



155 Mason Circle  
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BOARD OF TRUSTEES  
**BUDGET COMMITTEE MEETING**  
**\*\*MONDAY, JUNE 10, 2024\*\***  
**AGENDA**

**TIME: 6:00 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/83850886317?pwd=ahQs57sSQ9ElqunEG3WnX4VnYoCQrU.1>

Meeting ID: 838 5088 6317

Passcode: 224203

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding 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](mailto:pmacedo@contracostamosquito.com).

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President **DARRYL YOUNG** Contra Costa County • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez  
Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY & CHRIS COWEN**  
Danville **RANDALL DIAMOND** • 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 committee 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. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 22, 2024**
- 5. REVIEW DRAFT BENEFIT ASSESSMENT FOR FISCAL YEAR 2024-2025**
- 6. REVIEW FISCAL YEAR 2023-2024 BUDGET YEAR TO DATE**
- 7. REVIEW PROPOSED FISCAL YEAR 2024-2025 BUDGET AND REQUESTS FOR FIXED ASSETS**
- 8. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST**
- 9. REVIEW DISTRICT INVESTMENT POLICY**
- 10. REVIEW DISTRICT RESERVE POLICY**
- 11. BOARD AND STAFF ANNOUNCEMENTS**
- 12. ADJOURNMENT**

I hereby certify that the District Board of Trustees Budget Committee Meeting Agenda was posted 4 days before the noted meeting.

<hr/>	6/06/2024
Christine Widger, Customer Service Specialist	<hr/> Date

# CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

## June 10, 2024 BUDGET COMMITTEE MEETING STAFF REPORT

1. **No comment**
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 22, 2024 (Pages 4-5)** – Minutes from Budget Committee meeting held on April 22, 2024 were attached.
5. **REVIEW DRAFT BENEFIT ASSESSMENT FOR FISCAL YEAR 2024-2025 - (Enclosed)** – the committee will review the draft benefit assessment provided by Francisco & Associates and consider recommendation to the full Board.
6. **REVIEW FISCAL YEAR 2023-2024 BUDGET YEAR TO DATE (Pages 6-8) -** General Manager Macedo will present the updates to the current District budget through May 31, 2024.
7. **REVIEW PROPOSED FISCAL YEAR 2024-2025 BUDGET AND REQUESTS FOR FIXED ASSETS (Pages 6-8)** – General Manager Macedo will discuss the proposed budget for Fiscal Year 2023-2024, including discussion on fixed assets requests and proposed and approved salary adjustments.
8. **REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST (Page 9)** – General Manager Macedo will present the 5-year forecast based on the methodology approved by the Board and explain other assumptions.
9. **REVIEW DISTRICT INVESTMENT POLICY (Pages 10-14)** – The Budget Committee annually reviews the District Investment Policy and recommends adoption to the full Board.
10. **REVIEW DISTRICT RESERVE POLICY (Pages 15-18)** - Due to the planned construction, the committee will review the Reserve Policy and determine if an adjustment to that item is recommended.
- 11, 12. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

BUDGET COMMITTEE MEETING  
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 22, 2024, at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT      Kevin Marker, Chair, Orinda  
Richard Ainsley, Pittsburg  
Chris Cowen, Contra Costa County  
Chris Dupin, Richmond  
James Frankenfield, Moraga  
Vinoy Mereddy, Brentwood

TRUSTEES ABSENT      None

OTHERS PRESENT      Paula Macedo, General Manager  
Stacy Stark, Human Resources & Administration Manager  
Natalie Martini, Financial Administrator

1.      CALL TO ORDER

Budget Committee Chair Marker called the meeting to order at 6:06 p.m.  
Roll Call - A roll call indicated that five Trustees were present and one was absent.  
Trustee Mereddy arrived at 6:25 p.m.  
Pledge of Allegiance

2.      AGENDA MANAGEMENT – adopted by rule.

3.      PUBLIC INPUT ON NON-AGENDA ITEMS – None.

4.      APPROVAL OF MINUTES FROM BUDGET COMMITTEE SPECIAL MEETING HELD ON JULY 10, 2023

\*\*      Motion was made by Trustee Cowen and seconded by Trustee Ainsley to approve the minutes from the Budget Committee special meeting held on July 10, 2023. *Motion passed unanimously.*

5.      REVIEW FISCAL YEAR 2023-2024 BUDGET YEAR TO DATE – General Manager Macedo presented the updates to the current District budget through March 31, 2024 and noted all the trends and areas of concern versus the budget adopted by the Board of Trustees for Fiscal Year 2023-2024.

