

EXECUTIVE COMMITTEE MEETING
MINUTES

A Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Wednesday, December 2, 2009, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Diane Wolcott, Chair
 Richard Head
 Jim Fitzsimmons
 Richard Mank
 Jose Saavedra

TRUSTEES ABSENT none

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 6:00 p.m.
 2. Roll call indicated that five trustees were present and none were absent.
 3. PUBLIC INPUT ON NON AGENDA ITEMS - None.
 4. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON JUNE 29, 2009
 - ** Motion was made by Trustee Fitzsimmons and seconded by Trustee Mank to approve the minutes from the Executive Committee meeting held on June 29, 2009. *Motion passed.*
 5. TRUSTEE REIMBURSEMENT POLICY - The committee discussed the present policy on reimbursement of expenses for trustee travel. A recap of reimbursements and budget for the past three fiscal years was presented. Various revisions were discussed.
 - ** Motion was made by Trustee Fitzsimmons and seconded by Trustee Saavedra to recommend to the full board to approve reimbursement for Trustee Belleci travel to the California Mosquito and Vector Control Association conference in Sacramento, Feb 1-3 and to not recommend approval for reimbursement for Trustee Belleci to American Mosquito Control Association conference, Mar 28-31. *Motion passed.*
- The committee will continue to evaluate revisions at future meetings.
6. TRUSTEE REPRESENTATION ON OUTSIDE COMMITTEES - The committee discussed the procedure for trustee appointments to outside intergovernmental bodies. As no clear and urgent need was identified, this matter was deferred to consider at

subsequent meetings.

7. PROCEDURE FOR ELECTING OFFICERS - The committee reviewed the policy on electing board officers with emphasis on the Secretary position. It was felt that the present policy was appropriate. The Secretary position was the only position of the five on the executive committee that provides stability and continuity on the committee.
8. BOARD AND STAFF ANNOUNCEMENTS - None
9. ADJOURNMENT - There being no further business, the meeting was adjourned at 7:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on, 2010.



Jim Fitzsimmons, Chair
Executive Committee