



155 Mason Circle
Concord, CA 94520
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www.contracostamosquito.com

***BOARD OF TRUSTEES
SPECIAL MEETING***

****MONDAY, NOVEMBER 25, 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

Trustee attending by teleconference/Alternate location: Darryl Young, at Rue Oued souafine, Fès, Fès-Meknès, Morocco.

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. 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 and agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

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

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **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 September 9, 2024 Board of Trustees Meeting
- B. Expenditures for August & September 2024
- C. Payroll Expenditures August & September 2024
- D. Investment Activity for August & September 2024
- E. Financial Report

5.* CONSIDERATION AND APPROVAL OF ANNUAL AUDIT – BASIC FINANCIAL STATEMENTS AND MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS FOR FISCAL YEAR ENDED JUNE 30, 2024

6. INFORMATION ITEMS

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

7. BOARD AND STAFF REPORTS

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

8. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report
- B. Audit Committee Report

9.* OTHER ACTION ITEMS

- A.* Board Consideration and Approval of Revised Records Retention Policy
- B.* Board Consideration and Approval of the Elimination of the Biologist Classification, effective December 31, 2024
- C.* Board Consideration and Approval of the Updated Laboratory Technician’s Job Description
- D.* Board Consideration and Approval of the Consolidation of Vector Control Technician I (VCT I), Vector Control Technician II (VCT II) and Vector Control Inspector (VCI) job titles into one Classification - Vector Control Inspector
- E.* Board Consideration and Approval of the new Classification of Vector Control Technician, Job Description and Salary Range

CLOSED SESSION

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

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 7 days before the noted meeting.

Christine Widger, Customer Service Specialist

11/20/2024

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
NOVEMBER 25, 2024 SPECIAL 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 September 9, 2024 Board of Trustees Meeting (*Pages 8-12*). Approval of Minutes 24-6, Board Meeting held on September 9, 2024.
 - B.* Check Expenditures for payroll & accounts payable for August & September 2024 (*Pages 13-15*) – Approval of expenditures of August 1, 2024 through September 30, 2024, including:

Accounts payable August 15th checks No. XXXX40 through No. XXXX45
Payroll August 15th checks No. XXXX46 through XXXX47
Accounts payable August 30th checks No. XXXX48 through No. XXXX57
Accounts payable September 13th checks No. XXXX58 through No. XXXX62
Payroll September 30th checks No. XXXX63 through XXXX65
Accounts payable September 30th checks No. XXXX66 through No. XXXX78
Accounts Payable Total: \$55,476.21 Payroll Total: \$369.40
 - C.* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of August 1, 2024 through September 30, 2024, including:

Payroll August 15th No. D000020365 through No. D000020400
Payroll August 30th No. D000020401 through No. D000020441
Accounts payable August 15th EXXX14 through EXXX22
Accounts payable August 30th EXXX23 through EXXX33
Payroll September 13th No. D000020442 through No. D000020475
Payroll September 30th No. D000020476 through No. D000020519
Accounts payable September 13th EXXX34 through EXXX49
Accounts payable September 30th EXXX50 through EXXX61
Accounts Payable Total: \$285,811.01 Payroll Total: \$405,632.63
 - D.* Investment Activity for August & September 2024 (*Pages 16-24*)
 - E.* Financial Report (*Pages 25-26*)
- 5.* **CONSIDERATION AND APPROVAL OF ANNUAL AUDIT – BASIC FINANCIAL STATEMENTS AND MEMORANDUM ON INTERNAL**

CONTROL AND REQUIRED COMMUNICATIONS FOR FISCAL YEAR ENDED JUNE 30, 2024 (Enclosed) – David Alvey, from Maze & Associates, will present the Fiscal Year 2023/2024 annual financial audit that is **enclosed** with this Board packet. The Audit Committee met on October 21, 2024 and is recommending the approval of the Audit.

The District received an unmodified opinion for this audit; which is the cleanest opinion available. As reported on the Current Year Financial Highlights, the District fiscal year 2023/2024 total current assets increased \$2,580,238 (15.2%) from fiscal year 2022/2023, which was mostly due to interest on District investments, and a decrease in expenditures.

The District has continued to contribute to an irrevocable trust for Other Post-Employment Benefits (OPEB), designed to cover medical costs for retirees of the District. Per actuarially determined requirements, the District contributed \$215,000 to the PARS 115 trust in fiscal year 2023/2024 and did not take a distribution. The fund's net position increased by \$689,726 in fiscal year 2023/2024, and had a balance of \$4,291,994 at June 30, 2024. The District's net OPEB liability was \$183,285, and the net position as a percentage of the total OPEB liability increased to 95.84%%.

Regarding pension liability (CCCERA), the District is currently 88.06% funded and the total net pension liability was \$3,745,387 as of December 31, 2023. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan.

There has been no significant change on total capital assets.

Recommendation – Consider acceptance of District Annual Audit for Fiscal Year ended June 30, 2024 – Basic Financial Statements and Memorandum on Internal Control and Required Communications.

6. 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 Antioch and the steps the District has taken so far to inform the residents, inspect properties, treat sources, and prevent the spread to other parts of the County (**Pages 27-38**).

7. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted and staff will be present to answer any questions (**Pages 39-57**).

D. Legal Counsel

8. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Personnel Planning Committee Chair Pay will report on the meetings held on October 15 and October 29, 2024.
- B. Audit Committee Report – Audit Committee Chair Dolgonas will report on the meeting held on October 21, 2024.

9.* ACTION ITEMS

- A.* Board Consideration and Approval of Revised Records Retention Policy – The Records Retention Policy was revised to include a statement relating to retention of records required by policies (such as the document retention required by the Heat Illness Policy) and records such as services requests, which are considered transitory records. In addition, the Human Resources and Administration Manager is proposing a change to increase the retention of employee file records to 10 years, to better align with retention of payroll records and medical records (**Pages 58-68**).

Recommendation – Consider approval of the revised policy.

- B.* Board Consideration and Approval of the Elimination of the Biologist Classification, effective December 31, 2024 – District staff has evaluated the current duties and the job description of the Biologist classification and is proposing its elimination due to various reasons, the need for and stocking of mosquitofish has significantly decreased over the years. After peaking in 2009 at around 140,000 fish, it reached its lowest point in 2023, with only 23,000 fish stocked. In addition, although research was a strong component of the initial program, it has not been carried on at the same level for many years. Consequently, the tasks performed by that classification no longer fill a full-time position and can be absorbed at the laboratory technician level. (**Pages 69-71**).

Recommendation – Consider approval of the elimination of the Biologist Classification effective December 31, 2024.

- C.* Board Consideration and Approval of the Updated Laboratory Technician’s Job Description – The job description for the Laboratory Technician was updated to more accurately reflect the duties of that classification, and to include duties regarding mosquitofish production and aquaculture maintenance. (**Pages 72-74**).

Recommendation – Consider approval of the updated Laboratory Technician’s job description.

- D.* Board Consideration and Approval of the Consolidation of Vector Control Technician I (VCT I), Vector Control Technician II (VCT II) and Vector Control Inspector (VCI) job titles into one Classification - Vector Control Inspector – We are proposing to hire all new employees under the new classification proposed on item “E” below, which requires the certifications necessary for the employee to perform treatments using drones. The new classification will have the title of Vector Control Technician; therefore, we need to make sure that all current employees under the current combined job description have the title of Vector Control Inspector. That change does not alter the number of steps or salary range for the current employees. **(Pages 75-78).**

Recommendation – Consider approval of the consolidation of VCT I, VCT II and VCI under one title of VCI.

- E.* Board Consideration and Approval of the new Classification of Vector Control Technician, Job Description and Salary Range – As mentioned above, the District is proposing a new job description and requirements for the new classification of Vector Control Technician, based on the need to have employees certified to fly/pilot and apply pesticides with drones. The new classification salary range will have seven steps like the previous one, and the salary range proposed is 5% above the current one. **(Pages 79-82).**

Recommendation – Consider approval of the new Classification of Vector Control Technician, job description and salary range.

CLOSED SESSION

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

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. 24-6

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 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
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Chris Dupin, Richmond
Eric Hinzl, Clayton
Jennifer Hogan, Pleasant Hill
Peggie Howell, Walnut Creek
Michael Krieg, Oakley
Kevin Marker, Orinda
Vinoy Mereddy, Brentwood

TRUSTEES ABSENT Perry Carlston, Concord
Jim Dolgonas, El Cerrito
James Frankenfield, Moraga
James Pinckney, Contra Costa County
Damian Wong, Hercules

VACANCIES Antioch
Danville
Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources &
Administration Manager; Steve Schutz, Scientific Programs
Manager; David Wexler, Operations Manager; Natalie Martini,
Financial Administrator; Wayne Shieh, IT Systems Administrator
(remote); Christine Widger, Customer Service Specialist;
Doug Coty, Bartkiewicz, Kronick & Shanahan
Michael Jarvis, Liebert Cassidy Whitmore
Other members of the public (remote)

1. CALL TO ORDER – President Young called the meeting to order at 7:02 p.m.

Roll Call: At the time of the roll call 13 Trustees were present, five Trustees were absent, and there are four vacancies.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – Kevin Tisdale introduced himself as the Vice President of the City of Richmond Chapter of SEIU and spoke to the Board about the District’s ongoing negotiations and legal counsel. Joshua Anijar introduced himself as the Executive Director of Contra Costa Central Labor Council and spoke regarding the ongoing negotiations with the represented employees.

- 4.* CONSENT CALENDAR

- A. Minutes - Approval of Minutes 24-5, Board Meeting held on Monday, July 8, 2024.

- B. Approval of expenditures for June 1, 2024 through July 31, 2024, including:

Accounts payable June 14th checks No. XXXX90 through No. XXXX98
Payroll June 28th check No. XXXX99 through XXXX00
Accounts payable June 28th checks No. XXXX01 through No. XXXX09
Payroll July 15th check No. XXXX10
Accounts payable July 15th checks No. XXXX11 through No. XXXX21
Payroll July 15th check No. XXXX22
Payroll July 31st check No. XXXX23 through XXXX24
Accounts payable July 31st 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 14th No. D000020202 through No. D000020237
Payroll June 28th No. D000020238 through No. D000020279
Accounts payable June 14th E000003270 through E000003279
Accounts payable June 28th E000003280 through E000003286
Payroll July 15th No. D000020280 through No. D000020317
Payroll July 31st No. D000020318 through No. D000020364
Accounts payable July 15th E000003287 through E000003301
Accounts payable July 31st E000003302 through E000003313

Accounts Payable Total: \$749,138.20 Payroll Total: \$406,434.49

- D. Investment Activity for June & July 2024
- E. Financial Report

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the consent calendar. *Motion passed 12:1 for item A; Ayes: Ainsley, Cowen, Dupin, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Young; Noes: None; Abstain: Clayton; Absent: Carlston, Dolgonas, Frankenfield, Pinckney, Wong. Motion passed unanimously for items B through E.*

5. INFORMATION ITEMS

- A. Update and Discussion Regarding Additional Discovery of Invasive *Aedes aegypti* Mosquitoes in Contra Costa County – Steve Schutz, Scientific Programs Manager, provided 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 – None
- B. General Manager - General Manager Macedo noted Trustee Pellegrini was to be recognized by the Contra Costa Board of Supervisors for a Lifetime of Outstanding Distinguished Service to the Residents and Natural Resources of Contra Costa County on September 10, 2024. Trustees praised Trustee Pellegrini for his dedication and work with the County. Dr Macedo also notified the Board the California Department of Public Health (CDPH) and the Department of Agriculture conducted its annual inspection of the District programs, facilities, and records. In addition, CALOSHA conducted an unannounced onsite inspection. Dr. Macedo noted that she would be contacting the members of the Ad Hoc Building Committee to schedule a meeting in the coming days, and that the District is close to reaching a final agreement with the selected design-build entity. In addition, Dr Macedo reminded the Trustees that the audit field work would be conducted the following week. Finally, Dr. Macedo notified the Board that she would be giving a presentation to the California Association of Public Health Laboratory Directors on September 30th, on behalf of the California Mosquito and Vector Control Association.
- C. Staff report – Written staff reports were submitted with the packet. There were no additional reports.
- D. Legal – None

7. BOARD COMMITTEE REPORTS

- A. Advance Planning Committee Report – Advance Planning Committee Chair Hogan reported 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. District Manager Macedo will be contacting Trustees Carlston, Hinzl, Krieg, and Mereddy to arrange a meeting of the Ad Hoc Committee for Board Rules and Succession Planning.
- B. Audit Committee Report – Audit Committee Chair Dolgonas submitted a written report. Trustee Krieg spoke on his behalf and noted that the committee met on August 12, 2024 and received an excellent presentation from the Vector Control Joint Powers Authority (VCJPA), and reviewed the audit plan for the year. Trustee Krieg advised all Trustees that, if they are aware of any instances of suspected fraud or any concerns, that they should contact the committee, or the auditor, David Alvey.

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 recommended it for Board approval.
 - ** Motion was made by Trustee Clayton and seconded by Trustee Krieg to approve the updated timelines for the Five-Year Strategic Plan (2022 – 2026). *Motion passed unanimously.*
- 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 27th to 29th, 2025 in Oakland. Board authorization is needed for Trustees who would like to attend.
 - ** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve any Trustee who wished to attend the Annual MVCAC Conference in Oakland. *Motion passed unanimously.*

CLOSED SESSION – 7:43 p.m.

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)

Trustee Clayton left at 8:34 p.m.

RETURN TO OPEN SESSION – 8:40 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

11. CLOSING COMMENTS – None

12. ADJOURNMENT – 8:41 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on November 12, 2024.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2024 Secretary, Board of Trustees

Check History Report
Sorted By Check Number
Activity From: 8/1/2024 to 9/30/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Name	Check Amount
XXXX40	8/15/2024	PG&E	877.38
XXXX41	8/15/2024	FP MAILING SOLUTIONS	153.58
XXXX42	8/15/2024	DMV	22.00
XXXX43	8/15/2024	Staples Business Advantage	545.50
XXXX44	8/15/2024	CCSDA	150.00
XXXX45	8/15/2024	WAVE	2,366.34
XXXX48	8/30/2024	Vision Service Plan	569.79
XXXX49	8/30/2024	PG&E	111.20
XXXX50	8/30/2024	Empower Trust Company, LLC	2,000.00
XXXX51	8/30/2024	Sun Life Financial	1,543.39
XXXX52	8/30/2024	Colonial Life	431.58
XXXX53	8/30/2024	Verizon Wireless	2,000.33
XXXX54	8/30/2024	Canon Financial Services, Inc.	396.95
XXXX55	8/30/2024	Capital Program Management, Inc. (CPM)	3,486.75
XXXX56	8/30/2024	T-Mobile	543.55
XXXX57	8/30/2024	Jax Kneppers Associates	8,321.76
XXXX58	9/13/2024	Contra Costa Water District	627.89
XXXX59	9/13/2024	PG&E	901.51
XXXX60	9/13/2024	Contra Costa County - Fleet	6,154.53
XXXX61	9/13/2024	Staples Business Advantage	403.01
XXXX62	9/13/2024	WAVE	2,366.34
XXXX66	9/30/2024	CCCERA (EE)	148.00
XXXX67	9/30/2024	Vision Service Plan	569.79
XXXX68	9/30/2024	PG&E	115.91
XXXX69	9/30/2024	Empower Trust Company, LLC	2,000.00
XXXX70	9/30/2024	US POSTAL SERVICE CMRS-FP	1,000.00
XXXX71	9/30/2024	Contra Costa County - Fleet	7,793.19
XXXX72	9/30/2024	Sun Life Financial	1,543.39
XXXX73	9/30/2024	Colonial Life	431.58
XXXX74	9/30/2024	Verizon Wireless	1,914.89
XXXX75	9/30/2024	Canon Financial Services, Inc.	415.53
XXXX76	9/30/2024	Capital Program Management, Inc. (CPM)	4,527.00
XXXX77	9/30/2024	T-Mobile	543.55
XXXX78	9/30/2024	WFG National Title Insurance Company	500.00
XXXX14	8/15/2024	Health Care Dental Trust	4,728.10
XXXX15	8/15/2024	Bay Alarm Company	530.23
XXXX16	8/15/2024	Mission Linen Supply	566.31
XXXX17	8/15/2024	iSolved Benefit Services	119.88
XXXX18	8/15/2024	Red Wing Business Advantage Account	222.22
XXXX19	8/15/2024	Streamline	375.00
XXXX20	8/15/2024	CA State Disbursement Unit	47.50
XXXX21	8/15/2024	Great-West Trust Company, LLC (Empower)	11,471.18
XXXX22	8/15/2024	Mt. Diablo Resource Recovery-Concord	758.90
XXXX23	8/30/2024	SEIU UPE LOCAL 1021-Union Dues	2,352.68
XXXX24	8/30/2024	CalPERS	63,691.82
XXXX25	8/30/2024	Concur Technologies, Inc	677.71
XXXX26	8/30/2024	Liebert Cassidy Whitmore	7,286.20
XXXX27	8/30/2024	Mission Linen Supply	591.98
XXXX28	8/30/2024	Reliance Standard Life In	992.35
XXXX29	8/30/2024	Bartkiewics, Kronick & Shanahan	3,162.50
XXXX30	8/30/2024	Contra Costa Janitorial Services	1,350.00
XXXX31	8/30/2024	CA State Disbursement Unit	47.50
XXXX32	8/30/2024	Great-West Trust Company, LLC (Empower)	11,471.18
XXXX33	8/30/2024	U.S. BANK CORPORATE PAYMENT SYSTEMS	8,360.19

Check History Report
Sorted By Check Number
Activity From: 8/1/2024 to 9/30/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Name	Check Amount
XXXX34	9/13/2024	Health Care Dental Trust	4,413.58
XXXX35	9/13/2024	California Special Districts Association	987.07
XXXX36	9/13/2024	Bay Alarm Company	85.00
XXXX37	9/13/2024	Liebert Cassidy Whitmore	19,241.00
XXXX38	9/13/2024	Mission Linen Supply	598.92
XXXX39	9/13/2024	iSolved Benefit Services	119.88
XXXX40	9/13/2024	Target Specialty Products	9,247.54
XXXX41	9/13/2024	Quench USA, Inc.	243.17
XXXX42	9/13/2024	Red Wing Business Advantage Account	246.91
XXXX43	9/13/2024	Streamline	375.00
XXXX44	9/13/2024	Contra Costa Janitorial Services	1,350.00
XXXX45	9/13/2024	Sage Intacct, Inc.	6,737.50
XXXX46	9/13/2024	Hanson Bridgett LLP	13,113.50
XXXX47	9/13/2024	CA State Disbursement Unit	47.50
XXXX48	9/13/2024	Great-West Trust Company, LLC (Empower)	11,531.71
XXXX49	9/13/2024	Mt. Diablo Resource Recovery-Concord	758.90
XXXX50	9/30/2024	SEIU UPE LOCAL 1021-Union Dues	2,350.64
XXXX51	9/30/2024	CalPERS	63,691.82
XXXX52	9/30/2024	MacLeod Watts Inc.	1,800.00
XXXX53	9/30/2024	Concur Technologies, Inc	677.71
XXXX54	9/30/2024	Mission Linen Supply	862.93
XXXX55	9/30/2024	Quench USA, Inc.	243.17
XXXX56	9/30/2024	Reliance Standard Life In	992.35
XXXX57	9/30/2024	BKS Law Firm, PC	450.00
XXXX58	9/30/2024	Hanson Bridgett LLP	4,337.50
XXXX59	9/30/2024	CA State Disbursement Unit	47.50
XXXX60	9/30/2024	Great-West Trust Company, LLC (Empower)	11,531.71
XXXX61	9/30/2024	U.S. BANK CORPORATE PAYMENT SYSTEMS	10,925.07
		Bank 5 Total:	<u>341,287.22</u>
		Report Total:	<u><u>341,287.22</u></u>

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

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

DATE	CHECK #	AMOUNT OF CHECK	VENDOR & DESCRIPTION
August 30, 2024	XXXXXX57	\$8,321.76	Jax Kneppers Associates – Construction Consulting Services
August 30, 2024	EXXXXX26	\$7,286.20	Liebert Cassidy Whitmore – Legal Counsel
September 13, 2024	EXXXXX37	\$19,241.00	Liebert Cassidy Whitmore – Legal Counsel
September 13, 2024	EXXXXX46	\$13,113.50	Hanson Bridgett LLP – Construction Legal Consulting
September 30, 2024	XXXXXX78	\$500.00	WFG National Title Insurance Company – Construction Title Report
September 30, 2024	EXXXXX58	\$4,337.50	Hanson Bridgett LLP – Construction Legal Consulting

