



155 Mason Circle  
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## ***BOARD OF TRUSTEES MEETING***

**CORRECTED DATE \*\*Monday, May 21, 2018\*\***

7:00 p.m.  
District Office  
155 Mason Circle  
Concord, California 94520

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
- 5.\* 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.
6. CONSENT CALENDAR  
The following items listed ☼ are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.  
  
A.☼ MINUTES (Pages 7-12) - APPROVAL OF MINUTES 18-3, REGULAR BOARD MEETING HELD ON MARCH 12, 2018.

*Protecting Public Health Since 1927*

### BOARD OF TRUSTEES

President WARREN CLAYTON Pinole • Vice President MICHAEL KRIEG Oakley • Secretary H. RICHARD MANK El Cerrito  
Antioch LOLA ODUNLAMI • Brentwood Vacant • Clayton PEGGIE HOWELL • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG  
Danville RANDALL DIAMOND • Hercules Vacant • Lafayette JAMES FITZSIMMONS • Martinez DANIEL PELLEGRINI • Moraga ROBERT LUCACHER • Orinda MARK LEWIS  
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill RICHARD MEANS • Richmond SOHEILA BANA, PhD • San Pablo Vacant • San Ramon PETER PAY • Walnut Creek JAMES MURRAY

- B. ☼ EXPENDITURES (Pages 13-23) - APPROVAL OF EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 26779 THROUGH NO. 26943, IN THE AMOUNT OF \$604,861.69.
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 16049 THROUGH NO. 16064 AND DIRECT DEPOSIT NO. D02373 THROUGH NO. D02513 IN THE AMOUNT OF \$301,921.88.
- D. ☼ INVESTMENT ACTIVITY REPORT FOR FEBRURARY 2018 & MARCH 2018 (Pages 24-27)
- E. ☼ FINANCIAL REPORT (Pages 28-29)
- F. ☼ APPROVAL OF MODIFICATION TO THE COMMITTEE CHART (Page 30)

7. INFORMATION ITEMS

Comments

- A. ☼ Executive Committee Report (Page 31) Clayton
- B. Advanced Planning Committee Report Murray
- C. Budget Committee Report Krieg

8. ACTION ITEMS

Comments    Required

Item

- A. ☼ Personnel Committee Report Diamond
  - Recommendation – To approve new titles, job descriptions, and salary recommendations from Personnel Committee for Community Affairs Representatives (Pages 32-37)    \*\*
- B. ☼ Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) (Pages 38-39) Macedo
  - Recommendation – To Approve Resolution 18-1 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)    \*\*

9. BOARD AND STAFF ANNOUNCEMENTS

- A. Board
- B. General Manager

C. Staff Report

D. Legal

10. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, 5 days, or hours before the noted meeting.



Paula Macedo, General Manager

05/16/18

Date

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

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

May 11, 2018

STAFF REPORT  
May 21, 2018 BOARD MEETING  
AGENDA

- 1-5. No Comment. See Agenda.
6. A-E. No Comment. See Agenda
- F. APPROVAL OF MODIFICATION TO THE COMMITTEE CHART (Page 30)  
– The previous committee chart had been approved at the March Board of Trustees meeting. Since then, Trustee Bana has requested to be added as a member of the Advance Planning and Audit Committees.
7. INFORMATION ITEMS
  - A. Executive Committee Report - Trustee Clayton will report on the committee meeting that was held on April 9, 2018. The timeline for the General Manager’s performance review for this year was slightly modified to coincide with her hire anniversary (Page 31).
  - B. Advanced Planning Committee Report – Trustee Murray will report on the committee meeting that was held on April 16, 2018.
  - C. Budget Committee Report – Trustee Krieg will report on the committee meeting that was held on April 23, 2018.
8. ACTION ITEMS
  - A. Personnel Committee Report – Trustee Diamond will report on the committee meeting that was held on April 16, 2018. New job titles, job descriptions, and salary ranges were proposed for the current positions of Community Affairs Representatives (Pages 32-37).  
  
Recommendation – To approve new titles, job descriptions, and salary for current positions of Community Affairs Representatives.
  - B. Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) (Pages 38-39) – LAIF requires a resolution designating those employees authorized to deposit and withdraw money from the District account with LAIF.  
  
Recommendation – To Approve Resolution 18-1 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) and designate Paula Macedo, General Manager as the designated employee.

9. BOARD AND STAFF ANNOUNCEMENTS

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

10. ADJOURNMENT

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
March 15, 2018	26797	1875.00	California School Board Association – GASB AMM Report for Retiree Medical
“ “ “	26799	1822.36	Bold, Polisner, Maddow, Nelson, & Judson – Professional Legal Services
March 31, 2018	26828	48084.08	ADAPCO – Agriculture/Pesticides
“ “ “	26829	6297.00	Liebert Cassidy Whitmore – Professional Legal Services Investigation
“ “ “	26831	28107.48	Clarke – Agriculture/Pesticides
“ “ “	26833	8365.00	Contra Costa Times – Public Relations Advertising Campaign 7 Front Main News Ads
“ “ “	26835	2775.00	Maze & Associates – Auditing Services Review of Financial Statement and Internal Controls
“ “ “	26860	11205.00	Lamar Companies - Public Relations Advertising Campaign Bus Tail Ads
“ “ “	26861	3192.00	Sacks, Ricketts & Case, LLP – Professional Legal Services Investigation
“ “ “	26863	1000.00	Sage Software Inc. – Annual Payroll Module Subscription
April 30, 2018	26906	15210.00	Liebert Cassidy Whitmore – Professional Legal Services Investigation Advice
“ “ “	26930	3990.00	Brentwood Press & Publish - Public Relations Advertising Campaign 10 ¼ Newspaper Ads in East County
“ “ “	26933	2093.75	Concord Locksmith – Deposit for Exterior Door Installation
“ “ “	26934	10000.00	Mesa Outdoor - Public Relations Advertising Campaign Highway 4 Digital Display Ad
“ “ “	26941	3912.35	Sacks, Ricketts & Case, LLP – Professional Legal Services Investigation Advice
“ “ “	26942	14947.78	Verizon Wireless – Cellular Phone Service and Purchase of iPhones and iPads for Digital Map Service

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-3

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 12, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Richard Ainsley  
                                 Perry Carlston  
                                 Warren Clayton  
                                 Chris Cowen  
                                 Randall Diamond  
                                 Jim Fitzsimmons  
                                 Peggie Howell  
                                 Michael Krieg  
                                 Mark Lewis  
                                 Robert Lucacher  
                                 Richard Mank  
                                 Richard Means  
                                 James Murray  
                                 Peter Pay  
                                 Daniel Pellegrini  
                                 Jim Pinckney  
                                 Darryl Young

TRUSTEES ABSENT      Soheila Bana  
                                 Lola Odunlami

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Douglas Coty, Legal Counsel  
                                 Ray Waletzko, Assistant Manager  
                                 Natalie Jones, Administrative Assistant  
                                 Steve Schutz, Scientific Program Manager  
                                 Vikki Rodriguez, Maze & Associates  
                                 Fran Buchanan, IEDA  
                                 Dorothy Duda  
                                 Jason Descans  
                                 Diane Wolcott

1.      President Clayton called the meeting to order at 7:03 p.m.
2.      A roll call indicated that 17 Trustees were present, two were absent, and there are three vacancies.
3.      The meeting opened with the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA AS POSTED

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

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. PRESENTATION

Mark Lewis, Trustee, introduced as newly appointed representing City of Orinda Perry Carlston, Trustee, for 5 years of service

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-1, REGULAR BOARD MEETING HELD ON JANUARY 8, 2018 AND APPROVAL OF MINUTES 18-2, SPECIAL BOARD MEETING HELD ON FEBRUARY 12, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF JANUARY 1, 2018 THROUGH FEBRUARY 28, 2018, INCLUDING CHECKS NO. 26636 THROUGH NO. 26778, IN THE AMOUNT OF \$470,171.77.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JANUARY 1, 2018 THROUGH FEBRUARY 28, 2018, INCLUDING CHECKS NO. 16038 THROUGH NO. 16048 AND DIRECT DEPOSIT NO. D02223 THROUGH NO. D02372 IN THE AMOUNT OF \$309,487.07.

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2017 & JANUARY 2018

E. FINANCIAL REPORT

F. APPROVAL OF TRUSTEE EXPENSES

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the consent calendar. *Motion passed unanimously.*

8. ACTION ITEMS

A. Report on District FY 16/17 Financial Audit – Vikki Rodriguez, Audit Partner, Maze & Associates, reported that the District received an unmodified opinion, which is the cleanest opinion the District can receive. There was a delay in this audit due to the implementation to GASB 74. Rodriguez commented that the District had a rather healthy fiscal year, wherein revenues exceeded budget and expenditures were less than budget. Recommendations made to the District at last



year's audit in respect to material weaknesses have been followed and weaknesses were addressed, and overall the audit itself went very smoothly.

\*\* A motion was made by Trustee Diamond and seconded by Trustee Howell to accept the District FY 16/17 Financial Audit and Memorandum on Internal Control. *Motion passed.*

B. Approval of District Trustee Committee Members for 2018 – Assistant Manager Waletzko explained that the District's primary banking institution, Bank of the West, requires board minutes acknowledging board members who are on the District Executive Committee; and thereby can sign District checks. Amendment was made to the form to include the addition of newly appointed Trustee Lewis to the Advanced Planning and Personnel Committees.

\*\* A motion was made by Trustee Murray and seconded by Trustee Fitzsimmons to approve the current roster of District Trustee Committees as amended. *Motion passed unanimously.*

C. Appointment of a Trustee as the District Voting Delegate at the Local Agency Formation Commission Special District's Election – Assistant Manager Waletzko explained some of LAFCO's duties and that the District had a vacant a seat on the LAFCO Board. It was requested that the Board appoints a voting delegate and an alternate. Discussion on volunteers for the positions followed.

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Means to appoint President Clayton as the District Voting Delegate for LAFCO and Trustee Young as the Alternate.

## 9. INFORMATION ITEMS

A. Annual Environmental Report/CEQA Compliance – Scientific Program Manager Steve Schutz presented a summary of the 2017 Environmental Report. The District adopted a Mitigated Negative Declaration in 1999, which is a statement of best management practices we follow to avoid or mitigate any potential environmental impacts of our programs. At that time, the board requested an annual update from staff. This District, along with a consortium of Bay area mosquito and vector control districts, completed a full Programmatic Environmental Impact Report (PEIR) in 2016 to ensure that our program has the highest level of CEQA documentation possible. The PEIR replaced our Mitigated Negative Declaration as our CEQA compliance document.

In 2017, the District continued to respond to West Nile virus activity, and there were no substantial changes in policy which could have resulted in significant environmental impacts. A major component of our program continues to be biological control, by using mosquitofish. District technicians continue to stock fish in neglected swimming pools and a variety of other sources.

