



155 Mason Circle  
Concord, CA 94520  
phone (925) 685-9301  
fax (925) 685-0266  
[www.contracostamosquito.com](http://www.contracostamosquito.com)

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July 5, 2018

To: Board of Trustees  
From: Natalie Martini, Administrative Assistant  
Re: **July 2018 Amended Agenda**

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Please find the enclosed amended agenda for the regular board meeting scheduled on Monday, July 9, 2018.

The agenda has been amended to add an action item (C.) for authorization to hire an additional Vector Control Technician, as well as revision to the table at the bottom of Page 41 (Proposed Budget for FY 2018/2019) for designated reserves and the FY19 total for Professional/Special Services. The enclosed amendments will replace pages 1-8 and 41 of the original July agenda that was previously mailed to you.

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*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President WARREN CLAYTON Pinole • Vice President MICHAEL KRIEG Oakley • Secretary H. RICHARD MANK El Cerrito  
Antioch LOLA ODUNLAMI • Brentwood Vacant • Clayton PEGGIE HOWELL • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG  
Danville RANDALL DIAMOND • Hercules Vacant • Lafayette JAMES FITZSIMMONS • Martinez DANIEL PELLEGRINI • Moraga ROBERT LUCACHER • Orinda MARK LEWIS  
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill RICHARD MEANS • Richmond SOHEILA BANA, PhD • San Pablo Vacant • San Ramon PETER PAY • Walnut Creek JAMES MURRAY



## **BOARD OF TRUSTEES MEETING**

### **AMENDED AGENDA**

**\*\*Monday, July 9, 2018\*\***

7:00 p.m.

District Office

155 Mason Circle

Concord, California 94520

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
- 5.\* 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.
6. PRESENTATION  
Darryl Young for 5 years of service
7. CONSENT CALENDAR  
The following items listed ☀ are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.  
  
A.☀ MINUTES (Pages 8-12) - APPROVAL OF MINUTES 18-4, REGULAR BOARD MEETING HELD ON MAY 21, 2018.

Protecting Public Health Since 1927

#### BOARD OF TRUSTEES

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- B. ☼ EXPENDITURES (Pages 13-24) - APPROVAL OF EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 26944 THROUGH NO. 27102, IN THE AMOUNT OF \$468,634.2.
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 16065 THROUGH NO. 16081 AND DIRECT DEPOSIT NO. D02514 THROUGH NO. D02651 IN THE AMOUNT OF \$294,750.68.
- D. ☼ INVESTMENT ACTIVITY REPORT FOR APRIL 2018 & MAY 2018 (Pages 25-28)
- E. ☼ FINANCIAL REPORT (Pages 29-30)

8. BOARD AND STAFF ANNOUNCEMENTS

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

CLOSED SESSION

9. CONFERENCE WITH LABOR NEGOTIATORS WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

RETURN FROM CLOSED SESSION

REPORT FROM CLOSED SESSION

10. <u>ACTION ITEMS</u>	<u>Comments</u>	<u>Required</u>
<u>Item</u>		
A. ☼ <u>Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) (Pages 31-32)</u>	Macedo	**
i. <u>Recommendation</u> – To approve amendment to and adopt Resolution 18-1 authorizing investment of monies in the		

Local Agency Investment Fund (LAIF)

- B. ☀ Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment Espinoza \*\*
- i. Recommendation – To approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2018-2019 (*Attached*)
  - ii. Recommendation – To adopt Resolution 18-2 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 (*Pages 33-34*)
- C. ☀ Authorize Hiring of an Additional Vector Control Technician Macedo \*\*
- i. Recommendation – To approve General Manager Macedo’s recommendation to hire an additional Vector Control Technician
- D. ☀ Personnel Committee Report Carlston \*\*
- i. Recommendation – To approve a 3.1% C.O.L.A. for Unrepresented employees with one exception (General Manager)
  - ii. Recommendation – To approve unrepresented employee’s enrollment in State Disability Insurance, at no cost to the employer, and the increase in safety award incentive to \$15 per month.
  - iii. Recommendation – To approve new titles, job descriptions and salary range recommendations for the positions Community Affairs Representatives (*Pages 35-40*)
  - iv. Recommendation – To approve new salary ranges for the following positions:  
  
Biologist (\$6,836 - \$8,732 + C.O.L.A.)  
Vector Ecologist II (\$6,836 - \$8,732 + C.O.L.A.)
- E. ☀ Budget Committee Report Krieg \*\*
- i. Recommendation – To approve the Proposed

Budget for FY 2018/2019 (Page 41)

- ii. Recommendation – To adopt the District Investment Policy (Pages 42-48)

11. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, \_\_\_\_\_ days, or hours before the noted meeting.

\_\_\_\_\_

Natalie Martini, Administrative Assistant

7/05/2018

Date

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

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

July 5, 2018

**STAFF REPORT**  
**July 9, 2018 BOARD MEETING**  
**AGENDA**

- 1-6. No Comment. See Agenda.
- 7. A-E. No Comment. See Agenda
- 8. **BOARD AND STAFF ANNOUNCEMENTS**
  - E. Board
  - F. General Manager
  - G. Staff Report – Scientific Programs Manager Steve Schutz will give an update on West Nile virus activity.
  - H. Legal

**CLOSED SESSION**

- 9. **CONFERENCE WITH LABOR NEGOTIATORS WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).**

Titles: All represented employees (SEIU Local 1021)

**RETURN FROM CLOSED SESSION**

**REPORT FROM CLOSED SESSION**

- 10. **ACTION ITEMS**

**Item**

A. ☼ **Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) (Pages 31-32)**– LAIF requires a resolution designating those employees authorized to deposit and withdraw money from the District account with LAIF.

- ii.* **Recommendation** – To approve amendment to and adopt Resolution 18-1 authorizing investment of monies in the Local Agency Investment Fund (LAIF)

B. ☼ Report on Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment – Each year the Board determines whether to continue the mosquito and vector control project adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer’s report. Mr. Ed Espinoza, from Francisco & Associates, will be present to give an overview of the Engineer’s Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2018-2019.

- i. Recommendation – To approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2018-2019 (*Attached*)
- ii. Recommendation – To adopt Resolution 18-2 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 (*Pages 33-34*)

C. ☼ Authorize Hiring of an Additional Vector Control Technician – Currently the District has a total of 17 Vector Control Technicians/Inspectors in the Operations department. The District hired 6 seasonal employees as Vector Control Aides (VCA) in 2017, but in 2018 we were only able to successfully recruit and hire three VCAs due to a continued positive labor market. That has made an impact in our programs. In order to support the demands of a busy mosquito and yellowjacket season, General Manager Macedo recommends adding a permanent Vector Control Technician position.

- i. Recommendation – To approve General Manager Macedo’s recommendation to hire an additional Vector Control Technician.

D. ☼ Personnel Committee Report

- i. Each year unrepresented staff may meet with the General Manager to discuss changes in benefits and a cost of living adjustment (C.O.L.A.). The General Manager then meets with the Personnel committee to discuss salaries and benefits for unrepresented employees. The Personnel committee met on June 11, 2018 and is recommending a C.O.L.A. of 3.1% ATB, effective July 1, 2018.

Recommendation – To approve a 3.1% C.O.L.A. for unrepresented employees with one exception (General Manager)

- ii. In addition, the unrepresented employees have requested to be allowed to enroll in the State Disability Insurance plan, with the cost paid by the employee, and that the safety award incentive for unrepresented staff be increased from \$10 to \$15 per month.

Recommendation – to approve unrepresented employee’s enrollment in State Disability Insurance, at no cost to the employer, and the increase in safety award incentive to \$15 per month.

- iii. The committee evaluated and discussed new titles, job descriptions and salary ranges for the two Community Affairs Representatives, whose titles would change to Public Affairs Director and Public Information and Technology Officer (*Pages 35-40*).

Recommendation – To approve new titles, job descriptions and salary range recommendations for the previous positions Community Affairs Representatives.

- iv. Each year some unrepresented positions are reviewed to ensure their salary ranges are in line with comparable positions in the market in order to stay competitive and maintain the ability to recruit and retain quality employees. Salary ranges are compared to other urban mosquito and vector control districts in the region, state, and other public agencies. The positions evaluated this year were Biologist and Vector Ecologist II.

Recommendation – To approve new salary ranges for the following positions:

Biologist (\$6,836 - \$8,732 + C.O.L.A.)  
Vector Ecologist II (\$6,836 - \$8,732 + C.O.L.A.)

E. ☼ Budget Committee Report

- i. The Budget Committee met on June 26, 2018 and then again immediately prior to this meeting and reviewed the FY 2017-2018 projected ending budget and the proposed budget for FY 2018-2019 and the long-range forecast. Budget Committee Chair Michael Krieg and Administrative Services Manager Maria Bagley will discuss items of interest in the proposed FY 2018-2019 budget (*Page 41*)

Recommendation – To approve the Proposed Budget for FY 2018/2019.

- ii. It is a requirement that the District Investment Policy be adopted by the full Board of Trustees annually. The only changes this year were to replace “Assistant Manager” with “Administrative Services Manager”, and a typographical error on the second page (then/than). The committee recommends the policy as enclosed (*Pages 42-48*).

Recommendation – To adopt the District Investment Policy.

10. ADJOURNMENT



**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**  
**BOARD MEETING**  
**MINUTES NO. 18-4**

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 21, 2018, in the District Office at 155 Mason Circle, Concord, California.

**TRUSTEES PRESENT**      Warren Clayton, President  
Richard Ainsley  
Soheila Bana  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Peggie Howell  
Michael Krieg  
Mark Lewis  
Robert Lucacher  
Richard Mank  
Richard Means  
James Murray  
Peter Pay  
Daniel Pellegrini  
Jim Pinckney  
Darryl Young

**TRUSTEES ABSENT**      Perry Carlston  
Lola Odunlami

**OTHERS PRESENT**      Paula Macedo, General Manager  
Douglas Coty, Legal Counsel  
Nola Woods, Community Affairs Representative  
Steve Schutz, Scientific Program Manager  
Maria Bagley

1. President Clayton called the meeting to order at 7:18 p.m.
2. A roll call indicated that 17 Trustees were present, two were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. **APPROVAL OF THE AGENDA AS POSTED**

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

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-3, REGULAR BOARD MEETING HELD ON MARCH 12, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 26779 THROUGH NO. 26943, IN THE AMOUNT OF \$604,861.69.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MARCH 1, 2018 THROUGH APRIL 30, 2018, INCLUDING CHECKS NO. 16049 THROUGH NO. 16064 AND DIRECT DEPOSIT NO. D02373 THROUGH NO. D02513 IN THE AMOUNT OF \$301,921.88.

D. INVESTMENT ACTIVITY REPORT FOR FEBRURARY 2018 & MARCH 2018

E. FINANCIAL REPORT

F. APPROVAL OF MODIFICATION TO THE COMMITTEE CHART

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the consent calendar. *Motion passed unanimously.*

7. INFORMATION ITEMS

A. Executive Committee Report – President Clayton reported the Executive Committee met on April 9, 2018. The committee discussed the format for the General Manager’s evaluation and decided to use the same format that has been used in previous years at this time. The committee will meet at a later date, to be determined, and will discuss how to change the format for future years and may consider hiring an outside agency if needed. President Clayton relayed that the committee discussed and agreed to conduct General Manager Macedo’s one-year evaluation at the Board meeting in September 2018, instead of July 2018 because of the hire anniversary date falling in August. Evaluations of the General Manager will be in July for subsequent years. The committee emphasized the importance of having all Trustees’ input during this evaluation so that comments can be taken into consideration.

B. Advanced Planning Committee Report –Trustee Murray reported the Advanced Planning Committee met in April and discussed the goals of the Five-Year Plan and how they have been met or their progress. In addition, the committee discussed potential modifications to the format of future plans. General Manager

Macedo reported to the committee that all goals outlined in the current Five-Year Plan have either been met or remain on schedule.

- C. Budget Committee Report –Trustee Krieg reported that the Budget Committee met in April and discussed the year-to-date budget and budget presentation formats. The committee gave General Manager Macedo direction for future budgets and made recommendations for the upcoming fiscal year.

8. ACTION ITEMS

- A. Personnel Committee Report – Trustee Diamond reported that the Personnel Committee met on April 16, 2018. New job titles, descriptions and salary recommendations for the Community Affairs Representatives were proposed and discussed. The committee recommended to table their approval until further evaluation at their next meeting, due to recent developments and the need to modify their content following the District’s labor attorney’s evaluation.

\*\* Motion was made by Trustee Means and seconded by Trustee Fitzsimmons to table the discussion and approval until further review by the committee. *Motion passed unanimously.*

- B. Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) – General Manager Macedo explained that she and the former Assistant Manager were the only authorized individuals to transfer funds to and from LAIF. With the retirement of the previous Assistant Manager in March, there was a need for a new Board resolution removing his name. Discussion followed and a recommendation was made by Trustee Fitzsimmons to have the Board President and secretary also named in the resolution as authorized to transfer funds.

