



155 Mason Circle  
Concord CA 94520  
phone (925) 685-9301  
fax (925) 685-0266  
[www.contracostamosquito.com](http://www.contracostamosquito.com)

## **BOARD OF TRUSTEES**

**\*\*MONDAY, SEPTEMBER 14, 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](mailto:pmacedo@contracostamosquito.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

*Protecting Public Health Since 1927*

#### **BOARD OF TRUSTEES**

President **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 July 13, 2020 Board of Trustees Meeting
  - B. Expenditures for June and July 2020
  - C. Payroll Expenditures
  - D. Investment Activity June and July 2020
  - E. Financial Report
4. BOARD AND STAFF REPORTS
  - A. Board
  - B. General Manager
  - C. Staff
  - D. Legal Counsel
5. INFORMATIONAL ITEMS
  - A. Board of Trustees Email Protocol
  - B. Audit Committee Report

6. ACTION ITEMS

A. Executive Committee Report

*i.* Board Resolution 20-4, adopting a Revised Procedure for Electing Board Officers, update to Resolution 20-2 \*\*

B. Board Resolution 20-5, updating the Employer-Employee Relations Resolution \*\*

7. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 7 days before the noted meeting.

 \_\_\_\_\_

Natalie Martini, Administrative Analyst II

9/08/2020

Date

# CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

## SEPTEMBER 14, 2020 BOARD MEETING

1 - 2. No comment

### 3. CONSENT CALENDAR

- A. Minutes of the July 13, 2020 Board of Trustees Meetings (*Pages 6-12*) – Approval of Minutes 20-4, Regular Board Meeting, held on July 13, 2020.
- B. Expenditures for June 2020 and July 2020 (*Pages 13-29*) – Approval of expenditures of June 1, 2020 through July 31, 2020 including checks No. 028624 through No. 028732, in the amount of \$750,198.25.
- C. Payroll Expenditures – Approval of payroll expenditures of June 1, 2020 through July 31, 2020, including Checks No. 016198 through No. 016200 and Check No. 028695 through No. 028700, and Direct Deposit No. D16487 through No. D16662, in the amount of \$360,400.76.
- D. Transaction Activity Report for June 2020 and July 2020 (*Pages 30-32*)
- E. Financial Report (*Pages 33-37*)

### 4. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports have been submitted (*Pages 38-53*) and staff will be present to answer any questions. An update on West Nile virus activity will be presented.
- D. Legal Counsel

### 5. INFORMATIONAL ITEMS

- A. Board of Trustees Email Protocol (Draft) (*Pages 54-55*) – General Manager Macedo will review the Board of Trustees Email Protocol (Draft).
- B. Audit Committee Report – Chair Fitzsimmons will provide the Board with an update from the Audit Committee meeting held on August 17, 2020.

### 6. ACTION ITEMS

- A. Executive Committee Report – President Carlston will provide the Board with an update from the Executive Committee special meeting held on August 24, 2020.

- i. Board Resolution 20-4, adopting a Revised Procedure for Electing Board Officers, update to Resolution 20-2 (*Pages 56-57*)

Recommendation – Adopt Resolution 2020-4, Procedure for Electing Board Officers.

- B. Board Resolution 20-5, updating the Employer-Employee Relations Resolution (Pages 58-71) - the District's Employer-Employee-Relations-Resolution (EERR) was adopted in 1976, and last revised in May 2006. Labor legal counsel has reviewed and updated the resolution. The District has met with SEIU representative and the shop steward regarding the updates.

Recommendation – Adopt Resolution 20-5, Employer-Employee Relations Resolution.

7. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 20-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 13, 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 Duy Nguyen Peter Pay Jim Pinckney Darryl Young
TRUSTEES ABSENT	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 Eric Ghilarducci, Vector Ecologist Ed Espinoza, Francisco & Associates 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 20 Trustees were present, one was 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

\*\*\* President Carlston requested Item (6.) of the agenda be added to the Consent Calendar regarding Board Consideration and Approval of Updated Trustee Committee Members.

A. MINUTES – Approval of Minutes 20-3, the regular Board meeting held on May 11, 2020.

B. EXPENDITURES – 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 FOR APRIL & MAY 2020 – Approval of payroll expenditures of April 1, 2020 through May 31, 2020, including checks No. 16186 through No. 16197 and direct deposit No. D16332 through No. D16486 in the amount of \$350,562.71.

D. TRANSACTION ACTIVITY REPORT FOR APRIL & MAY 2020

E. FINANCIAL REPORT

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)

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

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the consent calendar and adding Item 6. *Motion passed unanimously.*

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 - Mr. Ed Espinoza of Francisco & Associates reviewed the District Engineers Report for Fiscal Year 2020/2021 and explained that the assessment was established by Board Resolution 96-5, to collect revenue for the purposes of mosquito and vector control and covers four benefit zones within Contra Costa County - waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County such as single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agricultural. Each parcel is assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. The assessment roll will be submitted to the County on August 10, 2020, with a deadline extension to September 14, 2020 due to COVID-19.
- 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

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment Fiscal year 2020/2021 with revisions to the map location of Clyde and updated list of 2020 Board of Trustees on page ii, and to 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. *Motion passed unanimously.*

5. BOARD AND STAFF REPORTS

- A. BOARD – None
- B. GENERAL MANAGER – General Manager Macedo mentioned that she had received requests from Trustees to provide a District email address and that was included in the budget the trustees are approving at the meeting. After budget approval, information regarding the new email accounts will be sent to all Trustees. She requested that Trustees check their District email often since all future correspondence will be sent to the new email addresses.

General Manager Macedo updated Trustees on House Resolution 7073, the Special Districts Provide Essential Service Act, which proposed to make special districts eligible to access to the Coronavirus Relief Fund.



The District received a request from the Mosquito & Vector Control Association of California (MVCAC) for Trustee representation. This role will be a Trustee liaison for the state and represent the interests of the Association members that fulfill a Trustee position at their District. The position will have a vote on the MVCAC Board of Directors. If any Trustees are interested in fulfilling this position, please contact General Manager Macedo for more information.

- C. STAFF – President Carlston noted that the Staff reports were included within the Board packet and asked if any Trustees had any questions.

Administrative Analyst II Martini requested any Trustee who has attended the CSDA Special District Leadership Academy in the past, please send an email to her directly so she can start the list for process of eligibility regarding Board officers for the upcoming 2021 election.

Administrative Analyst II Martini also requested any Trustees who may be up for reappointment or soon to be expired term, please contact their representing City to find out if another application for reappointment is required. Some cities require Trustees to reapply if they are interested in being reappointed to our Board, so it's best to check in with the City before the term expires.

Scientific Program Manager Schutz provided a brief surveillance update, noting that West Nile Virus activity appears to be very low statewide with no detection of WNV in Contra Costa County to date. So far the year's activity is looking to be the same as last year, which was below the five year average.

- D. LEGAL COUNSEL – None

6. BOARD CONSIDERATION AND APPROVAL OF UPDATED TRUSTEE COMMITTEE MEMBERS FOR 2020 (*this item was added to the consent calendar*)
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. Trustee Minter is requesting authorization to travel to the CSDA's 2020 Special District Leadership Academy conference held in Lake Tahoe. Staff had initially received information the date had changed to November, but recent information provided by CSDA shows the dates of the Lake Tahoe conference being September 27-30, 2020.  
  
\*\* Motion was made by Trustee Murray and seconded by Trustee Fitzsimmons to approve Trustee Minter to travel to the CSDA 2020 Special District Leadership Academy in Lake Tahoe. *Motion passed 19 to 1. Trustee Minter recused himself from this item.*
8. BOARD DISCUSSION REGARDING BOARD PRESIDENCY AND NOMINATION PROCESS – President Carlston mentioned he received questions regarding the process for eligibility, nomination and voting for Board officers and provided a brief summary of

the process. Resolution 20-2 was approved by the Board at the January 2020 meeting, adopting a new procedure for the annual election of Board officers.

Trustee Carlston stated that some updates in the new resolution were that nomination will come from the floor and the criteria for eligibility had changed. He proceeded to state the criteria and added that, prior to the January 2021 meeting, the General Manager will prepare a list of all Trustees that are eligible for candidacy to each position and provide it to the Board. Trustees wanting to run for one of the positions may state that they are interested at any time and prepare a short speech about their qualifications to present during the January 2021 meeting, prior to voting.

Trustee Murray urged the Executive committee to reconsider having the Vice President move into the President position the following year. There was further discussion on creating biographies for all Trustees, the committee will consider at a later meeting.

CLOSED SESSION – 7:54 p.m.

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

Trustee Clayton left the meeting at 8:25 pm.

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 – 9:02 p.m.

REPORT FROM CLOSED SESSION – No reportable action taken

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

Title: General Manager

\*\* A motion was made by Trustee Diamond and seconded by Trustee Cowen to approve the amendment of contract for General Manager Macedo, to include a 4% salary increase. *Motion passed unanimously.*

14. BOARD COMMITTEE REPORTS

A. PERSONNEL COMMITTEE REPORT – Chair Odunlami provided the Board with an update from the Personnel Committee meeting held on May 18, 2020

- i. Approval of updated job description for Operations Manager
- ii. Approval of proposed pay differentials – the committee recommended 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

- iii. Approval of salary increase for unrepresented employees with one exception (General Manager) – the committee presented their recommendation of 4% salary adjustment for unrepresented employees for FY 2020/2021.
- iv. Approval of benefits change for unrepresented employees– the committee has received proposals from the unrepresented employees for changes in benefits and presented their recommendation to the Board regarding the change to the longevity structure to provide 2% longevity at 10 years, additional 1% at 15 years, 1% at 20 years, 1% at 25 years, and 1% at 30 years of service.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Fitzsimmons to approve all recommendations made by the personnel committee, namely: the new job description for the position of Operations Manager; 5% differential pay for Natalie Martini, Administrative Analyst II from October 2019 until March 2020, 5% differential pay for David Wexler, Program Supervisor from September 2019 until an Operations Manager is hired; 4% salary increase for all unrepresented employees (exception: General Manager); and change to the current longevity

structure for unrepresented employees now providing 2% longevity pay at 10 years, additional 1% at 15 years, 1% at 20 years, 1% at 25 years, and 1% at 30 years of service. *Motion passed unanimously.*

- B. EXECUTIVE COMMITTEE REPORT – Committee Chair Carlston updated the Board on the Executive Committee meeting held on June 8, 2020, where the committee discussed the General Manager’s evaluation.
  
- C. BUDGET COMMITTEE REPORT – Committee Chair Diamond provided an update to the Board from the Budget Committee meeting held on June 22, 2020, at which time the committee reviewed the upcoming FY2020/2021 Budget and reviewed all items in the proposed budget. Chair Diamond highlighted the building/engineering budget for the previously discussed building renovations and remodel and the committee requested a larger budget for consulting services to enable District management to hire professional services. Janitorial services also increased due to COVID-19 requirements for cleaning.

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

\*\* Motion was made by Trustee Cowen and seconded by Trustee Ainsley to approve the proposed budget for Fiscal Year 2020/2021. *Motion passed unanimously.*

15. ADJOURNMENT – 9:25 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 14, 2020.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Daniel Pellegrini  
2020 Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
028624	6/15/2020	0000031	CA State Disbursement Unit				<b>Check Entry Number: 001</b>
			6/10/2020	6/10/2020	281.00	0.00	281.00
		<b>G/L Account:</b> 202125-00		Federal & State Wage Garnishments - Employee Gener			281.00
028625	6/15/2020	0000328	PG&E				<b>Check Entry Number: 001</b>
			6/8/2020	6/8/2020	24.65	0.00	24.65
		<b>G/L Account:</b> 505036-00		Utilities Electric:General			24.65
028626	6/15/2020	0000361	Pleasant Hill Community LLC DBA: Community Focus				<b>Check Entry Number: 001</b>
			5/28/2020	5/28/2020	2,310.00	0.00	2,310.00
		<b>G/L Account:</b> 501003-25		Marketing - Advertisement Print:Public Affairs			2,310.00
028627	6/15/2020	0000363	S & J Advertising				<b>Check Entry Number: 001</b>
			5/29/2020	5/29/2020	1,800.00	0.00	1,800.00
		<b>G/L Account:</b> 501003-25		Marketing - Advertisement Print:Public Affairs			1,800.00
028628	6/15/2020	0000367	PS Publishing				<b>Check Entry Number: 001</b>
			6/2/2020	6/2/2020	2,075.00	0.00	2,075.00
		<b>G/L Account:</b> 501003-25		Marketing - Advertisement Print:Public Affairs			2,075.00
028629	6/15/2020	0000482	City of Antioch Marina				<b>Check Entry Number: 001</b>
			6/2/2020	6/2/2020	104.00	0.00	104.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			104.00
028630	6/15/2020	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>
			3/30/2020	3/30/2020	1,406.00	0.00	1,406.00
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General			1,406.00
			4/30/2020	4/30/2020	4,589.00	0.00	4,589.00
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General			4,589.00
				<b>Check 028630 Total:</b>	5,995.00	0.00	5,995.00
028631	6/15/2020	0000793	AFLAC				<b>Check Entry Number: 001</b>
			6/5/2020	6/5/2020	52.84	0.00	52.84
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			52.84
028632	6/15/2020	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			5/29/2020	5/29/2020	587.00	0.00	587.00
		<b>G/L Account:</b> 500116-00		Security Service:General			475.00
		<b>G/L Account:</b> 500116-00		Security Service:General			112.00
			6/4/2020	6/4/2020	587.00	0.00	587.00
		<b>G/L Account:</b> 500116-00		Security Service:General			112.00
		<b>G/L Account:</b> 500116-00		Security Service:General			475.00
				<b>Check 028632 Total:</b>	1,174.00	0.00	1,174.00
028633	6/15/2020	0000943	Vector-Borne Disease Account				<b>Check Entry Number: 001</b>
			6/9/2020	6/9/2020	4,144.00	0.00	4,144.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			888.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			296.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			296.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			2,220.00
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			444.00
028634	6/15/2020	0000956	Waterlogic Americas LLC				<b>Check Entry Number: 001</b>
			6/2/2020	6/2/2020	79.39	0.00	79.39
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			79.39
028635	6/15/2020	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			5/29/2020	5/29/2020	937.43	0.00	937.43
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			937.43
			6/30/2020	6/30/2020	469.70	0.00	469.70
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			469.70

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				<b>Check 028635 Total:</b>	1,407.13	0.00	1,407.13
028636	6/15/2020	0001049	ALSCO				<b>Check Entry Number: 001</b>
			6/1/2020	6/1/2020	1,037.68	0.00	1,037.68
		<b>G/L Account:</b> 502021-15		Uniform Rental:Mosquito Program			648.55
		<b>G/L Account:</b> 502021-10		Uniform Rental:Lab			124.53
		<b>G/L Account:</b> 502021-20		Uniform Rental:Vertebrate Program			264.60
028637	6/15/2020	0001053	MESA Outdoor				<b>Check Entry Number: 001</b>
			5/29/2020	5/29/2020	15,000.00	0.00	15,000.00
		<b>G/L Account:</b> 501003-25		Marketing - Advertisement Print:Public Affairs			15,000.00
028638	6/15/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			6/1/2020	6/1/2020	82.84	0.00	82.84
		<b>G/L Account:</b> 504008-00		Printing Supplies:General			82.84
028639	6/15/2020	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			6/2/2020	6/2/2020	588.00	0.00	588.00
		<b>G/L Account:</b> 505037-00		Utilities Garbage:General			588.00
028640	6/15/2020	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			5/29/2020	5/29/2020	475.00	0.00	475.00
		<b>G/L Account:</b> 500109-00		Landscaping Services:General			475.00
028641	6/15/2020	0001113	Comcast				<b>Check Entry Number: 001</b>
			6/1/2020	6/1/2020	353.22	0.00	353.22
		<b>G/L Account:</b> 505040-00		Utilities Landline:General			353.22
				<b>Report Total:</b>	<u>36,983.75</u>	<u>0.00</u>	<u>36,983.75</u>

Check Register

Journal Posting Date: 6/30/2020

Register Number: CD-000030

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028642	6/30/2020	0000007	SEIU UPE LOCAL 1021-Union Dues					<b>Check Entry Number: 001</b>
			6/25/2020	6/25/2020	2,382.35	0.00	2,382.35	
		<b>G/L Account:</b> 202150-00	SEIU Local 1021					2,382.35
028643	6/30/2020	0000009	Nationwide Retirement Solutions - 457 Plan					<b>Check Entry Number: 001</b>
			6/25/2020	6/25/2020	1,408.00	0.00	1,408.00	
		<b>G/L Account:</b> 202140-00	457 Deferred Savings Plan					1,408.00
028644	6/30/2020	0000010	CalPERS					<b>Check Entry Number: 001</b>
			6/25/2020	6/25/2020	56,373.59	0.00	56,373.59	
		<b>G/L Account:</b> 600170-00	CalPers Medical Admin Fee - Retirees					27.55
		<b>G/L Account:</b> 202045-00	CalPers Medical - Retiree Contribution					2,876.93
		<b>G/L Account:</b> 600145-00	Medical Insurance - Retirees					7,326.38
		<b>G/L Account:</b> 600165-00	CalPers Medical Admin Fee - Active Employees Gener					124.25
		<b>G/L Account:</b> 202040-00	CalPers Medical - Employer Contribution					39,115.71
		<b>G/L Account:</b> 202040-00	CalPers Medical - Employer Contribution					6,902.77
028645	6/30/2020	0000011	Vision Service Plan					<b>Check Entry Number: 001</b>
			6/22/2020	6/22/2020	686.70	0.00	686.70	
		<b>G/L Account:</b> 600140-00	Vision Insurance - Active Employees					686.70
028646	6/30/2020	0000015	Health Care Dental Trust					<b>Check Entry Number: 001</b>
			6/17/2020	6/17/2020	5,462.07	0.00	5,462.07	
		<b>G/L Account:</b> 600135-00	Dental Insurance - Active Employees General					2,090.24
		<b>G/L Account:</b> 600136-00	Dental Insurance: Operations					3,371.83
028647	6/30/2020	0000031	CA State Disbursement Unit					<b>Check Entry Number: 001</b>
			6/25/2020	6/25/2020	281.00	0.00	281.00	
		<b>G/L Account:</b> 202125-00	Federal & State Wage Garnishments - Employee Gener					281.00
028648	6/30/2020	0000313	Contra Costa Water District					<b>Check Entry Number: 001</b>
			6/25/2020	6/25/2020	1,135.01	0.00	1,135.01	
		<b>G/L Account:</b> 505041-00	Utilities Water:General					28.52
		<b>G/L Account:</b> 505041-00	Utilities Water:General					1,106.49
028649	6/30/2020	0000328	PG&E					<b>Check Entry Number: 001</b>
			6/23/2020	6/23/2020	89.83	0.00	89.83	
		<b>G/L Account:</b> 505038-00	Utilities Gas:General					89.83
028650	6/30/2020	0000335	Concur Technologies, Inc					<b>Check Entry Number: 001</b>
			5/5/2020	5/5/2020	559.98	0.00	559.98	
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					559.98
028651	6/30/2020	0000399	Contra Costa County - Fleet					<b>Check Entry Number: 001</b>
			6/12/2020	6/12/2020	3,875.80	0.00	3,875.80	
		<b>G/L Account:</b> 502001-00	Automotive - Gasoline:General					516.38
		<b>G/L Account:</b> 502004-00	Automotive - Supplies:General					339.32
		<b>G/L Account:</b> 502003-00	Automotive - Services:General					3,020.10
028652	6/30/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			5/1/2020	5/1/2020	89.90	0.00	89.90	
		<b>G/L Account:</b> 505039-00	Utilities Internet:General					89.90
			5/13/2020	5/13/2020	836.21	0.00	836.21	
		<b>G/L Account:</b> 502003-15	Automotive - Services:Mosquito Program					153.74
		<b>G/L Account:</b> 502004-00	Automotive - Supplies:General					122.28
		<b>G/L Account:</b> 502002-15	Automotive - Repairs:Mosquito Program					289.94
		<b>G/L Account:</b> 502002-15	Automotive - Repairs:Mosquito Program					770.03
		<b>G/L Account:</b> 502004-00	Automotive - Supplies:General					30.42
		<b>G/L Account:</b> 504000-15	Computer Equipment Supplies < \$100:Mosquito Progra					35.76
			5/22/2020	5/22/2020	1.95	0.00	1.95	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b>	504005-00	I.T Subscriptions:General			1.95
	5/25/2020			5/25/2020	11.24	0.00	11.24
		<b>G/L Account:</b>	504005-00	I.T Subscriptions:General			11.24
	5/26/2020			5/26/2020	276.29	0.00	276.29
		<b>G/L Account:</b>	503007-10	Sentinel Bird:Lab			136.00
		<b>G/L Account:</b>	502005-00	Building & Grounds Materials / Supplies:General			140.29
	5/27/2020			5/27/2020	7.19	0.00	7.19
		<b>G/L Account:</b>	503007-10	Sentinel Bird:Lab			7.19
	5/28/2020			5/28/2020	1,423.21	0.00	1,423.21
		<b>G/L Account:</b>	504001-00	:General			245.76
		<b>G/L Account:</b>	502015-00	Equipment Small:General			208.45
		<b>G/L Account:</b>	504005-25	I.T Subscriptions:Public Affairs			969.00
	5/29/2020			5/29/2020	163.11	0.00	163.11
		<b>G/L Account:</b>	502017-15	Safety Boots:Mosquito Program			163.11
	5/31/2020			5/31/2020	252.96	0.00	252.96
		<b>G/L Account:</b>	504005-00	I.T Subscriptions:General			252.96
	6/1/2020			6/1/2020	1,968.52	0.00	1,968.52
		<b>G/L Account:</b>	503001-10	Aquaculture:Lab			181.61
		<b>G/L Account:</b>	501003-25	Marketing - Advertisement Print:Public Affairs			415.00
		<b>G/L Account:</b>	502004-00	Automotive - Supplies:General			1,371.91
	6/10/2020			6/10/2020	188.19-	0.00	188.19-
		<b>G/L Account:</b>	504001-05	:Administration			201.18
		<b>G/L Account:</b>	505008-05	Employee - Training:Administration			435.00-
		<b>G/L Account:</b>	502005-00	Building & Grounds Materials / Supplies:General			45.63
	6/11/2020			6/11/2020	2,002.44-	0.00	2,002.44-
		<b>G/L Account:</b>	502016-00	Safety & PPE:General			2,002.44-
	6/12/2020			6/12/2020	11,046.33	0.00	11,046.33
		<b>G/L Account:</b>	502015-00	Equipment Small:General			4,723.02
		<b>G/L Account:</b>	502019-00	Tools & Instruments:General			735.00
		<b>G/L Account:</b>	502015-00	Equipment Small:General			5,588.31
	6/15/2020			6/15/2020	704.33	0.00	704.33
		<b>G/L Account:</b>	502015-20	Equipment Small:Vertebrate Program			242.15
		<b>G/L Account:</b>	502005-00	Building & Grounds Materials / Supplies:General			462.18
	6/16/2020			6/16/2020	527.71	0.00	527.71
		<b>G/L Account:</b>	503001-10	Aquaculture:Lab			171.62
		<b>G/L Account:</b>	503002-10	General Lab Supplies & Materials:Lab			82.20
		<b>G/L Account:</b>	504000-05	Computer Equipment Supplies < \$100:Administration			23.44
		<b>G/L Account:</b>	502020-00	Uniform Professional Branded Wear:General			203.49
		<b>G/L Account:</b>	502017-00	Safety Boots:General			210.42
		<b>G/L Account:</b>	505019-05	Office Keys & Locks:Administration			8.16
	6/17/2020			6/17/2020	3,520.10-	0.00	3,520.10-
		<b>G/L Account:</b>	504000-05	Computer Equipment Supplies < \$100:Administration			86.99
		<b>G/L Account:</b>	504007-05	Phone Accessories:Administration			43.42
		<b>G/L Account:</b>	502015-00	Equipment Small:General			5,096.31-
		<b>G/L Account:</b>	504006-05	Phone:Administration			308.09
		<b>G/L Account:</b>	504006-05	Phone:Administration			308.09
		<b>G/L Account:</b>	504006-10	Phone:Lab			308.09
		<b>G/L Account:</b>	502002-00	Automotive - Repairs:General			521.53
	6/18/2020			6/18/2020	69.99	0.00	69.99
		<b>G/L Account:</b>	504000-25	Computer Equipment Supplies < \$100:Public Affairs			69.99