Adulticiding continues to be a minor part of the District's program. Although there were more pesticide applications in 2017, the numbers are still below the 10-year average. There was discussion about pesticide use, resistance, and the possibility of rotating products once the laboratory checks Contra Costa County mosquito populations for pesticide resistance. Trustee Lewis requested specific information for the City of Orinda so he can present this to the city.

**CLOSED SESSION – 8:10 PM**

**B. CONFERENCE WITH LABOR NEGOTIATORS**

CONFERENCE WITH WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, PAULA MACEDO, GENERAL MANAGER AND RAY WALETZKO, ASSISTANT MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

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

Title: General Manager

**RETURN TO OPEN SESSION – 8:32 pm**

**REPORT FROM CLOSED SESSION** – No reportable action to report from either closed session.

**10. BOARD AND STAFF ANNOUNCEMENTS**

- A. BOARD - Former Trustee, Diane Wolcott, attended the annual MVCAC Conference in Monterey in January 2018 and provided Trustees with her report regarding the changes within the industry. She mentioned how there appeared to be more attendees at this most recent conference than in the past and the focus was on changes caused by state and nationwide responses due to varying disease patterns and climate changes. Trustees Howell and Krieg were also present at the conference and Trustee Howell provided a report regarding the specific Trustee training sessions with respect to the legislative updates. She found it interesting that there are a total of six Air Force planes used for aerial spraying and they maintain the capacity to spray chemicals. Trustee Howell also stopped by the exhibitor booth for Digital Maps and spoke with them briefly regarding the new operations software for the District. Trustee Krieg noted the emphasis on educating children regarding mosquito control.

- B. GENERAL MANAGER – General Manager Macedo attended the annual MVCAC Conference, National AMCA meeting in Kansas City and VCJPA seminar since the last time the Board met.**

An update on the operational software and next steps for training employees and going live were provided. General Manager Macedo updated the Board on the progress of current open positions and the timeline for interview process. In addition, she reminded the Board that Form 700 Statement of Economic Interests is due April 2, 2018. Trustee Lucacher inquired as to the confidentiality aspect of filing and Legal Counsel Coty advised that Form 700 is considered a public document and, as such, is subject to the Public Records Act. Legal Counsel Coty clarified that ultimately the Statement of Economic Interest is designed so the public can determine if a public official's decisions are in the best interest of tax payers.

General Manager Macedo advised Trustees that the AB1234 Ethics Training session will be scheduled at the District prior to the November 2018 meeting. More urgently, Trustees must have a training session with respect to AB1825 Harassment, Discrimination & Retaliation Prevention. If Trustees have already taken the two-hour training session in 2018, we will need a copy of the certificate on file at the District. It was proposed and agreed to hold a live AB1825 Harassment, Discrimination & Retaliation Prevention training from 5:00-7:00 PM, prior to the May Board Meeting.

General Manager Macedo advised that she will be out of town for the April 2<sup>nd</sup> Advanced Planning Committee meeting and asked to reschedule to April 9<sup>th</sup> or April 16, 2018. Trustees agreed to have the Advanced Planning meeting scheduled for April 16, 2018, from 5:00-7:00 PM at the District, prior to the 7:00 PM Personnel Committee meeting.

Board Secretary Mank requested to move the regular scheduled board meeting of May 14<sup>th</sup> to May 21, 2018, since he will be out of town. It was decided that the next Board meeting will take place on Monday, May 21, 2018.

**C. STAFF REPORT - None**

**D. LEGAL - None**

**11. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:15 p.m.

**\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to adjourn the meeting. *Motion passed unanimously.***

I certify the above minutes were approved as read or corrected at a meeting of the Board held on May 21, 2018.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

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H. Richard Mank  
Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Check Number	Check Date	Vendor	Invoice Number	Bank Code: 1 - Bank of the West	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
026779	3/15/2018	0000001	Bank of the West - Federal Income Taxes		3/15/2018	10,999.56	0.00	10,999.56	Check Entry Number: 001
			MAR1518 FED INC TAX						
			G/L Account: 202010-100-000						10,999.56
026780	3/15/2018	0000002	Employment Development - State Income Taxes		3/15/2018	4,211.62	0.00	4,211.62	Check Entry Number: 001
			MAR1518 STATE INC TA						
			G/L Account: 202020-100-000						4,211.62
			MAR1618 STATE INC TA			7.17	0.00	7.17	
			G/L Account: 202020-100-000						7.17
			State Income Tax W/H						
			Check 026780 Total:			4,218.79	0.00	4,218.79	
026781	3/15/2018	0000003	Bank of the West - FICA & MEDICARE Taxes		3/15/2018	19,637.16	0.00	19,637.16	Check Entry Number: 001
			MAR1518 FICAMED TAX						
			G/L Account: 202030-100-000						7,957.53
			G/L Account: 202031-100-000						7,957.53
			G/L Account: 202040-100-000						1,861.05
			G/L Account: 202041-100-000						1,861.05
			MAR1618 FICAMED TAX			2,829.14	0.00	2,829.14	
			G/L Account: 202030-100-000						1,146.45
			G/L Account: 202040-100-000						268.12
			G/L Account: 202031-100-000						1,146.45
			G/L Account: 202041-100-000						268.12
			FICA Tax - Employer						
			FICA Tax - Employee						
			MEDICARE Tax - Employer						
			MEDICARE Tax - Employee						
			Check 026781 Total:			22,466.30	0.00	22,466.30	
026782	3/15/2018	0000006	Employment Development - State Disability Insuranc		3/15/2018	614.33	0.00	614.33	Check Entry Number: 001
			MAR1518 SDI						
			G/L Account: 203051-100-000						614.33
026783	3/15/2018	0000009	Nationwide Retirement Sol		3/15/2018	1,100.00	0.00	1,100.00	Check Entry Number: 001
			MAR1518 457 PLAN CON						
			G/L Account: 204022-100-000						1,000.00
			G/L Account: 204022-100-000						100.00
			457 Deferred Savings Plan						
026784	3/15/2018	0000028	Franchise Tax Board		3/15/2018	269.08	0.00	269.08	Check Entry Number: 001
			MAR1518 1109585690						
			G/L Account: 203090-100-000						269.08
026785	3/15/2018	0000031	CA State Disbursement Unit		3/15/2018	403.50	0.00	403.50	Check Entry Number: 001
			MAR1518 30000004233						
			G/L Account: 203090-100-000						403.50
026786	3/15/2018	0000324	Diablo Trophy		3/15/2018	22.84	0.00	22.84	Check Entry Number: 001
			MAR1518 INV14049						
			G/L Account: 502305-100-000						22.84
026787	3/15/2018	0000328	PG&E		3/15/2018	19.71	0.00	19.71	Check Entry Number: 001
			MAR1518 3508093469-4						
			G/L Account: 502601-100-000						19.71
026788	3/15/2018	0000482	City of Antioch Marina		3/15/2018	100.00	0.00	100.00	Check Entry Number: 001
			MAR1518 INV5016						
			G/L Account: 502305-100-000						100.00
026789	3/15/2018	0000694	TD Ameritrade Institution		3/15/2018	6,686.67	0.00	6,686.67	Check Entry Number: 001
			MAR1518 457 PLAN CON						
			G/L Account: 204022-100-000						6,686.67
			MAR1618 457 PLAN CON			17,069.43	0.00	17,069.43	
			G/L Account: 204022-100-000						17,069.43
			457 Deferred Savings Plan						
			Check 026789 Total:			23,756.10	0.00	23,756.10	
026790	3/15/2018	0000696	KBA DOCUSYS		3/15/2018	135.75	0.00	135.75	Check Entry Number: 001
			MAR1518 INV640248						
			G/L Account: 501204-100-000						135.75
026791	3/15/2018	0000701	ASTRA General Electric		3/15/2018	1,000.00	0.00	1,000.00	Check Entry Number: 001
			MAR1518 INV INSTALLA						
			G/L Account: 501302-100-000						1,000.00
026792	3/15/2018	0000806	Fred Loux		3/15/2018	316.34	0.00	316.34	Check Entry Number: 001
			MAR1518 HLTH REIMBUR						
			G/L Account: 612100-100-000						316.34
026793	3/15/2018	0000814	Staples Business Advantage		3/15/2018	626.82	0.00	626.82	Check Entry Number: 001
			MAR1518 3369533850						
			G/L Account: 501701-100-000						626.82
			MAR1518 3369533852			12.28	0.00	12.28	
			G/L Account: 501701-100-000						12.28
			MAR1518 3369779217			21.20	0.00	21.20	
			G/L Account: 501701-100-000						21.20
			MAR1518 3369779219			9.20	0.00	9.20	
			G/L Account: 501701-100-000						9.20
			MAR1518 3369779220			34.25	0.00	34.25	
			G/L Account: 501701-100-000						34.25
			MAR1518 3369779221			22.82	0.00	22.82	
			G/L Account: 501701-100-000						22.82
			Office Supplies						
			Check 026793 Total:			726.57	0.00	726.57	
026794	3/15/2018	0000916	Spark Creative Design		3/15/2018	658.13	0.00	658.13	Check Entry Number: 001
			MAR1518 INV1727						
			G/L Account: 501811-100-120						658.13
026795	3/15/2018	0000927	Bank of the West		3/15/2018	1,040.06	0.00	1,040.06	Check Entry Number: 001
			MAR1518 FSA/DEP CONT						
			G/L Account: 203070-100-000						290.04
			G/L Account: 203080-100-000						750.02
			Health FSA - Employee						
			Dependent Care - Employee						
026796	3/15/2018	0000956	Waterlogic West Inc.		3/15/2018	78.08	0.00	78.08	Check Entry Number: 001
			MAR1518 CNIN722550W						
			G/L Account: 500503-100-000						78.08
026797	3/15/2018	0000957	California School Boards Association - DSC (0200)		3/15/2018	1,875.00	0.00	1,875.00	Check Entry Number: 001
			MAR1518 INV37938-Q3Y						
			G/L Account: 501806-100-000						1,875.00
			Financial Services						