\*\* Motion was made by Trustee Cowen and seconded by Trustee Means to approve the resolution as amended by adding the Board President and Board Secretary to the list of authorized people to transfer funds to and from LAIF. *Motion passed unanimously.*

9. BOARD AND STAFF ANNOUNCEMENTS

- A. BOARD - None

- B. GENERAL MANAGER – General Manager Macedo introduced Maria Bagley, who will start at the District as the new Administrative Services Manager effective June 1, 2018. The District updated security features of the building and implemented scan card entry doors to the District building for each employee, with various levels of access based on job duty/description.

General Manager Macedo updated Trustees on the status of the financial software, wherein the Board approved \$20,000 for staff training and to date, the District has nearly used half of what has been budgeted so there has been further discussion to

use the remainder of expenses towards training on the budget module within the financial software, to be used during the next fiscal year 2018/2019. With respect to the operations software, the District has continued to communicate with Digital Maps but payment is still pending until the District is completely satisfied with the final product. The projected date to go live has been delayed until all changes are made, tested and approved by District staff.

The District offered the Operations Manager position to an applicant, with a tentative start date of July 16, 2018. General Manager Macedo mentioned that the District will be interviewing soon for the Program Supervisor position and 3-4 Vector Control Aides will be starting on June 4, 2018.

General Manager Macedo discussed the higher legal expenses and reported on two employment matters - an arbitration concluded in the District's favor, and a termination appeal.

Lastly, General Manager Macedo noted that the next Personnel Committee meeting is scheduled for June 11, 2018 at 7:00 p.m. and the Executive Committee was initially scheduled for June 18, 2018, however that meeting will need to be moved since the review of General Manager was postponed to her hire anniversary date in August. The Budget Committee will meet on June 26, 2018 and again before the next regular board meeting scheduled for July 9, 2018.

- C. STAFF REPORT – Scientific Program Manager Steve Schutz provided a scientific update and so far in this early part of the season there has not been any WNV activity detected in Contra Costa County. He noted that temperatures are still below the threshold for virus replication in the county. There have been very few dead bird reports this season so far and only one bird has been sent for testing, which was negative. WNV activity is still low statewide, with one positive mosquito sample found in Southern California and a total of five dead birds that have tested positive for WNV. He also updated the Board on the purchase of new traps for the invasive species surveillance, which was done using the grant money received from the Zika ELC funds.

- D. LEGAL - None

10. ADJOURNMENT

There being no further business the meeting was adjourned at 7:58 p.m.

- \*\* Motion was made by Trustee Diamond and seconded by Trustee Howell to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on July 9, 2018.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

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**H. Richard Mank**  
**Secretary, Board of Trustees**

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
028944	5/15/2018	0000001	Bank of the West - Federal Income Taxes MAY1518 FED INC TAX	5/15/2018	9,390.99	0.00	9,390.99
		G/L Account: 202010-100-000	Federal Income Tax W/H	5/15/2018	120.91	0.00	120.91
		G/L Account: 202010-100-000	Federal Income Tax W/H	5/15/2018	120.91	0.00	120.91
			Check 028944 Total:		9,511.90	0.00	9,511.90
028945	5/15/2018	0000002	Employment Development - State Income Taxes MAY1518 STATE INC TA	5/15/2018	3,694.40	0.00	3,694.40
		G/L Account: 202020-100-000	State Income Tax W/H	5/15/2018	24.24	0.00	24.24
		G/L Account: 202020-100-000	State Income Tax W/H	5/15/2018	24.24	0.00	24.24
			Check 028945 Total:		3,718.64	0.00	3,718.64
028948	5/15/2018	0000003	Bank of the West - FICA & MEDICARE Taxes MAY1518 FICA/MED TAX	5/15/2018	18,907.80	0.00	18,907.80
		G/L Account: 202030-100-000	FICA Tax - Employer	5/15/2018	374.04	0.00	374.04
		G/L Account: 202031-100-000	FICA Tax - Employee	5/15/2018	374.04	0.00	374.04
		G/L Account: 202040-100-000	MEDICARE Tax - Employer	5/15/2018	374.04	0.00	374.04
		G/L Account: 202041-100-000	MEDICARE Tax - Employee	5/15/2018	374.04	0.00	374.04
			Check 028948 Total:		17,281.84	0.00	17,281.84
028947	5/15/2018	0000006	Employment Development - State Disability Insuranc MAY1518 SDI TAX	5/15/2018	611.58	0.00	611.58
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee	5/15/2018	611.58	0.00	611.58
028948	5/15/2018	0000009	Nationwide Retirement Sol MAY1518 457 PLAN	5/15/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/15/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/15/2018	654.00	0.00	654.00
028949	5/15/2018	0000031	CA State Disbursement Unit MAY1518 CSE200000001	5/15/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General	5/15/2018	403.50	0.00	403.50
028950	5/15/2018	0000227	Diane Wolcott MAY1518 REIMBURSEMEN	5/15/2018	274.02	0.00	274.02
		G/L Account: 502503-100-000	Authorized Travel	5/15/2018	274.02	0.00	274.02
028951	5/15/2018	0000328	PG&E MAY1518 3508093469-4	5/15/2018	15,161.17	0.00	15,161.17
		G/L Account: 502601-100-000	Electric, Gas & Water	5/15/2018	15,161.17	0.00	15,161.17
028952	5/15/2018	0000482	City of Antioch Marina MAY1518 INV#5408	5/15/2018	100.00	0.00	100.00
		G/L Account: 502305-100-000	Other Expense	5/15/2018	100.00	0.00	100.00
028953	5/15/2018	0000810	Liebert Cassidy MAY1518 INV1456689	5/15/2018	1,090.00	0.00	1,090.00
		G/L Account: 501803-100-000	Legal Counsel	5/15/2018	1,090.00	0.00	1,090.00
		G/L Account: 501803-100-000	Legal Counsel	5/15/2018	9,635.00	0.00	9,635.00
		G/L Account: 501803-100-000	Legal Counsel	5/15/2018	2,490.00	0.00	2,490.00
		G/L Account: 501803-100-000	Legal Counsel	5/15/2018	120.00	0.00	120.00
			Check 028953 Total:		13,335.00	0.00	13,335.00
028954	5/15/2018	0000694	TD Ameritrade Institution MAY1518 457 PLAN	5/15/2018	4,636.67	0.00	4,636.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/15/2018	100.00	0.00	100.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/15/2018	100.00	0.00	100.00
			Check 028954 Total:		4,736.67	0.00	4,736.67
028955	5/15/2018	0000736	Bay Auto Body MAY1518 RO5432	5/15/2018	2,791.91	0.00	2,791.91
		G/L Account: 501202-100-000	Contractual Repairs	5/15/2018	2,791.91	0.00	2,791.91
028956	5/15/2018	0000806	Fred Loux MAY1518 HLTH REIMBUR	5/15/2018	316.34	0.00	316.34
		G/L Account: 612100-100-000	Health Insurance	5/15/2018	316.34	0.00	316.34
028957	5/15/2018	0000814	Staples Business Advantage MAY1518 INV337888713	5/15/2018	854.94	0.00	854.94
		G/L Account: 501701-100-000	Office Supplies	5/15/2018	854.94	0.00	854.94
028958	5/15/2018	0000848	KISCO Sales Inc. MAY1518 INV506331	5/15/2018	212.94	0.00	212.94
		G/L Account: 501203-100-000	Repair Parts	5/15/2018	212.94	0.00	212.94
028959	5/15/2018	0000696	BAT Fire Protection Syste MAY1518 INV2835	5/15/2018	135.00	0.00	135.00
		G/L Account: 501807-100-000	Security Services	5/15/2018	135.00	0.00	135.00
028960	5/15/2018	0000916	Spark Creative Design MAY1518 INV1756	5/15/2018	245.25	0.00	245.25
		G/L Account: 501811-100-120	Outside Printing	5/15/2018	1,421.88	0.00	1,421.88
		G/L Account: 501811-100-120	Outside Printing	5/15/2018	1,421.88	0.00	1,421.88
			Check 028960 Total:		1,667.13	0.00	1,667.13
028961	5/15/2018	0000827	Bank of the West MAY1518 HLTHDEP FSA	5/15/2018	1,040.06	0.00	1,040.06
		G/L Account: 203070-100-000	Health FSA - Employee	5/15/2018	1,040.06	0.00	1,040.06
		G/L Account: 203080-100-000	Dependent Care - Employee	5/15/2018	1,040.06	0.00	1,040.06