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
	6/19/2020			6/19/2020	68.83	0.00	68.83
	<b>G/L Account:</b>	505021-00		Office Supplies - Janitorial:General			25.43
	<b>G/L Account:</b>	504007-05		Phone Accessories:Administration			43.40
	6/3/2020			6/3/2020	1,006.43	0.00	1,006.43
	<b>G/L Account:</b>	502003-15		Automotive - Services:Mosquito Program			200.00
	<b>G/L Account:</b>	502003-15		Automotive - Services:Mosquito Program			200.00
	<b>G/L Account:</b>	503001-10		Aquaculture:Lab			15.20
	<b>G/L Account:</b>	504005-05		I.T Subscriptions:Administration			44.00
	<b>G/L Account:</b>	502016-00		Safety & PPE:General			82.23
	<b>G/L Account:</b>	502003-15		Automotive - Services:Mosquito Program			465.00
	6/4/2020			6/4/2020	191.07	0.00	191.07
	<b>G/L Account:</b>	504005-05		I.T Subscriptions:Administration			44.00
	<b>G/L Account:</b>	502016-00		Safety & PPE:General			103.07
	<b>G/L Account:</b>	504005-05		I.T Subscriptions:Administration			44.00
	6/5/2020			6/5/2020	1,775.91	0.00	1,775.91
	<b>G/L Account:</b>	503008-10		Surveillance:Lab			344.74
	<b>G/L Account:</b>	502019-10		Tools & Instruments:Lab			19.55
	<b>G/L Account:</b>	502016-00		Safety & PPE:General			861.28
	<b>G/L Account:</b>	502004-00		Automotive - Supplies:General			35.34
	<b>G/L Account:</b>	502015-00		Equipment Small:General			515.00
	6/8/2020			6/8/2020	211.40	0.00	211.40
	<b>G/L Account:</b>	504007-15		Phone Accessories:Mosquito Program			26.07
	<b>G/L Account:</b>	502003-00		Automotive - Services:General			185.33
	6/9/2020			6/9/2020	99.00	0.00	99.00
	<b>G/L Account:</b>	504004-00		GPS Tracking:General			59.97
	<b>G/L Account:</b>	502015-00		Equipment Small:General			39.03
				<b>Check 028652 Total:</b>	15,020.85	0.00	15,020.85
028653	6/30/2020	0000486	Bay Alarm Company				<b>Check Entry Number: 001</b>
	6/22/2020			6/22/2020	1,264.54	0.00	1,264.54
	<b>G/L Account:</b>	500116-00		Security Service:General			255.00
	<b>G/L Account:</b>	500116-00		Security Service:General			529.23
	<b>G/L Account:</b>	500103-00		B&G Maint Major <\$10K:General			480.31
028654	6/30/2020	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>
	5/31/2020			5/31/2020	7,009.10	0.00	7,009.10
	<b>G/L Account:</b>	500111-00		Legal - Counsel Labor:General			2,244.00
	<b>G/L Account:</b>	500111-00		Legal - Counsel Labor:General			3,189.10
	<b>G/L Account:</b>	500111-00		Legal - Counsel Labor:General			322.00
	<b>G/L Account:</b>	500111-00		Legal - Counsel Labor:General			1,254.00
028655	6/30/2020	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
	6/25/2020			6/25/2020	9,456.66	0.00	9,456.66
	<b>G/L Account:</b>	202140-00		457 Deferred Savings Plan			9,456.66
028656	6/30/2020	0000696	KBA DOCUSYS, INC				<b>Check Entry Number: 001</b>
	6/21/2020			6/21/2020	203.36	0.00	203.36
	<b>G/L Account:</b>	505027-00		Service & Leasing Contracts:General			203.36
028657	6/30/2020	0000814	Staples Business Advantage				<b>Check Entry Number: 001</b>
	6/8/2020			6/8/2020	270.87	0.00	270.87
	<b>G/L Account:</b>	505020-00		Office Supplies - General:General			111.90
	<b>G/L Account:</b>	505021-00		Office Supplies - Janitorial:General			55.94
	<b>G/L Account:</b>	505022-00		Office Supplies - Kitchen:General			103.03
028658	6/30/2020	0000899	Sun Life Financial				<b>Check Entry Number: 001</b>

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			6/22/2020	6/22/2020	1,278.38	0.00	1,278.38
		<b>G/L Account:</b> 202085-00		Employee Voluntary Life Ins - General			550.44
		<b>G/L Account:</b> 600155-00		Life Insurance - General			727.94
028659	6/30/2020	0000913	Guardian Security Agency				<b>Check Entry Number:</b> 001
			6/18/2020	6/18/2020	475.00	0.00	475.00
		<b>G/L Account:</b> 500116-00		Security Service:General			475.00
			6/25/2020	6/25/2020	587.00	0.00	587.00
		<b>G/L Account:</b> 500116-00		Security Service:General			475.00
		<b>G/L Account:</b> 500116-00		Security Service:General			112.00
			<b>Check 028659 Total:</b>		1,062.00	0.00	1,062.00
028660	6/30/2020	0000916	Spark Creative Design				<b>Check Entry Number:</b> 001
			6/24/2020	6/24/2020	375.00	0.00	375.00
		<b>G/L Account:</b> 501007-25		Marketing - Design:Public Affairs			375.00
028661	6/30/2020	0000925	INFINISOURCE, Inc.				<b>Check Entry Number:</b> 001
			6/23/2020	6/23/2020	80.50	0.00	80.50
		<b>G/L Account:</b> 600175-00		FSA Admin Fee:General			80.50
028662	6/30/2020	0000929	CC SDA				<b>Check Entry Number:</b> 001
			6/12/2020	6/12/2020	100.00	0.00	100.00
		<b>G/L Account:</b> 505003-00		District Membership & Subscription Dues:General			100.00
028663	6/30/2020	0000956	Waterlogic Americas LLC				<b>Check Entry Number:</b> 001
			6/25/2020	6/25/2020	23.44	0.00	23.44
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			23.44
028664	6/30/2020	0000969	Otis Elevator Company				<b>Check Entry Number:</b> 001
			6/23/2020	6/23/2020	1,401.72	0.00	1,401.72
		<b>G/L Account:</b> 500115-00		Permits & Fees:General			1,401.72
028665	6/30/2020	0000971	Flyers Energy, LLC				<b>Check Entry Number:</b> 001
			6/23/2020	6/23/2020	871.78	0.00	871.78
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			871.78
028666	6/30/2020	0000975	Reliance Standard Life In				<b>Check Entry Number:</b> 001
			6/17/2020	6/17/2020	905.07	0.00	905.07
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			449.35
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			455.72
028667	6/30/2020	0000981	Colonial Life				<b>Check Entry Number:</b> 001
			6/25/2020	6/25/2020	380.76	0.00	380.76
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			380.76
028668	6/30/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				<b>Check Entry Number:</b> 001
			6/10/2020	6/10/2020	525.00	0.00	525.00
		<b>G/L Account:</b> 500110-00		Legal - Counsel General:General			525.00
028669	6/30/2020	0001030	GLS US				<b>Check Entry Number:</b> 001
			6/18/2020	6/18/2020	36.96	0.00	36.96
		<b>G/L Account:</b> 505023-10		Postage:Lab			36.96
028670	6/30/2020	0001038	Brentwood Press & Publish				<b>Check Entry Number:</b> 001
			6/5/2020	6/5/2020	7,904.00	0.00	7,904.00
		<b>G/L Account:</b> 501003-25		Marketing - Advertisement Print:Public Affairs			7,904.00
028671	6/30/2020	0001047	Calderon Janitorial Services				<b>Check Entry Number:</b> 001
			6/22/2020	6/22/2020	650.00	0.00	650.00
		<b>G/L Account:</b> 500107-00		Janitorial Services:General			650.00
028672	6/30/2020	0001051	Concord Locksmith				<b>Check Entry Number:</b> 001
			6/19/2020	6/19/2020	208.94	0.00	208.94
		<b>G/L Account:</b> 500103-00		B&G Maint Major <\$10K:General			208.94

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)**

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028673	6/30/2020	0001057	Leading Edge Associates, Inc.					<b>Check Entry Number: 001</b>
			6/18/2020	6/18/2020	153,745.00	0.00	153,745.00	
		<b>G/L Account: 504009-00</b>	Software:General					153,745.00
028674	6/30/2020	0001088	Verizon Wireless					<b>Check Entry Number: 001</b>
			6/10/2020	6/10/2020	1,902.13	0.00	1,902.13	
		<b>G/L Account: 505035-00</b>	Utilities Cell Phone:General					1,902.13
028675	6/30/2020	0001113	Comcast					<b>Check Entry Number: 001</b>
			6/23/2020	6/23/2020	393.06	0.00	393.06	
		<b>G/L Account: 505039-00</b>	Utilities Internet:General					393.06
028676	6/30/2020	0011124	Kimball Midwest					<b>Check Entry Number: 001</b>
			6/22/2020	6/22/2020	5,704.73	0.00	5,704.73	
		<b>G/L Account: 502004-00</b>	Automotive - Supplies:General					5,704.73
			<b>Report Total:</b>		<u>283,028.18</u>	<u>0.00</u>	<u>283,028.18</u>	

Check Register

Journal Posting Date: 7/15/2020

Register Number: CD-000031

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
028677	7/15/2020	0000015	Health Care Dental Trust				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	5,345.80	0.00	5,345.80
		<b>G/L Account:</b> 600135-00					Dental Insurance - Active Employees Gneral 2,090.24
		<b>G/L Account:</b> 600136-00					Dental Insurance: Operations 3,255.56
028678	7/15/2020	0000031	CA State Disbursement Unit				<b>Check Entry Number: 001</b>
			7/13/2020	7/13/2020	281.00	0.00	281.00
		<b>G/L Account:</b> 202125-00					Federal & State Wage Garnishments - Employee Gener 281.00
028679	7/15/2020	0000187	Sheila Currier				<b>Check Entry Number: 001</b>
			6/1/2020	6/1/2020	220.73	0.00	220.73
		<b>G/L Account:</b> 502016-15					Safety & PPE: Mosquito Program 220.73
028680	7/15/2020	0000328	PG&E				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	23.82	0.00	23.82
		<b>G/L Account:</b> 505036-00					Utilities Electric: General 23.82
028681	7/15/2020	0000373	FP MAILING SOLUTIONS				<b>Check Entry Number: 001</b>
			7/2/2020	7/2/2020	139.73	0.00	139.73
		<b>G/L Account:</b> 505023-00					Postage: General 139.73
028682	7/15/2020	0000482	City of Antioch Marina				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	104.00	0.00	104.00
		<b>G/L Account:</b> 502022-15					Boat Berth Fee: Mosquito Program 104.00
028683	7/15/2020	0000608	ADAPCO, Inc.				<b>Check Entry Number: 001</b>
			6/23/2020	6/23/2020	5,115.55	0.00	5,115.55
		<b>G/L Account:</b> 502008-15					Control Materials - Mosquito Larviciding: Mosquito 5,115.55
028684	7/15/2020	0000793	AFLAC				<b>Check Entry Number: 001</b>
			7/10/2020	7/10/2020	52.84	0.00	52.84
		<b>G/L Account:</b> 202100-00					Other Disability Insurance - Employee 52.84
028685	7/15/2020	0000814	Staples Business Advantage				<b>Check Entry Number: 001</b>
			6/22/2020	6/22/2020	285.59	0.00	285.59
		<b>G/L Account:</b> 505020-00					Office Supplies - General: General 285.59
028686	7/15/2020	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			7/2/2020	7/2/2020	475.00	0.00	475.00
		<b>G/L Account:</b> 500116-00					Security Service: General 475.00
			7/9/2020	7/9/2020	587.00	0.00	587.00
		<b>G/L Account:</b> 500116-00					Security Service: General 112.00
		<b>G/L Account:</b> 500116-00					Security Service: General 475.00
				<b>Check 028686 Total:</b>	1,062.00	0.00	1,062.00
028687	7/15/2020	0000925	INFINISOURCE, Inc.				<b>Check Entry Number: 001</b>
			7/9/2020	7/9/2020	80.50	0.00	80.50
		<b>G/L Account:</b> 600175-00					FSA Admin Fee: General 80.50
028688	7/15/2020	0000956	Waterlogic Americas LLC				<b>Check Entry Number: 001</b>
			7/2/2020	7/2/2020	330.35	0.00	330.35
		<b>G/L Account:</b> 505042-00					Water - Drinking: General 246.79
		<b>G/L Account:</b> 505042-00					Water - Drinking: General 83.56
028689	7/15/2020	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	522.09	0.00	522.09
		<b>G/L Account:</b> 502001-00					Automotive - Gasoline: General 522.09
028690	7/15/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	1,911.00	0.00	1,911.00
		<b>G/L Account:</b> 500110-00					Legal - Counsel General: General 1,911.00
028691	7/15/2020	0001030	GLS US				<b>Check Entry Number: 001</b>
			6/30/2020	6/30/2020	27.72	0.00	27.72

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)**

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			<b>G/L Account:</b> 505023-10	Postage:Lab			27.72
028692	7/15/2020	0001049	ALSCO				<b>Check Entry Number: 001</b>
			7/2/2020	7/2/2020	1,031.66	0.00	1,031.66
			<b>G/L Account:</b> 502021-15	Uniform Rental:Mosquito Program			644.79
			<b>G/L Account:</b> 502021-10	Uniform Rental:Lab			128.96
			<b>G/L Account:</b> 502021-20	Uniform Rental:Vertebrate Program			257.91
028693	7/15/2020	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			7/8/2020	7/8/2020	588.00	0.00	588.00
			<b>G/L Account:</b> 505037-00	Utilities Garbage:General			588.00
028694	7/15/2020	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			7/2/2020	7/2/2020	475.00	0.00	475.00
			<b>G/L Account:</b> 500109-00	Landscaping Services:General			475.00
<b>Report Total:</b>					<u>17,597.38</u>	<u>0.00</u>	<u>17,597.38</u>

Check Register

Journal Posting Date: 7/31/2020

Register Number: CD-000032

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028701	7/31/2020	0000007	SEIU UPE LOCAL 1021-Union Dues					<b>Check Entry Number: 001</b>
			7/27/2020	7/27/2020	2,403.82	0.00	2,403.82	
		<b>G/L Account:</b> 202150-00	SEIU Local 1021					2,403.82
028702	7/31/2020	0000009	Nationwide Retirement Solutions - 457 Plan					<b>Check Entry Number: 001</b>
			7/27/2020	7/27/2020	1,408.00	0.00	1,408.00	
		<b>G/L Account:</b> 202140-00	457 Deferred Savings Plan					1,408.00
028703	7/31/2020	0000010	CalPERS					<b>Check Entry Number: 001</b>
			7/25/2020	7/25/2020	54,816.06	0.00	54,816.06	
		<b>G/L Account:</b> 600170-00	CalPers Medical Admin Fee - Retirees					106.76
		<b>G/L Account:</b> 202045-00	CalPers Medical - Retiree Contribution					2,876.93
		<b>G/L Account:</b> 600145-00	Medical Insurance - Retirees					7,326.38
		<b>G/L Account:</b> 600170-00	CalPers Medical Admin Fee - Retirees					24.49
		<b>G/L Account:</b> 202040-00	CalPers Medical - Employer Contribution					37,809.28
		<b>G/L Account:</b> 202050-00	CalPers Medical - Employee Contribution					6,672.22
028704	7/31/2020	0000011	Vision Service Plan					<b>Check Entry Number: 001</b>
			7/23/2020	7/23/2020	670.35	0.00	670.35	
		<b>G/L Account:</b> 600140-00	Vision Insurance - Active Employees					670.35
028705	7/31/2020	0000031	CA State Disbursement Unit					<b>Check Entry Number: 001</b>
			7/28/2020	7/28/2020	281.00	0.00	281.00	
		<b>G/L Account:</b> 202125-00	Federal & State Wage Garnishments - Employee Gener					281.00
028706	7/31/2020	0000328	PG&E					<b>Check Entry Number: 001</b>
			7/22/2020	7/22/2020	82.00	0.00	82.00	
		<b>G/L Account:</b> 505038-00	Utilities Gas:General					82.00
028707	7/31/2020	0000335	Concur Technologies, Inc					<b>Check Entry Number: 001</b>
			7/3/2020	7/3/2020	559.98	0.00	559.98	
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					559.98
028708	7/31/2020	0000428	IEDA, INC.					<b>Check Entry Number: 001</b>
			5/1/2020	5/1/2020	9,963.00	0.00	9,963.00	
		<b>G/L Account:</b> 500108-00	Labor Consultant IEDA:General					9,963.00
			7/15/2020	7/15/2020	10,312.00	0.00	10,312.00	
		<b>G/L Account:</b> 500108-00	Labor Consultant IEDA:General					10,312.00
			<b>Check 028708 Total:</b>		20,275.00	0.00	20,275.00	
028709	7/31/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			3/23/2020	3/23/2020	236.00	0.00	236.00	
		<b>G/L Account:</b> 503002-10	General Lab Supplies & Materials:Lab					23.89
		<b>G/L Account:</b> 504000-00	Computer Equipment Supplies < \$100:General					76.72
		<b>G/L Account:</b> 502010-20	Control Materials - Vertebrate:Vertebrate Program					236.00
			5/31/2020	5/31/2020	89.90	0.00	89.90	
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					252.96
		<b>G/L Account:</b> 505039-00	Utilities Internet:General					89.90
			6/22/2020	6/22/2020	17.97	0.00	17.97	
		<b>G/L Account:</b> 505030-00	Trustee - Meal:General					15.95
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					2.02
			6/23/2020	6/23/2020	24.55	0.00	24.55	
		<b>G/L Account:</b> 504000-05	Computer Equipment Supplies < \$100:Administration					24.55
			6/24/2020	6/24/2020	3.81	0.00	3.81	
		<b>G/L Account:</b> 505019-15	Office Keys & Locks:Mosquito Program					3.81
			6/25/2020	6/25/2020	812.92	0.00	812.92	
		<b>G/L Account:</b> 503008-10	Surveillance:Lab					689.48
		<b>G/L Account:</b> 504000-15	Computer Equipment Supplies < \$100:Mosquito Progra					35.45

