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BOARD OF TRUSTEES
****MONDAY, JULY 13, 2020****

7:00 PM
To be held via teleconference – 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: Meeting ID: **940 9516 2206**

Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSWORD: 866980**

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 May 11, 2020 Board of Trustees Meeting
 - B. Expenditures for April and May 2020
 - C. Payroll Expenditures
 - D. Investment Activity April and May 2020
 - E. Financial Report
 - F. Excess Vehicles
4. MOSQUITO & VECTOR SURVEILLANCE AND CONTROL ENGINEERS REPORT
 - A. Board consideration and approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment **
 - B. Board resolution to continue the Mosquito & Vector Surveillance and Control project for the benefit of four zones and to continue the financing of the project by continued assessment upon property within the District **
5. BOARD AND STAFF REPORTS
 - A. Board
 - B. General Manager

- C. Staff
- D. Legal Counsel

- 6. BOARD CONSIDERATION AND APPROVAL OF UPDATED TRUSTEE COMMITTEE MEMBERS FOR 2020 **
- 7. BOARD CONSIDERATION AND APPROVAL OF TRUSTEE TRAVEL **
- 8. BOARD DISCUSSION REGARDING BOARD PRESIDENCY AND NOMINATION PROCESS

CLOSED SESSION

- 9. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

- 10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

- 11. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Perry Carlston, Board President
Unrepresented Employee Group: General Manager

- 12. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

- 13. BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

14. BOARD COMMITTEE REPORTS

A. Personnel Committee Report

- i.* Approval of updated job description for Operations Manager **
- ii.* Approval of proposed pay differentials **
- iii.* Approval of salary increase for unrepresented employees with one exception (General Manager) **
- iv.* Approval of benefits change for unrepresented employees **

B. Executive Committee Report

C. Budget Committee Report

- i.* Approval of Proposed Budget for FY 2020/2021 **

15. ADJOURNMENT



Natalie Martini, Administrative Analyst II

7/02/2020

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JULY 13, 2020 BOARD MEETING

1 - 2. No comment

3. CONSENT CALENDAR

- A. Minutes of the May 11, 2020 Board of Trustees Meetings (*Pages 9-12*) – Approval of Minutes 20-3, Regular Board Meeting, held on May 11, 2020.
- B. Expenditures for April 2020 and May 2020 (*Pages 13-18*) – Approval of expenditures of April 1, 2020 through May 31, 2020 including checks No. 028531 through No. 028623, in the amount of \$286,415.85.
- C. Payroll Expenditures – Approval of payroll expenditures of April 1, 2020 through May 31, 2020, including checks No. 016186 through No. 016197 and Direct Deposit No. D16332 through No. D16486, in the amount of \$350,562.71.
- D. Transaction Activity Report for April 2020 and May 2020 (*Pages 19-21*)
- E. Financial Report (*Pages 22-23*)
- F. Excess Vehicles – Approval to excess;
 - 1) 2004 Year model Chevrolet truck with 95,135 miles (#14)
 - 2) 2000 Year model Chevrolet truck with 112,034 miles (#16)
 - 3) 2007 Year model GMC truck with 142,896 miles (#21)
 - 4) 2001 Year model Chevrolet Impala sedan with 60,015 miles (#45)
 - 5) 1989 Year model American trailer (#T-3)

4. MOSQUITO & VECTOR SURVEILLANCE AND CONTROL ENGINEERS REPORT

- A. Approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment – Each year the Board determines whether to continue the mosquito and vector control project adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer's report. Mr. Ed Espinoza, from Francisco & Associates, will be present to give an overview of the Engineer's Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2020-2021.

Recommendation – Approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2020-2021 (*Attached*)

- B. Board resolution to continue the Mosquito & Vector Surveillance and Control project for the benefit of four zones and to continue financing of the project by continued assessment upon property within the District

Recommendation – Adopt Resolution 20-3 to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. (Pages 24-25)

5. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports have been submitted (Pages 26-39) and staff will be present to answer any questions.
- D. Legal Counsel

6. BOARD CONSIDERATION AND APPROVAL OF UPDATED TRUSTEE COMMITTEE MEMBERS FOR 2020 (Page 40) – Addition of Trustee Ainsley to Advance Planning and Personnel Committees.

Recommendation – Approve the updated 2020 Trustee committee members.

7. BOARD CONSIDERATION AND APPROVAL OF TRUSTEE TRAVEL - per Board resolution, Board authorization is needed for any other Trustees that would like to attend conferences and Trustee Minter is requesting authorization to travel to the CSDA’s 2020 Special District Leadership Academy Conference held in Lake Tahoe, which has been rescheduled to November 15-18, 2020.

Recommendation – Pleasure of the Board.

8. BOARD DISCUSSION REGARDING BOARD PRESIDENCY AND NOMINATION PROCESS – President Carlston will present a summary of the process for eligibility, nomination and voting for Board officers as approved by the Board on Resolution 20-2 at the January 2020 meeting.

CLOSED SESSION

9. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT’S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

11. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Perry Carlston, Board President
Unrepresented Employee Group: General Manager

12. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

13. BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

14. BOARD COMMITTEE REPORTS

A. Personnel Committee Report – Chair Odunlami will provide the Board with an update from the Personnel Committee meeting held on May 18, 2020

i. Approval of updated job description for Operations Manager (*Pages 41-44*)

Recommendation – Approve the updated job description for Operations Manager.

ii. Approval of proposed pay differentials – the committee is recommending pay differentials in recognition of unusual competencies, circumstances, increased complexity or skill/knowledge required during the absences of the Operations Manager and the Accounting and Benefits Specialist.

Employee: Natalie Martini, Administrative Analyst II, 5% pay differential from October 2019 until March 2020

Employee: David Wexler, Program Supervisor, 5% pay differential from September 2019 until an Operations Manager is hired

Recommendation – Approve the proposed pay differentials.

- iii. Approval of salary increase for unrepresented employees with one exception (General Manager) – the committee will present their recommendation for salary adjustment for unrepresented employees for FY 2020/2021

Recommendation – Approve the salary increase for unrepresented employees with one exception (General Manager).

- iv. Approval of benefits change for unrepresented employees– the committee has received proposals from the unrepresented employees for changes in benefits and will present their recommendation to the Board

Recommendation – Approve the committee recommendation regarding benefit changes for unrepresented employees.

- B. Executive Committee Report – President Carlston will provide the Board with an update from the Executive Committee meeting held on June 8, 2020.
- C. Budget Committee Report – Chair Diamond will provide the Board with an update from the Budget Committee meeting held on June 22, 2020.
 - i. Approval of Proposed Budget for FY 2020/2021 (*Pages 45-47*)

Recommendation – Approve the Proposed Budget for FY 2020/2021.

15. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 11, 2020, 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

Perry Carlston, President
Lola Odunlami, Vice President
Daniel Pellegrini, Secretary
Richard Ainsley
Soheila Bana
Warren Clayton
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Jen Hogan
Peggie Howell
Michael Krieg
Robert Lucacher
Kevin Marker
Thomas Minter
James Murray
Peter Pay
Jim Pinckney
Darryl Young

TRUSTEES ABSENT

Duy Nguyen
Marshon Thomas

VACANCIES

San Pablo

OTHERS PRESENT

Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Steve Schutz, Scientific Program Manager
David Wexler, Program Supervisor
Terry Davis, Program Supervisor
Natalie Martini, Administrative Analyst II
Tim Mann, Vector Control Inspector
Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:06 p.m.

ROLL CALL

A roll call indicated that 19 Trustees were present, two 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. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 20-2, the regular Board meeting held on March 9, 2020.

B. EXPENDITURES – 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 FOR FEBRUARY & MARCH 2020 – 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 & MARCH 2020

E. FINANCIAL REPORT

** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the consent calendar and to amend Minutes 20-2 to correct the spelling of Trustee Howell's first name and Action Item 7(c) to correct Trustee Pinckney's vote to "aye" with the motion passing unanimously. *Motion passed unanimously.*

4. REPORTS

A. BOARD MEMBERS – None.

B. GENERAL MANAGER – General Manager Macedo provided the Board with an update on how the District is operating under COVID-19 and the measures taken to continue providing service and protecting public health. As a provider of essential services the District is exempt from the shelter in place order, although there are still several requirements to comply with that order such as social distancing, use of masks, and determination of essential services within each department. The District office is closed to the public, it has temporarily suspended services such as pest identification and mosquitofish pickup, and it has established alternating on site/telecommute work schedules within each

department. General Manager Macedo reported that it has been challenging trying to obtain N-95 masks for employees due to the shortage worldwide, but the District and several other mosquito control agencies are working with Department of Pesticide Regulation (DPR), Environmental Protection Agency (EPA) and Department of Industrial Relations (Cal/OSHA) seeking guidelines on alternatives to the N-95 masks for pesticide applications. Regarding the financial impact of COVID-19, the District applied for FEMA assistance and the Federal Relief Fund although it appears that special districts are not included in the bills language as they were written. CSDA has been working with special districts and is advocating on our behalf to make sure we are included in the language to receive financial assistance, although is it not guaranteed.

The District continues to work with Leading Edge for the operational software and employees are scheduled to meet in the next week to discuss work flows and other operational needs with the software developers.

General Manager Macedo announced the District has successfully recruited and hired Marc Dilbeck for the position of Mechanic/Technician, who started on May 1, 2020, and provided an update on the generator, which was repaired. Due to the COVID-19 orders, the District has been unable to obtain an evaluation on whether there is future need for a larger generator to run District operations, which will be scheduled when possible.

Lastly, General Manager Macedo reminded the Board that her evaluation as a General Manager will be discussed with the Executive Committee at the next meeting and reviewed with the Board at the July meeting. The evaluation packet will be mailed to Trustees to include information of General Manager Macedo's progress during FY19/20 and an evaluation form that should be mailed back to President Carlston in the provided stamped envelope. President Carlston encouraged comments to be included on the evaluation form from Trustees and requested a quick response.

- C. STAFF – Scientific Program Manager Schutz provided the Board with an update on the surveillance season to date, noting that we've been lucky so far with a cool spring and prolonged rainy season which slowed down the start of any WNV activity and there have been no WNV activity noted within the County to date. The District submitted samples from four dead birds for testing, all of which were negative, although the overnight low temperatures have been below the threshold that you typically see for virus transmission.

Administrative Analyst II Martini mentioned the City of Antioch has reappointed Trustee Lola Odunlami to a four year term.

- D. LEGAL COUNSEL – None.

5. INFORMATION ITEMS

- A. BUDGET COMMITTEE REPORT – Chair Diamond reported the Budget Committee met on April 13, 2020 and reviewed the expenses to date. The committee discussed the format of the ten year projection and decided they would not recommend a change at this time. It should be noted that requests have been made for resources to go to building improvements and the committee will review those requests to make a recommendation to the Board.

