



BOARD OF TRUSTEES

****MONDAY, JANUARY 13, 2020****

DISTRICT OFFICE

155 Mason Circle

Concord, CA 94520

7:00 PM

AGENDA

CALL TO ORDER:

Roll Call

Pledge of Allegiance

1. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

2. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

3. PRESENTATION

Duylinh Nguyen, newly appointed Trustee representing City of Hercules

4. CONSENT CALENDAR

Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee.

- A. Minutes of the November 4, 2019 Board of Trustees Meeting
- B. Expenditures for October and November 2019
- C. Payroll Expenditures
- D. Investment Activity Report for October and November 2019
- E. Financial Report

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **MICHAEL KRIEG** Oakley • Vice President **PERRY CARLSTON** Concord • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **LOLA ODUNLAMI** • Brentwood **MARSHON THOMAS** • Clayton **PEGGIE HOWELL** • Contra Costa County **JIM PINCKNEY** **CHRIS COWEN & DARRYL YOUNG**
Danville **RANDALL DIAMOND** • El Cerrito **Vacant** • Hercules **DUYLINH NGUYEN** • Lafayette **JAMES FITZSIMMONS** • Moraga **ROBERT LUCACHER** • Orinda **KEVIN MARKER** • Pinole **WARREN CLAYTON**
Pittsburg **RICHARD AINSLEY PhD** • Pleasant Hill **RICHARD MEANS** • Richmond **SOHEILA BANA PhD** • San Pablo **Vacant** • San Ramon **PETER PAY** • Walnut Creek **JAMES MURRAY**

5. REPORTS

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

6. ACTION ITEMS

- A. District FY 18/19 Financial Audit and Memorandum on Internal Control **
- B. Side Letter to Memorandum of Understanding between CCMVCD and Local 1021, SEIU **
- C. Executive Committee Report
 - i.* Board resolution adopting a Revised Trustee Reimbursement Policy **
 - ii.* Board resolution adopting a Revised Procedure for Electing Board Officers **
- D. Board Nomination and Election of Officers for Board President, Vice President, and Secretary **
- E. 2020 Board Meeting Schedule **
- F. Board Consideration and Approval of Committee Charges **
- G. Board Consideration and Approval of Trustee Travel **
- H. Ad Hoc Vision & Mission Statements Committee Report
 - i.* Approval of proposed District's principles **

CLOSED SESSION

7. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

8. COMMITTEE SIGN-UP

9. ADJOURNMENT

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



Natalie Martini, Administrative Analyst II

1/03/2020

Date

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

Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JANUARY 13, 2020 BOARD MEETING

1 - 3. No comment

4. CONSENT CALENDAR

- A. Minutes of the November 4, 2019 Board of Trustees Meeting (*Pages 7-11*) – approval of minutes 19-7, Regular Board Meeting, held on November 11, 2019.
- B. Expenditures for October and November 2019 (*Pages 12-18*) – Approval of expenditures of October 1, 2019 through November 30, 2019, including checks No. 028247 through No. 028347, in the amount of \$293,622.62.
- C. Payroll Expenditures – Approval of payroll expenditures of October 1, 2019 through November 30, 2019, including checks No. 16162 through No. 16168 and direct deposit No. D03896 through No. D04052 in the amount of \$351,731.72.
- D. Investment Activity Report for October and November 2019 (*Pages 19-20*)
- E. Financial Report (*Page 21*)

5. REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff will be in attendance to present reports and answer any questions.
- D. Legal Counsel

6. ACTION ITEMS

- A. District FY 18/19 Financial Audit and Memorandum on Internal Control – District Audit Committee Chair, Trustee Fitzsimmons, and Ms. Vikki Rodriguez, from Maze & Associates, will discuss the Fiscal Year 2018/2019 annual financial audit that is enclosed with this Board packet. The District received an unmodified opinion for this audit; which is the cleanest opinion available.

Audit Highlights

Auditor Opinion

This language is the best possible audit language, a clean audit. The auditor will describe it as an unmodified audit or in the past an unqualified audit.

Current Year Financial Highlights

The District fiscal year 2018/2019 total current assets increased 11.4% from the prior year. The majority of the increase is due to market value increases and prudent fiscal management.

District general fund revenues were \$520,505 over the amount budgeted for fiscal year 2018/2019, primarily driven by the increase in property taxes and interest income. The District budgeted expenditures were down by \$470,225, driven by the savings in employee salaries, professional services and delay capital outlay.

The District has been continuously contributing to an irrevocable trust for Other Post-Employment Benefits (OPEB), which is designed to cover the medical costs for retirees for the District. Per the actuarially determined requirements the District contributed \$176,000 to this trust in fiscal year 2018/2019. The District also took a distribution of \$76,193 to cover retiree medical cost coverage. The OPEB fund grew by 13% in this fiscal year and the end of year balance at June 30, 2019, was \$2,275,461.

Total net pension liability of the District at June 30, 2019, was \$4,737,389. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan. This District liability increased by 57% from June 30, 2018, due to a decrease in investment earnings coupled with additional retirement benefit obligations.

Total Capital Assets (net of Accumulated Depreciation) were recorded at approximately \$1,451,268. The total Capital Assets decreased 3.1% this year. See Note 4 in the accompanying financial statements for more information of current year activity.

Recommendation – Accept the District Fiscal Year 2018/2019 Financial Audit and Memorandum on Internal Control (*enclosed*).

- B. Side Letter to Memorandum of Understanding between CCMVCD and Local 1021, SEIU – The side letter amends Exhibit A of the current MOU to add the wage scale for the new position of Mechanic Technician.

Recommendation – Approve Side Letter to the Memorandum of Understanding between CCMVCD and Local 1021, SEIU (*Page 22*).

- C. Executive Committee Report - on behalf of President Krieg, Trustee Diamond will report on the committee meeting that was held on December 16, 2019 and present recommendations from the committee regarding the following:

- i. Board resolution adopting a Revised Trustee Reimbursement Policy

Recommendation – Adopt Resolution 20-1, Revised Trustee Reimbursement Policy. (*Pages 23-25*)

- ii. Board resolution adopting a Revised Procedure for Electing Board Officers

Recommendation – Adopt Resolution 20-2, Revised Procedure for Electing Board Officers. (Pages 26-27)

- D. Board Nomination and Election of Officers for Board President, Vice President, and Secretary (Page 28-29)

Recommendation – Pleasure of the Board

- E. 2019 Board Meeting Schedule (Page 30)

Recommendation – Approve the 2020 meeting schedule

- F. Board Consideration and Approval of Committee Charges (Page 31)

Recommendation – Approve the committee charges

- G. Board Consideration and Approval of Trustee Travel – per Board resolution, travel to MVCAC Annual meeting in San Diego, CA, January 26-29, 2020, is already approved for the Board President and Vice President. Board authorization is needed for any other Trustees that would like to go to the meeting.

