



BOARD OF TRUSTEES

****MONDAY, MARCH 11, 2019****

DISTRICT OFFICE

155 Mason Circle

Concord, CA 94520

7:00 PM

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

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

3. PRESENTATION

Jim Fitzsimmons, for 15 years of service

Marshon Thomas, newly appointed Trustee representing City of Brentwood

Kevin Marker, newly appointed Trustee representing City of Orinda

4. CONSENT CALENDAR

Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee.

A. Minutes of the January 14, 2019 Board of Trustees Meetings

B. Expenditures for December 2018 and January 2019

C. Payroll Expenditures

D. Investment Activity Report for December 2018 and January 2019

E. Financial Report

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **MICHAEL KRIEG** Oakley • Vice President **PERRY CARLSTON** Concord • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **LOLA ODUNLAMI** • Brentwood **MARSHON THOMAS** • Clayton **PEGGIE HOWELL** • Contra Costa County **JIM PINCKNEY** **CHRIS COWEN** & **DARRYL YOUNG**
Danville **RANDALL DIAMOND** • El Cerrito **Vacant** • Hercules **Vacant** • Lafayette **JAMES FITZSIMMONS** • Moraga **ROBERT LUCACHER** • Orinda **KEVIN MARKER** • Pinole **WARREN CLAYTON**
Pittsburg **RICHARD AINSLEY PhD** • Pleasant Hill **RICHARD MEANS** • Richmond **SOHEILA BANA PhD** • San Pablo **Vacant** • San Ramon **PETER PAY** • Walnut Creek **JAMES MURRAY**

5. REPORTS

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

6. ACTION ITEMS

- A. Approval of District Trustee Committee Members for 2019 **
- B. Executive Committee Report
 - i. Approval of Updates to the Trustee Manual **
- C. Personnel Committee Report
 - i. Approval of Updated Job Description – Laboratory Aide (seasonal) and salary range **
- D. Approval of Updated 2019 Board Meeting Schedule **
- E. Approval of Trustee Travel **

7. INFORMATION ITEMS

- A. Annual Operations Report/CEQA Compliance

8. ADJOURNMENT

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



Natalie Martini, Administrative Assistant

3/05/2019

Date

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100.

Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

MARCH 11, 2019 BOARD MEETING

1-3. No comment

4. CONSENT CALENDAR

- A. Minutes of the January 14, 2019 Board of Trustees Meetings (*Pages 5-9*) – Approval of minutes 19-1, Regular Board Meeting, held on January 14, 2019.
- B. Expenditures for December 2018 and January 2019 (*Pages 10-25*) – Approval of expenditures of December 1, 2018 through January 31, 2019 including checks No. 027511 through No. 027655, in the amount of \$446,495.43.
- C. Payroll Expenditures – Approval of payroll expenditures of December 1, 2018 through January 31, 2019, including checks No. 016114 through No. 016120 and Direct Deposit No. D03076 through No. D03230, in the amount of \$346,025.26.
- D. Investment Activity Report for December 2018 and January 2019 (*Pages 26-29*)
- E. Financial Report (*Pages 30-31*)

5. No comment

6. ACTION ITEMS

- A. Approval of District Trustee Committee Members for 2019 – Final committee composition has been approved by Board President Krieg. The District primary banking institution, Bank of the West, requests documentation (Board meeting minutes) that officially designates Board members who are on the Executive Committee and can thereby sign District checks.

Recommendation - Approve the 2019 Committees (*Page 32*)

- B. Executive Committee Report

- i. Approval of Updates to the Trustee Manual – The changes to the Trustee Policy & Procedure binder have been reviewed by the Executive committee and are presented to the Board for final review and approval.

Recommendation - Approve the updates to the Trustee Manual (*Pages 33-65*)

C. Personnel Committee Report

i. Approval of Updated Job Description – Laboratory Assistant - The job description and salary range for the seasonal positional of laboratory aide (seasonal) were revised to better reflect the tasks performed by that position. These changes are necessary in order to appropriately recruit for that position. The personnel committee has reviewed the changes, which are presented to the Board for approval.

Recommendation - Approve the updates to the job description and salary range of Laboratory Aide (seasonal) (*Pages 66-67*)

D. Approval of Updated 2019 Board Meeting Schedule

Recommendation - Approve the 2019 Board Meeting Schedule (*Page 68*)

E. Approval of Trustee Travel – Trustees Bana, Carlston, Odunlami and Pay have expressed interest in attending the Special Districts Leadership Academy in Napa, July 7-10, 2019, pending Board approval.

Recommendation – Pleasure of the Board

7. INFORMATION ITEMS

A. Annual Operations Report – Scientific Programs Manager Schutz will present the Annual Operations Report, previously titled Annual Environmental Report/CEQA compliance (*Pages 69-84*)

8. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 19-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 14, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Warren Clayton, President
Michael Krieg, Vice President
Richard Ainsley
Perry Carlston
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Peggie Howell
Robert Lucacher
James Murray
Lola Odunlami
Peter Pay
Daniel Pellegrini
Jim Pinckney

TRUSTEES ABSENT Soheila Bana
Richard Means
Darryl Young

VACANCIES Brentwood, Hercules, El Cerrito, Orinda & San Pablo

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Natalie Martini, Administrative Assistant
J Bradley Wright, Operations Manager
Douglas Coty, Legal Counsel
Kevin Marker

CALL TO ORDER

President Clayton called the meeting to order at 7:02 p.m.

ROLL CALL

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

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION – Trustee Jim Pinckney was recognized for 30 years of service and Trustee Chris Cowen for 10 years of service on the Board of Trustees.

4. CONSENT CALENDAR

A. MINUTES – Minutes for Board meeting held on November 12, 2019.

B. EXPENDITURES FOR OCTOBER & NOVEMBER 2018 – Approval of expenditures of October 1, 2018 through November 30, 2018, including checks No. 027339 through No. 027510, in the amount of \$564,989.10.

C. PAYROLL FOR OCTOBER & NOVEMBER 2018 – Approval of payroll expenditures of October 1, 2018 through November 30, 2018, including checks No. 16102 through No. 11613 and direct deposit No. D02921 through No. D03075 in the amount of \$358,525.26.

D. INVESTMENT ACTIVITY REPORT FOR OCTOBER & NOVEMBER 2018

E. FINANCIAL REPORT

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

5. REPORTS

A. BOARD MEMBERS – President Clayton thanked Trustees, General Manager, District Counsel and Staff for their support during his term as President during 2018.

B. GENERAL MANAGER – General Manager Macedo reported staff is currently busy working on maintenance of equipment and facilities, and that at this time of the year most employee training sessions are scheduled. In addition, the construction of the education center is underway and cabinets will be installed in a few weeks.

General Manager Macedo has been working on the NPDES notice of intent to apply pesticides mailed to all cities throughout the County in February, and on the NPDES report due to the State Water Board in March.

Administrative Assistant Martini is working on the revision to the Trustee Manual, which has not been updated in several years. Updates will be presented to the Executive

Committee in February and then to the Board for approval at the March meeting. Macedo reported that the District will also be working on updating the District's records retention policy and digitizing files over the next few months.

General Manager Macedo reported that the District is collaborating with Alameda County Mosquito Abatement District and San Mateo County Mosquito Abatement District on a compensation study conducted by RGS. The results will be presented and discussed with the Personnel Committee in March and any recommendations will be budgeted and presented to the Budget Committee.

General Manager Macedo updated the Board on the status of the new operational software. Software programmers are working on additional suggestions from supervisors and staff, specifically with respect to pesticide usage and the mapping portion of the software. Regarding the financial software, Macedo reported that there were many issues with the new update and that staff has spent a considerable amount of time to fix them.

Vertebrate Program Supervisor, Johnathan Rehana, retired from the District at the end of November and the recruitment process has started to replace his position. District Mechanic, Tom Fishe, has announced that he will be retiring from the District effective March 1, 2019.

General Manager Macedo asked Trustees to fill out the provided contact information form. If any Trustee would like to make changes to their "in lieu of benefits" compensation selection, they should ask Administrative Assistant Martini for the appropriate forms. In addition, Macedo reminded all Trustees that Statement of Economic Interest/Form 700 annual filing for 1/01/18 – 12/31/18 is due April 1, 2019, and that this year Trustees are required to use on the online NetFile website to file. Administrative Assistant Martini will be attending additional training and will be available to answer any questions pertaining to the Netfile website. The Clerk of the Contra Costa County Board of Supervisors will be sending emails to all filers with their specific login information within the next few weeks.

District staff will be attending the 87th Annual MVCAC Conference in Burlingame on Tuesday, February 5, 2019 and the approved Trustees will be in attendance during various dates of the annual conference. General Manager Macedo mentioned that the Special District Leadership Academy will be holding a conference in Napa during July 7-10, 2019 that would be very beneficial for Trustees to attend. If any Trustee is interested in the July 2019 SDLA conference or perhaps the condensed, 1-day Module 1 conference in Sacramento in March 2019, please advise the General Manager or Administrative Assistant to be added to the March agenda for approval.

General Manager Macedo listed the conferences and workshops that she will be attending over the next few months and stated that she will be available via cell phone or email during travel. Those include the LCW Legal Conference from January 22-25, the CCSDA Meeting on January 28, the MVCAC Coastal Region Meeting on February 1, the

MVCAC Annual Conference from February 4 to 6, the AMCA Annual Meeting from February 25 through March 1, and the VCJPA meeting on March 7 and 8.

General Manager Macedo thanked Trustee Murray for putting her in touch with Gary Pokorny, Executive Director of the Contra Costa Mayors Conference. She will be attending the Mayors Conference schedule for February 7 in Concord and will be speaking during the public comment session in hopes to possibly fill the current vacancies on the Board.

C. STAFF – Administrative Assistant Martini noted that City of Martinez reappointed Trustee Daniel Pellegrini to a four year term and the County at Large reappointed Trustee James Pinckney to a four year term.

D. LEGAL COUNSEL – Regarding the vacancies on the Board of Trustees, Legal Counsel Coty informed Trustees that there is a provision of the California Health & Safety Code regarding filling vacancies, wherein Government Code 1779 states that appointments should be made by the appointing body, however if that governing body does not provide an appointee within 90-days, then the appointment authority may shift to the County, which can be an alternative if the vacancies of the Board remain unfilled.

6. ACTION ITEMS

A. Board Consideration and Approval of District’s Officers for President, Vice President, and Secretary for 2019.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to nominate Trustee Michael Krieg for President, Trustee Perry Carlston for Vice President, and Trustee Daniel Pellegrini for Secretary. *Motion passed unanimously.*

B. 2019 BOARD MEETING SCHEDULE – Board and committee meeting schedules were reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the meeting schedule. *Motion passed unanimously.*

C. BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES-the committee charges were reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the committee charges. *Motion passed unanimously.*

7. COMMITTEE SIGN-UP – a committee sign-up sheet was circulated to all Trustees.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:50 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 11, 2019.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
Secretary, Board of Trustees

Check Register

Journal Posting Date: 12/14/2018

Register Number: CD-000091

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027511	12/14/2018	0000001	Bank of the West - Federal Income Taxes				Check Entry Number: 001
			DEC1518 FED INC TAX	12/14/2018	13,553.78	0.00	13,553.78
		G/L Account: 202010-100-000	Federal Income Tax W/H				13,553.78
027512	12/14/2018	0000002	Employment Development - Personal Income Taxes				Check Entry Number: 001
			DEC1518 STATE INC TA	12/14/2018	5,448.07	0.00	5,448.07
		G/L Account: 202020-100-000	State Income Tax W/H				5,448.07
027513	12/14/2018	0000003	Bank of the West - FICA & MEDICARE Taxes				Check Entry Number: 001
			DEC1518 FICAMED TAX	12/14/2018	20,804.90	0.00	20,804.90
		G/L Account: 202030-100-000	FICA Tax - Employer				8,341.41
		G/L Account: 202031-100-000	FICA Tax - Employee				8,341.41
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				2,061.04
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				2,061.04
027514	12/14/2018	0000006	Employment Development - Disability Insurance				Check Entry Number: 001
			DEC1518 SDI	12/14/2018	798.47	0.00	798.47
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				798.47
027515	12/14/2018	0000009	Nationwide Retirement Solutions - 457 Plan				Check Entry Number: 001
			DEC1518 457 PLAN	12/14/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
027516	12/14/2018	0000031	CA State Disbursement Unit				Check Entry Number: 001
			DEC1518 CSE#20000000	12/14/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General				403.50
027517	12/14/2018	0000328	PG&E				Check Entry Number: 001
			DEC1518 ACCT#3508093	12/14/2018	367.15	0.00	367.15
		G/L Account: 502601-100-000	Electric, Gas & Water				367.15
027518	12/14/2018	0000482	City of Antioch Marina				Check Entry Number: 001
			DEC1518 INV6939	12/14/2018	251.97	0.00	251.97
		G/L Account: 502305-100-000	Other Expense				100.00
		G/L Account: 502501-100-000	Gasoline				151.97
027519	12/14/2018	0000694	TD Ameritrade Institution				Check Entry Number: 001
			DEC1518 457 PLAN CON	12/14/2018	5,061.67	0.00	5,061.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan				5,061.67
027520	12/14/2018	0000714	CDW Government, Inc.				Check Entry Number: 001
			DEC1518 OMVQFR4261	12/14/2018	5,600.00	0.00	5,600.00
		G/L Account: 703720-100-000	Equipment				5,600.00
027521	12/14/2018	0000806	Fred Loux				Check Entry Number: 001
			DEC1518 HLTHINSREIMB	12/14/2018	316.34	0.00	316.34
		G/L Account: 612100-100-000	Health Insurance				316.34
027522	12/14/2018	0000814	Staples Business Advantage				Check Entry Number: 001
			DEC1518 INV339695970	12/14/2018	122.00	0.00	122.00
		G/L Account: 501701-100-000	Office Supplies				122.00
			DEC1518INV3396959702	12/14/2018	342.75	0.00	342.75
		G/L Account: 500902-100-000	Janitorial Supplies				342.75
			Check 027522 Total:		464.75	0.00	464.75
027523	12/14/2018	0000913	Guardian Security Agency				Check Entry Number: 001
			DEC1518 INV52203	12/14/2018	245.00	0.00	245.00
		G/L Account: 501807-100-000	Security Services				245.00
			DEC1518 INV52244	12/14/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
			Check 027523 Total:		720.00	0.00	720.00

Check Register

Journal Posting Date: 12/14/2018

Register Number: CD-000091

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027524	12/14/2018	0000927	Bank of the West					Check Entry Number: 001
			DEC1518 HLTHDEPFSA	12/14/2018	1,040.06	0.00	1,040.06	
		G/L Account:	203070-100-000	Health FSA - Employee				290.04
		G/L Account:	203080-100-000	Dependent Care - Employee				750.02
027525	12/14/2018	0000956	Waterlogic West Inc.					Check Entry Number: 001
			DEC1518 INVCNIN74571	12/14/2018	78.08	0.00	78.08	
		G/L Account:	500503-100-000	Safety Items				78.08
027526	12/14/2018	0000971	Flyers Energy, LLC					Check Entry Number: 001
			DEC1518 CFS1763820	12/14/2018	1,126.83	0.00	1,126.83	
		G/L Account:	502501-100-000	Gasoline				1,126.83
027527	12/14/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON					Check Entry Number: 001
			DEC1518 INV12935	12/14/2018	3,161.90	0.00	3,161.90	
		G/L Account:	501803-100-000	Legal Counsel				651.00
		G/L Account:	501803-100-000	Legal Counsel				10.90
		G/L Account:	502506-100-000	Training				2,500.00
027528	12/14/2018	0001049	ALSCO					Check Entry Number: 001
			DEC1518 LSAC1475721	12/14/2018	236.82	0.00	236.82	
		G/L Account:	500501-100-000	Uniform Rental				236.82
			DEC1518 LSAC1475721-	12/14/2018	3.08-	0.00	3.08-	
		G/L Account:	500501-100-000	Uniform Rental				3.08-
			DEC1518 LSAC1478039	12/14/2018	233.66	0.00	233.66	
		G/L Account:	500501-100-000	Uniform Rental				233.66
			DEC1518 LSAC1480346	12/14/2018	233.66	0.00	233.66	
		G/L Account:	500501-100-000	Uniform Rental				233.66
			DEC1518 LSAC1480417	12/14/2018	82.83	0.00	82.83	
		G/L Account:	500501-100-000	Uniform Rental				82.83
			DEC1518 LSAC1482644	12/14/2018	240.23	0.00	240.23	
		G/L Account:	500501-100-000	Uniform Rental				240.23
			Check 027528 Total:		1,024.12	0.00	1,024.12	
027529	12/14/2018	0001058	East Bay Times					Check Entry Number: 001
			DEC1518 ACCT#4837701	12/14/2018	331.80	0.00	331.80	
		G/L Account:	501704-100-000	Books				331.80
027530	12/14/2018	0001061	KBA DOCUSYS, INC.					Check Entry Number: 001
			DEC1518 INV734547	12/14/2018	43.24	0.00	43.24	
		G/L Account:	501204-100-000	Service Contracts				43.24
027531	12/14/2018	0001072	Mt. Diablo Resource Recovery-Concord					Check Entry Number: 001
			DEC1518 ACCT#01-0022	12/14/2018	567.85	0.00	567.85	
		G/L Account:	502601-100-000	Electric, Gas & Water				567.85
027532	12/14/2018	0001077	Banksia Landscape, Inc.					Check Entry Number: 001
			DEC1518 INV1635	12/14/2018	475.00	0.00	475.00	
		G/L Account:	500903-100-000	Landscaping Services				475.00
			DEC1518 INV2066	12/14/2018	475.00	0.00	475.00	
		G/L Account:	500903-100-000	Landscaping Services				475.00
			Check 027532 Total:		950.00	0.00	950.00	
027533	12/14/2018	0001078	Kirk Thill					Check Entry Number: 001
			DEC1518 HLTHINSREIMB	12/14/2018	316.34	0.00	316.34	
		G/L Account:	612100-100-000	Health Insurance				316.34
			Report Total:		63,084.82	0.00	63,084.82	

Check Register

Journal Posting Date: 12/31/2018

Register Number: CD-000092

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027534	12/31/2018	0000001	Bank of the West - Federal Income Taxes				Check Entry Number: 001
			DEC3118 FED INC TAX	12/31/2018	12,976.59	0.00	12,976.59
		G/L Account: 202010-100-000	Federal Income Tax W/H				12,976.59
027535	12/31/2018	0000002	Employment Development - Personal Income Taxes				Check Entry Number: 001
			DEC3118 STATE INC TA	12/31/2018	5,146.07	0.00	5,146.07
		G/L Account: 202020-100-000	State Income Tax W/H				5,146.07
027536	12/31/2018	0000003	Bank of the West - FICA & MEDICARE Taxes				Check Entry Number: 001
			DEC3118 FICAMED TAX	12/31/2018	20,741.56	0.00	20,741.56
		G/L Account: 202030-100-000	FICA Tax - Employer				8,288.17
		G/L Account: 202031-100-000	FICA Tax - Employee				8,288.17
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				2,082.61
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				2,082.61
027537	12/31/2018	0000004	CCC Employees Retirement				Check Entry Number: 001
			DEC3118 EE RETIREMEN	12/31/2018	29,557.13	0.00	29,557.13
		G/L Account: 204011-100-000	Retirement - CCCERA Employee				29,557.13
027538	12/31/2018	0000006	Employment Development - Disability Insurance				Check Entry Number: 001
			DEC3118 SDI TAX	12/31/2018	757.79	0.00	757.79
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				757.79
027539	12/31/2018	0000007	SEIU UPE LOCAL 1021-Union Dues				Check Entry Number: 001
			DEC3118 UNION DUES	12/31/2018	2,334.04	0.00	2,334.04
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues				2,334.04
027540	12/31/2018	0000009	Nationwide Retirement Solutions - 457 Plan				Check Entry Number: 001
			DEC3118 457 PLAN	12/31/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
027541	12/31/2018	0000010	CalPERS				Check Entry Number: 001
			DEC3118 4330759454	12/31/2018	49,494.68	0.00	49,494.68
		G/L Account: 203010-100-000	Medical - CALPers Employer				33,324.99
		G/L Account: 612110-100-000	Health Retirees-General				9,192.96
		G/L Account: 612110-100-000	Health Retirees-General				21.14
		G/L Account: 612100-100-000	Health Insurance				92.43
		G/L Account: 203011-100-000	Medical - CALPers Employee				3,431.58
		G/L Account: 203011-100-000	Medical - CALPers Employee				3,431.58
027542	12/31/2018	0000011	Vision Service Plan				Check Entry Number: 001
			DEC3118 1026200003	12/31/2018	637.01	0.00	637.01
		G/L Account: 612102-100-000	Vision Insurance				637.01
027543	12/31/2018	0000015	Health Care Dental Trust				Check Entry Number: 001
			DEC3118 0458DC2CA	12/31/2018	4,418.26	0.00	4,418.26
		G/L Account: 612101-100-000	Dental Insurance				5,115.88
		G/L Account: 612101-100-000	Dental Insurance				465.08
		G/L Account: 612101-100-000	Dental Insurance				232.54
027544	12/31/2018	0000031	CA State Disbursement Unit				Check Entry Number: 001
			DEC3118 CSE200000001	12/31/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General				403.50
027545	12/31/2018	0000313	Contra Costa Water District				Check Entry Number: 001
			DEC3118 INV#F101568	12/31/2018	4.41	0.00	4.41
		G/L Account: 502601-100-000	Electric, Gas & Water				4.41
			DEC3118 INV#F101569	12/31/2018	934.10	0.00	934.10
		G/L Account: 502601-100-000	Electric, Gas & Water				934.10
Check 027545 Total:					938.51	0.00	938.51