- B. ADVANCE PLANNING COMMITTEE REPORT – Chair Lucacher reported the Advance Planning Committee met on May 4, 2020 and discussed the five year plan ending in 2020. Staff will be working on a list of subjects or bullet points to revise and update the next five year plan to present to the committee in November 2020. Chair Lucacher suggested that other committees submit lists of topics they would like to see on the next five year plan.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 13, 2020.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2020 Secretary, Board of Trustees

Payment History Report
Sorted By Check Number
Activity From: 4/1/2020 to 5/31/2020

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
028531	4/15/2020	0000015	Health Care Dental Trust			5,229.53	Auto
	4/10/2020		4/10/2020	0.00	5,229.53		
028532	4/15/2020	0000031	CA State Disbursement Unit			281.00	Auto
	4/12/2020		4/12/2020	0.00	281.00		
028533	4/15/2020	0000159	David Wexler			15.50	Auto
	4/8/2020		4/8/2020	0.00	15.50		
028534	4/15/2020	0000328	PG&E			659.49	Auto
	4/7/2020		4/7/2020	0.00	659.49		
028535	4/15/2020	0000346	FRANCOTYP-POSTALIA, INC.			139.73	Auto
	4/2/2020		4/2/2020	0.00	139.73		
028536	4/15/2020	0000760	DMV			52.00	Auto
	4/1/2020		4/1/2020	0.00	52.00		
028537	4/15/2020	0000793	AFLAC			52.84	Auto
	4/9/2020		4/9/2020	0.00	52.84		
028538	4/15/2020	0000804	Maze & Associates			450.00	Auto
	3/31/2020		3/31/2020	0.00	450.00		
028539	4/15/2020	0000814	Staples Business Advantage			252.32	Auto
	3/13/2020		3/13/2020	0.00	59.26		
	3/24/2020		3/24/2020	0.00	193.06		
028540	4/15/2020	0000896	BAT Fire Protection Syste			2,259.45	Auto
	4/7/2020		4/7/2020	0.00	2,259.45		
028541	4/15/2020	0000913	Guardian Security Agency			1,537.00	Auto
	3/26/2020		3/26/2020	0.00	587.00		
	4/1/2020		4/1/2020	0.00	475.00		
	4/9/2020		4/9/2020	0.00	475.00		
028542	4/15/2020	0000916	Spark Creative Design			1,825.00	Auto
	3/24/2020		3/24/2020	0.00	1,825.00		
028543	4/15/2020	0000956	Waterlogic Americas LLC			79.39	Auto
	4/1/2020		4/1/2020	0.00	79.39		
028544	4/15/2020	0000971	Flyers Energy, LLC			1,824.86	Auto
	4/7/2020		4/7/2020	0.00	1,824.86		
028545	4/15/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON			956.50	Auto
	3/31/2020		3/31/2020	0.00	956.50		
028546	4/15/2020	0001049	ALSCO			1,028.16	Auto
	4/1/2020		4/1/2020	0.00	1,028.16		
028547	4/15/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC			106.34	Auto
	4/2/2020		4/2/2020	0.00	106.34		
028548	4/15/2020	0001072	Mt. Diablo Resource Recovery-Concord			588.00	Auto
	4/3/2020		4/3/2020	0.00	588.00		
028549	4/15/2020	0001077	Banksia Landscape, Inc.			475.00	Auto
	4/1/2020		4/1/2020	0.00	475.00		
028550	4/15/2020	0001082	Heluna Health			1,989.30	Auto
	4/2/2020		4/2/2020	0.00	1,989.30		
028551	4/15/2020	0001117	Concentra			215.00	Auto
	4/7/2020		4/7/2020	0.00	215.00		
028552	4/30/2020	0000007	SEIU UPE LOCAL 1021-Union Dues			2,305.92	Auto
	4/28/2020		4/28/2020	0.00	2,305.92		
028553	4/30/2020	0000009	Nationwide Retirement Solutions - 457 Plan			1,408.00	Auto
	4/28/2020		4/28/2020	0.00	1,408.00		
028554	4/30/2020	0000010	CalPERS			55,603.02	Auto
	4/25/2020		4/25/2020	0.00	55,603.02		
028555	4/30/2020	0000011	Vision Service Plan			654.00	Auto
	4/17/2020		4/17/2020	0.00	654.00		
028556	4/30/2020	0000031	CA State Disbursement Unit			281.00	Auto
	4/28/2020		4/28/2020	0.00	281.00		

Payment History Report
Sorted By Check Number
Activity From: 4/1/2020 to 5/31/2020

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
028557	4/30/2020	0000313	Contra Costa Water District			715.88	Auto
	4/27/2020		4/27/2020	0.00	29.50		
	4/28/2020		4/28/2020	0.00	686.38		
028558	4/30/2020	0000328	PG&E			875.45	Auto
	4/23/2020		4/23/2020	0.00	875.45		
028559	4/30/2020	0000371	Napa Mosquito Abatement			244.56	Auto
	1/16/2020		1/16/2020	0.00	44.17		
	11/22/2019		11/22/2019	0.00	122.28		
	12/13/2019		12/13/2019	0.00	78.11		
028560	4/30/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			10,979.61	Auto
	3/1/2020		3/1/2020	0.00	89.90		
	3/14/2020		3/14/2020	0.00	721.79		
	3/23/2020		3/23/2020	0.00	100.61		
	3/24/2020		3/24/2020	0.00	260.75		
	3/25/2020		3/25/2020	0.00	270.82		
	3/26/2020		3/26/2020	0.00	74.31		
	3/27/2020		3/27/2020	0.00	250.49		
	3/30/2020		3/30/2020	0.00	501.83		
	3/31/2020		3/31/2020	0.00	236.00		
	4/1/2020		4/1/2020	0.00	705.16		
	4/13/2020		4/13/2020	0.00	78.45		
	4/14/2020		4/14/2020	0.00	109.05		
	4/16/2020		4/16/2020	0.00	96.80		
	4/17/2020		4/17/2020	0.00	1,438.78		
	4/2/2020		4/2/2020	0.00	1,180.39		
	4/20/2020		4/20/2020	0.00	180.00		
	4/21/2020		4/21/2020	0.00	2,659.31		
	4/3/2020		4/3/2020	0.00	88.00		
	4/6/2020		4/6/2020	0.00	57.18		
	4/7/2020		4/7/2020	0.00	641.70		
	4/8/2020		4/8/2020	0.00	548.07		
	4/9/2020		4/9/2020	0.00	690.22		
028561	4/30/2020	0000608	ADAPCO, Inc.			260.90	Auto
	4/17/2020		4/17/2020	0.00	260.90		
028562	4/30/2020	0000610	Liebert Cassidy Whitmore			2,727.00	Auto
	3/31/2020		3/31/2020	0.00	2,727.00		
028563	4/30/2020	0000694	TD Ameritrade Institution			10,398.33	Auto
	4/28/2020		4/28/2020	0.00	10,398.33		
028564	4/30/2020	0000696	KBA DOCUSYS, INC			203.36	Auto
	4/21/2020		4/21/2020	0.00	203.36		
028565	4/30/2020	0000814	Staples Business Advantage			135.22	Auto
	4/6/2020		4/6/2020	0.00	135.22		
028566	4/30/2020	0000894	Quenvold's Safety Shoemobile			176.99	Auto
	3/18/2020		3/18/2020	0.00	176.99		
028567	4/30/2020	0000899	Sun Life Financial			1,278.38	Auto
	4/21/2020		4/21/2020	0.00	1,278.38		
028568	4/30/2020	0000903	Fas Trak Violation			34.00	Auto
	4/17/2020		4/17/2020	0.00	16.00		
	5/17/2020		5/17/2020	0.00	18.00		
028569	4/30/2020	0000913	Guardian Security Agency			855.00	Auto
	4/16/2020		4/16/2020	0.00	380.00		
	4/23/2020		4/23/2020	0.00	475.00		
028570	4/30/2020	0000916	Spark Creative Design			1,078.88	Auto
	3/17/2020		3/17/2020	0.00	778.88		
	4/16/2020		4/16/2020	0.00	300.00		
028571	4/30/2020	0000925	INFINISOURCE, Inc.			80.50	Auto

Payment History Report
Sorted By Check Number
Activity From: 4/1/2020 to 5/31/2020

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
	4/13/2020		4/13/2020	0.00	80.50		
028572	4/30/2020	0000971	Flyers Energy, LLC			1,424.10	Auto
	4/21/2020		4/21/2020	0.00	1,424.10		
028573	4/30/2020	0000975	Reliance Standard Life In			455.72	Auto
	4/17/2020		4/17/2020	0.00	455.72		
028574	4/30/2020	0000981	Colonial Life			380.76	Auto
	4/13/2020		4/13/2020	0.00	380.76		
028575	4/30/2020	0001047	Calderon Janitorial Services			650.00	Auto
	4/16/2020		4/16/2020	0.00	650.00		
028576	4/30/2020	0001088	Verizon Wireless			2,498.74	Auto
	4/10/2020		4/10/2020	0.00	2,498.74		
028577	4/30/2020	0001102	CD & Power			2,887.24	Auto
	4/14/2020		4/14/2020	0.00	2,887.24		
028578	4/30/2020	0001113	Comcast			745.89	Auto
	4/1/2020		4/1/2020	0.00	352.83		
	4/15/2020		4/15/2020	0.00	393.06		
028579	5/15/2020	0000007	SEIU UPE LOCAL 1021-Union Dues			14.22	Auto
	4/30/2020		4/30/2020	0.00	14.22		
028580	5/15/2020	0000031	CA State Disbursement Unit			281.00	Auto
	5/15/2020		5/15/2020	0.00	281.00		
028581	5/15/2020	0000328	PG&E			19,107.81	Auto
	5/7/2020		5/7/2020	0.00	19,107.81		
028582	5/15/2020	0000482	City of Antioch Marina			104.00	Auto
	5/7/2020		5/7/2020	0.00	104.00		
028583	5/15/2020	0000486	Bay Alarm Company			1,058.46	Auto
	3/15/2020		3/15/2020	0.00	1,058.46		
028584	5/15/2020	0000736	Bay Auto Body			1,952.91	Auto
	4/27/2020		4/27/2020	0.00	1,952.91		
028585	5/15/2020	0000793	AFLAC			52.84	Auto
	5/8/2020		5/8/2020	0.00	52.84		
028586	5/15/2020	0000814	Staples Business Advantage			520.21	Auto
	4/30/2020		4/30/2020	0.00	520.21		
028587	5/15/2020	0000913	Guardian Security Agency			1,062.00	Auto
	5/1/2020		5/1/2020	0.00	587.00		
	5/7/2020		5/7/2020	0.00	475.00		
028588	5/15/2020	0000942	Technical Safety Service			343.00	Auto
	5/5/2020		5/5/2020	0.00	343.00		
028589	5/15/2020	0000956	Waterlogic Americas LLC			79.39	Auto
	5/1/2020		5/1/2020	0.00	79.39		
028590	5/15/2020	0000969	Otis Elevator Company			18.55	Auto
	5/1/2020		5/1/2020	0.00	18.55		
028591	5/15/2020	0000971	Flyers Energy, LLC			1,293.34	Auto
	5/8/2020		5/8/2020	0.00	1,293.34		
028592	5/15/2020	0000975	Reliance Standard Life In			449.35	Auto
	5/1/2020		5/1/2020	0.00	449.35		
028593	5/15/2020	0001049	ALSCO			1,299.53	Auto
	5/5/2020		5/5/2020	0.00	1,299.53		
028594	5/15/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC			45.96	Auto
	5/1/2020		5/1/2020	0.00	45.96		
028595	5/15/2020	0001072	Mt. Diablo Resource Recovery-Concord			588.00	Auto
	5/7/2020		5/7/2020	0.00	588.00		
028596	5/15/2020	0001077	Banksia Landscape, Inc.			475.00	Auto
	5/5/2020		5/5/2020	0.00	475.00		
028597	5/15/2020	0001102	CD & Power			14,122.85	Auto
	4/27/2020		4/27/2020	0.00	13,123.87		

Payment History Report
Sorted By Check Number
Activity From: 4/1/2020 to 5/31/2020