INVESTMENT ACTIVITY REPORT

Month of August 2024						
Transaction Number	Date	LAIF	California CLASS	Five Star Money Market	Five Star Checking	
Balance	8/1/2024	\$ 13,099,446.30	\$ 2,048,289.86	\$ 189,009.63	\$ 2,022,071.93	
1	8/9/2024				5,386.41	
2	8/23/2024				2,948.43	
3	8/27/2024			(300,000.00)	300,000.00	
4	8/31/2024		9,466.38	6,163.95		
5	8/31/2024				(525,150.82)	
Balance		\$ 13,099,446.30	\$ 2,057,756.24	\$ (104,826.42)	\$ 1,805,255.95	

Transaction Number & Brief Description

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

Month of September 2024						
Transaction Number	Date	LAIF	California CLASS	Five Star Money Market	Five Star Checking	
Balance	9/1/2024	\$ 13,099,446.30	\$ 2,057,354.16	\$ 2,190,394.41	\$ 558,733.04	
1	9/9/2024				3,157.88	
2	9/11/2024			(240,000.00)	240,000.00	
3	9/20/2024				6,909.91	
4	9/26/2024			(300,000.00)	300,000.00	
5	9/30/2024		8,948.04	4,329.12		
6	9/30/2024				(543,872.31)	
Balance		\$ 13,099,446.30	\$ 2,066,302.20	\$ 1,654,723.53	\$ 564,928.52	

Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Transfer from Five Star Money Market to Five Star Checking
- 3 Misc Deposits into Five Star Checking
- 4 Transfer from Five Star Money Market to Five Star Checking
- 5 Interest Earned California CLASS & Five Star Money Market Accounts
- 6 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
	16,602,162

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

September 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](#)

//

August 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,045,979.73
Total Withdrawal:	0.00	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: 5.4075%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	2,066,800.13	0.00	0.00	9,466.38	67,742.99	2,067,410.86	2,076,266.51
TOTAL	2,066,800.13	0.00	0.00	9,466.38	67,742.99	2,067,410.86	2,076,266.51



General CLASS

Account Summary

Average Monthly Yield: 5.4075%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	2,066,800.13	0.00	0.00	9,466.38	67,742.99	2,067,410.86	2,076,266.51

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
08/01/2024	Beginning Balance			2,066,800.13	
08/31/2024	Income Dividend Reinvestment	9,466.38			
08/31/2024	Ending Balance			2,076,266.51	



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

(800) 416-6117

www.fivestarbanc.com

Contra Costa Mosquito & vector Control
155 Mason Circle
Concord CA 94520

Date 8/31/24
Enclosures

Page 1

Public Money Market		Number of Enclosures	0
Account Number		Statement Dates	8/01/24 thru 8/31/24
Previous Balance	1,654,964.57	Average Ledger	1,591,328.20
Deposits/Credits	0.00	Average Collected	1,591,328.20
1 Checks/Debits	300,000.00	Annual Percentage Yield Earned	4.61%
Service Charge	.00	2024 Interest Paid	25,191.13
Current Balance	1,361,128.52	Interest Paid	6,163.95

Deposits and Additions

Date	Description	Amount
8/31	Interest Deposit	6,163.95

Checks and Withdrawals

Date	Description	Amount
8/27	Funds Transfer via Online	300,000.00-

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
8/01	1,654,964.57	8/27	1,354,964.57	8/31	1,361,128.52

Interest Rate Summary

Date	Rate
7/31	4.480000%
8/07	4.516000%

* 0 5 3 2 0 0 0 5 1 8 0 1 0 1 0 0 0 *

California State Treasurer *Fiona Ma, CPA*



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

October 03, 2024

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

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

[Tran Type Definitions](#)

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September 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,045,979.73
Total Withdrawal:	0.00	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: 5.2597%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	2,076,266.51	0.00	0.00	8,948.04	76,691.03	2,076,564.78	2,085,214.55
TOTAL	2,076,266.51	0.00	0.00	8,948.04	76,691.03	2,076,564.78	2,085,214.55



General CLASS

Account Summary

Average Monthly Yield: 5.2597%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	2,076,266.51	0.00	0.00	8,948.04	76,691.03	2,076,564.78	2,085,214.55

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2024	Beginning Balance			2,076,266.51	
09/30/2024	Income Dividend Reinvestment	8,948.04			
09/30/2024	Ending Balance			2,085,214.55	



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

Date 9/30/24 Page 1
Enclosures

Public Money Market		Number of Enclosures	0
Account Number		Statement Dates	9/01/24 thru 9/30/24
Previous Balance	1,361,128.52	Average Ledger	1,136,128.52
Deposits/Credits	.00	Average Collected	1,136,128.52
2 Checks/Debits	540,000.00	Annual Percentage Yield Earned	4.68%
Service Charge	.00	2024 Interest Paid	29,520.25
Current Balance	825,457.64	Interest Paid	4,329.12

Deposits and Additions

Date	Description	Amount
9/30	Interest Deposit	4,329.12

Checks and Withdrawals

Date	Description	Amount
9/11	Funds Transfer via Online	240,000.00-
9/26	Funds Transfer via Online	300,000.00-

Daily Balance Information

Date	Balance	Date	Balance
9/03	1,361,128.52	9/26	821,128.52
9/11	1,121,128.52	9/30	825,457.64

Interest Rate Summary

Date	Rate
9/02	4.516000%
9/06	4.579000%



Balance Sheet
As of September 2024

	September 2023	September 2024
ASSETS		
Current Assets		
Five Star Checking:General	324,915.23	94,297.07
Money Market: General	920,436.63	825,457.64
Bank of the West-Checking:General	(309.97)	0.00
California CLASS:General	0.00	2,085,214.55
LAIF	10,918,049.34	12,045,979.73
VCJPA	1,230,493.00	1,334,063.00
Wells Fargo Bank - checking	118,460.21	0.00
Property Tax Due from County	7,814,983.00	8,520,534.00
Benefit Assessment Due from County	2,083,936.00	2,092,435.00
Prepaid Retirement - CCCERA	1,276,247.96	1,024,794.48
Total Current Assets:	24,687,211.40	28,022,775.47
Fixed Assets		
Asset Nondepreciable (Land):General	778,640.00	778,640.00
Asset Depreciable:General	581,339.00	694,805.00
Total Fixed Assets:	1,359,979.00	1,473,445.00
Other Assets		
Net Pension Asset:General	643,711.00	742,411.00
GASB 68/75 Outflow	2,258,655.00	3,617,742.00
Total Other Assets:	2,902,366.00	4,360,153.00
Total Assets:	28,949,556.40	33,856,373.47
LIABILITIES & EQUITY		
Current Liabilities		
Accrued Liabilities	35,445.34	86,684.19
Deferred Revenue	7,424,189.27	7,959,726.76
Total Current Liabilities:	7,459,634.61	\$8,046,410.95
Long-Term Liabilities		
Net Pension Liability	4,328,728.00	4,356,763.00
Total Long-Term Liabilities:	4,328,728.00	4,356,763.00
Total Liabilities:	11,788,362.61	12,403,173.95
Accrued Equity & Designated Reserves	16,847,402.82	20,990,193.14
Current Year Net Income	313,790.97	463,006.38
Total Equity:	17,161,193.79	21,453,199.52
Total Liabilities & Equity:	28,949,556.40	33,856,373.47

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

(July 1, 2024 - June 30, 2025)

Board Packet

FY25

As of 9/30/24

APPROVED

FY 25

25% of the Year
completed

**YTD FY25 VS
Adopted
Budget %**

**ADOPTED FY25
VS FY25 \$**

Personnel Costs				
Payroll & OT	1,062,642.00	4,398,951.28	24.2%	3,336,309.28
Retirement	230,029.63	1,200,000.00	19.2%	969,970.37
OASDI	61,726.92	272,734.98	22.6%	211,008.06
Medicare	14,906.03	63,784.79	23.4%	48,878.76
Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)	161,752.46	722,867.73	22.4%	561,115.27
Unemployment	229.40	16,000.00	1.4%	15,770.60
Disability Ins	2,977.05	12,420.00	24.0%	9,442.95
Other Post Employment Benefits	0.00	215,000.00	0.0%	215,000.00
District Paid Health Retiree Cost & Fees	22,997.00	136,778.98	16.8%	113,781.98
Subtotal Personnel Costs	1,557,260.49	7,038,537.76	22.1%	5,481,277.27
Operational Costs				
Professional Services - Legal includes Settlements	71,200.25	140,000.00	50.9%	68,799.75
Professional Services - Building & Grounds Maint	1,611.45	15,000.00	10.7%	13,388.55
Professional Services - All Other	57,839.13	422,468.00	13.7%	364,628.87
Public Affairs	1,732.25	125,900.00	1.4%	124,167.75
Lab Services	10,368.86	55,500.00	18.7%	45,131.14
Information & Technology	17,499.92	213,783.00	8.2%	196,283.08
Operations - Control Materials	113,834.03	268,000.00	42.5%	154,165.97
Operations - Aerial	8,377.27	40,000.00	20.9%	31,622.73
Operation and Facilities - All Other	33,873.72	401,500.00	8.4%	367,626.28
General Office Administration - Insurance	364,450.00	364,450.00	100.0%	0.00
General Office Administration - Trustee Expense	92.12	26,000.00	0.4%	25,907.88
General Office Administration - Employee Travel & Training	2,876.35	67,500.00	4.3%	64,623.65
General Office Administration - Utilities	18,983.27	123,500.00	15.4%	104,516.73
General Office Administration - All Other	30,020.37	68,800.00	43.6%	38,779.63
Subtotal Operational Cost	732,720.38	2,332,401.00	31.4%	1,599,680.62
Capital				
Structure & Improvements	0.00	1,803,386.00	0.0%	0.00
Vehicles	0.00	0.00	0.0%	0.00
Heavy Equipment	0.00	30,000.00	0.0%	30,000.00
Subtotal Capital	0.00	1,833,386.00	0.0%	1,833,386.00
Total Expenditures	2,289,980.87	11,204,324.76	11,198,324.60	
Revenues				
Property Taxes	2,130,133.50	8,520,534.00	25.0%	6,390,400.50
Benefit Assessment	523,108.74	2,092,435.00	25.0%	1,569,326.26
Contract Billing	2,228.00	53,060.40	4.2%	50,832.40
Interest Income	93,017.01	102,000.00	91.2%	8,982.99
Fixed Asset Disposal	0.00	15,000.00	0.0%	15,000.00
Miscellaneous	4,500.00	50,000.00	9.0%	45,500.00
Subtotal Revenue	2,752,987.25	10,833,029.40	25.4%	8,080,042.15
Estimate Ending Balance	463,006.38	(371,295.36)		

Designated Reserves POLICY FY 25 (July 1, 2024 - June 30, 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
	16,602,162

September and October 2024 Invasive *Aedes* Report

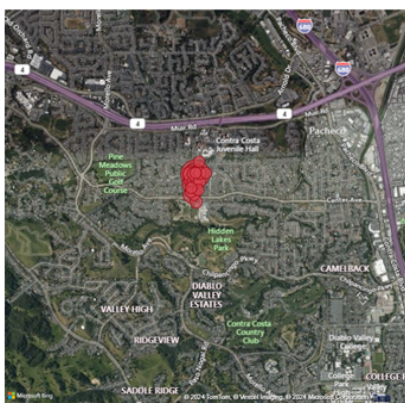
Surveillance

As announced at the September Board meeting, four adult female *Aedes aegypti* were collected in traps located at or near the District's office in **Concord** (two locations), between August 27th and September 5th. Despite additional trapping and door-to-door inspections, no additional mosquitoes have been collected, which suggests that we do not have an established population in this area and the adults collected may have been accidentally transported from elsewhere.

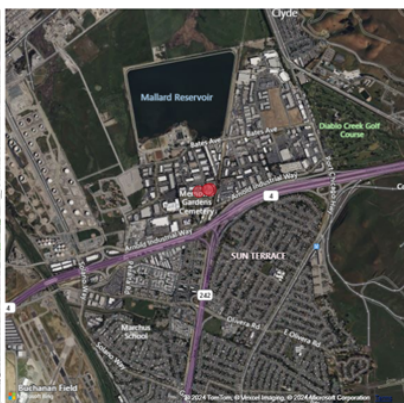
On September 26th, during a service request in **Antioch**, one of our employees collected one adult female *Aedes aegypti*. Subsequent trapping and door-to-door inspections have revealed that the infestation covers a large area. More than 400 adults have been collected at 64 sites (see maps below). This is a different situation than we previously encountered in Martinez in 2022, when the infestation was contained within a ¼ mile radius. 272 larvae have been collected at 28 locations in typical backyard sources including potted plants, buckets, jars, fountains, lawn drains, etc., and inside a residence in at least one instance.

Adult samples collected in Martinez, Concord, and Antioch:

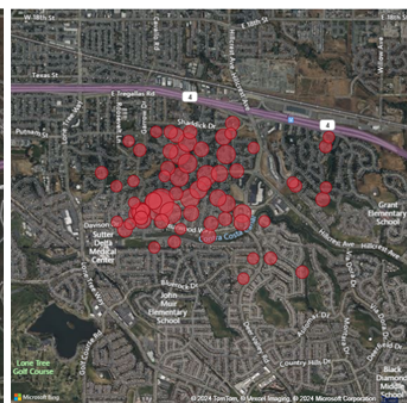
Martinez, 2022



Concord, 2024



Antioch, 2024

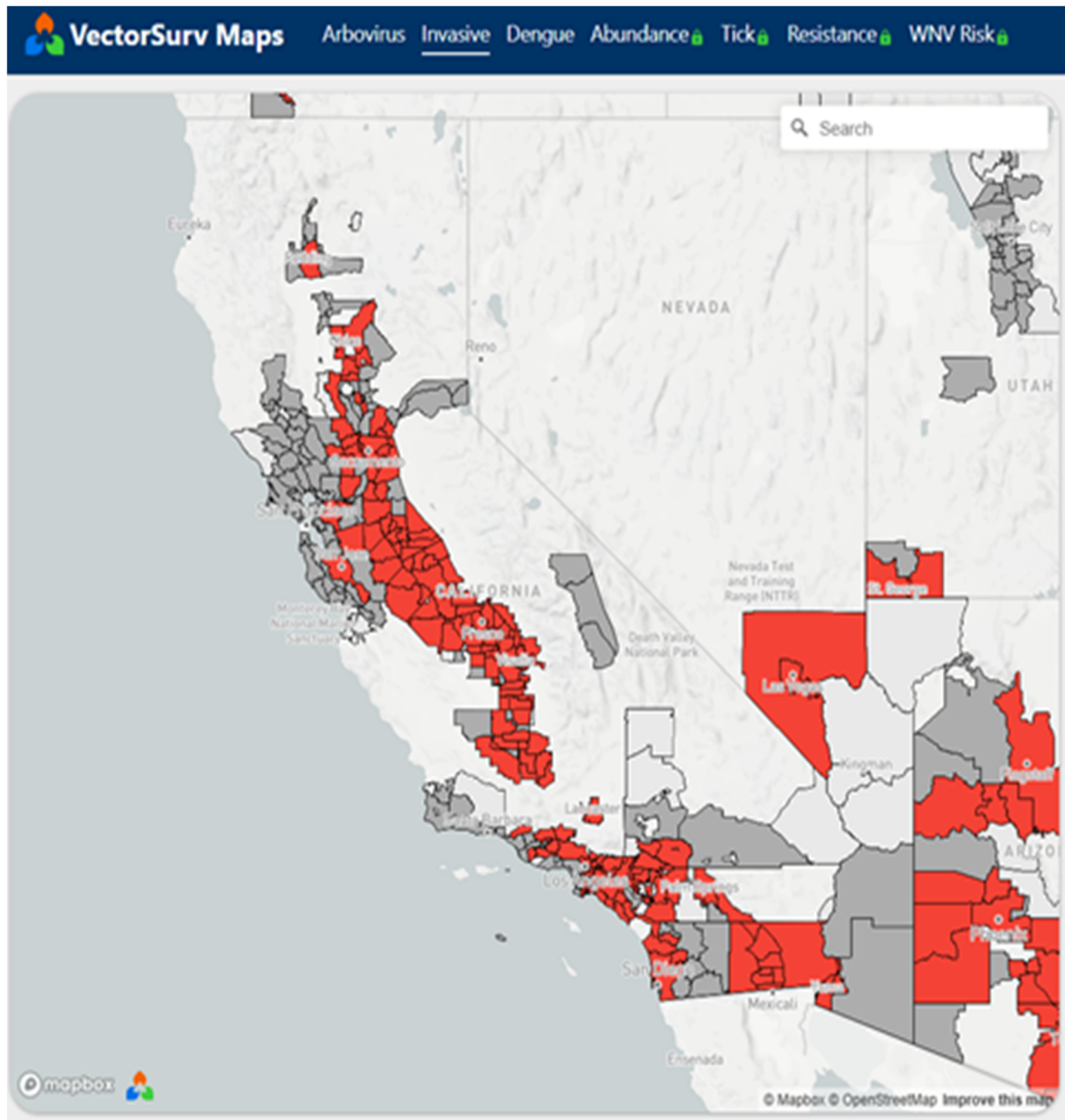


Larval samples collected in Antioch:



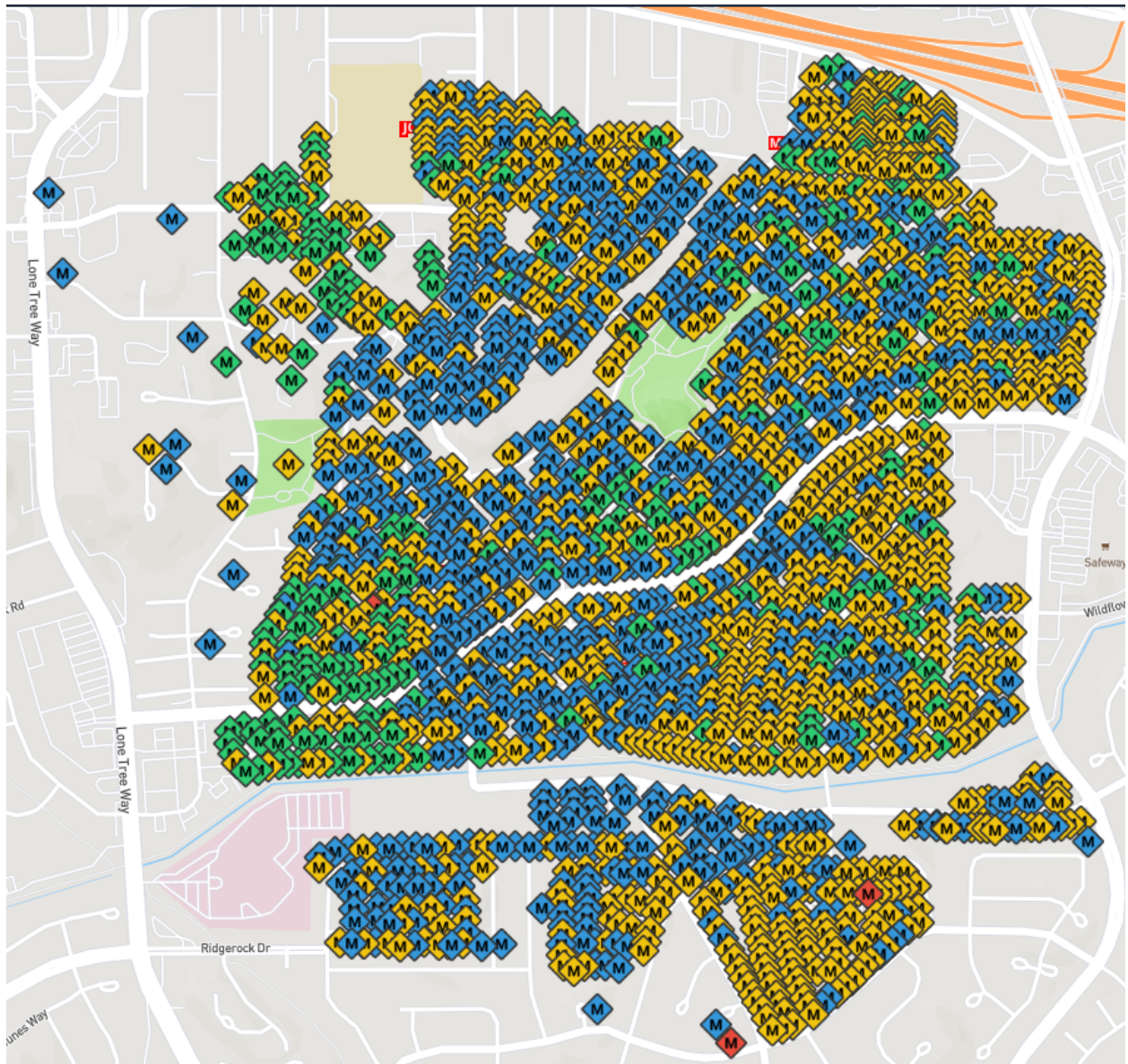
Statewide, *Aedes aegypti* have been reported in southern California and throughout the Central Valley as far north as Shasta County, and have been found this year in Alameda, Santa Clara, Solano, San Joaquin, Sacramento, and Yolo Counties in addition to Contra Costa.