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
Bank Code: 1 - Bank of the West								
028982	5/15/2018	G/L Account: 203070-100-000 0000943	Health FSA - Employee Vector-Borne Disease Account	5/15/2018	3,218.00	0.00	3,218.00	83.34 Check Entry Number: 001
028983	5/15/2018	G/L Account: 502506-100-000 0000956	MAY1518 CERT RENEWAL Waterlogix West Inc.	5/15/2018	78.08	0.00	78.08	3,218.00 Check Entry Number: 001
028984	5/15/2018	G/L Account: 500503-100-000 0000971	MAY1518 INVCNIN72754 Flyers Energy, LLC	5/15/2018	1,873.08	0.00	1,873.08	78.08 Check Entry Number: 001
028985	5/15/2018	G/L Account: 502501-100-000 0000991	MAY1518 INV12012 BOLD, POLISNER, MADDOX, NELSON & JUDSON	5/15/2018	210.00	0.00	210.00	1,873.08 Check Entry Number: 001
028986	5/15/2018	G/L Account: 501803-100-000 0001049	ALSCO MAY1518 LSAC1405345	5/15/2018	232.23	0.00	232.23	210.00 Check Entry Number: 001
		G/L Account: 500501-100-000	MAY1518 LSAC1407584	5/15/2018	232.23	0.00	232.23	232.23
		G/L Account: 500501-100-000	MAY1518 LSAC1409818	5/15/2018	232.23	0.00	232.23	232.23
		G/L Account: 500501-100-000	MAY1518 LSAC1411842	5/15/2018	3.50	0.00	3.50	232.23
		G/L Account: 500501-100-000	MAY1518 LSAC1412095	5/15/2018	232.59	0.00	232.59	3.50
		G/L Account: 500501-100-000	Uniform Rental	5/15/2018	232.59	0.00	232.59	232.59
			Check 028986 Total:		932.78	0.00	932.78	
028967	5/15/2018	0001063	OSCA MAY1518 INVCBT180F11	5/15/2018	21.00	0.00	21.00	Check Entry Number: 001
028968	5/15/2018	G/L Account: 502506-100-510 0001072	Mt. Diablo Resource Recovery-Concord MAY1518 01-0022594	5/15/2018	504.25	0.00	504.25	21.00 Check Entry Number: 001
028969	5/15/2018	G/L Account: 502601-100-000 0001077	Bankala Landscape, Inc. MAY1518 INV1033	5/15/2018	475.00	0.00	475.00	504.25 Check Entry Number: 001
028970	5/15/2018	G/L Account: 500903-100-000 0001078	Kirk Thill MAY1518 HLTH REIMBUR	5/15/2018	316.34	0.00	316.34	475.00 Check Entry Number: 001
028971	5/15/2018	G/L Account: 812100-100-000 0001083	Guardian Security Agency MAY1518 INV50415	5/15/2018	827.00	0.00	827.00	316.34 Check Entry Number: 001
		G/L Account: 501807-100-000	MAY1518 INV50457	5/15/2018	827.00	0.00	827.00	827.00
		G/L Account: 501807-100-000	Security Services	5/15/2018	827.00	0.00	827.00	827.00
			Check 028971 Total:		1,254.00	0.00	1,254.00	
028972	5/15/2018	0001085	Sacks, Ricketts & Case, LLP MAY1518 INV113307	5/15/2018	1,260.00	0.00	1,260.00	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					1,260.00
			Report Total:		82,947.17	0.00	82,947.17	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
026973	5/31/2018	0000001	Bank of the West - Federal Income Taxes MAY3118 FED INC TAX	5/31/2018	9,671.97	0.00	9,671.97
		G/L Account: 202010-100-000	Federal Income Tax W/H	5/31/2018	210.58	0.00	210.58
		G/L Account: 202010-100-000	Federal Income Tax W/H	5/31/2018	210.58	0.00	210.58
			Check 026973 Total:		9,882.55	0.00	9,882.55
026974	5/31/2018	0000002	Employment Development - State Income Taxes MAY3118 STATE INC TA	5/31/2018	3,775.94	0.00	3,775.94
		G/L Account: 202020-100-000	State Income Tax W/H	5/31/2018	53.17	0.00	53.17
		G/L Account: 202020-100-000	State Income Tax W/H	5/31/2018	53.17	0.00	53.17
			Check 026974 Total:		3,829.11	0.00	3,829.11
026975	5/31/2018	0000003	Bank of the West - FICA & MEDICARE Taxes MAY3118 FICAMED TAX	5/31/2018	17,555.84	0.00	17,555.84
		G/L Account: 202030-100-000	FICA Tax - Employer	5/31/2018	488.36	0.00	488.36
		G/L Account: 202031-100-000	FICA Tax - Employee	5/31/2018	488.36	0.00	488.36
		G/L Account: 202040-100-000	MEDICARE Tax - Employer	5/31/2018	197.90	0.00	197.90
		G/L Account: 202041-100-000	MEDICARE Tax - Employee	5/31/2018	197.90	0.00	197.90
			Check 026975 Total:		18,044.20	0.00	18,044.20
026976	5/31/2018	0000004	CCC Employees Retirement MAY3118 EE CONTRIBUT	5/31/2018	24,405.84	0.00	24,405.84
		G/L Account: 204011-100-000	Retirement - CCCERA Employee	5/31/2018	24,405.84	0.00	24,405.84
026977	5/31/2018	0000006	Employment Development - State Disability Insurance MAY3118 SDI	5/31/2018	628.06	0.00	628.06
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee	5/31/2018	628.06	0.00	628.06
026978	5/31/2018	0000007	SEIU UPE LOCAL 1021 MAY3118 UNION DUES	5/31/2018	1,950.13	0.00	1,950.13
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues	5/31/2018	960.72	0.00	960.72
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues	5/31/2018	960.72	0.00	960.72
026979	5/31/2018	0000009	Nationwide Retirement Sol MAY3118 457 PLAN	5/31/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/31/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/31/2018	100.00	0.00	100.00
026980	5/31/2018	0000010	CalPERS MAY3118 HLTH INS	5/31/2018	47,965.32	0.00	47,965.32
		G/L Account: 203010-100-000	Medical - CALPers Employer	5/31/2018	33,651.26	0.00	33,651.26
		G/L Account: 203011-100-000	Medical - CALPers Employee	5/31/2018	5,741.08	0.00	5,741.08
		G/L Account: 612100-100-000	Health Insurance	5/31/2018	8,415.24	0.00	8,415.24
		G/L Account: 612100-100-000	Health Insurance	5/31/2018	129.99	0.00	129.99
		G/L Account: 612100-100-000	Health Insurance	5/31/2018	27.77	0.00	27.77
026981	5/31/2018	0000011	Vision Service Plan MAY3118 VISION INS	5/31/2018	633.46	0.00	633.46
		G/L Account: 612102-100-000	Vision Insurance	5/31/2018	633.46	0.00	633.46
026982	5/31/2018	0000015	Health Care Dental Trust MAY3118 DENTAL INS	5/31/2018	4,999.81	0.00	4,999.81
		G/L Account: 612101-100-000	Dental Insurance	5/31/2018	4,999.81	0.00	4,999.81
026983	5/31/2018	0000031	CA State Disbursement Unit MAY3118 200000001519	5/31/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General	5/31/2018	403.50	0.00	403.50
026984	5/31/2018	0000249	James A. Murray MAY3118 MILEAGE REIM	5/31/2018	76.96	0.00	76.96
		G/L Account: 502305-100-000	Other Expense	5/31/2018	76.96	0.00	76.96
026985	5/31/2018	0000328	PG&E MAY3118 3486426805-8	5/31/2018	380.77	0.00	380.77
		G/L Account: 502601-100-000	Electric, Gas & Water	5/31/2018	380.77	0.00	380.77
026986	5/31/2018	0000425	CCC Environmental Health MAY3118 INVC207568	5/31/2018	2,440.00	0.00	2,440.00
		G/L Account: 501808-100-000	Permits	5/31/2018	2,440.00	0.00	2,440.00
026987	5/31/2018	0000482	City of Antioch Marina MAY3118 INV#5607	5/31/2018	237.75	0.00	237.75
		G/L Account: 502305-100-000	Other Expense	5/31/2018	100.00	0.00	100.00
		G/L Account: 502501-100-000	Gasoline	5/31/2018	137.75	0.00	137.75
026988	5/31/2018	0000690	Associated Business Mech MAY3118 INV2180673	5/31/2018	143.33	0.00	143.33
		G/L Account: 501702-100-000	Postage	5/31/2018	119.00	0.00	119.00
		G/L Account: 501702-100-000	Postage	5/31/2018	10.41	0.00	10.41
		G/L Account: 501702-100-000	Postage	5/31/2018	13.92	0.00	13.92
026989	5/31/2018	0000694	TD Ameritrade Institution MAY3118 457 PLAN CON	5/31/2018	4,911.67	0.00	4,911.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/31/2018	4,911.67	0.00	4,911.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan	5/31/2018	100.00	0.00	100.00
			Check 026989 Total:		5,011.67	0.00	5,011.67
026990	5/31/2018	0000793	AFLAC MAY3118 DIS INS	5/31/2018	52.84	0.00	52.84
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee	5/31/2018	29.04	0.00	29.04
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee	5/31/2018	23.80	0.00	23.80
026991	5/31/2018	0000814	Staples Business Advantage MAY3118 INV337760081	5/31/2018	80.19	0.00	80.19
		G/L Account: 501701-100-000	Office Supplies	5/31/2018	80.19	0.00	80.19
026992	5/31/2018	0000889	TPX Communications	5/31/2018			



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			MAY3118 INV103845495	5/31/2018	630.79	0.00	630.79
026993	5/31/2018	G/L Account: 600601-100-000 0000899 Sun Life Financial MAY3118 LIFE INS	Telecommunication Services	5/31/2018	678.08	0.00	678.08
							Check Entry Number: 001
026994	5/31/2018	G/L Account: 812400-100-000 0000918 Spark Creative Design MAY3118 INV1779	Life Insurance	5/31/2018	2,050.94	0.00	2,050.94
							Check Entry Number: 001
026995	5/31/2018	G/L Account: 501811-100-120 0000925 INFINISOURCE, Inc. MAY3118 INV90179929	Outside Printing	5/31/2018	80.00	0.00	80.00
							Check Entry Number: 001
026996	5/31/2018	G/L Account: 501806-100-000 0000927 Bank of the West MAY3118 HLTHDEPFSA	Financial Services	5/31/2018	1,040.06	0.00	1,040.06
							Check Entry Number: 001
026997	5/31/2018	G/L Account: 203070-100-000 G/L Account: 203060-100-000 0000971 Flyers Energy, LLC MAY3118 INVCFS181346	Health FSA - Employee Dependent Care - Employee	5/31/2018	2,342.89	0.00	2,342.89
							Check Entry Number: 001
026998	5/31/2018	G/L Account: 502501-100-000 0000975 Reliance Standard Life In MAY3118 STDLTD INS	Gasoline	5/31/2018	633.48	0.00	633.48
							Check Entry Number: 001
026999	5/31/2018	G/L Account: 612200-100-000 G/L Account: 612200-100-000 0000981 Colonial Life MAY3118 DIS INS	Disability Insurance Disability Insurance	5/31/2018	352.76	0.00	352.76
							Check Entry Number: 001
027000	5/31/2018	G/L Account: 203052-100-000 G/L Account: 203052-100-000 G/L Account: 203052-100-000 G/L Account: 203052-100-000 0001000 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 TCOX VISA	Disability Insurance & Other - Employee Disability Insurance & Other - Employee Disability Insurance & Other - Employee Disability Insurance & Other - Employee	5/31/2018	559.88	0.00	559.88
							Check Entry Number: 001
027001	5/31/2018	G/L Account: 502304-100-000 G/L Account: 502304-100-000 G/L Account: 502305-100-000 G/L Account: 502305-100-000 G/L Account: 502304-100-000 G/L Account: 502305-100-000 0001002 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 TRISHE VISA	Safety Program Safety Program Other Expense Other Expense Safety Program Other Expense	5/31/2018	907.94	0.00	907.94
							Check Entry Number: 001
027002	5/31/2018	G/L Account: 501201-100-000 G/L Account: 501301-100-000 G/L Account: 501201-100-000 G/L Account: 501203-100-000 G/L Account: 501201-100-000 G/L Account: 501201-100-630 G/L Account: 501201-100-000 G/L Account: 501201-100-000 G/L Account: 501201-100-000 G/L Account: 501201-100-000 G/L Account: 501201-100-000 G/L Account: 502305-100-000 0001004 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 EGHILAR VISA	Automotive Supplies Maintenance Supplies Automotive Supplies Repair Parts Automotive Supplies Automotive Supplies-Rabies Red Automotive Supplies Automotive Supplies Automotive Supplies Automotive Supplies Other Expense	5/31/2018	152.24	0.00	152.24
							Check Entry Number: 001
027003	5/31/2018	G/L Account: 501401-100-130 0001007 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 CMILLER VISA	Lab Supplies	5/31/2018	532.03	0.00	532.03
							Check Entry Number: 001
027004	5/31/2018	G/L Account: 501401-100-110 G/L Account: 501401-100-110 G/L Account: 502305-100-110 0001010 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 APIERCE VISA	Lab Supplies Lab Supplies Other Expense	5/31/2018	77.88	0.00	77.88
							Check Entry Number: 001
027005	5/31/2018	G/L Account: 501701-100-000 G/L Account: 501705-100-000 0001013 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 SSCHUTZ VISA	Office Supplies Computer Supplies	5/31/2018	447.09	0.00	447.09
							Check Entry Number: 001
027006	5/31/2018	G/L Account: 501401-100-130 0001014 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 WSHIEH VISA	Lab Supplies	5/31/2018	893.38	0.00	893.38
							Check Entry Number: 001
027007	5/31/2018	G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 500601-100-000 G/L Account: 501705-100-000 G/L Account: 500601-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 G/L Account: 501705-100-000 0001016 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 NWOODS VISA	Computer Supplies Computer Supplies Computer Supplies Telecommunication Services Computer Supplies Telecommunication Services Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies Computer Supplies	5/31/2018	12.55	0.00	12.55
							Check Entry Number: 001
027008	5/31/2018	G/L Account: 501701-100-120 0001017 U.S. BANK CORPORATE PAYMENT SYSTEMS MAY3118 MCLAUSON VIS	Office Supplies	5/31/2018	177.70	0.00	177.70
							Check Entry Number: 001
027009	5/31/2018	G/L Account: 601401-100-130 0001030 Golden State Overnight	Lab Supplies	5/31/2018			177.70
							Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			MAY3118 INV3636810	5/31/2018	17.10	0.00	17.10
027010	5/31/2018	G/L Account: 501702-100-130 0001051	Concord Locksmith	Postage			17.10
			MAY3118 INV2837	5/31/2018	3,145.18	0.00	3,145.18
027011	5/31/2018	G/L Account: 703600-100-000 0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS	Structure & Improvements			3,145.18
			MAY3118 NJONES VISA	5/31/2018	85.00	0.00	85.00
027012	5/31/2018	G/L Account: 501801-100-000 0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS	Advertisements & Notices			85.00
			MAY3118 PMACEDO VISA	5/31/2018	363.85	0.00	363.85
027013	5/31/2018	G/L Account: 502306-100-000 502506-100-000 502506-100-000 0001083	Guardian Security Agency	Other Expense Training Training			17.28 331.04 15.53
			MAY3118 INV50498	5/31/2018	475.00	0.00	475.00
			MAY3118 INV50541	5/31/2018	475.00	0.00	475.00
			MAY3118 INV50541	5/31/2018	475.00	0.00	475.00
				Security Services			475.00
				Check 027013 Total:	950.00	0.00	950.00
027014	5/31/2018	0001088	Verizon Wireless	5/31/2018	1,729.48	0.00	1,729.48
			MAY3118 INV880694889	5/31/2018	1,729.48	0.00	1,729.48
027015	5/31/2018	G/L Account: 500602-100-000 0001090	Joseph Bradley Wright	Two-Way Radios			1,729.48
			MAY3118 TRAVEL REIMB	5/31/2018	1,048.39	0.00	1,048.39
				Authorized Travel			565.20
				Authorized Travel			483.19
				Report Total	140,727.94	0.00	140,727.94