6.      REVIEW DISTRICT RESERVES AND REVENUE SOURCES - General Manager Macedo presented the District’s recent history of expenses versus revenues and funds deposited with the Local Agency Investment Fund (LAIF), California CLASS, and Money Market accounts, along with property tax and benefit assessment revenue streams.

7. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST USING APPROVED METHODOLOGY – the committee discussed and reviewed the long-range forecast and the methodology.

CLOSED SESSION – 6:54 p.m.

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

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

Employee Group: Unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION – 7:27 p.m.

REPORT FROM CLOSED SESSION – No reportable actions.

9. BOARD AND STAFF ANNOUNCEMENTS – None.
10. ADJOURNMENT – 7:28 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on June 10, 2024.

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Kevin Marker, 2024 Chair Budget Committee

## Contra Costa Mosquito and Vector Control District FY24 Budget Year

FY24 (July 1, 2023 - June 30, 2024)

83 % of the Year  
completed

	FY 24 <i>As of 4/30/24</i>	APPROVED <b>FY 24</b>	YTD FY23 VS Adopted	ADOPTED FY24 VS FY24 \$	PROPOSED <b>FY25</b>
<b>Personnel Costs</b>					
Payroll & OT	3,224,171.27	4,240,776.00	76.0%	1,016,604.73	4,398,951.28
<b>Retirement</b>	<b>1,120,785.44</b>	<b>1,200,000.00</b>	<b>93.4%</b>	<b>79,214.56</b>	<b>1,000,000.00</b>
OASDI	187,279.89	262,928.11	71.2%	75,648.22	272,734.98
<b>Medicare</b>	<b>45,167.93</b>	<b>61,491.25</b>	<b>73.5%</b>	<b>16,323.32</b>	<b>63,784.79</b>
Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)	487,033.84	681,865.00	71.4%	194,831.16	722,867.73
<b>Unemployment</b>	<b>15,832.39</b>	<b>16,500.00</b>	<b>96.0%</b>	<b>667.61</b>	<b>16,000.00</b>
Disability Ins	12,786.21	14,750.00	86.7%	1,963.79	12,420.00
<b>Other Post Employment Benefits</b>	<b>0.00</b>	<b>215,000.00</b>	<b>0.0%</b>	<b>215,000.00</b>	<b>215,000.00</b>
District Paid Health Retiree Cost & Fees	88,550.82	111,800.00	79.2%	23,249.18	136,778.98
<b>Subtotal Personnel Costs</b>	<b>5,181,607.79</b>	<b>6,805,110.36</b>	<b>76.1%</b>	<b>1,623,502.57</b>	<b>6,838,537.76</b>
<b>Professional Services</b>					
<b>Auditing Services</b>	<b>24,196.00</b>	<b>25,000.00</b>	<b>96.8%</b>	<b>804.00</b>	<b>19,300.00</b>
Building and Grounds Maintenance & Repairs Major > \$10,000	0.00	0.00	0.0%	0.00	0.00
<b>Building and Grounds Maintenance &amp; Repairs Minor &lt; \$10,000</b>	<b>12,035.06</b>	<b>25,000.00</b>	<b>48.1%</b>	<b>12,964.94</b>	<b>15,000.00</b>
Consulting - General	27,607.83	200,000.00	13.8%	172,392.17	333,500.00
<b>Engineers Report</b>	<b>9,100.00</b>	<b>9,100.00</b>	<b>100.0%</b>	<b>0.00</b>	<b>9,100.00</b>
Janitorial Services	13,000.00	15,600.00	83.3%	2,600.00	16,500.00
<b>Landscaping Services</b>	<b>5,214.00</b>	<b>6,200.00</b>	<b>84.1%</b>	<b>986.00</b>	<b>1,068.00</b>
Legal - Counsel General	13,301.09	25,000.00	53.2%	11,698.91	40,000.00
<b>Legal - Counsel Labor</b>	<b>42,671.85</b>	<b>50,000.00</b>	<b>85.3%</b>	<b>7,328.15</b>	<b>100,000.00</b>
