



155 Mason Circle
Concord, CA 94520
phone (925) 685-9301
fax (925) 685-0266
www.contracostamosquito.com

**BOARD OF TRUSTEES
SPECIAL MEETING**

****MONDAY, DECEMBER 6, 2021****

7:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/84950451415?pwd=THRjVFICVDdtR1hzQmNmVkFRtmpoUT09>

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

+1 (720) 707-2699

Meeting ID: 849 5045 1415

Passcode: 866980

All portions of this meeting will be conducted by teleconferencing pursuant to Agenda Item #2 (if approved), in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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

AGENDA

1. CALL TO ORDER

Roll Call
Pledge of Allegiance

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Gov. Code 54953 (e)(3) that, as result of the continuing COVID-19 emergency, (i_ the Board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code is renewed.

3.* AGENDA MANAGEMENT

4. 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 and will be limited to three minutes per person.

5. PRESENTATION

James Frankenfield, newly appointed Trustee representing the Town of Moraga.

6.* APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON NOVEMBER 8, 2021

7. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff
- D. Legal Counsel

8.* AUDIT COMMITTEE REPORT AND PROPOSED ACTIONS

i. District FY 20/21 Financial Audit and Memorandum on Internal Control

9.* EXECUTIVE COMMITTEE REPORT AND PROPOSED ACTIONS

i. District Voting Delegates at Contra Costa LAFCO

10.* BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE 2022 MVCAC ANNUAL MEETING

11.* BOARD CONSIDERATION AND APPROVAL OF 2022 COMMITTEE CHARGES

12.* BOARD CONSIDERATION AND APPROVAL OF 2022 BOARD MEETING SCHEDULE

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 1021)

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

Agency Negotiators: Paula Macedo, General Manager, and Randall Diamond, Chair of the Personnel Committee

Employee Group: All unrepresented employees

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

15. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

16. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 5 days before the noted meeting.

Natalie Martini, Administrative Analyst II

11/30/2021

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL

DECEMBER 6, 2021 SPECIAL MEETING REPORT

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Gov. Code 54953 (e)(3) that, as result of the continuing COVID-19 emergency, (i) the Board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code is renewed.

Recommendation - Move that the Board finds that they have reconsidered the state of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the Board renews the prior authorization for meetings to be held by teleconference as authorized by Subdivision (e) of Section 54943 of the Government Code.

3.* AGENDA MANAGEMENT – Consider order of items.

4. PUBLIC INPUT ON NON-AGENDA ITEMS

5. PRESENTATION

James Frankenfield, newly appointed Trustee representing the Town of Moraga

6.* APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON NOVEMBER 8, 2021 - (Pages 7-11)

Recommendation – Approval of the minutes from the November 8, 2021 regular Board meeting.

7. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports have been submitted and staff will be present to answer any questions (Pages 12-28)
- D. Legal Counsel

8.* AUDIT COMMITTEE REPORT AND PROPOSED ACTIONS

- i.* District Audit Committee Chair, Trustee Fitzsimmons, and David Alvey, from Maze & Associates, will discuss the Fiscal Year 2020/2021 annual financial audit that is enclosed with this Board packet.

The District received an unmodified opinion for this audit; which is the cleanest opinion available (*enclosed*).

Recommendation – Accept the District Fiscal Year 2020/2021 Financial Audit and Memorandum on Internal Control.

9.* EXECUTIVE COMMITTEE REPORT AND PROPOSED ACTIONS

- i.* District Voting Delegates at Contra Costa LAFCO - At the March 2018 Board of Trustees meeting, Trustees Clayton and Young were nominated by the Board as voting delegate (Clayton) and alternate (Young) as part of the Independent Special Districts Selection Committee.

Recommendation – Appoint a Trustee and an Alternate as the District Voting Delegate at Contra Costa LAFCO.

10.* BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE 2022 MVCAC ANNUAL MEETING - per Board resolution, attendance to MVCAC Annual conference is already approved for the Board President and Vice President. This year the conference will be held in Sacramento on February 7-9, 2022, and it is a great opportunity for more trustees to attend. Board authorization is needed for any other Trustees that would like to go to the meeting.

Recommendation – Pleasure of the Board.

11.* BOARD CONSIDERATION AND APPROVAL OF 2022 COMMITTEE CHARGES - (Page 29)

Recommendation – Pleasure of the Board.

12.* BOARD CONSIDERATION AND APPROVAL OF 2022 BOARD MEETING SCHEDULE - (Page 30)

Recommendation – Pleasure of the Board, dates may be amended by motion.

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 1021)

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

Agency Negotiators: Paula Macedo, General Manager, and Randall Diamond, Chair of the Personnel Committee

Employee Group: All unrepresented employees

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

15. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

16. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-8

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 8, 2021, 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	Peggie Howell, President Peter Pay, Vice President Daniel Pellegrini, Secretary Richard Ainsley Perry Carlston Warren Clayton Chris Cowen Randall Diamond Jon Elam Jim Fitzsimmons Jennifer Hogan Kevin Marker Thomas Minter James Murray James Pinckney Darryl Young
TRUSTEES ABSENT	Michael Krieg Duylinh Nguyen
VACANCIES	Antioch, Moraga, Richmond, 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 Jeremy Shannon, Program Supervisor Nola Woods, Public Affairs Director Natalie Martini, Administrative Analyst II Areej Al Bahrani, Administrative Analyst I Douglas Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel Michael Jarvis, Liebert Cassidy Whitmore Chris Doll, Vector Control Inspector Shaun Redman, Vector Control Technician

Steve Fisher, Vector Control Inspector
Miaja McCauley, Vector Control Technician
Heidi Budge, Vector Control Technician
Felipe Carrillo, Vector Control Inspector
Olivia Zaragoza, Vector Control Technician
Josefa Cabada, Vector Control Inspector
Brandon French, Vector Control Inspector
David Obrochta Vector Control Inspector
Yen Do, SEIU Local 1021
Emma Gerould, SEIU Local 1021
Peter Masiak, SEIU Local 1021

1. CALL TO ORDER

President Howell called the meeting to order at 7:03 p.m.

Roll Call: A roll call indicated that 16 Trustees were present, two were absent, and there are four vacancies.

Pledge of Allegiance

2. AUTHORIZATION TO MEET VIA TELECONFERENCE

A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding that, as result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

** Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the authorization to meet via teleconference. *Motion passed unanimously.*

3. AGENDA MANAGEMENT

There were no changes to the agenda and the agenda was adopted by rule.

4. PUBLIC INPUT ON NON-AGENDA ITEMS

Miaja McCauley introduced herself as a Vector Control Technician who has been with the District for almost five years and as the newly appointed Vice President for the District employees represented by SEIU 1021. She spoke about the challenges of working during the pandemic and asked the Board to consider their hard work and dedication to their jobs while making decisions about benefits. Heidi Budge, Vector Control Technician, noted that she is the SEIU 1021 union steward for the group of technicians/inspectors and expressed concerns regarding negotiations being drawn out causing further division between both sides. Felipe Carrillo, Vector Control Inspector, noted he has been working at the District for 31 years and spoke about the many

challenges in the past three years, including working during the fires and the COVID pandemic, and asked the Board for a fair contract protecting the technicians out on the front line no matter the conditions. Josefa Cabada, Vector Control Inspector, spoke about her family's personal experience with West Nile Virus. She asked the Board to recognize the hard work that the technicians do on a daily basis, just as the public appreciates the services provided by technicians. Olivia Zaragoza, Vector Control Technician, stated that she loves her job and asked the Board to take the technicians into consideration when it comes to the healthcare contribution. Yen Do, SEIU 1021 Field Representative, introduced herself to the Board and spoke to the dedication of the field employees that she represents and the good work that they do. She mentioned Board actions taken regarding approval of building renovations and asked that union protocols regarding meet and confer when there are changes that may impact the field technicians and their benefits, wages and work conditions be followed. Brandon French, Vector Control Inspector stated he has been with the District since 2013 and with Santa Clara County for four years prior to that. He asked the Board to respect what the technicians do and stated that he does not see any reason for the District to cut medical care for retirees. David Obrochta, Vector Control Inspector, has been with the District since 2001, stated that he has served on various Boards in the past and wanted this Board to know that he and other technicians are there to work with the Board and expressed support to the General Manager.