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027016	6/15/2018	0000001	Bank of the West - Federal Income Taxes JUNE1518 FED INC TAX	6/15/2018	11,054.61	0.00	11,054.61	Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H					11,054.61
027017	6/15/2018	0000002	Employment Development - State Income Taxes JUNE1518 STATE INC T	6/15/2018	4,308.43	0.00	4,308.43	Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H					4,308.43
027018	6/15/2018	0000003	Bank of the West - FICA & MEDICARE Taxes JUNE1518 FICAMED TAX	6/15/2018	19,159.08	0.00	19,159.08	Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer					7,763.80
		G/L Account: 202031-100-000	FICA Tax - Employee					7,763.80
		G/L Account: 202040-100-000	MEDICARE Tax - Employer					1,815.74
		G/L Account: 202041-100-000	MEDICARE Tax - Employee					1,815.74
027019	6/15/2018	0000006	Employment Development - State Disability Insuranc JUNE1518 SDI	6/15/2018	647.66	0.00	647.66	Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee					647.66
027020	6/15/2018	0000009	Nationwide Retirement Sol JUNE1518 457 PLAN	6/15/2018	654.00	0.00	654.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan					100.00
027021	6/15/2018	0000031	CA State Disbursement Unit JUNE1518 CSE20000000	6/15/2018	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General					403.50
027022	6/15/2018	0000185	Marla Cabada JUNE1518 REIMBURSEME	6/15/2018	79.00	0.00	79.00	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					79.00
027023	6/15/2018	0000192	Arthur Hanson JUNE1518 REIMBURSEME	6/15/2018	67.00	0.00	67.00	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					67.00
027024	6/15/2018	0000324	Diablo Trophy JUNE1518 INV14268	6/15/2018	132.68	0.00	132.68	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					132.68
027025	6/15/2018	0000328	PG&E JUNE1518 3508093469-	6/15/2018	18.40	0.00	18.40	Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water					18.40
027026	6/15/2018	0000608	ADAPCO, Inc. JUNE1518 INV116271	6/15/2018	8,748.90	0.00	8,748.90	Check Entry Number: 001
		G/L Account: 501401-100-130	Lab Supplies					8,748.90
027027	6/15/2018	0000694	TD Ameritrade Institution JUNE1518 457 PLAN	6/15/2018	5,011.67	0.00	5,011.67	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					5,011.67
027028	6/15/2018	0000698	KBA DOCUSYS JUNE1518 INV670597	6/15/2018	111.23	0.00	111.23	Check Entry Number: 001
		G/L Account: 501204-100-000	Service Contracts					111.23
027029	6/15/2018	0000806	Fred Loux JUNE1518 HLTH REIMB	6/15/2018	316.34	0.00	316.34	Check Entry Number: 001
		G/L Account: 612100-100-000	Health Insurance					316.34
027030	6/15/2018	0000814	Staples Business Advantage JUNE1518 3379347346	6/15/2018	190.81	0.00	190.81	Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies					190.81
027031	6/15/2018	0000916	Spark Creative Des/gn JUNE1518 INV1785	6/15/2018	225.00	0.00	225.00	Check Entry Number: 001
		G/L Account: 502305-100-120	Other Expense					225.00
027032	6/15/2018	0000927	Bank of the West JUNE1518 FSAHLTHDEP	6/15/2018	1,040.06	0.00	1,040.06	Check Entry Number: 001
		G/L Account: 203070-100-000	Health FSA - Employee					290.04
		G/L Account: 203080-100-000	Dependent Care - Employee					750.02
027033	6/15/2018	0000943	Vector-Borne Disease Account JUNE1518 COCCOM	6/15/2018	268.00	0.00	268.00	Check Entry Number: 001
		G/L Account: 502506-100-000	Training					268.00
027034	6/15/2018	0000956	Waterlogic West Inc. JUNE1518 INVCNIN7300	6/15/2018	78.08	0.00	78.08	Check Entry Number: 001
		G/L Account: 500503-100-000	Safety Items					78.08
		G/L Account: 500503-100-000	Safety Items					78.08
		G/L Account: 500503-100-000	Safety Items					106.45
			Check 027034 Total:		183.53	0.00	183.53	
027035	6/15/2018	0000971	Flyers Energy, LLC JUNE1518 CFS1621317	6/15/2018	1,923.01	0.00	1,923.01	Check Entry Number: 001
		G/L Account: 502601-100-000	Gasoline					1,923.01
027036	6/15/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON JUNE1518 INV12118	6/15/2018	1,564.90	0.00	1,564.90	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					1,564.90
027037	6/15/2018	0000992	MVCAC JUNE1518 INV7360082	6/15/2018	800.00	0.00	800.00	Check Entry Number: 001
		G/L Account: 501401-100-130	Lab Supplies					800.00
027038	6/15/2018	0001030	Golden State Overnight JUNE1518 INV3641423	6/15/2018	34.20	0.00	34.20	Check Entry Number: 001
		G/L Account: 501702-100-510	Postage-Mosquito					34.20
027039	6/15/2018	0001040	WAVE JUNE1518 81383501003	6/15/2018	69.90	0.00	69.90	Check Entry Number: 001
		G/L Account: 500601-100-000	Telecommunication Services					69.90
027040	6/15/2018	0001047	Calderson Janitorial Services JUNE1518 INV034	6/15/2018	650.00	0.00	650.00	Check Entry Number: 001
		G/L Account: 500901-100-000	Janitorial Services					650.00
027041	6/15/2018	0001049	ALSCO JUNE1518 LSAC1414382	6/15/2018	232.23	0.00	232.23	Check Entry Number: 001
		G/L Account: 500501-100-000	Uniform Rental					232.23
		G/L Account: 500501-100-000	Uniform Rental					229.69

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 500501-100-000		Uniform Rental			229.69
		JUNE1518 LSAC1418979		6/15/2018	229.69	0.00	229.69
		G/L Account: 500501-100-000		Uniform Rental			229.69
		JUNE1518 LSAC1421193		6/15/2018	229.69	0.00	229.69
		G/L Account: 500501-100-000		Uniform Rental			229.69
		JUNE1518 LSAC1423459		6/15/2018	229.69	0.00	229.69
		G/L Account: 500501-100-000		Uniform Rental			229.69
				Check 027041 Total:	1,150.99	0.00	1,150.99
027042	6/15/2018	0001062	U.S. Health Works				Check Entry Number: 001
		JUNE1518 INV3329640		6/15/2018	80.00	0.00	80.00
		G/L Account: 501804-100-000		Medical Services			80.00
		JUNE1518 INV3336368		6/15/2018	559.00	0.00	559.00
		G/L Account: 501804-100-000		Medical Services			559.00
		JUNE1518 INV3338682		6/15/2018	157.00	0.00	157.00
		G/L Account: 501804-100-000		Medical Services			157.00
				Check 027042 Total:	796.00	0.00	796.00
027043	6/15/2018	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
		JUNE1518 01-0022594		6/15/2018	504.25	0.00	504.25
		G/L Account: 502601-100-000		Electric, Gas & Water			504.25
027044	6/15/2018	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
		JUNE1518 INV1172		6/15/2018	475.00	0.00	475.00
		G/L Account: 500803-100-000		Landscaping Services			475.00
027045	6/15/2018	0001078	Kirk Hill				Check Entry Number: 001
		JUNE1518 REIMBURSEME		6/15/2018	316.34	0.00	316.34
		G/L Account: 612100-100-000		Health Insurance			316.34
027046	6/15/2018	0001083	Guardian Security Agency				Check Entry Number: 001
		JUNE1518 INV50619		6/15/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000		Security Services			475.00
		JUNE1518 INV50667		6/15/2018	646.00	0.00	646.00
		G/L Account: 501807-100-000		Security Services			646.00
		JUNE1518 INV50712		6/15/2018	380.00	0.00	380.00
		G/L Account: 501807-100-000		Security Services			380.00
				Check 027046 Total:	1,501.00	0.00	1,501.00
027047	6/15/2018	0001091	AMCA Research Fund				Check Entry Number: 001
		JUNE1518 AMCARF		6/15/2018	25,000.00	0.00	25,000.00
		G/L Account: 502801-100-000		Research Projects			25,000.00
027048	6/15/2018	0001092	Jean Carlos Alvarado				Check Entry Number: 001
		JUNE1518 REIMBURSEME		6/15/2018	69.00	0.00	69.00
		G/L Account: 502305-100-000		Other Expense			69.00
027049	6/15/2018	0001093	Pedro Gomez				Check Entry Number: 001
		JUNE1518 REIMBURSEME		6/15/2018	69.00	0.00	69.00
		G/L Account: 502305-100-000		Other Expense			69.00
				Report Total:	87,543.49	0.00	87,543.49

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027050	6/29/2018	0000001	Bank of the West - Federal Income Taxes JUNE3018 FED INC TAX	6/29/2018	11,127.29	0.00	11,127.29	Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H					11,127.29
027051	6/29/2018	0000002	Employment Development - State Income Taxes JUNE3018 STATE INC T	6/29/2018	4,257.42	0.00	4,257.42	Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H					4,257.42
027052	6/29/2018	0000003	Bank of the West - FICA & MEDICARE Taxes JUNE3018 FICAMED TAX	6/29/2018	19,809.62	0.00	19,809.62	Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer					8,027.42
		G/L Account: 202031-100-000	FICA Tax - Employee					8,027.42
		G/L Account: 202040-100-000	MEDICARE Tax - Employer					1,877.39
		G/L Account: 202041-100-000	MEDICARE Tax - Employee					1,877.39
027053	6/29/2018	0000004	CCC Employees Retirement JUNE3018 RETIRE CONT	6/29/2018	24,413.19	0.00	24,413.19	Check Entry Number: 001
		G/L Account: 204011-100-000	Retirement - CCCERA Employee					24,413.19
027054	6/29/2018	0000006	Employment Development - State Disability Insuranc JUNE3018 SDI	6/29/2018	683.18	0.00	683.18	Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee					683.18
027055	6/29/2018	0000007	SEIU UPE LOCAL 1021 JUNE3018 UNION DUES	6/29/2018	2,069.85	0.00	2,069.85	Check Entry Number: 001
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues					1,011.33
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues					1,058.52
027056	6/29/2018	0000009	Nationwide Retirement Sol JUNE3018 457 PLAN	6/29/2018	654.00	0.00	654.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					654.00
027057	6/29/2018	0000010	CALPERS JUNE3018 HLTH INS	6/29/2018	45,282.44	0.00	45,282.44	Check Entry Number: 001
		G/L Account: 203011-100-000	Medical - CALPers Employee					2,870.53
		G/L Account: 203011-100-000	Medical - CALPers Employee					2,870.53
		G/L Account: 203010-100-000	Medical - CALPers Employer					30,977.20
		G/L Account: 612100-100-000	Health Insurance					5,415.24
		G/L Account: 612100-100-000	Health Insurance					121.17
		G/L Account: 612100-100-000	Health Insurance					27.77
027058	6/29/2018	0000011	Vision Service Plan JUNE3018 00102620000	6/29/2018	650.12	0.00	650.12	Check Entry Number: 001
		G/L Account: 612102-100-000	Vision Insurance					650.12
		G/L Account: 203031-100-000	Vision - VSP Employee					16.68
		Check 027058 Total:			686.80	0.00	686.80	16.68
027059	6/29/2018	0000015	Health Care Dental Trust JUNE3018 EE DENTAL	6/29/2018	118.28	0.00	118.28	Check Entry Number: 001
		G/L Account: 203021-100-000	Dental - Delta Dental Employee					116.28
		G/L Account: 612101-100-000	Dental Insurance					1,650.79
		Check 027059 Total:			1,767.07	0.00	1,767.07	
027060	6/29/2018	0000031	CA State Disbursement Unit JUNE3018 30000000423	6/29/2018	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General					403.50
027061	6/29/2018	0000317	VCJPA JUNE3018VCJPA2018176	6/29/2018	435.84	0.00	435.84	Check Entry Number: 001
		G/L Account: 501002-100-000	Liability/Property Insurance					435.84
027062	6/29/2018	0000324	Diablo Trophy JUNE3018 INV14301	6/29/2018	45.68	0.00	45.68	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					45.68
027063	6/29/2018	0000328	PG&E JUNE3018 3466426805-	6/29/2018	181.10	0.00	181.10	Check Entry Number: 001
		G/L Account: 502801-100-000	Electric, Gas & Water					181.10
027064	6/29/2018	0000373	FP MAILING SOLUTIONS JUNE3018 INVRI103695	6/29/2018	126.75	0.00	126.75	Check Entry Number: 001
		G/L Account: 501702-100-000	Postage					126.75
027065	6/29/2018	0000488	Bay Alarm Company JUNE3018 5272224	6/29/2018	504.00	0.00	504.00	Check Entry Number: 001
		G/L Account: 501807-100-000	Security Services					504.00
		G/L Account: 501807-100-000	Security Services					267.75
		Check 027065 Total:			771.75	0.00	771.75	267.75
027066	6/29/2018	0000610	Liebert Cassidy JUNE3018 INV1458329	6/29/2018	300.00	0.00	300.00	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					300.00
		G/L Account: 501803-100-000	Legal Counsel					3,450.00
		G/L Account: 501803-100-000	Legal Counsel					3,450.00
		G/L Account: 501803-100-000	Legal Counsel					1,550.00
		G/L Account: 501803-100-000	Legal Counsel					725.00
		Check 027066 Total:			6,025.00	0.00	6,025.00	725.00
027067	6/29/2018	0000694	TD Ameritrade Institution JUNE3018 457 PLAN	6/29/2018	5,011.67	0.00	5,011.67	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					5,011.67
027068	6/29/2018	0000793	AFLAC JUNE3018 DIS INS	6/29/2018	52.84	0.00	52.84	Check Entry Number: 001
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					52.84
027069	6/29/2018	0000814	Staples Business Advantage JUNE3018 INV33804684	6/29/2018	7.60	0.00	7.60	Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies					7.60