Medical Services - General	125.00	500.00	25.0%	375.00	500.00
<b>Medical Services - Pre-Employment</b>	<b>1,582.00</b>	<b>500.00</b>	<b>316.4%</b>	<b>(1,082.00)</b>	<b>2,500.00</b>
Permits & Fees	4,168.72	20,000.00	20.8%	15,831.28	20,000.00
<b>Security Service</b>	<b>12,985.62</b>	<b>20,000.00</b>	<b>64.9%</b>	<b>7,014.38</b>	<b>20,000.00</b>
<b>Subtotal Professional Services</b>	<b>165,987.17</b>	<b>396,900.00</b>	<b>41.8%</b>	<b>230,912.83</b>	<b>577,468.00</b>
<b>Public Affairs</b>					
Community Event Registration Fees	886.75	1,500.00	59.1%	613.25	1,250.00
<b>Advertisement Online</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.0%</b>	<b>35,000.00</b>	<b>35,000.00</b>
Advertisement Print	1,080.16	45,000.00	2.4%	43,919.84	60,100.00
<b>Branded Collateral</b>	<b>952.08</b>	<b>7,500.00</b>	<b>12.7%</b>	<b>6,547.92</b>	<b>5,000.00</b>
Brochures	7,484.83	8,000.00	93.6%	515.17	10,000.00
<b>Business Cards</b>	<b>92.63</b>	<b>500.00</b>	<b>18.5%</b>	<b>407.37</b>	<b>500.00</b>
Design	1,129.50	3,000.00	37.7%	1,870.50	3,050.00
<b>Displays</b>	<b>835.06</b>	<b>1,000.00</b>	<b>83.5%</b>	<b>164.94</b>	<b>1,000.00</b>
Door Hangers	651.06	2,500.00	26.0%	1,848.94	1,500.00
<b>Website Development &amp; Maintenance</b>	<b>3,750.00</b>	<b>5,000.00</b>	<b>75.0%</b>	<b>1,250.00</b>	<b>6,000.00</b>
Professional Branded Wear	1,587.78	3,000.00	52.9%	1,412.22	2,500.00
<b>Subtotal Public Affairs</b>	<b>18,449.85</b>	<b>109,000.00</b>	<b>16.9%</b>	<b>90,550.15</b>	<b>125,900.00</b>
<b>Operation and Facilities</b>					
Aerial Services	12,552.72	30,000.00	41.8%	17,447.28	40,000.00
<b>Automotive - Gasoline</b>	<b>52,621.69</b>	<b>80,000.00</b>	<b>65.8%</b>	<b>27,378.31</b>	<b>80,000.00</b>
Automotive - Repairs	50,153.37	65,000.00	77.2%	14,846.63	65,000.00
<b>Automotive - Services</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.0%</b>	<b>5,000.00</b>	<b>10,000.00</b>
Boat Berth Fee	0.00	0.00	0.0%	0.00	6,000.00
<b>Operational Supplies</b>	<b>5,140.73</b>	<b>6,000.00</b>	<b>85.7%</b>	<b>859.27</b>	<b>5,000.00</b>
Building & Grounds Materials / Supplies	6,615.49	8,500.00	77.8%	1,884.51	7,000.00
<b>Building Engineering</b>	<b>0.00</b>	<b>650,000.00</b>	<b>0.0%</b>	<b>650,000.00</b>	<b>0.00</b>
Control Materials - Mosquito Adulticiding	3,067.95	10,000.00	30.7%	6,932.05	10,000.00
<b>Control Materials - Mosquito Larviciding</b>	<b>171,645.41</b>	<b>170,000.00</b>	<b>101.0%</b>	<b>(1,645.41)</b>	<b>250,000.00</b>
Control Materials - Vertebrate	2,070.64	10,000.00	20.7%	7,929.36	5,000.00
<b>Control Materials - Yellowjacket &amp; Bees</b>	<b>3,482.70</b>	<b>3,000.00</b>	<b>116.1%</b>	<b>(482.70)</b>	<b>3,000.00</b>
Equipment Rental	0.00	1,000.00	0.0%	1,000.00	100,000.00
<b>Equipment Repair</b>	<b>18,717.03</b>	<b>15,000.00</b>	<b>124.8%</b>	<b>(3,717.03)</b>	<b>25,000.00</b>
Equipment Service	0.00	3,000.00	0.0%	3,000.00	0.00

## Contra Costa Mosquito and Vector Control District FY24 Budget Year

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83 % of the Year  
completed