Check Register

Journal Posting Date: 12/31/2018

Register Number: CD-000092

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027546	12/31/2018	0000324	Diablo Trophy DEC3118 INV#14790	12/31/2018	204.99	0.00	204.99
			G/L Account: 502305-100-000	Other Expense			204.99
027547	12/31/2018	0000328	PG&E DEC3118 3466426805-8	12/31/2018	1,145.20	0.00	1,145.20
			G/L Account: 502601-100-000	Electric, Gas & Water			1,145.20
027548	12/31/2018	0000373	FP MAILING SOLUTIONS DEC3118 INVRI1038978	12/31/2018	133.08	0.00	133.08
			G/L Account: 501204-100-000	Service Contracts			133.08
027549	12/31/2018	0000386	US POSTAL SERVICE CMRS-FP DEC3118 104728411000	12/31/2018	1,500.00	0.00	1,500.00
			G/L Account: 501702-100-000	Postage			1,500.00
027550	12/31/2018	0000412	ALTEC DEC3118 INV80078	12/31/2018	423.88	0.00	423.88
			G/L Account: 501701-100-000	Office Supplies			423.88
027551	12/31/2018	0000482	City of Antioch Marina DEC3118 INV#7155	12/31/2018	100.00	0.00	100.00
			G/L Account: 502305-100-000	Other Expense			100.00
027552	12/31/2018	0000486	Bay Alarm Company DEC3118 ACCT5272224	12/31/2018	504.00	0.00	504.00
			G/L Account: 501807-100-000	Security Services			504.00
			DEC3118 ACCT585624	12/31/2018	267.75	0.00	267.75
			G/L Account: 501807-100-000	Security Services			267.75
			Check 027552 Total:		771.75	0.00	771.75
027553	12/31/2018	0000610	Liebert Cassidy DEC3118 INV1469986	12/31/2018	162.00	0.00	162.00
			G/L Account: 501803-100-000	Legal Counsel			162.00
			DEC3118 INV1469987	12/31/2018	702.00	0.00	702.00
			G/L Account: 501803-100-000	Legal Counsel			702.00
			Check 027553 Total:		864.00	0.00	864.00
027554	12/31/2018	0000694	TD Ameritrade Institution DEC3118 457 PLAN CON	12/31/2018	8,061.51	0.00	8,061.51
			G/L Account: 204022-100-000	457 Deferred Savings Plan			8,061.51
027555	12/31/2018	0000696	KBA DOCUSYS, INC DEC3118 CONT41760900	12/31/2018	203.36	0.00	203.36
			G/L Account: 501204-100-000	Service Contracts			203.36
027556	12/31/2018	0000793	AFLAC DEC118 DISACC INS	12/31/2018	52.84	0.00	52.84
			G/L Account: 203052-100-000	Disability Insurance & Other - Employee			29.04
			G/L Account: 203052-100-000	Disability Insurance & Other - Employee			23.80
027557	12/31/2018	0000889	TPX Communications DEC3118 INV111254056	12/31/2018	695.88	0.00	695.88
			G/L Account: 500601-100-000	Telecommunication Services			695.88
027558	12/31/2018	0000899	Sun Life Financial DEC3118 010617	12/31/2018	897.66	0.00	897.66
			G/L Account: 612400-100-000	Life Insurance			897.66
027559	12/31/2018	0000913	Guardian Security Agency DEC3118 INV52290	12/31/2018	475.00	0.00	475.00
			G/L Account: 501807-100-000	Security Services			475.00
			DEC3118 INV52366	12/31/2018	475.00	0.00	475.00

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		G/L Account: 501807-100-000	Security Services				475.00
			Check 027559 Total:		950.00	0.00	950.00
027560	12/31/2018	0000925	INFINISOURCE, Inc. DEC3118 INV90309907	12/31/2018	80.00	0.00	80.00
		G/L Account: 501806-100-000	Financial Services				80.00
027561	12/31/2018	0000927	Bank of the West DEC3118 HLTHDEPCARE	12/31/2018	1,038.78	0.00	1,038.78
		G/L Account: 203070-100-000	Health FSA - Employee				289.24
		G/L Account: 203080-100-000	Dependent Care - Employee				749.54
027562	12/31/2018	0000971	Flyers Energy, LLC DEC3118 CFS1776267	12/31/2018	1,521.64	0.00	1,521.64
		G/L Account: 502501-100-000	Gasoline				1,521.64
027563	12/31/2018	0000975	Reliance Standard Life In DEC3118 LTD123580	12/31/2018	330.60	0.00	330.60
		G/L Account: 612200-100-000	Disability Insurance				330.60
			DEC3118 STD162561	12/31/2018	326.01	0.00	326.01
		G/L Account: 612200-100-000	Disability Insurance				326.01
			Check 027563 Total:		656.61	0.00	656.61
027564	12/31/2018	0000981	Colonial Life DEC3118 DISACC INS	12/31/2018	378.44	0.00	378.44
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				215.96
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				51.90
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				94.22
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				16.36
027565	12/31/2018	0000992	MVCAC DEC3118 CONF REGISTR	12/31/2018	5,540.00	0.00	5,540.00
		G/L Account: 502503-100-000	Authorized Travel				5,540.00
027566	12/31/2018	0001000	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3118 TCOX VISA	12/31/2018	67.98	0.00	67.98
		G/L Account: 501701-100-000	Office Supplies				67.98
027567	12/31/2018	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3118 TFISHE VISA	12/31/2018	1,991.44	0.00	1,991.44
		G/L Account: 501302-100-000	Contractual Repairs				905.00
		G/L Account: 501301-100-000	Maintenance Supplies				142.36
		G/L Account: 501203-100-000	Repair Parts				177.22
		G/L Account: 501301-100-000	Maintenance Supplies				10.84
		G/L Account: 501301-100-000	Maintenance Supplies				13.03
		G/L Account: 703600-100-000	Structure & Improvements				600.00
		G/L Account: 501301-100-000	Maintenance Supplies				100.36
		G/L Account: 501301-100-000	Maintenance Supplies				9.50
		G/L Account: 501303-100-000	Building Materials				33.13
027568	12/31/2018	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3118 EGHILARD VIS	12/31/2018	294.83	0.00	294.83
		G/L Account: 501401-100-130	Lab Supplies				180.48
		G/L Account: 501401-100-130	Lab Supplies				20.10
		G/L Account: 501401-100-130	Lab Supplies				16.25
		G/L Account: 501401-100-130	Lab Supplies				78.00
027569	12/31/2018	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3118 CMILLER VISA	12/31/2018	19.56	0.00	19.56
		G/L Account: 501401-100-110	Lab Supplies				19.56

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027570	12/31/2018	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 SSCHUTZ VISA	12/31/2018	291.16	0.00	291.16	
		G/L Account: 501501-100-130	Memberships					198.00
		G/L Account: 501401-100-130	Lab Supplies					93.16
027571	12/31/2018	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 WSHIEH VISA	12/31/2018	4,673.54	0.00	4,673.54	
		G/L Account: 501705-100-000	Computer Supplies					233.94
		G/L Account: 500601-100-000	Telecommunication Services					15.74
		G/L Account: 500601-100-000	Telecommunication Services					191.66
		G/L Account: 501705-100-000	Computer Supplies					1,347.40
		G/L Account: 501705-100-000	Computer Supplies					1,425.86
		G/L Account: 501705-100-000	Computer Supplies					747.78
		G/L Account: 500602-100-000	Two-Way Radios					59.97
		G/L Account: 501705-100-000	Computer Supplies					137.72
		G/L Account: 501705-100-000	Computer Supplies					420.00
		G/L Account: 501705-100-000	Computer Supplies					63.45
		G/L Account: 501705-100-000	Computer Supplies					1.51
		G/L Account: 501705-100-000	Computer Supplies					28.51
027572	12/31/2018	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 NWOODS VISA	12/31/2018	409.00	0.00	409.00	
		G/L Account: 501501-100-120	Memberships					335.00
		G/L Account: 502506-100-120	Training					74.00
027573	12/31/2018	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 SCURRIER VIS	12/31/2018	854.60	0.00	854.60	
		G/L Account: 502203-100-530	Tools & Instruments					28.36
		G/L Account: 502203-100-530	Tools & Instruments					162.36
		G/L Account: 502203-100-530	Tools & Instruments					152.50
		G/L Account: 500902-100-000	Janitorial Supplies					23.54
		G/L Account: 501301-100-000	Maintenance Supplies					133.70
		G/L Account: 502203-100-530	Tools & Instruments					126.24
		G/L Account: 501303-100-000	Building Materials					174.65
		G/L Account: 501301-100-530	Maintenance Supplies					53.25
027574	12/31/2018	0001040	WAVE					Check Entry Number: 001
			DEC3118 813635010039	12/31/2018	89.90	0.00	89.90	
		G/L Account: 500601-100-000	Telecommunication Services					89.90
027575	12/31/2018	0001045	Miaja McCauley					Check Entry Number: 001
			DEC3118 REIMBURSEMEN	12/31/2018	39.50	0.00	39.50	
		G/L Account: 502507-100-000	Employee Development					39.50
027576	12/31/2018	0001047	Calderon Janitorial Services					Check Entry Number: 001
			DEC3118 INV041	12/31/2018	650.00	0.00	650.00	
		G/L Account: 500901-100-000	Janitorial Services					650.00
027577	12/31/2018	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 NMARTINI VIS	12/31/2018	495.00	0.00	495.00	
		G/L Account: 501901-100-000	Advertisements & Notices					75.00
		G/L Account: 501901-100-000	Advertisements & Notices					160.00
		G/L Account: 501901-100-000	Advertisements & Notices					85.00
		G/L Account: 501901-100-000	Advertisements & Notices					175.00
027578	12/31/2018	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			DEC3118 PMACEDO VISA	12/31/2018	904.01	0.00	904.01	
		G/L Account: 502503-100-000	Authorized Travel					444.98

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		G/L Account: 502503-100-000		Authorized Travel			256.40
		G/L Account: 502503-100-000		Authorized Travel			5.67
		G/L Account: 502503-100-000		Authorized Travel			131.96
		G/L Account: 502503-100-000		Authorized Travel			65.00
027579	12/31/2018	0001082 Heluna Health					Check Entry Number: 001
		DEC3118 ACCT6075	12/31/2018	275.50	0.00	275.50	
		G/L Account: 501705-100-130		Computer Supplies			275.50
027580	12/31/2018	0001088 Verizon Wireless					Check Entry Number: 001
		DEC3118 INV982002000	12/31/2018	1,277.50	0.00	1,277.50	
		G/L Account: 500602-100-000		Two-Way Radios			1,277.50
027581	12/31/2018	0001096 U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
		DEC3118 MBAGLEY VISA	12/31/2018	398.44	0.00	398.44	
		G/L Account: 501702-100-000		Postage			29.00
		G/L Account: 502506-100-000		Training			13.35
		G/L Account: 502503-100-000		Authorized Travel			224.13
		G/L Account: 502503-100-000		Authorized Travel			131.96
027582	12/31/2018	0001099 U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
		DEC3118 DWEXLER VISA	12/31/2018	2,412.92	0.00	2,412.92	
		G/L Account: 500503-100-510		Safety Items			526.26
		G/L Account: 500503-100-510		Safety Items			40.99
		G/L Account: 500503-100-510		Safety Items			11.84
		G/L Account: 501303-100-510		Building Materials			1,021.99
		G/L Account: 501301-100-540		Maintenance Supplies			811.84
027583	12/31/2018	0001100 U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
		DEC3118 JWRIGHT VISA	12/31/2018	242.80	0.00	242.80	
		G/L Account: 501301-100-000		Maintenance Supplies			224.68
		G/L Account: 502503-100-000		Authorized Travel			9.00
		G/L Account: 502503-100-000		Authorized Travel			9.12
027584	12/31/2018	0001105 Alameda County Mosquito Abatement District					Check Entry Number: 001
		DEC3118 INV#108	12/31/2018	572.47	0.00	572.47	
		G/L Account: 501204-100-000		Service Contracts			572.47
027585	12/31/2018	0001106 All Glass Inc					Check Entry Number: 001
		DEC3118 CUST6859301	12/31/2018	445.88	0.00	445.88	
		G/L Account: 501202-100-000		Contractual Repairs			445.88
027586	12/31/2018	0001107 Headley's Cleaning & Restoration					Check Entry Number: 001
		DEC3118 CARPETCLEANI	12/31/2018	850.00	0.00	850.00	
		G/L Account: 501302-100-000		Contractual Repairs			850.00
Report Total:					<u>170,534.79</u>	<u>0.00</u>	<u>170,534.79</u>

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027587	1/15/2019	0000001	Bank of the West - Federal Income Taxes				Check Entry Number: 001
			JAN1519 FED INC TAX	1/15/2019	13,171.89	0.00	13,171.89
		G/L Account: 202010-100-000	Federal Income Tax W/H				13,171.89
027588	1/15/2019	0000002	Employment Development - Personal Income Taxes				Check Entry Number: 001
			JAN1519 STATE INC TA	1/15/2019	5,142.73	0.00	5,142.73
		G/L Account: 202020-100-000	State Income Tax W/H				5,142.73
027589	1/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes				Check Entry Number: 001
			JAN1519 FICAMED TAX	1/15/2019	20,815.94	0.00	20,815.94
		G/L Account: 202030-100-000	FICA Tax - Employer				8,435.21
		G/L Account: 202031-100-000	FICA Tax - Employee				8,435.21
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				1,972.76
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				1,972.76
027590	1/15/2019	0000006	Employment Development - Disability Insurance				Check Entry Number: 001
			JAN1519 SDI TAX	1/15/2019	795.75	0.00	795.75
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				795.75
027591	1/15/2019	0000009	Nationwide Retirement Solutions - 457 Plan				Check Entry Number: 001
			JAN1519 457 PLAN CON	1/15/2019	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
027592	1/15/2019	0000018	Employment Development Department				Check Entry Number: 001
			JAN1519 SDI QTR TAX	1/15/2019	15.69	0.00	15.69
		G/L Account: 612200-100-000	Disability Insurance				15.69
			JAN1519 UI QTR TAX	1/15/2019	173.60	0.00	173.60
		G/L Account: 613100-100-000	Unemployment Insurance				173.60
			Check 027592 Total:		189.29	0.00	189.29
027593	1/15/2019	0000031	CA State Disbursement Unit				Check Entry Number: 001
			JAN1519 CSE200000001	1/15/2019	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General				403.50
027594	1/15/2019	0000328	PG&E				Check Entry Number: 001
			JAN1519 3508093469-4	1/15/2019	865.73	0.00	865.73
		G/L Account: 502601-100-000	Electric, Gas & Water				865.73
027595	1/15/2019	0000694	TD Ameritrade Institution				Check Entry Number: 001
			JAN1519 457 PLAN CON	1/15/2019	5,082.50	0.00	5,082.50
		G/L Account: 204022-100-000	457 Deferred Savings Plan				5,082.50
027596	1/15/2019	0000696	KBA DOCUSYS, INC				Check Entry Number: 001
			JAN1519 CONT41760900	1/15/2019	203.36	0.00	203.36
		G/L Account: 501204-100-000	Service Contracts				203.36
			JAN1519 INV744269	1/15/2019	40.92	0.00	40.92
		G/L Account: 501204-100-000	Service Contracts				40.92
			Check 027596 Total:		244.28	0.00	244.28
027597	1/15/2019	0000806	Fred Loux				Check Entry Number: 001
			JAN1519 HLTHINSREIMB	1/15/2019	323.74	0.00	323.74
		G/L Account: 612100-100-000	Health Insurance				323.74
027598	1/15/2019	0000814	Staples Business Advantage				Check Entry Number: 001
			JAN1519 3399773958	1/15/2019	25.55	0.00	25.55
		G/L Account: 501701-100-000	Office Supplies				25.55
			JAN1519 INV339969645	1/15/2019	151.99	0.00	151.99
		G/L Account: 501701-100-000	Office Supplies				151.99
			Check 027598 Total:		177.54	0.00	177.54
027599	1/15/2019	0000927	Bank of the West				Check Entry Number: 001

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			JAN1519 HLTHDEPFSA	1/15/2019	1,345.05	0.00	1,345.05
		G/L Account: 203070-100-000			Health FSA - Employee		553.36
		G/L Account: 203080-100-000			Dependent Care - Employee		791.69
			JAN1519 INCORREC DEP	1/15/2019	366.67	0.00	366.67
		G/L Account: 203081-100-000			Incorrect Allocation Dependent Care EE-General		366.67
			Check 027599 Total:		1,711.72	0.00	1,711.72
027600	1/15/2019	0000956	Waterlogic West Inc.				Check Entry Number: 001
			JAN1519 INVCNIN74831	1/15/2019	78.08	0.00	78.08
		G/L Account: 500503-100-000			Safety Items		78.08
			JAN1519 INVSDIN48447	1/15/2019	151.14	0.00	151.14
		G/L Account: 500503-100-000			Safety Items		151.14
			Check 027600 Total:		229.22	0.00	229.22
027601	1/15/2019	0000971	Flyers Energy, LLC				Check Entry Number: 001
			JAN1519 CFS1786577	1/15/2019	735.69	0.00	735.69
		G/L Account: 502501-100-000			Gasoline		735.69
027602	1/15/2019	0001049	ALSCO				Check Entry Number: 001
			JAN1519 LSAC1485037	1/15/2019	264.15	0.00	264.15
		G/L Account: 500501-100-000			Uniform Rental		264.15
			JAN1519 LSAC1487447	1/15/2019	240.23	0.00	240.23
		G/L Account: 500501-100-000			Uniform Rental		240.23
			JAN1519 LSAC1487447-	1/15/2019	5.56-	0.00	5.56-
		G/L Account: 500501-100-000			Uniform Rental		5.56-
			JAN1519 LSAC1489877	1/15/2019	233.21	0.00	233.21
		G/L Account: 500501-100-000			Uniform Rental		233.21
			JAN1519 LSAC1491736	1/15/2019	1.35	0.00	1.35
		G/L Account: 500501-100-000			Uniform Rental		1.35
			JAN1519 LSAC1491738	1/15/2019	56.00	0.00	56.00
		G/L Account: 500501-100-000			Uniform Rental		56.00
			JAN1519 LSAC1492175	1/15/2019	242.77	0.00	242.77
		G/L Account: 500501-100-000			Uniform Rental		242.77
			Check 027602 Total:		1,032.15	0.00	1,032.15
027603	1/15/2019	0001063	OSCA				Check Entry Number: 001
			JAN1519 INCBT1813092	1/15/2019	103.00	0.00	103.00
		G/L Account: 502506-100-510			Training		103.00
			JAN1519 INCBT1900221	1/15/2019	90.00	0.00	90.00
		G/L Account: 502506-100-510			Training		90.00
			Check 027603 Total:		193.00	0.00	193.00
027604	1/15/2019	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			JAN1519 01-0022594	1/15/2019	567.85	0.00	567.85
		G/L Account: 502601-100-000			Electric, Gas & Water		567.85
027605	1/15/2019	0001078	Kirk Thill				Check Entry Number: 001
			JAN1519 HLTHINSREIMB	1/15/2019	323.74	0.00	323.74
		G/L Account: 612100-100-000			Health Insurance		323.74
027606	1/15/2019	0001083	Guardian Security Agency				Check Entry Number: 001
			JAN1519 INV52412	1/15/2019	475.00	0.00	475.00
		G/L Account: 501807-100-000			Security Services		475.00
			JAN1519 INV52459	1/15/2019	380.00	0.00	380.00
		G/L Account: 501807-100-000			Security Services		380.00
			Check 027606 Total:		855.00	0.00	855.00

Check Register

Journal Posting Date: 1/15/2019

Register Number: CD-000093

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027607	1/15/2019	0001108	Battaglini Electric, Inc.					Check Entry Number: 001
			JAN1519 ELECTRICAL	1/15/2019	2,480.00	0.00	2,480.00	
		G/L Account: 501302-100-120		Contractual Repairs-CommunityEd				2,480.00
				Report Total:	<u>55,995.26</u>	<u>0.00</u>	<u>55,995.26</u>	

Check Register

Journal Posting Date: 1/31/2019

Register Number: CD-000094

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027608	1/31/2019	0000001	Bank of the West - Federal Income Taxes					Check Entry Number: 001
			JAN3119 FEDERAL INC	1/31/2019	12,611.92	0.00	12,611.92	
		G/L Account:	202010-100-000	Federal Income Tax W/H				12,611.92
027609	1/31/2019	0000002	Employment Development - Personal Income Taxes					Check Entry Number: 001
			JAN3119 STATE INC TA	1/31/2019	4,885.90	0.00	4,885.90	
		G/L Account:	202020-100-000	State Income Tax W/H				4,885.90
027610	1/31/2019	0000003	Bank of the West - FICA & MEDICARE Taxes					Check Entry Number: 001
			JAN3119 FICA/MED TAX	1/31/2019	20,438.64	0.00	20,438.64	
		G/L Account:	202030-100-000	FICA Tax - Employer				8,282.30
		G/L Account:	202031-100-000	FICA Tax - Employee				8,282.30
		G/L Account:	202040-100-000	MEDICARE Tax - Employer				1,937.02
		G/L Account:	202041-100-000	MEDICARE Tax - Employee				1,937.02
027611	1/31/2019	0000004	CCC Employees Retirement					Check Entry Number: 001
			JAN3119 EE RETIREMEN	1/31/2019	28,664.16	0.00	28,664.16	
		G/L Account:	204011-100-000	Retirement - CCCERA Employee				28,664.16
027612	1/31/2019	0000006	Employment Development - Disability Insurance					Check Entry Number: 001
			JAN3119 SDI TAX	1/31/2019	770.26	0.00	770.26	
		G/L Account:	203051-100-000	State Disability Insurance - SDI Employee				770.26
027613	1/31/2019	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			JAN3119 UNION DUES	1/31/2019	2,211.57	0.00	2,211.57	
		G/L Account:	205020-100-000	SEIU Local 1021 - Union Dues				1,105.53
		G/L Account:	205020-100-000	SEIU Local 1021 - Union Dues				1,106.04
027614	1/31/2019	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			JAN3119 457 PLAN CON	1/31/2019	654.00	0.00	654.00	
		G/L Account:	204022-100-000	457 Deferred Savings Plan				554.00
		G/L Account:	204022-100-000	457 Deferred Savings Plan				100.00
027615	1/31/2019	0000010	CalPERS					Check Entry Number: 001
			JAN3119 ER HEALTHINS	1/31/2019	42,740.70	0.00	42,740.70	
		G/L Account:	203010-100-000	Medical - CALPers Employer				33,434.17
		G/L Account:	612100-100-000	Health Insurance				92.43
		G/L Account:	612110-100-000	Health Retirees-General				21.14
		G/L Account:	612110-100-000	Health Retirees-General				9,192.96
			JAN3119 HLTH INS EE	1/31/2019	6,753.98	0.00	6,753.98	
		G/L Account:	203011-100-000	Medical - CALPers Employee				3,376.99
		G/L Account:	203011-100-000	Medical - CALPers Employee				3,376.99
			Check 027615 Total:		49,494.68	0.00	49,494.68	
027616	1/31/2019	0000011	Vision Service Plan					Check Entry Number: 001
			JAN3119 VISION INS	1/31/2019	670.35	0.00	670.35	
		G/L Account:	612102-100-000	Vision Insurance				670.35
027617	1/31/2019	0000015	Health Care Dental Trust					Check Entry Number: 001
			JAN3119 DENTAL INS	1/31/2019	5,115.88	0.00	5,115.88	
		G/L Account:	612101-100-000	Dental Insurance				5,115.88
027618	1/31/2019	0000031	CA State Disbursement Unit					Check Entry Number: 001
			JAN3119 CSE200000001	1/31/2019	403.50	0.00	403.50	
		G/L Account:	203090-100-000	Garnishment-General				403.50
027619	1/31/2019	0000328	PG&E					Check Entry Number: 001
			JAN3119 3466426805-8	1/31/2019	1,807.51	0.00	1,807.51	
		G/L Account:	502601-100-000	Electric, Gas & Water				1,807.51
027620	1/31/2019	0000482	City of Antioch Marina					Check Entry Number: 001
			JAN3119 BERTH FEE	1/31/2019	100.00	0.00	100.00	

Check Register

Journal Posting Date: 1/31/2019

Register Number: CD-000094

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 502305-100-000		Other Expense			100.00
027621	1/31/2019	0000486	Bay Alarm Company				Check Entry Number: 001
			JAN3119 MONITOR FEES	1/31/2019	771.75	0.00	771.75
		G/L Account: 501807-100-000		Security Services			504.00
		G/L Account: 501807-100-000		Security Services			267.75
027622	1/31/2019	0000610	Liebert Cassidy Whitmore				Check Entry Number: 001
			JAN3119 INV1471251	1/31/2019	2,495.00	0.00	2,495.00
		G/L Account: 502506-100-000		Training			2,495.00
027623	1/31/2019	0000610	Liebert Cassidy Whitmore				Check Entry Number: 002
			JAN3119 LEGAL SERVIC	1/31/2019	1,107.00	0.00	1,107.00
		G/L Account: 501803-100-000		Legal Counsel			1,080.00
		G/L Account: 501803-100-000		Legal Counsel			27.00
027624	1/31/2019	0000694	TD Ameritrade Institution				Check Entry Number: 001
			JAN3119 457 PLAN CON	1/31/2019	5,082.50	0.00	5,082.50
		G/L Account: 204022-100-000		457 Deferred Savings Plan			5,082.50
027625	1/31/2019	0000793	AFLAC				Check Entry Number: 001
			JAN3119 DIS INS	1/31/2019	52.84	0.00	52.84
		G/L Account: 203052-100-000		Disability Insurance & Other - Employee			29.04
		G/L Account: 203052-100-000		Disability Insurance & Other - Employee			23.80
027626	1/31/2019	0000814	Staples Business Advantage				Check Entry Number: 001
			JAN3119 INV340140293	1/31/2019	205.90	0.00	205.90
		G/L Account: 501701-100-000		Office Supplies			205.90
027627	1/31/2019	0000889	TPX Communications				Check Entry Number: 001
			JAN3119 INV112341305	1/31/2019	685.41	0.00	685.41
		G/L Account: 500601-100-000		Telecommunication Services			685.41
027628	1/31/2019	0000899	Sun Life Financial				Check Entry Number: 001
			JAN3119 VOL LIFE INS	1/31/2019	411.72	0.00	411.72
		G/L Account: 203041-100-000		Employee Life Ins-General			411.72
027629	1/31/2019	0000899	Sun Life Financial				Check Entry Number: 002
			JAN3119 LIFE INS PRE	1/31/2019	796.57	0.00	796.57
		G/L Account: 612400-100-000		Life Insurance			796.57
027630	1/31/2019	0000916	Spark Creative Design				Check Entry Number: 001
			JAN3119 INV#1914	1/31/2019	666.57	0.00	666.57
		G/L Account: 501811-100-120		Outside Printing			666.57
027631	1/31/2019	0000925	INFINISOURCE, Inc.				Check Entry Number: 001
			JAN3119 INV#90345643	1/31/2019	80.00	0.00	80.00
		G/L Account: 501806-100-000		Financial Services			80.00
027632	1/31/2019	0000927	Bank of the West				Check Entry Number: 001
			JAN3119 HLTHDEPFSA	1/31/2019	978.38	0.00	978.38
		G/L Account: 203070-100-000		Health FSA - Employee			553.36
		G/L Account: 203080-100-000		Dependent Care - Employee			425.02
027633	1/31/2019	0000971	Flyers Energy, LLC				Check Entry Number: 001
			JAN3119 CFS-1807778	1/31/2019	1,324.12	0.00	1,324.12
		G/L Account: 502501-100-000		Gasoline			1,324.12
027634	1/31/2019	0000975	Reliance Standard Life In				Check Entry Number: 001
			JAN3119 LDT123580	1/31/2019	359.74	0.00	359.74
		G/L Account: 612200-100-000		Disability Insurance			359.74
			JAN3119 STD162561	1/31/2019	354.73	0.00	354.73
		G/L Account: 612200-100-000		Disability Insurance			354.73
			Check 027634 Total:		714.47	0.00	714.47

Check Register

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Register Number: CD-000094

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027635	1/31/2019	0000981	Colonial Life					Check Entry Number: 001
			JAN3119 DIS INS	1/31/2019	378.44	0.00	378.44	
		G/L Account:	203052-100-000		Disability Insurance & Other - Employee			215.96
		G/L Account:	203052-100-000		Disability Insurance & Other - Employee			51.90
		G/L Account:	203052-100-000		Disability Insurance & Other - Employee			94.22
		G/L Account:	203052-100-000		Disability Insurance & Other - Employee			16.36
027636	1/31/2019	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 TFISHE VISA	1/31/2019	410.78	0.00	410.78	
		G/L Account:	501701-100-000		Office Supplies			27.82
		G/L Account:	501303-100-000		Building Materials			100.67
		G/L Account:	501303-100-000		Building Materials			11.56
		G/L Account:	502203-100-000		Tools & Instruments			35.18
		G/L Account:	501303-100-000		Building Materials			235.55
027637	1/31/2019	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 EGHILARDVISA	1/31/2019	19.52	0.00	19.52	
		G/L Account:	501401-100-130		Lab Supplies			19.52
027638	1/31/2019	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 CMILLER VISA	1/31/2019	204.30	0.00	204.30	
		G/L Account:	502305-100-000		Other Expense			24.94
		G/L Account:	502203-100-000		Tools & Instruments			103.25
		G/L Account:	501401-100-110		Lab Supplies			76.11
027639	1/31/2019	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 WSHIEH VISA	1/31/2019	382.24	0.00	382.24	
		G/L Account:	501705-100-000		Computer Supplies			103.98
		G/L Account:	500601-100-000		Telecommunication Services			15.74
		G/L Account:	500601-100-000		Telecommunication Services			191.66
		G/L Account:	501705-100-000		Computer Supplies			37.98
		G/L Account:	501705-100-000		Computer Supplies			7.99
		G/L Account:	500602-100-000		Two-Way Radios			59.97
		G/L Account:	501705-100-000		Computer Supplies			6.99
		G/L Account:	501705-100-000		Computer Supplies			33.89
027640	1/31/2019	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 NWOODS VISA	1/31/2019	1,776.46	0.00	1,776.46	
		G/L Account:	501501-100-120		Memberships			74.00
		G/L Account:	502305-100-120		Other Expense			12.00
		G/L Account:	502305-100-120		Other Expense			33.00
		G/L Account:	501705-100-120		Computer Supplies			1,653.22
		G/L Account:	501705-100-120		Computer Supplies			152.24
027641	1/31/2019	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			JAN3119 SCURRIERVISA	1/31/2019	347.72	0.00	347.72	
		G/L Account:	502203-100-530		Tools & Instruments			42.34
		G/L Account:	501303-100-000		Building Materials			18.23
		G/L Account:	501303-100-000		Building Materials			80.13
		G/L Account:	501301-100-000		Maintenance Supplies			43.15
		G/L Account:	501301-100-000		Maintenance Supplies			55.25
		G/L Account:	500503-100-000		Safety Items			108.62
027642	1/31/2019	0001040	WAVE					Check Entry Number: 001
			JAN3119 ACCT81363501	1/31/2019	89.90	0.00	89.90	
		G/L Account:	500601-100-000		Telecommunication Services			89.90
027643	1/31/2019	0001047	Calderon Janitorial Services					Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			JAN3119 INV#042	1/31/2019	650.00	0.00	650.00
		G/L Account: 500901-100-000	Janitorial Services				650.00
027644	1/31/2019	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JAN3119 NMARTINI VIS	1/31/2019	65.42	0.00	65.42
		G/L Account: 502305-100-000	Other Expense				65.42
027645	1/31/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			JAN3119 INV744269	1/31/2019	40.92	0.00	40.92
		G/L Account: 501204-100-000	Service Contracts				40.92
027646	1/31/2019	0001063	OSCA				Check Entry Number: 001
			JAN3119 INV#CBT19010	1/31/2019	20.00	0.00	20.00
		G/L Account: 502506-100-510	Training				20.00
027647	1/31/2019	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JAN3119 PMACEDO VISA	1/31/2019	2,010.62	0.00	2,010.62
		G/L Account: 501501-100-000	Memberships				148.00
		G/L Account: 502503-100-000	Authorized Travel				435.00
		G/L Account: 502503-100-000	Authorized Travel				1,292.62
		G/L Account: 501501-100-000	Memberships				70.00
		G/L Account: 502503-100-000	Authorized Travel				65.00
027648	1/31/2019	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			JAN3119 INV#2203	1/31/2019	475.00	0.00	475.00
		G/L Account: 500903-100-000	Landscaping Services				475.00
027649	1/31/2019	0001083	Guardian Security Agency				Check Entry Number: 001
			JAN3119 INV#52550	1/31/2019	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
			JAN3119 INV52504	1/31/2019	380.00	0.00	380.00
		G/L Account: 501807-100-000	Security Services				380.00
			JAN3119 INV52633	1/31/2019	587.00	0.00	587.00
		G/L Account: 501807-100-000	Security Services				587.00
			Check 027649 Total:		1,442.00	0.00	1,442.00
027650	1/31/2019	0001088	Verizon Wireless				Check Entry Number: 001
			JAN3119 INV982195619	1/31/2019	1,260.59	0.00	1,260.59
		G/L Account: 500602-100-000	Two-Way Radios				1,260.59
027651	1/31/2019	0001096	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JAN3119 MBAGLEY VISA	1/31/2019	609.71	0.00	609.71
		G/L Account: 502503-100-000	Authorized Travel				544.71
		G/L Account: 502506-100-000	Training				65.00
027652	1/31/2019	0001097	Express Services, Inc.				Check Entry Number: 001
			JAN3119 INV#21385653	1/31/2019	338.55	0.00	338.55
		G/L Account: 609100-100-000	Temporary - Office				677.10
		G/L Account: 609100-100-000	Temporary - Office				338.55-
			JAN3119 INV21212436	1/31/2019	902.80	0.00	902.80
		G/L Account: 609100-100-000	Temporary - Office				902.80
			Check 027652 Total:		1,241.35	0.00	1,241.35
027653	1/31/2019	0001099	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JAN3119 DWEXLER VISA	1/31/2019	782.05	0.00	782.05
		G/L Account: 501809-100-510	Misc Services				163.04
		G/L Account: 501301-100-530	Maintenance Supplies				294.28
		G/L Account: 501301-100-530	Maintenance Supplies				324.73
027654	1/31/2019	0001100	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JAN3119 JWRIGHT VISA	1/31/2019	370.07	0.00	370.07

Check Register

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CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 502305-100-000		Other Expense			3.07
		G/L Account: 502305-100-000		Other Expense			190.20
		G/L Account: 502305-100-000		Other Expense			176.80
027655	1/31/2019	0001105	Alameda County Mosquito Abatement District				Check Entry Number: 001
			JAN3119 INV#9205	1/31/2019	1,102.87	0.00	1,102.87
		G/L Account: 501204-100-000		Service Contracts			1,102.87
				Report Total:	<u>156,880.56</u>	<u>0.00</u>	<u>156,880.56</u>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
December 15, 2018	027527	3161.90	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
December 31, 2018	027549	1500.00	US Postal Service – Reimburse Postage for Meter
“ “ “ “	027565	5540.00	MVCAC – Registration for 2019 Annual Conference for District Employees and Trustees
“ “ “ “	027580	1277.50	Verizon Wireless – Monthly Service for Cellular Phones
January 15, 2019	027607	2480.00	Battaglini Electric, Inc. – Installation of Electrical for Education Center
January 31, 2019	027622	2495.00	Liebert Cassidy Whitmore – Annual Membership for Norcal Consortium
“ “ “ “	027623	1107.00	Liebert Cassidy Whitmore - Professional Legal Services
“ “ “ “	027649	1442.00	Guardian Security Agency – Weekly Security Services
“ “ “ “	027650	1260.59	Verizon Wireless – Monthly Service for Cellular Phones
“ “ “ “	027652	1241.35	Express Services, Inc. – Final Invoices for Temporary Front Office Staff
“ “ “ “	027655	1102.87	Alameda County Mosquito Abatement District – Service Contract for Salary Survey

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
 INVESTMENT ACTIVITY REPORT
 December & January

Month of December

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
Beginning Balance	12/1/18	291,332.47	4,625,308.94	361,729.20
1	12/13/18		(152,000)	152,000
2	12/17/18	3,789,747		
3	12/20/18	-3,900,025	3,900,000	
4	12/24/18	(173,128)		
5	12/31/18	14.54		(429,693)
Ending Balance	12/31/18	7,940.71	8,373,308.94	84,036.32

Month of January

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
Beginning Balance	1/1/19	7,940.71	8,373,308.94	84,036.32
1	1/2/19		(260,000)	260,000
2	1/14/19		(140,000)	140,000
3	1/15/19		32,824	
4	1/24/19	884.52		
5	1/29/19		(239,000)	239,000
6	1/31/19	0.21		(394,066)
Ending Balance	1/31/19	8,825.44	7,767,133.41	328,970.69

INVESTMENT ACTIVITY REPORT
DESCRIPTIONS OF TRANSACTION
December & January

Month of December

Transaction

Number

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 Deposit of Property Taxes
- 3 Transfer from Wells to LAIF Property Taxes & Wire Transfer Fee
- 4 Transfer to PARS for OPEB Medical Trust
- 5 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

Month of January

Transaction

Number

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 3 Deposit LAIF quarterly Interest
- 4 Deposit of Billing & Misc Checks in Wells Fargo Bank
- 5 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 6 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

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

Respectfully submitted,



Paula Macedo
General Manager

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

www.treasurer.ca.gov/pmia_laif/laif.asp

January 02, 2019

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

PMIA Average Monthly Yields

Account Number:

// [Tran Type Definitions](#)

December 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
12/13/2018	12/13/2018	RW	1591926	PAULA MACEDO	-152,000.00
12/21/2018	12/20/2018	RD	1592569	PAULA MACEDO	3,900,000.00

Account Summary

Total Deposit:	3,900,000.00	Beginning Balance:	4,625,308.94
Total Withdrawal:	-152,000.00	Ending Balance:	8,373,308.94

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

www.treasurer.ca.gov/pmia_laif/laif.asp
 February 20,
 2019

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

PMIA Average Monthly Yields

Account Number:

// [Tran Type Definitions](#)

January 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/2/2019	1/2/2019	RW	1593137	PAULA MACEDO	-260,000.00
1/14/2019	1/14/2019	RW	1593876	PAULA MACEDO	-140,000.00
1/15/2019	1/14/2019	QRD	1596091	SYSTEM	32,824.47
1/29/2019	1/29/2019	RW	1597282	PAULA MACEDO	-239,000.00

Account Summary

Total Deposit:	32,824.47	Beginning Balance:	8,373,308.94
Total Withdrawal	-639,000.00	Ending Balance	7,767,133 41

FY 18/19 Actuals VS Budget

As of 1.31.19

59% Fiscal Year Completed

ACCOUNT	Adopted 18/19	Actual	YTD %
SALARIES AND WAGES			
Payroll & OT & Direct Seasonals	3,501,486	2,020,823	57.71%
Retirement	1,216,950	1,245,810	102.37%
FICA - (OASDI)	217,092	121,694	56.06%
Medicare	50,772	29,190	57.49%
Health Insurance (Medical, Dental, Vision)	646,382	395,324	61.16%
Unemployment	32,202	8,101	25.16%
Disability Ins	10,009	5,369	53.63%
Other Post Employment Benefits	176,000	176,000	100.00%
Subtotal	5,850,894	4,002,310	68.41%
040 -Agriculture	200,000	31,636	15.82%
050 - Clothing/Personal Supplies	28,500	15,374	53.95%
060 - Communications	36,000	16,839	46.78%
090 - Household Expense	21,700	9,040	41.66%
100 - Insurance	281,726	272,835	96.84%
120 - Maintenance/Equipment	34,300	18,883	55.05%
130 - Maintenance/Bldg. & Grounds	108,500	54,006	49.77%
170 - Office Expense	59,140	27,738	46.90%
180 - Professional/Special Services	375,905	128,304	34.13%
230 - District Special Expense	40,100	20,314	50.66%
250 - Transportation/Travel	538,329	91,433	16.98%
Subtotal	1,724,200	686,402	39.81%
CAPITAL			
350 - Land			
360 - Structures and Improvements	36,500	600	1.64%
371 - Vehicles	107,000	62,322	58.24%
372 - Equipment	110,003	42,431	38.57%
Subtotal	253,503	105,353	41.56%
TOTAL EXPENDITURES	7,828,597	4,794,066	61.24%
PROJECTED REVENUES			
Property Taxes	5,633,173	3,943,903	70.01%
Benefit Assessment	2,038,000	-	0.00%
Contract Billing	42,000	15,401	36.67%
Interest Income (LAIF)	74,462	73,794	99.10%
Miscellaneous	109,621	19,286	17.59%
Medical Reimbursement	89,760	83,156	92.64%
TOTAL REVENUES	7,987,016	4,135,540	51.78%

ACCOUNT	Adopted 18/19	Actual	YTD %
ENDING BALANCE	158,419		
Designated Reserves			
Africanized Honey Bee	165,000		
Emerging Disease Surveillance	1,500,000		
Building Fund	1,222,584		
Investment Policy 6 Months Cash Flow	3,914,298		
Public Health Emergency	1,000,000		
Total Committed Reserves	7,801,882		

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

2019 TRUSTEE COMMITTEES

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

* CHAIRPERSON



CONTRA COSTA
**MOSQUITO
& VECTOR
CONTROL**
DISTRICT

BOARD OF TRUSTEE
Policies & Procedures

Revised ~~3/5/2019~~ 5/2019

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**Contra Costa Mosquito
& Vector Control District**
155 Mason Circle
Concord, CA 94520
925-685-9301
www.contracostamosquito.com

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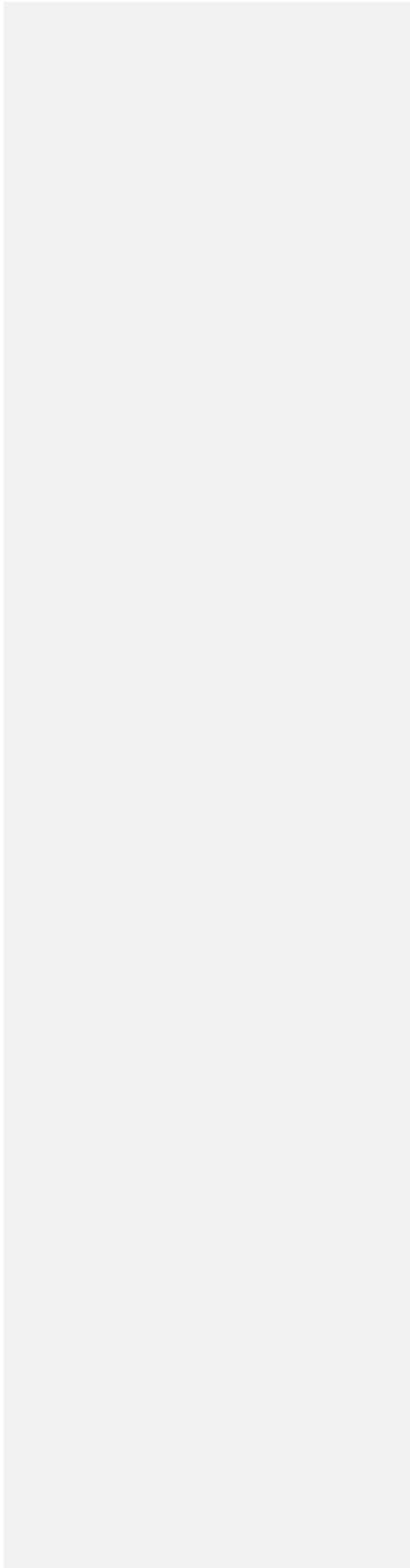
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SECTION I

INTRODUCTION



INTRODUCTION

Welcome to the Board of Trustees of the Contra Costa Mosquito and Vector Control District. As a Trustee, you will be involved in setting policy and approving expenditures of the District. This binder has been prepared to assist you in making informed decisions that will shape the future of the District.

This binder also includes sections which explain why the District exists, the roles and responsibilities of Trustees and staff, pertinent laws governing our agency and the manner in which we conduct business, financial matters, and other information about our District. In the Appendices, you will find copies of various sections of the California Codes that govern our District and policies adopted by the Board of Trustees that govern the operations of the District. Staff is always available to answer questions that may arise.

DISTRICT FORMATION

Early in the century, Northern California suffered through epidemics of encephalitis and malaria, and severe outbreaks of saltwater marsh mosquitoes. At times, parts of Contra Costa County were considered uninhabitable with waterfront areas and schools shut down during peak mosquito seasons. As a result, the Contra Costa Mosquito Abatement District (CCMAD #1) was established in 1926.

At the request of various cities and school districts, annexations slowly increased the size of CCMAD #1. In December of 1952, CCMAD #1 merged with Antioch-Live Oak MAD, CCMAD #2 and CCMAD #3; thereby increasing the size of the District to 509 square miles. Mosquito control was established in the eastern portion of Contra Costa County with the formation of Diablo Valley Mosquito Abatement District (DVMAD) in 1952. This District encompassed the communities of Oakley, Brentwood and Byron.

In 1986, CCMAD #1 and Diablo Valley Mosquito Abatement consolidated to create one county-wide agency (736 square miles), Contra Costa Mosquito Abatement District. In 1993, the County of Contra Costa transferred the rodent and rabies reduction programs to the District. Subsequently the District changed its name to Contra Costa Mosquito and Vector Control District (CCMVCD).

Today, our District consists of a modern force of certified, trained technicians who now execute a county-wide mosquito program. Gone are the days of broad spectrum pesticide usage. Today, the District uses state-of-the-art, environmentally-sound techniques combined with biological control agents that specifically target mosquito control. Consistently at the forefront of mosquito and vector control, the District has added programs and enhanced services to meet the needs of county residents. Environmentally sound techniques, reliable and efficient services, as well as programs to combat emerging diseases while preserving and/or enhancing our environment are the critical elements in the success of the District for over 80 years.

VISION

~~To be the lead agency in Contra Costa County for the detection and suppression of threats to public health from disease transmitting pests, and non-disease transmitting pests (vectors) which disrupt public activities~~ Healthy people who can live, work, and play in a healthy environment.

Field Code Changed

MISSION STATEMENT

~~To protect and promote public health and welfare through area-wide, responsive services and programs by integrated vector management services and programs utilizing best management practices and least toxic components by:~~

Comment [NJ1]: Revisit Mission Statement

Field Code Changed

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Community Value

Providing essential District services to detect and suppress public health pests, and to reduce the ~~chance of disease risk of vector-borne disease transmission and discomfort~~ to the people who live, work or play within the ~~Contra Costa~~ County

Service Area

~~Providing field services and administrative programs throughout the county, including all incorporated cities and unincorporated communities~~ Serving all of Contra Costa County

Public Confidence

Delivering accessible, accountable, efficient, transparent and cost-effective ~~services to the public in all communities within the county~~

~~Community Awareness~~ *Public Relations*

~~Informing community leaders and public “customers” regularly about programs and services; linking educational programs to schools, public agencies, non-profit organizations and private industry~~ Working closely with all constituents, private and public, to ensure prompt delivery of accurate information, to raise public awareness and to develop relationships that promote healthy living

Environmental Commitment

~~Complying with, by meeting or exceeding, federal, state, and local environmental standards that affect service programs, practicing responsible environmental stewardship, enhancing value of wetlands, and considering relevant environmental factors as an integral component of mosquito and vector control~~

Research

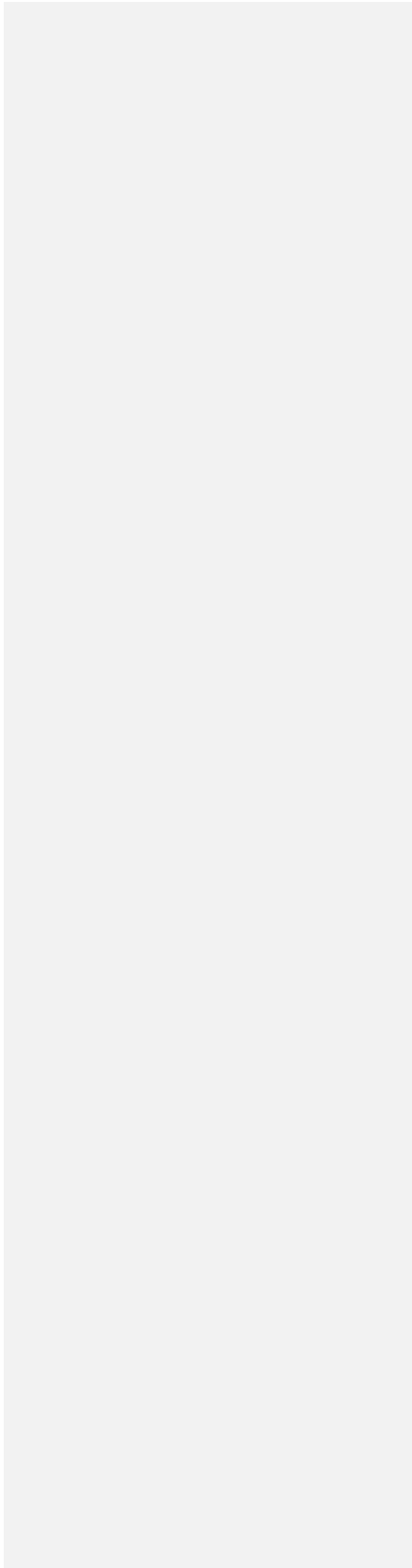
~~Developing and/or testing new materials, methods and technologies to ensure quality control oversight on all services and programs, while anticipating resurgent and/or new introduced vectors, or vector borne diseases~~
~~Investigating environmental concerns and developing and/or testing new materials, methods and technologies to ensure quality control oversight on all services and programs, while anticipating resurgent and/or newly introduced vectors or vector-borne diseases~~

Support Programs–Interagency Relations

~~Integrating District programs and services with other related regional, state and federal public health agencies to ensure cooperative, cohesive program delivery and communicating District programs and services with other public agencies to ensure cooperative, cohesive, and innovative program delivery~~

SECTION II

ROLES AND RESPONSIBILITIES



BOARD OF TRUSTEES

The Board of Trustees is currently comprised of 22 members. One (1) Trustee is appointed by each respective city and three (3) are appointed by the County Board of Supervisors. A Trustee is appointed pursuant to California Health and Safety Code §2022. To be appointed, the member must be an elector of the city (or county for county member) and a resident of that ~~portion of the~~ city (or county for county member) which is in the ~~D~~istrict. The first term of a Trustee shall not exceed two years. Subsequent consecutive reappointments may be for a term of two or four years at the discretion of the appointing authority ~~(§2242)~~.

Members of the Board of Trustees serve without compensation. In lieu of expenses, an allowance of one hundred dollars (\$100.00) per month per member will be paid for expenses incurred in attending any and all committee meetings, special meetings, or regular meetings of the ~~B~~oard during said month.

As long as there is a salaried District employee who acts as the recording secretary or as an assistant to the Secretary of the Board, the Secretary of the Board shall receive no compensation. However, in recognition of regular functions performed by the Secretary and the Board President, he/she will receive \$100 per month whether or not there are District meetings.

❖ The Board of Trustees:

- ✓ Sets policy;
- ✓ Hires the District General Manager;
- ✓ Hires an independent auditor;
- ✓ Establishes the budget and approves expenditures; and
- ✓ Retains legal counsel.

❖ The duties of the Board of Trustees are distinct from those of management. The Board oversees and provides counsel and direction to management and should not be involved in the day-to-day affairs of the District.

❖ The power and ability to make decisions lies with the full Board, not with individual Trustees.

❖ The Board of Trustees is not involved in the hiring of employees or other personnel actions, except those that concern the District General Manager. The Personnel Committee of the Board is the appeal body for employee grievances and disciplinary actions.

POWERS OF THE BOARD OF TRUSTEES

Broad powers, embodied in the California Health and Safety Code §2040, enable the Board of Trustees to act expeditiously to protect public health. The District must coordinate with local, state, and federal agencies in order to function within regulatory and permissive power.

In accordance with §2040, the District may do all of the following:

- ❖ Conduct surveillance programs and other appropriate studies of vectors and vectorborne diseases.
- ❖ Take any and all necessary or proper actions to prevent the occurrence of vectors and vectorborne diseases.
- ❖ Take any and all necessary or proper actions to abate or control vectors and vectorborne diseases.
- ❖ Take any and all actions necessary for or incidental to the powers granted by this chapter.

In accordance with §2041, the District has the following rights and powers:

- ❖ To sue and be sued.
- ❖ To acquire by purchase, eminent domain, or other lawful means, any real property within the ~~district~~ District or any personal property that may be necessary or proper to carry out the purposes and intent of this chapter.
- ❖ To sell, lease, or otherwise dispose of any real or personal property. Every sale of property shall be to the highest bidder. The ~~board~~ Board shall publish notice of the sale pursuant to Section 6066 of the California Government Code. A ~~b~~Board of ~~t~~Trustees may exchange equivalent properties if the ~~b~~Board determines that the exchange is in the best interests of the ~~D~~istrict.
- ❖ To donate any surplus real or personal property to any public agency or nonprofit organization.
- ❖ To purchase the supplies and materials, employ the personnel, and contract for the services that may be necessary or proper to carry out the purposes and intent of this chapter.
- ❖ To build, repair, and maintain on any land the dikes, levees, cuts, canals, or ditches that may be necessary or proper to carry out the purposes and intent of this chapter.

❖ To contract to indemnify or compensate any property owner for any injury or damage necessarily caused by the use or taking of real or personal property for dikes, levees, cuts, canals, or ditches.

❖ To engage necessary personnel, to define their qualifications and duties, and to provide a schedule of compensation for the performance of their duties

| ❖ To engage counsel and other professional services.

❖ To adopt a seal and alter it at pleasure.

❖ To provide insurance pursuant to Part 6 (commencing with Section 989) of Division 3.6 of Title 1 of the Government Code.

❖ To participate in, review, comment, and make recommendations regarding local, state, or federal land use planning and environmental quality processes, documents, permits, licenses, and entitlements for projects and their potential effects on the purposes and intent of this chapter.

❖ To take any and all actions necessary for, or incidental to, the powers expressed or implied by this chapter.

BOARD OFFICERS

| At the first regular meeting of the calendar year the Board of Trustees elects a President, Vice President and Secretary. The office of President shall be rotated annually based on a list according to their original appointment date, and the Trustee next in line shall serve as Vice President. If an officer is unable to fulfill his/her term of office he/she may step aside and reenter the seniority at a later time.

OFFICERS' DUTIES

President

The President is the official representative of the District. The President appoints standing committees, ad-hoc committees and chairpersons, subject to ratification by the Board of Trustees. The President is an ex-officio member of all committees, may execute, with the Secretary, such legal and fiscal documents as may be required. The President may receive additional authority as delegated by the Board of Trustees.

In addition, the President is responsible for opening meetings promptly and for administering the business of the day, expeditiously and with appropriate order and decorum. He/she may attend meetings of the Mosquito and Vector Control Association of California or the American Mosquito Control Association to represent the Board of Trustees.

Vice President

In the absence of the President, the Vice President assumes the duties of the President. The Vice President is empowered to attend the annual meeting of the Mosquito and Vector Control Association of California, serve as Chairperson of either the Budget or Personnel Committee and is expected to serve as President in the following year.

Secretary

The Secretary reviews and edits minutes of all meetings of the Board and executes with the President and Vice President such legal and fiscal documents as may be required. In the absence of the President and Vice President, the Secretary assumes the duties of the President.

The Secretary authenticates by signature all the acts, orders, and proceedings of the Board. The Secretary is responsible for recording the minutes and keeping records. With the approval of the Board, this responsibility may be delegated to District Staff.

COMMITTEES

The standing committees of the Board of Trustees include Advance Planning, Audit, Budget, Executive and Personnel. All Board members are expected to serve on at least one committee.

Ad-hoc committees of the Board of Trustees may be appointed by the President. Committee members and Chairs are appointed by the President on an as needed basis and are ratified by the Board of Trustees during a regular business meeting.

All Committee meetings are scheduled on an as needed basis and are called by the Committee Chair. All Committee meetings, except those of ad hoc committees not subject to the Brown Act, are conducted pursuant to the Ralph M. Brown Act. Specific duties of each Committee are located in **Appendix B**.

ATTENDANCE EXPECTATIONS

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Members of the Board of Trustees shall attend all Regular and Special Meetings of the Board unless there is good cause for absence. If a member misses three (3) consecutive Board meetings, or more than four (4) Board meetings in a calendar year, the appointing body may be notified of the member's absence as determined by the Executive Committee.

All Trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006. New Trustees must comply within six months of their appointment. Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act. Trustees will provide a certificate of completion as proof of compliance to the District as required.

All Trustees are also required to receive two hours of harassment, discrimination and retaliation prevention training annually, to include information that heed federal and state guidelines for the prevention and correction of discrimination, harassment and retaliation. Trustees will provide a certificate of completion as proof of compliance to the District as required.

Under the Political Reform Act, Trustees must disclose personal economic interests which may be affected by their decisions. This disclosure is made on Statement of Economic Interest Forms (Form 700) and must be filed upon assuming office, annually, and upon leaving office. Notifications will be sent to Trustees directly from the Clerk of the Board of the County.

If any Trustee fails to comply with the expectations of the Board of Trustees outlined in this binder, the appointing body may be notified of the member's performance as determined by the Executive Committee.

TRUSTEE TRAINING, EDUCATION AND CONFERENCE ATTENDANCE

With prior approval of the Board, Trustees are encouraged to attend professional meetings, seminars and educational conferences, when the purpose of those activities are meant to improve their understanding and governance of the District.

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The District will reimburse Trustees for airfare, mileage, lodging and meal expenses on authorized District related travel that does not exceed the current amount published by the Internal Revenue Service, pursuant to California Health and Safety Code §2051. Travel reimbursement is described in Resolution 14-3, Reimbursement Policy for Board of Trustee Attendance at Meetings and Conferences and Associated Expenses, as well as outlined in the District's policies and procedures for meal reimbursement.

Those Trustees attending in accordance with this policy shall have their actual and necessary travel and incidental expenses paid by the District. This policy shall not preclude a Trustee from attending said meetings and conferences at the Trustee's own expense.

- I. While in office, the Board President and Vice President shall be reimbursed for attendance at relevant meetings and conferences.
 - II. In the event the ~~board-Board p~~President and/or ~~v~~Vice ~~p~~President cannot attend, Board consideration shall be given to other ~~trustees-Trustees~~ in the sequence in which they are in line for the presidency and if approved shall be reimbursed for attendance at relevant meetings and conferences.
 - III. Any other ~~T~~rustee, especially those who are invited speakers or otherwise on the meeting or conference program, shall be reimbursed for attendance at relevant meetings and conferences, with ~~B~~board approval.
 - IV. Payments and reimbursements will be made for actual expenses by submitting the District's expense report form with receipts.
- The overall financial controlling aspect of this policy is governed by the authorized travel expenses as approved by the Board of Trustees on an annual basis.

DISTRICT MANAGER & STAFF

The District General Manager is appointed by and serves at the pleasure of the Board of Trustees. The duties of the District General Manager include:

- ❖ Carrying out the policies of the Board of Trustees;
- ❖ Managing the daily operations of the vector control programs;
- ❖ Recommending policy to the Board of Trustees;
- ❖ Recommending the annual budget to the Board of Trustees;
- ❖ Keeping the Board of Trustees apprised of the financial condition of the District; and
- ❖ Hiring, promoting, disciplining, and terminating all District employees.

The Board of Trustees deals with the administrative functions of the District through the District General Manager except for the purpose of inquiry. The Board of Trustees cannot give orders to employees of the District or attempt to discipline any employee except the District General Manager.

Any concerns regarding an employee's performance are communicated in writing to the District General Manager. Any concerns regarding the District General Manager's performance are communicated in writing to the President of the Board of Trustees.

CODE OF CONDUCT

The Board of Trustees, on September 8, 1997, adopted a Policy entitled Board/Employee Interactions.

I. PURPOSE

To set forth board and employee guidelines for interactions between the Board of Trustees and employees of the District.

II. SCOPE

This policy applies to all ~~board~~Board members and all employees, regardless of their status (full time, part time etc.)

III. POLICY

To ensure a safe and healthful working environment that allows open and productive interaction between ~~board~~Board members and employees while recognizing ~~board~~Board and employee roles. The following policies and principles are identified as District standards of conduct to be followed.

Limits of Board Authority

The Board of Trustees, as the governing board of the District, has the right to hire and fire the General Manager. The ~~board~~Board, through the General Manager reserves the right to manage and supervise employees and take whatever actions are deemed necessary to carry out District operations. As a general rule, the ~~board~~Board, or individual trustees, have no day to day authority over District employees. The ~~board's~~Board's level of authority is restricted to ~~board~~Board or committee activities unless specifically identified through ~~board~~Board action.

IV. PROCEDURES

In the interests of maintaining open communications between ~~board~~Board members and employees and enhancing ~~b~~Board understanding of programs

| and operations, the following guidelines shall apply to ~~board~~Board/employee interactions:-

Occasional Interactions

Trustees and employees may occasionally meet and should feel free to discuss programs and operations.

Scheduled Interactions

Trustees may have a legitimate need to interact with employees on specific projects. This will only be permissible if the trustee and employee has received the advanced approval of the General Manager.

Personnel Matters/Complaints

| Discussions between ~~board~~Board members and employees should be directed toward programs and operations, not personnel matters. Personnel matters of employee concern should be processed as per ~~board~~Board policy. Any problems or complaints resulting from ~~board~~Board/employee interactions, by either the ~~board~~Board member or employee, should be brought to the attention of the General Manager for review and resolution. The General Manager will follow the complaint handling procedures as per Board policy.

CONFLICT OF INTEREST

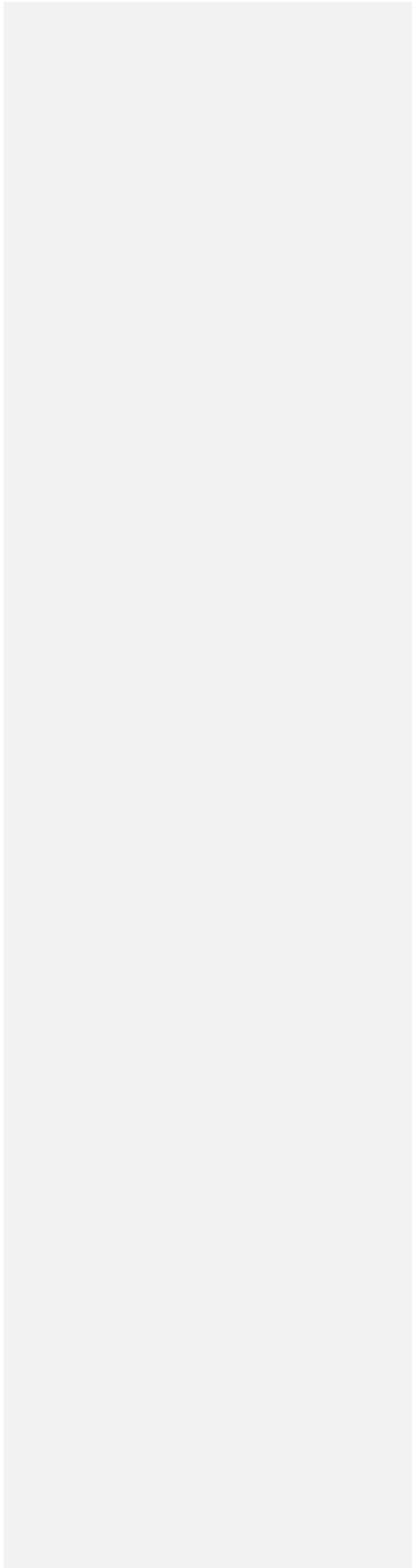
| Conflict of interests can arise in many different ways, often at the last minute, and without warning. The Political Reform Act, enacted by the voters in 1974, prohibits any public official from making, participating in making, or attempting to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on the official, the official's immediate family, or on specified economic interests of the official, if that financial effect is different from the effect on the general public.

| There are six basic questions a Trustee should ask to determine whether a conflict of interest exists:-

- ❖ Am I making, participating in making, or using my "official position" to influence a governmental decision?
- ❖ Do I have an economic interest involved in the decision?

❖ For each economic interest, is the economic interest either directly or indirectly involved in the governmental decision before me?

❖ Which of the materiality standards apply to my situation?



❖ For each economic interest, is it reasonably foreseeable that the financial effect on that interest will be material?

❖ If the financial effect on my economic interest is both material and foreseeable, is the financial effect distinguishable from the effect on the public generally?

If a Trustee finds that a conflict of interest exists, the Trustee should abstain from participating in any decision surrounding the conflict. Violations of the Political Reform Act can result in severe penalties. These may include administrative penalties, civil penalties imposed by the Fair Political Practices Commission (FPPC), or imposition of criminal sanctions, including fines or imprisonment.

Under the Political Reform Act, Trustees must disclose personal economic interests which may be affected by their decisions. This disclosure is made on Statement of Economic Interest Forms [\(Form 700\)](#) and must be filed upon assuming office, annually, and upon leaving office. ~~These forms are sent to each Trustee when they are required to be filed~~[Notifications will be sent to Trustees directly from the Clerk of the Board of the County.](#)

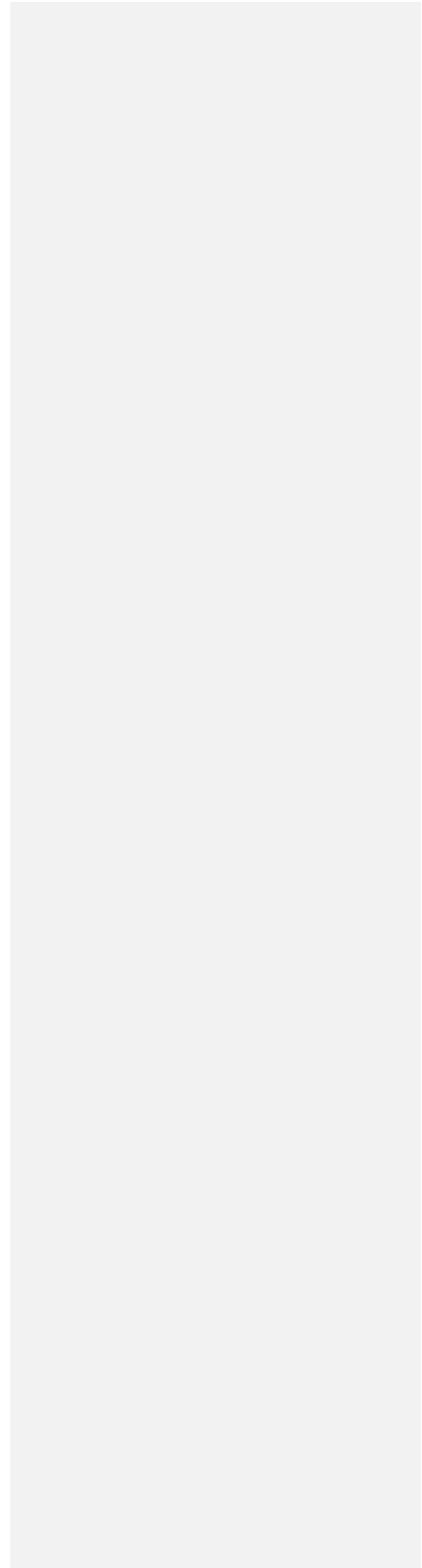
INCOMPATIBILITY OF OFFICE

The courts have created the doctrine of incompatibility of office, which prevents an individual from occupying two public offices that have overlapping or conflicting functions and duties. California Health and Safety Code §2022 permits any member of a city council to be appointed to the Board of Trustees as a city member or county member, if that appointee also meets other applicable qualifications.

|

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SECTION III

TRUSTEE MEETINGS

|

BOARD OF TRUSTEE MEETINGS

California Health and Safety Code §2028 requires that the District provide the time and place for holding its regular meetings. Regular meetings of the Board of Trustees are held bi-monthly on the second Monday of every other month at 7:00 p.m., unless otherwise approved by the Board of Trustees. Regular meetings are held at the District Office located at 155 Mason Circle, Concord, California.

When the regular meeting date falls on a holiday it will be held on the ~~next business day following week, as prescribed in Government Code, Section 54954~~ unless otherwise approved by the Board of Trustees at the first regular meeting of the year in January. Committee meetings are called by each Committee Chair as needed.

All meetings are open to the public and are conducted in accordance with the Ralph M. Brown Act (Government Code sections 54950 - 54963).

RALPH M. BROWN ACT

All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise permitted in this chapter. This is by far the most important sentence of the entire Ralph M. Brown Act (**Appendix N**) which was enacted in 1953. Changes to the Act have been adopted in virtually every session of the Legislature, and it is important to keep abreast of these changes.

The Ralph M. Brown Act is more than an open meeting law. The Act sets forth requirements for:

- ❖ Meetings - Including formal meetings of boards and committees, collective briefings, retreats and workshops, serial meetings, informal meetings, technological conferencing, and location of meetings-
- ❖ Legislative Bodies
- ❖ Notice and Agendas
- ❖ Rights of the Public
- ❖ Closed Sessions

❖ Remedies for Violating the Act

The Ralph M. Brown Act assures full participation of the public and preserves the integrity of the decision-making process, yet does not stifle government officials nor impede the effective and natural operation of government.

PROCEDURES FOR MEETINGS

The order of business to be considered at any meeting shall be at the discretion of the Presiding Officer. The District General Manager provides an agenda with supporting documents to each Trustee ~~one week~~ in advance and the agenda is posted in a public location at least 72 hours prior to the meeting. The agenda is developed in consultation with the Presiding Officer. In accordance with the Ralph M. Brown Act, Board and Committee actions are limited to items posted on the agenda.

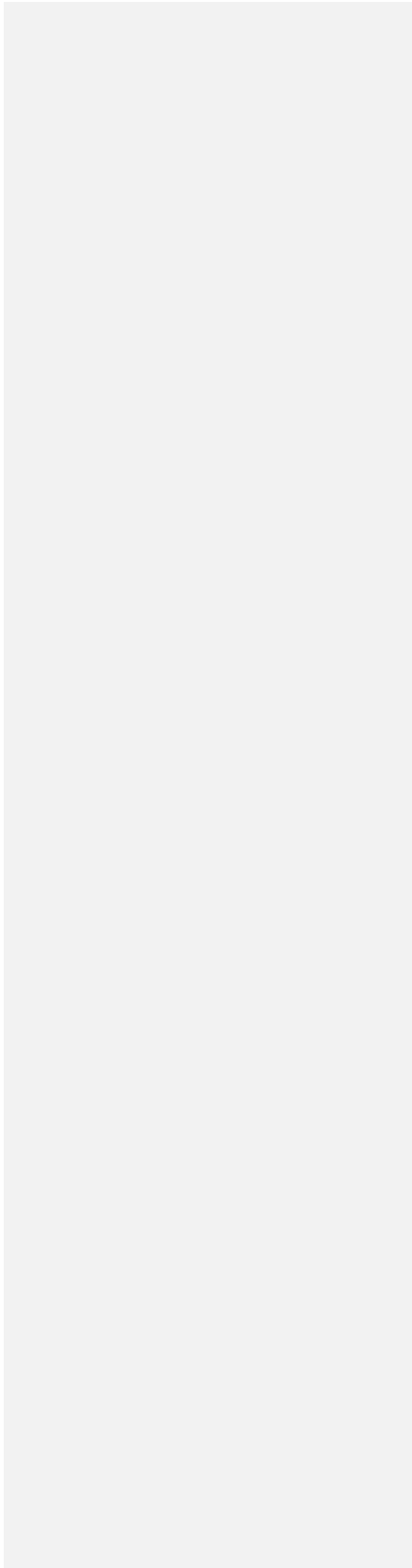
New business not indicated on the agenda is deferred to a future meeting for action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- ❖ In an “emergency situation”, as determined by a majority vote of the members present that an emergency exists. “Emergency situation” means a work stoppage, crippling disaster, or other activity which severely impairs the public health or safety.
- ❖ If the need to take action came to the attention of the ~~e~~District subsequent to the agenda being posted and there is a need to take immediate action. Such a determination must be made by a two-thirds vote of the Board, or if less than two-thirds of the members are present, by unanimous vote of the members present.

Meetings are conducted in accordance with the most recently available edition of Roberts Rules of Order. During meetings, the Secretary of the Board of Trustees records the minutes. As approved by the Board, this duty has been delegated to staff. When a split vote appears imminent, any member may request a vote by roll call, and the vote of each Trustee is recorded by the Secretary of the Board.

SECTION IV

DISTRICT FINANCE



REVENUE

Health and Safety Code, Division 3 - Pest Abatement provides for a variety of revenue sources, including service charge, benefit assessment, and allocation of property taxes. Constitutional amendments have placed constraints on the availability of revenue sources. Those districts who derive revenue from property tax have lost money due to property tax shifts to schools. Amendments to the California Constitution approved by the voters in 1996 require property owner approval to impose a service charge or assessment.

Assessments that existed prior to the Constitutional amendments imposed by a vector control district to finance the maintenance and operation expenses are exempt from obtaining property owner approval unless the assessment is increased. The District imposed an annual benefit assessment (**Appendix I**) on June 17, 1996. The assessment is calculated based on land use and size and the reasonable cost to perform vector surveillance and control. Property owner approval will not be required unless maintenance and operation expenses require an assessment greater than currently established.

The assessment is collected at the same time and in the same manner as county taxes. District revenue is also generated through contractual services provided by the District.

INVESTMENTS

District funds that are not required for foreseeable near term expenditures are invested or deposited pursuant to Article V. and VI. of the District Investment Policy created per District Resolution No. ~~94-0595-05~~, and in accordance with Government Code §53600 et. sec. (**Appendix A**).

The District's General Manager/Treasurer invests funds of the District under the prudent person rule (~~Civil Code §2261 et seq.~~) exercising judgement and care as he or she deems wise or expedient as allowable under current legislation of the State of California and other imposed legal restrictions.

Investments are selected by the General Manager/Treasurer based on the following criteria and order of priority:

- ❖ Safety
- ❖ Liquidity
- ❖ Maturity
- ❖ Yield

The General Manager reports bi-monthly to the Board of Trustees all investments held by the District in accordance with the District's Investment policy and Government Code §53646 (**Appendix A**). The Budget Committee serves as an oversight Committee to recommend policy changes to the General Manager and review investment performance.

EXPENDITURES

Financial obligations of the District, including payroll and accounts payable, are prepared, processed, and dispersed internally by staff. Disbursements are made through the District's checking account.

All vendor disbursements from the District checking account are reported to the Board of Trustees bi-monthly on the Accounts Payable Check Registers; including the name of the vendor and the amount of the disbursement. The checking account is reimbursed by a wire transfer drawn on the District reserves with the Local Agency Investment Fund.

RESERVES

In accordance with Health and Safety Code §2070, the District can establish unallocated and restricted reserves.

Funds in the general reserve defray District expenses between the beginning of a fiscal year and when tax receipts are actually distributed (dry period).

BUDGET

On or before August 1 of each year, the District prepares a written estimate of the amount of money necessary for the District's purposes during the ensuing fiscal year (Health and Safety Code §2070). This written estimate is the District's Budget which is prepared annually (**Appendix G**). The Annual Budget expresses the District's goals in terms of specific financial and operating objectives.

Using data from previous years and policies established by the Board of Trustees, staff prepares the Preliminary Budget which includes the goals for the ensuing year, revenue requirements, salaries and benefits, service and supplies, capital expenditures, reserve requirements and benefit assessment calculations. The Preliminary Budget is then submitted for Committee review.

The Budget Committee reviews the Preliminary Budget in April and May of each year. The Budget Committee reviews the entire budget as it relates to the goals of the District. Staff amends the Preliminary Budget as requested by the Budget Committee and submits the Annual Budget to the Board of Trustees for adoption at the regular meeting of the Board in July.

ANNUAL AUDIT

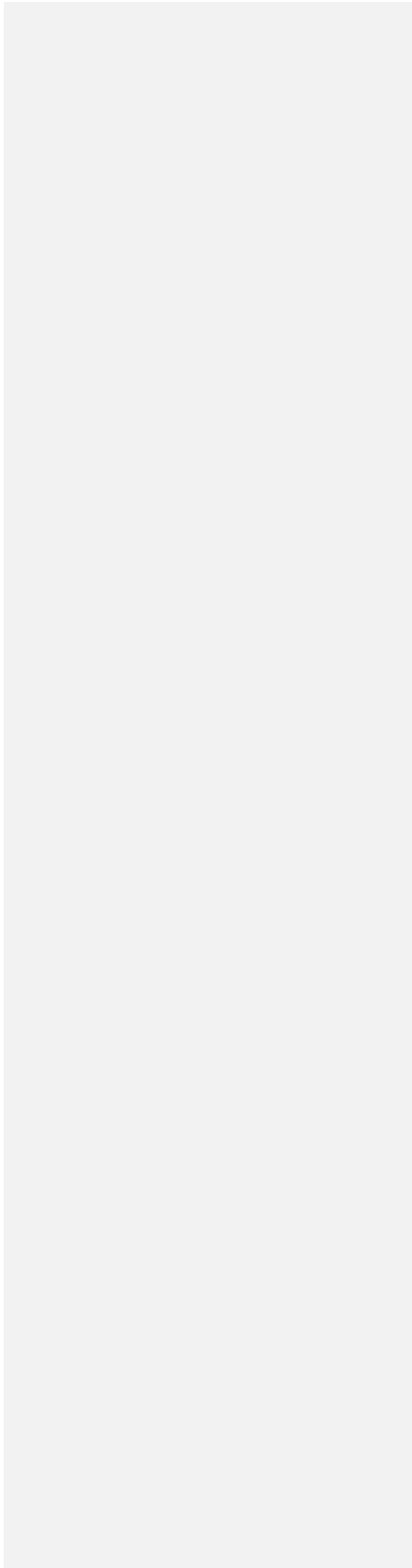
An annual audit of the financial statements is conducted to include the minimum requirements prescribed by the State Controller pursuant to Government Code §26909. An independent auditor is selected by the Board of Trustees, through request for proposals and recommendations by the Audit Committee. The independent auditor is required to prepare and submit the Annual Report of Financial Transactions of Special Districts, the General Purpose Financial Statements with Independent Auditor's Report, and Management Letter of Internal Control Structure. The entrance and exit conferences are conducted with the Audit Committee and management at duly noticed, public meetings of the Committee. The General Purpose Financial Statements with Independent Auditor's Report and Management Letter of Internal Control Structure are submitted to the Board of Trustees for discussion and action at a regular meeting of the Board of Trustees.

The accounts of the District are organized on the basis of funds. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balances, revenues, and expenditures. Funds and account groups include the General Fund, Debt Service Fund, General Fixed Assets Account Group, and General Long-Term Debt Account Group. The modified accrual basis of accounting is followed by the governmental funds. Expenditures are recognized in the period in which the liability is incurred and revenue is recognized when it becomes available and measurable.

The Annual Report of Financial Transactions of Special Districts must be filed with the State Controller within 90 days of fiscal year end. The General Purpose Financial Statements with Independent Auditor's Report and Management Letter of Internal Control Structure must be filed with the State Controller and County Auditor within 12 months of year end.

SECTION V

BEYOND THE BOARD ROOM



INTERAGENCY COOPERATION

As provided for in Health and Safety Code §116180, the California Department of Public Health (CDPH) may enter into a cooperative agreement with districts engaged in vector control for the safe and effective use of pesticides. The cooperative agreement grants signatory agencies special exemptions from some pesticide laws and regulations. In accordance with the agreement, the District must:

- ❖ Calibrate all pesticide application equipment using acceptable techniques and maintain calibration records for review by the County Agricultural Commissioner.
- ❖ Maintain pesticide application records for each pesticide application for a minimum of two years. The record must include target vector, specific location treated, size of source, formulation and amount of pesticide used, method and equipment used, type of habitat, date of application, and name of applicator.
- ❖ Submit monthly Pesticide Use Reports to the County Agricultural Commissioner which includes manufacturer and pesticide name, EPA registration number, amount of pesticide used, number of applications of each pesticide, and total number of applications made during the month.
- ❖ Report any conspicuous or suspected adverse effects on humans, domestic animals, or other non-target organisms from a pesticide application to the County Agricultural Commissioner and ~~CA-DHSCDPH~~.
- ❖ Require and maintain certification of its employees by ~~the CA-DHSCDPH~~ to verify their competence in using pesticides to control vectors.
- ❖ Be inspected by the County Agricultural Commissioner on a regular basis to ensure compliance with laws and regulations.
- ❖ Comply with requirements of permits issued by ~~the CA-DHSCDPH~~ pertaining to physical environmental modifications for vector prevention.

In addition to the cooperative agreement, the Vector-Borne Disease Section of ~~CA-DHSCDPH~~ notifies districts about disease activity, participates in legislative issues involving our operations, assists districts with special control and research projects, reviews and approves training curricula, and assists districts with other related vector control issues.

Member cities and the county have adopted various ordinances relating to refuse storage, landscape maintenance, swimming pools and spas, and beekeeping. These ordinances assist the District in controlling mosquitoes, bees, and rats. City and county code enforcement work cooperatively with the District to enforce these ordinances.

~~The University of California engages. The District may collaborate with various universities in research to develop new techniques to control mosquitoes and to improve methods of disease surveillance and population abundance. Additionally, the University now tests mosquitoes for various mosquito borne encephalitis viruses.~~

Our District also cooperates with other mosquito and vector control districts and local health departments. These agencies share information to improve control measures, disease surveillance, and community education. This sharing of information saves labor and money. Our District also jointly participates in local fairs and events with other agencies in Contra Costa County to educate our residents.

STATE & NATIONAL AFFILIATIONS

Our District is a member of various local, state and national organizations. The purpose of these memberships is to exchange information to improve our operations, to maintain awareness of state and federal legislation, to fulfill continuing education requirements, and to participate in beneficial programs. The District or individual staff are members of the Mosquito and Vector Control Association of California ([MVCAC](#)), the California Special Districts Association ([CSDA](#)), the Contra Costa Special Districts Association ([CCSDA](#)), the American Mosquito Control Association ([AMCA](#)), the Vector Control Joint Powers Agency ([VCJPA](#)), ~~and the Society for Vector Ecology ([SOVE](#)), the Entomological Society of America ([ESA](#)), and others.~~

The District is a Corporate Member of the Mosquito and Vector Control Association of California (MVCAC). The MVCAC was founded in 1930 and the goals of the Association are to promote cooperation among agencies and individuals involved in vector control, stimulate the development of improved methods and techniques associated with vector control activities, disseminate information relating to vector control, and aid in the advancement of vector control in California and elsewhere.

These goals are accomplished through a network of ~~Committees~~ [committees](#) comprised of staff and Trustees from member agencies, and individuals from the California Department of ~~Health Services~~ [Public Health](#) and University of California. The Association meets quarterly and hosts an annual conference. The annual conference is for the presentation of papers, which are published in the annual proceedings, ~~and~~ discussions on vector control and other issues challenging our agencies.

The District is among a number of special districts that are members of the California Special Districts Association (CSDA) and the Contra Costa Special Districts Association (CCSDA). The membership of these organizations includes water, recreation and parks, flood control, utilities, cemetery, community service and mosquito and vector control districts. The CCSDA was established by this District in 1991 to ensure that all 44 independent special districts in Contra

Costa County had a voice in decisions affecting their future. The CSDA (**Appendix L**) was formed in 1969 to ensure the continued existence of local, independent special districts. The CSDA's services include membership services and legislative advocacy. Membership services include the day to day management concerns of special districts, such as insurance, financing, and education. Legislative advocacy is crucial in the statewide process of statutory control and the search for fiscal stability.

The CSDA offers a full range of training programs designed for special district personnel and governing boards which includes board policymaking, finance, management, legal affairs, and community relations. Their publications update members on the latest issues, including legislation, state agency developments, legal matters, and employment issues. They also offer workers' compensation and liability insurance pools, health and dental insurance programs, and public debt financing.

In 1979, the Vector Control Joint Powers Agency (VCJPA) was formed by some member districts of the MVCAC. Our District is one of ~~34~~35 members of the VCJPA (**Appendix M**) which provides self-insured programs for workers' compensation, liability, and auto physical damage. The VCJPA also provides purchased property coverage and assists members in obtaining fidelity bonds, business travel accident, earthquake, flood, and underground storage tank insurance. The VCJPA provides training workshops, videos for in-house training sessions, legislative updates, and general information regarding employment matters and liability exposure.

~~Individual staff are members of~~The District is a sustaining member of the American Mosquito Control Association (AMCA) and ~~individual staff are members of~~ the Society for Vector Ecology (SOVE). Both organizations have ~~individual~~ members from throughout the world and host annual conferences to discuss vector control issues. The goals of the AMCA are similar to those of the MVCAC except on a national level. The AMCA encourages federal legislation to provide for sound, well balanced mosquito control and updates members regularly on pending legislation.

PUBLIC EDUCATION

Public education is an essential component of the District's vector control program. The District's education program teaches residents how to recognize, prevent, and eliminate vector breeding and harborage on their property. The District can save time and allocate resources if our residents eliminate breeding and harborage before they cause a nuisance or a risk to themselves and others, ~~the District saves time and money.~~

Public education is accomplished through placing ~~ads~~advertisement, newspaper articles, the distribution of brochures, fact sheets, and newsletters, participation at local fairs and events,

presentations to community organizations, public service announcements, news releases, [onsite tours and presentation](#), and contact with our Vector Control Technicians in response to service requests.

LEGISLATION

From accounting to employment practices to pesticide applications, the law governs how our District operates. Local, state, and federal laws are enacted annually. Some of these laws benefit the District, while others inhibit our ability to raise revenue and operate in a cost-effective and efficient manner.

The common thread that links our affiliations is legislative updates. These updates merely let us know what new or amended laws are being considered. Our District's position on local ordinances and state and federal legislation that affects our operation must be expressed. This is best accomplished when our public officials know who we are and what we do.

Trustees and staff should become acquainted with City Managers, City Council Members, County Supervisors, State Assembly Members, State Senators, U. S. Representatives, and U. S. Senators. It is important to get to know these public officials before their assistance is needed. Since Trustees, not staff, have constituents, law makers and their staff often prefer to meet with members of the governing body. District management should also be invited to attend meetings between Trustees and public officials so that everyone will be familiar with one another. Meetings should be scheduled periodically so that the public officials remember who we are and what our purpose is. After each election, [it is recommended that Trustees](#) determine if there is a new public official representing your area. Staff will provide any information about the District that is needed when a meeting with a public official is scheduled.

IN CLOSING

This [Handbook binder](#) provides the fundamentals to help you perform your duties. As you serve your term, you will learn more about the daily operations of the District.

Always feel free to ask other Trustees and staff any questions that may arise. As laws and policies change, this [Handbook binder](#) will be updated.

Enjoy your appointment to the Board of Trustees. Our residents are counting on you to provide this valuable service.



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266

www.contracostamosquito.com

Job Title: Laboratory Aide (Seasonal)
Department: Scientific and Technical
FLSA Employment Status: Non-exempt

Salary Range: \$16.00 - \$20.00

ESSENTIAL FUNCTIONS

Under the supervision of the Scientific Programs Manager, assists with field surveys for vectors and vector-borne diseases; assists with care/maintenance of sentinel chicken flocks; records data and performs routine data entry; assists with laboratory assays and applied research projects; keeps laboratory and lab equipment clean and organized; assists with repair and maintenance of field surveillance equipment, but may include other work needed by the District.

DISTINGUISHING CHARACTERISTICS

This position is responsible for daily assistance with the District's field surveillance and laboratory programs and for recording and entering surveillance data.

PRIMARY DUTIES

Vector Surveillance: Assists with mosquito and arbovirus surveillance programs and special projects, including but not limited to: field collection of mosquitoes and trap placement, adult and larval mosquito sample identification, and field collection of bird carcasses for virus testing. Records surveillance data and performs routine data entry. Assists with care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction/repair. Performs routine repairs on field sampling equipment. Assists with periodic special projects for surveillance and investigation of vector-borne diseases. Interact with community members in Contra Costa County.

Laboratory: Keeps laboratory, equipment and vehicle clean and organized, assists with mosquito colony maintenance as needed, assists with identifying mosquitoes to species as needed, alerts Scientific Programs Manager of supply needs.

Research: Provides field assistance with applied research projects.

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

Must have basic knowledge of general biology, insect identification, biosafety principles, and data entry in Windows applications.

Job Title: Laboratory Aide (Seasonal)
Department: Scientific and Technical
FLSA Employment Status: Non-exempt

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

Accurately record scientific data, prepare and maintain accurate records, follow directions, organize time and workload efficiently, communicate clearly and effectively, both verbally and in writing, collaborate effectively with others, work alone outdoors in field situations, safely operate a motor vehicle on and off-road, periodically lift objects weighing up to 50 pounds. Follows District safety procedures and other regulatory requirements when using District equipment.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and skills 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:

EXPERIENCE: One (1) year of experience working in a college, university, public agency or industry related to biology or closely related field.

EDUCATION: High school diploma or GED. A certificate or Associates degree in Biology, Entomology or a related field is preferred. One (1) year of relevant full or part-time paid experience in a biology-related field can be substituted for the education.

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

Must have a valid California driver's license with good driving record and maintain a good driving record as required for insurability with the District's insurance provider using the accepted guidelines of the insurance provided.

Specifications Approved by: Board of Trustees on _____

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation
Appointment and Removal Authority: General Manager

**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
BOARD CALENDAR FOR 2019**

MONTH	DAY	DATE	TIME	MEETING
JANUARY	Monday	14 14	7:00 PM	BOARD OF TRUSTEE CCMAD FINANCING CORP
FEBRUARY	Monday	11	6:00 PM	EXECUTIVE COMMITTEE
MARCH	Monday Monday	4 11	6:00 PM 7:00 PM	PERSONNEL COMMITTEE BOARD OF TRUSTEE
APRIL	Monday Monday Tuesday	8 29 30	6:00 PM 6:00 PM 6:00 PM	ADVANCED PLANNING COMMITTEE BUDGET COMMITTEE PERSONNEL COMMITTEE
MAY	Monday	13	7:00 PM	BOARD OF TRUSTEE
JUNE	Monday Tuesday TBD	10 18 TBD	6:00 PM 6:00 PM TDB	PERSONNEL COMMITTEE EXECUTIVE COMMITTEE BUDGET COMMITTEE
JULY	Monday	8 8	6:00 PM 7:00 PM	BUDGET COMMITTEE BOARD OF TRUSTEE
AUGUST	TBD	TBD	TBD	AUDIT COMMITTEE
SEPTEMBER	Monday	9	7:00 PM	BOARD OF TRUSTEE
OCTOBER	TBD	TBD	TBD	AUDIT COMMITTEE
NOVEMBER	Monday	4*	7:00 PM	BOARD OF TRUSTEE *District closed Veteran's Day 11/11/2019
DECEMBER				

Annual Operations Report

Contra Costa Mosquito & Vector Control District
2018

Prepared by
Steve Schutz, Ph.D.
Scientific Programs Manager
and submitted to
the CCMVCD Board of Trustees on
March 11th, 2019

1. Introduction and Summary

CEQA, the California Environmental Quality Act, requires all state and local agencies in California to evaluate and publicly report on the potential environmental impacts of their discretionary activities and to mitigate those impacts which could be significantly adverse. In March 2016, in order to ensure the fullest possible compliance with CEQA, the District completed a full Programmatic Environmental Impact Report (PEIR) which includes a comprehensive review of all District practices and policies, potential environmental impacts, and mitigation measures used to minimize or eliminate potential impacts. Although CEQA regulations do not mandate annual updates unless there are significant changes in our program, District Staff continues to produce an annual Operations Report. This report summarizes District activities during 2018, in comparison with the previous ten years.

The District has long emphasized environmental stewardship while accomplishing its public health mission, primarily through strict adherence to an IPM (Integrated Pest Management) approach to the control of mosquitoes and other vectors of human disease. As such, District policies emphasize training, vector and pathogen surveillance, the integration of biological and physical control practices with chemical control (public health pesticides), and the judicious use of appropriate control tools only when vectors exceed specific thresholds. During 2018 there were no new or extraordinary District activities or substantial changes in District policies which could have caused significant environmental impacts, and there were no substantial new regulations or research results which alter the conclusions in our PEIR regarding actual or potential environmental impacts.

2. Biological Control of Mosquitoes

District staff has traditionally implemented a four-pronged approach to biological control of mosquitoes. The general elements of biological control used by the District are 1) rearing, stocking, and providing for limited public use the mosquitofish (*Gambusia affinis*) to eat larval mosquitoes in sites where mosquitofish are unlikely to cause significant adverse impacts on native species; 2) a program to identify, develop, and evaluate additional biocontrol agents that can be produced at reasonable cost; 3) collaboration with land-owners and managers to implement land and water management practices that protect and support populations and dispersal of native mosquito predators; and 4) policies and training designed to protect native predators.

In 2018, District staff stocked out approximately 46,000 mosquitofish. The number of fish stocked in 2018 was similar to previous year, despite a reduction in treatments of un-maintained swimming pools (Figure 1). Artificial sources like un-maintained swimming pools continue to produce substantial numbers of mosquitoes, but the number of such sources varies with changing economic conditions. Fish stocking in pools continues to be a critical tool for addressing West Nile virus in urban and suburban areas, and poses essentially no environmental risk. Year-to-year variations in stocking in natural waters and other traditional sites (horse troughs, etc.) are due primarily to weather patterns that change the extent of appropriate stocking sites. Although the District continues to study potential use of native fish for mosquito control, mosquitofish stocking in natural sites will most likely continue at similar rates in upcoming

years. There was no substantial new research published nor regulations issued in the past year on the potential environmental consequences of mosquitofish.

Fish Stocking 2000-2018

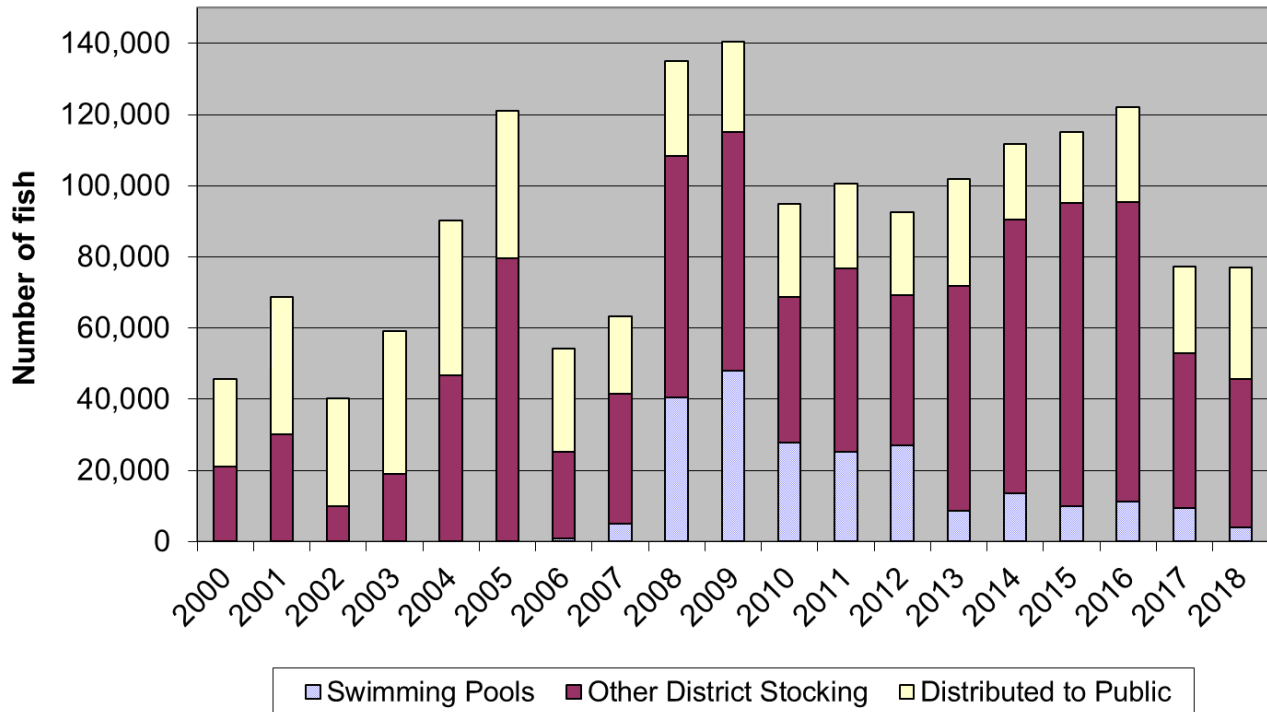


Figure 1: Use of mosquitofish for biological control, 2000 - 2018.

The District also dispersed approximately 31,000 mosquitofish to members of the public during this period, with instructions that these were for use only in contained water bodies (ornamental ponds, horse troughs, etc.). This number was consistent with the last five years. All public “walk-ins” requesting fish are logged by the District, with the mosquito habitat type and number of fish recorded as well as the name and address of the person obtaining fish. This information is tracked electronically through our VXS database, which enables mapping of locations where fish are being stocked by the public (Fig. 2). To ensure that fish releases are appropriate, the District provides information on appropriate stocking locations and densities to the public at the time of fish dispersal.

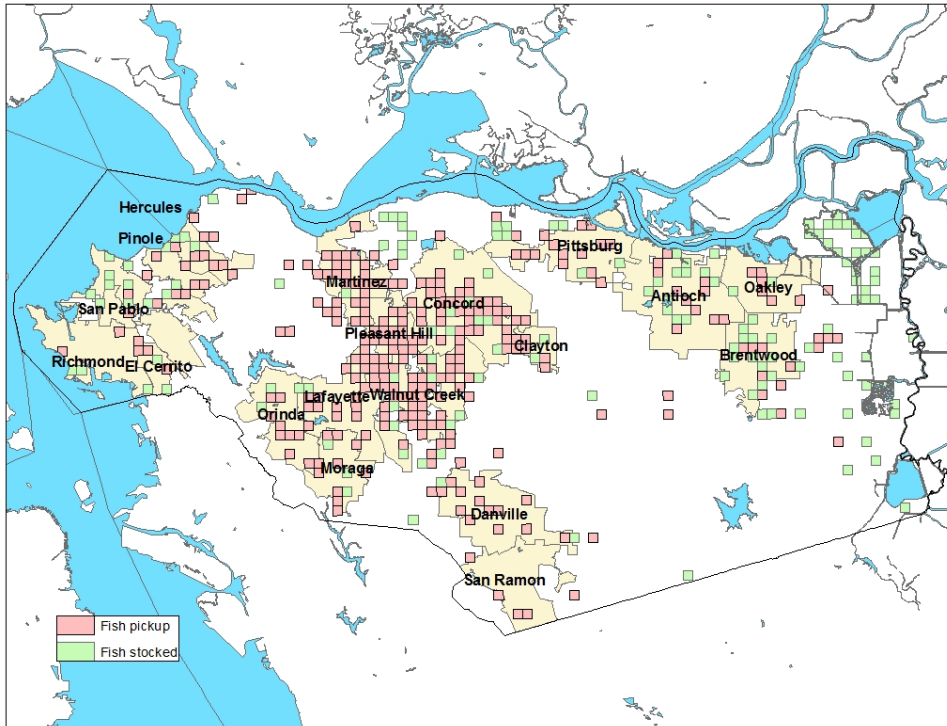


Figure 2. Locations (map coordinates) where mosquitofish were stocked by district technicians or by the public (“Fish pickup”) in 2018

The District continues to be a lead agency for research on aquaculture and biological control capacity for California native fishes including Sacramento perch, California roach and Sacramento hitch. Because they are native species, the District has been exploring their potential to replace or augment mosquitofish and other aquatic mosquito predators in various sites, and significant in-house production and field releases have led to successful establishment in many moderate-sized permanent water bodies where the adults should be able to establish sustainable breeding populations over time. We continue to work with California native fish species for use in mosquito control and environmental education, including California Roach (*Lavinia symmetricus*), Sacramento Splittail (*Pogonichthys macrolepidotus*), and Hardhead (*Mylopharodon conocephalus*). We produced 3,000 California Roach in 2018. We have stocked this species in non maintained swimming pools and private ponds, where they control mosquito larvae. We have not stocked them in public waters of Contra Costa County due to restrictions of California Department of Fish & Wildlife. We have been working with the Department to get permits to stock this species as well as other California native fish where appropriate.

Spawning trials were conducted on Splittail and Hardhead with only a few Splittail produced. In 2019 we will use larger tanks and egg traps to collect the eggs for removal. We continue to aquarium spawn Sacramento Perch (*Archoplites interruptus*). These fish come from Jewel Lake in Tilden Park and this strain has been deemed genetically important. This project was done with cooperation of East Bay Regional Parks District’s fisheries staff and California Department of Fish & Wildlife. Seven batches of perch larvae were stocked in Summer Lake in Oakley. Survival is unknown but we are hopeful perch will become established in the coming

years. We continue conversations with California Department of Fish & Wildlife (DFW) regarding permits to stock these native fish species in additional water bodies in Contra Costa County, but progress at the State level has been slow.

A high priority of the District is collaboration with land-owners on improving land and water management to reduce mosquito production while maintaining other desirable ecological functions of the sites, and a major focus of this work is manipulating habitats to promote the survival, reproduction, and dispersal of natural aquatic predators, including fish and aquatic invertebrates such as water beetles and juvenile dragonflies. Target sites include refinery ponds, stormwater treatment facilities, irrigated pastures, duck clubs, sewer treatment marshes, etc. Environmental protection in these projects is ensured through close collaborations with resource and permitting agencies (DFW, the Regional Water Quality Control Board (RWQCB), the Army Corps of Engineers (ACE), the Bay Conservation and Development Commission (BCDC), etc.), as well as with land-owners. Two sub-activities, Physical Control/Source Reduction and Vegetation Management, have been traditionally distinguished in this report, and are discussed below.

Finally, training and treatment protocols for pesticide use emphasize protection of predators when they are present in sites with mosquito larvae. The District's larvicide treatment protocols request field inspectors to observe whether a mosquito-producing site also has the presence of any significant populations of predators, and if so, to avoid pesticides or to use the pesticide with the least possible impact on natural predators if mosquito populations are sufficient to require prompt treatment.

3. Physical Control

The District is actively working with RWQCB, Contra Costa County Clean Water Program (CCCWP) and other agency staff and property managers to facilitate maintenance of conditions that encourage desirable species while discouraging mosquitoes, and also to reduce the need for staff time (for inspection and control) and for pesticide applications to sites where maintenance is not consistent. To facilitate such interactions, the District added a Vector Control Planner staff position in 2017. Some existing stormwater detention projects have become significant mosquito sources and disease risk foci due to inadequate design and/or maintenance, and our staff has been working closely with the responsible local authorities to correct these conditions, with some noteworthy success. Evaluations of past District source reduction projects continue to indicate that the environmental consequences of these projects have been positive and that increases in tidal action and pro-active water management have particularly benefited a range of wetland-dependent native species.

4. Vegetation Management

The District did not apply any chemical herbicides in 2018. Vegetation management was conducted with hand tools ("brushing") as needed to allow access for vector surveillance as in past years. No significant or unanticipated problems were encountered.

5. Chemical Control (Pesticides)

The attached tables compare 2018 pesticide use with the previous ten years individually and with ten-year averages. This year, as in the preceding report, the quantity applied is reported as the total amount (pounds) of active ingredients applied. Overall pesticide use was slightly lower in 2018 vs. 2017 (ca. 7,000 lb) (Fig. 5). The long term trend has been a reduction in the use of larvicidal oils in favor of bacterial larvicides and growth regulators (Table 1). As in previous seasons, adulticides were applied in small quantities using vehicle-mounted ULV (ultra-low volume) or hand foggers in specific rural and residential areas where West Nile virus risk and/or adult mosquito counts were elevated (Fig. 3).

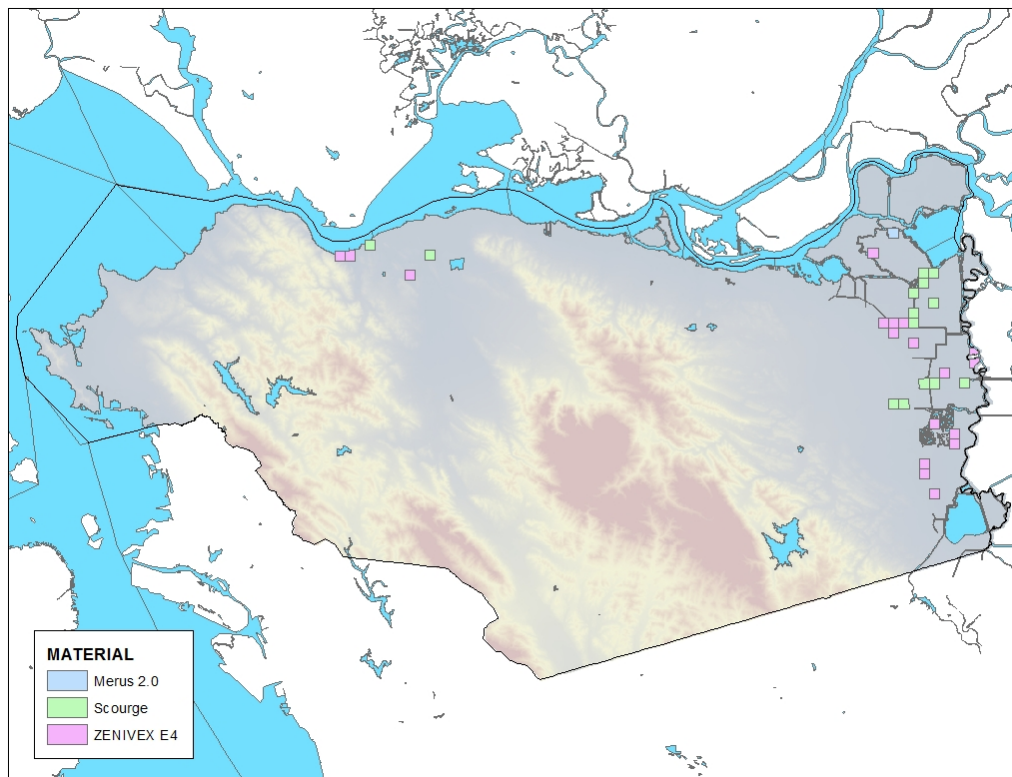


Figure 3. Map coordinates within which adulticides were used in 2018, by material

Pesticide Applications 2008-2018

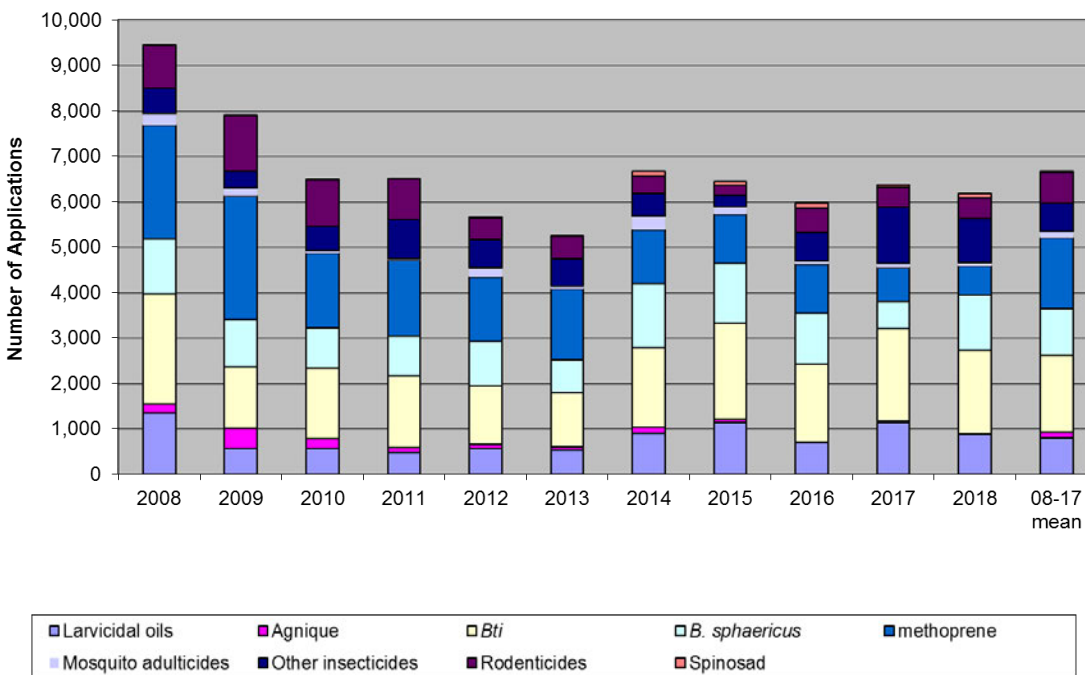


Figure 4. Number of pesticide applications* in 2018, by material
*see text for explanation

Mosquito larvicides dominate the District’s pesticide applications (Fig. 4), and four active ingredients dominate the District’s larvicide applications. In terms of number of applications, the insect growth regulator methoprene and the bacterial pesticides *Bacillus thuringiensis israelensis* (*Bti*) and *Bacillus sphaericus* (*Bs*), which are considered “biopesticides” by EPA and “least toxic pesticides” by virtually all regulators, are the larvicides of first choice at the District. These products continue to replace larvicidal oils such as GB-1111 and BVA. These light mineral oils, in contrast to all other products, are nearly 100% active ingredient and are applied at much higher quantities per acre (up to five gallons/acre in dense vegetation) since they must cover the entire surface area of the source with a thin film in order to suffocate air-breathing mosquito larvae. Therefore, they continue to dominate Figure 5, which shows pounds of active ingredient applied each year. Larvicidal oils are the only products currently used by the District that reliably control mosquito pupae, and therefore these products may continue to be used whenever mosquito pupae are encountered at densities exceeding our control thresholds.

Pesticide Quantities 2008-2018

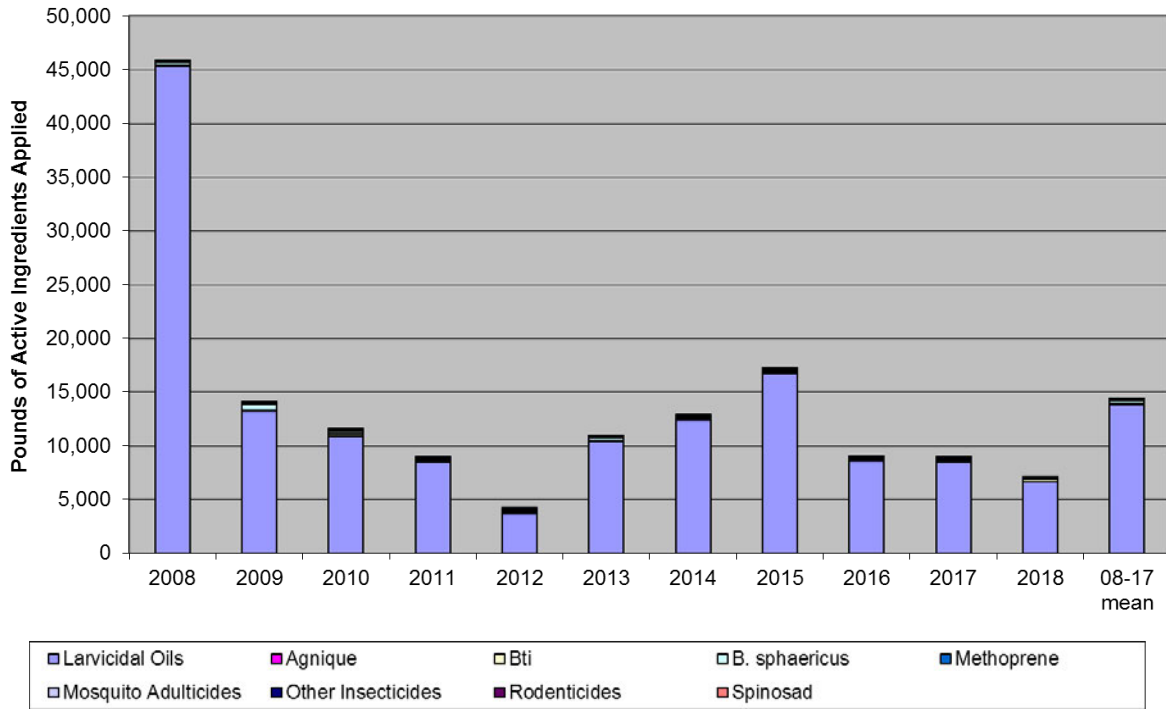


Figure 5. Amount of pesticide applied by material (pounds of active ingredient)

Because of the dominance of larvicidal oils in terms of pounds of active ingredient used annually, Figure 6 shows pesticide quantities with this product excluded to better compare the other products. Agnique, an alternative non-oil based surface film, was used in very small quantities in 2018 (it is useful in swimming pools and other artificial containers, but not in open-water situations where wind and emergent vegetation tend to disrupt the film). Some new formulations of methoprene and *B. sphaericus*, and combinations of *Bti* with *B. sphaericus* and methoprene have been introduced in recent years, but present no potential new environmental consequences. Natular™, containing the active ingredient spinosad, a bacterial fermentation product, continues to be used operationally in small amounts. Since it is similar or lower in risk classification than other biopesticides already in use by the District, it is not expected to have any significant environmental impact. It is also useful in rotation with other larvicides to reduce the likelihood of resistance developing in our local mosquito populations.

Pesticide Quantities (w/o Larv. Oils) 2008-2018

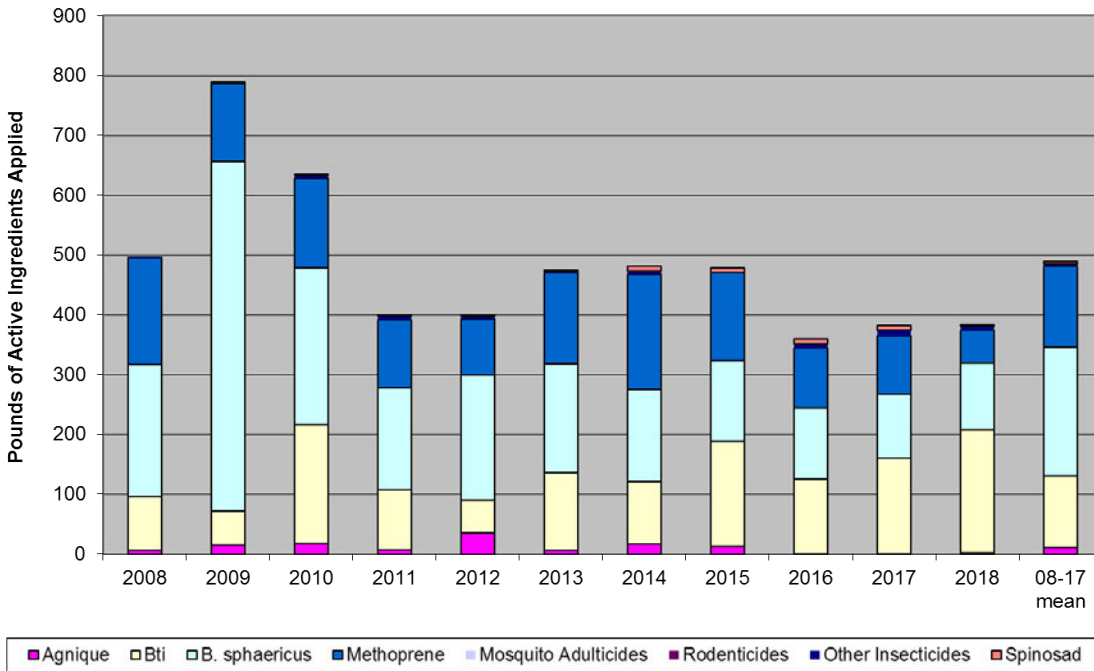


Figure 6. Amount of pesticide applied by material (pounds of active ingredient), excluding oils

District use of mosquito adulticides, in terms of quantity was slightly higher in 2018 than the previous year but below the 10-year average, due to moderate WNV risk and localized high mosquito counts. Overall, use of adulticides continues to be very small in comparison with larvicide use in terms of the number of applications (Fig. 4), the total amount of active ingredient applied (Fig. 6), and the area treated, in keeping with the District’s policy of preventing adult mosquito outbreaks through larval control whenever possible. **Please note that the ‘number of applications’ in the tables and figures counts every applicator, every piece of machinery and (in the case of adulticides) every map coordinate treated as an ‘application’, whether done by the District or by a contract applicator, and thus may not match application counts and material quantities reported to the County Agricultural Commissioner or the District’s website (which reports specific spray events individually, without reporting on how many employees were involved or how many map coordinates were treated).*

Adulticides used by the District in 2018 included the synthetic pyrethroids Zenivex (etofenprox), Scourge (resmethrin), and a small amount of the the natural pyrethrins product Merus. Registration for Scourge has been allowed to lapse by the manufacturer, so it is not anticipated that it will be available for use in future seasons. Unlike other pyrethrins/pyrethroid products, Zenivex does not contain piperonyl butoxide (PBO) as a synergist and is thus regarded as a ‘reduced risk’ material. Historically, our usage of synthetic pyrethroids had been low compared with natural pyrethrins (Fig. 7a,b); however, availability of natural pyrethrins varies from year to year, and there have been concerns about the presence of genes responsible for

pyrethrin resistance in California mosquito populations, making it prudent not to depend on a single class of products.