Recommendation – Pleasure of the Board

- H. Ad Hoc Vision & Mission Statements Committee Report

i. Approval of proposed District’s Principles (Page 32)

Recommendation – Approve District’s Principles based on the suggestions from the ad hoc committee and any additional suggestions from the Board

CLOSED SESSION

7. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SUBDIVISION D OF SECTION 54956.9 (ONE CASE)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

8. COMMITTEE SIGN-UP – Opportunity for Trustees to sign up to participate in the committees. Committees’ Chairs and final composition will be finalized by the Board President.

9. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 19-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 4, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Michael Krieg, President
Perry Carlston, Vice President
Richard Ainsley
Warren Clayton
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Peggie Howell
Robert Lucacher
Kevin Marker
James Murray
Lola Odunlami
Peter Pay
Jim Pinckney

TRUSTEES ABSENT Soheila Bana
Richard Means
Daniel Pellegrini
Marshon Thomas
Darryl Young

VACANCIES El Cerrito, Hercules & San Pablo

OTHERS PRESENT Paula Macedo, General Manager
Maria Bagley, Administrative Services Manager
Steve Schutz, Scientific Program Manager
Nola Woods, Public Affairs Director
David Wexler, Program Supervisor
Terry Davis, Program Supervisor
Natalie Martini, Administrative Analyst II
Douglas Coty, Legal Counsel

CALL TO ORDER

President Krieg called the meeting to order at 7:02 p.m.

ROLL CALL

A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 19-5, Special Meeting for Board of Trustee training and Minutes 19-6, the regular Board Meeting, held on September 9, 2019.

B. EXPENDITURES – Approval of expenditures of August 1, 2019 through September 30, 2019 including checks No. 028154 through No. 028246, in the amount of \$304,011.93.

C. PAYROLL FOR AUGUST 2019 & SEPTEMBER 2019 – Approval of payroll expenditures of August 1, 2019 through September 30, 2019, including checks No. 016152 through No. 016160 and Direct Deposit No. D03734 through No. D03894, in the amount of \$353,772.56.

D. TRANSACTION ACTIVITY REPORT FOR AUGUST 2019 & SEPTEMBER 2019

E. FINANCIAL REPORT

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

4. REPORTS

A. BOARD MEMBERS – President Krieg reminded the Board that he will be out of town during the next Board meeting set for Monday, January 13, 2020.

Trustee Diamond discussed the ascendancy to presidency resolution (Resolution 10-1) and suggested the Executive Committee hold a special meeting to discuss term limits, requirements and nominations, and possibly revise the current resolution.

B. GENERAL MANAGER – General Manager Macedo requested Trustees to be present if at all possible at the January 13, 2020 meeting to make sure there is quorum to elect 2020 Board of Trustees President, Vice President and Secretary.

General Manager Macedo updated the Board on invasive mosquito species in California and provided an update from the MVCAC Coast Region held at the

District prior to the quarterly meeting where they discussed the mutual aid agreement, the 2022 MVCAC conference, and the appointment of a new region representative. The new representative for the Coastal Region will be Marin/Sonoma Mosquito and Vector Control District's General Manager, Phil Smith, and General Manager Macedo will serve as the alternate.

All Trustees are now in compliance with the required AB1825, AB2053 & AB1343 Harassment, Retaliation & Discrimination Prevention training. General Manager Macedo also requested that the Board fill out the provided contact information form that would provide authorization to provide their contact to other Trustees.

General Manager Macedo mentioned the 2020 MVCAC Annual Meeting will be in San Diego, January 26-29, 2020 and noted any Trustees that would like to attend should notify either General Manager Macedo or Administrative Analyst II Martini as soon as possible so arrangements can be made.

Lastly, General Manager Macedo provided the Board with an update on the operational software and mentioned that Digital Maps is no longer working with the District on developing the operational software and that Leading Edge is currently working on a solution for the District's needs.

- C. STAFF – Program Supervisor Wexler presented the drone (UAS) to the Board and provided examples of how it has been used for surveillance by the District, such as imagery to identify potential mosquito sources in a restored wetlands area, and evidence of rodent activity during a recent rodent inspection.

Administrative Services Manager Bagley mentioned the audit will be reviewed at the January 2020 meeting due to some follow-up questions from the District and due to Auditor Vikki Rodriguez, Maze & Associates, being unable to attend this meeting. She also provided an update regarding the Concur SAP expense reporting system which will be implemented within the next 30-days and mentioned the front desk position of Administrative Analyst I has been filled. She also noted that the front office continues to operate without one employee, who remains off work and thus staff have been tasked with a variety of contingency policies and procedures to proceed in that employee's absence.

Scientific Program Manager Schutz summarized the West Nile virus surveillance 2019 season, when a total of 1 positive bird, 1 positive mosquito sample and 2 positive sentinel chickens were observed. Bird reports were down statewide, with the District only having a total of 23 dead birds reports submitted throughout the County this season. The District first detected a positive for West Nile virus in late August, which is the latest time of year that the District has ever received positive detection.

Public Affairs Director Woods provided the Board with an update on the education center progress and noted the department has been reaching out to various schools to host field trips next season once the education center has been completed. She also provided an update from the MVCAC conference in Visalia, wherein Public Affairs Director Woods has been assigned to the CalSurv Committee as the Public Affairs Representative and working on an outreach program providing materials and information to the public and lawmakers.

D. LEGAL COUNSEL – None.

5. INFORMATION ITEMS

A. AD HOC TRUSTEE MANUAL COMMITTEE REPORT – Committee Chair Murray reported on the Ad Hoc Trustee Manual Committee meeting held on September 12, 2019 and indicated all revisions to the Trustee Manual remain on hold until the vision and mission statements have been finalized and approved by the Board.

B. PERSONNEL COMMITTEE REPORT – Trustee Carlston reported on behalf of Committee Chair Diamond that the Personnel Committee met on September 23, 2019 and no actions were taken during the closed session.

C. AUDIT COMMITTEE – Trustee Howell reported on behalf of Committee Chair Fitzsimmons that the Audit Committee met on October 22, 2019 and the District was awaiting clarification from the auditors on a few items before the audit was finalized. Fiscal Year 2018/2019 audit will be discussed and reviewed during the next Board meeting on January 13, 2020.

6. ACTION ITEMS

A. AD HOC VISION & MISSION STATEMENTS COMMITTEE REPORT – Committee Chair Lucacher reported the Ad Hoc Vision & Mission Statements Committee met on several occasions over the past few weeks and after reviewing and discussing suggestions from staff, the committee formed the following two mission statements for the Board to select one for approval:

i. “The Contra Costa Mosquito & Vector Control District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease”

ii. “The Contra Costa Mosquito & Vector Control District is a public health agency dedicated to reducing the threat from mosquitoes and other vectors of disease”

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Pinckney to approve the following Mission Statement for the District: “The Contra Costa Mosquito &

Vector Control District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease”. *Motion passed unanimously.*

7. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:28 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 13, 2020.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2019 Secretary, Board of Trustees

Payment History Report
Sorted By Check Number
Activity From: 10/1/2019 to 11/30/2019

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028247	10/15/2019	0000029	Contra Costa County - DCSS			75.00	Auto
	10/11/2019		10/11/2019	0.00	75.00		
028248	10/15/2019	0000324	Diablo Trophy			11.42	Auto
	10/9/2019		10/9/2019	0.00	11.42		
028249	10/15/2019	0000328	PG&E			372.91	Auto
	10/21/2019		10/21/2019	0.00	372.91		
028250	10/15/2019	0000335	Concur Technologies, Inc			153.00	Auto
	10/3/2019		10/3/2019	0.00	153.00		
028251	10/15/2019	0000370	CENTRAL CC SANITARY DISTRICT			1,401.75	Auto
	10/1/2019		10/1/2019	0.00	1,401.75		
028252	10/15/2019	0000482	City of Antioch Marina			104.00	Auto
	10/1/2019		10/1/2019	0.00	104.00		
028253	10/15/2019	0000778	Bay Area Regional Training			2,430.00	Auto
	10/11/2019		10/11/2019	0.00	2,430.00		
028254	10/15/2019	0000804	Maze & Associates			12,100.00	Auto
	9/30/2019		9/30/2019	0.00	12,100.00		
028255	10/15/2019	0000814	Staples Business Advantage			18.48	Auto
	9/12/2019		9/12/2019	0.00	18.48		
028256	10/15/2019	0000913	Guardian Security Agency			1,079.00	Auto
	10/3/2019		10/3/2019	0.00	492.00		
	9/26/2019		9/26/2019	0.00	587.00		
028257	10/15/2019	0000936	CCC Tax Collector			12.10	Auto
	11/1/2019		11/1/2019	0.00	12.10		
028258	10/15/2019	0000943	Vector-Borne Disease Account			60.00	Auto
	10/11/2019		10/11/2019	0.00	60.00		
028259	10/15/2019	0000956	Waterlogic Americas LLC			79.39	Auto
	9/27/2019		9/27/2019	0.00	79.39		
028260	10/15/2019	0000981	Colonial Life			514.14	Auto
	9/24/2019		9/24/2019	0.00	514.14		
028261	10/15/2019	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON			1,208.60	Auto
	9/30/2019		9/30/2019	0.00	1,208.60		
028262	10/15/2019	0000992	MVCAC			80.00	Auto
	10/11/2019		10/11/2019	0.00	80.00		
028262	10/15/2019	0000992	MVCAC			80.00-	Reversal
	CK02826201		10/15/2019	0.00	-80.00		
028263	10/15/2019	0001030	Golden State Overnight			17.78	Auto
	9/30/2019		9/30/2019	0.00	17.78		
028264	10/15/2019	0001033	PAPE Material Handling			15,551.25	Auto
	10/11/2019		10/11/2019	0.00	15,551.25		
028265	10/15/2019	0001049	ALSCO			857.72	Auto
	10/2/2019		10/2/2019	0.00	857.72		
028266	10/15/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC			59.93	Auto
	10/1/2019		10/1/2019	0.00	59.93		
028267	10/15/2019	0001063	OSCA			140.00	Auto
	10/1/2019		10/1/2019	0.00	140.00		
028268	10/15/2019	0001077	Banksia Landscape, Inc.			475.00	Auto
	10/1/2019		10/1/2019	0.00	475.00		
028269	10/15/2019	0001113	Comcast			342.19	Auto
	10/1/2019		10/1/2019	0.00	342.19		
028270	10/31/2019	0000007	SEIU UPE LOCAL 1021-Union Dues			2,349.46	Auto
	10/29/2019		10/29/2019	0.00	2,349.46		
028271	10/31/2019	0000009	Nationwide Retirement Solutions - 457 Plan			1,308.00	Auto
	10/29/2019		10/29/2019	0.00	1,308.00		
028272	10/31/2019	0000010	CalPERS			51,671.35	Auto
	10/29/2019		10/29/2019	0.00	51,671.35		

Payment History Report
Sorted By Check Number
Activity From: 10/1/2019 to 11/30/2019

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028273	10/31/2019	0000011	Vision Service Plan			654.00	Auto
	10/19/2019		10/19/2019	0.00	654.00		
028274	10/31/2019	0000313	Contra Costa Water District			29.64	Auto
	10/21/2019		10/21/2019	0.00	29.64		
028275	10/31/2019	0000324	Diablo Trophy			179.98	Auto
	10/24/2019		10/24/2019	0.00	179.98		
028276	10/31/2019	0000328	PG&E			138.63	Auto
	10/17/2019		10/17/2019	0.00	138.63		
028277	10/31/2019	0000352	California Special Districts Association			7,640.00	Auto
	10/1/2019		10/1/2019	0.00	7,640.00		
028278	10/31/2019	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			7,101.39	Auto
	10/1/2019		10/1/2019	0.00	997.37		
	10/10/2019		10/10/2019	0.00	1,323.63		
	10/11/2019		10/11/2019	0.00	132.10		
	10/14/2019		10/14/2019	0.00	56.87		
	10/15/2019		10/15/2019	0.00	49.75		
	10/16/2019		10/16/2019	0.00	54.44		
	10/18/2019		10/18/2019	0.00	683.20		
	10/2/2019		10/2/2019	0.00	132.22		
	10/21/2019		10/21/2019	0.00	336.90		
	10/3/2019		10/3/2019	0.00	1,204.67		
	10/4/2019		10/4/2019	0.00	84.82		
	10/8/2019		10/8/2019	0.00	20.20		
	10/9/2019		10/9/2019	0.00	25.31		
	9/19/2019		9/19/2019	0.00	236.28		
	9/23/2019		9/23/2019	0.00	102.99		
	9/24/2019		9/24/2019	0.00	239.08		
	9/25/2019		9/25/2019	0.00	232.61		
	9/26/2019		9/26/2019	0.00	113.27		
	9/27/2019		9/27/2019	0.00	564.41		
	9/28/2019		9/28/2019	0.00	4.99		
	9/30/2019		9/30/2019	0.00	506.28		
028279	10/31/2019	0000482	City of Antioch Marina			199.51	Auto
	11/1/2019		11/1/2019	0.00	199.51		
028280	10/31/2019	0000486	Bay Alarm Company			115.00	Auto
	10/15/2019		10/15/2019	0.00	115.00		
028281	10/31/2019	0000552	Humor Speaks LLC			4,000.00	Auto
	10/29/2019		10/29/2019	0.00	4,000.00		
028282	10/31/2019	0000610	Liebert Cassidy Whitmore			2,954.00	Auto
	9/30/2019		9/30/2019	0.00	2,954.00		
028283	10/31/2019	0000694	TD Ameritrade Institution			9,366.96	Auto
	10/29/2019		10/29/2019	0.00	9,366.96		
028284	10/31/2019	0000696	KBA DOCUSYS, INC			203.36	Auto
	10/21/2019		10/21/2019	0.00	203.36		
028285	10/31/2019	0000793	AFLAC			52.84	Auto
	10/29/2019		10/29/2019	0.00	52.84		
028286	10/31/2019	0000806	Fred Loux			323.74	Auto
	10/29/2019		10/29/2019	0.00	323.74		
028287	10/31/2019	0000899	Sun Life Financial			1,228.58	Auto
	10/20/2019		10/20/2019	0.00	1,228.58		
028288	10/31/2019	0000906	Best Equipment Co.			353.06	Auto
	10/10/2019		10/10/2019	0.00	353.06		
028289	10/31/2019	0000913	Guardian Security Agency			1,062.00	Auto
	10/10/2019		10/10/2019	0.00	587.00		
	10/17/2019		10/17/2019	0.00	475.00		
028290	10/31/2019	0000925	INFINISOURCE, Inc.			80.00	Auto

Payment History Report
Sorted By Check Number
Activity From: 10/1/2019 to 11/30/2019

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
	10/25/2019		10/25/2019	0.00	80.00		
028291	10/31/2019	0000957	California School Boards Association - DSC (0200)			2,500.00	Auto
028292	10/18/2019		10/18/2019	0.00	2,500.00		
	10/31/2019	0000971	Flyers Energy, LLC			6,881.86	Auto
	10/17/2019		10/17/2019	0.00	3,600.19		
	10/22/2019		10/22/2019	0.00	3,281.67		
028293	10/31/2019	0000975	Reliance Standard Life In			832.71	Auto
	10/16/2019		10/16/2019	0.00	413.43		
	10/25/2019		10/25/2019	0.00	419.28		
028294	10/31/2019	0000981	Colonial Life			514.14	Auto
	10/24/2019		10/24/2019	0.00	514.14		
028295	10/31/2019	0001030	Golden State Overnight			26.67	Auto
	10/18/2019		10/18/2019	0.00	26.67		
028296	10/31/2019	0001047	Calderon Janitorial Services			650.00	Auto
	10/17/2019		10/17/2019	0.00	650.00		
028297	10/31/2019	0001072	Mt. Diablo Resource Recovery-Concord			1,135.70	Auto
	10/16/2019		10/16/2019	0.00	567.85		
	9/30/2019		9/30/2019	0.00	567.85		
028298	10/31/2019	0001077	Banksia Landscape, Inc.			475.00	Auto
	10/29/2019		10/29/2019	0.00	475.00		
028299	10/31/2019	0001088	Verizon Wireless			1,460.18	Auto
	10/10/2019		10/10/2019	0.00	1,460.18		
028300	10/31/2019	0001113	Comcast			387.62	Auto
	10/15/2019		10/15/2019	0.00	387.62		
028301	10/31/2019	0001117	Concentra			189.00	Auto
	10/7/2019		10/7/2019	0.00	135.50		
	6/25/2019		6/25/2019	0.00	53.50		
028302	11/13/2019	0000015	Health Care Dental Trust			11,346.11	Auto
	10/31/2019		10/31/2019	0.00	11,346.11		
028303	11/13/2019	0000204	Sean Parnell			100.00	Auto
	6/13/2019		6/13/2019	0.00	100.00		
028304	11/13/2019	0000313	Contra Costa Water District			1,163.29	Auto
	10/29/2019		10/29/2019	0.00	1,163.29		
028305	11/13/2019	0000328	PG&E			594.68	Auto
	11/1/2019		11/1/2019	0.00	594.68		
028306	11/13/2019	0000690	Associated Business Machi			144.19	Auto
	10/31/2019		10/31/2019	0.00	144.19		
028307	11/13/2019	0000714	CDW Government, Inc.			3,145.30	Auto
	10/28/2019		10/28/2019	0.00	3,145.30		
028308	11/13/2019	0000804	Maze & Associates			3,030.00	Auto
	10/28/2019		10/28/2019	0.00	3,030.00		
028309	11/13/2019	0000913	Guardian Security Agency			1,062.00	Auto
	10/24/2019		10/24/2019	0.00	475.00		
	10/31/2019		10/31/2019	0.00	587.00		
028310	11/13/2019	0000951	Francisco & Associates			9,100.00	Auto
	9/11/2019		9/11/2019	0.00	9,100.00		
028311	11/13/2019	0000956	Waterlogic Americas LLC			79.39	Auto
	11/1/2019		11/1/2019	0.00	79.39		
028312	11/13/2019	0000971	Flyers Energy, LLC			3,453.85	Auto
	11/13/2019		11/13/2019	0.00	3,453.85		
028313	11/13/2019	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON			336.00	Auto
	10/31/2019		10/31/2019	0.00	336.00		
028314	11/13/2019	0001030	Golden State Overnight			17.78	Auto
	10/31/2019		10/31/2019	0.00	17.78		
028315	11/13/2019	0001049	ALSCO			1,572.68	Auto
	11/1/2019		11/1/2019	0.00	1,572.68		

Payment History Report
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Activity From: 10/1/2019 to 11/30/2019

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
028316	11/13/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC			86.06	Auto
	11/1/2019		11/1/2019	0.00	86.06		
028317	11/13/2019	0001072	Mt. Diablo Resource Recovery-Concord			1,135.70	Auto
	10/31/2019		10/31/2019	0.00	1,135.70		
028318	11/13/2019	0001078	Kirk Thill			323.74	Auto
	20191115		11/13/2019	0.00	323.74		
028319	11/25/2019	0000007	SEIU UPE LOCAL 1021-Union Dues			2,292.47	Auto
	11/22/2019		11/22/2019	0.00	2,292.47		
028320	11/25/2019	0000009	Nationwide Retirement Solutions - 457 Plan			1,308.00	Auto
	11/21/2019		11/21/2019	0.00	1,308.00		
028321	11/25/2019	0000010	CalPERS			51,671.35	Auto
	11/25/2019		11/25/2019	0.00	51,671.35		
028322	11/25/2019	0000011	Vision Service Plan			604.95	Auto
	11/30/2019		11/30/2019	0.00	604.95		
028323	11/25/2019	0000015	Health Care Dental Trust			5,243.90	Auto
	11/25/2019		11/25/2019	0.00	5,243.90		
028324	11/25/2019	0000159	David Wexler			32.00	Auto
	11/22/2019		11/22/2019	0.00	32.00		
028325	11/25/2019	0000328	PG&E			307.89	Auto
	11/16/2019		11/16/2019	0.00	307.89		
028326	11/25/2019	0000335	Concur Technologies, Inc			153.00	Auto
	11/6/2019		11/6/2019	0.00	153.00		
028327	11/25/2019	0000374	Contra Costa Door			2,325.00	Auto
	11/19/2019		11/19/2019	0.00	2,325.00		
028328	11/25/2019	0000383	Alpine Helicopter Service			4,340.00	Auto
	10/14/2019		10/14/2019	0.00	2,325.00		
	10/18/2019		10/18/2019	0.00	2,015.00		
028329	11/25/2019	0000457	Dept of Pesticide Regulations			12,258.38	Auto
	1/11/2019		1/11/2019	0.00	99.00		
	10/21/2019		10/21/2019	0.00	6.41		
	10/22/2019		10/22/2019	0.00	2,096.79		
	10/23/2019		10/23/2019	0.00	299.59		
	10/24/2019		10/24/2019	0.00	28.98		
	10/25/2019		10/25/2019	0.00	1,111.38		
	10/28/2019		10/28/2019	0.00	311.93		
	10/29/2019		10/29/2019	0.00	132.13		
	10/30/2019		10/30/2019	0.00	989.41		
	10/31/2019		10/31/2019	0.00	491.24		
	11/1/2019		11/1/2019	0.00	1,090.21		
	11/12/2019		11/12/2019	0.00	1,641.80		
	11/14/2019		11/14/2019	0.00	1,440.72		
	11/15/2019		11/15/2019	0.00	353.98		
	11/18/2019		11/18/2019	0.00	645.76		
	11/19/2019		11/19/2019	0.00	20.12		
	11/20/2019		11/20/2019	0.00	250.26		
	11/29/2019		11/29/2019	0.00	3.00		
	11/4/2019		11/4/2019	0.00	154.86		
	11/5/2019		11/5/2019	0.00	521.04		
	11/6/2019		11/6/2019	0.00	201.00		
	11/7/2019		11/7/2019	0.00	368.77		
028329	11/25/2019	0000457	Dept of Pesticide Regulations			12,258.38-	Reversal
	1/11/2019		1/11/2019	0.00	-99.00		
	10/21/2019		10/21/2019	0.00	-6.41		
	10/22/2019		10/22/2019	0.00	-2,096.79		
	10/23/2019		10/23/2019	0.00	-299.59		
	10/24/2019		10/24/2019	0.00	-28.98		

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CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

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10/25/2019			10/25/2019	0.00	-1,111.38		
10/28/2019			10/28/2019	0.00	-311.93		
10/29/2019			10/29/2019	0.00	-132.13		
10/30/2019			10/30/2019	0.00	-989.41		
10/31/2019			10/31/2019	0.00	-491.24		
11/1/2019			11/1/2019	0.00	-1,090.21		
11/12/2019			11/12/2019	0.00	-1,641.80		
11/14/2019			11/14/2019	0.00	-1,440.72		
11/15/2019			11/15/2019	0.00	-353.98		
11/18/2019			11/18/2019	0.00	-645.76		
11/19/2019			11/19/2019	0.00	-20.12		
11/20/2019			11/20/2019	0.00	-250.26		
11/29/2019			11/29/2019	0.00	-3.00		
11/4/2019			11/4/2019	0.00	-154.86		
11/5/2019			11/5/2019	0.00	-521.04		
11/6/2019			11/6/2019	0.00	-201.00		
11/7/2019			11/7/2019	0.00	-368.77		
028330	11/25/2019	0000694	TD Ameritrade Institution			7,777.12	Auto
	11/22/2019		11/22/2019	0.00	7,777.12		
028331	11/25/2019	0000696	KBA DOCUSYS, INC			203.36	Auto
	11/21/2019		11/21/2019	0.00	203.36		
028332	11/25/2019	0000793	AFLAC			52.84	Auto
	11/20/2019		11/20/2019	0.00	52.84		
028333	11/25/2019	0000806	Fred Loux			323.74	Auto
	11/22/2019		11/22/2019	0.00	323.74		
028334	11/25/2019	0000814	Staples Business Advantage			1,028.19	Auto
	11/4/2019		11/4/2019	0.00	944.31		
	11/8/2019		11/8/2019	0.00	83.88		
028335	11/25/2019	0000899	Sun Life Financial			1,230.68	Auto
	11/22/2019		11/22/2019	0.00	1,230.68		
028336	11/25/2019	0000913	Guardian Security Agency			1,062.00	Auto
	11/20/2019		11/20/2019	0.00	475.00		
	11/21/2019		11/21/2019	0.00	112.00		
	11/7/2019		11/7/2019	0.00	475.00		
028337	11/25/2019	0000975	Reliance Standard Life In			1,036.53	Auto
	11/21/2019		11/21/2019	0.00	1,036.53		
028338	11/25/2019	0000992	MVCAC			2,780.00	Auto
	11/21/2019		11/21/2019	0.00	2,780.00		
028339	11/25/2019	0001027	Ramos Environmental			3,079.44	Auto
	11/14/2019		11/14/2019	0.00	2,515.00		
	11/15/2019		11/15/2019	0.00	564.44		
028340	11/25/2019	0001047	Calderon Janitorial Services			650.00	Auto
	11/25/2019		11/25/2019	0.00	650.00		
028341	11/25/2019	0001060	R & S ERECTION OF CONCORD, INC.			1,066.00	Auto
	8/31/2019		8/31/2019	0.00	199.00		
	9/6/2019		9/6/2019	0.00	867.00		
028342	11/25/2019	0001088	Verizon Wireless			1,399.02	Auto
	11/10/2019		11/10/2019	0.00	1,399.02		
028343	11/25/2019	0001113	Comcast			347.63	Auto
	11/1/2019		11/1/2019	0.00	347.63		
028344	11/25/2019	0011122	Mobile Living Truck Tops and More			9,435.07	Auto
	11/15/2019		11/15/2019	0.00	4,037.91		
	11/16/2019		11/16/2019	0.00	2,648.58		
	11/20/2019		11/20/2019	0.00	2,748.58		
028345	11/29/2019	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS			11,948.63	Auto
	1/11/2019		1/11/2019	0.00	99.00		

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CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 Bank of the West

Check Number/ Invoice Number	Check Date	Vendor Number	Name Invoice Date	Discount Amount	Invoice Amount	Check Amount	Check Type
10/21/2019			10/21/2019	0.00	6.41		
10/22/2019			10/22/2019	0.00	1,787.04		
10/23/2019			10/23/2019	0.00	299.59		
10/24/2019			10/24/2019	0.00	28.98		
10/25/2019			10/25/2019	0.00	1,111.38		
10/28/2019			10/28/2019	0.00	311.93		
10/29/2019			10/29/2019	0.00	132.13		
10/30/2019			10/30/2019	0.00	989.41		
10/31/2019			10/31/2019	0.00	491.24		
11/1/2019			11/1/2019	0.00	1,090.21		
11/12/2019			11/12/2019	0.00	1,641.80		
11/14/2019			11/14/2019	0.00	1,440.72		
11/15/2019			11/15/2019	0.00	353.98		
11/18/2019			11/18/2019	0.00	645.76		
11/19/2019			11/19/2019	0.00	20.12		
11/20/2019			11/20/2019	0.00	250.26		
11/29/2019			11/29/2019	0.00	3.00		
11/4/2019			11/4/2019	0.00	154.86		
11/5/2019			11/5/2019	0.00	521.04		
11/6/2019			11/6/2019	0.00	201.00		
11/7/2019			11/7/2019	0.00	368.77		
028346	11/29/2019	0000610	Liebert Cassidy Whitmore			1,320.00	Auto
	10/31/2019		10/31/2019	0.00	1,320.00		
028347	11/29/2019	0000925	INFINISOURCE, Inc.			705.00	Auto
	11/26/2019		11/26/2019	0.00	705.00		
Bank 1 Total:						<u>293,542.62</u>	
Report Total:						<u>293,542.62</u>	

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
October 15, 2019	028253	\$2,430.00	Bay Area Regional Training – Continuing Education for Staff
“ “ “	028254	\$12,100.00	Maze & Associates – Auditing Services, Basic Financial Statements and Memorandum of Internal Control Report
“ “ “	028261	\$1,208.60	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	028264	\$15,551.25	PAPE Material Handling – Heavy Equipment (forklift) Purchase
October 31, 2019	028281	\$4,000.00	Humor Speaks LLC – Professional Trainer for Employee Development Day
“ “ “	028282	\$2,954.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028291	\$2,500.00	California School Boards Association – GASB AMM Full Report FY 2018-19
November 15, 2019	028307	\$3,145.30	CDW Government, Inc. – I.T. Subscriptions for Acrobat & Adobe Pro
“ “ “	028308	\$3,030.00	Maze & Associates – Audit Basic Financial Statements
“ “ “	028310	\$9,100.00	Francisco & Associates – FY 2019-20 Engineer’s Report & Assessment Services
“ “ “	028313	\$336.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
November 30, 2019	028327	\$2,325.00	Contra Costa Door – Garage Door Installation for Vector House
“ “ “	028328	\$4,340.00	Alpine Helicopter Service – Aerial Helicopter Treatment of Gilberts Parcel
“ “ “	028339	\$3,079.44	Ramos Environmental – Hazmat & Used Oil Pickup
“ “ “	028341	\$1,066.00	R&S Erection of Concord, Inc. – Electric Front Gate Repair
“ “ “	028344	\$9,435.07	Mobile Living Truck Tops & More – Safety Light Installation of District Vehicles
“ “ “	028346	\$1,320.00	Liebert Cassidy Whitmore – Professional Legal Services

TRANSACTION ACTIVITY REPORT

Months of October & November

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	Balance	10/1/19	95,202.30	6,600,968.22	313,186.90
1	10/15/2019	-	(117,119.25)	165,000.00	
2	10/18/2019	4,085.03			
3	10/22/2019	884.52	-		
4	10/30/2019	153,690.71	(233,000.00)	(173,356.93)	
	Balance	253,862.56	6,250,848.97	304,829.97	
5	11/20/2019	884.52	-		
6	11/21/2019	11,131.98	(200,000.00)	200,000.00	
7	11/27/2019		(275,000.00)	275,000.00	
8	11/30/2019	6.35		(470,452.48)	
	Balance	265,885.41	5,775,848.97	309,377.49	

Transaction Number & Brief Description

- 1** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Interest Earned LAIF
- 2** Misc Deposits into Wells Fargo Account
- 3** Misc Deposits into Wells Fargo Account
- 4** Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo & Prop Tax
- 5** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit
- 6** Misc Deposits into Wells Fargo Account
- 7** Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit
- 8** Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

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 27, 2019

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

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

[Tran Type Definitions](#)

Account Number:

October 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2019	10/15/2019	QRD	1619734	SYSTEM	47,880.75
10/15/2019	10/14/2019	RW	1619268	PAULA MACEDO	-165,000.00
10/30/2019	10/29/2019	RW	1622696	MARIA BAGLEY	-233,000.00

Account Summary

Total Deposit	47,880.75	Beginning Balance	6,600,968.22
Total Withdrawal:	-398,000.00	Ending Balance:	6,250,848.97

Account Number:

November 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11/14/2019	11/14/2019	RW	1623713	MARIA BAGLEY	-200,000.00
11/27/2019	11/26/2019	RW	1624603	PAULA MACEDO	-275,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,250,848.97
Total Withdrawal:	-475,000.00	Ending Balance:	5,775,848.97

**Contra Costa Mosquito and Vector Control District
FY20 Budget Year**

(July 1 2019 - June 30 2020)

Board Packet

42% of the Year
completed

	FY20 As of 11/30/19	FY20 Budget	YTD FY19 VS ADOPTED	ADOPTED FY20 VS FY20 \$
Personnel Costs				
Payroll & OT	1,447,134	3,820,353	37.9%	2,373,219
Retirement	1,186,457	1,267,909	93.6%	81,452
OASDI	84,668	236,862	35.7%	152,194
Medicare	20,372	55,395	36.8%	35,023
Health Insurance (Dental / Vision Etc)	219,035	646,687	33.9%	427,652
Unemployment	1,525	32,202	4.7%	30,677
Disability Ins	-	9,500	0.0%	9,500
Other Post Employment Benefits	-	176,000	0.0%	176,000
Subtotal Personnel Costs	2,959,192	6,244,908	47.4%	3,285,716
Operational Costs				
Professional Services - Legal	25,521	90,000	28.4%	64,479
Professional Services - Building & Grounds Maint	4,162	10,000	41.6%	5,838
Professional Services - All Other	55,807	98,438	56.7%	42,631
Public Affairs	897	65,330	1.4%	64,433
Lab Services	14,377	53,500	26.9%	39,123
Information & Technology	12,348	353,500	3.5%	341,152
Operations - Control Materials	14,302	62,000	23.1%	47,698
Operations - Aerial	4,340	22,000	19.7%	17,660
Operation and Facilities - All Other	73,223	339,925	21.5%	266,702
General Office Administration - Insurance	304,328	304,328	100.0%	-
General Office Administration - Trustee Expense	4,292	22,000	19.5%	17,708
General Office - Research	0	25,000	0.0%	25,000
General Office Administration - Employee Travel & Training	17,167	62,000	27.7%	44,833
General Office Administration - Utilities	22,901	83,460	27.4%	60,559
General Office Administration - All Other	35,741	447,000	8.0%	411,259
Subtotal Operational Cost	589,406	2,038,481	28.9%	1,449,075
Capital				
Land				-
Structures and Improvements	0	7,500	0.0%	7,500
Vehicles	42,257	84,000 *	50.3%	41,743
Heavy Equipment	15,551	30,000	51.8%	14,449
Subtotal Capital	57,808	121,500	47.6%	63,692
Total Expenditures	3,606,406	8,404,889		
Revenues				
Property Taxes	153,688	5,790,540	2.7%	5,636,851
Benefit Assessment	0	2,045,903	0.0%	2,045,903
Contract Billing	27,007	20,000	135.0%	(7,007)
Interest Income (LAIF)	102,792	135,000	76.1%	32,208
Medical Reimbursement	16,986	115,000	14.8%	98,014
Fixed Asset Disposal	0	24,000	0.0%	24,000
Miscellaneous	8,107	35,000	23.2%	26,893
Subtotal Revenue	308,581	8,165,443	3.8%	7,856,862
Estimate Ending Balance		-239,446		
Designated Reserves NEW POLICY				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	1,393,370			
Emergency Reconstruction Response	500,000			
Operations	4,072,118			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
8,815,488				

* Revised Budget Per 9/9/19 Board Meeting
Requested additional Budget Allocation
for Vehicles (additional \$5,600)

Contra Costa Mosquito and Vector Control District and SEIU Local 1021


Mechanic Technician Base Wage Side Letter

The Contra Costa Mosquito and Vector Control District (District) and SEIU Local 1021 (Union) agree to amend Exhibit "A" to the Parties Memorandum of Understanding (MOU) dated March 1, 2018 to February 28, 2021 to add the annual base wage scale for the Mechanic Technician (aka Mechanic Tech) as follows:

<u>Step</u>	<u>Base Wage</u>
1	\$67,307.00
2	\$73,458.00
3	\$77,130.00
4	\$80,943.00
5	\$88,236.00
6	\$92,641.00
7	\$99,497.00

The Mechanic Technician job classification will be subject to and enjoy the benefits of all of the applicable provisions of the Parties' MOU. The base wage scales for the other job classifications represented by the bargaining unit are found in Exhibit A to the MOU.

For the Union:



Date: 12/16/2019



For the District:



Date: 12/16/19

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

**Resolution of the Contra Costa
Mosquito and Vector Control District
Adopting a Revised Trustee Reimbursement Policy**

RESOLUTION 20-1

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 13th day of January 2020, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, California Health and Safety Code Section 2051 provides that a District may authorize the members of its Board of Trustees to attend professional, educational or vocational meetings and pay their actual and necessary traveling and incidental expenses while on official business; and

WHEREAS, the Board of Trustees, at its meeting of March 10, 2003 adopted Resolution 03-01 establishing a travel policy for members of the Board of Trustees; and

WHEREAS, the Board of Trustees, at its meeting of May 9, 2005, adopted Resolution 05-01 establishing a reimbursement policy for members of the Board of Trustees; and

WHEREAS, subsequent to the adoption of Resolution 05-01, the State Legislature adopted AB 1234 which addresses, in part, expense reimbursement for the members of governing bodies of local agencies; and

WHEREAS, to ensure compliance with AB 1234, the Board of Trustees, at its meeting of March 13, 2006, adopted Resolution 06-02 establishing a revised reimbursement policy for members of the Board of Trustees; and

WHEREAS, the Board of Trustees, at its meeting of July 14, 2014, adopted Resolution 14-3 establishing a revised reimbursement policy for members of the Board of Trustees; and

WHEREAS, it is advisable that the provisions of the referenced Resolutions 03-01, 05-01, 06-2 and 14-3, along with additional provisions be included in a single resolution,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT:

1. Previously approved attendance at meetings and conferences by the Mosquito and Vector Control Association of California (MVCAC), American Mosquito Control Association (AMCA), and the California Special Districts Association (CSDA) are events that qualify

trustees to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses, in accordance with this Resolution.

2. While in office, the Board President and Vice-President may be reimbursed for actual and necessary expenses for attendance at all above-referenced eligible events.

3. In the event the Board President and/or Vice-President cannot attend AMCA, MVCAC or CSDA meetings or conferences, Board consideration shall be given to other Trustees and preference may be given to those who have not attended the meeting or conference in the past. Trustees other than the President and Vice-President must receive approval by the Board in advance of the event, and shall be reimbursed for actual and necessary expenses for attendance at the above-referenced eligible events. Authority to approve travel may be delegated to the Executive Committee.

4. Any Trustees who are invited speakers shall be reimbursed for actual and necessary expenses, with prior Board approval.

5. Reimbursement for expenses to attend AMCA, MVCAC or CSDA meetings and conferences by Trustees not identified above will be limited to one conference per year, not to exceed two Trustees per event (not counting the President, Vice-President or invited speakers).

6. This Resolution does not preclude other Trustees from attending meetings or conferences at the Trustee's own expense.

7. With prior Board approval, any Trustee shall be reimbursed for actual and necessary expenses for attending training sessions in ethics as required by AB 1234 or CSDA education workshops.

8. A Trustee attending any of the above-referenced eligible events shall be reimbursed for the least expensive travel that is practical and available. Travel by motor vehicle shall be reimbursed at the then current Internal Revenue Service rate for mileage, but only to the extent such travel does not exceed the cost of other, less expensive travel that is practical and available.

9. A Trustee attending any of the above-referenced eligible events shall be reimbursed for the actual, necessary and reasonable cost of meals up to a maximum of \$12 for breakfast, \$18 for lunch and \$35 for dinner. No reimbursement will be made for alcoholic beverages.

10. A Trustee seeking reimbursement for eligible expenses shall provide to the Board of Trustees any report required by law respecting attendance at any meeting, and shall submit, within 60 days after attendance at an eligible event, a request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and itemized receipts evidencing each expense shall be attached. The General Manager will review and approve reimbursement requests.

11. The overall financial controlling aspect of the policy set forth in this Resolution is the authorized travel expenses as approved by the Board annually.

BE IT FURTHER RESOLVED that this Resolution 20-01 shall be effective immediately upon its adoption and that Resolutions 03-1, 05-1, 06-2 and 14-3 are hereby rescinded and superseded in their entireties.

I, DANIEL PELLEGRINI, the undersigned Secretary of 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, that 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 on January 13, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel Pellegrini
2019 Secretary, Board of Trustees

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 20-2

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 13th day of January 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, it is advisable that the provisions of the referenced Resolution 10-1, along with additional provisions, be revised and included in this Resolution 20-02,

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:

- I. Elected officers of the Board shall consist of the President, Vice-President and Secretary.
- II. Nominations for President, Vice-President, and Secretary shall come from the floor.
- III. 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 completed the first module of CSDA Special District Governance Academy courses, or the approved equivalent if these courses are discontinued, and have attended two-thirds (2/3rds) of the previous year's Board of Trustee meetings.
- IV. 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.

- V. 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.
- VI. Prior to the January meeting each year, the General Manager shall prepare a list of eligible Trustees for candidacy to each Board officer position.
- VII. One (1) Trustee may serve as Board Secretary indefinitely, but election to this office must occur every January, along with the other Board officers.
- VIII. Each Trustee present shall have one (1) vote for each elected office.

BE IT FURTHER RESOLVED that Resolution 20-02 shall be effective immediately upon its adoption and that Resolution 10-01 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 January 13, 2020 by the following vote.

Daniel Pellegrini
2019 Secretary, Board of Trustees

AYES:

NOES:

ABSTAIN:

ABSENT:

**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
ASCENDANCY TO PRESIDENCY**

2020

<u>FUTURE PRESIDENTS</u>	<u>City</u>	<u>Appointed</u>	<u>President</u>
Perry Carlston	City of Concord	02/05/13	2020
Darryl Young	County at Large	07/16/13	2021
Lola Odunlami	City of Antioch	03/25/14	2022
James Murray	City of Walnut Creek	02/16/16	2023
Robert Lucacher	City of Moraga	02/17/16	2024
Peter Pay	City of San Ramon	06/28/17	2025
Marshon Thomas	City of Brentwood	01/22/19	2026
Kevin Marker	City of Orinda	02/09/19	2027
Duylinh Nguyen	City of Hercules	01/01/20	2028

FORMER PRESIDENTS

Michael Krieg	City of Oakley	05/08/12	2019
Warren Clayton	City of Pinole	03/06/12	2018
Peggie Howell	City of Clayton	11/20/07	2017
Randall Diamond	Town of Danville	02/05/11	2016
Chris Cowen	County at Large	12/16/08	2015
James Pinckney	County at Large	12/06/88	2014
Jeff Bennett	City of Hercules	03/20/07	2013
Soheila Bana	City of Richmond	09/11/07	2012
Angela Micheals	City of Concord	02/14/06	2011
Jim Fitzsimmons	City of Lafayette	01/26/04	2010
Diane Wolcott	City of Orinda	08/19/03	2009
Richard Head	City of Oakley	10/09/00	2008
Richard Means	City of Pleasant Hill	05/15/00	2007
Ronald Tervelt	City of Clayton	03/07/00	2006
Myrto Petreas	Town of Moraga	01/26/00	2005
Jon Elam	City of Brentwood	02/23/99	2004
Daniel Pellegrini	City of Martinez	10/01/97	2003
Jeanette Mahoney	City of Richmond	10/08/96	2002
Tim McDonough	City of Pinole	07/02/96	2001
Russ Belleci	County at Large	07/11/95	2000
John Hall	City of Antioch	06/14/94	1999
H. Richard Mank	City of El Cerrito	01/03/94	1998
John Hanley	City of Clayton	12/17/91	1997
Lorin Waxman	Town of Moraga	07/08/92	1996
Dick Vesperman	City of San Ramon	04/14/92	1995
Charles Lupsha	City of Orinda	01/02/89	1994

David Jameson	Town of Danville	03/19/91	1993
Ronald Wheeler	City of Martinez		1992
Marilyn Milby	City of Lafayette	04/30/86	1991
Nancy Brownfield	City of Walnut Creek	08/16/83	1990
Earl Mortenson	City of Concord	01/28/85	1989

DECLINED BUT ELIGIBLE

Richard Ainsley	City of Pittsburg	02/20/07	2012
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**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES
CALENDAR FOR 2020**

MONTH	DAY	DATE	TIME	MEETING
JANUARY	Monday	13 13	7:00 PM	BOARD OF TRUSTEES CCMAD FINANCING CORP
FEBRUARY	Monday TBD	10 TBD	6:00 PM 6:00 PM	EXECUTIVE COMMITTEE ADVANCE PLANNING COMMITTEE
MARCH	Monday	9	7:00 PM	BOARD OF TRUSTEES
APRIL	Monday Monday	6 13	6:00 PM 6:00 PM	ADVANCE PLANNING COMMITTEE BUDGET COMMITTEE
MAY	Monday	11	7:00 PM	BOARD OF TRUSTEES
JUNE	Monday TBD	15 TBD	6:00 PM TDB	EXECUTIVE COMMITTEE BUDGET COMMITTEE
JULY	Monday	13 13	6:00 PM 7:00 PM	BUDGET COMMITTEE BOARD OF TRUSTEES
AUGUST	TBD	TBD	TBD	AUDIT COMMITTEE
SEPTEMBER	Monday	14	7:00 PM	BOARD OF TRUSTEES
OCTOBER	TBD	TBD	TBD	AUDIT COMMITTEE
NOVEMBER	Monday	9	7:00 PM	BOARD OF TRUSTEES
DECEMBER				

**Contra Costa Mosquito and Vector Control District
2020 District Trustee Committees**

Committee	Charge	Frequency
Advance Planning	Review and update long range plans such as the Five Year Plan	Annually
	Complete update of the Five Year Plan	Every 5 years
Audit	Approve the overall audit scope and review audit draft & internal controls	Annually
	Evaluate auditor performance	Annually
	Oversee insurance programs	As needed
	Periodically send out RFP's for audit services, interview auditors and submit recommendations to the Board	As needed every 3-6 years
Budget ¹	Review preliminary budget, submit recommendations & proposed budget to the Board	Annually
	Review investment practices, polices and investment transfers, submit recommendations to the Board	Annually
Executive ²	Review General Manager's performance	As needed
	Review contractual or potential liability issues	As needed
	Review items of significant impact to the District	As needed
	Review and update Board Policies, submit recommendations to the Board	As needed
Personnel ¹	Review and update Employee Handbook	Periodically
	Review proposed salary & wage changes	Annually
	Review proposed reclassifications and new positions	As needed
	Review employee benefits, submit recommendations to the Board	Periodically
	Act as first Review Board of personnel grievance procedures	As needed
	Meet as necessary and bring personnel matters to the attention of the Board as a whole	As needed
	Make recommendations on any of the above items	As needed

¹ - Vice President shall serve as Chairperson of either of these committees

² - Comprised of President, Vice President, Secretary, Past President, Budget and Personnel Committee Chairs

*President assigns committee chairs after Vice President assignment is made.

*Trustees sign up for committees at January Board Meeting

*If committees are not balanced, President can reassign Trustees to balance their numbers

Mission Statement (approved by the Board on 11/04/2019):

The Contra Costa Mosquito & Vector Control District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease

Ad Hoc Vision & Mission Statements Committee Report met on November 4, 2019 and formed the following principles for the District to be reviewed, discussed and approved at the January 13, 2020 Board of Trustee meeting:

Established in 1927, the Contra Costa Mosquito & Vector Control District is committed to:

1. *Public Health – we use Integrated Vector Management (IVM) as our core approach to reducing risk to the community.*
2. *Environmental Stewardship – we use materials and methods that meet or exceed all applicable regulatory requirements.*
3. *Science & Technology – we work diligently with the scientific community to ensure that our methods are scientifically sound and to advance the state of the art of our discipline.*
4. *Public Education – we educate and help our residents understand the role they play in assisting us in reducing the risk from vectors of disease.*
5. *Safety – we are committed to the safety of employees and the public through ongoing attention to facilities, equipment and training.*
6. *Management Effectiveness – we use management systems, protocols and methods that allow us to fulfill our mission in an efficient, transparent and fiscally responsible manner.*
7. *Teamwork & Collaboration – we believe that a productive work environment requires teamwork, active collaboration and clear and open communication within and across all entities to develop the future.*