	FY 24 <i>As of 4/30/24</i>	APPROVED FY 24	YTD FY23 VS Adopted	ADOPTED FY24 VS FY24 \$	PROPOSED FY25
<b>Equipment Small</b>	<b>13,826.10</b>	<b>60,000.00</b>	<b>23.0%</b>	<b>46,173.90</b>	<b>60,000.00</b>
Safety & PPE	7,108.99	15,000.00	47.4%	7,891.01	20,000.00
<b>Safety Boots</b>	<b>928.70</b>	<b>3,500.00</b>	<b>26.5%</b>	<b>2,571.30</b>	<b>3,500.00</b>
Source Reduction/Wetlands	0.00	500.00	0.0%	500.00	0.00
<b>Tools &amp; Instruments</b>	<b>196.42</b>	<b>2,500.00</b>	<b>7.9%</b>	<b>2,303.58</b>	<b>0.00</b>
Uniform Rental	11,225.03	14,000.00	80.2%	2,774.97	20,000.00
<b>Subtotal Operation and Facilities</b>	<b>359,352.97</b>	<b>1,155,000.00</b>	<b>31.1%</b>	<b>795,647.03</b>	<b>709,500.00</b>
<b>Lab Services</b>					
Aquaculture	962.04	2,500.00	38.5%	1,537.96	2,500.00
<b>General Lab Supplies &amp; Materials</b>	<b>960.73</b>	<b>3,500.00</b>	<b>27.4%</b>	<b>2,539.27</b>	<b>3,500.00</b>
Insectary	374.47	1,000.00	37.4%	625.53	0.00
<b>Lab Equipment</b>	<b>29.51</b>	<b>5,000.00</b>	<b>0.6%</b>	<b>4,970.49</b>	<b>2,000.00</b>
Lab Testing	10,912.00	18,000.00	60.6%	7,088.00	22,000.00
<b>Pesticide Testing</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0%</b>	<b>500.00</b>	<b>0.00</b>
Sentinel Bird	843.40	1,500.00	56.2%	656.60	1,500.00
<b>Surveillance</b>	<b>15,534.34</b>	<b>18,000.00</b>	<b>86.3%</b>	<b>2,465.66</b>	<b>24,000.00</b>
<b>Subtotal Lab Services</b>	<b>29,616.49</b>	<b>50,000.00</b>	<b>59.2%</b>	<b>20,383.51</b>	<b>55,500.00</b>
<b>Information &amp; Technology</b>					
Computer Equipment Supplies < \$100	489.63	2,900.00	16.9%	2,410.37	1,200.00
<b>Computer Equipment Supplies &gt; \$100 &lt; \$500</b>	<b>769.11</b>	<b>1,800.00</b>	<b>42.7%</b>	<b>1,030.89</b>	<b>1,800.00</b>
Computer Equipment Supplies > \$500	0.00	4,800.00	0.0%	4,800.00	14,100.00
<b>GPS Tracking</b>	<b>4,770.04</b>	<b>6,400.00</b>	<b>74.5%</b>	<b>1,629.96</b>	<b>6,500.00</b>
I.T Subscriptions	20,163.65	20,000.00	100.8%	(163.65)	53,408.00
<b>Phone</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>
Phone Accessories	202.36	500.00	40.5%	297.64	500.00
<b>Printing Supplies</b>	<b>1,327.49</b>	<b>6,700.00</b>	<b>19.8%</b>	<b>5,372.51</b>	<b>4,000.00</b>
Software	23,503.59	75,000.00	31.3%	51,496.41	132,275.00
<b>Subtotal Information &amp; Technology</b>	<b>51,225.87</b>	<b>118,100.00</b>	<b>43.4%</b>	<b>66,874.13</b>	<b>213,783.00</b>