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
	4/30/2020		4/30/2020	0.00	998.98		
028598	5/15/2020	0001113	Comcast			353.22	Auto
	5/12/2020		5/12/2020	0.00	353.22		
028600	5/27/2020	0000007	SEIU UPE LOCAL 1021-Union Dues			2,224.04	Auto
	5/27/2020		5/27/2020	0.00	2,224.04		
028601	5/27/2020	0000010	CalPERS			53,291.33	Auto
	5/20/2020		5/20/2020	0.00	53,291.33		
028602	5/27/2020	0000011	Vision Service Plan			654.00	Auto
	5/21/2020		5/21/2020	0.00	654.00		
028603	5/27/2020	0000015	Health Care Dental Trust			5,229.53	Auto
	5/26/2020		5/26/2020	0.00	5,229.53		
028604	5/27/2020	0000031	CA State Disbursement Unit			281.00	Auto
	5/26/2020		5/26/2020	0.00	281.00		
028605	5/27/2020	0000328	PG&E			184.06	Auto
	5/21/2020		5/21/2020	0.00	184.06		
028606	5/27/2020	0000335	Concur Technologies, Inc			934.94	Auto
	3/4/2020		3/4/2020	0.00	374.96		
	4/3/2020		4/3/2020	0.00	559.98		
028607	5/27/2020	0000399	Contra Costa County - Fleet			4,778.66	Auto
	4/24/2020		4/24/2020	0.00	4,778.66		
028608	5/27/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			10,057.87	Auto
	4/1/2020		4/1/2020	0.00	89.90		
	4/21/2020		4/21/2020	0.00	236.85		
	4/22/2020		4/22/2020	0.00	241.76		
	4/23/2020		4/23/2020	0.00	305.41		
	4/24/2020		4/24/2020	0.00	607.39		
	4/27/2020		4/27/2020	0.00	26.35		
	4/29/2020		4/29/2020	0.00	1,243.17		
	4/3/2020		4/3/2020	0.00	44.00		
	4/30/2020		4/30/2020	0.00	267.98		
	5/11/2020		5/11/2020	0.00	180.98		
	5/13/2020		5/13/2020	0.00	565.96		
	5/14/2020		5/14/2020	0.00	342.98		
	5/18/2020		5/18/2020	0.00	943.09		
	5/19/2020		5/19/2020	0.00	1,580.26		
	5/21/2020		5/21/2020	0.00	325.22		
	5/3/2020		5/3/2020	0.00	44.00		
	5/4/2020		5/4/2020	0.00	44.00		
	5/5/2020		5/5/2020	0.00	646.39		
	5/6/2020		5/6/2020	0.00	228.26		
	5/7/2020		5/7/2020	0.00	304.72		
	5/8/2020		5/8/2020	0.00	290.83		
	5/9/2020		5/9/2020	0.00	1,498.37		
028609	5/27/2020	0000486	Bay Alarm Company			390.00	Auto
	5/22/2020		5/22/2020	0.00	390.00		
028610	5/27/2020	0000694	TD Ameritrade Institution			9,356.66	Auto
	5/27/2020		5/27/2020	0.00	9,356.66		
028611	5/27/2020	0000696	KBA DOCUSYS, INC			203.36	Auto
	5/21/2020		5/21/2020	0.00	203.36		
028612	5/27/2020	0000899	Sun Life Financial			1,278.38	Auto
	5/20/2020		5/20/2020	0.00	1,278.38		
028613	5/27/2020	0000913	Guardian Security Agency			1,062.00	Auto
	5/15/2020		5/15/2020	0.00	475.00		
	5/21/2020		5/21/2020	0.00	112.00		
	5/22/2020		5/22/2020	0.00	475.00		
028614	5/27/2020	0000925	INFINISOURCE, Inc.			80.50	Auto

Payment History Report
Sorted By Check Number
Activity From: 4/1/2020 to 5/31/2020

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
028615	5/20/2020 5/27/2020	0000975	5/20/2020 Reliance Standard Life In	0.00	80.50	905.07	Auto
028616	5/18/2020 5/19/2020 5/27/2020	0000981	5/18/2020 5/19/2020 Colonial Life	0.00 0.00	449.35 455.72	380.76	Auto
028617	5/26/2020 5/27/2020	0000991	5/26/2020 BOLD, POLISNER, MADDOW, NELSON & JUDSON	0.00	380.76	231.00	Auto
028618	5/11/2020 5/27/2020	0001036	5/11/2020 RKL eSolutions LLC	0.00	231.00	12,000.00	Auto
028619	5/21/2020 5/27/2020	0001047	5/21/2020 Calderon Janitorial Services	0.00	12,000.00	650.00	Auto
028620	5/19/2020 5/27/2020	0001088	5/19/2020 Verizon Wireless	0.00	650.00	1,865.13	Auto
028621	5/10/2020 5/27/2020	0001113	5/10/2020 Comcast	0.00	1,865.13	393.06	Auto
028622	5/15/2020 5/27/2020	0001119	5/15/2020 SureWest Directories	0.00	393.06	16,000.00	Auto
028623	5/15/2020 5/27/2020	0000009	5/15/2020 Nationwide Retirement Solutions - 457 Plan	0.00	16,000.00	1,408.00	Auto
			5/27/2020	0.00	1,408.00		
Bank 1 Total:						<u>286,415.85</u>	
Report Total:						<u>286,415.85</u>	

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
April 15, 2020	028540	\$2,259.45	BAT Fire Protection System – Replaced Fire Sprinkler System in Shop Warehouse
“ “ “	028545	\$956.50	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
April 30, 2020	028562	\$2,727.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028577	\$2,887.24	CD & Power – Generator Service & Rental
May 15, 2020	028581	\$19,107.81	PG&E – Net Energy Metering True-up Charges
“ “ “	028584	\$1,952.91	Bay Auto Body – District Truck Repairs
“ “ “	028597	\$14,122.85	CD & Power – Generator Rental & Repairs
May 27, 2020	028617	\$231.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	028618	\$12,000.00	RKL eSolutions LLC – Prepaid Financial Consulting Services
“ “ “	028622	\$16,000.00	SureWest Directories – Online/Internet Banner Advertising

TRANSACTION ACTIVITY REPORT

Months of April & May

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	Balance	4/1/20	31,955.10	8,679,265.31	203,114.28
1	4/15/2020		(150,000.00)	150,000.00	
2	4/16/2020		46,480.17		
3	4/20/2020	2,874,331.14			
4	4/29/2020		(275,000.00)	275,000.00	
5	4/30/2020	8.91		(357,265.23)	
	Balance	2,906,295.15	8,300,745.48	270,849.05	
6	5/6/2020	7,035.93			
7	5/8/2020	(2,460,025.00)			
8	5/11/2020		2,460,000.00	270,000.00	
9	5/14/2020	(176,030.00)			
10	5/28/2020	29,094.97	(285,000.00)	285,000.00	
11	5/29/2020	5.94		(444,762.68)	
	Balance	306,376.99	10,475,745.48	381,086.37	

Transaction Number & Brief Description

- 1** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Interest Earned LAIF
- 2** LAIF interested
- 3** Property Tax Deposit
- 4** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Interest Earned LAIF
- 5** Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo
- 6** Misc Deposits into Wells Fargo Account
- 7** Transfer Property Taxes from Wellsfargo to LAIF
- 8** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit
- 9** Payment to PARS for OPEB and Wire Fee
- 10** Misc Deposits into Wells Fargo Account and Transfer from LAIF to Bank of the West
- 11** LAIF interested & 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
 PO Box 942809
 Sacramento, CA 94209-0001
 (916) 653 3001

June 16, 2020

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

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

[Tran Type Definitions](#)

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Account Number:

April 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/14/2020	4/13/2020	RW	1635765	N/A	PAULA MACEDO	-150,000.00
4/15/2020	4/14/2020	QRD	1636142	N/A	SYSTEM	46,480.17
4/29/2020	4/28/2020	RW	1640800	N/A	PAULA MACEDO	275,000 00

Account Summary

Total Deposit:	46,480.17	Beginning Balance:	8,679,265.31
Total Withdrawal	-425,000.00	Ending Balance	8,300,745 48

California State Treasurer
Fiona Ma, CPA



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

June 16, 2020

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[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)

//

Account Number:

May 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/11/2020	5/8/2020	RD	1641464	N/A	PAULA MACEDO	2,730,000.00
5/14/2020	5/13/2020	RW	1641678	N/A	PAULA MACEDO	-270,000.00
5/28/2020	5/28/2020	RW	1642551	N/A	PAULA MACEDO	285,000 00

Account Summary

Total Deposit:	2,730,000.00	Beginning Balance:	8,300,745.48
Total Withdrawal	-555,000.00	Ending Balance	10,475,745 48

**Contra Costa Mosquito and Vector Control District
FY20 Budget Year & Initial Proposal for FY 21**

(July 1 2019 - June 30 2020)