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)**

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 505008-15		Employee - Training: Mosquito Program			87.99
	6/26/2020			6/26/2020	501.15	0.00	501.15
		<b>G/L Account:</b> 502010-20		Control Materials - Vertebrate: Vertebrate Program			288.39
		<b>G/L Account:</b> 502015-15		Equipment Small: Mosquito Program			40.17
		<b>G/L Account:</b> 504000-05		Computer Equipment Supplies < \$100: Administration			7.49
		<b>G/L Account:</b> 504000-15		Computer Equipment Supplies < \$100: Mosquito Progra			18.30
		<b>G/L Account:</b> 502016-15		Safety & PPE: Mosquito Program			146.80
	6/30/2020			6/30/2020	696.65	0.00	696.65
		<b>G/L Account:</b> 503001-10		Aquaculture: Lab			48.80
		<b>G/L Account:</b> 504005-00		I.T Subscriptions: General			252.00
		<b>G/L Account:</b> 504000-05		Computer Equipment Supplies < \$100: Administration			10.86
		<b>G/L Account:</b> 504000-05		Computer Equipment Supplies < \$100: Administration			84.10
		<b>G/L Account:</b> 502010-20		Control Materials - Vertebrate: Vertebrate Program			300.89
	7/1/2020			7/1/2020	1,710.05	0.00	1,710.05
		<b>G/L Account:</b> 505021-00		Office Supplies - Janitorial: General			42.96
		<b>G/L Account:</b> 504000-00		Computer Equipment Supplies < \$100: General			19.99
		<b>G/L Account:</b> 502002-00		Automotive - Repairs: General			1,493.03
		<b>G/L Account:</b> 503007-10		Sentinel Bird: Lab			154.07
	7/10/2020			7/10/2020	223.43	0.00	223.43
		<b>G/L Account:</b> 505021-00		Office Supplies - Janitorial: General			21.89
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			52.15
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			86.99
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			12.39
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			50.01
	7/12/2020			7/12/2020	7.99	0.00	7.99
		<b>G/L Account:</b> 505030-00		Trustee - Meal: General			7.99
	7/13/2020			7/13/2020	17.97	0.00	17.97
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			17.97
	7/14/2020			7/14/2020	463.78	0.00	463.78
		<b>G/L Account:</b> 502020-25		Uniform Professional Branded Wear: Public Affairs			44.95
		<b>G/L Account:</b> 502020-25		Uniform Professional Branded Wear: Public Affairs			21.75
		<b>G/L Account:</b> 503003-10		Insectary: Lab			272.25
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies: General			84.82
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies: General			31.54
		<b>G/L Account:</b> 504000-00		Computer Equipment Supplies < \$100: General			8.47
	7/15/2020			7/15/2020	1,101.81	0.00	1,101.81
		<b>G/L Account:</b> 505021-00		Office Supplies - Janitorial: General			67.63
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			337.31
		<b>G/L Account:</b> 505032-00		Trustee - Training: General			600.00
		<b>G/L Account:</b> 504000-15		Computer Equipment Supplies < \$100: Mosquito Progra			96.87
	7/16/2020			7/16/2020	1,072.29	0.00	1,072.29
		<b>G/L Account:</b> 502015-20		Equipment Small: Vertebrate Program			43.44
		<b>G/L Account:</b> 502013-15		Equipment Repair: Mosquito Program			946.42
		<b>G/L Account:</b> 504000-05		Computer Equipment Supplies < \$100: Administration			82.43
	7/17/2020			7/17/2020	303.41	0.00	303.41
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies: General			303.41
	7/2/2020			7/2/2020	146.79	0.00	146.79
		<b>G/L Account:</b> 502017-20		Safety Boots: Vertebrate Program			146.79
	7/20/2020			7/20/2020	2,495.24	0.00	2,495.24
		<b>G/L Account:</b> 503008-10		Surveillance: Lab			1,406.16

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 502016-00		Safety & PPE:General			146.82
		<b>G/L Account:</b> 502013-15		Equipment Repair:Mosquito Program			845.47
		<b>G/L Account:</b> 504000-05		Computer Equipment Supplies < \$100:Administration			96.79
			7/21/2020	7/21/2020	142.82	0.00	142.82
		<b>G/L Account:</b> 505021-00		Office Supplies - Janitorial:General			72.58
		<b>G/L Account:</b> 504008-00		Printing Supplies:General			70.24
			7/22/2020	7/22/2020	11.24	0.00	11.24
		<b>G/L Account:</b> 504005-00		I.T Subscriptions:General			11.24
			7/3/2020	7/3/2020	44.00	0.00	44.00
		<b>G/L Account:</b> 504005-05		I.T Subscriptions:Administration			44.00
			7/4/2020	7/4/2020	88.00	0.00	88.00
		<b>G/L Account:</b> 504005-05		I.T Subscriptions:Administration			44.00
		<b>G/L Account:</b> 504005-05		I.T Subscriptions:Administration			44.00
			7/6/2020	7/6/2020	69.56	0.00	69.56
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			69.56
			7/7/2020	7/7/2020	321.55	0.00	321.55
		<b>G/L Account:</b> 501006-00		Marketing - Business Cards:General			35.45
		<b>G/L Account:</b> 502013-15		Equipment Repair:Mosquito Program			260.99
		<b>G/L Account:</b> 502013-15		Equipment Repair:Mosquito Program			25.11
			7/8/2020	7/8/2020	360.56	0.00	360.56
		<b>G/L Account:</b> 505019-00		Office Keys & Locks:General			5.44
		<b>G/L Account:</b> 502002-15		Automotive - Repairs:Mosquito Program			164.25
		<b>G/L Account:</b> 502002-15		Automotive - Repairs:Mosquito Program			190.87
			7/9/2020	7/9/2020	198.75	0.00	198.75
		<b>G/L Account:</b> 502004-00		Automotive - Supplies:General			138.78
		<b>G/L Account:</b> 504004-00		GPS Tracking:General			59.97
				<b>Check 028709 Total:</b>	11,162.19	0.00	11,162.19
028710	7/31/2020	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>
			7/29/2020	7/29/2020	200.00	0.00	200.00
		<b>G/L Account:</b> 505008-00		Employee - Training:General			200.00
028711	7/31/2020	0000649	CCC Auditor-Controller				<b>Check Entry Number: 001</b>
			7/15/2020	7/15/2020	4,345.26	0.00	4,345.26
		<b>G/L Account:</b> 505000-00		Assessments & County Fees:General			4,345.26
028712	7/31/2020	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
			7/27/2020	7/27/2020	9,456.66	0.00	9,456.66
		<b>G/L Account:</b> 202140-00		457 Deferred Savings Plan			9,456.66
028713	7/31/2020	0000696	KBA DOCUSYS, INC				<b>Check Entry Number: 001</b>
			7/21/2020	7/21/2020	203.36	0.00	203.36
		<b>G/L Account:</b> 505027-00		Service & Leasing Contracts:General			203.36
028714	7/31/2020	0000814	Staples Business Advantage				<b>Check Entry Number: 001</b>
			6/8/2020	6/8/2020	59.26	0.00	59.26
		<b>G/L Account:</b> 505020-00		Office Supplies - General:General			111.90
		<b>G/L Account:</b> 505021-00		Office Supplies - Janitorial:General			55.94
		<b>G/L Account:</b> 505022-00		Office Supplies - Kitchen:General			103.03
		<b>G/L Account:</b> 505020-00		Office Supplies - General:General			59.26
			7/6/2020	7/6/2020	250.22	0.00	250.22
		<b>G/L Account:</b> 505020-00		Office Supplies - General:General			250.22
				<b>Check 028714 Total:</b>	309.48	0.00	309.48
028715	7/31/2020	0000899	Sun Life Financial				<b>Check Entry Number: 001</b>
			7/24/2020	7/24/2020	2,580.26	0.00	2,580.26



Check Register

Journal Posting Date: 7/31/2020

Register Number: CD-000032

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 600155-00		Life Insurance - General			815.54
		<b>G/L Account:</b> 600155-00		Life Insurance - General			1,278.38
		<b>G/L Account:</b> 202085-00		Employee Voluntary Life Ins - General			486.34
028716	7/31/2020	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			7/16/2020	7/16/2020	380.00	0.00	380.00
		<b>G/L Account:</b> 500116-00		Security Service:General			380.00
			7/22/2020	7/22/2020	475.00	0.00	475.00
		<b>G/L Account:</b> 500116-00		Security Service:General			475.00
			<b>Check 028716 Total:</b>		855.00	0.00	855.00
028717	7/31/2020	0000956	Waterlogic Americas LLC				<b>Check Entry Number: 001</b>
			7/27/2020	7/27/2020	96.79	0.00	96.79
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			96.79
			7/28/2020	7/28/2020	83.56	0.00	83.56
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			83.56
			<b>Check 028717 Total:</b>		180.35	0.00	180.35
028718	7/31/2020	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			7/22/2020	7/22/2020	488.58	0.00	488.58
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			488.58
028719	7/31/2020	0000975	Reliance Standard Life In				<b>Check Entry Number: 001</b>
			7/21/2020	7/21/2020	905.07	0.00	905.07
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			449.35
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			455.72
028720	7/31/2020	0000981	Colonial Life				<b>Check Entry Number: 001</b>
			7/24/2020	7/24/2020	380.76	0.00	380.76
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			380.76
028721	7/31/2020	0000992	MVCAC				<b>Check Entry Number: 001</b>
			7/15/2020	7/15/2020	11,000.00	0.00	11,000.00
		<b>G/L Account:</b> 505003-00		District Membership & Subscription Dues:General			11,000.00
028722	7/31/2020	0001028	Red Wing Business Advantage Account				<b>Check Entry Number: 001</b>
			6/23/2020	6/23/2020	275.00	0.00	275.00
		<b>G/L Account:</b> 502017-15		Safety Boots:Mosquito Program			275.00
028723	7/31/2020	0001030	GLS US				<b>Check Entry Number: 001</b>
			7/20/2020	7/20/2020	46.20	0.00	46.20
		<b>G/L Account:</b> 505023-10		Postage:Lab			46.20
028724	7/31/2020	0001036	RKL eSolutions LLC				<b>Check Entry Number: 001</b>
			4/30/2020	4/30/2020	510.00	0.00	510.00
		<b>G/L Account:</b> 500104-00		Consulting - General:General			510.00
028725	7/31/2020	0001047	Calderon Janitorial Services				<b>Check Entry Number: 001</b>
			7/20/2020	7/20/2020	650.00	0.00	650.00
		<b>G/L Account:</b> 500107-00		Janitorial Services:General			650.00
028726	7/31/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			7/1/2020	7/1/2020	58.73	0.00	58.73
		<b>G/L Account:</b> 504008-00		Printing Supplies:General			58.73
028727	7/31/2020	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			7/28/2020	7/28/2020	475.00	0.00	475.00
		<b>G/L Account:</b> 500109-00		Landscaping Services:General			475.00
028728	7/31/2020	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			7/10/2020	7/10/2020	1,826.15	0.00	1,826.15
		<b>G/L Account:</b> 505035-00		Utilities Cell Phone:General			1,826.15
028729	7/31/2020	0001113	Comcast				<b>Check Entry Number: 001</b>

Run Date: 7/28/2020 12:37:55PM

A/P Date: 7/28/2020

Page: 4

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)**

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			7/16/2020	7/16/2020	360.68	0.00	360.68
		<b>G/L Account:</b> 505040-00		Utilities Landline:General			360.68
028730	7/31/2020	0011125	CC Real Green Clean				<b>Check Entry Number: 001</b>
			7/20/2020	7/20/2020	1,200.00	0.00	1,200.00
		<b>G/L Account:</b> 500107-00		Janitorial Services:General			1,200.00
				<b>Report Total:</b>	<u>127,964.94</u>	<u>0.00</u>	<u>127,964.94</u>

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)**

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028731	7/31/2020	0000317	VCJPA					<b>Check Entry Number: 001</b>
			7/1/2020	7/1/2020	282,184.00	0.00	282,184.00	
		<b>G/L Account:</b> 505011-00			Insurance - Auto Physical Damage:General			2,821.00
		<b>G/L Account:</b> 505012-00			Insurance - Crime & Weapons:General			889.00
		<b>G/L Account:</b> 505013-00			Insurance - General:General			9,011.00
		<b>G/L Account:</b> 505014-00			Insurance - Liability:General			106,534.00
		<b>G/L Account:</b> 505015-00			Insurance - Property:General			8,517.00
		<b>G/L Account:</b> 505017-00			Insurance -VCJPA Workers Comp:General			154,412.00
028732	7/31/2020	0000511	Contra Costa Health Services					<b>Check Entry Number: 001</b>
			7/7/2020	7/7/2020	2,440.00	0.00	2,440.00	
		<b>G/L Account:</b> 500115-00			Permits & Fees:General			2,440.00
				<b>Report Total:</b>	<u>284,624.00</u>	<u>0.00</u>	<u>284,624.00</u>	

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
June 15, 2020	028626	\$2,310.00	Pleasant Hill Community LLC – (6) Month Advertising Contract with Community Focus Magazine
“ “ “	028627	\$1,800.00	S & J Advertising – (6) Month Advertising Contract with Your Town Monthly Magazine
	028627	\$2,075.00	PS Publishing – (5) Month Advertising Contract with Contra Costa Marketplace Magazine
“ “ “	028630	\$5,995.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028633	\$4,144.00	Vector-Borne Disease Account – Technician Recertification Fees
“ “ “	028637	\$15,000.00	MESA Outdoor – Digital Billboard Advertising Agreement
June 30, 2020	028651	\$3,875.80	Contra Costa County Fleet – Automotive Gasoline & Repair Services
“ “ “	028654	\$7,009.10	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028668	\$525.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	028670	\$7,904.00	Brentwood Press & Publish – (6) Month Advertising Contract with Brentwood Press Magazine
“ “ “	028673	\$153,745.00	Leading Edge Associates, Inc. – MapVision Core System (District Software)
“ “ “	028676	\$5,704.73	Kimball Midwest – Shelving & Parts Storage for Shop
July 15, 2020	028683	\$5,115.55	ADAPCO, Inc. – Larvicide & Mosquito Larva Dippers
“ “ “	028690	\$1,911.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
July 31, 2020	028708	\$20,275.00	IEDA, Inc. – Labor Relations Consulting Fees 7/01/19 – 6/30/20 and 7/01/20 – 6/30/21
“ “ “	028710	\$200.00	Liebert Cassidy Whitmore – Professional Legal Services

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
July 31, 2020	028711	\$4,345.26	CCC Auditor-Controller – LAFCO Fees for Fiscal Year 2020/2021
“ “ “	028731	\$282,184.00	VCJPA – Fiscal Year 2020/2021 Annual Insurance Premiums
“ “ “	028732	\$2,440.00	Contra Costa Health Services – HazMat Operating Permit for 2020/2021

## TRANSACTION ACTIVITY REPORT

Months of June & July


Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
	<b>Balance</b>	<b>36,376.99</b>	<b>10,475,745.48</b>	<b>381,086.37</b>
<b>1</b>	6/12/2020		(167,000.00)	167,000.00
<b>2</b>	6/22/2020	884.76		
<b>3</b>	6/26/2020	493,475.79	(450,000.00)	450,000.00
<b>4</b>	6/30/2020	301,238.84		(448,055.99)
	<b>Balance</b>	<b>831,976.38</b>	<b>9,858,745.48</b>	<b>550,030.38</b>
<b>5</b>	7/15/2020		(114,813.09)	150,000.00
<b>6</b>	7/21/2020	884.76		
<b>7</b>	7/26/2020		(1,880,000.00)	1,880,000.00
<b>8</b>	7/31/2020	7.07		(1,982,921.43)
	<b>Balance</b>	<b>832,868.21</b>	<b>7,863,932.39</b>	<b>597,108.95</b>

### Transaction Number & Brief Description

- 1** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2** Medical Deposit
- 3** Property Tax Deposit, Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 4** Clearing of checks from Bank of the West for Payroll & Vendor & Deposist & Int Earned in Wells Fargo
- 5** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Int Earned LAIF
- 6** Medical Deposit
- 7** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit (CCCERA YRLY PYMT)
- 8** Clearing of checks from Bank of the West for Payroll & Vendor & Deposist & 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



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

July 01, 2020

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

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

[Tran Type Definitions](#)

June 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/12/2020	6/12/2020	RW	1643466	N/A	PAULA MACEDO	-167,000.00
6/29/2020	6/26/2020	RW	1644389	N/A	PAULA MACEDO	-450,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	10,475,745.48
Total Withdrawal:	617,000.00	Ending Balance:	9,858,745.48



Local Agency Investment Fund  
 PO Box 942809  
 Sacramento, CA 94209-0001  
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August 20, 2020

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

[Tran Type Definitions](#)

July 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2020	7/14/2020	QRD	1645796	N/A	SYSTEM	32,537.89
7/15/2020	7/29/2020	QRD	1649261	N/A	SYSTEM	2,649.02
7/15/2020	7/15/2020	RW	1647834	N/A	PAULA MACEDO	150,000.00
7/29/2020	7/29/2020	RW	1648898	N/A	PAULA MACEDO	-1,880,000.00

**Account Summary**

Total Deposit	35,186.91	Beginning Balance	9,858,745.48
Total Withdrawal:	-2,030,000.00	Ending Balance:	7,863,932.39



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

(July 1 2019 - June 30 2020)

