



155 Mason Circle  
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***BOARD OF TRUSTEES  
MEETING***  
**\*\*MONDAY, SEPTEMBER 09, 2024\*\***

**TIME: 7:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**  
By teleconference at:

<https://us06web.zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

Meeting ID: 940 9516 2206  
Passcode: 866980

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

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

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*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President **DARRYL YOUNG** Contra Costa County • Vice President San Ramon **PETER PAY** • Secretary **DANIEL PELLEGRINI** Martinez  
Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY & CHRIS COWEN** • Danville **Vacant**  
El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

## **AGENDA**

**1. CALL TO ORDER**

- Roll Call
- Pledge of Allegiance

**2.\* AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4.\* CONSENT CALENDAR**

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

- A. Minutes of the July 8, 2024 Board of Trustees Meeting
- B. Expenditures for June & July 2024
- C. Payroll Expenditures June & July 2024
- D. Investment Activity for June & July 2024
- E. Financial Report

**5. INFORMATION ITEMS**

- A. Update and Discussion Regarding Additional Discovery of Invasive *Aedes aegypti* Mosquitoes in Contra Costa County

**6. BOARD AND STAFF REPORTS**

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

**7. BOARD COMMITTEE REPORTS**

- A. Advance Planning Committee Report
- B. Audit Committee Report

**8.\* ACTION ITEMS**

- A.\* Board consideration and approval of Updated Five-Year Strategic Plan Goals Timeline Table

B.\* Board consideration and approval of Trustee travel

**CLOSED SESSION**

- 9. **CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (TWO CASES)**
- 10. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

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

Employee Group: All represented employees (SEIU 1021)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

- 11. **CLOSING COMMENTS**  
This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.
- 12. **ADJOURNMENT**

I hereby certify that the District Board of Trustee Agenda was posted 4 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

9/05/2024  
\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**SEPTEMBER 09, 2024 BOARD MEETING**

1. No comment
- 2.\* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
- 4.\* **CONSENT CALENDAR**
  - A.\* Minutes of the July 8, 2024 Board of Trustees Meeting (*Pages 7-14*). Approval of Minutes 24-4, Board Meeting held on July 8, 2024.
  - B.\* Check Expenditures for payroll & accounts payable for June & July 2024 (*Pages 15-17*) – Approval of expenditures of June 1, 2024 through July 31, 2024, including:  
  
Accounts payable June 14<sup>th</sup> checks No. XXXX90 through No. XXXX98  
Payroll June 28<sup>th</sup> check No. XXXX99 through XXXX00  
Accounts payable June 28<sup>th</sup> checks No. XXXX01 through No. XXXX09  
Payroll July 15<sup>th</sup> check No. XXXX10  
Accounts payable July 15<sup>th</sup> checks No. XXXX11 through No. XXXX21  
Payroll July 15<sup>th</sup> check No. XXXX22  
Payroll July 31<sup>st</sup> check No. XXXX23 through XXXX24  
Accounts payable July 31<sup>st</sup> checks No. XXXX25 through No. XXXX39  
Accounts Payable Total: \$136,875.93 Payroll Total: \$1,928.66
  - C.\* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of June 1, 2024 through July 31, 2024, including:  
Payroll June 14<sup>th</sup> No. D000020202 through No. D000020237  
Payroll June 28<sup>th</sup> No. D000020238 through No. D000020279  
Accounts payable June 14<sup>th</sup> E000003270 through E000003279  
Accounts payable June 28<sup>th</sup> E000003280 through E000003286  
Payroll July 15<sup>th</sup> No. D000020280 through No. D000020317  
Payroll July 31<sup>st</sup> No. D000020318 through No. D000020364  
Accounts payable July 15<sup>th</sup> E000003287 through E000003301  
Accounts payable July 31<sup>st</sup> E000003302 through E000003313  
Accounts Payable Total: \$749,138.20 Payroll Total: \$406,434.49
  - D.\* Investment Activity for June & July 2024 (*Pages 18-26*)
  - E.\* Financial Report (*Page 27-28*)

**5. INFORMATION ITEMS**

- A. Update and Discussion Regarding Additional Discovery of Invasive *Aedes aegypti* Mosquitoes in Contra Costa County – District staff will provide information on the findings of invasive mosquitoes in Concord and the steps the District has taken so far to inspect properties, treat sources, and prevent the spread to other parts of the County.

**6. BOARD AND STAFF REPORTS**

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted and staff will be present to answer any questions (*Pages 29-48*).
- D. Legal Counsel

**7. BOARD COMMITTEE REPORTS**

- A. Advance Planning Committee Report – Advance Planning Committee Chair Hogan will report on the meeting held on July 30, 2024. The committee discussed the progress on the Five-Year Strategic Plan goals and the modification or extension of timelines for certain goals (*Pages 49-70*).
- B. Audit Committee Report – The Audit Committee met on August 12, 2024. Audit Committee Chair Dolgonas has submitted a written report (*Page 71*).

**8.\* ACTION ITEMS**

- A.\* Board consideration and approval of Updated Five-Year Strategic Plan Goals Timeline Table – The Advance Planning Committee has reviewed the proposed adjusted timeline with staff and is recommending it for Board approval. The timelines that have been adjusted are shown in red (*Pages 72-73*).

*Recommendation – Approve the updated timelines for the Five-Year Strategic Plan (2022 – 2026).*

- B.\* Board consideration and approval of Trustee travel to the 93rd Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) – MVCAC’s annual meeting will take place from January 27<sup>th</sup> to 29<sup>th</sup>, 2025 in Oakland, and it is an excellent opportunity for trustees to attend due to the proximity to Contra Costa County. Board authorization is needed for Trustees who would like to attend.

*Recommendation – Pleasure of the Board.*

**CLOSED SESSION**

- 9. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (TWO CASES)**
- 10. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

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

Employee Group: All represented employees (SEIU 1021)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

- 11. CLOSING COMMENTS**  
This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.
- 12. ADJOURNMENT**

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 24-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 8, 2024, at the District office at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT      Darryl Young, President, Contra Costa County  
Peter Pay, Vice President, San Ramon  
Daniel Pellegrini, Secretary, Martinez  
Richard Ainsley, Pittsburg  
Perry Carlston, Concord  
Chris Cowen, Contra Costa County  
Jim Dolgonas, El Cerrito  
Chris Dupin, Richmond  
James Frankenfield, Moraga  
Eric Hinzl, Clayton  
Peggie Howell, Walnut Creek  
Michael Krieg, Oakley  
Kevin Marker, Orinda  
Vinoy Mereddy, Brentwood  
Damian Wong, Hercules

TRUSTEES ABSENT      Warren Clayton, Pinole  
Jennifer Hogan, Pleasant Hill  
James Pinckney, Contra Costa County

VACANCIES              Antioch  
Danville  
Lafayette  
San Pablo

OTHERS PRESENT      Paula Macedo, General Manager; Stacy Stark, Human Resources & Administrative Manager; Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan (remote); Sharon Thomas, Capital Program Management; Jordan Brown and Ed Espinoza, Francisco and Associates; other members of the public

1. CALL TO ORDER – President Young called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 12 Trustees were present, six Trustees were absent, and there are four vacancies. Trustee Mereddy arrived at 7:02 p.m., Trustee Ainsley arrived at 7:03 p.m., and Trustee Wong arrived at 7:09 p.m.

Pledge of Allegiance

- 2.\* AGENDA MANAGEMENT – The agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – David Obrochta, District employee, spoke to the Board about ongoing negotiations, and the District’s proposals relating to the grievance procedure, non-bargaining unit work, and non-discrimination clause. Josiah Branaman, SEIU 1021 Field Representative, also spoke to the Board about ongoing negotiations, including contract obligations, good faith bargaining, and proper labor relations.

- 4.\* CONSENT CALENDAR

- A. Minutes - Approval of Minutes 24-4, Board Meeting held on Monday, May 13, 2024.

Trustee Ainsley asked for an amendment of the minutes of the May 13, 2024 Board meeting to reflect that he was present at that meeting.

- \*\* Motion was may by Trustee Pellegrini and seconded by Trustee Cowen to approve the minutes of the May 13, 2024 Board meeting with as amended. *Motion passed unanimously.*

- B. Approval of expenditures for April 1, 2024 through May 31, 2024, including:

Accounts payable April 15th checks No. XXXX26 through No. XXXX35  
Payroll April 30th check No. XXXX36 through XXXX37  
Accounts payable April 30th checks No. XXXX38 through No. XXXX55  
Accounts payable May 15th checks No. XXXX56 through No. XXXX73  
Payroll May 31st check No. XXXX74 through XXXX76  
Accounts payable May 31st checks No. XXXX77 through No. XXXX89

Accounts Payable Total: \$187,326.87          Payroll Total: \$461.75

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2024 through May 31, 2024, including:

Payroll April 15<sup>th</sup> No. D000020040 through No. D000020073  
Payroll April 30<sup>th</sup> No. D000020074 through No. D000020118  
Accounts payable April 15<sup>th</sup> E000003225 through E000003237



Accounts payable April 30<sup>th</sup> E000003238 through E000003248  
Payroll May 15<sup>th</sup> No. D000020119 through No. D000020154  
Payroll May 31<sup>st</sup> No. D000020155 through No. D000020201  
Accounts payable May 15<sup>th</sup> E000003249 through E000003260  
Accounts payable May 31<sup>st</sup> E000003261 through E000003269

Accounts Payable Total: \$260,460.52          Payroll Total: \$395,638.80

D. Investment Activity for April & May 2024

E. Financial Report

1. (#1) 2001 Chevrolet S-10 truck – 17,730 miles
2. (#10) 2013 GMV C-15 truck – 98,087 miles
3. (#13) 2006 GMV K-15 truck – 101,984 miles
4. (#39) 2014 Honda 4x4 ATV – 720.7 hours
5. (#T-16) 2014 Carson trailer

\*\* Motion was made by Trustee Cowen and seconded by Trustee Howell to approve items B through F of the consent calendar. *Motion passed unanimously.*

## 5. BOARD AND STAFF REPORTS

- A. Board – Trustee Carlston expressed his gratitude for the work that the employees have performed under the high heat conditions of the previous week.
- B. General Manager –General Manager Macedo reminded the Board that the Advance Planning Committee would be meeting on July 22, 2024 and asked any members not able to attend to inform her as soon as possible. General Manager Macedo also announced that Trustee Diamond had resigned from the Board, as he had moved. She noted that the Town of Danville had already placed a vacancy notice on its website to begin the search for another candidate. Macedo notified the Board that she was invited to give a presentation to the incoming Contra Costa County Grand Jury and welcome new jurors for the year. She stated that the presentation was very well received.
- C. Staff report – Written staff reports were submitted with the packet. There were no additional reports.
- D. Legal – None

## 6. BOARD COMMITTEE REPORTS

- A. Budget Committee Report – Budget Committee Chair Marker noted that the Budget committee met on June 10<sup>th</sup> to review the FY 2023-2024 Budget year to date, the Draft Benefit Assessment for FY 2024-2025, the investment policy, the reserve

policy and to discuss the proposed FY 2024-2025 budget. Marker stated that the Committee was very satisfied with all the items and was going to recommend the budget for approval at a subsequent item in the agenda.

- B. Executive Committee Report – Executive Committee Chair Young stated that the committee met on June 17<sup>th</sup> to discuss some of the recommendations from the Trustee Workshop, as well as the recommendation to form an Ad Hoc Committee to work on those items. In addition, Young stated that there was a closed session for the discussion of the General Manager’s performance and evaluation.
- C. Personnel Committee Report – Personnel Committee Chair Pay stated that the committee met on June 27<sup>th</sup> and participated in a closed session with the District’s negotiator and the General Manager to discuss the current negotiations with represented employees.
- D. Ad Hoc Building Committee Report – The Ad Hoc Building Committee met on June 6<sup>th</sup> and July 5<sup>th</sup> to discuss updates regarding the building remodel and the involvement of special counsel on the review of the agreement with the Design-Build entity and during the next phases of the project as needed. General counsel Coty was also present.

7.\* ACTION ITEMS

A.\* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2024-2025 ENGINEER’S REPORT – Jordan Brown and Ed Espinoza of Francisco and Associates attended the meeting remotely to present the FY 2024-2025 Engineer’s report. Brown described how assessments are calculated as they are divided by four benefit zones across the county. Brown explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control and covers four benefits zones without Contra Costa County – waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County and each parcel is assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. Brown and Espinoza answered questions from the Board, including the factors that determine how assessments are charged and the variances from zone to zone by parcel. The assessment roll will be submitted to the County in August and the District will collect the assessments, usually in December and April.

i.\* Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report.

\*\* Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report.

- ii.\* Consider approval of Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District.
- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve and adopt Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District. *Motion passed unanimously.*
- B.\*** PROPOSED BUDGET FOR FY 2024-2025 – The Budget Committee has reviewed the proposed budget for FY 2024- and recommended it for Board approval. General Manager Macedo answered questions from the Board and discussed the proposed budget deficit. There was one correction to the proposed budget – on page 33 of the packet, in the box for Designated Reserves, the value for Capital Improvement should read \$7,500,000 instead of \$7,000,000, and the total should then be \$16,602,162 for Designated Reserves.
  - \*\* Motion was made by Trustee Frankenfield and seconded by Trustee Dolgonas to approve the budget as amended. *Motion passed unanimously.*
- C.\*** RESERVE POLICY – The Budget Committee has reviewed the proposed Reserve Policy and recommended to increase the Capital Improvement Reserve from \$5,000,000 to 7,500,000 on July 1 2024, in consideration of the upcoming expenses with the building remodel project.
  - \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve and adopt the revised Reserve Policy. *Motion passed unanimously.*
- D.\*** INVESTMENT POLICY – The District’s Investment Policy is reviewed every year by the Budget Committee. There have been no changes to the policy this year, and the committee recommended it to the Board for approval and adoption.
  - \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve and adopt the Investment Policy as presented. *Motion passed unanimously.*
- E.\*** AUTHORIZATION TO PURCHASE MOSQUITO LARVICIDES FROM AZELIS A&ES/ADAPCO FOR THE AMOUNT OF \$59,352.80 – The General Manager’s purchasing authority for control products that were previously approved in the Budget is \$50,000 for one single transaction. By purchasing larger amounts, the District is able to secure a greater discount. Moreover, the District needed to increase the amount of Metalarv purchased because Altosid pellets are currently unavailable due to manufacturing problems, and this is the option for extended-release methoprene-based products available. Because the amount exceeds the General Manager’s purchasing authority, additional approval was needed.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to authorize the purchase from Azelis A&ES/Adapco for the amount of \$59,352.80. *Motion passed unanimously.*

F.\* CONSIDERATION OF DESIGN-BUILD AGREEMENT WITH F&H CONSTRUCTION – On May 15, 2024, the District released a request for Qualifications and Proposals (RFQ/P) Design-Build Services for the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01. Subsequently, the District hosted a mandatory pre-proposal conference and site walk on May 30, 2024. The District received (5) responses to the RFQ/P. District staff and Capital Program Management representatives interviewed all five companies that submitted proposals on June 26 and 27, 2024. All interviews were scored, and the scores were compiled to arrive at the Design-Build Entity with the highest combined score. The Design-Build Entity F&H Construction received the highest combined score and presented the “best value” to the District for the work. District staff and CPM met with the Ad Hoc Building Committee on July 5, 2024 to discuss the process and recommendation and answer any questions. The Ad hoc committee recommended that the District enter into a Design-Build Agreement between the Owner (District) and Design-Builder for Design and Construction where the basis for payment is a Guaranteed Maximum Price (GMP). A draft agreement was provided and constitutes the basis for negotiation with F&H, and the final form will be negotiated by the General Manager. The agreement initially will include the cost for the design and pre-construction phase fee by the Design-Build Entity. Once the design and documentation are ready for permitting, the Design-Build Entity will put the project out for bid for all of the sub-contractor trades and finalize the GMP. Once the GMP for the Construction Phase has been determined, an amendment to the Design-Build Agreement will be presented to the Board of Trustees for its consideration and approval. Sharon Thomas, from CPM, was present and answered questions from the Board. Legal Counsel Coty clarified the nature of the approval of a contract with F&H, including design and preconstruction, and negotiating the guaranteed maximum price of the construction of the building and the work to be done.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to authorize the General Manager to (a) execute a Design-Build Agreement with F&H Construction for a not to exceed amount of \$1,077,330.00 to complete the design and pre-construction phase of the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01; (b) negotiate a Guaranteed Maximum Price (GMP) to construct the Project with F&H Construction; and (c) present the Guaranteed Maximum Price (GMP) to the Board of Trustees for its consideration consistent with this approval. *Motion passed unanimously.*

President Young called a five-minute recess at 8:26 p.m.

Meeting resumed at 8:33 p.m.

CLOSED SESSION – 8:34 p.m.

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

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

Agency Negotiator: Darryl Young

Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 9:45 p.m.

REPORT FROM CLOSED SESSION – no reportable action for items 8 and 9. For item 10, direction was given to agency negotiator.

11.\* BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO – Several Trustees spoke highly of Dr. Macedo and her consistent and superior performance as the District’s General Manager, complimenting the knowledge, skills and qualifications, and the effort and passion she brings to the job. President Young called for a motion to approve the General Manager’s contract amendment to include an annual salary of \$246,173.16 starting July 1, 2024.

\*\* Motion was made by Trustee Carlston and seconded by Trustee Cowen to approve the amendment to the General Manager’s agreement to increase the annual salary amount by 3.3% for a total annual salary of \$246,173.16, effective July 1, 2024. *Motion passed unanimously.*

12. BOARD DISCUSSION OF BOARD MEETING FORMAT – Before COVID and the Emergency Declaration, the Board met only in person. During COVID, the Board had to meet virtually and most Trustees found that this type of meeting created better opportunities for staff and public attendance. Since the end of the Emergency declaration, when the Board went back to meeting in-person, the District maintained hybrid meeting

capabilities per Board discussion at the time. The Board revisited the matter and discussed whether they would like to continue with hybrid meetings or move to in-person only meetings. Trustees suggested that in-person appearances from staff members are easier to hear and understand when presenting to the Board, and therefore they requested that staff be present in-person whenever giving a presentation to the Board. A few Trustees expressed their preference for changing the Board meeting format from hybrid back to in-person only.

- 13. BOARD CONSIDERATION OF AD HOC COMMITTEE FOR BOARD RULES AND SUCCESSION PLANNING – During the February Trustee Workshop, there was discussion about the creation of Board norms or rules, and what trustees wanted them to be. Similarly, trustees discussed Board succession planning ideas. During the Executive Committee meeting on June 17, 2024, the committee discussed the possibility of creating an Ad hoc committee to work on these two topics. President Young asked for volunteers to be part of this Ad hoc committee. Trustees Carlston, Hinzl, Krieg, and Merreddy volunteered to be a part of the Ad Hoc Committee.
- 14. CLOSING COMMENTS – None
- 15. ADJOURNMENT – 10:14 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 9, 2024.