Board Packet

92% of the Year
completed

	FY20 As of 5/31/20	FY20 Budget	Initial Proposed FY21	YTD FY20 VS ADOPTED	ADOPTED FY20 VS FY20 \$	Proposed FY21 VS ADOPTED FY20 %	Proposed FY21 VS ADOPTED FY20 \$
Personnel Costs							
Payroll & OT	3,159,519	3,820,353	3,704,085	82.7%	660,834	(0)	(116,268)
Retirement	1,186,457	1,267,909	1,303,335	93.6%	81,452	0	35,426
OASDI	185,590	236,862	240,766	78.4%	51,272	0	3,904
Medicare	44,210	55,395	53,709	79.8%	11,185	(0)	(1,686)
Health Insurance (Dental / Vision Etc)	478,464	646,687	646,687	74.0%	168,223	-	-
Unemployment	17,199	32,202	34,456	53.4%	15,003	0	2,254
Disability Ins	9,798	9,500	10,092	103.1%	(298)	0	592
Other Post Employment Benefits	176,000	176,000	205,000	100.0%	-	0	29,000
Subtotal Personnel Costs	5,257,237	6,244,908	6,198,130	84.2%	987,671	(0)	(46,778)
Professional Services							
Auditing Services	18,375	15,875	19,000	115.7%	(2,500)	0	3,125
Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0	0.0%	-	1	-
Building and Grounds Maintenance & Repairs Minor < \$10,000	28,048	10,000	29,500	280.5%	(18,048)	2	19,500
Consulting - General	26,050	15,000	300,000	173.7%	(11,050)	19	285,000
Engineers Report	9,100	9,100	9,100	100.0%	-	-	-
Janitorial Services	7,150	8,500	31,200	84.1%	1,350	3	22,700
Labor Consultant IEDA	9,963	9,963	10,461	100.0%	-	0	498
Landscaping Services	5,225	7,000	6,500	74.6%	1,775	(0)	(500)
Legal - Counsel General	12,532	15,000	15,000	83.5%	2,468	-	-
Legal - Counsel Labor	36,111	75,000	55,000	48.1%	38,890	(0)	(20,000)
Legal - Settlements	0	0	0	0.0%	-	1	-
Medical Services - General	54	300	300	17.8%	247	-	-
Medical Services - Pre-Employment	351	1,200	1,200	29.2%	850	-	-
Permits & Fees	6,543	2,500	6,500	261.7%	(4,043)	2	4,000
Security Service	33,611	14,000	36,000	240.1%	(19,611)	2	22,000
Temporary Personnel Office	0	0	0	0.0%	-	-	-
Subtotal Professional Services	193,111	183,438	519,761	105.3%	(9,673)	2	336,323
Public Affairs							
Community Event Registration Fees	350	2,250	1,500	15.6%	1,900	(0)	(750)
Marketing - Advertisement Online	16,000	12,000	18,000	133.3%	(4,000)	1	6,000
Marketing - Advertisement Print	0	37,000	35,000	0.0%	37,000	(0)	(2,000)
Marketing - Branded Collateral	0	1,500	1,000	0.0%	1,500	(0)	(500)
Marketing - Brochures	5,489	2,500	5,500	219.6%	(2,989)	1	3,000
Marketing - Business Cards	1,074	400	500	268.5%	(674)	0	100
Marketing - Design	536	1,500	1,000	35.7%	964	(0)	(500)
Marketing - Displays	97	7,000	6,000	1.4%	6,903	(0)	(1,000)
Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000	-	-
Marketing - Website Development & Maintenance	0	180	360	0.0%	180	1	180
Subtotal Public Affairs	23,546	65,330	69,860	36.0%	41,784	0	4,530
Operation and Facilities							
Aerial Services	4,340	22,000	20,000	19.7%	17,660	(0)	(2,000)
Automotive - Gasoline	47,547	57,900	42,000	82.1%	10,353	(0)	(15,900)
Automotive - Repairs	14,833	12,000	40,000	123.6%	(2,833)	2	28,000
Automotive - Services	7,591	12,000	15,000	63.3%	4,409	0	3,000
Automotive - Supplies	4,788	8,000	8,000	59.8%	3,212	-	-
Building & Grounds Materials / Supplies	5,242	5,000	10,000	0.0%	(242)	1	5,000
Building Engineering	0	25,000	50,000	0.0%	25,000	1	25,000
Control Materials - Mosquito Adulticiding	0	10,000	25,000	0.0%	10,000	2	15,000
Control Materials - Mosquito Larviciding	75,211	165,000	165,000	45.6%	89,789	-	-
Control Materials - Other	0	0	0	0.0%	-	-	-
Control Materials - Vertebrate	8,650	10,000	18,000	86.5%	1,350	1	8,000
Control Materials - Yellowjacket & Bees	1,505	10,000	5,000	15.0%	8,495	(1)	(5,000)
Equipment Rental	0	1,000	1,000	0.0%	1,000	-	-
Equipment Repair	6,491	10,000	7,500	64.9%	3,509	(0)	(2,500)
Equipment Service	751	3,000	7,500	25.0%	2,249	2	4,500
Equipment Small	6,763	36,300	56,733	18.6%	29,537	1	20,433
Safety & PPE	27,079	10,000	25,000	270.8%	(17,079)	2	15,000
Safety Boots	1,969	2,200	2,500	89.5%	231	0	300
Source Reduction/Wetlands	98	500	1,000	19.5%	402	1	500
Tools & Instruments	388	1,000	2,500	38.8%	612	2	1,500
Uniform Professional Branded Wear	2,716	6,825	3,500	39.8%	4,109	(0)	(3,325)
Uniform Rental	13,622	16,200	16,200	84.1%	2,578	-	-
Boat Berth Fee	0	0	1,296	0.0%	-	1	1,296
Subtotal Operation and Facilities	229,583	423,925	522,729	54.2%	194,342	0	98,804
Lab Services							
Aquaculture	1,948	2,500	2,200	77.9%	552	(0)	(300)
General Lab Supplies & Materials	944	7,000	4,000	13.5%	6,056	(0)	(3,000)
Insectary	259	1,000	1,000	25.9%	741	-	-
Lab Equipment	260	5,000	2,500	5.2%	4,740	(1)	(2,500)
Lab Testing	10,789	19,000	15,000	56.8%	8,211	(0)	(4,000)
Pesticide Testing	0	1,500	1,500	0.0%	1,500	-	-
Sentinel Bird	856	3,500	2,500	24.5%	2,644	(0)	(1,000)
Surveillance	6,585	14,000	10,000	47.0%	7,415	(0)	(4,000)
Subtotal Lab Services	21,641	53,500	38,700	40.5%	31,859	(0)	(14,800)
Information & Technology							
Computer Equipment Supplies < \$100	2,246	2,500	2,625	89.8%	254	0	125

BEFORE THE BOARD OF TRUSTEES OF
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa Mosquito and
Vector Control District to Continue a Mosquito
and Vector Surveillance and Control Project
for the Benefit of Four Zones and to Continue
the Financing of the Project by Continued
Assessment upon Property within the District**

RESOLUTION 20-3

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 13th day of July 2020, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS the Contra Costa Mosquito and Vector Control District (the "District") is an independent special district formed and governed pursuant to California Health and Safety Code Section 2000, et seq.; and

WHEREAS the District's jurisdiction encompasses all that area lying within the boundaries of Contra Costa County; and

WHEREAS the District is governed by a Board of Trustees representing the cities and the county of Contra Costa County; and

WHEREAS, the District is authorized to take all necessary and appropriate action to control mosquitoes and other vectors within the District boundaries; and

WHEREAS, mosquito and vector surveillance and control is necessary on a continuous, routine, and area-wide basis to enhance the economic development, recreational use and enjoyment of property and the protection of health; and

WHEREAS, California Health and Safety Code Section 2291 provided at the time of adoption of Resolution 96-5 that the District could conduct vector surveillance and control projects, and Section 2291.1 provided that the District Board could determine whether a project is for the common benefit of the District as a whole or for the benefit of one or more zones, and Section 2291.2 provided that the District could finance the cost of vector surveillance and control projects by assessment upon property; and

WHEREAS, by Resolution 96-5, adopted June 17, 1996, the District instituted a mosquito and vector surveillance and control project for the benefit of four zones and assessments to finance such project; and

WHEREAS, Resolution 96-5 was adopted after proper notice and hearing; and

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 13, 2020 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT as follows:

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 13, 2020 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 13, 2020, for fiscal year 2020-2021, beginning July 1, 2020.
3. The amounts of assessments levied upon parcels for fiscal year 2020 – 2021 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

I, DANIEL PELLEGRINI, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District July 13, 2019, by the following vote.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Daniel Pellegrini
2020 Secretary, Board of Trustees

July 2020 Mosquito and Arbovirus Surveillance Report

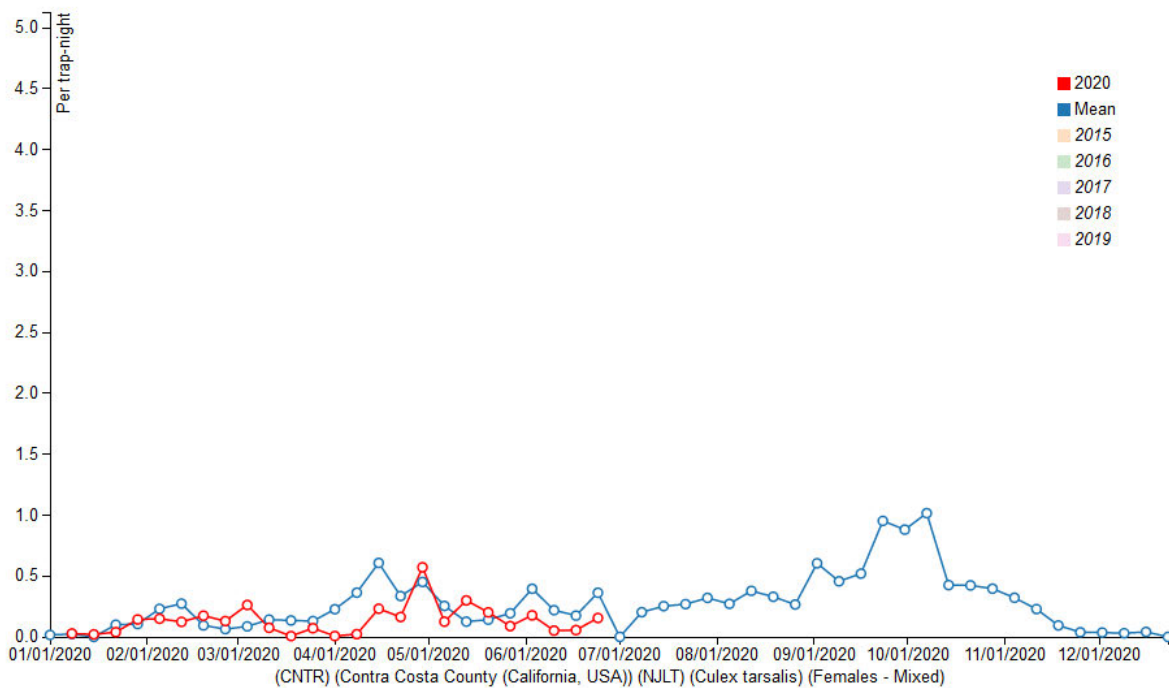
Prepared June 26th by Steve Schutz, Ph.D., Scientific Programs Manager

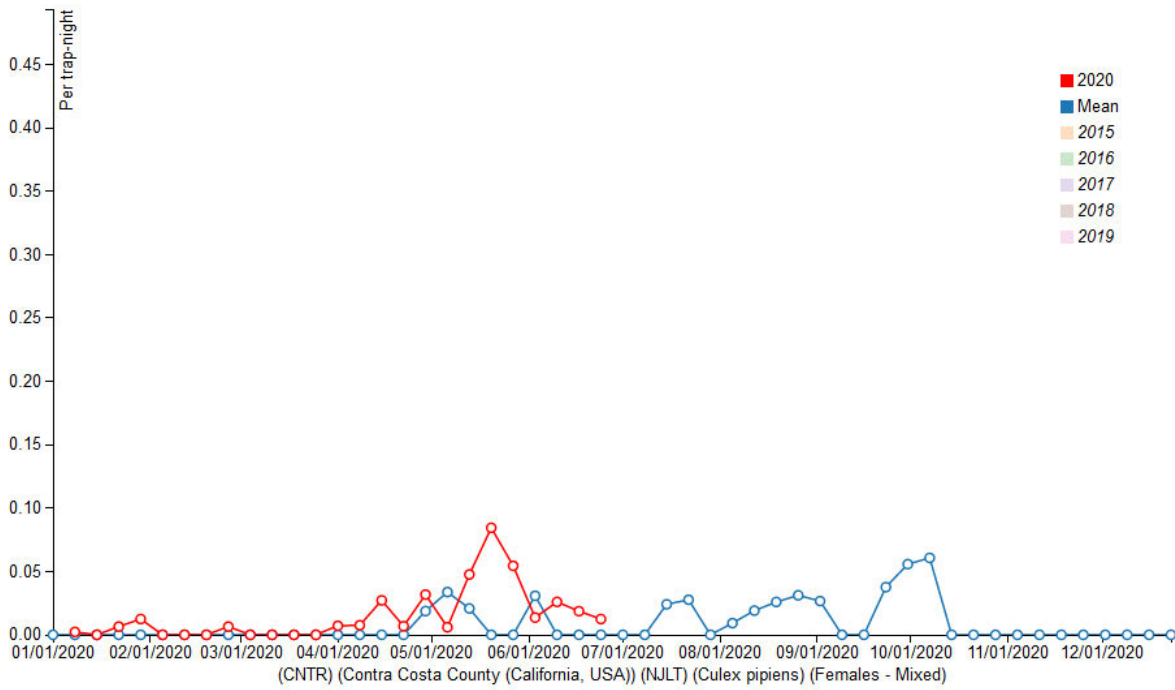
Human cases: None reported yet. A single case reported last year is thought to represent an infection that occurred prior to 2019.

