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BOARD OF TRUSTEES  
**EXECUTIVE COMMITTEE SPECIAL MEETING**  
**\*\*WEDNESDAY, JUNE 28, 2023\*\***  
**AGENDA**  
**6:00 PM**

**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/81320049839?pwd=RThDdCs1cWx1NzdFMzBkVjRwb1ZkQT09>

Meeting ID: 813 2004 9839  
Passcode: 702283

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).

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President JAMES MURRAY Walnut Creek • Vice President DARRYL YOUNG Contra Costa County • Secretary DANIEL PELLEGRINI Martinez  
Antioch WADE FINLINSON • Brentwood Vacant • Clayton Vacant • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY & CHRIS COWEN • Danville RANDALL DIAMOND  
El Cerrito JIM DOLGONAS • Hercules DAMIAN WONG • Lafayette JAMES FITZSIMMONS • Moraga JAMES FRANKENFIELD • Oakley MICHAEL KRIEG • Orinda KEVIN MARKER  
Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill JENNIFER HOGAN • Richmond CHRIS DUPIN • San Ramon PETER PAY • San Pablo Vacant

## **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 EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON MAY 15, 2023**

**5. REVIEW OF ELIGIBILITY CRITERIA AND PROCESS FOR NOMINATION AND ELECTION OF BOARD OFFICERS**

**6. DISCUSSION OF PROCESS FOR REVIEWING POLICIES AND RESOLUTIONS**

**7. REVIEW OF BOARD MEETING AGENDA POSTING AND MAILING TIMELINE**

**CLOSED SESSION**

**8. PUBLIC EMPLOYEE PERFORMANCE APPRAISAL PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

Title: General Manager

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

Agency Designated Representative: James Murray, Board President

Unrepresented Employee: General Manager

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**10. BOARD AND STAFF ANNOUNCEMENTS**

**11. ADJOURNMENT**

I hereby certify that the District Board of Trustees Executive Committee Special Meeting Agenda was posted 6 days before the noted meeting.

\_\_\_\_\_  
Paula Macedo, General Manager

6/19/2023

\_\_\_\_\_  
Date

## CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

### JUNE 28, 2023 EXECUTIVE COMMITTEE SPECIAL 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 EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON MAY 15, 2023 (Pages 5-6)** – Minutes from Executive Committee special meeting held on May 15, 2023 were attached.
5. **REVIEW OF ELIGIBILITY CRITERIA AND PROCESS FOR NOMINATION AND ELECTION OF BOARD OFFICERS (Pages 7-12)** – Previous resolutions related to the eligibility criteria and nomination process were included for review. The committee will discuss any changes to the current process that they would like to propose to the Board.
6. **DISCUSSION OF PROCESS FOR REVIEWING POLICIES AND RESOLUTIONS** – The committee will discuss the possibility of creating and recommending a process to review policies every few years and decide if they should be updated or removed.
7. **REVIEW OF BOARD MEETING AGENDA POSTING AND MAILING TIMELINE** – The current practice followed by the District has been to strive to mail the meetings packets and post the agendas ten days before the meetings for both full Board and committee meetings. The Brown Act only requires 72 hours. The committee will discuss whether the current practice should change and why.
- 8, 9. **CLOSED SESSION** – No comment
- 10, 11. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

EXECUTIVE COMMITTEE SPECIAL MEETING  
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 15, 2023, at the District office located at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT        James Murray, President, Chair  
                                 Wade Finlinson  
                                 Michael Krieg  
                                 Daniel Pellegrini  
                                 Darryl Young

TRUSTEES ABSENT        None

OTHERS PRESENT         Paula Macedo, General Manager

1.     **CALL TO ORDER** – Board President and Executive Committee Chair Murray called the meeting to order at 6:01 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 JUNE 27, 2022** – Minutes from Executive Committee special meeting held on June 27, 2022 were attached.

\*\*     Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the minutes from the Executive Committee special meeting held on June 27, 2022. *Motion passed.* Ayes: Krieg, Pellegrini, Young. Noes: None. Abstain: Finlinson, Murray.