5. CONSENT CALENDAR

- A. MINUTES – Approval of Minutes of the September 13, 2021 Board of Trustees Meeting
- B. Approval of expenditures for August 2021 and September 2021, including:
 - Accounts payable August 15th checks No. 029326 through No. 029338
 - Payroll August 31st checks No. 029339 through No. 029345
 - Accounts payable August 31st checks No. 029346 through No. 029358
 - Accounts payable September 15th checks No. 029360 through No. 029369
 - Payroll September 30th checks No. 029370 through No. 029377
 - Accounts payable September 30th checks No. 029378 through No. 029394
 - Accounts payable Total: \$171,008.35 Payroll Total: \$1,202.90
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of August 1, 2021 through September 30, 2021, including:
 - Payroll August 15th No. D17669 through No. D17699
 - Payroll August 31st No. D17700 through No. D17740
 - Payroll September 15th No. D17741 through No. D17770
 - Payroll September 30th No. D17771 through No. D17825
 - Accounts payable August 15th No. E02585 through No. E02592
 - Accounts payable August 31st No. E02593 through No. E02599
 - Accounts payable September 15th No. E02600 through No. E02607
 - Accounts payable September 30th No. E02608 through No. E02615

Accounts payable Total: \$200,882.61 Payroll Total: \$335,817.37

- D. Investment Activity for August 2021 and September 2021
- E. Financial Report

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

6. BOARD AND STAFF REPORTS

- A. BOARD – President Howell requested a Board meeting at the beginning of December 2021 in order to authorize any virtual meetings that may need to take place after December 8th and before the next Board meeting in January 2022, due to the requirement for authorization to meet via teleconference. She also urged Trustees to think about the committees they would like to be on during the 2022 calendar year and mentioned it would be good for Trustees to remain on the same committees as in 2021 so there is more continuity going forward.
- B. GENERAL MANAGER – General Manager Macedo mentioned the 2022 MVCAC Annual Meeting will be held on February 7-9, 2022, in Sacramento and that the District plans to send all employees to the meeting. She mentioned that three field technicians volunteered to present the work that they do in the field at this meeting. The Board President and Vice President are already authorized to attend the MVCAC Annual Meeting and requested any Trustees that may be interested in attending, please let General Manager Macedo know as soon as possible so Trustee Travel can be approved prior to the January 7, 2022 registration deadline. General Manager Macedo also mentioned that she was recently elected to be the Coastal region representative on the MVCAC Board in 2022. In addition, she stated that employees would be attending continuing education virtually on November 9, 2021.

General Manager Macedo mentioned that the District is up for Municipal Service Review (MSR) with Contra Costa LAFCO, which is a comprehensive assessment of the ability of existing local government agencies to effectively and efficiently provide municipal services to residences and users. They do this review to capture and analyze information about each of the government structures and efficiencies and to see if there can be better coordination between providers. The last time the District was up for MSR review was in 2010.

Lastly, General Manager Macedo clarified information about the certificate given by the Government Finance Officers Association (GFOA) which is a Certificate of Achievement for Excellence in Financial Reporting established to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounts principles (GAAP). If the District is able to have the audit approved before the end of the year, it may be eligible to apply for this certificate.

- C. STAFF – Reports have been submitted and provided in the packet. President Howell asked Operations if there have been invoices sent to those properties that needed to be abated for any services rendered. David Wexler, Program Supervisor, mentioned that there was no need for any further invoices generated by mosquito operations in one of the properties and that they are working with the other property and invoices may be submitted. He added that there has been significant change since speaking to those property managers.
- D. LEGAL – Douglas Coty, General Counsel, explained the provisions of AB 361 and clarified the regulation regarding teleconferences.

Public comments for item 7 were presented during public comment period – item 2.

CLOSED SESSION – 7:52 p.m.

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

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION – 8:35 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

8. CLOSING COMMENTS – None.

9. ADJOURNMENT – 8:37 p.m.

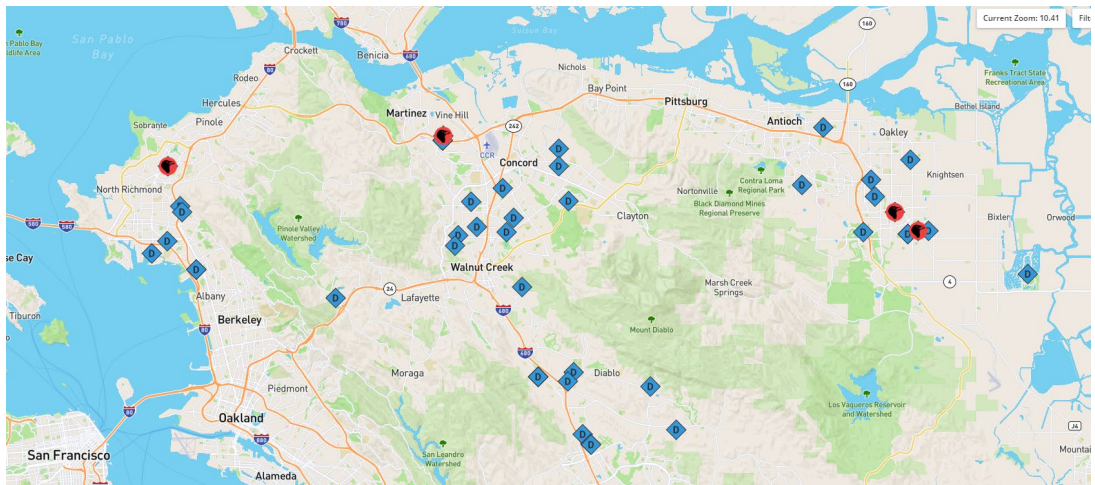
November 2021/End of Season Mosquito and Arbovirus Surveillance Report

Updated November 18th by Steve Schutz, Ph.D., Scientific Programs Manager

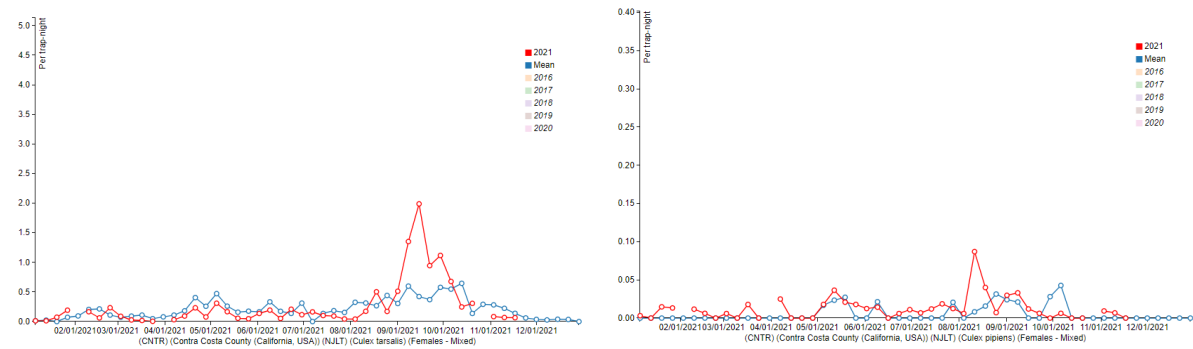
Human cases: 101 human cases of WNV, including 7 fatalities, have been reported statewide this year as of November 18th (see map at end of report). One locally acquired case was reported (not a county resident, but with probable exposure at an area east of Brentwood, where we also detected WNV positive mosquitoes this season). Two imported cases were also reported (County residents, but probably infected elsewhere).