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			JUNE3018 INV33809276	6/29/2018	212.43	0.00	212.43	
		G/L Account: 501701-100-000	Office Supplies					212.43
			Check 027069 Total:		220.03	0.00	220.03	
027070	6/29/2018	0000899	TPX Communications JUNE3018 INV10472800	6/29/2018	630.79	0.00	630.79	Check Entry Number: 001
		G/L Account: 500601-100-000	Telecommunication Services					630.79
027071	6/29/2018	0000899	Sun Life Financial JUNE3018 010617	6/29/2018	704.97	0.00	704.97	Check Entry Number: 001
		G/L Account: 612400-100-000	Life Insurance					704.97
027072	6/29/2018	0000913	Guardian Security Agency JUNE3018 INV50759	6/29/2018	475.00	0.00	475.00	Check Entry Number: 001
		G/L Account: 501807-100-000	Security Services					475.00
		G/L Account: 501807-100-000	Security Services					587.00
			Check 027072 Total:		1,062.00	0.00	1,062.00	
027073	6/29/2018	0000916	Spark Creative Design JUNE3018 INV1792	6/29/2018	271.25	0.00	271.25	Check Entry Number: 001
		G/L Account: 501811-100-120	Outside Printing					271.25
027074	6/29/2018	0000925	INFINISOURCE, Inc. JUNE3018 INV90199160	6/29/2018	80.00	0.00	80.00	Check Entry Number: 001
		G/L Account: 501808-100-000	Financial Services					80.00
027075	6/29/2018	0000927	Bank of the West JUNE3018 FSAHLTHDEP	6/29/2018	1,040.06	0.00	1,040.06	Check Entry Number: 001
		G/L Account: 203070-100-000	Health FSA - Employee					290.04
		G/L Account: 203080-100-000	Dependent Care - Employee					750.02
027076	6/29/2018	0000971	Flyers Energy, LLC JUNE3018 CFS1829440	6/29/2018	2,832.50	0.00	2,832.50	Check Entry Number: 001
		G/L Account: 502501-100-000	Gasoline					2,832.50
027077	6/29/2018	0000975	Reliance Standard Life In JUNE3018 LTD123580	6/29/2018	348.14	0.00	348.14	Check Entry Number: 001
		G/L Account: 612200-100-000	Disability Insurance					348.14
		G/L Account: 612200-100-000	Disability Insurance					343.20
			Check 027077 Total:		691.34	0.00	691.34	
027078	6/29/2018	0000981	Colonial Life JUNE3018 DISCRITACC	6/29/2018	352.76	0.00	352.76	Check Entry Number: 001
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					215.96
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					51.90
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					68.54
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					15.36
027079	6/29/2018	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS JUNE3018TFISHEVISA	6/29/2018	654.14	0.00	654.14	Check Entry Number: 001
		G/L Account: 501203-100-000	Repair Parts					22.83
		G/L Account: 501203-100-000	Repair Parts					70.22
		G/L Account: 501203-100-000	Repair Parts					13.49
		G/L Account: 501301-100-000	Maintenance Supplies					15.70
		G/L Account: 502203-100-000	Tools & Instruments					40.01
		G/L Account: 501203-100-000	Repair Parts					3.63
		G/L Account: 501203-100-000	Repair Parts					6.80
		G/L Account: 500503-100-000	Safety Items					84.25
		G/L Account: 501301-100-000	Maintenance Supplies					11.27
		G/L Account: 501301-100-000	Maintenance Supplies					8.50
		G/L Account: 502305-100-000	Other Expense					574.50
		G/L Account: 500503-100-610	Safety Items					22.27
		G/L Account: 500503-100-000	Safety Items					33.54
		G/L Account: 501201-100-000	Automotive Supplies					751.93
		G/L Account: 501301-100-000	Maintenance Supplies					11.45
		G/L Account: 501201-100-000	Automotive Supplies					134.76
027080	6/29/2018	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS JUNE3018EGHILARDVISA	6/29/2018	1,276.70	0.00	1,276.70	Check Entry Number: 001
		G/L Account: 501401-100-130	Lab Supplies					89.33
		G/L Account: 501401-100-130	Lab Supplies					366.96
		G/L Account: 500502-100-130	Boots & Rainwear					43.50
		G/L Account: 501401-100-130	Lab Supplies					54.16
		G/L Account: 501401-100-130	Lab Supplies					768.26
		G/L Account: 500502-100-130	Boots & Rainwear					43.50
027081	6/29/2018	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS JUNE3018CMILLERVISA	6/29/2018	302.93	0.00	302.93	Check Entry Number: 001
		G/L Account: 501401-100-110	Lab Supplies					38.28
		G/L Account: 501401-100-130	Lab Supplies					10.66
		G/L Account: 501401-100-110	Lab Supplies					212.27
		G/L Account: 501401-100-110	Lab Supplies					19.58
		G/L Account: 501401-100-110	Lab Supplies					22.16
027082	6/29/2018	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS JUNE3018APIERCEVISA	6/29/2018	339.60	0.00	339.60	Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies					72.88
		G/L Account: 501701-100-000	Office Supplies					31.31
		G/L Account: 501701-100-000	Office Supplies					36.24
		G/L Account: 501701-100-000	Office Supplies					36.24
		G/L Account: 501705-100-120	Computer Supplies					12.85
		G/L Account: 502305-100-120	Other Expense					150.00
027083	6/29/2018	0001011	U.S. BANK CORPORATE PAYMENT SYSTEMS JUNE3018JREHANAVISA	6/29/2018	1,198.15	0.00	1,198.15	Check Entry Number: 001
		G/L Account: 500401-100-640	Agriculture					833.09
		G/L Account: 501301-100-530	Maintenance Supplies					78.02
		G/L Account: 500503-100-000	Safety Items					189.04
027084	6/29/2018	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			JUNE3018SSSCHUTZVISA	6/29/2018	1,329.23	0.00	1,329.23	
		G/L Account: 501401-100-130						521.18
		G/L Account: 501401-100-130						531.78
		G/L Account: 501401-100-130						11.22
		G/L Account: 501401-100-130						265.05
027085	6/29/2018	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS	6/29/2018	3,952.65	0.00	3,952.65	Check Entry Number: 001
		JUNE3018WSHEHVISA						
		G/L Account: 501705-100-000						1.49
		G/L Account: 501705-100-000						988.03
		G/L Account: 501705-100-000						11.99
		G/L Account: 500601-100-000						153.48
		G/L Account: 501705-100-000						371.14
		G/L Account: 500601-100-000						15.85
		G/L Account: 501705-100-000						108.80
		G/L Account: 501705-100-000						244.68
		G/L Account: 501705-100-000						24.98
		G/L Account: 501705-100-000						189.76
		G/L Account: 501705-100-000						138.07
		G/L Account: 501705-100-000						429.00
		G/L Account: 501705-100-000						7.99
		G/L Account: 501705-100-000						149.64
		G/L Account: 501705-100-000						59.80
		G/L Account: 500602-100-000						336.53
		G/L Account: 500602-100-000						413.93
		G/L Account: 501705-100-000						175.84
		G/L Account: 501705-100-000						128.29
		G/L Account: 501705-100-000						41.31
		G/L Account: 501705-100-000						147.23
		G/L Account: 501705-100-000						59.37
		G/L Account: 501705-100-000						14.13
027086	6/29/2018	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS	6/29/2018	177.70	0.00	177.70	Check Entry Number: 001
		JUNE3018MCLAUSONVISA						
		G/L Account: 501401-100-130						177.70
027087	6/29/2018	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS	6/29/2018	376.56	0.00	376.56	Check Entry Number: 001
		JUNE3018SCURRIERVISA						
		G/L Account: 502506-100-510						16.11
		G/L Account: 502506-100-510						14.00
		G/L Account: 501301-100-510						19.04
		G/L Account: 501701-100-000						133.97
		G/L Account: 500603-100-510						20.60
		G/L Account: 501401-100-130						71.69
		G/L Account: 501301-100-510						16.32
		G/L Account: 502301-100-510						84.83
027088	6/29/2018	0001040	WAVE	6/29/2018	69.90	0.00	69.90	Check Entry Number: 001
		JUNE3018 81333501003						
		G/L Account: 500601-100-000						69.90
027089	6/29/2018	0001045	Miaja McCausy	6/29/2018	84.44	0.00	84.44	Check Entry Number: 001
		JUNE3018 SAFETY BOOT						
		G/L Account: 500502-100-510						84.44
027090	6/29/2018	0001047	Calderson Janitorial Services	6/29/2018	650.00	0.00	650.00	Check Entry Number: 001
		JUNE3018 INV035						
		G/L Account: 500901-100-000						650.00
027091	6/29/2018	0001051	Concord Locksmith	6/29/2018	149.03	0.00	149.03	Check Entry Number: 001
		JUNE3018 INV3131						
		G/L Account: 501302-100-000						149.03
027092	6/29/2018	0001058	Bay Area News Group Circulation	6/29/2018	255.53	0.00	255.53	Check Entry Number: 001
		JUNE3018 4837701						
		G/L Account: 501704-100-000						255.53
027093	6/29/2018	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS	6/29/2018	90.72	0.00	90.72	Check Entry Number: 001
		JUNE3018JSHANNONVISA						
		G/L Account: 502506-100-000						90.72
027094	6/29/2018	0001088	Verizon Wireless	6/29/2018	1,597.27	0.00	1,597.27	Check Entry Number: 001
		JUNE3018 342197518						
		G/L Account: 500602-100-000						1,597.27
027095	6/29/2018	0001094	Rose Freedman	6/29/2018	84.00	0.00	84.00	Check Entry Number: 001
		JUNE3018 REIMBURSEME						
		G/L Account: 502305-100-000						84.00
			Other Expense					
			Report Totals:		144,239.24	0.00	144,239.24	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027096	6/29/2018	0000015	Health Care Dental Trust JUNE2918 DENTAL INS	6/29/2018	3,000.00	0.00	3,000.00
		G/L Account: 612101-100-000	Dental Insurance				3,000.00
027097	6/29/2018	0000249	James A. Murray JUNE2918 REIMBURSEME	6/29/2018	9.92	0.00	9.92
		G/L Account: 502305-100-000	Other Expense				9.92
027098	6/29/2018	0000313	Contra Costa Water District JUNE2918 INVL911089	6/29/2018	4.71	0.00	4.71
		G/L Account: 502601-100-000	Electric, Gas & Water				4.71
		G/L Account: 502601-100-000	JUNE2918 L911070	6/29/2018	1,298.43	0.00	1,298.43
		G/L Account: 502601-100-000	Electric, Gas & Water				1,298.43
			Check 027098 Total:		1,301.14	0.00	1,301.14
027099	6/29/2018	0000324	Diablo Trophy JUNE2918 INV14375	6/29/2018	11.42	0.00	11.42
		G/L Account: 502305-100-000	Other Expense				11.42
027100	6/29/2018	0000482	City of Antioch Marina JUNE2918 INV5812	6/29/2018	100.00	0.00	100.00
		G/L Account: 502305-100-000	Other Expense				100.00
027101	6/29/2018	0000810	Liebert Cassidy JUNE2918 INV1480038	6/29/2018	4,647.00	0.00	4,647.00
		G/L Account: 501803-100-000	Legal Counsel				4,647.00
		G/L Account: 501803-100-000	JUNE2918 INV1460040	6/29/2018	975.50	0.00	975.50
		G/L Account: 501803-100-000	Legal Counsel				975.50
		G/L Account: 501803-100-000	JUNE2918 INV1481287	6/29/2018	1,800.00	0.00	1,800.00
		G/L Account: 501803-100-000	Legal Counsel				1,800.00
			Check 027101 Total:		7,422.50	0.00	7,422.50
027102	6/29/2018	0000969	Ots Elevator Company JUNE2918 INVS65389N	6/29/2018	1,331.40	0.00	1,331.40
		G/L Account: 501807-100-000	Security Services				1,331.40
			Report Total:		13,178.38	0.00	13,178.38



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

UNUSUAL ITEMS LIST

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT OF CHECK</b>	<b>VENDOR &amp; DESCRIPTION</b>
May 15, 2018	26953	13,335.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	26955	2,791.91	Bay Auto Body – Vehicle Repairs
“ “ “	26960	1,667.13	Spark Creative Design – Invasive Species Brochures
“ “ “	26971	1,254.00	Guardian Security Agency – Security Services
“ “ “	26972	1,260.00	Sacks, Ricketts & Case, LLP – Professional Legal Services Investigation
May 31, 2018	26986	2,440.00	CCC Environmental Health – Health Permit 2018/2019
“ “ “	26994	2,050.94	Spark Creative Design – Rats/Mice Brochures
“ “ “	27010	3,145.16	Concord Locksmith – Installation Security Card Access for District Office
“ “ “	27014	1,729.48	Verizon Wireless – Cellular Phone and iPad Monthly Service Charges
“ “ “	27015	1,048.39	Joseph Bradley Wright – Employment Interview Expenses and Reimbursement
June 15, 2018	27026	8,748.90	ADAPCO, Inc. – Lab Supplies
“ “ “	27036	1,564.90	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	27046	1,501.00	Guardian Security Agency – Security Services
“ “ “	27047	25,000.00	AMCA Research Fund – Research Projects
June 29, 2018	27101	7,422.50	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	27102	1,331.40	Otis Elevator Company – 2018/2019 Service Contract
“ “ “	27066	6,025.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	27072	1,062.00	Guardian Security Agency – Security Services
“ “ “	27094	1,597.27	Verizon Wireless – Cellular Phone and iPad Monthly Service Charges

