



BOARD OF TRUSTEES
EXECUTIVE COMMITTEE SPECIAL MEETING
TUESDAY, NOVEMBER 16, 2021
AGENDA
7:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/85197485169?pwd=a3pYdXI3VnV3ZVhDQ2JkbjhCMTFGdz09>

Audio only: If you do not have internet access, you may join by phone by using the following information. Dial by your location:

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Meeting ID: 851 9748 5169

Passcode: 929895

Find your local number: <https://us06web.zoom.us/u/kd4pYXgCyp>

All portions of this meeting will be conducted by teleconferencing pursuant to Agenda Item #2 (if approved), in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at 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 and 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.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President PEGGIE HOWELL Clayton • Vice President PETER PAY San Ramon • Secretary DANIEL PELLEGRINI Martinez
Antioch Vacant • Brentwood JON ELAM • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY CHRIS COWEN & DARRYL YOUNG
Danville RANDALL DIAMOND • El Cerrito THOMAS MINTER • Hercules DUYLINH NGUYEN • Lafayette JAMES FITZSIMMONS • Moraga Vacant • Oakley MICHAEL KRIEG • Orinda KEVIN MARKER
Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY PhD • Pleasant Hill JENNIFER HOGAN • Richmond Vacant • San Pablo Vacant • Walnut Creek JAMES MURRAY

AGENDA

1. **CALL TO ORDER**
Roll Call
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 JULY 7, 2021**
5. **TRUSTEE ATTENDANCE AT MEETINGS**
6. **NEW TRUSTEE ORIENTATION PROCESS**
7. **TRUSTEE MANUAL**
8. **PROCESS FOR ELECTION OF BOARD OFFICERS**
9. **DISTRICT VOTING DELEGATES AT CONTRA COSTA LAFCO**
10. **CLOSING COMMENTS**
11. **ADJOURNMENT**

I hereby certify that the District Board of Trustees Executive Committee Special Meeting Agenda was posted 4 days before the noted meeting.



Paula Macedo, General Manager

11/12/2021

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

NOVEMBER 16, 2021 EXECUTIVE COMMITTEE SPECIAL MEETING 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 JULY 7, 2021** – Minutes from Executive Committee Special meeting held on July 7, 2021 were attached (*Pages 4- 5*).
5. **TRUSTEE ATTENDANCE AT MEETINGS** – The committee will discuss a process to address trustee attendance at Board and committee meetings.
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 is usually done by the General Manager with the assistance of District staff. At the recent CSDA Conference attended by President Howell, it was suggested that trustees, usually the President or Vice President, should be involved in the process 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 will discuss a new timeline for the Trustee Manual and committee composition.
8. **PROCESS FOR ELECTION OF BOARD OFFICERS** – Board officers will be elected at the January 2022 Board of Trustees meeting. The committee will discuss any changes to the current process that they would like to propose to the Board at the December 2021 meeting.
9. **DISTRICT VOTING DELEGATES AT CONTRA COSTA LAFCO** – At the March 2018 Board of Trustees meeting, Trustees Clayton and Young were nominated by the Board as voting delegate (Clayton) and alternate (Young) as part of the Independent Special Districts Selection Committee. The Executive Committee will discuss a process to nominate new District representatives.
10. **CLOSING COMMENTS** - This time is reserved for comments by committee members and/or staff and to identify matters for future committee business.
11. **ADJOURNMENT**

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 Wednesday, July 7, 2021, via teleconference pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

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

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Douglas Coty, Bold Polisner Maddow Nelson & Judson, Legal
 Counsel

CALL TO ORDER

Chair Howell called the meeting to order at 5:02 p.m.

ROLL CALL

A roll call indicated that 5 Trustees were present, and none were absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON AUGUST 24, 2020

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Executive Committee meeting held on August 24, 2020. *Motion passed unanimously.*

CLOSED SESSION – 5:05 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: Peggie Howell, Board President
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 6:13 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

5. BOARD AND STAFF ANNOUNCEMENTS - None

6. ADJOURNMENT – 6:15 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee special meeting held on November 16, 2021.

Peggie Howell, 2021 Chair
Executive Committee