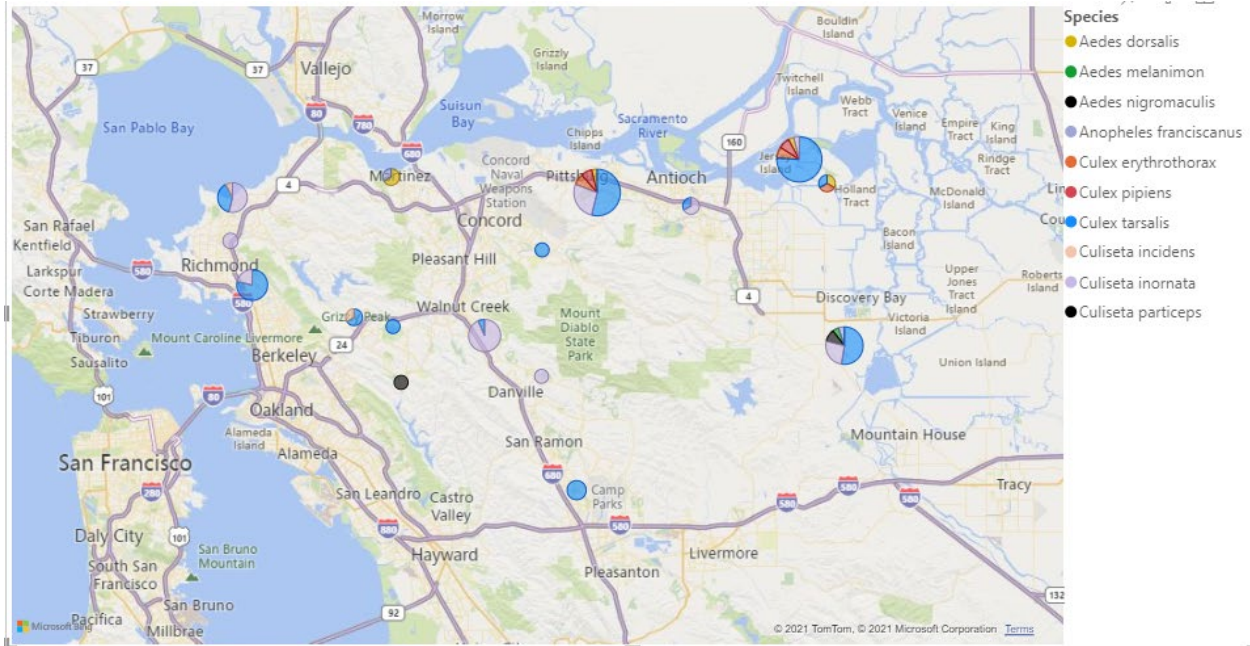
Equine cases: Thirteen equine WNV cases have been reported statewide this year. An effective vaccine is available for horses; most affected horses are unvaccinated.

Dead birds: Through November 18th, 376 dead birds had been reported, 37 tested (blue 'D'), four WNV positive (red crow symbols on map).



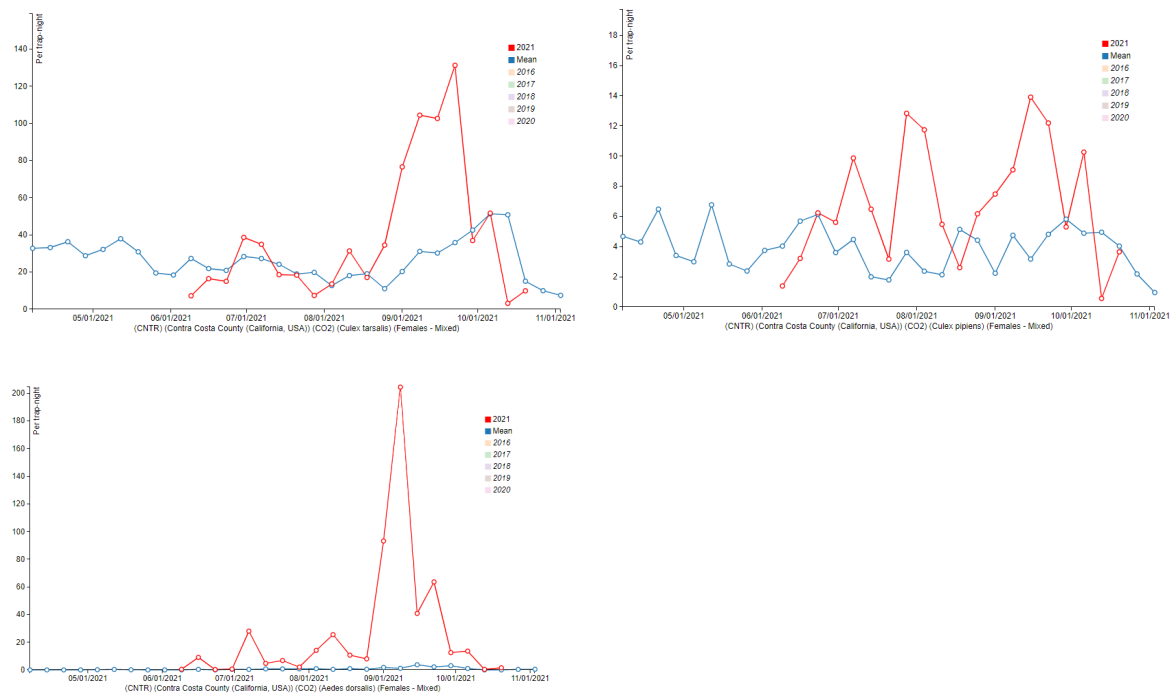
Light trap counts: Twenty-three traps are being operated daily year-round, with collections made weekly by field technicians. *Culex tarsalis* counts were below average for most of the season but above average in September and early October due to higher than usual counts in some Waterfront area traps (refinery areas) and in East County (Byron, Bethel Island). The typical 'fall peak' was slightly early and higher than usual. Limited access to some of the waterfront sites earlier in the season led to some large fly-offs. *Culex pipiens* counts were below average in October.