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	
026798	3/15/2018	0000971	Flyers Energy, LLC MAR1518 CFS1572292	3/15/2018	1,077.09	0.00	1,077.09	Check Entry Number: 001
		G/L Account: 502501-100-000						Gasoline 1,077.09
026799	3/15/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON MAR1518 INV11866	3/15/2018	1,822.36	0.00	1,822.36	Check Entry Number: 001
		G/L Account: 501803-100-000						Legal Counsel 1,822.36
026800	3/15/2018	0000992	MVCAC MAR1518 INV7359975	3/15/2018	312.50	0.00	312.50	Check Entry Number: 001
		G/L Account: 502305-100-130						Other Expense 312.50
026801	3/15/2018	0001040	WAVE MAR1518 813635010039	3/15/2018	69.90	0.00	69.90	Check Entry Number: 001
		G/L Account: 500601-100-000						Telecommunication Services 69.90
026802	3/15/2018	0001049	ALSCO MAR1518 LSAC1387334	3/15/2018	232.23	0.00	232.23	Check Entry Number: 001
		G/L Account: 500501-100-000						Uniform Rental 232.23
		G/L Account: 500501-100-000	MAR1518 LSAC1389590	3/15/2018	232.23	0.00	232.23	Uniform Rental 232.23
		G/L Account: 500501-100-000	MAR1518 LSAC1391889	3/15/2018	232.23	0.00	232.23	Uniform Rental 232.23
		G/L Account: 500501-100-000	MAR1518 LSAC1392166	3/15/2018	3.50	0.00	3.50	Uniform Rental 232.23
		G/L Account: 500501-100-000	MAR1518 LSAC1394110	3/15/2018	232.23	0.00	232.23	Uniform Rental 3.50
		G/L Account: 500501-100-000						Uniform Rental 232.23
			Check 026802 Total:		932.42	0.00	932.42	
026803	3/15/2018	0001063	OSCA MAR1518 CBT1808052	3/15/2018	270.00	0.00	270.00	Check Entry Number: 001
		G/L Account: 502506-100-510						Training 90.00
		G/L Account: 502506-100-510						Training 90.00
		G/L Account: 502506-100-510						Training 90.00
026804	3/15/2018	0001072	Mt. Diablo Resource Recovery-Concord MAR1518 01-0022594	3/15/2018	504.25	0.00	504.25	Check Entry Number: 001
		G/L Account: 502601-100-000						Electric, Gas & Water 504.25
026805	3/15/2018	0001073	Paula A. Macedo MAR1518 REIMBURSEMEN	3/15/2018	249.61	0.00	249.61	Check Entry Number: 001
		G/L Account: 502503-100-000						Authorized Travel 101.37
		G/L Account: 502503-100-000						Authorized Travel 34.88
		G/L Account: 502503-100-000						Authorized Travel 34.88
		G/L Account: 502503-100-000						Authorized Travel 78.48
026806	3/15/2018	0001078	Kirk Thill MAR1518 HLTH INS REI	3/15/2018	316.34	0.00	316.34	Check Entry Number: 001
		G/L Account: 612100-100-000						Health Insurance 316.34
026807	3/15/2018	0001083	Guardian Security Agency MAR1518 INV50017	3/15/2018	380.00	0.00	380.00	Check Entry Number: 001
		G/L Account: 501807-100-000						Security Services 380.00
		G/L Account: 501807-100-000	MAR1518 INV50056	3/15/2018	475.00	0.00	475.00	Security Services 380.00
		G/L Account: 501807-100-000						Security Services 475.00
			Check 026807 Total:		855.00	0.00	855.00	
			Report Total:		76,209.61	0.00	76,209.61	

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	
026808	3/29/2018	0000001 Bank of the West - Federal Income Taxes MAR3118 FED INC TAX	3/29/2018	10,614.45	0.00	10,614.45	Check Entry Number: 001
		G/L Account: 202010-100-000 Federal Income Tax W/H					10,614.45
026809	3/29/2018	0000002 Employment Development - State Income Taxes MAR3118 STATE INC TA	3/29/2018	4,104.83	0.00	4,104.83	Check Entry Number: 001
		G/L Account: 202020-100-000 State Income Tax W/H					4,104.83
026810	3/29/2018	0000003 Bank of the West - FICA & MEDICARE Taxes MAR3118 FICAMED TAX	3/29/2018	19,539.92	0.00	19,539.92	Check Entry Number: 001
		G/L Account: 202030-100-000 FICA Tax - Employer					7,918.12
		G/L Account: 202031-100-000 FICA Tax - Employee					7,918.12
		G/L Account: 202040-100-000 MEDICARE Tax - Employer					1,851.84
		G/L Account: 202041-100-000 MEDICARE Tax - Employee					1,851.84
026811	3/29/2018	0000004 CCC Employees Retirement MAR3118 EE RET CONTR	3/29/2018	27,288.10	0.00	27,288.10	Check Entry Number: 001
		G/L Account: 204011-100-000 Retirement - CCCERA Employee					13,273.73
		G/L Account: 204011-100-000 Retirement - CCCERA Employee					14,014.37
026812	3/29/2018	0000006 Employment Development - State Disability Insuranc MAR3118 SDI TAX	3/29/2018	671.58	0.00	671.58	Check Entry Number: 001
		G/L Account: 203051-100-000 State Disability Insurance - SDI Employee					671.58
026813	3/29/2018	0000007 SEIU UPE LOCAL 1021 MAR3118 UNION DUES	3/29/2018	2,030.64	0.00	2,030.64	Check Entry Number: 001
		G/L Account: 205020-100-000 SEIU Local 1021 - Union Dues					1,065.13
		G/L Account: 205020-100-000 SEIU Local 1021 - Union Dues					955.51
026814	3/29/2018	0000009 Nationwide Retirement Sol MAR3118 457 PLAN CON	3/29/2018	1,100.00	0.00	1,100.00	Check Entry Number: 001
		G/L Account: 204022-100-000 457 Deferred Savings Plan					1,000.00
		G/L Account: 204022-100-000 457 Deferred Savings Plan					100.00
026815	3/29/2018	0000010 CalPERS MAR3118 HLTH INS	3/29/2018	47,073.37	0.00	47,073.37	Check Entry Number: 001
		G/L Account: 203010-100-000 Medical - CALPers Employer					33,265.66
		G/L Account: 203011-100-000 Medical - CALPers Employee					3,063.33
		G/L Account: 203011-100-000 Medical - CALPers Employee					3,063.33
		G/L Account: 612100-100-000 Health Insurance					7,526.22
		G/L Account: 612100-100-000 Health Insurance					129.99
		G/L Account: 612100-100-000 Health Insurance					24.84
026816	3/29/2018	0000011 Vision Service Plan MAR3119 VISION PLAN	3/29/2018	666.80	0.00	666.80	Check Entry Number: 001
		G/L Account: 612102-100-000 Vision Insurance					666.80
026817	3/29/2018	0000015 Health Care Dental Trust MAR3118 DENTAL PLAN	3/29/2018	5,232.15	0.00	5,232.15	Check Entry Number: 001
		G/L Account: 612101-100-000 Dental Insurance					5,232.15
026818	3/29/2018	0000028 Franchise Tax Board MAR3118 FTBID1109585	3/29/2018	269.08	0.00	269.08	Check Entry Number: 001
		G/L Account: 203090-100-000 Gamishment-General					269.08
026819	3/29/2018	0000031 CA State Disbursement Unit MAR3118 CSE200000001	3/29/2018	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000 Gamishment-General					403.50
026820	3/29/2018	0000103 Tina Cox MAR3118 REIMBURSEMEN	3/29/2018	83.48	0.00	83.48	Check Entry Number: 001
		G/L Account: 502503-100-000 Authorized Travel					78.48
		G/L Account: 502503-100-000 Authorized Travel					5.00
026821	3/29/2018	0000234 Peggie A. Howell MAR3118 REIMBURSEMEN	3/29/2018	160.26	0.00	160.26	Check Entry Number: 001
		G/L Account: 502503-100-000 Authorized Travel					59.06
		G/L Account: 502503-100-000 Authorized Travel					25.00
		G/L Account: 502503-100-000 Authorized Travel					42.14
		G/L Account: 502503-100-000 Authorized Travel					34.06
026822	3/29/2018	0000317 VCJPA MAR3118 VCJPA2018118	3/29/2018	463.08	0.00	463.08	Check Entry Number: 001
		G/L Account: 501002-100-000 Liability/Property Insurance					463.08
026823	3/29/2018	0000328 PG&E MAR3118 3466426805-8	3/29/2018	1,395.37	0.00	1,395.37	Check Entry Number: 001
		G/L Account: 502601-100-000 Electric, Gas & Water					1,395.37
026824	3/29/2018	0000336 Fedex MAR3118 INV6-120-528	3/29/2018	139.13	0.00	139.13	Check Entry Number: 001
		G/L Account: 501702-100-000 Postage					139.13
026825	3/29/2018	0000373 FP MAILING SOLUTIONS MAR3118 RI103593697	3/29/2018	126.75	0.00	126.75	Check Entry Number: 001
		G/L Account: 501702-100-000 Postage					126.75
026826	3/29/2018	0000486 Bay Alarm Company MAR3118 5272224	3/29/2018	457.74	0.00	457.74	Check Entry Number: 002
		G/L Account: 501807-100-000 Security Services					457.74
026827	3/29/2018	0000486 Bay Alarm Company MAR3118 ALARM FEES	3/29/2018	267.75	0.00	267.75	Check Entry Number: 003
		G/L Account: 501807-100-000 Security Services					267.75
026828	3/29/2018	0000608 ADAPCO, Inc. MAR3118 INV114856	3/29/2018	48,084.08	0.00	48,084.08	Check Entry Number: 001
		G/L Account: 500401-100-510 Agriculture					6,790.00
		G/L Account: 500401-100-510 Agriculture					203.75
		G/L Account: 500401-100-510 Agriculture					21,408.00
		G/L Account: 500401-100-510 Agriculture					642.00
		G/L Account: 500401-100-510 Agriculture					16,863.00
		G/L Account: 500401-100-510 Agriculture					3,868.83
026829	3/29/2018	0000610 Liebert Cassidy MAR3118 INV1455144	3/29/2018	245.25	0.00	245.25	Check Entry Number: 001
		G/L Account: 501803-100-000 Legal Counsel					245.25
		G/L Account: 501803-100-000 Legal Counsel					1,331.75
		G/L Account: 501803-100-000 Legal Counsel					1,331.75

