

BOARD OF TRUSTEES
****MONDAY, JULY 12, 2021****

7:00 PM

To be held via teleconference – see below

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

Pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

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

HOW TO OBSERVE THE MEETING

Telephone: Meeting ID: **940 9516 2206**

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS

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

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PEGGIE HOWELL** Clayton • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez
Antioch **LOLA ODUNLAMI** • 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 **Vacant** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER**
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY** PhD • Pleasant Hill **JENNIFER HOGAN** • Richmond **SHIVA MISHEK** • San Pablo **Vacant** • 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. PRESENTATION

Jon Elam, newly appointed Trustee representing the City of Brentwood.

4.* CONSENT CALENDAR

Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee. All items may be acted on by a single motion.

A. Minutes of the May 10, 2021 Board of Trustees Meeting

B. Expenditures for April and May 2021

C. Payroll Expenditures for April and May 2021

D. Investment Activity for April and May 2021

E. Financial Report

CLOSED SESSION

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

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

REPORT FROM CLOSED SESSION

6. INFORMATIONAL ITEMS

- A. Community Opinion Survey – Report on Results, J. Wallin Opinion Research
- B. Board discussion of location for future Board of Trustees meetings

7. ACTION ITEMS

- A.* Receive presentation and consider approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment
- B.* Consider approval of Board resolution 21-2 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

8. BOARD AND STAFF REPORTS

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

9. BOARD COMMITTEE REPORTS

- A. Advance Planning Committee Report
- B. Personnel Committee Report
 - i. ** Consider approval of proposed pay differential for Administrative Analyst I
 - ii. ** Consider approval of updated job description for Administrative Services Manager
 - iii. ** Consider approval of changes in title, job description and salary range for previously approved position of Human Resources and Risk Management Director
 - iv. ** Consider approval of using a recruiting agency to aid on the hiring process for the Human Resources and Risk Manager not to exceed \$50,000.

*iv.** Consider approval of side letter to the 2018-2021 MOU between the District and the represented employees (SEIU 1021) establishing 5% increase between steps.

C. Budget Committee Report

*i.** Consider approval of proposed Budget for FY 2021/2022

*ii.** Consider approval of revised Investment Policy

D. Executive Committee Report

CLOSED SESSION

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

Title: General Manager

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

Agency Negotiator: Peggie Howell, Board President
Unrepresented Employee Group: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

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

Title: General Manager

13. ADJOURNMENT

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



Areej AlBahrani, Administrative Analyst I

7/2/2021

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JULY 12, 2021 BOARD MEETING

1 - 2. No comment

3. PRESENTATION

Jon Elam, newly appointed Trustee representing the City of Brentwood – Mr Elam is joining the Board of Trustees representing the city of Brentwood again, after having served as our Trustee previously from 2000-2006. Mr Elam will give a brief introduction about himself and his interest in representing Brentwood on our District’s Board.

4. CONSENT CALENDAR

- A. Minutes of the May 10, 2021 Board of Trustees Meetings (*Pages 10-14*) – Approval of Minutes 21-4, Regular Board Meeting, held on May 10, 2021.
- B. Expenditures for April 2021 and May 2021 (*Pages 15-31*) – Approval of expenditures of April 1, 2021 through May 31, 2021 including checks No. 029164 through No. 029241, in the amount of \$386,456.19.
- C. Payroll Expenditures – Approval of payroll expenditures of April 1, 2021 through May 31, 2021, including checks No. 029176 through No. 029243 and Direct Deposit No. D17374 through No. D17522, in the amount of \$349,278.61.
- D. Investment Activity for April 2021 and May 2021 (*Pages 32-33*)
- E. Financial Report (*Pages 34-36*)

CLOSED SESSION

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

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

REPORT FROM CLOSED SESSION

6. INFORMATIONAL ITEMS

- A. Community Opinion Survey – Report on Results, J. Wallin Opinion Research – Justin Wallin will present the results of the countywide survey conducted on behalf of the District. *(Pages 37-70)*
- B. Board discussion of location for future Board of Trustees meetings – with the recent changes on workplace restrictions and the potential ability to meet in-person again, the Board would like to discuss options for future meetings.

7. ACTION ITEMS

- A.* Receive presentation and consider approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment - Each year the Board determines whether to continue the mosquito and vector control project adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer’s report. Mr. Ed Espinoza, from Francisco & Associates, will be present to give an overview of the Engineer’s Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2021-2022.

Recommendation – Approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2021-2022 *(Attached)*

- B.* Consider approval of 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

Recommendation – Adopt Resolution 21-2 to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. *(Pages 71-72)*

8. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports have been submitted *(Pages 73-87)*
- D. Legal Counsel

9. BOARD COMMITTEE REPORTS

- A. Advance Planning Committee Report – the committee met on May 18, 2021 and June 7, 2021 to continue work on the 5-year plan. At the may meeting, the committee

discussed the analysis of Strengths, Limitations, Opportunities, and Threats. At the June meeting the committee discussed the goals for the plan. Chair Murray will provide a brief overview of the progress on the 5-year plan.

B. Personnel Committee Report – the committee met on May 24, 2021 and again on June 28, 2021. The June meeting was chaired by President Peggie Howell, in the absence of committee Chair Randall Diamond. President Howell and Committee Chair Diamond will provide an update to the Board and present the following action items:

- i. * Consider approval of proposed pay differential for Administrative Analyst I – with the extended absence of the Administrative Analyst II, the Administrative Analyst I has taken on additional responsibilities to cover for that absence. The committee is recommending the addition of a 5% differential to the salary of the Administrative Analyst I for the duration of the Administrative Analyst II absence.

Recommendation – Approve the 5% pay differential.

- ii. * Consider approval of updated job description for Administrative Services Manager - the committee has discussed and is recommending the removal of certain tasks from the Administrative Services manager job description, as these tasks will now be performed by the newly created Human Resources position. (Pages 88-90)

Recommendation – Approve the updated job description for Administrative Services Manager, to be effective upon the hiring of the Human Resources and Risk Manager.

- iii. * Consider approval of changes in title, job description and salary range for previously approved position of Human Resources and Risk Management Director – the committee has discussed and is recommending the approval of changes to the position of Human Resources and Risk Management Director to conform with industry standards and clarify the duties and reporting responsibilities of the position. (Pages 91-95)

Recommendation – Approve the changes in title, job description, salary range and reporting relationship for the previously approved position of Human Resources and Risk Director.

- iv. * Consider approval of using a recruiting agency to aid on the hiring process for the Human Resources and Risk Manager not to exceed \$50,000 – due to the nature of the recruitment for this position, the committee is recommending the use of a recruiting agency, not to exceed \$50,000.

Recommendation – Approve the expense for the use of a recruiting agency for the hiring process of the Human Resources and Rik Manager, not to exceed \$50,000.

- iv.* Consider approval of side letter to the 2018-2021 MOU between the District and the represented employees (SEIU 1021) establishing 5% increase between steps. (Pages 96-99)

D. Budget Committee Report – Chair Pay will provide the Board with an update from the Budget committee meeting held on June 14, 2021, when the committee discussed the long-range financial forecast, fixed asset requests, fiscal impact for building improvements to District facility, reviewed the proposed budget for FY 2021-2022, and reviewed the revised Investment Policy.

- i.* Consider approval of proposed Budget for FY 2021/2022. (Pages 100-102)

Recommendation – Approve the Proposed Budget for FY 2021/2022.

- ii.* Consider approval of revised Investment Policy. (Pages 103-107)

Recommendation – Approve the revised Investment Policy.

E. Executive Committee Report - President Howell will provide the Board with an update from the Executive Committee meeting held on July 7, 2021.

CLOSED SESSION

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

Title: General Manager

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

Agency Negotiator: Peggie Howell, Board President
Unrepresented Employee Group: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

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

Title: General Manager

13. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 10, 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
Perry Carlston
Warren Clayton
Randall Diamond
Jim Fitzsimmons
Jen Hogan
Michael Krieg
Kevin Marker
Thomas Minter
James Murray
Lola Odunlami
Darryl Young

TRUSTEES ABSENT Richard Ainsley
Chris Cowen
Shiva Mishek
Duy Nguyen
Jim Pinckney

VACANCIES Brentwood
Moraga
San Pablo

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Steve Schutz, Scientific Program Manager
Natalie Martini, Administrative Analyst II
Areej Al Bahrani, Administrative Analyst I
Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel

CALL TO ORDER

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

Roll Call: A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.

Pledge of Allegiance

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. PRESENTATION

General Manager Macedo thanked Trustees Jim Murray and Randall Diamond for 5 and 10 years of service respectively and presented them with a certificate of appreciation and 5- and 10-year pins.

4. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 21-3, Approval of Minutes 21-3, Regular Board Meeting, held on March 8, 2021.

B. Approval of expenditures of February 1, 2021 through March 31, 2021, including:
Voided Payroll February 12th checks No. 029085 through 029086
Accounts payable February 12th checks No. 029087 through No. 029104
Payroll February 26th checks No. 029105 through 029110
Accounts payable February 26th checks No. 029111 through No. 029127
Accounts payable March 15th checks No. 029128 through No. 029142
Payroll March 31st checks No. 029143 through No. 029148
Accounts payable March 31st checks No. 029149 through No. 029163

Accounts payable Total: \$189,405.31

Payroll Total: \$1,067.87

C. Direct Deposit (ACH) Expenditures for payroll & accounts payable February 1, 2021 through March 31, 2021 – Approval of payroll expenditures of February 1, 2021 through March 31, 2021, including:

Payroll February 12th No. D17222 through No. D17256
Payroll February 26th No. D17257 through No. D17295
Payroll March 15th No. D17296 through No. D17329
Payroll March 31st No. D17330 through No. D17373
Accounts payable February 12th No. E02507 through No. E02509
Accounts payable February 26th No. E02510 through No. E02513
Accounts payable March 15th No. E02514 through No. E02526
Accounts payable March 31st No. E02521 through No. E02526

Accounts payable Total: \$145,774.81

Payroll Total: \$348,521.57

D. Transaction Activity Report for February and March 2021

E. Financial Report

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

5. BOARD AND STAFF REPORTS

A. BOARD – President Howell reminded Trustees that it was time again to conduct the evaluation of the General Manager and explained that the Trustees would be receiving the evaluation forms. She requested that the forms be returned to her by June 16, 2021 in time for the Executive Committee meeting scheduled for the following week. She stated that the General Manager would be submitting the self-evaluation to all Trustees by the first week of June. She further encouraged all Trustees to participate on the evaluation by filling up the form that will come in the mail or the electronic form which will be sent by email to all Trustees.

B. GENERAL MANAGER – Manager Macedo provide an update on the Operations software and stated that training has been provided to employees weekly and the software will go live on May 24, 2021.

General Manager Macedo also provided an update on the status of legislative requests for dedicated funding to special districts. District is contributing to a coalition letter urging the Governor to use his transfer authority to the fullest extent to distribute funds to special districts. Efforts have been coordinated through MVCAC and CSDA.

General Manager Macedo updated the Board on the plans for reopening the District building to the public in June and measures the District has been putting in place.

C. STAFF – Reports were provided in the packet. Staff was present to answer any questions. President Howell asked for clarification on the mosquitofish service and whether any changes would occur when the District reopens to the public in June. General Manager Macedo explained that the mosquitofish service will not go back to the old service of allowing the public to come into the office to get fish, and, instead, would remain as a service that is provided by the field operators, who will provide an inspection prior to placing fish in any source. Trustee Carlston asked for clarification on the yellowjacket graph provided by the Operations report.

President Howell asked for clarification on the leaves provided by the District for COVID-related reasons. Administrative Services Manager Bagley explained the provisions of the leaves, President Howell asked if that included leaves for vaccination purposes, including not feeling well the day after vaccination, and Administrative Services Manager Bagley replied that yes, it does. Trustee Pay asked Scientific Programs Manager Schutz about the sentinel chickens at the flocks, whether they were new chickens. Scientific Programs Manager Schutz explained that the District uses new young chickens every season

so that they are free from West Nile virus antibodies. Trustee Carlston asked about the insect on page 44 of the report, which is a crane fly. Administrative Analyst II Martini communicated to the Board that she will be going on maternity leave and asked the Trustees to direct any questions to General Manager Macedo or Administrative Analyst I Areej AlBahrani, who will be conducting roll call and assisting with the Board meeting in the coming months.

D. LEGAL – None.

6. BOARD COMMITTEE REPORTS

- A. Budget Committee Report – The committee met on April 12, 2021 and reviewed the District's revenue sources and the current and projected reserves, including the past 10 years of revenue vs expenses. The committee discussed the variance between actual vs budget revenues. Administrative Services Manager Bagley proposed a methodology to be used when forecasting the property taxes, to assist the District and committee in having a closer projection of what may occur in the near future. Administrative Services Manager Bagley stated the methodology is needed because, in the past 10 years, the growth in property taxes varied widely from 3% to 15%. The committee also spoke about the reserves and how to better reflect the encumbrances. Administrative Services Manager Bagley proposed a change in the current way unusual items are classified. The committee is bringing that proposal for Board discussion. Administrative Services Manager Bagley clarified the methodology proposed for determining “unusual items”, explained on page 48 of the packet, and the desire of the committee to formalize the methodology. Discussion followed on the methodology for forecasting and whether there should be a formalized Board action to approve the use of that methodology. Trustees will have another chance to look at that and approve through the budget process.

*i. * Board consideration and approval of the methodology for classifying and presenting “Unusual Items”.*

** Motion was made by Trustee Clayton and seconded by Trustee Pay to approve the methodology for classifying and presenting “Unusual Items” in future Board packets. *Motion passed unanimously.*

- B. Personnel Committee Report – The Personnel Committee met on April 19, 2021 and had a closed session conference with labor negotiators to review the District’s position on salary and benefits for represented employees (California Government Code 54957.6(a)) and to discuss items pertaining to the General Manager’s performance pursuant to California Government Code 54857. There was no reportable action from the closed session.

i. * Board consideration and approval of the Human Resources and Risk Management Director position, job description, and salary range – the committee would like to recommend the addition of the position of Human Resources and Risk Management Director. Job description and salary range can be found on the packet. Trustee Clayton asked for clarification of the position title, specifically referring to the addition of “risk management”. Administrative Services Bagley explained how risk management fits within human resources, working with benefits, workers compensation, insurance, etc. Trustee Clayton asked if this position will be involved in future negotiations with represented employees. General Manager Macedo answered that this position will be responsible for employer-employee relations, but we will likely maintain a third-party negotiator also.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the position of Human Resources and Risk Management Director, job description and salary range. *Motion passed unanimously.*

C. Advance Planning Committee Report – The scheduled March 22 meeting for the Advanced Planning Committee was cancelled. Committee Chair Murray provided an update from the meeting on April 26, 2021, when the committee discussed the progress on the 5-year plan. At the committee meeting, Chair Murray lead a discussion on the involvement and roles of the Board and the Board’s standing committees, made suggestions and asked for feedback from the committee. General Manager Macedo presented the progress on the strategic plan, committee members discussed and offered suggestions. General Manager Macedo requested feedback from the committee on the District’s strengths, limitations, opportunities and threats, to be discussed at the next meeting.

7. ADJOURNMENT – 7:54 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 12, 2021.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2021 Secretary, Board of Trustees

Check Register

Journal Posting Date: 4/15/2021

Register Number: CD-000051

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

							Bank Code: 1
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
029164	4/15/2021	0000328	PG&E				Check Entry Number: 001
			4/2/2021	4/2/2021	970.70	0.00	970.70
		G/L Account: 505036-00		Utilities Electric:General			970.70
029165	4/15/2021	0000359	SP Automotive				Check Entry Number: 001
			4/1/2021	4/1/2021	667.25	0.00	667.25
		G/L Account: 502002-15		Automotive - Repairs:Mosquito Program			667.25
029166	4/15/2021	0000373	FP MAILING SOLUTIONS				Check Entry Number: 001
			3/26/2021	3/26/2021	146.71	0.00	146.71
		G/L Account: 505023-00		Postage:General			146.71
029167	4/15/2021	0000814	Staples Business Advantage				Check Entry Number: 001
			3/16/2021	3/16/2021	258.26	0.00	258.26
		G/L Account: 505020-00		Office Supplies - General:General			41.09
		G/L Account: 505020-00		Office Supplies - General:General			217.17
029168	4/15/2021	0000916	Spark Creative Design				Check Entry Number: 001
			3/29/2021	3/29/2021	375.00	0.00	375.00
		G/L Account: 501007-25		Marketing - Design:Public Affairs			375.00
029169	4/15/2021	0001049	ALSCO				Check Entry Number: 001
			4/9/2021	4/9/2021	1,446.80	0.00	1,446.80
		G/L Account: 502021-15		Uniform Rental:Mosquito Program			839.14
		G/L Account: 502021-20		Uniform Rental:Vertebrate Program			361.71
		G/L Account: 502021-10		Uniform Rental:Lab			245.95
029170	4/15/2021	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			4/1/2021	4/1/2021	112.97	0.00	112.97
		G/L Account: 504008-00		Printing Supplies:General			112.97
029171	4/15/2021	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			4/5/2021	4/5/2021	602.60	0.00	602.60
		G/L Account: 505037-00		Utilities Garbage:General			602.60
029172	4/15/2021	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			3/26/2021	3/26/2021	475.00	0.00	475.00
		G/L Account: 500109-00		Landscaping Services:General			475.00
029173	4/15/2021	0001082	Heluna Health				Check Entry Number: 001
			4/13/2021	4/13/2021	2,520.00	0.00	2,520.00
		G/L Account: 503005-10		Lab Testing:Lab			2,520.00
029174	4/15/2021	0001111	TireHub				Check Entry Number: 001
			3/1/2021	3/1/2021	1,539.86	0.00	1,539.86
		G/L Account: 502002-15		Automotive - Repairs:Mosquito Program			1,539.86
029175	4/15/2021	0001113	Comcast				Check Entry Number: 001
			4/1/2021	4/1/2021	977.41	0.00	977.41
		G/L Account: 505039-00		Utilities Internet:General			609.15
		G/L Account: 505040-00		Utilities Landline:General			368.26
E02527	4/15/2021	0000015	Health Care Dental Trust				Check Entry Number: 001
			3/29/2021	3/29/2021	2,935.52	0.00	2,935.52
		G/L Account: 600136-00		Dental Insurance: Operations			2,935.52
			3/30/2021	3/30/2021	1,766.70	0.00	1,766.70
		G/L Account: 600135-00		Dental Insurance - Active Employees General			1,766.70
				Check E02527 Total:	4,702.22	0.00	4,702.22
				Printed Check Total:			0.00
				Electronic Payment Total:			4,702.22
E02528	4/15/2021	0000913	Guardian Security Agency				Check Entry Number: 001
			4/1/2021	4/1/2021	987.50	0.00	987.50

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

				Bank Code: 1			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 500116-00		Security Service:General			493.75
		G/L Account: 500116-00		Security Service:General			493.75
E02529	4/15/2021	0000925	iSolved Benefit Services				Check Entry Number: 001
			4/13/2021	4/13/2021	80.50	0.00	80.50
		G/L Account: 600175-00		FSA Admin Fee:General			80.50
E02530	4/15/2021	0000956	Waterlogic Americas LLC				Check Entry Number: 001
			3/29/2021	3/29/2021	83.56	0.00	83.56
		G/L Account: 505042-00		Water - Drinking:General			83.56
E02531	4/15/2021	0001028	Red Wing Business Advantage Account				Check Entry Number: 001
			4/10/2021	4/10/2021	156.59	0.00	156.59
		G/L Account: 502017-15		Safety Boots:Mosquito Program			156.59
Report Total:					16,102.93	0.00	16,102.93
Printed Check Total:							10,092.56
Electronic Payment Total:							6,010.37

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
000015	Health Care Dental Trust	001	E02527		Checking		121142287	4,702.22
0000913	Guardian Security Agency	001	E02528		Checking		121138958	987.50
0000925	iSolved Benefit Services	001	E02529		Checking		121140399	80.50
0000956	Waterlogic Americas LLC	001	E02530		Checking		031207607	83.56
0001028	Red Wing Business Advantage Account	001	E02531		Checking		081000032	156.59
					Total Transactions	5	Report Total	<u><u>6,010.37</u></u>

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
029181	4/30/2021	0000004	CCC Employees Retirement - Employees Contribution					Check Entry Number: 001
			4/16/2021	4/16/2021	151.00	0.00	151.00	
		G/L Account: 500115-00	Permits & Fees:General					151.00
029182	4/30/2021	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			4/28/2021	4/28/2021	2,419.66	0.00	2,419.66	
		G/L Account: 202150-00	SEIU Local 1021					2,419.66
029183	4/30/2021	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			4/26/2021	4/26/2021	2,850.00	0.00	2,850.00	
		G/L Account: 202140-00	457 Deferred Savings Plan					2,850.00
029184	4/30/2021	0000011	Vision Service Plan					Check Entry Number: 001
			4/19/2021	4/19/2021	604.75	0.00	604.75	
		G/L Account: 600140-00	Vision Insurance - Active Employees					604.75
029185	4/30/2021	0000328	PG&E					Check Entry Number: 001
			4/18/2021	4/18/2021	707.80	0.00	707.80	
		G/L Account: 505038-00	Utilities Gas:General					707.80
029186	4/30/2021	0000399	Contra Costa County - Fleet					Check Entry Number: 001
			3/19/2021	3/19/2021	2,855.50	0.00	2,855.50	
		G/L Account: 502001-00	Automotive - Gasoline:General					2,855.50
029187	4/30/2021	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			3/11/2021	3/11/2021	51.50	0.00	51.50	
		G/L Account: 502004-00	Automotive - Supplies:General					51.50
			3/2/2021	3/2/2021	89.90	0.00	89.90	
		G/L Account: 503003-10	Insectary:Lab					290.25
		G/L Account: 504005-00	I.T Subscriptions:General					504.00
		G/L Account: 504001-00	:General					179.07
		G/L Account: 505039-00	Utilities Internet:General					89.90
			3/22/2021	3/22/2021	140.54	0.00	140.54	
		G/L Account: 504005-00	I.T Subscriptions:General					11.24
		G/L Account: 504005-00	I.T Subscriptions:General					14.99
		G/L Account: 503001-10	Aquaculture:Lab					53.47
		G/L Account: 504005-00	I.T Subscriptions:General					1.92
		G/L Account: 504008-05	Printing Supplies:Administration					14.08
		G/L Account: 504008-05	Printing Supplies:Administration					52.33
		G/L Account: 503008-15	Surveillance: Mosquito Program					7.50
		G/L Account: 504005-00	I.T Subscriptions:General					11.24
			3/23/2021	3/23/2021	698.18	0.00	698.18	
		G/L Account: 502013-15	Equipment Repair: Mosquito Program					619.72
		G/L Account: 502016-15	Safety & PPE: Mosquito Program					78.46
			3/24/2021	3/24/2021	112.86	0.00	112.86	
		G/L Account: 502016-00	Safety & PPE: General					107.86
		G/L Account: 500115-00	Permits & Fees: General					5.00
			3/25/2021	3/25/2021	231.48	0.00	231.48	
		G/L Account: 504000-05	Computer Equipment Supplies < \$100: Administration					84.81
		G/L Account: 502016-15	Safety & PPE: Mosquito Program					52.14
		G/L Account: 500103-00	B&G Maint Major <\$10K: General					18.45
		G/L Account: 502015-15	Equipment Small: Mosquito Program					32.61
		G/L Account: 502004-00	Automotive - Supplies: General					43.47
			3/26/2021	3/26/2021	893.62	0.00	893.62	
		G/L Account: 505023-00	Postage: General					7.85
		G/L Account: 502013-15	Equipment Repair: Mosquito Program					885.77

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			3/29/2021	3/29/2021	241.56	0.00	241.56	
		G/L Account: 505021-00			Office Supplies - Janitorial:General			202.92
		G/L Account: 505021-00			Office Supplies - Janitorial:General			11.94
		G/L Account: 500103-00			B&G Maint Major <\$10K:General			21.48
		G/L Account: 502013-15			Equipment Repair:Mosquito Program			5.22
			3/30/2021	3/30/2021	342.59	0.00	342.59	
		G/L Account: 503001-10			Aquaculture:Lab			342.59
			3/9/2021	3/9/2021	228.56	0.00	228.56	
		G/L Account: 505006-00			Employee - Meal:General			30.14
		G/L Account: 502003-15			Automotive - Services:Mosquito Program			5.00
		G/L Account: 502013-15			Equipment Repair:Mosquito Program			219.02
		G/L Account: 502013-15			Equipment Repair:Mosquito Program			9.54
			4/1/2021	4/1/2021	14.99	0.00	14.99	
		G/L Account: 504005-00			I.T Subscriptions:General			14.99
			4/14/2021	4/14/2021	5.00	0.00	5.00	
		G/L Account: 500115-00			Permits & Fees:General			5.00
			4/16/2021	4/16/2021	149.52	0.00	149.52	
		G/L Account: 500103-15			B&G Maint Major >\$10K:Mosquito Program			130.89
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General			18.63
			4/19/2021	4/19/2021	403.50	0.00	403.50	
		G/L Account: 502019-20			Tools & Instruments:Vertebrate Program			21.93
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General			13.39
		G/L Account: 505021-00			Office Supplies - Janitorial:General			32.69
		G/L Account: 502016-00			Safety & PPE:General			53.50
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General			174.54
		G/L Account: 502014-15			Equipment Service:Mosquito Program			107.45
			4/2/2021	4/2/2021	813.54	0.00	813.54	
		G/L Account: 503003-10			Insectary:Lab			102.05
		G/L Account: 501006-25			Marketing - Business Cards:Public Affairs			36.31
		G/L Account: 504005-00			I.T Subscriptions:General			504.00
		G/L Account: 504001-05			:Administration			171.18
			4/20/2021	4/20/2021	127.44	0.00	127.44	
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General			72.44
		G/L Account: 502003-00			Automotive - Services:General			55.00
			4/21/2021	4/21/2021	239.26	0.00	239.26	
		G/L Account: 502015-00			Equipment Small:General			195.63
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General			43.63
			4/3/2021	4/3/2021	16.45	0.00	16.45	
		G/L Account: 505004-00			Employee - Development:General			16.45
			4/4/2021	4/4/2021	44.00	0.00	44.00	
		G/L Account: 504005-05			I.T Subscriptions:Administration			44.00
			4/5/2021	4/5/2021	278.82	0.00	278.82	
		G/L Account: 502010-20			Control Materials - Vertebrate:Vertebrate Program			278.82
			4/7/2021	4/7/2021	198.14	0.00	198.14	
		G/L Account: 503001-10			Aquaculture:Lab			39.18
		G/L Account: 503007-10			Sentinel Bird:Lab			158.96
			4/8/2021	4/8/2021	278.82	0.00	278.82	
		G/L Account: 502010-20			Control Materials - Vertebrate:Vertebrate Program			278.82
			4/9/2021	4/9/2021	269.04	0.00	269.04	
		G/L Account: 504004-00			GPS Tracking:General			19.99