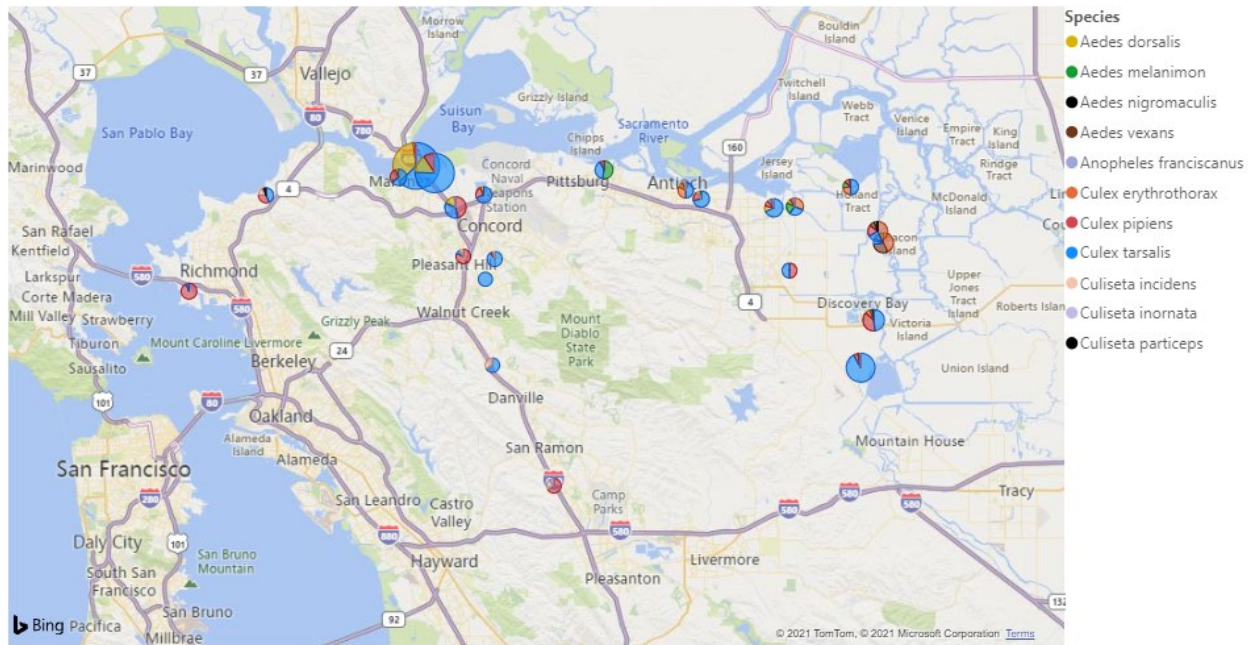




Map showing light trap locations and relative species counts for November 1st-18th

Carbon dioxide traps: Counts of *Culex tarsalis* and *Cx pipiens* peaked in September due to unusually high counts at some Waterfront and East County locations. As with the light traps, we saw an earlier than average fall peak in *Culex tarsalis* counts. Counts of *Aedes dorsalis* were also well above average due to sources in the refinery salt marsh areas but are now declining. Map below shows trap counts by species for October 1st-25th, with circles proportional to the numbers collected. Weekly trapping with CO2 traps has been suspended until next season.