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

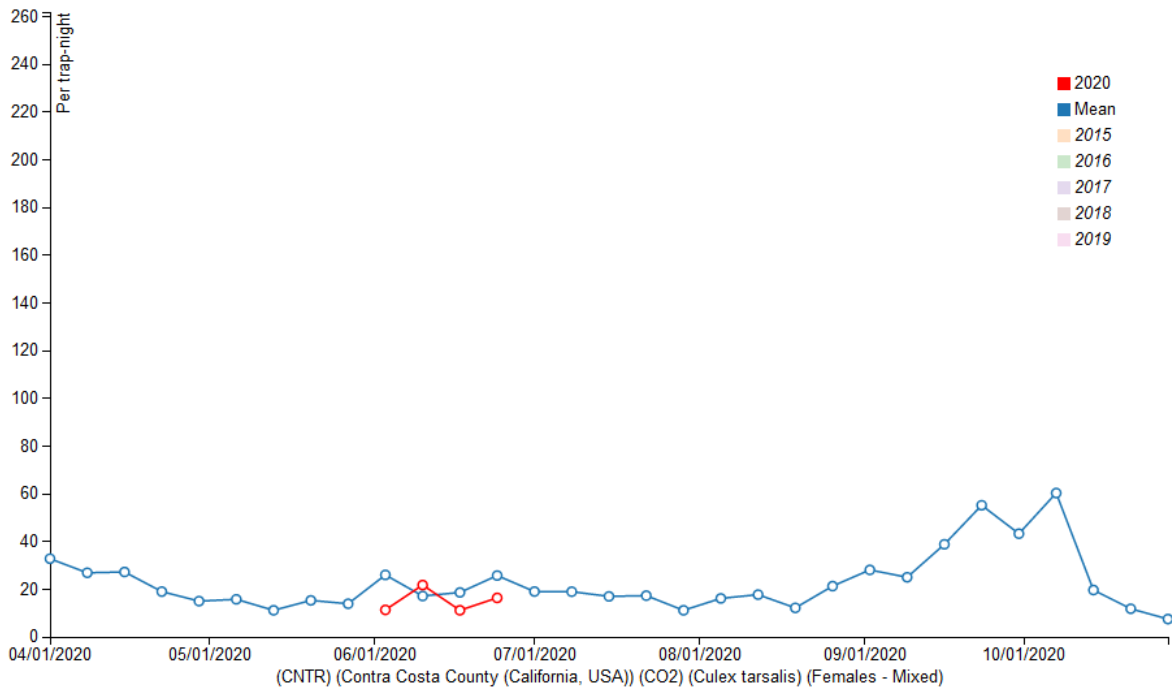
Dead birds: So far this season 146 dead birds have been reported and 17 have been submitted for testing (all negative). Dead bird reports continue to be few and far between.

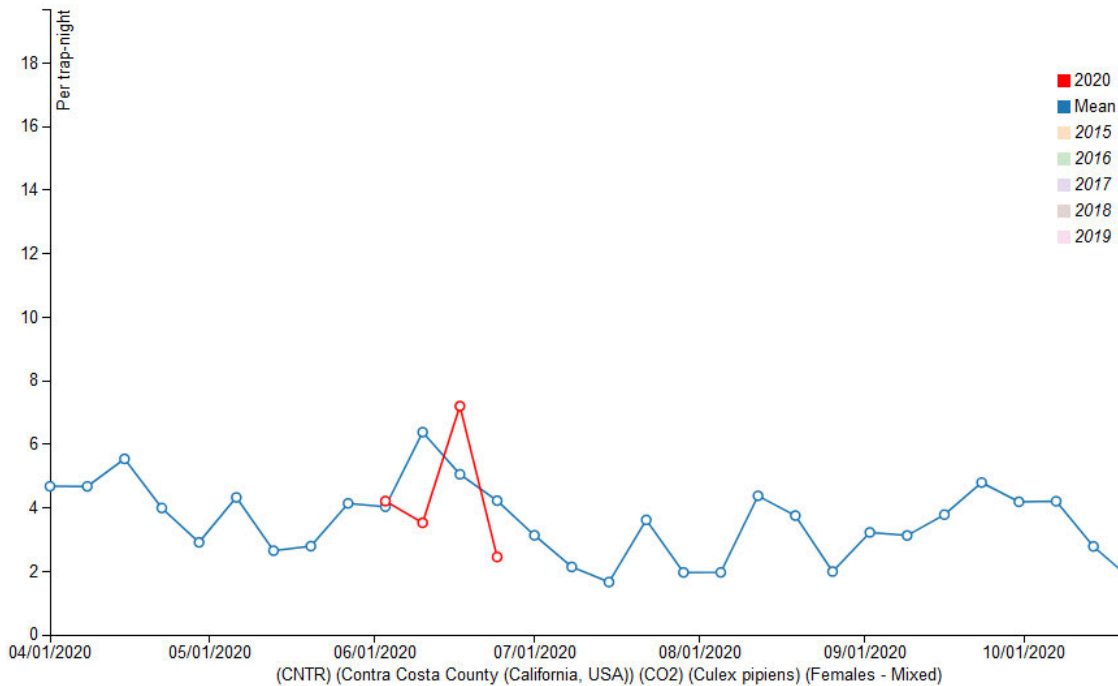
Light trap counts: Twenty-three traps are being operated daily year-round, with collections made weekly by field technicians. District-wide, we have been seeing *Culex tarsalis* counts mostly at or below the 5-year average. *Culex pipiens* counts have been somewhat above the 5-year average. Counts are expressed as numbers of female per trap per night, averaged by week.





Carbon dioxide traps: 23 traps have been operated weekly at fixed locations since June 1st. Counts of *Culex tarsalis* and *Cx. pipiens* have mostly been below the 5 year average so far.





'Random' traps: In addition to our 23 fixed trap locations, Operations employees have been occasionally setting 'random' traps to monitor specific problem areas (due to Covid-19 restrictions/lack of seasonal assistants we do not have sufficient staffing for the Lab to regularly set 'random' traps this season).

Larval samples: Lab staff continues to process larval samples collected by field employees daily. In addition to species identification, larval samples are also used to monitor the effectiveness of our larval control program (pre- and post- treatment sampling)

Sentinel chickens: Blood samples from chickens at our four flock sites, in Martinez, Walnut Creek, Oakley and Knightsen are being taken and tested biweekly for West Nile, Western and St. Louis encephalitis virus; none positive so far this season.

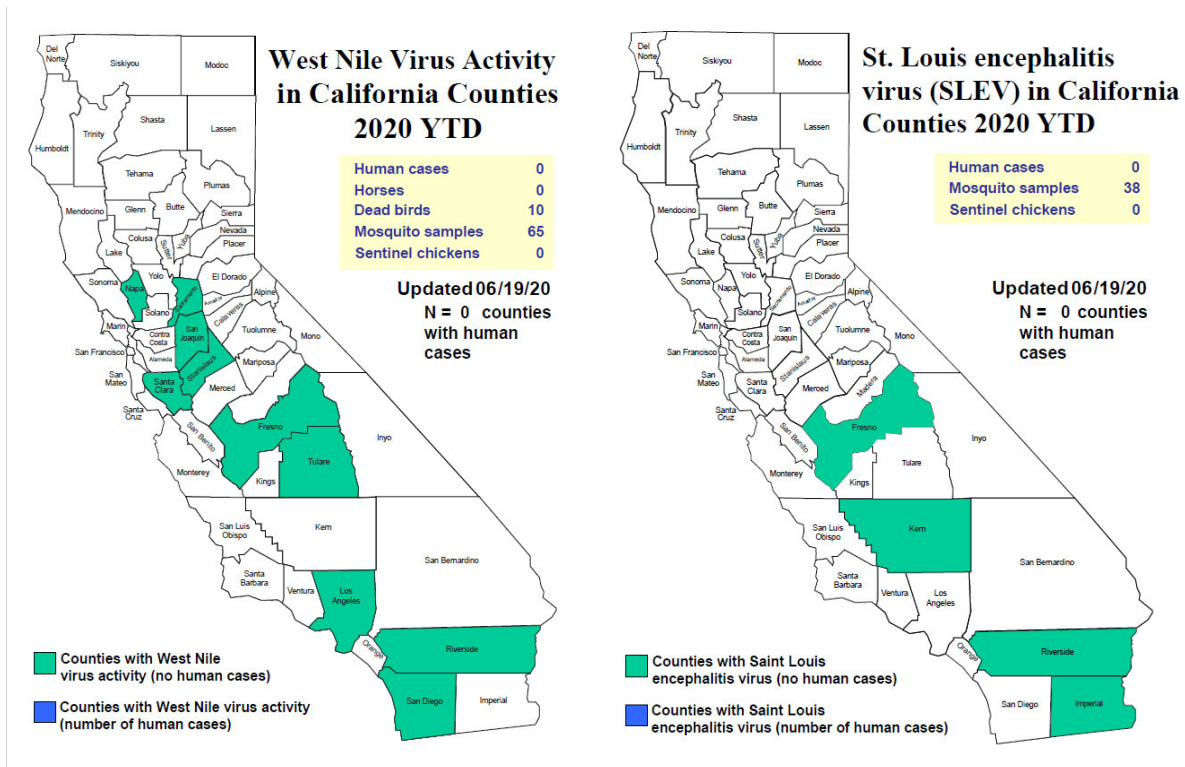
Other projects: Lab staff submitted ticks for CDPH and University projects on *Rickettsia* and other tick-borne pathogens earlier this season and have been submitting dead crows to the California Department of Fish and Wildlife for a study on causes of crow mortality other than West Nile virus.

Weather conditions: We had a cool spring, which may have delayed the onset of virus transmission. Overnight low temperatures are now warm enough for West Nile virus transmission to occur (>55 degrees F) although we have not seen any evidence yet.

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: As of June 19th, West Nile virus activity (positive dead birds and/or mosquito samples) had been reported in Napa and Santa Clara Counties.

Statewide: As of June 19th no human disease cases had been reported this season.



West Nile virus activity remains well below the 5-year average. As of June 19th, **10** dead birds from **6** counties and **65** mosquito samples from **9** counties have tested positive for WNV in 2020. Saint Louis encephalitis positive mosquito samples have been reported in four Central Valley and Southern California counties

COMPARED TO PREVIOUS YEAR AND PREVIOUS FIVE-YEAR AVERAGE TO DATE			
As of Jun 19, 2020	2020	2019	5Y AVG
Counties	10	8	18
Human cases	0	0	2
Dead birds	10	5	88
Mosquito samples	65	220	199
Sentinel chickens	0	0	1

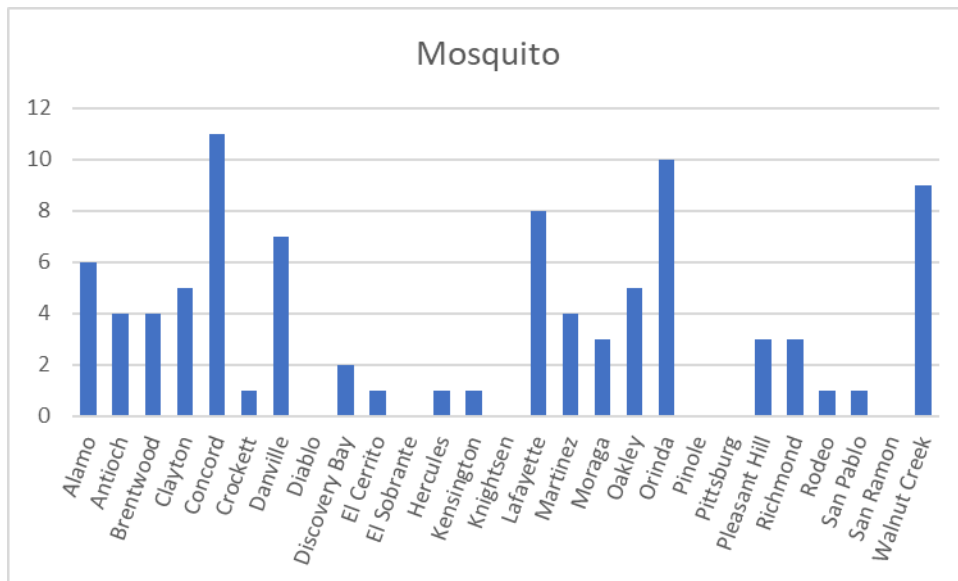
YTD - Year to date corresponds to the same time last year or last five years.

