



BOARD OF TRUSTEES
****MONDAY, MAY 11, 2020****

7:00 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 **866980** for **Meeting ID: 940 9516 2206**.

Computer or mobile: Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

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

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. Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA

CALL TO ORDER:

- Roll Call
- Pledge of Allegiance

1. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
2. 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.
3. CONSENT CALENDAR
Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee.
 - A. Minutes of the March 9, 2020 Board of Trustees Meeting
 - B. Expenditures for February and March 2020
 - C. Payroll Expenditures
 - D. Investment Activity Report for February and March 2020
 - E. Financial Report
4. REPORTS
 - A. Board
 - B. General Manager
 - C. Staff
 - D. Legal Counsel
5. INFORMATION ITEMS
 - A. Budget Committee Report

B. Advance Planning Committee Report

6. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 10 days before the noted meeting.



Natalie Martini, Administrative Analyst II

5/01/2020

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

May 11, 2020 BOARD MEETING

1 - 2. No comment

3. CONSENT CALENDAR

- A. Minutes of the March 9, 2020 Board of Trustees Meeting (*Pages 5-9*) –approval of minutes 20-2, Regular Board Meeting, held on March 9, 2020.
- B. Expenditures for February and March 2020 (*Pages 10-15*) – Approval of expenditures of February 1, 2020 through March 31, 2020, including checks No. 028431 through No. 028529, in the amount of \$291,638.14.
- C. Payroll Expenditures – Approval of payroll expenditures of February 1, 2020 through March 31, 2020, including checks No. 16177 through No. 16185 and direct deposit No. D16178 through No. D16331 in the amount of \$334, 502.69.
- D. Investment Activity Report for February and March 2020 (*Pages 16-18*)
- E. Financial Report (*Page 19*)

4. REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports have been submitted (*Pages 20-29*) and staff will be present to answer any questions.
- D. Legal Counsel

5. INFORMATION ITEMS

- A. Budget Committee Report – Chair Diamond will report on the committee meeting that was held via teleconference on April 13, 2020.
- B. Advance Planning Committee Report – Chair Lucacher will report on the committee meeting that was held via teleconference on May 4, 2020.

6. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-2

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 9, 2020, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Perry Carlston, President
 Soheila Bana
 Chris Cowen
 Randall Diamond
 Jim Fitzsimmons
 Jennifer Hogan
 Michael Krieg
 Robert Lucacher
 Thomas Minter
 James Murray
 Duylinh Nguyen
 Lola Odunlami, Vice President
 Peter Pay
 Daniel Pellegrini
 Jim Pinckney

TRUSTEES ABSENT Richard Ainsley
 Warren Clayton
 Peggy Howell
 Kevin Marker
 Marshon Thomas
 Darryl Young

VACANCIES San Pablo

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Steve Schutz, Scientific Program Manager
 Nola Woods, Public Affairs Director
 Natalie Martini, Administrative Analyst II
 Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:00 p.m.

ROLL CALL

A roll call indicated that 15 Trustees were present, six were absent, and there is one vacancy.

1. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the agenda as posted. *Motion passed unanimously.*

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION –President Carlston introduced the newly appointed Trustees, Thomas Minter, representing the City of El Cerrito, and Jennifer Hogan, representing the City of Pleasant Hill.

4. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 20-1, the regular Board meeting held on January 13, 2020.

B. EXPENDITURES – Approval of expenditures of December 1, 2019 through January 31, 2020, including checks No. 028348 through No. 028430, in the amount of \$293,011.92.

C. PAYROLL FOR DECEMBER 2019 & JANUARY 2020– Approval of payroll expenditures of December 1, 2019 through January 31, 2020, including checks No. 16171 through No. 16177 and direct deposit No. D04054 through No. D04211 in the amount of \$347,704.91.

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2019 & JANUARY 2020

E. FINANCIAL REPORT

F. EXCESS VEHICLES/EQUIPMENT – Approval to excess 2013 year model Honda ATV with 4,802 miles (#36)

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the consent calendar. *Motion passed unanimously.*

5. REPORTS

A. BOARD MEMBERS – President Carlston requested Trustees speak clearly and individually, and to give him a signal to speak so he does not overlook anyone.

Trustee Krieg updated the Board on the MVCAC Legislative Days he attended with General Manager Macedo in early March 2020. The goal was to visit all the Legislators with jurisdiction in our District to build a relationship and discuss mosquito control needs.

Trustee Lucacher provided the Board with his report from the MVCAC annual conference and mentioned the presentation from Alameda County Vector Control on how they are dealing with wild pigs that cause damage to property. Trustee Pay reported that the variety of scientific matters discussed were very intriguing, with this being his first MVCAC conference, and also appreciated the discussion on wild pigs since they are appearing throughout the county. General Manager Macedo explained that any inquiries to the District regarding wild pigs are referred directly to the California Department of Fish & Wildlife. President Carlston also attended the MVCAC annual conference and found the history of the *Aedes aegypti* mosquito educational, particularly since this invasive species has been found in counties surrounding the District.

- B. GENERAL MANAGER – General Manager Macedo mentioned her report is short since she’s been sending monthly reports to Trustees and requested any improvements or suggestions be directed to her regarding the monthly updates. With respect to the District’s operational software, the District is proceeding with the MapVision software from Leading Edge and staff has met with them to review all the workflows required for operations with the expectation that the software will go live in the fall season.

General Manager Macedo was appointed to the Lyme Disease Advisory Committee as the representative for the Mosquito & Vector Control Association of California (MVCAC). This committee was established by Federal legislation in 2011 to make recommendations on strategies to enhance awareness of the public and medical community about Lyme disease in California.

General Manager Macedo showed the Board the information presented during the 2020 Legislative Day, which she attended with Trustee Krieg as mentioned in his report. Trustee Krieg and General Manager Macedo spoke to legislators and/or their staff on how new mosquitoes are increasing new disease outbreak risks in California.

- C. STAFF – General Manager Macedo noted the Staff reports were included within the Board packet and asked if any Trustees had any questions.

Administrative Analyst II Martini updated Trustees on the authorized Trustee Contact Information sheet that will also be sent via email. It was also requested for the Trustees who were absent from the January 2020 regular Board meeting to fill out a new Trustee Compensation/Cash-in-lieu of Form for 2020 and provide an updated 2020 W-4 if they would like to change their information that is already on file. She also reminded trustees that the 2019 Statement of Economic Interest/Form 700 is due by April 1, 2020 for those who have not filed using the online NetFile reporting system.

- D. LEGAL COUNSEL – None.

6. INFORMATION ITEMS

- A. ANNUAL OPERATIONS REPORT – Scientific Programs Manager Schutz presented the Annual Operations Report, previously titled Annual Environmental Report/CEQA Compliance. The District adopted a Mitigated Negative Declaration in 1999, which is a statement of best management practices followed to avoid or mitigate any potential environmental impacts of our programs. At that time, the Board requested an annual update from staff. This District, along with a consortium of bay area mosquito and vector control districts, completed a full Programmatic Environmental Impact Report (PEIR) in 2016 to ensure that our program has the highest level of CEQA documentation possible. The PEIR replaced our Mitigated Negative Declaration as our CEQA compliance document and a report is presented to the Board every year.

7. ACTION ITEMS

- A. APPROVAL OF DISTRICT TRUSTEE COMMITTEE MEMBERS FOR 2020 – Committee composition was approved by Board President Carlston. The District's primary banking institution, Bank of the West, requests documentation (Board meeting minutes) that officially designates Board members who are on the Executive Committee and can thereby sign District checks.

** A motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the 2020 committee charges as amended, to include the addition of Trustee Minter to the Budget Committee. *Motion passed unanimously.*

- B. APPROVAL OF UPDATED 2020 BOARD MEETING SCHEDULE – Approve the updated 2020 Board meeting schedule.

** A motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the updated 2020 Board meeting schedule. *Motion passed unanimously.*

- C. BOARD CONSIDERATION FOR PURCHASE OF BACKUP GENERATOR – The District generator was purchased over 20 years ago to provide backup power for the mosquitofish production system and maintain computer and phone systems to the District office. In addition, a generator is needed in the event of a natural disaster, so that the District would be able to assist with emergency services. The generator fuel pump is out and it may be obsolete. Staff is looking for options to rebuild and fix the existing generator, which may not be possible. Staff is requesting approval for the purchase of a new generator (not to exceed \$100,000.00). Discussion followed on requirements and specifications.

** A motion was made by Trustee Bana and seconded by Trustee Krieg to purchase a new generator, including additional contingency of \$30,000, so not to exceed \$130,000.00. *Motion passed.*

Ayes: Bana, Carlston, Cowen, Diamond, Fitzsimmons, Hogan, Krieg, Lucacher, Minter, Murray, Nguyen, Odunlami, Pay, Pellegrini

No: Pinckney

Absent: Ainsley, Clayton, Howell, Marker, Thomas, Young

D. APPROVAL OF BOARD PRESIDENT’S DELEGATION TO TRUSTEE KRIEG TO ATTEND MVCAC LEGISLATIVE DAY AND RELATED EXPENSES – Board President Carlston asked Trustee Krieg to attend the MVCAC Legislative Day on March 4, 2020 on his behalf and the District asked Board approval of related expenses.

** A motion was made by Trustee Pellegrini and seconded by Trustee Murray to approve Trustee Krieg’s attendance at MVCAC Legislative Day and related expenses. *Motion passed unanimously.*

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:28 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 11, 2020.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2020 Secretary, Board of Trustees

Payment History Report
Sorted By Check Number
Activity From: 2/1/2020 to 3/31/2020

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028431	2/15/2020	0000011	Vision Service Plan			654.00	Auto
	1/31/2020		1/31/2020	0.00	654.00		
028432	2/15/2020	0000031	CA State Disbursement Unit			281.00	Auto
	2/13/2020		2/13/2020	0.00	281.00		
028433	2/15/2020	0000119	Steve Schutz			58.87	Auto
	1/26/2020		1/26/2020	0.00	18.00		
	1/29/2020		1/29/2020	0.00	40.87		
028434	2/15/2020	0000251	Peter Pay			79.48	Auto
	1/26/2020		1/26/2020	0.00	38.30		
	1/29/2020		1/29/2020	0.00	41.18		
028435	2/15/2020	0000324	Diablo Trophy			48.39	Auto
	1/15/2020		1/15/2020	0.00	48.39		
028436	2/15/2020	0000328	PG&E			1,360.96	Auto
	2/6/2020		2/6/2020	0.00	1,360.96		
028437	2/15/2020	0000335	Concur Technologies, Inc			745.00	Auto
	1/31/2020		1/31/2020	0.00	745.00		
028438	2/15/2020	0000386	US POSTAL SERVICE CMRS-FP			1,000.00	Auto
	2/6/2020		2/6/2020	0.00	1,000.00		
028439	2/15/2020	0000482	City of Antioch Marina			104.00	Auto
	2/4/2020		2/4/2020	0.00	104.00		
028440	2/15/2020	0000486	Bay Alarm Company			1,825.86	Auto
	1/31/2020		1/31/2020	0.00	1,825.86		
028441	2/15/2020	0000610	Liebert Cassidy Whitmore			3,313.00	Auto
	12/31/2019		12/31/2019	0.00	3,313.00		
028442	2/15/2020	0000684	Clarke			13,887.00	Auto
	2/4/2020		2/4/2020	0.00	13,887.00		
028443	2/15/2020	0000804	Maze & Associates			745.00	Auto
	2/6/2020		2/6/2020	0.00	745.00		
028444	2/15/2020	0000814	Staples Business Advantage			16.30	Auto
	1/31/2020		1/31/2020	0.00	16.30		
028445	2/15/2020	0000913	Guardian Security Agency			1,456.00	Auto
	1/23/2020		1/23/2020	0.00	601.00		
	2/13/2020		2/13/2020	0.00	475.00		
	2/5/2020		2/5/2020	0.00	380.00		
028446	2/15/2020	0000956	Waterlogic Americas LLC			79.39	Auto
	1/31/2020		1/31/2020	0.00	79.39		
028447	2/15/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON			2,363.50	Auto
	1/31/2020		1/31/2020	0.00	2,363.50		
028448	2/15/2020	0001049	ALSCO			1,542.24	Auto
	2/10/2020		2/10/2020	0.00	1,542.24		
028449	2/15/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC			136.68	Auto
	2/3/2020		2/3/2020	0.00	136.68		
028450	2/15/2020	0001063	OSCA			42.00	Auto
	2/13/2020		2/13/2020	0.00	42.00		
028451	2/15/2020	0001072	Mt. Diablo Resource Recovery-Concord			588.00	Auto
	2/4/2020		2/4/2020	0.00	588.00		
028452	2/15/2020	0001113	Comcast			360.41	Auto
	2/1/2020		2/1/2020	0.00	360.41		
028453	2/28/2020	0000007	SEIU UPE LOCAL 1021-Union Dues			2,300.86	Auto
	2/25/2020		2/25/2020	0.00	2,300.86		
028454	2/28/2020	0000009	Nationwide Retirement Solutions - 457 Plan			1,408.00	Auto
	2/24/2020		2/24/2020	0.00	1,408.00		
028455	2/28/2020	0000010	CalPERS			51,750.20	Auto
	2/24/2020		2/24/2020	0.00	51,750.20		
028456	2/28/2020	0000011	Vision Service Plan			654.00	Auto

Payment History Report
Sorted By Check Number
Activity From: 2/1/2020 to 3/31/2020

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
	2/20/2020		2/20/2020	0.00	654.00		
028457	2/28/2020	0000015	Health Care Dental Trust			5,229.53	Auto
	2/20/2020		2/20/2020	0.00	5,229.53		
028458	2/28/2020	0000031	CA State Disbursement Unit			281.00	Auto
	2/25/2020		2/25/2020	0.00	281.00		
028459	2/28/2020	0000187	Sheila Currier			12.00	Auto
	2/20/2020		2/20/2020	0.00	12.00		
028460	2/28/2020	0000201	Maria Bagley			684.46	Auto
	1/29/2020		1/29/2020	0.00	684.46		
028461	2/28/2020	0000328	PG&E			1,188.03	Auto
	2/21/2020		2/21/2020	0.00	1,188.03		
028462	2/28/2020	0000332	Elena Tyson			60.00	Auto
	2/14/2020		2/14/2020	0.00	60.00		
028463	2/28/2020	0000333	Contra Costa County Sheriff			6,563.88	Auto
	2/25/2020		2/25/2020	0.00	6,563.88		
028464	2/28/2020	0000360	John Holic			235.68	Auto
	1/15/2020		1/15/2020	0.00	235.68		
028465	2/28/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			18,629.87	Auto
	1/13/2020		1/13/2020	0.00	289.82		
	1/21/2020		1/21/2020	0.00	355.96		
	1/22/2020		1/22/2020	0.00	435.97		
	1/23/2020		1/23/2020	0.00	824.45		
	1/24/2020		1/24/2020	0.00	644.46		
	1/26/2020		1/26/2020	0.00	874.37		
	1/27/2020		1/27/2020	0.00	1,503.36		
	1/28/2020		1/28/2020	0.00	612.79		
	1/29/2020		1/29/2020	0.00	3,931.04		
	1/30/2020		1/30/2020	0.00	284.66		
	1/31/2020		1/31/2020	0.00	735.64		
	12/31/2019		12/31/2019	0.00	355.40		
	2/10/2020		2/10/2020	0.00	174.99		
	2/11/2020		2/11/2020	0.00	28.98		
	2/12/2020		2/12/2020	0.00	705.60		
	2/13/2020		2/13/2020	0.00	190.48		
	2/14/2020		2/14/2020	0.00	721.95		
	2/18/2020		2/18/2020	0.00	687.23		
	2/19/2020		2/19/2020	0.00	515.96		
	2/20/2020		2/20/2020	0.00	1,463.36		
	2/21/2020		2/21/2020	0.00	58.00		
	2/22/2020		2/22/2020	0.00	2.00		
	2/3/2020		2/3/2020	0.00	16.28		
	2/4/2020		2/4/2020	0.00	15.16		
	2/5/2020		2/5/2020	0.00	1,135.83		
	2/6/2020		2/6/2020	0.00	213.42		
	2/7/2020		2/7/2020	0.00	414.31		
	2/9/2020		2/9/2020	0.00	1,438.40		
028466	2/28/2020	0000486	Bay Alarm Company			576.86	Auto
	2/21/2020		2/21/2020	0.00	576.86		
028467	2/28/2020	0000498	County Lock & Key			691.71	Auto
	2/13/2020		2/13/2020	0.00	691.71		
028468	2/28/2020	0000610	Liebert Cassidy Whitmore			1,443.50	Auto
	1/31/2020		1/31/2020	0.00	1,443.50		
028469	2/28/2020	0000684	Clarke			1,007.71	Auto
	1/23/2020		1/23/2020	0.00	1,007.71		
028470	2/28/2020	0000694	TD Ameritrade Institution			11,042.13	Auto
	2/25/2020		2/25/2020	0.00	11,042.13		

Payment History Report
Sorted By Check Number
Activity From: 2/1/2020 to 3/31/2020

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028471	2/28/2020	0000696	KBA DOCUSYS, INC			203.36	Auto
	2/21/2020		2/21/2020	0.00	203.36		
028472	2/28/2020	0000793	AFLAC			52.84	Auto
	2/21/2020		2/21/2020	0.00	52.84		
028473	2/28/2020	0000851	Aramark			1,298.07	Auto
	1/30/2020		1/30/2020	0.00	1,298.07		
028474	2/28/2020	0000899	Sun Life Financial			1,276.28	Auto
	2/20/2020		2/20/2020	0.00	1,276.28		
028475	2/28/2020	0000913	Guardian Security Agency			950.00	Auto
	2/19/2020		2/19/2020	0.00	475.00		
	2/24/2020		2/24/2020	0.00	475.00		
028476	2/28/2020	0000916	Spark Creative Design			50.00	Auto
	2/18/2020		2/18/2020	0.00	50.00		
028477	2/28/2020	0000925	INFINISOURCE, Inc.			80.50	Auto
	2/19/2020		2/19/2020	0.00	80.50		
028478	2/28/2020	0000971	Flyers Energy, LLC			3,571.10	Auto
	1/31/2020		1/31/2020	0.00	1,775.61		
	2/25/2020		2/25/2020	0.00	1,795.49		
028479	2/28/2020	0000975	Reliance Standard Life In			905.07	Auto
	2/20/2020		2/20/2020	0.00	905.07		
028480	2/28/2020	0000981	Colonial Life			514.14	Auto
	2/25/2020		2/25/2020	0.00	514.14		
028481	2/28/2020	0000992	MVCAC			156.00	Auto
	2/14/2020		2/14/2020	0.00	156.00		
028482	2/28/2020	0001047	Calderon Janitorial Services			650.00	Auto
	2/24/2020		2/24/2020	0.00	650.00		
028483	2/28/2020	0001077	Banksia Landscape, Inc.			475.00	Auto
	2/25/2020		2/25/2020	0.00	475.00		
028484	2/28/2020	0001088	Verizon Wireless			1,403.31	Auto
	2/10/2020		2/10/2020	0.00	1,403.31		
028485	2/28/2020	0001113	Comcast			393.06	Auto
	2/15/2020		2/15/2020	0.00	393.06		
028486	2/28/2020	0001116	Poor Richard's Press			1,387.23	Auto
	2/20/2020		2/20/2020	0.00	1,387.23		
028487	3/13/2020	0000015	Health Care Dental Trust			5,229.53	Auto
	3/10/2020		3/10/2020	0.00	5,229.53		
028488	3/13/2020	0000031	CA State Disbursement Unit			281.00	Auto
	3/11/2020		3/11/2020	0.00	281.00		
028489	3/13/2020	0000313	Contra Costa Water District			378.34	Auto
	2/28/2020		2/28/2020	0.00	378.34		
028490	3/13/2020	0000324	Diablo Trophy			57.09	Auto
	1/15/2020		1/15/2020	0.00	57.09		
028491	3/13/2020	0000328	PG&E			717.36	Auto
	3/9/2020		3/9/2020	0.00	717.36		
028492	3/13/2020	0000482	City of Antioch Marina			104.00	Auto
	3/3/2020		3/3/2020	0.00	104.00		
028493	3/13/2020	0000714	CDW Government, Inc.			794.31	Auto
	2/24/2020		2/24/2020	0.00	794.31		
028494	3/13/2020	0000793	AFLAC			52.84	Auto
	3/3/2020		3/3/2020	0.00	52.84		
028495	3/13/2020	0000814	Staples Business Advantage			200.10	Auto
	2/19/2020		2/19/2020	0.00	200.10		
028496	3/13/2020	0000913	Guardian Security Agency			380.00	Auto
	3/5/2020		3/5/2020	0.00	380.00		
028497	3/13/2020	0000916	Spark Creative Design			1,065.13	Auto

Payment History Report
Sorted By Check Number
Activity From: 2/1/2020 to 3/31/2020

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
	2/27/2020		2/27/2020	0.00	1,065.13		
028498	3/13/2020	0000956	Waterlogic Americas LLC			79.39	Auto
	3/3/2020		3/3/2020	0.00	79.39		
028499	3/13/2020	0000971	Flyers Energy, LLC			1,271.69	Auto
	3/9/2020		3/9/2020	0.00	1,271.69		
028500	3/13/2020	0001049	ALSCO			771.12	Auto
	3/2/2020		3/2/2020	0.00	771.12		
028501	3/13/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC			123.43	Auto
	3/4/2020		3/4/2020	0.00	123.43		
028502	3/13/2020	0001072	Mt. Diablo Resource Recovery-Concord			588.00	Auto
	3/4/2020		3/4/2020	0.00	588.00		
028503	3/13/2020	0001113	Comcast			347.63	Auto
	3/1/2020		3/1/2020	0.00	347.63		
028504	3/30/2020	0000007	SEIU UPE LOCAL 1021-Union Dues			2,369.56	Auto
	3/25/2020		3/25/2020	0.00	2,369.56		
028505	3/30/2020	0000009	Nationwide Retirement Solutions - 457 Plan			1,408.00	Auto
	3/25/2020		3/25/2020	0.00	1,408.00		
028506	3/30/2020	0000010	CalPERS			53,291.33	Auto
	3/25/2020		3/25/2020	0.00	53,291.33		
028507	3/30/2020	0000011	Vision Service Plan			654.00	Auto
	3/23/2020		3/23/2020	0.00	654.00		
028508	3/30/2020	0000328	PG&E			1,075.31	Auto
	3/24/2020		3/24/2020	0.00	1,075.31		
028509	3/30/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			13,402.69	Auto
	1/29/2020		1/29/2020	0.00	-19.82		
	1/31/2020		1/31/2020	0.00	615.72		
	2/20/2020		2/20/2020	0.00	-117.25		
	2/24/2020		2/24/2020	0.00	420.52		
	2/25/2020		2/25/2020	0.00	188.67		
	2/26/2020		2/26/2020	0.00	297.39		
	2/27/2020		2/27/2020	0.00	238.46		
	2/28/2020		2/28/2020	0.00	134.77		
	2/29/2020		2/29/2020	0.00	494.00		
	3/11/2020		3/11/2020	0.00	1,930.86		
	3/12/2020		3/12/2020	0.00	163.48		
	3/13/2020		3/13/2020	0.00	150.00		
	3/16/2020		3/16/2020	0.00	993.31		
	3/17/2020		3/17/2020	0.00	1,998.34		
	3/18/2020		3/18/2020	0.00	167.52		
	3/19/2020		3/19/2020	0.00	158.96		
	3/2/2020		3/2/2020	0.00	172.23		
	3/20/2020		3/20/2020	0.00	834.94		
	3/22/2020		3/22/2020	0.00	1.89		
	3/3/2020		3/3/2020	0.00	1,315.03		
	3/4/2020		3/4/2020	0.00	730.23		
	3/5/2020		3/5/2020	0.00	1,245.59		
	3/6/2020		3/6/2020	0.00	844.28		
	3/7/2020		3/7/2020	0.00	21.75		
	3/9/2020		3/9/2020	0.00	250.20		
	6/16/2020		6/16/2020	0.00	171.62		
028510	3/30/2020	0000482	City of Antioch Marina			104.00	Auto
	3/23/2020		3/23/2020	0.00	104.00		
028511	3/30/2020	0000486	Bay Alarm Company			62.12	Auto
	3/23/2020		3/23/2020	0.00	62.12		
028512	3/30/2020	0000608	ADAPCO, Inc.			31,041.60	Auto
	3/12/2020		3/12/2020	0.00	31,041.60		

Run Date: 4/28/2020 3:13:29PM

Page: 4

A/P Date: 4/28/2020

Payment History Report
Sorted By Check Number
Activity From: 2/1/2020 to 3/31/2020

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028513	3/30/2020	0000610	Liebert Cassidy Whitmore			3,970.50	Auto
	2/29/2020		2/29/2020	0.00	3,970.50		
028514	3/30/2020	0000694	TD Ameritrade Institution			11,540.00	Auto
	3/25/2020		3/25/2020	0.00	11,540.00		
028515	3/30/2020	0000696	KBA DOCUSYS, INC			203.36	Auto
	3/21/2020		3/21/2020	0.00	203.36		
028516	3/30/2020	0000793	AFLAC			52.84	Auto
	3/16/2020		3/16/2020	0.00	52.84		
028517	3/30/2020	0000814	Staples Business Advantage			572.02	Auto
	3/4/2020		3/4/2020	0.00	147.47		
	3/9/2020		3/9/2020	0.00	424.55		
028518	3/30/2020	0000899	Sun Life Financial			1,276.28	Auto
	3/23/2020		3/23/2020	0.00	1,276.28		
028519	3/30/2020	0000913	Guardian Security Agency			950.00	Auto
	3/13/2020		3/13/2020	0.00	475.00		
	3/19/2020		3/19/2020	0.00	475.00		
028520	3/30/2020	0000925	INFINISOURCE, Inc.			80.50	Auto
	3/17/2020		3/17/2020	0.00	80.50		
028521	3/30/2020	0000943	Vector-Borne Disease Account			60.00	Auto
	3/17/2020		3/17/2020	0.00	60.00		
028522	3/30/2020	0000971	Flyers Energy, LLC			1,943.06	Auto
	3/23/2020		3/23/2020	0.00	1,943.06		
028523	3/30/2020	0000975	Reliance Standard Life In			905.07	Auto
	3/20/2020		3/20/2020	0.00	905.07		
028524	3/30/2020	0000981	Colonial Life			514.14	Auto
	3/25/2020		3/25/2020	0.00	514.14		
028525	3/30/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON			1,008.00	Auto
	3/10/2020		3/10/2020	0.00	1,008.00		
028526	3/30/2020	0001047	Calderon Janitorial Services			650.00	Auto
	3/20/2020		3/20/2020	0.00	650.00		
028527	3/30/2020	0001086	Sage Software Inc.			2,161.31	Auto
	3/23/2020		3/23/2020	0.00	2,161.31		
028528	3/30/2020	0001088	Verizon Wireless			1,414.97	Auto
	3/10/2020		3/10/2020	0.00	1,414.97		
028529	3/30/2020	0001113	Comcast			393.06	Auto
	3/15/2020		3/15/2020	0.00	393.06		
028530	3/30/2020	0000031	CA State Disbursement Unit			281.00	Auto
	3/25/2020		3/25/2020	0.00	281.00		
Bank 1 Total:						<u>291,638.14</u>	
Report Total:						<u>291,638.14</u>	

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
 UNUSUAL ITEMS LIST
 FEBRUARY & MARCH 2020

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
February 15, 2020	028440	\$1,825.86	Bay Alarm Company - Deposit for Updated Security System
“ “ “	028441	\$3,313.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028447	\$2,363.50	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
February 28, 2020	028463	\$6,563.88	Contra Costa County Sheriff - Civil Wage Garnishment
“ “ “	028468	\$1,443.50	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028469	\$1,007.71	Clarke - Guardsman ULV Backpack (equipment)
March 30, 2020	028512	\$31,041.60	ADAPCO, Inc. – VectoMax FG Larvicide
“ “ “	028513	\$3,970.50	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028525	\$1,008.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	028527	\$2,161.31	Sage Software, Inc. – Accounting Software Update & Gold Business Care Annual Plan 2020

TRANSACTION ACTIVITY REPORT

Months of February and March

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	Balance	2/1/20	307,919.24	9,189,265.42	231,138.64
1	2/10/2020	5,987.20			
2	2/11/2020	(300,025.00)	300,000.00		
3	2/13/2020	6,027.23	(155,000.00)	155,000.00	
4	2/20/2020	884.76	-		
5	2/26/2020		(245,000.00)	245,000.00	
6	2/28/2020	2.83		(382,709.41)	
	Balance	20,796.26	9,089,265.42	248,429.23	
7	3/3/2020	8,906.81			
8	3/11/2020	2,251.33	(135,000.00)	135,000.00	
9	3/27/2020		(275,000.00)	275,000.00	
10	3/31/2020	0.70		(455,314.95)	
	Balance	31,955.10	8,679,265.42	203,114.28	

Transaction Number & Brief Description

- 1 Misc Deposits into Wells Fargo Account
- 2 Transfer to LAIF from Wellsfargo & Wire fee
- 3 Misc Deposits into Wells Fargo Account. Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 4 Misc Deposits into Wells Fargo Account
- 6 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo
- 7 Misc Deposits into Wells Fargo Account
- 8 Misc Deposits into Wells Fargo Account. Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 9 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit
- 10 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

I certify that this report reflects all cash transactions and is in conformity with District Policy. The cash flow shown provides sufficient cash flow liquidity to meet the next six months expenditures.

Respectfully submitted,

*Paula Macedo
General Manager*

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

April 06, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
 MANAGER
 155 MASON CIRCLE
 CONCORD, CA 94520

[Tran Type Definitions](#)

Account Number:

February 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/11/2020	2/11/2020	RD	1631826	N/A	PAULA MACEDO	300,000.00
2/14/2020	2/13/2020	RW	1632051	N/A	PAULA MACEDO	-155,000.00
2/27/2020	2/26/2020	RW	1632912	N/A	PAULA MACEDO	-245,000.00

Account Summary

Total Deposit:	300,000.00	Beginning Balance:	9,189,265.42
Total Withdrawal:	-400,000.00	Ending Balance:	9,089,265.42

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

April 06, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
 MANAGER
 155 MASON CIRCLE
 CONCORD, CA 94520

[Tran Type Definitions](#)

Account Number:

March 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/12/2020	3/12/2020	RW	1633849	N/A	PAULA MACEDO	135,000.00
3/27/2020	3/27/2020	RW	1634898	N/A	PAULA MACEDO	-275,000.00

Account Summary

Total Deposit	0.00	Beginning Balance	9,089,265.42
Total Withdrawal:	-410,000.00	Ending Balance:	8,679,265.42

Contra Costa Mosquito and Vector Control District
FY20 Budget Year

(July 1 2019 - June 30 2020)

Board Packet

75% of the Year
completed

	FY20 <i>As of 3/31/20</i>	FY20 Budget	YTD FY20 VS ADOPTED	ADOPTED FY20 VS FY20 \$
Personnel Costs				
Payroll & OT	2,580,480	3,820,353	67.5%	1,239,873
Retirement	1,186,457	1,267,909	93.6%	81,452
OASDI	151,394	236,862	63.9%	85,468
Medicare	36,213	55,395	65.4%	19,182
Health Insurance (Dental / Vision Etc)	391,792	646,687	60.6%	254,895
Unemployment	16,687	32,202	51.8%	15,515
Disability Ins	-	9,500	0.0%	9,500
Other Post Employment Benefits	-	176,000	0.0%	176,000
Subtotal Personnel Costs	4,363,023	6,244,908	69.9%	1,881,885
Operational Costs				
Professional Services - Legal	44,728	90,000	49.7%	45,272
Professional Services - Building & Grounds Maint	7,763	10,000	77.6%	2,237
Professional Services - All Other	87,185	98,438	88.6%	11,253
Public Affairs	4,609	65,330	7.1%	60,721
Lab Services	18,327	53,500	34.3%	35,173
Information & Technology	26,004	353,500	7.4%	327,496
Operations - Control Materials	83,143	62,000	134.1%	(21,143)
Operations - Aerial	4,340	22,000	19.7%	17,660
Operation and Facilities - All Other	114,764	339,925	33.8%	225,161
General Office Administration - Insurance	304,328	304,328	100.0%	-
General Office Administration - Trustee Expense	10,135	22,000	46.1%	11,865
General Office - Research	0	25,000	0.0%	25,000
General Office Administration - Employee Travel & Training	37,796	62,000	61.0%	24,204
General Office Administration - Utilities	43,714	83,460	52.4%	39,746
General Office Administration - All Other	41,381	447,000	9.3%	405,619
Subtotal Operational Cost	828,216	2,038,481	40.6%	1,210,265
Capital				
Land				-
Structures and Improvements	0	7,500	0.0%	7,500
Vehicles	80,812	84,000 *	96.2%	3,188
Heavy Equipment	15,551	30,000	51.8%	14,449
Subtotal Capital	96,363	121,500	79.3%	25,137
Total Expenditures	5,287,602	8,404,889		
Revenues				
Property Taxes	3,238,017	5,790,540	55.9%	2,552,523
Benefit Assessment	1,130,323	2,045,903	55.2%	915,580
Contract Billing	27,007	20,000	135.0%	(7,007)
Interest Income (LAIF)	141,208	135,000	104.6%	(6,208)
Medical Reimbursement	82,986	115,000	72.2%	32,014
Fixed Asset Disposal	7,500	24,000	31.3%	16,500
Miscellaneous	42,531	35,000	121.5%	(7,531)
Subtotal Revenue	4,669,572	8,165,443	57.2%	3,495,870
Estimate Ending Balance		-239,446		
Designated Reserves NEW POLICY				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	1,393,370			
Emergency Reconstruction Response	500,000			
Operations	4,072,118			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
8,815,488				

* Revised Budget Per 9/9/19 Board Meeting
 Requested additional Budget Allocation
 for Vehicles (additional \$5,600)

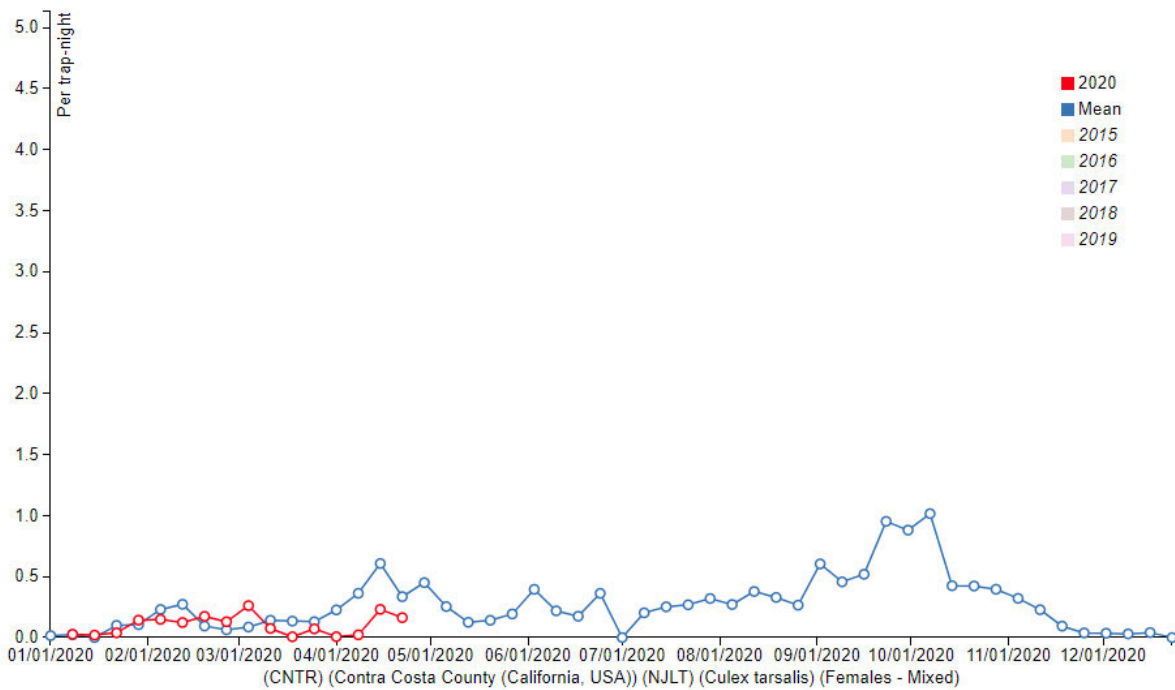
May 2020 Mosquito and Arbovirus Surveillance Report
Prepared April 27th 2020 by Steve Schutz, Ph.D., Scientific Programs Manager

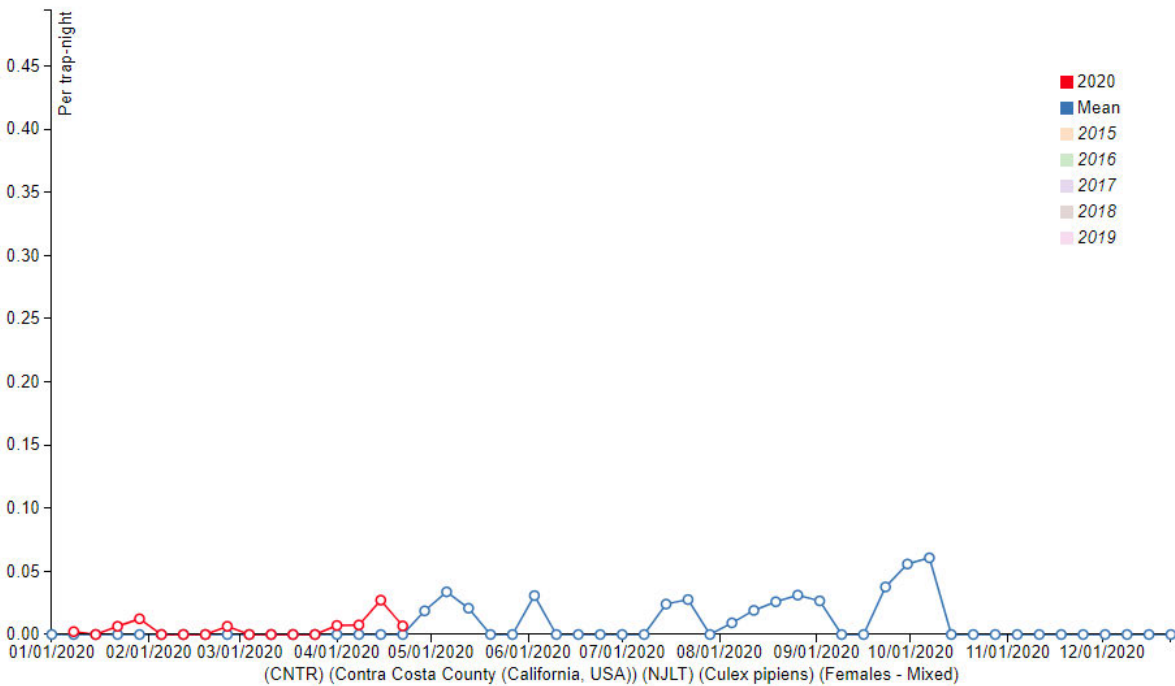
Human cases: None reported yet.

Equine cases: No cases have been reported in Contra Costa County in the past year.

Dead birds: The dead bird telephone hotline opened for the season on April 13th. As of April 27th, three dead birds have been submitted for testing, all RAMP (preliminary) negative for West Nile virus.

Light trap counts: Twenty-three New Jersey light traps continue to be operated daily year-round, with weekly collections made by field Inspectors. District-wide, we have observed *Culex tarsalis* counts mostly at or below the 5-year average. *Culex pipiens* counts slightly exceeded the 5-year average in early February and again in mid-April but have since dropped back to average. Counts are expressed as numbers of females per trap per night, averaged by week.





Carbon dioxide traps: We will begin operating CO₂ traps at fixed locations in mid-May. Due to the Covid-19 situation we will not be hiring seasonal assistants at this time. Lab staff will be setting traps on a modified schedule, only one person will be available in the lab each day to process samples, and we may have to temporarily reduce the number of trap locations.

'Random' traps: In addition to our 23 fixed trap locations, we typically set 12 or more CO₂ traps each week at 'random' or variable locations, based on dead bird reports, public complaints or technician requests during the 'surveillance season' (roughly, May through October). Because of the Lab staffing limitations mentioned above, field inspectors will be setting 'random' traps at the discretion of the Program Supervisors, in consultation with Lab staff.

Larval samples: Lab staff continues to process larval samples collected by field employees. Early-season mosquito species like *Aedes squamiger* and *Aedes washinoi* have already emerged as adults, and we are now seeing typical spring/summer pasture, marsh and wetland species like *Culex tarsalis*, *Aedes dorsalis* and *Aedes melanimon*.

Sentinel chickens: Our sentinel chickens are 'on-duty' and have been installed at our four flock sites, in Martinez, Walnut Creek, Oakley and Knightsen (the Hercules site has been discontinued due to a change in ownership of the property). Blood samples will be submitted for testing beginning in mid-May. I will be bleeding the chickens myself, since my staff will be busy with setting and processing mosquito traps.

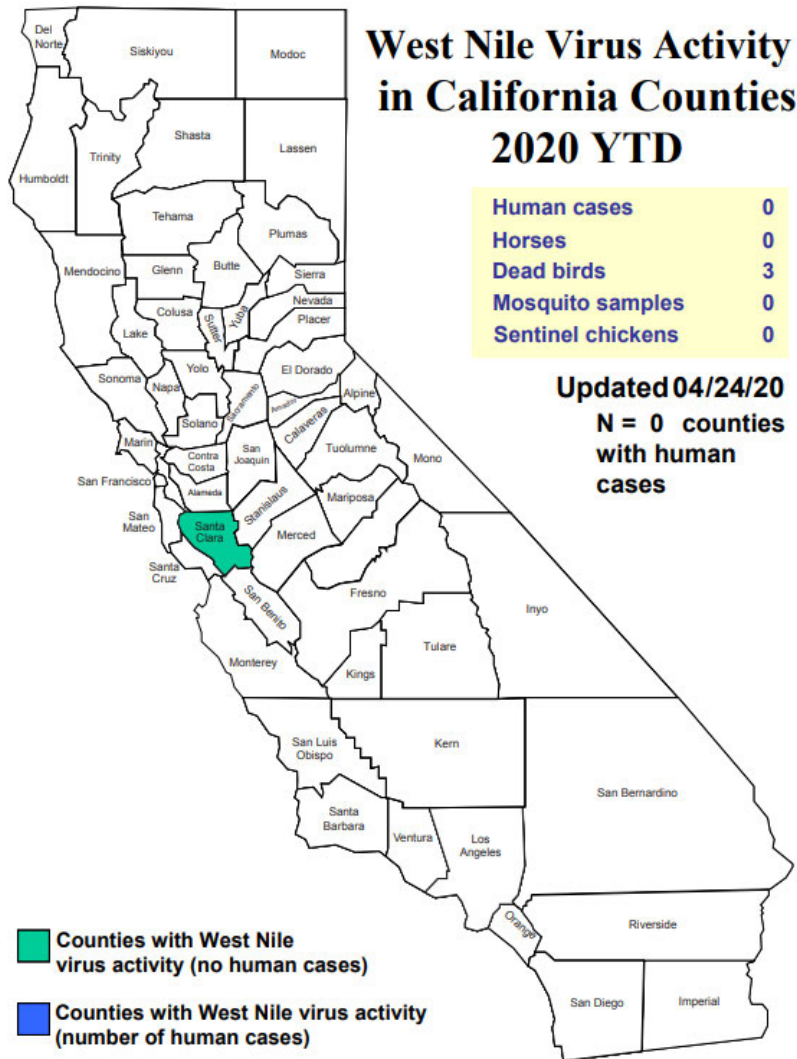
Other projects: During the winter, Lab staff collected and submitted ticks for CDPH and University projects on *Rickettsia* and other tick-borne pathogens. Scientific Programs Manager and Lab staff are currently working on learning and developing new reports and data analysis using PowerBI software, which should facilitate our eventual transition to a new mobile database system.

Weather conditions: Overnight low temperatures are beginning to approach the level where we could expect to see evidence of West Nile virus transmission.

Invasive Aedes: We will continue to set 'BG Sentinel' traps at suspect locations as needed, but have not yet seen any evidence of invasive *Aedes* species.

Regional: No new WNV or invasive *Aedes* activity has been reported in our region in 2020.

Statewide: As of April 24th, three West Nile positive dead birds had been reported in Santa Clara County.



May 2020 Operations Report

Prepared April 27th by David Wexler, Sheila Currier and Terry Davis, Program Supervisors

Mosquito Program:

- ULV units were calibrated by having the mean droplet size tested using a “hot wire probe”
- Due to COVID-19 a series of changes have been made to the program and information is provided to all employees as needed through an internal newsletter.



- Neglected pools – we continued to follow up on last year’s pools that were either dry or require some type of follow up. 26 properties have gone through the process (Letter 1 or Letter 2, or a site visit). 24 pools are currently pending. 3 are unresponsive and pending inspection warrants.



Sugar Barge, Bethel Island, *Ae washinoi*

Rodent Program:

- Service requests have decreased somewhat as residents throughout the County shelter in place.
- Our response times to service requests have been efficient, usually providing inspections within 1-5 business days.
- Sewer baiting has temporarily been suspended as we are practicing social distancing by not having employees work in close proximity.
- The District continues to monitor rodent activity in parks, trails, channels, and other known sources to evaluate rodent populations.
- COVID-19 has altered human behavior, it has also impacted rodents as well. Rodents may have to increase their efforts to find food, which means they are traveling further in search of it and may be foraging in the daytime. This can sometimes give the perception of an increase in population. As rodent populations become stressed their reproduction decreases and they suppress their population.

Skunk Program:

- On approximately April 15th, our inspectors started to observe juvenile skunks out and about. This activity signifies that breeding season is over and the young have matured to a point where they are leaving the den with their mothers to forage. The mother with her kit increases the number of skunks in the neighborhood and increases the number of calls we receive.
- This season's skunk service requests have been slightly below average, up until the recent juvenile activity.

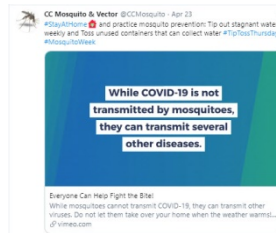
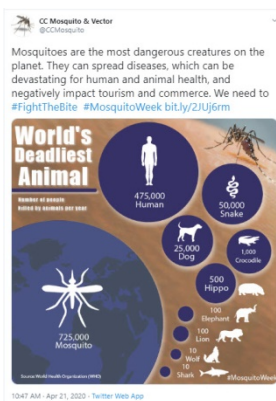
Yellowjacket Program:

- # of service requests has increased from this same time last year by 31%. With a mild winter and increased temperatures, the number of service requests will continue in an upward trend.

May 2020 Public Affairs Department Report

Prepared April 29, 2020 by Nola Woods, Public Affairs Director

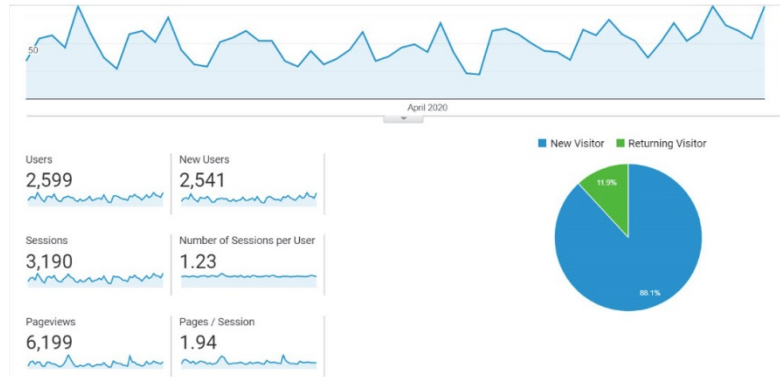
- Presentations & Events
 - No off-site presentations or events in April due to COVID-19.
 - We are working with vendors to ensure our participation should the following events (cancelled or postponed due to COVID) are able to reschedule in the future:
 - Concord Home & Garden Show
 - Green Footprint Festival
 - Completely online in 2020: California Mosquito Awareness Week April 19 – 25, 2020



- Advertising
 - Planning the 2020 advertising campaign with a “back to basics” theme of Who we are and What we do with on main ad and individualized ads for specific vectors during each season.
 - The goal is, in light of Shelter-In-Place orders, to advertise where our residents are... at home.
 - We are looking at advertising online and once traffic returns, to advertise again on the Highway 4 billboard where we have advertised in the past.



■ Website Visitors



■ Website Views

	6,199 % of Total: 100.00% (6,199)	4,968 % of Total: 100.00% (4,968)	00:01:42 Avg for View: 00:01:42 (0.00%)	3,190 % of Total: 100.00% (3,190)	65.74% Avg for View: 65.74% (0.00%)	51.46% Avg for View: 51.46% (0.00%)
1. /index.html	1,680 (27.10%)	1,179 (23.73%)	00:01:06	1,123 (35.20%)	34.64%	33.51%
2. /rodents_virus_risk.htm	467 (7.53%)	436 (8.78%)	00:06:44	430 (13.48%)	93.02%	92.29%
3. /service_request.htm	419 (6.76%)	350 (7.05%)	00:02:52	99 (3.10%)	79.80%	59.90%
4. /covid_19.htm	334 (5.39%)	193 (3.88%)	00:02:26	30 (0.94%)	70.00%	34.13%
5. /mites.htm	295 (4.76%)	272 (5.48%)	00:03:21	269 (8.43%)	91.08%	89.83%
6. /services_programs.htm	177 (2.86%)	130 (2.62%)	00:01:08	60 (1.88%)	75.00%	41.24%
7. /free_mosquitofish.htm	168 (2.71%)	132 (2.66%)	00:02:05	62 (1.94%)	77.42%	59.52%
8. /ccmvd_faq.htm	155 (2.50%)	129 (2.60%)	00:01:14	21 (0.66%)	71.43%	29.03%
9. /contact.htm	144 (2.32%)	120 (2.42%)	00:01:03	37 (1.16%)	54.05%	37.50%
10. /staff.htm	141 (2.27%)	119 (2.40%)	00:02:23	24 (0.75%)	83.33%	55.32%

○ March 1, 2020 – April 27, 2020

■ Top 10 pages viewed:

- #1 District Homepage /index.html 1680 views
- #2 /rodents_virus_risk.htm 467 views
- #3 /service_request.htm 419 views
- #4 /covid_19.htm 334 views



COVID-19: Important Information Regarding Changes in District Services

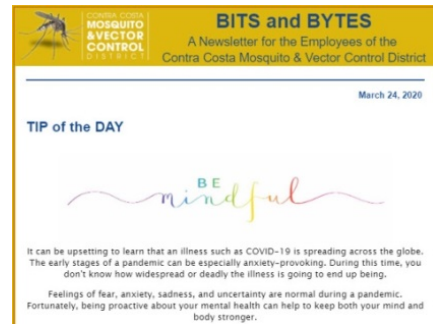
At this time, we are continuing to provide our essential services of protecting public health by working to prevent vector-borne disease in Contra Costa County; however, until further notice, the District building is no longer open to the public. In addition, the District will be making the following changes to our services in an effort to reduce the risk of COVID-19 transmission:

- Publications

- Employee Newsletter: Bits and Bytes

- Seven newsletters in March and April

- They have served as an important communication tool during COVID-19 due to lack of in-person meetings and an increase in employees who are working from home.
- To help employees cope with the changes related to Shelter-In-Place and other results of the COVID-19 Pandemic, the Employee Newsletter has featured coping skills and information about the Employee Assistance Program.

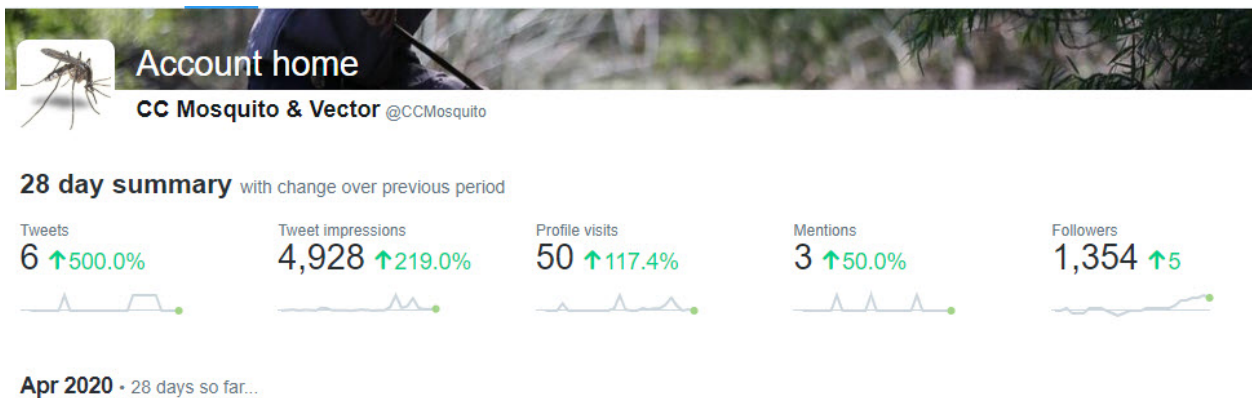


- Mosquito Bytes Newsletter (Public Newsletter)

- March 2020: How the District Continues to Protect Public Health
 - 1302 Sent
 - 41.4% Opened as of April 27, 2020
 - 2.9% Clicked Links
 - Top Links:
 - The Importance of Collecting a Mosquito Sample [YouTube video](#)
 - Sign up page for Mosquito Bytes Newsletter and other District publications
 - Submit a Service Request
- April 2020: Swimming Pools, COVID-19 and the Risk of Mosquito-borne Disease
 - 1302 Sent
 - 36.4% Opened as of April 27, 2020
 - 6.2% Clicked Links
 - Top Links
 - [Tick Card](#)
 - Sign up page for Mosquito Bytes Newsletter and other District publications
 - Submit a [Service Request](#)



- Social Promotion: Twitter
 - Mosquito Awareness Week (April 19 – 25, 2020)
 - 96 Engagements (Total number of times a user interacted with a tweet)
 - 2,809 Impressions (Number of times users saw the tweet on Twitter)
 - March Mosquito Bytes Newsletter
 - 5 Engagements
 - 250 Impressions
 - Overall Twitter Engagement in March
 - 1340 Followers
 - 1829 Impressions
 - April Mosquito Bytes Newsletter
 - 23 Engagements
 - 404 Impressions
 - Overall Twitter Engagement in April
 - 1345 Followers
 - 4928 Impressions



May 2020 Administration Report

Prepared April 30th by Maria Bagley, Administrative Services Manager

The Administration has been working closely with the General Manager in dealing with the regulatory changes due to the COVID-19 pandemic. We have been participating in trainings and complying with County and State requirements, making sure we stay abreast of all the new updates, and notifying the departments and individual employees as needed. New regulations with respects to pay and leaves, along with mandatory postings have all been completed.

Some of our employees have been directed to work from home and IT has sourced new equipment, software and has been providing support to staff so that they can work offsite during this COVID-19 time. The front office has seen an initial drop in calls and service requests during the first part of the shelter in place order, but, as the weather got warmer and residents started noticing mosquitos, the calls have increased.

Administration has also been working on continual updates to make sure our accounting software is working properly and continues to work with SAP for the expense software. We have concluded the recruitment and hiring process for the Mechanic-Technician position with some time delay due to the order, but he is schedule to start May 1st.