(note: red areas represent regions where *Aedes aegypti* have been detected; they do not necessarily indicate their presence throughout the entire region)

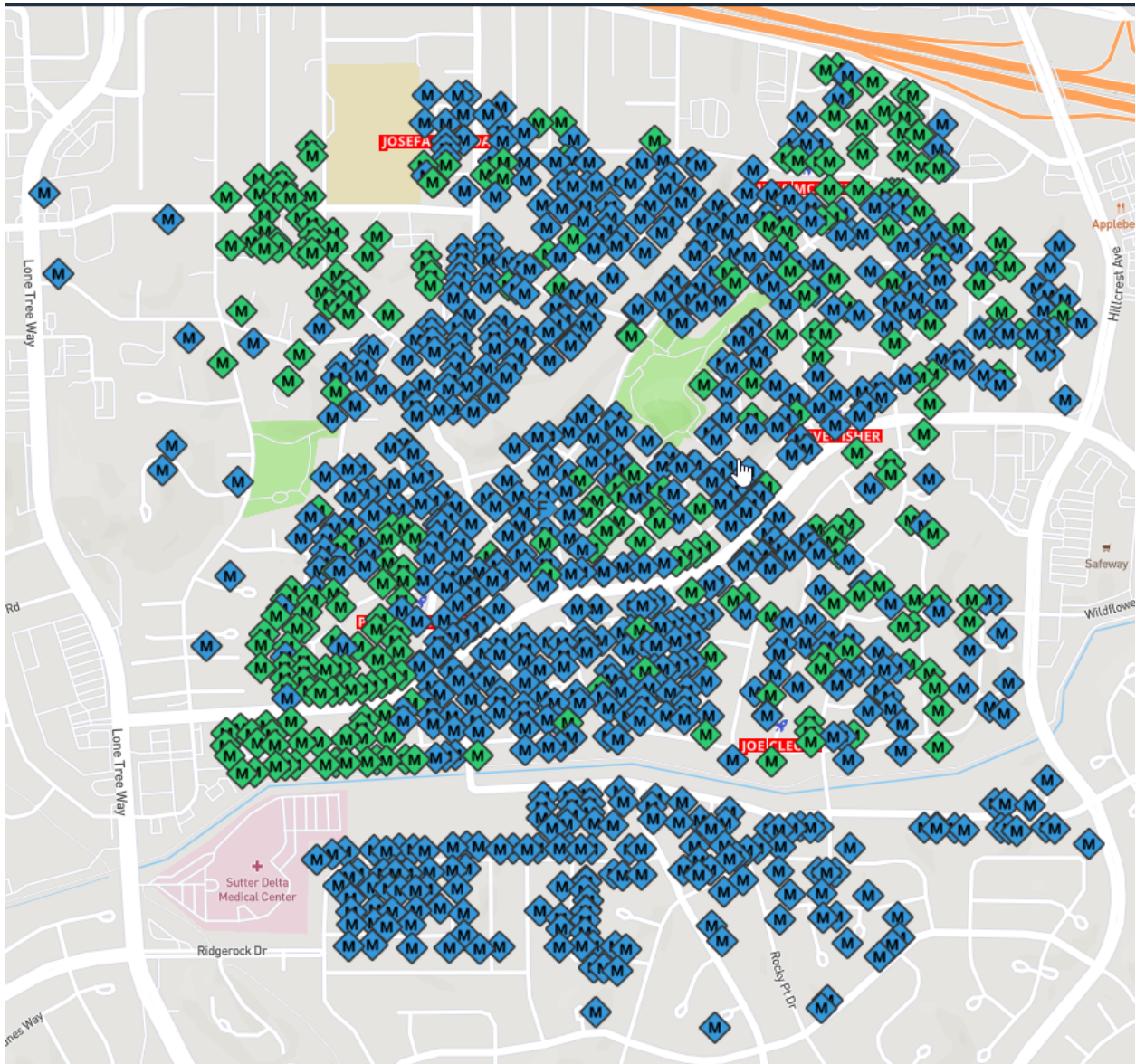


Operations

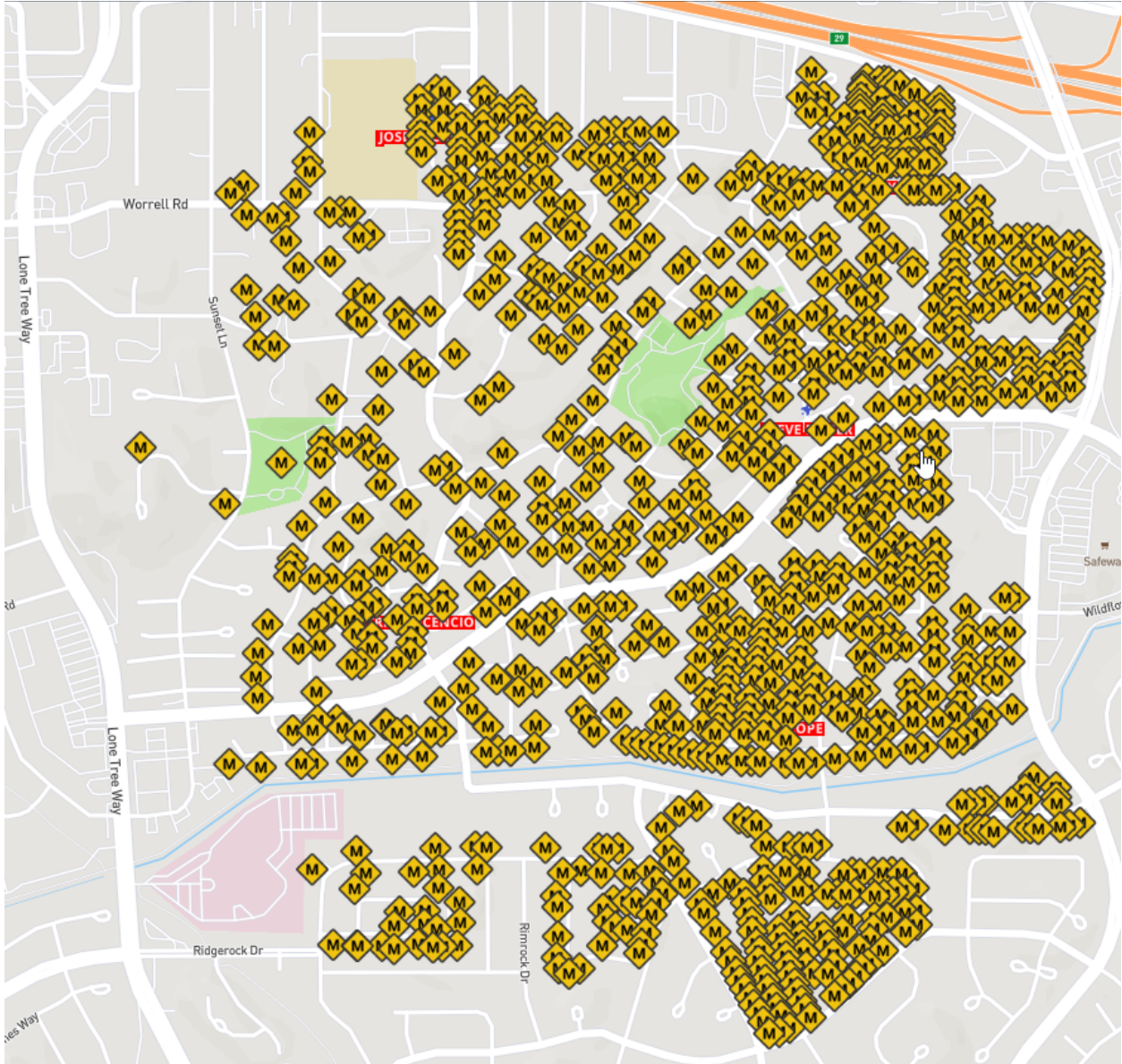
This has been the largest undertaking the District has experienced when it comes to trying to stop a vector of disease or harm within Contra Costa County and we are proud of our employees for what we have been able to accomplish so far. To date, there have been 1,524 Service Requests performed within a 1.47 sq. mile boundary.



Total Service Requests



In Review 202, Closed 507= 709 service requests (46%) closed

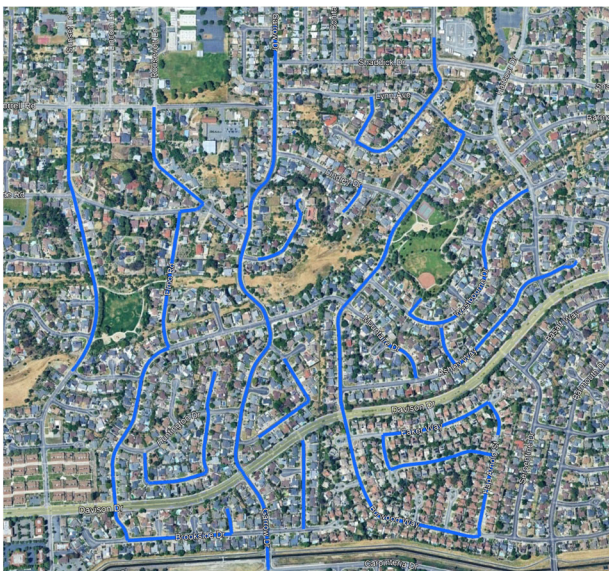


OPEN (1 or more attempts have been made) 818 Service requests



A-1 Superduty – Wide-Area Larviciding Strategy (WALS) – developed for the management of vector populations in difficult to access and/or find larval mosquito habitats, such as the small and cryptic containers used by *Aedes aegypti*.

The A1 Superduty was utilized for two WALS treatments in Antioch. Each map is approximately 200 acres. Environmental conditions, human activity, and vehicle traffic make the ideal time to complete the application between 2 a.m. and 5 a.m. Each application took approximately 60-75 minutes from start to finish.

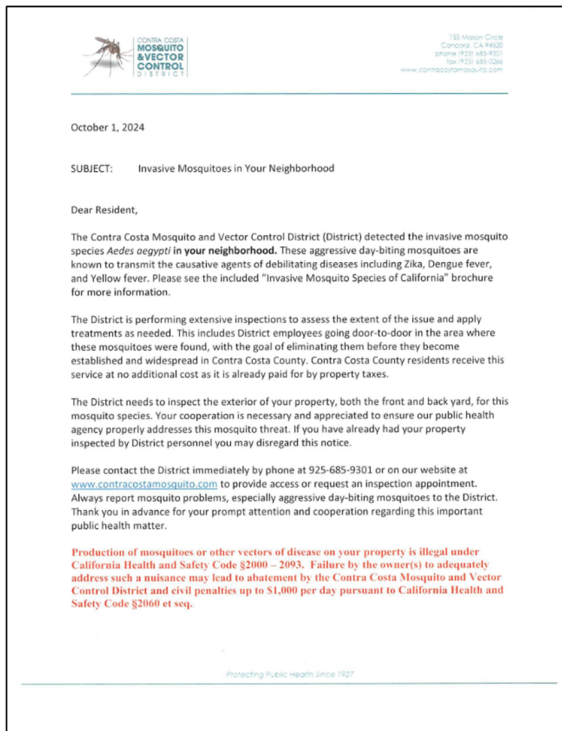


The first treatment was completed on 10/22 and treated 198 acres. The second treatment was completed on 10/24 and treated 200 acres, overlapping routes on different days in the larval hotspots.

Mailings

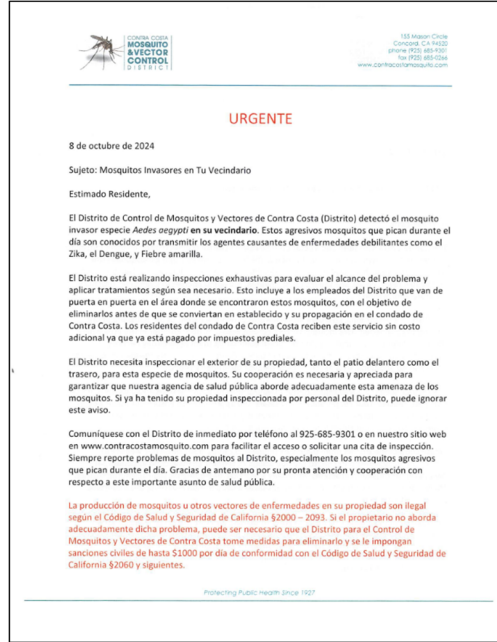
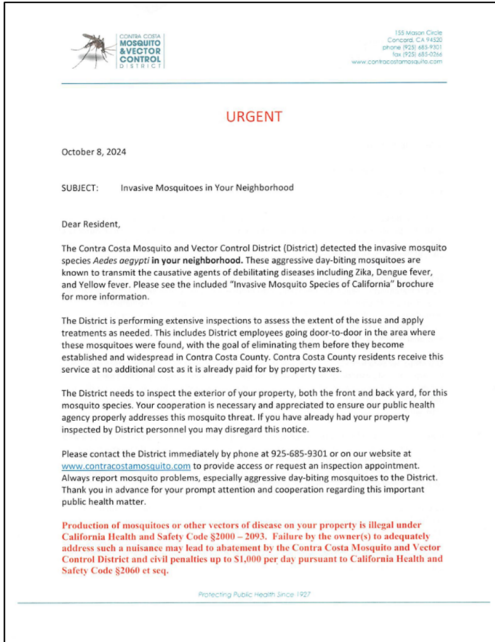
A total of 4,750 separate mailings were made, requiring addressing, document folding, envelope stuffing, and applying postage by District staff.

10/1 - Notices were mailed to 449 residents within ¼ mile of the location where *Aedes aegypti* were initially detected. This round of mailers included a letter to residents regarding the detection of *A. aegypti* in their neighborhood and the need for the District to inspect their property, along with an “Invasive Mosquitoes of California” District brochure.



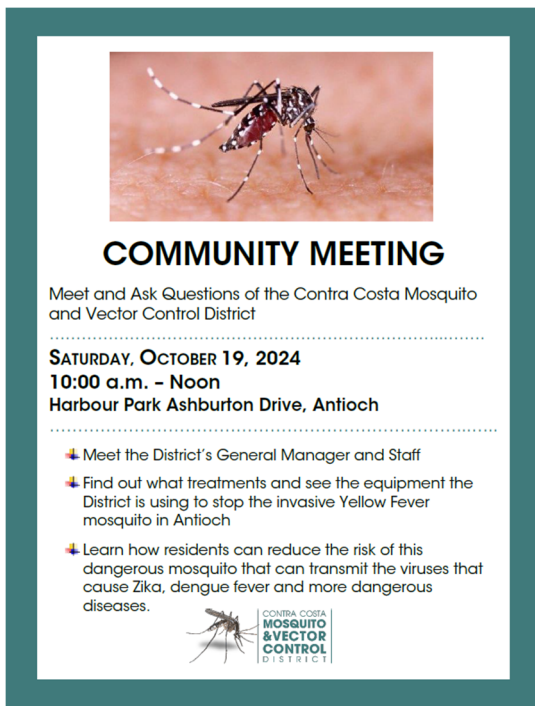
10/8 - The notification area was expanded by ¼ mile radius for each new adult detection. 1,097 notices were mailed to residents within this expanded area.

Mailers included an updated, dual-sided letter in both English and Spanish regarding the detection of *A. aegypti* in their neighborhood and the need for the District to inspect their property, along with an “Invasive Mosquitoes of California” District brochure.



10/15 - The notification area was again expanded by ¼ mile radius for each new adult detection. 1,195 notices were mailed to residents within this expanded area.

Mailers included the updated, dual-sided letter in both English and Spanish, a dual-sided community meeting notice in both English and Spanish, an English and Spanish leaflet with a QR code directing residents to subscribe to District notifications, and an “Invasive Mosquitoes of California” District brochure.





- Receive timely vector control information to use around your work and home.
- Be the first to know District news as soon as it is public.
- Find out when and where we plan to conduct Larval or Adult Mosquito Control.
- Get the latest on our Board of Trustee meetings.

Use your camera to scan this QR Code to Subscribe to the District's Publications:




- Reciba información oportuna sobre el control de vectores para utilizar en su trabajo y su hogar.
- Sea el primero en saber noticias del Distrito tan pronto como sean públicas.
- Descubra cuándo y dónde planeamos realizar el control de mosquitos adultos o larvarios.
- Obtenga lo último sobre las reuniones de nuestra Junta Directiva.

Utilice su cámara para escanear este código QR para suscribirse a las publicaciones del Distrito:



10/28 - The notification area was again expanded based on subsequent adult mosquito detection. 2,008 notices were mailed to residents within this expanded area.

Mailers included an updated, dual-sided letter in both English and Spanish notifying residents of the detection; identifying the District and what we do; requesting that the residents contact the District; and instructing the resident to take action to dump and scrub any containers. The leaflet with the QR code directing residents to subscribe to District notifications and the “Invasive Mosquitoes of California” District brochure was also included.



October 28, 2024

SUBJECT: Invasive Mosquitoes in Your Neighborhood

Dear Resident,

The Contra Costa Mosquito and Vector Control District (District) has detected the invasive mosquito species *Aedes aegypti* in your neighborhood. These aggressive day-biting mosquitoes are known to transmit the viruses that can cause debilitating diseases including Zika, dengue fever, and yellow fever. Please see the included "Invasive Mosquito Species of California" brochure for more information.


The reason we are writing to you today is because we need your help! If you are unfamiliar with the District, we are the public health agency dedicated to protecting the community from mosquitoes and other vectors of disease. And we've been protecting public health in Antioch and all across Contra Costa County since 1927. We are working daily to control this mosquito in other areas of Antioch, and now that we've found it in your neighborhood, we need your help to Fight the NEW bite!

Any object that can hold water for more than a few days can produce mosquitoes. Residents need to dump out any amount of standing water in your front and back yard at least once a week and scrub inside of each container to remove sticky mosquito eggs. This is critically important because this mosquito's eggs don't dry out and can still develop into biting adults after six months or more. So, it's very important to dump and scrub!

We are here to help you. If you are experiencing mosquito problems at your home, please contact the District. Our staff is available to inspect your front and backyards for signs of these mosquitoes. And this service is provided at no additional cost to Contra Costa County residents, as it is already funded by property taxes.

To request an inspection appointment, please visit our website at www.contracostamosquito.com to place an online service request or give us a call at 925-685-9301. It is important to report any mosquito problems, especially those involving aggressive, day-biting mosquitoes. We appreciate your help in protecting public health.

Protecting Public Health Since 1927



28 de octubre de 2024

Tema: Mosquitos Invasores en Tu Vecindario

Estimado Residente,

El Distrito de Control de Mosquitos y Vectores de Contra Costa (Distrito) ha detectado la especie del mosquito invasor *Aedes aegypti* en su vecindario. Se sabe que estos agresivos mosquitos que pican durante el día transmiten los virus que pueden causar enfermedades debilitantes como el Zika, el dengue y la fiebre amarilla. Consulte el folleto "Especies de mosquitos invasores de California" incluido para obtener más información.

¡La razón por la que le escribimos hoy es porque necesitamos su ayuda! Si no está familiarizado con el Distrito, somos la agencia de salud pública dedicada a proteger a la comunidad contra los mosquitos y otros vectores de enfermedades. Hemos estado protegiendo la salud pública en Antioch y en todo el Condado de Contra Costa desde 1927. Estamos trabajando diariamente para controlar este mosquito en otras áreas de Antioch, y ahora que lo hemos encontrado en su vecindario necesitamos su ayuda para luchar contra esta NUEVA picadura!

Cualquier objeto que pueda retener agua durante más de unos pocos días puede producir mosquitos. Los residentes necesitan tirar cualquier cantidad de agua estancada en su patio delantero y trasero al menos una vez a la semana y fregar el interior de cada recipiente para eliminar los pegajosos huevos de mosquito. Esto es de vital importancia porque estos huevos de los mosquitos no se secan y aún pueden convertirse en adultos que pican después de seis meses o más. Entonces, es ¡Muy importante tirar y fregar!

Estamos aquí para ayudarte. Si tiene problemas con los mosquitos en su casa, comuníquese con el Distrito. Nuestro personal está disponible para inspeccionar su patio delantero y trasero en busca de signos de estos mosquitos. Y este servicio se brinda sin costo adicional a los residentes del Condado de Contra Costa, ya que está financiado por impuestos a la propiedad.

Para solicitar una cita de inspección, visite nuestro sitio web en www.contracostamosquito.com para realizar una solicitud de servicio en línea o llámenos a 925-685-9301. Es importante informar cualquier problema de mosquitos, especialmente aquellos que involucran mosquitos agresivos que pican durante el día. Agradecemos su ayuda para proteger la salud pública.