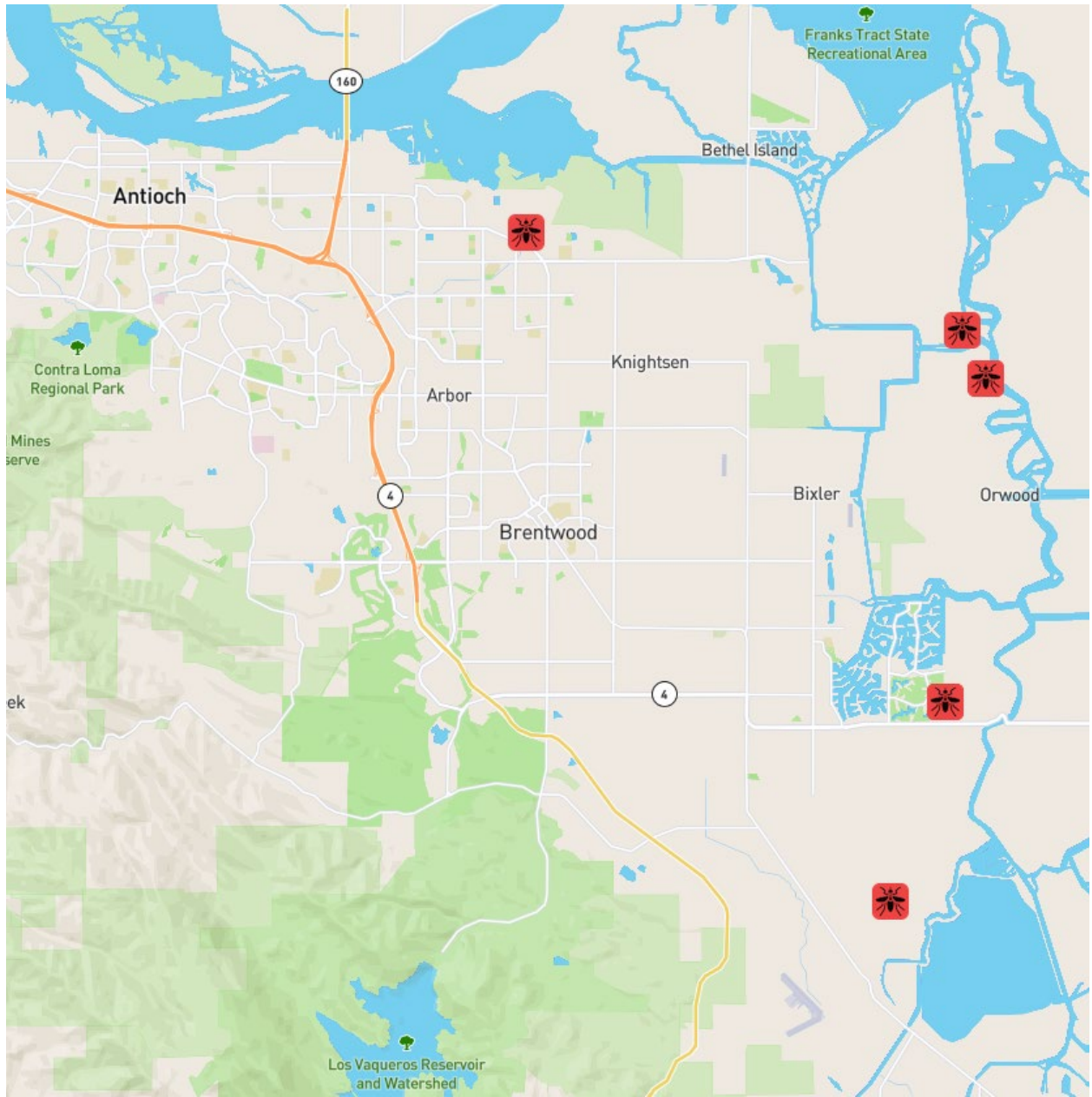




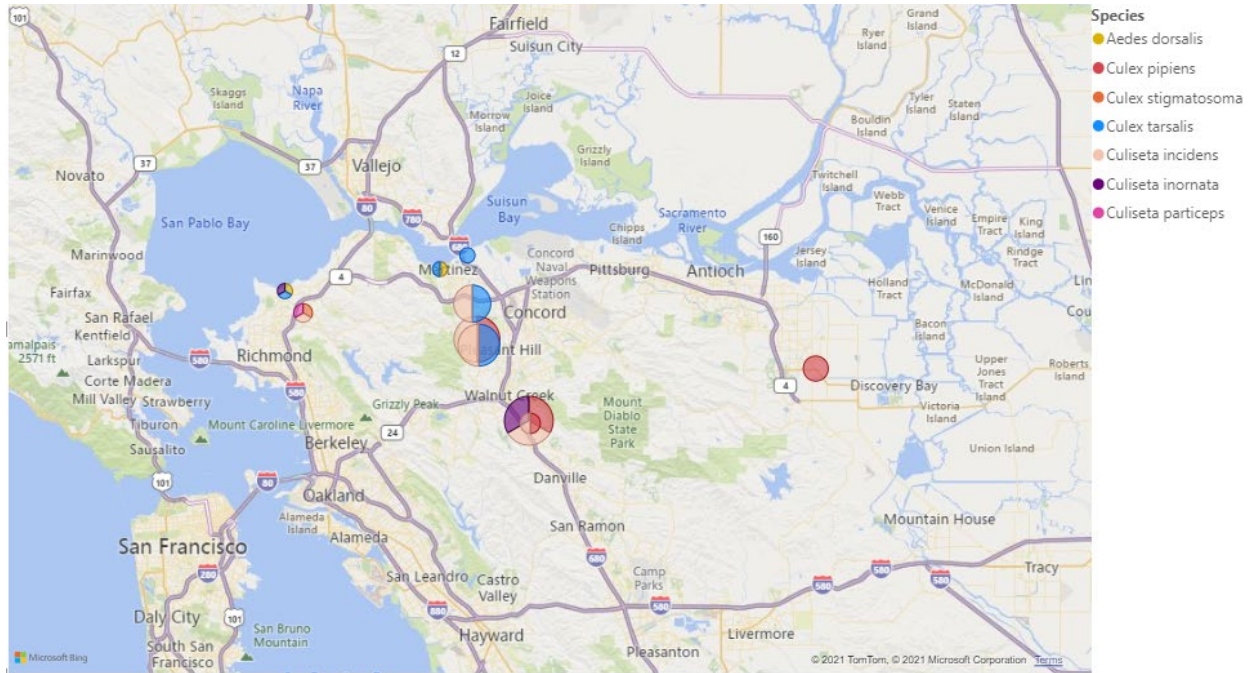
Map showing CO2 trap locations and relative species counts for October 1-31st

‘Random’ traps: ‘Random’ trapping is conducted throughout the season by Operations employees and Lab staff in selected areas, as needed. No additional positive samples have been found.

Mosquito testing: 396 pooled mosquito samples from our CO2 traps were submitted for testing this season; eight WNV positive (*Culex tarsalis*, Byron, Orwood (2), Holland Tract, Oakley, and Discovery Bay (2 tarsalis, 1 pipiens) (red symbols on map).



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)



Map showing larval sample locations and relative species counts for November 1-17th.

Sentinel chickens: Statewide, 88 chickens were seropositive this season, none in Contra Costa County. Our sentinel flocks have been discontinued until next season and the remaining chickens have been adopted.

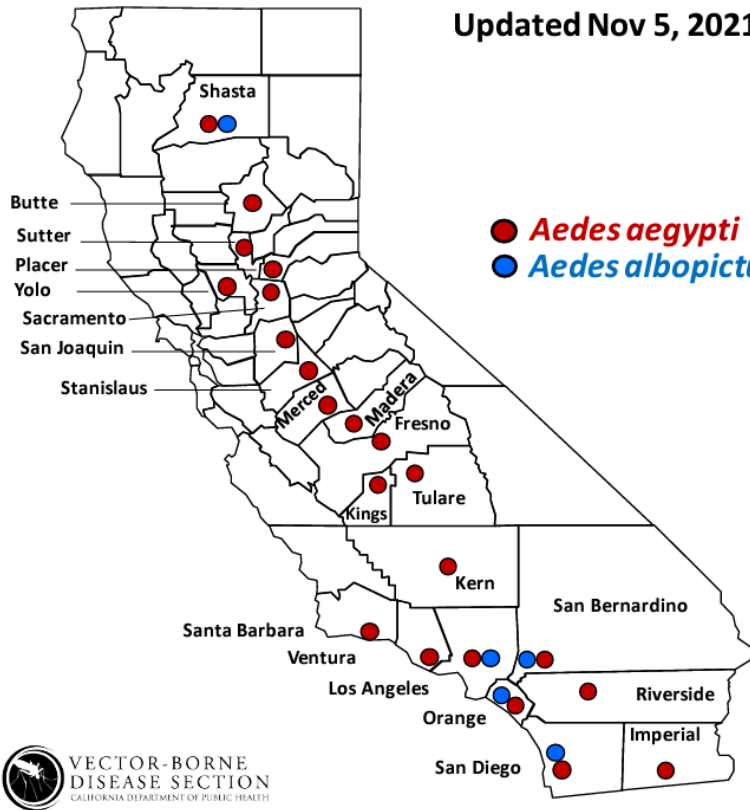
Other projects: Lab staff has collected ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and is also providing adult and larval mosquitoes of various species to North Carolina State University for a genetic study on species distribution in North America. We are also continuing to work with Leading Edge staff on developing, refining and learning to work with our new database and field software. Scientific Programs Manager has completed a revision of the identification guide to Mosquitoes of California for the MVCAC, to include larvae and adults of invasive *Aedes* species, and it is available online to all member agencies. We are currently collecting high-resolution photographs of key characteristics of California mosquito species, for eventual inclusion in a photographic version of the key.

Weather conditions: Current average overnight low temperatures are below the 55 degree incubation threshold for West Nile virus, which should curtail virus transmission. Rainfall was well below average for most of this year (drought conditions).

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 in Contra Costa County. Statewide, *Aedes aegypti* continued to spread last year, with new reports in 2020 from Santa Barbara and as far north as Shasta, and new areas in Sacramento, Yolo and Solano Counties. Map shows locations where *Aedes aegypti* (red) and *Ae albopictus* (blue) have been detected.

***Aedes aegypti* and *Aedes albopictus* Mosquitoes in California by County/City**

Updated Nov 5, 2021



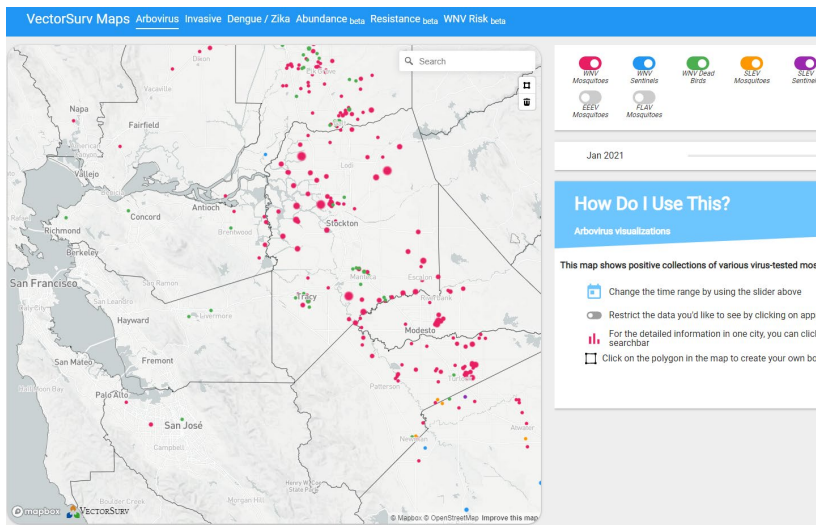
Counties with *Aedes aegypti* only:
Butte, Fresno, Imperial, Kern, Kings, Madera, Merced, Placer, Riverside, Sacramento, San Joaquin, Santa Barbara, Stanislaus, Sutter, Tulare, Ventura, Yolo

Both *Aedes aegypti* and *Aedes albopictus*:
Los Angeles, Orange, San Bernardino, San Diego, Shasta

