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BOARD OF TRUSTEES  
**EXECUTIVE COMMITTEE SPECIAL MEETING**  
**\*\*MONDAY, JUNE 27, 2022\*\***  
**AGENDA**  
**6:00 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/83921847449?pwd=SEl1STFSZHKVDdOd3pJNjd3c3R2QT09>

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

Dial by your location

- +1 346 248 7799 US (Houston)
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Meeting ID: 839 2184 7449

Passcode: 999159

Find your local number: <https://us06web.zoom.us/u/kAUGW5ltq>

This meeting will be conducted by teleconferencing 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](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 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](mailto:pmacedo@contracostamosquito.com).

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

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

## 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 MEETING HELD ON JUNE 6, 2022**

**CLOSED SESSION**

**5. GENERAL COUNSEL PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

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

Title: General Manager

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

Agency Designated Representative: Michael Krieg, Board President

Unrepresented Employee: General Manager

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**8. DISCUSSION OF PROCESS AND TIMELINE FOR TRUSTEE MANUAL UPDATE**

**9. BOARD AND STAFF ANNOUNCEMENTS**

**10. ADJOURNMENT**

I hereby certify that the District Board of Trustees Executive Committee meeting agenda was posted 7 days before the noted meeting.

\_\_\_\_\_  
Natalie Martini, Administrative Analyst II

6/20/2022

\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**JUNE 27, 2022 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 MEETING HELD ON JUNE 6, 2022 (Pages 5-6)** – Minutes from Executive Committee meeting held on June 6, 2022 were attached.

**5 to 7. CLOSED SESSION** – no comment

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

8. **DISCUSSION OF PROCESS AND TIMELINE FOR TRUSTEE MANUAL UPDATE** – As discussed at the November 2021 meeting of the Executive Committee, the Trustee Manual revision was initiated in 2019 by the Ad Hoc Trustee Manual Committee. The manual was partially revised in 2020. 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 Executive committee asked staff to work on the manual as time allowed and to present a draft to the committee at an undetermined date. The committee will revisit the process and timeline for the revision of the manual.

**9 and 10. 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, June 6, 2022, via teleconference.

TRUSTEES PRESENT      Michael Krieg, Chair  
                                 Perry Carlston  
                                 Peggie Howell  
                                 Peter Pay  
                                 Daniel Pellegrini

TRUSTEES ABSENT      None

OTHERS PRESENT      Paula Macedo, General Manager

1.      **CALL TO ORDER** – Chair Krieg called the meeting to order at 6:00 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 MARCH 24, 2022**

\*\*      Motion was made by Trustee Pellegrini and seconded by Trustee Howell to approve the minutes from the Executive Committee special meeting held on March 24, 2022. *Motion passed unanimously.*

**CLOSED SESSION** – 6:05 p.m.

5.      **GENERAL COUNSEL PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**
6.      **GENERAL MANAGER PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

**RETURN TO OPEN SESSION** – 6:31 p.m.

**REPORT FROM CLOSED SESSION** – None

7.      **DISCUSSION OF PROCESS FOR TRUSTEE COMMUNICATION REGARDING DISTRICT MATTERS** - On page 18 of the current approved version of the Board of

Trustees Policies & Procedures, it is stated that “any concerns regarding an employee’s performance are communicated in writing to the District’s General Manager” and “any concerns regarding the District’s General Manager’s performance are communicated in writing to the President of the Board of Trustees”. Recently some Trustees brought up concerns regarding the building, legal counsel, and other District’s matters. The committee discussed the recommended process for Trustees to communicate concerns other than those directly related to the General Manager’s evaluation. Any concern should be brought up to the Board President or any member of the Executive committee. Alternatively, during a Board meeting, on the item for “Closing Comments”, trustees may request that items be placed in the next meeting’s agenda for discussion.

**8. BOARD AND STAFF ANNOUNCEMENTS – None**

**9. ADJOURNMENT – 6:35 p.m.**

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee special meeting held on June 6, 2022.

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Michael Krieg, 2022 Chair  
Executive Committee