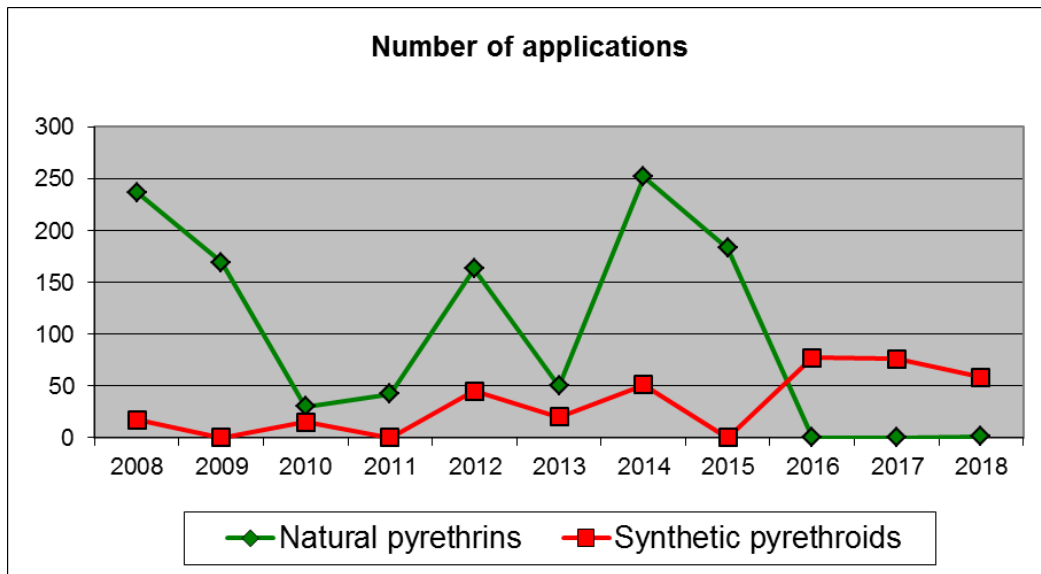


Figure 7 a. Number of adulticide applications by class of material.

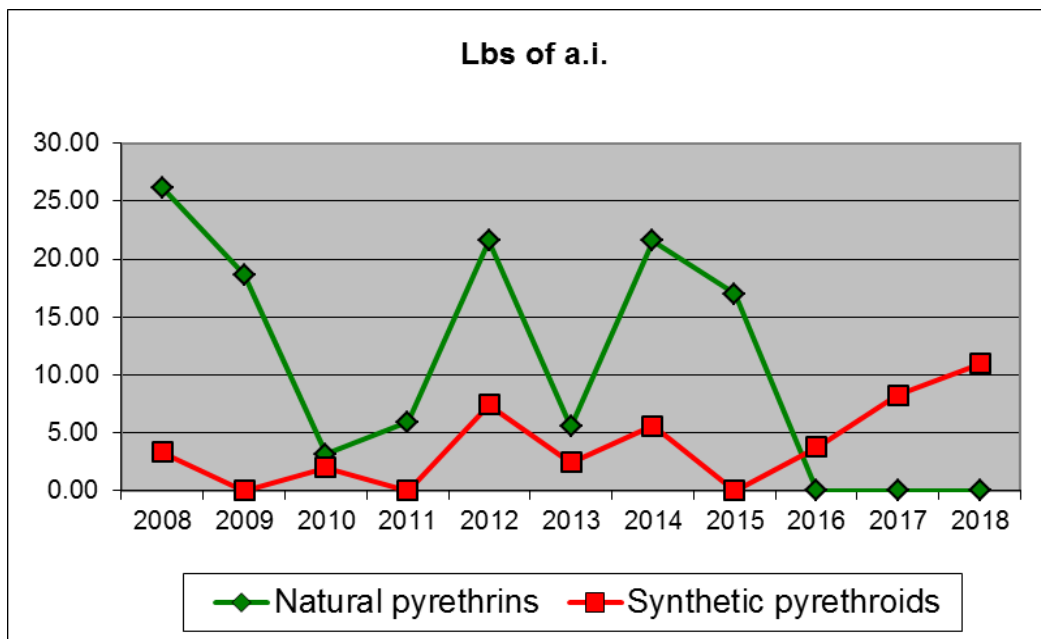


Figure 7b. Amount of a.i. applied by class of material

Applications of other insecticides by the District were limited to the pyrethroid dust product, Drione, used to control yellowjacket nests. Usage of this material against ground-nesting yellow jackets was lower in 2018 due to a decrease in yellowjacket service requests. M-Pede (insecticidal soap), not used in 2018, is occasionally used for control of feral honey bee swarms, although possible future changes in conditions (e.g. an infestation of Africanized Honey Bees) could require periodic increases in use of this product.

The number of rodenticide applications by District personnel was about the same in 2018 vs. 2017, and the total quantity of rodenticide active ingredients applied remained about the same (<0.01 lb), less than 2/10 ounce of active ingredient (due to the very low percentage of a.i. in these bait-based products). This low level of rodenticide usage has continued even as the District's rodent control program has continued to expand, reflecting the District's focus on education and rodent exclusion, as well as increasingly sophisticated baiting practices. The modes of application continued to minimize the likelihood of accidental contact by the public, pets, or non-target wildlife. District policy continues to prohibit dispersal of rodenticides (or any other pesticides) directly to the public.

6. Other Activities

There were no District activities this year in the areas of Surveillance, Research, Public Education, or Administration which could have caused significant environmental impacts.

7. District Environmental Mitigation Activities

In the October 1999 Negative Declaration and the 2016 PEIR, the District recognized that established District policies require vector surveillance and the use of treatment criteria prior to chemical, biological, or physical control; monitoring and reporting of activities to appropriate agencies; and other measures to minimize potential environmental impacts. Five additional mitigation measures to ensure that these potential impacts remain insignificant were adopted:

- a. Maintenance of up-to-date maps and other information from the California Department of Fish and Game Natural Diversity Data Base and other reliable sources on the location of Special Status Species and designated Natural Communities in the Project Service Area;
- b. Coordination of District activities with approved Habitat Conservation Plans;
- c. Adoption of new policies as needed and provision of continuing training to field personnel to ensure minimization of specific vector control activities and/or the use of alternative vector control methods at times and in places where those specific vector control activities might otherwise significantly impact Special Status Species or designated Natural Communities;
- d. Ensuring that members of the public that request mosquitofish are informed verbally and in writing to not release them into natural waters; and
- e. Review of agency lists for potential hazards (contaminated soils) prior to implementation of minor physical control projects in historically industrial zones; and additional, site-specific CEQA review prior to implementation of source

reduction projects which might result in discharge of hazardous materials into the environment.

The District has adopted policies and practices to ensure that these requirements are met, and continually reviews their effectiveness. District staff, including the General Manager, Program Supervisors, and Scientific Programs Manager, interact with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, the U.S. Environmental Protection Agency, the American Mosquito Control Association, the Association of American Pesticide Control Officials, and other groups to ensure strong communications and cooperation, and plan and conduct training sessions for District personnel on environmental regulations and compliance measures.

Specific improvements continue to be made to ensure compliance. In 2018, the District renewed its subscription to GIS map layers of endangered species habitat distribution from CDFW. This enables us to provide our field employees with accurate maps of known populations of endangered or threatened species within their zones to avoid any potential conflicts. To improve the accuracy of our mosquitofish distribution data, all fish must be picked up at District headquarters in Concord where staff can ensure that forms are properly filled out and records can be entered directly into our database. Previous experience indicates that nonstandard releases of mosquitofish were probably quite rare and of little ecological significance, but our ability to document this has improved substantially.

8. Regulations and Outside Research

The District continues to comply fully with all applicable Federal and State regulations, including FIFRA, CEQA, and the Clean Water Act (National Pollutant Discharge Elimination System - NPDES), as detailed in our district's PEIR. We also continue to collaborate with other agencies and groups, including the California Department of Public Health, the University of California, the California Department of Fish and Wildlife, and the US Department of Agriculture (USDA) on policies and projects that enhance our ability to protect public health and environmental quality. In addition, we continued to collaborate with the USDA to evaluate potential impacts of aquatic weed control on mosquito larval populations, and provided space in our mosquitofish facility for the rearing of aquatic weed biological control agents by USDA personnel.

9. Acknowledgement

I am grateful to the following individuals for their helpful suggestions and/or assistance with the preparation of the report: Paula Macedo, General Manager; Bradley Wright, Operations Manager; David Wexler, Program Supervisor; Sheila Currier, Program Supervisor; Eric Ghilarducci, Vector Ecologist II; and Chris Miller, Biologist.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	08-17 mean	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	08-17 mean
Pesticide (units)																								
Mosquito Larvicides																								
Number of applications													Pounds of active ingredient											
Agnique (lbs)	192	436	226	96	91	78	121	80	26	24	4	137	6	16	18	7	36	5.71	16.81	12.35	1.01	0.92	1.86	11.96
Agnique (gal)	192	436	226	96	90	73	112	57	7	2	4	129	0.752	2.14	2.44	0.98	4.83	0.51	1.26	0.70	0.04	0.00	0.25	1.37
Agnique Granules (lb)					1	5	9	23	19	22	0	13					0.07	1.92	7.44	7.16	0.69	0.91	0.00	3.03
Methoprene (lbs)	2,496	2,741	1,642	1,666	1,419	1,552	1,248	1,076	1,069	750	637	1,566	179	130	149	113	94	152.72	193.06	146.77	100.47	98.43	54.77	135.59
Altosid Briquets (lbs)	379	232	156	192	126	55	75	65	235	126	41	164	129	121	0.84	0.30	1.90	0.47	0.70	0.59	4.36	0.00	0.34	1.17
Altosid XR Briquets (lbs)	1049	1329	547	504	640	55	62	26	48	0	0	426	12.34	37.86	9.90	10.35	15.27	0.25	0.65	0.13	0.89	0.00	0.00	8.76
Aquaprene XL Briquets (lbs)	18	0	0	1	0	0	0	0	0	0	0	2	0.08	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
Altosid Granules (lbs)	0	0	0	0	0	1	0	23	0	0	0	2	0.00	0.00	0.00	0.00	0.00	0.03	0.00	0.33	0.00	0.00	0.00	0.04
Altosid XR Granules (lbs)	0	0	0	0	0	0	0	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.00	0.00
Altosid XR Ingot (lbs)						726	400	239	138	129	41	326						23.63	16.79	3.76	1.83	0.00	1.20	9.20
Altosid Pellets (lbs)	281	249	399	360	345	514	490	475	516	339	187	397	161.43	88.15	134.47	100.30	67.07	125.21	174.43	141.70	88.83	92.68	51.65	117.43
Altosid Pellets W/SP (lbs)	107	137	135	65	54	57	63	61	27	26	21	73	0.25	0.20	0.34	0.14	0.13	0.14	0.18	0.00	0.09	0.08	0.07	0.15
Aquaprene Tossits (lbs)	8	9	0	1	0	0	0	0	0	0	0	2	0.25	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03
Altosid Liquid (Duplex) (gal)	654	785	405	543	252	135	158	187	104	107	9	333	0.47	0.26	0.41	0.23	0.12	0.10	0.04	0.03	0.51	0.63	0.04	0.28
MetaLarv S-PT (lbs)					2	9	0	0	1	0	0	2					8.16	2.14	0.00	0.00	0.11	0.00	0.00	1.73
VectoPrime FG (lbs)**										23	338	23										0.22	1.18	0.22
Larvicidal Oils (lbs)	1,360	574	567	491	567	540	904	1138	697	1147	895	799	45,329	13,248	10,881	8,551	3,753	10,390	12,415	16,738	8,634	8,522	6,646	13,846.17
Golden Bear 1111 (gal)	1360	574	539	24	0	0	0	0	0	0	0	250	6101	1783	1463	86	0	0.00	0.00	0.00	0.00	0	0	943.30
EVA Larvicidal Oil (gal)			28	467	567	540	904	1130	694	1147	872	685				1	1065	505	1398.38	1663.10	2245.00	1162	1147	1,148.35
CoCoBear (gal)								8	3	0	23	4								8.00	0	0	23	2.68
Bti (lbs)	2,415	1,352	1,546	1,594	1,304	1,168	1,761	2,115	1,706	2,036	1,933	1,699	90	56	198	101	54	130.62	104.01	176.19	123.60	158.69	206.49	119.22
Vectobac 12 AS (gal)	2385	1311	1432	1400	762	939	856	830	591	686	364	1,119	1109	672	3.15	11.45	2.80	2.58	1.06	9.16	1.59	2.93	0.09	5.25
Vectobac Granules (lbs)	30	40	86	37	60	26	11	313	237	42	18	88	5.72	3.73	19.28	5.22	9.16	8.48	1.26	0.90	25.26	0.32	0.53	7.93
FourStar Briquet* 45d (lbs)				27	0	9	1	0	0	0	0	5				0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FourStar Briquet* 90d (lbs)					1	6	1	0	0	0	0	1					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FourStar Briquet* 180d (lbs)				105	405	28	554	3	44	51	31	163				0.84	6.38	0.19	9.54	0.01	0.17	0.01	0.00	2.45
VectoMax CG* (lbs)		1	28	15	76	160	338	872	687	0	0	242		1.80	155.35	8.01	17.08	102.45	85.21	105.53	85.19	0.00	0.00	62.29
VectoMax W/SP* (lbs)								97	147	497	389	247							0.40	0.98	5.47	2.75	2.28	
VectoMax FG* (lbs)										783	721	783										117.59	131.62	117.59
VectoPrime FG** (lbs)										23	338	23										13.17	70.92	13.17
B. sphaericus (lbs)	1228	1033	894	872	957	732	1407	1307	1125	1385	1226	1,094	222	585	263	170	209	181.27	153.88	135.50	119.93	107.06	111.44	214.67
Vectolex Granules (lbs)	793	758	710	585	331	451	381	313	237	83	106	464	115.48	433.95	155.97	110.40	53.10	39.50	35.20	65.30	67.65	32.05	30.70	110.86
Vectolex W/DG (lbs)	32	61	13	78	73	27	2	8	0	1	0	30	101.38	148.22	12.35	48.18	106.29	77.58	5.38	6.66	0.00	1.02	0.00	50.71
Vectolex W/SP (lbs)	403	214	143	62	70	54	130	14	10	16	7	112	5.09	1.73	1.06	1.90	1.13	1.18	4.87	0.15	0.15	0.12	0.10	1.74
FourStar Briquet* 45d (lbs)				27	1	6	1	0	0	0	0	5				0.12	0.00	0.35	0.03	0.00	0.00	0.00	0.00	0.07
FourStar Briquet* 90d (lbs)					1	6	1	0	0	0	0	1					0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.01
FourStar Briquet* 180d (lbs)				105	405	28	554	3	44	51	31	163				5.04	38.28	1.17	57.27	0.08	1.03	0.03	0.01	14.70
VectoMax CG* (lbs)		1	28	15	76	160	338	872	687	0	0	242		1.08	93.20	4.81	10.26	61.47	51.13	63.32	51.11	0.00	0.00	37.37
VectoMax W/SP* (lbs)								97	147	497	389	247							0.24	0.59	3.28	1.65	1.37	
VectoMax FG* (lbs)										783	721	783										70.56	78.97	70.56
Spinosad (lbs)	4	1	6	5	26	111	88	114	55	89	46	46	0.06	0.04	0.02	1.52	1.52	7.43	7.22	8.41	8.44	2.60	3.85	
Natular T30 (lbs)		3	0	0	0	0	0	2	6	0	0	1		0.01	0.00	0.00	0.00	0.00	0.83	2.68	0.00	0.00	0.39	
Natular G (lbs)		1	0	0	0	1	1	22	12	0	1	4		0.05	0.00	0.00	0.00	0.01	0.01	0.80	0.08	0.00	0.00	0.11
Natular G30 (lbs)				3	7	34	62	70	46	59	37	37				1.38	1.00	2.46	5.41	4.00	8.41	2.60	3.78	
Natular XRG (lbs)			1	0	1	2	50	0	5	1	0	8			0.04	0.00	0.13	0.45	0.50	0.00	0.05	0.00	0.00	0.15
Natular XRT (lbs)											29	na											145	na
Natular 2EC (gal)				6	1	16	26	2	11	21	0	9				0.00	0.00	0.01	0.46	0.02	0.11	0.00	0.00	0.09
Natular DT (lbs)									10	61	0	8									0.51	0.02	0.00	0.27

*VectoMax and FourStar are a combination of Bti and B. sphaericus. ** VectoPrime is Bti and methoprene. Active ingredients tabulated separately.

Table 1. Larvicide usage by material type during 2018 compared with previous ten years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	08-17 mean	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	08-17 mean	
Pesticide (units)																									
Number of applications																									
Mosquito Adulticides																									
Natural Pyrethrins (lbs)	237	169	30	42	163	50	252	183	0	0	1	113	26.19	18.68	3.15	5.93	21.61	5.57	21.59	17.00	0.00	0.00	0.04	11.97	
Merus (gal)											1												0.0047		
Pyrenone 25-5 (gal)	236	134	4	2	0	1	0	0	0	0	0	42	3.55	2.06	0.01	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.56	
Pyrocyde 7396 (gal)	1	35	26	40	163	22	0	0	0	0	0	32	0.01	0.48	0.42	0.80	2.92	0.28	0.00	0.00	0.00	0.00	0.00	0.49	
Pyrocyde 7067 (gal)						27	252	183	0	0	0	116						0.47	2.97	2.34	0.00	0.00	0.00	1.16	
Pyronyl Crop Spray (gal)	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Synthetic Pyrethroids (lbs)	17	0	15	0	45	20	51	0	77	76	58	30	3.34	0.00	2.02	0.00	7.43	2.47	5.63	0.00	3.80	8.25	10.94	3.29	
Scourge (gal)	17	0	15	0	45	20	32	0	0	0	16	13	0.46	0.00	0.28	0.00	1.03	0.34	0.78	0.00	0.00	0.00	0.53	0.29	
Zenivex E4 (gal)						19	0	77	76	42	0	43						0.16	0.00	0.51	1.11	0.96	0.00	0.45	
Synergists* (lbs)													141.92	93.80	21.97	29.64	130.86	35.77	127.33	86.62	0.00	0.00	11.81	66.79	
Piperonyl butoxide (gal)	254	169	45	42	208	70	284	183	0	0	16	126	19.18	12.68	2.97	4.01	17.68	4.83	17.21	11.71			1.60	11.28	
Other Insecticides																									
Total (lbs)	559	374	542	871	632	469	503	241	636	1241	978	607	1.8	1.4	6.0	7.2	5.8	3.0	6.0	0.6	5.9	8.7	6.4	4.64	
Drione (lbs)	555	374	541	871	632	310	499	241	636	1241	978	590	1.76	1.42	4.30	7.19	5.79	2.68	6.01	0.55	5.87	8.72	6.43	4.43	
Delta Dust (lbs)						159	3	0	0	0	0	32						0.00	0.00	0.00	0.00	0.00	0.00	0.00	
M-Pede (gal)	4	0	1	0	0	0	1	0	0	0	0	1	0.00	0.00	0.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.02	
EcoPCO DX (lb)						117	0	0	0	0	0	23						0.17	0.00	0.00	0.00	0.00	0.00	0.03	
Essentria D (lb)						17	0	0	0	0	0	3						0.11	0.00	0.00	0.00	0.00	0.00	0.02	
Rodenticides																									
Total (lbs)	950	1216	1018	851	444	375	386	343	522	452	444	656	0.03	0.04	0.03	0.03	0.01	0.02	0.01	0.01	0.01	0.01	0.01	0.02	
Bromethalin (lbs)	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00	
Contrac Super-Size Blox (lbs)+	761	1007	945	666	390	373	135	96	101	59	78	453	0.021	0.030	0.029	0.02230	0.01200	0.01583	0.00480	0.00390	0.00723	0.00525	0.00488	0.02	
Contrac Small Blox (lbs)+				24	27	1	0	14	3	0	0	10				0.00008	0.00033	0.00001	0.00000	0.00025	0.00001	0.00000	0.00000	0.00	
Ditrac Blox (lbs)!	189	209	73	161	27	1	0	111	346	330	366	145	0.010	0.010	0.004	0.00805	0.00135	0.00005	0.00000	0.00190	0.00565	0.00598	0.00605	0.00	
First Strike Blox (lbs)%				11	15	115	188	0	19	0	0	50				0.00018	0.00065	0.00793	0.00600	0.00000	0.00119	0.00000	0.00000	0.00	
Terad 3 Blox (lbs)&				15	0	4	63	122	53	63	0	46				0.00071	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

*PBO is a component of pyrethroid adulticides. Not listed seperately prior to 2009
+Bromadiolone
!Diflacinone
% Difethialone
&Cholecalciferol

Table 2. Other pesticide usage by material type during 2018 compared with previous ten years