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	
			MAR3118 INV1455147	3/29/2018	170.00	0.00	170.00	
		G/L Account: 501803-100-000		Legal Counsel				170.00
			MAR3118 INV1455148	3/29/2018	4,375.00	0.00	4,375.00	
		G/L Account: 501803-100-000		Legal Counsel				4,375.00
			MAR3118 INV1455149	3/29/2018	175.00	0.00	175.00	
		G/L Account: 501803-100-000		Legal Counsel				175.00
			<b>Check 026829 Total:</b>		<b>6,297.00</b>	<b>0.00</b>	<b>6,297.00</b>	
026830	3/29/2018	0000654	Sprint					<b>Check Entry Number: 001</b>
			MAR3118 855548319-19	3/29/2018	87.50	0.00	87.50	
		G/L Account: 500802-100-000		Two-Way Radios				87.50
026831	3/29/2018	0000684	Clarke					<b>Check Entry Number: 001</b>
			MAR3118 ORD#123710/S	3/29/2018	28,107.48	0.00	28,107.48	
		G/L Account: 500401-100-510		Agriculture				16,863.00
		G/L Account: 500401-100-510		Agriculture				102.95
		G/L Account: 500401-100-510		Agriculture				3,116.00
		G/L Account: 500401-100-510		Agriculture				2,824.80
		G/L Account: 500401-100-510		Agriculture				2,939.20
		G/L Account: 500401-100-510		Agriculture				2,261.53
026832	3/29/2018	0000694	TD Ameritrade Institution					<b>Check Entry Number: 001</b>
			MAR3118 457 PLAN CON	3/29/2018	5,936.67	0.00	5,936.67	
		G/L Account: 204022-100-000		457 Deferred Savings Plan				5,936.67
026833	3/29/2018	0000792	Contra Costa Times					<b>Check Entry Number: 001</b>
			MAR3118 ADVERT CONF1	3/29/2018	8,365.00	0.00	8,365.00	
		G/L Account: 501901-100-120		Advertisements & Notices				1,195.00
		G/L Account: 501901-100-120		Advertisements & Notices				2,390.00
		G/L Account: 501901-100-120		Advertisements & Notices				2,390.00
		G/L Account: 501901-100-120		Advertisements & Notices				2,390.00
026834	3/29/2018	0000793	AFLAC					<b>Check Entry Number: 001</b>
			MAR3118 DIS OTHERINS	3/29/2018	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
026835	3/29/2018	0000804	Maze & Associates					<b>Check Entry Number: 001</b>
			MAR3118 INV27531	3/29/2018	2,775.00	0.00	2,775.00	
		G/L Account: 501801-100-000		Auditing Services				2,775.00
026836	3/29/2018	0000814	Staples Business Advantage					<b>Check Entry Number: 001</b>
			MAR3118 337193463	3/29/2018	549.76	0.00	549.76	
		G/L Account: 501701-100-000		Office Supplies				549.76
026837	3/29/2018	0000848	KISCO Sales Inc.					<b>Check Entry Number: 001</b>
			MAR3118 INV605163	3/29/2018	601.12	0.00	601.12	
		G/L Account: 501203-100-000		Repair Parts				601.12
026838	3/29/2018	0000889	TPX Communications					<b>Check Entry Number: 001</b>
			MAR3118 101482914-0	3/29/2018	630.69	0.00	630.69	
		G/L Account: 500601-100-000		Telecommunication Services				630.69
026839	3/29/2018	0000899	Sun Life Financial					<b>Check Entry Number: 001</b>
			MAR3118 LIFE INS PRE	3/29/2018	523.11	0.00	523.11	
		G/L Account: 612400-100-000		Life Insurance				523.11
026840	3/29/2018	0000925	INFINISOURCE, Inc.					<b>Check Entry Number: 001</b>
			MAR3118 INV90148688	3/29/2018	80.00	0.00	80.00	
		G/L Account: 501806-100-000		Financial Services				80.00
026841	3/29/2018	0000927	Bank of the West					<b>Check Entry Number: 001</b>
			MAR3118 HLTH FSA DEP	3/29/2018	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
026842	3/29/2018	0000943	Vector-Borne Disease Account					<b>Check Entry Number: 001</b>
			MAR3118 EXAM FEES	3/29/2018	224.00	0.00	224.00	
		G/L Account: 502506-100-000		Training				224.00
026843	3/29/2018	0000971	Flyers Energy, LLC					<b>Check Entry Number: 001</b>
			MAR3118 CFS1580310	3/29/2018	1,391.03	0.00	1,391.03	
		G/L Account: 502501-100-000		Gasoline				1,391.03
026844	3/29/2018	0000975	Reliance Standard Life In					<b>Check Entry Number: 001</b>
			MAR3118 DIS INS PLAN	3/29/2018	412.99	0.00	412.99	
		G/L Account: 612200-100-000		Disability Insurance				412.99
			MAR3118 SHT TRM DIS	3/29/2018	407.12	0.00	407.12	
		G/L Account: 612200-100-000		Disability Insurance				407.12
			<b>Check 026844 Total:</b>		<b>820.11</b>	<b>0.00</b>	<b>820.11</b>	
026845	3/29/2018	0000981	Colonial Life					<b>Check Entry Number: 001</b>
			MAR3118 DIS OTHERINS	3/29/2018	352.76	0.00	352.76	
		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				68.54
		G/L Account: 203052-100-000		Disability Insurance & Other - Employee				16.36
026846	3/29/2018	0001000	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3118 TCOX VISA	3/29/2018	480.49	0.00	480.49	
		G/L Account: 502503-100-000		Authorized Travel				319.20
		G/L Account: 502503-100-000		Authorized Travel				30.00
		G/L Account: 502503-100-000		Authorized Travel				70.00
		G/L Account: 502305-100-000		Other Expense				61.29
026847	3/29/2018	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3118 TFSHE VISA	3/29/2018	982.79	0.00	982.79	
		G/L Account: 501203-100-000		Repair Parts				100.06
		G/L Account: 500503-100-000		Safety Items				228.00
		G/L Account: 501301-100-000		Maintenance Supplies				58.28
		G/L Account: 501203-100-000		Repair Parts				21.65
		G/L Account: 501202-100-000		Contractual Repairs				192.88
		G/L Account: 501203-100-000		Repair Parts				171.93
		G/L Account: 501301-100-000		Maintenance Supplies				59.61
		G/L Account: 501203-100-000		Repair Parts				58.06



Check Register

Journal Posting Date: 3/29/2018

Register Number: CD-000072

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: 501301-100-000		Maintenance Supplies			59.24
		G/L Account: 501203-100-000		Repair Parts			8.59
		G/L Account: 501201-100-000		Automotive Supplies			26.49
026848	3/29/2018	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 CMILLER VISA		3/29/2018	178.61	0.00	178.61
		G/L Account: 502305-100-110		Other Expense			32.60
		G/L Account: 501401-100-110		Lab Supplies			51.00
		G/L Account: 501401-100-110		Lab Supplies			6.50
		G/L Account: 501401-100-110		Lab Supplies			88.51
026849	3/29/2018	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 APIERCE VISA		3/29/2018	12.95	0.00	12.95
026850	3/29/2018	0001011	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 JREHANA VISA		3/29/2018	2,684.42	0.00	2,684.42
		G/L Account: 500401-100-530		Agriculture			1,598.80
		G/L Account: 501301-100-530		Maintenance Supplies			454.73
		G/L Account: 501301-100-520		Maintenance Supplies			56.05
		G/L Account: 500502-100-520		Boots & Rainwear			308.30
		G/L Account: 501301-100-520		Maintenance Supplies			64.40
		G/L Account: 500401-100-520		Agriculture			202.14
026851	3/29/2018	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 WSHIEH VISA		3/29/2018	7,365.97	0.00	7,365.97
		G/L Account: 501705-100-000		Computer Supplies			4,151.69
		G/L Account: 501705-100-000		Computer Supplies			1.50
		G/L Account: 502506-100-520		Training			150.00
		G/L Account: 501705-100-000		Computer Supplies			54.32
		G/L Account: 501705-100-000		Computer Supplies			26.09
		G/L Account: 500601-100-000		Telecommunication Services			15.85
		G/L Account: 500601-100-000		Telecommunication Services			154.16
		G/L Account: 501705-100-000		Computer Supplies			31.97
		G/L Account: 501705-100-000		Computer Supplies			27.99
		G/L Account: 703720-100-000		Equipment			95.37
		G/L Account: 501705-100-000		Computer Supplies			36.85
		G/L Account: 703720-100-000		Equipment			1,017.36
		G/L Account: 703720-100-000		Equipment			768.25
		G/L Account: 703720-100-000		Equipment			199.68
		G/L Account: 703720-100-000		Equipment			59.75
		G/L Account: 501705-100-000		Computer Supplies			71.70
		G/L Account: 703720-100-000		Equipment			55.89
		G/L Account: 703720-100-000		Equipment			447.55
026852	3/29/2018	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 NWOODS VISA		3/29/2018	537.28	0.00	537.28
		G/L Account: 501501-100-120		Memberships			500.00
		G/L Account: 502305-100-000		Other Expense			33.00
		G/L Account: 502305-100-000		Other Expense			1.29
		G/L Account: 502305-100-000		Other Expense			2.99
026853	3/29/2018	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 SCURRIER VIS		3/29/2018	438.11	0.00	438.11
		G/L Account: 500502-100-510		Boots & Rainwear			56.48
		G/L Account: 500502-100-510		Boots & Rainwear			171.94
		G/L Account: 500503-100-530		Safety Items			59.16
		G/L Account: 500503-100-530		Safety Items			47.72
		G/L Account: 502305-100-000		Other Expense			39.99
		G/L Account: 502305-100-000		Other Expense			43.24
		G/L Account: 501301-100-510		Maintenance Supplies			19.58
026854	3/29/2018	0001040	WAVE				Check Entry Number: 001
		MAR3118 813635010039		3/29/2018	69.90	0.00	69.90
		G/L Account: 500601-100-000		Telecommunication Services			69.90
026855	3/29/2018	0001047	Calderon Janitorial Services				Check Entry Number: 001
		MAR3118 INV#032		3/29/2018	650.00	0.00	650.00
		G/L Account: 500901-100-000		Janitorial Services			650.00
026856	3/29/2018	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 NJONES VISA		3/29/2018	1,830.78	0.00	1,830.78
		G/L Account: 501901-100-000		Advertisements & Notices			75.00
		G/L Account: 501501-100-000		Memberships			679.00
		G/L Account: 502305-100-000		Other Expense			166.24
		G/L Account: 502503-100-000		Authorized Travel			800.00
		G/L Account: 501701-100-000		Office Supplies			110.54
026857	3/29/2018	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		MAR3118 PMACEDO VISA		3/29/2018	1,162.57	0.00	1,162.57
		G/L Account: 502503-100-000		Authorized Travel			26.35
		G/L Account: 502503-100-000		Authorized Travel			29.32
		G/L Account: 502503-100-000		Authorized Travel			38.69
		G/L Account: 502503-100-000		Authorized Travel			6.46
		G/L Account: 502503-100-000		Authorized Travel			8.64
		G/L Account: 502503-100-000		Authorized Travel			9.67
		G/L Account: 502503-100-000		Authorized Travel			8.06
		G/L Account: 502503-100-000		Authorized Travel			9.67
		G/L Account: 502503-100-000		Authorized Travel			8.06
		G/L Account: 502503-100-000		Authorized Travel			8.06
		G/L Account: 502503-100-000		Authorized Travel			50.00
		G/L Account: 502503-100-000		Authorized Travel			36.63
		G/L Account: 502503-100-000		Authorized Travel			20.67
		G/L Account: 502503-100-000		Authorized Travel			25.00
		G/L Account: 502503-100-000		Authorized Travel			8.88
		G/L Account: 502503-100-000		Authorized Travel			805.62
		G/L Account: 502503-100-000		Authorized Travel			48.00
		G/L Account: 502503-100-000		Authorized Travel			14.79
026858	3/29/2018	0001077	Banksia Landscape, Inc.				Check Entry Number: 001