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

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

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

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

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Daniel Pellegrini  
2024 Secretary, Board of Trustees

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 6/1/2024 to 7/31/2024**

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

| Check Number | Check Date | Name   | Check Amount |
|--------------|------------|--|--------------|
| XXXX90       | 6/14/2024  | Diablo Trophies & Awards                           | 331.58       |
| XXXX91       | 6/14/2024  | PG&E   | 238.33       |
| XXXX92       | 6/14/2024  | Marin/Sonoma MVCD                                  | 2,800.95     |
| XXXX93       | 6/14/2024  | Staples Business Advantage                         | 331.18       |
| XXXX94       | 6/14/2024  | Vectorborne Surveillance Account                   | 5,700.00     |
| XXXX95       | 6/14/2024  | MVCAC  | 278.23       |
| XXXX96       | 6/14/2024  | WAVE   | 2,362.38     |
| XXXX97       | 6/14/2024  | Banksia Landscape, Inc.                            | 534.00       |
| XXXX98       | 6/14/2024  | Capital Program Management, Inc. (CPM)             | 11,260.61    |
| XXXX01       | 6/28/2024  | Vision Service Plan                                | 584.40       |
| XXXX02       | 6/28/2024  | David Wexler                                       | 1,171.00     |
| XXXX03       | 6/28/2024  | PG&E   | 120.85       |
| XXXX04       | 6/28/2024  | Empower Trust Company, LLC                         | 2,000.00     |
| XXXX05       | 6/28/2024  | Contra Costa County - Fleet                        | 14,504.50    |
| XXXX06       | 6/28/2024  | Sun Life Financial                                 | 1,540.66     |
| XXXX07       | 6/28/2024  | Verizon Wireless                                   | 1,964.35     |
| XXXX08       | 6/28/2024  | Canon Financial Services, Inc.                     | 395.25       |
| XXXX09       | 6/28/2024  | T-Mobile   | 543.55       |
| XXXX11       | 7/15/2024  | Contra Costa Water District                        | 559.00       |
| XXXX12       | 7/15/2024  | PG&E   | 372.95       |
| XXXX13       | 7/15/2024  | US POSTAL SERVICE CMRS-FP                          | 1,000.00     |
| XXXX14       | 7/15/2024  | Staples Business Advantage                         | 575.20       |
| XXXX15       | 7/15/2024  | Otis Elevator Company                              | 95.00        |
| XXXX16       | 7/15/2024  | Colonial Life                                      | 431.58       |
| XXXX17       | 7/15/2024  | WAVE   | 2,362.38     |
| XXXX18       | 7/15/2024  | Leading Edge Associates, Inc.                      | 8,377.27     |
| XXXX19       | 7/15/2024  | OSCA   | 20.00        |
| XXXX20       | 7/15/2024  | Banksia Landscape, Inc.                            | 68.90        |
| XXXX21       | 7/15/2024  | Ninyo & Moore Geotechnical & Environmental Science | 17,000.00    |
| XXXX25       | 7/31/2024  | Vision Service Plan                                | 569.79       |
| XXXX26       | 7/31/2024  | PG&E   | 119.73       |
| XXXX27       | 7/31/2024  | Empower Trust Company, LLC                         | 6,000.00     |
| XXXX28       | 7/31/2024  | Contra Costa County - Fleet                        | 7,067.65     |
| XXXX29       | 7/31/2024  | CCC Auditor-Controller                             | 3,911.07     |
| XXXX30       | 7/31/2024  | Sun Life Financial                                 | 1,562.11     |
| XXXX31       | 7/31/2024  | Kings III of America, Inc.                         | 174.00       |
| XXXX32       | 7/31/2024  | Colonial Life                                      | 431.58       |
| XXXX33       | 7/31/2024  | MVCAC  | 14,759.00    |
| XXXX34       | 7/31/2024  | Verizon Wireless                                   | 2,010.72     |
| XXXX35       | 7/31/2024  | AMCA   | 6,858.68     |
| XXXX36       | 7/31/2024  | Canon Financial Services, Inc.                     | 420.70       |
| XXXX37       | 7/31/2024  | Capital Program Management, Inc. (CPM)             | 13,223.25    |
| XXXX38       | 7/31/2024  | T-Mobile   | 543.55       |
| XXXX39       | 7/31/2024  | Leading Edge Associates, Inc.                      | 1,700.00     |
| EXXX70       | 6/14/2024  | Health Care Dental Trust                           | 4,832.94     |
| EXXX71       | 6/14/2024  | Concur Technologies, Inc                           | 677.71       |
| EXXX72       | 6/14/2024  | Bay Alarm Company                                  | 85.00        |
| EXXX73       | 6/14/2024  | Mission Linen Supply                               | 572.21       |
| EXXX74       | 6/14/2024  | iSolved Benefit Services                           | 126.54       |
| EXXX75       | 6/14/2024  | Quench USA, Inc.                                   | 231.34       |
| EXXX76       | 6/14/2024  | Streamline   | 375.00       |
| EXXX77       | 6/14/2024  | Contra Costa Janitorial Services                   | 1,300.00     |
| EXXX78       | 6/14/2024  | Great-West Trust Company, LLC (Empower)            | 10,909.29    |

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 6/1/2024 to 7/31/2024**

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

| Check Number         | Check Date | Name                                    | Check Amount             |
|----------------------|------------|---|--------------------------|
| EXXX79               | 6/14/2024  | Mt. Diablo Resource Recovery-Concord    | 758.90                   |
| EXXX80               | 6/28/2024  | SEIU UPE LOCAL 1021-Union Dues          | 2,467.80                 |
| EXXX81               | 6/28/2024  | CalPERS                                 | 63,742.65                |
| EXXX82               | 6/28/2024  | Mission Linen Supply                    | 420.45                   |
| EXXX83               | 6/28/2024  | Reliance Standard Life In               | 992.35                   |
| EXXX84               | 6/28/2024  | Bartkiewics, Kronick & Shanahan         | 3,770.00                 |
| EXXX85               | 6/28/2024  | Great-West Trust Company, LLC (Empower) | 10,309.79                |
| EXXX86               | 6/28/2024  | U.S. BANK CORPORATE PAYMENT SYSTEMS     | 12,388.77                |
| EXXX87               | 7/15/2024  | Health Care Dental Trust                | 4,623.26                 |
| EXXX88               | 7/15/2024  | VCJPA                                   | 364,450.00               |
| EXXX89               | 7/15/2024  | Bay Alarm Company                       | 2,995.60                 |
| EXXX90               | 7/15/2024  | ADAPCO, Inc.                            | 59,352.80                |
| EXXX91               | 7/15/2024  | Liebert Cassidy Whitmore                | 8,673.00                 |
| EXXX92               | 7/15/2024  | Mission Linen Supply                    | 887.57                   |
| EXXX93               | 7/15/2024  | iSolved Benefit Services                | 126.54                   |
| EXXX94               | 7/15/2024  | Quench USA, Inc.                        | 231.34                   |
| EXXX95               | 7/15/2024  | Red Wing Business Advantage Account     | 483.96                   |
| EXXX96               | 7/15/2024  | Streamline                              | 375.00                   |
| EXXX97               | 7/15/2024  | Contra Costa Janitorial Services        | 1,350.00                 |
| EXXX98               | 7/15/2024  | Osvaldo Mendoza                         | 92.82                    |
| EXXX99               | 7/15/2024  | CA State Disbursement Unit              | 47.50                    |
| EXXX00               | 7/15/2024  | Great-West Trust Company, LLC (Empower) | 11,546.05                |
| EXXX01               | 7/15/2024  | Mt. Diablo Resource Recovery-Concord    | 758.90                   |
| EXXX02               | 7/31/2024  | SEIU UPE LOCAL 1021-Union Dues          | 2,417.13                 |
| EXXX03               | 7/31/2024  | CalPERS                                 | 64,715.68                |
| EXXX04               | 7/31/2024  | Concur Technologies, Inc                | 677.71                   |
| EXXX05               | 7/31/2024  | Liebert Cassidy Whitmore                | 13,661.55                |
| EXXX06               | 7/31/2024  | Clarke                                  | 44,728.61                |
| EXXX07               | 7/31/2024  | Mission Linen Supply                    | 590.98                   |
| EXXX08               | 7/31/2024  | Quench USA, Inc.                        | 252.26                   |
| EXXX09               | 7/31/2024  | Reliance Standard Life In               | 992.35                   |
| EXXX10               | 7/31/2024  | Bartkiewics, Kronick & Shanahan         | 1,275.00                 |
| EXXX11               | 7/31/2024  | CA State Disbursement Unit              | 47.50                    |
| EXXX12               | 7/31/2024  | Great-West Trust Company, LLC (Empower) | 10,846.55                |
| EXXX13               | 7/31/2024  | U.S. BANK CORPORATE PAYMENT SYSTEMS     | 8,115.52                 |
| <b>Bank 5 Total:</b> |            |   | <u>855,151.85</u>        |
| <b>Report Total:</b> |            |   | <u><u>855,151.85</u></u> |



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

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

| <b>DATE</b>   | <b>CHECK #</b> | <b>AMOUNT OF CHECK</b> | <b>VENDOR &amp; DESCRIPTION</b>  |
|---------------|----------------|------------------------|--|
| June 14, 2024 | XXXXXX92       | \$2,800.95             | Marin/Sonoma MVCD – Update Programmatic Environmental Impact Report                    |
| June 14, 2024 | XXXXXX98       | \$11,260.61            | Capital Program Management, Inc. (CPM) – Construction Geotechnical Consulting Services |
| June 28, 2024 | XXXXXX05       | \$14,504.50            | Contra Costa County Fleet – Automotive Gasoline and Repairs                            |
| July 15, 2024 | XXXXXX21       | \$17,000.00            | Ninyo & Moore Geotechnical & Environmental Science – Construction Consulting           |
| July 15, 2024 | EXXXXX88       | \$364,450.00           | VCJPA – FY25 Annual Insurance Premiums   |
| July 15, 2024 | EXXXXX90       | \$59,352.80            | ADAPCO, Inc. – Control Materials Mosquito Larviciding                                  |
| July 15, 2024 | EXXXXX91       | \$8,673.00             | Liebert Cassidy Whitmore – Legal Counsel   |
| July 31, 2024 | XXXXXX33       | \$14,759.00            | MVCAC – Lab Testing & 2024-2025 District Membership & Subscription Dues                |
| July 31, 2024 | XXXXXX37       | \$13,223.25            | Capital Program Management, Inc. (CPM) – Construction Geotechnical Consulting Services |
| July 31, 2024 | EXXXXX05       | \$13,661.55            | Liebert Cassidy Whitmore – Legal Counsel   |
| July 31, 2024 | EXXXXX06       | \$44,728.61            | Clarke – Control Materials Mosquito Larviciding  |

**INVESTMENT ACTIVITY REPORT**

| Month of June 2024 |                 |                         |                        |                        |                        |  |
|--------------------|-----------------|-------------------------|------------------------|------------------------|------------------------|--|
| Transaction Number | Date            | LAIF                    | California CLASS       | Five Star Money Market | Five Star Checking     |  |
| <b>Balance</b>     | <b>6/1/2024</b> | <b>\$ 13,099,446.30</b> | <b>\$ 2,048,289.86</b> | <b>\$ 189,009.63</b>   | <b>\$ 2,022,071.93</b> |  |
| 1                  | 6/7/2024        |                         |                        |                        | 465,095.58             |  |
| 2                  | 6/20/2024       |                         |                        |                        | 3,345.13               |  |
| 3                  | 6/26/2024       |                         |                        |                        | 677,525.26             |  |
| 4                  | 6/28/2024       |                         |                        | 2,000,000.00           | (2,000,000.00)         |  |
| 5                  | 6/30/2024       |                         | 9,064.30               | 1,384.78               |                        |  |
| 6                  | 6/30/2024       |                         |                        |                        | (609,304.86)           |  |
| <b>Balance</b>     |                 | <b>\$ 13,099,446.30</b> | <b>\$ 2,057,354.16</b> | <b>\$ 2,190,394.41</b> | <b>\$ 558,733.04</b>   |  |

**Transaction Number & Brief Description**

- 1 Misc & Redevelopment Property Tax Deposits into Five Star Checking
- 2 Misc Deposits into Five Star Checking
- 3 Property Tax & Contract Billing Deposits into Five Star Checking
- 4 Transfer from Five Star Checking to Five Star Money Market
- 5 Interest Earned California CLASS & Five Star Money Market Accounts
- 6 Five Star Bank clearing of Payroll & Vendor Checks

| Month of July 2024 |                 |                         |                        |                        |                      |  |
|--------------------|-----------------|-------------------------|------------------------|------------------------|----------------------|--|
| Transaction Number | Date            | LAIF                    | California CLASS       | Five Star Money Market | Five Star Checking   |  |
| <b>Balance</b>     | <b>7/1/2024</b> | <b>\$ 13,099,446.30</b> | <b>\$ 2,057,354.16</b> | <b>\$ 2,190,394.41</b> | <b>\$ 558,733.04</b> |  |
| 1                  | 7/11/2024       |                         |                        | (250,000.00)           | 250,000.00           |  |
| 2                  | 7/15/2024       | 146,533.43              |                        |                        |                      |  |
| 3                  | 7/22/2024       |                         |                        |                        | 12,268.27            |  |
| 4                  | 7/24/2024       | (1,200,000.00)          |                        |                        | 1,200,000.00         |  |
| 5                  | 7/30/2024       |                         |                        | (293,000.00)           | 293,000.00           |  |
| 6                  | 7/30/2024       |                         | 9,445.97               | 7,570.16               | (2,009,083.74)       |  |
| <b>Balance</b>     |                 | <b>\$ 12,045,979.73</b> | <b>\$ 2,066,800.13</b> | <b>\$ 1,654,964.57</b> | <b>\$ 304,917.57</b> |  |

**Transaction Number & Brief Description**

- 1 Transfer from Five Star Money Market to Five Star Checking
- 2 Quarterly Interest Earned LAIF
- 3 Misc Deposits into Five Star Checking
- 4 Transfer from LAIF to Five Star Checking for FY25 CCCERA Retirement Employer Prepayment
- 5 Transfer from Five Star Money Market to Five Star Checking
- 6 Interest Earned California CLASS & Five Star Money Market Accounts and Five Star Bank clearing of Payroll & Vendor Checks

| Designated Reserves POLICY FY 25 (July 2024 - June 2025) |                   |
|--|-------------------|
| Bond Reserve   | 0                 |
| Public Health Emergency                                  | 2,500,000         |
| Capital Improvement                                      | 7,500,000         |
| Emergency Reconstruction Response                        | 500,000           |
| Operations   | 5,602,162         |
| Vehicle & Equipment Replacement                          | 250,000           |
| IT Equipment Replacement                                 | 250,000           |
|  | <b>16,602,162</b> |

*I certify that this report reflects all cash transactions and is in conformity with District Policy. The cash flow shown provides sufficient cash flow liquidity to meet the next six months expenditures.*

*Respectfully submitted,*

*Paula Macedo  
General Manager*

California State Treasurer  
**Fiona Ma, CPA**



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

July 11, 2024

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

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

[Tran Type Definitions](#)

//

June 2024 Statement

**Account Summary**

|                   |      |                    |               |
|-------------------|------|--------------------|---------------|
| Total Deposit:    | 0.00 | Beginning Balance: | 13,099,446.30 |
| Total Withdrawal: | 0.00 | Ending Balance:    | 13,099,446.30 |



**Contra Costa Mosquito & Vector  
Control District  
155 Mason Circle  
Concord, CA 94520**

**California CLASS**

**California CLASS**

Average Monthly Yield: 5.4006%

|               | Beginning Balance   | Contributions | Withdrawals | Income Earned   | Income Earned YTD | Average Daily Balance | Month End Balance   |
|---------------|---------------------|---------------|-------------|-----------------|-------------------|-----------------------|---------------------|
| General CLASS | 2,048,289.86        | 0.00          | 0.00        | 9,064.30        | 48,830.64         | 2,049,196.29          | 2,057,354.16        |
| <b>TOTAL</b>  | <b>2,048,289.86</b> | <b>0.00</b>   | <b>0.00</b> | <b>9,064.30</b> | <b>48,830.64</b>  | <b>2,049,196.29</b>   | <b>2,057,354.16</b> |



General CLASS

Account Summary

Average Monthly Yield: 5.4006%

|                  | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|------------------|-------------------|---------------|-------------|---------------|-------------------|-----------------------|-------------------|
| California CLASS | 2,048,289.86      | 0.00          | 0.00        | 9,064.30      | 48,830.64         | 2,049,196.29          | 2,057,354.16      |

Transaction Activity

| Transaction Date | Transaction Description      | Contributions | Withdrawals | Balance      | Transaction Number |
|------------------|------------------------------|---------------|-------------|--------------|--------------------|
| 06/01/2024       | Beginning Balance            |               |             | 2,048,289.86 |                    |
| 06/30/2024       | Income Dividend Reinvestment | 9,064.30      |             |              |                    |
| 06/30/2024       | Ending Balance               |               |             | 2,057,354.16 |                    |



PO Box 779000  
Rocklin CA 95677

(800) 416-6117  
[www.fivestarb.com](http://www.fivestarb.com)

1761126  
Contra Costa Mosquito & Vector Control  
155 Mason Circle  
Concord CA 94520

Date 6/30/24 Page 1  
Enclosures

|                            |              |                                |                      |
|----------------------------|--------------|--------------------------------|----------------------|
| <b>Public Money Market</b> |              | <b>Number of Enclosures</b>    | 0                    |
| Account Number             | Ending       | Statement Dates                | 6/01/24 thru 6/30/24 |
| Previous Balance           | 189,009.63   | Average Ledger                 | 403,295.34           |
| 1 Deposits/Credits         | 2,000,000.00 | Average Collected              | 403,295.34           |
| Checks/Debits              | .00          | Annual Percentage Yield Earned | 4.42%                |
| Service Charge             | .00          | 2024 Interest Paid             | 11,457.02            |
| Current Balance            | 2,190,394.41 | Interest Paid                  | 1,384.78             |

**Deposits and Additions**

| Date | Description               | Amount       |
|------|---------------------------|--------------|
| 6/28 | Funds Transfer via Online | 2,000,000.00 |
| 6/30 | Interest Deposit          | 1,384.78     |

**Daily Balance Information**

| Date | Balance    | Date | Balance      |
|------|------------|------|--------------|
| 6/03 | 189,009.63 | 6/28 | 2,189,009.63 |
|      |            | 6/30 | 2,190,394.41 |

**Interest Rate Summary**

| Date | Rate      |
|------|-----------|
| 6/02 | 4.272000% |
| 6/06 | 4.332000% |

California State Treasurer  
**Fiona Ma, CPA**



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

August 08, 2024

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

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

[Tran Type Definitions](#)

July 2024 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount        |
|----------------|------------------|-----------|----------------|--------------------|-------------------|---------------|
| 7/15/2024      | 7/12/2024        | QRD       | 1755334        | N/A                | SYSTEM            | 146,533.43    |
| 7/24/2024      | 7/24/2024        | RW        | 1757767        | 1718228            | PAULA MACEDO      | -1,200,000.00 |

**Account Summary**

|                   |               |                    |               |
|-------------------|---------------|--------------------|---------------|
| Total Deposit:    | 146,533.43    | Beginning Balance: | 13,099,446.30 |
| Total Withdrawal: | -1,200,000.00 | Ending Balance:    | 12,045,979.73 |



**Contra Costa Mosquito & Vector  
Control District  
155 Mason Circle  
Concord, CA 94520**

**California CLASS**

**California CLASS**

**Average Monthly Yield: 5.4207%**

|               | <b>Beginning<br/>Balance</b> | <b>Contributions</b> | <b>Withdrawals</b> | <b>Income<br/>Earned</b> | <b>Income<br/>Earned<br/>YTD</b> | <b>Average Daily<br/>Balance</b> | <b>Month End<br/>Balance</b> |
|---------------|------------------------------|----------------------|--------------------|--------------------------|----------------------------------|----------------------------------|------------------------------|
| General CLASS | 2,057,354.16                 | 0.00                 | 0.00               | 9,445.97                 | 58,276.61                        | 2,057,658.87                     | 2,066,800.13                 |
| <b>TOTAL</b>  | <b>2,057,354.16</b>          | <b>0.00</b>          | <b>0.00</b>        | <b>9,445.97</b>          | <b>58,276.61</b>                 | <b>2,057,658.87</b>              | <b>2,066,800.13</b>          |





General CLASS

Account Summary

Average Monthly Yield: 5.4207%

|                  | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|------------------|-------------------|---------------|-------------|---------------|-------------------|-----------------------|-------------------|
| California CLASS | 2,057,354.16      | 0.00          | 0.00        | 9,445.97      | 58,276.61         | 2,057,658.87          | 2,066,800.13      |

Transaction Activity

| Transaction Date | Transaction Description      | Contributions | Withdrawals | Balance      | Transaction Number |
|------------------|------------------------------|---------------|-------------|--------------|--------------------|
| 07/01/2024       | Beginning Balance            |               |             | 2,057,354.16 |                    |
| 07/31/2024       | Income Dividend Reinvestment | 9,445.97      |             |              |                    |
| 07/31/2024       | Ending Balance               |               |             | 2,066,800.13 |                    |



**FIVE STAR BANK**

PO Box 779000  
Rocklin CA 95677

(800) 416-6117  
[www.fivestarbanc.com](http://www.fivestarbanc.com)

1792411  
Contra Costa Mosquito & Vector Control  
155 Mason Circle  
Concord CA 94520

Date 7/31/24  
Enclosures Page 1

|                            |              |                                |                      |
|----------------------------|--------------|--------------------------------|----------------------|
| <b>Public Money Market</b> |              | <b>Number of Enclosures</b>    | <b>0</b>             |
| Account Number             | Ending       | Statement Dates                | 7/01/24 thru 7/31/24 |
| Previous Balance           | 2,190,394.41 | Average Ledger                 | 2,002,136.34         |
| Deposits/Credits           | .00          | Average Collected              | 2,002,136.34         |
| 2 Checks/Debits            | 543,000.00   | Annual Percentage Yield Earned | 4.54%                |
| Service Charge             | .00          | 2024 Interest Paid             | 19,027.18            |
| Current Balance            | 1,654,964.57 | Interest Paid                  | 7,570.16             |

**Deposits and Additions**

| Date | Description      | Amount   |
|------|------------------|----------|
| 7/31 | Interest Deposit | 7,570.16 |

**Checks and Withdrawals**

| Date | Description               | Amount      |
|------|---------------------------|-------------|
| 7/11 | Funds Transfer via Online | 250,000.00- |
| 7/30 | Funds Transfer via Online | 293,000.00- |

**Daily Balance Information**

| Date | Balance      |      |              |
|------|--------------|------|--------------|
| 7/01 | 2,190,394.41 | 7/30 | 1,647,394.41 |
| 7/11 | 1,940,394.41 | 7/31 | 1,654,964.57 |

**Interest Rate Summary**

| Date | Rate      |
|------|-----------|
| 6/30 | 4.332000% |
| 7/08 | 4.480000% |