<b>General Office Administration</b>					
Assessments & County Fees	3,774.99	450,000.00	0.8%	446,225.01	5,000.00
<b>District Membership &amp; Subscription Dues</b>	<b>31,270.87</b>	<b>30,000.00</b>	<b>104.2%</b>	<b>(1,270.87)</b>	<b>36,000.00</b>
Employee - Development	343.89	4,000.00	8.6%	3,656.11	1,500.00
<b>Employee - Lodging</b>	<b>10,985.37</b>	<b>12,000.00</b>	<b>91.5%</b>	<b>1,014.63</b>	<b>15,000.00</b>
Employee - Meal	1,385.23	3,000.00	46.2%	1,614.77	3,000.00
<b>Employee - Memberships</b>	<b>1,417.00</b>	<b>3,000.00</b>	<b>47.2%</b>	<b>1,583.00</b>	<b>3,000.00</b>
Employee - Training	20,284.81	15,000.00	135.2%	(5,284.81)	30,000.00
<b>Employee - Travel</b>	<b>3,500.84</b>	<b>10,000.00</b>	<b>35.0%</b>	<b>6,499.16</b>	<b>15,000.00</b>
Financial Services Fees	1,088.11	3,000.00	36.3%	1,911.89	1,500.00
<b>Insurance - Auto Physical Damage</b>	<b>4,107.00</b>	<b>4,107.00</b>	<b>100.0%</b>	<b>0.00</b>	<b>7,579.00</b>
Insurance - Crime & Weapons	1,547.00	1,547.00	100.0%	0.00	1,717.00
<b>Insurance - General</b>	<b>4,120.00</b>	<b>4,120.00</b>	<b>100.0%</b>	<b>0.00</b>	<b>3,211.00</b>
Insurance - Liability	173,901.00	175,893.00	98.9%	1,992.00	172,809.00
<b>Insurance - Property</b>	<b>27,028.00</b>	<b>27,028.00</b>	<b>100.0%</b>	<b>0.00</b>	<b>22,670.00</b>
Insurance - Workers Comp	162,021.00	182,555.00	88.8%	20,534.00	167,988.00
<b>Office Furniture</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.0%</b>	<b>3,000.00</b>	<b>0.00</b>
Office Keys & Locks	807.76	2,000.00	40.4%	1,192.24	1,000.00
<b>Office Supplies - General</b>	<b>3,598.20</b>	<b>6,000.00</b>	<b>60.0%</b>	<b>2,401.80</b>	<b>5,000.00</b>
Office Supplies - Janitorial	370.42	1,500.00	24.7%	1,129.58	1,000.00
<b>Office Supplies - Kitchen</b>	<b>496.95</b>	<b>1,000.00</b>	<b>49.7%</b>	<b>503.05</b>	<b>1,000.00</b>
Other Expense - General	0.00	0.00	0.0%	0.00	1,000.00
<b>Postage</b>	<b>3,408.94</b>	<b>5,000.00</b>	<b>68.2%</b>	<b>1,591.06</b>	<b>5,000.00</b>
Safety Program - Incentive	1,044.13	1,300.00	80.3%	255.87	1,300.00
<b>Safety Program - Tangible Materials</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>
Service & Leasing Contracts	8,437.12	8,500.00	99.3%	62.88	10,000.00
<b>Trustee - Expense General</b>	<b>1,359.56</b>	<b>2,000.00</b>	<b>68.0%</b>	<b>640.44</b>	<b>3,000.00</b>
Trustee - Lodging	2,605.95	4,000.00	65.1%	1,394.05	4,000.00