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 504000-05		Computer Equipment Supplies < \$100:Administration			16.45
		G/L Account: 504005-00		I.T Subscriptions:General			232.60
			Check 029187 Total:		5,869.31	0.00	5,869.31
029188	4/30/2021	0000482	City of Antioch Marina				Check Entry Number: 001
			4/16/2021	4/16/2021	416.00	0.00	416.00
		G/L Account: 502022-15		Boat Berth Fee:Mosquito Program			416.00
029189	4/30/2021	0000694	TD Ameritrade Institution				Check Entry Number: 001
			4/26/2021	4/26/2021	9,686.66	0.00	9,686.66
		G/L Account: 202140-00		457 Deferred Savings Plan			9,686.66
029190	4/30/2021	0000696	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			4/21/2021	4/21/2021	205.23	0.00	205.23
		G/L Account: 505027-00		Service & Leasing Contracts:General			205.23
029191	4/30/2021	0000894	Quenvold's Safety Shoemobile				Check Entry Number: 001
			4/2/2021	4/2/2021	219.37	0.00	219.37
		G/L Account: 502017-20		Safety Boots:Vertebrate Program			219.37
029192	4/30/2021	0000899	Sun Life Financial				Check Entry Number: 001
			4/26/2021	4/26/2021	1,271.69	0.00	1,271.69
		G/L Account: 600155-00		Life Insurance - General			796.52
		G/L Account: 202085-00		Employee Voluntary Life Ins - General			475.17
029193	4/30/2021	0000969	Otis Elevator Company				Check Entry Number: 001
			4/5/2021	4/5/2021	19.15	0.00	19.15
		G/L Account: 500115-00		Permits & Fees:General			19.15
029194	4/30/2021	0000971	Flyers Energy, LLC				Check Entry Number: 001
			4/15/2021	4/15/2021	23.17	0.00	23.17
		G/L Account: 502001-00		Automotive - Gasoline:General			23.17
029195	4/30/2021	0000975	Reliance Standard Life In				Check Entry Number: 001
			4/20/2021	4/20/2021	866.34	0.00	866.34
		G/L Account: 600150-00		Disability Insurance - General			471.80
		G/L Account: 600150-00		Disability Insurance - General			394.54
029196	4/30/2021	0000981	Colonial Life				Check Entry Number: 001
			4/12/2021	4/12/2021	602.66	0.00	602.66
		G/L Account: 202100-00		Other Disability Insurance - Employee			602.66
029197	4/30/2021	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				Check Entry Number: 001
			4/13/2021	4/13/2021	945.00	0.00	945.00
		G/L Account: 500110-00		Legal - Counsel General:General			945.00
029198	4/30/2021	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			4/26/2021	4/26/2021	475.00	0.00	475.00
		G/L Account: 500109-00		Landscaping Services:General			475.00
029199	4/30/2021	0001088	Verizon Wireless				Check Entry Number: 001
			4/10/2021	4/10/2021	2,465.36	0.00	2,465.36
		G/L Account: 505035-00		Utilities Cell Phone:General			2,465.36
029200	4/30/2021	0001117	Concentra				Check Entry Number: 001
			4/1/2021	4/1/2021	53.50	0.00	53.50
		G/L Account: 500113-00		Medical Services - General:General			53.50
E02532	4/30/2021	0000010	CalPERS				Check Entry Number: 001
			4/15/2021	4/15/2021	59,473.09	0.00	59,473.09
		G/L Account: 600170-00		CalPers Medical Admin Fee - Retirees			28.81
		G/L Account: 600165-00		CalPers Medical Admin Fee - Active Employees Gener			113.58
		G/L Account: 600145-00		Medical Insurance - Retirees			8,608.80
		G/L Account: 202045-00		CalPers Medical - Retiree Contribution			3,396.45

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 202050-00		CalPers Medical - Employee Contribution			7,098.81
		G/L Account: 202040-00		CalPers Medical - Employer Contribution			40,226.64
E02533	4/30/2021	0000335	Concur Technologies, Inc				Check Entry Number: 001
			4/6/2021	4/6/2021	733.82	0.00	733.82
		G/L Account: 504005-00		I.T Subscriptions:General			733.82
E02534	4/30/2021	0000486	Bay Alarm Company				Check Entry Number: 001
			4/15/2021	4/15/2021	563.99	0.00	563.99
		G/L Account: 500116-00		Security Service:General			563.99
E02535	4/30/2021	0000793	AFLAC				Check Entry Number: 001
			4/11/2021	4/11/2021	52.84	0.00	52.84
		G/L Account: 202100-00		Other Disability Insurance - Employee			52.84
E02536	4/30/2021	0000913	Guardian Security Agency				Check Entry Number: 001
			4/15/2021	4/15/2021	395.00	0.00	395.00
		G/L Account: 500116-00		Security Service:General			395.00
			4/21/2021	4/21/2021	493.75	0.00	493.75
		G/L Account: 500116-00		Security Service:General			493.75
			4/27/2021	4/27/2021	493.75	0.00	493.75
		G/L Account: 500116-00		Security Service:General			493.75
			Check E02536 Total:		1,382.50	0.00	1,382.50
			Printed Check Total:				0.00
			Electronic Payment Total:				1,382.50
E02537	4/30/2021	0000956	Waterlogic Americas LLC				Check Entry Number: 001
			4/19/2021	4/19/2021	28.84	0.00	28.84
		G/L Account: 505042-00		Water - Drinking:General			28.84
			4/24/2021	4/24/2021	97.67	0.00	97.67
		G/L Account: 505042-00		Water - Drinking:General			97.67
			4/27/2021	4/27/2021	84.33	0.00	84.33
		G/L Account: 505042-00		Water - Drinking:General			84.33
			Check E02537 Total:		210.84	0.00	210.84
			Printed Check Total:				0.00
			Electronic Payment Total:				210.84
E02538	4/30/2021	0011125	CC Real Green Clean				Check Entry Number: 001
			4/1/2021	4/1/2021	1,500.00	0.00	1,500.00
		G/L Account: 500107-00		Janitorial Services:General			1,500.00
			Report Total:		96,624.23	0.00	96,624.23
			Printed Check Total:				32,707.15
			Electronic Payment Total:				63,917.08

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000010	CalPERS	001	E02532		Checking	Union Bank	122000496	59,473.09
0000335	Concur Technologies, Inc	001	E02533		Checking	Bank of America	071000039	733.82
0000486	Bay Alarm Company	001	E02534		Checking		121000248	563.99
0000793	AFLAC	001	E02535		Checking		121000248	52.84
0000913	Guardian Security Agency	001	E02536		Checking		121138958	1,382.50
0000956	Waterlogic Americas LLC	001	E02537		Checking		031207607	210.84
0011125	CC Real Green Clean	001	E02538		Checking		321170839	1,500.00
					Total Transactions	7	Report Total	63,917.08

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

							Bank Code: 1
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
029201	5/14/2021	0000313	Contra Costa Water District				Check Entry Number: 001
			4/26/2021	4/26/2021	822.81	0.00	822.81
		G/L Account: 505041-00		Utilities Water:General			30.98
		G/L Account: 505041-00		Utilities Water:General			791.83
029202	5/14/2021	0000328	PG&E				Check Entry Number: 001
			5/5/2021	5/5/2021	19,113.28	0.00	19,113.28
		G/L Account: 505036-00		Utilities Electric:General			19,113.28
029203	5/14/2021	0000363	S & J Advertising				Check Entry Number: 001
			5/5/2021	5/5/2021	1,800.00	0.00	1,800.00
		G/L Account: 501003-25		Marketing - Advertisement Print:Public Affairs			1,800.00
029204	5/14/2021	0000367	PS Publishing				Check Entry Number: 001
			5/5/2021	5/5/2021	2,490.00	0.00	2,490.00
		G/L Account: 501003-25		Marketing - Advertisement Print:Public Affairs			2,490.00
029205	5/14/2021	0000386	US POSTAL SERVICE CMRS-FP				Check Entry Number: 001
			5/6/2021	5/6/2021	1,000.00	0.00	1,000.00
		G/L Account: 505023-00		Postage:General			1,000.00
029206	5/14/2021	0000399	Contra Costa County - Fleet				Check Entry Number: 001
			4/16/2021	4/16/2021	4,127.52	0.00	4,127.52
		G/L Account: 502001-00		Automotive - Gasoline:General			4,127.52
029207	5/14/2021	0000782	East Bay Welding				Check Entry Number: 001
			3/31/2021	3/31/2021	30.98	0.00	30.98
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General			30.98
029208	5/14/2021	0000814	Staples Business Advantage				Check Entry Number: 001
			4/19/2021	4/19/2021	131.70	0.00	131.70
		G/L Account: 505022-00		Office Supplies - Kitchen:General			10.84
		G/L Account: 505020-00		Office Supplies - General:General			120.86
029209	5/14/2021	0000992	MVCAC				Check Entry Number: 001
			5/12/2021	5/12/2021	178.00	0.00	178.00
		G/L Account: 505004-00		Employee - Development:General			178.00
029210	5/14/2021	0001038	Brentwood Press & Publish				Check Entry Number: 001
			5/5/2021	5/5/2021	7,904.00	0.00	7,904.00
		G/L Account: 501003-25		Marketing - Advertisement Print:Public Affairs			7,904.00
029211	5/14/2021	0001049	ALSCO				Check Entry Number: 001
			5/10/2021	5/10/2021	1,244.03	0.00	1,244.03
		G/L Account: 502021-15		Uniform Rental:Mosquito Program			777.53
		G/L Account: 502021-20		Uniform Rental:Vertebrate Program			311.00
		G/L Account: 502021-10		Uniform Rental:Lab			155.50
029212	5/14/2021	0001053	MESA Outdoor				Check Entry Number: 001
			5/5/2021	5/5/2021	15,000.00	0.00	15,000.00
		G/L Account: 501003-25		Marketing - Advertisement Print:Public Affairs			15,000.00
029213	5/14/2021	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			5/5/2021	5/5/2021	68.47	0.00	68.47
		G/L Account: 504008-00		Printing Supplies:General			68.47
029214	5/14/2021	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			4/30/2021	4/30/2021	602.60	0.00	602.60
		G/L Account: 505037-00		Utilities Garbage:General			602.60
029215	5/14/2021	0001111	TireHub				Check Entry Number: 001
			4/8/2021	4/8/2021	970.05	0.00	970.05
		G/L Account: 502002-15		Automotive - Repairs:Mosquito Program			970.05
029216	5/14/2021	0001113	Comcast				Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			5/1/2021	5/1/2021	761.67	0.00	761.67
		G/L Account: 505039-00		Utilities Internet:General			393.41
		G/L Account: 505040-00		Utilities Landline:General			368.26
029217	5/14/2021	0001119	SureWest Directories				Check Entry Number: 001
			5/5/2021	5/5/2021	16,000.00	0.00	16,000.00
		G/L Account: 501002-25		Marketing - Advertisement Online:Public Affairs			16,000.00
029218	5/14/2021	0001120	Vector Media				Check Entry Number: 001
			5/5/2021	5/5/2021	3,815.63	0.00	3,815.63
		G/L Account: 501003-25		Marketing - Advertisement Print:Public Affairs			3,815.63
029219	5/14/2021	0011120	Ford Lincoln Fairfield				Check Entry Number: 001
			5/7/2021	5/7/2021	65,999.57	0.00	65,999.57
		G/L Account: 700102-00		Vehicles:General			65,999.57
E02539	5/14/2021	0000335	Concur Technologies, Inc				Check Entry Number: 001
			5/11/2021	5/11/2021	733.82	0.00	733.82
		G/L Account: 504005-00		I.T Subscriptions:General			733.82
E02540	5/14/2021	0000913	Guardian Security Agency				Check Entry Number: 001
			4/29/2021	4/29/2021	493.75	0.00	493.75
		G/L Account: 500116-00		Security Service:General			493.75
			5/6/2021	5/6/2021	493.75	0.00	493.75
		G/L Account: 500116-00		Security Service:General			493.75
				Check E02540 Total:	987.50	0.00	987.50
				Printed Check Total:			0.00
				Electronic Payment Total:			987.50
E02541	5/14/2021	0000925	iSolved Benefit Services				Check Entry Number: 001
			5/10/2021	5/10/2021	80.00	0.00	80.00
		G/L Account: 600175-00		FSA Admin Fee:General			80.00
E02542	5/14/2021	0001028	Red Wing Business Advantage Account				Check Entry Number: 001
			4/29/2021	4/29/2021	207.40	0.00	207.40
		G/L Account: 502016-15		Safety & PPE:Mosquito Program			207.40
E02543	5/14/2021	0001036	RKL eSolutions LLC				Check Entry Number: 001
			4/30/2021	4/30/2021	1,280.00	0.00	1,280.00
		G/L Account: 500104-05		Consulting - General:Administration			320.00
		G/L Account: 500104-00		Consulting - General:General			960.00
				Report Total:	145,349.03	0.00	145,349.03
				Printed Check Total:			142,060.31
				Electronic Payment Total:			3,288.72

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Routing/Transit Number 121100782

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/Transit Number	Distribution Amount
0000335	Concur Technologies, Inc	001	E02539		Checking	Bank of America	071000039	733.82
0000913	Guardian Security Agency	001	E02540		Checking		121138958	987.50
0000925	iSolved Benefit Services	001	E02541		Checking		121140399	80.00
0001028	Red Wing Business Advantage Account	001	E02542		Checking		081000032	207.40
0001036	RKL eSolutions LLC	001	E02543		Checking		031301422	1,280.00
					Total Transactions	5	Report Total	<u><u>3,288.72</u></u>

Check Register

Journal Posting Date: 5/28/2021

Register Number: CD-000054

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

							Bank Code: 1
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
029223	5/28/2021	0000007	SEIU UPE LOCAL 1021-Union Dues				Check Entry Number: 001
			5/26/2021	5/26/2021	2,449.22	0.00	2,449.22
		G/L Account: 202150-00	SEIU Local 1021				2,449.22
029224	5/28/2021	0000009	Nationwide Retirement Solutions - 457 Plan				Check Entry Number: 001
			5/27/2021	5/27/2021	2,850.00	0.00	2,850.00
		G/L Account: 202140-00	457 Deferred Savings Plan				2,850.00
029225	5/28/2021	0000011	Vision Service Plan				Check Entry Number: 001
			5/19/2021	5/19/2021	575.25	0.00	575.25
		G/L Account: 600140-00	Vision Insurance - Active Employees				575.25
029226	5/28/2021	0000328	PG&E				Check Entry Number: 001
			5/18/2021	5/18/2021	277.60	0.00	277.60
		G/L Account: 505038-00	Utilities Gas:General				277.60
029227	5/28/2021	0000329	APEX Investigation				Check Entry Number: 001
			4/30/2021	4/30/2021	5,483.46	0.00	5,483.46
		G/L Account: 500110-00	Legal - Counsel General:General				5,483.46
029228	5/28/2021	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			4/1/2021	4/1/2021	89.90	0.00	89.90
		G/L Account: 504005-00	I.T Subscriptions:General				14.99
		G/L Account: 505039-00	Utilities Internet:General				89.90
			4/20/2021	4/20/2021	36.06	0.00	36.06
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General				72.44
		G/L Account: 502003-00	Automotive - Services:General				55.00
		G/L Account: 502019-15	Tools & Instruments:Mosquito Program				36.06
			4/21/2021	4/21/2021	101.51	0.00	101.51
		G/L Account: 502015-00	Equipment Small:General				195.63
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General				43.63
		G/L Account: 505004-00	Employee - Development:General				101.51
			4/22/2021	4/22/2021	359.61	0.00	359.61
		G/L Account: 502016-15	Safety & PPE:Mosquito Program				183.83
		G/L Account: 502016-15	Safety & PPE:Mosquito Program				141.36
		G/L Account: 502019-20	Tools & Instruments:Vertebrate Program				32.32
		G/L Account: 504005-00	I.T Subscriptions:General				2.10
			4/23/2021	4/23/2021	1,728.19	0.00	1,728.19
		G/L Account: 504008-05	Printing Supplies:Administration				67.50
		G/L Account: 500115-00	Permits & Fees:General				9.49
		G/L Account: 503001-10	Aquaculture:Lab				44.13
		G/L Account: 504008-15	Printing Supplies:Mosquito Program				32.38
		G/L Account: 505019-00	Office Keys & Locks:General				52.96
		G/L Account: 502016-15	Safety & PPE:Mosquito Program				631.84
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General				662.14
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General				91.80
		G/L Account: 502014-00	Equipment Service:General				308.31
		G/L Account: 504005-00	I.T Subscriptions:General				11.24
			4/27/2021	4/27/2021	94.94	0.00	94.94
		G/L Account: 505020-00	Office Supplies - General:General				66.94
		G/L Account: 500115-00	Permits & Fees:General				6.00
		G/L Account: 500115-00	Permits & Fees:General				16.00
		G/L Account: 500115-00	Permits & Fees:General				6.00
			4/28/2021	4/28/2021	51.00	0.00	51.00
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General				30.23

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Bank Code: 1			
		G/L Account: 502005-00	502005-00	Building & Grounds Materials / Supplies:General			20.77
			4/29/2021	4/29/2021	49.73	0.00	49.73
		G/L Account: 505020-00	505020-00	Office Supplies - General:General			49.73
			4/30/2021	4/30/2021	504.00	0.00	504.00
		G/L Account: 504005-00	504005-00	I.T Subscriptions:General			504.00
			4/9/2021	4/9/2021	19.99	0.00	19.99
		G/L Account: 504004-00	504004-00	GPS Tracking:General			19.99
		G/L Account: 504000-05	504000-05	Computer Equipment Supplies < \$100:Administration			16.45
		G/L Account: 504005-00	504005-00	I.T Subscriptions:General			232.60
		G/L Account: 504004-00	504004-00	GPS Tracking:General			19.99
			5/1/2021	5/1/2021	89.90	0.00	89.90
		G/L Account: 505039-00	505039-00	Utilities Internet:General			89.90
			5/10/2021	5/10/2021	203.88	0.00	203.88
		G/L Account: 502011-15	502011-15	Control Materials - Yellowjacket & Bees:Mosquito P			203.88
			5/11/2021	5/11/2021	47.70	0.00	47.70
		G/L Account: 505021-00	505021-00	Office Supplies - Janitorial:General			7.14
		G/L Account: 503002-10	503002-10	General Lab Supplies & Materials:Lab			40.56
			5/12/2021	5/12/2021	702.57	0.00	702.57
		G/L Account: 502003-00	502003-00	Automotive - Services:General			313.05
		G/L Account: 505020-00	505020-00	Office Supplies - General:General			38.72
		G/L Account: 505006-00	505006-00	Employee - Meal:General			350.80
			5/13/2021	5/13/2021	106.61	0.00	106.61
		G/L Account: 505006-00	505006-00	Employee - Meal:General			31.61
		G/L Account: 505008-00	505008-00	Employee - Training:General			75.00
			5/14/2021	5/14/2021	10.71	0.00	10.71
		G/L Account: 505023-00	505023-00	Postage:General			10.71
			5/17/2021	5/17/2021	105.00	0.00	105.00
		G/L Account: 505044-00	505044-00	Employment Advertise:General			105.00
			5/18/2021	5/18/2021	307.82	0.00	307.82
		G/L Account: 502010-20	502010-20	Control Materials - Vertebrate:Vertebrate Program			278.82
		G/L Account: 502020-25	502020-25	Uniform Professional Branded Wear:Public Affairs			29.00
			5/19/2021	5/19/2021	310.25	0.00	310.25
		G/L Account: 502016-15	502016-15	Safety & PPE:Mosquito Program			137.63
		G/L Account: 502020-05	502020-05	Uniform Professional Branded Wear:Administration			172.62
			5/20/2021	5/20/2021	280.56	0.00	280.56
		G/L Account: 502005-00	502005-00	Building & Grounds Materials / Supplies:General			280.56
			5/21/2021	5/21/2021	3,292.06	0.00	3,292.06
		G/L Account: 505008-25	505008-25	Employee - Training:Public Affairs			1,795.00
		G/L Account: 505008-25	505008-25	Employee - Training:Public Affairs			1,295.00
		G/L Account: 504001-10	504001-10	.Lab			202.06
			5/22/2021	5/22/2021	13.28	0.00	13.28
		G/L Account: 504005-00	504005-00	I.T Subscriptions:General			11.24
		G/L Account: 504005-00	504005-00	I.T Subscriptions:General			2.04
			5/24/2021	5/24/2021	402.84	0.00	402.84
		G/L Account: 502005-00	502005-00	Building & Grounds Materials / Supplies:General			57.57
		G/L Account: 502005-00	502005-00	Building & Grounds Materials / Supplies:General			39.50
		G/L Account: 502002-00	502002-00	Automotive - Repairs:General			305.77
			5/4/2021	5/4/2021	417.35	0.00	417.35
		G/L Account: 503007-10	503007-10	Sentinel Bird:Lab			200.00
		G/L Account: 503008-10	503008-10	Surveillance:Lab			158.36

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 504005-00		I.T Subscriptions:General			44.00
		G/L Account: 504005-00		I.T Subscriptions:General			14.99
			5/6/2021	5/6/2021	1,141.54	0.00	1,141.54
		G/L Account: 502020-00		Uniform Professional Branded Wear:General			696.00
		G/L Account: 505006-00		Employee - Meal:General			84.02
		G/L Account: 505004-00		Employee - Development:General			338.28
		G/L Account: 504000-05		Computer Equipment Supplies < \$100:Administration			23.24
			5/9/2021	5/9/2021	1,423.36	0.00	1,423.36
		G/L Account: 504004-00		GPS Tracking:General			1,423.36
		Check 029228 Total:			11,890.36	0.00	11,890.36
029229	5/28/2021	0000487	J. Wallin Opinion Research				Check Entry Number: 001
			5/15/2021	5/15/2021	9,750.00	0.00	9,750.00
		G/L Account: 500104-25		Consulting - General:Public Affairs			9,750.00
029230	5/28/2021	0000610	Liebert Cassidy Whitmore				Check Entry Number: 001
			3/31/2021	3/31/2021	7,880.00	0.00	7,880.00
		G/L Account: 500111-00		Legal - Counsel Labor:General			5,556.00
		G/L Account: 500111-00		Legal - Counsel Labor:General			252.00
		G/L Account: 500111-00		Legal - Counsel Labor:General			2,072.00
029231	5/28/2021	0000694	TD Ameritrade Institution				Check Entry Number: 001
			5/26/2021	5/26/2021	9,686.66	0.00	9,686.66
		G/L Account: 202140-00		457 Deferred Savings Plan			9,686.66
029232	5/28/2021	0000696	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			5/21/2021	5/21/2021	205.23	0.00	205.23
		G/L Account: 505027-00		Service & Leasing Contracts:General			205.23
029233	5/28/2021	0000814	Staples Business Advantage				Check Entry Number: 001
			5/12/2021	5/12/2021	449.42	0.00	449.42
		G/L Account: 505020-00		Office Supplies - General:General			401.52
		G/L Account: 505022-00		Office Supplies - Kitchen:General			47.90
029234	5/28/2021	0000899	Sun Life Financial				Check Entry Number: 001
			5/20/2021	5/20/2021	1,302.07	0.00	1,302.07
		G/L Account: 202085-00		Employee Voluntary Life Ins - General			475.17
		G/L Account: 600155-00		Life Insurance - General			826.90
029235	5/28/2021	0000943	Vector-Borne Disease Account				Check Entry Number: 001
			5/14/2021	5/14/2021	3,926.00	0.00	3,926.00
		G/L Account: 505008-10		Employee - Training:Lab			453.00
		G/L Account: 505008-25		Employee - Training:Public Affairs			302.00
		G/L Account: 505008-20		Employee - Training:Vertebrate Program			906.00
		G/L Account: 505008-15		Employee - Training:Mosquito Program			2,114.00
		G/L Account: 505008-05		Employee - Training:Administration			151.00
029236	5/28/2021	0000975	Reliance Standard Life In				Check Entry Number: 001
			5/20/2021	5/20/2021	939.76	0.00	939.76
		G/L Account: 600150-00		Disability Insurance - General			511.79
		G/L Account: 600150-00		Disability Insurance - General			427.97
029237	5/28/2021	0000981	Colonial Life				Check Entry Number: 001
			5/24/2021	5/24/2021	602.66	0.00	602.66
		G/L Account: 202100-00		Other Disability Insurance - Employee			602.66
029238	5/28/2021	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				Check Entry Number: 001
			5/13/2021	5/13/2021	315.00	0.00	315.00
		G/L Account: 500110-00		Legal - Counsel General:General			315.00
029239	5/28/2021	0001077	Banksia Landscape, Inc.				Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			5/26/2021	5/26/2021	475.00	0.00	475.00
			G/L Account: 500109-00	Landscaping Services:General			475.00
029240	5/28/2021	0001088	Verizon Wireless				Check Entry Number: 001
			5/10/2021	5/10/2021	2,332.97	0.00	2,332.97
			G/L Account: 505035-00	Utilities Cell Phone:General			2,332.97
029241	5/28/2021	0011120	Ford Lincoln Fairfield				Check Entry Number: 001
			5/25/2021	5/25/2021	1,264.44	0.00	1,264.44
			G/L Account: 700102-00	Vehicles:General			1,264.44
E02544	5/28/2021	0000010	CalPERS				Check Entry Number: 001
			5/17/2021	5/17/2021	61,756.76	0.00	61,756.76
			G/L Account: 600170-00	CalPers Medical Admin Fee - Retirees			30.77
			G/L Account: 600145-00	Medical Insurance - Retirees			8,608.80
			G/L Account: 202045-00	CalPers Medical - Retiree Contribution			3,396.45
			G/L Account: 600165-00	CalPers Medical Admin Fee - Active Employees Gener			117.10
			G/L Account: 202050-00	CalPers Medical - Employee Contribution			7,440.55
			G/L Account: 202040-00	CalPers Medical - Employer Contribution			42,163.09
E02545	5/28/2021	0000201	Maria Bagley				Check Entry Number: 001
			5/12/2021	5/12/2021	28.31	0.00	28.31
			G/L Account: 505006-00	Employee - Meal:General			28.31
E02546	5/28/2021	0000486	Bay Alarm Company				Check Entry Number: 001
			5/15/2021	5/15/2021	981.82	0.00	981.82
			G/L Account: 500116-00	Security Service:General			409.50
			G/L Account: 500116-00	Security Service:General			572.32
E02547	5/28/2021	0000793	AFLAC				Check Entry Number: 001
			5/12/2021	5/12/2021	52.84	0.00	52.84
			G/L Account: 202100-00	Other Disability Insurance - Employee			52.84
E02548	5/28/2021	0000913	Guardian Security Agency				Check Entry Number: 001
			5/13/2021	5/13/2021	493.75	0.00	493.75
			G/L Account: 500116-00	Security Service:General			493.75
			5/20/2021	5/20/2021	493.75	0.00	493.75
			G/L Account: 500116-00	Security Service:General			493.75
			Check E02548 Total:		987.50	0.00	987.50
			Printed Check Total:				0.00
			Electronic Payment Total:				987.50
E02549	5/28/2021	0000956	Waterlogic Americas LLC				Check Entry Number: 001
			5/24/2021	5/24/2021	97.67	0.00	97.67
			G/L Account: 505042-00	Water - Drinking:General			97.67
E02550	5/28/2021	0001036	RKL eSolutions LLC				Check Entry Number: 001
			5/17/2021	5/17/2021	320.00	0.00	320.00
			G/L Account: 500104-00	Consulting - General:General			320.00
E02551	5/28/2021	0011125	CC Real Green Clean				Check Entry Number: 001
			5/17/2021	5/17/2021	1,500.00	0.00	1,500.00
			G/L Account: 500107-00	Janitorial Services:General			1,500.00
			Report Total:		128,380.00	0.00	128,380.00
			Printed Check Total:				62,655.10
			Electronic Payment Total:				65,724.90

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000010	CalPERS	001	E02544		Checking	Union Bank	122000496	61,756.76
0000201	Maria Bagley	001	E02545		Checking	Bank of the West	121100782	28.31
0000486	Bay Alarm Company	001	E02546		Checking		121000248	981.82
0000793	AFLAC	001	E02547		Checking		121000248	52.84
0000913	Guardian Security Agency	001	E02548		Checking		121138958	987.50
0000956	Waterlogic Americas LLC	001	E02549		Checking		031207607	97.67
0001036	RKL eSolutions LLC	001	E02550		Checking		031301422	320.00
0011125	CC Real Green Clean	001	E02551		Checking		321170839	1,500.00
					Total Transactions	8	Report Total	65,724.90

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST (*New Policy Effective May 2021*)

- *Any checks or ACH over the amount of \$10,000.00 (excludes Procurement Policy General Manager Authority items: payroll taxes, employee fringe benefit payments, and aggregate corporate credit card amount).*
- *Any vendor that has not been paid by the District in the past 15 months.*
- *All legal fees over \$5,000.00 in one month*

DATE	CHECK #	AMOUNT OF CHECK	VENDOR & DESCRIPTION
May 14, 2021	029212	\$15,000.00	MESA Outdoor - Marketing - Advertisement Print
“ “ “	029217	\$16,000.00	SureWest Directories - Marketing - Advertisement Print
“ “ “	029219	\$65,999.57	Ford Lincoln Fairfield - Vehicles
“ “ “	029202	\$19,113.28	PG&E – Utilities Electric
May 28, 2021	029227	\$5,483.46	APEX Investigation – Legal - Counsel General
“ “ “	029229	\$9,750	J. Wallin Opinion Research - Consulting - General: Public Affairs
“ “ “	029230	\$7,880.00	Liebert Cassidy Whitmore – Professional Legal Services

TRANSACTION ACTIVITY REPORT

Months of April 2021 and May 2021

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	Balance	4/1/2021	329,260.50	9,270,217.33	427,512.19
1	4/14/2021	-	(150,000.00)	150,000.00	
2	4/20/2021	2,954,915.05	10,980.46		
3	4/22/2021	(3,280,025.00)	3,280,000.00		
4	4/29/2021	16,400.00	(268,000.00)	268,000.00	
5	4/30/2021	2.63	-	(518,559.06)	
	Balance	20,553.18	12,143,197.79	326,953.13	
6	5/10/2021	186.60	-	-	
7	5/13/2021		(275,000.00)	275,000.00	
8	5/14/2021	5,050.00			
9	5/21/2021	8,541.11			
10	5/27/2021		(315,000.00)	315,000.00	
11	5/28/2021	0.22	-	(607,055.63)	
	Balance	34,331.11	11,553,197.79	309,897.50	

Transaction Number & Brief Description

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 Property Tax Deposit & MISC Despoits + LAIF interest earned for Quarter
- 3 Transfer of Property Tax and other Income from Wells to LAIF + Transfer Fee
- 4 Income from Disposed Asset and transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 5 Int Earned Wellsfargo, Bank of the West clearing of checks from Bank of the West for Payroll & Vendor
- 6 Misc Deposits into Wells Fargo Account
- 7 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 8 Misc Deposits into Wells Fargo Account
- 9 Misc Deposits into Wells Fargo Account
- 10 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 11 Int Earned Wellsfargo, Bank of the West clearing of checks from Bank of the West for Payroll & Vendor

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.

