



BOARD OF TRUSTEES
****MONDAY, SEPTEMBER 9, 2019****
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. CONSENT CALENDAR

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

- A. Minutes of the July 8, 2019 Board of Trustees Meeting
- B. Expenditures for June 2019 and July 2019
- C. Payroll Expenditures
- D. Transaction Activity Report for June 2019 and July 2019
- E. Financial Report

4. ACTION ITEMS

- A. Annual Report of 2018/2019 Investment Portfolio Performance **

Protecting Public Health Since 1927

BOARD OF TRUSTEES

- B. Approval for additional budget for new vehicle purchase **
- C. Amendment to the General Manager's Procurement Authority **

5. INFORMATION ITEMS

- A. Advance Planning Committee Report
- B. Board first review of Coastal Region Mutual Aid Agreement

6. REPORTS

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

7. ADJOURNMENT

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



Natalie Martini, Administrative Analyst II

8/30/2019

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

JULY 8, 2019 BOARD MEETING

1-2. No comment

3. CONSENT CALENDAR

- A. Minutes of the July 8, 2019 Board of Trustees Meetings (*Pages 5-12*) – Approval of Minutes 19-4, Regular Board Meeting, held on July 8, 2019.
- B. Expenditures for June 2019 and July 2019 (*Pages 13-19*) – Approval of expenditures of June 1, 2019 through July 31, 2019 including checks No. 0279993 through No. 028153, in the amount of \$2,143,127.29.
- C. Payroll Expenditures – Approval of payroll expenditures of June 1, 2019 through July 31, 2019, including checks No. 016143 through No. 016146 and Direct Deposit No. D03527 through No. D03610, and D03649 through No. D003733, in the amount of \$362,150.70.
- D. Transaction Activity Report for June 2019 and July 2019 (*Pages 20-21*)
- E. Financial Report (*Pages 22-24*)

4. ACTION ITEMS

- A. Annual Report of 2018/2019 Investment Portfolio Performance.
Recommendation – Approve the Annual Report of 2018/2019 Investment Portfolio Performance (*Pages 25-26*)
- B. Approval for additional budget for new vehicle purchase - Management is seeking approval for an additional \$5,600.00 for a second new truck (Ford Ranger). Initially during the Budgeting phase in April/May the District estimated the cost of the trucks, and the Board approved the budget request for two new vehicles at \$78,400.00. Management is seeking an additional \$5,600.00 and to increase our vehicle total approved budget to \$84,000.00.

Recommendation – Approve additional expenses for new vehicle purchase and amend FY 2019/2020 Budget
- C. Amendment to the General Manager’s Procurement Authority – management is asking for approval of the inclusion of interagency agreements in the General Manager’s Procurement Authority (*Page 27*)

5. INFORMATION ITEMS

- A. Advance Planning Committee Report – Committee Chair Clayton will report on the committee meeting held on August 22, 2019.
- B. Board first review of Coastal Region Mutual Aid Agreement – As mentioned at the July Board meeting, the proposed mutual agreement between Coastal Region agencies is attached for a first review. It will be submitted to legal counsel for comments. (*Pages 28-35*)

6. REPORTS

- A. Board Members
- B. General Manager
- C. Staff – Staff reports were submitted (*Pages 36-45*)
Staff will be present to answer any questions.
- D. Legal Counsel

7. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 19-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 8, 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 Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Marshon Thomas Darryl Young
TRUSTEES ABSENT	Soheila Bana Jim Pinckney
VACANCIES	El Cerrito, Hercules & San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel Ed Espinosa, Francisco & Associates, Inc.

CALL TO ORDER

President Krieg called the meeting to order at 7:03 p.m.

ROLL CALL

A roll call indicated that 17 Trustees were present, two were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Pellegrini 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 19-3, Regular Board Meeting, held on May 13, 2019.

B. EXPENDITURES – Approval of expenditures of April 1, 2019 through May 31, 2019 including checks No. 027811 through No. 027992, in the amount of \$644,880.61.

C. PAYROLL FOR APRIL 2019 & MAY 2019 –Approval of payroll expenditures of April 1, 2019 through May 31, 2019, including checks No. 016131 through No. 016142 and Direct Deposit No. D03377 through No. D03526, in the amount of \$336,054.89.

D. TRANSACTION ACTIVITY REPORT FOR APRIL 2019 & MAY 2019

E. FINANCIAL REPORT

F. EXCESS VEHICLES –Approval to excess;
1) 2004 Year model with 100,207 miles (#4)
2) 2007 Year model with 108,542 miles (#9)
3) 2007 Year model with 97,859 miles (#12)
4) 2004 Year model with 117,835 miles (#52)

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

4. ACTION ITEMS

A. APPROVAL OF MOSQUITO & VECTOR SURVEILLANCE AND CONTROL ENGINEERS REPORT ON THE DISTRICT-WIDE SPECIAL BENEFIT ASSESSMENT – Ed Espinosa, Francisco & Associates, gave an overview of the District Engineers Report for Fiscal Year 2019/2020 and explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control and covers four benefits zones without Contra Costa County – waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County such as single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agriculture. Each parcel is

assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. The assessment roll will be submitted to the County in August and the District will collect the assessments in December and April.

i. Approve the Engineer's Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2019-2020

** A motion was made by Trustee Clayton and seconded by Trustee Cowen to approve the Engineer's Report for Contra Costa Mosquito and Vector Control District Benefit Assessment – Fiscal Year 2019/2020. *Motion passed unanimously.*

B. BOARD RESOLUTION TO CONTINUE THE MOSQUITO & VECTOR SURVEILLANCE AND CONTROL PROJECT FOR THE BENEFIT OF FOUR ZONES AND TO CONTINUE THE FINANCING OF THE PROJECT BY CONTINUED ASSESSMENT UPON PROPERTY WITHIN THE DISTRICT

i. Approve Board Resolution 19-1 to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to adopt Resolution 19-1 to continue the & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. *Motion passed unanimously.*

C. BOARD RESOLUTION FOR THE REVISION OF CONFLICT OF INTEREST CODE – General Manager Macedo reported that the California Fair Political Practices Commission requires that the District's Conflict of Interest Code be reviewed and, if needed, update biennially. Recommended updates revolved around title changes to designated positions on Appendix A, as well as deleting unfilled positions. Legal counsel reviewed the resolution and concludes the requirements of the law are met with the proposed Resolution 19-2.

i. Approve Board Resolution 19-2, updated Conflict of Interest Code.

** A motion was made by Trustee Pellegrini and seconded by Trustee Clayton to adopt Resolution 19-2 Conflict of Interest Code. *Motion passed unanimously.*

D. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the Personnel Committee meeting held on June 24, 2019, where updates to the Employee Handbook were reviewed, as well as any salary adjustments and additional benefits for unrepresented employees and salary ranges for the newly approved positions were discussed.

i. The Personnel Committee recommended the approval of 3.9% C.O.L.A. for unrepresented employees, effective July 1, 2019, with one exception (General Manager).

** Motion was made by Trustee Pellegrini and seconded by Trustee Means to approve the recommended 3.9% C.O.L.A. for unrepresented employees. *Motion passed unanimously.*

ii. Approval of the new position for Administrative Analyst I, new title of Administrative Analyst II and updated job description for Administrative Assistant was reviewed by the Personnel Committee. The committee recommended approval of the new position and the two job descriptions by the Board for the following positions:

Administrative Analyst I (\$3,350 - \$4,489 + C.O.L.A.)
Administrative Analyst II (\$4,714 - \$6,317 + C.O.L.A.)
Lab Technician I (\$5,926 - \$7,941 + C.O.L.A.)

** Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the recommended salary ranges for Administrative Analyst I, Administrative Analyst II and Lab Technician I, contingent on approval of Item E.i. *Motion passed unanimously.*

iii. Approval of additional dental benefit for unrepresented employees to change current dental plan to another with an annual benefit maximum of \$3,000.00 per calendar year with financial impact to the District not exceeding \$3,000 annually.

** Motion was made by Trustee Howell and seconded by Trustee Ainsley to approve the additional dental benefit for unrepresented employees, contingent on approval of Item E.i. *Motion passed unanimously.*

E. BUDGET COMMITTEE REPORT – Committee Chair Carlston updated the Board on the Budget Committee meeting held on June 3, 2019, when FY 2018/2019 projected ending budget, proposed FY 2019/2020 budget, and long range forecast were reviewed, as well as Investment and Reserve policies and Procurement Authority. Chair Carlston and Administrative Services Manager Bagley discussed items of interest and proposed policies. Discussion followed on the proposed changes to the Investment policy.

i. Recommendation to approve the Proposed Budget for FY 2019/2020

** Motion was made by Trustee Diamond and seconded by Trustee Clayton to approve the proposed budget for Fiscal Year 2019/2020. *Motion passed unanimously.*

ii. Recommendation to approve the District Investment and Reserve policies

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Diamond to approve the District Reserve Policy with amendments. *Motion passed unanimously.*

** Motion was made by Trustee Means and seconded by Trustee Cowen to table the District Investment Policy for future discussion.

iii. Approval of Scope and Exclusions for General Manager’s procurement authority

** Motion was made by Trustee Krieg and seconded by Trustee Odunlami to approve the scope and exclusions for the General Manager’s Procurement Authority with amendments. *Motion passed unanimously.*

5. REPORTS

A. BOARD MEMBERS – Board President Krieg discussed security concerns, especially when staff works unusual hours, and asked staff to provide a plan for enhanced security and to evaluate the current policies for use of District and personal vehicles. In addition, he mentioned that, during the General Manager’s evaluation process, the creation of a self-evaluation process for the Board was brought up by a trustee, and Krieg asked trustees to bring a proposal forward if there was still interest on that. Trustee Odunlami mentioned that the evaluation of the Board was a topic of discussion at the Special Districts Leadership Academy.

Trustee Lucacher and President Krieg led a discussion on emergency response, continuity planning, and preparedness. The Board requested that this topic be discussed by the Advanced Planning Committee. Trustee Clayton, Chair of the Advanced Planning Committee, stated that the committee had originally planned on meeting in December, but will plan a meeting before then to discuss emergency preparedness.

B. GENERAL MANAGER – General Manager Macedo discussed the documents provided to the Board at the meeting. The first one was a letter by the MVCAC Trustee Advisory Council, which the District was asked to distribute to all trustees regarding a survey, and the other was a flyer for a training offered by the County regarding The Brown Act and Better Government Ordinance held at the Board of Supervisors Chambers on July 31, 2019. The training is not a requirement for trustees, and anyone interested in attending should RSVP directly with the County.

General Manager Macedo reported that the 2018 District Annual Report is ready and available to download from the District website. She announced that the mandatory Harassment, Retaliation and Discrimination training will be held at 4:30 p.m. on Monday, September 9, 2019 and the annual Trustee photograph will be taken directly before the Board meeting commences at 7 p. m. She reminded trustees that they can always take the online version of the training if they would like to and that should be done prior to the next Board meeting.

Macedo provided an update on the development of the District's operational software and talked about a proposed mutual aid agreement among the mosquito control districts in the Coastal region, in which one District may request assistance of another District in the event of an emergency. The assistance may include personnel, equipment, supplies, and others. The mutual aid agreement will be included in a future meeting agenda for Board approval.

General Manager Macedo provided the Board with various upcoming event dates and conferences she will be attending, and mentioned she will be available via cell phone or email. She mentioned that June 26 was National Mosquito Control Awareness week and that the District joined other agencies in the state in a statewide campaign to promote the "mosquito week" through a series of tweets. In addition, she updated the Board on the status of the Educational Center and the Vector House.

General Manager Macedo noted that trustees should expect a few emails over the next weeks to schedule dates for the ad hoc committee meetings and other standing committee meetings.

- C. STAFF – Scientific Program Manager Schutz provided the Board with a short surveillance update commenting on how there has not been any virus activity detected throughout the County to date, most likely due to the cooler temperatures this year. He also provided a presentation to the Board on tasks and projects led by the laboratory.

Administrative Services Manager Bagley presented the Board with updates regarding the District's Administration department, noting the work they have been doing in organizing accounts in the system, providing an increase of detailed expense accounts while reducing the number of accounts by eliminating accounts that were no longer utilized in the accounting software. The District created several new policies and procedures for procurement and is currently evaluating additional accounting software companies for future approval from the Board.

Administrative Analyst II Martini advised Trustee Peter Pay has been reappointed by the City of San Ramon to a two year term.

- D. LEGAL COUNSEL – None

President Krieg called for a 5-minute break at 9:29 p.m. Meeting resumed at 9:35 p.m.

CLOSED SESSION – 9:35 p.m.

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

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee

Employee Group: Represented employees, SEIU 1021

7. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957

Title: General Manager

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

Agency Negotiator: Michael Krieg, Board President
Unrepresented Employee Group: General Manager

RETURN TO OPEN SESSION – 10:04 p.m.

REPORT FROM CLOSED SESSION – President Krieg provided a report from the closed session and stated the purpose of the closed session was to review the performance of the General Manager over the last year. Trustees considered the General Manager’s support for and relationship with Board, communication, including Community and Government Relations, Leadership, fiscal management and policy execution, organization management and human resources, and meeting annual goals. The Board concluded that in all aspects General Manager Macedo has performed at a level rated as excellent, the highest rating given. In essence, the Board concluded General Manager Macedo is doing the job they hired her to do exactly as they wished her to do it. Normally, the Board would expect to reward that level of performance with a significant increase in pay, however, General Manager Macedo has informed Trustees that she feels with only two years in the position and following a significant increase last year, another increase would put her above the level she feels appropriate for a District this size and her current level of experience. Therefore, the Board has agreed that this year General Manager Macedo will receive simply the standard C.O.L.A. adjustment of 3.9%, plus the Board’s sincere thanks for her outstanding performance in the last year. In addition, since a major part of General Manager Macedo’s responsibilities involve off-site work to represent the District in various ways, the Board decided to amend her contract to include a monthly car allowance of \$600.00 per month.

9. BOARD CONSIDERATION OF APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR. PAULA MACEDO

Title: General Manager

** A motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the amendment of contract for General Manager Macedo, to include a 3.9% C.O.L.A. and a monthly \$600.00 car allowance. *Motion passed unanimously.*

10. ADJOURNMENT – There being no further business, the meeting was adjourned at 10:06 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on September 9, 2019.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2019 Secretary, Board of Trustees

Last Check Number	CHECK DATE	Vendor Name	GL ACCOUNT	Total
28062 Total				1,628.61
28063	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500601-100-000 Telecommunication Services	242.05
			500602-100-000 Two-Way Radios	123.95
			501705-100-000 Computer Supplies	2,959.81
			501705-100-120 Computer Supplies	1,576.98
28063 Total				4,902.79
28064	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	501704-100-120 Books	888.25
28064 Total				888.25
28065	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500502-100-130 Boots & Rainwear	217.45
			501401-100-130 Lab Supplies	203.49
28065 Total				420.94
28066	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500503-100-510 Safety Items	144.40
			501201-100-510 Automotive Supplies-Mosquito	87.23
			501301-100-510 Maintenance Supplies	18.49
			501701-100-000 Office Supplies	53.65
28066 Total				303.77
28067	6/28/2019	Red Wing Business Advantage Account	500502-100-510 Boots & Rainwear	244.66
28067 Total				244.66
28068	6/28/2019	Calderon Janitorial Services	500901-100-000 Janitorial Services	650.00
28068 Total				650.00
28069	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	502503-100-000 Authorized Travel	35.00
			502506-100-000 Training	25.00
28069 Total				60.00
28070	6/28/2019	Verizon Wireless	500602-100-000 Two-Way Radios	1,651.56
28070 Total				1,651.56
28071	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500902-100-000 Janitorial Supplies	6.22
			501702-100-000 Postage	66.15
			501705-100-000 Computer Supplies	1,156.68
28071 Total				1,229.05
28072	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500503-100-510 Safety items	1,052.72
			501201-100-000 Automotive Supplies	21.74
			501202-100-510 Contractual Repairs-Mosquito	83.54
			501303-100-120 Building Materials-CommunityEd	104.42
28072 Total				1,262.42
28073	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	703720-100-000 Equipment	844.68
28073 Total				844.68
28074	6/28/2019	Comcast	500601-100-000 Telecommunication Services	382.18
28074 Total				382.18
28075	6/28/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500401-100-540 Agriculture	288.19
			501301-100-000 Maintenance Supplies	77.91
			502203-100-530 Tools & Instruments	162.96
			703600-100-000 Structure & Improvements	38.94
			703710-100-530 Vehicles-Rabies Red	99.97
			703720-100-540 Equipment	206.79
28075 Total				874.76
28076	6/28/2019	SureWest Directories	501901-100-120 Advertisements & Notices	7,998.00
28076 Total				7,998.00
28077	6/28/2019	ADAPCO, Inc.	500401-100-510 Agriculture	24,913.33
28077 Total				24,913.33
Grand Total				312,744.16

Last Check Number	Check Date	Vendor Name	GL ACCOUNT	Total
28114	7/31/2019	VCJPA	505011-00 Insurance - Auto Physical Damage:General	2,200.00
			505012-00 Insurance - Crime & Weapons:General	1,204.00
			505013-00 Insurance - General:General	10,693.00
			505014-00 Insurance - Liability:General	104,863.00
			505015-00 Insurance - Property:General	3,913.00
			505017-00 Insurance -VCJPA Workers Comp:General	181,455.00
28114 Total				304,328.00
28115	7/31/2019	PG&E	505038-00 Utilities Gas:General	106.02
28115 Total				106.02
28116	7/31/2019	City of Antioch Marina	500115-15 Permits & Fees:Mosquito Program	104.00
28116 Total				104.00
28117	7/31/2019	Liebert Cassidy Whitmore	500111-00 Legal - Counsel Labor:General	3,822.00
28117 Total				3,822.00
28118	7/31/2019	TD Ameritrade Institution	202140-00 457 Deferred Savings Plan	5,130.23
28118 Total				5,130.23
28119	7/31/2019	KBA DOCUSYS, INC	505027-00 Service & Leasing Contracts:General	203.36
28119 Total				203.36
28120	7/31/2019	AFLAC	202100-00 Other Disability Insurance - Employee	52.84
28120 Total				52.84
28121	7/31/2019	Staples Business Advantage	505018-00 Office Furniture:General	326.22
			505020-00 Office Supplies - General:General	94.71
			505021-00 Office Supplies - Janitorial:General	321.42
			505022-00 Office Supplies - Kitchen:General	181.29
28121 Total				923.64
28122	7/31/2019	Jory's Flowers	505034-05 Uncategorized Expenses:Administration	86.95
28122 Total				86.95
28123	7/31/2019	Arrowhead 24 hr Towing	502003-00 Automotive - Services:General	165.82
28123 Total				165.82
28124	7/31/2019	Sun Life Financial	202085-00 Employee Voluntary Life Ins - General	446.28
			600155-00 Life Insurance - General	809.94
28124 Total				1,256.22
28125	7/31/2019	Guardian Security Agency	500116-00 Security Service:General	995.00
28125 Total				995.00
28126	7/31/2019	Spark Creative Design	501005-25 Marketing - Brochures:Public Affairs	118.75
			501007-25 Marketing - Design:Public Affairs	75.00
28126 Total				193.75
28127	7/31/2019	INFINISOURCE, Inc.	600175-00 FSA Admin Fee:General	80.00
28127 Total				80.00
28128	7/31/2019	Bank of the West	202110-00 Health FSA - Employee	553.36
			202115-00 Dependent Care - Employee	791.69
28128 Total				1,345.05
28129	7/31/2019	Flyers Energy, LLC	502001-00 Automotive - Gasoline:General	5,565.80
28129 Total				5,565.80
28130	7/31/2019	Reliance Standard Life In	600150-00 Disability Insurance - General	893.30
28130 Total				893.30
28131	7/31/2019	Colonial Life	202100-00 Other Disability Insurance - Employee	514.14
28131 Total				514.14
28132	7/31/2019	MVCAC	503005-10 Lab Testing:Lab	1,360.00
28132 Total				1,360.00
28133	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	502002-10 Automotive - Repairs:Lab	20.00
			503007-10 Sentinel Bird:Lab	170.00
28133 Total				190.00
28134	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	503001-10 Aquaculture:Lab	170.98
			503004-10 Lab Equipment:Lab	23.90
28134 Total				194.88
28135	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	501006-05 Marketing - Business Cards:Administration	41.80
			502005-25 Building & Grounds Materials / Supplies Public Aff	708.15
			504008-20 Printing Supplies:Vertebrate Program	200.44
28135 Total				950.39
28136	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	503002-10 General Lab Supplies & Materials:Lab	286.67
			503008-10 Surveillance:Lab	581.56
28136 Total				868.23
28137	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	0001014	19.99
			504000-05 Computer Equipment Supplies < \$100:Administration	87.97
			504000-20 Computer Equipment Supplies < \$100:Vertebrate Prog	28.26
			504001-05 :Administration	209.97
			504004-00 GPS Tracking:General	62.97
			504005-00 I.T Subscriptions:General	258.00
			504008-00 Printing Supplies:General	24.99
			504009-00 Software:General	232.50
			504009-05 Software:Administration	254.89
			504009-20 Software:Vertebrate Program	217.49
			28137 Total	
28138	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	505020-00 Office Supplies - General:General	60.62
28138 Total				60.62
28139	7/31/2019	Golden State Overnight	505023-10 Postage:Lab	17.78
28139 Total				17.78
28140	7/31/2019	WAVE	505039-00 Utilities Internet:General	89.90
28140 Total				89.90
28141	7/31/2019	Calderon Janitorial Services	500107-00 Janitorial Services:General	650.00
28141 Total				650.00
28142	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	500115-00 Permits & Fees:General	330.00
28142 Total				330.00
28143	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	505028-00 Trustee - Expense General:General	33.45
			505029-00 Trustee - Lodging:General	2,613.84
28143 Total				2,647.29
28144	7/31/2019	Banksia Landscape, Inc.	500109-00 Landscaping Services:General	475.00
28144 Total				475.00

Last Check Number	Check Date	Vendor Name	GL ACCOUNT	Total
28145	7/31/2019	Verizon Wireless	505035-00 Utilities Cell Phone:General	3,040.28
28145 Total				3,040.28
28146	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	505023-00 Postage:General	5.10
28146 Total				5.10
28147	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	502002-10 Automotive - Repairs:Lab	1,315.18
			502002-15 Automotive - Repairs:Mosquito Program	639.60
			502002-20 Automotive - Repairs:Vertebrate Program	98.98
			502018-15 Source Reduction/Wetlands:Mosquito Program	29.57
			505008-15 Employee - Training:Mosquito Program	150.00
28147 Total				2,233.33
28148	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	505019-00 Office Keys & Locks:General	17.20
28148 Total				17.20
28149	7/31/2019	Comcast	505039-00 Utilities Internet:General	764.36
28149 Total				764.36
28150	7/31/2019	U.S. BANK CORPORATE PAYMENT SYSTEMS	502002-20 Automotive - Repairs:Vertebrate Program	43.01
			502010-20 Control Materials - Vertebrate:Vertebrate Program	1,069.89
			502015-20 Equipment Small:Vertebrate Program	108.95
28150 Total				1,221.85
28151	7/31/2019	Ford Lincoln Fairfield	700102-00 Vehicles:General	41,406.69
28151 Total				41,406.69
28152	7/31/2019	Pryor Learning Solutions	505008-00 Employee - Training:General	1,990.00
28152 Total				1,990.00
28153	7/31/2019	Mobile Living Truck Tops and More	502016-00 Safety & PPE:General	2,648.58
28153 Total				2,648.58
Grand Total				1,793,093.39

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
June 14, 2019	028022	\$25,000.00	AMCA Research Fund – Research Project Contribution
“ “ “	028023	\$2,001.25	Cooperative Personnel Services (CPS) – Outsources HR Professional Services for Employee Handbook
“ “ “	028076	\$7,998.00	SureWest Directories – Internet Advertising
June 28, 2019	028042	\$19,509.75	Univar – Altosid P35 (Pesticide)
“ “ “	028077	\$24,913.33	ADAPCO, Inc. – VectoMax FG and VectoMax WSP (Pesticides)
July 15, 2019	028086	\$10,426.41	ADAPCO, Inc. – BVA 2 Larvicide (Pesticide)
“ “ “	028087	\$8,375.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028088	\$4,728.79	CCC Auditor-Controller – Assessment & County Fees
“ “ “	028104	\$1,216,573.58	CCCERA – Pre-payment for CCC Employees Retirement
July 31, 2019	028114	\$304,328.00	VCJPA – Insurance Services Renewal
“ “ “	028117	\$3,822.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028151	\$41,406.69	Ford Lincoln Fairfield – 2019 Ford Ranger (truck #73)
“ “ “	028152	\$1,990.00	Pryor Learning Solutions – Employee Training
“ “ “	028153	\$2,648.58	Mobile Living Truck Tops & More – Safety Lights

TRANSACTION ACTIVITY REPORT

Months of June & July

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
	Balance 6/1/19	34,977.76	9,059,058.68	304,690.98
1	6/4/2019	3,046.89	-	-
2	6/11/2019	270,027.94	(178,000.00)	178,000.00
3	6/24/2019	884.52	-	-
4	6/26/2019	484,709.23	-	-
5	6/28/2019	9,998.69	(323,000.00)	(174,066.14)
	Balance	803,645.03	8,558,058.68	308,624.84
6	7/3/2019	(774,082.54)	775,000.00	
7	7/10/2019	11,229.89	(162,000.00)	162,000.00
8	7/15/2019	-	54,909.54	
9	7/19/2019	17,384.52	-	-
10	7/31/2019	2.40	(1,805,000.00)	122,462.34
	Balance	58,179.30	7,420,968.22	593,087.18

Transaction Number & Brief Description

- 1** Deposits of Misc Checks
- 2** Deposit of redevelopment, transfer LAIF to Bank of the West: Payroll & Vendor Checks & Deposit
- 3** Deposits of Misc Checks
- 4** Deposit of Property Taxes
- 5** Deposits, and clearing checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo
- 6** Deposit Misc Checks and Transfer from Wells to LAIF
- 7** Deposits in Wells, Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 8** LAIF Int Earned
- 9** Deposit of Contract Billing in Wells
- 10** 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,



*Paula Macedo
General Manager*

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 July 01, 2019

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

[PMIA Average Monthly Yields](#)

Account Number:

[Tran Type Definitions](#)

June 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/12/2019	6/12/2019	RW	1608306	MARIA BAGLEY	-178,000.00
6/27/2019	6/27/2019	RW	1609409	PAULA MACEDO	-323,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	9,059,058.68
Total Withdrawal:	-501,000.00	Ending Balance:	8,558,058.68

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June 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/12/2019	6/12/2019	RW	1608306	MARIA BAGLEY	-178,000.00
6/27/2019	6/27/2019	RW	1609409	PAULA MACEDO	-323,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	9,059,058.68
Total Withdrawal:	-501,000.00	Ending Balance:	8,558,058.68

FY 18/19 Actuals VS Budget

100%

Fiscal Year
Completed

YTD VS adopted
FY 17/18 vs
FY 18/19
% Change

Adopted
vs YTD 6/30/19
% Change

ACCOUNT

Adopted

YTD as of 6/30/19

FY18/19

FY18/19

% Change

% Change

SALARIES AND WAGES

Payroll & OT	3,501,486	3,282,481	2.96%	-6.3%
Retirement	1,216,950	1,245,810	-1.98%	2.4%
OASDI	217,092	197,687	15.07%	-8.9%
Medicare	50,772	46,962	17.15%	-7.5%
Health Insurance	646,382	635,624	17.48%	-1.7%
Unemployment	32,202	24,622	-21.25%	-23.5%
Disability Ins	10,009	9,732	0.15%	-2.8%
Other Post Employment Benefits	176,000	176,000	21.38%	0.0%
Subtotal	5,850,893	5,618,918.23	4.09%	-3.96%
OPERATIONS	175,000	118,515	4.11%	-32.3%
040 - Agriculture & Control	175,000	118,515	4.11%	-32.3%
050 - Clothing/Personal Supplies	28,500	26,027	18.16%	-8.7%
1 - Uniform Rental	14,400	15,125	21.85%	5.0%
2 - Boots, Rainwear	3,800	3,988	-2.27%	4.9%
3 - Safety Items	10,300	6,914	24.92%	-32.9%
060 - Communications	36,000	29,387	1.26%	-18.4%
1 - Telecommunication Service	9,500	11,208	12.62%	18.0%
2 - Two-Way Radios - Cell phone	26,500	18,179	-4.68%	-31.4%
090 - Household Expense	21,700	15,194	-14.25%	-30.0%
1 - Janitorial Services	10,000	7,150	-37.00%	-28.5%
2 - Janitorial Supplies	4,200	2,344	250.82%	-44.2%
3 - Landscaping Services	7,500	5,700	0.00%	-24.0%
100 - Insurance	270,873	273,298	-2.34%	0.9%
1 - Worker's Compensation	166,681	166,681	-11.58%	0.0%
2 - Liability/Property Insurance	104,192	106,617	16.71%	2.3%
120 - Maintenance/Equipment	34,300	32,301	11.56%	-5.8%
1 - Auto Supplies	5,000	2,578	-39.49%	-48.4%
2 - Contractual Repairs	12,000	11,294	-0.18%	-5.9%
3 - Repair Parts	15,000	12,701	6.44%	-15.3%
4 - Service Contracts	2,300	5,728	296.47%	149.0%
130 - Maintenance/Bldg. & Grounds	108,500	74,255	14.18%	-31.6%
1 - Maintenance Supplies	5,500	5,897	11.16%	7.2%
2 - Contractual Repairs	12,000	7,525	-33.77%	-37.3%
3 - Building Materials	12,000	9,638	588.53%	-19.7%
140 - Lab Supplies	54,000	22,591	0.00%	-58.2%
150 - Professional Memberships	25,000	28,603	17.35%	14.4%
170 - Office Expense	59,140	35,885	-12.76%	-39.3%
1 - Office Supplies	19,500	7,904	-18.03%	-59.5%
2 - Postage	5,540	3,470	2.32%	-37.4%
3 - Other (Petty Cash)	300	-	0.00%	-100.0%
4 - Books/Magazines	1,000	495	-47.10%	-50.5%
5 - Computer Supplies	32,800	24,016	-11.59%	-26.8%
180 - Professional/Special Services	322,582	215,518	-9.86%	-33.2%
1 - Auditing Services	15,410	15,724	6.21%	2.0%

ACCOUNT	Adopted FY18/19	YTD as of 6/30/19 FY18/19	YTD VS adopted FY 17/18 vs FY 18/19 % Change	Adopted vs YTD 6/30/19 % Change
2 - Aviation Services	30,000	10,248	100.00%	-65.8%
3 - Legal Counsel	100,000	52,052	-51.75%	-47.9%
4 - Medical Services	1,450	1,704	23.03%	17.5%
5 - IEDA	9,626	9,626	5.00%	0.0%
6 - Financial Services	10,000	5,027	-53.12%	-49.7%
7 - Security Services	10,226	30,716	138.03%	200.4%
8 - Permits	5,000	2,994	0.58%	-40.1%
9 - Misc. Services	53,000	24,277	-3.81%	-54.2%
10 - Engineers Report	9,100	9,100	0.00%	0.0%
11 - Outside Printing	10,000	4,973	-12.11%	-50.3%
190 - Advertisements & Notices	53,870	46,383	22.47%	-13.9%
200 - Rentals/Leases	6,500	946	308.49%	-85.4%
220 - Small Tools/Instruments	8,400	1,748	53.95%	-79.2%
230 - District Special Expense	40,000	23,918	-59.18%	-40.2%
1 - Source Reduction/Wetlands	-	59	-30.60%	100.0%
4 - Safety Program	10,000	11,090	54.44%	10.9%
5 - Other Expense	30,000	12,769	-75.12%	-57.4%
250 - Transportation/Travel	538,329	510,783	2.30%	-5.1%
1 - Gasoline	50,000	55,039	18.69%	10.1%
2 - Trustee Allowance / Reimbursement	600	57	-6.39%	-90.5%
3 - Authorized Travel	24,534	26,248	109.24%	7.0%
4 - In Lieu Of Travel	-	-	0.0%	0.0%
6 - Training	25,000	30,467	127.09%	21.9%
7 - Employee Development	10,000	724	0.0%	-92.8%
260 - Electric, Gas & Water	65,000	41,685	-28.99%	-35.9%
280 - Research Projects	25,000	25,000	0.00%	0.0%
340 - Taxes & Assessments Fees	338,195	331,563	-3.39%	-2.0%
345 - Contingency Fund	-	-	0.00%	0.0%
Subtotal	1,634,924	1,355,081	-2.83%	-17.1%
CAPITAL				
350 - Land				
360 - Structures and Improvements	36,500	16,352	212.12%	-55.2%
371 - Vehicles	107,000	62,322	-37.14%	-41.8%
372 - Equipment	110,003	41,559	76.61%	-62.2%
Subtotal	253,503	120,232	-6.01%	-52.57%
TOTAL EXPENDITURES	7,739,320	7,094,232	2.51%	-8.34%
PROJECTED REVENUES				
Property Taxes	5,633,173	6,058,408	9.33%	7.5%
Benefit Assessment	2,038,000	1,942,202	-4.57%	-4.7%
Contract Billing	42,000	28,987	-25.52%	-31.0%
Interest Income (LAIF)	74,462	154,544	-38.07%	107.5%
Miscellaneous	109,621	53,430	-52.18%	-51.3%
Medical Reimbursement	89,760	108,206	27.52%	20.6%
TOTAL REVENUES	7,987,015.52	8,345,777.02	3.52%	4.49%
ENDING BALANCE	247,695.40	1,251,545.34		

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

(July 1 2019 - June 30 2020)

Board Packet

8% of the Year
completed

	FY20 As of 7/31/19	FY20 Budget	YTD FY19 VS ADOPTED	ADOPTED FY20 VS FY20 \$
Personnel Costs				
Payroll & OT	297,703	3,820,353	7.8%	3,522,650
Retirement	1,186,457	1,267,909	93.6%	81,452
OASDI	18,256	236,862	7.7%	218,606
Medicare	4,270	55,395	7.7%	51,126
Health Insurance (Dental / Vision Etc)	45,699	646,687	7.1%	600,988
Unemployment	686	32,202	2.1%	31,516
Disability Ins	-	9,500	0.0%	9,500
Other Post Employment Benefits	-	176,000	0.0%	176,000
Subtotal Personnel Costs	1,553,069	6,244,908	24.9%	4,691,839
Operational Costs				
Professional Services - Legal	13,856	90,000	15.4%	76,144
Professional Services - Building & Grounds Maint	0	10,000	0.0%	10,000
Professional Services - All Other	3,713	98,438	3.8%	94,725
Public Affairs	236	65,330	0.4%	65,094
Lab Services	2,593	53,500	4.8%	50,907
Information & Technology	1,847	353,500	0.5%	351,653
Operations - Control Materials	11,496	62,000	18.5%	50,504
Operations - Aerial	0	22,000	0.0%	22,000
Operation and Facilities - All Other	12,795	339,925	3.8%	327,130
General Office Administration - Insurance	304,328	304,328	100.0%	-
General Office Administration - Trustee Expense	2,776	22,000	12.6%	19,224
General Office - Research	0	25,000	0.0%	25,000
General Office Administration - Employee Travel & Training	2,140	62,000	3.5%	59,860
General Office Administration - Utilities	5,991	83,460	7.2%	77,469
General Office Administration - All Other	11,194	447,000	2.5%	435,806
Subtotal Operational Cost	372,965	2,038,481	18.3%	1,665,516
Capital				
Land				-
Structures and Improvements	0	7,500	0.0%	7,500
Vehicles	41,407	78,400	52.8%	36,993
Heavy Equipment	0	30,000	0.0%	30,000
Subtotal Capital	41,407	115,900	35.7%	74,493
Total Expenditures	1,967,441	8,399,289		
Revenues				
Property Taxes	0	5,790,540	0.0%	5,790,540
Benefit Assessment	0	2,045,903	0.0%	2,045,903
Contract Billing	0	20,000	0.0%	20,000
Interest Income (LAIF)	54,910	135,000	40.7%	80,090
Medical Reimbursement	0	115,000	0.0%	115,000
Fixed Asset Disposal	0	24,000	0.0%	24,000
Miscellaneous	0	35,000	0.0%	35,000
Subtotal Revenue	54,910	8,165,443	0.7%	8,110,533
Estimate Ending Balance	-1,912,531	-233,846		
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			



ANNUAL REPORT

2018-2019 Investment Portfolio

Maria Bagley, Administrative Services Manager

For fiscal year 2018/2019 the Contra Costa Mosquito and Vector Control District had one source of operating investment income; the Local Agency Investment Fund (LAIF).

BACKGROUND: LOCAL AGENCY INVESTMENT FUND (LAIF)

The District uses LAIF, a special fund for local government agencies within the California State Treasury, to hold District general reserves until needed for payment of District expenses. Proceeds in this account are from property taxes, benefit assessment, contract billing, miscellaneous deposits and interest income.

By law LAIF money is invested by California Government Code 16430, and 16470. The investment securities categories can include: U.S. government securities, Municipal securities, federally sponsored agencies, domestic corporate bonds, prime rated commercial paper, negotiable certificates of deposit, time deposits, and loans to various bond funds.

INVESTMENT INFORMATION AND OUTLOOK

The total interest earned on funds invested in LAIF during fiscal year 2018/2019 \$172,118.95 which is a \$80,258.32 increase from the previous year earnings. The District balance in LAIF at June 30, 2019, was \$8,558,058.68 and the average rate of return on funds invested in LAIF for the fiscal year was 2.26%, versus 1.36% the previous year. Note that there is a lag in reporting and payment of interest therefore interest booked during a fiscal year is different than interest earned.

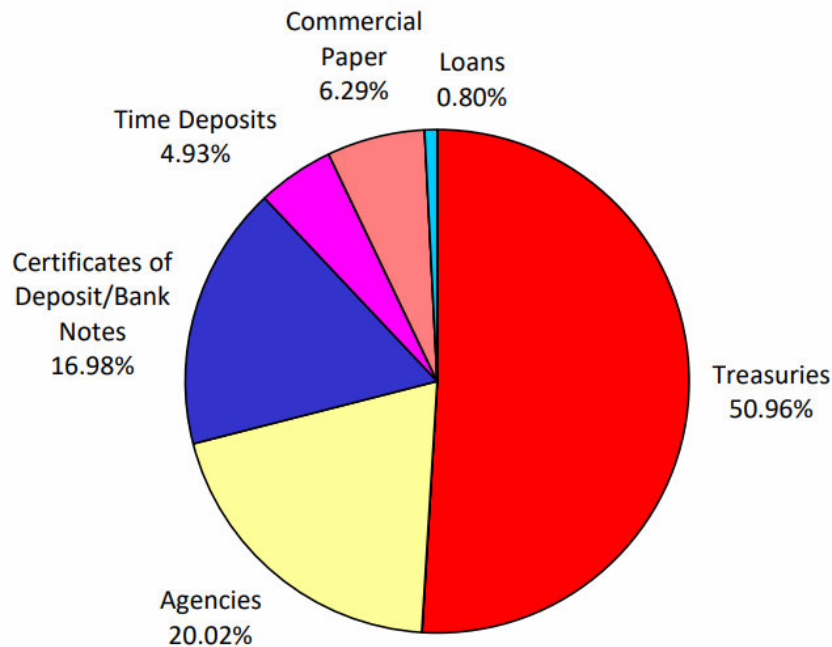
The District return on investment for FY 2018/2019 of 2.26% is slightly lower than the 3-Month Treasury bill or 10-year for the year. This is in line with LAIF's investment performance as 50% is invested in US Treasuries, with an average life of 173 days.

The Federal Reserve Bank has increased the federal funds rate by 50bps over the past year, with the most recent movement being to decrease or cut short terms rates. The 10-year Treasury Note in July 2018 was at 2.87% and as of June 30 2019 2.00%. The current yield curve is inverted, which happens when shorter-term bonds deliver higher yields than longer-term bonds, this has preceded every U.S. recession over the past half century. LAIF is 50% invested in short duration treasury bills and with the inverted curve LAIFs has had a dramatic increase in its yields.

U.S. economic growth was strong in 2018, but some of the forces behind that strength were either short-term or likely to fade going forward. The expectation is for the U.S. economic growth to slow in 2019 and 2020, with the risk of a recession rising. Trade friction, which remains an uncertainty heading into 2019, could be an important indicator of the length of runway between now and the next recession. Global growth is slowing as well, as the economic cycle nears a peak, with increasing drag from worsening financial conditions (tightening) combining with full employment and rising prices.

LOCAL AGENCY INVESTMENT FUND (LAIF) PORTFOLIO ALLOCATION

Pooled Money Investment Account Portfolio Composition 07/31/19 \$97.6 billion



Percentages may not total 100% due to rounding

CCMVCD BALANCE & RETURNS

Fiscal Year	Av. Return	Total Interest Earned in	YoY Δ	Year end Balance (June 30th)
2018/2019	2.26	172,118.95	80,258.32	8,558,058.68
2017/2018	1.36	91,860.63	49,971.63	8,406,545.07
2016/2017	0.75	41,889.00	19,883.45	7,593,599.15
2015/2016	0.43	22,005.55	9,539.00	6,761,460.84
2014/2015	0.27	12,466.55	245.77	6,289,921.19
2013/2014	0.25	12,220.78	(3,290.61)	6,244,328.73
2012/2013	0.31	15,511.39	-	6,333,608.37

Scope and Exclusions for General Manager's procurement authority

This Policy applies to all District employees Procurement and Disposal Activities:

- Board-approved Purchasing for General Manager's authority is \$25,000 for one single transaction
- Board-approved Purchasing for Control Products that were previously approved in the Budget is \$50,000 for one single transaction
- Board-approved Purchasing for fixed assets that were previously approved in the Budget is \$40,000 for one single transaction
- Board-approved Purchasing for fixed capital assets that were previously approved in the Budget is up to \$200,000 for one single transaction.

Management Exclusion Policy:

- Exclusions apply to any regulatory charges, purchases or payments to comply with regulatory requirements that are not negotiable, such as standard utility expenses, land taxes, license fees, filing fees, etc.
- Exclusions apply to any Employee fringe benefits, purchases or payments to comply with agency requirements that are not negotiable, such as health insurance, retirement contributions, OPEB Contributions, etc.
- Purchases permitted to be made via a company "corporate" Purchasing Card: these purchases are detailed in and governed by this Policy and the Procurement Card Procedures with individual limits and authorities. The payment to the "corporate" Purchasing Card in aggregate may be over General Manager's delegated authority.
- Exclusions apply to interagency agreements that the District has entered into to comply with agency requirements.

Emergency Purchases

Definition: An emergency purchase is an immediate and serious need for supplies or services that cannot be met through normal procurement methods, the lack of which would seriously threaten:

- The health or safety of any person
- The functioning of the District
- The preservation or protection of property

Management will notify the Board about these purchases in a timely manner, no more than two weeks after the purchases occur.

Aggregate value of Procurement Activity cannot be split up to avoid bid requirements

Dividing the value of a Procurement Activity in two or more parts to evade a limit of authority is prohibited and is a violation of this Policy. A series of reasonably related Procurement Activities shall be treated as a single transaction for purposes of determining approval and authority levels required under this Policy.

COASTAL REGION VECTOR CONTROL MUTUAL AID AGREEMENT

THIS AGREEMENT is entered into by and between Alameda County Mosquito Abatement District, a local government agency (“ACMAD”), and Contra Costa Mosquito & Vector Control District, a local government agency (“CCMVCD”). This Agreement will become effective on the date that it is signed by the last Party to sign as indicated by the date associated with that Party’s signature below. The Parties agree as follows:

1. Definitions. The following definitions apply to words and phrases used in this Agreement:

a. “Agreement” means this Coastal Region Vector Control Mutual Aid Agreement, as it may be amended from time to time.

b. “Coastal Region” means the Coastal Region of the Mosquito and Vector Control Association of California.

c. “Emergency” means the existence or threat of a mosquito-borne virus outbreak or other public health situation or a natural or manmade event, incident or condition that causes an increased demand for vector control services, which is or is likely to be beyond the capability of a Party to respond to and manage with its existing personnel, equipment, and supplies.

d. “Loaned Employee” has the meaning as set forth at section 6.

e. “Parties” mean the initial parties to this Agreement as set forth in the first paragraph plus any additional parties added to the Agreement through an addendum approved pursuant to section 3. “Party” means any one of the Parties.

f. “Request” means a request for mutual aid assistance made pursuant to section 5.

g. “Requesting Party” means a Party that requests mutual aid assistance under this Agreement.

h. “Responding Party” means a Party that agrees to provide mutual aid assistance in response to a Request.

2. Recitals. This Agreement is made with reference to the following background recitals:

a. Each Party provides mosquito or vector control services to its service area within the Coastal Region. Each Party employs certain personnel and owns certain equipment and supplies for use with its mosquito and vector control services.

b. Each Party has limited personnel, equipment, and supplies to serve its service areas and needs. It therefore would be advantageous to, and in the mutual best interests of, the Parties and their residents and taxpayers to develop and implement a mutual aid program to allow for the sharing of personnel, equipment, and supplies when needed. The Parties therefore desire and intend to develop and implement a mutual aid program pursuant to the terms of this Agreement.

c. This Agreement is entered into pursuant to Health and Safety Code section 2045 and other applicable law.

3. Parties. The initial parties to this Agreement are ACMAD and CCMVCD. Additional mosquito or vector control districts or agencies within the Coastal Region may become Parties to this Agreement pursuant to an addendum approved and signed by the joining new Party and by all then-existing Parties. The addendum also shall set forth the new Party's contact information for purposes of section 9(g).

4. Term. This Agreement shall commence on its effective date and continue in effect until terminated as provided in this section. While there are two Parties, this Agreement may be terminated for any reason at any time by either Party upon 30-days advance written notice to the other Party. After a third or more Parties have been added to the Agreement pursuant to section 3, then: (a) any Party may withdraw from the Agreement for any reason at any time upon 30-days advance written notice to the other Parties, (b) the Agreement may be terminated by the mutual written approval of all Parties, and (c) if all Parties except one Party withdraw from the Agreement, the Agreement will be deemed terminated. In the event of such a termination or withdrawal, a Responding Party shall be compensated for all use of its personnel, equipment, or supplies provided to a Requesting Party up to the date of termination or withdrawal.

5. Request for Assistance

a. In the event of an Emergency (as reasonably determined by a Party), any Party (the Requesting Party) may request assistance from any other Party or Parties. The Request for assistance shall be in writing (e.g., email) and directed to the manager or chief executive officer of the other Party or Parties. The Request shall specify the nature of the Emergency, desired and requested personnel, equipment (e.g., vehicles, tools, sprayers), or supplies (e.g., pesticides), and the expected duration of the requested mutual aid assistance.

b. Upon receipt of a Request under subsection (a), the other Party(ies) will evaluate the Request, ability to accommodate the Request, and workload, schedule, service, planning, and other effects and concerns associated with providing the assistance in response to a Request. A Party will decide in its sole discretion whether to provide assistance in response to a Request. Assistance ordinarily will be provided only when a Party determines that its own needs can continue to be met while rendering assistance. If a Party decides to provide assistance in response to a Request (in which case it becomes a Responding Party), then Responding Party will so notify the Requesting Party about its available resources and the approximate time of such assistance. This Agreement does not create any duty to respond on the part of any Party receiving a Request and a Party shall not be held liable for declining to provide or failing to provide assistance in response to a Request.

c. If any Responding Party agrees to provide assistance in response to a Request, then it shall provide the requested personnel, equipment, or supplies to and in coordination with Requesting Party. Responding Party's response and assistance will be subject to the extent, type, and timing of its available resources. Requesting Party and Responding Party shall coordinate regarding the time and manner of delivery of assistance in response to a Request.

d. Any Party also may submit a Request to borrow equipment or supplies from any other Party or Parties in a non-Emergency situation. In any such non-Emergency Request, the Requesting Party and any interested Responding Party shall first confirm in writing the scope and type of equipment or supplies to be provided, time and manner of delivery of assistance in response to a Request, duration of the assistance, cost reimbursement arrangement, and other terms of the transaction. The cost reimbursement shall be consistent with section 8, unless the Requesting Party and Responding Party agree in writing otherwise. Upon approval of any non-Emergency request, the Responding Party shall provide the equipment or supplies in accordance with the approved Request.

e. Requesting Party or Responding Party may terminate the mutual aid response at any time by giving 48-hour advance written notice to the other Party. In the event of any such termination, Requesting Party promptly shall return any equipment or unused supplies to Responding Party and any Responding Party personnel shall cease working for Requesting Party.

6. Sharing of Personnel. This section applies when a Responding Party provides its personnel (a "Loaned Employee") to aid a Requesting Party in response to a Request.

a. **General and Special Employer.** The Parties acknowledge that Responding Party will be the general employer of any Loaned Employee and Requesting Party will be the special employer of the Loaned Employee. The Loaned Employee will work for Requesting Party during the period of the mutual aid assistance, but will remain an employee of Responding Party during that period. The Parties recognize that workload requirements involving either Responding Party or Requesting Party may require temporary adjustments to the Loaned Employee's work schedule and the involved Parties agree to mutually cooperate to accommodate such requirements in coordination with the affected Loaned Employee(s).

b. Special Employer Role

(1) When working for the Requesting Party, a Loaned Employee will be under the supervision and direction of the Requesting Party and the Requesting Party and its management and supervisory employees will determine the particular tasks, services, and assignments to be performed by the Loaned Employee. Requesting Party shall be responsible for providing the Loaned Employee with office space, support services, materials, supplies, tools, and equipment appropriate to perform the work (unless otherwise provided pursuant to section 7).

(2) If a Loaned Employee undertakes any business-related travel or incurs other business-related expenses at the request and direction of the Requesting Party, then Requesting Party will be responsible for payment or reimbursement of the Loaned Employee's reasonable business-related expenses in accordance with Requesting Party's expense reimbursement policy and procedures. A Requesting Party shall not direct a Loaned Employee to undertake any business-related travel unless authorized by the Responding Party.

(3) Requesting Party will remain responsible for reporting any reportable injuries and illnesses on its OSHA 300 log and for other employer workplace incident reporting

obligations involving Requesting Party's workplace, even if a Loaned Employee is the subject of the injury, illness or incident.

c. General Employer Role. Any Loaned Employee will remain a regular employee of Responding Party, will remain on Responding Party's payroll, will remain subject to Responding Party's general personnel administration, will continue to receive compensation and benefits solely from Responding Party, and will remain subject to Responding Party's personnel policies, rules and regulations and, if applicable, collective bargaining or union contract. Responding Party will be responsible for payment of all Loaned Employee salary or wages and related benefits, pension, insurance, taxes and withholdings required under Responding Party's personnel rules, policies and contracts and applicable federal and state law. Responding Party will be responsible for keeping and maintaining the personnel file and payroll and other records of the Loaned Employee.

d. Workers' Compensation Insurance

(1) Neither Requesting Party nor Responding Party will be responsible to provide workers' compensation insurance to or for the other Party's employees. Each Party waives any right of subrogation to the other Party.

(2) Responding Party will procure and maintain for the duration of any mutual aid assistance workers' compensation insurance or self-insurance covering any Loaned Employee in accordance with the requirements of California law. In accordance with Labor Code section 3602(d), the Parties intend that this obligation constitute a valid and enforceable agreement by which Responding Party agrees to obtain, and shall obtain, workers' compensation coverage for the Loaned Employee provided to Requesting Party. Requesting Party therefore will not be subject to civil, criminal or other penalties for failure to provide workers' compensation coverage or tort liability in the event of an injury to or illness of a Loaned Employee suffered in the course of providing mutual aid assistance pursuant to a Request.

(3) In accordance with Insurance Code section 11663, and because any Loaned Employee will remain on Responding Party's payroll, Responding Party acknowledges that its workers' compensation insurer or self-insurer will be liable for the entire cost of workers' compensation benefits payable on account of an illness or injury occurring in the course of and arising out of the general and special employment of a Loaned Employee pursuant to a Request. The Parties acknowledge that a fair share of the workers' compensation premium costs attributable to the Loaned Employee will be included in the costs to be paid by Requesting Party to Responding Party under section 8.

(4) If a Loaned Employee suffers a work-related injury or illness when working for Requesting Party, then Requesting Party must immediately inform Responding Party in order for Responding Party to be able to timely provide the workers' compensation claim form (DWC 1) to the Loaned Employee. Responding Party will be responsible for providing the claim form, receiving and processing any claim from the Loaned Employee, arranging for medical treatment and the provision of other workers' compensation benefits, and instructing the Loaned Employee that under this Agreement the Responding Party and its insurer remain liable for any workers' compensation benefits even though the injury or illness occurred when working for the Requesting Party.

e. **Indemnification.** In accordance with Government Code section 895.4, the following indemnity provisions apply when a Responding Party provides any Loaned Employee to a Requesting Party.

(1) Requesting Party shall, to the fullest extent permitted by law, indemnify, defend, protect, and hold harmless Responding Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of: (i) a breach of Requesting Party's obligations under this Agreement, or (ii) an act or omission of the Loaned Employee in performing work for Requesting Party pursuant to a Request, except for the following: (a) an injury to or illness of the Loaned Employee suffered in the course of providing work pursuant to a Request that is covered by Responding Party's workers' compensation insurance; or (b) as otherwise provided or limited by law. The scope of the Requesting Party's duty to indemnify includes, but is not limited to, any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Party or the Responding Party's personnel.

(2) Responding Party shall, to the fullest extent permitted by law, indemnify, defend, protect, and hold harmless Requesting Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Responding Party's obligations under section 6, subsections (c) and (d), except as otherwise provided or limited by law.

7. Sharing of Equipment and Supplies. This section applies when a Responding Party provides its equipment or supplies to aid a Requesting Party in response to a Request.

a. **General.** Responding Party will provide the equipment or supplies to the Requesting Party at such time and under such circumstances as agreed to by the Responding Party and Requesting Party. Requesting Party will use the equipment or supplies as appropriate for the reasons described in the Request. Requesting Party will be responsible for the proper use, operation, storage, and care of the equipment or supplies while in its custody or control. Requesting Party will supply all fuel, lubrication, power, other consumables, or services as needed for its use of any equipment. Requesting Party will pay all costs related to the transportation, handling, loading and unloading of the equipment or supplies. At the option of Responding Party, the equipment may be provided together with a Responding Party employee to operate the equipment, in which case the Responding Party employee will be considered a Loaned Employee under section 6.

b. **Indemnification.** In accordance with Government Code section 895.4, the following indemnity provision applies when a Responding Party provides equipment or supplies to a Requesting Party pursuant to a Request: Requesting Party shall, to the fullest extent permitted by law, indemnify, defend, protect and hold harmless Responding Party, and its officers, employees and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of (i) a breach

of Requesting Party's obligations under this Agreement, or (ii) the use, operation, storage, or care of the equipment or supplies, except as otherwise provided or limited by law. If the equipment or supplies are damaged, destroyed, or lost while in the custody or control of Requesting Party, Requesting Party will pay or reimburse Responding Party for the cost of repairing or replacing the damaged, destroyed, or lost equipment or supplies.

8. Cost Reimbursement

a. **General; Billing and Payment.** When a Responding Party provides aid in response to a Request, Requesting Party shall pay to Responding Party the costs and other amounts as described in this section or as otherwise agreed to in writing between Responding Party and Requesting Party. At the end of the period of mutual aid assistance, Responding Party shall prepare and submit to Requesting Party an itemized statement showing the payment due based on the cost principles set forth below. Requesting Party shall pay requested sum to Responding Party within 45 days after receipt of the statement.

b. **Loaned Employee.** For a Loaned Employee, the cost will be based on Responding Party's fully-burdened labor cost for the employee, including salary or wages, fringe benefits, overhead, and direct and indirect costs associated with the employee's share of the workers' compensation insurance. The fully burdened labor costs shall be determined as an hourly rate and that rate will be applied to the number of hours actually worked by the Loaned Employee in providing aid to the Requesting Party. Requesting Party shall keep and maintain a daily time report showing the hours worked per Loaned Employee.

c. **Equipment.** For equipment, the cost will be based on the then-current Federal Emergency Management Agency schedule of equipment rates (if the particular equipment is listed in that rate schedule), or, if the equipment is not listed on the FEMA rate schedule, a commercially reasonable equipment rental rate applied to the number of hours or days during which the equipment was in Requesting Party's custody and control. Responding Party also shall pay or reimburse any costs relating to the transportation, handling, and loading/unloading of the equipment.

d. **Supplies.** For supplies used or consumed by Requesting Party, the cost will be based on the actual replacement price for the supplies plus any handling or delivery charges. Requesting Party shall return any unused supplies to Responding Party in a clean, damage-free condition.

e. **Non-Emergency.** If the Request involves a non-Emergency situation and if Requesting Party and Responding Party established cost reimbursement terms pursuant to section 5(d), then those cost reimbursement terms shall govern the costs and payment arrangement.

9. General Provisions

a. **Non-liability of Nonparticipant Party.** In the event of any liability, loss, claim, demand or lawsuit arising out of the rendering of assistance under this Agreement, the Responding Party and Requesting Party(ies) agree to indemnify and hold harmless any non-participating Party whose only involvement in the transaction or occurrence that is the

subject of the liability, loss, claim, demand or lawsuit is the fact that it is a Party to this Agreement.

b. **State Audit.** In accordance with Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, may be subject to examination and audit by the State Auditor General for three years following final payment under the Agreement.

c. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract among the Parties concerning requests for assistance, and supersedes all prior oral or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent writing approved and executed by all Parties.

d. **No Waiver of Rights.** Any waiver at any time by a Party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by Requesting Party to Responding Party shall be considered or construed to be a waiver of any breach or default.

e. **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each Party still receives the benefits of this Agreement.

f. **No Third Party Beneficiaries.** This Agreement shall not be construed to create any third party beneficiaries. This Agreement is for the sole benefit of the Parties and no other person or entity shall be entitled to rely upon or receive any benefit from this Agreement or any of its terms.

g. **Notice.** Any notice, demand, invoice, or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

ACMAD: General Manager Alameda County Mosquito Abatement District 23187 Connecticut Street Hayward, CA 94545 ryan@mosquitoes.org	CCMVCD: General Manager Contra Costa Mosquito & Vector Control District 155 Mason Circle Concord, CA 94520 pmacedo@contracostamosquito.com
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or, for other Parties, at such contact information provided by the addendum approved pursuant to section 3.

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other

Party confirming the delivery of the notice, etc. Any Party may change its contact information by notifying the other Party of the change in the manner provided above. Requests for assistance and responses under section 5 may be provided and sent via e-mail to the above e-mail addresses.

ALAMEDA COUNTY MOSQUITO
ABATEMENT DISTRICT

Date: _____

By: _____
Ryan Clausnitzer
General Manager

CONTRA COSTA MOSQUITO & VECTOR
CONTROL DISTRICT

Date: _____

By: _____
Paula Macedo
General Manager

September 2019 Mosquito and Arbovirus Surveillance Report

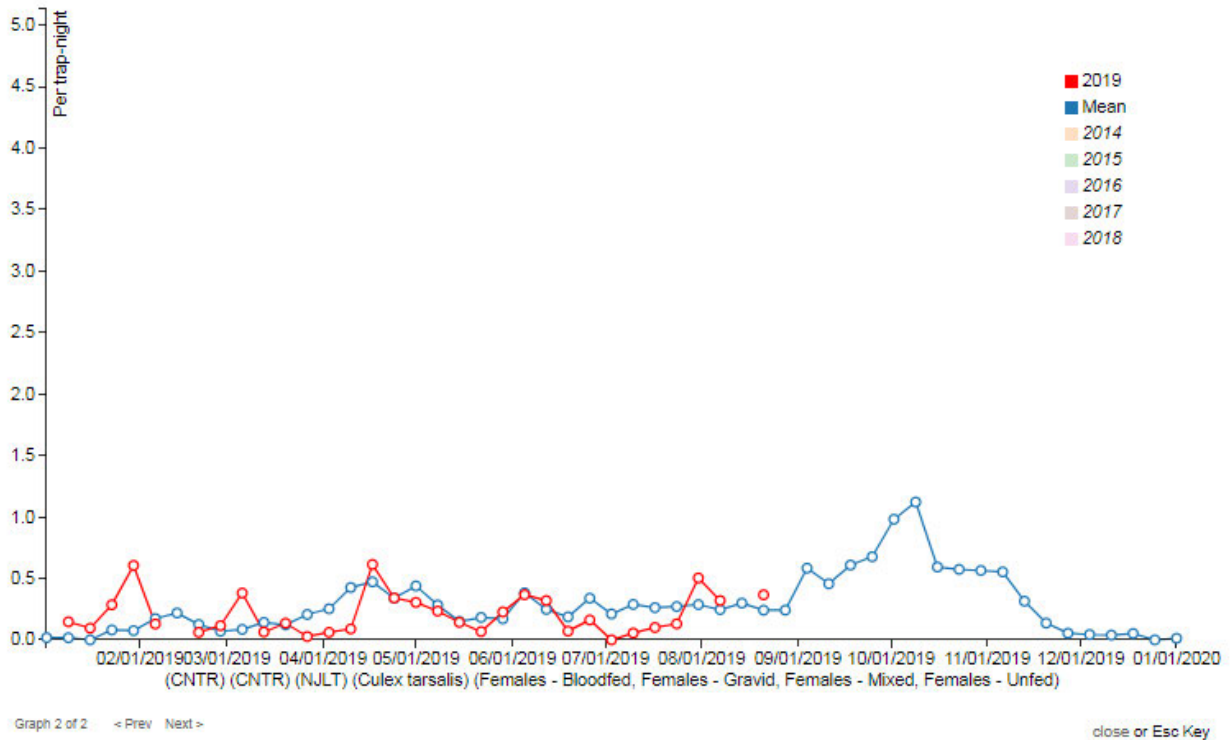
Prepared August 28th by Steve Schutz, Ph.D., Scientific Programs Manager

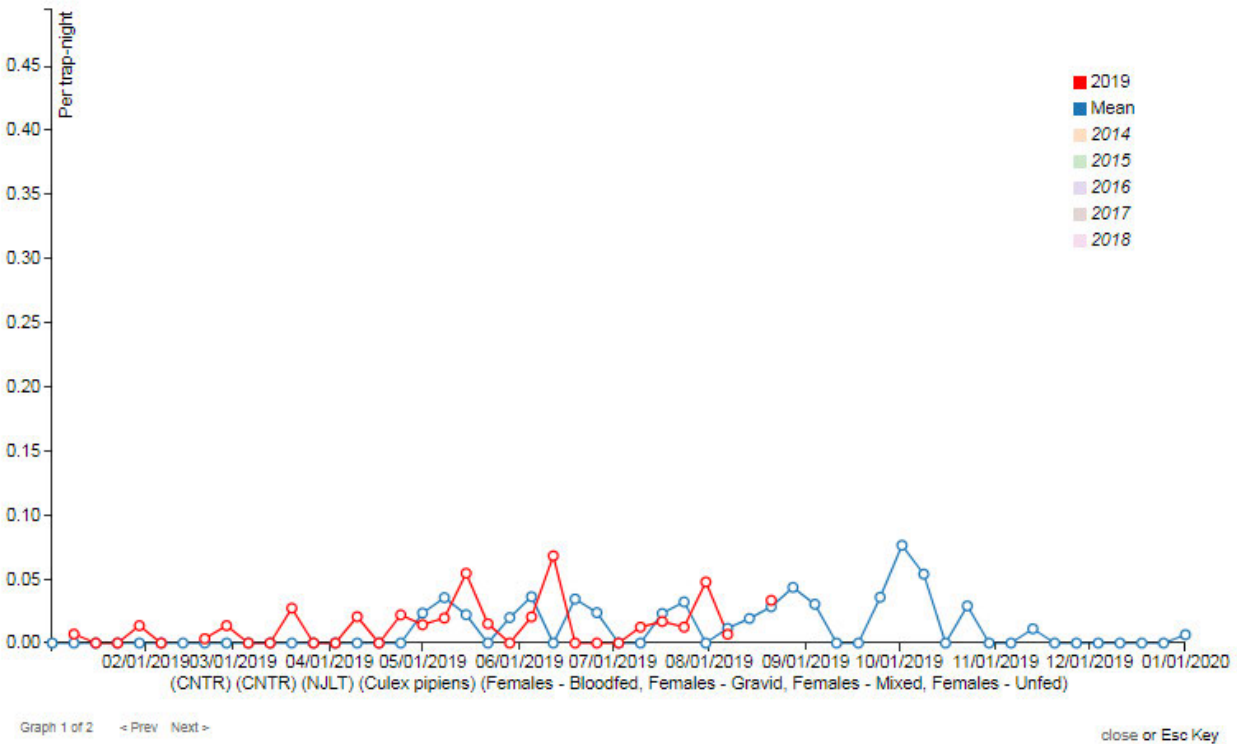
Human cases: As of August 28^h, no human cases of West Nile virus have been reported in Contra Costa County this year

Equine cases: No cases reported in Contra Costa County

Dead birds: Year to date, 18 dead birds have been submitted for testing, none positive. Dead bird hotline reports from the public have been few and far between this season; this appears to be a statewide phenomenon

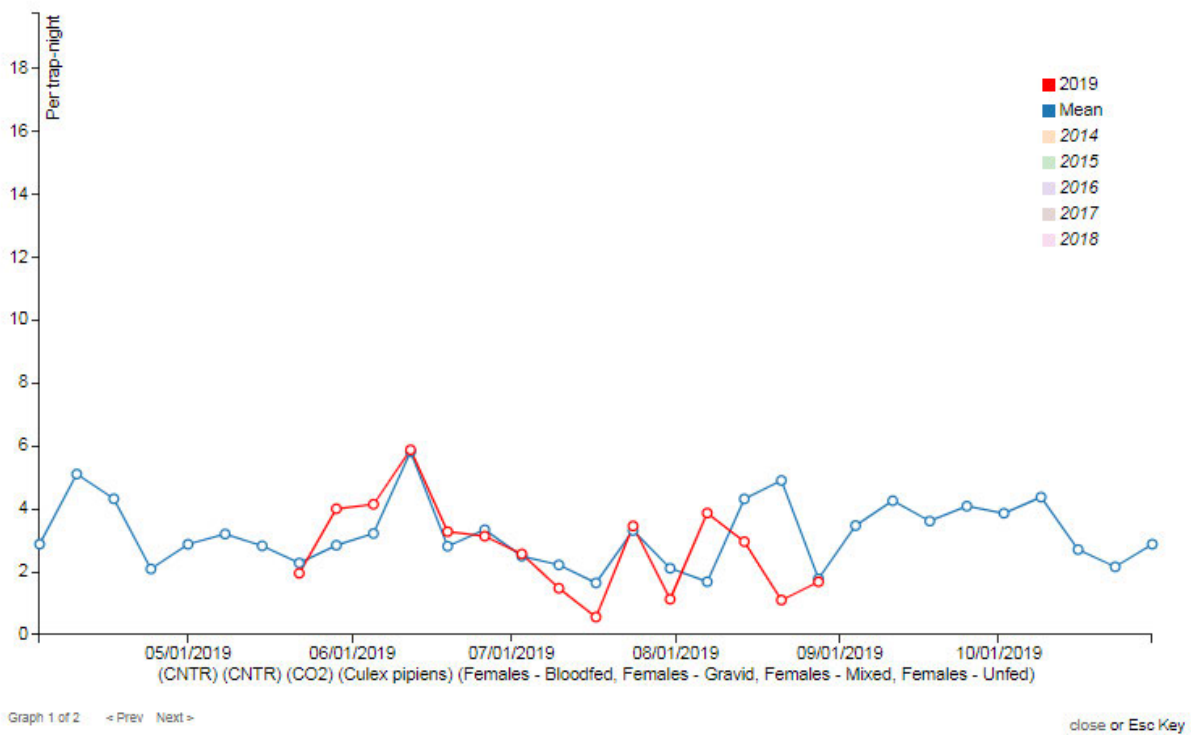
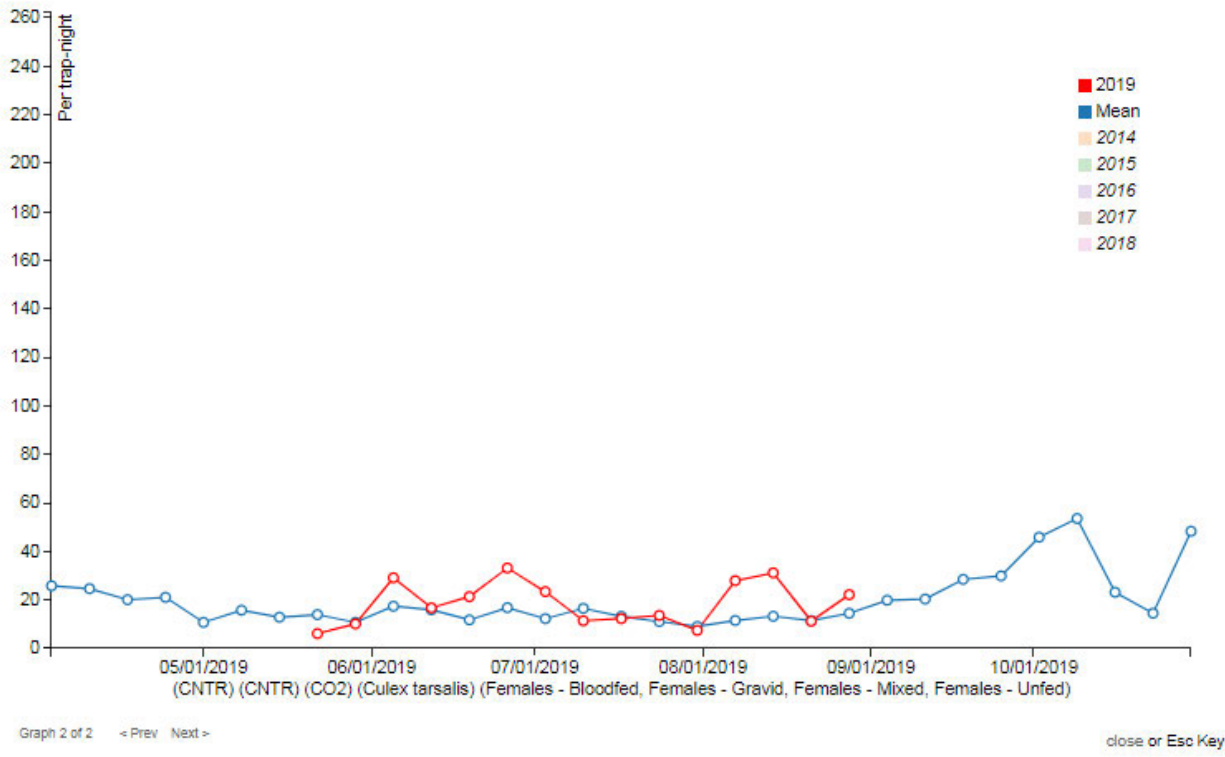
Light trap counts: Twenty-two traps are being operated daily, with collections made weekly by field technicians. District-wide, *Culex tarsalis* counts have been below average this season, mostly due to unusually low numbers from our waterfront (refinery) areas. *Culex pipiens* counts have occasionally exceeded the 5-year average. Counts are expressed as numbers of female per trap per night, averaged by week





Carbon dioxide traps: Twenty-three traps are operated for 24 hours weekly, at fixed locations. District-wide, *Culex tarsalis* counts have been trending a bit above average, due to higher than usual counts in agricultural areas of East County and a few spots in Central County. Counts have been well below average in waterfront areas where they have historically been highest. Lower counts at the waterfront may be due to changes in water management practices by the refineries and other waterfront property owners. *Culex pipiens* counts have been average or below. We have also seen some higher than average counts of *Aedes melanimon* and *Aedes vexans* in communities adjacent to agricultural areas in the Delta (e.g. Discovery Bay).

'Random' traps: In addition to our 23 fixed trap locations, we typically set 12 or more carbon dioxide traps each week at 'random' or variable locations, based on dead bird reports, public complaints or technician requests. So far this season, traps have been set at 156 locations. Samples from traps collecting ten or more of our West Nile virus vector species (*Culex tarsalis* and *Culex pipiens*) are submitted for virus testing. To date this season, all samples have tested negative



Mosquito pool testing: Year to date, 210 mosquito samples have been submitted for virus testing; all have been negative for West Nile, Western and Saint Louis encephalitis virus

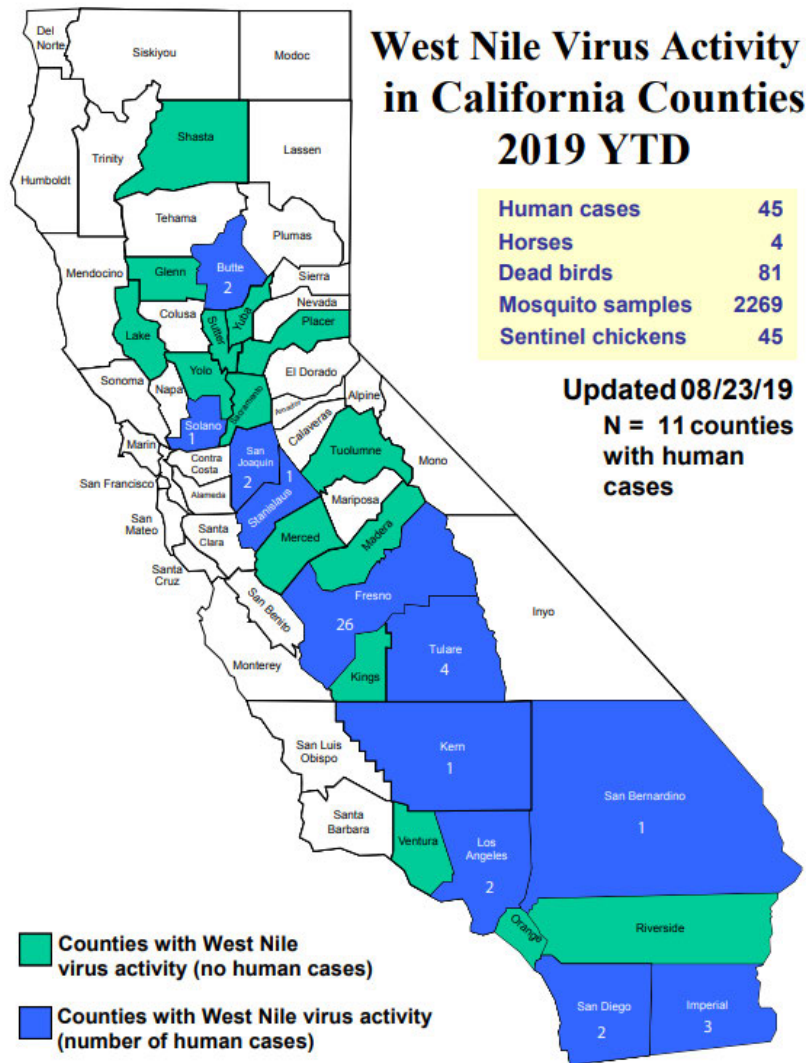
Sentinel chickens: We continue to maintain five flocks of 'sentinel' chickens, from which blood samples are collected twice a month for detection of antibodies to West Nile and other arboviruses. Typical flock size is ten, but due to predation of one flock by coyotes and some mortality due to other causes, we have one flock of four (in Hercules) and one flock of five (in Oakley). No chickens have tested seropositive so far this season. The Hercules flock may need to be relocated or discontinued next year, due to sale of the property

Weather conditions: Temperatures have fluctuated from below to above average during the season, but an extended rainy season and cool spring weather may have delayed or ameliorated virus transmission this year

Invasive Aedes: The Coastal Region vector control districts met in August to discuss preparedness in light of a recent find of *Aedes aegypti* in the Stockton area. It was recommended that we investigate the feasibility of a mutual aid agreement, so we can share personnel and/or equipment in event of a find in our region. San Mateo MAD personnel suspect they eliminated their previous *Aedes aegypti* infestation 'accidentally' while fogging in the same area in response to West Nile positive *Culex* mosquito pools (there were no new *aegypti* finds subsequent to fogging, after a couple of years of door-to-door backyard inspections and treatments). We continue to set 'BG Sentinel' traps at suspect locations recommended to us by our field inspectors, but have not seen any evidence of invasive *Aedes*

Regional: No West Nile virus activity has been detected so far in any of the Coastal Region districts, except for one human case reported in Solano County. There has been virus activity detected in adjacent areas of the San Joaquin Delta (San Joaquin, Sacramento), although it has been well below average

Statewide: 45 human cases from 11 counties (see map below) have tested positive for WNV in 2019. There have also been 3 cases of Saint Louis encephalitis reported, from Imperial and Fresno Counties. 2 WNV-related fatalities have been reported to CDPH this year from two local health jurisdictions: Fresno (1) and Imperial counties (1).

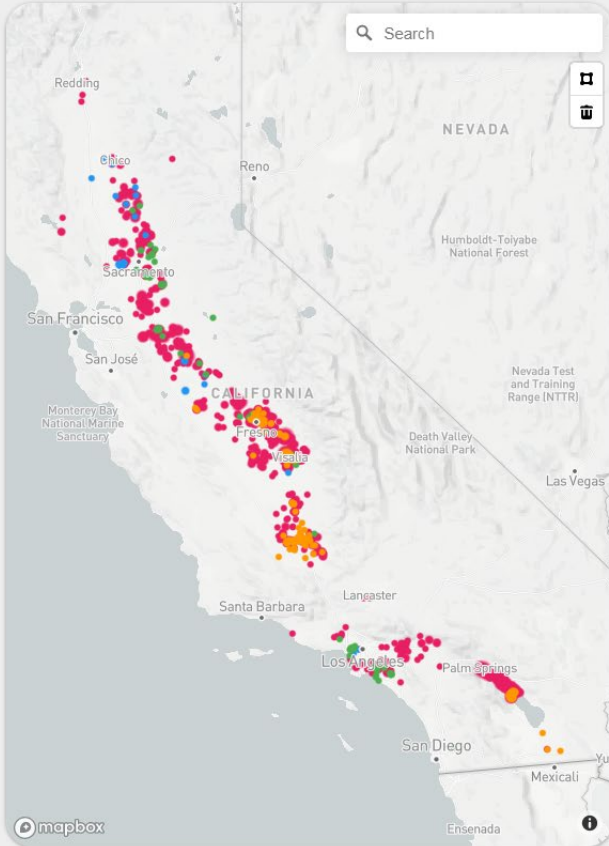


Four horses from 4 counties have tested positive for WNV in 2019.

Eighty-one dead birds from 13 counties have tested positive for WNV in 2019. This is well below the five year average of 769, and well below last year's season-to-date count of 363. Dead bird hotline reports appear to be down, statewide

Forty-five sentinel chickens from 8 counties have tested positive for WNV in 2019.

2,269 mosquito samples from 23 counties have tested positive for WNV in 2019. This is above the five-year average of 2,149. The majority have been from Southern California and the Central Valley. In addition, 154 samples have tested positive for Saint Louis encephalitis (SLE) virus. See the map below



- WNV Mosquitoes
- WNV Sentinels
- WNV Dead Birds
- SLEV Mosquitoes
- SLEV Sentinels
- WEEV Mosquitoes
- WEEV Sentinels
- LACV Mosquitoes
- JCV Mosquitoes
- EEEV Mosquitoes

Jan 2019
○
 Oct 2019

How Do I Use This?

Arbovirus Visualizations

This map shows positive collections of various virus-tested mosquitoes, dead birds, and sentinel chickens over time.

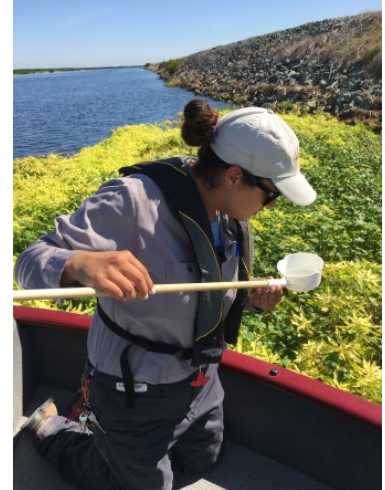
- Change the time range by using the slider above
- Restrict the data you'd like to see by clicking on appropriate datasets above the slider
- For the detailed information in one city, you can click on a collection on the map **OR** just search for your city in the searchbar
- Click on the polygon in the map to create your own boundaries to chart

September 2019 Operations Report

Prepared August 29th by David Wexler, Sheila Currier, and Terry Davis, Program Supervisors

Mosquito Program:

- We are utilizing the new boat twice per week to conduct larval mosquito surveillance in collaboration with the USDA and Boating & Waterways regarding treatments of hyacinth with herbicides in the Delta.
- Service Requests are up by 38.5% - direct result of *Ae vexans* in Discovery Bay and Holland Tract. This is a new addition to the region as we typically had 3-4 known sources and now we are finding larvae in new locations.
 - 400 additional calls. YTD SRs 2018: 1,040 vs 2019: 1,440



- Long term forecasting: New home developments in east county continue to cover over larger agricultural mosquito sources, but in return urban sources such as catch basins and retention ponds have increased as well. Also, residents are placed closer to surrounding duck clubs.

Yellowjacket Program:

- Service Requests have increased by 32% compared to last year YTD.
- 213 additional calls. YTD SRs 2018: 672 vs 2019: 885




Vertebrate Program:

- The Skunk and Rodent programs have been trending slightly behind 2018 in the number of service requests, however we anticipate an increase in rodent service requests in the fall as weather conditions change.
- Code enforcement cooperation in Danville and Richmond - Our inspectors have been working with code enforcement to perform rodent inspections of abandoned/abated properties. These residential properties have generated multiple complaints from concerned neighbors.
- Two vehicles have had LED safety light upgrades. This was a safety improvement and will increase our visibility while working in roadways while doing sewer baiting.



September 2019 Public Affairs Department Report
 Prepared August 28th by Nola Woods, Public Affairs Manager

- **Presentations & Events**
 - Clayton BBQ Cook-off (Information Booth) July 13, 2019
 - El Cerrito Senior Center (General Presentation) August 13, 2019
 - Contra Costa County Block Party (Information Booth) August 15, 2019
 - Antioch Garden Club (General Presentation) August 20, 2019
 - Walnut Creek Garden Club (General Presentation) August 28, 2019

- **Website Views**
 - July 1, 2019 – August 28, 2019
 - 5,500 Users  48.1% vs June 1, 2019 – July 31, 2019
 - 7,000 Sessions  51.1% vs June 1, 2019 – July 31, 2019
 - Total Page Views 12,504  16.8% vs June 1, 2019 – July 31, 2019
 - Top 10 Websites Viewed

1. /index.html	3,099
2. /service_request.htm	1,510
3. /employment_opportunities.htm	820
4. /propel_2019.htm	590
5. /services_programs.htm	569
6. /yellowjackets.htm	542
7. /mites.htm	413
8. /aids_hiv_article.htm	397
9. /contact.htm	341
10. /ccmvcd_faq.htm	287

- **Mosquito Bytes Newsletter**
 - July 2019 Be a West Nile Watcher/And Special Districts Video Contest Awards Scholarships
 - 1273 Subscribers
 - 3 New Subscribers in July 2019
 - 31% Recipients opened the email
 - 61% Viewed on a Desktop
 - 39% Viewed on a Phone or Tablet
 - 7% Clicked on links
 - Most popular link: Newsletter Sign Up

 - August 2019 What to Do if Face-to-Face with Yellowjackets/And Why Providing a Dead Mosquito in a Baggie is So Important
 - 1284 Subscribers
 - 11 New Subscribers in August 2019

- 32% Recipients opened the email
 - 70% Viewed on a Desktop
 - 30% Viewed on a Phone or Tablet
 - 5.9% Clicked on links
 - Most popular link: Newsletter Sign Up
- Education Center
 - Vector House
 - During July and August, the Vector House has been transformed from an empty shed to a multi-faceted example of potential residential vector issues and exclusion tips.
 - Kitchen – Drywall, interior paint, finished cabinetry, grouted countertop, backsplash, under-sink “plumbing”, dishwasher façade, “attic,” vinyl flooring
 - Garage - Shelving, “hot water heater,” “concrete” flooring, “ductwork” through rafters
 - Exterior – Painted, “garage door” created, gutter and downspout installed, and ventilation screens are currently being installed on the base of the Vector House
 - Display Boxes
 - Display boxes will be placed around the Education Center to provide examples of each vector in common residential situations.
 - In July and August, the Public Affairs Department met with District employees in the Vertebrate, Mosquito and Yellowjacket programs to discuss what should be included in each scene.
 - The meetings help to increase “buy-in” from field staff that the Education Center represents all District services.
- Advertising
 - Current advertising focuses on reducing water sources that can produce mosquitoes
 - Brentwood Press
 - East Bay Times
 - Lamar Transit Bus Ads
 - Mesa Outdoor Electric Billboard



September 2019 Administration and Finance Department Report
Prepared August 28th by Maria Bagley, Administrative Services Manager

- Front office initiatives to increase efficiency and productivity while reducing error
 - Implemented new Account Code Structure, reducing total General Ledger Accounts from 21,000 to under 950 accounts
 - Key objectives were to reduce the number of accounts/departments while providing more detailed accounting structure
 - Implemented new process for Accounts Payable (AP) runs
 - Key objectives were to reduce paper, digitally storing items, and implement control for purchases before payment, as well as review process for General ledger accounts
 - Working with SAP to create a better expense reporting system and control
 - In the process of reviewing all front office process and working from critical function list
 - Cross Training for contingency planning purposes

- Information Technology
 - Ordering new equipment and software for District
 - Working with Digital Maps on the Operations software to “go live” this fall
 - Service and maintenance on all District owned IT equipment

- Administrative Policy and Procedures
 - Creating new policies and procedures for the District
 - Procurement and Disposal Policy for all employees
 - Restricted Access Policy
 - Reserve Policy
 - Safety Committee Policy
 - Reviewing Building Safety
 - New signs identifying areas for restricted public access in the District

- Other and Upcoming
 - Implement Accounts Receivable process with SAGE to better track retirees and contract billing
 - Continue on cross training for key critical functions and documenting processes
 - Working with RKL and Sage to create better reporting process