## Contra Costa Mosquito and Vector Control District FY24 Budget Year

FY24 (July 1, 2023 - June 30, 2024)

83 % of the Year  
completed

	FY 24 <i>As of 4/30/24</i>	APPROVED FY 24	YTD FY23 VS Adopted	ADOPTED FY24 VS FY24 \$	PROPOSED FY25
<b>Trustee - Meal</b>	262.86	2,000.00	13.1%	1,737.14	2,000.00
Trustee - Mileage	0.00	0.00	0.0%	0.00	0.00
<b>Trustee - Training</b>	11,787.26	10,000.00	117.9%	(1,787.26)	15,000.00
Trustee - Travel	695.48	2,000.00	34.8%	1,304.52	2,000.00
<b>Utilities Cell Phone</b>	17,994.76	28,000.00	64.3%	10,005.24	25,000.00
Utilities Electric	8,959.23	32,000.00	28.0%	23,040.77	30,000.00
<b>Utilities Garbage</b>	7,288.35	9,000.00	81.0%	1,711.65	9,000.00
Utilities Gas	7,138.93	13,000.00	54.9%	5,861.07	15,000.00
<b>Utilities Internet</b>	13,071.97	18,000.00	72.6%	4,928.03	18,000.00
Utilities Landline	10,618.50	14,500.00	73.2%	3,881.50	16,000.00
<b>Utilities Water</b>	4,657.35	6,000.00	77.6%	1,342.65	6,500.00
Water - Drinking	0.00	0.00	0.0%	0.00	0.00
<b>Utilities Sewer:General</b>	1,716.75	2,000.00	85.8%	283.25	4,000.00
Employment Advertisements	225.00	500.00	45.0%	275.00	1,000.00
<b>Uncategorized Expenses</b>	133.94	0.00	0.0%	0.00	0.00
<b>Subtotal General Office Administration</b>	553,184.52	1,096,550.00	50.4%	543,365.48	661,774.00
<b>Capital</b>					
Structures & Improvements	0.00	0.00	0.0%	0.00	1,803,386.00
<b>Vehicles</b>	123,259.57	210,000.00	58.7%	86,740.43	0.00
Heavy Equipment	22,201.78	22,000.00	100.9%	(201.78)	30,000.00
<b>Subtotal Capital</b>	145,461.35	232,000.00	62.7%	86,538.65	1,833,386.00
<b>Total Expenditures</b>	6,504,886.01	9,962,660.36	65.3%	3,457,774.35	11,015,848.76
<b>Revenues</b>					
<b>Property Taxes</b>	6,329,631.08	7,814,983.00	81.0%	1,485,351.92	8,520,534.00
Benefit Assessment	1,982,475.20	2,083,936.00	95.1%	101,460.80	2,092,435.00
<b>Contract Billing</b>	105,044.75	52,020.00	201.9%	(53,024.75)	53,060.40
Interest Income	433,273.39	100,000.00	433.3%	(333,273.39)	102,000.00
<b>Fixed Asset Disposal</b>	33,571.00	60,000.00	56.0%	26,429.00	15,000.00
Miscellaneous	16,013.39	50,000.00	32.0%	33,986.61	50,000.00
<b>Subtotal Revenue</b>	8,900,008.81	10,160,939.00	87.6%	1,260,930.19	10,833,029.40
<b>Estimate Ending Balance</b>	2,395,122.80				(182,819.36)

Designated Reserves POLICY FY 24 (July 1, 2023 - June 30, 2024)	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	5,000,000
Emergency Reconstruction Response	500,000
Operations	4,981,330
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	<b>13,481,330</b>



		Property Taxes	Benefit Assesment	% Change YoY Property Taxes	% Change YoY Benefit Assesment	
<b>Actual Audited (Revenues)</b>	FY15	2014-2015	4,409,312	2,004,107		
	FY16	2015-2016	4,771,963	2,010,813	8.22%	0.33%
	FY17	2016-2017	5,401,903	2,019,712	13.20%	0.44%
	FY18	2017-2018	5,524,853	2,035,215	2.28%	0.77%
	FY19	2018-2019	5,958,949	2,044,430	7.86%	0.45%
	FY20	2019-2020	6,293,493	2,054,797	5.61%	0.51%
	FY21	2020-2021	6,580,371	2,062,943	4.56%	0.40%
	FY22	2021-2022	6,976,161	2,074,580	6.01%	0.56%
	FY23	2022-2023	7,735,112	2,082,513	10.88%	0.38%
<b>Estimates</b>	FY24	2023-2024	8,177,881	2,086,592		
	FY25	2024-2025	8,520,534	2,092,435	4.19%	0.28%
	FY26	2025-2026	8,877,544	2,098,294	4.19%	0.28%
	FY27	2026-2027	9,249,514	2,104,169	4.19%	0.28%
	FY28	2027-2028	9,637,068	2,110,061	4.19%	0.28%
	FY29	2028-2029	10,040,861	2,115,969	4.19%	0.28%

Current Budget FY24 2023-2024 7,814,983 2,083,936

Contra Costa Mosquito and Vector Control District  
Investment Policy

## Overview

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

### Exclusions:

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

## Purpose/Objectives

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

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

## Investments' Compliance with the Law

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

## Authority to Invest

The Board of Trustees, acting in its capacity as a fiduciary and Government Code section 53607, delegates the management and control of the District's investments to the General Manager and the Human Resources and Administration Manager, who shall be responsible for the investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing of the public funds placed under their control. The General Manager and/or Human Resources and Administration Manager shall thereafter make all reports required by law to the Board of Trustees and maintain written procedures for the operation of the investment program. The General Manager and/or Human Resources and Administration Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the assignments to and activities of subordinates.

In the documented absence of either the General Manager or Human Resources and Administration Manager, the President and the Vice President of the Board of Trustees are each authorized to manage designated funds and execute day-to-day investment transactions.

The General Manager and/or Human Resources and Administration Manager, with the approval of the Board of Trustees, may engage an investment advisor to assist with the District's investment program.