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
INVESTMENT ACTIVITY REPORT  
APRIL & MAY 2018

**Month of April**

<b>Transaction Number</b>	<b>Date</b>	<b>Wells Fargo</b>	<b>LAIF</b>	<b>Bank of the West</b>
<b>Beginning Balance</b>	<b>4/1/2018</b>	<b>78,829.88</b>	<b>6,734,603.40</b>	<b>369,475.38</b>
1	4/12/2018		(153,000.00)	153,000.00
2	4/13/2018		24,911.67	
3	4/16/2018	2,076,782.88		
4	4/25/2018	896.13		
5	4/25/2018	(2,150,000.00)	2,150,000.00	
6	4/25/2018	(25.00)		
7	4/30/2018		(263,000.00)	263,000.00
8	4/30/2018			(451,640.87)
<b>Ending Balance</b>	<b>4/30/2018</b>	<b>6,483.89</b>	<b>8,493,515.07</b>	<b>333,834.51</b>

**Month of May**

<b>Transaction Number</b>	<b>Date</b>	<b>Wells Fargo</b>	<b>LAIF</b>	<b>Bank of the West</b>
<b>Beginning Balance</b>	<b>5/1/2018</b>	<b>6,483.89</b>	<b>8,493,515.07</b>	<b>333,834.51</b>
1	5/10/2018	16,827.32		
2	5/23/2018	896.13		
3	5/23/2018		(150,000.00)	150,000.00
4	5/24/2018	1,908.31		
5	5/29/2018	92.43		
6	5/29/2018		(212,000.00)	212,000.00
7	5/30/2018			(427,447.38)
<b>Ending Balance</b>	<b>5/31/2018</b>	<b>26,208.08</b>	<b>8,131,515.07</b>	<b>268,387.13</b>

**INVESTMENT ACTIVITY REPORT  
DESCRIPTIONS OF TRANSACTION  
APRIL & MAY 2018**

**Month of April**

**Transaction**

**Number**

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 LAIF Quarterly Interest
- 3 Deposit of Property Tax Proceeds in Wells Fargo Bank
- 4 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 5 Transfer Property Tax Proceeds from Wells Fargo to LAIF
- 6 Wire Fee for Transfer from Wells Fargo Bank To LAIF
- 7 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 8 Withdrawals and Checks Cleared for Payroll & Vendor Checks from Bank of the West

**Month of May**

**Transaction**

**Number**

- 1 Deposit of Miscellaneous Checks in Wells Fargo Bank
- 2 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 3 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 4 Transfer from VCJPA Insurance Refund in Wells Fargo Bank
- 5 Deposit of Contract Billing & Miscellaneous Checks in Wells Fargo Bank
- 6 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 7 Withdrawals and Checks Cleared for Payroll & Vendor Checks from Bank of the West

I certify that this report reflects all cash and investments and is in conformity with the Investment Policy of the District adopted on July 10, 2017. The investment program herein shown provides sufficient cash flow liquidity to meet the next six months expenditures.

Respectfully submitted,

Paula Macedo

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 June 28, 2018

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

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

May 2018 Statement

Effective Date	Transaction Date	Tran Type	Tran Confirm Number	Authorized Caller	Amount
5/14/2018	5/14/2018	RW	1570621	PAULA MACEDO	-150,000.00
5/29/2018	5/25/2018	RW	1571599	PAULA MACEDO	-212,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	8,493,515.07
Total Withdrawal:	-362,000.00	Ending Balance:	8,131,515.07

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 June 28, 2018

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

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

April 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/12/2018	4/12/2018	RW	1566153	PAULA MACEDO	-153,000.00
4/13/2018	4/12/2018	QRD	1567958	SYSTEM	24,911.67
4/25/2018	4/24/2018	RD	1569397	PAULA MACEDO	2,150,000.00
4/30/2018	4/27/2018	RW	1569691	PAULA MACEDO	-263,000.00

Account Summary

Total Deposit:	2,174,911.67	Beginning Balance:	6,734,603.40
Total Withdrawal:	-416,000.00	Ending Balance:	8,493,515.07

**FY 18/19 Budget Year  
July Board Packet**

ACCOUNT		Adopted	YTD as of 6.28.18	FY 17/18 Adopted VS Actual
		FY17/18	FY17/18	% Change
<b>SALARIES AND WAGES</b>				
601000	Payroll & OT	3,182,002	3,132,230	-1.56%
	Payroll - Temps	110,000	55,749	-49.32%
611100	Retirement	1,257,191	1,270,979	1.10%
611400	OASDI	247,000	196,804	-1.56%
611500	Medicare		46,336	
612100	Health Insurance	624,965	615,602	-1.50%
613100	Unemployment	30,000	31,264	36.61%
612200	Disability Ins		9,718	
	Other Post Employment Benefits	145,000	176,000	21.38%
	<b>Subtotal</b>	<b>5,596,158</b>	<b>5,534,683</b>	<b>-1.10%</b>
	<b>OPERATIONS</b>	<b>200,000</b>	<b>113,842</b>	<b>-43.08%</b>
500401	040 - Agriculture	200,000	113,842	-43.08%
	<b>050 - Clothing/Personal Supplies</b>	<b>28,500</b>	<b>22,028</b>	<b>-22.71%</b>
500501	1 - Uniform Rental	14,400	12,413	-13.80%
500502	2 - Boots, Rainwear	3,800	4,081	7.39%
500503	3 - Safety Items	10,300	5,535	-46.26%
	<b>060 - Communications</b>	<b>23,900</b>	<b>29,022</b>	<b>21.43%</b>
500601	1 - Telecommunication Service	13,000	9,951	-23.45%
500602	2 - Two-Way Radios - Cell phone	10,900	19,071	74.96%
a4	<b>090 - Household Expense</b>	<b>21,700</b>	<b>17,718</b>	<b>-18.35%</b>
500901	1 - Janitorial Services	10,000	11,350	13.50%
500902	2 - Janitorial Supplies	4,200	668	-84.09%
500903	3 - Landscaping Services	7,500	5,700	-24.00%
a5	<b>100 - Insurance</b>	<b>281,726</b>	<b>279,857</b>	<b>-0.66%</b>
501001	1 - Worker's Compensation	188,506	188,506	0.00%
501002	2 - Liability/Property Insurance	93,220	91,351	-2.00%
	<b>120 - Maintenance/Equipment</b>	<b>42,500</b>	<b>28,952</b>	<b>-31.88%</b>
501201	1 - Auto Supplies	9,000	4,260	-52.66%
501202	2 - Contractual Repairs	10,000	11,314	13.14%
501203	3 - Repair Parts	22,000	11,933	-45.76%
501204	4 - Service Contracts	1,500	1,445	-3.68%
	<b>130 - Maintenance/Bldg. &amp; Grounds</b>	<b>25,450</b>	<b>65,032</b>	<b>155.53%</b>
501301	1 - Maintenance Supplies	8,150	5,305	-34.90%
501302	2 - Contractual Repairs	12,000	11,362	-5.32%
501303	3 - Building Materials	5,300	1,400	-73.59%
501401	140 - Lab Supplies	38,500	22,591	-41.32%
501501	150 - Professional Memberships	25,000	24,374	-2.50%
	<b>170 - Office Expense</b>	<b>36,040</b>	<b>41,132</b>	<b>14.13%</b>
501701	1 - Office Supplies	11,500	9,643	-16.15%
501702	2 - Postage	5,540	3,391	-38.79%
501703	3 - Other (Petty Cash)	300	-	-100.00%
501704	4 - Books/Magazines	1,700	935	-44.98%
501705	5 - Computer Supplies	17,000	27,162	59.78%
	<b>180 - Professional/Special Services</b>	<b>168,031</b>	<b>229,032</b>	<b>36.30%</b>
501801	1 - Auditing Services	14,475	5,705	-60.59%
501802	2 - Aviation Services	27,000	-	-100.00%
501803	3 - Legal Counsel	20,000	107,883	439.41%
501804	4 - Medical Services	1,200	1,385	15.42%
501805	5 - IEDA	8,856	9,168	3.52%

		Adopted	YTD as of 6.28.18	FY 17/18 Adopted VS Actual
ACCOUNT		FY17/18	FY17/18	% Change
501806	6 - Financial Services	10,000	9,772	-2.28%
501807	7 - Security Services	4,200	12,904	207.24%
501808	8 - Permits	9,200	2,977	-67.65%
501809	9 - Misc. Services	53,000	25,240	-52.38%
501810	10 - Engineers Report	9,100	9,100	0.00%
501811	11 - Outside Printing	11,000	5,658	-48.56%
501901	190 - Advertisements & Notices	69,747	37,874	-45.70%
502001	200 - Rentals/Leases	6,500	232	-96.44%
502203	220 - Small Tools/Instruments	8,400	1,135	-86.48%
	<b>230 - District Special Expense</b>	<b>28,250</b>	<b>58,591</b>	<b>107.40%</b>
502301	1 - Source Reduction/Wetlands	-	85	100.00%
502304	4 - Safety Program	10,000	7,181	-28.19%
502305	5 - Other Expense	18,250	51,326	181.24%
	<b>250 - Transportation/Travel</b>	<b>108,345</b>	<b>443,458</b>	<b>309.30%</b>
502501	1 - Gasoline	60,000	46,370	-22.72%
502502	2 - Trustee Allowance / Reimbursement	15,000	61	-99.60%
502503	3 - Authorized Travel	20,445	12,545	-38.64%
502504	4 - In Lieu Of Travel	-	-	
502506	6 - Training	12,900	13,416	4.00%
502507	7 - Employee Development	-	-	100.00%
502601	260 - Electric, Gas & Water	35,000	58,704	67.73%
502801	280 - Research Projects	25,000	25,000	0.00%
409607	340 - Taxes & Assessments	340,000	287,362	-15.48%
503451	345 - Contingency Fund	-	-	
	<b>Subtotal</b>	<b>1,512,589</b>	<b>1,328,665</b>	<b>-12.16%</b>
	<b>CAPITAL</b>			
240 101010	350 - Land			
703600	360 - Structures and Improvements	-	5,238.91	100.00%
703710	371 - Vehicles	90,116.00	99,150.47	10.03%
703720	372 - Equipment	63,394.00	23,531.79	-62.88%
	<b>Subtotal</b>	<b>153,510.00</b>	<b>127,921.17</b>	<b>-16.67%</b>
	<b>TOTAL EXPENDITURES</b>	<b>7,262,257.00</b>	<b>6,991,268.91</b>	<b>-3.73%</b>
	<b>PROJECTED REVENUES</b>			
	Property Taxes	5,307,697.00	5,469,099.53	3.04%
409893	Benefit Assessment	2,029,000.00	2,035,214.60	0.31%
409910	Contract Billing	50,000.00	38,917.62	-22.16%
401900	Interest Income (LAIF)	45,000.00	70,915.92	57.59%
409979	Miscellaneous	70,000.00	103,415.89	47.74%
409940	Medical Reimbursement	88,000.00	83,324.46	-5.31%
	<b>TOTAL REVENUES</b>	<b>7,589,697</b>	<b>7,800,888</b>	<b>2.78%</b>
			-	
	<b>ENDING BALANCE</b>	<b>327,440.00</b>	<b>809,619.11</b>	
	Transfer (from) to Reserves			
	<b>Designated Reserves</b>			
	Africanized Honey Bee	165		
	Emerging Disease Surveillance	1,500		
	Building Fund	1,223		
	Investment Policy 6 Months Cash Flow	-		
	Public Health Emergency	1,000		
	<b>Total Committed Reserves</b>	<b>3,888</b>		

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

**Resolution of the Contra Costa Mosquito and Vector Control District to Continue a Mosquito and 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**

**RESOLUTION 18-2**

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 9<sup>th</sup> day of July 2018, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS the Contra Costa Mosquito and Vector Control District (the "District") is an independent special district formed and governed pursuant to California Health and Safety Code Section 2000, et seq.; and

WHEREAS the District's jurisdiction encompasses all that area lying within the boundaries of Contra Costa County; and

WHEREAS the District is governed by a Board of Trustees representing the cities and the county of Contra Costa County; and

WHEREAS, the District is authorized to take all necessary and appropriate action to control mosquitoes and other vectors within the District boundaries; and

WHEREAS, mosquito and vector surveillance and control is necessary on a continuous, routine, and area-wide basis to enhance the economic development, recreational use and enjoyment of property and the protection of health; and

WHEREAS, California Health and Safety Code Section 2291 provided at the time of adoption of Resolution 96-5 that the District could conduct vector surveillance and control projects, and Section 2291.1 provided that the District Board could determine whether a project is for the common benefit of the District as a whole or for the benefit of one or more zones, and Section 2291.2 provided that the District could finance the cost of vector surveillance and control projects by assessment upon property; and