Run Date: 3/27/2018 2:28:50PM

Page: 3

A/P Date: 3/29/2018

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
			MAR3118 INV#787	3/29/2018	475.00	0.00	475.00
026859	3/29/2018	0001083	Guardian Security Agency	Landscaping Services			475.00
			MAR3118 INV50099	3/29/2018	475.00	0.00	475.00
			MAR3118 INV50180	3/29/2018	627.00	0.00	627.00
				Security Services			627.00
				<b>Check 026859 Total:</b>	<b>1,102.00</b>	<b>0.00</b>	<b>1,102.00</b>
026860	3/29/2018	0001084	Lamar Companies				
			MAR3118 INV2974235	3/29/2018	11,205.00	0.00	11,205.00
				Advertisements & Notices			11,205.00
026861	3/29/2018	0001085	Sacks, Ricketts & Case, LLP				
			MAR3118 INV#113088	3/29/2018	3,192.00	0.00	3,192.00
				Legal Counsel			3,192.00
026862	3/29/2018	0001086	Sage Software Inc.				
			MAR3118 SAGE 100 BUS	3/29/2018	977.54	0.00	977.54
				Computer Supplies			977.54
026863	3/29/2018	0001086	Sage Software Inc.				
			MAR3118 SAGE 100 ERP	3/29/2018	1,000.00	0.00	1,000.00
				Computer Supplies			1,000.00
				<b>Report Total:</b>	<b>262,351.60</b>	<b>0.00</b>	<b>262,351.60</b>

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	
026864	4/13/2018	0000001	Bank of the West - Federal Income Taxes APR1118 FED INC TAX	4/13/2018			Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H	4,775.04	0.00	4,775.04	4,775.04
		G/L Account: 202010-100-000	APR1518 FED INC TAX	4/13/2018		10,058.73	10,058.73
			Federal Income Tax W/H				10,058.73
			Check 026864 Total:	14,833.77	0.00	14,833.77	
026865	4/13/2018	0000002	Employment Development - State Income Taxes APR1118 STATE INC TA	4/13/2018			Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H	1,635.20	0.00	1,635.20	1,635.20
		G/L Account: 202020-100-000	APR1518 STATE INC TA	4/13/2018		3,905.42	3,905.42
			State Income Tax W/H				3,905.42
			Check 026865 Total:	5,540.62	0.00	5,540.62	
026866	4/13/2018	0000003	Bank of the West - FICA & MEDICARE Taxes APR1118 FICA/MED TAX	4/13/2018			Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer	3,178.74	0.00	3,178.74	1,288.12
		G/L Account: 202031-100-000	FICA Tax - Employee				1,288.12
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				301.25
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				301.25
			APR1518 FICA/MEDICAR	4/13/2018		18,085.84	18,085.84
		G/L Account: 202030-100-000	FICA Tax - Employer				7,328.89
		G/L Account: 202031-100-000	FICA Tax - Employee				7,328.89
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				1,714.03
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				1,714.03
			Check 026866 Total:	21,264.58	0.00	21,264.58	
026867	4/13/2018	0000006	Employment Development - State Disability Insuranc APR1518 SDI TAX	4/13/2018			Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee	623.80	0.00	623.80	623.80
026868	4/13/2018	0000009	Nationwide Retirement Sol APR1518 457 PLAN	4/13/2018			Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan	1,100.00	0.00	1,100.00	1,000.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
026869	4/13/2018	0000018	Employment Development Department APR1518 1ST QTR TAX	4/13/2018			Check Entry Number: 001
		G/L Account: 613100-100-000	Unemployment Insurance	14,557.60	0.00	14,557.60	14,557.60
026870	4/13/2018	0000028	Franchise Tax Board APR1518 1109585690	4/13/2018			Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General	269.08	0.00	269.08	269.08
026871	4/13/2018	0000031	CA State Disbursement Unit APR1518 30000004233	4/13/2018			Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General	403.50	0.00	403.50	403.50
026872	4/13/2018	0000103	Tina Cox APR1518 REIMBURSEMEN	4/13/2018			Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense	48.34	0.00	48.34	48.34
026873	4/13/2018	0000328	PG&E APR1518 3508093469-4	4/13/2018			Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water	20.37	0.00	20.37	20.37
026874	4/13/2018	0000352	California Special Districts Association APR1518 INV#42853	4/13/2018			Check Entry Number: 001
		G/L Account: 502506-100-000	Training	125.00	0.00	125.00	125.00
026875	4/13/2018	0000482	City of Antioch Marina APR1518 INV#5209	4/13/2018			Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense	100.00	0.00	100.00	100.00
026876	4/13/2018	0000694	TD Ameritrade Institution APR1118 457 PLAN CON	4/13/2018			Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan	1,200.00	0.00	1,200.00	1,200.00
		G/L Account: 204022-100-000	APR1518 457 PLAN CON	4/13/2018		4,736.67	4,736.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan				4,736.67
			Check 026876 Total:	5,936.67	0.00	5,936.67	
026877	4/13/2018	0000696	KBA DOCUSYS APR1518 INV649675	4/13/2018			Check Entry Number: 001
		G/L Account: 501204-100-000	Service Contracts	135.96	0.00	135.96	135.96
026878	4/13/2018	0000760	DMV APR1518 20HM61	4/13/2018			Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense	52.00	0.00	52.00	52.00
026879	4/13/2018	0000806	Fred Loux APR1518 REIMBURSEMEN	4/13/2018			Check Entry Number: 001
		G/L Account: 612100-100-000	Health Insurance	316.34	0.00	316.34	316.34
026880	4/13/2018	0000814	Staples Business Advantage APR1518 #3372190765	4/13/2018			Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies	28.02	0.00	28.02	28.02
		G/L Account: 501701-100-000	APR1518 #3372367770	4/13/2018		243.02	243.02
		G/L Account: 501701-100-000	Office Supplies				243.02
		G/L Account: 501701-100-000	APR1518 #3372497290	4/13/2018		58.99	58.99
		G/L Account: 501701-100-000	Office Supplies				58.99
			Check 026880 Total:	330.03	0.00	330.03	
026881	4/13/2018	0000927	Bank of the West APR1518 FSADEPCARE	4/13/2018			Check Entry Number: 001
		G/L Account: 203070-100-000	Health FSA - Employee	1,040.06	0.00	1,040.06	290.04
		G/L Account: 203080-100-000	Dependent Care - Employee				750.02
026882	4/13/2018	0000956	Waterfogic West Inc. APR1518 CNIN725058W	4/13/2018			Check Entry Number: 001
		G/L Account: 500503-100-000	Safety Items	78.08	0.00	78.08	78.08
026883	4/13/2018	0000971	Flyers Energy, LLC APR1518 CFS1591048	4/13/2018			Check Entry Number: 001
		G/L Account: 502501-100-000	Gasoline	1,417.21	0.00	1,417.21	1,417.21

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
026884	4/13/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				Check Entry Number: 001
			APR1518 INV#11919	4/13/2018	1,457.18	0.00	1,457.18
			G/L Account: 501803-100-000	Legal Counsel			1,457.18
026885	4/13/2018	0001028	Red Wing Business Advantage Account				Check Entry Number: 001
			APR1518 201804100142	4/13/2018	275.00	0.00	275.00
			G/L Account: 500502-100-000	Boots & Rainwear			275.00
026886	4/13/2018	0001049	ALSCO				Check Entry Number: 001
			APR1518 LSAC1396358	4/13/2018	232.23	0.00	232.23
			G/L Account: 500501-100-000	Uniform Rental			232.23
			APR1518 LSAC1398574	4/13/2018	232.23	0.00	232.23
			G/L Account: 500501-100-000	Uniform Rental			232.23
			APR1518 LSAC1400829	4/13/2018	232.23	0.00	232.23
			G/L Account: 500501-100-000	Uniform Rental			232.23
			APR1518 LSAC1403086	4/13/2018	232.23	0.00	232.23
			G/L Account: 500501-100-000	Uniform Rental			232.23
			Check 026886 Total:		928.92	0.00	928.92
026887	4/13/2018	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			APR1518 ACCT#01-0022	4/13/2018	504.25	0.00	504.25
			G/L Account: 502601-100-000	Electric, Gas & Water			504.25
026888	4/13/2018	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			APR1518 INV#897	4/13/2018	475.00	0.00	475.00
			G/L Account: 500903-100-000	Landscaping Services			475.00
026889	4/13/2018	0001078	Kirk Thill				Check Entry Number: 001
			APR1518 REIMBURSEMEN	4/13/2018	316.34	0.00	316.34
			G/L Account: 612100-100-000	Health Insurance			316.34
026890	4/13/2018	0001083	Guardian Security Agency				Check Entry Number: 001
			APR1518 INV#50222	4/13/2018	475.00	0.00	475.00
			G/L Account: 501807-100-000	Security Services			475.00
			APR1518 INV#50261	4/13/2018	380.00	0.00	380.00
			G/L Account: 501807-100-000	Security Services			380.00
			Check 026890 Total:		855.00	0.00	855.00
026891	4/13/2018	0001087	Department of Justice				Check Entry Number: 001
			APR1518 INV#297072	4/13/2018	79.00	0.00	79.00
			G/L Account: 502305-100-000	Other Expense			32.00
			G/L Account: 502305-100-000	Other Expense			17.00
			G/L Account: 502305-100-000	Other Expense			30.00
			Report Total:		73,083.70	0.00	73,083.70

