

**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 25-6

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 September 2025, at 5750 Imhoff Drive, 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 July 14, 2014, adopted Resolution 14-3 establishing a revised reimbursement policy for members of the Board of Trustees;

WHEREAS, the Board of Trustees, at its meeting of January 13, 2020, adopted Resolution 20-1 establishing a revised reimbursement policy for members of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolutions 03-01, 05-01, 06-2, 14-3 and 20-1, along with additional provisions be included in 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 and preference may be given to those who have not attended the meeting or conference in the past. Trustees other than the President and Vice-President must receive approval by the Board in advance of the event, and shall be reimbursed for actual and necessary expenses for attendance at the above-referenced eligible events. Authority to approve travel may be delegated to the Executive Committee.

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). The Board may, in its discretion, approve attendance and reimbursement of additional Trustees to the above-referenced eligible events.

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 required training sessions 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 meals up to the per diem rates used by federal agencies, which can be found at www.gsa.gov/travel/plan-book/per-diem-rates, using the Per Diem Lookup tool for the area the trustee is travelling to. The amount listed per day (less the \$5.00 incidental charge) is the maximum, and actual expenses must be substantiated by an itemized receipt.

10. If the above-referenced eligible events include meals on any of the event days, that meal should be deducted from the reimbursement following the amounts for breakfast, lunch or dinner listed in the chart at www.gsa.gov/travel/plan-book/per-diem-rates.

11. First and last day of travel may incur expenses up to 75% of the daily maximum found at www.gsa.gov/travel/plan-book/per-diem-rates. However, when the first day of travel begins before 6 am or the last day of travel ends after 6 pm, they will be treated as a full day of travel, and not subject to the 75% limit.

12. A Trustee seeking reimbursement for eligible expenses shall provide to the Board of Trustees any report required by law respecting attendance at any meeting, and 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 itemized receipts evidencing each expense shall be attached. The General Manager will review and approve reimbursement requests.

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

BE IT FURTHER RESOLVED that this Resolution 25-6 shall be effective immediately upon its adoption and that Resolutions 03-1, 05-1, 06-2, 14-3 and 20-1 are hereby rescinded and superseded in their entireties.

I, DANIEL PELLEGRINI, 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 September 8, 2025, by the following vote:

AYES: 17

NOES: 0

ABSENT: 3

ABSTAIN: 0



Daniel Pellegrini
2025 Secretary, Board of Trustees