINUTES

An Executive Committee special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Tuesday, November 16, 2021, via teleconference.

TRUSTEES PRESENT      Peggie Howell, Chair  
                                 Perry Carlston  
                                 Randall Diamond  
                                 Peter Pay  
                                 Daniel Pellegrini

TRUSTEES ABSENT      None

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager  
                                 Natalie Martini, Administrative analyst II

1.      **CALL TO ORDER** – Chair Howell called the meeting to order at 7:01 p.m. Roll Call indicated that 5 Trustees were present, and none were absent.
2.      **AGENDA MANAGEMENT**- Agenda was adopted by rule.
3.      **PUBLIC INPUT ON NON-AGENDA ITEMS** – None
4.      **APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON JULY 7, 2021**  
\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Executive Committee meeting held on July 7, 2021. *Motion passed unanimously.*
5.      **TRUSTEE ATTENDANCE AT MEETINGS** – The committee discussed concerns with making sure there is a quorum at Board and committee meetings and options on how to address trustee attendance.
6.      **NEW TRUSTEE ORIENTATION PROCESS** – When a trustee is initially appointed by a city or by the Board of Supervisors, the orientation of the new trustee was usually done by the General Manager with the assistance of District staff. The committee discussed assigning another trustee, such as the Past President, or a designee, to be a mentor and serve as a resource to the new trustee.
7.      **TRUSTEE MANUAL**– The Trustee Manual revision was initiated in 2019 by the Ad Hoc Trustee Manual Committee. The last meeting date for that committee was in September of 2019. The committee did not meet in 2020 or 2021 because of the added

workload on staff due to the COVID-19 pandemic. The committee discussed keeping the Trustee Manual as a responsibility of the Executive committee and asked staff to continue working on the revisions to the current manual.

8. **PROCESS FOR ELECTION OF BOARD OFFICERS** – Board officer elections were scheduled for the January 2022 Board of Trustees meeting. The committee discussed any changes to the current process that they would like to propose to the Board at the December 2021 meeting. They asked staff to prepare a list of eligible trustees for each officer position, based on the approved requirements for each position.
9. **DISTRICT VOTING DELEGATES AT CONTRA COSTA LAFCO** – The Executive Committee discussed the nomination of a new District voting delegate and an alternate to the Independent Special Districts Selection Committee with LAFCO, and will be recommending that the President and Vice President serve as District representatives.
10. **CLOSING COMMENTS** – None.
11. **ADJOURNMENT** – 8:21 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee special meeting held on March 24, 2022.

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Michael Krieg, 2022 Chair  
Executive Committee