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	
026892	4/30/2018	0000001	Bank of the West - Federal Income Taxes	4/30/2018	9,806.95	0.00	9,806.95	Check Entry Number: 001
			APR3018 FED INC TAX	4/30/2018				9,806.95
026893	4/30/2018	0000002	Employment Development - State Income Taxes	4/30/2018	3,811.98	0.00	3,811.98	Check Entry Number: 001
			APR3018 STATE INC TA	4/30/2018				3,811.98
026894	4/30/2018	0000003	Bank of the West - FICA & MEDICARE Taxes	4/30/2018	17,917.46	0.00	17,917.46	Check Entry Number: 001
			APR3018 FICA/MEDICAR	4/30/2018				7,260.65
			G/L Account: 202030-100-000	FICA Tax - Employer				7,260.65
			G/L Account: 202031-100-000	FICA Tax - Employee				1,698.08
			G/L Account: 202040-100-000	MEDICARE Tax - Employer				1,698.08
			G/L Account: 202041-100-000	MEDICARE Tax - Employee				
026895	4/30/2018	0000004	CCC Employees Retirement	4/30/2018	1,261.56	0.00	1,261.56	Check Entry Number: 001
			APR1518 EE CONTRIB	4/30/2018				1,261.56
			G/L Account: 204011-100-000	Retirement - CCCERA Employee				24,358.76
			APR3018 EE CONTRIB	4/30/2018	24,358.76	0.00	24,358.76	Check Entry Number: 001
			G/L Account: 204011-100-000	Retirement - CCCERA Employee				24,358.76
				Check 026895 Total:	25,620.32	0.00	25,620.32	
026896	4/30/2018	0000006	Employment Development - State Disability Insuranc	4/30/2018	609.45	0.00	609.45	Check Entry Number: 001
			APR3018 SDI	4/30/2018				609.45
			G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				1,939.00
026897	4/30/2018	0000007	SEIU UPE LOCAL 1021	4/30/2018	1,939.00	0.00	1,939.00	Check Entry Number: 001
			APR3018 UNION DUES	4/30/2018				1,939.00
			G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues				1,100.00
026898	4/30/2018	0000009	Nationwide Retirement Sol	4/30/2018	1,100.00	0.00	1,100.00	Check Entry Number: 001
			APR3018 457 PLAN	4/30/2018				1,000.00
			G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
			G/L Account: 204022-100-000	457 Deferred Savings Plan				
026899	4/30/2018	0000010	CalPERS	4/30/2018	48,857.27	0.00	48,857.27	Check Entry Number: 001
			APR3018 HLTH INS PRE	4/30/2018				32,880.06
			G/L Account: 203010-100-000	Medical - CALPers Employer				3,256.13
			G/L Account: 203011-100-000	Medical - CALPers Employee				3,256.13
			G/L Account: 612100-100-000	Health Insurance				9,304.26
			G/L Account: 612100-100-000	Health Insurance				129.99
			G/L Account: 612100-100-000	Health Insurance				30.70
026900	4/30/2018	0000011	Vision Service Plan	4/30/2018	616.79	0.00	616.79	Check Entry Number: 001
			APR3018 VSP INS	4/30/2018				616.79
			G/L Account: 612102-100-000	Vision Insurance				4,069.45
026901	4/30/2018	0000015	Health Care Dental Trust	4/30/2018	4,069.45	0.00	4,069.45	Check Entry Number: 001
			APR3018 DENTAL PREM	4/30/2018				4,069.45
			G/L Account: 612101-100-000	Dental Insurance				403.50
026902	4/30/2018	0000031	CA State Disbursement Unit	4/30/2018	403.50	0.00	403.50	Check Entry Number: 001
			APR3018 CSE200000001	4/30/2018				403.50
			G/L Account: 203090-100-000	Garnishment-General				
026903	4/30/2018	0000313	Contra Costa Water District	4/30/2018	4.63	0.00	4.63	Check Entry Number: 001
			APR3018 INVJ846722	4/30/2018				4.63
			G/L Account: 502601-100-000	Electric, Gas & Water				342.77
			APR3018 INVJ846723	4/30/2018	342.77	0.00	342.77	Check Entry Number: 001
			G/L Account: 502601-100-000	Electric, Gas & Water				342.77
				Check 026903 Total:	347.40	0.00	347.40	
026904	4/30/2018	0000328	PG&E	4/30/2018	816.58	0.00	816.58	Check Entry Number: 001
			APR3018 3466426805-8	4/30/2018				816.58
			G/L Account: 502601-100-000	Electric, Gas & Water				
026905	4/30/2018	0000336	Fedex	4/30/2018	70.28	0.00	70.28	Check Entry Number: 001
			APR3018 6-156-95292	4/30/2018				70.28
			G/L Account: 501702-100-000	Postage				1,875.00
026906	4/30/2018	0000610	Liebert Cassidy	4/30/2018	1,875.00	0.00	1,875.00	Check Entry Number: 001
			APR3018 INV#1455922	4/30/2018				1,090.00
			G/L Account: 501803-100-000	Legal Counsel				1,090.00
			APR3018 INV#1456689	4/30/2018	1,090.00	0.00	1,090.00	Check Entry Number: 001
			G/L Account: 501803-100-000	Legal Counsel				9,635.00
			APR3018 INV#1456690	4/30/2018	9,635.00	0.00	9,635.00	Check Entry Number: 001
			G/L Account: 501803-100-000	Legal Counsel				2,490.00
			APR3018 INV#1456691	4/30/2018	2,490.00	0.00	2,490.00	Check Entry Number: 001
			G/L Account: 501803-100-000	Legal Counsel				120.00
			APR3018 INV#1456692	4/30/2018	120.00	0.00	120.00	Check Entry Number: 001
			G/L Account: 501803-100-000	Legal Counsel				15,210.00
				Check 026906 Total:	15,210.00	0.00	15,210.00	
026907	4/30/2018	0000654	Sprint	4/30/2018	25.38	0.00	25.38	Check Entry Number: 001
			APR3018 855548319196	4/30/2018				25.38
			G/L Account: 500602-100-000	Two-Way Radios				4,736.67
026908	4/30/2018	0000694	TD Ameritrade Institution	4/30/2018	4,736.67	0.00	4,736.67	Check Entry Number: 001
			APR3018 457 PLAN	4/30/2018				62.30
			G/L Account: 204022-100-000	457 Deferred Savings Plan				62.30
026909	4/30/2018	0000696	KBA DOCUSYS	4/30/2018	62.30	0.00	62.30	Check Entry Number: 001
			APR3018 INV659076	4/30/2018				52.84
			G/L Account: 501204-100-000	Service Contracts				52.84
026910	4/30/2018	0000793	AFLAC	4/30/2018	52.84	0.00	52.84	Check Entry Number: 001
			APR3018 DIS INS	4/30/2018				29.04
			G/L Account: 203052-100-000	Disability Insurance & Other - Employee				23.80
			G/L Account: 203052-100-000	Disability Insurance & Other - Employee				
026911	4/30/2018	0000814	Staples Business Advantage	4/30/2018	220.80	0.00	220.80	Check Entry Number: 001
			APR3018 3375085693	4/30/2018				220.80
			G/L Account: 501701-100-000	Office Supplies				
026912	4/30/2018	0000889	TPX Communications	4/30/2018				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	
			APR3018 INV102566037	4/30/2018	630.79	0.00	630.79	
026913	4/30/2018	G/L Account: 500601-100-000 0000899 Sun Life Financial	APR3018 LIFE INS	4/30/2018	503.87	0.00	503.87	630.79 Check Entry Number: 001
026914	4/30/2018	G/L Account: 612400-100-000 0000925 INFINISOURCE, Inc.	APR3018 INV#90163827	4/30/2018	80.00	0.00	80.00	503.87 Check Entry Number: 001
026915	4/30/2018	G/L Account: 501806-100-000 0000927 Bank of the West	APR3018 FSADEP CONTR	4/30/2018	1,040.06	0.00	1,040.06	80.00 Check Entry Number: 001
026916	4/30/2018	G/L Account: 203070-100-000 G/L Account: 203080-100-000 0000971 Flyers Energy, LLC	APR3018 CFS1596952	4/30/2018	1,513.62	0.00	1,513.62	1,040.06 Check Entry Number: 001
026917	4/30/2018	G/L Account: 502501-100-000 0000975 Reliance Standard Life In	APR3018 DIS INS	4/30/2018	336.72	0.00	336.72	1,513.62 Check Entry Number: 001
		G/L Account: 612200-100-000	APR3018 DIS INS LT	4/30/2018	341.57	0.00	341.57	336.72
		G/L Account: 612200-100-000		4/30/2018	341.57	0.00	341.57	341.57
			Check 026917 Total:		678.29	0.00	678.29	
026918	4/30/2018	0000981 Colonial Life	APR3018 DIS INS	4/30/2018	352.76	0.00	352.76	678.29 Check Entry Number: 001
		G/L Account: 203052-100-000						215.96
		G/L Account: 203052-100-000						51.90
		G/L Account: 203052-100-000						68.54
		G/L Account: 203052-100-000						16.36
026919	4/30/2018	0001000 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 TCOX VISA	4/30/2018	159.20	0.00	159.20	352.76 Check Entry Number: 001
026920	4/30/2018	0001002 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 TRFISHE VISA	4/30/2018	452.31	0.00	452.31	159.20 Check Entry Number: 001
		G/L Account: 501201-100-000						14.65
		G/L Account: 501203-100-000						60.34
		G/L Account: 501201-100-000						7.50
		G/L Account: 501201-100-000						19.58
		G/L Account: 501201-100-000						39.21
		G/L Account: 502203-100-000						42.91
		G/L Account: 501201-100-000						3.53
		G/L Account: 501201-100-000						16.93
		G/L Account: 501201-100-000						21.79
		G/L Account: 501203-100-000						106.10
		G/L Account: 501203-100-000						119.77
026921	4/30/2018	0001004 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 EGHILARD VIS	4/30/2018	504.40	0.00	504.40	452.31 Check Entry Number: 001
		G/L Account: 501401-100-130						187.00
		G/L Account: 501401-100-130						68.36
		G/L Account: 501401-100-130						249.04
026922	4/30/2018	0001007 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 CMILLER VISA	4/30/2018	282.94	0.00	282.94	504.40 Check Entry Number: 001
		G/L Account: 500502-100-110						98.41
		G/L Account: 501401-100-110						26.87
		G/L Account: 501401-100-110						157.66
026923	4/30/2018	0001010 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 APIERCE VISA	4/30/2018	23.80	0.00	23.80	282.94 Check Entry Number: 001
		G/L Account: 502305-100-120						10.85
		G/L Account: 501705-100-120						12.95
026924	4/30/2018	0001011 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 JREHANA VISA	4/30/2018	29.33	0.00	29.33	23.80 Check Entry Number: 001
026925	4/30/2018	0001013 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 SSCHUTZ VISA	4/30/2018	301.82	0.00	301.82	29.33 Check Entry Number: 001
026926	4/30/2018	0001014 U.S. BANK CORPORATE PAYMENT SYSTEMS	APR3018 WSHIEH VISA	4/30/2018	5,533.16	0.00	5,533.16	301.82 Check Entry Number: 001
		G/L Account: 501705-100-000						1.37
		G/L Account: 501705-100-000						290.85
		G/L Account: 501705-100-000						18.00
		G/L Account: 501705-100-000						107.66
		G/L Account: 501705-100-000						249.60
		G/L Account: 501705-100-000						438.24
		G/L Account: 501705-100-000						107.45
		G/L Account: 501705-100-000						107.45
		G/L Account: 501705-100-000						107.45
		G/L Account: 501705-100-000						23.90
		G/L Account: 500601-100-000						15.85
		G/L Account: 501705-100-000						101.28
		G/L Account: 500601-100-000						154.16
		G/L Account: 501705-100-000						54.95
		G/L Account: 501705-100-000						1,891.88
		G/L Account: 501705-000-000						322.98
		G/L Account: 501705-100-000						23.99
		G/L Account: 500602-100-000						1,385.37
		G/L Account: 501705-100-000						27.01
		G/L Account: 501705-100-000						121.93
		G/L Account: 501705-100-000						597.96
		G/L Account: 501705-100-000						1.53
026927	4/30/2018	0001016 U.S. BANK CORPORATE PAYMENT SYSTEMS						1.53 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
			APR3018 NWOODS VISA	4/30/2018	200.00	0.00	200.00
026928	4/30/2018	G/L Account: 502305-100-120 0001017	Other Expense U.S. BANK CORPORATE PAYMENT SYSTEMS				200.00
			APR3018 MCLAUSON VIS	4/30/2018	322.69	0.00	322.69
		G/L Account: 501401-100-130	Lab Supplies				87.80
		G/L Account: 501401-100-130	Lab Supplies				113.10
		G/L Account: 501401-100-130	Lab Supplies				113.10
		G/L Account: 501401-100-130	Lab Supplies				8.69
026929	4/30/2018	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			APR3018 SCURRIER VIS	4/30/2018	1,170.43	0.00	1,170.43
		G/L Account: 500503-100-000	Safety Items				211.09
		G/L Account: 501201-100-510	Automotive Supplies-Mosquito				106.25
		G/L Account: 501301-100-510	Maintenance Supplies				17.40
		G/L Account: 502305-100-000	Other Expense				44.95
		G/L Account: 502203-100-510	Tools & Instruments				34.76
		G/L Account: 501701-100-000	Office Supplies				22.09
		G/L Account: 502503-100-510	Authorized Travel				33.95
		G/L Account: 500503-100-000	Safety Items				526.37
		G/L Account: 500503-100-000	Safety Items				43.50
		G/L Account: 500502-100-510	Boots & Rainwear				92.05
		G/L Account: 501401-100-130	Lab Supplies				38.02
026930	4/30/2018	0001038	Brentwood Press & Publish				Check Entry Number: 001
			APR3018 NEWS ADS	4/30/2018	3,990.00	0.00	3,990.00
		G/L Account: 501901-100-120	Advertisements & Notices				3,990.00
026931	4/30/2018	0001040	WAVE				Check Entry Number: 001
			APR3018 813635010039	4/30/2018	69.90	0.00	69.90
		G/L Account: 500601-100-000	Telecommunication Services				69.90
026932	4/30/2018	0001047	Calderon Janitorial Services				Check Entry Number: 001
			APR3018 INV#033	4/30/2018	650.00	0.00	650.00
		G/L Account: 500901-100-000	Janitorial Services				650.00
026933	4/30/2018	0001051	Concord Locksmith				Check Entry Number: 001
			APR3018 EST#329	4/30/2018	2,093.75	0.00	2,093.75
		G/L Account: 703600-100-000	Structure & Improvements				2,093.75
026934	4/30/2018	0001053	MESA Outdoor				Check Entry Number: 001
			APR3018 CONT04128MW	4/30/2018	10,000.00	0.00	10,000.00
		G/L Account: 501901-100-120	Advertisements & Notices				10,000.00
026935	4/30/2018	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			APR3018 NJONES VISA	4/30/2018	87.73	0.00	87.73
		G/L Account: 501702-100-000	Postage				21.25
		G/L Account: 502305-100-000	Other Expense				66.48
026936	4/30/2018	0001062	ACS				Check Entry Number: 001
			APR3018 SERVICE INV	4/30/2018	1,239.51	0.00	1,239.51
		G/L Account: 501302-100-000	Contractual Repairs				412.50
		G/L Account: 501302-100-000	Contractual Repairs				314.01
		G/L Account: 501302-100-000	Contractual Repairs				513.00
026937	4/30/2018	0001062	ACS				Check Entry Number: 002
			APR3018 INV#18050	4/30/2018	4,844.00	0.00	4,844.00
		G/L Account: 501302-100-000	Contractual Repairs				4,844.00
026938	4/30/2018	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			APR3018 JSHANNON VIS	4/30/2018	20.00	0.00	20.00
		G/L Account: 502503-100-000	Authorized Travel				20.00
026939	4/30/2018	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			APR3018 PMACEDO VISA	4/30/2018	112.87	0.00	112.87
		G/L Account: 502305-100-000	Other Expense				42.87
		G/L Account: 502508-100-000	Training				70.00
026940	4/30/2018	0001083	Guardian Security Agency				Check Entry Number: 001
			APR3018 INV#50299	4/30/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
			APR3018 INV#50378	4/30/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
			Check 026940 Total:		950.00	0.00	950.00
026941	4/30/2018	0001085	Sacks, Ricketts & Case, LLP				Check Entry Number: 001
			APR3018 INV#113225	4/30/2018	3,912.35	0.00	3,912.35
		G/L Account: 501803-100-000	Legal Counsel				3,738.00
		G/L Account: 501803-100-000	Legal Counsel				174.35
026942	4/30/2018	0001088	Verizon Wireless				Check Entry Number: 001
			APR3018 INV9805099883	4/30/2018	14,947.78	0.00	14,947.78
		G/L Account: 500602-100-000	Two-Way Radios				1,066.00
		G/L Account: 500602-100-000	Two-Way Radios				2,930.76
		G/L Account: 500602-100-000	Two-Way Radios				16.32
		G/L Account: 703720-100-000	Equipment				10,915.83
		G/L Account: 500602-100-000	Two-Way Radios				18.85
		G/L Account: 500602-100-000	Two-Way Radios				0.02
026943	4/30/2018	0001089	Department of Industrial Relations				Check Entry Number: 001
			APR3018 INVE1547992OA	4/30/2018	225.00	0.00	225.00
		G/L Account: 501807-100-000	Security Services				225.00
			Report Total:		193,216.78	0.00	193,216.78

