



**BOARD OF TRUSTEES
MEETING
MONDAY, JANUARY 9, 2023
7:00 PM**

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

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

Audio only: If you do not have internet access, you may join by phone by using the following information, Dial by your location:

- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 940 9516 2206

Passcode: 866980

Find your local number: <https://us06web.zoom.us/u/kb9DRS36p>

All portions of this meeting will be conducted by teleconferencing pursuant to Agenda Item #2 (if approved), in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. 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 MICHAEL KRIEG Oakley • Vice President PERRY CARLSTON Concord • Secretary DANIEL PELLEGRINI Martinez
Antioch WADE FINLINSON • Brentwood JON ELAM • Clayton Vacant • Contra Costa County JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG • Danville RANDALL DIAMOND
El Cerrito Vacant • Hercules DAMIAN WONG • Lafayette JAMES FITZSIMMONS • Moraga JAMES FRANKENFIELD • Orinda KEVIN MARKER • Pinole WARREN CLAYTON
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill JENNIFER HOGAN • Richmond CHRIS DUPIN • San Ramon PETER PAY • San Pablo Vacant • Walnut Creek JAMES MURRAY

AGENDA

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Government Code 54953(e)(3) that, as result of the COVID-19 emergency, the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

3.* AGENDA MANAGEMENT

4. 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.

5.* 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 December 12, 2022 Board of Trustees Special Meeting
- B. Expenditures for November 2022
- C. Payroll Expenditures November 2022
- D. Investment Activity for November 2022
- E. Financial Report

6. BOARD AND STAFF REPORTS

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

7.* BOARD NOMINATION AND ELECTION OF 2023 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY

8.* BOARD CONSIDERATION AND APPROVAL OF 2023 AUDIT COMMITTEE COMPOSITION

9. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

10. ADJOURNMENT

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

Natalie Martini, Administrative Analyst II

12/30/2022

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JANUARY 9, 2023 BOARD MEETING STAFF REPORT

1. No comment

2.* **AUTHORIZATION TO MEET VIA TELECONFERENCE**

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Government Code 54953 (e)(3) that, as result of the COVID-19 emergency, the meeting should be held by teleconference pursuant to Subdivision (e) of Section 54953 of the Government Code.

BACKGROUND AND STATUS:

In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases. Since then other variants continue to emerge.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of December 29, 2022, 74.8 % of Californians are fully vaccinated.

Those who become infected with COVID-19 are at risk of serious illness and death. As of December 28, 2022, over 1.1M Americans have died from the virus. Many more have been hospitalized with serious illness. Currently, in Contra Costa County, there are 94 people hospitalized with COVID-19.

On September 20, 2021, the Contra Costa County Health Officer issued recommendations for safely holding public meetings that include recommended measures to promote social distancing. Among the Health Officer’s recommendations, online (teleconferencing) meetings are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. Having the option to attend the meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

In order to accommodate the requests from some Trustees who desire to attend in-person, the District is opening the Board room for a limited number of Trustees to participate in-person. Trustees may attend in-person if they wish to do so, while others may continue to participate remotely. The District has documented the vaccination status of Trustees and a pre-meeting health screening checklist for in person attendees will also be required. The number of in-person attendees will also be limited to ensure appropriate social distancing is maintained per County Health Officer recommendations. Since these measures are not practically enforceable for public attendees and allowing public attendees would make contact tracing (in the event of an attendee's testing positive for the virus) impossible, the Boardroom will remain closed to the public at this time.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Recommendation - Move that the Board finds that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by Subdivision (e) of Section 54943 of the Government Code.

3.* AGENDA MANAGEMENT – Consider order of items.

4. PUBLIC INPUT ON NON-AGENDA ITEMS

5.* CONSENT CALENDAR

A. Minutes of the December 12, 2022 Board of Trustees Special Meeting (**Pages 7-11**). Approval of Minutes 22-12, Board Special Meeting held on December 12, 2022.

B. Check Expenditures for payroll & accounts payable for November 2022 (**Pages 12-23**) – Approval of expenditures of November 1, 2022 through November 30, 2022 including:

Payroll November 15th check No. XXXX03

Accounts payable November 15th checks No. XXXX04 through No. XXXX15

Payroll November 30th check No. XXXX16 through No. XXXX22

Accounts payable November 30th checks No. XXXX23 through No. XXXX36

Accounts Payable Total: \$80,746.60

Payroll Total: \$653.80

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of November 1, 2022 through November 30, 2022, including:

Payroll November 15th No. D000018789 through No. D000018820

Payroll November 30th No. D000018821 through No. D000018863

Accounts payable November 15th E000002880 through E000002888
Accounts payable November 30th E000002889 through E000002897

Accounts Payable Total: \$102,680.59 Payroll Total: \$178,394.48

- D. Investment Activity for November 2022 (*Pages 24-25*)
- E. Financial Report (*Page 26*)

Recommendation – Approve the Consent Calendar.

6. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted and staff will be present to answer any questions (*Pages 27-42*)
- D. Legal Counsel

- 7.* BOARD NOMINATION AND ELECTION OF 2023 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY** – According to the California Health and Safety Code, Sec. 2027, at the first meeting in January every year, a Board of Trustees shall elect its officers. The Board has adopted Resolution 20-4 establishing a procedure for electing the Board officers. The eligibility list for each office and the Resolution 20-4 have been included as reference. (*Pages 43-45*)

Recommendation – Pleasure of the Board

- 8.* BOARD CONSIDERATION AND APPROVAL OF 2023 AUDIT COMMITTEE COMPOSITION** – the FY22 District audit of financial statements is in the process of final review by the 2022 committee (*Fitzsimmons – Chair, Carlston, Krieg, Pellegrini, and Wong*). In order to provide continuity to the audit process and finalize the audit, it is recommended that the Board keeps the same committee members. The Audit Committee is scheduled to meet on January 12th.

Recommendation – Approve the 2023 Audit Committee members (*Carlston, Fitzsimmons, Krieg, Pellegrini, and Wong*) for continuity of the audit process.

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

10. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-12

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, December 12, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Chris Dupin Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Kevin Marker James Murray Peter Pay Damian Wong Darryl Young
TRUSTEES ABSENT	Randall Diamond Jim Pinckney
VACANCIES	Clayton El Cerrito San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Jeremy Shannon, Program Supervisor Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel

1. CALL TO ORDER

President Krieg called the meeting to order at 7:00 p.m.

Roll Call: A roll call indicated that 16 Trustees were present, three Trustees were absent, and there are three vacancies. Trustee Ainsley joined the meeting at 7:04 p.m.

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding that, as result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

** Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve the authorization to meet via teleconference. *Motion passed unanimously.*

3.* AGENDA MANAGEMENT – Agenda was adopted by rule.

4. PUBLIC INPUT ON NON-AGENDA ITEMS – None

5. CONSENT CALENDAR

- A. Minutes – Approval of Minutes 22-11, of the November 14, 2022 Board of Trustees Meeting.
- B. Approval of expenditures of October 2022, including:
 - Accounts payable October 14th checks No. XXXX69 through No. XXXX80
 - Accounts payable October 19th checks No. XXXX81
 - Payroll October 31st check No. XXXX82 through No. XXXX87
 - Accounts payable October 31st checks No. XXXX88 through No. XXXX02
 - Accounts Payable Total: \$164,297.59 Payroll Total: \$514.10
- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 2022, including:
 - Payroll October 14th No. D000018717 through No. D000018748
 - Payroll October 31st No. D000018749 through No. D000018788
 - Accounts payable October 14th E000002861 through E000002867
 - Accounts payable October 31st E000002868 through E000002879
 - Accounts Payable Total: \$100,894.00 Payroll Total: \$171,991.28
- D. Investment Activity for October 2022
- E. Financial Report
- F. Excess Vehicles & Equipment:
 - 1) 1999 Year model BIG TEX Trailer (#T-2)
 - 2) 2005 Year model BIG TEX 35SA Trailer (#T-11)
 - 3) 2005 Year model BIG TEX 35SA Trailer (#T-12)
 - 4) 2005 Year model BIG TEX 35SA Trailer (#T-13)

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

6. BOARD AND STAFF REPORTS

- A. BOARD – President Krieg reminded Trustees that the Board follows the California Health & Safety Code, and as such, it holds elections for Board officers in January. A list of Trustees who are eligible for each office was emailed to all the Trustees, and he asked that any Trustee who is interested in holding the position of President, Vice President, or Secretary, please reach out to him or any of the Executive committee members prior to the next meeting. He also asked Trustees to think about the eligibility requirements for further discussion and possible action at the next meeting if there is no elected President, Vice President or Secretary. President Krieg also noted that the Board should expect to come back to in person meetings at the District office starting in March 2023.
- B. GENERAL MANAGER – General Manager Macedo noted that she has emailed Trustees who are overdue for the required AB1234 Ethics training. If you received an email, please complete the online training as soon as possible and General Manager Macedo can retrieve the completed certificate directly. If any Trustee would like a copy of their completed certificate, please contact either General Manager Macedo or Administrative Analyst II Martini. Lastly, she updated the Board on the status of the FY21/22 audit, and advised that the draft is now complete and that the Audit committee will be meeting in January 2023 to review and possibly present the final audit for Board approval in early 2023.
- C. STAFF – Administrative Analyst II Martini reminded Trustees to please reach out to her directly if changes are needed to their 2023 Trustee compensation election, W-4 federal, or DE-4 state tax forms, so she can provide the updated forms. An updated Trustee authorized contact list will be emailed to Trustees after the January meeting, please contact her directly if any contact information should be updated.

Program Supervisor Shannon provided an update on the warrants filed with the County regarding the invasive species surveillance, and advised that the remaining paperwork has been completed with the Court.

General Manager Macedo provided an update on behalf of Public Affairs Director Woods, if any Trustees would like their photograph taken for the 2022 annual report, please reach out as soon as possible so arrangements can be made.

- D. LEGAL COUNSEL – Legal Counsel Coty noted that he will be presenting a summary of bill AB 2449 during the next Board meeting in January. He briefly

clarified the circumstances under which Trustees can attend remotely starting in March 2023 and what the District will need to do as far as technology for future meetings.

7. BOARD COMMITTEE REPORTS

A. **Advance Planning Committee Report** – Trustee Murray, Chair of the Advance Planning Committee, reported on the meeting held on November 15, 2022, when the committee met one last time to discuss the final draft of the Five-Year Plan. General Manager Macedo asked to amend the table on page 21 of the document to include the correct calculations for the % Change YoY Interest Revenue column. Trustee Elam commended the committee on their work on the 5-year plan document and recommended that a copy be sent to all cities.