**Board Packet**

100% of the  
Year completed

	FY20 <i>As of 6/30/20</i>	FY20 Budget	Initial Proposed FY21	YTD FY20 VS ADOPTED	ADOPTED FY20 VS FY20 \$	Proposed FY21 VS ADOPTED FY20 %	Proposed FY21 VS ADOPTED FY20 \$
<b>Personnel Costs</b>							
Payroll & OT	3,403,715	3,820,353	3,704,085	89.1%	416,638	(0)	(116,268)
<b>Retirement</b>	<b>1,186,457</b>	<b>1,267,909</b>	<b>1,303,335</b>	<b>93.6%</b>	<b>81,452</b>	<b>0</b>	<b>35,426</b>
OASDI	203,339	236,862	240,766	85.8%	33,523	0	3,904
<b>Medicare</b>	<b>48,361</b>	<b>55,395</b>	<b>53,709</b>	<b>87.3%</b>	<b>7,034</b>	<b>(0)</b>	<b>(1,686)</b>
Health Insurance (Dental / Vision Etc)	496,090	646,687	646,687	76.7%	150,597	-	-
<b>Unemployment</b>	<b>17,345</b>	<b>32,202</b>	<b>34,456</b>	<b>53.9%</b>	<b>14,857</b>	<b>0</b>	<b>2,254</b>
Disability Ins	10,703	9,500	11,024	112.7%	(1,203)	0	1,524
<b>Other Post Employment Benefits</b>	<b>176,000</b>	<b>176,000</b>	<b>205,000</b>	<b>100.0%</b>	<b>-</b>	<b>0</b>	<b>29,000</b>
<b>Subtotal Personnel Costs</b>	<b>5,542,009</b>	<b>6,244,908</b>	<b>6,199,062</b>	<b>88.7%</b>	<b>702,899</b>	<b>(0)</b>	<b>(45,846)</b>
<b>Professional Services</b>							
Auditing Services	18,375	15,875	19,000	115.7%	(2,500)	0	3,125
<b>Building and Grounds Maintenance &amp; Repairs Major &gt; \$10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>1</b>	<b>-</b>
Building and Grounds Maintenance & Repairs Minor < \$10,000	28,738	10,000	29,500	287.4%	(18,738)	2	19,500
<b>Consulting - General</b>	<b>26,050</b>	<b>15,000</b>	<b>300,000</b>	<b>173.7%</b>	<b>(11,050)</b>	<b>19</b>	<b>285,000</b>
Engineers Report	9,100	9,100	9,100	100.0%	-	-	-
<b>Janitorial Services</b>	<b>7,800</b>	<b>8,500</b>	<b>31,200</b>	<b>84.1%</b>	<b>1,350</b>	<b>3</b>	<b>22,700</b>
Labor Consultant IEDA	0	9,963	10,461	100.0%	-	0	498
<b>Landscaping Services</b>	<b>5,700</b>	<b>7,000</b>	<b>6,500</b>	<b>74.6%</b>	<b>1,775</b>	<b>(0)</b>	<b>(500)</b>
Legal - Counsel General	13,057	15,000	15,000	83.5%	2,468	-	-
<b>Legal - Counsel Labor</b>	<b>49,115</b>	<b>75,000</b>	<b>55,000</b>	<b>48.1%</b>	<b>38,890</b>	<b>(0)</b>	<b>(20,000)</b>
Legal - Settlements	0	0	0	0.0%	-	1	-
<b>Medical Services - General</b>	<b>54</b>	<b>300</b>	<b>300</b>	<b>17.8%</b>	<b>247</b>	<b>-</b>	<b>-</b>
Medical Services - Pre-Employment	351	1,200	1,200	29.2%	850	-	-
<b>Permits &amp; Fees</b>	<b>12,193</b>	<b>2,500</b>	<b>6,500</b>	<b>261.7%</b>	<b>(4,043)</b>	<b>2</b>	<b>4,000</b>
Security Service	36,631	14,000	36,000	240.1%	(19,611)	2	22,000
<b>Temporary Personnel Office</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Subtotal Professional Services</b>	<b>207,162</b>	<b>183,438</b>	<b>519,761</b>	<b>112.9%</b>	<b>(23,724)</b>	<b>2</b>	<b>336,323</b>
<b>Public Affairs</b>							
Community Event Registration Fees	350	2,250	1,500	15.6%	1,900	(0)	(750)
<b>Marketing - Advertisement Online</b>	<b>16,000</b>	<b>12,000</b>	<b>18,000</b>	<b>133.3%</b>	<b>(4,000)</b>	<b>1</b>	<b>6,000</b>
Marketing - Advertisement Print	29,504	37,000	35,000	79.7%	7,496	(0)	(2,000)
<b>Marketing - Branded Collateral</b>	<b>0</b>	<b>1,500</b>	<b>1,000</b>	<b>0.0%</b>	<b>1,500</b>	<b>(0)</b>	<b>(500)</b>
Marketing - Brochures	5,489	2,500	5,500	219.6%	(2,989)	1	3,000
<b>Marketing - Business Cards</b>	<b>1,074</b>	<b>400</b>	<b>500</b>	<b>268.5%</b>	<b>(674)</b>	<b>0</b>	<b>100</b>
Marketing - Design	911	1,500	1,000	60.7%	589	(0)	(500)
<b>Marketing - Displays</b>	<b>97</b>	<b>7,000</b>	<b>6,000</b>	<b>1.4%</b>	<b>6,903</b>	<b>(0)</b>	<b>(1,000)</b>
Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000	-	-
<b>Marketing - Website Development &amp; Maintenance</b>	<b>0</b>	<b>180</b>	<b>360</b>	<b>0.0%</b>	<b>180</b>	<b>1</b>	<b>180</b>
<b>Subtotal Public Affairs</b>	<b>53,425</b>	<b>65,330</b>	<b>69,860</b>	<b>81.8%</b>	<b>11,905</b>	<b>0</b>	<b>4,530</b>
<b>Operation and Facilities</b>							
Aerial Services	4,340	22,000	20,000	19.7%	17,660	(0)	(2,000)
<b>Automotive - Gasoline</b>	<b>50,342</b>	<b>57,900</b>	<b>42,000</b>	<b>86.9%</b>	<b>7,558</b>	<b>(0)</b>	<b>(15,900)</b>
Automotive - Repairs	16,124	12,000	40,000	134.4%	(4,124)	2	28,000
<b>Automotive - Services</b>	<b>11,662</b>	<b>12,000</b>	<b>15,000</b>	<b>97.2%</b>	<b>338</b>	<b>0</b>	<b>3,000</b>
Automotive - Supplies	12,270	8,000	8,000	153.4%	(4,270)	-	-
<b>Building &amp; Grounds Materials / Supplies</b>	<b>5,890</b>	<b>5,000</b>	<b>10,000</b>	<b>0.0%</b>	<b>(890)</b>	<b>1</b>	<b>5,000</b>
Building Engineering	0	25,000	50,000	0.0%	25,000	1	25,000
<b>Control Materials - Mosquito Adulticiding</b>	<b>0</b>	<b>10,000</b>	<b>25,000</b>	<b>0.0%</b>	<b>10,000</b>	<b>2</b>	<b>15,000</b>
Control Materials - Mosquito Larviciding	75,211	165,000	165,000	45.6%	89,789	-	-
<b>Control Materials - Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Control Materials - Vertebrate	8,650	10,000	18,000	86.5%	1,350	1	8,000
<b>Control Materials - Yellowjacket &amp; Bees</b>	<b>1,505</b>	<b>10,000</b>	<b>5,000</b>	<b>15.0%</b>	<b>8,495</b>	<b>(1)</b>	<b>(5,000)</b>
Equipment Rental	0	1,000	1,000	0.0%	1,000	-	-
<b>Equipment Repair</b>	<b>6,491</b>	<b>10,000</b>	<b>7,500</b>	<b>64.9%</b>	<b>3,509</b>	<b>(0)</b>	<b>(2,500)</b>
Equipment Service	751	3,000	7,500	25.0%	2,249	2	4,500
<b>Equipment Small</b>	<b>12,982</b>	<b>36,300</b>	<b>56,733</b>	<b>35.8%</b>	<b>23,318</b>	<b>1</b>	<b>20,433</b>
Safety & PPE	26,124	10,000	25,000	261.2%	(16,124)	2	15,000
<b>Safety Boots</b>	<b>2,343</b>	<b>2,200</b>	<b>2,500</b>	<b>106.5%</b>	<b>(143)</b>	<b>0</b>	<b>300</b>
Source Reduction/Wetlands	98	500	1,000	19.5%	402	1	500
<b>Tools &amp; Instruments</b>	<b>1,143</b>	<b>1,000</b>	<b>2,500</b>	<b>114.3%</b>	<b>(143)</b>	<b>2</b>	<b>1,500</b>
Uniform Professional Branded Wear	2,919	6,825	3,500	42.8%	3,906	(0)	(3,325)
<b>Uniform Rental</b>	<b>14,660</b>	<b>16,200</b>	<b>16,200</b>	<b>90.5%</b>	<b>1,540</b>	<b>-</b>	<b>-</b>
<b>Boat Berth Fee</b>	<b>0</b>	<b>0</b>	<b>1,296</b>	<b>0.0%</b>	<b>-</b>	<b>1</b>	<b>1,296</b>
<b>Subtotal Operation and Facilities</b>	<b>253,503</b>	<b>423,925</b>	<b>522,729</b>	<b>59.8%</b>	<b>170,422</b>	<b>0</b>	<b>98,804</b>
<b>Lab Services</b>							
Aquaculture	2,144	2,500	2,200	85.8%	356	(0)	(300)
<b>General Lab Supplies &amp; Materials</b>	<b>1,026</b>	<b>7,000</b>	<b>4,000</b>	<b>14.7%</b>	<b>5,974</b>	<b>(0)</b>	<b>(3,000)</b>
Insectary	259	1,000	1,000	25.9%	741	-	-
<b>Lab Equipment</b>	<b>260</b>	<b>5,000</b>	<b>2,500</b>	<b>5.2%</b>	<b>4,740</b>	<b>(1)</b>	<b>(2,500)</b>
Lab Testing	10,789	19,000	15,000	56.8%	8,211	(0)	(4,000)
<b>Pesticide Testing</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,500</b>	<b>-</b>	<b>-</b>
Sentinel Bird	999	3,500	2,500	28.6%	2,501	(0)	(1,000)
<b>Surveillance</b>	<b>6,929</b>	<b>14,000</b>	<b>10,000</b>	<b>49.5%</b>	<b>7,071</b>	<b>(0)</b>	<b>(4,000)</b>
<b>Subtotal Lab Services</b>	<b>22,408</b>	<b>53,500</b>	<b>38,700</b>	<b>41.9%</b>	<b>31,092</b>	<b>(0)</b>	<b>(14,800)</b>
<b>Information &amp; Technology</b>							
Computer Equipment Supplies < \$100	2,462	2,500	2,625	98.5%	38	0	125

<b>Computer Equipment Supplies &gt; \$100 &lt; \$500</b>	<b>5,273</b>	<b>1,500</b>	<b>8,000</b>	<b>351.6%</b>	<b>(3,773)</b>	<b>4</b>	<b>6,500</b>
Computer Equipment Supplies > \$500	2,658	10,000	50,000	26.6%	7,342	4	40,000
<b>Computer Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
GPS Tracking	6,476	7,500	7,500	86.3%	1,024	-	-
<b>I.T Subscriptions</b>	<b>13,341</b>	<b>7,000</b>	<b>17,000</b>	<b>190.6%</b>	<b>(6,341)</b>	<b>1</b>	<b>10,000</b>
Phone	924	500	8,500	184.9%	(424)	16	8,000
<b>Phone Accessories</b>	<b>193</b>	<b>500</b>	<b>350</b>	<b>38.5%</b>	<b>307</b>	<b>(0)</b>	<b>(150)</b>
Printing Supplies	1,196	1,000	1,600	-	(196)	1	600
<b>Software</b>	<b>157,828</b>	<b>323,000</b>	<b>200,000</b>	<b>48.9%</b>	<b>165,172</b>	<b>(0)</b>	<b>(123,000)</b>
<b>Subtotal Information &amp; Technology</b>	<b>190,352</b>	<b>353,500</b>	<b>295,575</b>	<b>53.8%</b>	<b>163,148</b>	<b>(0)</b>	<b>(57,925)</b>
<b>General Office Administration</b>							
Assessments & County Fees	352,096	365,000	365,000	96.5%	12,904	-	-
<b>Bond - Interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Bond - Principal	0	0	0	0.0%	-	-	-
<b>District Membership &amp; Subscription Dues</b>	<b>18,834</b>	<b>18,000</b>	<b>20,000</b>	<b>104.6%</b>	<b>(834)</b>	<b>0</b>	<b>2,000</b>
Employee - Development	4,700	4,000	6,500	117.5%	(700)	1	2,500
<b>Employee - Lodging</b>	<b>7,313</b>	<b>10,000</b>	<b>10,000</b>	<b>73.1%</b>	<b>2,687</b>	<b>-</b>	<b>-</b>
Employee - Meal	3,308	5,000	5,000	66.2%	1,692	-	-
<b>Employee - Memberships</b>	<b>707</b>	<b>8,000</b>	<b>8,000</b>	<b>8.8%</b>	<b>7,293</b>	<b>-</b>	<b>-</b>
Employee - Training	17,473	25,000	25,000	69.9%	7,527	-	-
<b>Employee - Travel</b>	<b>4,420</b>	<b>10,000</b>	<b>10,000</b>	<b>44.2%</b>	<b>5,580</b>	<b>-</b>	<b>-</b>
Financial Services Fees	3,269	7,000	4,500	46.7%	3,731	(0)	(2,500)
<b>Insurance - Auto Physical Damage</b>	<b>2,200</b>	<b>2,200</b>	<b>2,821</b>	<b>100.0%</b>	<b>-</b>	<b>0</b>	<b>621</b>
Insurance - Crime & Weapons	1,204	1,204	889	100.0%	-	(0)	(315)
<b>Insurance - General</b>	<b>10,693</b>	<b>10,693</b>	<b>9,011</b>	<b>100.0%</b>	<b>-</b>	<b>(0)</b>	<b>(1,682)</b>
Insurance - Liability	104,863	104,863	106,534	100.0%	-	0	1,671
<b>Insurance - Property</b>	<b>3,913</b>	<b>3,913</b>	<b>8,517</b>	<b>100.0%</b>	<b>-</b>	<b>1</b>	<b>4,604</b>
Insurance - UAS	0	0	0	0.0%	-	-	-
<b>Insurance - Workers Comp</b>	<b>181,455</b>	<b>181,455</b>	<b>154,412</b>	<b>100.0%</b>	<b>-</b>	<b>(0)</b>	<b>(27,043)</b>
Office Furniture	1,030	10,000	15,000	10.3%	8,970	1	5,000
<b>Office Keys &amp; Locks</b>	<b>110</b>	<b>2,500</b>	<b>1,000</b>	<b>4.4%</b>	<b>2,390</b>	<b>(1)</b>	<b>(1,500)</b>
Office Supplies - General	2,403	8,500	5,000	28.3%	6,097	(0)	(3,500)
<b>Office Supplies - Janitorial</b>	<b>2,662</b>	<b>4,500</b>	<b>3,500</b>	<b>59.2%</b>	<b>1,838</b>	<b>(0)</b>	<b>(1,000)</b>
Office Supplies - Kitchen	1,416	5,000	3,500	28.3%	3,584	(0)	(1,500)
<b>Postage</b>	<b>3,177</b>	<b>4,500</b>	<b>4,000</b>	<b>70.6%</b>	<b>1,323</b>	<b>(0)</b>	<b>(500)</b>
Research	0	25,000	20,000	0.0%	25,000	(0)	(5,000)
<b>Safety Program - Incentive</b>	<b>3,643</b>	<b>11,000</b>	<b>7,500</b>	<b>33.1%</b>	<b>7,357</b>	<b>(0)</b>	<b>(3,500)</b>
Safety Program - Tangible Materials	242	4,000	2,500	6.1%	3,758	(0)	(1,500)
<b>Service &amp; Leasing Contracts</b>	<b>2,578</b>	<b>7,000</b>	<b>3,000</b>	<b>36.8%</b>	<b>4,422</b>	<b>(1)</b>	<b>(4,000)</b>
Trustee - Expense General	105	5,000	2,500	2.1%	4,895	(1)	(2,500)
<b>Trustee - Lodging</b>	<b>5,657</b>	<b>3,000</b>	<b>5,000</b>	<b>188.6%</b>	<b>(2,657)</b>	<b>1</b>	<b>2,000</b>
Trustee - Meal	417	2,000	1,000	20.9%	1,583	(1)	(1,000)
<b>Trustee - Mileage</b>	<b>117</b>	<b>2,000</b>	<b>500</b>	<b>5.9%</b>	<b>1,883</b>	<b>(1)</b>	<b>(1,500)</b>
Trustee - Training	2,740	5,000	3,500	54.8%	2,260	(0)	(1,500)
<b>Trustee - Travel</b>	<b>1,099</b>	<b>5,000</b>	<b>5,000</b>	<b>22.0%</b>	<b>3,901</b>	<b>-</b>	<b>-</b>
Uncategorized Expenses	746	0	0	0.0%	(746)	-	-
<b>Utilities Cell Phone</b>	<b>19,245</b>	<b>20,000</b>	<b>28,000</b>	<b>96.2%</b>	<b>755</b>	<b>0</b>	<b>8,000</b>
Utilities Electric	25,476	35,000	30,000	72.8%	9,524	(0)	(5,000)
<b>Utilities Garbage</b>	<b>6,915</b>	<b>6,900</b>	<b>6,600</b>	<b>100.2%</b>	<b>(15)</b>	<b>(0)</b>	<b>(300)</b>
Utilities Gas	6,437	3,000	6,500	214.6%	(3,437)	1	3,500
<b>Utilities Internet</b>	<b>4,797</b>	<b>4,800</b>	<b>4,600</b>	<b>99.9%</b>	<b>3</b>	<b>(0)</b>	<b>(200)</b>
Utilities Landline	5,484	4,800	5,500	114.3%	(684)	0	700
<b>Utilities Water</b>	<b>6,426</b>	<b>8,000</b>	<b>6,000</b>	<b>80.3%</b>	<b>1,574</b>	<b>(0)</b>	<b>(2,000)</b>
Water - Drinking	976	960	2,320	101.7%	(16)	1	1,360
<b>Utilities Sewer:General</b>	<b>1,402</b>	<b>0</b>	<b>1,600</b>	<b>0.0%</b>	<b>(1,402)</b>	<b>1</b>	<b>1,600</b>
<i>Employment Advertisements</i>	<i>0</i>	<i>0</i>	<i>500</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>500</i>
<b>Subtotal General Office Administration</b>	<b>821,749</b>	<b>943,788</b>	<b>910,304</b>	<b>87.1%</b>	<b>122,039</b>	<b>(0)</b>	<b>(33,484)</b>
<b>Capital</b>							
<b>Land</b>							
Structures and Improvements	0	7,500	52,500	0.0%	7,500	6	45,000
<b>Vehicles</b>	<b>80,812</b>	<b>84,000</b>	<b>169,300</b>	<b>96.2%</b>	<b>3,188</b>	<b>1</b>	<b>85,300</b>
Heavy Equipment	15,551	30,000	45,000	51.8%	14,449	1	15,000
<b>Subtotal Capital</b>	<b>96,363</b>	<b>121,500</b>	<b>266,800</b>	<b>79.3%</b>	<b>25,137</b>	<b>1</b>	<b>145,300</b>
<b>Total Expenditures</b>	<b>7,186,970</b>	<b>8,389,889</b>	<b>8,822,792</b>			<b>0</b>	<b>432,903</b>
<b>Revenues</b>							
<b>Property Taxes</b>	<b>6,301,339</b>	<b>5,790,540</b>	<b>5,906,350</b>	<b>108.8%</b>	<b>(510,800)</b>	<b>0</b>	<b>115,811</b>
Benefit Assessment	2,054,797	2,045,903	2,056,499	100.4%	(8,894)	0	10,596
<b>Contract Billing</b>	<b>65,128</b>	<b>20,000</b>	<b>50,000</b>	<b>325.6%</b>	<b>(45,128)</b>	<b>2</b>	<b>30,000</b>
Interest Income (LAIF)	132,777	135,000	160,000	98.4%	2,223	0	25,000
<b>Medical Reimbursement</b>	<b>5,623</b>	<b>115,000</b>	<b>35,000</b>	<b>4.9%</b>	<b>109,377</b>	<b>(1)</b>	<b>(80,000)</b>
Fixed Asset Disposal	7,500	24,000	30,000	31.3%	16,500	0	6,000
<b>Miscellaneous</b>	<b>45,985</b>	<b>35,000</b>	<b>65,000</b>	<b>131.4%</b>	<b>(10,985)</b>	<b>1</b>	<b>30,000</b>
Grant Funds:General	24,920	-	-	0.0%	(24,920)	-	-
<b>Subtotal Revenue</b>	<b>8,638,071</b>	<b>8,165,443</b>	<b>8,302,849</b>	<b>105.8%</b>	<b>(472,628)</b>	<b>0</b>	<b>137,407</b>
<b>Estimate Ending Balance</b>	<b>1,451,100</b>	<b>-224,446</b>	<b>-519,942</b>				
<b>Designated Reserves POLICY (July 2019)</b>							
Bond Reserve	-	-	-				
Public Health Emergency	2,500,000	-	-				
Capital Improvement	1,745,738	-	-				
Emergency Reconstruction Response	500,000	-	-				
Operations	4,151,425	-	-				
Vehicle & Equipment Replacement	150,000	-	-				
IT Equipment Replacement	200,000	-	-				
	<b>9,247,163</b>						
<b>ONE TIME EXPENSES FOR FY2021 (From Fixed Assets)</b>							
Vehicles	\$		\$ 169,300				
Equipment	\$		\$ 109,500				
Intangible	\$		\$ 275,000				
<b>TOTAL</b>	<b>\$</b>		<b>\$ 553,800</b>				

**Contra Costa Mosquito and Vector Control District**  
**FY21 Budget Year**

(July 1 2020 - June 30 2021)