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
INVESTMENT ACTIVITY REPORT  
FEBRUARY & MARCH 2018

<b>Month of February</b>				
<u>Transaction Number</u>	<u>Date</u>	<u>Wells Fargo</u>	<u>LAIF</u>	<u>Bank of the West</u>
<b>Beginning Balance</b>	<b>2/1/2018</b>	<b>7,244.38</b>	<b>6,688,603.40</b>	<b>265,225.83</b>
1	2/8/2018	8,250.00		
2	2/8/2018	7,900.00		
3	2/8/2018	7,270.48		
4	2/8/2018	14,428.33		
5	2/8/2018	218,389.19		
6	2/8/2018	681,598.25		
7	2/13/2018		(154,000.00)	154,000.00
8	2/23/2018	896.13		
9	2/27/2018		(248,000.00)	248,000.00
10	2/28/2018			(355,275.19)
<b>Ending Balance</b>	<b>2/28/2018</b>	<b>945,976.76</b>	<b>6,286,603.40</b>	<b>311,950.64</b>
<b>Month of March</b>				
<b>Beginning Balance</b>	<b>3/1/2018</b>	<b>945,976.76</b>	<b>6,286,603.40</b>	<b>311,950.64</b>
1	3/7/2018	43,870.44		
2	3/13/2018		(151,000.00)	151,000.00
3	3/19/2018	(25.00)		
4	3/19/2018	(938,000.00)	938,000.00	
5	3/22/2018	5,622.58		
6	3/22/2018	20,488.97		
7	3/23/2018	896.13		
8	3/28/2018		(339,000.00)	339,000.00
9	3/28/2018			(432,475.26)
<b>Ending Balance</b>	<b>3/31/2018</b>	<b>78,829.88</b>	<b>6,734,603.40</b>	<b>369,475.38</b>



INVESTMENT ACTIVITY REPORT  
DESCRIPTIONS OF TRANSACTION  
FEBRUARY & MARCH 2018

**Month of February**

**Transaction**

**Number**

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- 1 Direct Deposit of US Navy Contract Billing
- 2 Deposit of Proceeds for Sale of Polaris #38 and Truck #46 in Wells Fargo Bank
- 3 Deposit of Contract Billing Checks in Wells Fargo Bank
- 4 Deposit of Miscellaneous Checks in Wells Fargo Bank
- 5 Deposit of Miscellaneous Redevelopment Checks in Wells Fargo Bank
- 6 Deposit of Property Tax Proceeds in Wells Fargo Bank
- 7 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 8 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 9 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 10 Withdrawals and Checks Cleared for Payroll & Vendor Checks from Bank of the West

**Month of March**

**Transaction**

**Number**

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- 1 Direct Deposit of US Bank PARS/OPEB Trust Reimbursement in Wells Fargo Bank
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 3 Bank Fees Monthly Wire Transfer Service Charge
- 4 Wire Transfer from Wells Fargo Bank To LAIF
- 5 Deposit of Miscellaneous Checks in Wells Fargo Bank
- 6 Deposit of Contract Billing & Miscellaneous Checks in Wells Fargo Bank
- 7 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 8 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 9 Withdrawals and Checks Cleared for Payroll & Vendor Checks from Bank of the West

I certify that this report reflects all cash and investments and is in conformity with the Investment Policy of the District adopted on July 10, 2017. The investment program herein shown provides sufficient cash flow liquidity to meet the next six months expenditures.

Respectfully submitted,

*Paula Macedo*

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](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 May 10, 2018

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

Tran Type Definitions

February 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
2/13/2018	2/13/2018	RW	1562463	RAY WALETZKO	-154,000.00
2/27/2018	2/26/2018	RW	1563338	RAY WALETZKO	-248,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,688,603.40
Total Withdrawal:	-402,000.00	Ending Balance:	6,286,603.40

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 May 10, 2018

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

Tran Type Definitions

March 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
3/13/2018	3/13/2018	RW	1564269	PAULA MACEDO	-151,000.00
3/19/2018	3/19/2018	RD	1564637	PAULA MACEDO	938,000.00
3/28/2018	3/28/2018	RW	1565229	PAULA MACEDO	-339,000.00

Account Summary

Total Deposit:	938,000.00	Beginning Balance:	6,286,603.40
Total Withdrawal:	-490,000.00	Ending Balance:	6,734,603.40

FY 17/18

84% of the year complete

ACCOUNT	Adopted FY17/18	YTD FY17/18	% YTD
<b>SALARIES AND WAGES</b>			
Payroll & OT	3,182,002	2,595,347	82%
Payroll - Temps	110,000	45,008	41%
Retirement	1,257,191	1,270,979	101%
OASDI/Medicare	247,000	197,034	80%
Health Insurance	624,965	480,340	77%
Unempl't & Disability Insurance	30,000	37,871	126%
Other Post Employment Benefits	145,000	176,000	121%
<b>Subtotal</b>	<b>5,596,158</b>	<b>4,802,579</b>	<b>86%</b>
<b>OPERATIONS</b>			
040 - Agriculture	200,000	112,909	56%
050 - Clothing/Personal Supplies	28,500	18,248	64%
060 - Communications	23,900	16,891	71%
090 - Household Expense	21,700	14,818	68%
100-1 - Worker's Compensation	188,506	188,506	100%
100-2 - Liability/Property Insurance	93,220	91,452	98%
120 - Maintenance/Equipment	42,500	23,928	56%
130 - Maintenance/Bldg. & Grounds	25,450	11,654	46%
140 - Lab Supplies	38,500	7,722	20%
150 - Professional Memberships	25,000	24,374	97%
170 - Office Expense	36,040	30,714	85%
180 - Professional/Special Services	168,031	148,578	88%
190 - Advertisements & Notices	69,747	23,865	34%
200 - Rentals/Leases	6,500	339	5%
220 - Small Tools/Instruments	8,400	1,018	12%
230 - District Special Expense	28,250	55,746	197%
250 - Transportation/Travel	108,345	56,191	52%
260 - Electric, Gas & Water	35,000	39,509	113%
280 - Research Projects	25,000	0	0%
340 - Taxes & Assessments	340,000	190,566	56%
<b>Subtotal</b>	<b>1,512,589</b>	<b>1,057,029</b>	<b>70%</b>
<b>CAPITAL</b>			
350 - Land			
360 - Structures and Improvements	0	0	0%
371 - Vehicles	90,116	87,016	97%
372 - Equipment	63,394	24,750	39%
<b>Subtotal</b>	<b>153,510</b>	<b>111,766</b>	<b>73%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,262,257</b>	<b>5,971,374</b>	<b>82%</b>