Respect



Paula Macedo
General Manager

California State Treasurer
Fiona Ma, CPA



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

May 06, 2021

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

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

[Tran Type Definitions](#)

Account Number:

April 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/14/2021	4/14/2021	RW	1670825	N/A	PAULA MACEDO	150,000.00
4/15/2021	4/14/2021	QRD	1671193	N/A	SYSTEM	10,980.46
4/21/2021	4/21/2021	RD	1673687	N/A	PAULA MACEDO	3,280,000.00
4/29/2021	4/29/2021	RW	1674182	N/A	PAULA MACEDO	-268,000.00

Account Summary

Total Deposit:	3,290,980.46	Beginning Balance:	9,270,217.33
Total Withdrawal:	418,000.00	Ending Balance:	12,143,197.79

May 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/13/2021	5/13/2021	RW	1674943	N/A	PAULA MACEDO	-275,000.00
5/28/2021	5/27/2021	RW	1675930	N/A	PAULA MACEDO	-315,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,143,197.79
Total Withdrawal:	-590,000.00	Ending Balance:	11,553,197.79

**Contra Costa Mosquito and Vector Control District
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(July 1 2021 - June 30 2022)

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92% of the Year
completed

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Personnel Costs							
Payroll & OT	3,293,464	3,704,085	3,835,140	88.9%	410,621	3.54%	131,055
Retirement	1,303,335	1,303,335	1,357,846	100.0%	-	4.18%	54,511
OASDI	191,756	240,766	249,284	79.6%	49,010	3.54%	8,519
Medicare	45,804	53,709	55,610	85.3%	7,905	3.54%	1,900
Finge Benefits (Health 85%, Dental, Vision, etc)	479,532	646,687	599,415	74.2%	167,155	-7.31%	(47,272)
Unemployment	15,680	34,456	21,168	45.5%	18,776	-38.57%	(13,288)
Disability Ins	10,854	10,092	12,482	107.6%	(763)	23.69%	2,391
Other Post Employment Benefits	-	205,000	215,000	0.0%	205,000	4.88%	10,000
District Paid Health Retiree Cost & Fees	82,611	0	94,741	0.0%	(82,611)	0.00%	94,741
Subtotal Personnel Costs	5,423,036	6,198,130	6,440,686	87.5%	775,094	3.91%	242,556
Professional Services							
Auditing Services	16,799	19,000	19,000	88.4%	2,201	0.00%	-
Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0	0.0%	-	0.00%	-
Building and Grounds Maintenance & Repairs Minor < \$10,000	4,329	29,500	25,000	14.7%	25,171	-15.25%	(4,500)
Consulting - General	27,373	300,000	150,000	9.1%	272,627	-50.00%	(150,000)
Engineers Report	9,100	9,100	10,000	100.0%	-	9.89%	900
Janitorial Services	19,878	31,200	21,500	63.7%	11,322	-31.09%	(9,700)
Labor Consultant IEDA	20,275	10,461	12,000	193.8%	(9,814)	14.71%	1,539
Landscaping Services	5,700	6,500	6,500	87.7%	800	0.00%	-
Legal - Counsel General	16,507	15,000	18,000	110.0%	(1,507)	20.00%	3,000
Legal - Counsel Labor	51,364	55,000	55,000	93.4%	3,636	0.00%	-
Legal - Settlements	34,474	0	0	0.0%	(34,474)	0.00%	-
Medical Services - General	107	300	250	35.7%	193	-16.67%	(50)
Medical Services - Pre-Employment	0	1,200	600	0.0%	1,200	-50.00%	(600)
Permits & Fees	14,942	6,500	15,000	229.9%	(8,442)	130.77%	8,500
Security Service	28,644	36,000	36,000	79.6%	7,356	0.00%	-
Temporary Personnel Office	0	0	0	0.0%	-	0.00%	-
Subtotal Professional Services	249,492	519,761	368,850	48.0%	270,269	-29.03%	(150,911)
Public Affairs							
Community Event Registration Fees	0	1,500	1,500	0.0%	1,500	0.00%	-
Marketing - Advertisement Online	16,000	18,000	36,000	88.9%	2,000	100.00%	18,000
Marketing - Advertisement Print	31,010	35,000	35,000	88.6%	3,990	0.00%	-
Marketing - Branded Collateral	0	1,000	1,000	0.0%	1,000	0.00%	-
Marketing - Brochures	2,076	5,500	5,500	37.7%	3,424	0.00%	-
Marketing - Business Cards	112	500	500	22.5%	388	0.00%	-
Marketing - Design	970	1,000	1,000	97.0%	30	0.00%	-
Marketing - Displays	15	6,000	6,000	0.2%	5,985	0.00%	-
Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000	0.00%	-
Marketing - Website Development & Maintenance	0	360	500	0.0%	360	38.89%	140
Subtotal Public Affairs	50,183	69,860	88,000	71.8%	19,677	25.97%	18,140
Operation and Facilities							
Aerial Services	4,650	20,000	20,000	23.3%	15,350	0.00%	-
Automotive - Gasoline	41,644	42,000	65,000	99.2%	356	54.76%	23,000
Automotive - Repairs	22,260	40,000	30,000	55.6%	17,740	-25.00%	(10,000)
Automotive - Services	852	15,000	10,000	5.7%	14,148	-33.33%	(5,000)
Automotive - Supplies	6,638	8,000	8,000	83.0%	1,362	0.00%	-
Building & Grounds Materials / Supplies	5,944	10,000	8,500	59.4%	4,057	-15.00%	(1,500)
Building Engineering	0	50,000	400,000	0.0%	50,000	700.00%	350,000
Control Materials - Mosquito Adulticiding	2,783	25,000	10,000	11.1%	22,217	-60.00%	(15,000)
Control Materials - Mosquito Larviciding	38,790	165,000	100,000	23.5%	126,210	-39.39%	(65,000)
Control Materials - Other	21	0	0	0.0%	-	0.00%	-
Control Materials - Vertebrate	5,175	18,000	10,000	28.7%	12,825	-44.44%	(8,000)
Control Materials - Yellowjacket & Bees	367	5,000	2,500	7.3%	4,633	-50.00%	(2,500)
Equipment Rental	0	1,000	1,000	0.0%	1,000	0.00%	-
Equipment Repair	15,097	7,500	20,000	201.3%	(7,597)	166.67%	12,500
Equipment Service	416	7,500	5,000	5.5%	7,084	-33.33%	(2,500)
Equipment Small	5,633	56,733	33,967	9.9%	51,100	-40.13%	(22,767)
Safety & PPE	16,453	25,000	22,900	65.8%	8,547	-8.40%	(2,100)
Safety Boots	998	2,500	1,250	39.9%	1,502	-50.00%	(1,250)
Source Reduction/Wetlands	0	1,000	1,000	0.0%	1,000	0.00%	-
Tools & Instruments	127	2,500	5,000	5.1%	2,373	100.00%	2,500
Uniform Professional Branded Wear	3,047	3,500	4,000	87.1%	453	14.29%	500
Uniform Rental	13,599	16,200	16,500	83.9%	2,601	1.85%	300
Boat Berth Fee	1,040	1,296	2,500	80.2%	256	92.90%	1,204
Subtotal Operation and Facilities	185,535	522,729	777,117	35.5%	337,195	48.67%	254,387
Lab Services							
Aquaculture	2,051	2,200	2,300	93.2%	149	4.55%	100
General Lab Supplies & Materials	973	4,000	4,000	24.3%	3,027	0.00%	-
Insectary	718	1,000	1,000	71.8%	282	0.00%	-
Lab Equipment	37	2,500	6,771	1.5%	2,463	170.83%	4,271
Lab Testing	13,363	15,000	18,000	89.1%	1,637	20.00%	3,000
Pesticide Testing	0	1,500	1,500	0.0%	1,500	0.00%	-
Sentinel Bird	760	2,500	1,000	30.4%	1,740	-60.00%	(1,500)
Surveillance	8,638	10,000	10,850	86.4%	1,362	8.50%	850
Subtotal Lab Services	26,539	38,700	45,421	68.6%	12,161	17.37%	6,721
Information & Technology							

**Contra Costa Mosquito and Vector Control District
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(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

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Computer Equipment Supplies < \$100	1,839	2,625	4,000	70.0%	786	52.38%	1,375
Computer Equipment Supplies > \$100 < \$500	5,966	8,000	10,000	74.6%	2,035	25.00%	2,000
Computer Equipment Supplies > \$500	24,813	50,000	15,000	49.6%	25,187	-70.00%	(35,000)
Computer Services	0	0	0	0.0%	-	0.00%	-
GPS Tracking	6,011	7,500	7,200	80.1%	1,489	-4.00%	(300)
I.T Subscriptions	18,660	17,000	29,000	109.8%	(1,660)	70.59%	12,000
Phone	0	8,500	8,500	0.0%	8,500	0.00%	-
Phone Accessories	27	350	1,000	7.8%	323	185.71%	650
Printing Supplies	2,161	1,600	6,500	135.1%	(561)	306.25%	4,900
Software	162,960	200,000	125,000	81.5%	37,040	-37.50%	(75,000)
Subtotal Information & Technology	222,437	295,575	206,200	75.3%	73,138	-30.24%	(89,375)
General Office Administration							
Assessments & County Fees	340,247	365,000	365,000	93.2%	24,753	0.00%	-
Bond - Interest	0	0	0	0.0%	-	0.00%	-
Bond - Principal	0	0	0	0.0%	-	0.00%	-
District Membership & Subscription Dues	23,754	20,000	25,000	118.8%	(3,754)	25.00%	5,000
Employee - Development	1,808	6,500	6,500	27.8%	4,692	0.00%	-
Employee - Lodging	0	10,000	10,000	0.0%	10,000	0.00%	-
Employee - Meal	849	5,000	5,000	17.0%	4,151	0.00%	-
Employee - Memberships	757	8,000	10,000	9.5%	7,243	25.00%	2,000
Employee - Training	18,279	25,000	25,000	73.1%	6,721	0.00%	-
Employee - Travel	0	10,000	10,000	0.0%	10,000	0.00%	-
Financial Services Fees	3,097	4,500	4,500	68.8%	1,403	0.00%	-
Insurance - Auto Physical Damage	2,821	2,821	2,745	100.0%	-	-2.69%	(76)
Insurance - Crime & Weapons	889	889	1,320	100.0%	-	48.48%	431
Insurance - General	9,011	9,011	6,936	100.0%	-	-23.03%	(2,075)
Insurance - Liability	106,534	106,534	133,907	100.0%	-	25.69%	27,373
Insurance - Property	8,517	8,517	11,729	100.0%	-	37.71%	3,212
Insurance - UAS	0	0	0	0.0%	-	0.00%	-
Insurance - Workers Comp	154,412	154,412	184,174	100.0%	-	19.27%	29,762
Office Furniture	258	15,000	25,000	1.7%	14,742	66.67%	10,000
Office Keys & Locks	62	1,000	1,000	6.2%	938	0.00%	-
Office Supplies - General	4,416	5,000	6,000	88.3%	584	20.00%	1,000
Office Supplies - Janitorial	1,333	3,500	2,500	38.1%	2,167	-28.57%	(1,000)
Office Supplies - Kitchen	262	3,500	2,500	7.5%	3,238	-28.57%	(1,000)
Postage	4,292	4,000	4,500	107.3%	(292)	12.50%	500
Research	0	20,000	20,000	0.0%	20,000	0.00%	-
Safety Program - Incentive	0	7,500	4,500	0.0%	7,500	-40.00%	(3,000)
Safety Program - Tangible Materials	0	2,500	2,500	0.0%	2,500	0.00%	-
Service & Leasing Contracts	2,337	3,000	2,800	77.9%	663	-6.67%	(200)
Trustee - Expense General	60	2,500	1,000	2.4%	2,440	-60.00%	(1,500)
Trustee - Lodging	0	5,000	4,500	0.0%	5,000	-10.00%	(500)
Trustee - Meal	24	1,000	1,000	2.4%	976	0.00%	-
Trustee - Mileage	0	500	300	0.0%	500	-40.00%	(200)
Trustee - Training	250	3,500	4,000	7.1%	3,250	14.29%	500
Trustee - Travel	0	5,000	5,000	0.0%	5,000	0.00%	-
Uncategorized Expenses	41	0	0	0.0%	(41)	0.00%	-
Utilities Cell Phone	20,797	28,000	31,200	74.3%	7,203	11.43%	3,200
Utilities Electric	23,996	30,000	30,000	80.0%	6,004	0.00%	-
Utilities Garbage	6,526	6,600	7,000	98.9%	74	6.06%	400
Utilities Gas	8,330	6,500	10,000	128.2%	(1,830)	53.85%	3,500
Utilities Internet	5,226	4,600	8,000	113.6%	(626)	73.91%	3,400
Utilities Landline	4,005	5,500	13,200	72.8%	1,495	140.00%	7,700
Utilities Water	5,221	6,000	6,000	87.0%	779	0.00%	-
Water - Drinking	2,185	2,320	2,600	94.2%	135	12.07%	280
Utilities Sewer:General	1,402	1,600	2,200	87.6%	198	37.50%	600
Employment Advertisements	0	500	1,200	0.0%	500	140.00%	700
Subtotal General Office Administration	761,997	910,304	1,000,311	83.7%	148,307	9.89%	90,007
Capital							
Land							
Structures and Improvements	0	52,500	2,500,000	**	52,500	4661.90%	2,447,500
Vehicles	157,121	169,300	186,000	92.8%	12,179	9.86%	16,700
Heavy Equipment	0	45,000	74,000	0.0%	45,000	64.44%	29,000
Subtotal Capital	157,121	266,800	2,760,000	58.9%	109,679	934.5%	2,493,200
Total Expenditures	7,076,339	8,821,859	11,686,584			32.5%	2,864,725
Revenues							
Property Taxes	5,856,382	5,906,350	6,538,745	99.2%	49,968	10.71%	632,394
Benefit Assessment	1,959,886	2,056,499	2,073,724	95.3%	96,613	0.84%	17,225
Contract Billing	27,459	50,000	50,000	54.9%	22,541	0.00%	-
Interest Income (LAIF)	41,265	160,000	51,265	25.8%	118,735	-67.96%	(108,735)
Medical Reimbursement (PARS)	0	35,000	82,000	0.0%	35,000	134.29%	47,000
Fixed Asset Disposal	29,640	30,000	30,600	98.8%	360	2.00%	600
Miscellaneous	72,736	65,000	66,300	111.9%	(7,736)	2.00%	1,300
Grant Funds:General	0	-	-	0.0%	-	0.00%	-
Subtotal Revenue	7,987,369	8,302,849	8,892,634	96.2%	315,481	7.10%	589,785
Estimate Ending Balance	911,030	-519,010	-2,793,950				

Designated Reserves POLICY FY 21 (July 20 - Jun 21)

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Bond Reserve	-						
Public Health Emergency	2,500,000						
Capital Improvement	2,084,094						
Emergency Reconstruction Response	500,000						
Operations	2,953,175						
Vehicle & Equipment Replacement	150,000						
IT Equipment Replacement	200,000						
	8,387,269						

*** Using Estimate \$2.5M to start paying for process*

The capital improvement is finalized as the Audit was approved in the January 2021 Board meeting

Contra Costa Mosquito and Vector Control District Community Opinion Survey - Report on Results -

June 3, 2021

Confidential – Distribution Restricted



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Justin Wallin, Pollster

J. Wallin Opinion Research



Justin Wallin is a “marketing concept” strategist, with over fifteen years of experience helping to develop communications strategy through opinion research. Wallin delivers strategic direction to Fortune 500 firms, statewide, city and municipal governments, political candidates and campaigns, organizations and non-profit organizations, entrepreneurial ventures and other businesses.

He is a recognized expert in accurately measuring public opinion, forecasting outcomes and identifying the most effective ways to influence thoughts and behaviors.

Wallin is a regular guest on Fox News, CNN and BBC. His research, commentary and analysis can be found in RealClearPolitics, Politico, Roll Call, Campaigns & Elections, Public CEO and Inside Politics with Nathan Gonzales. He has lectured at the University of Southern California, Pepperdine University, Loyola Marymount University, California State Universities and Hillsdale College and has taught both graduate and undergraduate courses in marketing. He is a featured speaker throughout the nation on matters of strategy, marketing and messaging.

After driving global strategy and marketing programs in the technology industry early in his career, Wallin was a founder of the re-launched, historic Columbia Yacht Corporation. The racing boats he built span the globe. He sold his stake in the company in 2008.

Wallin is a Fellow of the Jesse M. Unruh Institute of Politics at USC.

Wallin received his MBA with an emphasis in marketing and strategy from the University of Southern California, and his BA (Philosophy) from Whittier College.



Contra Costa Mosquito and Vector Control District

Community opinion survey report on results

From Friday, May 28 through Wednesday, June 2, 2021 J. Wallin Opinion Research conducted a telephone survey of voters throughout Contra Costa County, California

We interviewed 400 respondents using live, professional interviewers, speaking Spanish and English languages and calling both mobile and landlines (59.8% of this survey was completed on mobile phones). A survey of this size yields a margin of error of +/-5.7% (95% confidence interval). Our sample is stratified, meaning that the demographic composition of our results matches the demographic composition of the region we surveyed.

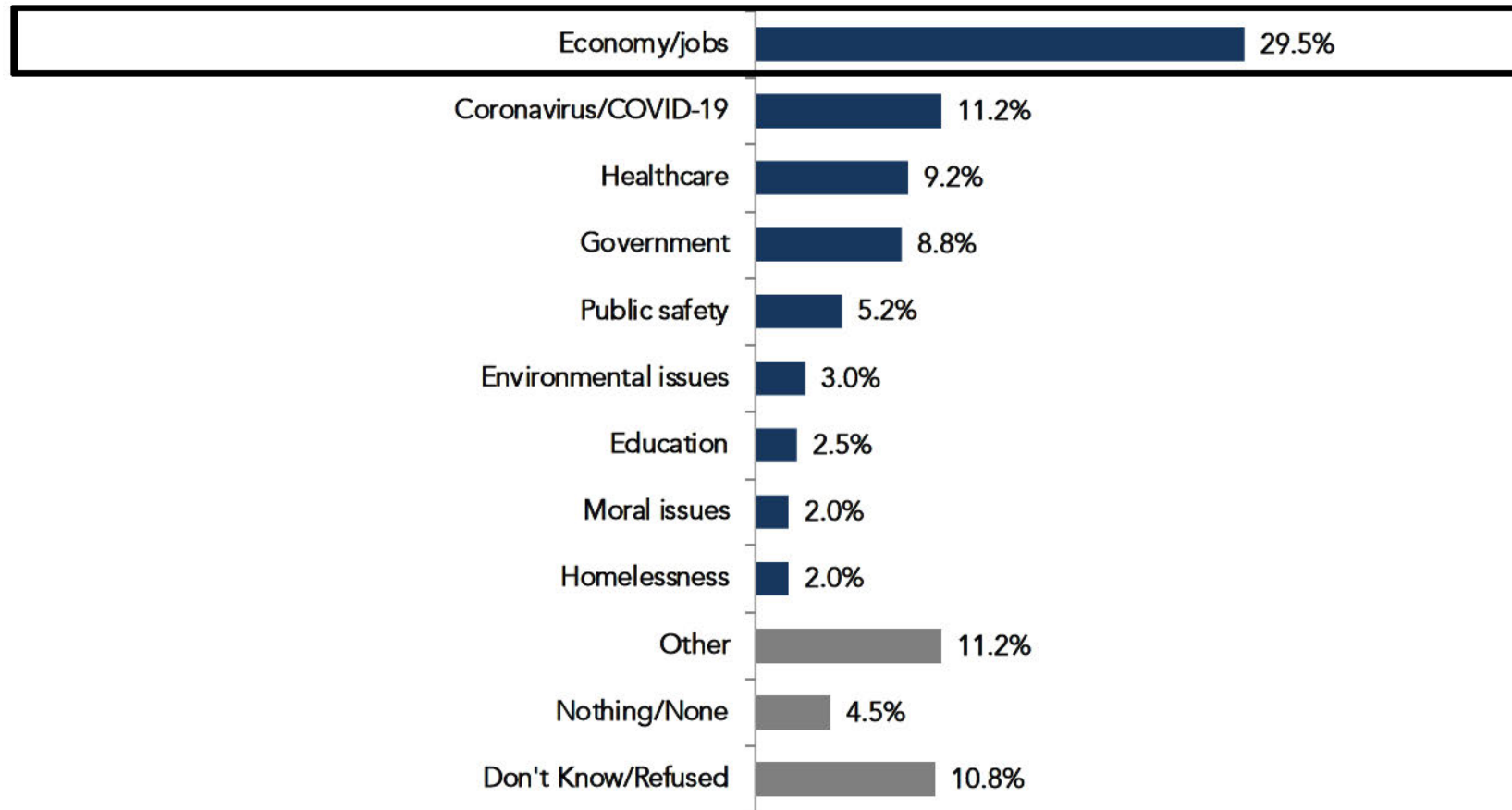
J. Wallin Opinion Research performs research on behalf of business, government and political clients.

General Themes

The economy/jobs

Is the top “dinner-table-conversation” issue

Question: What is the most important issue facing you and your family today?

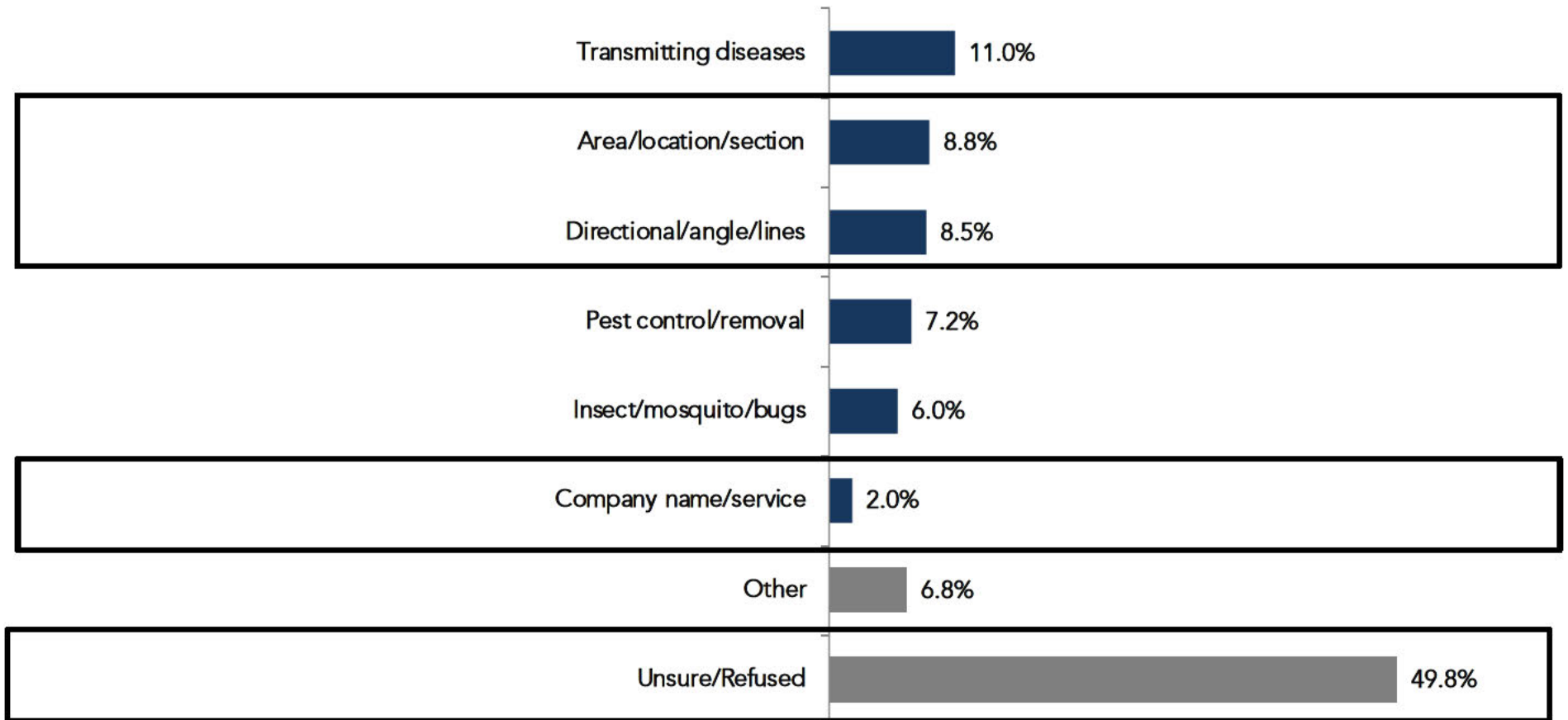


Residents and Vectors

A majority of residents

Do not know what a “vector” is (in terms of the District’s purview)

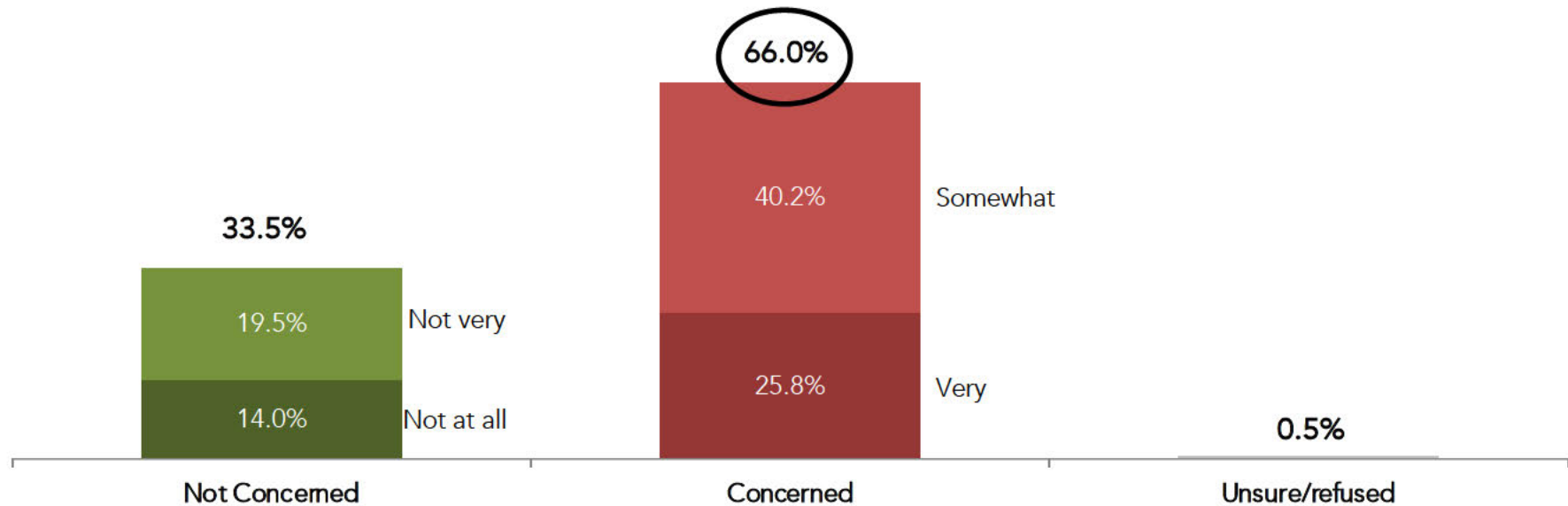
Question: In your own words, please tell me what you think a “vector” is?