WHEREAS, by Resolution 96-5, adopted June 17, 1996, the District instituted a mosquito and vector surveillance and control project for the benefit of four zones and assessments to finance such project; and



WHEREAS, Resolution 96-5 was adopted after proper notice and hearing; and

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 9, 2018 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

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

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 9, 2018 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 9, 2018, for fiscal year 2018 – 2019, beginning July 1, 2018.
3. The amounts of assessments levied upon parcels for fiscal year 2018 - 2019 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

I, H. RICHARD MANK, 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 July 9, 2018, by the following vote.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

---

H. Richard Mank  
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 to Continue a Mosquito and 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**

**RESOLUTION 18-2**

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WHEREAS the Contra Costa Mosquito and Vector Control District (the "District") is an independent special district formed and governed pursuant to California Health and Safety Code Section 2000, et seq.; and

WHEREAS the District's jurisdiction encompasses all that area lying within the boundaries of Contra Costa County; and

WHEREAS the District is governed by a Board of Trustees representing the cities and the county of Contra Costa County; and

WHEREAS, the District is authorized to take all necessary and appropriate action to control mosquitoes and other vectors within the District boundaries; and

WHEREAS, mosquito and vector surveillance and control is necessary on a continuous, routine, and area-wide basis to enhance the economic development, recreational use and enjoyment of property and the protection of health; and

WHEREAS, California Health and Safety Code Section 2291 provided at the time of adoption of Resolution 96-5 that the District could conduct vector surveillance and control projects, and Section 2291.1 provided that the District Board could determine whether a project is for the common benefit of the District as a whole or for the benefit of one or more zones, and Section 2291.2 provided that the District could finance the cost of vector surveillance and control projects by assessment upon property; and

WHEREAS, by Resolution 96-5, adopted June 17, 1996, the District instituted a mosquito and vector surveillance and control project for the benefit of four zones and assessments to finance such project; and

WHEREAS, Resolution 96-5 was adopted after proper notice and hearing; and

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 9, 2018 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

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

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 9, 2018 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 9, 2018, for fiscal year 2018 – 2019, beginning July 1, 2018.
3. The amounts of assessments levied upon parcels for fiscal year 2018 - 2019 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

I, H. RICHARD MANK, 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 July 9, 2018, by the following vote.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

---

H. Richard Mank  
Secretary, Board of Trustees



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Public Affairs Director  
**Department:** Public Affairs  
**FLSA Employment Status:** Exempt

**Salary Range:** \$6,609 - \$8,829

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### ESSENTIAL FUNCTION

Under the supervision of the Administrative Services Manager, develops, executes, and implements a comprehensive public relations program, supervises communication plans and media strategies, serves as communications counsel to District staff, coordinates crisis communication, community affairs, public outreach, internal communications programs, oversees media events, and develops and maintains relationships with media for the benefit of the District. Serves as the primary District spokesperson with media representatives and collaborates on media responses. Supervises departmental staff.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public speaking, preparation of printed materials such as press releases and brochures.

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### PRIMARY DUTIES

Develops, directs, oversees, and implements a comprehensive public relations program. Evaluates strategic communication plans and serves as primary District spokesperson with media representatives on location or at news studios or news rooms; develops and directs media responses. Maintains extensive public speaking engagements to a variety of city, government, and community organizations. Supervises the creation of and collaborates on public education materials such as films, videos, presentations, and public service announcements. Develops, writes and edits feature articles, bylines, white papers, media releases, literature, reports, and letters to the editor. Supervises the creation of and collaborates on District advertising and Internet content. Works extensively with local and broadcast news agencies, reporters and representatives to ensure consistent and correct message dissemination, and to build positive working relationships. Under the general direction of the Administrative Services Manager, oversees department budget preparation and management. Researches and provides Public Relations related training and resources to departmental staff. Serves as communications counsel to District staff. Responds to inquiries and provides information to the media and public. Researches and provides media training to trustees and District staff. Develops, coordinates, and implements crisis and message responses. Updates and maintains District communication plan. Provides effective communication with subordinates as well as with other departments and managers. Interacts with local health and government agencies. Supervises and collaborates on community relations activities to increase public profile of the District. Participates in cross-functional committees and meetings to ensure communication tactics are timely and responsive. Develops and implements internal employee appreciation program.

**Job Title:** Public Affairs Director  
**Department:** Public Affairs  
**FLSA Employment Status:** Exempt

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

Standard methods and practices related to the preparation, publication and distribution of media releases, media materials, public service announcements, and videos;

Standard principles and practices of journalism and effective media relations;

Standard public/community relations, communications, customer service, and information presentation methods and procedures;

Principles and methods of graphics design, video scriptwriting and production;

Principles of effective communications;

Internet, photography, design, layout, basic printing, and composition;

Computer programs in the areas of word processing, publications, and spreadsheets, as well as video scriptwriting and production skills.

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

Communicate effectively with subordinates and supervisors/managers;

Supervise staff;

Understand and maintain AP style guidelines;

Be dynamic and engaging;

Conduct interviews with media on location or at news agencies;

Possess excellent interpersonal skills and communicate effectively in a technical environment to a non-technical public;

Learn the principles of public health, epidemiology and integrated pest management;

Effectively disseminate messages and themes to the public, the media, and city and county officials;

Prepare, coordinate and news releases, articles, correspondence, booklets, brochures, and other materials for publication; oversee the preparation of advertisements, social media posts, website artless and other online materials;

Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events.

Establish and maintain effective working relationships with those contacted in the course of work;

Build and maintain cooperative relations with public, local agency, and media personnel.

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**QUALIFYING TRAINING AND EXPERIENCE**

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

**EDUCATION:** A Bachelor's degree with major course work in mass communications, public relations, journalism, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism and public relations. Experience in a supervising or management capacity preferred.

**Job Title:** Public Affairs Director  
**Department:** Public Affairs  
**FLSA Employment Status:** Exempt

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### **REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California State Class C driver's license, with a good driving record as required to be insurable with the District's self-insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D within 2 years of employment.

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**Specifications Approved by: Board of Trustees on**

**Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt

Appointment and Removal Authority: General Manager



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Public Information and Technology Officer

**Salary Range:** \$6,287 - \$8,399

**Department:** Public Affairs

**FLSA Employment Status:** Non-Exempt

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### ESSENTIAL FUNCTION

Under the supervision of the Public Affairs Director, develops and executes communication strategies; serves as communications counsel to District staff; develops and maintains the District's online presence including all social media and the District's website; conducts community affairs, public outreach, and internal communications programs; develops video content, facilitates public opinion surveys and collaborates on advertising.

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### DISTINGUISHING CHARACTERISTICS

Must have professional poise and demeanor, as well as excellent oral and written communication skills. Must have proven, dynamic speaking abilities with the ability to communicate to a variety of audiences of diverse backgrounds. Must have experience in public relations activities involving public speaking, good knowledge of photography, design, layout, basic printing, and composition.

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### PRIMARY DUTIES

Under the supervision of the Public Affairs Director, collaborates on the development, implementation, and evaluation of strategic communication plans and on the development of media responses. Serves as a District spokesperson as needed and works closely with District staff to respond to public inquiries and/or complaints. Maintains public speaking engagements to a variety of city, government and community organizations. Creates and collaborates on public education materials such as films, videos, presentations, public service announcements, and displays. Serves as communications counsel to the District staff. Under the supervision of the Public Affairs Director, develops, creates and implements social media content, and designs, creates and maintains the District website. Designs, creates and conducts surveys and responds to inquiries; provides information to the media and public; investigates and responds to negative feedback or issues. Interacts with local health and government agencies. Maintains relationships with District Public Relations vendors and conducts paid advertising. Designs, creates, and places advertisements in local newspapers, radio, television, the Internet, and in public areas including outdoor signage and vehicle signage using graphic design and copy writing skills. Collaborates on community relations activities to increase public profile of the District. Participates in cross-functional committees and meetings to ensure communication tactics are timely and responsive.

**Job Title:** Public Information and Technology Officer  
**Department:** Public Affairs  
**FLSA Employment Status:** Non-Exempt

---

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

Computer programs in the areas of web design, social media design, video production, word processing, publications, and spreadsheets, as well as the Internet;  
Standard methods and practices related to web design, social media, and videos;  
Standard principles and practices of journalism and effective public relations;  
Standard public/community relations, communications, customer service, and information presentation methods and procedures;  
Principals and methods of graphics design, reprographics and video production;  
Principles of effective communications.

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

Understand and maintain AP style guidelines;  
Be dynamic and engaging when communicating with the public or District employees;  
Interview with media on location or at news agencies;  
Communicate effectively in a technical environment to a non-technical public;  
Learn the principles of public health, epidemiology, and integrated pest management;  
Effectively disseminate messages and themes to the public, the media, the Internet, and city and county officials;  
Prepare and coordinate advertisements, social media posts, website articles, correspondence, and other materials;  
Work outside typical hours in order to provide presentations, attend fairs, or participate in county or state related events;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Build and maintain cooperative relations with public, local agency and media personnel.

---

### **QUALIFYING TRAINING AND EXPERIENCE**

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

**EDUCATION:** A Bachelor's degree with major course work in mass communications, public relations, journalism, English or related field.

**EXPERIENCE:** Five (5) years of professional level experience in media, journalism and public relations.

---

### **REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California State Class C driver's license, with a good driving record as required to be insurable with the District's self-insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D within 2 years of employment.



**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager

### 3 Year look back of Actuals VS Proposed Budget

SALARIES AND WAGES	FY16 (15/16)	FY17 (16/17)	FY18 (17/18)	Proposed FY19	Δ FY17 VS 18	Δ FY18 VS 19
Payroll & OT	2,953,820	3,101,414	3,132,230	3,351,486	1.0%	7.0%
Payroll - Temps	121,855	103,862	55,749	150,000	-46.3%	169.1%
Retirement	1,268,640	1,216,842	1,270,979	1,216,950	4.4%	-4.3%
OASDI/Medicare	235,855	251,931	243,140	267,864	-3.5%	10.2%
Health Insurance	590,000	609,470	615,602	646,382	1.0%	5.0%
Unempl't & Disability Insurance	28,677	31,828	40,982	42,211	28.8%	3.0%
Other Post Employment Benefits	145,000	145,000	176,000	176,000	21.4%	0.0%
<b>Subtotal</b>	<b>5,343,847</b>	<b>5,460,347</b>	<b>5,534,683</b>	<b>5,850,894</b>	<b>1.36%</b>	<b>5.71%</b>
<b>OPERATIONS</b>						
Agriculture	135,445	171,668	113,842	200,000	-33.7%	75.7%
Clothing/Personal Supplies	16,919	26,440	22,028	28,500	-16.7%	29.4%
Communications	17,167	19,296	29,022	36,000	50.4%	24.0%
Household Expenses	14,024	13,952	17,718	21,700	27.0%	22.5%
Insurance-Workers Compensation	130,806	131,087	188,506	166,681	43.8%	-11.6%
Insurance-Liability/Property	79,102	94,669	91,351	115,045	-3.5%	25.9%
Maintenance/Equipment	33,747	38,148	28,952	34,300	-24.1%	18.5%
Maintenance/Bldg. & Grounds	13,483	20,650	18,067	29,500	-12.5%	63.3%
Lab Supplies	27,744	16,010	22,591	54,000	41.1%	139.0%
Professional Memberships	21,842	22,300	24,374	25,000	9.3%	2.6%
Office Expense	28,057	29,763	41,132	59,140	38.2%	43.8%
Professional/Special Services	88,620	89,077	189,791	307,135	113.1%	61.8%
Advertisements & Notices	54,637	53,870	37,874	53,870	-29.7%	42.2%
Rentals/Leases	0	510	232	6,500	-54.6%	2705.5%
Small Tools/Instruments	2,723	6,508	1,135	8,400	-82.6%	639.8%
District Special Expense	14,448	36,402	58,591	40,100	61.0%	-31.6%
Transportation/Travel	87,390	73,935	72,392	110,134	-2.1%	52.1%
Electric, Gas & Water	26,739	33,426	58,704	65,000	75.6%	10.7%
Research Projects	25,000	-	25,000	25,000		0.0%
Taxes & Assessments	337,273	338,195	287,362	338,195	-15.0%	17.7%
<b>Subtotal</b>	<b>1,155,166</b>	<b>1,215,906</b>	<b>1,328,665</b>	<b>1,724,200</b>	<b>9.27%</b>	<b>29.77%</b>
<b>CAPITAL</b>						
350 - Land	0	-				
360 - Structures and Improvements	30,300	21,402	5,239	36,500	-75.5%	596.7%
371 - Vehicles	58,617	155,566	99,150	107,000	-36.3%	7.9%
372 - Equipment	54,532	51,982	23,532	110,003	-54.7%	367.5%
<b>Subtotal</b>	<b>143,449</b>	<b>228,950</b>	<b>127,921</b>	<b>253,503</b>	<b>-44.13%</b>	<b>98.17%</b>
<b>Total Expenses</b>	<b>6,642,462</b>	<b>6,905,203</b>	<b>6,991,269</b>	<b>7,828,597</b>	<b>1.25%</b>	<b>11.98%</b>
Property Taxes	4,771,963	5,401,903	5,469,100	5,633,173	1.2%	3.0%
Benefit Assessment	2,010,813	2,019,712	2,035,215	2,038,000	0.8%	0.1%
Contract Billing	20,532	58,156	38,918	42,000	-33.1%	7.9%
Interest Income (LAIF)	17,539	34,139	70,916	74,462	107.7%	5.0%
Miscellaneous	208,873	139,935	103,416	109,621	-26.1%	6.0%
Medical Reimbursement	85,990	74,292	83,324	89,760	12.2%	7.7%
<b>Total Rev</b>	<b>7,115,710</b>	<b>7,728,137</b>	<b>7,800,888</b>	<b>7,987,016</b>	<b>0.94%</b>	<b>2.39%</b>
Revenues Minus Expenditures	473,248	822,934	809,619	158,419	-1.6%	-80.4%