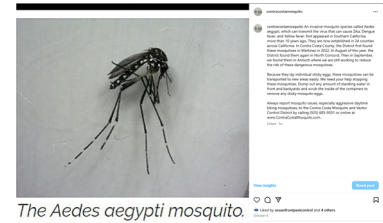
Protecting Public Health Since 1927

Public Affairs

In October 2024, the District's Public Affairs staff focused on messaging related to the District's work to control *Aedes aegypti* mosquitoes. Staff posted messaging on social media, in news releases, and spoke about the importance of dumping out anything holding any amount of water, and scrubbing containers while participating in community events.

Social Media Posts:

On October 8, 2024, Public Affairs staff posted information about the District's detection of *Aedes aegypti* mosquitoes in 2022, then again in 2024, and what residents need to do to reduce the risk of these dangerous mosquitoes.

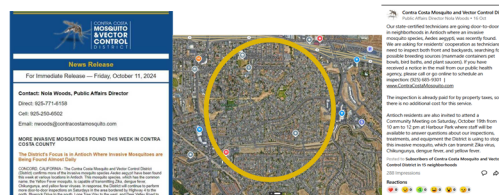


On October 10, 11, and 16, 2024, Public Affairs staff used a valuable option on the social media platform Nextdoor to post messaging specifically in the neighborhoods where the District is working to control the spread of the *Aedes aegypti* mosquitoes in Antioch.

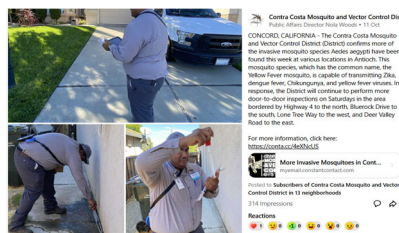
On October 10, we shared information about the District's Community Meeting at Harbour Park in Antioch.



On October 11, we shared the District's News Release on more Invasive Mosquitoes found in Antioch and the map where the mosquitoes are being found now.

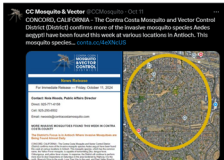


On October 16, we provided insight into what the door-to-door inspections include for the residents in the area where the inspections are taking place, with pictures of District employees conducting the inspections.



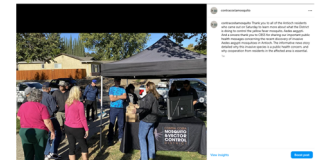
The most popular social media posts in October 2024 across all of the District's social media platforms involved Invasive mosquito posts.

Twitter: October 11, 2024 (News Release & Map)



278 Impressions
19 Engagements
7 Detail Expands
4 Profile Visits
3 Link Clicks
2 Retweet
1 Like

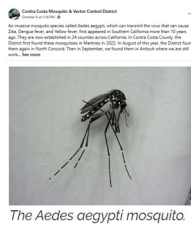
Instagram: October 21, 2024 (Community Meeting)



83 Views
50 Accounts Reached
7 Likes
7 Interactions
1 Profile Visit

Facebook: October 8, 2024 (Antioch Update)

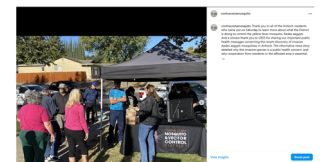
74 Impressions
66 Post Reach
3 Engagement
2 Reactions
2 Likes
1 Share



The *Aedes aegypti* mosquito.

Nextdoor: October 29, 2024 (Backyard Inspection)

18,660 Impressions
13 Likes



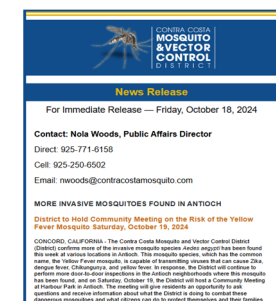
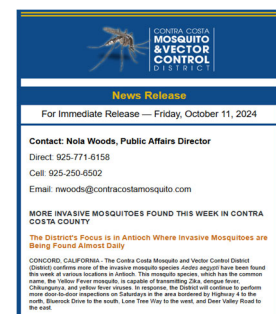
News Releases:

On October 11, Public Affairs staff published a news release on the additional *Aedes aegypti* mosquitoes that were being found in Antioch. As reported in the Public Affairs Report to the Board of Trustees, the District received coverage from 5 news media outlets.

- 1447 Sent
- 48.5% Opened

On October 18, Public Affairs staff published a specific news release on the District's Community Meeting in Antioch and sent it to 19 specific members of the news media.

- 19 Sent
- 18.8% Opened



Community Meeting:

On October 20, 2024, the District held a Community Meeting in Antioch to share information, answer questions, and show residents the District's A1 Superduty equipment that would be used to conduct larval mosquito control in Antioch. The meeting was considered a success with many members of the public attending to ask questions and receive answers from the District's General Manager, Operations Manager, Operations Supervisors, and Public Information and Technology Officer.



One news reporter from KPIX/CBS5 attended the Community Meeting. The news story <https://tinyurl.com/2p8xjhbb> shared information about the invasive *Aedes* mosquitoes in Antioch, the District's work to control them through front and backyard inspections, the larval mosquito control equipment that would be used to address the mosquito population, and it included comments from the public that confirmed they received answers to their questions and seemed pleased with the answers. In addition to the District employees at the event, Antioch City Councilmember Lori Ogorchock and District Trustee Perry Carlston also attended the Community Meeting. The news story appeared on KPIX, CBS News, and the Sacramento CBS news station.

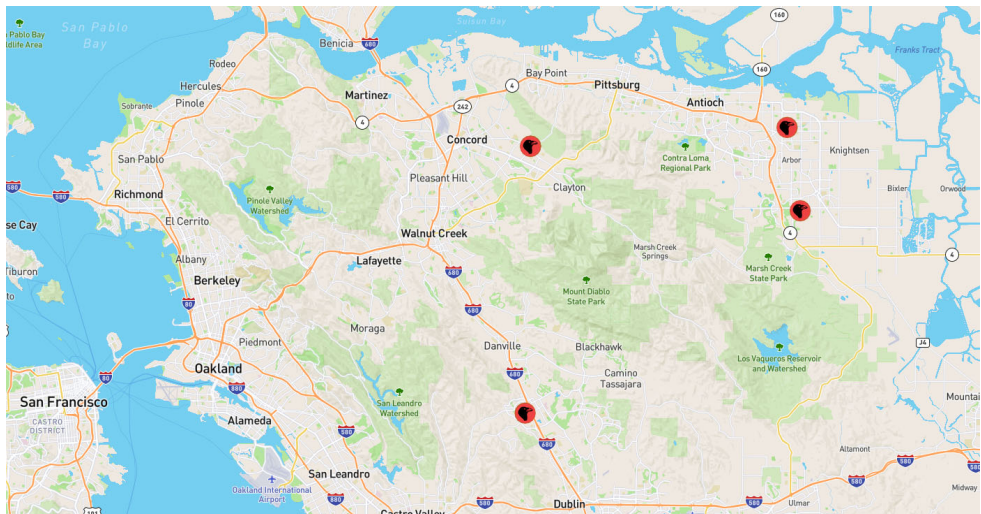
November 2024 Mosquito and Arbovirus Surveillance Report

Updated October 29th by Steve Schutz, Ph.D., Scientific Programs Manager

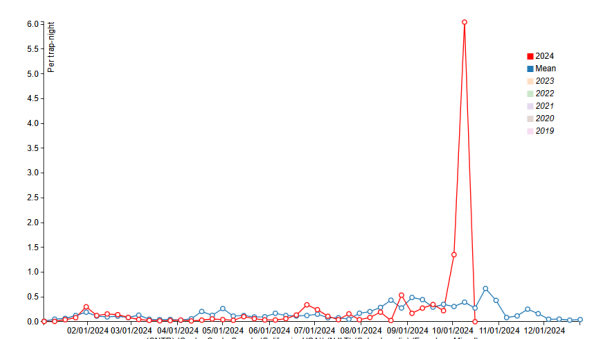
Human cases: As of October 29th, 98 human cases of West Nile virus have been reported in California for 2024, including three clinical cases (one fatal) and one seropositive blood donor in Contra Costa County (east). Nine confirmed cases were reported in Contra Costa County last year.

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

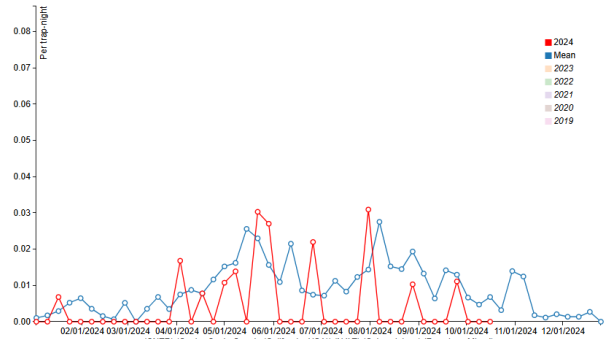
Dead birds: 390 dead birds have been reported by Contra Costa residents this year as of October 29th; 6 were confirmed positive for WNV: 3 crows in Concord, all from the same neighborhood, 1 crow in Oakley, 1 crow in San Ramon; 1 California scrub jay in Brentwood (red icons on map). The West Nile Call Center (hotline) is closed for the winter but the public is still encouraged to file reports online at their website: <https://westnile.ca.gov/report>



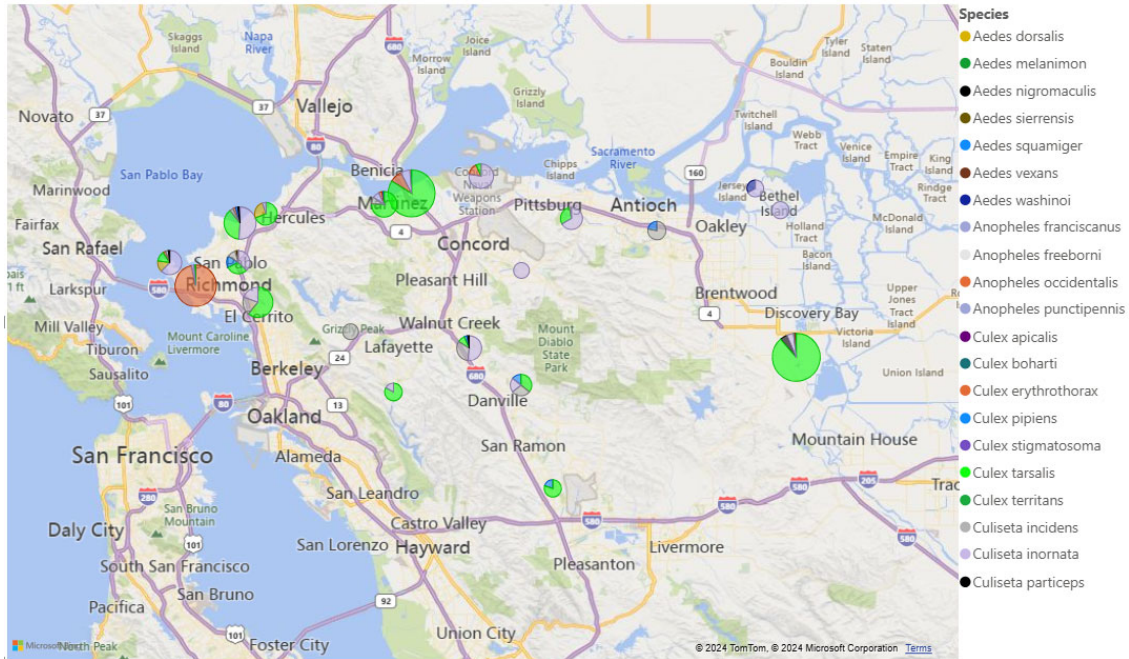
Light trap counts: Countywide *Culex tarsalis* and *Culex pipiens* counts have mostly been average or below average except for a peak in *Cx. tarsalis* counts in the Waterfront area in early October.



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

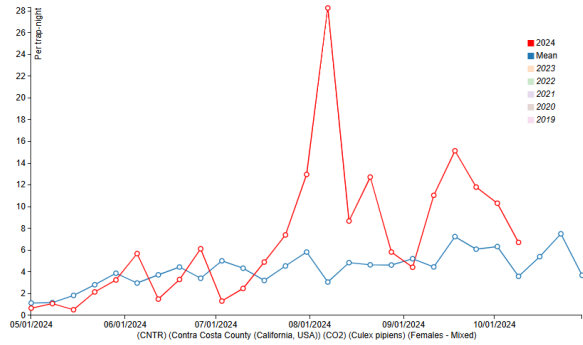
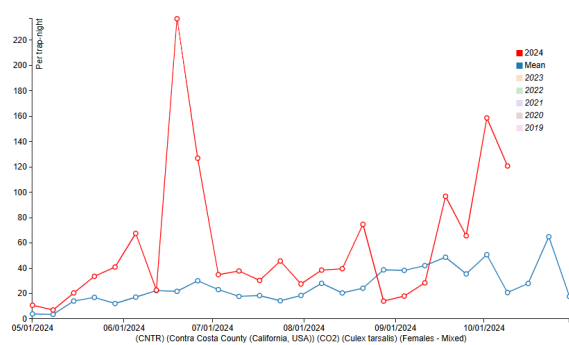


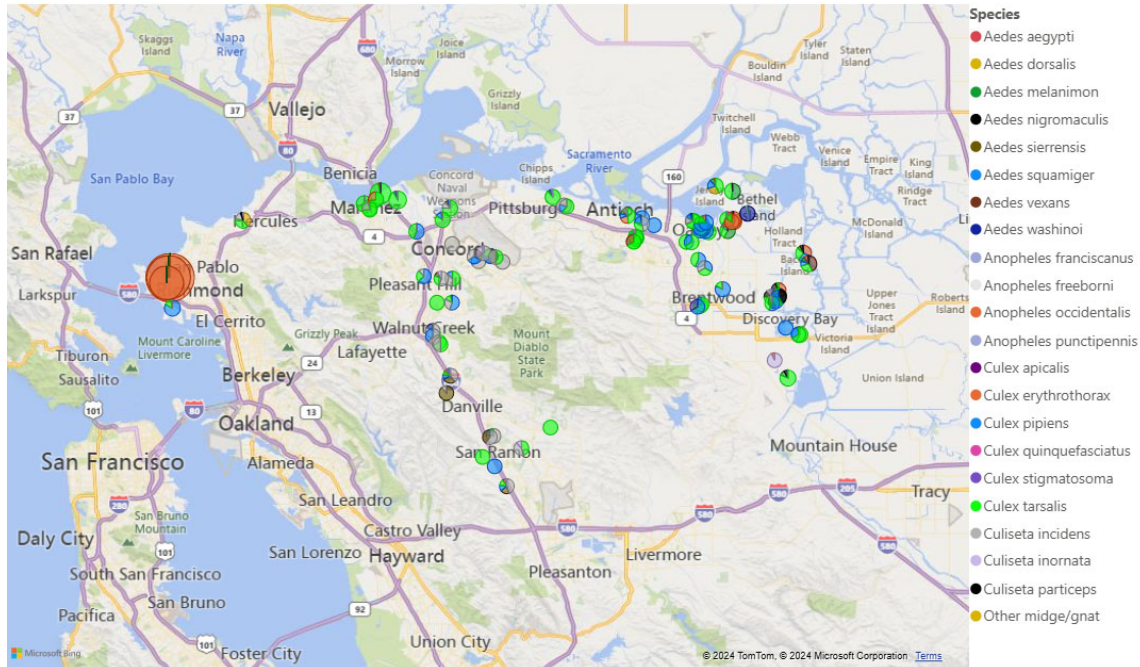
Culex pipiens counts (red) vs. 5 year average



Light trap locations and total species counts in 2024 (traps with zero counts not shown)

CO₂ traps: *Culex tarsalis* and *pipiens* counts were above average for much of the season largely due to high counts in some Waterfront area traps.

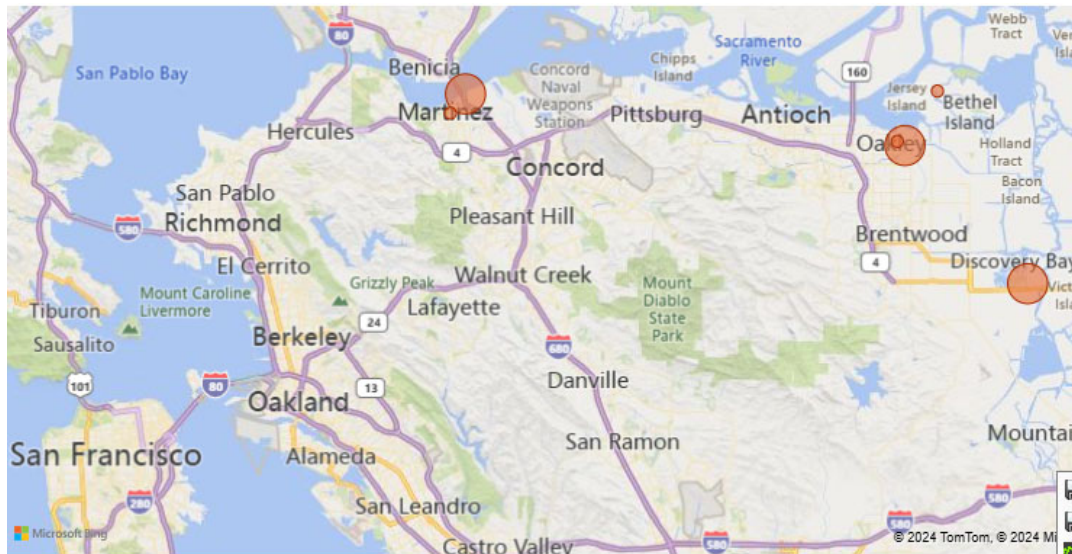




CO₂ trap locations and total species counts in 2024 (traps with zero counts not shown)

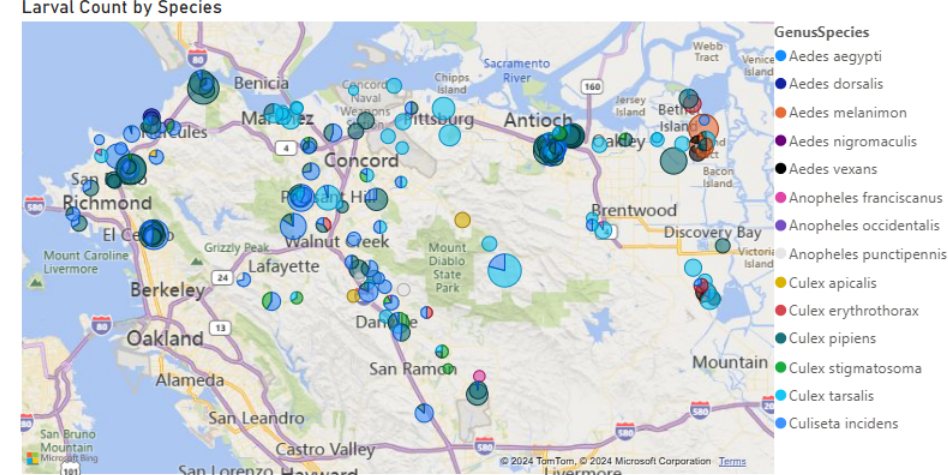
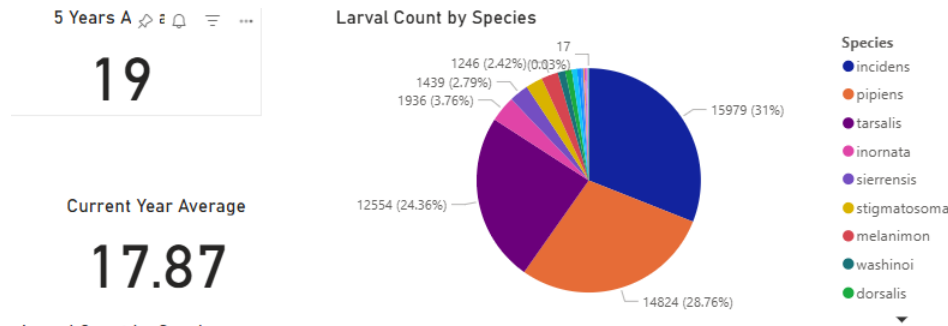
(note: 'random' traps at the Chevron Richmond Refinery and elsewhere are shown in addition to fixed surveillance locations)

Mosquito testing: 484 pooled samples were submitted for testing this season, ten were positive for WNV (4 in Oakley, 3 in Martinez, 2 in Discovery Bay, and 1 in Bethel Island).



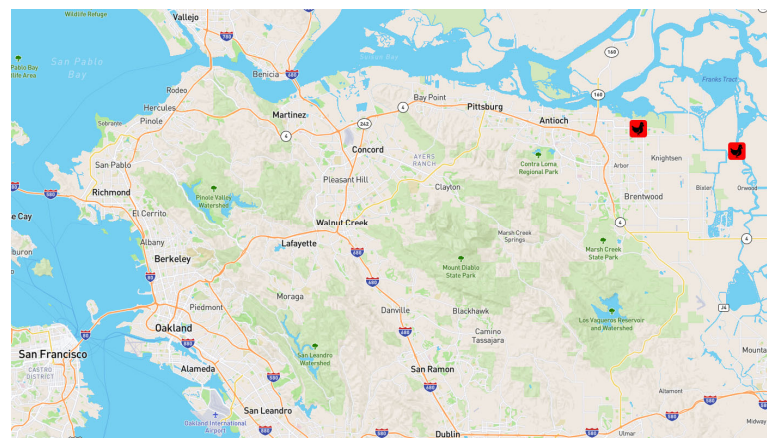
Locations of WNV-positive mosquito samples in 2024

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 through Jan. 1 thru Oct. 28th 2024.