*i**. Consider approval of the District’s Five-Year Strategic Plan, 2022-2026

** A motion was made by Trustee Elam and seconded by Trustee Carlston to approve the District’s Five-Year Strategic Plan, 2022-2026, with the amendment to the 6th column of Table 4 on page 21. *Motion passed unanimously.*

B. **Personnel Committee Report** – Trustee Carlston, Chair of the Personnel Committee, reported on the meeting held on November 17, 2022, when the committee discussed updates to the Employee Handbook, and changes to the job description, title and salary schedule for the Administrative Analyst I and to the job description and salary schedule for the Vector Control Planner. The committee also reviewed and discussed the updates to the Employee Handbook, which reflect any current changes in regulations and legislation, and conform with the approved and adopted Memorandum of Understanding with SEIU 1021.

*i**. Consider approval of updates to the District’s Employee Handbook

** Motion was made by Trustee Murray and seconded by Trustee Finlinson to approve the District’s Employee Handbook. *Motion passed unanimously.*

*ii**. Consider approval of updated job description, title and salary range for the previously titled Administrative Analyst I position

** A motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve updated job description, title and salary range for the previously titled Administrative Analyst I position to Customer Service Specialist. *Motion passed unanimously.*

*iii**. Consider approval of updated job description and salary range of the Vector Control Planner

** A motion was made by Trustee Pellegrini and seconded by Trustee Murray to approve updated job description and salary range for Vector Control Planner. *Motion passed unanimously.*

C. **Budget Committee Report** – Trustee Pay, Chair of the Budget Committee, reported on the various topics discussed during the meeting held on December 8, 2022. The committee met to discuss changes on financial reporting formats, investment vehicles, and new banking institutions. Chair Pay noted that the District’s financial consultant, Rick Wood, who is the Financial and Administration Director for the California Special Districts Association, made excellent presentations to the committee regarding these recommendations. Trustee Clayton asked clarifying questions regarding the investment changes and how they will be analyzed. Trustee Pay clarified that all investments will be reported to the Board. Discussion ensued.

In addition, per Board request at the previous meeting, the committee recommended a change to the General Manager single transaction limit for the purchase of fixed assets (equipment/vehicles) from \$40,000.00 to \$75,000.00.

*i**. Consider approval of revised General Manager Spending Authority limits as recommended by the Budget Committee

** A motion was made by Trustee Elam and seconded by Trustee Carlston to approve the committee recommendation to increase the General Manager single transaction limit for the purchase of fixed assets (equipment/vehicles) from \$40,000.00 to \$75,000.00. *Motion passed unanimously.*

8. **CLOSING COMMENTS** – Trustee Elam thanked Trustee Pay for his excellent Budget Committee report, Trustee Cowen expressed agreement.

9. **ADJOURNMENT** – 8:05 p.m.

Check Register

Journal Posting Date: 11/15/2022

Register Number: CD-000134

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
XXXXXXXX04	11/15/2022	0000313	Contra Costa Water District					Check Entry Number: 001
			ACCT 3049128 OCT2022	10/21/2022	27.98	0.00	27.98	
		G/L Account: 505041-00		Utilities Water:General				27.98
			ACCT 3059069 OCT2022	10/21/2022	967.18	0.00	967.18	
		G/L Account: 505041-00		Utilities Water:General				967.18
			Check 000029804 Total:		995.16	0.00	995.16	
XXXXXXXX05	11/15/2022	0000328	PG&E					Check Entry Number: 001
			ELECTRIC OCT2022	11/2/2022	447.41	0.00	447.41	
		G/L Account: 505036-00		Utilities Electric:General				447.41
XXXXXXXX06	11/15/2022	0000352	California Special Districts Association					Check Entry Number: 001
			61599	10/31/2022	688.75	0.00	688.75	
		G/L Account: 500104-00		Consulting - General:General				688.75
XXXXXXXX07	11/15/2022	0000370	CENTRAL CC SANITARY DISTRICT					Check Entry Number: 001
			909028	10/28/2022	1,620.00	0.00	1,620.00	
		G/L Account: 505043-00		Utilities Sewer:General				1,620.00
XXXXXXXX08	11/15/2022	0000373	FP MAILING SOLUTIONS					Check Entry Number: 001
			RI105520403	10/26/2022	62.81	0.00	62.81	
		G/L Account: 505023-00		Postage:General				62.81
XXXXXXXX09	11/15/2022	0000378	Great-West Trust Company, LLC					Check Entry Number: 001
			357653	10/21/2022	4,000.00	0.00	4,000.00	
		G/L Account: 600185-00		Retirement Fees Other:General				2,000.00
		G/L Account: 600185-00		Retirement Fees Other:General				2,000.00
XXXXXXXX10	11/15/2022	0000804	Maze & Associates					Check Entry Number: 001
			47140	10/31/2022	4,869.00	0.00	4,869.00	
		G/L Account: 500101-00		Auditing Services:General				4,869.00
XXXXXXXX11	11/15/2022	0000814	Staples Business Advantage					Check Entry Number: 001
			7601330062-000-001	10/21/2022	291.52	0.00	291.52	
		G/L Account: 505020-00		Office Supplies - General:General				177.70
		G/L Account: 505020-10		Office Supplies - General:Lab				39.50
		G/L Account: 505022-00		Office Supplies - Kitchen:General				74.32
XXXXXXXX12	11/15/2022	0000969	Otis Elevator Company					Check Entry Number: 001
			F10000044884	10/21/2022	125.00	0.00	125.00	
		G/L Account: 505027-00		Service & Leasing Contracts:General				125.00
XXXXXXXX13	11/15/2022	0000993	Bartkiewics, Kronick & Shanahan					Check Entry Number: 001
			BKS OCT 2022	11/4/2022	3,375.00	0.00	3,375.00	
		G/L Account: 500110-00		Legal - Counsel General:General				3,375.00
XXXXXXXX14	11/15/2022	0001040	WAVE					Check Entry Number: 001
			129389201-0009805	11/1/2022	2,298.66	0.00	2,298.66	
		G/L Account: 505039-00		Utilities Internet:General				1,195.00
		G/L Account: 505040-00		Utilities Landline:General				1,103.66
0000029815	11/15/2022	0001061	KBA DOCUMENT SOLUTIONS, LLC					Check Entry Number: 001
			55Y1319315	11/1/2022	149.67	0.00	149.67	
		G/L Account: 504008-00		Printing Supplies:General				149.67
E000002880	11/15/2022	0000015	Health Care Dental Trust					Check Entry Number: 001
			ADMIN DENTAL DEC2022	11/4/2022	1,884.48	0.00	1,884.48	
		G/L Account: 600135-00		Dental Insurance - Active Employees Gneral				1,884.48
			OPS/RETIREES DENTAL	11/4/2022	2,935.52	0.00	2,935.52	
		G/L Account: 600136-00		Dental Insurance: Operations				2,935.52
		G/L Account: 600136-00		Dental Insurance: Operations				2,935.52
			Check E000002880 Total:		4,820.00	0.00	4,820.00	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Printed Check Total:							0.00
Electronic Payment Total:							4,820.00
E000002881	11/15/2022	0000335	Concur Technologies, Inc				Check Entry Number: 001
		1.018E+11		11/3/2022	714.10	0.00	714.10
	G/L Account:	504005-00		I.T Subscriptions:General			733.82
	G/L Account:	504005-00		I.T Subscriptions:General			714.10
	G/L Account:	504005-00		I.T Subscriptions:General			714.10
E000002882	11/15/2022	0000713	Mission Linen Supply				Check Entry Number: 001
		518088829		10/28/2022	181.32	0.00	181.32
	G/L Account:	502021-10		Uniform Rental:Lab			29.01
	G/L Account:	502021-16		Uniform Rental:Operations			152.31
		518125502		11/4/2022	181.32	0.00	181.32
	G/L Account:	502021-10		Uniform Rental:Lab			29.01
	G/L Account:	502021-16		Uniform Rental:Operations			152.31
Check E000002882 Total:					362.64	0.00	362.64
Printed Check Total:							0.00
Electronic Payment Total:							362.64
E000002883	11/15/2022	0000925	iSolved Benefit Services				Check Entry Number: 001
		I123887872		11/9/2022	84.00	0.00	84.00
	G/L Account:	600175-00		FSA Admin Fee:General			84.00
E000002884	11/15/2022	0000956	Waterlogic Americas LLC				Check Entry Number: 001
		1836988		10/27/2022	102.55	0.00	102.55
	G/L Account:	505042-00		Water - Drinking:General			102.55
E000002885	11/15/2022	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
		14891		11/1/2022	513.00	0.00	513.00
	G/L Account:	500109-00		Landscaping Services:General			513.00
E000002886	11/15/2022	0011125	CC Real Green Clean				Check Entry Number: 001
		CCM-202211		11/4/2022	1,500.00	0.00	1,500.00
	G/L Account:	500107-00		Janitorial Services:General			1,500.00
Report Total:					27,019.27	0.00	27,019.27
Printed Check Total:							18,922.98
Electronic Payment Total:							8,096.29

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002887	11/15/2022	0000375	Great-West Trust Company, LLC (Empower)					Check Entry Number: 001
			11/15/22 401A DEFERR	11/9/2022	690.50	0.00	690.50	
		G/L Account: 611300-00	401a- In Lieu of OASDI:General					690.50
			11/15/22 457 DEFERRA	11/9/2022	8,806.59	0.00	8,806.59	
		G/L Account: 202140-00	457 Deferred Savings Plan					8,806.59
			Check E000002887 Total:		9,497.09	0.00	9,497.09	
			Printed Check Total:				0.00	
			Electronic Payment Total:				9,497.09	
E000002888	11/15/2022	0001072	Mt. Diablo Resource Recovery-Concord					Check Entry Number: 001
			OCT-22	10/31/2022	656.85	0.00	656.85	
		G/L Account: 505037-00	Utilities Garbage:General					656.85
			Report Total:		10,153.94	0.00	10,153.94	
			Printed Check Total:				0.00	
			Electronic Payment Total:				10,153.94	

Check Register

Journal Posting Date: 11/30/2022

Register Number: CD-000136

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
XXXXXXXX23	11/30/2022	000011	Vision Service Plan				Check Entry Number: 001
			DECEMBER 2022 STMT81	11/19/2022	575.25	0.00	575.25
		G/L Account: 600140-00	Vision Insurance - Active Employees				575.25
XXXXXXXX24	11/30/2022	0000328	PG&E				Check Entry Number: 001
			PG&E GAS 10/15-11/14	11/21/2022	589.39	0.00	589.39
		G/L Account: 505038-00	Utilities Gas:General				589.39
XXXXXXXX25	11/30/2022	0000378	Great-West Trust Company, LLC				Check Entry Number: 001
			359789	11/21/2022	4,000.00	0.00	4,000.00
		G/L Account: 600185-00	Retirement Fees Other:General				4,000.00
XXXXXXXX26	11/30/2022	0000399	Contra Costa County - Fleet				Check Entry Number: 001
			705461	11/15/2022	6,745.37	0.00	6,745.37
		G/L Account: 502001-16	Automotive - Gasoline:Operations				6,745.37
XXXXXXXX27	11/30/2022	0000439	Concord Toyota				Check Entry Number: 001
			354560	11/9/2022	39,897.69	0.00	39,897.69
		G/L Account: 700102-00	Vehicles:General				39,897.69
XXXXXXXX28	11/30/2022	0000600	Veseris (ES OPCO USA LLC)				Check Entry Number: 001
			IN-4010227	11/23/2022	170.65	0.00	170.65
		G/L Account: 502010-16	Control Materials - Vertebrate:Operations				170.65
XXXXXXXX29	11/30/2022	0000696	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			9257473	11/21/2022	205.23	0.00	205.23
		G/L Account: 505027-00	Service & Leasing Contracts:General				205.23
XXXXXXXX30	11/30/2022	0000814	Staples Business Advantage				Check Entry Number: 001
			3523001181	11/23/2022	309.85	0.00	309.85
		G/L Account: 505020-00	Office Supplies - General:General				295.81
		G/L Account: 505021-00	Office Supplies - Janitorial:General				14.04
XXXXXXXX31	11/30/2022	0000899	Sun Life Financial				Check Entry Number: 001
			DEC-22	11/20/2022	1,336.79	0.00	1,336.79
		G/L Account: 600155-00	Life Insurance - General				524.79
		G/L Account: 600155-00	Life Insurance - General				812.00
XXXXXXXX32	11/30/2022	0000916	Spark Creative Design				Check Entry Number: 001
			2674	11/3/2022	621.31	0.00	621.31
		G/L Account: 501009-25	Marketing - Door Hangers:Public Affairs				621.31
XXXXXXXX33	11/30/2022	0000975	Reliance Standard Life In				Check Entry Number: 001
			LTD DEC2022	11/16/2022	465.08	0.00	465.08
		G/L Account: 600150-00	Disability Insurance - General				465.08
			STD DEC2022	11/16/2022	694.67	0.00	694.67
		G/L Account: 600150-00	Disability Insurance - General				694.67
			Check 000029833 Total:		1,159.75	0.00	1,159.75
XXXXXXXX34	11/30/2022	0000981	Colonial Life				Check Entry Number: 001
			COLONIAL LIFE NOVEMB	11/23/2022	457.26	0.00	457.26
		G/L Account: 202100-00	Other Disability Insurance - Employee				457.26
XXXXXXXX35	11/30/2022	0000992	MVCAC				Check Entry Number: 001
			2023 MVCAC CONFERENC	11/28/2022	3,175.00	0.00	3,175.00
		G/L Account: 505032-00	Trustee - Training:General				1,350.00
		G/L Account: 505008-25	Employee - Training:Public Affairs				750.00
		G/L Account: 505008-05	Employee - Training:Administration				375.00
		G/L Account: 505008-16	Employee - Training:Operations				700.00
			7363357	11/7/2022	726.00	0.00	726.00
		G/L Account: 503005-10	Lab Testing:Lab				726.00
			Check 000029835 Total:		3,901.00	0.00	3,901.00

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E000002889	11/30/2022	0000007	SEIU UPE LOCAL 1021-Union Dues				Check Entry Number: 001
			NOV-22	11/28/2022	2,366.10	0.00	2,366.10
		G/L Account: 202150-00	SEIU Local 1021				2,366.10
E000002890	11/30/2022	0000010	CalPERS				Check Entry Number: 001
			DEC-22	11/14/2022	56,062.06	0.00	56,062.06
		G/L Account: 600165-00	CalPers Medical Admin Fee - Active Employees Gener				139.52
		G/L Account: 600170-00	CalPers Medical Admin Fee - Retirees				44.88
		G/L Account: 202050-00	CalPers Medical - Employee Contribution				7,187.45
		G/L Account: 202040-00	CalPers Medical - Employer Contribution				35,091.66
		G/L Account: 600145-00	Medical Insurance - Retirees				9,303.01
		G/L Account: 202045-00	CalPers Medical - Retiree Contribution				4,295.54
E000002891	11/30/2022	0000486	Bay Alarm Company				Check Entry Number: 001
			BAY ALARM BAYNET SER	11/15/2022	85.00	0.00	85.00
		G/L Account: 500116-00	Security Service:General				85.00
			BAY ALARM SECURITY A	11/15/2022	443.07	0.00	443.07
		G/L Account: 500116-00	Security Service:General				443.07
			Check E000002891 Total:		528.07	0.00	528.07
			Printed Check Total:				0.00
			Electronic Payment Total:				528.07
E000002892	11/30/2022	0000713	Mission Linen Supply				Check Entry Number: 001
			517844453	9/30/2022	96.77	0.00	96.77
		G/L Account: 502021-16	Uniform Rental:Operations				96.77
			518169282	11/11/2022	181.32	0.00	181.32
		G/L Account: 502021-10	Uniform Rental:Lab				29.01
		G/L Account: 502021-16	Uniform Rental:Operations				152.31
			518215711	11/18/2022	181.32	0.00	181.32
		G/L Account: 502021-10	Uniform Rental:Lab				29.01
		G/L Account: 502021-16	Uniform Rental:Operations				152.31
			518259673	11/25/2022	181.32	0.00	181.32
		G/L Account: 502021-10	Uniform Rental:Lab				29.01
		G/L Account: 502021-16	Uniform Rental:Operations				152.31
			Check E000002892 Total:		640.73	0.00	640.73
			Printed Check Total:				0.00
			Electronic Payment Total:				640.73
E000002893	11/30/2022	0000793	AFLAC				Check Entry Number: 001
			595031	11/11/2022	52.84	0.00	52.84
		G/L Account: 202100-00	Other Disability Insurance - Employee				52.84
E000002894	11/30/2022	0000925	iSolved Benefit Services				Check Entry Number: 001
			1123969571	11/15/2022	689.06	0.00	689.06
		G/L Account: 600175-00	FSA Admin Fee:General				689.06
E000002895	11/30/2022	0000956	Waterlogic Americas LLC				Check Entry Number: 001
			1902393	11/24/2022	108.22	0.00	108.22
		G/L Account: 505042-00	Water - Drinking:General				108.22
			1905563	11/27/2022	102.55	0.00	102.55
		G/L Account: 505042-00	Water - Drinking:General				102.55
			Check E000002895 Total:		210.77	0.00	210.77
			Printed Check Total:				0.00
			Electronic Payment Total:				210.77
			Report Total:		120,519.17	0.00	120,519.17

Check Register

Journal Posting Date: 11/30/2022

Register Number: CD-000136

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
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Printed Check Total:							59,969.54
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Electronic Payment Total:							60,549.63
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Check Register
Journal Posting Date: 11/30/2022
Register Number: CD-000137

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
XXXXXXXX36	11/30/2022	0001088	Verizon Wireless				
			9920204920	11/10/2022	1,854.08	0.00	1,854.08
		G/L Account: 505035-00		Utilities Cell Phone:General			
							Check Entry Number: 001
							1,854.08
				Report Total:	<u>1,854.08</u>	<u>0.00</u>	<u>1,854.08</u>

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002896	11/30/2022	0000375	Great-West Trust Company, LLC (Empower)					Check Entry Number: 001
			11/30/22 401A DEFERR	11/28/2022	690.50	0.00	690.50	
		G/L Account: 611300-00		401a- In Lieu of OASDI:General				690.50
			11/30/22 457 DEFERRA	11/28/2022	8,431.59	0.00	8,431.59	
		G/L Account: 202140-00		457 Deferred Savings Plan				8,431.59
			Check E000002896 Total:		9,122.09	0.00	9,122.09	
			Printed Check Total:				0.00	
			Electronic Payment Total:				9,122.09	
			Report Total:		9,122.09	0.00	9,122.09	
			Printed Check Total:				0.00	
			Electronic Payment Total:				9,122.09	

Check Register

Journal Posting Date: 11/30/2022

Register Number: CD-000139

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002897	11/30/2022	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			10/24/2022	10/24/2022	733.61	0.00	733.61	
		G/L Account: 502002-16						Automotive - Repairs:Operations 185.49
		G/L Account: 505003-25						District Membership & Subscription Dues:Public Aff 14.00
		G/L Account: 502002-10						Automotive - Repairs:Lab 93.21
		G/L Account: 505033-00						Trustee - Travel:General 146.97
		G/L Account: 505033-00						Trustee - Travel:General 146.97
		G/L Account: 505033-00						Trustee - Travel:General 146.97
			10/25/2022	10/25/2022	921.95	0.00	921.95	
		G/L Account: 502002-16						Automotive - Repairs:Operations 267.46
		G/L Account: 502002-16						Automotive - Repairs:Operations 319.46
		G/L Account: 502002-16						Automotive - Repairs:Operations 244.28
		G/L Account: 502020-25						Uniform Professional Branded Wear:Public Affairs 90.75
			10/26/2022	10/26/2022	723.22	0.00	723.22	
		G/L Account: 500115-00						Permits & Fees:General 9.49
		G/L Account: 503008-10						Surveillance:Lab 504.85
		G/L Account: 504000-05						Computer Equipment Supplies < \$100:Administration 42.78
		G/L Account: 502002-16						Automotive - Repairs:Operations 166.10
			10/27/2022	10/27/2022	227.46	0.00	227.46	
		G/L Account: 504001-05						:Administration 227.46
			10/28/2022	10/28/2022	2,191.03	0.00	2,191.03	
		G/L Account: 502002-16						Automotive - Repairs:Operations 2,173.03
		G/L Account: 505006-05						Employee - Meal:Administration 18.00
			10/31/2022	10/31/2022	314.73	0.00	314.73	
		G/L Account: 505005-16						Employee - Lodging:Operations 314.73
			11/1/2022	11/1/2022	1,626.29	0.00	1,626.29	
		G/L Account: 502005-00						Building & Grounds Materials / Supplies:General 145.49
		G/L Account: 502005-00						Building & Grounds Materials / Supplies:General 230.48
		G/L Account: 502002-16						Automotive - Repairs:Operations 365.20
		G/L Account: 505006-25						Employee - Meal:Public Affairs 3.98
		G/L Account: 505006-25						Employee - Meal:Public Affairs 14.92
		G/L Account: 505005-25						Employee - Lodging:Public Affairs 333.82
		G/L Account: 505009-25						Employee - Travel:Public Affairs 20.00
		G/L Account: 504005-00						I.T Subscriptions:General 512.40
			11/10/2022	11/10/2022	2,134.83	0.00	2,134.83	
		G/L Account: 504000-00						Computer Equipment Supplies < \$100:General 8.06
		G/L Account: 502003-16						Automotive - Services:Operations 134.26
		G/L Account: 502002-16						Automotive - Repairs:Operations 772.60
		G/L Account: 502002-16						Automotive - Repairs:Operations 970.19
		G/L Account: 502003-16						Automotive - Services:Operations 112.45
		G/L Account: 502002-16						Automotive - Repairs:Operations 230.48
		G/L Account: 502002-16						Automotive - Repairs:Operations 93.21
			11/11/2022	11/11/2022	264.38	0.00	264.38	
		G/L Account: 502005-16						Building & Grounds Materials / Supplies:Operations 264.38
			11/13/2022	11/13/2022	101.00	0.00	101.00	
		G/L Account: 502002-10						Automotive - Repairs:Lab 101.00
			11/14/2022	11/14/2022	110.00	0.00	110.00	
		G/L Account: 502002-16						Automotive - Repairs:Operations 55.00
		G/L Account: 502002-16						Automotive - Repairs:Operations 55.00
			11/15/2022	11/15/2022	110.00	0.00	110.00	

Check Register

Journal Posting Date: 11/30/2022

Register Number: CD-000139

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
			11/16/2022	11/16/2022	215.00	0.00	215.00
		G/L Account: 505019-00			Office Keys & Locks:General		215.00
			11/17/2022	11/17/2022	339.25-	0.00	339.25-
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General		230.48-
		G/L Account: 502016-00			Safety & PPE:General		108.77-
			11/18/2022	11/18/2022	55.00	0.00	55.00
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
			11/19/2022	11/19/2022	216.18	0.00	216.18
		G/L Account: 502016-00			Safety & PPE:General		59.16
		G/L Account: 505003-25			District Membership & Subscription Dues:Public Aff		27.72
		G/L Account: 504001-05			:Administration		129.30
			11/2/2022	11/2/2022	98.42	0.00	98.42
		G/L Account: 502016-00			Safety & PPE:General		59.16
		G/L Account: 504000-05			Computer Equipment Supplies < \$100:Administration		39.26
			11/21/2022	11/21/2022	44.81	0.00	44.81
		G/L Account: 503001-10			Aquaculture:Lab		22.24
		G/L Account: 503001-10			Aquaculture:Lab		22.57
			11/3/2022	11/3/2022	1,214.29	0.00	1,214.29
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General		179.99
		G/L Account: 502002-16			Automotive - Repairs:Operations		542.15
		G/L Account: 505009-10			Employee - Travel:Lab		177.20
		G/L Account: 505006-25			Employee - Meal:Public Affairs		18.00
		G/L Account: 505006-25			Employee - Meal:Public Affairs		1.74
		G/L Account: 504000-05			Computer Equipment Supplies < \$100:Administration		16.29
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
		G/L Account: 502017-16			Safety Boots:Operations		113.92
			11/4/2022	11/4/2022	1,420.84	0.00	1,420.84
		G/L Account: 504008-05			Printing Supplies:Administration		284.12
		G/L Account: 502002-16			Automotive - Repairs:Operations		119.99
		G/L Account: 502016-00			Safety & PPE:General		906.73
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
		G/L Account: 502002-16			Automotive - Repairs:Operations		55.00
			11/5/2022	11/5/2022	202.48	0.00	202.48
		G/L Account: 503001-10			Aquaculture:Lab		202.48
			11/6/2022	11/6/2022	32.91	0.00	32.91
		G/L Account: 504000-16			Computer Equipment Supplies < \$100:Operations		32.91
			11/8/2022	11/8/2022	437.63	0.00	437.63
		G/L Account: 505006-25			Employee - Meal:Public Affairs		277.75
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General		147.39
		G/L Account: 504005-00			I.T Subscriptions:General		12.49
			11/9/2022	11/9/2022	1,701.83	0.00	1,701.83
		G/L Account: 504004-16			GPS Tracking:Operations		1,448.37
		G/L Account: 505021-00			Office Supplies - Janitorial:General		41.29
		G/L Account: 502019-16			Tools & Instruments:Operations		212.17
Check E00002897 Total:					14,758.64	0.00	14,758.64

Check Register
Journal Posting Date: 11/30/2022
Register Number: CD-000139

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Printed Check Total:							0.00
Electronic Payment Total:							14,758.64
Report Total:					14,758.64	0.00	14,758.64
Printed Check Total:							0.00
Electronic Payment Total:							14,758.64

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

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

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
November 30, 2022	XXXXXXXXXX27	\$39,897.69	Concord Toyota – District Vehicles (2023 Toyota Rav4 Hybrid)

TRANSACTION ACTIVITY REPORT

Month of November 2022

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
Balance	11/1/2022	267,330.61	9,391,782.75	154,670.56
1	11/1/2022		(116,000.00)	116,000.00
2	11/9/2022	7,153.17		
3	11/10/2022		(170,000.00)	170,000.00
4	11/20/2022	388.09		
5	11/30/2022	10.37	(320,000.00)	320,000.00
6	11/30/2022			(460,227.05)
Balance		274,882.24	8,785,782.75	300,443.51

Transaction Number & Brief Description

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 Misc Deposits into Wells Fargo Account
- 3 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 4 Misc Deposits into Wells Fargo Account
- 5 Interest Earned Wells Fargo & Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 6 Bank of the West clearing of checks from Bank of the West for Payroll & Vendor Checks

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

December 28, 2022

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

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

[Tran Type Definitions](#)

November 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/1/2022	10/31/2022	RW	1717505	N/A	PAULA MACEDO	-116,000.00
11/10/2022	11/10/2022	RW	1717896	N/A	PAULA MACEDO	-170,000.00
11/30/2022	11/29/2022	RW	1718543	N/A	PAULA MACEDO	-320,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	9,391,782.75
Total Withdrawal:	-606,000.00	Ending Balance:	8,785,782.75

Contra Costa Mosquito and Vector Control District

FY22 Budget Year

(July 1 2022 - June 30 2023)

Board Packet

42% of the
Year
completed
YTD FY23 VS
Adopted
Budget

	FY23 <i>As of 11/30/22</i>	FY23 Budget		ADOPTED FY23 VS FY23 \$
Personnel Costs				
Payroll & OT	1,523,848	3,925,348	38.8%	2,401,500
Retirement	1,341,013	1,341,013	100.0%	-
OASDI	87,705	235,521	37.2%	147,816
Medicare	21,574	52,992	40.7%	31,418
Health Insurance (Dental / Vision Etc)	212,223	585,745	36.2%	373,522
Unemployment	1,978	25,900	7.6%	23,922
Disability Ins	5,610	13,614	41.2%	8,004
Other Post Employment Benefits	0	215,000	0.0%	215,000
District Paid Health Retiree Cost & Fees	43,109	143,000	30.1%	99,891
Subtotal Personnel Costs	3,237,061	6,538,133	49.5%	3,301,072
Operational Costs				
Professional Services - Legal includes Settlements	49,445	168,000	29.4%	118,555
Professional Services - Building & Grounds Maint	4,346	25,000	17.4%	364,068
Professional Services - All Other	40,657	204,600	19.9%	163,943
Public Affairs	6,622	108,000	6.1%	101,378
Lab Services	18,342	47,871	38.3%	29,529
Information & Technology	25,262	153,200	16.5%	127,938
Operations - Control Materials	63,447	113,000	56.1%	49,553
Operations - Aerial	0	10,000	0.0%	10,000
Operation and Facilities - All Other	75,936	442,000	17.2%	366,064
General Office Administration - Insurance	342,374	388,429	88.1%	46,055
General Office Administration - Trustee Expense	2,735	23,500	11.6%	20,765
General Office - Research	0	0	0.0%	-
General Office Administration - Employee Travel & Training	9,682	44,000	22.0%	34,318
General Office Administration - Utilities	34,668	117,500	29.5%	82,832
General Office Administration - All Other	39,570	332,700	11.9%	293,130
Subtotal Operational Cost	713,089	2,177,800	32.7%	1,464,711
Capital				
Land				-
Structures and Improvements	0	0	0.0%	-
Vehicles	124,191	203,000	61.2%	78,809
Heavy Equipment	30,508	85,000	35.9%	54,492
Subtotal Capital	154,699	288,000	53.7%	133,301
Total Expenditures	4,104,849	9,003,933		
Revenues				
Property Taxes	175,102	6,801,654	2.6%	6,626,552
Benefit Assessment	0	2,080,111	0.0%	2,080,111
Contract Billing	3,532	51,000	6.9%	47,468
Interest Income (LAIF)	60,180	52,291	115.1%	(7,889)
Medical Reimbursement	0	0	0.0%	-
Fixed Asset Disposal	0	20,000	0.0%	20,000
Miscellaneous	6,560	25,000	26.2%	18,440
Grant Funds:General	0	-	0.0%	-
Subtotal Revenue	245,374	9,030,056	2.7%	8,784,681
Estimate Ending Balance	-3,859,474	26,123		
Designated Reserves POLICY FY 23 (July 2022 - June 2023)				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	2,314,407			
Emergency Reconstruction Response	500,000			
Operations	4,446,317			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
	10,110,724			

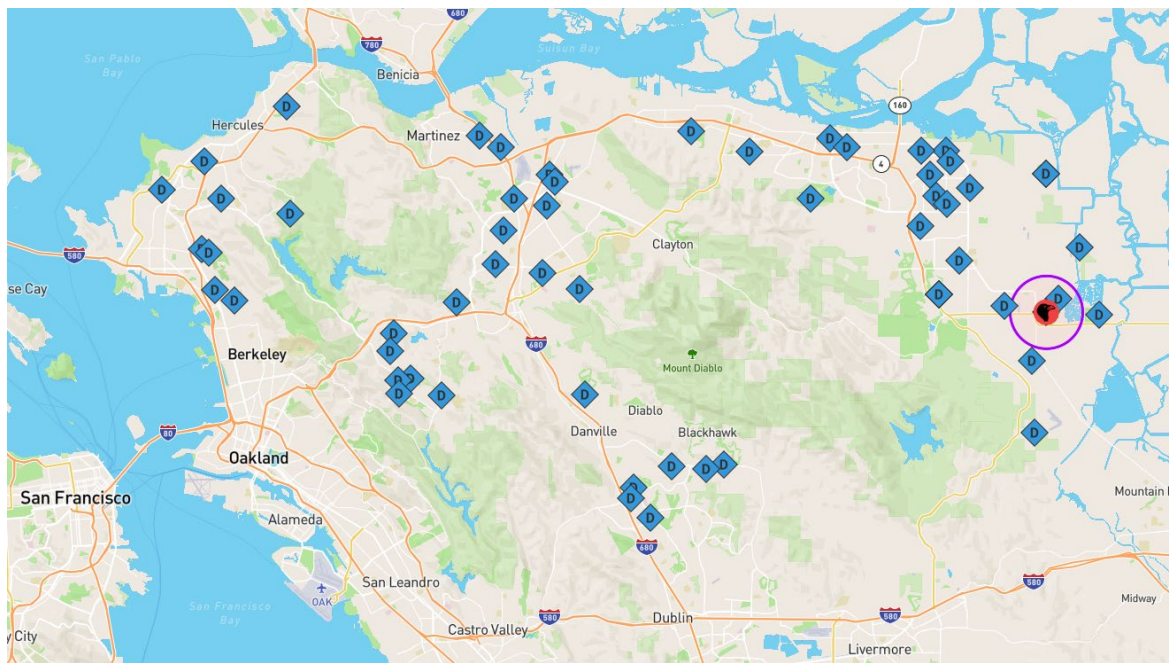
December 2022 Mosquito and Arbovirus Surveillance Report

Updated December 27th by Steve Schutz, Ph.D., Scientific Programs Manager

Human cases: As of December 27th, 160 human cases of West Nile virus had been reported in California in 2022. One confirmed case (fatality) was reported in Contra Costa County (Discovery Bay). Patient's primary residence was outside the County so the case was initially not officially attributed to CCC.

Horses: Sixteen equine cases of WNV have been reported statewide. An effective vaccine is available for horses; most affected horses have been unvaccinated.

Dead birds: As of December 27th 373 dead birds had been reported, 38 birds were submitted for testing, (blue icons on map), and one was confirmed positive for WNV (Discovery Bay, May red icon on map). The statewide hotline is currently closed for the season but online dead bird reports are encouraged year-round at <https://westnile.ca.gov/report>

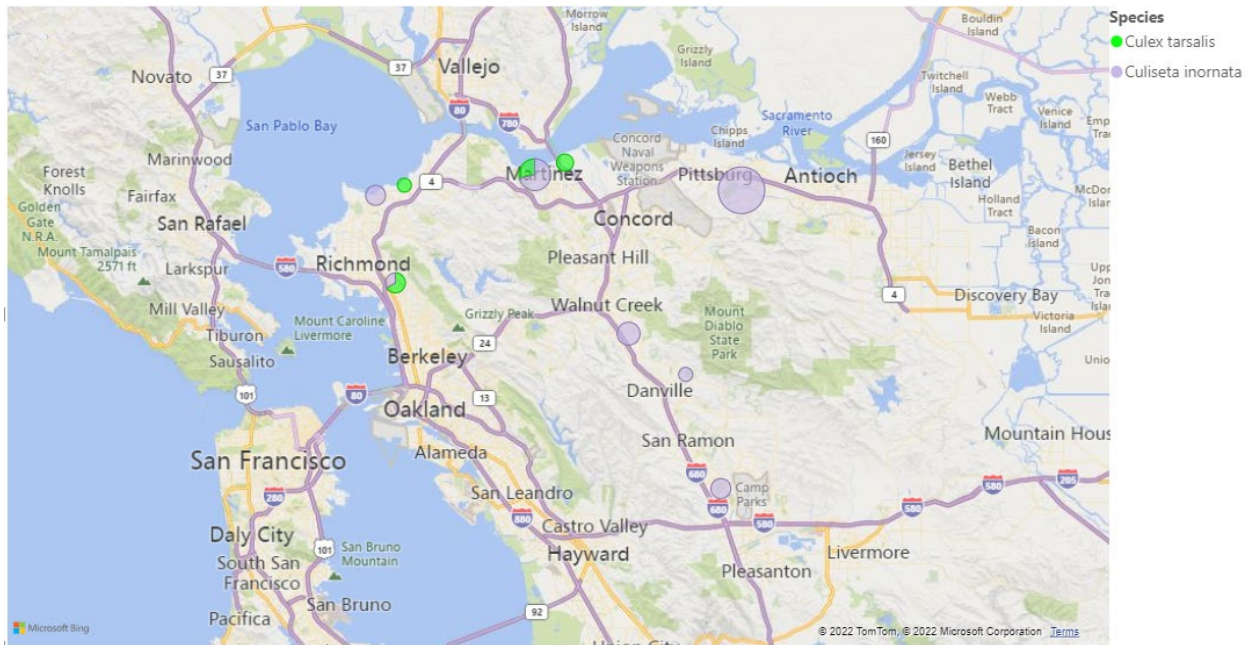


Light trap counts: Twenty-two traps are currently being operated daily year-round, with collections made weekly by field technicians. Countywide *Culex tarsalis* and *Culex pipiens* counts are currently below average. Note: 2 collection weeks were skipped in August due to *Aedes aegypti* response.



Culex tarsalis counts (red) vs. 5 year average

Culex pipiens counts (red) vs. 5 year average

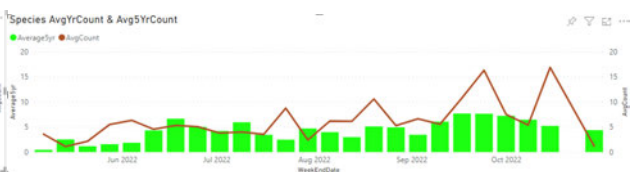


Map showing light rail locations and relative average species counts from December 1st - 27th

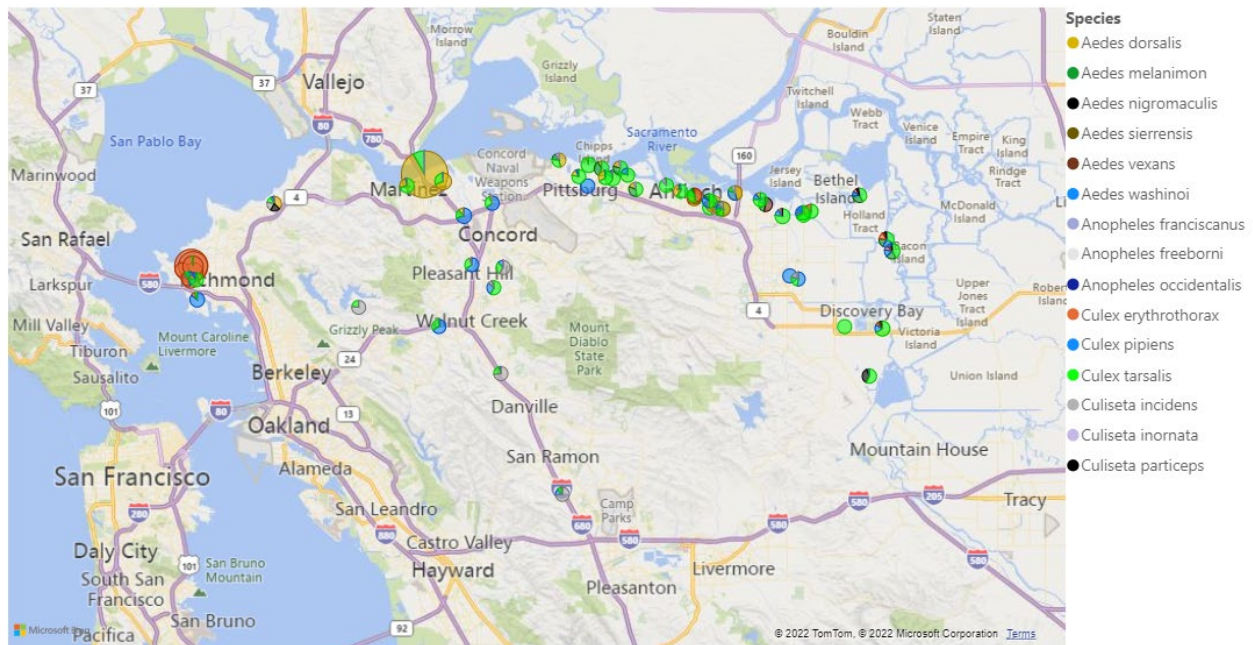
CO₂ traps: Weekly CO₂ trapping has been suspended for the season. Trap counts for *Culex tarsalis* were mostly below average, while *Culex pipiens* counts were somewhat above average for much of the season. Unusually high *Aedes dorsalis* counts in waterfront areas followed peak high tides and adult mosquito control operations were conducted. These unusually high counts may be due to changes in salinity of marshlands due to low rainfall, in addition to intermittent access restrictions to some critical sites in coastal areas. Wetland areas on the Chevron Refinery in Richmond also produced high numbers of *Culex erythrothorax* in October.



Culex tarsalis counts (red) vs. 5 year average



Culex pipiens counts (red) vs. 5 year average

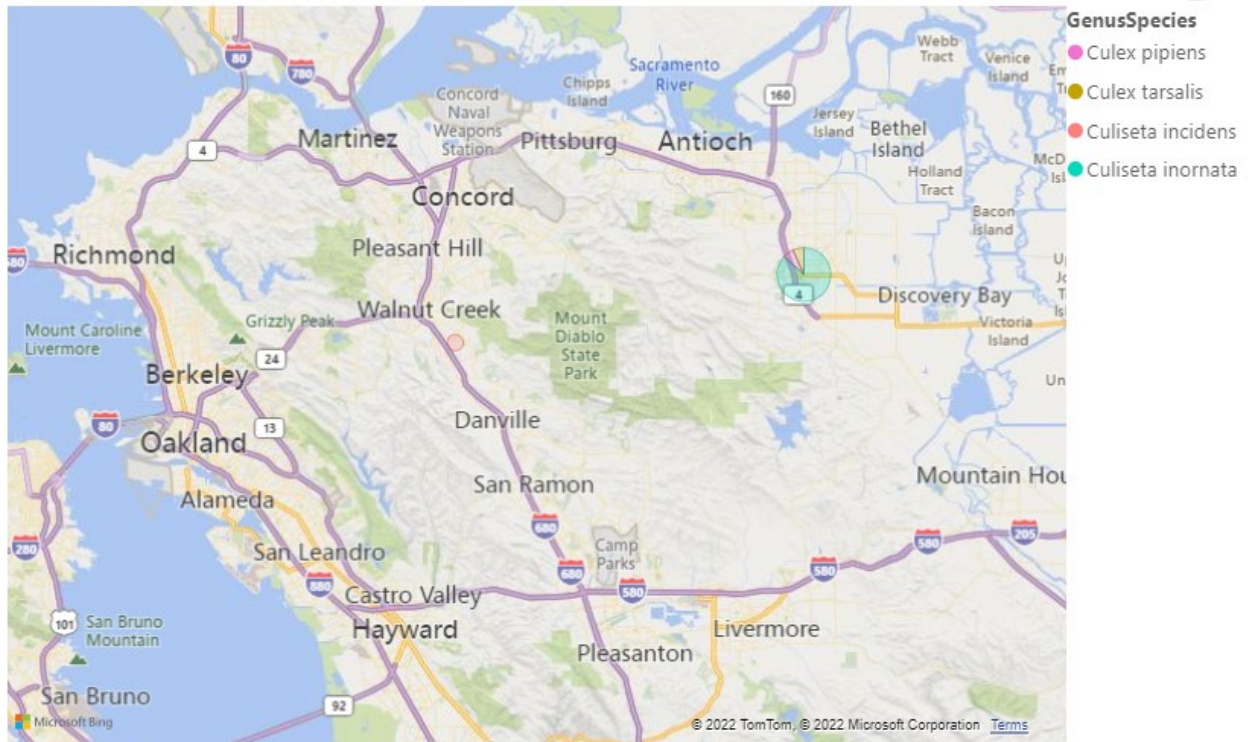


Map showing CO₂ trap locations and relative average species counts May through October (note: map includes traps set at 'random' sites in Richmond and Antioch/Oakley in October in addition to the normal 23 fixed surveillance sites).

Mosquito testing: 307 pooled samples were tested in 2022, two were positive for WNV (7/25, *Culex tarsalis*, Oakley; 8/8, *Culex pipiens*, Palm Tract-Orwood).

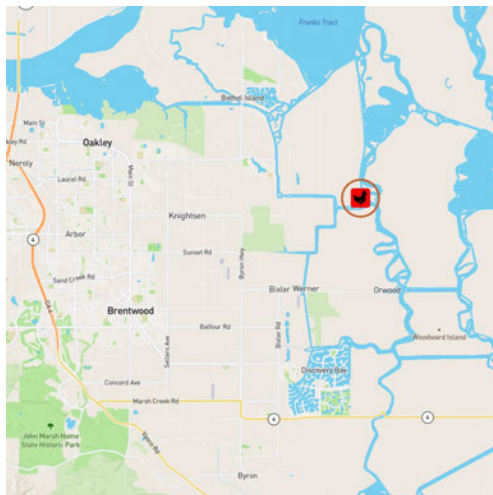
Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round.

Larval Count by Species



Map showing larval sample locations and relative species counts, December 1st-27th 2022.

Sentinel chickens: Five of six chickens from our flock at Holland Tract (Knightsen) tested positive for WNV antibodies, sample dates 8/22, 9/6 and 9/19. All four sentinel flocks were discontinued for the season as of October 10th.



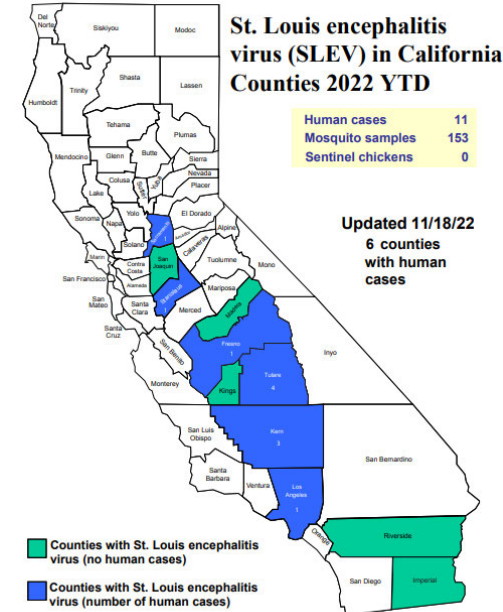
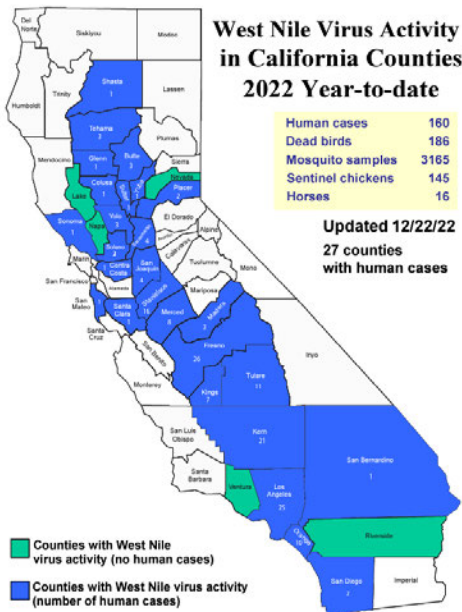
Other projects: Lab staff has collected ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and has also provided *Culicoides* (biting midges) to a researcher at UC Riverside studying the distribution of species in California. We are also continuing to work with Leading Edge staff on troubleshooting and refining the MapVision database and field software. Our Scientific Programs Manager completed a revision of the

identification guide to Mosquitoes of California for the MVCAC, to include larvae and adults of invasive *Aedes* species, which has been made available online to all member agencies. The MVCAC Lab Technologies Committee is currently collecting high-resolution photographs of key characteristics of California mosquito species from vector control districts statewide, for eventual inclusion in a shared MVCAC photographic library and will also be collecting photographs of other pest/vector species.

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

Regional: Through December 27th, West Nile virus activity had been detected in Contra Costa (1 human case, 1 positive dead bird, 2 mosquito samples, five sentinel chickens), Sacramento, Solano, Santa Clara, Yolo, Napa and San Joaquin Counties, with human cases reported in Contra Costa, Yolo, Solano, San Joaquin, Sonoma and Santa Clara Counties.

Statewide: 160 human cases of WNV have been reported statewide (see map below). 3,165 WNV positive mosquito samples, 186 positive dead birds and 145 positive sentinel chickens have been reported this year through December 27th. In addition, 153 mosquito samples have tested SLE (Saint Louis Encephalitis) positive (including one in San Joaquin County) and 11 human cases were reported in Sacramento, Stanislaus, Fresno, Kern, Tulare and Los Angeles County. For the year, California was above the 5-year average in terms of WNV positive mosquito samples but below average in all other categories.

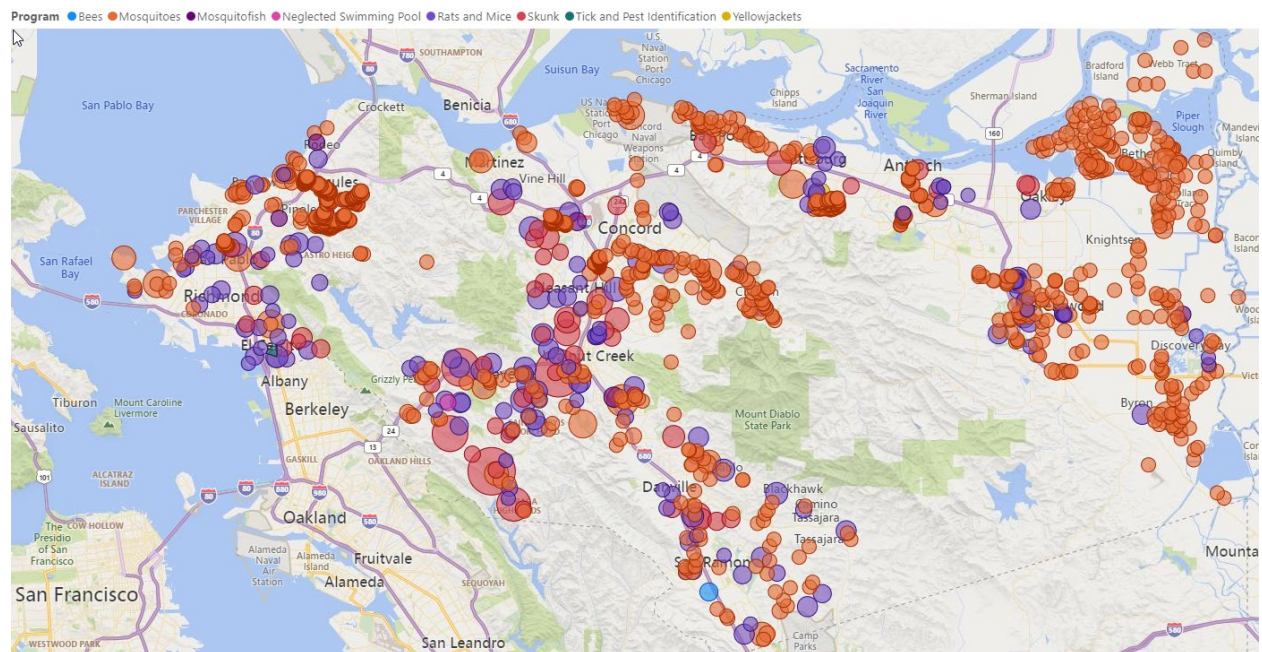


December 2022 Operations Report

Prepared on December 1, 2022, by David Wexler, Terry Davis, and Jeremy Shannon,
Program Supervisors

General:

Field staff have begun working on various winter projects, including cleaning and repairing equipment, various facility maintenance projects, disposal of old equipment and hazardous materials, such as used oil, old batteries, paint, and spent lightbulbs, and preparing vehicles for sale. Field staff that have moved zones are becoming familiar with their new geographic areas of responsibility and working on updating source maps. New employees will continue to prepare for the next round of CDPH technician certification examinations to be held in May 2023.



Dead Birds:

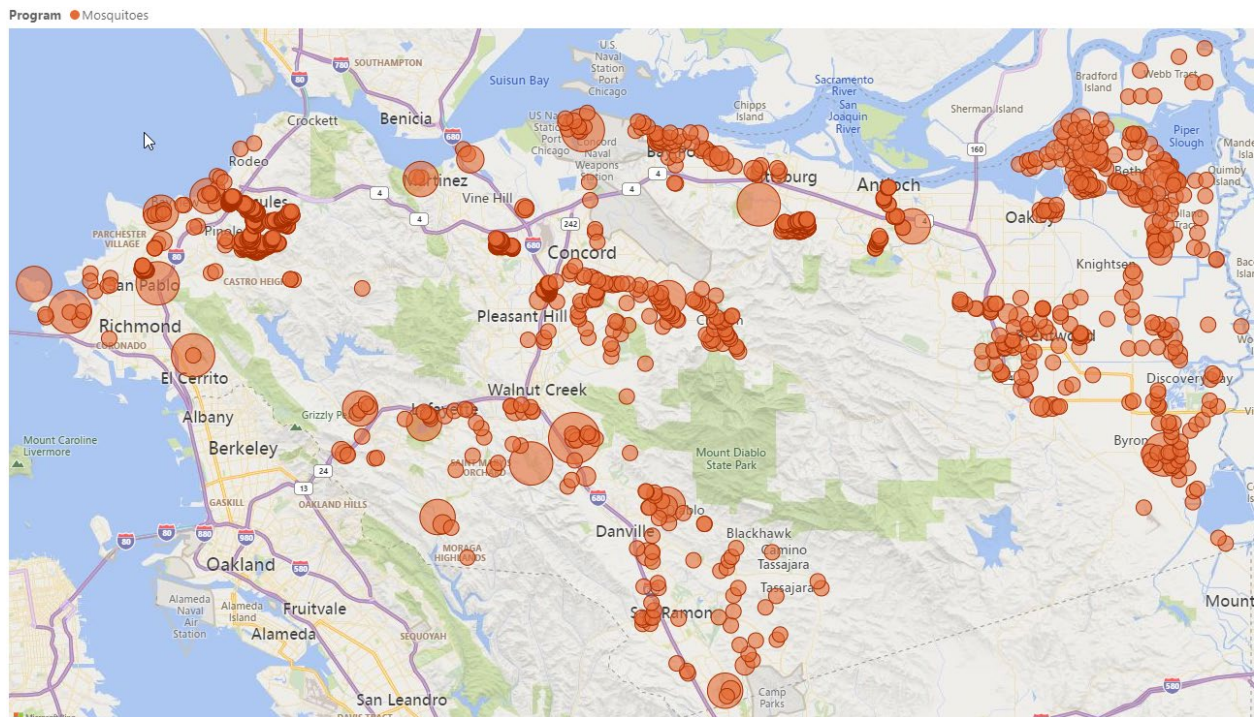
In December 2022 we had 0 dead bird service requests, the same received in December 2021. The Dead Bird hotline shut down for the season on October 14, though submissions can still be made online. Year to date, one bird collected 5/4/22 in Brentwood (American crow) has tested positive for West Nile virus.

Mosquitoes:

With the cooler weather, mosquito activity has steadily decreased and will likely continue to remain low until temperatures warm up in the spring of 2023.

In December 2022 there were a total of 1 mosquito service request and 5 requests for mosquitofish, fairly similar to December 2021 when we received 4 service requests for mosquitoes and 9 for mosquitofish. In addition to service requests, technicians and inspectors recorded 611 inspection activities, and 36 larval surveillance actions, and collected 89 adult trap samples. Field staff recorded 2 site treatments during this time to address mosquito production. With recent rains, many inspections have been performed by technicians becoming familiar with their zone and evaluating rainwater retention patterns and potential breeding sites.

Mosquito Program Actions 12/1/22-12/29/22

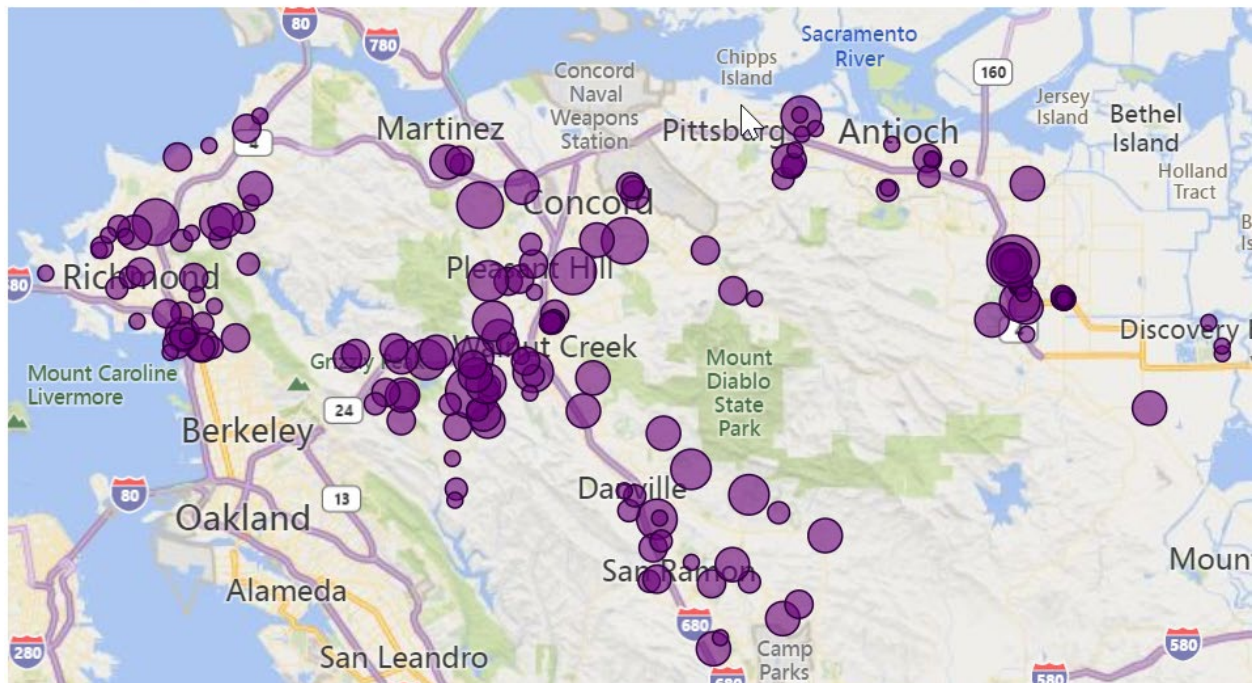


Rodents:

In December 2022 we completed 88 requests for service for rats and mice, an increase of 54% compared to the 57 we received in December 2021. Rodent inspection training continues in the field with individual inspectors as needed, focusing on new technicians gaining experience performing inspections. In addition to service requests, technicians and inspectors recorded 102 inspection activities and continue to evaluate sites within their geographic boundaries for future monitoring and baiting activities.

Rodent Program Actions 12/1/22-12/29/22

Program ● Rats and Mice

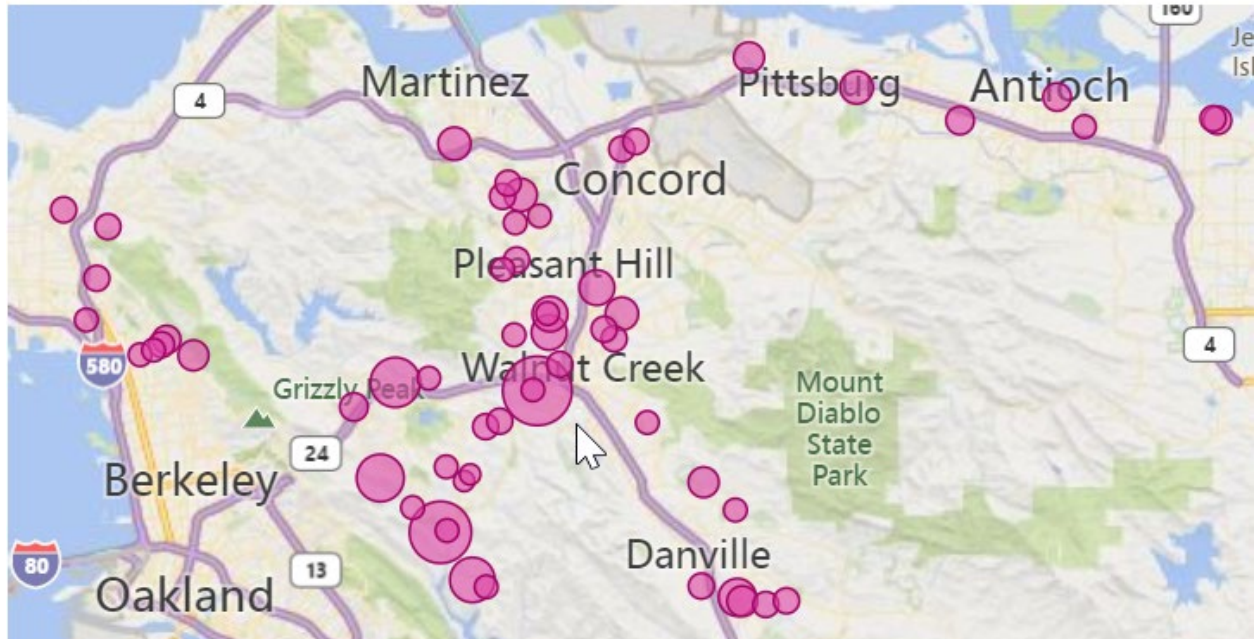


Skunks:

The District received 34 service requests for skunks in December 2022, a slight increase from the 30 we received in December 2021. 48 inspection activities were recorded and 6 skunks were picked up in December 2022, whereas 26 inspections and 13 skunk pickups were recorded in December 2021.

Skunk Program Actions 12/1/22-12/29/22

Program ● Skunk

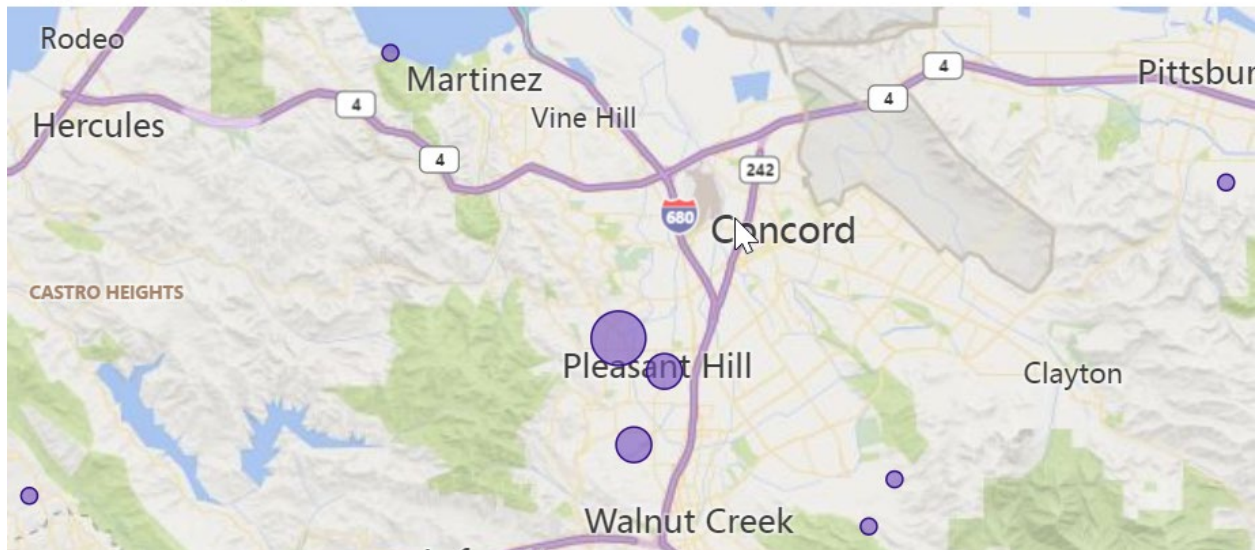


Yellowjackets:

We received 2 requests in December 2022 (1 warranted treatment), a significant drop from the 5 requests received in December 2021, with 6 treatments at that time. The recent cold temperatures will have stopped yellowjacket activity for the remainder of the year. Wet soil conditions do not allow us to make treatments for in-ground yellowjackets nests as the product will not be effective.

Yellowjacket Actions 12/1/22-1/29/22

Program ● Yellowjackets



Facility Report:

- Electrical repairs were made to several locations in preparation for the installation of an improved security system.
- 3 vehicles were disposed of
- Reviewing quotes to have the second-story windows resealed

December 2022 Public Affairs Report to the Board of Trustees
Prepared December 28, 2022 by Nola Woods, Public Affairs Director

Presentations & Events

- In December 2022, Public Affairs Department staff did not have any scheduled events or presentations.

Advertising

The Public Affairs Department’s 2022 Advertising campaign focused on the District’s services in print, digital and vehicle advertising. Specific, service-related advertising appeared in digital advertising while larger advertising options featured one ad with multiple vectors to represent all of the District’s services. During December, the District’s advertising focused on the District’s skunk service.



The District’s 2022 Advertising Campaign on Digital products, such as websites.