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Investment Policy (Adopted: 07/14/2021, Revised 10/31/2021, 11/14/2022 and 07/10/2023)

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Last Board Approval: July 10, 2023

As authorized by the General Manager and/or Human Resources and Administration Manager, the investment advisor will have responsibility for managing designated funds and executing day-to-day investment transactions. The investment advisor shall follow this investment policy and such other written instructions as are provided.

## **Investment Guidelines- Deposit of Funds**

### Prudence:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the General Manager and Human Resources and Administration Manager, in accordance with the authority delegated above, shall act with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal of the funds under their control their control and to maintain the liquidity needs of the District. (Government Code Section 53600.3 and 53600.5)

### Qualified Institutions:

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

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

### Collateralization:

For deposit accounts in banks and savings and loans associations, amounts in excess of Federal Deposit Insurance Corporation (FDIC) maximums shall be collateralized in accordance with California Government Code Sections 53630 et seq, more specifically 53651-53652 as they state eligible securities.

### Investment Instruments:

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

- Collateralized certificates of deposit with intuitions which are FDIC insured, and limited to twenty percent of the District's investment cash flow portfolio.
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

- Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or GSE.
- Repurchase agreements collateralized by U.S. Treasury or federal agency/GSE securities with a maximum agreement term of three hundred sixty five days and limited to ten percent of the District's investment cash flow portfolio.
- Commercial paper of the highest quality rated "A1," or its equivalent, with a maximum maturity of three hundred sixty five (365) days and limited to five percent of the District's investment portfolio.
- Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, rated in a rating category of "A" or its equivalent or better, with a maximum maturity of five years and limited to an overall twenty percent of the District's investment cash flow portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.
- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank. Purchases are limited to issuers with a short-term debt rating of "A-1" or its equivalent, or a long-term debt rated in a rating category of at least "A" or its equivalent or better with a maximum maturity of five years; and no more than twenty percent of the District's investment cash flow. No more than ten percent of the portfolio may be invested in any single financial institution.
- State of California Local Agency Investment Fund.
- California Asset Management Program.
- PARS or CalPers Investments.
- Other Agencies. once approved by the board.
- Money market funds registered with the Securities and Exchange Commission that invest majority in U.S. Treasuries and federal agency/GSE obligations and repurchase agreements relating to such obligations and limited to twenty percent of the District's investment cash flow.

Maturity Scheduling:

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

Investment Rating Changes:

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

## **Annual Review of District Investment Policy and Compliance / Controls**

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

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

Contra Costa Mosquito and Vector Control District  
Reserve Policy

## Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to ensuring that the District will, at all times, have sufficient funding available to meet its operating and capital needs. Reserve Policy (the “Policy”) commits the District and every individual to having a fiscal responsibility to ensure that funds are spent in a prudent manner. In compliance to the California Health & Safety Code §2070, it is the Board of Trustees’ responsibility to adopt a final budget by August 1 of each year, and that the Board of Trustees may divide the annual budget into categories, which is hereby established by this policy. The Reserve Policy covers all reserve funds of the District. At the end of each fiscal year, compliance with the Reserve Policy will be reported to the District’s Board of Trustees as part of each Fiscal Year-End Financial Report. This Reserve Policy shall be:

- Compliant with laws, regulations and the District’s policies and procedures
- Accountable and auditable

## Purpose/Objectives

The purpose of the Policy is to establish guidelines for cash reserves.

## Reserve Fund Types Definitions

There are three major types of reserve funds: Legally Restricted Reserves, Board Designated Reserves and Unassigned Reserves. Legally Restricted Reserves have restrictions imposed by an outside source, such as bond covenants, contractual obligations, etc. Board Designated Reserves are set aside for a specific purpose as determined by the Board of Trustees. The Board of Trustees has the authority to redirect the use of these reserves as the needs of the District change.

### Legally Restricted Reserves

- Bond Reserve:  
This fund is governed by legal bond covenants for any of the District’s bonds. Bond covenants require that this fund be maintained at a level sufficient to fund maximum annual debt service payments. These funds are held by the bond trustee during the term of the bonds and are to be used in the event that the District is unable to meet its required semi-annual debt service obligation.  
Currently the District does not have any bond issuance.
- Board Designated Specific Purposes Reserves:  
Per California Health & Safety Code §2070 the Board has authority to establish restricted reserves for the District on categories including, but not limited to: Maintenance and operation, Employee compensation, Capital outlay, Interest and redemption for indebtedness, Restricted reserve for public health emergencies, Restricted reserve for capital and asset preservation, Restricted reserve for contingencies, Unallocated general reserve.