Sentinel chickens: Five of six chickens tested seropositive at ISD/Oakley; three of six were seropositive at Holland Tract Marina. Sentinel flocks have been discontinued for the winter (all chickens were adopted).

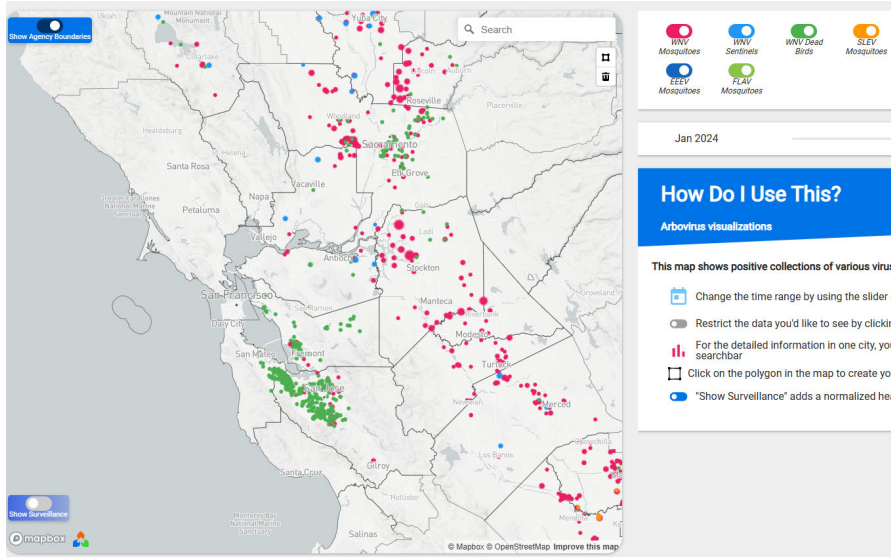


Locations of WNV seropositive sentinel chickens

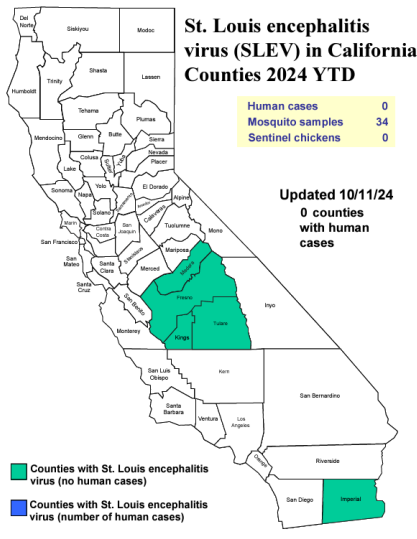
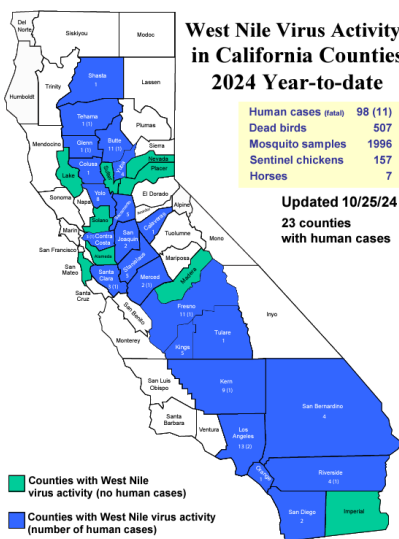
Invasive Aedes surveillance: Will be discussed in a separate report.

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

Regional: WNV positive dead birds and mosquito samples were reported in most of our neighboring counties, and human cases were reported in Yolo, Sacramento, San Joaquin and Santa Clara Counties, including reported single fatalities in Contra Costa and Santa Clara Counties.



Statewide: West Nile activity has been reported in 32 counties; SLE has been reported in 5 counties. In most surveillance categories, WNV detections were lower than last year. In Contra Costa County, WNV detections were below average.



2024 Statewide WNV detections vs. 2023 and 5yr average

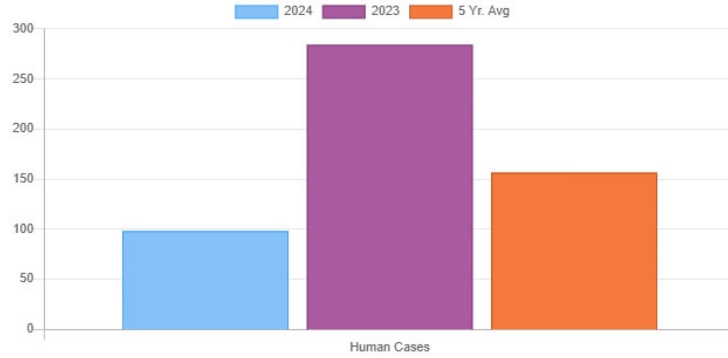
YEAR-TO-DATE (2024) COMPARED TO PREVIOUS YEAR (2023)

Human Cases

- Dead Birds
- Mosquito Samples
- Sentinel Chickens

WEEK 1 - WEEK 43 AS OF OCT 25, 2024

Tip: Hover over or click on graph bars for details



YEAR-TO-DATE (2024) COMPARED TO PREVIOUS YEAR (2023)

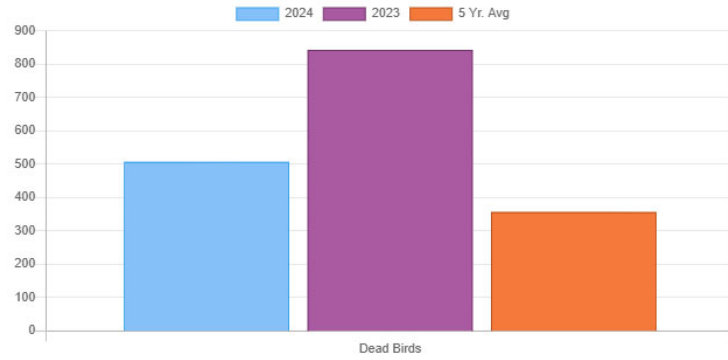
Human Cases

Dead Birds

- Mosquito Samples
- Sentinel Chickens

WEEK 1 - WEEK 43 AS OF OCT 25, 2024

Tip: Hover over or click on graph bars for details



YEAR-TO-DATE (2024) COMPARED TO PREVIOUS YEAR (2023)

Human Cases

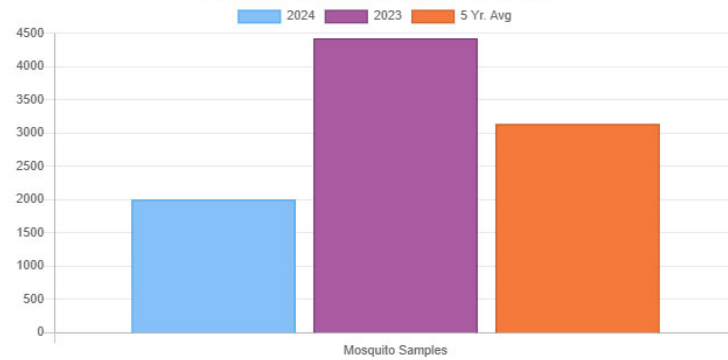
Dead Birds

Mosquito Samples

- Sentinel Chickens

WEEK 1 - WEEK 43 AS OF OCT 25, 2024

Tip: Hover over or click on graph bars for details



YEAR-TO-DATE (2024) COMPARED TO PREVIOUS YEAR (2023)

Human Cases

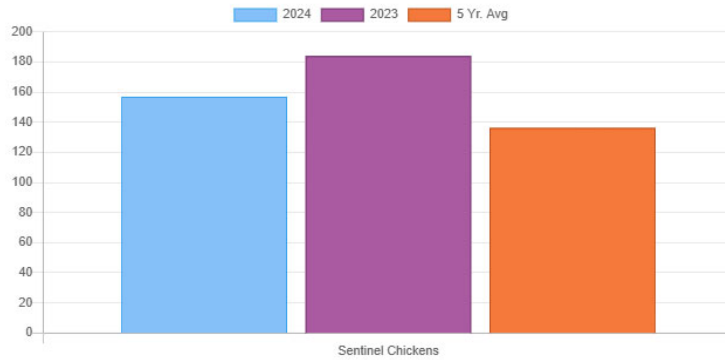
Dead Birds

Mosquito Samples

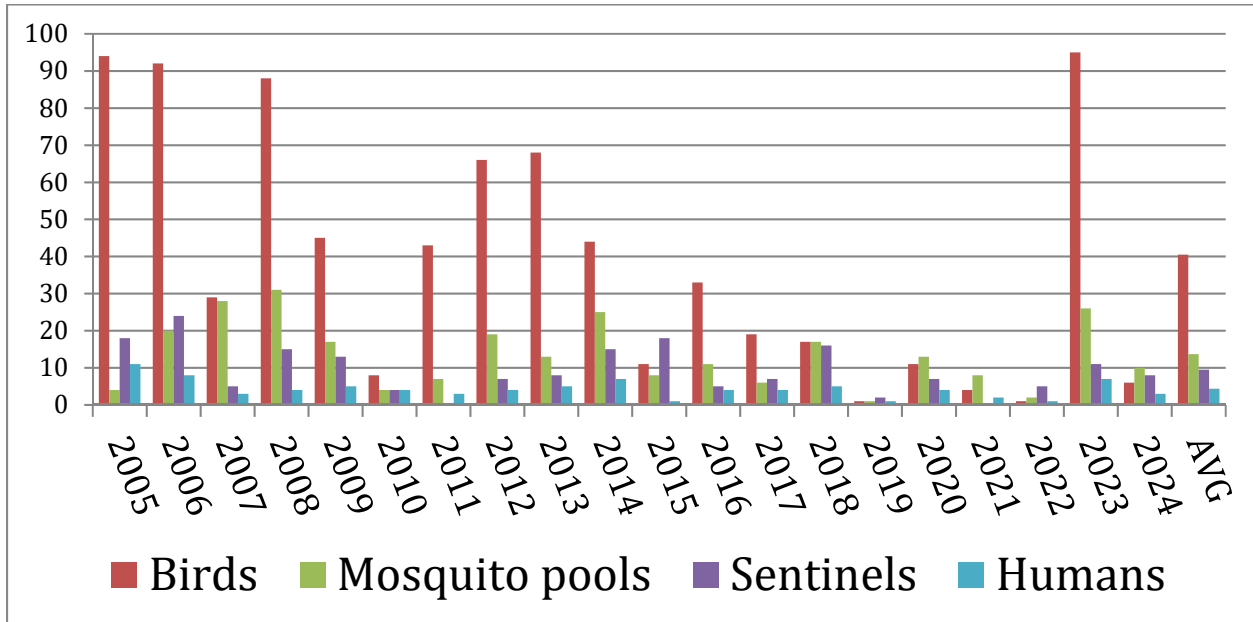
Sentinel Chickens

WEEK 1 - WEEK 43 AS OF OCT 25, 2024

Tip: Hover over or click on graph bars for details



WNV detections in Contra Costa County vs. 2005-2023 average



October 2024 Operations Report

Prepared on October 31st, 2024, by Jeremy Shannon, Terry Davis, and Tim Mann, Program Supervisors, and David Wexler, Operations Manager

General:

Field staff reinspected cemeteries throughout the county to follow up on the expectations relayed during the cemetery workshop hosted by the District back in April. Further follow-up with individual cemeteries to obtain compliance is ongoing.

Significant mosquito production from duck clubs in eastern Contra Costa necessitated an adult mosquito control application on Holland Tract on the evening of October 29. Aerial applications were made via drone to mosquito sources within this area of Holland Tract, covering just under 100 acres of flooded land on October 31.

Operations staff have been meeting on-site with property owners, tenants, and responsible parties to discuss current and future mosquito control concerns. One such concern is the proposed introduction of rice agriculture in Contra Costa as rice production is often associated with significant mosquito populations and costly control efforts.

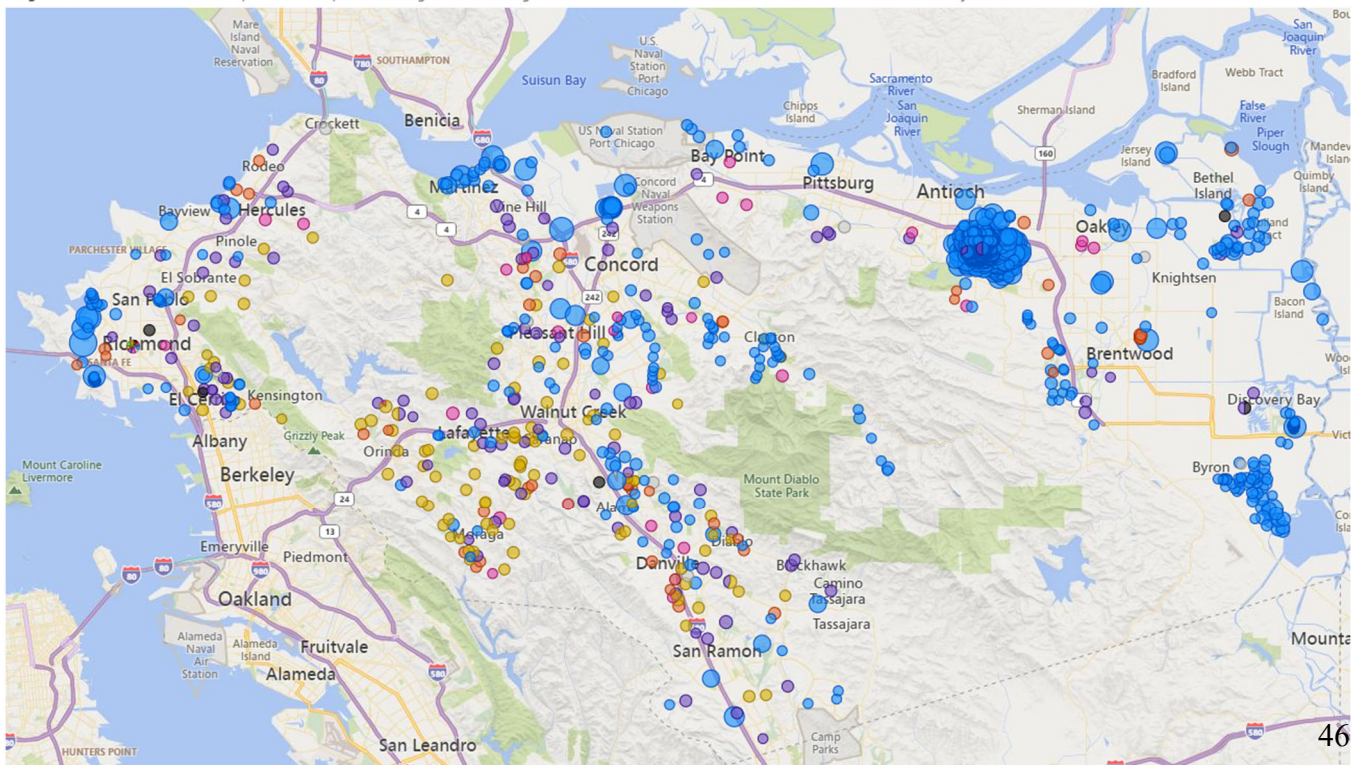
Cooling weather is leading to a continued reduction in yellowjacket activity; service requests received dropped month over month with just under 100. About 85% of these requests were locations warranting nest treatment.

Rat and mouse service requests remained relatively flat month-to-month with 113 total. Cool weather encouraging rats and mice to seek shelter around residential areas will likely drive these requests higher soon.

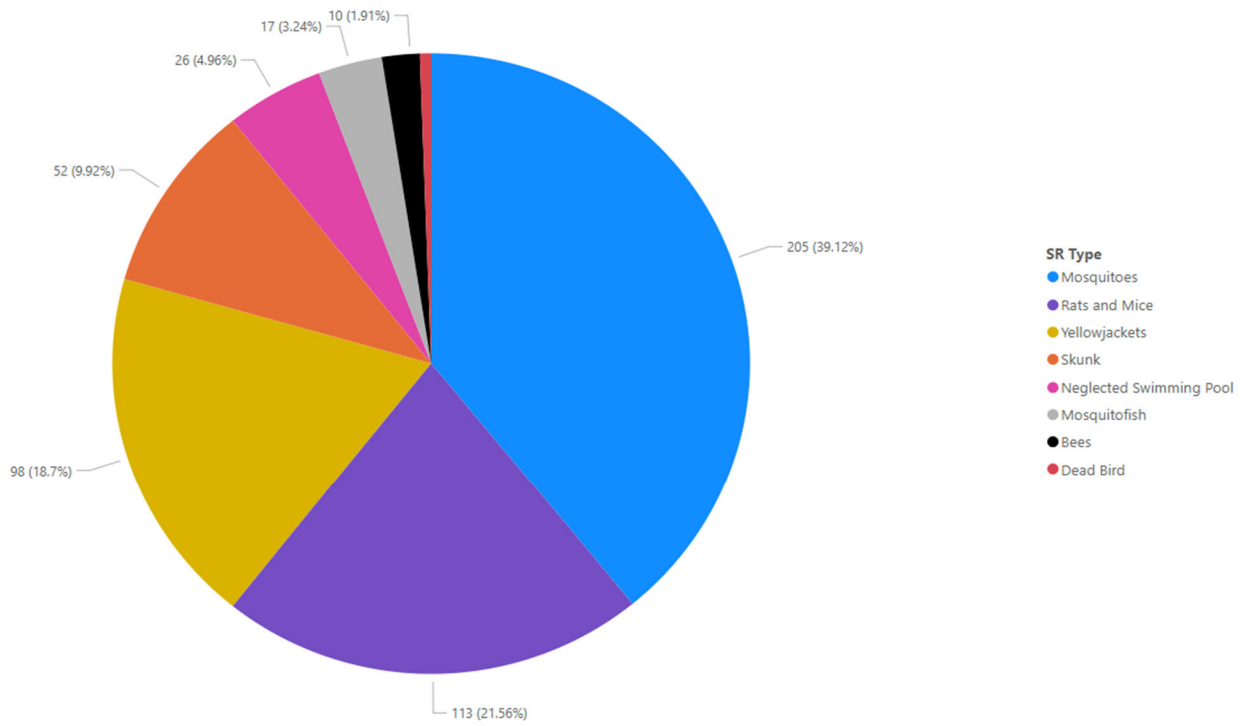
Skunk requests slightly increased from 44 in September to 52 in October, around 10% of total requests received.