**Board Packet**

8% of the Year  
completed

	FY21 <i>As of 7/31/20</i>	FY21 Budget	YTD FY21 VS Adopted Budget	ADOPTED FY21 VS FY21 \$
<b>Personnel Costs</b>				
Payroll & OT	297,181	3,704,085	8.0%	3,406,904
<b>Retirement</b>	<b>1,303,335</b>	<b>1,303,335</b>	<b>100.0%</b>	<b>0</b>
OASDI	17,791	240,766	7.4%	222,975
<b>Medicare</b>	<b>4,161</b>	<b>53,709</b>	<b>7.7%</b>	<b>49,549</b>
Health Insurance (Dental / Vision Etc)	44,547	646,687	6.9%	602,141
<b>Unemployment</b>	<b>112</b>	<b>34,456</b>	<b>0.3%</b>	<b>34,345</b>
Disability Ins	905	11,024	8.2%	10,119
<b>Other Post Employment Benefits</b>	<b>176,000</b>	<b>205,000</b>	<b>85.9%</b>	<b>29,000</b>
<b>Subtotal Personnel Costs</b>	<b>1,844,030</b>	<b>6,199,062</b>	<b>29.7%</b>	<b>4,355,032</b>
<b>Professional Services</b>				
Auditing Services	0	19,000	0.0%	19,000
<b>Building and Grounds Maintenance &amp; Repairs Major &gt; \$10,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
Building and Grounds Maintenance & Repairs Minor < \$10,000	0	29,500	0.0%	29,500
<b>Consulting - General</b>	<b>510</b>	<b>300,000</b>	<b>0.2%</b>	<b>299,490</b>
Engineers Report	0	9,100	100.0%	-
<b>Janitorial Services</b>	<b>1,850</b>	<b>31,200</b>	<b>84.1%</b>	<b>1,350</b>
Labor Consultant IEDA	20,275	10,461	100.0%	-
<b>Landscaping Services</b>	<b>950</b>	<b>6,500</b>	<b>74.6%</b>	<b>1,775</b>
Legal - Counsel General	1,911	15,000	83.5%	2,468
<b>Legal - Counsel Labor</b>	<b>0</b>	<b>55,000</b>	<b>48.1%</b>	<b>38,890</b>
Legal - Settlements	0	0	0.0%	-
<b>Medical Services - General</b>	<b>0</b>	<b>300</b>	<b>17.8%</b>	<b>247</b>
Medical Services - Pre-Employment	0	1,200	29.2%	850
<b>Permits &amp; Fees</b>	<b>2,440</b>	<b>6,500</b>	<b>261.7%</b>	<b>(4,043)</b>
Security Service	1,917	36,000	240.1%	(19,611)
<b>Temporary Personnel Office</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
<b>Subtotal Professional Services</b>	<b>29,853</b>	<b>519,761</b>	<b>5.7%</b>	<b>489,908</b>
<b>Public Affairs</b>				
Community Event Registration Fees	0	1,500	0.0%	1,500
<b>Marketing - Advertisement Online</b>	<b>0</b>	<b>18,000</b>	<b>0.0%</b>	<b>18,000</b>
Marketing - Advertisement Print	0	35,000	0.0%	35,000
<b>Marketing - Branded Collateral</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>1,000</b>
Marketing - Brochures	0	5,500	0.0%	5,500
<b>Marketing - Business Cards</b>	<b>35</b>	<b>500</b>	<b>7.1%</b>	<b>465</b>
Marketing - Design	0	1,000	0.0%	1,000
<b>Marketing - Displays</b>	<b>0</b>	<b>6,000</b>	<b>0.0%</b>	<b>6,000</b>
Marketing - Door Hangers	0	1,000	0.0%	1,000
<b>Marketing - Website Development &amp; Maintenance</b>	<b>0</b>	<b>360</b>	<b>0.0%</b>	<b>360</b>
<b>Subtotal Public Affairs</b>	<b>35</b>	<b>69,860</b>	<b>0.1%</b>	<b>69,825</b>
<b>Operation and Facilities</b>				
Aerial Services	0	20,000	0.0%	20,000
<b>Automotive - Gasoline</b>	<b>1,011</b>	<b>42,000</b>	<b>2.4%</b>	<b>40,989</b>
Automotive - Repairs	1,848	40,000	4.6%	38,152
<b>Automotive - Services</b>	<b>0</b>	<b>15,000</b>	<b>0.0%</b>	<b>15,000</b>
Automotive - Supplies	139	8,000	1.7%	7,861
<b>Building &amp; Grounds Materials / Supplies</b>	<b>489</b>	<b>10,000</b>	<b>0.0%</b>	<b>9,511</b>
Building Engineering	0	50,000	0.0%	50,000
<b>Control Materials - Mosquito Adulticiding</b>	<b>0</b>	<b>25,000</b>	<b>0.0%</b>	<b>25,000</b>
Control Materials - Mosquito Larviciding	5,116	165,000	3.1%	159,884
<b>Control Materials - Other</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
Control Materials - Vertebrate	825	18,000	4.6%	17,175
<b>Control Materials - Yellowjacket &amp; Bees</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>

Equipment Rental	0	1,000	0.0%	1,000
<b>Equipment Repair</b>	<b>2,635</b>	<b>7,500</b>	<b>35.1%</b>	<b>4,865</b>
Equipment Service	0	7,500	0.0%	7,500
<b>Equipment Small</b>	<b>84</b>	<b>56,733</b>	<b>0.1%</b>	<b>56,650</b>
Safety & PPE	514	25,000	2.1%	24,486
<b>Safety Boots</b>	<b>422</b>	<b>2,500</b>	<b>16.9%</b>	<b>2,078</b>
Source Reduction/Wetlands	0	1,000	0.0%	1,000
<b>Tools &amp; Instruments</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>2,500</b>
Uniform Professional Branded Wear	67	3,500	1.9%	3,433
<b>Uniform Rental</b>	<b>1,032</b>	<b>16,200</b>	<b>6.4%</b>	<b>15,168</b>
Boat Berth Fee	0	1,296	0.0%	-
<b>Subtotal Operation and Facilities</b>	<b>14,181</b>	<b>522,729</b>	<b>2.7%</b>	<b>508,549</b>
<b>Lab Services</b>				
Aquaculture	49	2,200	2.2%	2,151
<b>General Lab Supplies &amp; Materials</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>
Insectary	272	1,000	27.2%	728
<b>Lab Equipment</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>2,500</b>
Lab Testing	0	15,000	0.0%	15,000
<b>Pesticide Testing</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>1,500</b>
Sentinel Bird	154	2,500	6.2%	2,346
<b>Surveillance</b>	<b>2,096</b>	<b>10,000</b>	<b>21.0%</b>	<b>7,904</b>
<b>Subtotal Lab Services</b>	<b>2,571</b>	<b>38,700</b>	<b>6.6%</b>	<b>36,129</b>
<b>Information &amp; Technology</b>				
Computer Equipment Supplies < \$100	485	2,625	18.5%	2,140
<b>Computer Equipment Supplies &gt; \$100 &lt; \$500</b>	<b>0</b>	<b>8,000</b>	<b>0.0%</b>	<b>8,000</b>
Computer Equipment Supplies > \$500	0	50,000	0.0%	50,000
<b>Computer Services</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
GPS Tracking	60	7,500	0.8%	7,440
<b>I.T Subscriptions</b>	<b>957</b>	<b>17,000</b>	<b>5.6%</b>	<b>16,043</b>
Phone	0	8,500	0.0%	8,500
<b>Phone Accessories</b>	<b>0</b>	<b>350</b>	<b>0.0%</b>	<b>350</b>
Printing Supplies	129	1,600		1,471
<b>Software</b>	<b>0</b>	<b>200,000</b>	<b>0.0%</b>	<b>200,000</b>
<b>Subtotal Information &amp; Technology</b>	<b>1,631</b>	<b>295,575</b>	<b>0.6%</b>	<b>293,944</b>
<b>General Office Administration</b>				
Assessments & County Fees	4,345	365,000	1.2%	360,655
<b>Bond - Interest</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
Bond - Principal	0	0	0.0%	-
<b>District Membership &amp; Subscription Dues</b>	<b>11,000</b>	<b>20,000</b>	<b>55.0%</b>	<b>9,000</b>
Employee - Development	0	6,500	0.0%	6,500
<b>Employee - Lodging</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>10,000</b>
Employee - Meal	0	5,000	0.0%	5,000
<b>Employee - Memberships</b>	<b>0</b>	<b>8,000</b>	<b>0.0%</b>	<b>8,000</b>
Employee - Training	288	25,000	1.2%	24,712
<b>Employee - Travel</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>10,000</b>
Financial Services Fees	0	4,500	0.0%	4,500
<b>Insurance - Auto Physical Damage</b>	<b>2,821</b>	<b>2,821</b>	<b>100.0%</b>	<b>-</b>
Insurance - Crime & Weapons	889	889	100.0%	-
<b>Insurance - General</b>	<b>9,011</b>	<b>9,011</b>	<b>100.0%</b>	<b>-</b>
Insurance - Liability	106,534	106,534	100.0%	-
<b>Insurance - Property</b>	<b>8,517</b>	<b>8,517</b>	<b>100.0%</b>	<b>-</b>
Insurance - UAS	0	0	0.0%	-
<b>Insurance - Workers Comp</b>	<b>154,412</b>	<b>154,412</b>	<b>100.0%</b>	<b>-</b>
Office Furniture	0	15,000	0.0%	15,000
<b>Office Keys &amp; Locks</b>	<b>9</b>	<b>1,000</b>	<b>0.9%</b>	<b>991</b>
Office Supplies - General	595	5,000	11.9%	4,405
<b>Office Supplies - Janitorial</b>	<b>205</b>	<b>3,500</b>	<b>5.9%</b>	<b>3,295</b>
Office Supplies - Kitchen	0	3,500	0.0%	3,500
<b>Postage</b>	<b>214</b>	<b>4,000</b>	<b>5.3%</b>	<b>3,786</b>
Research	0	20,000	0.0%	20,000
<b>Safety Program - Incentive</b>	<b>0</b>	<b>7,500</b>	<b>0.0%</b>	<b>7,500</b>
Safety Program - Tangible Materials	0	2,500	0.0%	2,500
<b>Service &amp; Leasing Contracts</b>	<b>203</b>	<b>3,000</b>	<b>6.8%</b>	<b>2,797</b>

Trustee - Expense General	0	2,500	0.0%	2,500
<b>Trustee - Lodging</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>
Trustee - Meal	24	1,000	2.4%	976
<b>Trustee - Mileage</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>500</b>
Trustee - Training	600	3,500	17.1%	2,900
<b>Trustee - Travel</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>
Uncategorized Expenses	0	0	0.0%	-
<b>Utilities Cell Phone</b>	<b>1,826</b>	<b>28,000</b>	<b>6.5%</b>	<b>26,174</b>
Utilities Electric	24	30,000	0.1%	29,976
<b>Utilities Garbage</b>	<b>588</b>	<b>6,600</b>	<b>8.9%</b>	<b>6,012</b>
Utilities Gas	82	6,500	1.3%	6,418
<b>Utilities Internet</b>	<b>90</b>	<b>4,600</b>	<b>2.0%</b>	<b>4,510</b>
Utilities Landline	361	5,500	6.6%	5,139
<b>Utilities Water</b>	<b>0</b>	<b>6,000</b>	<b>0.0%</b>	<b>6,000</b>
Water - Drinking	511	2,320	22.0%	1,809
<b>Utilities Sewer:General</b>	<b>0</b>	<b>1,600</b>	<b>0.0%</b>	<b>1,600</b>
Employment Advertisements	0	500	0.0%	-
<b>Subtotal General Office Administration</b>	<b>303,149</b>	<b>910,304</b>	<b>33.3%</b>	<b>607,155</b>
<b>Capital</b>				
<b>Land</b>				-
Structures and Improvements	0	52,500	0.0%	52,500
<b>Vehicles</b>	<b>0</b>	<b>169,300</b>	<b>0.0%</b>	<b>169,300</b>
Heavy Equipment	0	45,000	0.0%	45,000
<b>Subtotal Capital</b>	<b>0</b>	<b>266,800</b>	<b>0.0%</b>	<b>266,800</b>
<b>Total Expenditures</b>	<b>2,195,450</b>	<b>8,822,792</b>		
<b>Revenues</b>				
<b>Property Taxes</b>	<b>0</b>	<b>5,906,350</b>	<b>0.0%</b>	<b>5,906,350</b>
Benefit Assessment	0	2,056,499	0.0%	2,056,499
<b>Contract Billing</b>	<b>0</b>	<b>50,000</b>	<b>0.0%</b>	<b>50,000</b>
Interest Income (LAIF)	0	160,000	0.0%	160,000
<b>Medical Reimbursement</b>	<b>0</b>	<b>35,000</b>	<b>0.0%</b>	<b>35,000</b>
Fixed Asset Disposal	0	30,000	0.0%	30,000
<b>Miscellaneous</b>	<b>0</b>	<b>65,000</b>	<b>0.0%</b>	<b>65,000</b>
Grant Funds:General	0	-	0.0%	-
<b>Subtotal Revenue</b>	<b>0</b>	<b>8,302,849</b>	<b>0.0%</b>	<b>8,302,849</b>
<b>Estimate Ending Balance</b>	<b>-2,195,450</b>	<b>-519,942</b>		
<b>Designated Reserves POLICY FY 21 (July 20 - Jun 21)</b>				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement**	1,745,738			
Emergency Reconstruction Response	500,000			
Operations	4,411,396			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
	<b>9,507,134</b>			

\*\* Will be updated per Reserve Policy after final Audit of Revenues is completed

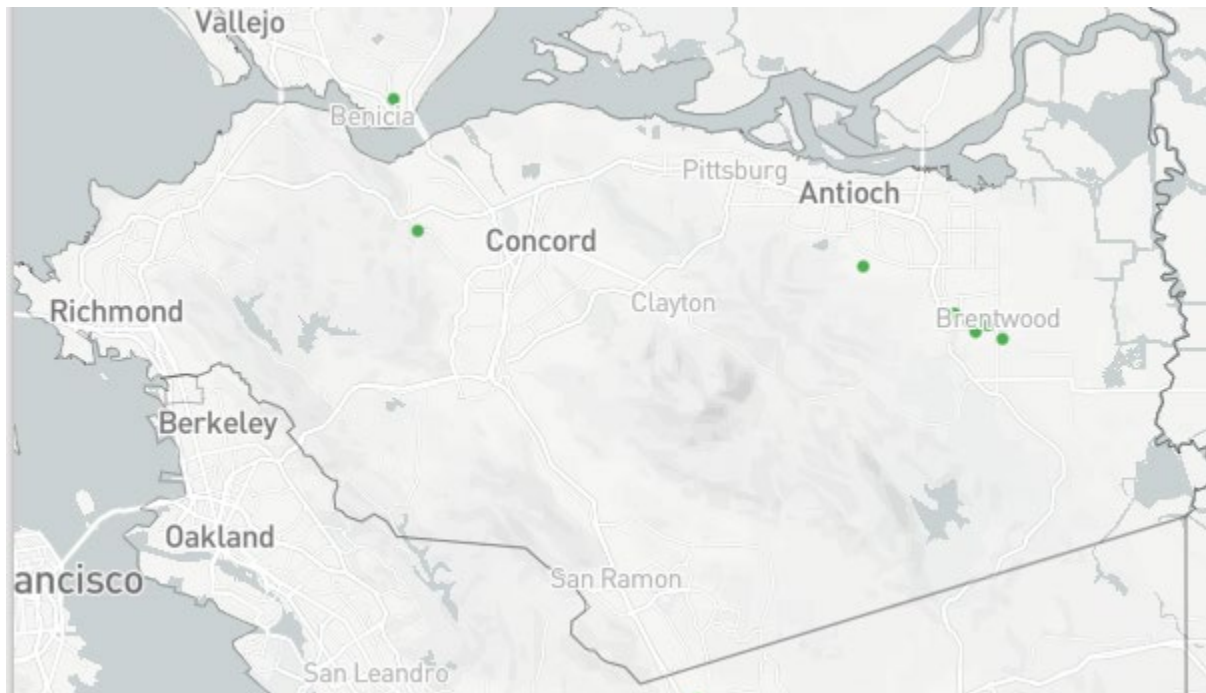
## August 2020 Mosquito and Arbovirus Surveillance Report

Updated August 31<sup>st</sup> by Steve Schutz, Ph.D., Scientific Programs Manager

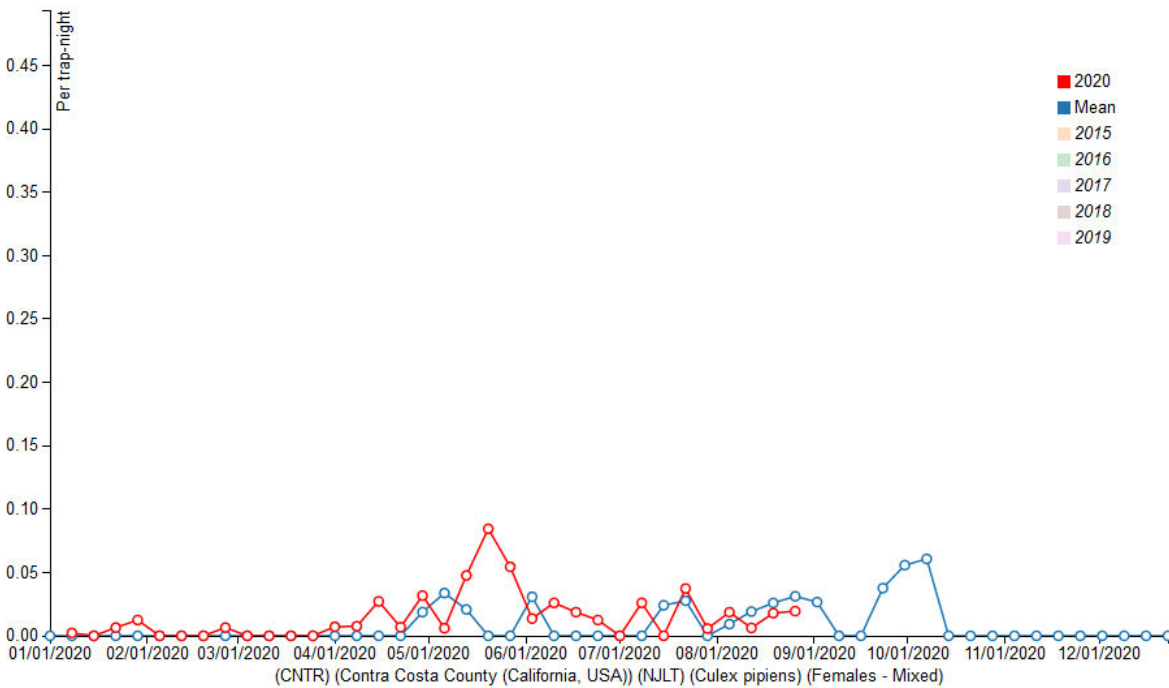
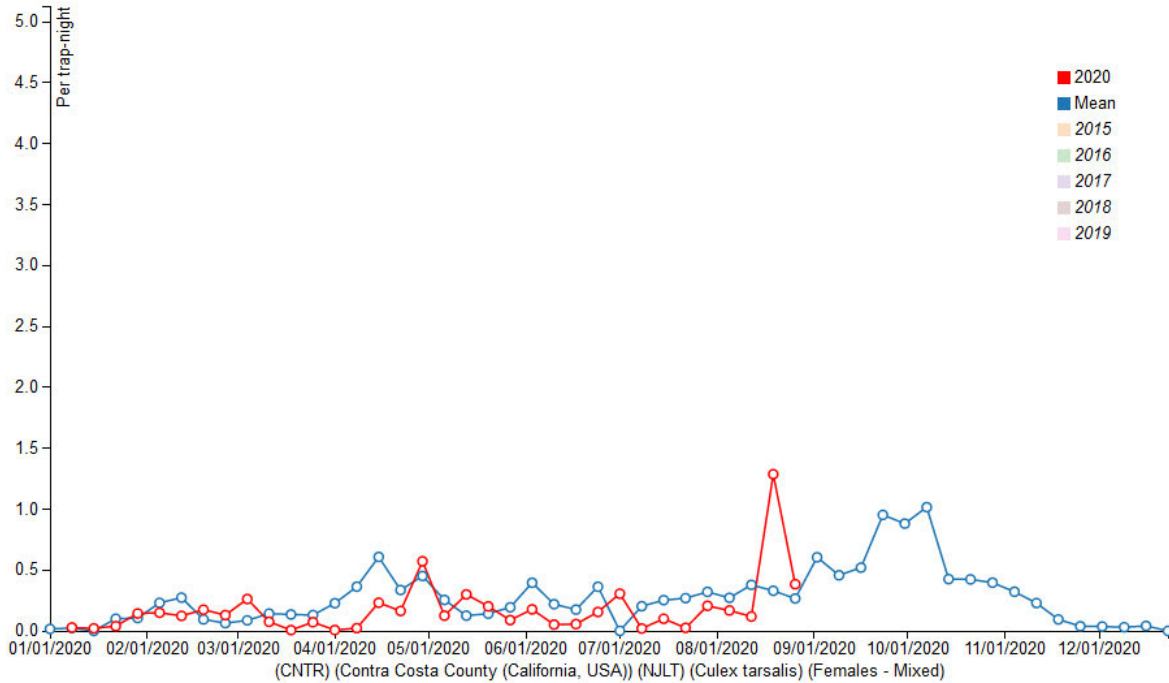
**Human cases:** Two unconfirmed human cases of West Nile virus have been reported, one in East County and one in Central County. According to the Contra Costa County Department of Public Health, the case in East County was probably locally acquired; the case in Central County probably was not.