Social Media

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

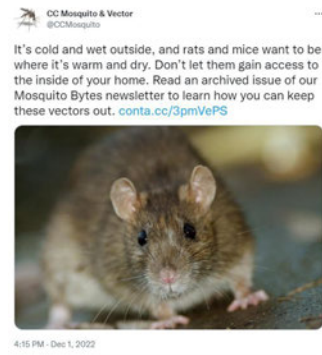
Twitter Activity — Account @CCMosquito

Yearly Comparisons

November 2022 Twitter Activity	November 2021 Twitter Activity
1426 Followers	1386 Followers
6 Tweets	2 Tweets
1293 Impressions	306 Impressions
5 Media Engagements	1 Media Engagements
5 Retweets	0 Retweets
1 Likes	0 Likes
0 Replies	0 Replies
6 Link Clicks	1 Link Clicks
6 Detail Expands	1 Detail Expands
4 Profile Clicks	0 Profile Clicks
0 Profile Visits	0 Profile Visits
0 Mentions	0 Mentions
0 Follows	0 Follows

Most Popular @ccmosquito Tweet — December 1, 2022

531 Impressions
0 Media Views
0 Like
0 Retweets
0 Detail Expands
0 Media Engagements



Nextdoor Activity Contra Costa Mosquito and Vector Control District Local Agency

Overall, as of December 28, there are:

- 518, 215 members
- 287,538 claimed household
- 1001 neighborhoods

The District's Nextdoor activity December 2022

- 10 Posts
- 492 Reactions
- 304,246 Impressions

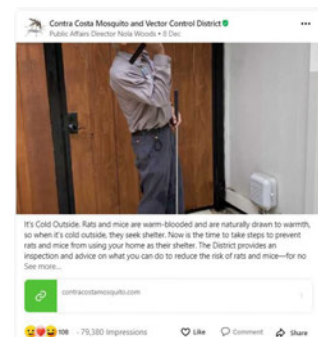
Most Popular Contra Costa Mosquito and Vector Control District Nextdoor Post — December 8, 2022

- 214 Reactions
- 162,573 Impressions

Facebook Activity — Account @CCMosquito

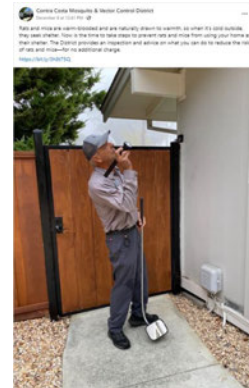
December 2022 Facebook Activity

19 Followers
8 Posts
5 Likes
161 Impressions
126 Post Reach
13 Engagement
5 Reactions
4 Link Clicks
3 Share
12 Other Clicks



Most Popular @ccmosquito Facebook Post — December 8, 2022

78 Impressions
56 Post Reach
10 Engagement
3 Likes
3 Reactions
1 Link Clicks
1 Share
4 Other Clicks



Publications

- **2022 Annual Report Preparations**
 - Board of Trustee Pictures
 - If you have not emailed a new “head and shoulders” color picture against a solid color background, please send on as soon as possible to be included in the 2022 Annual Report. Send to nwoods@contracostamosquito.com
- **Total Constant Contact Subscribers**
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - December 2022
 - 2919 Subscribers
 - December 2021
 - 2847 Subscribers

Website:

Terms - Website Statistics

- **Users:** Person visiting the website
- **New Users:** New person who, according the website data, has never visited the website before
- **Sessions:** A group of user interactions with the website that take place within a given time frame.
- **Number of Sessions per User:** The total number of sessions divided by the total number of users.
- **Pageviews:** An instance of a page being loaded (or reloaded) in a browser. Pageviews is a metric defined as the total number of pages viewed.
- **Pages/Sessions:** Average of individual pages visited and individual sessions per user.
- **Avg. Session Duration:** Average length of each session
- **Bounce Rate:** Single-page sessions divided by all sessions, or the percentage of all sessions on the website in which users viewed only a single page.

Website Statistics

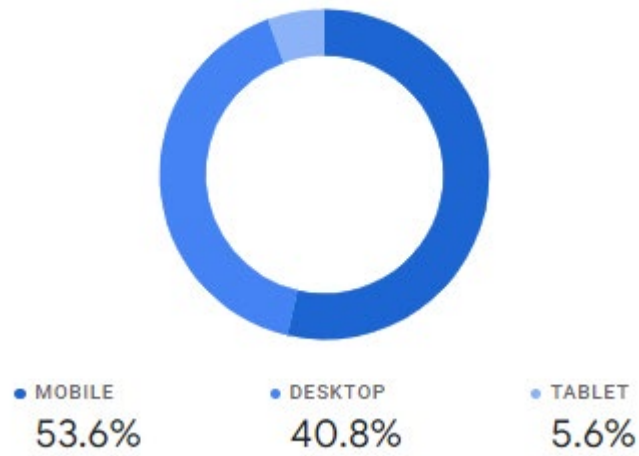
Due to the newly implemented Google Analytics, the appearance of statistics has changed. Also, we are no longer able to do a comparison of 2021 to 2022 due to the recent Google Analytics update which erased all previous data. Lastly, there appears to be an issue regarding the Top 10 Pages report in the new version of Analytics. For now, we've replaced that statistic with information pertaining to "How Visitors Get to Our Site," which can be more relevant, particularly with the implementation of the District's Facebook and Nextdoor pages as ways to direct people to our website.

- **Overview of Website Usage December 1 - 22, 2022**



- **Device Performance** (On what device do people visit the website)

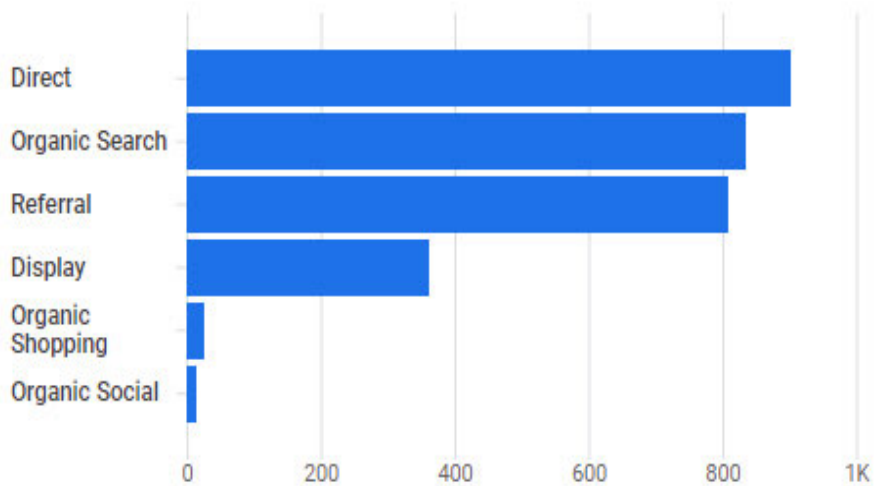
Users ▾ by Device category



- **How Visitors Arrive at the District's Website**

WHERE DO YOUR NEW USERS COME FROM?

New users by First user default channel group ▾



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**
 - Residents can provide questions, comments, and concerns at any time via [the District website](#).
 - Messages are received in real time.
 - The Public Affairs staff review all incoming online comments from residents and respond as deemed appropriate.

- **Examples of December, 2022 Online “Contact Us” submitted comments**
 - No inquiries for the month of December.

- **Examples of December, 2022 Survey Card Responses:**

"The young men were very diligent and professional - thank you!"

"They were excellent, professional, and great to work with. I'm very happy."

"They were very nice, pleasant, and full of great information."

"He did an excellent job and I was very happy with his service."

"They provided me great intel on my rat issues. Their knowledge is invaluable and they were so kind with their approach."

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

**Resolution of the Contra Costa Mosquito
and Vector Control District Revising the
Procedure for Electing Board Officers**

RESOLUTION 20-4

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 14th day of September 2020, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, California Health and Safety Code, Sec. 2021, allows the board of supervisors and each city council within the district's boundaries to appoint members of the Board of Trustees; and

WHEREAS, California Health and Safety Code, Sec. 2020, states that a board of trustees shall establish policies for the operation of the district; and

WHEREAS, the California Health and Safety Code, Sec. 2027, states at the first meeting in January every year, a board of trustees shall elect its officers; and

WHEREAS, the Board of Trustees, at its meeting of March 8, 2010 adopted Resolution 10-1 establishing a procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, the Board of Trustees, at its meeting of January 13, 2020 adopted Resolution 20-2 revising the procedure for electing the elected officers of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolution 20-2, along with additional provisions, be revised and included in this Resolution 20-4,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT that the District hereby adopts the following procedure for annual election of officers in January of each year:

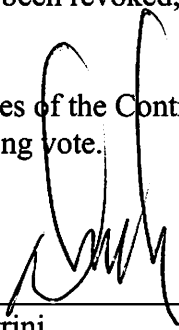
1. Elected officers of the Board shall consist of the President, Vice-President and Secretary.
2. Nominations for President, Vice-President, and Secretary shall come from the floor.
3. To be eligible for the office of President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least two (2) different committees, and chaired at least one (1) committee. In addition, a candidate for presidency must have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.

4. To be eligible for the office of Vice-President, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years, have served on at least one (1) committee, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
5. To be eligible for the office of Secretary, candidate must have been a Trustee at the Board of Trustees for a minimum of three (3) years and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
6. Prior to the January meeting each year, the General Manager shall prepare a list of eligible Trustees for candidacy to each Board officer position.
7. One (1) Trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other Board officers.
8. Each Trustee present shall have one (1) vote for each elected office.
9. Elected President should not serve more than two consecutive years as President.

BE IT FURTHER RESOLVED that Resolution 20-4 shall be effective immediately upon its adoption and that Resolution 20-2 is hereby rescinded and superseded in its entirety.

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

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District September 14, 2020 by the following vote.



 Daniel Pellegrini
 2020 Secretary, Board of Trustees

AYES: 16
 NOES: 2
 ABSTAIN: 0
 ABSENT: 2

Contra Costa Mosquito and Vector Control District
2023 Board Officer Eligibility List

REQUIREMENTS

President: Trustee for Min. 3 years, served on 2 committees, chaired 1 committee & attended at least 6 BOT meetings year prior
Vice President: Trustee for Min. 3 years, served 1 committee, chaired 1 committee & attended at least 6 BOT meetings year prior
Secretary: Trustee for Min. 3 years & attended at least 6 BOT meetings year prior

Eligible for President
Perry Carlston
Warren Clayton
Chris Cowen
Jim Fitzsimmons
Michael Krieg
James Murray
Peter Pay
Daniel Pellegrini
James Pinckney

Eligible for Vice President
Richard Ainsley
Perry Carlston
Warren Clayton
Chris Cowen
Jon Elam
Jim Fitzsimmons
Michael Krieg
James Murray
Peter Pay
Daniel Pellegrini
James Pinckney
Darryl Young

Eligible for Secretary
Richard Ainsley
Perry Carlston
Warren Clayton
Chris Cowen
Jon Elam
Jim Fitzsimmons
Michael Krieg
James Murray
Peter Pay
Daniel Pellegrini
James Pinckney
Darryl Young