5.     **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR TRUSTEE WORKSHOP** - The Five-Year Plan Goal D-1-a-3 called for annual Trustee Workshops. The committee discussed topics for the workshop, including the Trustee Manual, onboarding of new trustees, trustee introductions, expectations, and understanding of financial reports. The committee asked the General Manager to look for a facilitator for the workshop and possible dates.

6.     **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR ENHANCING STANDING COMMITTEE EFFICIENCIES** – The Five-Year Plan Goal D-1-a-4 called for a review for opportunities to enhance the efficiency of the various Board Committees. Board President Murray sought input from the Executive Committee on this goal. Board President Murray suggested the creation of dashboards by the committees

and the addition of metrics. The committee discussed items that need to be reviewed such as committee structure, terms, succession, and oversight.

7. **BOARD AND STAFF ANNOUNCEMENTS** – Trustee Young suggested that the process to eliminate unnecessary burden on staff be included as an item for discussion in a future agenda.
8. **ADJOURNMENT** – 6:54 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Executive Committee held on June 28, 2023.

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Darryl Young, 2023 Board Vice President, Acting  
Chair Executive Committee

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: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_



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

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

**RESOLUTION 20-2**

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 13<sup>th</sup> day of January 2020, 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 that a 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, a board of trustees shall elect its officers; and

WHEREAS, the Board of Trustees, at its meeting of March 8, 2010 adopted Resolution 10-1 establishing a procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolution 10-1, along with additional provisions, be revised and included in this Resolution 20-02,

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 of each year:

1. Elected officers of the Board shall consist of the President, Vice-President and Secretary.
2. Nominations for President, Vice-President, and Secretary shall come from the floor.
3. To be eligible for the office of President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least two (2) different committees, and chaired at least one (1) committee. In addition, a candidate for presidency must have completed the first module of CSDA Special District Governance Academy courses, or the approved equivalent if these courses are discontinued, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
4. To be eligible for the office of Vice-President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least one (1)

committee, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.

5. To be eligible for the office of Secretary, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
6. Prior to the January meeting each year, the General Manager shall prepare a list of eligible Trustees for candidacy to each Board officer position.
7. One (1) Trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other Board officers.
8. Each Trustee present shall have one (1) vote for each elected office.
9. Elected President should not serve more than two consecutive years as President.

BE IT FURTHER RESOLVED that Resolution 20-02 shall be effective immediately upon its adoption and that Resolution 10-01 is hereby rescinded and superseded in its entirety.

I, DANIEL PELLEGRINI, 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 January 13, 2020 by the following vote.

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Daniel Pellegrini  
2020 Secretary, Board of Trustees

AYES:

NOES:

ABSTAIN:

ABSENT:

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

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

**RESOLUTION 20-4**

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 September 2020, 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 that a 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, a board of trustees shall elect its officers; and

WHEREAS, the Board of Trustees, at its meeting of March 8, 2010 adopted Resolution 10-1 establishing a procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, the Board of Trustees, at its meeting of January 13, 2020 adopted Resolution 20-2 revising the procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolution 20-2, along with additional provisions, be revised and included in this Resolution 20-4,

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 of each year:

1. Elected officers of the Board shall consist of the President, Vice-President and Secretary.
2. Nominations for President, Vice-President, and Secretary shall come from the floor.
3. To be eligible for the office of President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least two (2) different committees, and chaired at least one (1) committee. In addition, a candidate for presidency must have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.

4. To be eligible for the office of Vice-President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least one (1) committee, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
5. To be eligible for the office of Secretary, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
6. Prior to the January meeting each year, the General Manager shall prepare a list of eligible Trustees for candidacy to each Board officer position.
7. One (1) Trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other Board officers.
8. Each Trustee present shall have one (1) vote for each elected office.
9. Elected President should not serve more than two consecutive years as President.

BE IT FURTHER RESOLVED that Resolution 20-4 shall be effective immediately upon its adoption and that Resolution 20-2 is hereby rescinded and superseded in its entirety.

I, DANIEL PELLEGRINI, 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 September 14, 2020 by the following vote.

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Daniel Pellegrini  
2020 Secretary, Board of Trustees

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_