A supermajority (66.0%) are concerned

About insects and pests that can transmit disease or cause harm

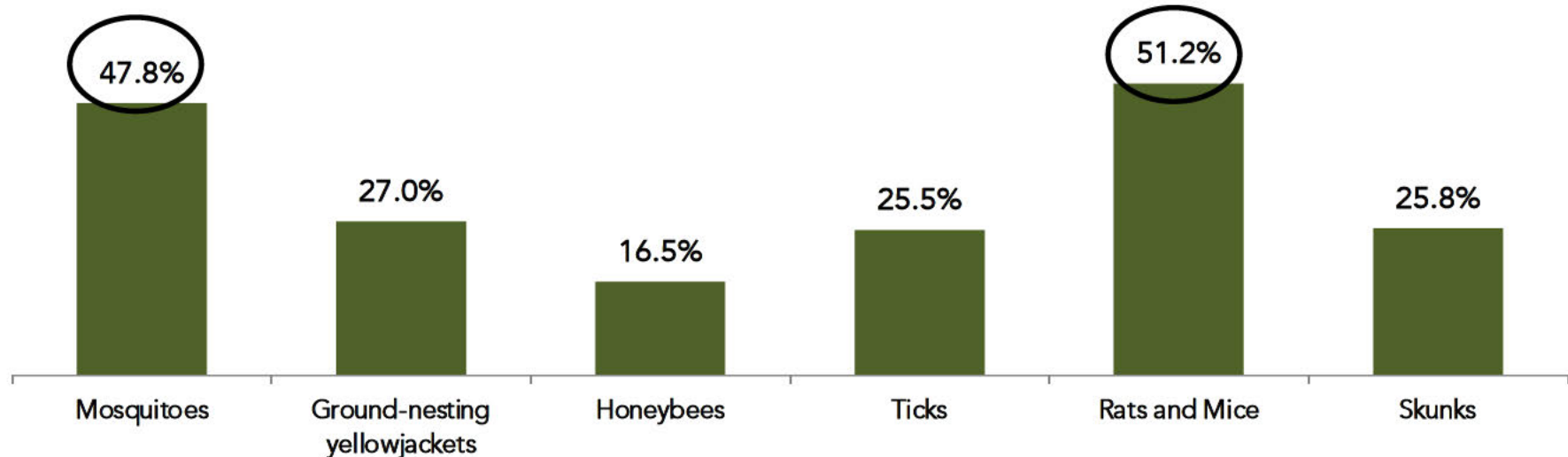
Question: Vectors are any insect or other animal that can transmit disease or cause discomfort to people or other animals. How concerned are you about insects and animals that can transmit diseases or cause harm to people and pets in your neighborhood, such as mosquitoes, ticks, ground-nesting yellowjackets, mice, rats and skunks? Would you say that you are extremely concerned, somewhat concerned, not too concerned or not at all concerned?



Mosquitoes, rats and mice are the most common vectors

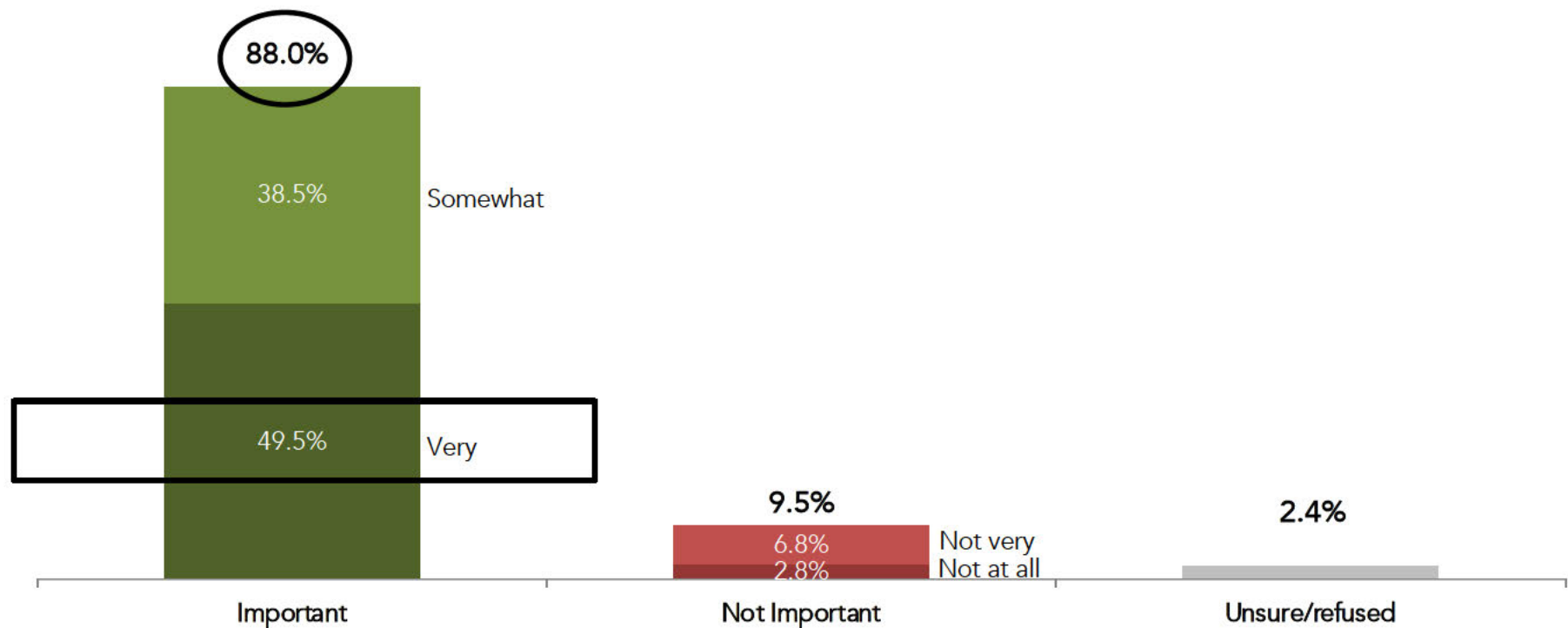
That residents have had problems with at their residence or place of business

Question: Now I am going to read the names of several insects and animals that can transmit diseases or cause harm to people and pets. Please listen to each and then tell me if you have ever had a problem with that insect or animal at your residence or place of business:



Nearly 9 out of 10 (88.0%) feel their household's actions Are important to help prevent vector infestations

Question: How important do you feel your own actions and the actions of those in your home that help prevent mosquito and other dangerous vector infestations such as ticks, ground-nesting yellowjackets, mice, rats and skunks are to towards ensuring a healthy environment for your community's future? Would you say that it is very important, somewhat important, not very important or not at all important?

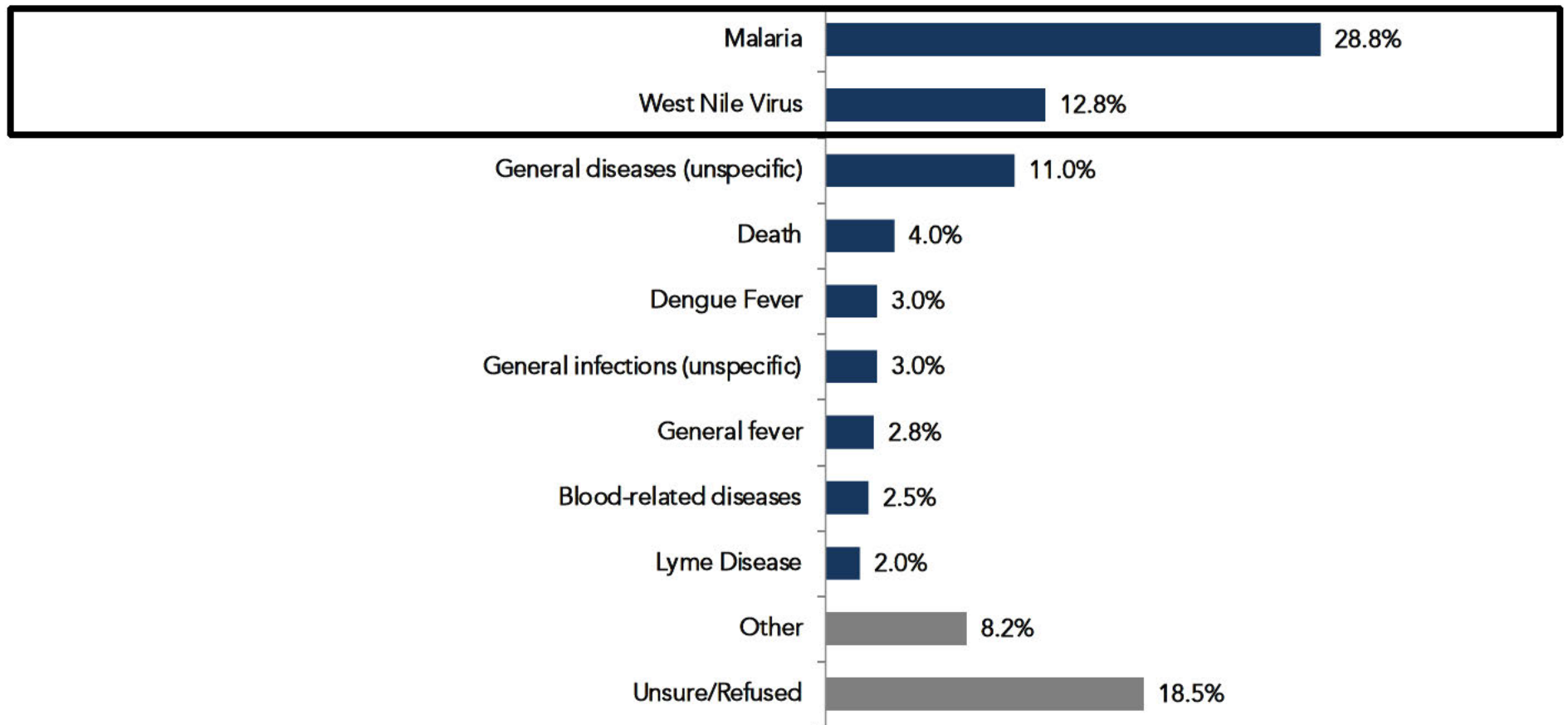


Focus on: Mosquitoes

Respondents mostly cite Malaria and West Nile Virus

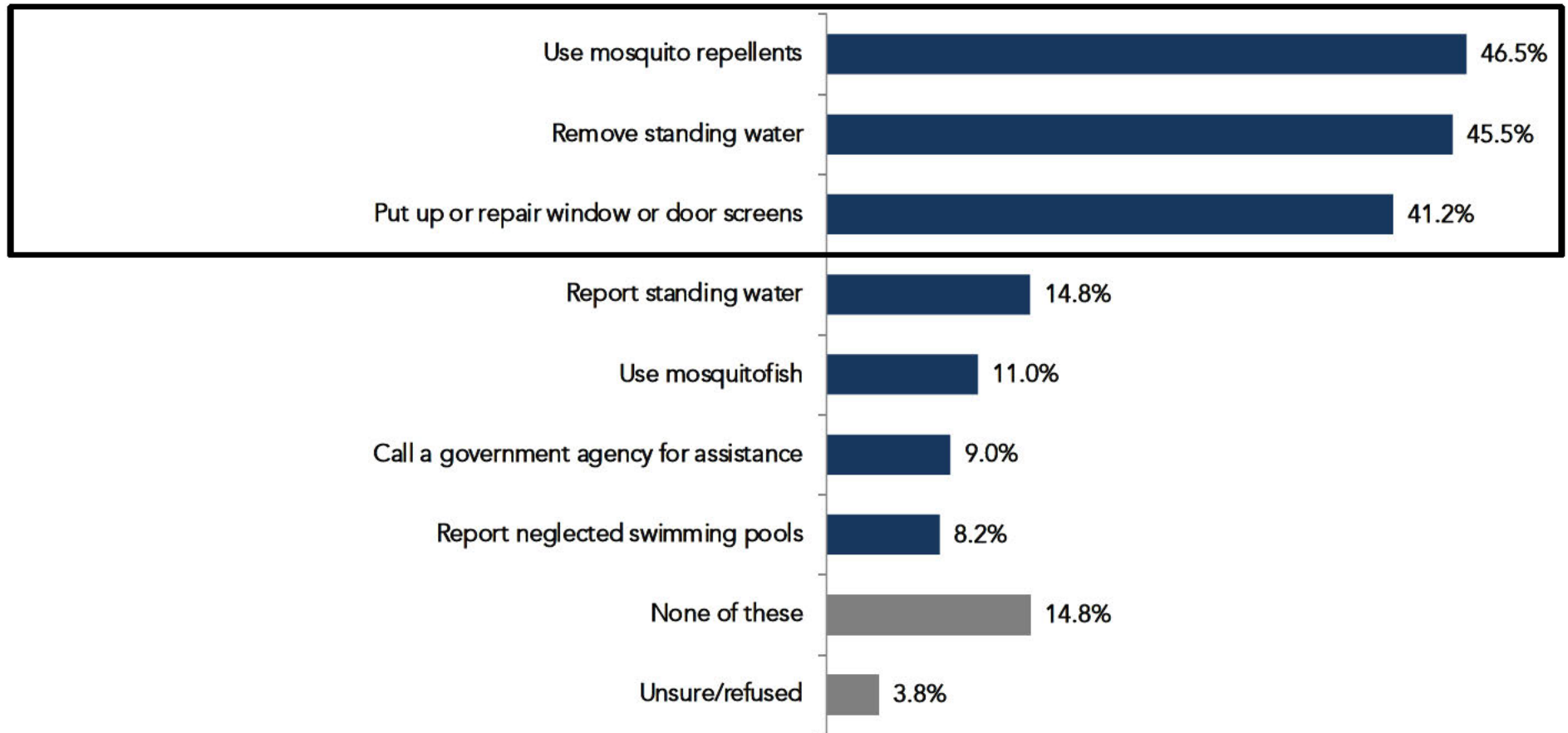
As the most serious health problems that can be caused by mosquitoes

Question: What do you think is the most serious health problem that can be caused by mosquitoes?



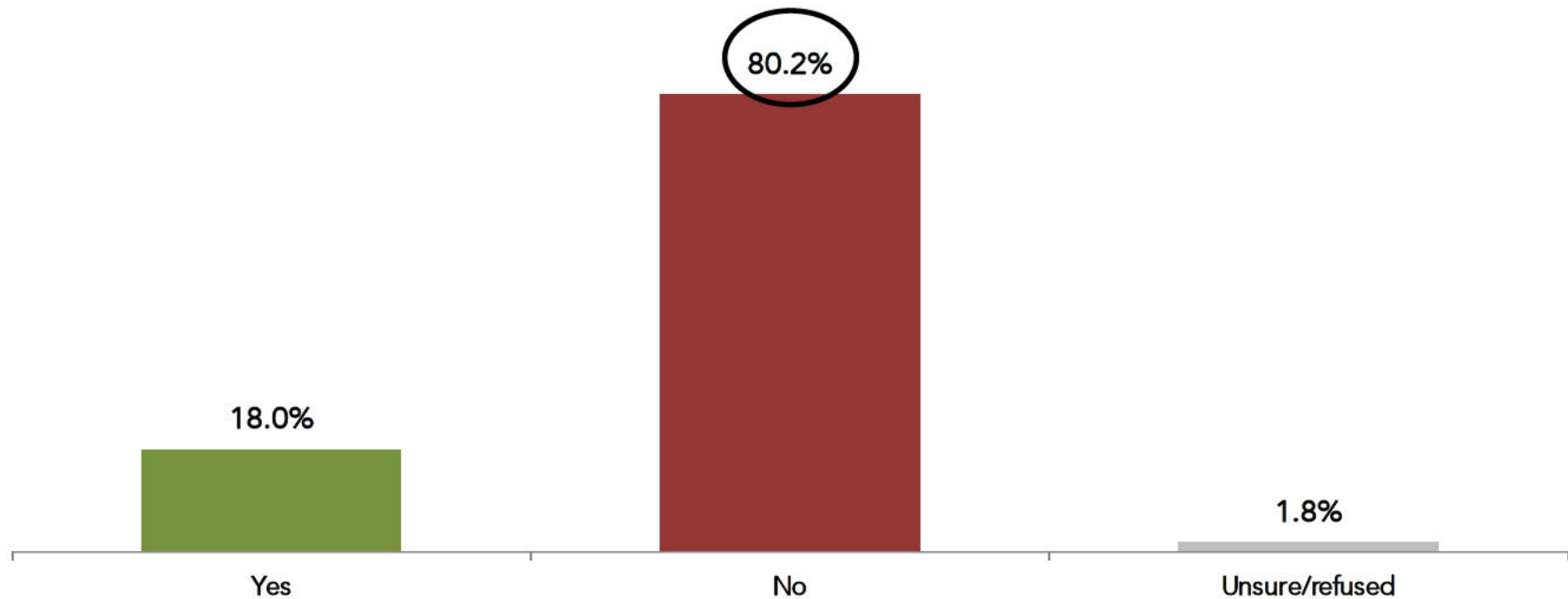
How do residents typically resolve or prevent Problems with mosquitoes?

Question: Which, if any, of the following have you done to help resolve or prevent problems with mosquitoes? You can choose as many as you like or none at all:



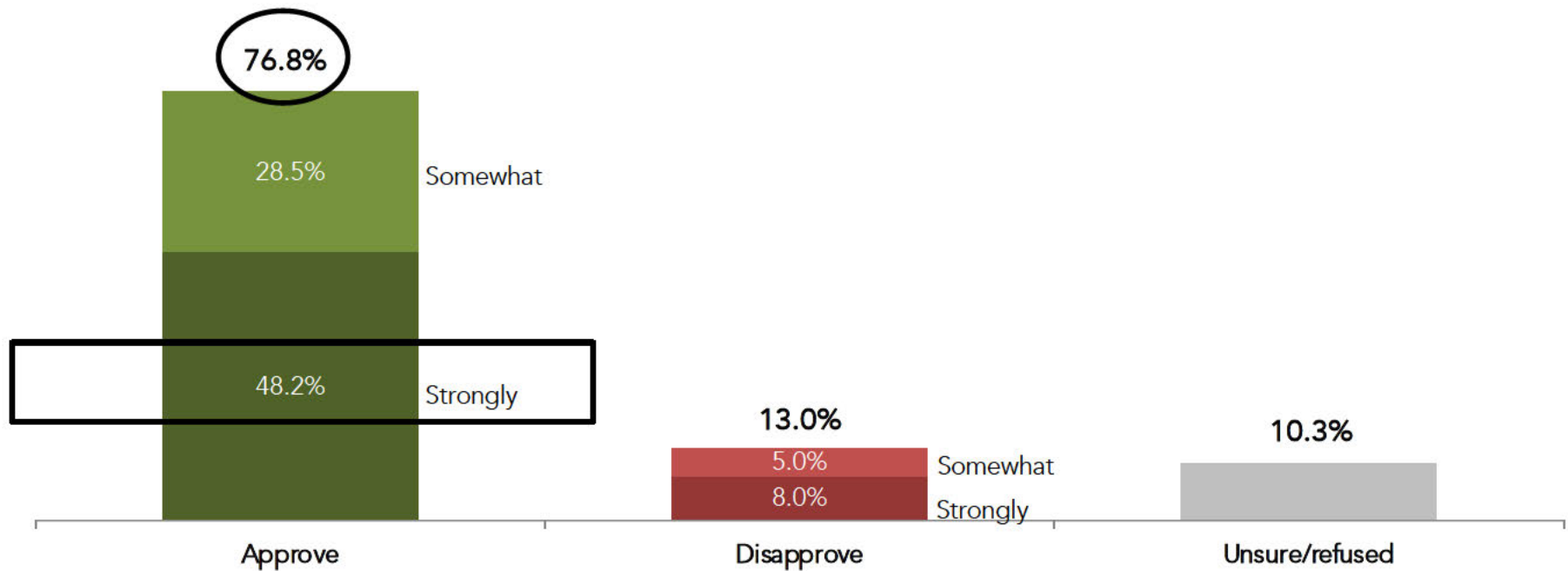
80.2% did not know that California is now home To the “yellow fever mosquito” and the “Asian tiger mosquito”

Question: The “yellow fever mosquito” and the “Asian tiger mosquito” are two invasive mosquito species that are not native to California have been found in cities throughout California, and there is a potential for them to spread into other areas of the state. Unlike most native mosquito species, these invasive species bite during the day. Did you know that California is now home to the “yellow fever mosquito” and the “Asian tiger mosquito”?



Over three-quarters (76.8%) approve of introducing New technology that can be used to control non-native mosquitoes

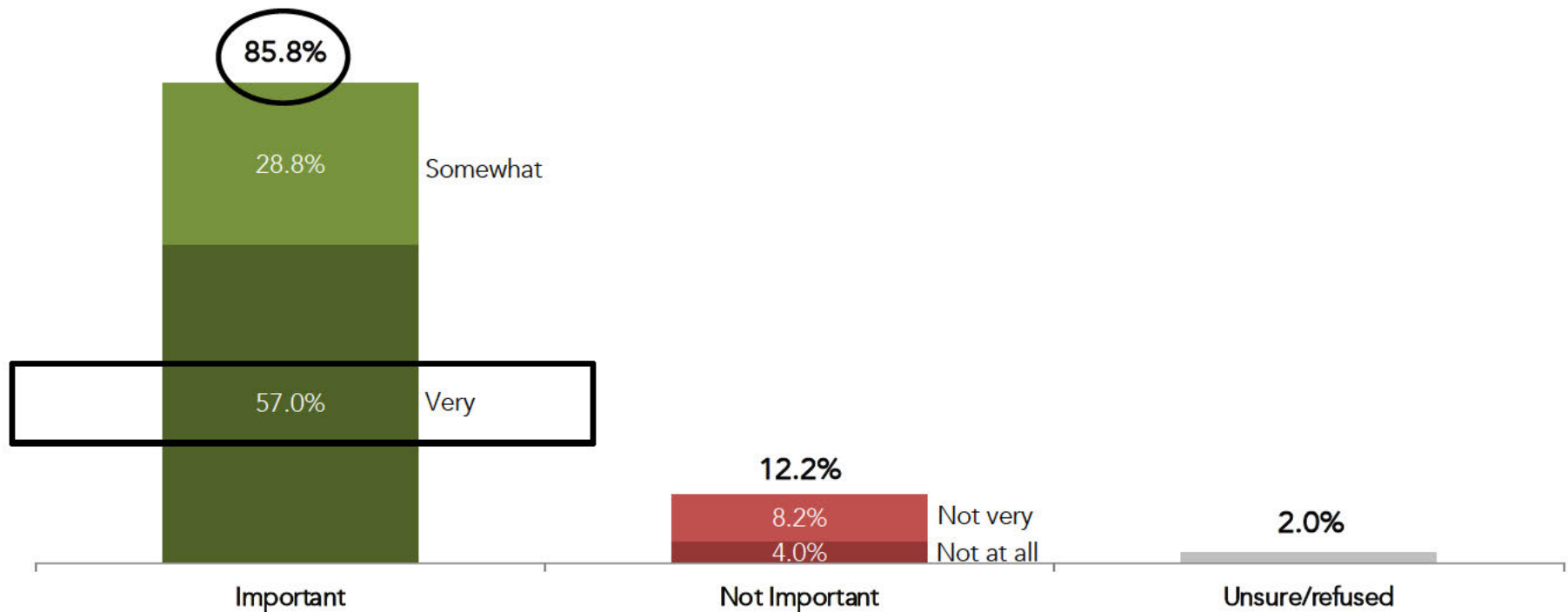
Question: Do you approve of introducing new technology that can be used to control non-native mosquitoes in California including genetically modified mosquitoes? [RECORD] [IF APPROVE OR DISAPPROVE>>>] And would you say that you strongly or somewhat (approve/disapprove)?



Nearly 9 out of ten (85.8%) think it is important

To have a focused, countywide effort to eliminate adult mosquitoes

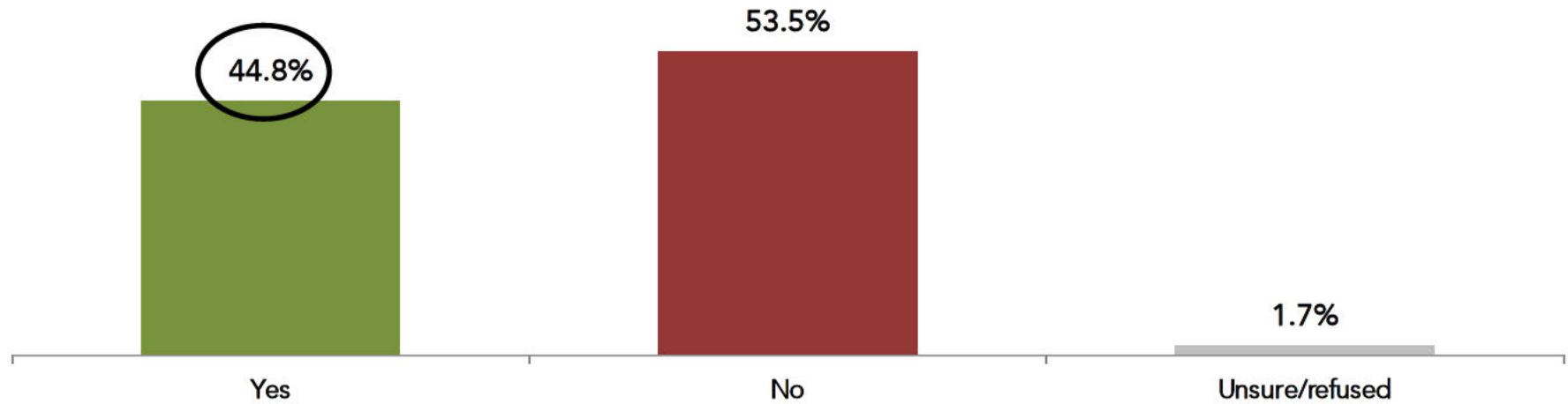
Question: Mosquitoes can actually transmit West Nile virus, Zika virus, Chikungunya virus, dengue, and malaria. Knowing this, do you feel that it is very important, somewhat important, not very important or not at all important to have a focused, countywide effort to eliminate the adult mosquitoes that can spread these diseases?



The Contra Costa Mosquito and Vector Control District

44.8% have heard of The Contra Costa Mosquito and Vector Control District

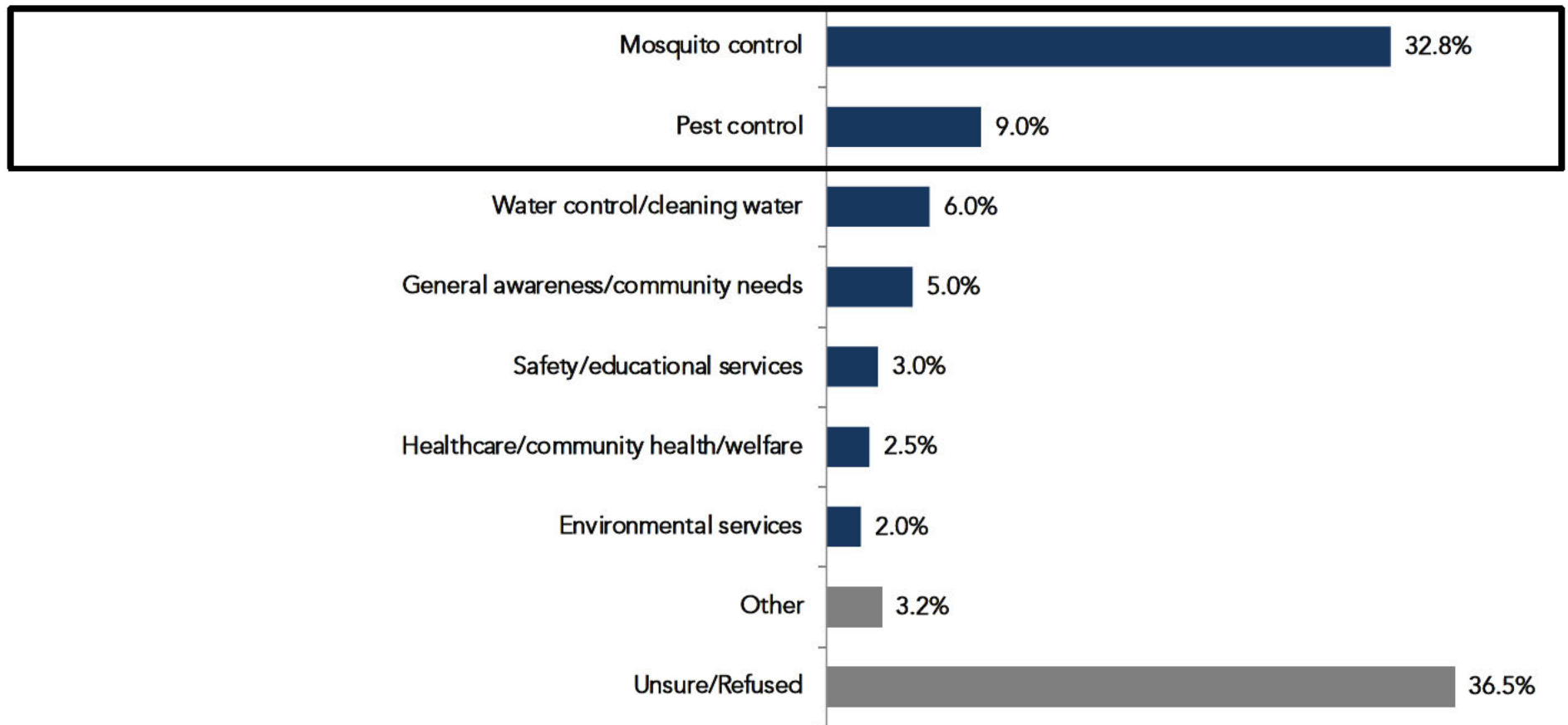
Question: Have you heard of the Contra Costa Mosquito and Vector Control District?



Do residents know

What services the District provides?

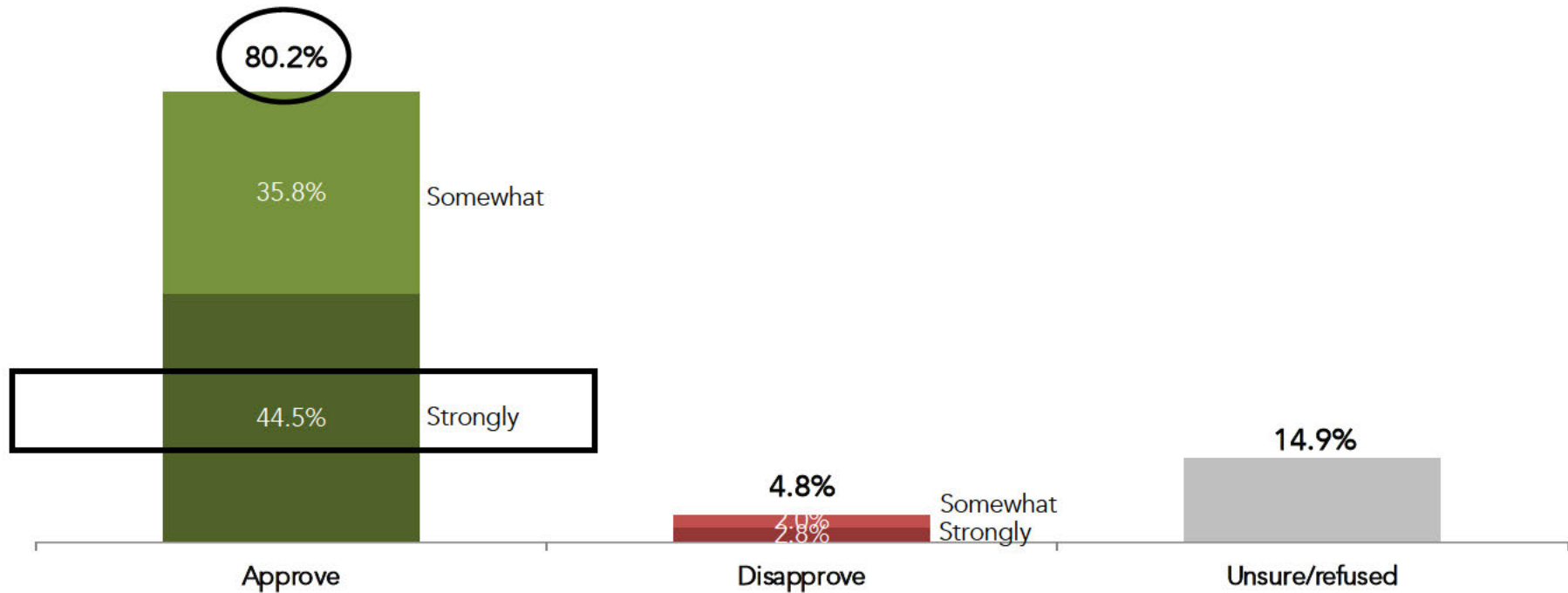
Question: In your own words, what services do you think that the District provides?



80.2% approve of the job

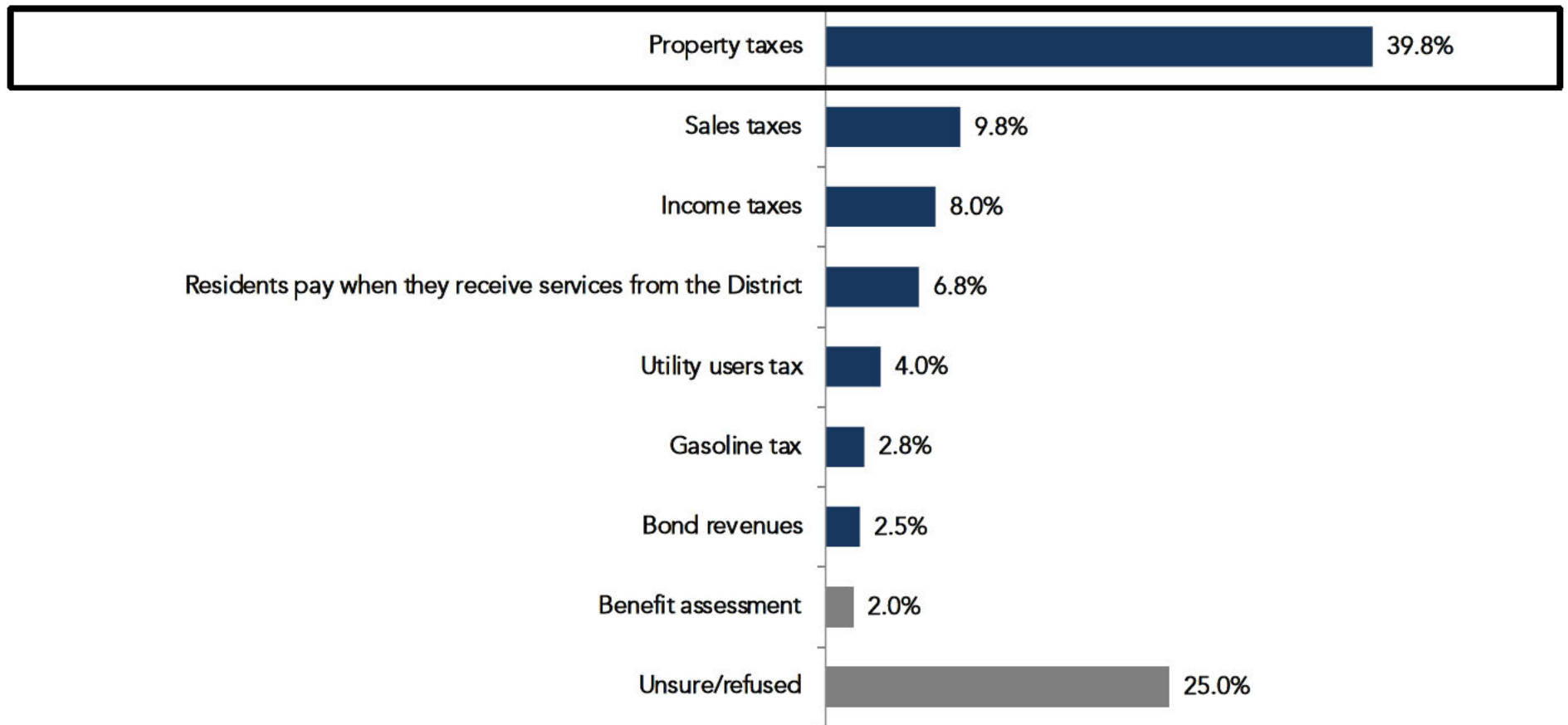
The Contra Costa Mosquito and Vector Control District is doing

Question: Contra Costa Mosquito and Vector Control District is a public health agency dedicated to the health and welfare of Contra Costa County's more than 1 million residents covering 716 square miles. The District protects Contra Costa's residents from harmful and potentially disease-carrying insects and animals by offering services for mosquitoes, ticks, ground-nesting yellowjackets, certain swarms of honeybees that present a clear danger to the public, mice, rats and skunks. In general, do you approve or disapprove of the job that the District is doing? [RECORD] [IF APPROVE OR DISAPPROVE>>>] And would you say that you strongly or somewhat (approve/disapprove)?



Over one-third (39.8%) think the District Is funded via property taxes

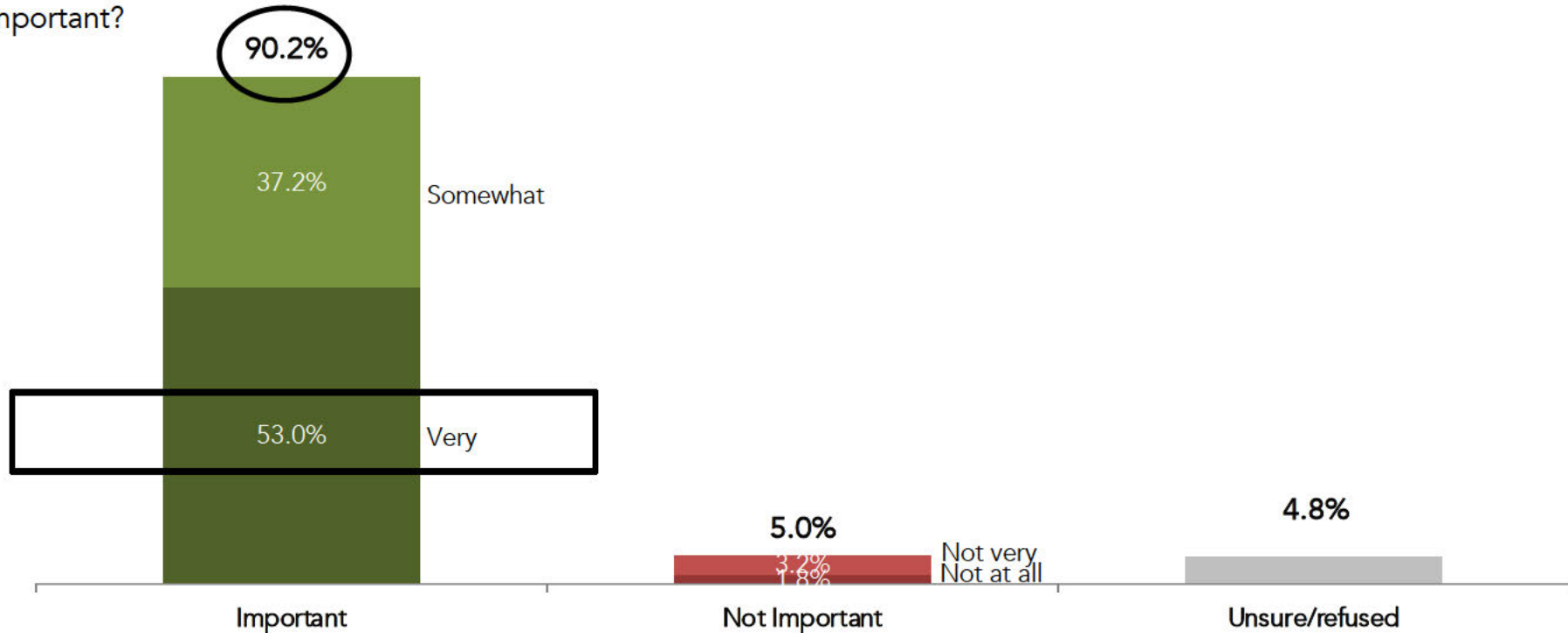
Question: Which of the following do you think best describes how the Contra Costa Mosquito and Vector Control District is funded?



Nine out of ten (90.2%) say

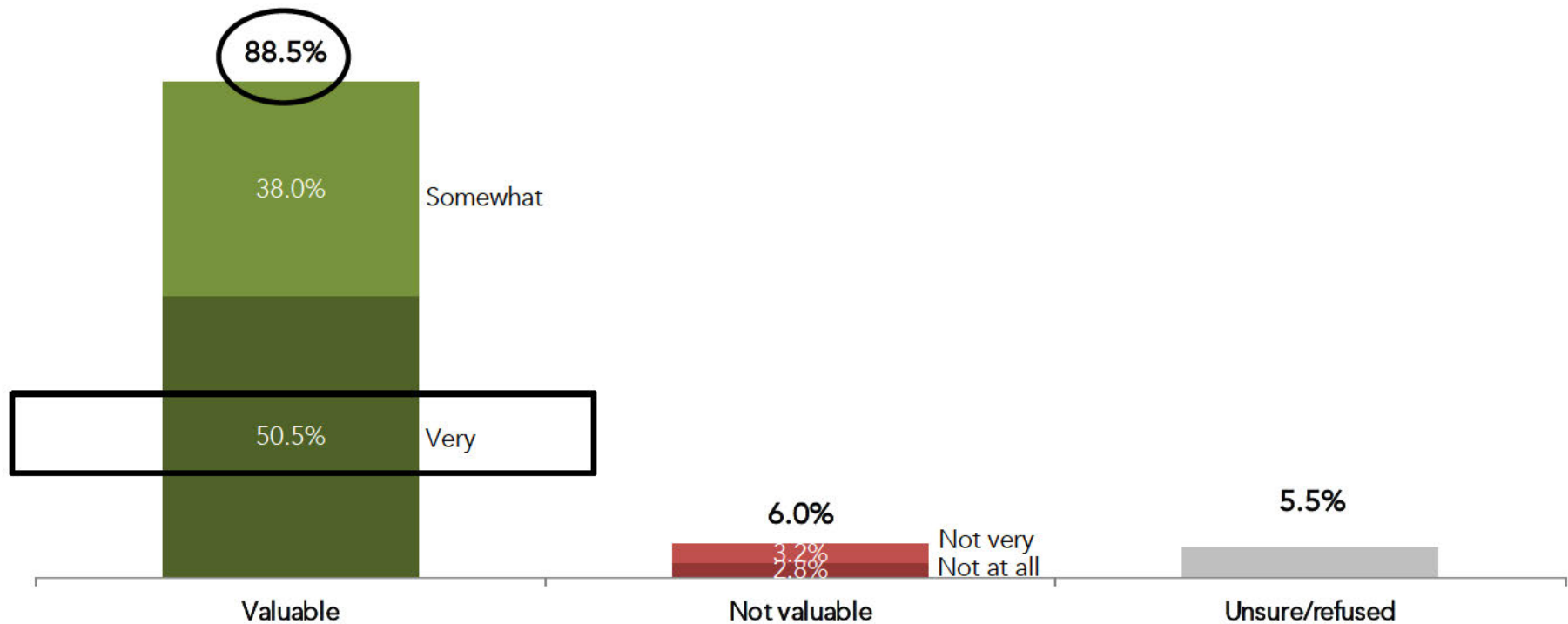
The District's use of Integrated Vector Management is important

Question: Integrated Vector Management is an ecosystem-based strategy used by Contra Costa Mosquito and Vector Control District, which focuses on long-term prevention of vectors of disease or harm through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and chemical control. Public health pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. How important do you feel is the District's use of Integrated Vector Management? Would you say that it is very important, somewhat important, not very important or not at all important?



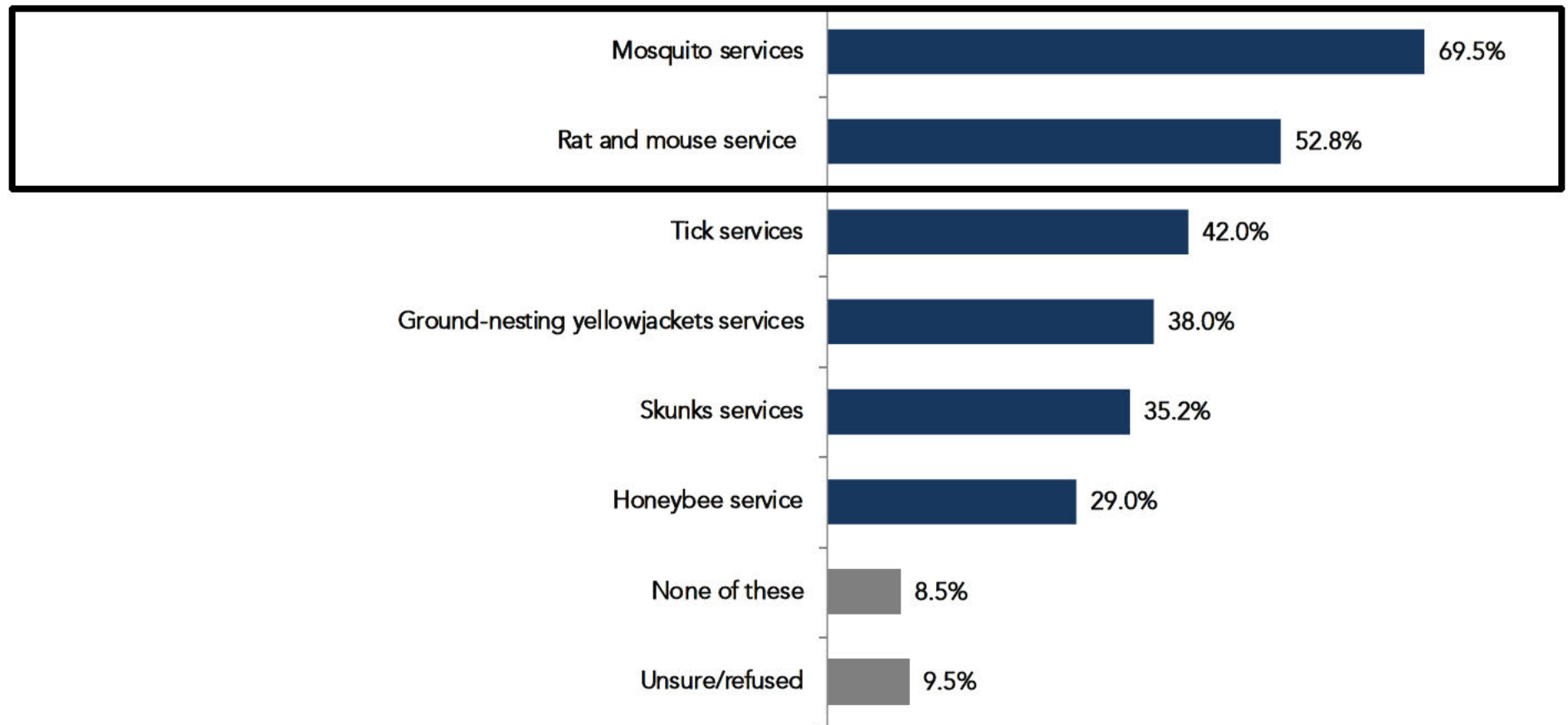
Nearly 9 out of 10 (88.5%) feel the District's services Are valuable to Contra Costa County's residents and businesses

Question: How valuable do you feel the Contra Costa Mosquito and Vector Control District's services are to Contra Costa County's residents and businesses? Would you say that they are very valuable, somewhat valuable, not very valuable or not at all valuable?



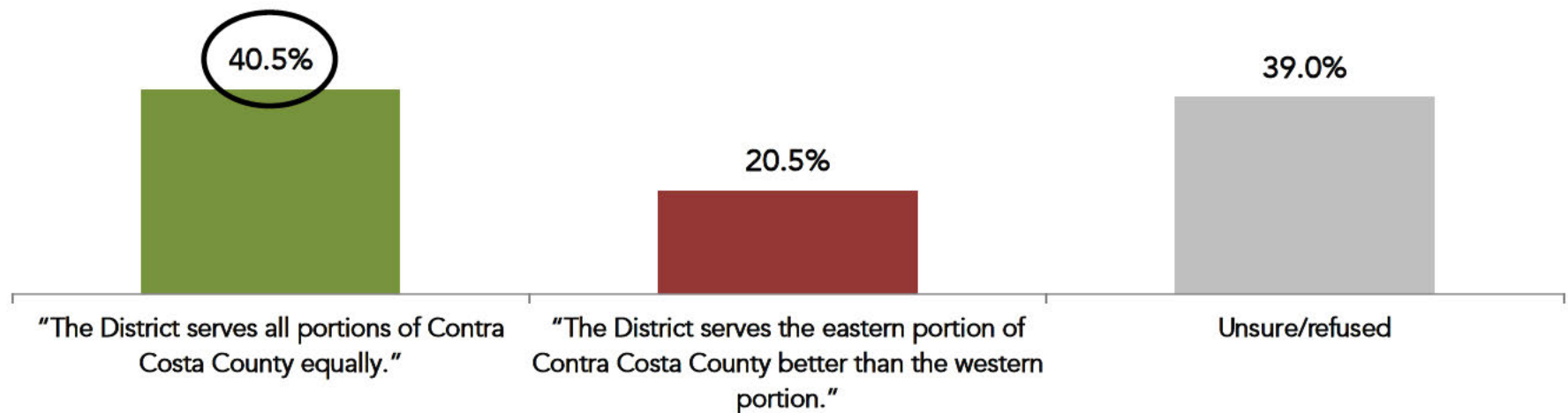
What do residents feel are the most important services The District provides to the community?

Question: Which of the following services that the Contra Costa Vector and Mosquito Control District provides are most important to the community? You can choose as many as you like or none at all:



40.5% feel that the District Serves all portions of Contra Costa County equally

Question: Please listen to the following statements and then tell me which one you agree with more:

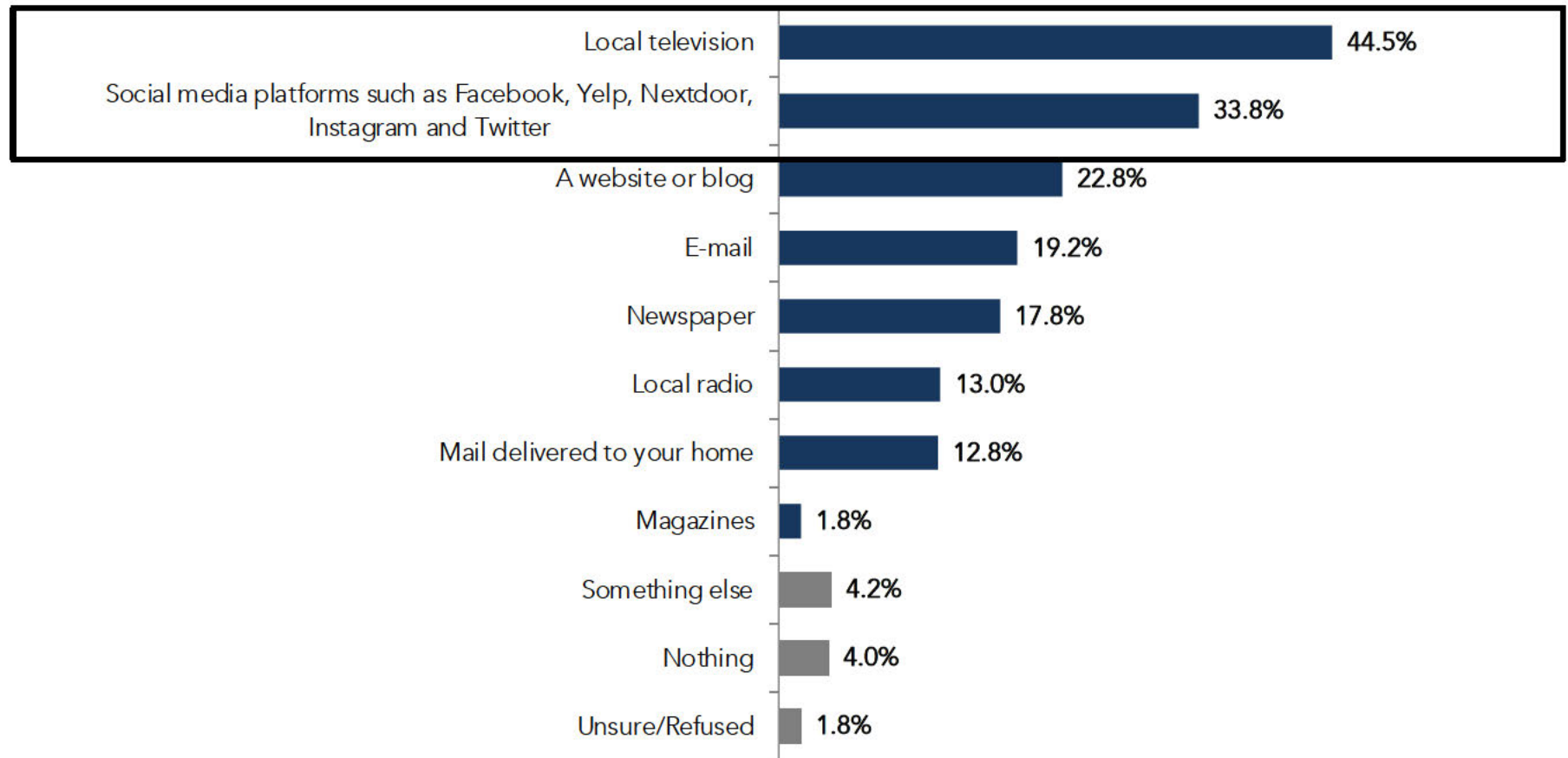


Sources of News and Information

Top sources for news and information

About local government and other issues related to the community

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

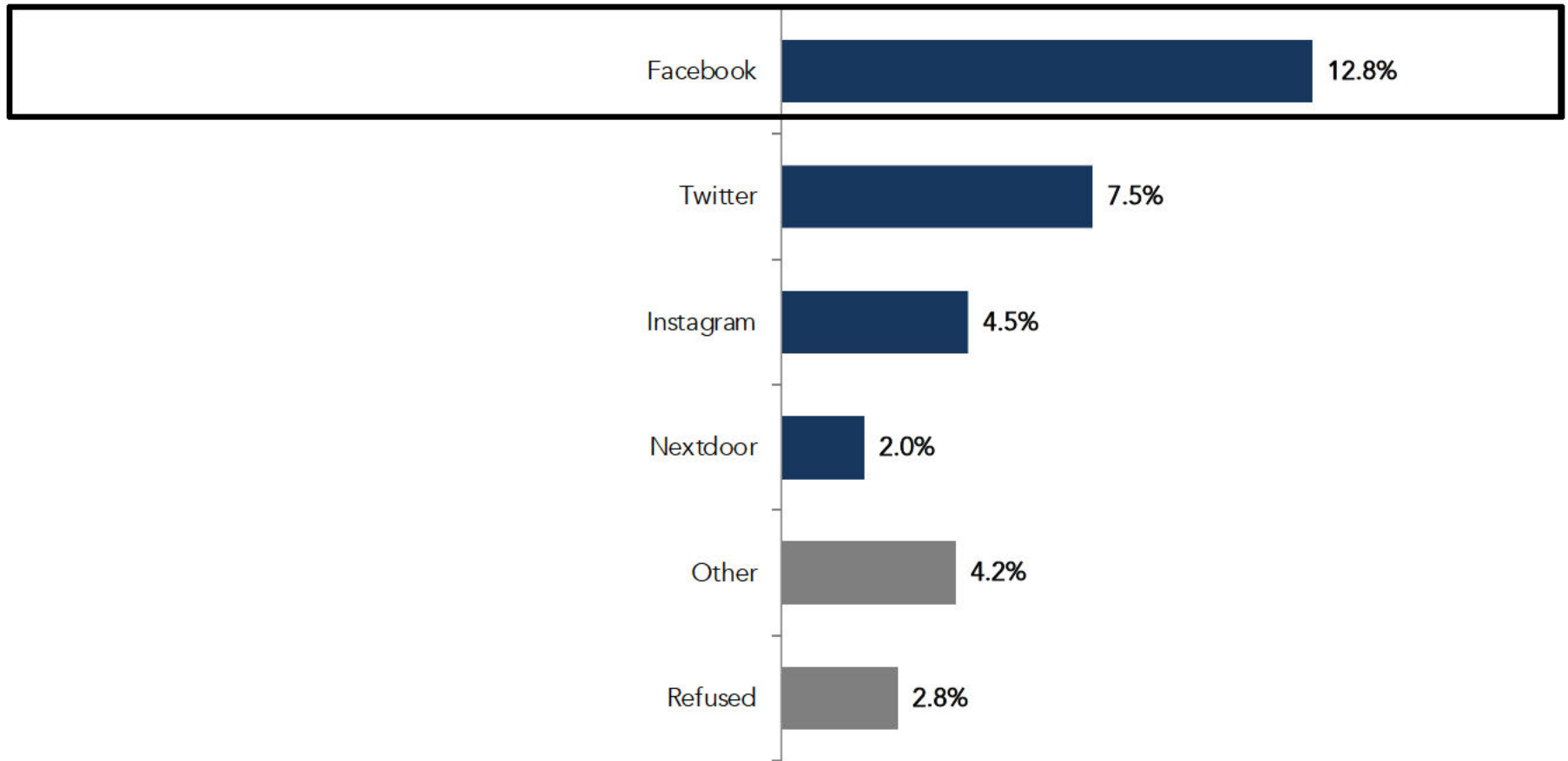


Facebook is the leading

Social media platform AND the leading news source overall

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

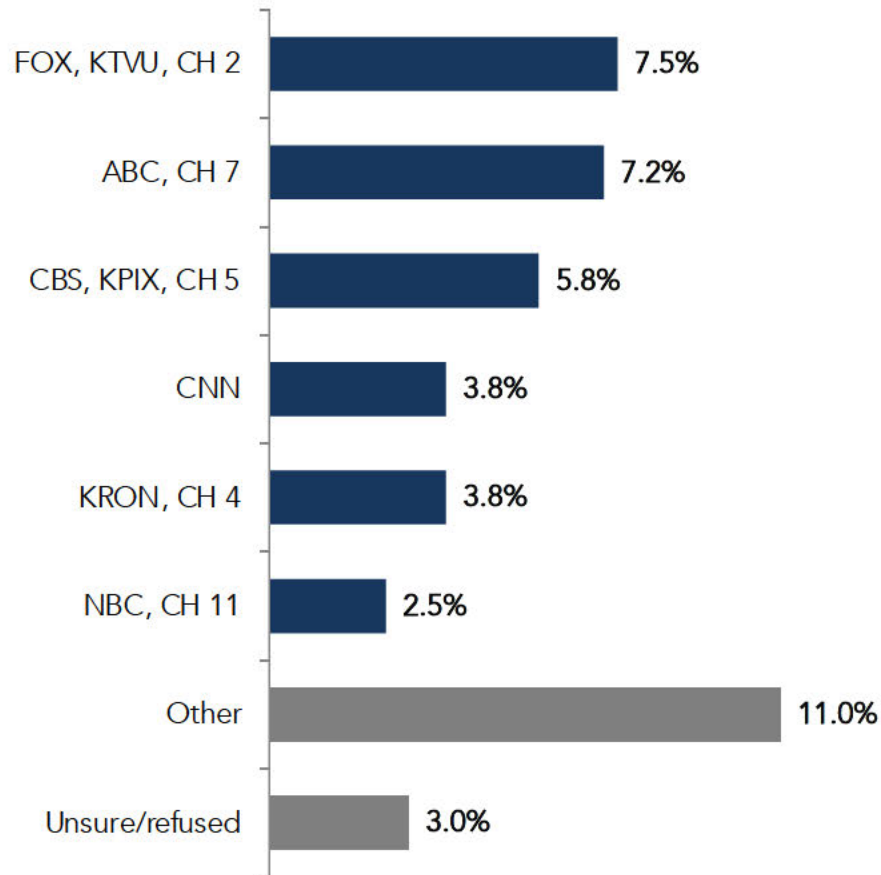
Social media platforms such as Facebook and Twitter:



There is no dominant Local television source

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

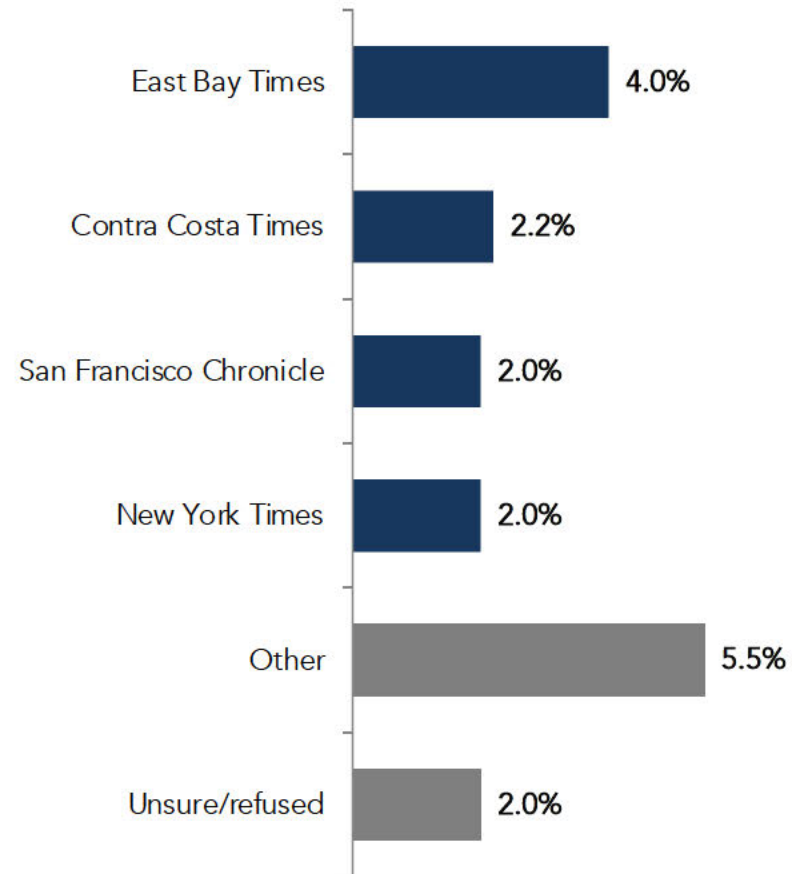
Local television:



There is no dominant The newspaper

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

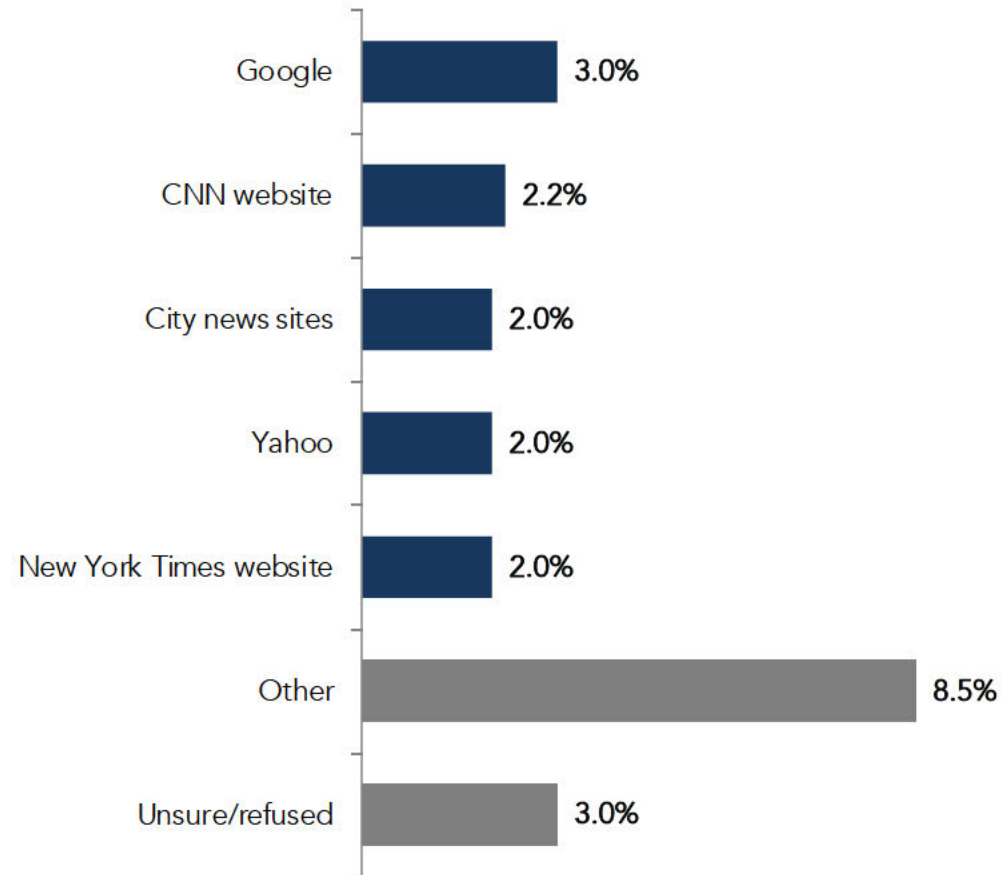
Newspaper:



There is no dominant Website or blog

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

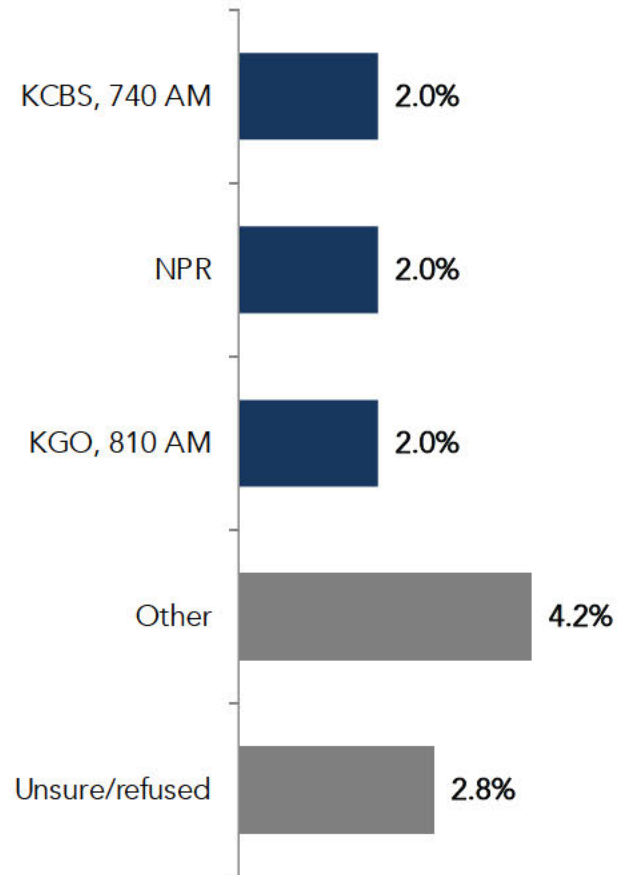
Website or blog:



There is no dominant Radio station

Question: What are the top two ways that you prefer to receive news and information about local government and other issues related to your community? Pick two.

Local Radio:





Thank you

Newport Beach CA | Washington DC
(714) 906-2061
jwallin@jwallin.com

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

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

RESOLUTION 21-2

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 virtually on the 12th day of July 2021, a quorum being present, the following Resolution was adopted:

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

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

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

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

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

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

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

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

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 12, 2021 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

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

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 12, 2021 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 12, 2021, for fiscal year 2021-2022, beginning July 1, 2021.
3. The amounts of assessments levied upon parcels for fiscal year 2021 – 2022 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

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

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District July 12, 2021, by the following vote.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Daniel Pellegrini
2021 Secretary, Board of Trustees

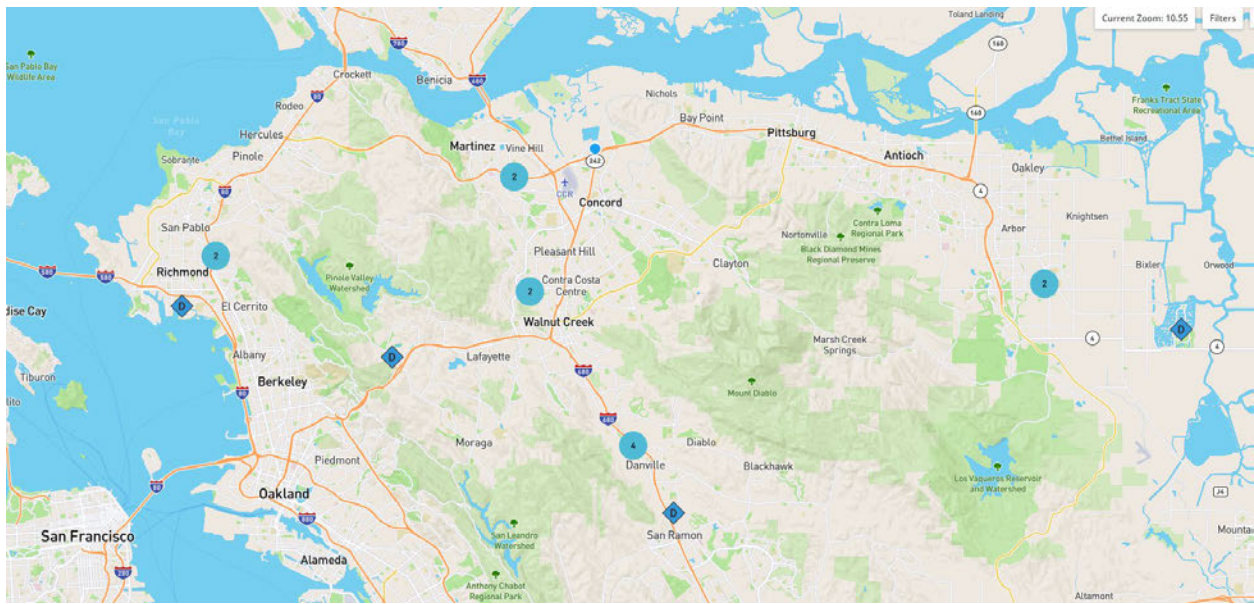
June 2021 Mosquito and Arbovirus Surveillance Report

Updated June 25th by Steve Schutz, Ph.D., Scientific Programs Manager

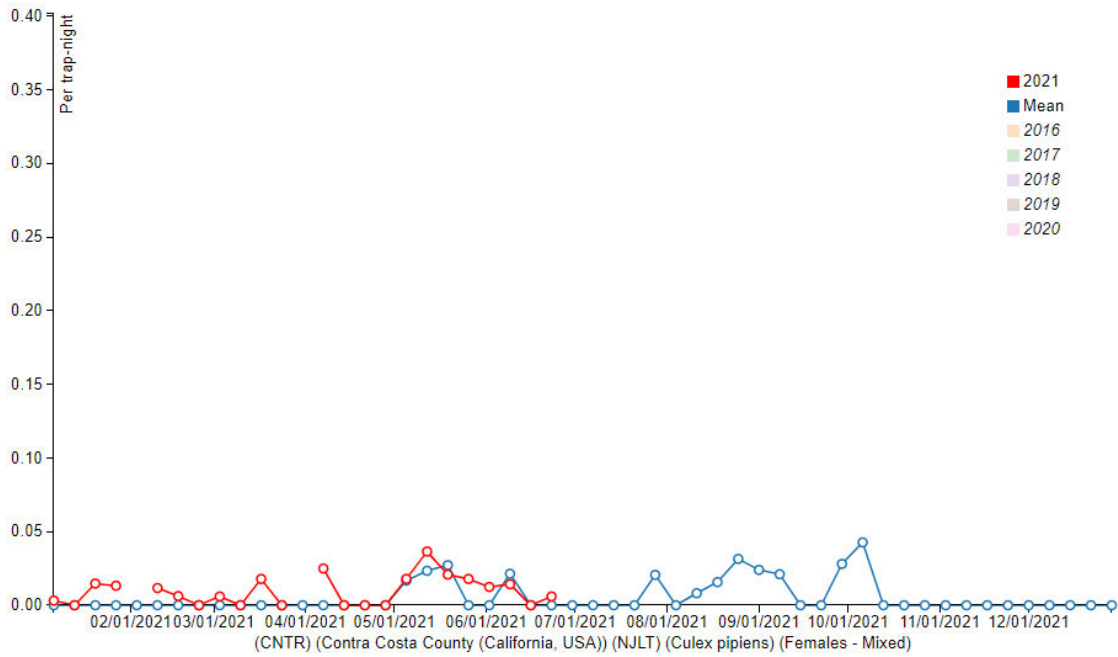
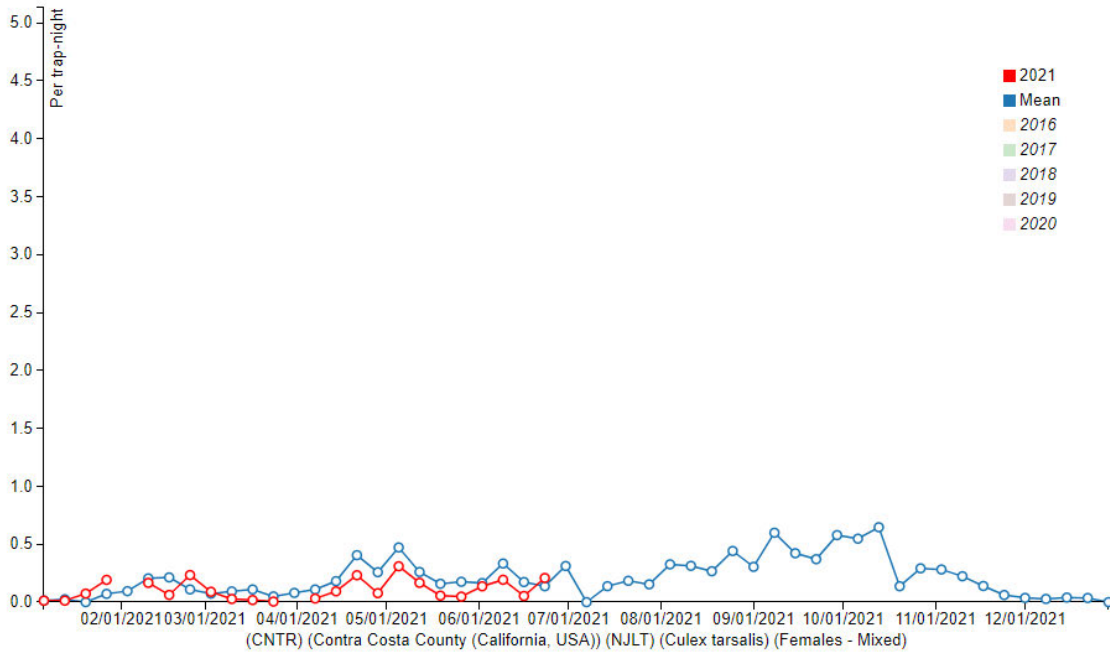
Human cases: No human cases of West Nile virus have been reported in California this year, as of June 25th.

Equine cases: No equine WNV cases have been reported this year.

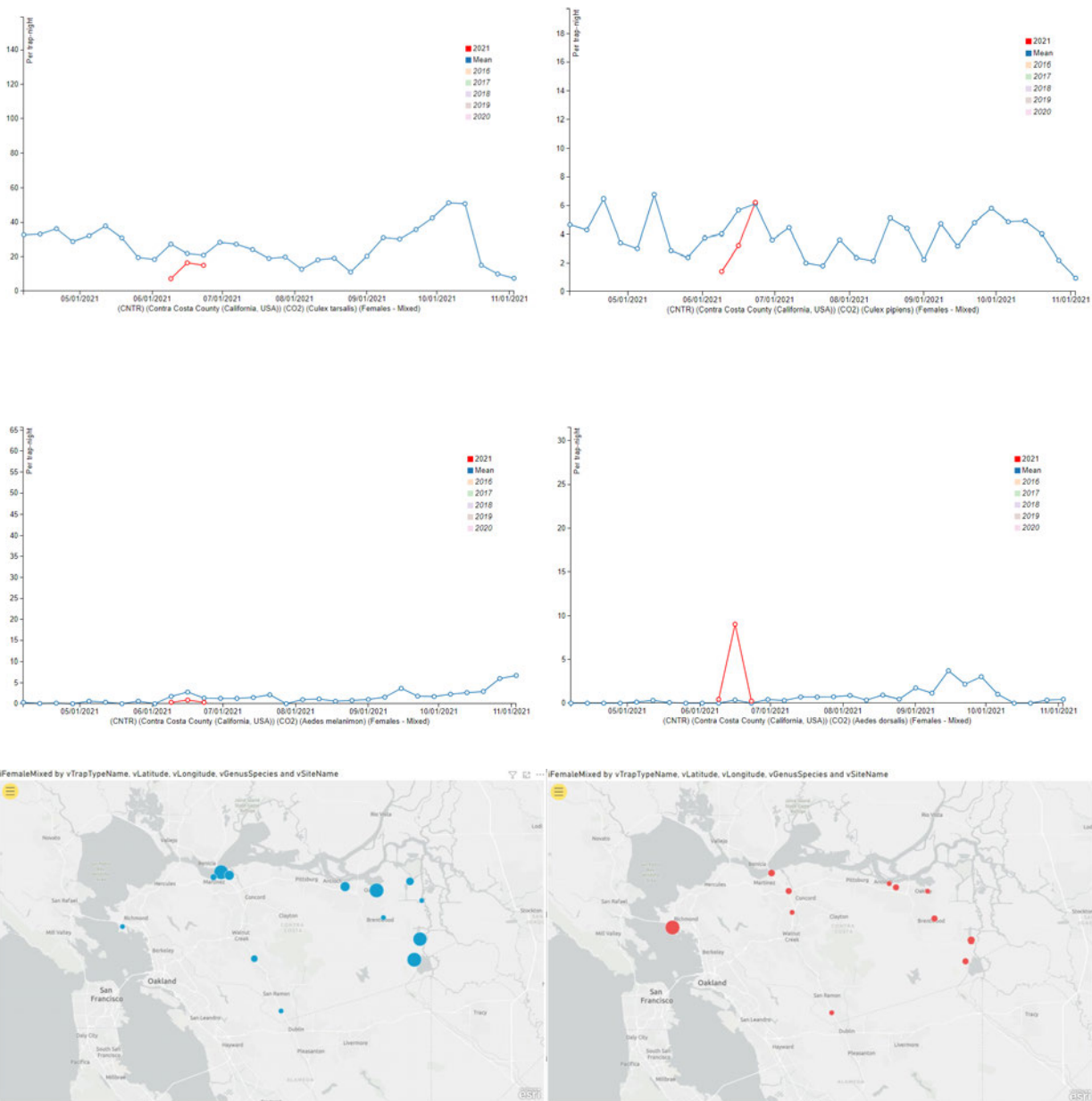
Dead birds: The telephone hotline and bird testing program resumed operation on April 12th. So far 15 dead birds have been picked up and tested negative (blue 'D'; blue circles with numbers represent multiple birds submitted in the vicinity). Early in the season we commonly receive baby birds that have fallen or were pushed out of the nest; they are rarely positive for WNV.



Light trap counts: Twenty-three traps continue to be being operated daily year-round, with collections made weekly by field technicians. *Culex tarsalis* counts so far this year have been close to or below the 5-year average, while *Culex pipiens* counts were above average early in the season (although well below one female per trap-night).



Carbon dioxide traps: Weekly trapping resumed on June 7th. Counts of *Culex tarsalis*, *Cx pipiens* and *Aedes melanion* have been at or below 5-year averages, while *Aedes dorsalis* peaked above average in mid-June (primarily in Waterfront salt marsh areas).



Culex tarsalis collection sites

Culex pipiens collection sites

'Random' traps: Weekly 'random' trapping is being conducted by Operations employees in selected areas.

Mosquito testing: So far this season 32 pooled mosquito samples from our CO₂ traps have been submitted for testing. All have tested negative to date.

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: One flock out of four (Holland Tract) has been wiped out by predators and is currently 'offline'. Statewide, no chickens have tested positive so far this season.

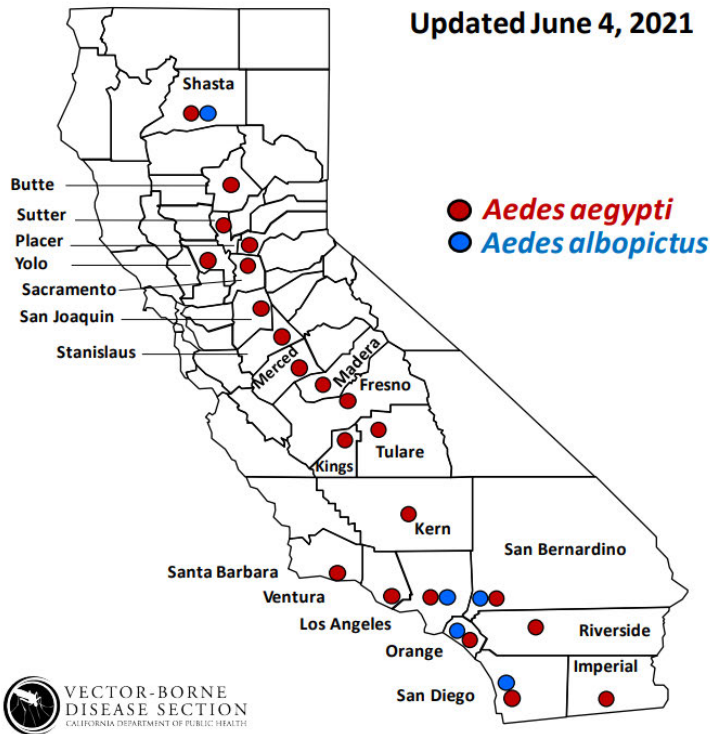
Other projects: Lab staff has collected ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and is also providing adult and larval mosquitoes of various species to North Carolina State University for a genetic study on species distribution in North America. We are also evaluating the Surveillance and Laboratory modules of the new MapVision (Leading Edge) software. We are currently collecting high-resolution photographs of key characteristics of California mosquito species, for eventual inclusion in a photographic version of the keys revised by the Scientific Programs Manager on the Identification Guide to Mosquitoes of California for the MVCAC.

Weather conditions: Current average overnight low temperatures now exceed the 55 degree virus incubation threshold for West Nile virus, and we have already seen evidence of WNV transmission in neighboring Central Valley counties where it is slightly warmer. Rainfall is well below average 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 including Isleton.

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

Updated June 4, 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.



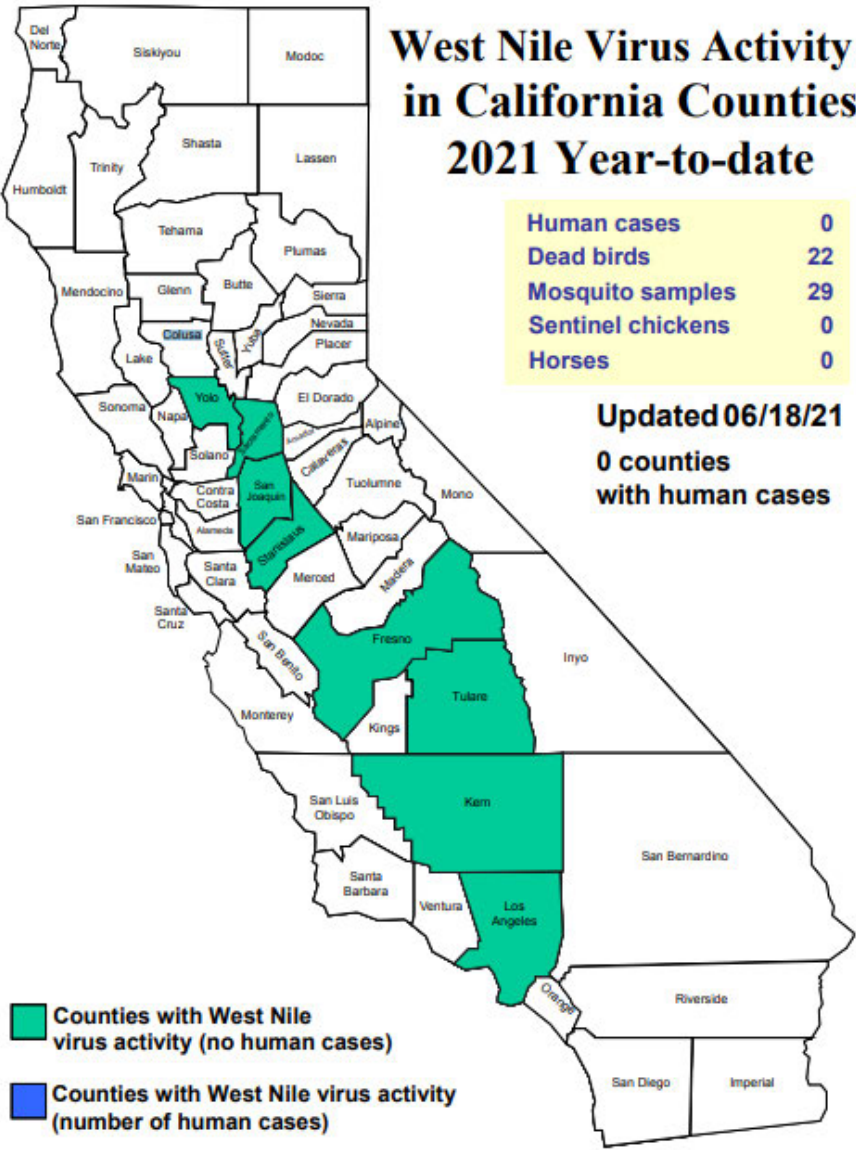
Regional: In 2021, West Nile virus activity (positive dead birds and/or mosquito samples) has been reported in Sacramento and San Joaquin counties. No activity has been reported yet this year in the Coastal Region, as of June 24th.

Statewide: No human cases of WNV or SLE disease have yet been reported in 2021. 22 West Nile virus positive dead birds and 29 positive mosquito samples have been reported so far in California in 2021, including locations in San Joaquin, Sacramento and Yolo Counties.

West Nile Virus Activity in California Counties 2021 Year-to-date

Human cases	0
Dead birds	22
Mosquito samples	29
Sentinel chickens	0
Horses	0

Updated 06/18/21
0 counties
with human cases



June 2021 Operations Report

Prepared July 1st by David Wexler, Terry Davis, and Jeremy Shannon
Program Supervisors

Highlights:

- During the month of June, operations focused on the new Mapvision program. To date, all of the main program workflows are working. As employees come across problems, they are resolved in a timely manner.
- Heat Illness prevention sessions conducted, as we experience multiple days of 100+ degree temperatures.
- Beginning July 6th we will begin a soft launch of the new zones, which incorporate the rodent program with the other programs. The skunk program will remain the same. Technicians/Inspectors will be responsible for all Mosquito, Rodent, and Yellowjacket services within their assigned zone - the main goal for this transition is to improve services to the community by reducing the need for multiple technicians to go to the same location to perform work. Additional anticipated benefits include reduced travel time, reduced fuel usage, increased productivity, and improved response time to the public.
- During this drought period, we are seeing an increased amount of *Aedes dorsalis* production in the marshes.
- Jeremy Shannon, previously Vector Control Planner, was promoted to Program Supervisor and joined the team on July 1st.

Mosquito Program:

- June 2020- 90 Service Requests
- June 2021- 65 Service Requests inspection/Stocking
 - 27% decrease
- There were 26 requests by the public for mosquitofish in June 2021

Rodent Program:

- June 2020 - 87 Service requests
- June 2021 - 63 Service requests
 - 18% decrease

Skunk Program:

- June 2020: 59 Request for service
- June 2021: 28 Request for service
 - 52% decrease

Yellowjacket Program:

- June 2020: 86 requests for service
- June 2021: 78 requests for service
 - 9% decrease

June 2021 Public Affairs Department Report

Prepared June 24th, 2021 by Nola Woods, Public Affairs Director

- Presentations & Events

- As California businesses begin the process of reopening and expanding capacity, the District's Public Affairs Department staff have been invited to our first in-person presentation of 2021—a Scouts' Environmental Camp in El Cerrito next month.
- The District has also been notified of our continued participation in the Lafayette Art & Wine Festival in September.

- Advertising

- The following District Advertising began appearing in June.

Vendor	Type of Advertising	Reach
○ Propel	Online Advertising	All of Contra Costa County
○ Brentwood Press	Newspaper Advertising	Brentwood, Disco Bay, Oakley, Antioch
○ Vector Media	Bus Advertising	Martinez, Pacheco, Concord, Pleasant Hill, Walnut Creek, Lafayette



- District Website

- Website Visitors June 1-24, 2021 (Comparison to June 2020 below)



- Website Visitors June 1-24, 2020



- Website Views – Top 10 Pages viewed Jun 1-24, 2021 (Comparison to June 2020 below)

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
	8,677 % of Total: 100.00% (8,677)	7,450 % of Total: 100.00% (7,450)	00:01:54 Avg for View: 00:01:54 (0.00%)	6,221 % of Total: 100.00% (6,221)	83.72% Avg for View: 83.72% (0.00%)
1. /rodents_virus_risk.htm	2,884 (33.24%)	2,722 (36.54%)	00:06:28	2,715 (43.64%)	94.18%
2. /index.html	1,471 (16.95%)	1,080 (14.50%)	00:00:50	970 (15.59%)	48.66%
3. /iq_2021.htm	702 (8.09%)	692 (9.29%)	00:01:18	692 (11.12%)	97.40%
4. /service_request.htm	567 (6.53%)	396 (5.32%)	00:03:19	99 (1.59%)	64.65%
5. /surefire_ways_article.htm	333 (3.84%)	322 (4.32%)	00:05:28	321 (5.16%)	95.64%
6. /mites.htm	258 (2.97%)	250 (3.36%)	00:05:49	242 (3.89%)	95.04%
7. /asian_tiger_mosquito.htm	229 (2.64%)	215 (2.89%)	00:06:03	215 (3.46%)	94.88%
8. /covid_19.htm	225 (2.59%)	158 (2.12%)	00:01:10	19 (0.31%)	68.42%
9. /rats_mice.htm	135 (1.56%)	111 (1.49%)	00:01:01	95 (1.53%)	47.37%
10. /ccmvcd_faqs.htm	93 (1.07%)	69 (0.93%)	00:02:29	9 (0.14%)	66.67%

- Website Views – Top 10 Pages viewed June 1-24, 2020

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
	5,273 % of Total: 100.00% (5,273)	4,590 % of Total: 100.00% (4,590)	00:01:57 Avg for View: 00:01:57 (0.00%)	3,729 % of Total: 100.00% (3,729)	80.26% Avg for View: 80.26% (0.00%)
1. /rodents_virus_risk.htm	1,434 (27.20%)	1,357 (29.56%)	00:05:33	1,353 (36.28%)	95.27%
2. /index.html	841 (15.95%)	651 (14.18%)	00:00:52	608 (16.30%)	36.18%
3. /mites.htm	264 (5.01%)	244 (5.32%)	00:04:58	242 (6.49%)	90.50%
4. /service_request.htm	255 (4.84%)	216 (4.71%)	00:03:48	49 (1.31%)	65.31%
5. /thrive_all_20.htm	218 (4.13%)	186 (4.05%)	00:00:05	186 (4.99%)	86.56%
6. /surefire_ways_article.htm	170 (3.22%)	167 (3.64%)	00:04:19	167 (4.48%)	97.01%
7. /thrive_all_20.htm?utm_scrub=ThriveHive	129 (2.45%)	112 (2.44%)	00:00:04	112 (3.00%)	89.29%
8. /covid_19.htm	126 (2.39%)	96 (2.09%)	00:01:54	7 (0.19%)	57.14%
9. /ccmvcd_faqs.htm	109 (2.07%)	98 (2.14%)	00:01:18	25 (0.67%)	88.00%
10. /services_programs.htm	91 (1.73%)	83 (1.81%)	00:01:49	50 (1.34%)	78.00%

- Website Device Preference June 1-24, 2021
(Comparison to June 2020 below)

Primary Dimension: Device Category

Plot Rows Secondary dimension Sort Type: Default

Device Category	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	5,403 % of Total: 100.00% (5,403)	5,323 % of Total: 100.00% (5,323)	6,223 % of Total: 100.00% (6,223)	83.72% Avg for View: 83.72% (0.00%)	1.39 Avg for View: 1.39 (0.00%)	00:00:45 Avg for View: 00:00:45 (0.00%)
1. mobile	3,462 (64.08%)	3,429 (64.42%)	3,926 (63.09%)	88.59%	1.19	00:00:32
2. desktop	1,784 (33.02%)	1,739 (32.67%)	2,101 (33.76%)	74.39%	1.80	00:01:11
3. tablet	157 (2.91%)	155 (2.91%)	196 (3.15%)	86.22%	1.24	00:00:39

- Website Device Preference June 1-24, 2020

Primary Dimension: Device Category

Plot Rows Secondary dimension Sort Type: Default

Device Category	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	3,351 % of Total: 100.00% (3,351)	3,294 % of Total: 100.03% (3,293)	3,729 % of Total: 100.00% (3,729)	80.26% Avg for View: 80.26% (0.00%)	1.41 Avg for View: 1.41 (0.00%)	00:00:48 Avg for View: 00:00:48 (0.00%)
1. mobile	2,020 (60.28%)	2,004 (60.84%)	2,237 (59.99%)	85.83%	1.24	00:00:35
2. desktop	1,224 (36.53%)	1,184 (35.94%)	1,370 (36.74%)	71.46%	1.68	00:01:10
3. tablet	107 (3.19%)	106 (3.22%)	122 (3.27%)	77.05%	1.59	00:00:52

- Publications

- June 2021 Mosquito Bytes Newsletter

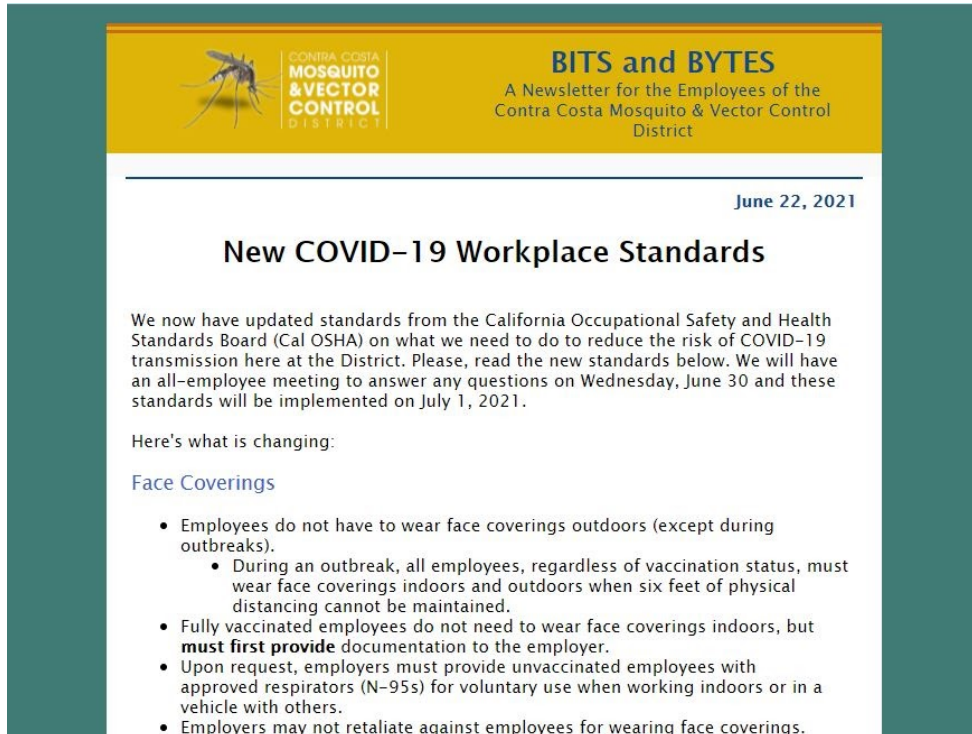
- We're Open to the Public Again
 - How to Request Mosquitofish
 - Do Bug Zappers Work on Mosquitoes?
 - 1329 Sent
 - 72.2% Opened on a Desktop/27.8% Opened on a Mobile Device
 - Popular Links
 - [Service Request Link](#)
 - [District Homepage](#)
 - [Mosquitofish Page](#)



- June 2020 Mosquito Bytes Newsletter

- 1312 Sent
 - 72.6% opened on a Desktop/27.4% opened on a mobile device
 - Popular Links:
 - Mosquitofish Request Form
 - Service Request Link
 - District Homepage

- Employee Newsletter
 - The employee newsletter remains an important way to communicate with District employees, particularly while in person interactions were at a minimum due to the pandemic. Employees are required to read each newsletter.
 - June 22, 2021 New COVID-19 Workplace Standards
 - In June 2021, Cal OSHA finalized updated workplace standards for California businesses. Subsequently, the District's employee newsletter reflected the changes and expectations for District employees moving forward.



- Total Constant Contact Subscribers
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - June 2021
 - 3591 Subscribers
 - June 2020
 - 3521 Subscribers
- Social Promotion
 - 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 in June 2021 compared to June 2020. In addition to District-specific topics, June 20-26 is also National Mosquito Control Awareness Week. AMCA has provided social media content to increase mosquito control awareness that the District has used.

- Twitter

Yearly Comparisons

June 2021 Twitter Activity

1382 Followers
 17 Tweets
 3252 Impressions
 18 Media Engagements
 8 Retweets
 19 Likes
 9 Link Clicks
 17 Detail Expands
 1 Profile Click

June 2020 Twitter Activity

1361 Followers
 7Tweets
 3272 Impressions
 5 Media Engagements
 1 Retweet
 17 Likes
 6 Link Clicks
 7 Detail Expands
 2 Profile Clicks

- Most Popular Tweet of the Month

June 24 Tweet: We're Open to the Public, Again!
 As California businesses begin reopening and expanding capacity, the Contra Costa Mosquito & Vector Control District is happy to announce the District is once again open to the public. For hours and services: <https://conta.cc/3j6LiYg>

- 747 Impressions as of June 24
- 10 Total Engagements as of June 24
 - 1 Like (@DavidPiepho)
 - 1 Retweet (@eastcountytoday)

- Kickoff for National Mosquito Control Awareness Week

- June 21 Tweet: It's National Mosquito Control Awareness Week! According to @CDCgov, people in every U.S. state experience mosquito-transmitted diseases. Together, we need to #FightTheBite #NationalMosquitoWeek

- 102 Impressions
- 8 Total Engagements
 - 2 Likes (@MnicaHEstrada1, @LCMosquitoEd)
 - 1 Retweet



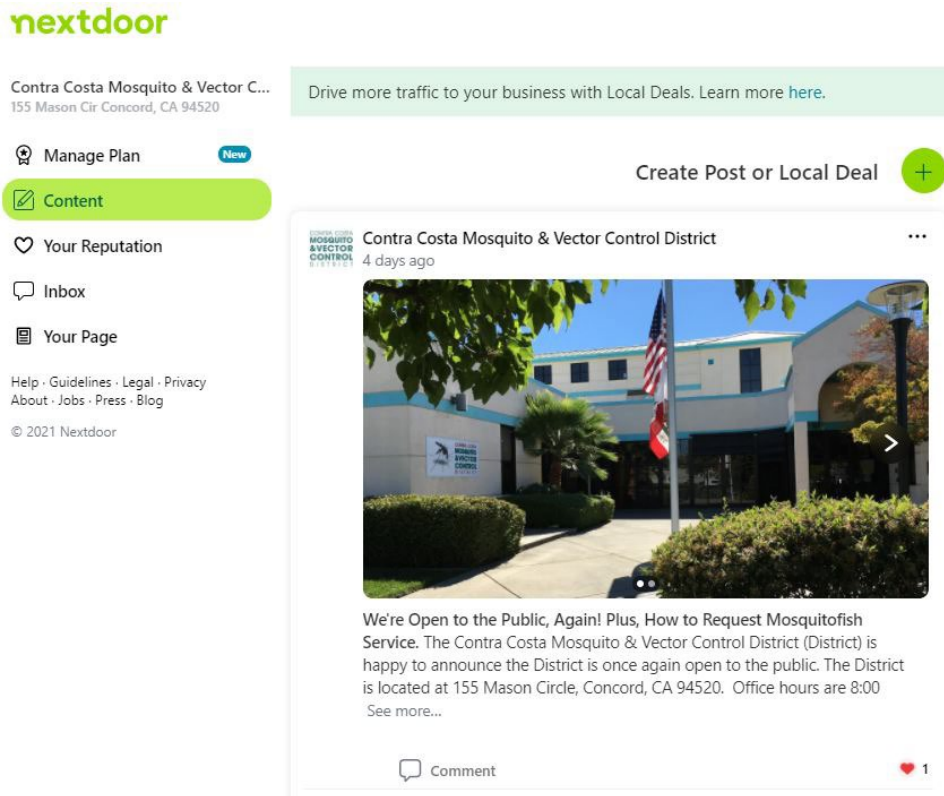
- Nextdoor

The District is currently using a free Business account with limited reach; however, the Public Affairs staff are applying to participate in a Special Districts program for a fee through Nextdoor that would allow for more widespread dissemination of District messaging, while messaging can also be delivered to specific zip codes when necessary.

The last Nextdoor statistics available for June are:

- 173 Recommendations
- Reach: Most recent post sent to 21 Neighborhoods
- Reach: Most recent post appears on the accounts of 6966 Neighbors

We did not have a Nextdoor business account in June 2020 for comparison.



The current business account does not allow the District to see or respond to comments.

June 2021 Administration Department Report

Prepared June 30th, 2021 by Maria Bagley, Administrative Services Manager

- **COVID-19**

On June 17, 2021, California Occupational Safety and Health Administration's Standards Board (Cal OSHA) issued updated guidance on workplace COVID-19 standards. The standards required an update to the CCP plan, and requires employers to provide respirators as needed or requested by employees. The update also had some alignment with CDC for vaccinated employees, allowing employers to document that employees are fully-vaccinated and eliminating the mask mandate for those employees. One of the most impactful changes in the updated rule is to eliminate physical distancing requirements which will allow the District to repurpose the Board room.

- **New Fiscal year means lots of administrative work...**

The Administration department is preparing for the end of the year fiscal audit, and updating the payroll system for the new year. Quarterly taxes and reports will be done at the end of July.

- **IT & Software**

IT has received the order for new phones and will be issuing to staff in July. There was a delay due to the chip shortage that postponed staff upgrades.

SAP Concur goes live on July 1, the District staff has completed all parallel testing and with some configuration changes the launch is expected to go off smoothly for the end users.

Implementation of the operational software MapVision is in full swing. The District is working with MapVision to work out some work flows and the community online service request page.

- **New Hire**

The new hire for the Laboratory technician starts on July 1. Front office did the majority of the onboarding process digitally, as the continuation of automation is still occurring for all processes!

- **Continuing with automation opportunities**

Front office staff is continuing to look for opportunities to automate processes; the next step is to look at the District's contract billing and move that into the Accounting software for the billing purposes. The front office is waiting for Map Vision to develop an API link between MapVision and Sage Accounting software to allow billing to be fully automated based on what actions the field technicians perform.

- **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 enabled us to respond faster to requests from all customers, residents 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 2021.



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520

(925) 685-9301

fax (925) 685-0266

www.contracostamosquito.com

Job Title: Administrative Services Manager

Department: Administrative

Salary Range: \$8,194 - \$10,980 Monthly

FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the direction of the General Manager, the Administrative Services Manager manages, supervises, and coordinates the activities and operations of the Administration department including financial, public affairs, and information technology functions. The position is responsible for professional and independent administrative staff work in the areas of budgeting, forecasting, cash management, general administration, and insurance. The Administrative Services Manager makes recommendations for action and assists in policy and procedure implementation, and has the ability to perform complex and difficult analytical work in various staff support and finance areas.

DISTINGUISHING CHARACTERISTICS

This position works independently and is responsible for District administrative and financial functions. The Administrative Services Manager shall be an experienced and engaging leader who possesses the creativity and flexibility to function effectively as a key member of the District dynamic and progressive staff. This position will exercise considerable independent judgment overseeing all administrative functions within the District. The Administrative Services Manager must have a high level of integrity along with the ability to handle sensitive information and maintain confidentiality.

PRIMARY DUTIES

Administrative: Responsible for District administrative functions including, but not limited to, financial and day to day operations. Manages District benefit assessment procedures, data processing and collection. Supervises all accounting functions including payroll, accounts receivable and payable, purchasing, and billing. Maintains the general ledger and the fixed asset inventory records and control system and handles day to day District administrative matters. Assists in the development of District policies and procedures, interprets federal, state and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and

vector control districts, and informs changes to the General Manager. Manages special projects at the request of the General Manager. Regularly presents administrative information to Board of Trustees.

Finance: Coordinates all aspects of compilation of the District annual budget for adoption by the Board of Trustees. Includes fixed asset requests, department budgets, temporary staffing costs, property tax, benefit assessment, contract billing and miscellaneous revenue projections, long term forecasts, benefits cost projections, debt management, travel budgets, Board of Trustee Budget and Audit Committees coordination and finance information distribution and cash flows. Responsible for District annual audit preparation and coordination of outside auditor functions and retention. Monitors District reserves and daily financial condition. Manages accounts, including journal entries, fund transfers, and financial reports. Supervises inventory preparation and GASB compliance.

Insurance: Responsible for all functions related to the District self insurance program, maintains Joint Powers Agreement (JPA) ledger, monitors District compliance, responds to required information requests, coordinates all liability claims, reporting and record keeping, represents the District at variety of board meetings, researches appropriate policies, procedures and laws and monitors District investments in the program.

Personnel Management: Supervises and oversees work of personnel assigned to the department. Supervises, assists in recruiting and trains administrative personnel, and performs written performance appraisals. Participates in establishing and enforcing personnel policies, labor, and safety rules and regulations. Coordinates front office work loads and staffing requirements.

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

- District duties, responsibilities, services, procedures, and policies.
- Administrative and finance management principles.
- Principles and practices of public agency business administration;
- Operation of computer software, financial accounting applications, databases, and spreadsheets;
- Federal, state and local laws, rules, and regulations pertaining to administration of public agencies and special districts.

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

- Recognize and solve problems in financial and administrative areas;
- Plan and conduct administrative service activities, supervise work of others, and prepare reports;
- Work effectively and cooperatively with management, subordinates, other government agencies, trustees and the public;
- Learn and understand pertinent federal, state, and local laws, rules, and regulations related to special districts and mosquito and vector control operations;
- Read and understand the District's personnel manual/handbook, policies and procedures,

- operating guidelines, and memoranda of understanding.
- Conduct special projects as assigned by the General Manager.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: A Bachelor's degree from an accredited four-year college or university in public or business administration or related field. A Master's degree in public or business administration is preferred.

EXPERIENCE: Five (5) years of professional experience in finance and administration, at least three of which are in a public agency. Previous supervisory experience in a public agency is preferred.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license and must maintain a good driving record and be insurable with the District's Insurance Carrier. Must maintain a valid license and insurability throughout employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt

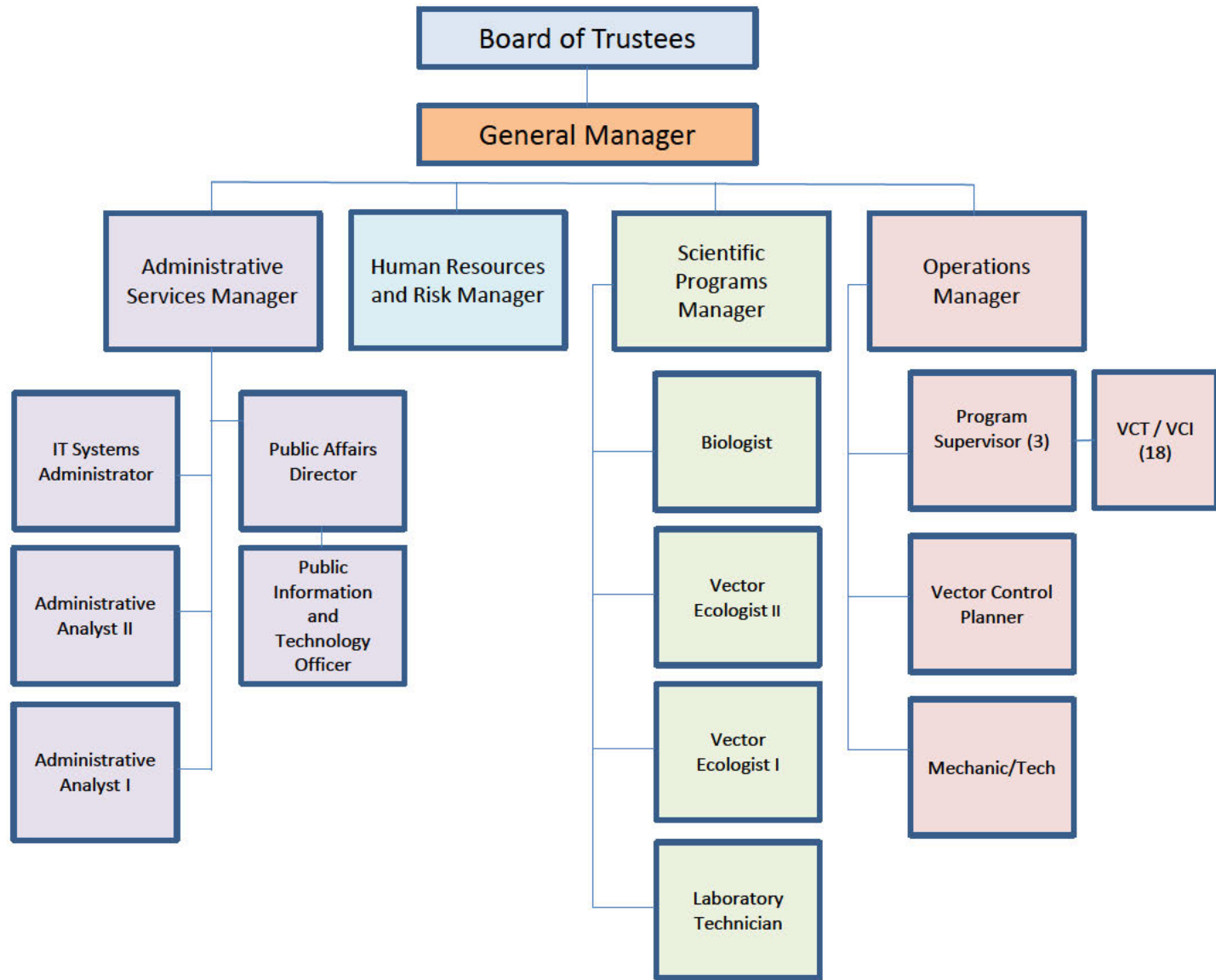
Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Administrative Services Manager at (925)771-6110.