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

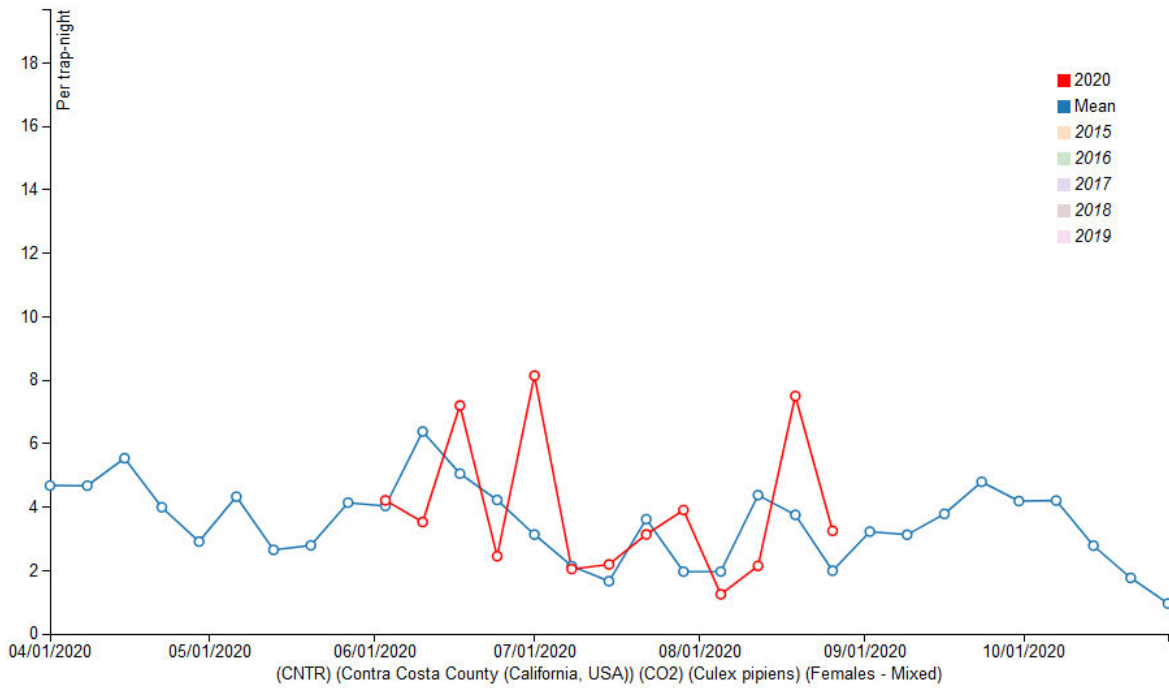
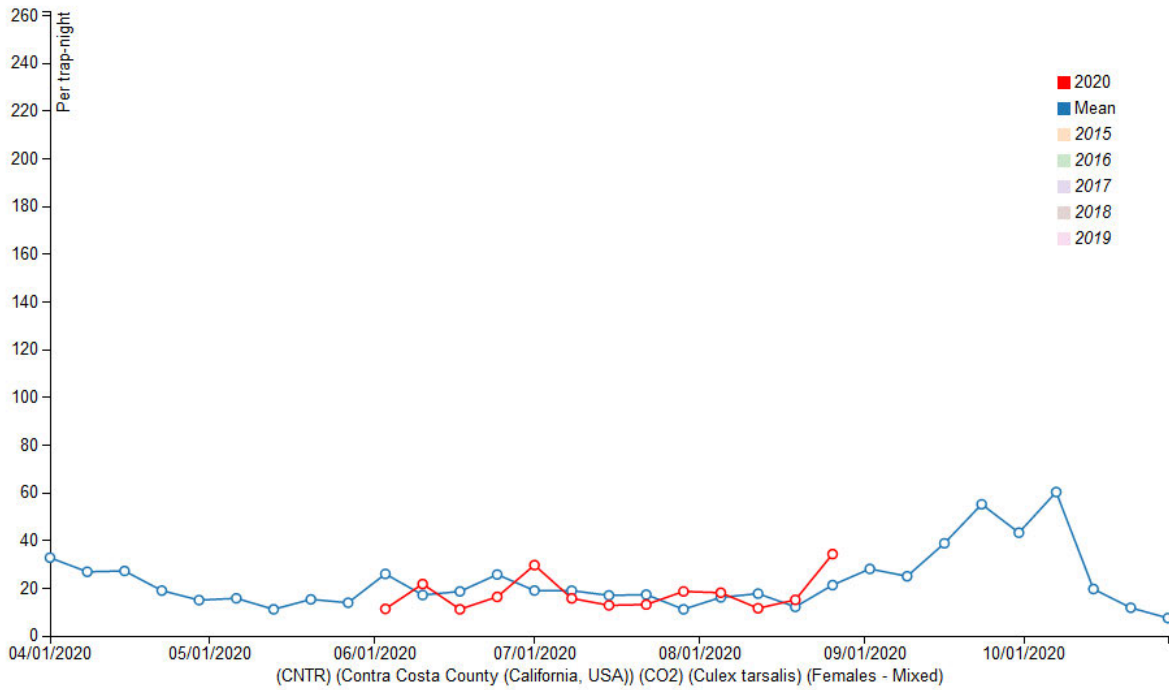
**Dead birds:** So far this season 246 dead birds have been reported to the West Nile Hotline and 35 have been submitted for testing, **seven positive for WNV:** 1 in Martinez, 5 in Brentwood, one in Antioch (see map below). Dead bird reports picked up following media release of our first positive.



**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 until recently. Counts are expressed as numbers of female per trap per night, averaged by week.



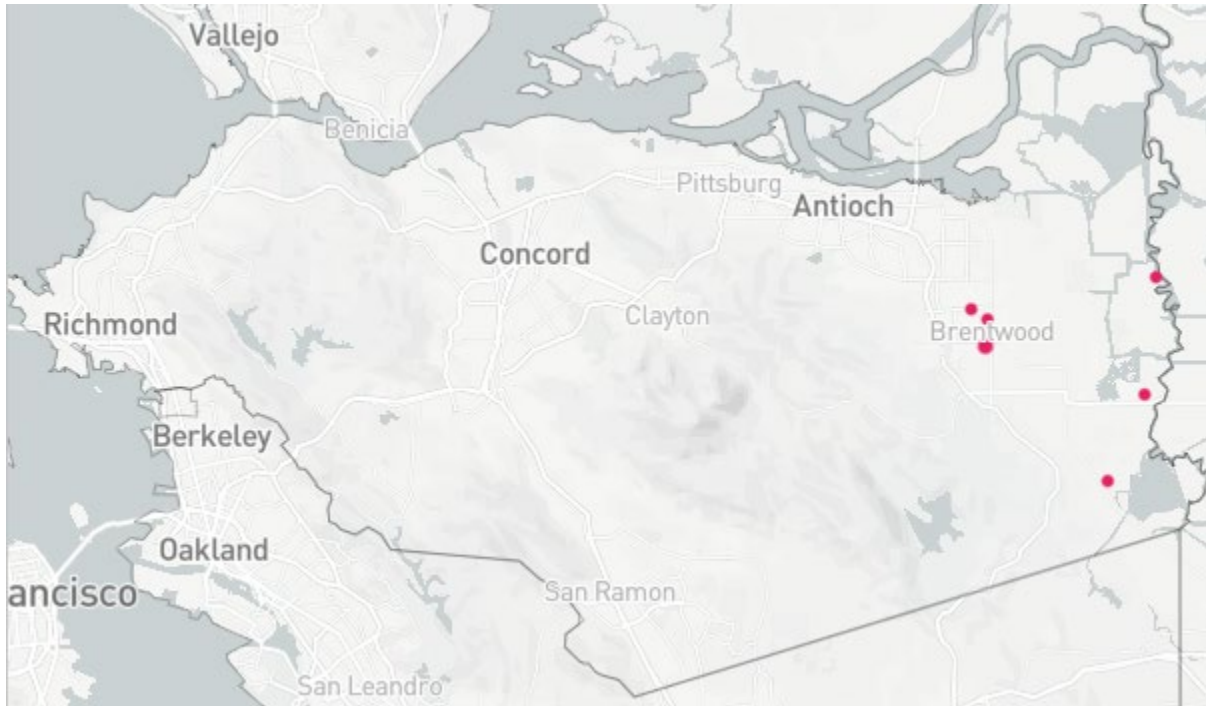
**Carbon dioxide traps:** 23 traps have been operated weekly at fixed locations since June 1st. Counts of *Culex tarsalis* were mostly been near or below the 5 year average until recently, and counts of *Culex pipiens* have been somewhat above (similar to the light trap results).





**'Random' traps:** In addition to our 23 fixed trap locations, Operations employees have been occasionally setting 'random' traps to monitor specific problem areas.

**Mosquito testing:** Through August 31<sup>st</sup>, 172 pooled mosquito samples from our CO2 traps had been submitted for testing; **seven positive for WNV** (1 Byron, 1 Palm Tract, 1 Discovery Bay, 4 Brentwood); 4 *Culex pipiens*, 3 *Culex tarsalis* (see map below). West Nile virus infection rates in both species are currently high (well above the 'epidemic risk' threshold of 5 per thousand) in East county, with a clear focus of elevated virus risk in Brentwood. Additional surveillance and control operations are ongoing.



**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)

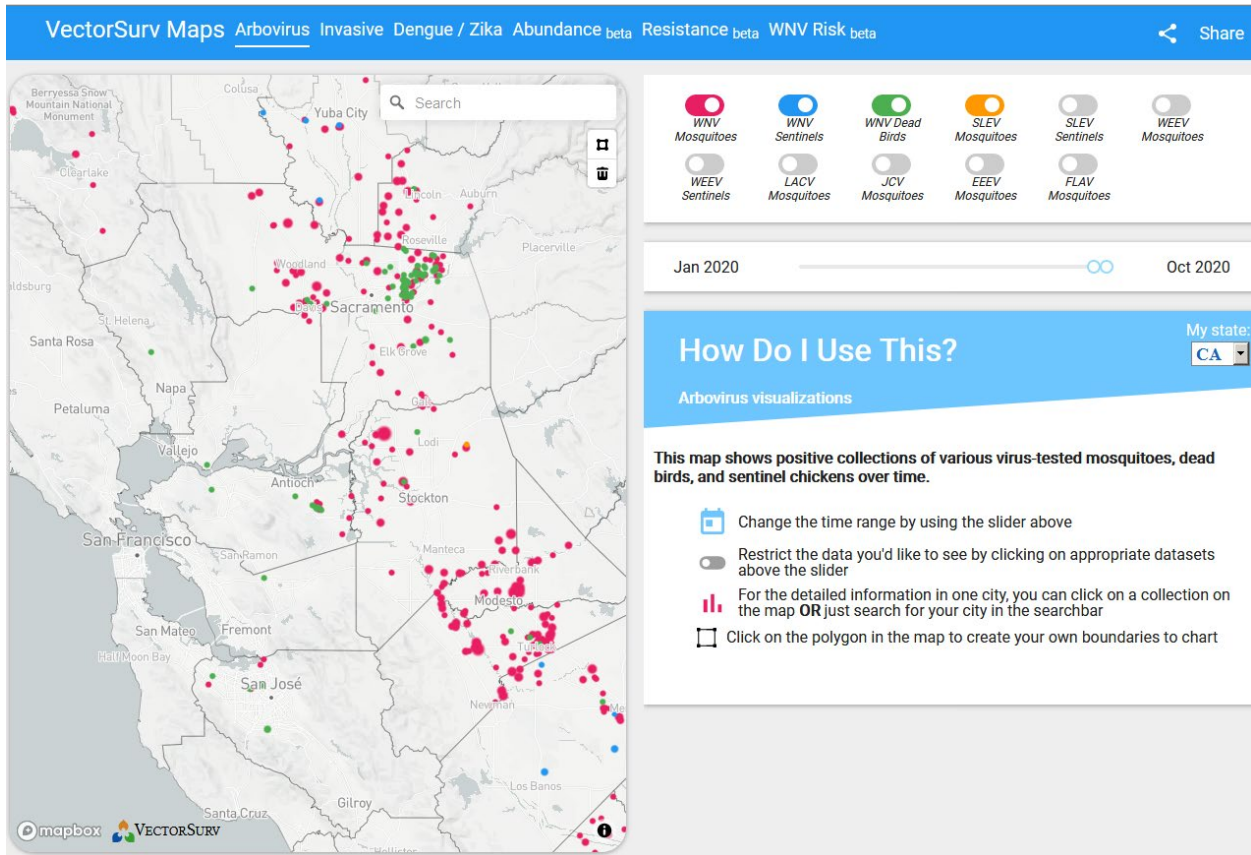
**Sentinel chickens:** Blood samples from chickens at our four flock sites, in Martinez, Walnut Creek, Oakley and Knightsen are collected and tested biweekly for West Nile, Western and St. Louis encephalitis virus; none positive so far this season. Forty-one sentinel chickens have tested positive statewide.

**Other projects:** Lab staff have submitted ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and other tick-borne pathogens and population genetics of the western black-legged tick, and have also been submitting dead crows to the California Department of Fish and Wildlife for a study on causes of crow mortality, and providing adult mosquitoes to a UC Davis researcher for a project on development of an automated mosquito identification system..

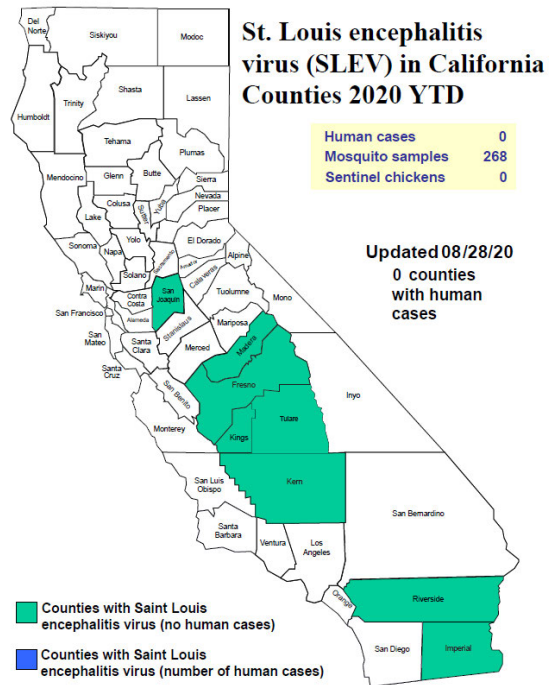
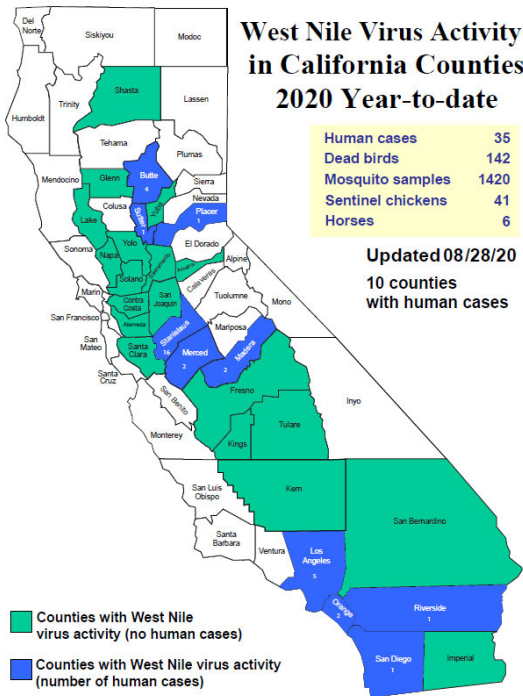
**Weather conditions:** We had a cool spring and early summer, which may have delayed the onset of virus transmission. A recent heat wave seems to have initiated the virus transmission cycle and we may be approaching the peak of the season.

**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.

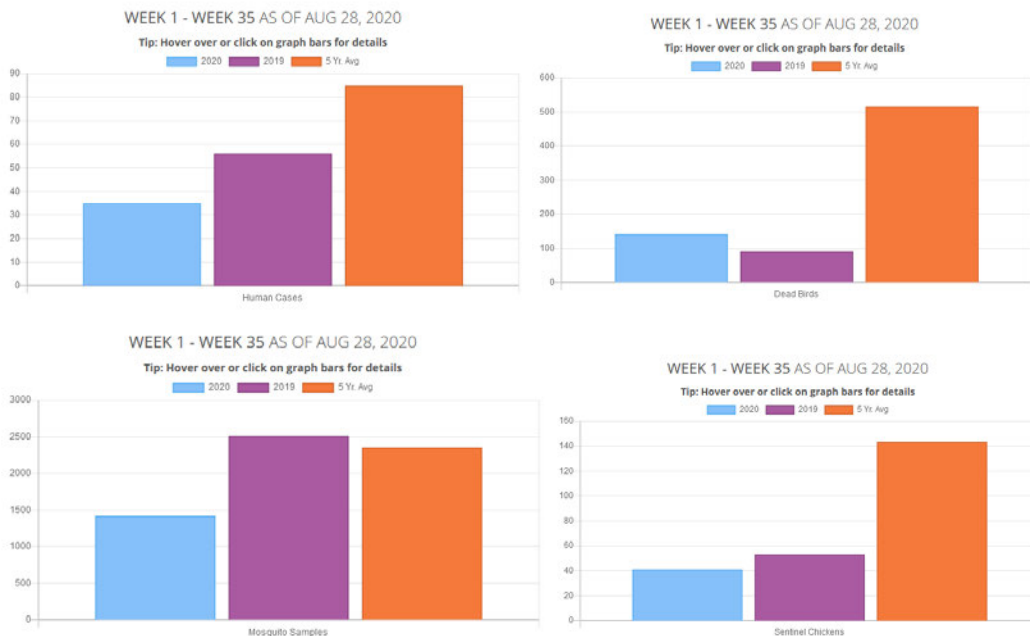
**Regional:** As of August 31st, West Nile virus activity (positive dead birds and/or mosquito samples) had been reported in Napa, Solano, Alameda, Santa Clara, Lake, Sacramento, Yolo and San Joaquin Counties. Mosquito samples positive for Saint Louis Encephalitis virus have been reported in the Central Valley (including San Joaquin).



**Statewide:** As of August 31st<sup>th</sup>, 35 confirmed human WNV disease cases had been reported statewide this season (none so far in the Bay Area). Two cases in Contra Costa County remain officially unconfirmed at this time.



West Nile virus activity remains well below the 5-year average. As of August 31st, **142** dead birds and **1,420** mosquito samples have tested positive for WNV. Saint Louis encephalitis positive mosquito samples have been reported in eight Central Valley and Southern California counties.