**FY 17/18**

**84% of the year complete**

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<b>PROJECTED REVENUES</b>			
Property Taxes	5,307,697	3,399,675	64%
Benefit Assessment	2,029,000	1,282,184	63%
Contract Billing	50,000	35,724	71%
Interest Income	45,000	46,004	102%
Miscellaneous	70,000	68,290	98%
Medical Reimbursement	88,000	25,876	29%
<b>TOTAL REVENUES</b>	<b>7,589,697</b>	<b>4,857,752</b>	<b>64%</b>

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<b>ENDING BALANCE</b>	<b>327,440</b>	<b>-1,113,622</b>	
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<b>DESIGNATED RESERVES</b>	
Africanized Honey Bee	165,000
Emerging Disease Surveillance	1,500,000
Building Fund	1,222,584
(Operations) Dry Period Cash Flow	2,500,000
Public Health Emergency	1,000,000
<b>TOTAL</b>	<b>6,387,584</b>

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

**2018 TRUSTEE COMMITTEES**

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

\* CHAIRPERSON

## Procedure for GM Review - 2018

In early July, GM:

1. Prepares self-evaluation addressing Goals and Objectives set in the previous year (achievements; deviations; changes; justifications) and setting Goals and Objectives for the following year.

Separately, GM provides to Ex Com only:

2. Statewide salaries of other Mosquito District GMs
3. Current GM's contract/salary & history of previous rate increases
4. Previous year CPI rate.

Self-evaluation is distributed to all Trustees with July Board meeting agenda but in separate "Confidential" envelope.

After July meeting:

5. President sends all Trustees the GM Comments Form, along with instructions to return to President by early date (late July). The Comments Form consists of three parts:
  - a. An evaluation of generic items (based on what was used in the past 2 years),
  - b. An evaluation of the GM's performance vis a vis the Goals and Objectives set for the previous year
  - c. Goals and Objectives proposed for the following year
6. President (or designee) contacts selected staff for a peer review/understanding of GM organization status and employees relations.
7. President (or designee) may gather information on other State-wide comparable positions salaries.
8. President compiles all information from # 1,2,3,4,5,6,7.

In August, Executive Committee discusses compiled information and makes a salary recommendation for Trustees for consideration at September Board meeting. Based on above and other available information, Ex Com may suggest CPI increase and/or an increase in salary and/or benefits.

At September Board meeting:

Ex Com summarizes GM evaluation to Trustees in Public Employee Performance Evaluation Closed Session. Any salary, benefit or CPI adjustment for GM is to be made in open session under "Consideration of Amendment of Employment Contract with General Manager." Decision/raise implemented with September paycheck (retroactive to anniversary date).





## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Director of Public Information and Media  
**Department:** Public Affairs  
**FLSA Employment Status:** Non-Exempt

**Salary Range:** \$6,448-\$8,614

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### ESSENTIAL FUNCTION

Under the supervision of the Administrative Services Manager, develops and executes communication plans and media strategies in collaboration with the Director of Public Information and Technology; serves as communications counsel to District staff; coordinates crisis communication, community affairs, public outreach, internal communications programs, oversees media events, and develops and maintains relationships with media for the benefit of the District. Serves as a District spokesperson with media representatives and collaborates on media responses.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public speaking, preparation of printed materials such as press releases and brochures.

---

### PRIMARY DUTIES

Develops, implements, and evaluates strategic communication plans. Serves as a District spokesperson with media representatives on location or at news studios or news rooms; develops and directs media responses in collaboration with the Director of Public Information and Technology. Maintains extensive public speaking engagements to a variety of city, government, and community organizations. Creates and collaborates on public education materials such as films, videos, presentations, and public service announcements. Develops, writes and edits feature articles, bylines, white papers, media releases, literature, reports, and letters to the editor. Works extensively with local and broadcast news agencies, reporters and representatives to ensure consistent and correct message dissemination, and to build positive working relationships. Under the general direction of the Administrative Services Manager, oversees department budget preparation and management. Researches and provides Public Relations related training and resources to the Public Affairs Department. Serves as communications counsel to the District staff. Responds to inquiries and provides information to the media and public. Researches and provides media training to trustees and District staff. Develops, coordinates, and implements crisis and message responses. Updates and maintains District communication plan. Interacts with local health and government agencies. Collaborates on community relations activities to increase public profile of the District. Develops and implements internal employee appreciation program. Participates in cross-functional committees and meetings to ensure communication tactics are timely and responsive.



**Job Title:** Director of Public Information and Media

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

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

Standard methods and practices related to the preparation, publication and distribution of media releases, media materials, public service announcements, and videos;

Standard principles and practices of journalism and effective media relations;

Standard public/community relations, communications, customer service, and information presentation methods and procedures;

Principals and methods of graphics design, video scriptwriting and production;

Principles of effective communications;

Internet, photography, design, layout, basic printing, and composition;

Computer programs in the areas of word processing, publications, and spreadsheets, as well as video scriptwriting and production skills.

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

Understand and maintain AP style guidelines;

Be dynamic and engaging;

Conduct interviews with media on location or at news agencies;

Possess excellent interpersonal skills and communicate effectively in a technical environment to a non-technical public;

Learn the principles of public health, epidemiology and integrated pest management;

Effectively disseminate messages and themes to the public, the media, and city and county officials;

Prepare and coordinate news releases, advertisements, articles, correspondence, booklets, brochures, and other materials for publication;

Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events.

Establish and maintain effective working relationships with those contacted in the course of work;

Build and maintain cooperative relations with public, local agency, and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

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

**EDUCATION:** A Bachelor's degree with major course work in mass communications, public relations, journalism, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism and public relations.

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**Job Title:** Director of Public Information and Media

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

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### **REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California State Class C driver's license, with a good driving record as required to be insurable with the District's self-insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D within 2 years of employment.

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#### **Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Director of Public Information and Technology

**Salary Range:** \$6,448-\$8,614

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

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### ESSENTIAL FUNCTION

Under the supervision of the Administrative Services Manager, develops and executes communication strategies in collaboration with the Director of Public Information and Media; serves as communications counsel to District staff; develops and maintains the District's online presence including all social media and the District website; coordinates community affairs, public outreach, and internal communications programs; develops video content and oversees public opinion surveys and advertising. Serves as a District spokesperson with media representatives when needed.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public relations activities involving public speaking, good knowledge of photography, design, layout, basic printing, and composition.

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### PRIMARY DUTIES

Collaborates with the Director of Public Information and Media in the development, implementation, and evaluation of strategic communication plans and on the development of media responses. Serves as a District spokesperson as needed and works closely with District staff to respond to public inquiries and/or complaints. Maintains public speaking engagements to a variety of city, government and community organizations. Creates and collaborates on public education materials such as films, videos, presentations, public service announcements, and displays.

Serves as communications counsel to the District staff. Under the general direction of the Administrative Services Manager, develops, creates and implements social media content, and designs, creates and maintains the District website. Designs, creates and conducts surveys and responds to inquiries; provides information to the media and public; investigates and responds to negative feedback or issues.

Interacts with local health and government agencies. Maintains relationships with District Public Relations vendors and oversees paid advertising. Designs, creates, and places advertisements in local newspapers, radio, television, the Internet, and in public areas including outdoor signage and vehicle signage using graphic design and copy writing skills.

Collaborates on community relations activities to increase public profile of the District. Participates in cross-functional committees and meetings to ensure communication tactics are timely and responsive.

**Job Title:** Director of Public Information and Technology

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

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

Computer programs in the areas of web design, social media design, video production, word processing, publications, and spreadsheets, as well as the Internet;

Standard methods and practices related to web design, social media, and videos;

Standard principles and practices of journalism and effective public relations;

Standard public/community relations, communications, customer service, and information presentation methods and procedures;

Principals and methods of graphics design, reprographics and video production;

Principles of effective communications.

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

Understand and maintain AP style guidelines;

Be dynamic and engaging when communicating with the public or District employees;

Interview with media on location or at news agencies;

Communicate effectively in a technical environment to a non-technical public;

Learn the principles of public health, epidemiology, and integrated pest management;

Effectively disseminate messages and themes to the public, the media, the Internet, and city and county officials;

Prepare and coordinate advertisements, social media posts, website articles, correspondence, and other materials;

Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events;

Establish and maintain effective working relationships with those contacted in the course of work;

Build and maintain cooperative relations with public, local agency and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

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

**EDUCATION:** A Bachelor's degree with major course work in mass communications, public relations, journalism, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism and public relations.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California State Class C driver's license, with a good driving record as required to be insurable with the District's self-insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D within 2 years of employment.

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**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager

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

**Resolution of the Contra Costa Mosquito  
and Vector Control District Authorizing  
Investment of Monies in the Local Agency  
Investment Fund**

**RESOLUTION 18-1**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District (the "District"), a special district organized and existing under the laws of the State of California, held on the 21<sup>st</sup> day of May, 2018, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, the Local Agency Investment Fund (LAIF) is established in the State Treasury under Government Code section 16429.1 et seq. for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and

WHEREAS, the District hereby finds the deposit and withdrawal of money in LAIF in accordance with Government Code section 16429.1 et seq. and for the purpose of investment as provided therein, is in the best interests of the District;

NOW THEREFORE, BE IT FURTHER RESOLVED, that:

1. The board of trustees of the Contra Costa Mosquito & Vector Control District hereby authorizes the deposit and withdrawal of Contra Costa Mosquito & Vector Control District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et seq. for the purpose of investment as provided therein; and

2. The following Contra Costa Mosquito and Vector Control District employees holding the title(s) specified herein below, or their successors in employment, are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

**Paula Macedo**

**General Manager**

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; and

3. This resolution shall remain in full force and effect until rescinded by the Contra Costa Mosquito and Vector Control District board of trustees by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurers Office.

The foregoing Resolution was duly and regularly adopted at a meeting held on the 21<sup>st</sup> day of May, 2018, by the Board of Trustees of the Contra Costa Mosquito & Vector Control District by the following vote of the Board.

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

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

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

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

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

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H. Richard Mank  
Secretary, Board of Trustees