Operation Count

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



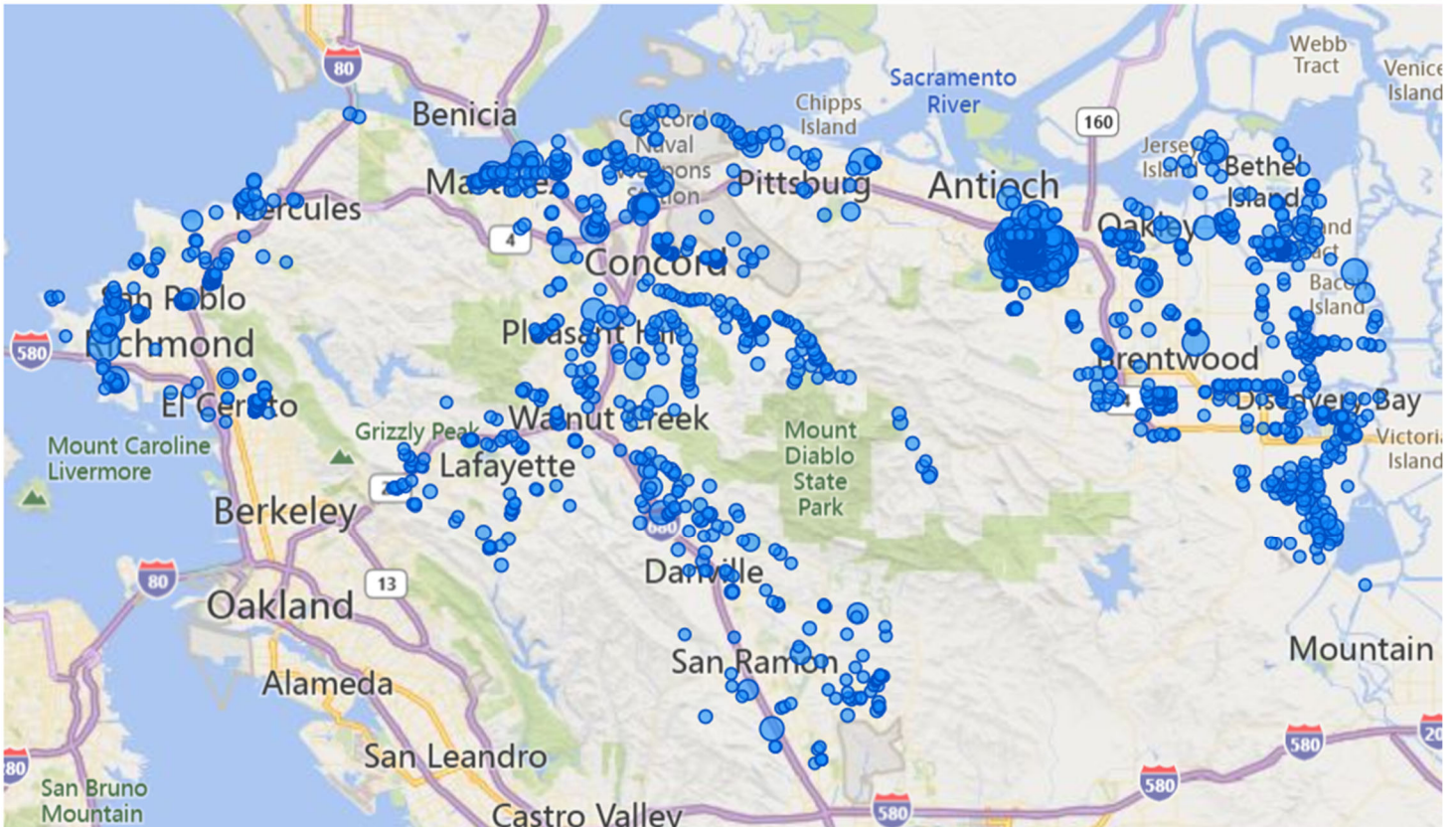
Service Requests



Mosquitoes

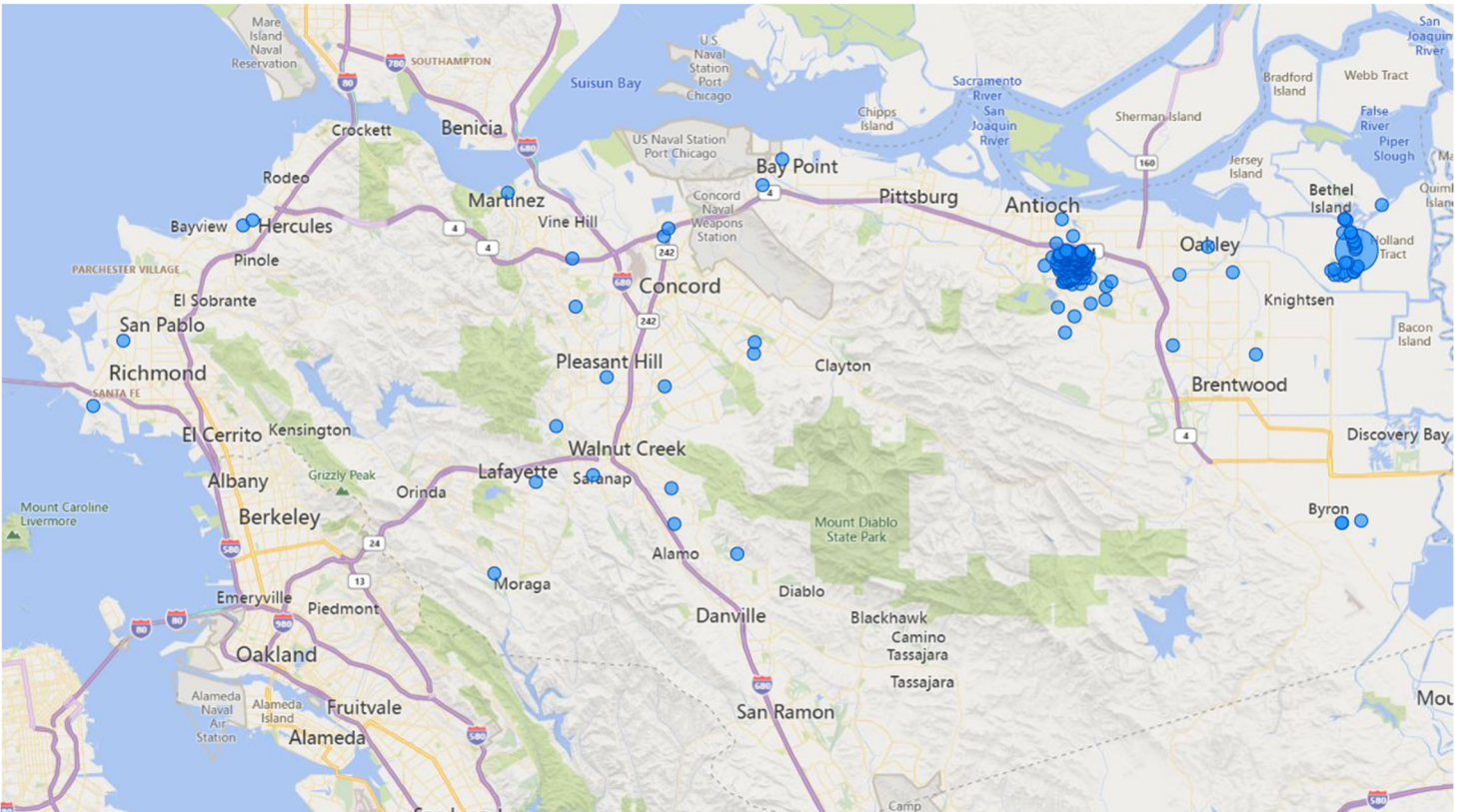
Program actions:

Program ● Mosquitoes



Service Requests: The District received about 207 requests from the public, many of which were responses by Antioch residents from door-to-door and outreach efforts.

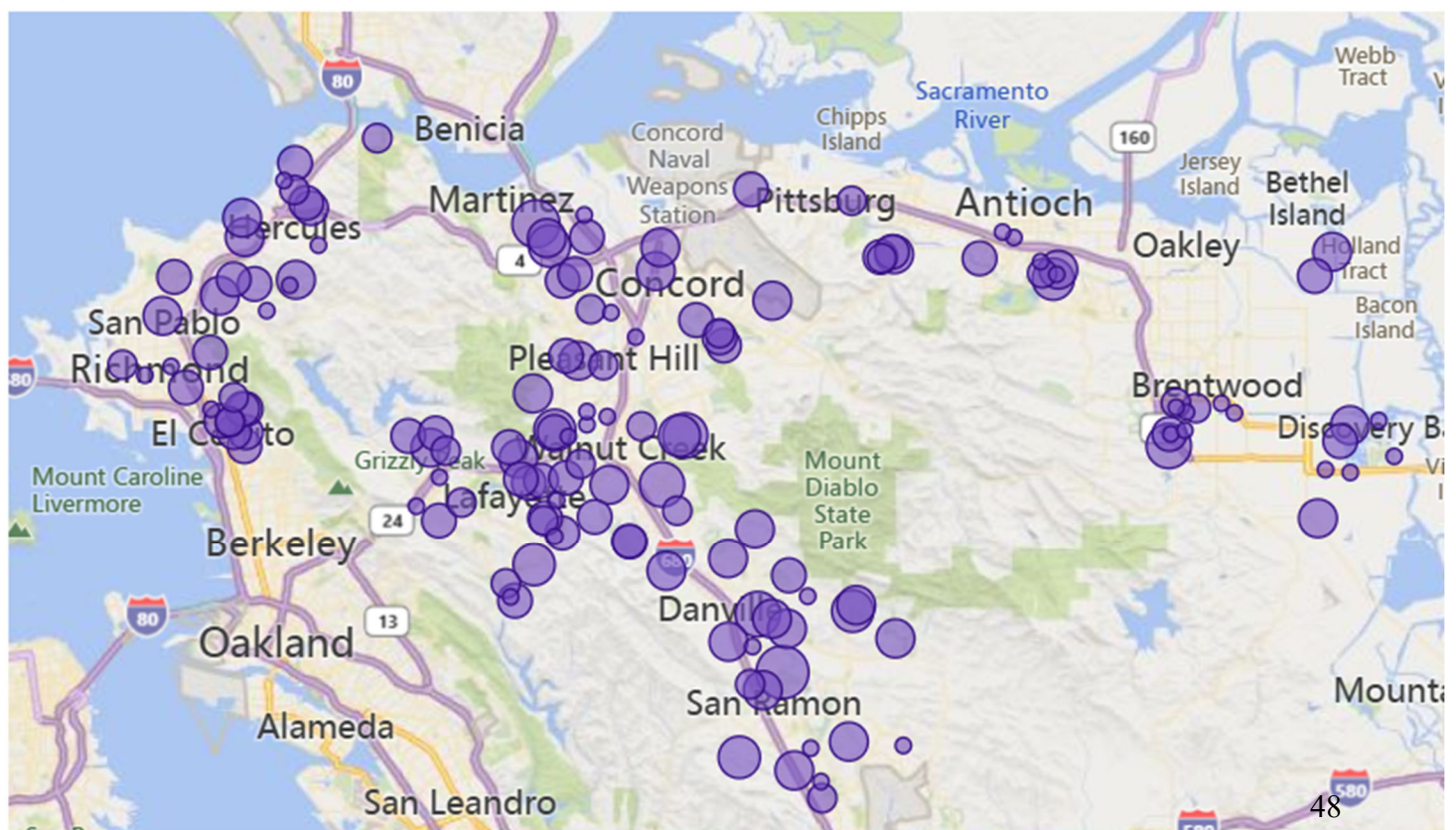
SRTYPE ● Mosquitoes



Rats and Mice

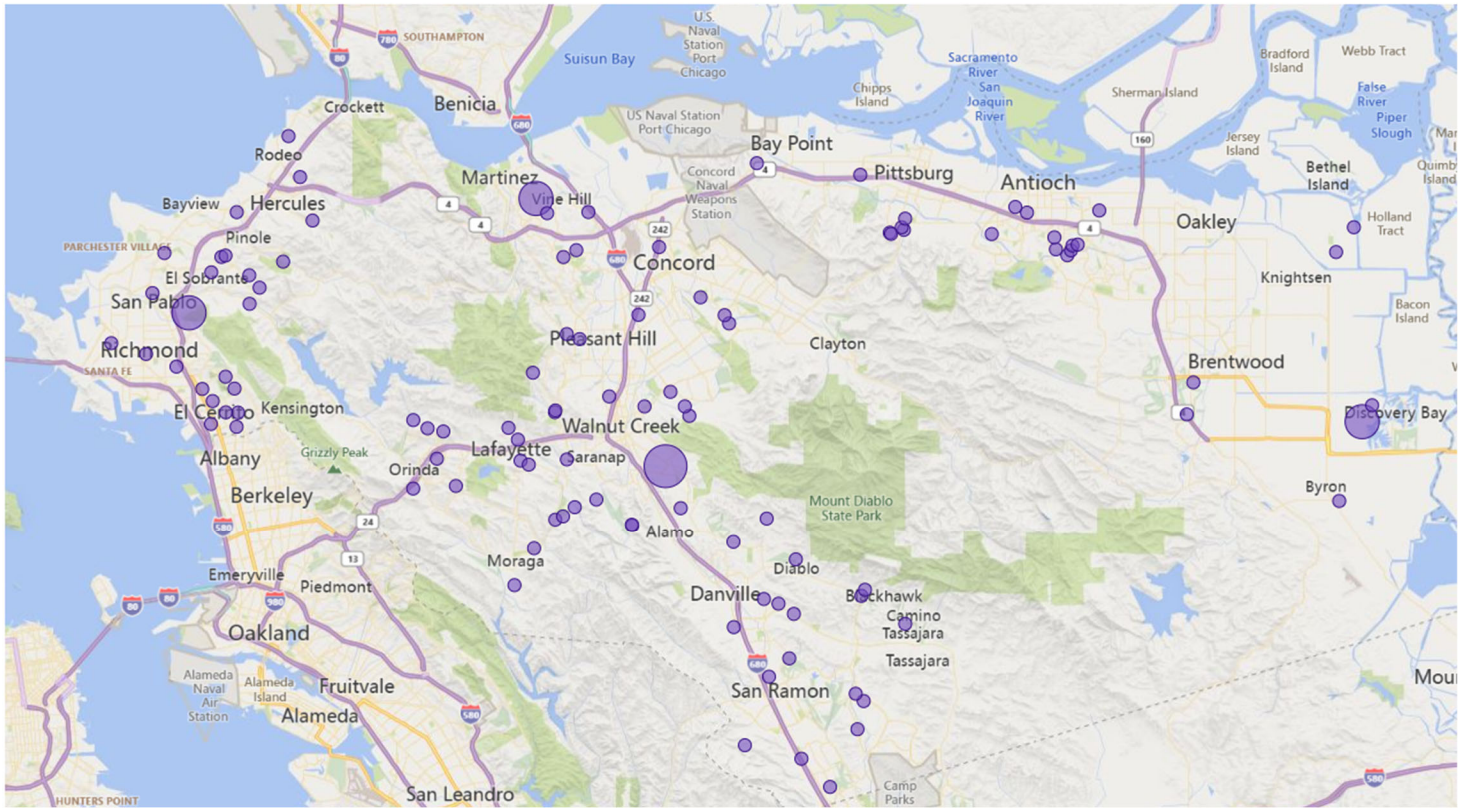
Program actions:

Program ● Rats and Mice



Service Requests: The District received 113 requests for service for rats and mice.

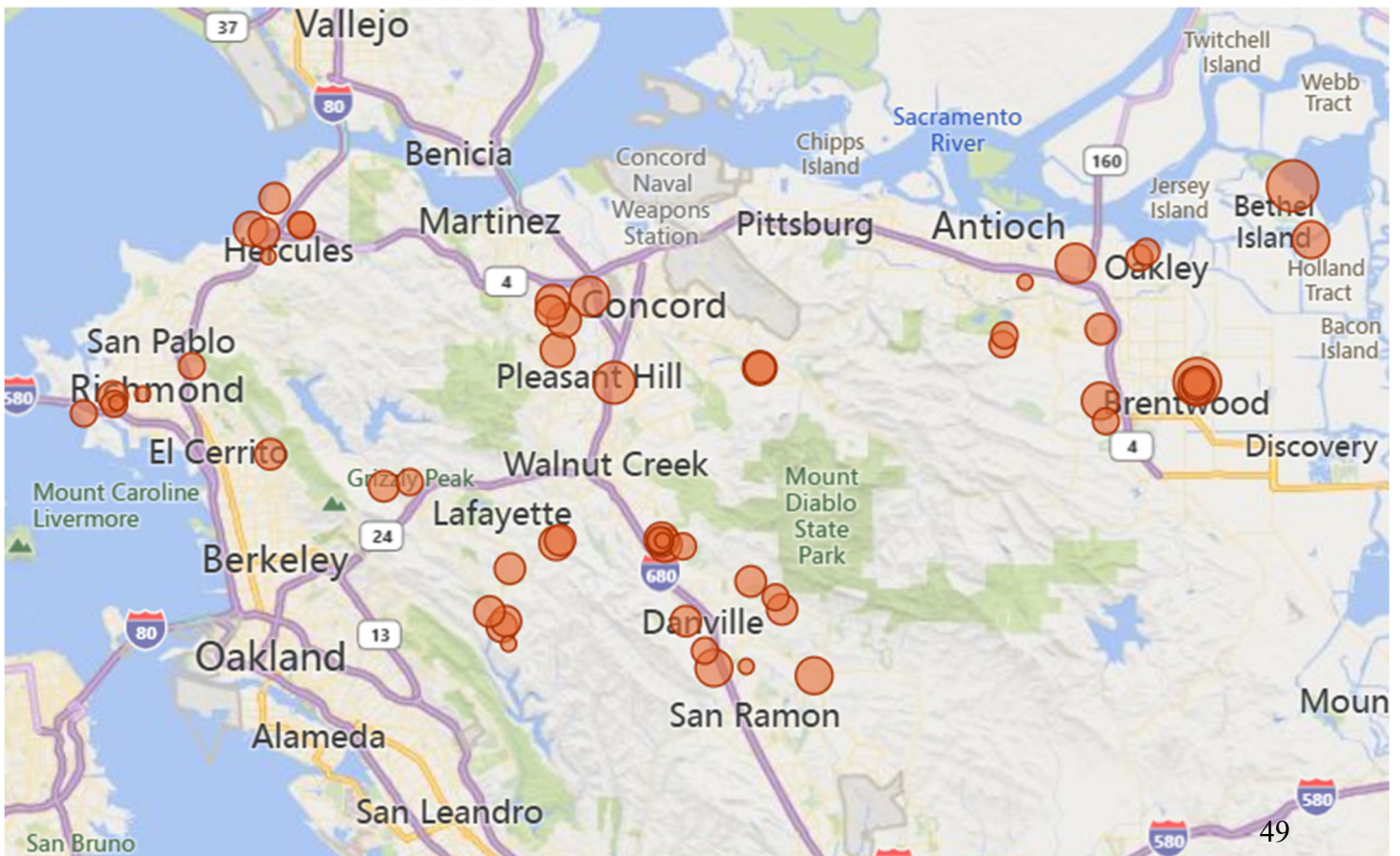
SRType ● Rats and Mice



Skunks

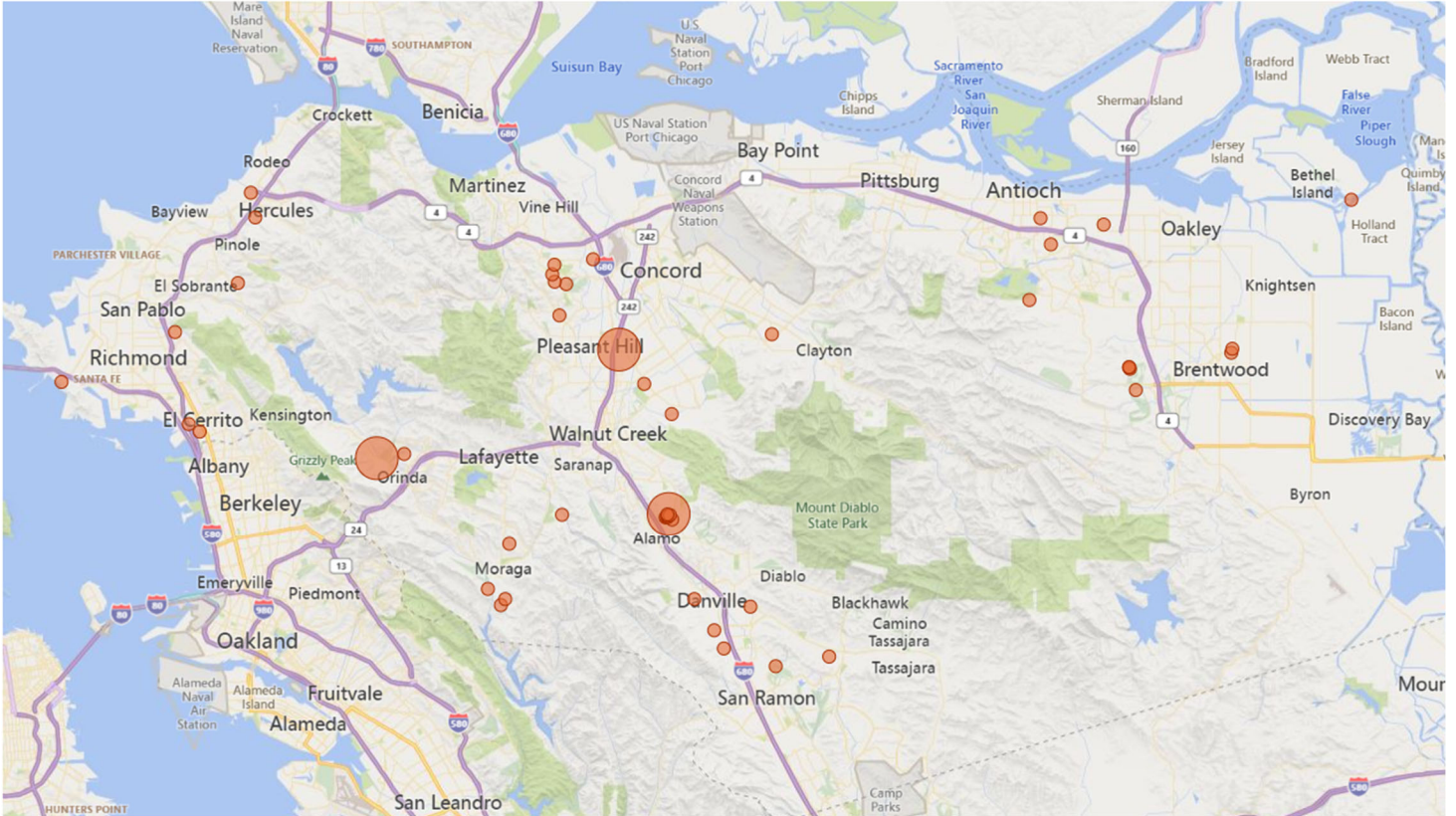
Program Actions:

Program ● Skunk



Service Requests: The District received 52 requests for skunk service

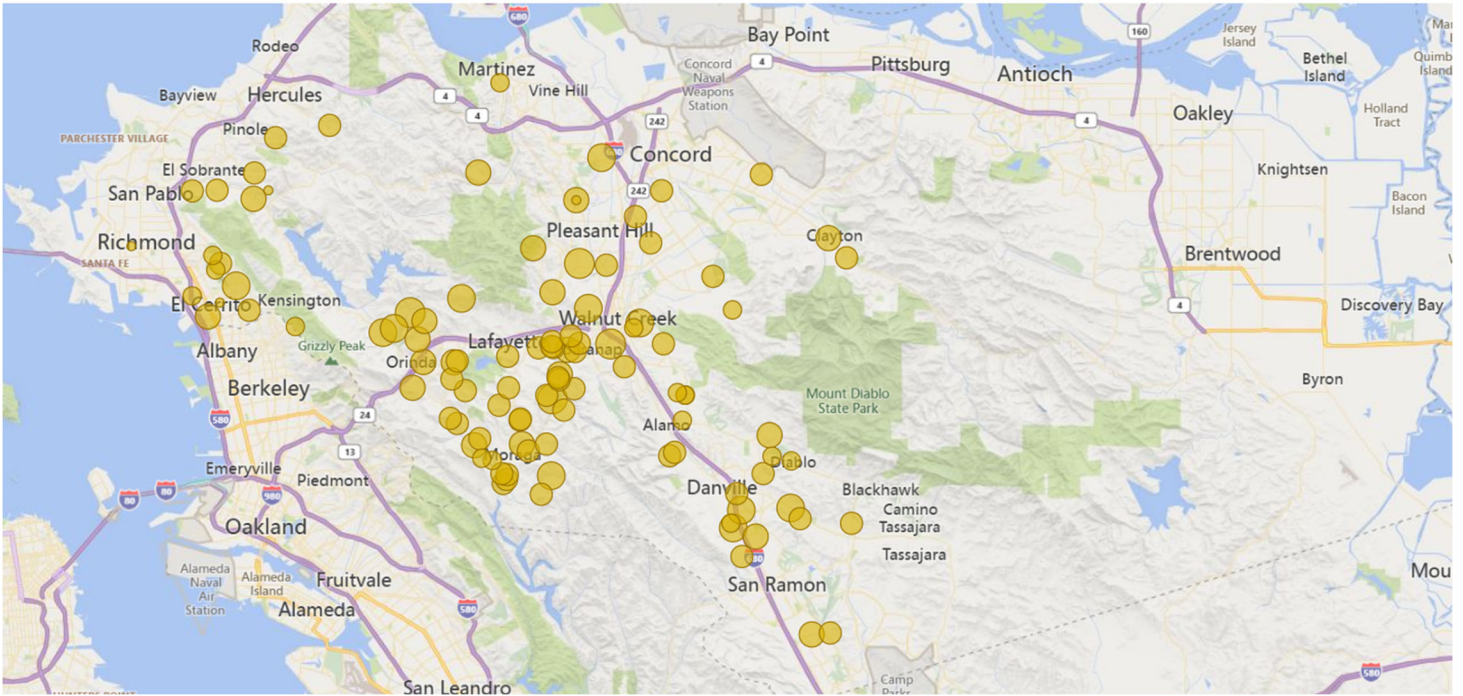
SRTYPE ● Skunk



Yellowjackets

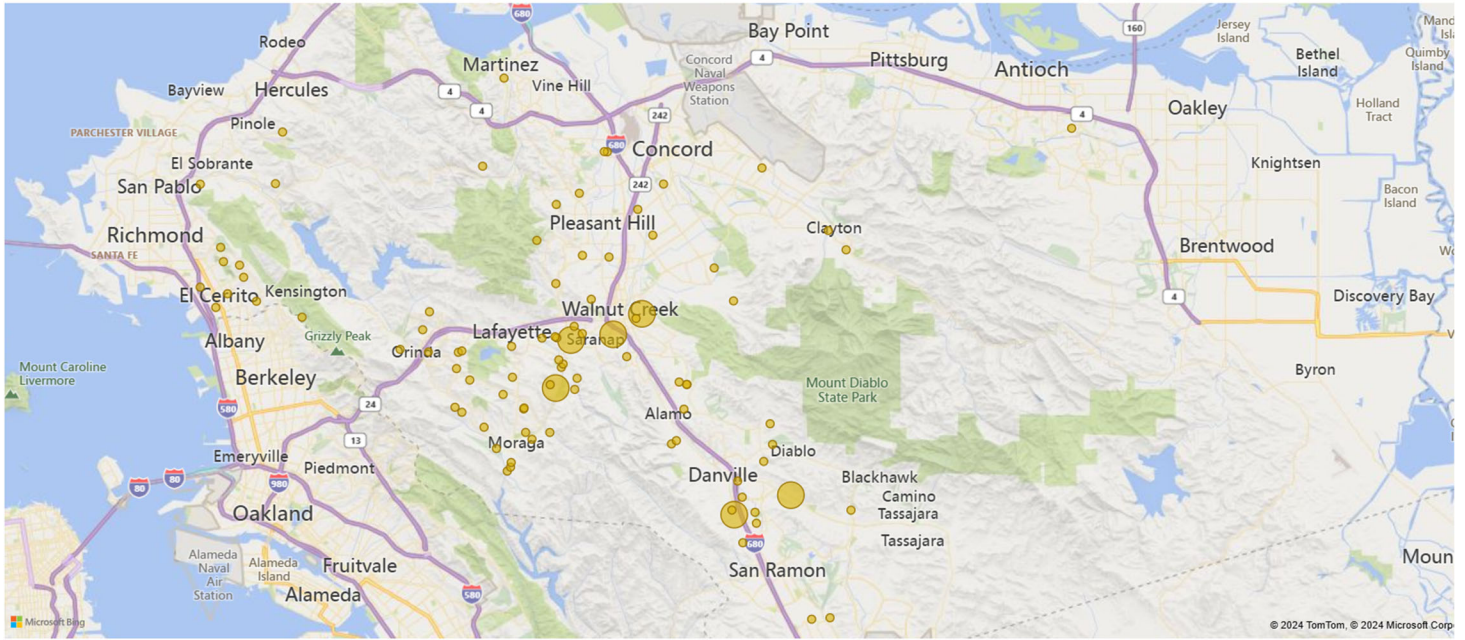
Program Actions:

Program ● Yellowjackets



Service Requests: The District received 98 requests for yellowjacket service with 84 treatments applied.

SRTType ● Yellowjackets



October 2024 Public Affairs Report to the Board of Trustees

Prepared October 30, 2024, by the Public Affairs Team

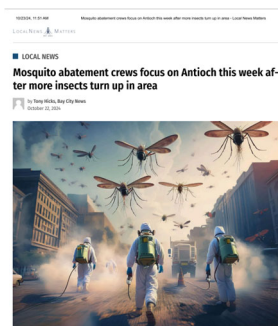
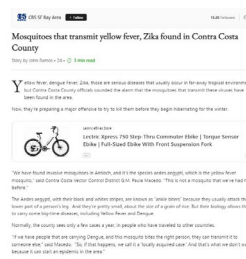
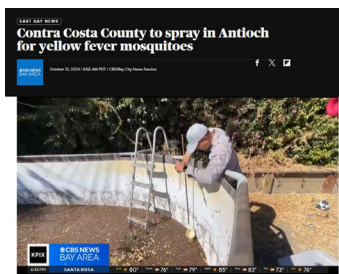
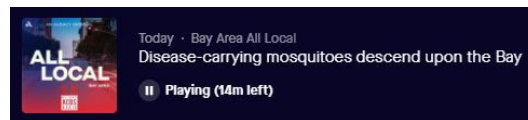
Presentations & Events

- In October 2024, Public Affairs staff provided five presentations and participated in two events.
- The presentations were to the Pleasant Hill City Council, Richmond City Council, Rossmore, the Martinez Senior Center, and the Pleasant Hill Rotary Club. The events were the Diablo Valley Farmers Market and the Community Event in Antioch due to the discovery of *Aedes aegypti*.



News Coverage

- In October 2024, the Public Affairs Department issued one News Release to the public with updated information on the invasive *Aedes aegypti* mosquitoes found in Antioch with an additional news release specifically for News Media also providing information about the Community Meeting the District held for members of the public regarding *Aedes aegypti*. The District received news coverage from KCBS Radio, KPIX - CBS5, KRON4, MSN, Bay City News, and the Antioch Herald.



Advertising

- As of October 2024, the District's annual advertising campaign continues with a focus on the District's groundnesting yellowjacket service 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.

In this report, when it comes to specific posts, we will typically focus on the social media posts that did not involve invasive *Aedes aegypti*; however, 4 of the 5 posts in October featured *Aedes aegypti* information so more Information about these posts appears in the Invasive Species Report as well.

Twitter (X) Activity — Account @CCMosquito Yearly Comparisons

October 2024 Twitter/X Activity

1446 Followers
5 Tweets
615 Impressions
6 Likes
3 Link Clicks
0 Profile Clicks
0 Media/Video Views
0 Replies
56 Engagements
2 Retweets
4 Profile Visits
0 Mentions
22 Detail Expands

October 2023 Twitter/X Activity

1433 Followers
11 Tweets
1316 Impressions
8 Likes
4 Link Clicks
0 Profile Clicks
0 Media/Video Views
0 Replies
20 Engagements
1 Retweets
2 Profile Visits
0 Mentions
2 Detail Expands

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

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

- 611,371 members
- 315,103 claimed household
- 1007 neighborhoods

The District's Nextdoor Activity October 2024

- 8 Posts
- 51 Reactions
- 92,211 Impressions

Facebook Activity — Account @CCMosquito Yearly Comparisons

October 2024 Facebook Activity	October 2023 Facebook Activity
50 Followers	35 Followers
4 Posts	11 Posts
6 Likes	10 Likes
0 Loves	0 Love
0 Wow	1 Sad
130 Post Impressions	564 Post Impressions
120 Post Reach	587 Reach
2 Shares	9 Share
4 Other Clicks	16 Other Clicks
0 Comments	1 Comment
2 Link Clicks	11 Link Click
17 Post Engagement	50 Post Engagements
27 3-Second Video View	19 3-Second Video Views
4 1-Minute Video View	4 1-Minute Video View
0 Photo view	0 Photo view
0 Profile Visit	0 Profile Visit

Instagram Activity — Account @contracostamosquito

October 2024 Instagram Activity

196 Followers
 4 Posts
 15 Likes
 0 Save
 119 Post Reach
 178 Views
 17 Interactions
 17 Engagement
 0 Video plays
 0 Shares
 1 Profile Visits
 0 Other
 0 Explore

October 2023 Instagram Activity

91 Followers
 10 Posts
 19 Likes
 0 Save
 127 Post Reach
 0 Views
 0 Interactions
 0 Engagement
 0 Video plays
 1 Shares
 0 Profile Visits
 0 Other
 0 Explore

Publications

- **Total Constant Contact Subscribers**
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - October 2024: 3075 Subscribers
 - October 2023: 3005 Subscribers

Newsletters

On **October 8, 2024**, Public Affairs staff published a **Mosquito Bytes Newsletter** providing information to Contra Costa County residents on the seasonal bird migration and the District's efforts to reduce the risk of mosquito production at agricultural sites within the County that flood to attract the migrating ducks and other birds.

- 1591 Sent
- 48.4% Opened
- .03% Click Rate
- 98% Desktop Opens
- 2% Mobile Opens



News Releases

The Public Affairs staff published two News Releases in October 2024 related to the District's efforts to control *Aedes aegypti* mosquitoes in Antioch. One was delivered to all who subscribed to the District's news releases, and the other was sent specifically to news media to increase coverage for the District's Community Meeting in Antioch. More details will be provided in the Invasives Report.

Website Statistics

Due to an error in Google Analytics that has since been resolved, the month of October 2024 website data is not available for this report. Reporting will resume for this report in November.

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 October 2024 Comments to the District Website:**
 - Inquiry re: Numerous subscription requests to e-notifications (majority from the city of Antioch re: invasive mosquitoes)
 - Employee kudos re: yellowjacket nest service request response
 - Inquiry re: Several requests for setting appointments re: letter received for Antioch residential inspections
 - Inquiry re: concerns regarding invasive mosquitoes
 - Inquiry re: requesting a rat and mouse inspection
 - Inquiry re: recent larval mosquito control operations conducted in Antioch

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

“Techs were very prompt and very nice. I appreciate the help and info provided.”

“Josefa was great. We’re new to California and found out about these services at the Art and Wine Festival.”

“Very helpful. Lots of information and advice recommended to everyone we know - very knowledgeable.”

“I am satisfied! Very prompt, professional, and courteous service. Thank you!”

“The technician provided advice and targeted solutions to help with identifying and keeping rodent activity limited to the outdoors. I was impressed with his knowledge.”

Contra Costa Mosquito and Vector Control
Records Retention Policy

Records Retention Policy
Date: November 9th, 2020 ~~ST 12th, 2024~~

Overview

Contra Costa Mosquito and Vector Control (the "District") is committed to creating and maintaining a records retention schedule that is part of an effective records management program and to ensuring that information is available when it is needed, which will require that different types of records be retained for specific periods of time, and the designation of official repositories for their maintenance and archiving. These records must be managed according to procedures that are outlined in this document. The District is committed to effective records retention to preserve its history, meet legal and regulatory standards, optimize the use of space, minimize the cost of record retention, and to ensure that outdated and useless records are destroyed. This policy is applicable to every department, office, and field staff personnel as well as members of the Board of Trustees.

All records created, received, or maintained by any District staff during their operations belong to the District and are retained and disposed of according to this policy. The District records must be kept until the stated minimum retention period has elapsed.

Purpose/Objectives

The purpose of the Policy is to establish guidelines to staff regarding the retention and disposal of District records, to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business, and to ensure compliance with operational, legal and regulatory requirements. An effective records management program helps the District remain compliant with record-keeping regulations, avoid security risks, improve customer service, increase staff efficiency, and allocate scarce resources, and it also provides a legal foundation for conducting the District's daily mission. The main objectives of the District's Records retention Policy are:

- To provide public access to and protect the public's rights to inspect public records in accordance with the California Public Records Act.
- To comply with legal retention requirements established by federal, state, and local authorities.
- To preserve records with long-term or permanent value.
- To protect records vital to the District in the event of a disaster.
- To protect records essential to the District, but which are referenced infrequently.
- To orderly retire and destroy records no longer required by statute to be retained or needed for reference.
- To eliminate duplicate records filed in several departments.
- To provide protection in litigation, audits, and other disputes.
- To save space and increase efficiency in information retrieval.

Scope and Exclusions

This Policy applies to all District employees and the Board of Trustees.

This policy is compliant with all Government Code Sections.

Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the District.

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Section 60201 of the Government Code of the State of California provides that District records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the District or public may be destroyed.

Section 6252 of the Government Code of the State of California states that public records include any writings containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

It is understood that any District department will be notified of legal holds on specific documents by the General Manager or the District's legal counsel. Since legal holds commonly target a specific subject or set of information, documents unrelated to a legal hold may be disposed of according to the approved retention periods.

Ownership of Public Records

All public records are the property of the District and upon request shall be returned to the District by outgoing Trustees and employees and provided to their successors. Public records are to be maintained in active file areas or in a designated center.

Definition of Records

- **Non-Records**
Documents, studies, books and pamphlets produced by other outside agencies; preliminary notes not retained in the ordinary course of business.
- **Board Records**
Any documents, packets, exhibits, ~~or~~ official Board notes, ~~or committee of the Board.~~
- **Transitory Records**
These are of temporary or insignificant value, needed to complete a current routine or to prepare the final version of records, or because the information is needed for current work. Note that preliminary drafts or versions of documents are transitory records which may differ significantly in their content from the final approved versions of the documents (the official records). Preliminary drafts of documents are not retained in the "ordinary course of business" per this policy and so not subject to disclosure per the California Public Records Act. Transitory records are mentioned in a records retention schedule only if a specific retention rule applies to them, usually to ensure that copies of records containing personal information are securely destroyed as soon as possible and the destruction is documented. Examples of transitory records: working documents, such as drafts, rough notes, preliminary versions, and other intermediate documents – and supporting materials used to create final documents (reports, contracts, board calendars, policies and procedures, etc.) which are not needed once the final documents are completed; advertising and promotional materials received from suppliers; announcements or emails, "cc" or FYI emails, or other documents (electronic or hard copy) kept only for convenience or information; any duplicative document, such as documents kept as paper copy and electronic copy.
- **Permanent Records**
Any record in which the District will be maintaining indefinitely, which can be in electronic or paper form.

Records Retention Policy

Date: November 9¹²th, 2020⁴

➤ **Confidential Records**

Any individual record that may contain information which should be restricted from public access, such as legal opinions, medical, and personnel files.

Final Disposition

Disposition is the final phase in the information life cycle and normally involves two possibilities: destruction or transfer to a records facility for permanent preservation.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule. For example, if the Schedule states that certain records are to be retained for three years and then destroyed, records review and disposal should occur promptly at the conclusion of the three-year retention. This ensures that file space is used efficiently and prevents active records needed for day-to-day operations from becoming interfiled with records that have outlived their administrative usefulness.

Records Retention Schedule

The District is defining the current record Records Retention Schedule. It is understood that this is a broad outline and may not include every single type of document, but it is the goal of the District to comply with all applicable law and regulations. - [Some District policies may include retention requirements not listed here. The District will comply with those requirements as noted in the each policy.](#)

Amendments and Deviations Approval Required

Any amendment to or deviation from this Policy must be approved by the General Manager or Board of Trustees, as appropriate.