## August 2020 Operations Report

Prepared September 3<sup>rd</sup> by David Wexler, Sheila Currier and Terry Davis, Program Supervisors

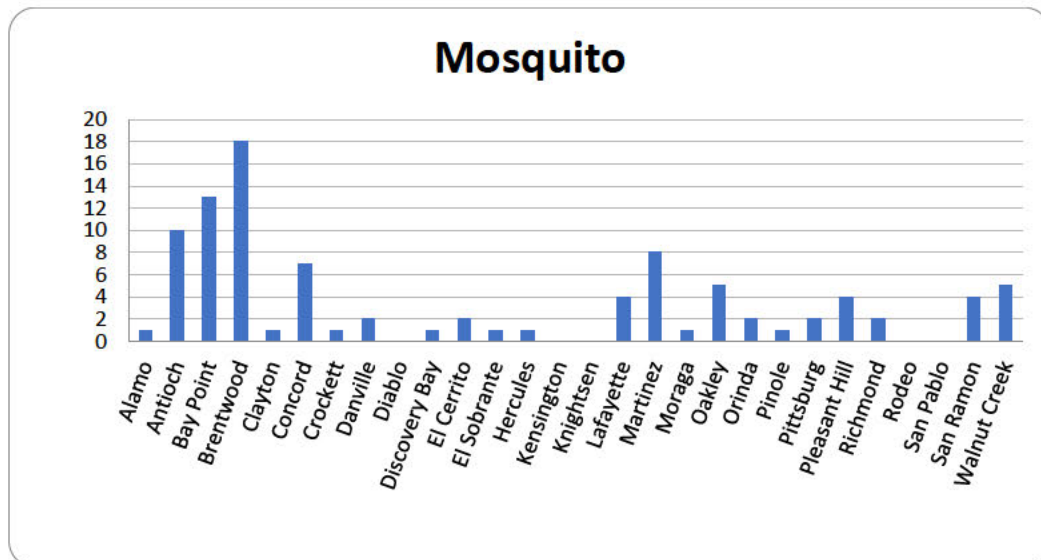
### Mosquito Program

- In August, we experienced high heat and poor air quality due to the recent fires. We constantly monitored air quality and checked in with field employees throughout the day.



Photo of Mount Diablo during recent fires

- The number of service requests for mosquitoes in August 2020 was similar to 2019. The breakdown per city is shown in the graph below:



- In the late part of the month of August, increased West Nile virus activity was detected in Brentwood. Additional traps were set in the area and several dead birds that had been reported by the public were collected for testing. All catch basins and other potential mosquito sources in the area of concern were inspected and many were found to be breeding mosquitoes. To illustrate some of the uncommon situations our technicians encounter in the field, this photo was taken from one of the catch basins – we are still unsure why someone thought it was a good idea to place buckets inside the catch basin.

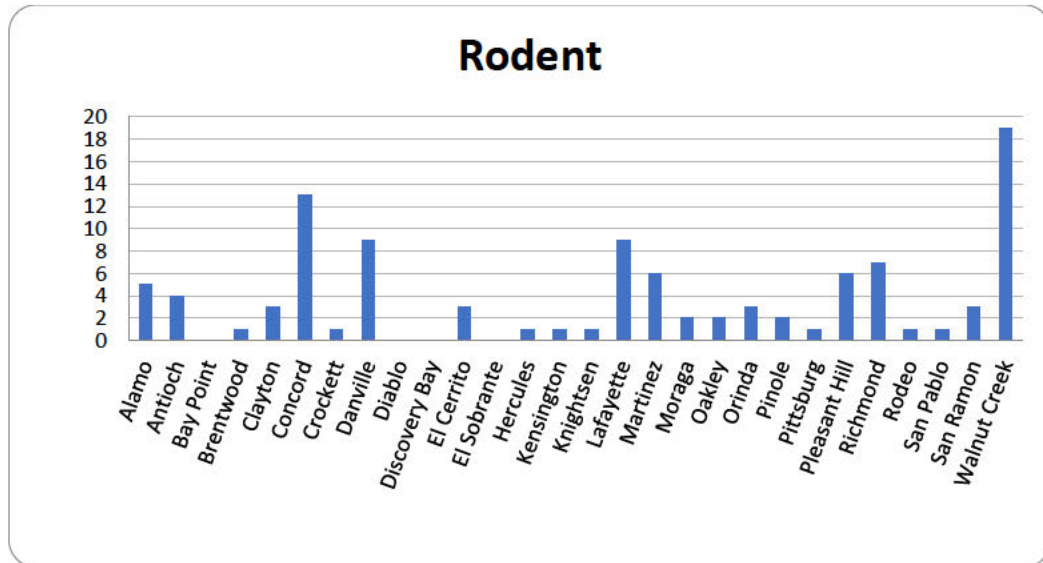


- Our technicians are trained to look for and identify endangered and threatened species in the field. This photo of a Soft Bird's-beak, an endangered plant species only found in the Coastal region, was taken by one of our employees while conducting work in the marshes.



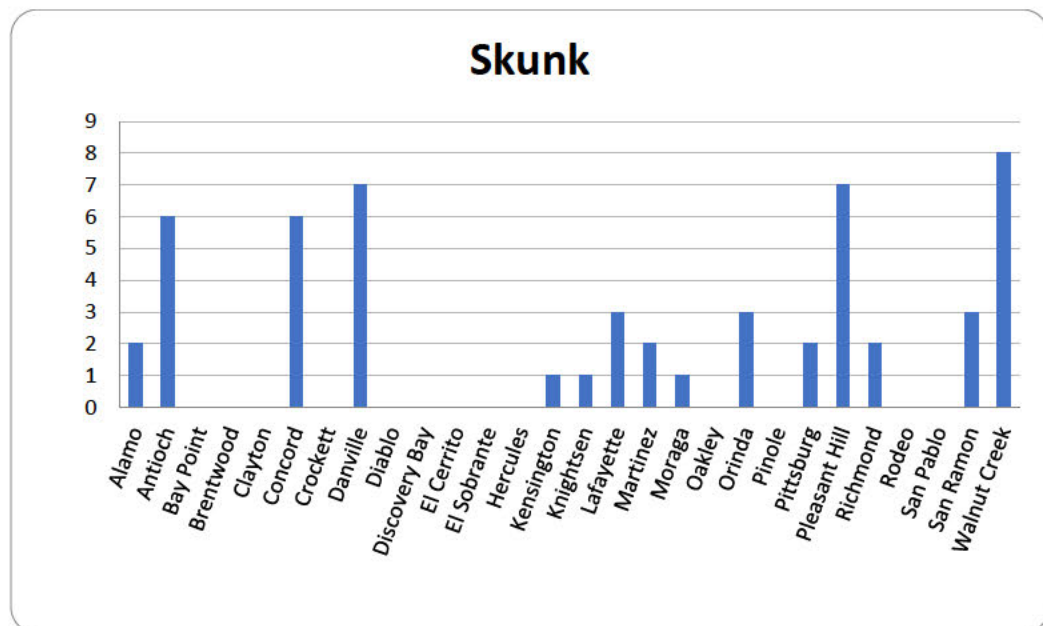
## Rodent Program

- Sewer baiting for rodents is still temporarily suspended as we continue to practice social distancing. We have spoken to some cities and requested that they report any rodent activity observed in their systems to us. To date we have not received any reports.
- Service requests for rodents have been steady, with the majority of calls being for juvenile Roof rats. Rodent pressure is consistent with last year with no areas of the county experiencing any specific rodent population spikes. Rodent service requests are up 19% above the number received in August of 2019.
- We are currently working with Code enforcement on two locations to address rodent activity in dwellings.



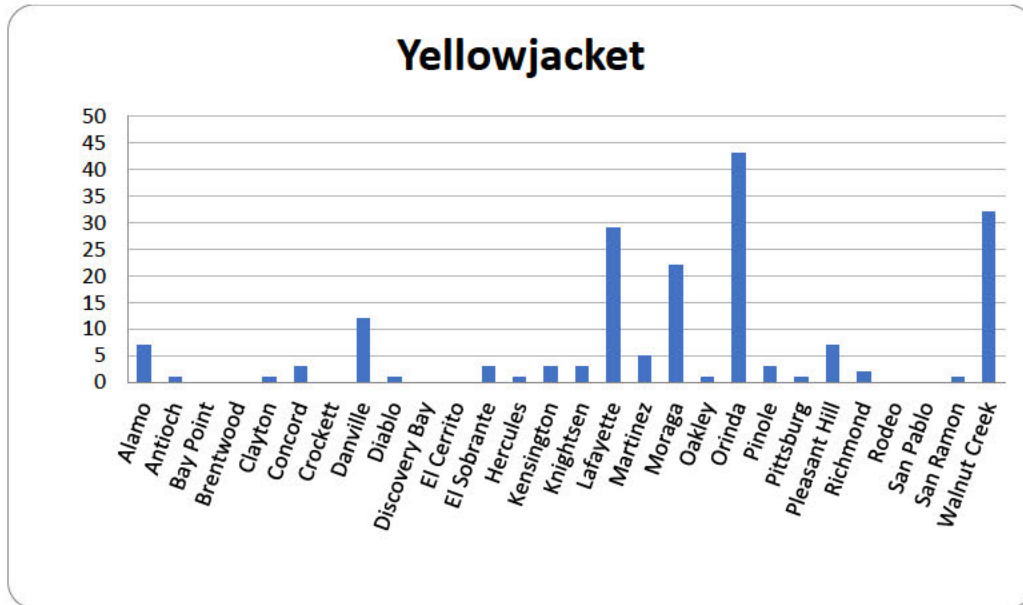
### Skunk Program

- The skunk program has been busy, however there has been a 30% decrease in service request for August 2020 vs. August of 2019. At the moment, most skunk activity consists of young adults that are out foraging and looking to establish denning sites. It is not uncommon for residents to see two or three siblings traveling together.



## Yellowjacket Program

- Even with residents spending more time in their yards, calls have remained lower than 2019, with 429 service requests in 2019 and only 193 in 2020, but are still much above the 10-year average. Service requests for yellowjackets have increased in the later part of August.



## August 2020 Public Affairs Department Report

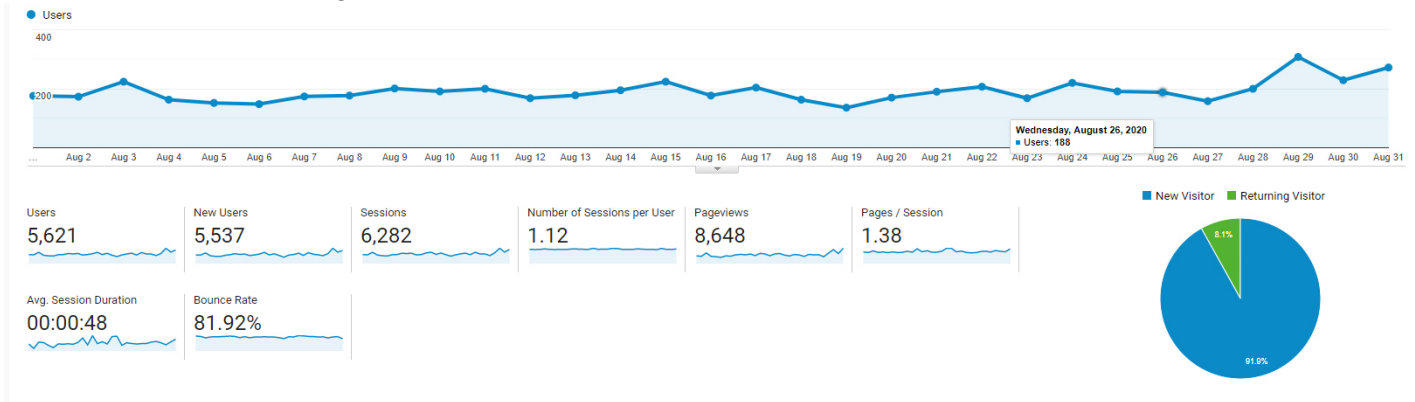
Prepared September 1, 2020 by Nola Woods, Public Affairs Director

- Presentations & Events
  - No off-site presentations or events in August due to COVID-19.
- Advertising
  - The District's "back to basics" advertising campaign continues to appear in publications, on the Internet, and on a Highway 4 billboard.
    - Internet Banner Ads
      - Target Area: All of Contra Costa County
      - Current Ad: Mosquito Ad
    - Highway 4 Digital Billboard (both sides)
      - Target Area: Highway 4 travelling east to Brentwood and west to Concord
      - Current Ad: General Services Ad
    - Brentwood Press (Free to residents)
      - Target Area: Brentwood, Discovery Bay, Bethel Island, Byron, Oakley, and Antioch
      - Current Ad: Mosquito Ad
    - Community Focus (Free to residents)
      - Target Area: Martinez, Pacheco, Pleasant Hill, Walnut Creek, and Lafayette
      - Current Ad: Mosquito Ad
    - Your Town Monthly (Free to residents)
      - Target Area: Danville, Alamo, Blackhawk, and San Ramon
      - Current Ad: Mosquito Ad
    - Contra Costa Marketplace (Direct Mail publication)
      - Target Area: Hercules, Rodeo, Pinole, El Sobrante, San Pablo, El Cerrito, and Richmond
      - Current Ad: Mosquito Ad





- Website Visitors
  - August 1-31, 2020



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	8,648 % of Total: 100.00% (8,648)	7,571 % of Total: 100.00% (7,571)	00:02:08 Avg for View: 00:02:08 (0.00%)	6,282 % of Total: 100.00% (6,282)	81.92% Avg for View: 81.92% (0.00%)	72.64% Avg for View: 72.64% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /rodents_virus_risk.htm	3,353 (38.77%)	3,138 (41.45%)	00:05:48	3,135 (49.90%)	93.97%	93.23%	\$0.00 (0.00%)
2. /index.html	1,299 (15.02%)	966 (12.76%)	00:01:04	908 (14.45%)	40.31%	38.11%	\$0.00 (0.00%)
3. /service_request.htm	515 (5.96%)	433 (5.72%)	00:03:56	156 (2.48%)	77.56%	71.26%	\$0.00 (0.00%)
4. /surefire_ways_article.htm	324 (3.75%)	311 (4.11%)	00:02:28	310 (4.93%)	95.16%	94.75%	\$0.00 (0.00%)
5. /mites.htm	289 (3.34%)	277 (3.66%)	00:05:53	273 (4.35%)	93.41%	93.43%	\$0.00 (0.00%)
6. /yellowjackets.htm	190 (2.20%)	159 (2.10%)	00:01:14	149 (2.37%)	57.05%	51.58%	\$0.00 (0.00%)
7. /wvw_contra_2020.htm	166 (1.92%)	128 (1.69%)	00:02:01	30 (0.48%)	63.33%	49.40%	\$0.00 (0.00%)
8. /covid_19.htm	161 (1.86%)	138 (1.82%)	00:01:49	16 (0.25%)	87.50%	39.75%	\$0.00 (0.00%)
9. /thrive_mo_20.htm	156 (1.80%)	139 (1.84%)	00:00:10	139 (2.21%)	92.81%	88.46%	\$0.00 (0.00%)
10. /contact.htm	126 (1.46%)	106 (1.40%)	00:01:11	51 (0.81%)	54.90%	46.03%	\$0.00 (0.00%)

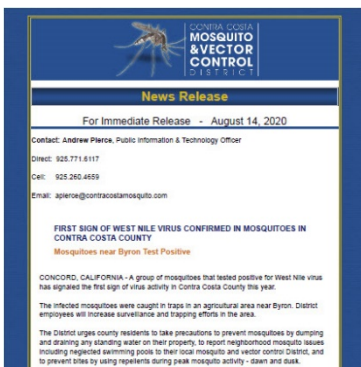
\* internet banner ad (mosquitoes)

Show rows: 10 Go to: 1 1 - 10 of 175

This report was generated on 9/1/20 at 9:21:21 AM - Refresh Report

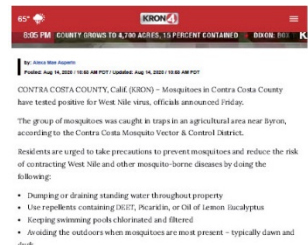
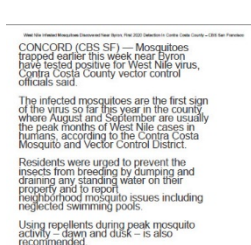
## Publications


- Employee Newsletter: Bits and Bytes
  - One newsletter in August
    - While employee newsletters continue to serve as an important communication tool during COVID-19 due to lack of in-person meetings, in August, we were able to have a virtual Operations meeting which helped to pass along important information.
- News Releases



- August 14, 2020: First Sign of West Nile Virus Confirmed in Contra Costa County
  - 1248 Sent
  - 32.8% Opened as of September 1, 2020
  - 3.2% Clicked Links
  - Top Links:
    - [Submit a Request for Service](#)
    - [Report a Dead Bird page](#)
    - [District Directions](#)

- News Coverage Received: 9 print, website and video stories





**News Release**

For Immediate Release - August 21, 2020

Contact: Nola Woods, Public Affairs Director  
Direct: 925-771-6158  
Cell: 925-250-6502  
Email: nwoods@contracostamosquito.com

**WEST NILE VIRUS CONFIRMED IN DEAD BIRD AND MOSQUITOES IN CONTRA COSTA COUNTY**

**First Positive Bird in Contra Costa County This Year**


CONCORD, CALIFORNIA - The Contra Costa Mosquito & Vector Control District (District) reports a dead bird and a group of mosquitoes have tested positive for West Nile virus (WNV) in Contra Costa County. The dead bird was picked up in Martinez and the mosquitoes were collected from traps in an agricultural area east of Knightsen. This is the first bird and second group of mosquitoes to test positive for WNV so far this year in Contra Costa County.

Certain types of birds may carry WNV. When a mosquito bites an infected bird, the mosquito can become infected and transmit WNV to another bird or a person through a mosquito bite.

The discovery of one dead bird and infected mosquitoes in the middle of a heatwave, is an important reminder that hot weather can increase the risk of WNV transmission, according to the District's Scientific Program Manager Steve Schultz, Ph.D.

- August 21, 2020: The First Dead Bird of 2020 Tests Positive for West Nile Virus in Contra Costa County
  - 1247 Sent
  - 33% Opened as of September 1, 2020
  - 2.1% Clicked Links
  - Top Links:
    - Report a Dead Bird [page](#)
    - The District's COVID-19 [page](#)
    - The District's [Twitter page](#)
  - News Coverage Received: 2 website articles





**News Release**

For Immediate Release - August 28, 2020

Contact: Nola Woods, Public Affairs Director  
Direct: 925-771-6158  
Cell: 925-250-6502  
Email: nwoods@contracostamosquito.com

**More Mosquitoes, Birds Test Positive for West Nile Virus in Contra Costa County**

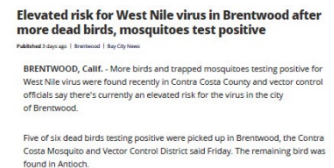
**Elevated Virus Risk in the City of Brentwood**

CONCORD, CALIFORNIA - The Contra Costa Mosquito & Vector Control District (District) has reported six more groups of mosquitoes and six more dead birds have tested positive for West Nile virus (WNV) in Contra Costa County. The mosquitoes were from Palo Alto, Trust (near Knightsen), Discovery Bay, and Brentwood. Five of the six birds that tested positive were picked up in the city of Brentwood and one was from Antioch. This brings the total number of virus-positive dead birds so far this year in Contra Costa County to seven.

Certain types of birds may carry WNV. When a mosquito bites an infected bird, the mosquito can become infected and transmit the virus to another bird or a person through a mosquito bite.

While the risk level for West Nile virus is currently elevated in Brentwood, it is not necessarily restricted to that area, according to the District's Scientific Program Manager Steve Schultz, Ph.D.

- August 28, 2020: More Mosquitoes, Birds Test Positive for West Nile Virus in Contra Costa County
  - 1246 Sent
  - 28.5% Opened as of September 1, 2020
  - 4.6% Clicked Links
  - Top Links:
    - Report a Dead Bird [page](#)
    - The District's [Twitter page](#)
  - News Coverage Received: 6 print, website and video stories



- Social Promotion
  - Twitter
    - Aug 14 First Sign of West Nile Virus Confirmed in Mosquitoes in Contra Costa County
      - 6 Engagements (Total number of times a user interacted with a tweet)
      - 203 Impressions (Number of times users saw the tweet on Twitter)
    - Aug 20 World Mosquito Day
      - 16 Engagements
      - 459 Impressions
    - Aug 28 & 30 More Mosquitoes, Birds Test Positive for West Nile Virus in Contra Costa County
      - 6 Engagements
      - 261 Impressions
    - Overall Twitter Engagement in August
      - 1364 Followers
      - 2423 Impressions
  - Nextdoor
    - 157 Recommendation (Total Neighbor Recommendations)
    - 1,169 Neighborhoods (Where the District Appears in Search Results)
    - 480,415 Neighbors (People who can Search for the District's Page)
      - As more Contra Costa County residents, from different areas of Contra Costa County recommend the District, the larger our reach will become.
      - We cannot see conversations, nor correct misinformation unless someone makes a public recommendation of the District or asks a question of the District.

## August 2020 Administration Department Report

Prepared September 1, 2020 by Maria Bagley, Administrative Services Manager

- [Covid -19](#)

The Administration department has continued to handle all regulatory requirements due to COVID. We have implemented and increased cleaning and disinfecting procedures, sourced new vendors for additional cleaning and are prepared if we need to complete a Covid-19 intensive workplace disinfection. New regulation has been issued with more Covid-19 relief from the federal government, including the recent deferral of collection of the employee portion of Social Security from Sept. 1 through the end of 2020, and the IRS Notice 2020-65, allowing employers to suspend withholding of Social Security payroll taxes. The Administration Department created a new form for the District, enabling employees who are eligible to elect to participate in this payroll tax deferral until the end of the year. In addition, the District will be working with the Sage consultant to update the payroll software in the early part of September to be able to process this payroll deferral.



- [IT & Software](#)

Over the past month since the budget has been passed IT has been working on upgrading our computer systems. Most District's computers have all outlasted their useful life and are older than 5 years. IT has purchased 5 new laptops for users and is working to switching users to the new laptops. IT must install all software and drivers on new laptops before transitioning users to them.

Administration has met with SAP Concur to figure out the delay in going live. There has been some change in account management which should expedite our full implementation to go live.

The operational software MapVision is underway and meetings on specific District configurations are occurring. The General Manager will present a brief summary and timeline during her report at the meeting.

- [Open Enrollment Season is upon us...](#)

The District Administration department continues its efficiency and digitalization projects. This year with Covid-19 and need to limit contact, the department has created fillable forms for all our benefit providers. We will be working on a way to have our employees upload and download them from their own devices. This should help streamline the process for employees to update and change their benefits. In addition, it will reduce the cost of printing, lost paperwork, and assist us in delivering excellent service to our employees.

- Audit

The District is in the midst of the FY 19-20 Audit. The auditors have been remotely working on our files for the weeks of August 24 through September 4. The Audit committee met on August 17<sup>th</sup>, a few days before the Audit was set to start.



- General



The District is continuing to digitalize all records and files and reorganize them. The ability to have access to these files at any time has helped us to respond faster to requests from all, including employees, customers, and vendors. We are continuing to increase our organizational efficiency, by working on our systems and processes one project at a time. We will be continuing this process throughout 2020 and 2021.



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**TO:** Board of Trustees, Contra Costa Mosquito & Vector Control District  
**FROM:** Paula Macedo, General Manager  
**DATE:** September 14, 2020  
**RE:** **DRAFT** Board of Trustee Email Protocol

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The use of electronic mail (email) to conduct business is a common practice. Contra Costa Mosquito & Vector Control District has created the following guidelines for Board of Trustees email use. Email will be used primarily to share information, confirm meeting availability, and to complete similar administrative tasks. Under no circumstances should email be used by Trustees to conduct Board business or to engage in discussions with other Trustees.

Email is primarily used:

- To provide information to the Board about upcoming meetings;
- To request that items be placed on the agenda (requesting Trustee to the General Manager and Board President only);
- For staff to distribute information for meetings (agendas, materials, etc.); and
- For the General Manager to share information/updates between meetings.

Email may not be used by Trustees to share, discuss, or make decisions on items/issues that should or would usually be addressed at a meeting of the Board. Using email to share or discuss information among the Trustees, even if no “decision” is made may constitute a violation of the Brown Act. The law allows the General Manager to share such information; if you have information you wish to share, please provide to the General Manager to distribute.

To address substantive issues between regularly scheduled meetings, the Board President or Committee Chair may call a special meeting to be attended by teleconference (as allowed) or in person. Emergency meetings may also be called when appropriate.

The following are some generally accepted practices and etiquette considerations when using email that should be followed by Board members:

- Messages should be professional, courteous, and respectful at all times;
- Do not respond using ‘reply all’;

- To maintain confidentiality in the District's conduct of its business, emails a Trustee receives by nature of his/her position on the Board should not be forwarded to anyone unless specifically requested to do so;
- Emails should only be deleted consistent with the District's records retention policy. If in doubt, check with the General Manager; and
- **Remember**...emails are public records and subject to disclosure per the Public Records Act; what you say as a Trustee in an email will reflect on the District.

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

**Resolution of the Contra Costa Mosquito  
and Vector Control District Revising the  
Procedure for Electing Board Officers**

**RESOLUTION 20-4**

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 14th day of September 2020, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, California Health and Safety Code, Sec. 2021, allows the board of supervisors and each city council within the district's boundaries to appoint members of the Board of Trustees; and

WHEREAS, California Health and Safety Code, Sec. 2020, states that a board of trustees shall establish policies for the operation of the district; and

WHEREAS, the California Health and Safety Code, Sec. 2027, states at the first meeting in January every year, a board of trustees shall elect its officers; and

WHEREAS, the Board of Trustees, at its meeting of March 8, 2010 adopted Resolution 10-1 establishing a procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, the Board of Trustees, at its meeting of January 13, 2020 adopted Resolution 20-2 revising the procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolution 20-2, along with additional provisions, be revised and included in this Resolution 20-4,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT that the District hereby adopts the following procedure for annual election of officers in January of each year:

1. Elected officers of the Board shall consist of the President, Vice-President and Secretary.
2. Nominations for President, Vice-President, and Secretary shall come from the floor.
3. To be eligible for the office of President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least two (2) different committees, and chaired at least one (1) committee. In addition, a candidate for presidency must have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.



4. To be eligible for the office of Vice-President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least one (1) committee, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
5. To be eligible for the office of Secretary, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
6. Prior to the January meeting each year, the General Manager shall prepare a list of eligible Trustees for candidacy to each Board officer position.
7. One (1) Trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other Board officers.
8. Each Trustee present shall have one (1) vote for each elected office.
9. Elected President should not serve more than two consecutive years as President.

BE IT FURTHER RESOLVED that Resolution 20-4 shall be effective immediately upon its adoption and that Resolution 20-2 is hereby rescinded and superseded in its entirety.

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 September 14, 2020 by the following vote.

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Daniel Pellegrini  
2020 Secretary, Board of Trustees

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS RESOLUTION  
BOARD RESOLUTION NO. 20-5

**Article I**

**General Provisions**

Section 1. Purpose

This Resolution shall be known as the Employer—Employee Relations Resolution of the CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT.

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 *et seq.*) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of state law and the rules and regulations of the District which establish and regulate a merit service employment system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen the merit service system through the establishment of uniform and orderly methods of communications between employees, employee organizations and the District.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. It is also the purpose of this Resolution to promote the improvement of personnel management and employer—employee relations within the District by providing a uniform basis for recognizing the right of District employees to join employee organizations of their own choice and to be represented by such organizations in their employment relationships with the District. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, including but not limited to those rights set forth in Section 4 below.

Section 2. Definitions

The following terms shall have the meaning indicated when used in connection with this Resolution:

- a. Appropriate unit – a unit of employee classes or positions, established pursuant to Article II hereof.
- b. Board – the Board of Trustees of the Contra Costa Mosquito & Vector Control District.
- c. Confidential Employee – an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of employment positions.

- d. Consult or Consultation in Good Faith – oral or written communications with a recognized employee organization for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus. Such communications are distinguished from meeting and conferring in good faith with an exclusively recognized employee organization in an endeavor to reach agreement.
- e. Day – calendar day, unless expressly stated otherwise.
- f. District – the Contra Costa Mosquito & Vector Control District.
- g. District Manager – the person employed by the Board to administer the functions of the District.
- h. Employee – any person regularly employed by the District except members of the Board of Trustees.
- i. Employee Relations Officer – the District Manager or his/her duly authorized representative.
- j. Employer-Employee Relations – the relationship between the District and its employees and their employee organization, or when used in a general sense, the relationship between District management and employees or employee organizations.
- k. Exclusively Recognized Employee Organization – an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit pursuant to Article II hereof, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees. Said organization shall have no restriction on membership based on race, color, religious creed, sex, gender or national origin.
- l. Impasse – the representatives of the District and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
- m. Management Employee – an employee having responsibility for formulating, administering or managing the implementation of District policies and programs.
- n. Management Representative – the District Manager or any person or organization duly authorized by the District Manager.
- o. Mediation – the efforts of an impartial third person, or persons, functioning as intermediaries, to assist the parties in reaching a voluntary resolution of an impasse, through interpretation, suggestion and advice.
- p. Meet and Confer – Negotiating in good faith with an exclusively recognized employee organization in an endeavor to reach agreement.
- q. Negotiate – to meet and confer in good faith.

- r. Professional Employee – an employee engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, physicians, entomologists, ecologists and engineers.
- s. Proof of Employee Support – Employees or an employee organization submitting a petition to the District Manager have demonstrated proof of support by the employees whom it purports to represent by means of any one or any combination of the following;
  - 1) An authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee
  - 2) A verified authorization petition or petitions recently signed and personally dated by an employee
  - 3) Documented evidence of current dues-paying employee organization membership, or payroll dues deductions using the payroll period immediately prior to the date the petition is filed, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee.
  - 4) For purposes of (1) and (2) above, only signatures of employees currently employed in positions within the proposed representation unit on the date the petition is filed and whose signatures have been executed within ninety (90) calendar days prior to the date the petition is filed, shall be accepted as proof of employee support.

The total number of employees in a proposed representation unit shall be adjusted to reflect the positions occupied as of the date of the petition.

- t. Recognized Employee Organization – an employee organization or its duly authorized representative, who has been granted formal recognition by the Board of Trustees as representing the majority of employees in an appropriate unit of employees.
- u. Representation Unit – a unit established pursuant to Section 6 of this Resolution.
- v. Scope of Representation – all matters relating to employment conditions and employer-employee relations, including but not limited to wages, hours, and other terms and conditions of employment, except however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.
- w. Supervisory Employee – any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
- x. Resolution – The Employee-Employer Relations Resolution of the Contra Costa Mosquito & Vector Control District.

Section 3. Employee Rights

Employees of the District shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the District also shall have the right to refuse to join or participate in the activities of employee organizations.

Section 4. District Rights

The rights of the District include, but are not limited to, the exclusive right to determine the nature and extent of services to be performed; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees to take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of District operations; determine the methods, means and personnel by which District operations are to be conducted; determine the content of job classifications; subcontract work; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work; and take such other and further action as may be necessary to organize and operate the District in the most effective, efficient and economical manner and in the best interest of the public it serves.

**ARTICLE II**

**Representation Proceedings**

Section 5. Filing of Recognition Petition by Employee Organization

An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a. Name and address of the employee organization.
- b. Names and titles of its officers.
- c. Names of employee organization representatives who are authorized to speak on behalf of the organization.
- d. A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.
- e. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- f. Certified copies of the employee organization's constitution and bylaws.
- g. A designation of those persons, not exceeding two (2) in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.

- h. A statement that the employee organization has no restriction on membership based on race, color, religious creed, sex, gender, national origin, age, sexual orientation, mental or physical disability or medical condition.
- i. The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- j. A statement that the employee organization has in its possession proof of employee support (as defined in Section 2 of this Article) to establish that at least thirty percent (30%) of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
- k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Section 6. District Response to Recognition Petition

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a. There has been compliance with the requirements of the Recognition Petition, and
- b. The proposed representation unit is an appropriate unit in accordance with Section 10 of this Article II [*Policy and Standards for Determination of Appropriate Units*].

If an affirmative determination is made by the Employee Relations Officer on (a) and (b) above, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter.

If either or both of the conditions set forth in (a) and (b) above are not affirmatively determined, the Employee Relations Officer shall offer to consult on the non-complying matters with the affected petitioning employee organization and, if after consultation, the Employee Relations Officer's determination remains unchanged, he/she shall inform that organization in writing of the reason(s) for the non-compliance determination.

The petitioning employee organization may appeal such determination in accordance with Section 14 of this Resolution [*Appeals*].

## Section 7. Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty percent (30%) and otherwise in the same form and manner as set forth in Section 5 of this Article II [*Filing of Recognition Petition by Employee Organization*]. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 10 of this Article II [*Policy and Standards for Determination of Appropriate Units*].

The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section 14 of this Article II [*Appeals*].

## Section 8. Granting Recognition Without an Election

If the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

## Section 9. Election Procedure

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article II [*Representation Proceedings*] shall be included on the ballot. The ballot shall also reserve to employees the choice of representing themselves individually in their employment relations with the District. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three (3) or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the

largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

#### Section 10. Policy and Standards for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- a. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- b. History of representation in the District and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- c. Consistency with the organizational patterns of the District.
- d. Effect of differing legally mandated impasse resolution procedures.
- e. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- f. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two (2) or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Section 2 of this Resolution [*Definitions*], are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.



## ARTICLE III

### POLICIES AND PROCEDURES REGARDING REPRESENTATIVE EMPLOYEE ORGANIZATION STATUS CHANGES

#### Section 11. Procedure for Modification of Established Appropriate Units

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 13 of this Article II [*Procedure for Decertification of Employee Organization*].

Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section 5 of Article II [*Filing of Recognition Petition by Employee Organization*], shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 10 [*Policy and Standards for Determination of Appropriate Units*] hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II, Section 6.

The Employee Relations Officer may by his/her own motion propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section 10 [*Policy and Standards for Determination of Appropriate Units*] of this Article II, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 14 [*Appeals*] of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section 5 [*Filing of Recognition Petition by Employee Organization*] hereof.

#### Section 12. Procedure for Processing Severance Requests

An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Section 11 [*Modification of Appropriate Units*] for modification requests.

#### Section 13. Procedure for Decertification of Exclusively Recognized Employee Organization

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only 1) during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding, 2) during any time period following expiration of the Memorandum of Understanding up until the time the District adopts the negotiated successor Memorandum of Understanding, or 3) when the current Memorandum of Understanding has been in effect for three years or more. However, notwithstanding the above, a decertification petition may not be filed if the incumbent Exclusively Recognized Employee Organization was

lawfully recognized by the District, or by certification of a representation election result, within the previous twelve (12) months.

A Decertification Petition may be filed by two (2) or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- a. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- b. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
- c. An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- d. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty percent (30%), that includes the allegation and information required under paragraph (c.) of this Section 13 [*Procedure for Decertification of Exclusively Recognized Employee Organization*], and otherwise conforms to the requirements of Section 5 [*Filing of Recognition Petition by Employee Organization*] of this Article.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his/her determination is in the negative, he/she shall offer to consult on the non-complying matter(s) with the representative(s) of such petitioning employees or employee organization and, if after such consultation, his/her determination remains unchanged, the Employee Relations Officer shall return such Petition to the employees or employee organization with a statement in writing of the reasons for the non-compliance determination. The petitioning employees or employee organization may appeal such determination in accordance with Section 14 of this Article II [*Appeals*]. If the determination of the Employee Relations Officer is in the affirmative, or if his/her negative determination is reversed on appeal, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed in accordance with this Section, the question of representation. Such election shall be conducted in conformance with Section 5 of this Article II [*Filing of Recognition Petition by Employee Organization*].

During the "open period" specified in the first paragraph of this Section 7, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such notice file a Recognition Petition in accordance with this Section 6, which the Employee Relations Officer shall act on in accordance with this Section 6.

If, pursuant to this Section 13, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

#### Section 14. Appeals

- a. An employee organization aggrieved by a determination of the Employee Relations Officer of an appropriate Unit Determination (Section 10); or
- b. An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Section 5), Challenging Petition (Section 7), Decertification Petition (Section 13), Unit Modification Petition (Section 11 ) has not been filed in compliance with the applicable provisions of this Article; or
- c. Employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Section 13) has not been filed in compliance with the applicable provisions of this Article may within ten (10) days of notice of the Employee Relations officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the Board of Directors for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

Appeals to the Board of Directors shall be filed in writing with the Board Chair, and a copy thereof served on the Employee Relations Officer. The Board of Trustees shall commence to consider the matter within thirty (30) days of the filing of the appeal. The Board of Trustees may, in its discretion, refer the dispute to a third party hearing process. Any decision of the Board of Trustees on the use of such procedure, and/or any decision of the Board of Trustees determining the substance of the dispute shall be final and binding.

### Article IV

#### Administration

#### Section 15. District Manager Administration of Resolution

The District Manager is authorized to establish procedures to carry out the intent of this Resolution and shall also have the authority for the administrative interpretation of this Resolution.

## Section 16. Submission of Current Information by Recognized Employee Organizations

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under items (a.) through (h.) of its Recognized Petition under Section 3 of this Resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

## Section 17. Negotiations

- a. Only recognized employee organizations in established representation units shall be entitled to negotiate with duly designated District representatives on wages, hours, and other terms and conditions of employment for the employees in such units.
- b. Negotiations shall not be required on any subject pre-empted by Federal or State Law, nor shall negotiation be required on Employee or District rights as defined in Sections 3 and 4. Proposed amendments to this Resolution are excluded from the scope of negotiation, but shall be subject to consultation in good faith after reasonable notice.
- c. Agreements reached as a result of negotiations shall be included in a Memorandum of Understanding signed by the District Manager as well as the duly designated representatives of the recognized employee organizations. Those matters over which the Board of Trustees has exclusive cognizance will be presented to the Board of Trustees for approval. Such memoranda of understanding shall not be binding unless approved by the Board of Trustees and the recognized employee organization.

## Section 18. Scope of Good Faith Meet and Confer

All matters affecting employer-employee relations, including those that are not subject to negotiations, are subject to consultation between management representatives and representatives of recognized employee organizations.

## Section 19. Executive Sessions

Nothing in this Resolution shall be interpreted as preventing, or limiting the right of the Board of Trustees to hold executive sessions with the District Manager, or other duly designated management representatives, prior to and during consultations and discussion with representatives of employee organizations regarding the salaries, salary schedules, or compensation paid in the form of employee benefits of employees in order to review its position and instruct its designated representatives.

## Section 20. Advance Notice to Recognized Employee Organization

Except in cases of emergency, reasonable advance written notice shall be given to each recognized employee organization affected by any rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the Board of Trustees, and each shall be given the opportunity to meet with such body prior to adoption. In cases of emergency when the District management determines that a rule, resolution or regulation must be adopted immediately without prior notice or meeting with the recognized employee organization, District management shall provide such notice and opportunity to meet at the earliest practical time following the adoption of such rule, resolution or regulation.

Section 21. Attendance at Meetings by Employees

District employees who are official representatives or unit representatives of recognized employee organizations shall be given reasonable time off with pay to attend meetings with management representatives or to be present at hearings where matters within the scope of representation are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District services as determined by the District. Such employee representatives shall submit a written request for excused absence to the District Manager or his designated representative at least three (3) working days prior to the scheduled meeting whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed two (2) for any one employee organization.

Section 22. Use of District Facilities

Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of District operations.

Section 23. Dues Deductions

The District will make payroll deductions for membership dues only to a recognized employee organization, and only in compliance with applicable law, including but not limited to California Government Code Sections 1150 through 1159.

**Article V**

**Impasse Procedures**

Section 24. Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in Section 2 [*Definitions*] of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- a. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- b. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Section 25. Impasse Procedures

Impasse procedures are as follows:

- a. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation.

- b. If the parties agree to submit the dispute to mediation, and are unable to agree on the selection of a mediator, the Employee Relations Officer shall request that the State Mediation and Conciliation Service appoint a mediator.
- c. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- d. The cost of the service of a mediator utilized by the parties, and other mutually incurred costs of mediation shall be borne equally by the District and the Exclusively Recognized Employee Organization.
- e. If the parties are unable to resolve their impasse with or without the services of a mediator, the employee organization may exercise its right to request fact finding as provided in California Government Code Section 3505.4.

## **Article VI**

### **Miscellaneous Provisions**

#### **Section 26. Construction**

- a. Nothing in this Resolution shall be construed to deny any person, employee, or employee organization, the District, or any authorized officer, body, or other representative of the District, the rights, powers and authority granted by Federal or State laws.
- b. The rights, powers and authority of the Board of Trustees and the rights of employee organizations in all matters, including the right to maintain legal action, shall not be modified or restricted by this Resolution.
- c. The provisions of this Resolution are not intended to conflict with, nor shall they be construed in a manner inconsistent with, the provisions of the Meyers Miliias Brown Act (Chapter 10, Division 4, Title 1 of the Government Code of the State of California, Section 3500-3510 as amended).

#### **Section 27. Severability**

If any provision of this Resolution, or application of such provision to any person or circumstance, shall be held invalid, the remainder of this Resolution, or the application of such provisions to persons or circumstances other than those as to which it is held in valid, shall not be affected thereby.

#### **Section 28. Rescission of Prior Employer—Employee Negotiations Procedure**

Contra Costa Mosquito & Vector Control District Resolution No. 06-1, adopted May 8, 2006, is hereby rescinded.

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 September 14, 2020, by the following vote.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Daniel Pellegrini  
2020 Secretary, Board of Trustees