**Balance Sheet**  
**As of July 2024**

|  | <b>July</b><br>2023  | <b>July</b><br>2024   |
|--|----------------------|-----------------------|
| <b>ASSETS</b>                          |                      |                       |
| <b>Current Assets</b>                  |                      |                       |
| Five Star Checking:General             | 5,687.09             | 243,539.91            |
| Money Market: General                  | 915,296.43           | 1,654,964.57          |
| Bank of the West-Checking:General      | 293,730.42           | -                     |
| California CLASS:General               | -                    | 2,066,800.13          |
| LAIF                                   | 11,878,049.34        | 12,045,979.73         |
| VCJPA                                  | 1,234,916.00         | 1,287,519.00          |
| Wells Fargo Bank - checking            | 24,956.67            | -                     |
| Property Tax Due from County           | -                    | 8,520,534.00          |
| Benefit Assessment Due from County     | -                    | 2,092,435.00          |
| Prepaid Retirement - CCCERA            | 1,510,629.08         | 1,176,101.80          |
| <b>Total Current Assets:</b>           | <b>15,863,265.03</b> | <b>29,087,874.14</b>  |
| <b>Fixed Assets</b>                    |                      |                       |
| Asset Nondepreciable (Land):General    | 778,640.00           | 778,640.00            |
| Asset Depreciable:General              | 581,339.00           | 695,755.00            |
| <b>Total Fixed Assets:</b>             | <b>1,359,979.00</b>  | <b>1,474,395.00</b>   |
| <b>Other Assets</b>                    |                      |                       |
| Net Pension Asset:General              | 643,711.00           | 643,711.00            |
| GASB 68/75 Outflow                     | 2,258,655.00         | 2,247,416.00          |
| <b>Total Other Assets:</b>             | <b>2,902,366.00</b>  | <b>2,891,127.00</b>   |
| <b>Total Assets:</b>                   | <b>20,125,610.03</b> | <b>33,453,396.14</b>  |
| <b>LIABILITIES &amp; EQUITY</b>        |                      |                       |
| <b>Current Liabilities</b>             |                      |                       |
| Accrued Payroll Liabilities            | (39,028.32)          | \$112,759.85          |
| Deferred Revenue                       | -                    | 9,728,554.92          |
| <b>Total Current Liabilities:</b>      | <b>(39,028.32)</b>   | <b>\$9,841,314.77</b> |
| <b>Long-Term Liabilities</b>           |                      |                       |
| Net Pension Liability                  | 4,328,728.00         | 3,994,181.00          |
| <b>Total Long-Term Liabilities:</b>    | <b>4,328,728.00</b>  | <b>3,994,181.00</b>   |
| <b>Total Liabilities:</b>              | <b>4,289,699.68</b>  | <b>13,835,495.77</b>  |
| Accrued Equity & Designated Reserves   | 18,067,291.35        | 19,833,999.43         |
| Current Year Net Income                | (2,231,381.00)       | (216,099.06)          |
| <b>Total Equity:</b>                   | <b>15,835,910.35</b> | <b>19,617,900.37</b>  |
| <b>Total Liabilities &amp; Equity:</b> | <b>20,125,610.03</b> | <b>33,453,396.14</b>  |

**Contra Costa Mosquito and Vector Control District  
FY25 Budget Year**

(July 1, 2024 - June 30, 2025)

**Board Packet**

**FY25**

*As of 7/31/24*

**APPROVED**

**FY 25**

8% of the Year  
completed

**YTD FY25 VS  
Adopted  
Budget %**

**ADOPTED FY25  
VS FY25 \$**

| <b>Personnel Costs</b>  |                     |                      |                      |                     |
|---|---------------------|----------------------|----------------------|---------------------|
|   |                     |                      |                      |                     |
| Payroll & OT  | 359,523.41          | 4,398,951.28         | 8.2%                 | 4,039,427.87        |
| <b>Retirement</b>   | <b>78,722.31</b>    | <b>1,200,000.00</b>  | <b>6.6%</b>          | <b>1,121,277.69</b> |
| OASDI   | 21,567.37           | 272,734.98           | 7.9%                 | 251,167.61          |
| <b>Medicare</b>   | <b>5,043.99</b>     | <b>63,784.79</b>     | <b>7.9%</b>          | <b>58,740.80</b>    |
| Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)        | 57,202.84           | 722,867.73           | 7.9%                 | 665,664.89          |
| <b>Unemployment</b>   | <b>105.40</b>       | <b>16,000.00</b>     | <b>0.7%</b>          | <b>15,894.60</b>    |
| Disability Ins  | 992.35              | 12,420.00            | 8.0%                 | 11,427.65           |
| <b>Other Post Employment Benefits</b>                                 | <b>0.00</b>         | <b>215,000.00</b>    | <b>0.0%</b>          | <b>215,000.00</b>   |
| District Paid Health Retiree Cost & Fees                              | 5,695.88            | 136,778.98           | 4.2%                 | 131,083.10          |
| <b>Subtotal Personnel Costs</b>                                       | <b>528,853.55</b>   | <b>7,038,537.76</b>  | <b>7.5%</b>          | <b>6,509,684.21</b> |
| <b>Operational Costs</b>  |                     |                      |                      |                     |
| Professional Services - Legal includes Settlements                    | 23,609.55           | 140,000.00           | 16.9%                | 116,390.45          |
| <b>Professional Services - Building &amp; Grounds Maint</b>           | <b>0.00</b>         | <b>15,000.00</b>     | <b>0.0%</b>          | <b>15,000.00</b>    |
| Professional Services - All Other                                     | 34,647.24           | 422,468.00           | 8.2%                 | 387,820.76          |
| <b>Public Affairs</b>   | <b>562.00</b>       | <b>125,900.00</b>    | <b>0.4%</b>          | <b>125,338.00</b>   |
| Lab Services  | 5,325.42            | 55,500.00            | 9.6%                 | 50,174.58           |
| <b>Information &amp; Technology</b>                                   | <b>3,701.32</b>     | <b>213,783.00</b>    | <b>1.7%</b>          | <b>210,081.68</b>   |
| Operations - Control Materials  | 104,081.41          | 268,000.00           | 38.8%                | 163,918.59          |
| <b>Operations - Aerial</b>  | <b>8,377.27</b>     | <b>40,000.00</b>     | <b>20.9%</b>         | <b>31,622.73</b>    |
| Operation and Facilities - All Other                                  | 12,647.36           | 401,500.00           | 3.2%                 | 388,852.64          |
| <b>General Office Administration - Insurance</b>                      | <b>364,450.00</b>   | <b>364,450.00</b>    | <b>100.0%</b>        | <b>0.00</b>         |
| General Office Administration - Trustee Expense                       | 33.07               | 26,000.00            | 0.1%                 | 25,966.93           |
| <b>General Office Administration - Employee Travel &amp; Training</b> | <b>420.00</b>       | <b>67,500.00</b>     | <b>0.6%</b>          | <b>67,080.00</b>    |
| General Office Administration - Utilities                             | 6,183.68            | 123,500.00           | 5.0%                 | 117,316.32          |
| <b>General Office Administration - All Other</b>                      | <b>26,171.85</b>    | <b>68,800.00</b>     | <b>38.0%</b>         | <b>42,628.15</b>    |
| <b>Subtotal Operational Cost</b>                                      | <b>590,210.17</b>   | <b>2,332,401.00</b>  | <b>25.3%</b>         | <b>1,742,190.83</b> |
| <b>Capital</b>  |                     |                      |                      |                     |
| Structure & Improvements  | 0.00                | 1,803,386.00         | 0.0%                 | 0.00                |
| <b>Vehicles</b>   | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>          | <b>0.00</b>         |
| Heavy Equipment   | 0.00                | 30,000.00            | 0.0%                 | 30,000.00           |
| <b>Subtotal Capital</b>   | <b>0.00</b>         | <b>1,833,386.00</b>  | <b>0.0%</b>          | <b>1,833,386.00</b> |
| <b>Total Expenditures</b>   | <b>1,119,063.72</b> | <b>11,204,324.76</b> | <b>11,198,324.60</b> |                     |
| <b>Revenues</b>   |                     |                      |                      |                     |
| <b>Property Taxes</b>   | <b>710,044.50</b>   | <b>8,520,534.00</b>  | <b>8.3%</b>          | <b>7,810,489.50</b> |
| Benefit Assessment  | 174,369.58          | 2,092,435.00         | 8.3%                 | 1,918,065.42        |
| <b>Contract Billing</b>   | <b>34.45</b>        | <b>53,060.40</b>     | <b>0.1%</b>          | <b>53,025.95</b>    |
| Interest Income   | 17,016.13           | 102,000.00           | 16.7%                | 84,983.87           |
| <b>Fixed Asset Disposal</b>   | <b>0.00</b>         | <b>15,000.00</b>     | <b>0.0%</b>          | <b>15,000.00</b>    |
| Miscellaneous   | 1,500.00            | 50,000.00            | 3.0%                 | 48,500.00           |
| <b>Subtotal Revenue</b>   | <b>902,964.66</b>   | <b>10,833,029.40</b> | <b>8.3%</b>          | <b>9,930,064.74</b> |
| <b>Estimate Ending Balance</b>  | <b>-216,099.06</b>  | <b>-371,295.36</b>   |                      |                     |

| <b>Designated Reserves POLICY FY 25 (July 1, 2024 - June 30, 2025)</b> |                   |
|--|-------------------|
| Bond Reserve   | 0                 |
| Public Health Emergency  | 2,500,000         |
| Capital Improvement  | 7,500,000         |
| Emergency Reconstruction Response                                      | 500,000           |
| Operations   | 5,602,162         |
| Vehicle & Equipment Replacement  | 250,000           |
| IT Equipment Replacement   | 250,000           |
|  | <b>16,602,162</b> |

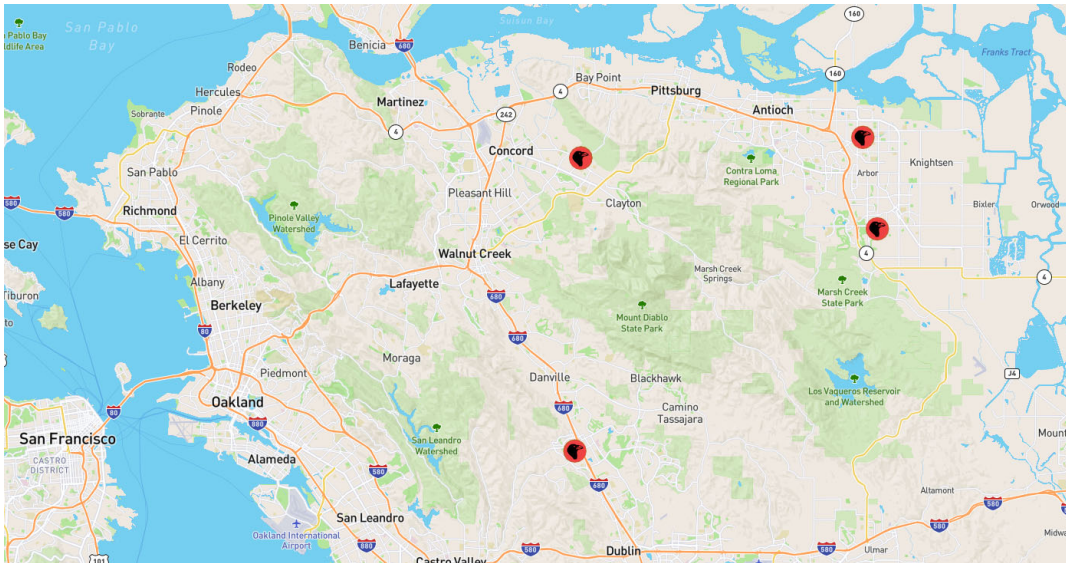
# August 2024 Mosquito and Arbovirus Surveillance Report

Updated August 30<sup>th</sup> by Steve Schutz, Ph.D., Scientific Programs Manager

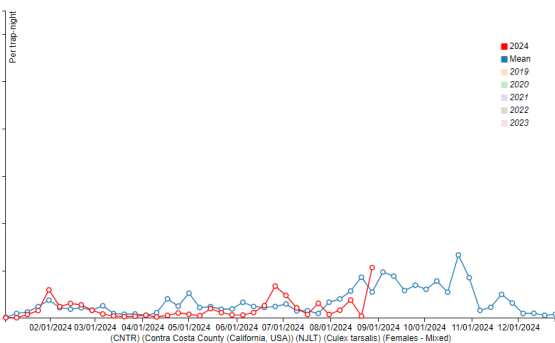
**Human cases:** As of August 30<sup>th</sup>, 19 human cases of West Nile virus have been reported in California this year, including one (fatal) in East County. Nine confirmed cases were reported in Contra Costa County last year.

**Horses:** Five equine cases of WNV have been reported in California in 2024. An effective vaccine is available for horses; most affected horses have been unvaccinated.

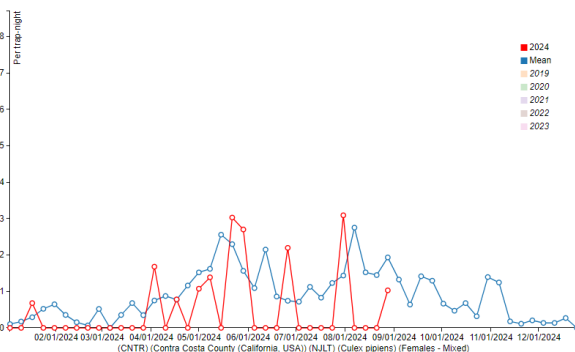
**Dead birds:** 302 dead birds have been reported so far this year; **6 have been confirmed positive for WNV:** 3 crows from Concord, all from the same neighborhood, 1 crow from Oakley, 1 crow from San Ramon; 1 California scrub jay from Brentwood (red icons on map). Additional surveillance has been conducted at all locations.



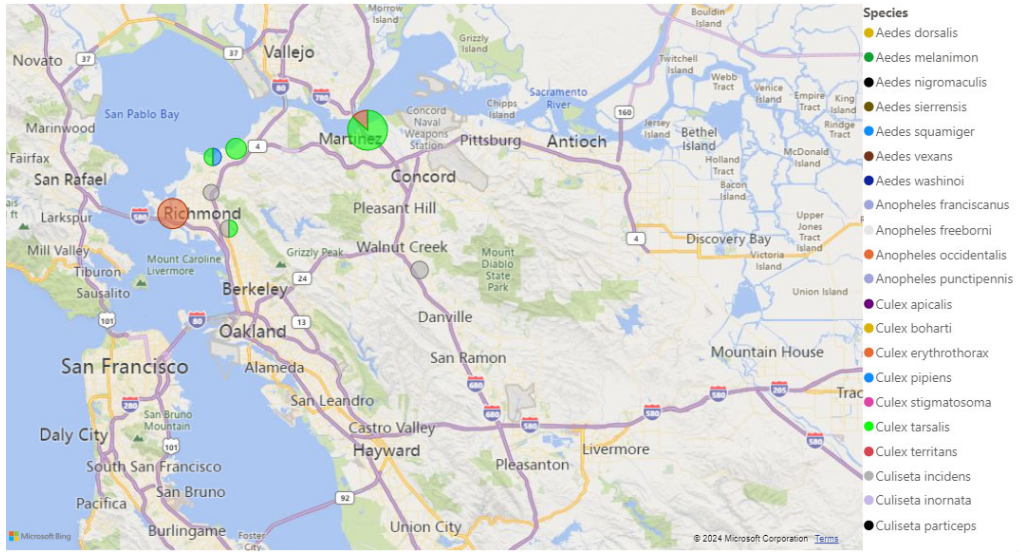
**Light trap counts:** Countywide *Culex tarsalis* and *Culex pipiens* counts have mostly been average or below average.



*Culex tarsalis* counts (red) vs. 5 year average (blue)

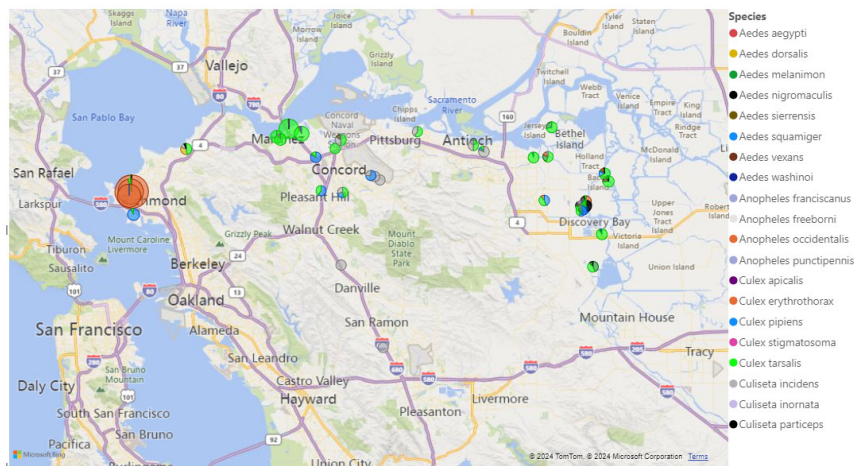
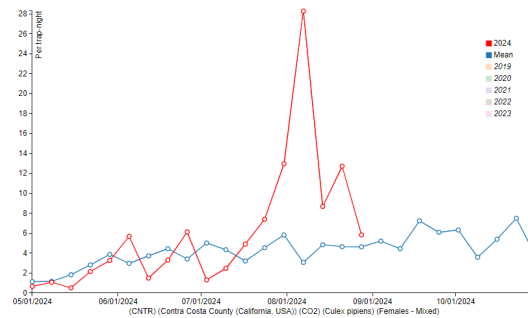
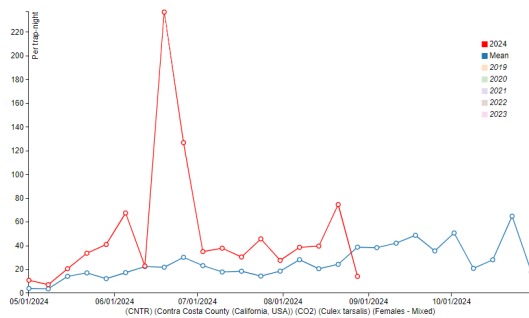


*Culex pipiens* counts (red) vs. 5 year average (blue)



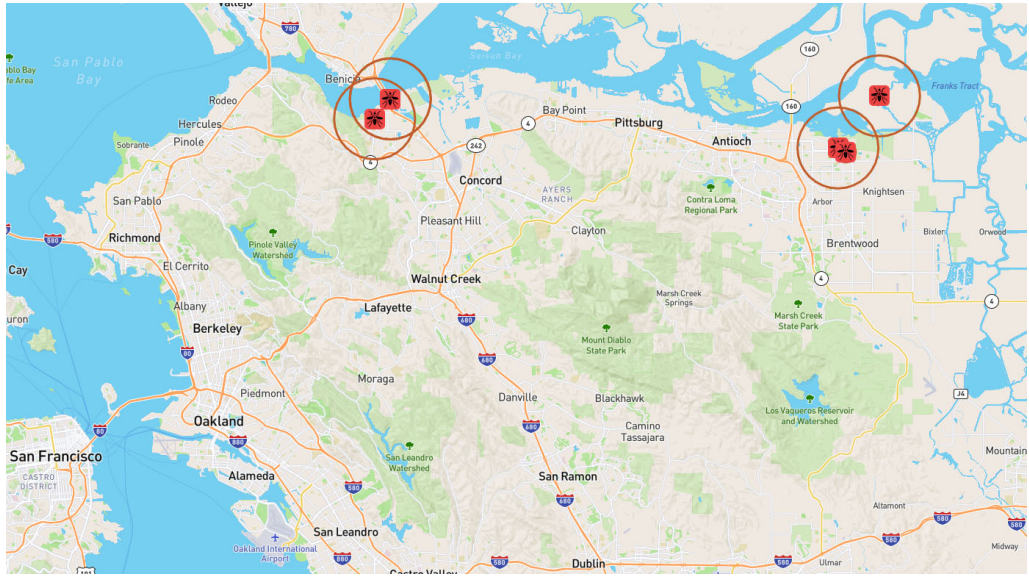
Map showing light trap locations and relative average species counts from August 1<sup>st</sup>-30<sup>th</sup> (traps with zero counts not shown)

**CO<sub>2</sub> traps:** *Culex tarsalis* counts have been somewhat average countywide until recently; *Culex pipiens* counts are above average (also decreasing) mostly due to high counts in East County traps.



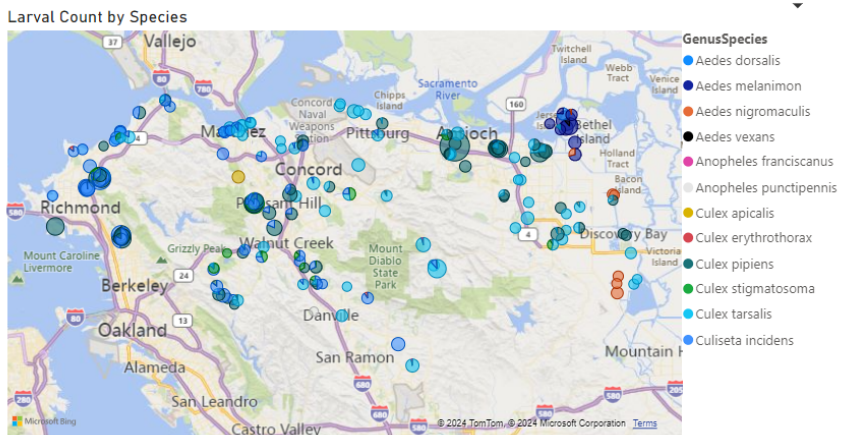
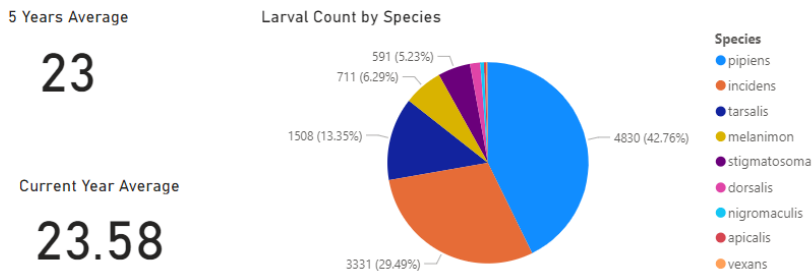
CO<sub>2</sub> trap counts, August 1<sup>st</sup>-30<sup>th</sup> (note: 'random' traps shown in addition to fixed surveillance locations)

**Mosquito testing:** 335 pooled samples have been submitted for testing as of August 30<sup>th</sup>, **7 positive for WNV** (Oakley-3, Bethel Island-1, Martinez-3).