Record Description / Type	Total Retention	Comments / References	
Board Meetings, Resolutions, Agendas, Minutes, Packets, Materials, Task Orders, etc.	Permanent Record	Board Records GC §60200; GC §60201	
Boards and Committees: Audio recordings of meetings / Audio Tapes	90 days	District preference 90 days State law only requires 30 days; GC §54953.5(b)	
Agreements & Contracts (including Amendments)	Duration of Contract + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp + 10 years CCP §§336(a), 337 et. seq. GC §60201	
Unsuccessful Bids or Proposals for Contracts and or Services	2 years	Audit of Policy and Procedures	
Infrastructure – Includes: Architectural, Engineering, etc.	Permanent Record	Emergency Preparedness Document	
General Presentations / PowerPoint Slides	When no longer needed	These are defined as either Transitory Records or Non-records GC §60201	
Relations / Press Releases / Public Outreach	Completion + 2 years	These are defined as Transitory Records GC §60201	
Economic Interest Statements Form 700	Completion + 4 years	GC §81009	
General Administrative Files (General Correspondence, Project Administration, Project Schedules, Phone Logs, Miscellaneous correspondence not otherwise specially covered by this policy)	Completion + 5 years	Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Statewide guidelines propose destruction after useful life plus 5 years; CCP §337 et. seq. GC §60201	
External Communications	When no longer needed	These are defined as Non-records GC §60201	

Records Retention Policy

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Finance (Draft Budgets & Final Budgets)	Completion + 6 years	Published Audit standards = 4-7 years	
Copies of Invoices	Completion + 7 years	May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years Wrongful Death = Workers Comp + 5 years Limitations for Errors and Omissions is 10 years; Statewide guidelines propose termination + 5 years;	
Final Payrolls Final Payroll Runs	Completion + 10 years	Can potentially be different if invoices are tied to any Grant funding. Covers all Statute of Limitations. Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; CCP §337 et. seq. GC §60201	
Payroll Contracts, Agreements and Authorizations Agreements and contracts with employees that are used to assist the processing of payroll functions or for human resources activities. Includes, but is not limited to: alternative work agreements, timesheets, telecommuting agreements, payroll deduction authorizations (including union dues), garnishments, and direct deposit authorizations.	Completion + 7 years	May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years GC §60200; GC §60201	

<p>Financial Transactions – General Records documenting all resources received and expended by the District. Include but not limited to: Financial statements and reports (cash receipts transmittals, daily cash, Bank reconciliation report/summary, expenditure transactions, treasurer/finance officer, etc.); Registers and journals entries (general and subsidiary) for all funds and functions; check/warrant registers; Canceled Checks; Documentation of non-monetary gifts/donations (other than capital or tracked assets); Petty cash; overpayment refunds, etc.</p>	<p>Completion + 7 years</p>	<p>May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years GC §60200; GC §60201, GC § 53901, GC § 40802</p>	
<p>Internal Revenue Service (IRS) Forms – Submitted to IRS Records relating to Internal Revenue Service (IRS) forms and reports that are submitted to the IRS, as required by law. Includes records documenting transmittal of funds. 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification, etc.</p>	<p>Completion + 6 years</p>	<p>Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,</p>	
<p>Bond Payables or Other Long-Term Debts</p>	<p>Completion + 3 years</p>	<p>Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201, GC § 53901, GC § 40802, CCP 337.5</p>	
<p>Bank Statements</p>	<p>Completion + 6 years</p>	<p>Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,</p>	

Finance Accounts Receivables Money owed to the District by its debtors (individual or other agencies)	Completion + 6 years	Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,	
Human Resources Employee File Records, includes: Application, Employee Discipline, Equal Employment Opportunity Reports, DMV records, General Correspondence, Discrimination Complaints, Annual Reviews, Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by agency employees in certain positions.	Separation + 5 10 years	All State and Federal laws require retention until final disposition of formal complaint. These records may also be Confidential GC §12946, GC §60201, CFR 1602.31, CFR 1627.3(b)(ii)	
Employment Eligibility Verification Includes, but is not limited to: USCIS form I-9; Copies of other documents (such as passport, permanent resident card, etc.).	Separation + 4 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years	
Human Resources Recruitment Files This includes but not limited to: Vacancy, advertising, unsuccessful job applications, selection materials, interview notes, results, scoring, resumes, etc.	Expiration + 3 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years State Law Required 2 years These records may also be Confidential GC §12946, GC §60201, 10 CFR § 1040.7	
Leave Requests / Vacation Requests / Time keeping requests	Completion + 3 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years State Law Required 2 years These records may also be Confidential GC §12946, GC §60201	
Lawsuits, Litigation, Pending Litigation	Completion + 4 years	Follow all applicable laws and regulations, once Settlement is reached May be retained longer upon advice of legal counsel	

Commented [SS1]: To align with final payroll records above and EE medical records below

General Complaints: Not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	Completion + 2 years	These are defined as Transitory Records GC §60200, GC §60201	
Position Descriptions Records relating to the description of District jobs and positions. May include duties and responsibilities, breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position.	Completion + 5 years	These are defined as Transitory Records GC §60200, GC §60201	
Collective Bargaining Contract and Agreement Negotiations Files Files which document development of contracts and agreements between the District and employee union(s) and associations. Also includes final labor agreements. May include correspondence, meeting minutes, reports, etc.	Completion + 10 years	Agency preference to keep final signed agreements for 10 years. Other files may be defined as Transitory Records GC §60200, GC §60201	
Accident or Damage Reports No employee injury directly involved.	Completion + 5 years	Administration maintains completed original reports. OSHA requirements 8 CCR 14300.33(a) GC §60200, GC §60201	
Accident or Damage Reports Employee injury	Completion + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts & Spec's = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	
Workers Compensation / Monthly Reports from third party administrator Cal-OSHA Log 200, 300, 300A, 301 etc.	Completion + 10 years	Covers all Statute of Limitations Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	

Employee Medical Records	Separation + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts & Spec's = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	
<u>Service Request Records</u>	<u>5 Years</u>	<u>These are defined as Transitory Records</u> <u>GC §60201</u>	
<u>Temperature Records</u> <u>Indoor and Outdoor temperature readings used to determine risk of heat illness.</u>	<u>1 Year</u>	<u>According with District's Heat Illness Policy</u>	
<u>Training Records</u> <u>Records of Internal Employee Training</u>	<u>5 Years</u>	<u>Includes DPR, CA Agriculture Department, and Cal OSHA requirements.</u>	
Fire Prevention and Inspection Reports	Completion + 10 years	2010 CFC 104.6 GC §60201	
Hazardous Waste Disposal Documentation regarding handling and disposal of hazardous waste	Completion + 10 years	Cal OSHA, 40 CFR 122, GC §60201	

~~Amendments and Deviations Approval Required~~

~~Any amendment to or deviation from this Policy must be approved by the General Manager or Board of Trustees, as appropriate.~~

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Records Retention Policy

Date: November 9th, 2020 ~~ST 12th, 2024~~



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266
www.ccmvcd.dst.ca.us

Job Title: Biologist
Department: Scientific and Technical
FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the direction of the Environmental Projects Manager, the holder of this position is responsible for the mosquitofish production systems and the field stocking programs. Responsibilities include; 1) the operation, maintenance, repair, modification, and construction of the mosquitofish culture systems, including the budgeting and purchase of materials and equipment; 2) production and maintenance of mosquitofish for demand by the public and the field; 3) coordination and evaluation of the stocking of mosquitofish in the County; 4) performing studies related to the biology, production and stocking of mosquitofish; 5) recording data on mosquitofish systems, production, and stocking to produce reports as required; 6) networking with other persons involved in the production of fish to keep pace with current technologies; 7) performing lab tests as necessary, 8) training employees and the public in mosquitofish stocking procedures, and; 9) Conduct research on a variety biological organisms relating to the control of mosquitoes.

DISTINGUISHING CHARACTERISTICS

This position requires independent, creative work in a variety of scientific, aquacultural engineering, and other disciplines (especially, ecology, and fish biology). Must have ability to design and construct aquaculture systems and be able to monitor and collect data and produce relevant reports on various related projects. Requires knowledge of federal, state, and local legal and regulatory requirements and their application to District fish stocking activities, and maintenance of this knowledge as requirements change; requires and effective oral and written communications, often on highly technical areas; requires collaboration and other interactions with a wide range of individuals and groups, including University level researchers and resource agency managers. Also willing and able to preform heavy physical labor in difficult environments (high temperatures, low temperature, wet environment etc.). Responsible for direct supervision of mosquitofish and fisheries research, annual budget, temporary staff, and contractors.

PRIMARY DUTIES

Mosquitofish and other Bio-control Agent Production: Designs, implements, manages, and evaluates programs for the production of mosquitofish and candidate biological control species. Assist and monitor field stocking of bio-control agents and distribution to residents of Contra Costa County. Conducts daily operations of production system (system maintenance, water quality monitoring and feeding) and monitors health of mosquitofish and other bio-control agents (diet and disease treatment & control).

Pure and Applied Research: Reviews, develops, conducts, and disseminates scientific research focusing on mosquitofish and other possible bio-control agents. Conduct specific research on related bio-control agents and evaluate operational and regulator feasibility of implementation of new species into our integrated pest management

Job Title: Biologist
Department: Scientific and Technical
FLSA Employment Status: Exempt

PRIMARY DUTIES

program. Dissemination of results is through written publications in refereed journals, book chapters, etc.; and oral presentations in formal scientific conferences and informal talks and meetings.

Environmental Compliance: Ensures the District’s compliance with environmental laws and regulations through a range of mechanisms. Maintains current awareness of federal, state, and local environmental laws and regulations governing District mosquitofish stocking, with particular focus on endangered species. Notifies staff on changing requirements to District practices.

Project, Personnel, and Budget Management: Identifies, solicits, and manages internal and external funds for research and improvement of mosquitofish production system and other research projects. Hires, trains, and supervises temporary employees to assist in field research and maintain mosquitofish production facilities.

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

Sufficient understanding of fisheries and aquaculture to provide for “hands on” operation of a recirculating fish production system. Knowledge of aquatic ecology and biological control of mosquitoes is needed to evaluate environmental impacts of control activities. Understanding ecological risk assessment methods sufficient to effectively review and comment on proposed projects and regulations.

An effective working knowledge of general carpentry, plumbing and electrical is highly desirable.

A sound working knowledge of computer software programs in Windows, including but not limited to word processing, spreadsheets, and database programs.

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

Ability to communicate frequently and effectively, in writing and speech, with a wide range of technical and non-technical audiences, including some that are potentially hostile to District activities. Ability to quickly and effectively identify and evaluate information, solve problems, and make decisions. Ability to conduct field work (including field stocking of mosquitofish, fish surveys and data collection) required for developing, implementing, and evaluating biological control programs. Ability to collect, analyze, and disseminate data in accord with standard scientific practices. Ability to construct a variety of items for production and maintenance of mosquitofish and field studies. Repair plumbing, heating and pumping systems as needed. Ability to manage budgets and cuts cost where appropriate. Ability to select and supervise, temporary staff, and contractors in accord with current labor law and District policy.

QUALIFYING TRAINING AND EXPERIENCE

Must have a combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from an accredited university or college with a Bachelor of Science degree in an appropriate field (Fisheries, Aquaculture, Marine Biology etc.).

EXPERIENCE: Two (2) years of full time experience in a aquaculture and or fisheries related fields.

Job Title: Biologist

Department: Scientific and Technical

FLSA Employment Status: Exempt

REQUIRED LICENSES, CERTIFICATION AND REGISTRATIONS

Must have a valid California State Class C driver's license, with a good driving record and be insurable with the VCJPA, using the accepted guidelines of the insurance provider.

Specifications Approved by: Board of Trustees on July 9, 2012

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520

(925) 685-9301

fax (925) 685-0266

www.contracostamosquito.com

Job Title: Laboratory Technician **Salary Range Monthly:** [approved effective 7/1/24]

Department: Laboratory

FLSA Employment Status: Non-Exempt

ESSENTIAL FUNCTIONS

Under the direct supervision of a Vector Ecologist and the general direction of the Scientific Programs Manager, the Laboratory Technician assists with field surveys for vectors and vector-borne diseases, identifies mosquitoes and other organisms to species and submits them for testing, is responsible for care/maintenance of sentinel chicken flocks and the rearing and maintenance of mosquitoes and fish, records data and performs routine data entry, assists with laboratory assays and field research projects, keeps laboratory and equipment clean and organized, assists with repair and maintenance of surveillance equipment, and performs other work as needed by the District.

DISTINGUISHING CHARACTERISTICS

This position is responsible for daily assistance with the District's vector surveillance and laboratory programs and for collecting, analyzing, recording and entering surveillance data. The Laboratory Technician assists with studies and research performed by the laboratory. Must work cooperatively with other staff and the general public, use good judgement, and have the ability to work independently.

PRIMARY DUTIES

- Aids in the trapping, collection, identification and processing of mosquitoes and other vectors
- including ticks and rodents, in accordance with established protocols for disease surveillance monitoring
- Inspects, services, and prepares supplies and laboratory equipment
- Performs accurate identification of adult and immature mosquitoes to the genus and species levels using published identification keys
- Accurately records data using standard forms and specialized desktop or mobile software
- Is responsible for mosquito colony maintenance
- Collects and processes bird carcasses and samples for disease surveillance
- Is responsible for the maintenance and well-being of sentinel chicken flocks and collection and processing of blood samples

- Is responsible for the production and maintenance of mosquitofish for demand by the public and the field, including daily operations of production systems
- Assists with field surveys and applied research projects
- Performs related work as required

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

- Basic knowledge of mosquito biology, surveillance equipment and laboratory techniques
- Good laboratory practices
- Basic knowledge of animal husbandry as it relates to the care and maintenance of sentinel animals such as chickens
- Basic knowledge of mosquitofish biology and aquaculture
- Basic knowledge of District, State and Federal rules, regulations, policies and procedures as they apply to program responsibilities
- Basic knowledge of computers and mobile devices for data collection and processing

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

- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service
- Gather, research, compile, tabulate, and analyze data accurately and efficiently
- Interpret rules and regulations
- Read and understand Safety Data Sheets and pesticide label information
- Work independently and responsibly in an environmentally safe manner
- Safely operate a motor vehicle, on or off-road
- Safely handle and work with chemicals and potentially infectious biological materials
- Communicate effectively with staff and the public, verbally and in writing, in a professional and cooperative manner
- Understand and implement oral and written directions
- Perform related duties as assigned

QUALIFYING TRAINING AND EXPERIENCE

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

EDUCATION: Possession of a Bachelor’s degree from an accredited university or college in Biological Sciences or a related field.

EXPERIENCE: No professional experience required.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health Public Health in Category A, B, C and D within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

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

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

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

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

Board Approved:



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

~~Job Title: Vector Control Technician I (VCT I) (Steps 1-3)~~

~~Salary Range Monthly: \$6633.53—\$7313.46~~

~~Job Title: Vector Control Technician II (VCT II) (Steps 4-6)~~

~~Salary Range Monthly: \$7679.14—\$8466.25~~

Job Title: Vector Control Inspector (VCI) (7 Steps-7)

Salary Monthly: \$6633.53 – \$8889.56

Department: Operations

FLSA Employment Status: Non-Exempt

ESSENTIAL FUNCTIONS

Under the direct supervision of a Program Supervisor, performs inspections and control operations for all vector programs, provides assistance and support to other Vector Control personnel, and does related work and supportive services as required. Essential functions include extensive driving throughout the county, traversing various terrains to conduct surveillance and inspections, the ability to transport and apply pesticides, effectively communicating with members of the public and other District personnel both verbally and in writing, the ability to efficiently plan and execute their daily workload with minimal supervision and exercise good judgement in assessing the appropriate treatments in various situations.

DISTINGUISHING CHARACTERISTICS

The ~~VCTI/VCTII~~VCI is responsible for tasks associated with Integrated Pest Management within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, and to assist the public with related vector problems. It is expected that all Vector Control personnel increase in skill and responsibility as they progress through the job titles/steps; the ~~VCTI/VCTII~~VCI needs to be, with training, proficient and capable in accomplishing duties in all District vector programs.

PRIMARY DUTIES

The ~~VCTH/VCTH~~VCI is responsible for all vector control programs within their assigned zone including:

Mosquito Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices, and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species and stage of larval development, and notes other environmental factors such as drainage patterns, water related plants and biological control agents. Responds to service requests in an effort to identify and eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps as needed in an effort to assess mosquito populations in designated areas. Advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Applies treatments for temporary control when there is no other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects treated areas to evaluate product and treatment efficacy; Safely tows ATVs or boats on trailers with trucks. Records data as directed and keeps accurate, legible records.

Rat and Mouse Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts surveillance, baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Is responsible for and coordinates the operations in the assigned zone.

Rabies Risk Reduction Operations: Performs skunk inspections at the request of the public, giving advice about rabies, skunks, delivers traps, services traps, and, picks up and disposes of skunks. Records data as directed and keeps accurate, legible records. The ~~VCTH/VCTH~~VCI understands that there is a rabies risk and is advised to follow their physicians' recommendations regarding the available rabies vaccine; either proof of vaccine or waiver may be required.

Yellowjacket and Honey Bee Operations: Responds to yellowjacket and bee service requests. Treats swarms or hives, utilizes specialized application equipment and dusters, and protective apparel. Follows District procedures for locating and treating nests. Records data as directed and keeps accurate, legible records. The ~~VCTH/VCTH~~VCI understands that there is a bee sting risk and is advised to follow their physicians' recommendations if they are allergic to bee or wasp venom.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. May be assigned on an as-needed basis to assist in

mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as needed. Operates cell phones and other handheld devices to maintain contact with other employees. Is proficient with handheld devices and District provided software. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance, wear the provided clean uniform neatly, and have good public relation skills. Possesses good problem solving and diagnostic skills. Actively works as a team member and communicates effectively. Works with and coordinates with other District departments assisting in fulfilling the District's mission. Reports on all activity in their assigned zone as requested.

Pesticide and Equipment: Calibrates spray equipment and safely measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellowjacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps equipment in working order, performs simple maintenance and repairs.

Employee Development: Assists in the training of VCAs, in the field and classroom, and provides guidance, when necessary. Attends continuing education to maintain vector control certificates. Reads and studies literature pertaining to vector control, IPM and related topics.

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

- Basic knowledge of map reading to locate work assignments. Math skills to accurately determine treatment areas and dosage requirements.

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

- Ability to perform physical labor in widely varying environmental conditions, such as, routinely lifting 50-65 lbs.
- (animal traps, pesticides and equipment), bending/kneeling to place bait in storm drains/sewers, carrying two-gallon spray can, removing sewer/storm drain covers, and the ability to traverse various terrain (marshes, steep hills, and creek beds). Ability to drive up to 85% of the workday.
- Ability to read labels and see mosquito larvae in a sampling device.

QUALIFYING TRAINING AND EXPERIENCE

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

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Work experience involving manual labor, and the use of machinery performing skilled or semi-skilled operations. Must be able and willing to do heavy physical labor and withstand weather conditions associated with assigned areas.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

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

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

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

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

position. **Board Approved: ~~March 13, 2023~~**



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

Job Title: Vector Control Technician (VCT)

Salary Range Monthly: \$6965.21 – \$9334.04

Department: Operations

FLSA Employment Status: Non-Exempt

ESSENTIAL FUNCTIONS

Under the direct supervision of a Program Supervisor and the general direction of the Operations Manager, performs inspections and control for all vector operations, provides assistance and support to other Vector Control personnel, and does related work and supportive services as required. Essential functions include extensive driving throughout the county, traversing various terrains to conduct surveillance, inspections and treatments, the ability to transport and apply pesticides, effective verbal and written communication with members of the public and other District personnel, the ability to efficiently plan and execute their daily workload with minimal supervision and exercise good judgement in assessing the appropriate treatments in various situations.

DISTINGUISHING CHARACTERISTICS

The Vector Control Technician is responsible for tasks associated with Integrated Vector Management (IVM) within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, and to assist the public with related vector problems. The Vector Control Technician must be proficient in and capable of accomplishing duties in all District vector operations.

PRIMARY DUTIES

The Vector Control Technician is responsible for all vector control operations within the county including:

Mosquito Operations: Conducts surveys of the assigned area for mosquito sources, such as ponds, creeks, catch basins, marshes, containers, tree holes and irrigated pastures. Maintains records of flooding patterns and practices, and other factors conducive to mosquito production and of significance to timing of control operations. Inspects sources for mosquitoes and collects samples for identification of species and stage of larval development, and notes other

environmental factors such as drainage patterns, water related plants and biological control agents. Responds to service requests in an effort to identify and eliminate or suppress mosquito sources. Assists with placement and retrieval of mosquito traps as needed in an effort to assess mosquito populations in designated areas. Advises the public regarding mosquito problems and the need for mosquito control and source reduction. Applies treatments for temporary control when there is no other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects treated areas to evaluate product and treatment efficacy; safely tows equipment on trailers with trucks. Records data as directed, and keeps accurate, legible records of all activities performed.

Rat and Mouse Operations: Responds to service requests for rat and mouse prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts surveillance, monitoring, baiting and trapping operations as needed. Records data as directed, and keeps accurate and legible records of all activities performed.

Rabies Risk Reduction Operations: Performs skunk inspections at the request of the public, gives advice about rabies and skunks, evaluates criteria for trapping, delivers traps, services traps, and picks up and disposes of skunks. Records data as directed and keeps accurate, legible records of all activities performed.

Yellowjacket and Honey Bee Operations: Responds to yellowjacket and bee service requests. Follows District procedures for locating and treating ground-nesting

yellowjackets nests. Provides education about yellowjackets and honey bees. Records data as directed and keeps accurate, legible records of all activities performed.

General Operations: Prepares and revises operational maps of zones and areas in the County including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and on the District's operational software, and compiles data as directed on work performed, types of service, and vector population history, and otherwise assists in collecting and compiling data. May be assigned on an as-needed basis to assist in mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as needed. Operates cell phones and other handheld devices to maintain contact with other employees. Is proficient with handheld devices and District provided software. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance, wear the provided clean uniform neatly, and have good public relation skills. Possesses problem solving and diagnostic skills. Actively works as a team member and communicates effectively. Works with and coordinates with other District departments assisting in fulfilling the District's mission. Reports on all activities in their assigned area as requested.

Pesticide and Equipment: Calibrates application equipment and safely measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground-nesting yellowjacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, all terrain vehicles (ATVs), operates hand and power spraying equipment, and unmanned aerial systems (UASs); keeps equipment in working order, performs equipment maintenance and repairs.

Employee Development: Assists in the training of Vector Control Aides (VCAs), in the field and classroom, and provides guidance, when necessary. Attends continuing education to maintain vector control, UAS, and any other required certifications. Reads and studies literature pertaining to vector control, IVM and related topics.

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

- Basic knowledge of map reading to locate work assignments.
- Math skills to accurately determine treatment areas and dosage requirements.

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

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 85% of the workday.
- Ability to read labels and see mosquito larvae in a sampling device.
- The Vector Control Technician understands that there is a rabies risk and is advised to follow their physicians' recommendations regarding the available rabies vaccine; either proof of vaccine or waiver may be required.
- The Vector Control Technician understands that there is a yellowjacket and bee sting risk and is advised to follow their physicians' recommendations if they are allergic to bee or wasp venom.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical

examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Work experience involving manual labor and the use of machinery performing skilled or semi-skilled operations. Must be able and willing to do heavy physical labor and withstand weather conditions associated with assigned areas. Previous pest control experience preferred.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.
- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.
- Must obtain and maintain a Part 107 Remote Pilot Certificate from the FAA within one year of employment.
- Must obtain and maintain a California Department of Pesticide Regulation Unmanned Pest Control Aircraft Pilot Certificate within two years of employment.

Employment Conditions:

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

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

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

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Board Approved: