



BOARD OF TRUSTEES  
**ADVANCE PLANNING COMMITTEE**  
\*\*MONDAY, APRIL 26, 2021\*\*  
**SPECIAL MEETING**

**6:00 PM**

**To be held via teleconference only – see below**

**IMPORTANT NOTICE REGARDING COVID-19  
AND TELECONFERENCE MEETINGS:**

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, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

**HOW TO OBSERVE THE MEETING**

**Telephone:** Listen to the meeting live by calling **(669) 900-9128** and entering the

**PASSWORD: 5417107** for MEETING ID: **944 0500 8478**

**Computer or mobile:** Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/94405008478?pwd=dE9LU0ZLRzRnK3hXbW0xN1VXdCsydz09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

**HOW TO SUBMIT PUBLIC COMMENTS**

Please email your comments to [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com), write "Public Comment" in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President **PEGGIE HOWELL** Clayton • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez  
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### ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

### AGENDA


#### CALL TO ORDER:

Roll Call

Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS  
This time is reserved for members of the public to address the Board 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.
2. APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETING HELD ON FEBRUARY 8, 2021
3. DISCUSSION OF BOARD'S AND BOARD COMMITTEES' EFFECTIVENESS
4. FIVE-YEAR PLAN 2021-2025
5. BOARD AND GENERAL MANAGER ANNOUNCEMENTS
6. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 6 days, before the noted meeting.

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

4/20/2021

\_\_\_\_\_  
Date

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100. Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
**APRIL 26, 2021 ADVANCE PLANNING COMMITTEE SPECIAL MEETING**

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETING HELD ON FEBRUARY 8, 2021 *(Pages 4-5)*
3. DISCUSSION OF BOARD'S AND BOARD COMMITTEES' EFFECTIVENESS –  
Chair Murray will lead the discussion on the Board's and committees' roles, involvement, and oversight of District matters, and how that fits with the long-term vision of the committee.
4. FIVE-YEAR PLAN 2021-2025 – General Manager Macedo will present the progress so far on the 2021-2025 5-year Plan and the committee will continue the discussion and determine the next steps.
- 5 – 6. No comment

ADVANCE PLANNING COMMITTEE MEETING  
MINUTES

An Advance Planning Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, February 8, 2021, via teleconference only 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        James Murray, Chair  
                                 Richard Ainsley  
                                 Jennifer Hogan  
                                 Peggie Howell  
                                 Michael Krieg  
                                 Peter Pay  
                                 Daniel Pellegrini

TRUSTEES ABSENT        Perry Carlston

OTHERS PRESENT        Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Chair Murray called the meeting to order at 6:03 p.m.

ROLL CALL

A roll call indicated that 7 Trustees were present, and one was absent.

1.        PUBLIC INPUT ON NON AGENDA ITEMS – None.

2.        APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETINGS HELD ON MAY 4, 2020

\*\*        Motion was made by Trustee Pellegrini and seconded by Trustee Murray to approve the minutes from the Advance Planning Committee meeting held on May 4, 2020. *Motion passed unanimously.*

3.        FIVE-YEAR PLAN 2021-2025 – General Manager Macedo presented an outline and a timeline for the 2021-2025 plan. The committee discussed the proposed plan and the next steps on the process. Trustee Krieg asked about the building remodel and where it would fit in the plan. General Manager Macedo stated they could place it under Research and Development for the Administration department or create a category on its own. Trustee Murray requested that the needs of the standing committees be considered in the plan and asked if staff would need more time than what was outlined in the timeline presented.

Trustee Murray also requested that Safety be an item under “key strategic areas”. Trustee Howell inquired about emergency planning. General Manager Macedo noted that emergency will be an item but the final Emergency Planning document will be a separate document that the committee will be working on. Trustee Murray suggested that emergency planning be one of the goals on the 5-year plan, to be worked over on years 2 and 3. Discussion followed. The committee will meet again on March 22, 2021.

4. BOARD AND GENERAL MANGER ANNOUNCEMENTS – None
5. ADJOURNMENT – Having completed the discussion of all items, the meeting was adjourned at 6:33 pm.

I certify the above minutes were approved as read or corrected at a meeting of the Advance Planning Committee held on April 26, 2021.

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James Murray, 2021 Chair  
Advance Planning Committee