#### Restricted reserve for public health emergencies:

This fund is established for public health emergencies planning and dealing with epidemic risks. This can include, but is not limited to: Africanized honey bee, emerging disease surveillance, enhanced mosquito-borne virus surveillance and testing, response planning, aerial control in Contra Costa County, and potentially additional labor to cover



the additional public health emergencies. Recommended amount for this reserve is set at \$2,500,000. The fund balance will be re-evaluated against future requirements annually, and any proposed adjustments will be presented to the Board of Trustees for consideration.

Capital Improvement Reserve:

This fund is established by the Board of Trustees to fund capital improvement projects. This Reserve is for Future Construction or remodeling and is an assigned fund balance category for construction projects that have been identified in the District Capital Improvement Plan but have only reached the planning stage. These projects are not yet approved by the Board of Trustees but will be identified and singularly approved during the budgeting process and brought before the Board in a Public Meeting. The recommended amount for this reserve is \$5,000,000 on July 1, 2023, with an increase of \$1,000,000 on July 1, 2024. After that date, the recommended \$6,000,000 fund balance will be re-evaluated against the planned projects and any proposed adjustments will be presented to the Board of Trustees for consideration.

Reserve for IT Equipment Replacements:

The District will maintain a "Reserve for Replacements" for replacing District IT Equipment and Software. The District shall endeavor to maintain in each Reserve for Replacements a minimum amount equal to the accumulated amount of depreciation for that particular capital item. The funds in this reserve will be used for replacement of IT and GIS capital items. The recommended maximum funding for this reserve item is the amount equal to the original purchase cost plus CPI. Estimated at \$250,000.

Vehicle & Equipment Replacement Reserve (General Fund):

This fund is established by the Board of Trustees to fund planned replacement of vehicles and heavy equipment that have reached the end of their useful lives. The recommended minimum funding for this reserve item is \$250,000. The fund balance will be re-evaluated against future requirements annually, and any proposed adjustments presented to the Board of Trustees for consideration. This fund will be drawn down annually as replacement vehicles are purchased, consistent with the adopted budget. At the beginning of each fiscal year, funds will be deposited in this sinking fund as provided for in the adopted fiscal year budget. Budget levels will be based generally on annualized deposit requirements as determined by the District's Financial Plan. If any additional deposits are needed, Management will provide proposed adjustments that will be presented to the Board of Trustees for consideration.

Emergency Reconstruction Response Reserve:

The purpose of this reserve is to provide funding for events the Board may deem as "emergency". The reserve shall fund repairs to critical facilities or assets damaged from emergency events. Use of this reserve shall be approved by the Board of Trustees. This fund shall be maintained at a minimum level of \$500,000. The balance in this reserve shall be evaluated annually and may be increased or decreased as authorized by the Board.

Reserve for Operations (General Fund):

The District shall maintain a minimum Reserve for Operations equal to 50% of budget expenditures. These funds are set aside because the District receives the majority of its funding from the property taxes and benefit assessment collected by the County of Contra Costa. These funds do not reach the District until December or January, six months into the fiscal year. This is a six-month delay in receiving revenue from the beginning of the fiscal year. Therefore, it is imperative that the District has an operating fund to fulfill its general operating expenditures.

OPEB Trust Reserve:

To comply with Government Accounting Standards Board (GASB) Standard 75, the District established a trust fund in early FY12 to fund the actuarial value of other post-employment benefits (OPEB) for retirees, primarily medical insurance premiums. This fund is an irrevocable Trust and will be noted on the Audited financials as such. The District will strive to maintain full actuarial payments into the Trust during the fiscal year. At the end of each fiscal year, the fund balance will be reviewed and budgeted with this target.

Unassigned Balances

Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. These reserves are unassigned balances.

<b>Reserve Fund</b>	<b>Amount</b>
<b>Bond Reserve</b>	\$0
<b>Public Health Emergencies</b>	\$2.5M
<b>Capital Improvement</b>	\$5M on July 1, 2023; \$6M on July 1, 2024
<b>IT Equipment</b>	\$.25M
<b>Vehicle &amp; Equipment Replacement</b>	\$.25M
<b>Emergency Reconstruction</b>	\$.50M
<b>Reserve for Operations</b>	50% budgeted expenditures

Adopted: May 15<sup>th</sup>, 2023