June 2020 Operations Report

Prepared June 30th by David Wexler, Sheila Currier and Terry Davis, Program Supervisors

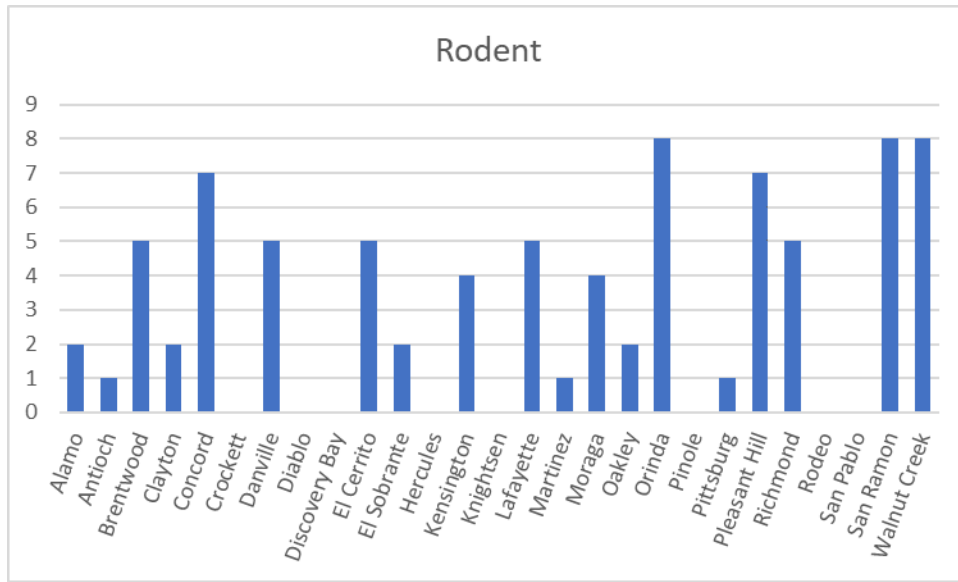
Mosquito Program:

- Currently mosquitofish cannot be picked up by the public. Alternatively, residents can submit a service request for mosquitofish, and a technician will physically inspect the source and the property and deliver fish, if needed. That has proven to be very effective and it has allowed for the verification of the source and potentially to the findings of new sources. It has also reduced fish kills due to inappropriate fish stocking locations being denied by the technicians. The feedback from the public has been very positive, as it saves them a trip and it also provides an opportunity for public education.
- Our technicians and inspectors have been collecting numerous larval samples as we begin our peak season. In contrast the service requests from the public have remained relatively low.
- The marshes have been very active the past few weeks as we have been getting lots of *Aedes dorsalis* larval samples.



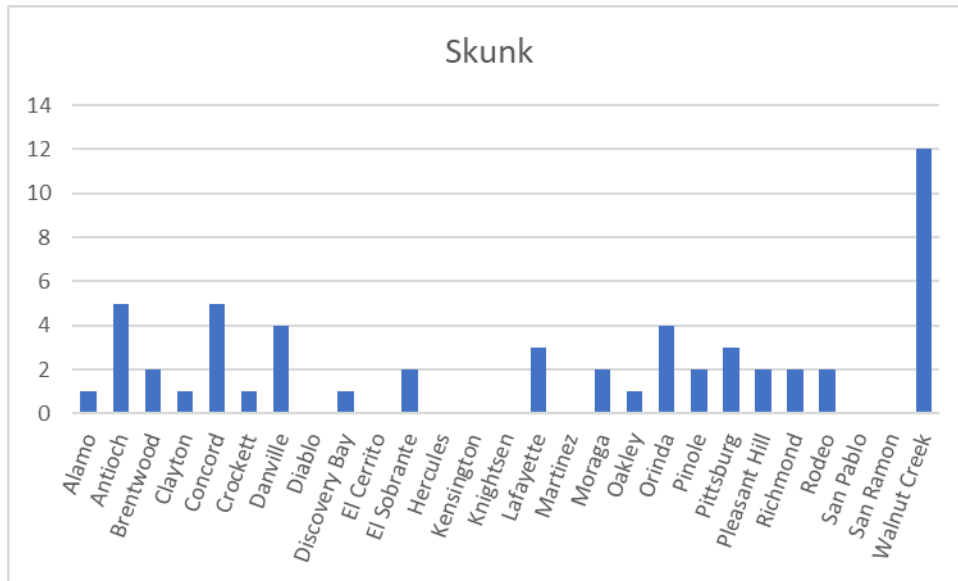
Rodent Program:

- Currently we have limited our sewer monitoring program as we look for ways to minimize risk by not having employees working in close proximity to each other.
- Service requests for rodent activity have been steady, with the majority of calls being for Roof rats.
- With social distancing requirements we are currently only providing rodent inspections to the outside of properties, if the garage door is open and the resident is not in the garage area we will inspect that area as well.
- Rodent pressure is consistent with last year with no areas of the county experiencing any specific rodent population spikes.



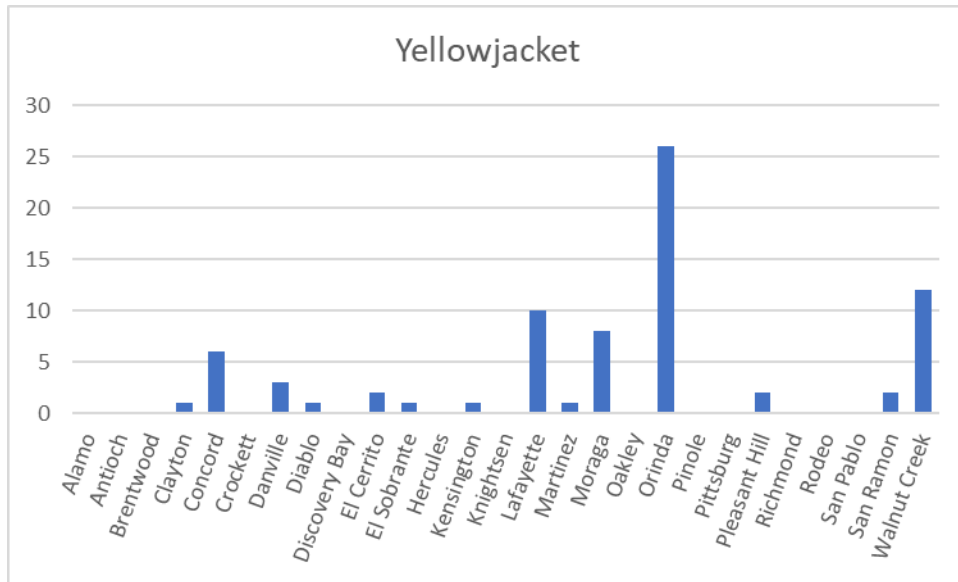
Skunk Program:

- The skunk program has been seeing juvenile skunks in the daytime, this is due to young skunks maturing and venturing out on their own looking for new territory.
- Service requests have been steady and are running at about average for this time of year.



Yellowjacket Program:

- Even with residents spending more time in their yards, calls have remained lower than last year. For the month of June there were 65% less calls than 2019. We suspect this is due to school and park closures.
- July 4th tends to be the biggest event for the start of the yellowjacket season.



June 2020 Public Affairs Department Report
Prepared June 26, 2020 by Nola Woods, Public Affairs Director

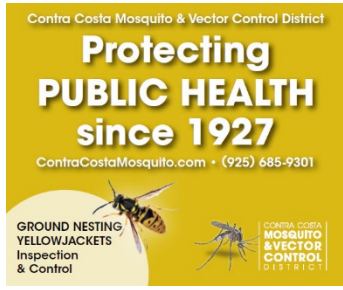
- **Presentations & Events**

- No off-site presentations or events in May or June due to COVID-19, which is a key time for District outreach with many local events and the annual King of the County BBQ Festival in Martinez each June, which is a regional event. Consequently, we are working with vendors to ensure our participation if these events (cancelled or postponed due to COVID-19) are able to reschedule in the future.
- Online 2020 National Mosquito Awareness Week June 21-27, 2020
 - Tweeted messages on the importance of preventing mosquito-borne illness

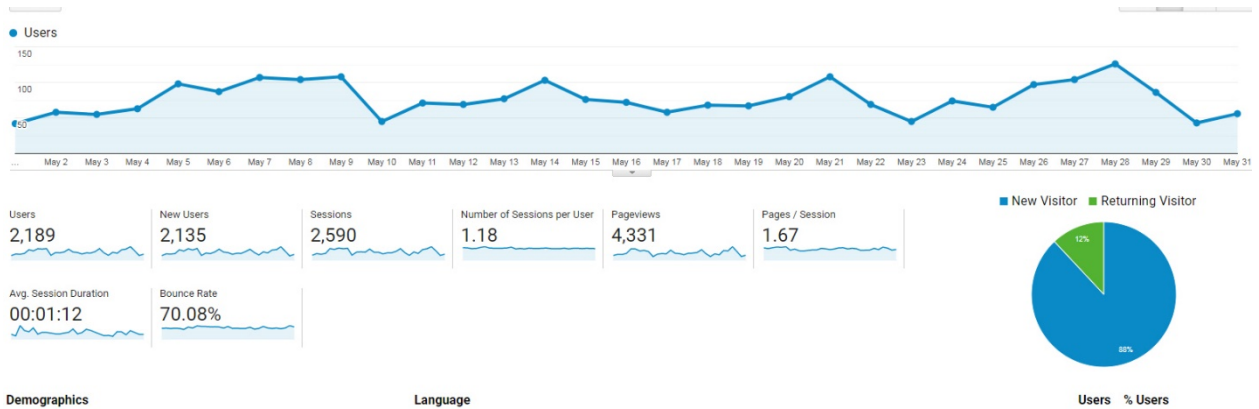


- **Advertising**

- The District's "back to basics" advertising campaign went live in June and can be seen on/in:
 - Internet banners
 - Target Area: All of Contra Costa County
 - Highway 4 billboard (both sides)
 - Target Area: East Contra Costa County
 - Brentwood Press
 - Target Area: East Contra Costa County
 - Community Focus
 - Target Area: Central Contra Costa County—North of Hwy 24
 - Your Town Monthly
 - Target Area: Central Contra Costa County—South of Hwy 24
 - Contra Costa Marketplace
 - Target Area: West Contra Costa County
- The campaign features:
 - A General services ad that shows the vectors for which we provide service
 - A Mosquito ad to run during summer
 - A Yellowjacket ad to run late summer into early fall
 - A Rat and Mouse ad to run during fall into winter
 - A Skunk ad to run during winter through January 2021



Website Visitors
 ○ May 1-31, 2020



Demographics

Language

Users % Users

○ Jun 1-26, 2020



- Website Views – Top 10 Pages viewed
 - May 1-31, 2020

<input type="checkbox"/>	Page ?	Pageviews ?	Unique Pageviews ?	Avg. Time on Page ?
		4,331 <small>% of Total: 100.00% (4,331)</small>	3,665 <small>% of Total: 100.00% (3,665)</small>	00:01:47 <small>Avg for View: 00:01:47 (0.00%)</small>
<input type="checkbox"/>	1. /index.html	1,021 (23.57%)	778 (21.23%)	00:01:05
<input type="checkbox"/>	2. /rodents_virus_risk.htm	334 (7.71%)	312 (8.51%)	00:07:52
<input type="checkbox"/>	3. /service_request.htm	333 (7.69%)	286 (7.80%)	00:02:40
<input type="checkbox"/>	4. /mites.htm	320 (7.39%)	293 (7.99%)	00:06:13
<input type="checkbox"/>	5. /covid_19.htm	184 (4.25%)	145 (3.96%)	00:01:47
<input type="checkbox"/>	6. /ticks.htm	122 (2.82%)	101 (2.76%)	00:02:24
<input type="checkbox"/>	7. /ccmvcd_faq.htm	113 (2.61%)	96 (2.62%)	00:01:12
<input type="checkbox"/>	8. /free_mosquitofish.htm	107 (2.47%)	93 (2.54%)	00:03:22
<input type="checkbox"/>	9. /rats_mice.htm	102 (2.36%)	91 (2.48%)	00:01:58
<input type="checkbox"/>	10. /contact.htm	101 (2.33%)	91 (2.48%)	00:01:02

- June 1-26, 2020

<input type="checkbox"/>	Page ?	Pageviews ?	Unique Pageviews ?	Avg. Time on Page ?
		5,659 <small>% of Total: 100.00% (5,659)</small>	4,931 <small>% of Total: 100.00% (4,931)</small>	00:01:58 <small>Avg for View: 00:01:58 (0.00%)</small>
<input type="checkbox"/>	1. /rodents_virus_risk.htm	1,511 (26.70%)	1,428 (28.96%)	00:05:47
<input type="checkbox"/>	2. /index.html	873 (15.43%)	677 (13.73%)	00:00:51
<input type="checkbox"/>	3. /thrive_all_20.htm *	381 (6.73%)	336 (6.81%)	00:00:25
<input type="checkbox"/>	4. /mites.htm	281 (4.97%)	260 (5.27%)	00:04:49
<input type="checkbox"/>	5. /service_request.htm	268 (4.74%)	225 (4.56%)	00:03:51
<input type="checkbox"/>	6. /surefire_ways_article.htm	179 (3.16%)	175 (3.55%)	00:03:37
<input type="checkbox"/>	7. /thrive_all_20.htm?utm_scrub=ThriveHive *	133 (2.35%)	116 (2.35%)	00:00:04
<input type="checkbox"/>	8. /covid_19.htm	132 (2.33%)	102 (2.07%)	00:01:54
<input type="checkbox"/>	9. /ccmvcd_faq.htm	111 (1.96%)	99 (2.01%)	00:01:18
<input type="checkbox"/>	10. /rats_mice.htm	95 (1.68%)	84 (1.70%)	00:02:48

***internet banner ad link**

■ Publications

- Employee Newsletter: Bits and Bytes
 - Four newsletters in May and June
 - They continue to serve 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.
- Mosquito Bytes Newsletter (Public Newsletter)
 - May 2020: Report Dead Birds to Help Fight the Virus We Already Have
 - 1308 Sent
 - 37.5% Opened as of June 25, 2020
 - 2.6% Clicked Links
 - Top Links:
 - Report a Dead Bird [website](#)
 - [Sign up page](#) for Mosquito Bytes Newsletter and other District publications
 - World Health Organization [COVID-19 page](#)
 - June 2020: Mosquitofish Service Update
 - 1312 Sent
 - 31.9% Opened as of June 26, 2020
 - 3.8% Clicked Links
 - Top Links
 - Mosquitofish Request [Form](#)
 - Service Request [Form](#)
 - District website [homepage](#)



- **Social Promotion: Twitter**
 - May Mosquito Bytes Newsletter (2 total tweets, each with 1 article)
 - 10 Engagements (Total number of times a user interacted with a tweet)
 - 666 Impressions (Number of times users saw the tweet on Twitter)
 - Overall Twitter Engagement in May
 - 1350 Followers
 - 2733 Impressions
 - June National Mosquito Awareness
 - 24 Engagements
 - 549 Impressions
 - June Mosquito Bytes Newsletter
 - 9 Engagements
 - 471 Impressions
 - Overall Twitter Engagement in June (25 days)
 - 1363 Followers
 - 2604 Impressions



June 2020 Administration Department Report

Prepared June 30, 2020 by Maria Bagley, Administrative Services Manager

- Covid -19

The Administration department has been handling the new regulatory requirements due to COVID. Over the past two months, we have had to implement new updates in our accounting software, give staff updates about the latest federal and state mandates and have researched and implemented various policies and procedures around the rapid changing regulatory environment. These include payroll benefit changes, tax law changes, and changes to our general overall operations.

- Software

The department has reviewed and updated the way that quarterly taxes are processed.

SAP Concur expense software is slated to go live in August 2020. We are on the final stages of testing and then we will be working with the accounting software to make the two software platforms compatible, which should be finalized by September 2020.



- Budget Season

The department has been working hard on making changes and updating our priorities for the current fiscal year and on preparing the budget for the next fiscal year. Some of the items on the priority list are:

- New IT equipment is needed to increase productivity and flexibility with District staff. New iPhones/iPads are needed for the new operational software, new computer equipment is needed for the office staff (as all computer equipment in the office is 5 to 8 years old), as well as firewall.
- Building Remodel - As soon as logistically possible (Covid-19 restrictions lifted and businesses operating) the District will be issuing a request for bids for an initial architect design to make changes to the building. Staff has identified a number of items that we would like to address including but not limited to:
 - Remodeling and expanding the front portion of the building, parking garage and inside redesign for space utilization.
 - Increased security for the front lobby area, so visitors cannot access the building without proper authorization.
 - Natural light in front.
 - Secure reception area in case of emergency.

- Front cement pad cracking and shifting building needs to be looked into and potentially fixed as it creates large cracks on the building and affects seals on windows.
- Secure parking garage to reduce truck damages, theft, unauthorized use of equipment.
- Gate for back of property.
- Add office and workspace.
- Add an employee break room.
- Add an emergency exit to the operations room.
- Remodel the mail room and office supply area.
- Back property perimeter security.
- Get cameras along the perimeter of the fence line to see all access of property at any point during the day.
- Heating and air ductwork - current system does not control properly and offices are hooked to restrooms etc. Need complete overhaul of heating and air ductwork.

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES**

2020 TRUSTEE COMMITTEES

NAME	ADVANCE	AUDIT	BUDGET	EXECUTIVE	PERSONNEL
AINSLEY	X				X
BANA					X
CARLSTON		X		X*	X
CLAYTON					X
COWEN			X		X
DIAMOND			X*	X	
FITZSIMMONS		X*			
HOGAN	X				
HOWELL		X			X
KRIEG			X	X	
LUCACHER	X*	X			
MARKER			X		
MINTER			X		
MURRAY	X		X		
NGUYEN			X		
ODUNLAMI				X	X*
PAY	X	X			
PELLEGRINI	X	X		X	X
PINCKNEY					
THOMAS					
YOUNG			X		

* CHAIRPERSON



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520

(925) 685-9301

fax (925) 685-0266

www.contracostamosquito.com

Job Title: Operations Manager

Salary Range Monthly: _____

Department: Operations

FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the direction of the General Manager, provides leadership to, plans, organizes, and directs operational programs and facilities. Supervises and coordinates the activities of the Operations Department, demonstrates a full understanding and ensures compliance with federal and state laws, county and city ordinances, District's policies and procedures, as well as represented employee's Memorandum of Understanding. Coordinates assigned activities with other departments and outside agencies and vendors, supervises and coordinates the maintenance and repair of buildings, grounds, and equipment.

DISTINGUISHING CHARACTERISTICS

Must have the knowledge, experience, education, and demonstrated ability in supervision, communication, planning and organization.

PRIMARY DUTIES

Operations: Plans, organizes, and directs the District's control programs with the assistance of the Program Supervisors and makes recommendations to the General Manager on program direction, strategies, staffing, and equipment. Evaluates and monitors weather, vector activity, virus activity, and personnel workloads and assigns personnel as needed. Plans, organizes, directs, monitors, and evaluates vector control activities. Evaluates equipment, vehicles, and pesticides, makes operational purchases, and oversees the purchases of the Program Supervisors. Supervises and solves problematic situations arising from field related operations and complaints. Coordinates joint projects with other agencies and property owners. Manages and coordinates maintenance of pesticide dispersal equipment. Conducts studies and provides assistance in the development of operational methods and techniques.

Grounds and Facilities: Under the general direction of the General Manager, develops policies and procedures for the use of facilities and equipment, receives and reviews bids from facilities and equipment contractors, provides recommendation to the General Manager on contractor bid selection, coordinates work to be completed by contractors and skilled trades, coordinates safety

Job Title: Operations Manager
Department: Operations
FLSA Employment Status: Exempt

inspections of District facilities and equipment, including but not limited to shop, office building, and grounds, directs the installation of hazard barricades or other devices as necessary, and coordinates preventive maintenance and emergency repairs of breakdowns. In addition, the Operations Manager is responsible for fire equipment and the enforcement of safety rules on any work grounds, facilitates disposal of District property, coordinates and supervises work performed on building systems, including mechanical, electrical, plumbing, HVAC, and waste management disposal, responds to emergency situations after regular working hours, and performs related work as required.

Personnel: Is familiar with the principles and methods of personnel supervision in regards to Federal, State, and local laws and regulations, Memorandum of Understanding, as well as the District's Employee Handbook and Policies and Procedures. Assists in the hiring and discharging of temporary employees, assists in the hiring process of regular, full-time personnel. Directly supervises the Program Supervisor, Vector Control Planner, and Mechanic/Technician positions, gives verbal and written warnings, and makes recommendations concerning further disciplinary action. Plans and conducts training of field employees with regards to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Trains employees on policies and procedures and on the proper use and care of shop and spray equipment. Schedules, assigns, and establishes work standards for field employees. Assists the Program Supervisors in evaluating field employee work performance. Investigates field related accidents and incidents and complete required reports. Conducts employee meetings and various other meetings as necessary. Performs other administrative and/or field related supervisory or higher-level essential tasks as necessary to maintain facilities and operations.

Enforcement: Works with other governmental agencies and the private sector to coordinate and facilitate the goals of the District. Supervises and coordinates the issuance and posting of notices on properties, inspection warrants, and administrative citations as needed, and under the guidance of the General Manager makes determinations regarding the District's abatement process. Attends any hearings involving District abatements. Coordinates enforcement with other governmental agencies.

Administrative and Reporting: Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage queries to the front office. Identifies and corrects data base errors, updates District records, and maintains facilities and operational records and files. Maintains training records for District employees, and updates training materials. Communicates verbally and/or in writing with residents, property owners, businesses, and government agencies. Provides verbal and/or written input on environmental issues, wetland restoration projects and wetland best management practices, storm water best management practices, and agriculture water management. Submits field related reports to the General Manager. Coordinates annual inspections with the County Agriculture Department and with the California Department of Public Health. Updates and rewrites existing policies and procedures when necessary. Assists with budget projections for facilities and operations. Reviews pesticide orders and inventory. Compiles and provides written information for the District's Annual Report. Coordinates with

Job Title: Operations Manager
Department: Operations
FLSA Employment Status: Exempt

aircraft contractors to provide surveillance and control of vectors for the District. Establishes contracts with property owners and government agencies for reimbursement of the District for services rendered. Maintains all safety and maintenance records in compliance with general construction safety orders, CAL OSHA standards, and other regulatory bodies as needed. Develops and implements the emergency preparedness plan for facilities and equipment, and provides input and assistance on the emergency preparedness plan for District personnel. Attends personnel and operational training sessions, classes, workshops, and seminars as needed to maintain or increase the level of expertise in all areas of the Operations Manager position. Remains up to date on regulations, codes or other applicable policies and procedures.

Presentations: Gives presentations to the District Board on field operations as needed. Gives presentations and represents the District at various city, county, regional, state, and national meetings and conferences. Provides interviews and photo opportunities to the media, as required.

General: Has the ability to compose and proof-read correspondence, uses problem solving techniques, and has very good verbal and written skills, demonstrates effective decision making skills. Works with and coordinates with other departments to assist in fulfilling the District's mission. Oversees vector collections, efficacy studies, source reduction, wetland restoration, and public education efforts when it involves field employees. Performs other related, supervisory or higher level work as required to maintain operations and facilities in the absence of the General Manager.

Knowledge of the following is required to perform the essential function:

District services, vector biology and habitat, vector control techniques, application of pesticides, occupational hazards and safety practices, best practices in integrated pest management, biological and chemical control;
Use of vector control equipment, 4x4 trucks, specialty vehicles, and boats;
Principles and methods of personnel supervision and training;
Federal, State, and local laws and regulations, code enforcement, private property rights, and environmental laws and regulations.
Wetland and storm water best management practices, creeks and watersheds, agriculture water management, and agricultural practices;

Ability to do the following is required to perform the essential function:

Represent the District and work effectively and cooperatively with management, subordinates, other governmental agencies, businesses, and the public;
Evaluate situations accurately and adopt an effective course of action;
Communicate effectively, clearly and concisely, both orally and in writing;
Troubleshoot and analyze data, identify alternative solutions, and implement recommendations in support of District's goals.

Job Title: Operations Manager
Department: Operations
FLSA Employment Status: Exempt

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination, background check, and drug screen. Combinations of education, training, and experience may be considered qualifying at the sole discretion of the District. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Equivalent to graduating from High School, Bachelor's degree from an accredited college or university or graduate degree strongly preferred.

EXPERIENCE: Progressively responsible experience in a supervising or management capacity. Experience within the vector control or related discipline. Experience that demonstrates the knowledge and skills needed to successfully perform the tasks above.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license and maintain a good driving record as required to be insured with the District's self insurance program using the accepted guidelines of the insurance provider. Must maintain valid license and insurability throughout employment.

Must possess or obtain and maintain a valid California Department of Public Health Certification in Mosquito control categories A, B, C, and D within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, receive no overtime compensation
Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.

Board Approval: _____

Contra Costa Mosquito and Vector Control District
FY20 Budget Year & Initial Proposal for FY21

July 13 2020

Board Packet

	FY20 Budget	Proposed FY21 FY21	Proposed FY21 VS ADOPTED FY20	ADOPTED FY20 VS FY20 \$
Personnel Costs				
Payroll & OT	3,820,353	3,704,085	97.0%	(116,268)
Retirement	1,267,909	1,303,335	102.8%	35,426
OASDI	236,862	240,766	101.6%	3,904
Medicare	55,395	53,709	97.0%	(1,686)
Health Insurance (Dental / Vision Etc)	646,687	646,687	100.0%	-
Unemployment	32,202	34,456	107.0%	2,254
Disability Ins	9,500	10,092	106.2%	592
Other Post Employment Benefits	176,000	205,000	116.5%	29,000
Subtotal Personnel Costs	6,244,908	6,198,130	99.3%	(46,778)
Professional Services				
Auditing Services	15,875	19,000	119.7%	3,125
Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0.0%	-
Building and Grounds Maintenance & Repairs Minor < \$10,000	10,000	29,500	295.0%	19,500
Consulting - General	15,000	300,000	2000.0%	285,000
Engineers Report	9,100	9,100	100.0%	-
Janitorial Services	8,500	31,200	367.1%	22,700
Labor Consultant IEDA	9,963	10,461	105.0%	498
Landscaping Services	7,000	6,500	92.9%	(500)
Legal - Counsel General	15,000	15,000	100.0%	-
Legal - Counsel Labor	75,000	55,000	73.3%	(20,000)
Legal - Settlements	0	0	0.0%	-
Medical Services - General	300	300	100.0%	-
Medical Services - Pre-Employment	1,200	1,200	100.0%	-
Permits & Fees	2,500	6,500	260.0%	4,000
Security Service	14,000	36,000	257.1%	22,000
Temporary Personnel Office	0	0	0.0%	-
Subtotal Professional Services	183,438	519,761	283.3%	336,323
Public Affairs				
Community Event Registration Fees	2,250	1,500	66.7%	(750)
Marketing - Advertisement Online	12,000	18,000	150.0%	6,000
Marketing - Advertisement Print	37,000	35,000	94.6%	(2,000)
Marketing - Branded Collateral	1,500	1,000	66.7%	(500)
Marketing - Brochures	2,500	5,500	220.0%	3,000
Marketing - Business Cards	400	500	125.0%	100
Marketing - Design	1,500	1,000	66.7%	(500)
Marketing - Displays	7,000	6,000	85.7%	(1,000)
Marketing - Door Hangers	1,000	1,000	100.0%	-
Marketing - Website Development & Maintenance	180	360	200.0%	180
Subtotal Public Affairs	65,330	69,860	106.9%	4,530
Operation and Facilities				
Aerial Services	22,000	20,000	90.9%	(2,000)
Automotive - Gasoline	57,900	42,000	72.5%	(15,900)
Automotive - Repairs	12,000	40,000	333.3%	28,000
Automotive - Services	12,000	15,000	125.0%	3,000
Automotive - Supplies	8,000	8,000	100.0%	-
Building & Grounds Materials / Supplies	5,000	10,000	200.0%	5,000
Building Engineering	25,000	50,000	200.0%	25,000
Control Materials - Mosquito Adulticiding	10,000	25,000	250.0%	15,000
Control Materials - Mosquito Larviciding	165,000	165,000	100.0%	-

Control Materials - Other	0	0	0.0%	-
Control Materials - Vertebrate	10,000	18,000	180.0%	8,000
Control Materials - Yellowjacket & Bees	10,000	5,000	50.0%	(5,000)
Equipment Rental	1,000	1,000	100.0%	-
Equipment Repair	10,000	7,500	75.0%	(2,500)
Equipment Service	3,000	7,500	250.0%	4,500
Equipment Small	36,300	56,733	156.3%	20,433
Safety & PPE	10,000	25,000	250.0%	15,000
Safety Boots	2,200	2,500	113.6%	300
Source Reduction/Wetlands	500	1,000	200.0%	500
Tools & Instruments	1,000	2,500	250.0%	1,500
Uniform Professional Branded Wear	6,825	3,500	51.3%	(3,325)
Uniform Rental	16,200	16,200	100.0%	-
<i>Boat Berth Fee</i>	<i>0</i>	<i>1,296</i>	<i>100.0%</i>	<i>1,296</i>
Subtotal Operation and Facilities	423,925	522,729	123.3%	98,804
Lab Services				
Aquaculture	2,500	2,200	88.0%	(300)
General Lab Supplies & Materials	7,000	4,000	57.1%	(3,000)
Insectary	1,000	1,000	100.0%	-
Lab Equipment	5,000	2,500	50.0%	(2,500)
Lab Testing	19,000	15,000	78.9%	(4,000)
Pesticide Testing	1,500	1,500	100.0%	-
Sentinel Bird	3,500	2,500	71.4%	(1,000)
Surveillance	14,000	10,000	71.4%	(4,000)
Subtotal Lab Services	53,500	38,700	72.3%	(14,800)
Information & Technology				
Computer Equipment Supplies < \$100	2,500	2,625	105.0%	125
Computer Equipment Supplies > \$100 < \$500	1,500	8,000	533.3%	6,500
Computer Equipment Supplies > \$500	10,000	50,000	500.0%	40,000
Computer Services	0	0	0.0%	-
GPS Tracking	7,500	7,500	100.0%	-
I.T Subscriptions	7,000	17,000	242.9%	10,000
Phone	500	8,500	1700.0%	8,000
Phone Accessories	500	350	70.0%	(150)
Printing Supplies	1,000	1,600	160.0%	600
Software	323,000	200,000	61.9%	(123,000)
Subtotal Information & Technology	353,500	295,575	83.6%	(57,925)
General Office Administration				
Assessments & County Fees	365,000	365,000	100.0%	-
Bond - Interest	0	0	0.0%	-
Bond - Principal	0	0	0.0%	-
District Membership & Subscription Dues	18,000	20,000	111.1%	2,000
Employee - Development	4,000	6,500	162.5%	2,500
Employee - Lodging	10,000	10,000	100.0%	-
Employee - Meal	5,000	5,000	100.0%	-
Employee - Memberships	8,000	8,000	100.0%	-
Employee - Training	25,000	25,000	100.0%	-
Employee - Travel	10,000	10,000	100.0%	-
Financial Services Fees	7,000	4,500	64.3%	(2,500)
Insurance - Auto Physical Damage	2,200	2,821	128.2%	621
Insurance - Crime & Weapons	1,204	889	73.8%	(315)
Insurance - General	10,693	9,011	84.3%	(1,682)
Insurance - Liability	104,863	106,534	101.6%	1,671
Insurance - Property	3,913	8,517	217.7%	4,604
Insurance - UAS	0	0	0.0%	-
Insurance - Workers Comp	181,455	154,412	85.1%	(27,043)
Office Furniture	10,000	15,000	150.0%	5,000
Office Keys & Locks	2,500	1,000	40.0%	(1,500)
Office Supplies - General	8,500	5,000	58.8%	(3,500)

Office Supplies - Janitorial	4,500	3,500	77.8%	(1,000)
Office Supplies - Kitchen	5,000	3,500	70.0%	(1,500)
Postage	4,500	4,000	88.9%	(500)
Research	25,000	20,000	80.0%	(5,000)
Safety Program - Incentive	11,000	7,500	68.2%	(3,500)
Safety Program - Tangible Materials	4,000	2,500	62.5%	(1,500)
Service & Leasing Contracts	7,000	3,000	42.9%	(4,000)
Trustee - Expense General	5,000	2,500	50.0%	(2,500)
Trustee - Lodging	3,000	5,000	166.7%	2,000
Trustee - Meal	2,000	1,000	50.0%	(1,000)
Trustee - Mileage	2,000	500	25.0%	(1,500)
Trustee - Training	5,000	3,500	70.0%	(1,500)
Trustee - Travel	5,000	5,000	100.0%	-
Uncategorized Expenses	0	0	0.0%	-
Utilities Cell Phone	20,000	28,000	140.0%	8,000
Utilities Electric	35,000	30,000	85.7%	(5,000)
Utilities Garbage	6,900	6,600	95.7%	(300)
Utilities Gas	3,000	6,500	216.7%	3,500
Utilities Internet	4,800	4,600	95.8%	(200)
Utilities Landline	4,800	5,500	114.6%	700
Utilities Water	8,000	6,000	75.0%	(2,000)
Water - Drinking	960	2,320	241.7%	1,360
Utilities Sewer:General	0	1,600	100.0%	1,600
<i>Employment Advertisements</i>	<i>0</i>	<i>500</i>	<i>100</i>	<i>500</i>
Subtotal General Office Administration	943,788	910,304	96.5%	(33,484)
Capital				
Land				-
Structures and Improvements	7,500	52,500	700.0%	45,000
Vehicles	84,000 *	169,300	201.5%	85,300
Heavy Equipment	30,000	45,000	150.0%	15,000
Subtotal Capital	121,500	266,800	219.6%	145,300
Total Expenditures	8,389,889	8,821,859		
Revenues				
Property Taxes	5,790,540	5,906,350	102.0%	115,811
Benefit Assessment	2,045,903	2,056,499	100.5%	10,596
Contract Billing	20,000	50,000	250.0%	30,000
Interest Income (LAIF)	135,000	160,000	118.5%	25,000
Medical Reimbursement	115,000	35,000	30.4%	(80,000)
Fixed Asset Disposal	24,000	30,000	125.0%	6,000
Miscellaneous	35,000	65,000	185.7%	30,000
Grant Funds:General	-	-	0.0%	-
Subtotal Revenue	8,165,443	8,302,849	101.7%	137,407
Estimate Ending Balance	-224,446	-519,010		
Designated Reserves POLICY (July 2019)				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	1,745,738			
Emergency Reconstruction Response	500,000			
Operations	1			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
	5,095,739			
<i>Revised Budget Per 9/9/19 Board Meeting Requested additional Budget Allocation for Vehicles (additional \$5,600)</i>				
ONE TIME EXPENSES FOR FY2021 (From Fixed Assets)				
Vehicles		\$	169,300	
Equipment		\$	109,500	
Intangible		\$	275,000	
		TOTAL	\$	553,800