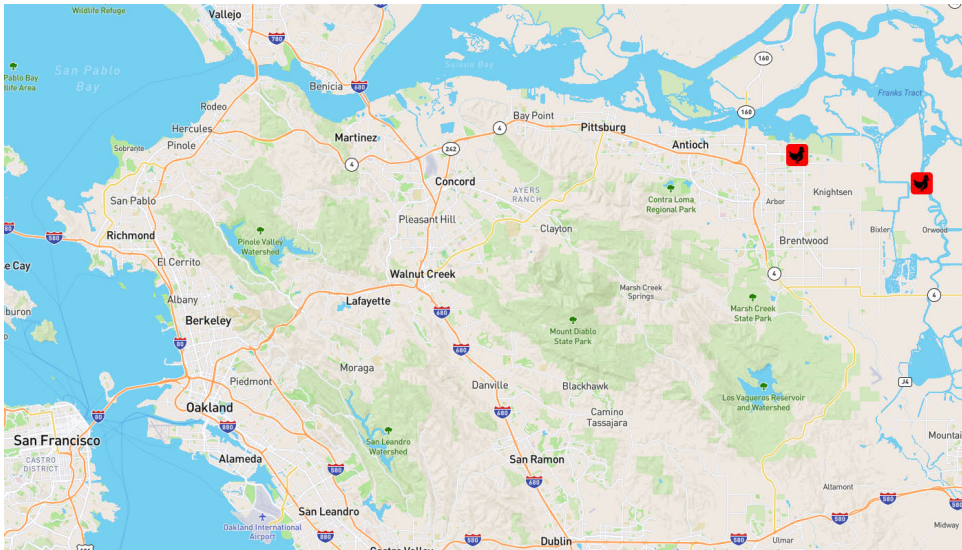
Locations of WNV-positive mosquito samples through August 30<sup>th</sup>

**Larval samples:** Lab staff continues to process larval samples collected by field employees daily, year-round. A large number of samples were collected in August as part of a cemetery inspection project (mostly *Cx. pipiens*)



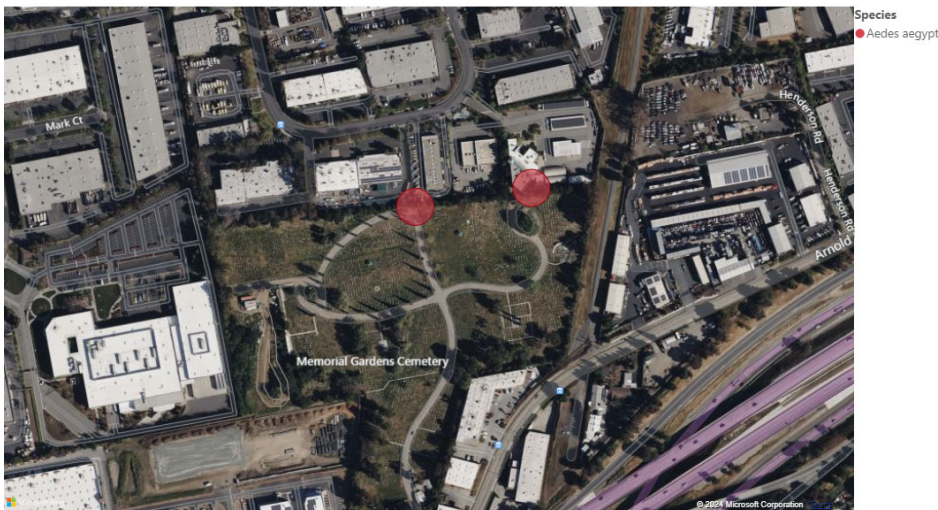
Larval samples, August 1<sup>st</sup>-30<sup>th</sup>, 2024

**Sentinel chickens:** Five of the six chickens at ISD/Oakley and three of six at Holland Tract Marina have tested seropositive.



Locations of WNV seropositive sentinel chickens in 2024

**Invasive *Aedes* surveillance:** A single adult female *Aedes aegypti* was collected on 8/27 in a CO<sub>2</sub> trap located at the southwest corner of our property adjacent to Memorial Gardens Cemetery. An additional specimen was trapped in a BGS trap located in the cemetery the following night. Additional trapping and door-to-door inspections are ongoing; we have not located any larval sources so far. Trapping in the previously (2022) infested neighborhood in Martinez has been negative (only native species were collected).

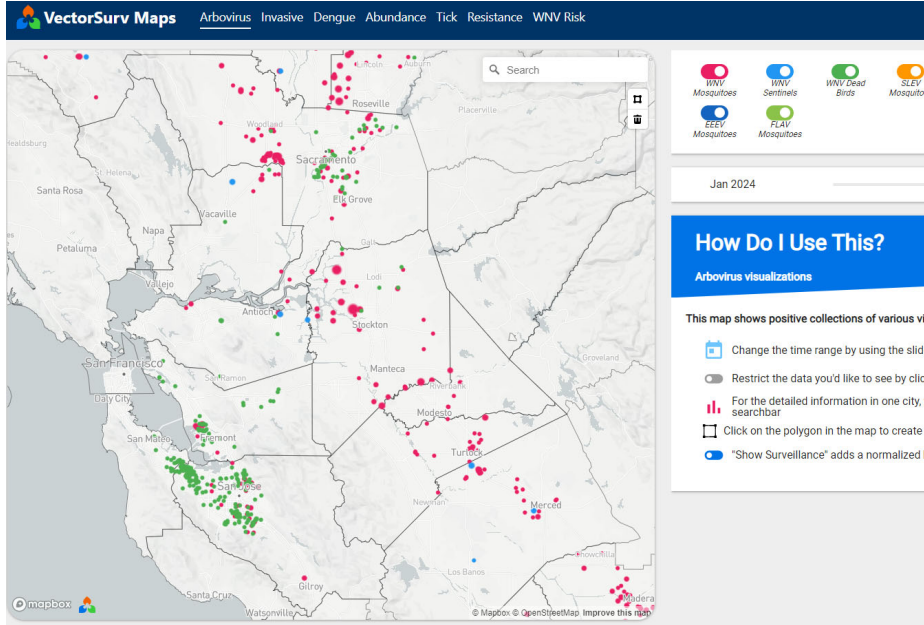


Locations where adult *Aedes aegypti* were collected in traps in August

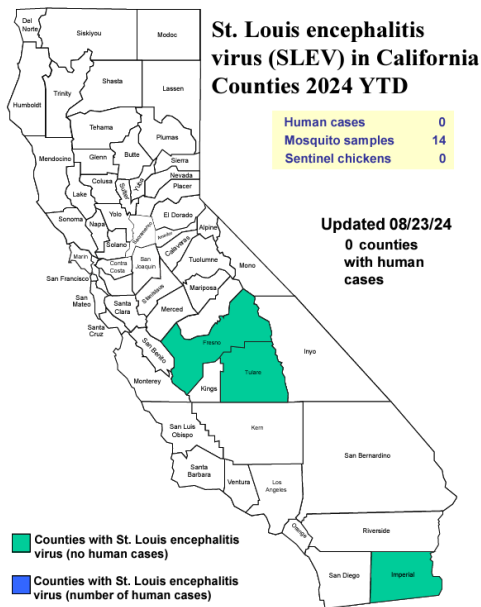
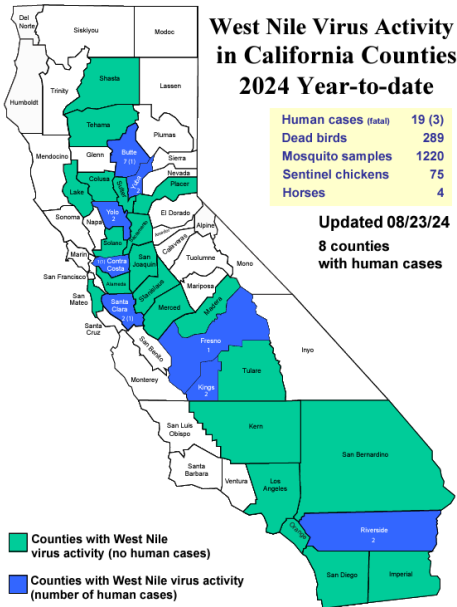


**Weather conditions:** Current average overnight low temperatures are above the 55 degree incubation threshold for West Nile virus transmission.

**Regional:** WNV positive dead birds and mosquito samples have been reported in nearly all of our neighboring counties in addition to Contra Costa, and human cases have been reported in Yolo and Santa Clara (2; 1 fatal) in addition to 1 (fatal) in Contra Costa.



**Statewide:** West Nile activity has been reported in 30 counties; SLE has been reported in 3 counties. In most surveillance categories, WNV detections are lower than last year and below the 5-year average.



## August 2024 Operations Report

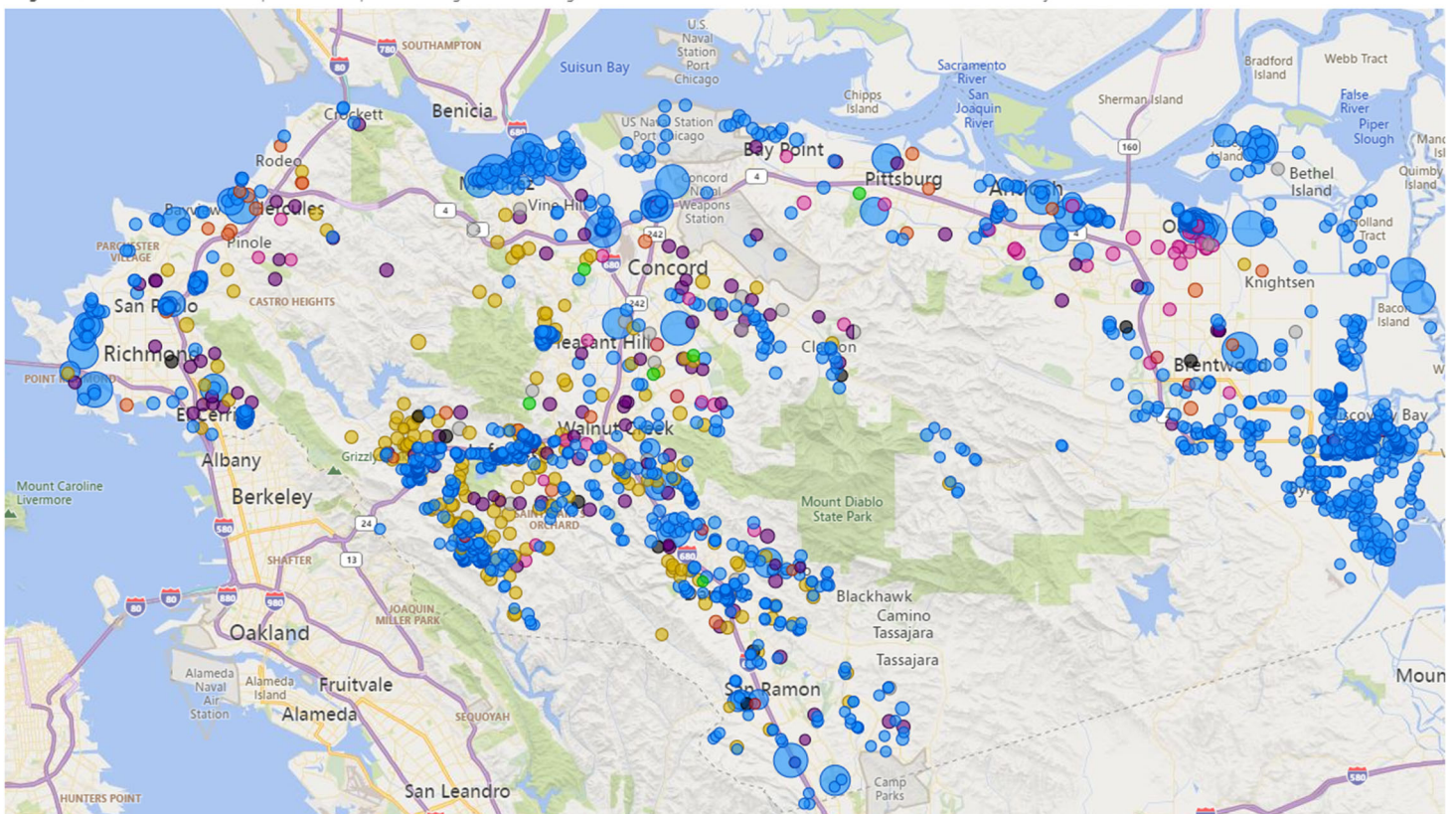
Prepared on August 28, 2024, by Jeremy Shannon, Terry Davis, and Tim Mann, Program Supervisors, and David Wexler, Operations Manager

### General:

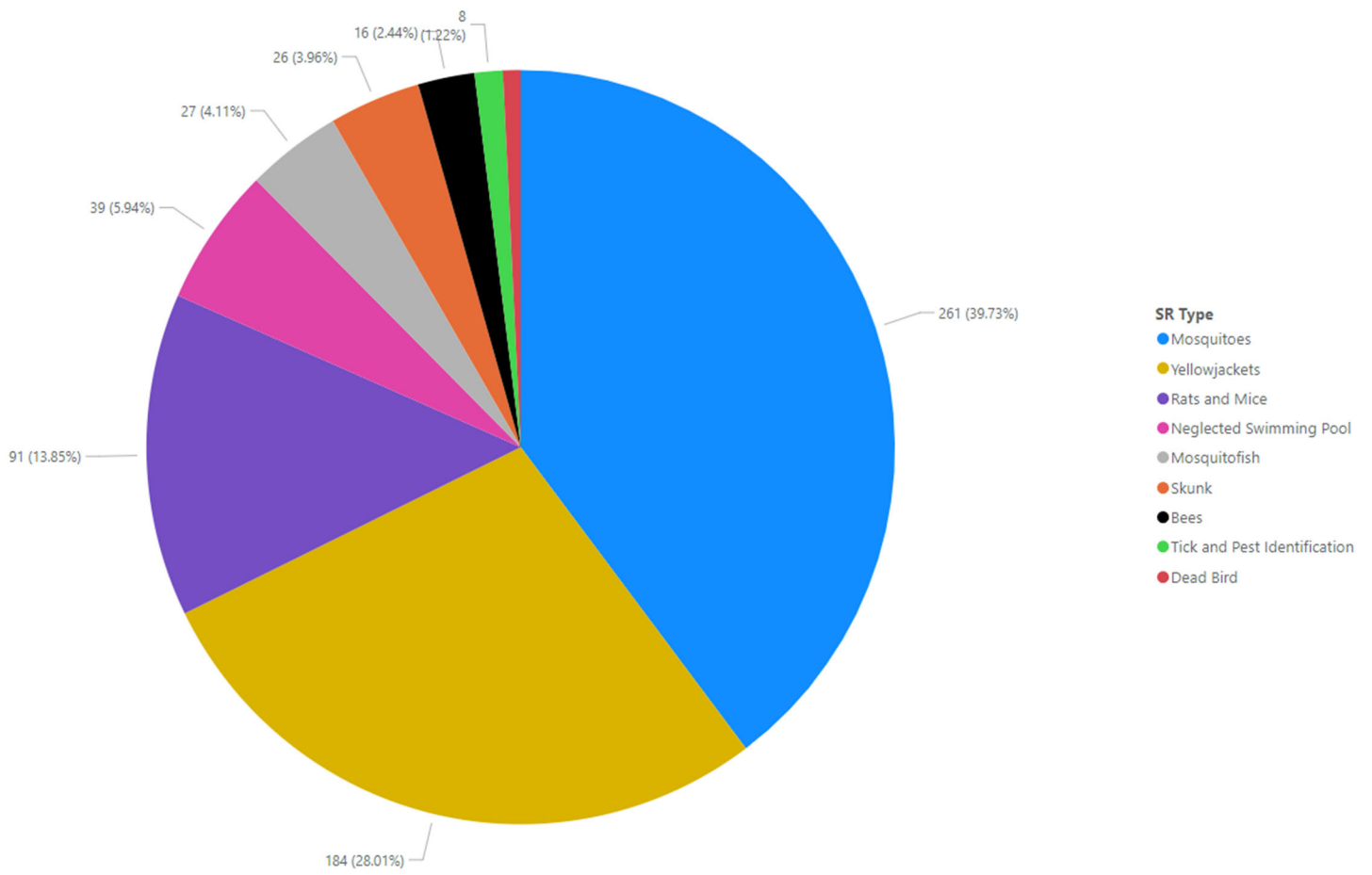
- Field staff teamed up to perform extensive inspections of cemeteries within Contra Costa to follow up on the cemetery workshop held at the District earlier this year.
- Increased West Nile virus activity prompted two adult mosquito control (AMC) events in Oakley and one in Martinez.
- Detection of an adult *Aedes aegypti* mosquito in north Concord prompted door-to-door inspections in tandem with barrier treatments for control purposes. Similar door-to-door work was performed in Oakley in response to West Nile activity and high trap counts.
- The group has done a great job adapting/responding to areas of WNV activity. We can promptly respond to these detections without delay to requests of service from the public. (ie. staying within the 5 days). Having the technicians actively participate in all vectors allows for the team to move with the varying demands of each program throughout the year.
- Yellowjacket activity is consistent with last month as service requests received remained relatively flat month over month. Just under 75% of these requests were locations warranting nest treatment.
- Rat and mouse service requests dropped about 15% from July to August with 91 total, composing just under 14% of the total requests received by the District.
- Skunk requests decreased to 26 in August, around 4% of total requests received.

### Operation Count

Program ● Bees ● Dead Bird ● Mosquitoes ● Mosquitofish ● Neglected Swimming Pool ● Rats and Mice ● Skunk ● Tick and Pest Identification ● Yellowjackets