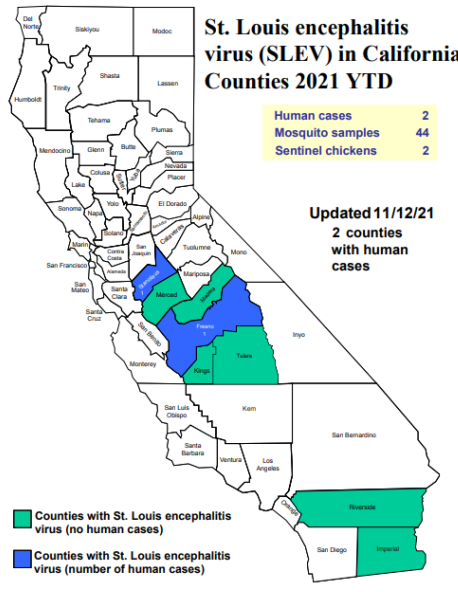
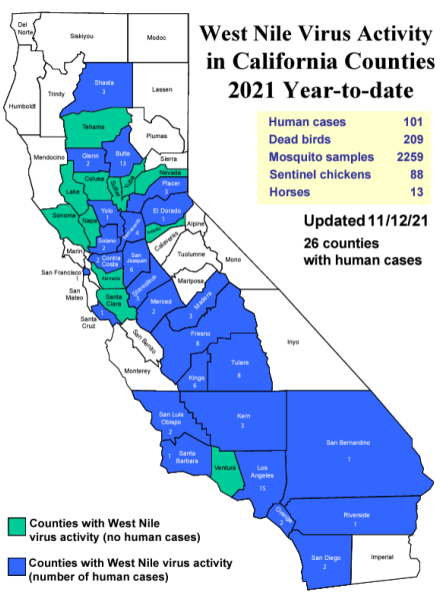
See pages 2 – 8 for *Aedes* detections by city or census-designated place in each county.

1

Regional: In 2021, West Nile virus activity (positive dead birds and/or mosquito samples) has been reported in Sacramento, Yolo and San Joaquin counties, as well as in Contra Costa, Solano, Santa Clara and Sonoma Counties. We are seeing the typical yearly pattern of ‘spillover’ of virus activity from the Central Valley into the Coastal Region.



Statewide: 101 human cases of WNV have been reported in 2021 as of November 18th (note that the State maps below show human cases by county of residence rather than county of exposure, hence '2' for Contra Costa despite only one case locally acquired). Thirteen equine cases, 209 West Nile virus positive dead birds, 88 seropositive sentinel chickens and 2,259 positive mosquito samples have been reported so far in California, including locations in San Joaquin, Sacramento, Yolo, Solano, Alameda, Santa Clara, Napa and Sonoma Counties. Overall activity was lower than last year and well below the 5-year average. In addition, St. Louis encephalitis virus has been detected in 44 Fresno, Tulare, Riverside, Imperial, Stanislaus, Kings, Merced and Madera County mosquito samples and 2 sentinel chickens; human cases have been reported in Fresno and Stanislaus County.



November 2021 Operations Report

Prepared November 18th by David Wexler, Terry Davis, and Jeremy Shannon
Program Supervisors

*Due to the holidays this report has been written early. Service request numbers will be up to date as of Nov 17th, 2021.

Highlights:

- As of writing this report several areas of Contra Costa County are experiencing some *Aedes melanimon* from neighboring counties duck clubs/wildlife preserves.
- Rodent inspection training continues in the field with individual inspectors.
- District vehicle smogs are nearly complete as required by C.A.R.B.

Mosquito Program:

- November 2020- 40 Service Requests
- November 2021- 13 Service Requests Inspection/Stocking
- There were 8 requests by the public for mosquitofish in November 2021 so far

Rodent Program:

- November 2020 - 96 Service requests
- November 2021 - 47 Service requests

Skunk Program:

- November 2020: 32 Request for service
- November 2021: 21 Request for service

Yellowjacket Program:

- November 2020: 96 requests for service
- November 2021: 25 requests for service

November 2021 Public Affairs Report to the Board of Trustees

Prepared November 29, 2021 by Nola Woods, Public Affairs Director

Presentations & Events

- **In November**

- The Public Affairs Department provided a General Presentation to the San Pablo Rotary Club on November 10th.

Advertising

For the 2021 Advertising Season, the District’s Public Affairs department continues to focus on raising awareness among Contra Costa County residents about all of the District’s services using the Back to Basics campaign.

As the District’s advertising strives to focus on vectors specific to season, in November we transition to the vectors of disease or harm that are more prevalent in the cooler months. The District’s advertising campaign emphasizes information about rats and mice in November in publications that are delivered to homes across Contra Costa County and in online advertising.



Vendor	Type of Ad	Locations Targeted
Propel	Online Banner	All of Contra Costa County
Mesa Outdoor	Digital Billboard	Highway 4 Corridor (East to Brentwood/West to Concord) Concluded in September
Brentwood Press	Physical Ad	Brentwood, Disco Bay, Oakley, Antioch
Vector Media	Bus Advertising	Concluded in August
Your Town Monthly	Physical and Online Advertising	Danville, Alamo, Blackhawk, San Ramon
Contra Costa Marketplace	Physical (Direct Mail) And Online Ads	Hercules, Rodeo, Pinole, El Sobrante, San Pablo, El Cerrito, and Richmond

Social Media

The District uses a combination of Twitter, Nextdoor and Facebook to conduct District outreach on social media.

Twitter Activity — Account @CCMosquito

The Public Affairs Department is expanding the District's social media presence and implementing a new Social Media Calendar. Consequently, Twitter activity continues to increase year over year.

Yearly Comparisons

November 2021 Twitter Activity

1384 Followers
2 Tweets
709 Impressions
1 Media Engagements
0 Retweets
0 Likes
0 Replies
1 Link Clicks
1 Detail Expands
0 Profile Clicks
85 Profile Visits

November 2020 Twitter Activity

1275 Followers
0 Tweets
1597 Impressions
0 Media Engagements
0 Retweets
0 Likes
0 Replies
0 Link Clicks
0 Detail Expands
0 Profile Clicks
19 Profile visits

Most Popular @ccmosquito tweet October 4, 2021

70 Impressions
3 Total Engagements



Twitter Mention

We also received a Mention from Richmond Mayor Tom Butt regarding the District's Trustee vacancy.



Nextdoor Activity

Public Affairs Department staff are evaluating the options available from Nextdoor to the District to disseminate information. Specifically, the Public Affairs Department is looking more closely at paid targeted messaging as needed, as the plan to use free accounts has not come to fruition in the manner that had been described by Nextdoor.