A complete Employment Application must be submitted to be considered for this position.





CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520

(925) 685-9301

fax (925) 685-0266

www.contracostamosquito.com

Job Title: Human Resources and Risk Manager

Department: Administrative

Salary Range: \$7,956 - \$10,662 Monthly

FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the general direction of the General Manager, the Human Resources and Risk Manager will manage a full range of human resources services, including but not limited to employee relations, safety, and risk management functions. This confidential position manages and directs various program areas and performs overly complex managerial and professional level work in the implementation of the Human Resources department goals and objectives and provides overly complex staff assistance to the General Manager and other members of management. The position includes acting as a counsel and coach to supervisors, managers and employees on human resources practices, policies, law, personnel rules, memorandum of understanding, contracts, report preparation and other highly professional written materials, and District representation in various capacities. The Human Resources and Risk Manager exercises considerable independent judgment subject to direction and review while maintaining a high level of confidentiality for the scope of work.

DISTINGUISHING CHARACTERISTICS

The Human Resources and Risk Manager shall be an experienced and engaging leader who possesses the creativity and flexibility to function effectively as a key member of the District dynamic and progressive staff. This position will exercise considerable independent judgment overseeing employee relations within the District. They are responsible for daily assistance with the District's Human Resource needs. The Human Resources and Risk Manager plans, manages, directs and organizes human resources, safety, and risk management activities including recruitment/selection, classification, compensation, benefits administration, retirement system, training and development, labor/employee relations, personnel records, performance management, regulatory compliance, equal employment opportunity, employee programs and events, safety and health, and Workers' Compensation. They direct, oversee and participate in the development of the Human Resources and Risk department work plan; projects and programs; review and evaluate work products, establish effective and streamline methods and procedures, coordinate all District training. The Human Resources and Risk Manager must have a high level of integrity along with the ability to handle sensitive information and maintain confidentiality.

PRIMARY DUTIES

- Resolves complex personnel management issues in a constructive manner.
- Prepares complex written reports in a clear and precise manner.
- Analyzes complex data, draws appropriate conclusions, and makes informed recommendations based on such analysis.
- Makes public presentations for staff and other audiences.
- Maintains cooperative and constructive relationships with those contacted in the course of work.
- Interprets and applies rules, regulations, ordinances, labor agreements, state and federal laws to complex human resources management problems.
- Uses a variety of computer applications to manage information.
- Assists in the development and administration of a budget for Human Resources.
- Assists with field surveys and applied research projects.
- Performs related work as required.

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

- Principles and practices of public human resources administration, including methods and techniques used in recruitment/ selection, classification, pay, training, safety benefits, and retirement system; principles and practices of labor relations/negotiations, grievances, and arbitrations; principles and practices of risk management and OSHA compliance requirements; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; principles and practices of supervision, training and personnel management.
- District, State and Federal rules, regulations, policies and procedures as they apply to program responsibilities.
- Computers and mobile devices.

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

- Organize, direct and implement a comprehensive human resources program, including safety and risk management.
- Gather, research, compile, tabulate, and analyze data accurately and efficiently.
- On a continuous basis, analyze labor/employee relations; interpret and evaluate staff reports; know and interpret laws, regulations, and codes; observe performance and evaluate staff; problem solve department-related issues; know and remember various human resources rules and MOU provisions; and explain and interpret policy.
- Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals.
- Participate in the formation of department goals and objectives; develop benchmarks for measuring the effectiveness and performance of assigned program areas.
- Act as an internal consultant working with departments to solve a broad array of human resource problems and issues; formulate courses of action and recommends solutions to the General Manager.

- Prepare complex reports on a wide variety of technical and professional matters including recruitment and selection statistics, classification and total compensation analyses, workforce planning, return on investment for human resources programs, and policies and procedures.
- Exhibit good judgment throughout their professional career.
- Strive for excellence by measuring the effectiveness of assigned human resources programs against industry standards and best practices.
- Conduct special projects as assigned by the General Manager.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically, public administration, human resources management, business administration, finance, economics, and/or other related courses. Advanced degree in Business Management/Administration or related field with emphasis on Human Resource Management is highly desirable.

EXPERIENCE: At least six years of progressively responsible experience in human resources and/or benefits management.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must have a nationally recognized HR certification such as Professional in Human Resources (PHR), Certifications in Compensation and/or Benefits or Labor Relations, International Public Management Association (IPMA)-HR certification, Senior Professional in Human Resources (SPHR), SHRM Certified Professional, and others.

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Administrative Services Manager at (925)771-6110.

A complete Employment Application must be submitted to be considered for this position.



July 2, 2020

Jonathan Nunez-Babb
SEIU Local 1021
100 Oak St.
Oakland, CA 94607

Re: Side Letter to the Current Memorandum of Understanding – Salary Schedule

Dear Mr. Nunez- Babb:

This letter confirms the agreement reached between the Contra Costa Mosquito Vector Control District and SEIU local 1021 to create five percent (5.0%) between steps in the existing salary schedule, along with some minor cleanup language in Section 6 of the memorandum of understanding.

Specifically, it is agreed that the below language will replace Section 6 of the current memorandum of understanding, as follows:

Section 6. Salaries

6.1 Salary schedule

The salary schedule will be attached as Exhibit A. There is five percent (5%) between steps.

6.2 Entry Salary Rate

Except as herein otherwise provided, the entry salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant, the District Manager may approve an entry salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

6.3 Salary Rate Conversion

Any monthly, daily, or hourly rate of pay may be converted into any equivalent rate of pay or to any other time basis when such a conversion is advisable. In determining equivalent amounts on different time basis, the District shall provide tables or regulations for the calculation of payment for service of less than full time, and for use in converting monthly salaries to hourly rates as well as for calculating hourly rates.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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6.4 Salary Advancement

Regular full-time and probationary employees serving in regular established positions shall be considered by the appointing authority on their salary anniversary dates for advancement to the next higher step in the salary range for their respective classes. The criteria for advancement from one step to the next and to maintain that step is a satisfactory performance appraisal at the present step.

Each employee shall be considered for salary step increases according to the date of that employee's appointment, or his/her revised salary anniversary date. If an employee begins his/her service later than the first business day of a month, or has changes that would cause his/her salary anniversary date to be on other than the first business day of a month, then his/her salary anniversary date shall be established as the first day of the following month.

Changes in an employee's salary because of promotion, demotion, postponement of a salary step increase, or special merit increase will set a new salary anniversary date for that employee, which date shall be as stated in the preceding paragraph.

Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

An employee may be moved higher within the salary ranges in a shorter time period than outlined herein, provided that the employee possesses the necessary experience, skills and abilities, and that the employee meets the criteria outlined for the higher position, as determined by management.

6.5 Salary Following Military Leave

All employees who have been granted a military leave shall, upon their return to the District service, be entitled to the automatic salary advancements within the range scale of the established wage schedule of their classifications for the period they were in the military service.

6.6 Salary Step When Salary Range is Increased

Whenever the monthly schedule of compensation for a class is revised, each incumbent in a position to which the revised schedule applies shall be entitled to the step in the revised range that corresponds to the employee's step held in the previous range.

6.7 Salary Step After Promotion or Demotion

When an employee is promoted from a position in one class to a position in a higher class, and at the time of promotion is receiving salary equal to, or greater than, the minimum rate for the higher class, that employee shall be entitled to the next step in the salary scale of the higher class which is at least five percent (5%)

above the rate the employee has been receiving, except that the next step shall not exceed the maximum salary of the higher class.

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, and the specific rate of pay within the range shall be determined by the District Manager.

6.8 Salary on Transfer

An employee who is transferred to a position in a class with the same entry salary shall be paid at his/her present rate, or at the next higher rate in case there is not exact conformity between the two corresponding rates in the salary ranges of the classes.

6.9 Salary on Reinstatement

If a former employee is reinstated in the same position previously held or to one carrying a similar salary range, his/her salary shall not be higher than his/her salary at the time of his/her separation unless there has been an increase within the salary range.

6.10 Overtime

(1) Overtime Definition

The following provisions pertaining to authorized overtime work shall apply to those employees whose normal work period is eight (8) hours per day and forty (40) hours per week.

(a) Time worked in excess of eight (8) hours in any workday or forty (40) hours in any workweek shall be paid for at time and one-half (1½) of the employee's regular rate of pay.

(b) On a holiday observed by the District, a regular full-time employee shall be paid for a regular day plus time and one-half (1½) for actual time worked.

(2) Overtime Authorization

In advance of overtime being worked, the District Manager or designated representative must authorize all overtime. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked.

(3) Assignment of Overtime

When overtime work is necessary, the designated zone technician/inspector will have the first right of refusal for the overtime work within the assigned zone. If the designated zone employee is unable or does not wish to perform the work assignment or if additional help is needed to complete the work, it shall be

offered on the basis of seniority in accordance with the District's policy and procedures on assignment of overtime. If all other qualified employees decline the assignment, the least senior employee qualified to perform the work shall be required to perform the assignment.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one original to the General Manager. I have enclosed an additional original for your files.

Sincerely,

Michael W. Jarvis
Labor Relations Consultant
Liebert Cassidy Whitmore

For Contra Costa Mosquito Vector Control District:

Date: _____

Michael Jarvis, Liebert Cassidy Whitmore

Date: _____

Paula Macedo, General Manager

For SEIU:

Date: _____

Jonathan Nunez-Babb, SEIU

Date: _____

Heidi Budge, Shop Steward

**Contra Costa Mosquito and Vector Control District
FY21 Budget Year & Initial Proposal for FY 22**

(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

	FY21 <i>As of 5/31/21</i>	FY21 Budget	Initial Proposed FY22	YTD FY21 VS ADOPTED	ADOPTED FY21 VS FY21 \$
Personnel Costs					
Payroll & OT	3,293,464	3,704,085	3,835,140	88.9%	410,621
Retirement	1,303,335	1,303,335	1,357,846	100.0%	-
OASDI	191,756	240,766	249,284	79.6%	49,010
Medicare	45,804	53,709	55,610	85.3%	7,905
Finge Benefits (Health 85%, Dental, Vision, etc)	479,532	646,687	599,415	74.2%	167,155
Unemployment	15,680	34,456	21,168	45.5%	18,776
Disability Ins	10,854	10,092	12,482	107.6%	(763)
Other Post Employment Benefits	-	205,000	215,000	0.0%	205,000
District Paid Health Retiree Cost & Fees	82,611	0	94,741	0.0%	(82,611)
Subtotal Personnel Costs	5,423,036	6,198,130	6,440,686	87.5%	775,094
Professional Services					
Auditing Services	16,799	19,000	19,000	88.4%	2,201
Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0	0.0%	-
Building and Grounds Maintenance & Repairs Minor < \$10,000	4,329	29,500	25,000	14.7%	25,171
Consulting - General	27,373	300,000	150,000	9.1%	272,627
Engineers Report	9,100	9,100	10,000	100.0%	-
Janitorial Services	19,878	31,200	21,500	63.7%	11,322
Labor Consultant IEDA	20,275	10,461	12,000	193.8%	(9,814)
Landscaping Services	5,700	6,500	6,500	87.7%	800
Legal - Counsel General	16,507	15,000	18,000	110.0%	(1,507)
Legal - Counsel Labor	51,364	55,000	55,000	93.4%	3,636
Legal - Settlements	34,474	0	0	0.0%	(34,474)
Medical Services - General	107	300	250	35.7%	193
Medical Services - Pre-Employment	0	1,200	600	0.0%	1,200
Permits & Fees	14,942	6,500	15,000	229.9%	(8,442)
Security Service	28,644	36,000	36,000	79.6%	7,356
Temporary Personnel Office	0	0	0	0.0%	-
Subtotal Professional Services	249,492	519,761	368,850	48.0%	270,269
Public Affairs					
Community Event Registration Fees	0	1,500	1,500	0.0%	1,500
Marketing - Advertisement Online	16,000	18,000	36,000	88.9%	2,000
Marketing - Advertisement Print	31,010	35,000	35,000	88.6%	3,990
Marketing - Branded Collateral	0	1,000	1,000	0.0%	1,000
Marketing - Brochures	2,076	5,500	5,500	37.7%	3,424
Marketing - Business Cards	112	500	500	22.5%	388
Marketing - Design	970	1,000	1,000	97.0%	30
Marketing - Displays	15	6,000	6,000	0.2%	5,985
Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000
Marketing - Website Development & Maintenance	0	360	500	0.0%	360
Subtotal Public Affairs	50,183	69,860	88,000	71.8%	19,677
Operation and Facilities					
Aerial Services	4,650	20,000	20,000	23.3%	15,350
Automotive - Gasoline	41,644	42,000	65,000	99.2%	356
Automotive - Repairs	22,260	40,000	30,000	55.6%	17,740
Automotive - Services	852	15,000	10,000	5.7%	14,148
Automotive - Supplies	6,638	8,000	8,000	83.0%	1,362
Building & Grounds Materials / Supplies	5,944	10,000	8,500	59.4%	4,057
Building Engineering	0	50,000	400,000	0.0%	50,000
Control Materials - Mosquito Adulticiding	2,783	25,000	10,000	11.1%	22,217
Control Materials - Mosquito Larviciding	38,790	165,000	100,000	23.5%	126,210
Control Materials - Other	21	0	0	0.0%	-
Control Materials - Vertebrate	5,175	18,000	10,000	28.7%	12,825
Control Materials - Yellowjacket & Bees	367	5,000	2,500	7.3%	4,633
Equipment Rental	0	1,000	1,000	0.0%	1,000
Equipment Repair	15,097	7,500	20,000	201.3%	(7,597)
Equipment Service	416	7,500	5,000	5.5%	7,084
Equipment Small	5,633	56,733	33,967	9.9%	51,100
Safety & PPE	16,453	25,000	22,900	65.8%	8,547
Safety Boots	998	2,500	1,250	39.9%	1,502

**Contra Costa Mosquito and Vector Control District
FY21 Budget Year & Initial Proposal for FY 22**

(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

	FY21 <i>As of 5/31/21</i>	FY21 Budget	<i>Initial Proposed FY22</i>	YTD FY21 VS ADOPTED	ADOPTED FY21 VS FY21 \$
Source Reduction/Wetlands	0	1,000	1,000	0.0%	1,000
Tools & Instruments	127	2,500	5,000	5.1%	2,373
Uniform Professional Branded Wear	3,047	3,500	4,000	87.1%	453
Uniform Rental	13,599	16,200	16,500	83.9%	2,601
Boat Berth Fee	1,040	1,296	2,500	80.2%	256
Subtotal Operation and Facilities	185,535	522,729	777,117	35.5%	337,195
Lab Services					
Aquaculture	2,051	2,200	2,300	93.2%	149
General Lab Supplies & Materials	973	4,000	4,000	24.3%	3,027
Insectary	718	1,000	1,000	71.8%	282
Lab Equipment	37	2,500	6,771	1.5%	2,463
Lab Testing	13,363	15,000	18,000	89.1%	1,637
Pesticide Testing	0	1,500	1,500	0.0%	1,500
Sentinel Bird	760	2,500	1,000	30.4%	1,740
Surveillance	8,638	10,000	10,850	86.4%	1,362
Subtotal Lab Services	26,539	38,700	45,421	68.6%	12,161
Information & Technology					
Computer Equipment Supplies < \$100	1,839	2,625	4,000	70.0%	786
Computer Equipment Supplies > \$100 < \$500	5,966	8,000	10,000	74.6%	2,035
Computer Equipment Supplies > \$500	24,813	50,000	15,000	49.6%	25,187
Computer Services	0	0	0	0.0%	-
GPS Tracking	6,011	7,500	7,200	80.1%	1,489
I.T Subscriptions	18,660	17,000	29,000	109.8%	(1,660)
Phone	0	8,500	8,500	0.0%	8,500
Phone Accessories	27	350	1,000	7.8%	323
Printing Supplies	2,161	1,600	6,500	135.1%	(561)
Software	162,960	200,000	125,000	81.5%	37,040
Subtotal Information & Technology	222,437	295,575	206,200	75.3%	73,138
General Office Administration					
Assessments & County Fees	340,247	365,000	365,000	93.2%	24,753
Bond - Interest	0	0	0	0.0%	-
Bond - Principal	0	0	0	0.0%	-
District Membership & Subscription Dues	23,754	20,000	25,000	118.8%	(3,754)
Employee - Development	1,808	6,500	6,500	27.8%	4,692
Employee - Lodging	0	10,000	10,000	0.0%	10,000
Employee - Meal	849	5,000	5,000	17.0%	4,151
Employee - Memberships	757	8,000	10,000	9.5%	7,243
Employee - Training	18,279	25,000	25,000	73.1%	6,721
Employee - Travel	0	10,000	10,000	0.0%	10,000
Financial Services Fees	3,097	4,500	4,500	68.8%	1,403
Insurance - Auto Physical Damage	2,821	2,821	2,745	100.0%	-
Insurance - Crime & Weapons	889	889	1,320	100.0%	-
Insurance - General	9,011	9,011	6,936	100.0%	-
Insurance - Liability	106,534	106,534	133,907	100.0%	-
Insurance - Property	8,517	8,517	11,729	100.0%	-
Insurance - UAS	0	0	0	0.0%	-
Insurance - Workers Comp	154,412	154,412	184,174	100.0%	-
Office Furniture	258	15,000	25,000	1.7%	14,742
Office Keys & Locks	62	1,000	1,000	6.2%	938
Office Supplies - General	4,416	5,000	6,000	88.3%	584
Office Supplies - Janitorial	1,333	3,500	2,500	38.1%	2,167
Office Supplies - Kitchen	262	3,500	2,500	7.5%	3,238
Postage	4,292	4,000	4,500	107.3%	(292)
Research	0	20,000	20,000	0.0%	20,000
Safety Program - Incentive	0	7,500	4,500	0.0%	7,500
Safety Program - Tangible Materials	0	2,500	2,500	0.0%	2,500
Service & Leasing Contracts	2,337	3,000	2,800	77.9%	663
Trustee - Expense General	60	2,500	1,000	2.4%	2,440
Trustee - Lodging	0	5,000	4,500	0.0%	5,000
Trustee - Meal	24	1,000	1,000	2.4%	976

**Contra Costa Mosquito and Vector Control District
FY21 Budget Year & Initial Proposal for FY 22**

(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

	FY21 <i>As of 5/31/21</i>	FY21 Budget	<i>Initial Proposed FY22</i>	YTD FY21 VS ADOPTED	ADOPTED FY21 VS FY21 \$	
Trustee - Mileage	0	500	300	0.0%	500	
Trustee - Training	250	3,500	4,000	7.1%	3,250	
Trustee - Travel	0	5,000	5,000	0.0%	5,000	
Uncategorized Expenses	41	0	0	0.0%	(41)	
Utilities Cell Phone	20,797	28,000	31,200	74.3%	7,203	
Utilities Electric	23,996	30,000	30,000	80.0%	6,004	
Utilities Garbage	6,526	6,600	7,000	98.9%	74	
Utilities Gas	8,330	6,500	10,000	128.2%	(1,830)	
Utilities Internet	5,226	4,600	8,000	113.6%	(626)	
Utilities Landline	4,005	5,500	13,200	72.8%	1,495	
Utilities Water	5,221	6,000	6,000	87.0%	779	
Water - Drinking	2,185	2,320	2,600	94.2%	135	
Utilities Sewer:General	1,402	1,600	2,200	87.6%	198	
Employment Advertisements	0	500	1,200	0.0%	500	
Subtotal General Office Administration	761,997	910,304	1,000,311	83.7%	148,307	
Capital						
Land					-	
Structures and Improvements	0	52,500	2,500,000	**	0.0%	52,500
Vehicles	157,121	169,300	186,000	92.8%	12,179	
Heavy Equipment	0	45,000	74,000	0.0%	45,000	
Subtotal Capital	157,121	266,800	2,760,000	58.9%	109,679	
Total Expenditures	7,076,339	8,821,859	11,686,584			
Revenues						
Property Taxes	5,856,382	5,906,350	6,538,745	99.2%	49,968	
Benefit Assessment	1,959,886	2,056,499	2,073,724	95.3%	96,613	
Contract Billing	27,459	50,000	50,000	54.9%	22,541	
Interest Income (LAIF)	41,265	160,000	51,265	25.8%	118,735	
Medical Reimbursement (PARS)	0	35,000	82,000	0.0%	35,000	
Fixed Asset Disposal	29,640	30,000	30,600	98.8%	360	
Miscellaneous	72,736	65,000	66,300	111.9%	(7,736)	
Grant Funds:General	0	-	-	0.0%	-	
Subtotal Revenue	7,987,369	8,302,849	8,892,634	96.2%	315,481	
Estimate Ending Balance	911,030	-519,010	-2,793,950			

Designated Reserves POLICY FY 21 (July 20 - Jun 21)	
Bond Reserve	-
Public Health Emergency	2,500,000
Capital Improvement	2,084,094
Emergency Reconstruction Response	500,000
Operations	2,953,175
Vehicle & Equipment Replacement	150,000
IT Equipment Replacement	200,000
	8,387,269

**** Using Estimate \$2.5M to start paying for process**

The capital improvement is finalized as the Audit was approved in the January 2021 Board meeting

Contra Costa Mosquito and Vector Control District
Investment Policy

Investment Policy (Adopted: _____)
Rev: June 14, 2021

Overview

The purpose of the Investment Policy (Policy) is to establish cash management and investment guidelines of the Contra Costa Mosquito and Vector Control District (the "District") for funds not required for immediate disbursement or use. The District will manage funds in accordance with applicable sections of California Government Code as stated herein. All portfolio activities will be judged by the standards of the Policy and its ranking of investment objectives. This policy is to be accountable and auditable.

Exclusions:

The regulation codified in this chapter does not apply to the investment of the District's Other Post-Employment Benefits (OPEB) Trust funds.

Purpose/Objectives

The purpose of the Policy is to establish guidelines for investment of all excess and investable cash reserves.

The objectives of the District's investments are first to provide for the safety and security of all funds; second, to provide sufficient liquidity to meet the District's cash requirements at all times; and third, to maximize yield in a diversified manner to the extent allowable by law, and consistent with prudent fiscal management.

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Investments' Compliance with the Law

The investment and deposit of funds of the District and the sale of bonds, notes and other evidence of indebtedness shall be in accordance with all applicable law, generally including, without limitation, California Government Code sections 53600 - 53692. California Government Code section 53601 provides specific authority for investments that may be made by the District.

Authority to Invest

The Board of Trustees, acting in its capacity as a fiduciary and Government Code section 53607, delegates the management and control of the District's investments to the General Manager and the Administrative Services Manager, who shall be responsible for the investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing of the public funds placed under their control. The General Manager / Administrative Services Manager shall thereafter make all reports required by law to the Board of Trustees and maintain written procedures for the operation of the investment program. The General Manager / Administrative Services Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the assignments to and activities of subordinates. The General Manager / Administrative Services Manager, with the approval of the Board of Trustees, may engage an investment advisor to assist with the District's investment program. As authorized by the General Manager / Administrative Services Manager, the investment advisor will have responsibility for managing designated funds and executing day-to-day investment transactions. The investment advisor shall follow this investment policy and such other written instructions as are provided.

Investment Guidelines- Deposit of Funds

Prudence:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the

Investment Policy (Adopted: _____)

Date: June 14, 2021

Page | 1

General Manager and Administrative Services Manager, in accordance with the authority delegated above shall act with the care skill prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims to safeguard the principal of the funds under their control, their control and to maintain the liquidity needs of the District. (Government Code Section 53600.3 and 53600.5)

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Qualified Institutions:

In selecting depositories, the solvency and credit worthiness of each shall be considered and a review of credit characteristics and financial history will be performed. Annually, the District will review all financial institutions doing business with the District and review their most recent report on their financial condition. If it is a publicly traded entity, the District will look at its credit worthiness using two independent firm ratings. To the extent possible, the District will deposit funds with institutions having offices within the territory of the District, subject to providing for the safety, liquidity, and yield of the deposited funds consistent with this Policy.

Securities dealers and investment brokers utilized by the District must be members of a federally regulated securities exchange. If an investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved broker/ dealers and financial institutions for investment purposes. All securities dealers and investment brokers shall operate as a fiduciary for the District.

Collateralization:

For deposit accounts in banks and savings and loans associations, amounts in excess of Federal Deposit Insurance Corporation (FDIC) maximums shall be collateralized in accordance with California Government Code Sections 53630 et seq.

Investment Instruments:

To diversify the District's investment portfolio to ensure maximum safety of District funds, the District may invest in the instruments below. For those which are limited to a percent of the portfolio, the percentage limits apply as of the date that the investment was purchased.

- Collateralized certificates of deposit with institutions which are FDIC insured, and limited to twenty percent of the District's investment cash flow portfolio.
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or GSE.
- Repurchase agreements collateralized by U.S. Treasury or federal agency/GSE securities with a maximum agreement term of three hundred sixty five days and limited to ten percent of the District's investment cash flow portfolio.
- Commercial paper of the highest quality rated "A1," or its equivalent, with a maximum maturity of three hundred sixty five (365) days and limited to five percent of the District's investment portfolio.

Deleted: and accounts in banks and savings and loan associations

- Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, rated in a rating category of "A" or its equivalent or better, with a maximum maturity of five years and limited to an overall twenty percent of the District's investment cash flow portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.
- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank. Purchases are limited to issuers with a short-term debt rating of "A-1" or its equivalent, or a long-term debt rated in a rating category of at least "A" or its equivalent or better with a maximum maturity of five years; and no more than twenty percent of the District's investment cash flow. No more than ten percent of the portfolio may be invested in any single financial institution.
- State of California Local Agency Investment Fund.
- California Asset Management Program.
- PARS or CalPers Investments,
- Other Agencies, once approved by the board.
- Money market funds registered with the Securities and Exchange Commission that invest majority in U.S. Treasuries and federal agency/GSE obligations and repurchase agreements relating to such obligations and limited to twenty percent of the District's investment cash flow.

Deleted: No more than ten percent of the portfolio may be invested in any single corporate issue.¶

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Maturity Scheduling:

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs. Where no maturity limit is stated in this Policy, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Trustees has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Trustees no less than three months prior to the investment. Investments shall be made with the intent of holding them to maturity. This policy recognizes that in a diversified portfolio, investments may be sold prior to maturity provided that such sales are consistent with the District's overall investment objectives.

Investment Rating Changes:

Should an investment subject to minimum acceptable ratings fall below that minimum rating prior to maturity, parameter shall be obtained from the Board of Trustees to establish the conditions under which that investment would be sold prior to maturity. The intent of the parameter would be to and mitigate any potential loss to the District funds.

Deleted: preserve the investment's original principal.

Annual Review of District Investment Policy and Compliance / Controls

The Budget Committee is responsible for reviewing the Investment Policy annually and for recommending approval or policy changes to the full Board of Trustees at a subsequent Board meeting.

Management will provide the Board of Trustees investment statements and accounting of cash flow in all accounts at each Board meeting (Bi-Monthly). The Administrative Services Manager will be the primary individual responsible for monitoring cash balances and monitoring of investment transactions. Reporting will be done by a member of the Administration staff other than the manager, enabling a check and balance control method. In addition, the District will annually seek and receive a third party review of all investment activities from an independent professional auditing firm.

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Adopted: _____

Revised: _____