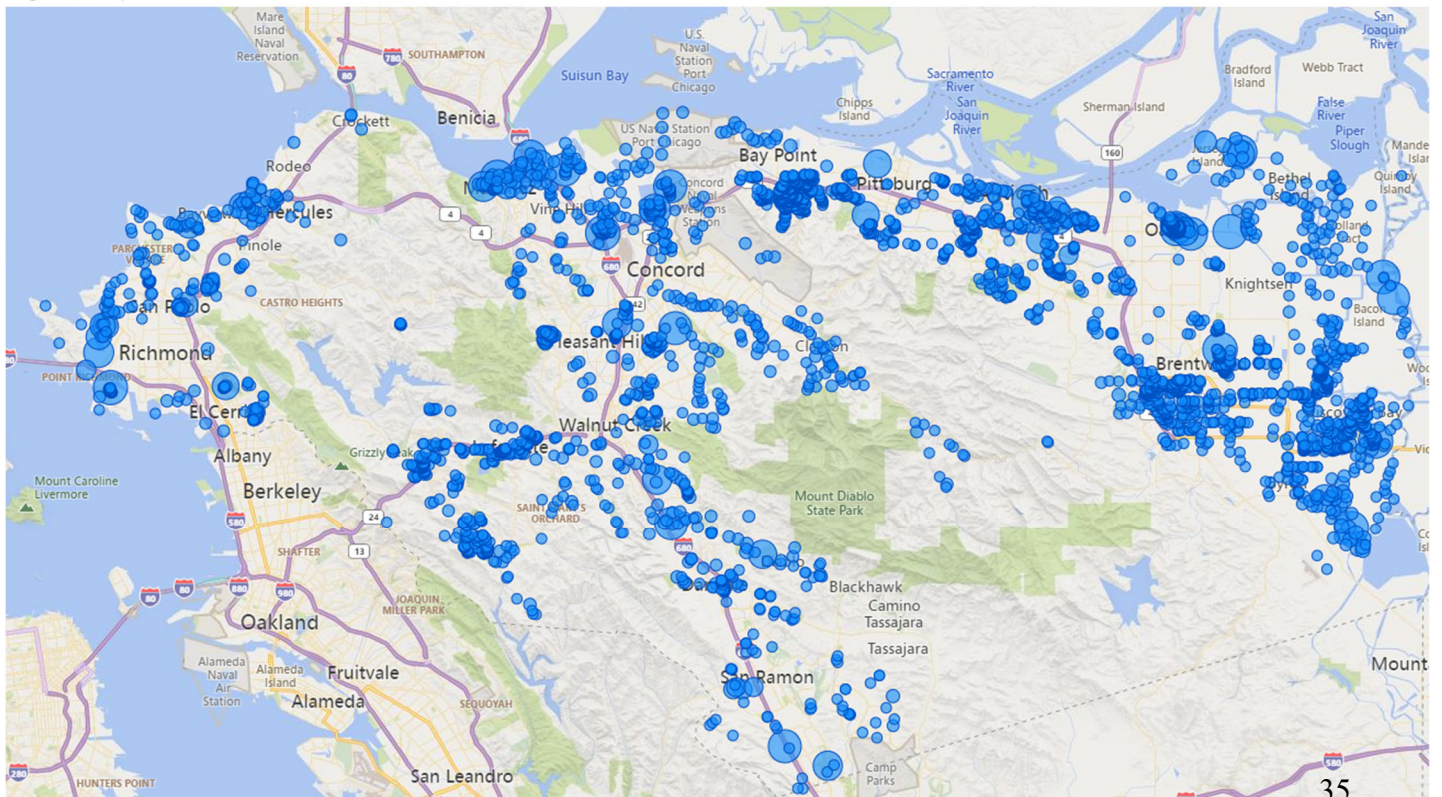
# Service Requests



# Mosquitoes

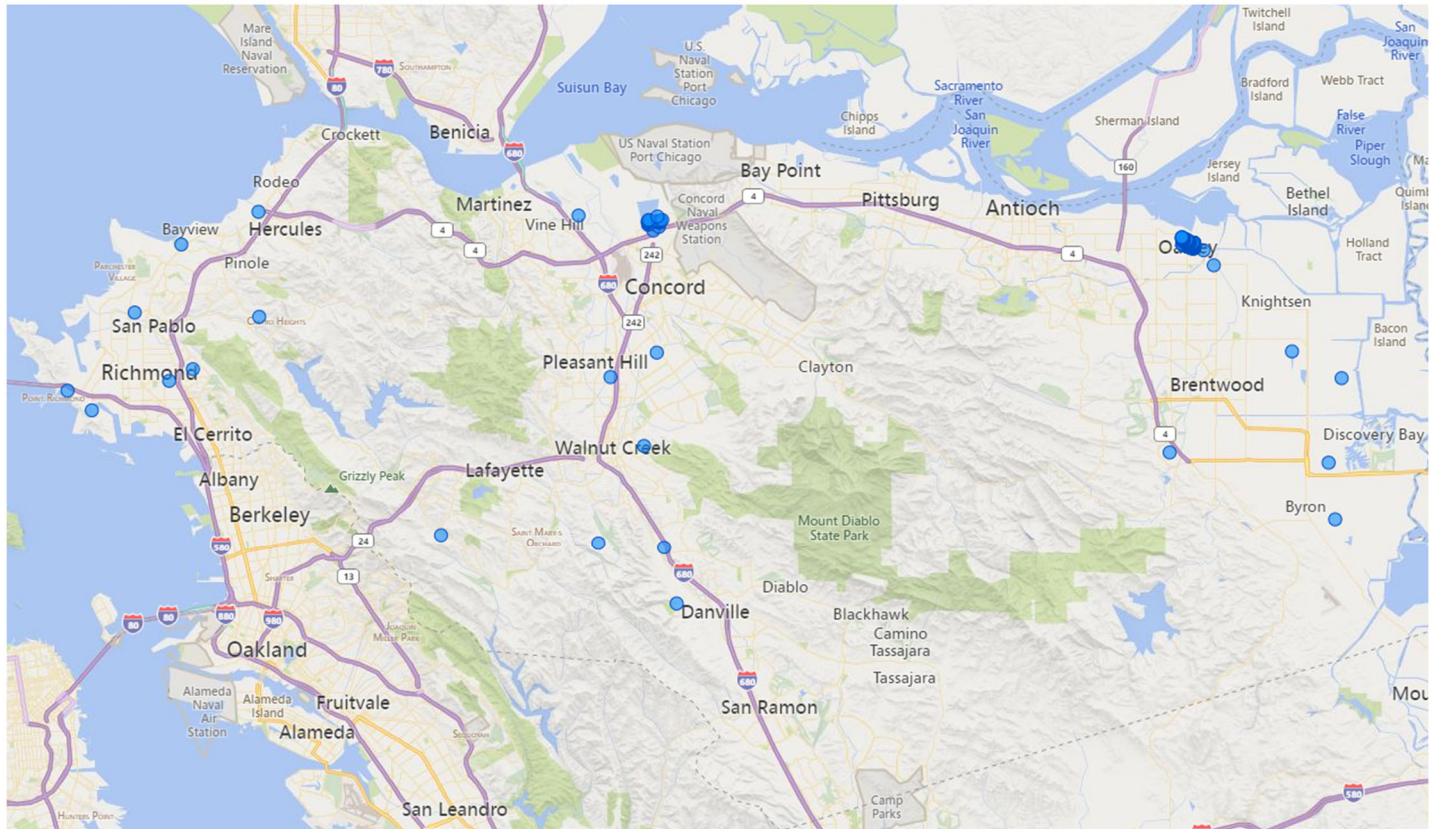
Program actions:

Program ● Mosquitoes



Service Requests: The District received about 34 requests from the public and generated over 200 service requests internally in order to track door-to-door inspections. Note the clusters in Oakley and North Concord.

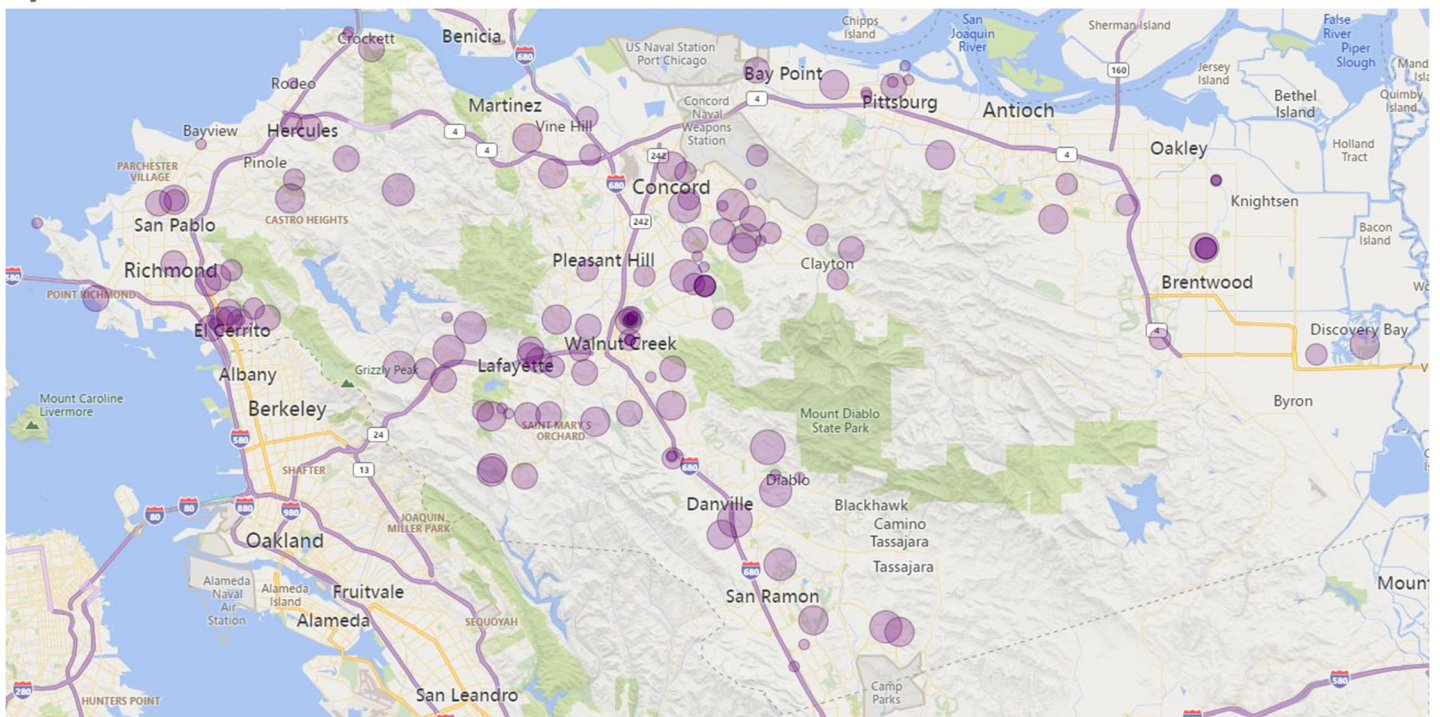
SRType ● Mosquitoes



## Rats and Mice

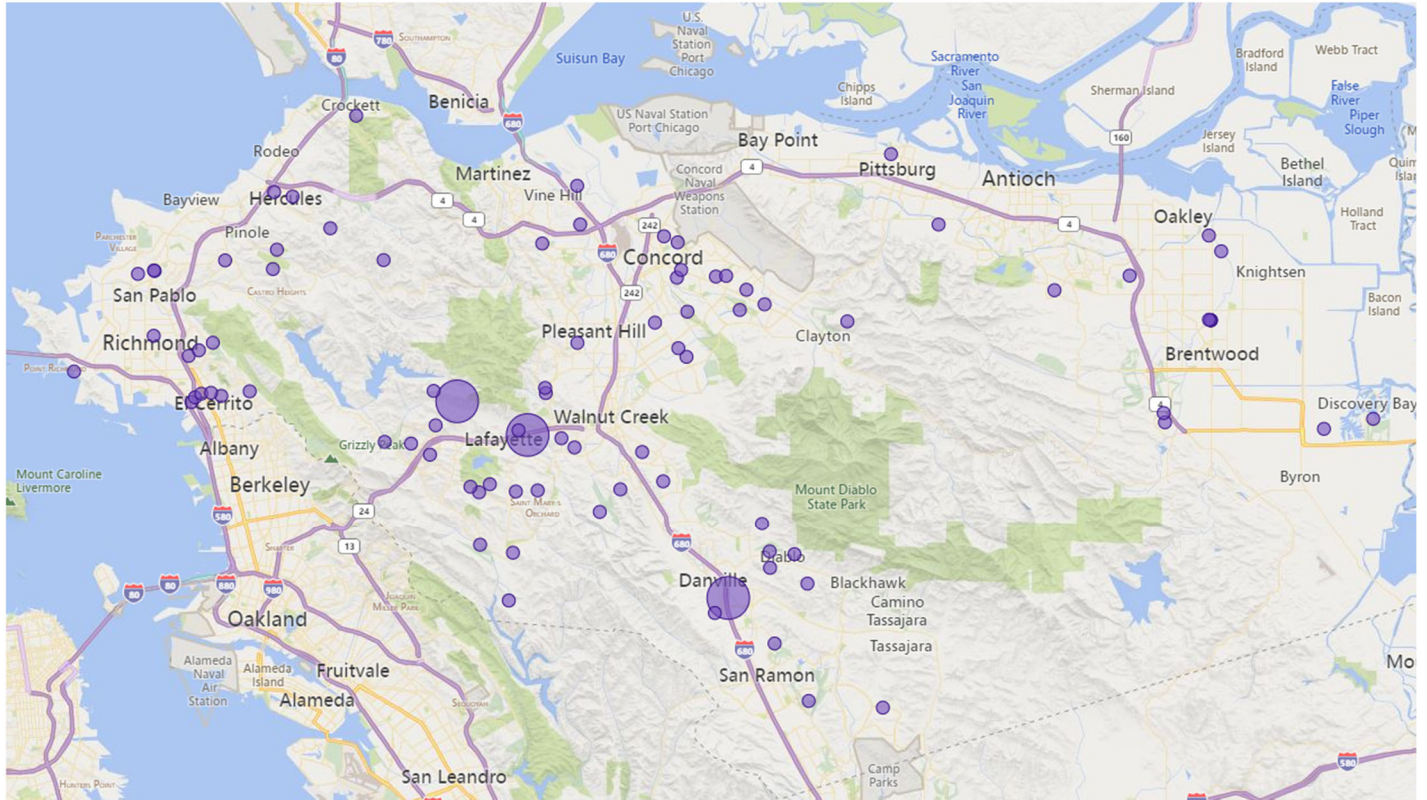
Program actions:

Program ● Rats and Mice



## Service Requests: The District received 91 requests for service for rats and mice.

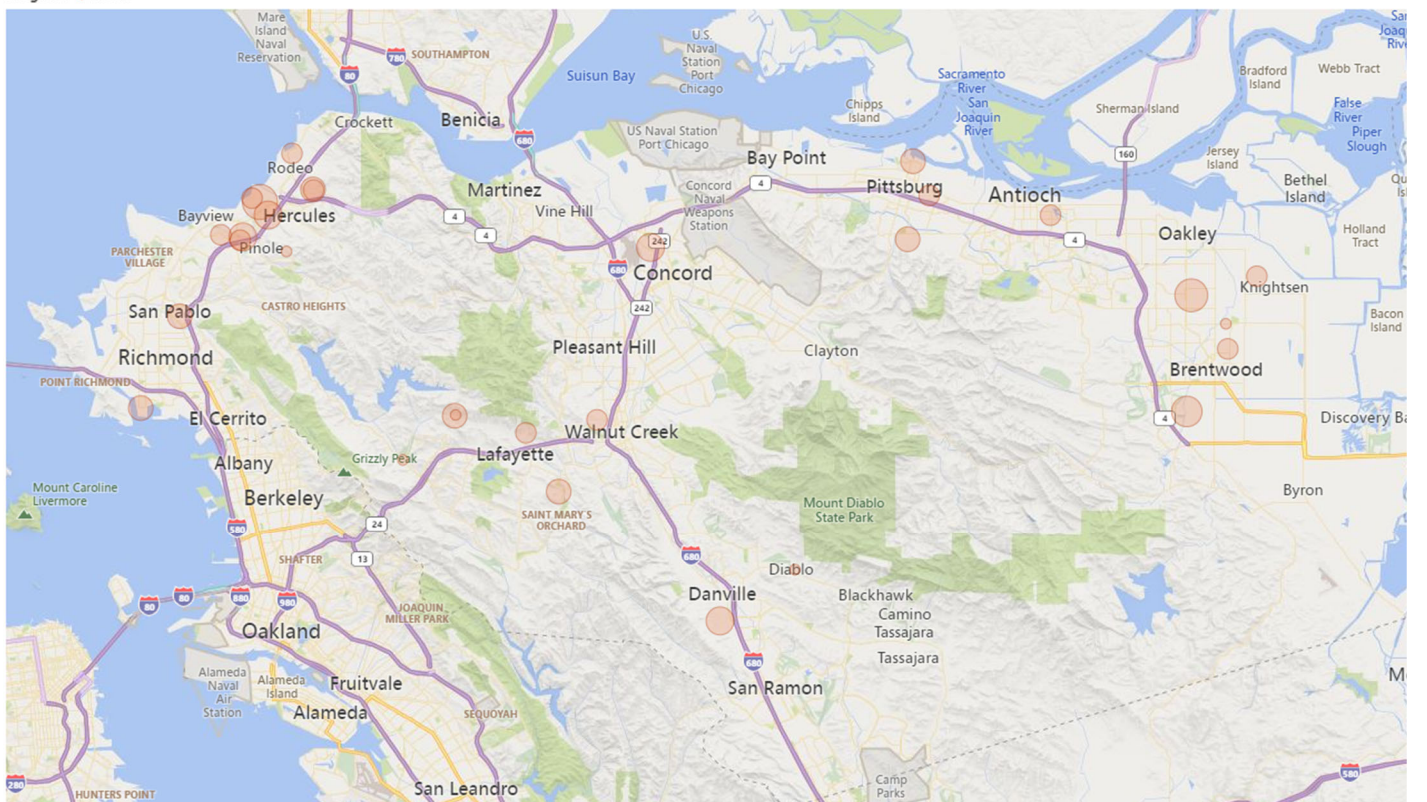
SRTtype ● Rats and Mice



## Skunks

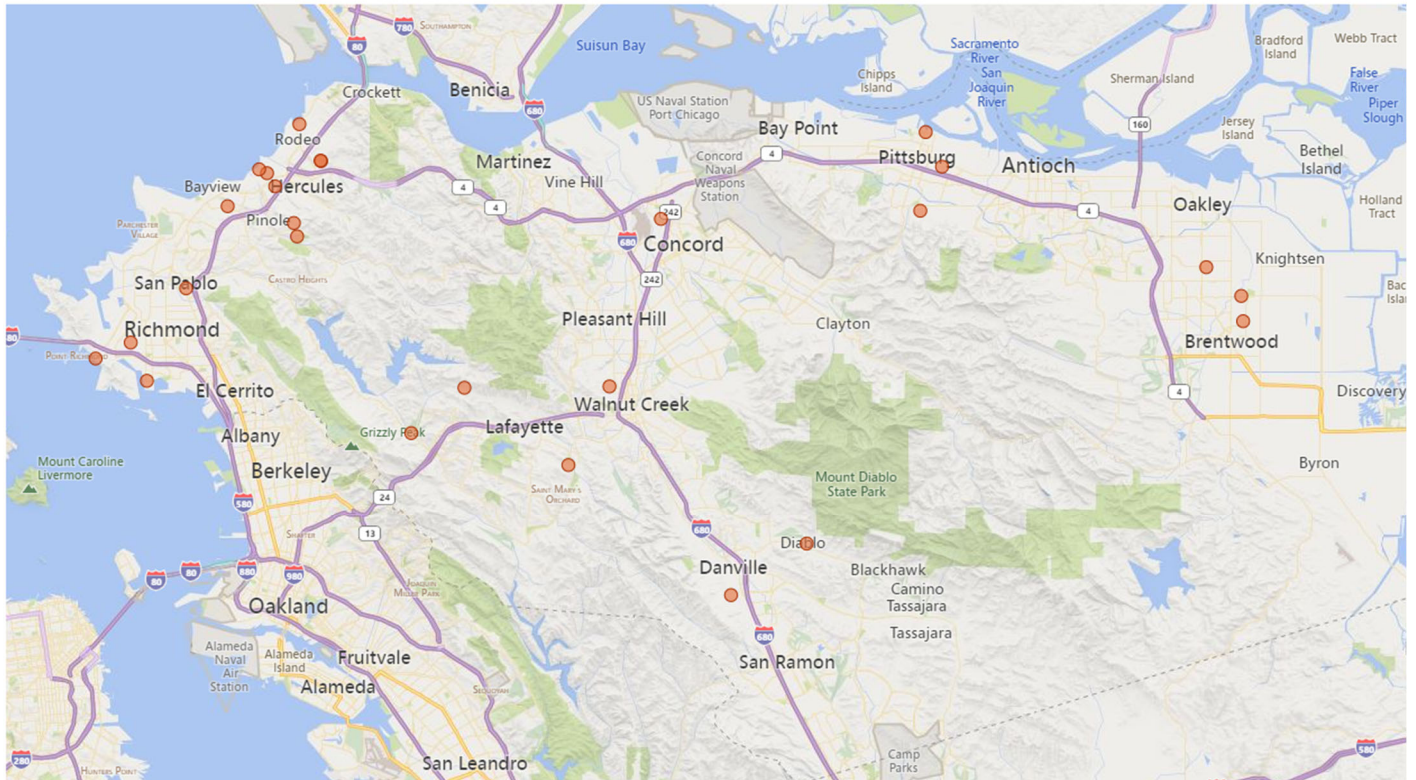
### Program Actions:

Program ● Skunk



## Service Requests: The District received 26 requests for skunk service

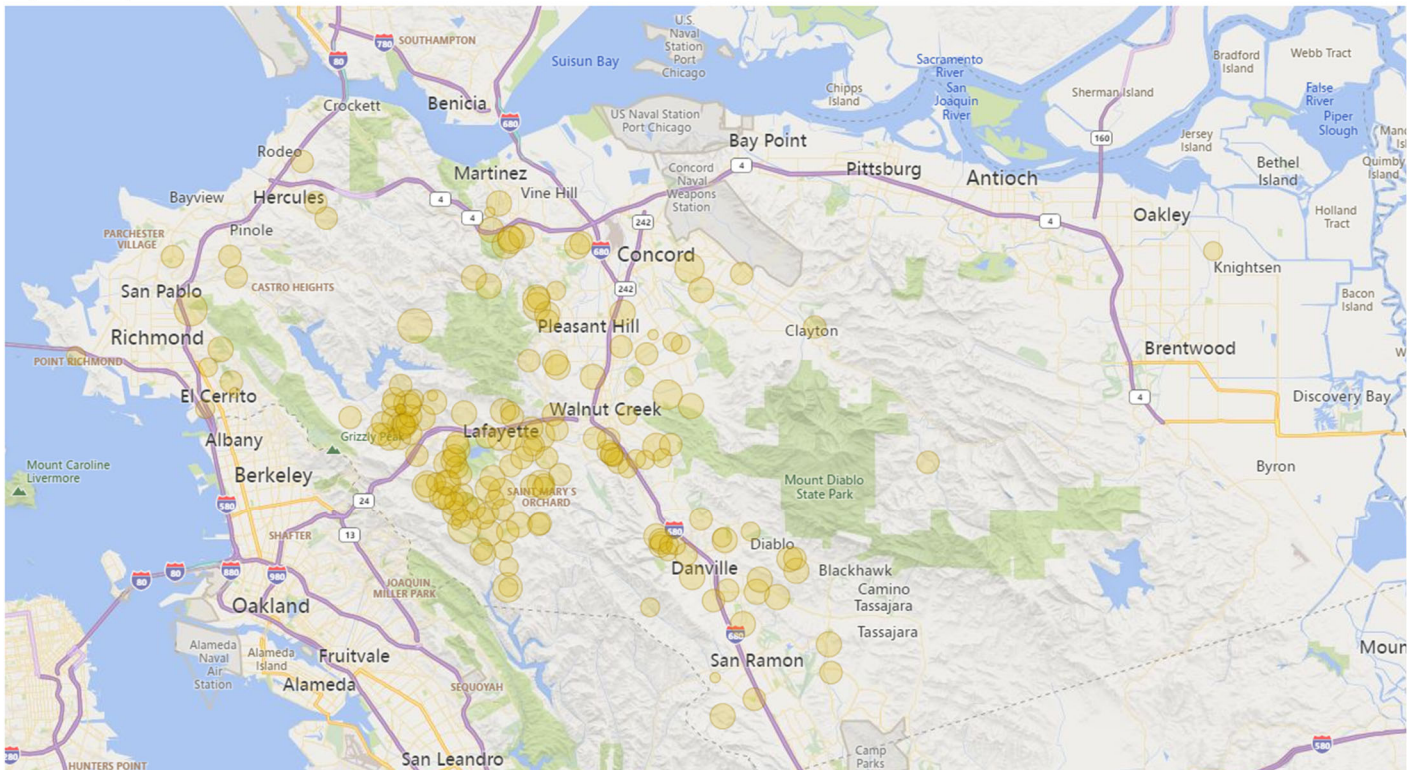
SRTYPE ● Skunk



## Yellowjackets

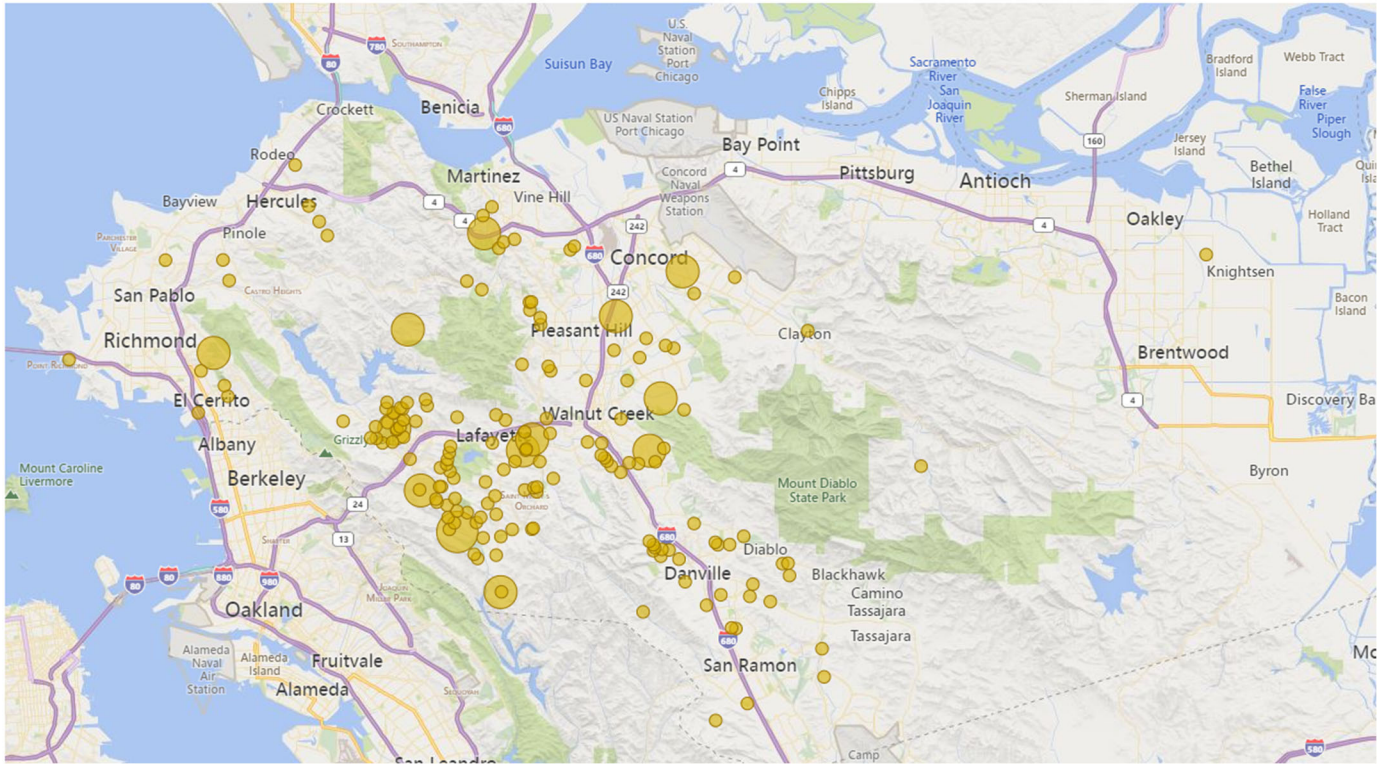
### Program Actions:

Program ● Yellowjackets



Service Requests: The District received 184 requests for yellowjacket service with 142 warranting treatment.

SRType ● Yellowjackets



### Team Cemetery Inspections & Surveillance



# August 2024 Public Affairs Report to the Board of Trustees

Prepared August 30, 2024, by the Public Affairs Team

## Presentations & Events

- In August 2024, Public Affairs staff provided seven presentations and participated in two events. The presentations were to West County Realtors, the Bethel Island Municipal Improvement District, Diablo Community Services, and Rotary members in Concord, Walnut Creek, and San Ramon. The District also hosted a presentation and tour for the Pleasant Hill Garden Study Club. The events were the Hercules Night Out and the Bethel Island Boats and Berries Festival.



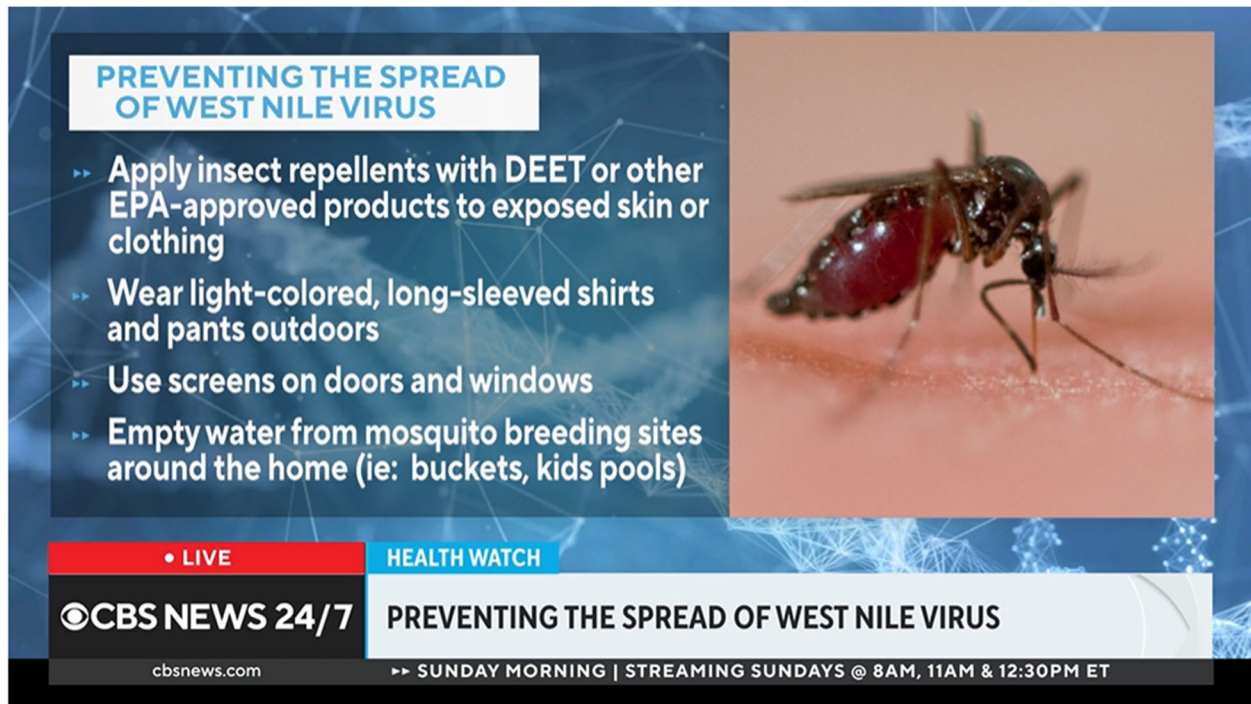
## News Coverage

- In August 2024, The Public Affairs Department issued four News Releases reporting more West Nile virus evidence, and confirming the presence of invasive *Aedes aegypti* mosquitoes for the first time in two years in Contra Costa County, this time in North Concord. As a result, the District received news coverage from ABC 7, KRON 4, CBS News, CBS San Francisco, the San Francisco Chronicle, East Bay Times, The Mercury News, SF Gate, MSN, and 10 other news-style blogs, websites, and newsletters.



<https://abc7news.com/post/invasive-native-yellow-fever-mosquito-known-carry-diseases-found-north-concord-california/15239596/>





**PREVENTING THE SPREAD OF WEST NILE VIRUS**

- ▶ Apply insect repellents with DEET or other EPA-approved products to exposed skin or clothing
- ▶ Wear light-colored, long-sleeved shirts and pants outdoors
- ▶ Use screens on doors and windows
- ▶ Empty water from mosquito breeding sites around the home (ie: buckets, kids pools)

• LIVE HEALTH WATCH

**CBS NEWS 24/7** PREVENTING THE SPREAD OF WEST NILE VIRUS

cbsnews.com ▶ SUNDAY MORNING | STREAMING SUNDAYS @ 8AM, 11AM & 12:30PM ET

The graphic features a close-up image of a mosquito on human skin. The background is a dark blue with a network-like pattern of white lines.

## Advertising

- The District's annual advertising campaign continues with the summertime focus on mosquitoes with the District's mosquito ad which appeared in print and online publications across Contra Costa County.



## Social Media

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

## Twitter (X) Activity — Account @CCMosquito Yearly Comparisons

### August 2024 Twitter/X Activity

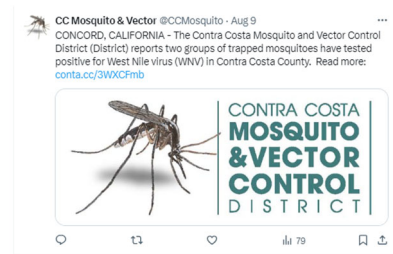
1448 Followers  
 11 Tweets  
 727 Impressions  
 0 Likes  
 5 Link Clicks  
 0 Profile Clicks  
 0 Media/Video Views  
 0 Replies  
 21 Engagements  
 0 Retweets  
 0 Profile Visits  
 0 Mentions  
 2 Detail Expands

### August 2023 Twitter/X Activity

1432 Followers  
 14 Tweets  
 2970 Impressions  
 8 Likes  
 3 Link Clicks  
 0 Profile Clicks  
 86 Media/Video Views  
 0 Replies  
 30 Engagements  
 7 Retweets  
 9 Profile Visits  
 0 Mentions  
 2 Detail Expands

## Most Popular @ccmosquito Tweet — August 9, 2024

79 Impressions  
 2 Engagements  
 1 Link Clicks



## Nextdoor Activity Contra Costa Mosquito and Vector Control District - Local Agency

Overall, as of August 30, 2024, there are:

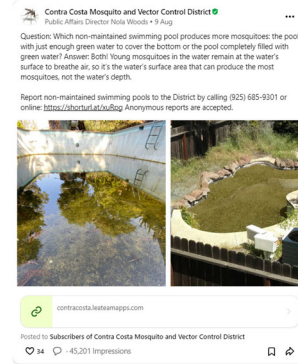
- 602,350 members
- 313,173 claimed household
- 1006 neighborhoods

### The District's Nextdoor Activity August 2024

- 12 Posts
- 263 Reactions
- 322,764 Impressions

## Most Popular Nextdoor Post — August 9, 2024

- 34 Reactions
- 45,201 Impressions



## Facebook Activity — Account @CCMosquito Yearly Comparisons

### August 2024 Facebook Activity

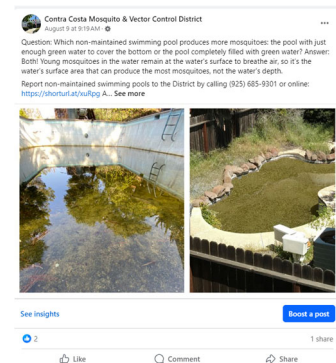
- 49 Followers
- 11 Posts
- 16 Likes
- 0 Loves
- 0 Wow
- 444 Post Impressions
- 320 Post Reach
- 2 Shares
- 12 Other Clicks
- 0 Comments
- 2 Link Clicks
- 35 Post Engagement
- 53 3-Second Video View
- 3 Photo view
- 0 Profile Visit

### August 2023 Facebook Activity

- Followers
- 2 Posts
- 1 Likes
- 0 Love
- 0 Wow
- 197 Post Impressions
- 163 Reach
- 3 Share
- 0 Link Clicks
- 6 Other Clicks
- 0 Comments
- 13 Post Engagements
- 18 3-Second Video Views
- 0 Photo view
- 0 Profile Visit

## Most Popular @ccmosquito Facebook Post — August 9, 2024

- 120 Impressions
- 118 Post Reach
- 5 Engagement
- 2 Likes
- 1 Shares



## Instagram Activity — Account @contracostamosquito

### August 2024 Instagram Activity

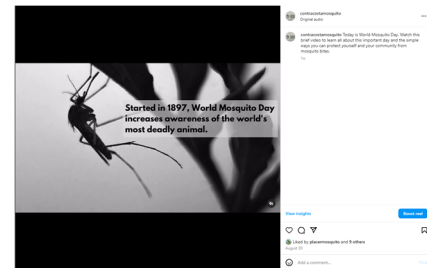
181 Followers  
10 Posts  
42 Likes  
0 Save  
271 Post Reach  
341 Impressions  
42 Interactions  
27 Engagement  
29 Video plays  
1 Shares  
1 Profile Visits  
0 Other  
0 Explore

### August 2023 Instagram Activity

65 Followers  
15 Posts  
16 Likes  
0 Save  
266 Post Reach  
0 Impressions  
0 Interactions  
0 Engagement  
0 Video plays  
0 Shares  
0 Profile Visits  
0 Other  
0 Explore

## Most Popular @contracostamosquito Instagram Post — August 20, 2024

33 Reach  
48 Video Plays  
10 Reels Interactions  
10 Likes



## Publications

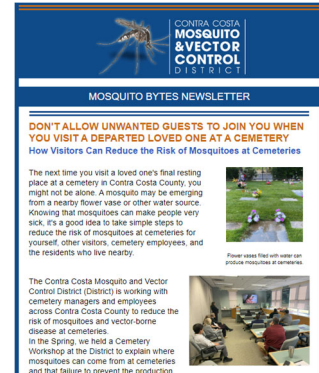
\* A note regarding the 2024 Annual Report:

At 6:45 p.m. September 9, 2024, the District will take the Board of Trustees' in-person picture for the 2024 Annual Report. Please arrive 15 minutes early for the September Board of Trustees Meeting to participate in the picture. Thank you.

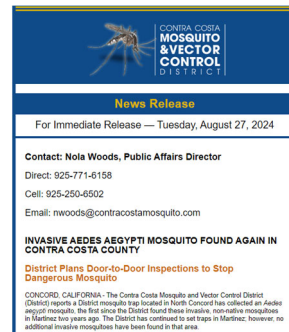
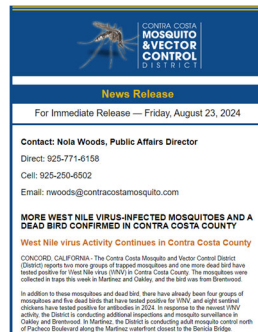
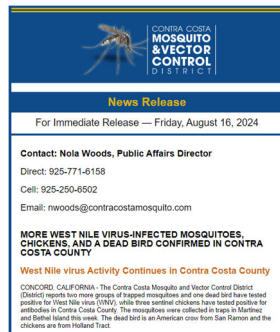
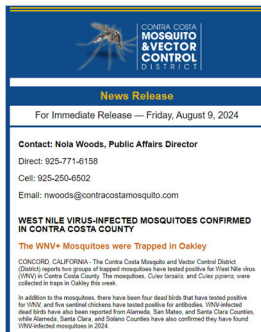
- **Total Constant Contact Subscribers**
  - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
    - August 2024
      - 3055 Subscribers
    - August 2023
      - 2961 Subscribers

The Public Affairs staff published a Mosquito Bytes Newsletter in August 2024 providing information on how Contra Costa County residents can reduce the risk of mosquitoes when visiting a cemetery.

- 1584 Newsletters sent by email
- 1462 Successful Deliveries
- 188Subscribers Opened
- 5 Readers clicked on links
- 122 Subscribers changed email addresses, so the newsletter bounced
- 0 Subscribers unsubscribed

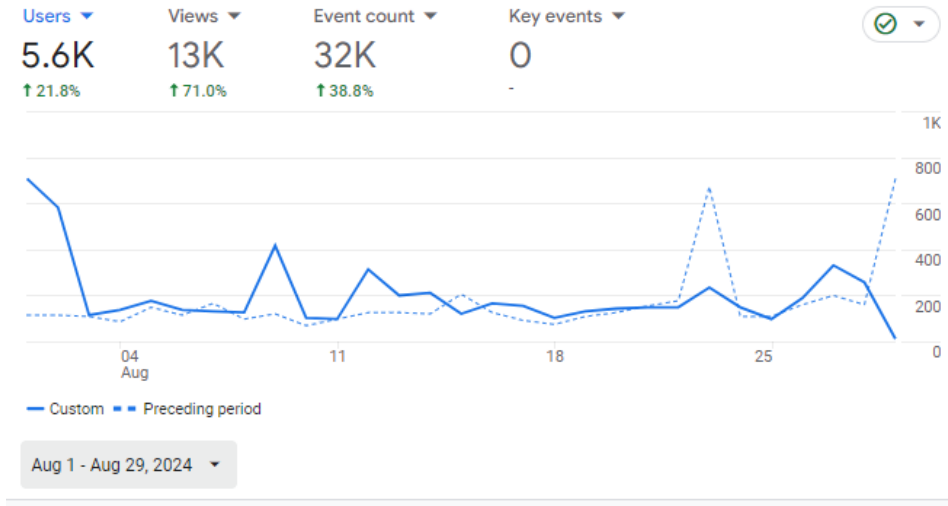


The Public Affairs staff also published four News Releases in August 2024, providing information on the latest West Nile virus-infected mosquitoes and birds, the sentinel chickens that tested positive for antibodies, and the discovery of invasive *Aedes aegypti* mosquitoes in North Concord.



## Website Statistics

- Overview of Website Usage August 1-29, 2024



- Most Viewed Pages August 1-29, 2024

|    |   | ↓ Views                 | Users                  | Views per user | Average engagement time |
|----|---|-------------------------|------------------------|----------------|-------------------------|
|    |   | 13,095<br>100% of total | 5,632<br>100% of total | 2.33<br>Avg 0% | 38s<br>Avg 0%           |
| 1  | (not set)   | 3,360                   | 108                    | 31.11          | 9m 09s                  |
| 2  | Contra Costa Mosquito And Vector Control District   | 2,340                   | 1,461                  | 1.60           | 22s                     |
| 3  | How the District Controls Mosquitoes in Contra Costa County - Contra Costa Mosquito And Vector Control District | 1,589                   | 1,571                  | 1.01           | 1s                      |
| 4  | Request Services - Contra Costa Mosquito And Vector Control District  | 598                     | 430                    | 1.39           | 26s                     |
| 5  | Mites - Contra Costa Mosquito And Vector Control District   | 451                     | 384                    | 1.17           | 1m 19s                  |
| 6  | 2024 West Nile Virus Activity - Contra Costa Mosquito And Vector Control District                               | 306                     | 190                    | 1.61           | 17s                     |
| 7  | Subscribe - Contra Costa Mosquito And Vector Control District   | 304                     | 291                    | 1.04           | 14s                     |
| 8  | For News Media - Contra Costa Mosquito And Vector Control District  | 290                     | 268                    | 1.08           | 9s                      |
| 9  | About Us - Contra Costa Mosquito And Vector Control District  | 249                     | 208                    | 1.20           | 27s                     |
| 10 | Frequently Asked Questions - Contra Costa Mosquito And Vector Control District                                  | 223                     | 191                    | 1.17           | 26s                     |

- **Device Preference August 1-29, 2024**

Users▼ by Device category



● DESKTOP  
66.2%

● MOBILE  
31.1%

● TABLET  
2.8%

[View device categories →](#)

## **Customer Service Program**

- **Physical survey cards**
  - Up to 30 are sent out each week, year-round to county residents at random
  - The postage-paid cards are sent two weeks after the initial service request
- **“Contact Us” form via the District website (Comments to the Website)**
  - Residents can provide questions, comments, and concerns at any time via the District website.
    - Messages are received in real-time.
  - The Public Affairs staff reviews all incoming online comments from residents and responds as deemed appropriate.

- **Examples of August 2024 Comments to the District Website:**

- Inquiry re: employee kudos
- Inquiry re: Multiple submissions for subscribing to e-notifications
- Inquiry re: Mouse infestation
- Inquiry re: Mosquitofish for classroom
- Inquiry re: Ground bees
- Inquiry re: Multiple areas of standing water in a neighborhood

- **Examples of August 2024 Survey Card Responses:**

“Osvaldo and Chris were very knowledgeable and helpful explaining the process of controlling ground-nesting yellowjackets.”

“Excellent response time and service. Thank you - you saved the day.”

“John brought out mosquitofish to my home and was very nice and knowledgeable!”

“The technicians replied quickly, gave information, explained what they do, were courteous and gave notification of when they would arrive. They responded very well to our needs.”

“Everything was great. I love the service that’s being provided. Technician was courteous, effective, and informative.”





**FIVE-YEAR STRATEGIC PLAN  
2022-2026**

**December 2023 and July 2024 - Progress Report**

The following goals have been discussed and approved during the strategic planning process and are part of the approved and adopted 2022-2026 Five-Year Plan. Timelines follow the ones provided in the plan or were modified and approved by the Board after, and are shown in half-years – for example, 1-2023 refers to the first half of 2023. Timelines have been reviewed and adjustments are proposed to some goals (highlighted). Updates that have not yet been presented to the Board were marked in red font for easier reading of the document.

## a. Board

**#1. Evaluate process to fill Board vacancies** – There have been 2 to 5 vacancies on the Board of Trustees each year, which may become a problem for quorum at meetings and for representation for the cities with vacant seats on the Board. The current procedure is to contact the cities through email and regular mail, notifying them of the vacancy. Sometimes multiple follow ups are necessary to get a response. The level of engagement of the cities in the process has varied. In addition, the General Manager has attended and presented at the Mayors Conference and has engaged with city officials, with varying results.

Expected Timeline – 2-2022, 1-2023

*July 2023 Update – We have reached out to the cities with vacancies multiple times to remind them of their open Trustee position. We offered and requested to give presentations at their City Council meetings. The District’s Public Affairs Director gave presentations to the cities of El Cerrito, Clayton, and San Pablo in October and November 2022. We welcomed a new Trustee from El Cerrito in March 2023 and there is a new vacancy from Brentwood. In addition, we mailed packages to all cities, which included our Annual Report and a letter. The letter to the cities with vacancies included additional information about our Board and the vacancy.*

*December 2023 Update – outside of timeline. Completed 1-2023.*

*July 2024 Update - outside of timeline. Any vacancies on the Board are communicated to the respective cities and followed up. In addition, we mailed the 2023 Annual Report to all cities, offered presentations, and added a special note to those with vacancies.*

**#2. Update the Trustee Manual** – The last full update to the Trustee Manual was done by previous management in 2016. Since then, staff has updated small sections of the manual as needed but some of the information is outdated, policies need to be re-evaluated, and new ones need to be created. In 2019, an Ad Hoc committee of the Board started working on the manual and the Board approved some changes to the manual in 2020. In the end of 2021, the Executive Committee recommended that staff continue working on the manual as time permits, and that a draft be presented to the committee when possible, for further discussion. Some of the topics to be reviewed in the manual are: role of the Board of Trustees, effective meetings, Board and staff interaction, new trustee orientation process, and others.

Original Timeline – 1-2023, 2-2023

Proposed Extended Timeline – 1-2023, 2-2023, 2-2024, 1-2025

*July 2023 Update – In 2022, the Executive Committee asked staff to continue working on updating the manual with the directions and comments they have received from previous meetings. We have started to incorporate those into an updated document but, with the transition of the Administrative Analyst II to the Financial Administrator position, the project was paused for the moment and will resume as soon as possible. The Executive Committee met in May, 2023 and discussed a few topics from the manual, such as onboarding of new trustees, trustee introductions, expectations, and understanding of financial reports. The committee met again in June, 2023 and discussed previous resolutions and policies and a process to make sure they are up to date. Staff will continue working on the manual.*

*December 2023 Update – Recommendation for the timeline to be adjusted to 2-2024 and 1-2025 to allow staff to make proposed changes, for the Trustee Workshop, and for the Executive Committee to meet.*

*July 2024 Update - outside of adjusted timeline.*

**#3. Implement an Annual Trustee Workshop** – Trustees have requested a special meeting in the form of a workshop to help promote better understanding of each trustee’s background and experience and conduct other business, such as the evaluation of Board roles, committees, and their composition.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

*July 2023 Update – Outside of timeline, but the Executive Committee met in May, 2023, and discussed topics of interest for the workshop, timelines, location, and directed staff to look for a facilitator for a full-day workshop in November 2023.*

*December 2023 Update – The first Trustee Workshop is scheduled for February 3, 2024.*

*July 2024 Update – outside of timeline. The first Trustee Workshop took place on February 3, 2024 and was very successful. The workshop offered opportunities for trustees to get to know one another, refreshed everyone’s knowledge of the Brown Act, provided relatable examples for the decision-making process and the different roles the Board may play on them, among other topics. Planning for the next workshop will take place on 2-2024 according with the timeline.*

**#4. Review for opportunities to enhance the efficacy of each committee’s operation** – The District Board of Trustees relies heavily on the work and recommendations of the individual Board Committees. During the past several years, there has been turnover in the Committee

membership and key District personnel. Also, COVID 19 restrictions have limited the effectiveness of communication both among Trustees and between Trustees and District staff. Each Committee may wish to review its purview, associated data requirements and other metrics in order to provide their approval recommendations, advice and oversight.

Expected Timeline – 1-2023, 1-2024, 1-2025, 1-2026

*July 2023 Update – Committees and their composition have been approved by the Board earlier in 2023. As part of the Trustee Manual update we will ask each committee to recommend updates to their description, charges, and expectations. The Executive Committee met in May, 2023, and discussed topics that could be included in the workshop (see above), which included committee charges, structure, succession, and oversight.*

*December 2023 Update – outside of timeline.*

*July 2024 Update – Committees, their composition and charges were approved by the Board in January 2024. Committees Chairs were given the task to evaluate the committee actions during the year and propose changes to description and charges, and to create a summary of the expectations from each committee Chair.*

## **b. Administration**

### ***i. General***

**#1. Create processes for continuity and retention of institutional memory** – In the past 5 years, there have been 11 retirements at the District, representing 1/3 of the total employees. Most of these have been key positions in the District and represented a real challenge for staff due to the loss of historical and institutional knowledge. Staff needs to continue working on better documentation of all processes and better planning for situations like this.

Expected Timeline – ongoing

*July 2023 Update – We worked on better documentation for each department. Managers have been tasked with creating manuals, videos or guides to each process in their departments. We have created a space for better file and folder organization using Google drive, in which access can be modified, and files and folders can be reassigned when an employee leaves.*

*December 2023 Update – ongoing. We will be moving the last shared folders and files from the server to the cloud during the winter months. Staff has continued to work on better documentation of all processes.*

*July 2024 Update - ongoing. Most folders and files have been moved, except the ones with more sensitive information, which will be copied and saved into external drives before being moved.*

**#2. Improve process efficiency** – Many of the processes in the District are/were antiquated and used outdated technology. Staff needs to continue working on evaluating processes, identifying areas of improvement, such as digitalization of records and organization of digital files, and improving efficiency of all processes.

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024, 2-2024

*July 2023 Update – We have continued to improve in this area. All personnel files for current employees have been scanned and digitized, as well as medical and investigation records. We are evaluating past employees' files against our retention policy to determine which ones will need to go through the same process. We are also slowly going through all physical folders in the front office and evaluating them against the retention policy and scanning and organizing all information.*

*December 2023 Update – We have continued to evaluate files and folders and on the digitization of all documents. We will be working on documents currently in the storage room during the winter months, when we plan to evaluate them against the retention policy and scan and organize all information as needed.*

*July 2024 Update – Due to the upcoming building remodel and probable relocation, staff was asked to review all files, and organize and digitize records as much as possible.*

**#3. Enhance reputation and credibility of the District and staff** – The District aspires to be one of the lead mosquito control agencies in California, especially in the areas of innovation and applied research, and we would like to promote greater participation of staff at conferences, more presentations, and collaboration with other agencies. We would also like to enhance the District's reputation with our own residents, by improving the general knowledge of the services provided. In addition, we would like to go through CSDA's District of Distinction Accreditation in order to highlight our prudent fiscal practices along with other areas important to effectively operate and govern a special district.

Expected Timeline – ongoing

*July 2023 Update – We have offered presentations to the various agencies listed as alliances in our 5-Year Plan. We have continued to promote participation and presentations by staff at conferences, and there were four presentations by the District at the February MVCAC Annual Conference. We have started to work on the application for CSDA's District of Distinction Accreditation. The General Manager attended the CSDA GM Summit, where she was able to network with various special district managers. In addition, the District now is the current host agency for the Contra Costa Special Districts Association meetings, which is another opportunity to network and get our message out.*

*December 2023 Update – As stated in the updates on the other goals, we have continued to work hard to improve the general knowledge of the services we provide. We have continued to promote greater participation at conferences, and we have worked towards certifications and accreditations that can enhance the District’s reputation.*

*July 2024 Update - We have hosted the meetings of the Contra Costa Special Districts Association here at the District, which provided the opportunity for additional collaboration with special districts in the county. In addition, we continued to work with Contra Costa Public Health to strengthen the relationship with our District, and to educate their new hires on what our District does. We have continued to promote participation and presentations by staff at conferences, and there were four presentations by the District at the January MVCAC Annual Conference.*

**#4. Improve transparency** – In an effort to show transparency in the District’s operations and governance, we would like to work towards CSDA’s Transparency Certificate of Excellence.

Expected Timeline – 1-2023, 2-2023, 1-2024, 2-2024

*July 2023 Update – We have started to work towards this certificate, which include basic transparency requirements, website requirements, and outreach requirements. We have reviewed the requirements and are working our way through them.*

*December 2023 Update –We have continued to work through the list of requirements for the certificate.*

*July 2024 Update - We have continued to work through the list of requirements for the certificate.*

**#5. Continue to explore areas where consulting services can be used** – The District is a small agency with limited staff. The District has used consultants when possible, to alleviate workloads as needed. Staff will look into additional areas where consultants should be used.

Expected Timeline – ongoing

*July 2023 Update – We continued to use consultants as needed, such as RKL (company that we use as consultant for Sage, the financial software) and more recently, Rick Wood, Finance Director from CSDA. We have started conversations with CPM to assist with planning and overseeing our capital improvement project.*

*December 2023 Update – We have selected RGS to facilitate discussions and provide training during the upcoming Trustee Workshop in 2024. We have continued to look for additional areas where consultants should be used.*

*July 2024 Update – We have selected CPM (Capital Project Management) to help us manage the building remodel project. We have continued to work with Rick Wood (CSDA) as needed. We have continued to look for additional areas where consultants should be used.*

**#6. Continue to assess organizational structure and needs** – Reviewing the organizational structure on a regular basis will help ensure the District is set up for optimal growth and maximum performance, and will enable the District to adapt to changes.

Expected Timeline – 1-2023, 1-2024, 1-2025, 2-2025, 1-2026

*July 2023 Update – Done for 2023 and organizational chart was included for discussion and approval by the Board at the May meeting.*

*December 2023 Update – Outside of timeline*

*July 2024 Update – Done for 2024, no changes proposed at this time.*

**#7. Evaluate mutual aid agreement with other agencies** – In case of a real and immediate threat of invasive Aedes or another emergency that requires quick access to trained professionals and calibrated equipment on a short-term basis, having a mutual aid agreement with other mosquito control districts in the Coastal region would be extremely beneficial.

Expected Timeline – 2-2022

*July 2023 Update – Completed within timeline. Mutual Aid Agreement was approved by the Board and signed on October 2022.*

*December 2023 Update – None, goal completed in 2022.*

*July 2024 Update – None, goal completed in 2022.*

**#8. Establish relationships with new state, county and local elected officials** – New laws and regulations are constantly being approved and enacted. Staying on top of these when they are first proposed and tracking them is extremely important, as is making sure elected officials know and understand the great work our District and the mosquito control industry as a whole do.

Expected Timeline – ongoing

*July 2023 Update – In March 2023, the General Manager participated in a Special Districts Roundtable with Assemblymember Buffy Wicks. Later in March 2023, the Public Affairs Director and General Manager participated in the MVCAC Legislative Day, which was in person this year.*

*They had the opportunity to meet with the offices of Senators Steve Glazer, Bill Dodd, and Nancy Skinner, as well as assemblymembers Lori Wilson, Buffy Wicks, Tim Grayson, and Rebecca Bauer-Kahan. During those meetings, they talked about the District and the services provided to Contra Costa County residents, and presented the material prepared by the association. They have followed up with additional materials, including our Annual Report, and extended invitations for them to tour the District and learn about the services provided.*

*December 2023 Update – In September 2023, the General Manager participated in a virtual meeting with Assemblymember Bauer-Kahan regarding ACA 13, and she also met with Ken Carlson, Contra Costa County Supervisor, District IV, when the District hosted a meeting of the Contra Costa Special Districts Association (CCSDA). In November, the District hosted Assemblymember Timothy Grayson, who was a guest speaker for the November CCSDA meeting.*

*July 2024 Update - During the MVCAC legislative push this year, we had the opportunity to meet with the offices of Senators Steve Glazer, Bill Dodd, and Nancy Skinner, as well as Assemblymembers Lori Wilson, Buffy Wicks, Tim Grayson, and Rebecca Bauer-Kahan. During those meetings, we talked about our District and the services we provide to Contra Costa County residents, and presented the material prepared by the association. We have followed up with additional materials, including our Annual Report, and extended invitations for them to tour the District and learn about our services. In March 2024, we provided a presentation and a tour of the District to the local office Director for Assemblymember Wicks, Stella Gryler.*

## **ii. Human Resources**

**#1. Evaluate HRIS for automation of processes** – HRIS, or Human Resources Information Systems, is software designed to help businesses meet core HR needs and improve productivity. That software will be used for recruitment and onboarding, time and attendance, benefits administration, and other HR-related challenges.

Expected Timeline – 2-2023, 1-2024, 2-2024, 1-2025

*July 2023 Update – outside of timeline, no update yet.*

*December 2023 Update – Most HRIS systems integrate with accounting systems to combine time and attendance with payroll functions. Staff met with a representative from Sage Intacct, which is the cloud-based version of our current accounting software, to review their products and see if they will meet the District's needs. Prior to moving ahead with the HRIS system, the District needs to transition the accounting platform to Sage Intacct. Staff is currently evaluating the timeline to make these changes.*

*July 2024 Update - The transition to Sage Intacct, along with their Time and Attendance and Payroll Modules were included and approved in the FY 2024-2025 budget and the District is working with Sage's implementation team to start the implementation in October 2024.*



**#2. Continue working on employer-employee relations, improve overall morale, engagement and team environment** – With the recent hire of the HR and Risk Manager, we plan to continue working on improving employee satisfaction and general relationships among staff, and supporting a safe, healthy, and positive workplace.

Expected Timeline – ongoing

*July 2023 Update – We have increased communication around performance and consistent engagement standards, so that all employees understand what is expected of them. Throughout the response to invasive mosquitoes last summer, teamwork was emphasized; all departments participated in the response, adding to the cohesiveness of the team we are building. In March and May, the General Manager met with staff in town hall-style meetings, allowing staff to bring up and discuss their concerns, and we have plans to continue having these open discussions more frequently going forward.*

*December 2023 Update – We are continuing to increase communication around performance by building out a new performance review system that focuses on tangible deliverables and more frequent communication regarding SMART goals. In addition, our Public Affairs Director recently completed a course titled Driving Change through Internal Communication and will be leading a District-wide survey regarding communication preferences and applying those answers to internal communications going forward.*

*July 2024 Update - We have rolled out a new, simplified performance review and SMART goal-setting process. Supervisors are meeting with their direct reports quarterly rather than annually so that performance conversations are ongoing. Consistent expectations and accountability are emphasized. There are additional challenges and opportunities in regards to employee engagement and satisfaction during a negotiation year. The District is committed to providing a wide range of benefits, a competitive wage and work-life balance to employees. We will continue communicating with employees to clarify what this means to them and ensure we're meeting their needs.*

### **iii. Information Technology**

**#1. Implement processes to prevent cyberattacks by improving cybersecurity and conducting training** – With the continuously expanding reliance on computer systems, the internet and wireless network standards, and the growth of smart devices, the District needs to develop a strong cybersecurity strategy to provide a good security posture against malicious attacks designed to access, alter, delete, destroy or extort systems and sensitive data, and to disrupt our operations.

Expected Timeline – ongoing

*July 2023 Update – We conducted training for all employees on cybersecurity and the role each employee plays on it in 2022 during cyber week, and in 2023 during annual employee training. More extensive training was budgeted for the next fiscal year.*

*December 2023 Update – We have continued to provide training opportunities to all employees. We have implemented mandatory training directed by the IT Systems Administrator each month.*

*July 2024 Update – We have continued the monthly phishing test. Additional training to all employees will be conducted in the fall of 2024.*

**#2. Continue assessing technology needs and updating equipment** – Technology evolves rapidly and may become obsolete and impede productivity. The District needs to continue to review the current technology landscape, and update or replace aging and obsolete equipment and software, and plan for purchase of new equipment as needed.

Expected Timeline – ongoing

*July 2023 Update – The IT Systems Administrator continued to evaluate equipment needs and replace it as needed. Additional purchases have been budgeted for the next fiscal year.*

*December 2023 Update - The IT Systems Administrator continued to evaluate equipment needs and replace it as needed.*

*July 2024 Update - The IT Systems Administrator continued to evaluate equipment needs and replace it as needed. We will move all local file storage to the cloud this year and upgrade our aging iPads to 5G connectivity in the next 12 months.*

**#3. Create and maintain the District Intranet/Google Workspace** – Having a private, secure network that can only be accessed by District employees and is managed in-house will enable better file storage and access and better communication among employees. It would also facilitate training and onboarding.

Expected Timeline – 2-2022, 1-2023, 2-2023

*July 2023 Update – The Contra Costa MVCD Intranet page was created and content was added. Employees can easily access policies, forms, mandatory documents (Injury and Illness, Workers Compensation), benefits, and other training and tutorials on that page, which is updated regularly. In addition, the District is in the process of migrating all folders and files from an external server to the cloud. Employees have already moved all folders from their computers into the cloud, and shared folders will be completely moved by the end of 2023, as expected.*

*December 2023 Update – We have expanded our use of the Workspace and the Intranet page. We have created a space for employee recognition (peer-to-peer), which will go live in January.*

*July 2024 Update - None, goal completed in 2023.*

**#4. Continue to provide training, create training videos that can be archived** – Live trainings are great but having an archive of recorded training videos will greatly aid on the training of new employees and may serve as a refresher training for current employees.

Expected Timeline – 1-2024, 2-2024, 1-2025

*July 2023 Update – outside of timeline, no update yet*

*December 2023 Update – outside of timeline, no update yet*

*July 2024 Update – Zoom online meeting platform has been utilized to record annual and other mandatory trainings. All recordings are archived for future reference.*

#### ***iv. Finances***

**#1. Look into investment diversification** – Staff would like to look into other institutions besides LAIF to deposit District’s funds. The District has an approved Investment Policy, which will continue to be followed.

Expected Timeline – 1-2023, 2-2023

*July 2023 Update – Ongoing. The District has discussed options with the Budget Committee and has opened an account with Five-Star Bank. More discussions are planned for the upcoming meetings, and we anticipate opening an account with CLASS soon.*

*December 2023 Update – We opened the account with California CLASS in November 2023.*

*July 2024 Update - None, goal completed in 2023.*

**#2. Apply for and obtain the Certificate of Achievement for Excellence in Financial Reporting** – The Government Finance Officers Associations (GFOA) offers a program to encourage and assist local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that show transparency and full disclosure. The District would like to obtain that certificate and will need to work with the auditors to ensure the financial statements have all the information needed before applying.

Original Timeline – 2-2023, 1-2024

## Proposed Extended Timeline – 2-2023, 2-2024, 1-2025

*July 2023 Update – outside of timeline, no update yet*

*December 2023 Update – We have worked on the requirements and checklist for applying to the certificate, however, we realized it will be a two-year process and the timeline must be adjusted to add 2-2024 and 1-2025.*

*July 2024 Update – Outside of updated timeline.*

## V. Public Affairs

### #1. Expand public and other agencies' understanding of the District and services we provide –

There seems to be much misunderstanding among other agencies regarding the services the District provides. Sometimes customers are referred to us by other agencies for services we do not provide, and sometimes there are missed opportunities for providing a service or collaboration because the agency was unaware of the services we provide. Messaging presented to other agencies should be tailored to each agency.

Expected Timeline – ongoing

*July 2023 Update – We are in the process of reaching out to community members and other agencies to provide presentations to them about the District's services, including what services have been provided during the last 12 months in the community where the presentation is being given and how we can work with other agencies on our efforts to protect public health.*

*December 2023 Update – During the second half of 2023, Public Affairs staff have provided presentations to residents of Clayton, Lafayette, San Ramon, and San Pablo as well as the Contra Costa County Board of Supervisors regarding the District's programs and services and the need for a trustee to fill vacancies in Clayton, Lafayette, and San Pablo. Public Affairs staff also provided a presentation to El Cerrito Code Enforcement to provide proper information on District programs and services and the latest on WNV activity in Contra Costa County. In addition to presentations, Public Affairs staff have provided information about District programs and services directly to members of the communities during events in Danville, Pittsburg, Walnut Creek (Rossmoor), Brentwood, Concord, and Lafayette.*

*July 2024 Update - During the first half of 2024, the District hosted its first ever Cemetery Workshop, to better educate cemetery managers from across Contra Costa County about the District, the District's public health services, and how to mitigate the risks of mosquitoes and mosquito-borne disease at cemeteries. We also provided presentations to city council members in Martinez, Clayton, Concord, and San Pablo. We worked to make better connections to other agencies and officials through participation in MVCAC's Legislative Day in Sacramento, and presentations to Assemblymember Rebecca Bauer-Kahan's District representative, Contra Costa*

*Health Workforce Ambassador Program participants, and employees at Central Sanitary District. We sent the 2023 Annual Report to every mayor, city manager and to each member of the Contra Costa County Board of Supervisors to increase other agencies and officials' knowledge of the District and the public health services District employees provide.*

**#2. Improve internal and external communication** – Effective communication is fundamental in order to achieve many of the goals in this plan.

Expected Timeline – ongoing

*July 2023 Update – The creation of the District's Intranet (see Goal b.iii.3. above) provided a great vehicle and the opportunity to improve on internal communication. All employees are required to have the Intranet bookmarked on their work computers for easy access to the information. Efforts to improve external communication are also ongoing and are better addressed in the updates on the goals below.*

*December 2023 Update – In the fall of 2023, the Public Affairs Director became certified by the Public Relations Society of America in Driving Change through Internal Communication. Following the certification, she has begun developing the first two steps as learned in her training to improve internal communication. This involves a survey of all employees to gain insight into their primary sources of District information, which will be followed by group meetings to discuss the results and to gain more insight.*

*July 2024 Update - Following the survey of District employees, we held group meetings with District employees to review the results of the survey and come up with the best communications vehicles to share important, timely District information. The preferences for communication vehicles are an emailed Employee Newsletter, a link to which appears in the District's Google Workspace Chat, and the Newsletter posted on the District's Intranet.*

**#3. Expand communication vehicles, explore other options on social media** – There has been a great deal of change on the way different people choose to receive news and communicate, fueled by advances in technology. The District would like to evaluate different vehicles and expand the ways we communicate with the public.

Expected Timeline – 2-2023, 1-2024, 1-2026, 2-2026

*July 2023 Update – outside of timeline, no update yet*

*December 2023 Update – In July 2023, the District created a new Instagram account after the company allowed desktop posting. Since then, Public Affairs staff have posted photos and video reels representing District services and programs 54 times. In addition, the analytics on all of the*

*District's social media channels are reviewed once a month to determine what communication works and what isn't working as well.*

*July 2024 Update - As of the first half of 2024, the District uses Nextdoor, Facebook, X (Twitter), and Instagram. We increased usage of the newest communications vehicle, Instagram while looking into the possibility of using Threads. That is currently under investigation to determine if there is consistent use by Contra Costa County residents.*

**#4. Work with new developments to educate new residents on the services we provide –** New housing continues to be developed in many areas of Contra Costa County. Many times, these are built in previous agricultural areas and adjacent to wetlands or additional agricultural areas. New residents may not be aware of the vector issues they may be facing or of the services we provide.

Expected Timeline – ongoing

*July 2023 Update – We are in the process of reaching out to new home developers, HOAs, and Realtors to provide information about who we are, what we do to protect public health, and the fact that residents already pay for our services through their property taxes, so there is no additional charge.*

*December 2023 Update – Public Affairs staff have provided two presentations to the Realtors in Motion group that meets in Danville and Walnut Creek and are continuing to reach out to realtors and new housing developments to share information about District programs and services. Once a new Vector Control Planner is hired, Public Affairs also plans to collaborate with new Vector Control Planner as they meet with new home builders regarding Best Management Practices.*

*July 2024 Update - We have provided presentations to the residents of the expanding Trilogy community in Brentwood and families who attended the Contra Costa County Family Library Program events in Brentwood, Pleasant Hill, and El Sobrante during the first half of 2024. We also participated in events with the hope of educating new and existing Contra Costa County residents including the Green Footprint Festival in Pittsburg and the King of the County Festival in Martinez. We also provided presentations to Contra Costa County Realtors and elementary school children in an effort to increase knowledge about the District and the District's services for new Contra Costa County residents.*

**#5. Promote Dead Bird Program –** With West Nile virus becoming endemic in the United States, and with it being present in Contra Costa County since 2004, there seems to be a fatigue in reporting dead birds to the District. By finding other ways to promote the dead bird program,

we hope to increase reporting by the public, and therefore WNV testing and additional surveillance to protect them.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

*July 2023 Update – Outside of timeline, no update yet*

*December 2023 Update – We have published the District’s E-newsletter and social media posts promoting the District’s Dead Bird Program. We have also created a sticker that we place on the back of survey cards that are mailed to Contra Costa County residents who have received a District service. For 2 -2024, Public Affairs staff are working with a vendor on custom dead bird advertising.*

*July 2024 Update – Outside of timeline.*

**#6. Explore virtual ways to provide communication and engage the community** – Many lessons were learned during the COVID pandemic. One of them was how to conduct virtual meetings and how to do it effectively. This may prove to be an excellent way from now on to continue engaging the community and to provide information.

Expected *Timeline* – *ongoing*

*July 2023 Update – We are creating a virtual tour of the Education Center for schools and community groups to encourage interest in visiting the Education Center in person. Staff are completing the finishing touches on the Education Center and then will create a flyer with information about the Education Center. The goal is to distribute the flyer to schools and community groups in fall 2023.*

*December 2023 Update –A letter promoting in person or virtual visits to the Education Center has been sent to all 17 school superintendents.*

*July 2024 Update - We continued to reach out to schools and other organizations offering virtual presentations. We found most folks to whom we offered this service preferred in-person options. We intend to continue offering the virtual alternative as often as we can.*

**#7. Website** – The District website needs to be updated to comply with new legislation (ADA compliance), incorporate dashboards, improve transparency, and to be more user-friendly.

Expected Timeline – 1-2023, 2-2023, 1-2024

Proposed Extended Timeline – 1-2023, 2-2023, 1-2024, 2-2024, 1-2025

*July 2023 Update – We have researched options and have determined the most effective way to manage the District’s website is to hire a third-party vendor to bring the website within requirements to be ADA compliant. We are currently reviewing the content of our website, removing redundant and outdated information, increasing the amount of invasive Aedes aegypti information and making necessary updates to make sure the website is ADA compliant and engaging for members of the public. The new website will be going live soon.*

*December 2023 Update – Goal completed ahead of timeline. Website maintenance and updates will be ongoing. The new District website went live November 3, 2023. The new website is ADA compliant, it has a cleaner and more modern look and it is more user friendly. This site is also much more mobile friendly as analytics shows us more people are turning to their phones from desktops.*

*July 2024 Update - We continued to update the new District website in a way that is most educational and efficient for Contra Costa County residents. We did learn; however, that the company responsible for facilitating the website only guarantees ADA compliance at the moment the website goes live, therefore, as we added content, specifically pdf files during the first half of 2024, we learned that content needed adjustments to become ADA compliant — something the website company charges an additional fee to complete. We began looking into options to make the content the District adds to the website ADA compliant and we are requesting that the timeline be extended to account for the additional compliance work.*

## **c. SCIENTIFIC PROGRAMS**

**#1. Enhance surveillance** -Increase the number of traps set and number of areas surveyed.

Expected Timeline – 2-2022, 1-2023, 2-2023, 2-2024

*July 2023 Update – With the discovery of the invasive mosquito species Aedes aegypti in Martinez in August of 2022, weekly trapping was initiated with two different types of traps, targeting that species. Augmented West Nile virus mosquito trapping is under evaluation.*

*December 2023 Update – Additional weekly trapping for Aedes aegypti was conducted in Martinez from April through September 2023. Additional were placed as needed in other areas of the county in response to service requests and elevated West Nile virus activity.*

*July 2024 Update - Outside of timeline.*

**#2. Continue to evaluate pesticide resistance** –Resistance can be very local, so populations from multiple locations should be evaluated for resistance to larvicides and adulticides.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026



*July 2023 Update – outside of timeline, no update yet*

*December 2023 Update – Resistance testing was conducted on one mosquito population from the Martinez Waterfront area, in collaboration with the California Department of Public Health.*

*July 2024 Update - Outside of timeline.*

**#3. Evaluate changes to mosquitofish program** – During the COVID pandemic, the District’s mosquitofish service changed and needs to be re-evaluated.

Expected Timeline – 1-2023, 2-2023

*July 2023 Update – Currently (and since 2020) members of the public cannot pick up mosquitofish from our District’s office, and, instead, they are offered an inspection, during which mosquitofish is brought up to them and placed, if the technician determines the location to be suitable for the fish, and the treatment to be appropriate. The change in procedure has helped the District ensure that mosquitofish is properly placed according to all laws and regulations. After an analysis of fish production against average needs over the past 10 years, production has been scaled back to adjust for current needs.*

*December 2023 Update – Reduced mosquitofish production schedule has continued to provide an adequate supply of fish to support current needs. The number of fish stocked has remained fairly stable over the last three years.*

*July 2024 Update - None, goal completed in 2023.*

**#4. Improve collaboration with Operations on day to day activities and special studies and evaluations** – Conduct studies evaluating new materials and efficacy evaluations. Collaborate with Operations on studies to address their needs.

Expected Timeline – ongoing

*July 2023 Update – A field efficacy evaluation/study of the product Natular (larvicide) applied by drone to a marsh area has been performed in June, 2023, as a collaboration between the laboratory, operations, and the product vendor. Another product evaluation is scheduled for later in the season.*

*December 2023 Update – A field efficacy study was completed, and results will be presented at the next MVCAC Annual Conference in Monterey. Additional product evaluations were not conducted due to low counts of salt marsh Aedes mosquitoes, and a busy West Nile surveillance and control season for both Scientific Programs and Operations staff.*

*July 2024 Update - An efficacy study of wide-area larviciding using methoprene and the new A1 machine at a cemetery was conducted in late June 2024; results are currently being analyzed.*

## **d. OPERATIONS**

**#1. MapVision software** - Enhance data utilization, data collection efficiency and entry accuracy, continue troubleshooting and suggesting improvements to the software.

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024

*July 2023 Update – We continue to troubleshoot as issues come (mostly synchronization issues or wrong entries at this point). Staff was trained in PowerBI, which allows for better visualization of the data entered in MapVision. We have completed the testing of the Pool Program in MapVision in October 2022, and it will be implemented in the 2023 season. We are currently working on refining the Contract Billing module, which provides the data used for invoicing contracts.*

*December 2023 Update – Field staff has verified 50% of the over 50,000 sites that were imported for catch basins. Once the verification process is concluded, the District's ability to provide precise information about treatments, inspections and sites that need improvement will be improved.*

*July 2024 Update – All known catch basins have been verified and updated. With the layer updated we have the ability to “batch assign” known catch basin sites to technicians if an area needs inspection/treatment. Updates to our pesticide material list, pricing lists, contracts have been conducted to improve our ability to accurately invoice our contracts/abatement. New improvements have been requested by staff and a budget for those has been approved by the Board at the July 2024 meeting.*

**#2. Evaluate products and applications** – Collaborate with the laboratory staff on product and application evaluations and efficacy studies.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

*July 2023 Update – outside of timeline, see Goal c#4 above.*

*December 2023 Update – see Goal c#4 above.*

*July 2024 Update - Outside of timeline.*

**#3. Evaluate and review procedures on the Skunk Program** – Evaluate goals of the program and the service provided by the District, propose change in procedures.

Expected Timeline – 1-2023, 2-2023, 1-2024

Proposed Extended Timeline - 1-2023, 2-2023, 1-2024, 2-2024

*July 2023 Update – We have revised and updated the skunk literature (brochure and booklet), clarifying the service provided by the District and focusing on and encouraging long term exclusion practices. We are still investigating the best way to evaluate the program.*

*December 2023 Update – Operations supervisors have identified the need to cross train field employees in all vectors (including skunks) and plans on evaluating procedures in 2024. The timeline may need to be extended beyond 1-2024.*

*July 2024 Update – Timeline was extended through 2-2024. We conducted a study with the goal to determine the percentage (if any) of euthanized skunks that were actually infected with the rabies virus. We collaborated with the Zoonotic and Vectorborne Disease Section of the California Department of Public Health, which performed necropsies, extracted, and tested via PCR all skunks collected in the county in the previous year. No rabies virus was detected in any of the specimens submitted. We will use this information to re-evaluate the program.*

**#4. Evaluate and review procedures for baiting on Rodent Program** – Evaluate areas where baiting can be used.

Expected Timeline – 2-2022, 1-2023, 2-2023

*July 2023 Update – We have evaluated all zones for bait station placements in the second half of 2022, and in January 2023 we have established locations for 10 or more bait stations in each zone. We have reviewed our policies regarding what control products to use when we find rodent activity.*

*December 2023 Update – The evaluation of areas suitable for baiting stations in each zone was completed in the first part of 2023. The procedures were updated to reflect the current practice, where baiting is only considered after rodent activity is confirmed in each location.*

*July 2024 Update - None, goal completed in 2023.*

**#5. Enhance drone surveillance program and apply and certify to be able to perform treatments with drones** – Currently only one employee is certified to use the District drone for surveillance. We would also like to use a treatment drone to treat areas that are difficult to access more efficiently.

Expected Timeline – ongoing starting 1-2023

*July 2023 Update – A second employee, a Vector Control Technician, has passed the Part 107 In March 2023, and is currently practicing with the District’s surveillance drone. Other two employees are currently studying to take the exams. We have purchased a new drone capable of larvicidal applications (treatment drone) last month, as approved on the FY 22/23 budget.*

*December 2023 Update – The District currently has three field employees who have passed the Part 107 and the next step will be to apply for a COA, which will allow the use of a drone over 55 lbs.*

*July 2024 Update - The District has one field employee, the Vector Control Planner and one Operations Supervisor certified in part 107. We have just received an approved COA (Certificate of Authorization) from the FAA (Federal Aviation Administration), which is an authorization issued by the Air Traffic Organization to a public operator for a specific drone. We will be meeting to review the document and determine the next steps.*

**#6. Facilitate employee cross-training with other districts and ride-along opportunities**

Expected Timeline – ongoing

*July 2023 Update – We continued to look for opportunities to send our employees to other districts for cross-training. We have talked to Sacramento-Yolo MVCD and San Joaquin MVCD.*

*December 2023 Update – All field employees participated in a live continuing education session hosted in Solano County in November 2023 and had the opportunity to network with technicians from other districts. More networking opportunities will be provided during the Annual MVCAC Conference in January 2024 in Monterey.*

*July 2024 Update – Seven employees attended the Annual MVCAC Conference in January 2024 in Monterey. Initially the plan was to have all employees attend, but that was not possible. We are focusing our efforts towards the next MVCAC in Oakland, January 2025. Meanwhile, internal cross-training has taken priority to make sure everyone within our team is proficient in each vector.*

**e. SPECIAL PROJECTS**

**#1. Emergency Planning**

Expected Timeline (approved with the plan)– 1-2023, 2-2023, 1-2026, 2-2026

Proposed Adjusted Timeline - 2-2024, 1-2025, 2-2025

*July 2023 Update – No progress yet due to workload changes. Timeline was adjusted.*

*December 2023 Update – The Advance Planning Committee will meet in December 2023 to start working on the Emergency Plan.*

*July 2024 Update – The Advance Planning Committee did not meet in December 2023. Work will start in 2-2024, timeline should be adjusted to 2-2024, 1-2025, 2-2025.*

## **#2. PEIR revision or addendum to include new products and technologies**

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024, 2-2024

*July 2023 Update – We have continued to meet with the other districts in the Coastal region to determine the needs of each one, and the scope of changes that each needs to see in our PEIRs. We have been working with Ascent Environmental and completed a draft scope for a main addendum, which represents the main project, incorporating the items all districts would like to add. In addition to the main project, each district will add items and tailor the document to their specific needs. The estimated cost for the project was included in the FY 2023-2024 budget.*

*December 2023 Update – Work has progressed. Marin-Sonoma Mosquito & Vector Control District has created an Inter-District Cost Sharing agreement and it is currently under legal review with the various participating agencies.*

*July 2024 Update – We have contracted with Ascent, Inc to take on this project on behalf of seven districts in the Coastal region. We have met with members of their team three times and work is underway.*

## **#3. New NPDES application**

Expected Timeline – 1-2023, 2-2023

**Proposed Adjusted Timeline - 2-2024, 1-2025**

*July 2023 Update – The District operates under a 5-year National Pollution Discharge Elimination System (NPDES) permit as a member of the MVCAC NPDES Coalition. The current permit is expired but we have not received guidelines for renewal from the State Water Resources and Control Board yet, which means we can still operate under the old permit until new permit requirements are issued. We continued to issue Notices of Intent (NOI) to apply pesticides to all cities in the county, and to comply with the permit and produce an annual report detailing all adulticide and larvicide treatments performed each year.*

*December 2023 Update – We participated in a meeting with the State Water Resources and Control Board. Their plan is to have districts submit applications for a new permit next year. Timeline will need to be adjusted to reflect their timeline once that is determined.*

*July 2024 Update – We are still waiting for a determination and timeline from the State Water Resources and Control Board. Timeline will need to be adjusted to reflect their timeline once that is determined.*

#### **#4. Building expansion and upgrade**

Expected Timeline – starting 1-2023

*July 2023 Update – An ad-Hoc committee of the Board was formed to provide oversight and collaborate with staff on the building remodel project. The committee met in April 2023 to start discussing the project scope and expected timelines. Since then, staff has worked on compiling a list of needed and wanted improvements, and has contacted a consulting company to talk about planning, project management and oversight.*

*December 2023 Update – The ad-Hoc committee has been busy in the second part of 2023. A Request for Qualifications for a Project Management firm was issued in August, proposals were submitted and firms were interviewed by the committee in October. The Board approved the agreement with CPM at the November 2023 meeting. The committee subsequently met with CPM to refine the scope of work and determine the next steps.*

*July 2024 Update – The District published a RFQ/P on May 15, 2024 and hosted a mandatory pre-proposal conference and site walk on May 30, 2024. The District received five responses to the RFQ/P. District staff and Capital Program Management representatives interviewed all five companies that submitted proposals. District staff and CPM met with the Ad Hoc Building Committee on July 5, 2024 to discuss the process and recommendation and answer any questions. The Ad Hoc committee recommended and the Board approved on July 8, 2024 that the District enter into a Design-Build Agreement with F&H. The General Manager is working with CPM and legal counsel on the agreement.*

September 3, 2024

To: Board of Trustees

From: Jim Dolgonas, Audit Committee Chair

Re: Report of August 12, 2024 Audit Committee Meeting

The Audit Committee met on August 12, with two major agenda items.

First, was a review of the District's insurance, which is provided by a Joint Powers Authority (JPA), the Vector Control JPA, that serves districts such as ours. Chrissy Mack, the Director of the VCJPA, gave a great presentation, covering all areas of the district's insurance, including how we, as Trustees, are insured for actions we take. I believe all Trustees who were present felt reassured that we have excellent coverage in place. I would encourage all Trustees to review Chrissy's powerpoint presentation which will be emailed to you by the General Manager.

The second topic, addressed in two agenda items, was the audit for fiscal year 23-24. David Alvey, engagement partner from our audit firm Maze & Associates, reviewed the audit plan for the year. The audit is scheduled to start on September 16. Importantly he asked us to let him know, as part of the required communications, if we are aware of any instances of fraud, areas susceptible to fraud, any areas of waste or abuse of programs and controls or any related-party transactions. Trustees should contact David if they have any such instances to report.

Last, David reviewed the individuals who would be involved in the Audit.

|                       |                               | 2-2022 | 1-2023 | 2-2023 | 1-2024 | 2-2024 | 1-2025 | 2-2025 | 1-2026 | 2-2026 |
|-----------------------|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>BOARD</b>          | 1. Vacancies                  | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. Trustee Manual             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 3. Trustee Workshop           | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 4. Committee Review           | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
| <b>ADMINISTRATION</b> | <b>GENERAL</b>                | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 1. Institutional Memory       | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. Process Efficiency         | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 3. Reputation and Credibility | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 4. Transparency               | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 5. Consulting Services        | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 6. Organizational Structure   | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 7. Mutual Aid Agreement       | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 8. Relationships              | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | <b>HUMAN RESOURCES</b>        | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 1. HR Information System      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. Relations                  | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | <b>INFORMATION TECHNOLOGY</b> | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 1. Cybersecurity              | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. Technology needs           | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 3. Google Workspace           | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 4. Training                   | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | <b>FINANCES</b>               | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 1. Investment Diversification | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. GFOA Certification         | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | <b>PUBLIC AFFAIRS</b>         | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 1. Service awareness          | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
|                       | 2. Communication              | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |
| 3. Social Media       | ■                             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |        |
| 4. New residents      | ■                             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |        |
| 5. Dead Bird Program  | ■                             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |        |
| 6. Virtual engagement | ■                             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |        |
| 7. Website            | ■                             | ■      | ■      | ■      | ■      | ■      | ■      | ■      | ■      |        |



|                     |                             | 2-2022 | 1-2023 | 2-2023 | 1-2024 | 2-2024 | 1-2025 | 2-2025 | 1-2026 | 2-2026 |
|---------------------|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| SCIENTIFIC PROGRAMS | 1. Surveillance             | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 2. Pesticide Resistance     | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 3. Mosquitofish Program     | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 4. Research and evaluations | Active | Active | Active | Active | Active | Active | Active | Active | Active |
| OPERATIONS          | 1. MapVision                | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 2. Product evaluation       | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 3. Skunk Program            | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 4. Rodent Program           | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 5. Drone Program            | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 6. Cross-training           | Active | Active | Active | Active | Active | Active | Active | Active | Active |
| SPECIAL PROJECTS    | 1. Emergency Planning       | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 2. PEIR Revision            | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 3. NPDES                    | Active | Active | Active | Active | Active | Active | Active | Active | Active |
|                     | 4. Building                 | Active | Active | Active | Active | Active | Active | Active | Active | Active |