- 176 Recommendations
- Reach: 54 Neighborhoods (Concord & Martinez)
- Reach: 17,091 Neighbors (Concord & Martinez) as of 11/24/21



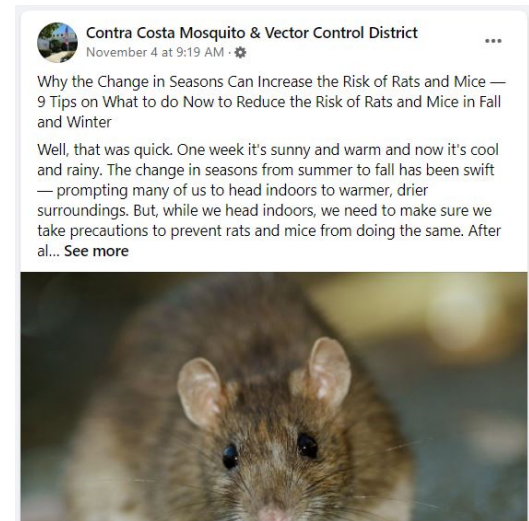
Facebook Activity — Account @CCMosquito

November 2021 Facebook Activity

8 Followers
2 Posts
44 People Reached
4 Likes
7 Post Clicks
1 Share
0 Photo View
4 Page Views
6 Page Like
1 Link Click

Most Popular @ccmosquito Facebook Post November 4, 2021

8 Followers
1 Posts
8 People Reached
2 Likes
4 Post Clicks
1 Photo View

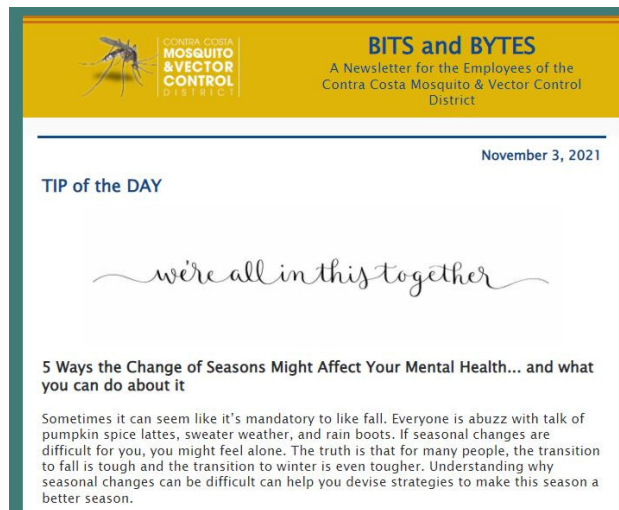


Publications

- **Employee Newsletter**

- November 3, 2021

- Updated on Front Door messaging and Masking Requirements in Contra Costa County.
- Additional Messages of importance for District personnel including:
 - Tips for dealing with the impact of the change of seasons on mental health
 - 457 Plan Change
 - End of Season Tracking
 - Update on New Uniform Service Provider



- **Mosquito Bytes Newsletter**

- November 4, 2021 Why the Change in Seasons Can Increase the Risk of Rats and Mice
 - 9 Tips on What to do Now to Reduce the Risk of Rats and Mice in Fall and Winter



- **Total Constant Contact Subscribers**

- Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - November 2021
 - 2854 Subscribers
 - November 2020
 - 2694 Subscribers

Website:

Terms - Website Statistics

- **Users:** Person visiting the website
- **New Users:** New person who, according the website data, has never visited the website before
- **Sessions:** A group of user interactions with the website that take place within a given time frame.
- **Number of Sessions per User:** The total number of sessions divided by the total number of users.
- **Pageviews:** An instance of a page being loaded (or reloaded) in a browser. Pageviews is a metric defined as the total number of pages viewed.
- **Pages/Sessions:** Average of individual pages visited and individual sessions per user.
- **Avg. Session Duration:** Average length of each session
- **Bounce Rate:** Single-page sessions divided by all sessions, or the percentage of all sessions on the website in which users viewed only a single page.

Website Statistics

- **Overview of website visitors (November 1-29, 2021)**



- Overview of website visitors (November 1-29, 2020)



- Top 10 web pages viewed (November 1-29, 2021)

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
	11,330 % of Total: 100.00% (11,330)	10,251 % of Total: 100.00% (10,251)	00:02:36 Avg for View: 00:02:36 (0.00%)	9,525 % of Total: 100.00% (9,525)	89.86% Avg for View: 89.86% (0.00%)
1. /rodents_virus_risk.htm	5,813 (51.31%)	5,487 (53.53%)	00:05:54	5,481 (57.54%)	94.36%
2. /index.html	1,379 (12.17%)	1,029 (10.04%)	00:01:26	963 (10.11%)	62.20%
3. /rats_mice_iq_2021.htm *	886 (7.82%)	876 (8.55%)	00:03:58	876 (9.20%)	98.74%
4. /asian_tiger_mosquito.htm	654 (5.77%)	622 (6.07%)	00:05:02	622 (6.53%)	94.69%
5. /mites.htm	317 (2.80%)	301 (2.94%)	00:07:07	301 (3.16%)	94.02%
6. /service_request.htm	248 (2.19%)	195 (1.90%)	00:03:15	59 (0.62%)	71.19%
7. /yellowjackets_iq_2021.htm *	202 (1.78%)	129 (1.26%)	<00:00:01	129 (1.35%)	43.41%
8. /surefire_ways_article.htm	186 (1.64%)	173 (1.69%)	00:03:50	173 (1.82%)	92.49%
9. /agendas_minutes.htm	123 (1.09%)	79 (0.77%)	00:01:03	22 (0.23%)	95.45%
10. /invasive_mosquito_species.htm	112 (0.99%)	104 (1.01%)	00:05:00	101 (1.06%)	91.09%

* internet banner advertising

- Top 10 web pages viewed (November 1-29, 2020)

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
	7,207 % of Total: 100.00% (7,207)	6,410 % of Total: 100.00% (6,410)	00:02:13 Avg for View: 00:02:13 (0.00%)	5,800 % of Total: 100.00% (5,800)	86.41% Avg for View: 86.41% (0.00%)
1. /rodents_virus_risk.htm	3,249 (45.08%)	3,062 (47.77%)	00:05:25	3,054 (52.66%)	94.37%
2. /thrive_rt_20.htm *	1,134 (15.73%)	969 (15.12%)	00:00:56	965 (16.64%)	79.48%
3. /index.html	683 (9.48%)	511 (7.97%)	00:01:30	462 (7.97%)	51.95%
4. /asian_tiger_mosquito.htm	248 (3.44%)	235 (3.67%)	00:06:38	235 (4.05%)	94.89%
5. /surefire_ways_article.htm	198 (2.75%)	188 (2.93%)	00:03:53	188 (3.24%)	94.15%
6. /service_request.htm	186 (2.58%)	147 (2.29%)	00:03:04	48 (0.83%)	75.00%
7. /mites.htm	181 (2.51%)	168 (2.62%)	00:02:43	168 (2.90%)	93.45%
8. /rats_mice.htm	116 (1.61%)	100 (1.56%)	00:04:01	88 (1.52%)	64.77%
9. /agendas_minutes.htm	86 (1.19%)	56 (0.87%)	00:01:22	27 (0.47%)	88.89%
10. /covid_19.htm	78 (1.08%)	66 (1.03%)	00:01:08	14 (0.24%)	92.86%

* internet banner advertising

- Website device preference (November 1-29, 2021)

Device Category	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	8,634 <small>% of Total: 100.00% (8,634)</small>	8,444 <small>% of Total: 100.02% (8,442)</small>	9,528 <small>% of Total: 100.00% (9,528)</small>	89.86% <small>Avg for View: 89.86% (0.00%)</small>	1.19 <small>Avg for View: 1.19 (0.00%)</small>	00:00:30 <small>Avg for View: 00:00:30 (0.00%)</small>
1. mobile	5,913 (69.21%)	5,863 (69.43%)	6,706 (70.38%)	91.46%	1.12	00:00:27
2. desktop	2,409 (28.20%)	2,366 (28.02%)	2,590 (27.18%)	85.98%	1.37	00:00:36
3. tablet	221 (2.59%)	215 (2.55%)	232 (2.43%)	87.07%	1.13	00:00:25

- Website device preference (November 1-29, 2020)

Device Category	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	5,225 <small>% of Total: 100.00% (5,225)</small>	5,166 <small>% of Total: 100.00% (5,166)</small>	5,800 <small>% of Total: 100.00% (5,800)</small>	86.41% <small>Avg for View: 86.41% (0.00%)</small>	1.24 <small>Avg for View: 1.24 (0.00%)</small>	00:00:32 <small>Avg for View: 00:00:32 (0.00%)</small>
1. mobile	3,406 (65.17%)	3,388 (65.58%)	3,829 (66.02%)	90.68%	1.15	00:00:32
2. desktop	1,621 (31.02%)	1,583 (30.64%)	1,758 (30.31%)	76.39%	1.45	00:00:35
3. tablet	199 (3.81%)	195 (3.77%)	213 (3.67%)	92.49%	1.14	00:00:19

Customer Service Program

- Physical survey cards
 - 30 cards are sent out each week year-round to county residents at random
 - The postage paid cards are sent two weeks after the initial service request
- “Contact Us” form via the District website
 - Residents can provide questions, comments, and concerns at any time via [the District website](#) and messages are received in real time
 - The Public Affairs staff review all incoming online comments from residents and respond as deemed appropriate
- Examples of Survey Card Responses

1. I submitted my request for service by: Receptionist Automated Phone System Leaving a Voice Mail Internet

	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
2. I was contacted by an employee in a timely manner.	☹	☹	☹	☺	☺	☺
3. The technician provided me with professional and courteous service. <input type="checkbox"/> I did not talk with a technician.	☹	☹	☹	☺	☺	☺
4. My mosquito, rodent, skunk or yellowjacket problem was resolved.	☹	☹	☹	☺	☺	☺

5. I was provided printed material such as a brochure or hanging door tag. Yes No

6. I was satisfied with the service CCMVCD provided. Yes No If no, why? _____

7. What could CCMVCD have done to exceed your expectations? Additional comments? COULDN'T HAVE BEEN BETTER - TECHNICIANS WERE EXTREMELY COURTEOUS & INFORMATIVE!

8. How have you heard about us? Please check all that apply.

Newspaper Internet Television In the Mail Bus

Neighbor/Friend BART Billboard Other PROPERTY TAX BILL

1. I submitted my request for service by: Receptionist Automated Phone System Leaving a Voice Mail Internet

2. The technician provided me with professional and courteous service.
 I did not talk with a technician.

3. My mosquito, rat/mouse, skunk, yellowjacket, or bee issue was resolved.

4. I was provided printed material such as a brochure or hanging door tag. Yes No

5. I was satisfied with the service CCMVCD provided. Yes No If no, why? _____

6. What could CCMVCD have done to exceed your expectations? Additional comments? David was an excellent inspector. Good communication, knowledgeable, friendly. Wow! we were impressed!!

7. Please list the name(s) of the employee(s) who assisted you with this service request. David Obrochta

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
☹	☹	☺	☺	☺	☺
☹	☹	☺	☺	☺	☺

- **Examples of November 2021 Survey Card Responses:**

“Would have been more helpful if I had been provided a list of potential pest control companies to contact.” (District employees are not permitted to provide pest control company recommendations.)

“The rat problem at our townhome complex still remains due to shared walls but Patrick was very helpful and thorough.”

“Service was timely and prompt. I wasn’t able to meet in person but we communicated well via the phone before and after the appointment.”

November 2021 Administration Department Report

Prepared November 19th, 2021 by Maria Bagley, Administrative Services Manager

- **Audit**

The Audit committee had a special meeting to discuss the completed audit and the Audit will be going for the full board approval on the December 6th Special meeting. The Audit committee suggested adding additional clarification around the OPEB projections, which the auditor David Alvey, from Maze and Associates, has completed. The idea was to help facilitate any potential questions on the Audit others may have.

- **IT & Software**

IT and front office have completed the upgrade of our accounting software from Sage 2018 to Sage 2021. Front office is parallel testing hoping to go live with the updated software in December.

- **Human Resources & Benefits**

CPS Consulting has been working for the District on the recruitment for the Human Resources and Risk Manager. The General Manager and Administrative Services Manager went through a few rounds of interviews. An offer has been made with the timeline to get this position onboarded before January.

Front office is continuing the process of the moving the District-sponsored 457 plans to a new vendor. The goal is to launch with the new provider by the end of March 2022.

- **General**

Front office is still quite busy with calls and service requests from residents. The District is still continuing to have peak season call volumes.

**Contra Costa Mosquito and Vector Control District
2022 District Trustee Committees**

Committee	Charge	Frequency
Advance Planning	Review and update long range plans such as the Five Year Plan	Annually
	Complete update of the Five Year Plan	Every 5 years
Audit	Approve the overall audit scope and review audit draft & internal controls	Annually
	Evaluate auditor performance	Annually
	Oversee insurance programs	As needed
	Periodically send out RFP's for audit services, interview auditors and submit recommendations to the Board	As needed every 3-6 years
Budget ¹	Review preliminary budget, submit recommendations & proposed budget to the Board	Annually
	Review investment practices, polices and investment transfers, submit recommendations to the Board	Annually
Executive ²	Review General Manager's performance	As needed
	Review contractual or potential liability issues	As needed
	Review items of significant impact to the District	As needed
	Review and update Board Policies, submit recommendations to the Board	As needed
Personnel ¹	Review and update Employee Handbook	Periodically
	Review proposed salary & wage changes	Annually
	Review proposed reclassifications and new positions	As needed
	Review employee benefits, submit recommendations to the Board	Periodically
	Act as first Review Board of personnel grievance procedures	As needed
	Meet as necessary and bring personnel matters to the attention of the Board as a whole	As needed
	Make recommendations on any of the above items	As needed

¹ - Vice President shall serve as Chairperson of either of these committees

² - Comprised of President, Vice President, Secretary, Past President, Budget and Personnel Committee Chairs

*President assigns committee chairs after Vice President assignment is made.

*Trustees sign up for committees at January Board Meeting

*If committees are not balanced, President can reassign Trustees to balance their numbers

**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES
CALENDAR FOR 2022**

MONTH	DAY	DATE	TIME	MEETING
JANUARY	Monday Monday	10 10	7:00 PM TBD	BOARD OF TRUSTEES CCMAD FINANCING CORP (following the regular Board meeting at 7:00 PM)
FEBRUARY	Monday Monday	7 14	6:00 PM 7:00 PM	ADVANCE PLANNING COMMITTEE BOARD OF TRUSTEES (Special Meeting)
MARCH	Monday Monday	7 14	6:00 PM 7:00 PM	ADVANCE PLANNING COMMITTEE BOARD OF TRUSTEES
APRIL	Monday Monday	4 4	6:00 PM 7:00 PM	BUDGET COMMITTEE BOARD OF TRUSTEES (Special Meeting)
MAY	Monday Monday	9 23	7:00 PM 6:00 PM	BOARD OF TRUSTEES PERSONNEL COMMITTEE
JUNE	Monday Monday	6 13	6:00 PM 6:00 PM	EXECUTIVE COMMITTEE BUDGET COMMITTEE
JULY	Monday Monday	11 11	6:00 PM 7:00 PM	BUDGET COMMITTEE BOARD OF TRUSTEES
AUGUST	Monday	15	6:00 PM	AUDIT COMMITTEE
SEPTEMBER	Monday	12	7:00 PM	BOARD OF TRUSTEES
OCTOBER	Monday	17	6:00 PM	AUDIT COMMITTEE
NOVEMBER	Monday	14	7:00 PM	BOARD OF TRUSTEES
DECEMBER				

BOARD APPROVAL: _____