<b>Designated Reserves</b>		
Africanized Honey Bee	165,000	165,000
Emerging Disease Surveillance	1,500,000	1,500,000
Building Fund	1,222,584	1,222,584
Investment Policy 6 Months Cash Flow	3,452,602	3,495,634
Public Health Emergency	1,000,000	1,000,000
<b>Total Committed Reserves</b>	<b>7,340,186</b>	<b>7,383,218</b>

## CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

### INVESTMENT POLICY

#### I. POLICY STATEMENT

The Policy of the Contra Costa Mosquito and Vector Control District (District) shall be to invest all funds under the District's control in a manner that complies with all laws of the State of California, the policies of the District, and in accordance with prudent cash management principles including: Safety, Liquidity, Yield, Diversification, Prudence and Public Trust; using accurate cash projections; timely collection of revenues; control of disbursements; and cost-effective banking relationships.

#### II. SCOPE OF POLICY

This policy sets forth guidance for all funds and investment activities under the direction and control of the District. The District General Manager/Treasurer is responsible for the investment activities for those funds under his/her control.

#### III. OBJECTIVES

- A. **Safety:** The primary objective of this policy is to protect, preserve and maintain cash and investments of the District. Preservation of capital is the primary objective of the District. Every investment transaction shall strive to avoid capital losses arising from securities default and/or broker/dealer default.
- B. **Liquidity:** An adequate percentage of the portfolio will be maintained in liquid short-term securities which can be converted to cash as necessary to meet disbursement requirements. The liquidity requirements will be determined from time to time from projected cash flow reports.
- C. **Yield:** Within the constraints of safety and liquidity, and the requirements of law concerning permitted investments, the highest and best yield will be sought. The maximization of return will not transcend the objectives of capital preservation and liquidity.
- D. **Diversification:** The portfolio will be diversified to the extent required by law and to avoid incurring unreasonable and avoidable risk regarding specific security types or individual financial institutions. Excluding U.S. Government and agency securities

and securities which are fully collateralized in accordance with California Government Code Section 53601, no more than 10% of the portfolio may be invested in any one institution other than the Local Agency Investment Fund (LAIF).

- E. Prudence: This Investment Policy is based on the "prudent investor standard" which states that investments and management of public funds shall be accomplished with the exercise of that degree of care, skill, prudence and diligence, under circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character, and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.
- F. Public Trust: All participants in the investment process shall act as custodians of the public trust and maintain the highest standards of ethical conduct and fiduciary responsibility. Investment participants shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

#### IV. REPORTING

- A. The District General Manager/Treasurer shall submit a monthly Investment Activity Report to the Board of Trustees. This report will include the following items:
  - 1. Type of investments held
  - 2. Institution where investment is located
  - 3. Date of maturity if appropriate
  - 4. Activity since the last investment report
  - 5. Current market value of the securities with maturities over one year
  - 6. Original purchase price, if appropriate
  - 7. Rate of Interest on each investment held
  - 8. Rating of Money Market Fund if appropriate
  - 9. Statement that there are sufficient funds to meet the next bi-monthly's Six (6) months obligations
- B. Annually: The District General Manager/Treasurer shall prepare an annual report detailing the performance of the portfolio as of June 30th of each fiscal year. The annual report will be presented to the Board of Trustees each year at the September Board meeting. The Budget Committee will review this Investment Policy annually, and recommend changes deemed necessary.

**V. PERMITTED INVESTMENTS**

**A. The District General Manager/Treasurer shall be permitted to invest in the following financial investments:**

**1. Local Agency Investment Fund (LAIF):**

- The General Manager/Treasurer has authority to transfer all property tax, assessment and service charge revenues from the County Treasurer to LAIF, regardless of the amount.
- All transfers to or from the District by the General Manager/Treasurer for the general fund may not exceed \$500,000 per month. Transfers between \$500,000 and \$700,000 in any month will be made with the concurrence of the Budget Committee, and transactions in excess of \$700,000 in any month will require approval of the Board of Trustees. Transfers for VCJPA insurance premiums or prepaid employer retirement contributions paid in July or August of each year are exempt from this policy.
- All transfers to or from the District by the General Manager/Treasurer for project grants may not exceed \$500,000 per month. Transfers between \$500,000 and \$700,000 in any month will be made with the concurrence of the Budget Committee, and transactions in excess of \$700,000 in any month will require approval of the Board of Trustees.

**2. Interest Bearing Checking Account**

- All financial institutions used by the District must be covered by the Federal Deposit Insurance Corporation (FDIC) guarantee, which must cover the amount on deposit by the District if possible.
- The District will make all efforts to minimize balances in the District checking account exceeding FDIC limits.

**3. United States Treasury Money Market Fund**

- The fund must invest 100% of assets in direct obligations of the U.S. Treasury; such as Treasury bills, notes and repurchase agreements, all 100% collateralized as to principal and interest by U.S. Treasury obligations.

**4. Certificates of Deposit:**

- The principal amount of the investment must be federally insured.
- No more than the FDIC limit shall be invested with any one financial institution.
- Interest on the principal must be paid to the District monthly.
- All financial institutions must have an Irwin Union Quality Code Index of 85 or greater (Appendix A).

## VI. CONDITIONAL INVESTMENTS

A. The District General Manager/Treasurer shall be permitted to invest District funds in the following financial instruments only with approval of the Board of Trustees:

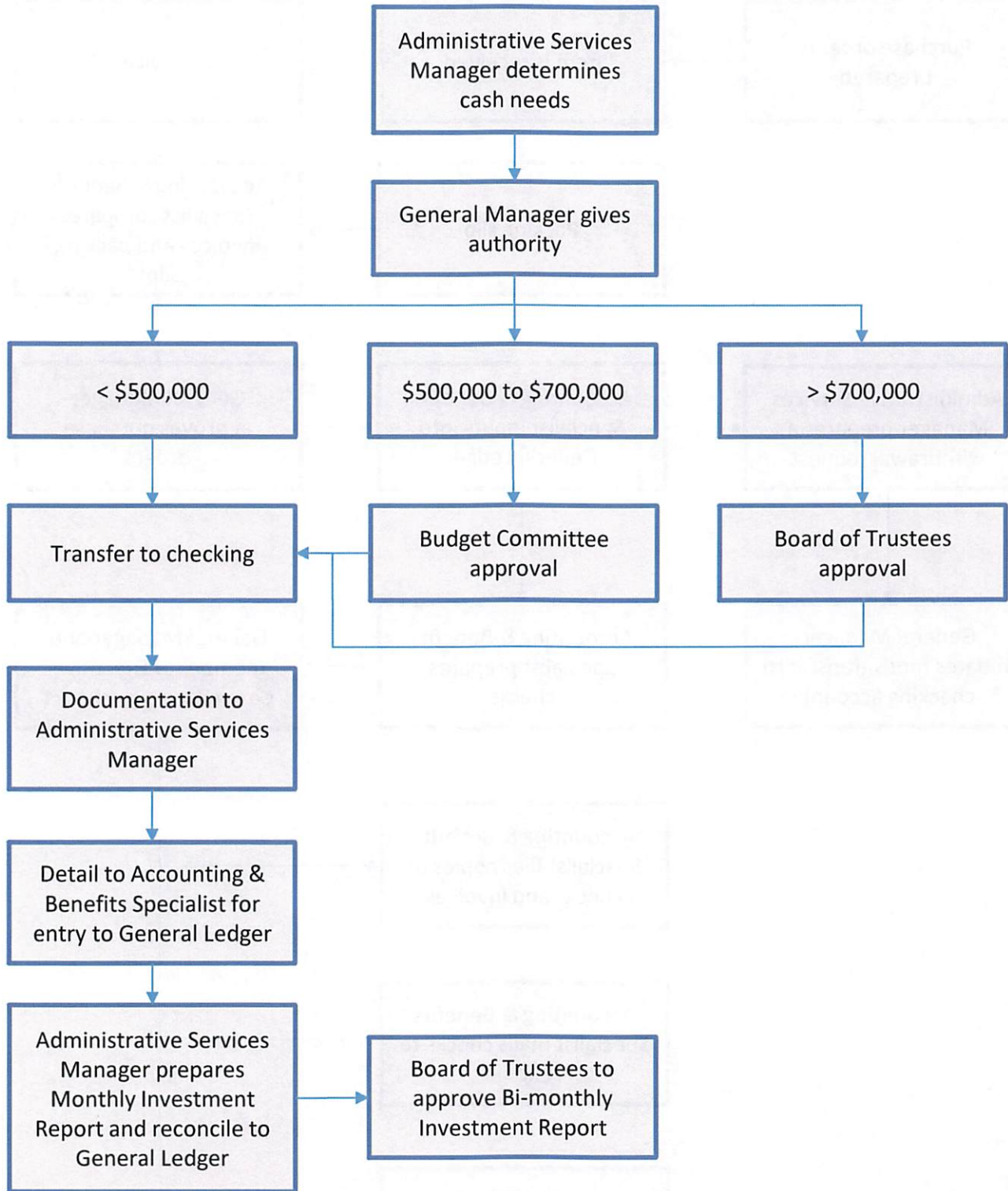
1. U.S. Treasury Bills and Notes (maximum maturity of five years)
2. U.S. Government and Agency Securities backed by the full faith and credit of the United States Government (maximum maturity of five years)
3. Bankers Acceptances (minimum rating of Moody's: A, maximum maturity of 180 days, no more than 40% of District surplus money in this type of investment and no more than 30% in any one commercial bank)
4. Commercial Paper (prime quality and highest rating of Moody's: A, maximum maturity of 180 days, no more than 15% of the District's surplus money in this type of investment and other requirements of Government Code Section 53601 (g))
5. Repurchase Agreements (maximum maturity of 30 days, authorized by Government Code 53601, collateral must be 102% or greater)
6. Medium Term Notes (maximum maturity of five years, minimum rating of Moody's AA, no more than 30% of the District's surplus money in this type of investment, and other requirements of Government Code Section 53601 (j))
7. Negotiable Certificates of Deposit (FDIC guarantee, maximum maturity of 2 years, minimum rating of Moody's: A+, and no more than 30% of the District's surplus money in this type of investment)

## VII. INTERNAL CONTROLS

The system of internal controls for warrants and investments (see flow charts - Appendix B and C) shall be established and reviewed on an annual basis. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentations of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. The most important controls are: separation of duties; separation of transaction authority from accounting and bookkeeping; custodial safekeeping when appropriate; delegation of authority; investment dollar limits; written confirmation of telephone transactions; minimizing the number of authorized investment officials; documentation of transactions; and annual review of controls by the District Auditor.

- A. The District General Manager/Treasurer is the primary individual authorized to transfer District funds (within the limits stated in section V.). Only in the absence of the General Manager/Treasurer can the Administrative Services Manager authorize the transfer of funds or sign warrants and only with the concurrence of the President of the Board of Trustees, or in the absence of the President, another member of the Board of Trustees Executive Committee.
- B. All checks drawn on the District Bank of the West account require a second signature from a member of the Executive Committee of the Board of Trustees.
- C. The District Administrative Services Manager will be the primary individual responsible for monitoring cash balances and bookkeeping of investment transactions.
- D. The District Accounting & Benefits Specialist will generate all checks and determine the funds necessary to cover said checks.
- E. A bi-monthly Investment Activity Report will be prepared and presented to the Board of Trustees for approval.
- F. A monthly Investment Activity Report will be prepared and sent to the Board of Trustees.
- G. Written confirmations will be obtained, and maintained on file, for all investment transactions.
- H. Where appropriate, all financial securities will be held by a third party custodial agency for safekeeping.
- I. The District will receive an independent review of all investment activities from a professional auditing firm on an annual basis.
- J. The District will maintain Fidelity Insurance coverage up to \$1,500,000 for unintentional, and \$2,000,000 for intentional, errors of District officials.

# Contra Costa Mosquito and Vector Control District Investments





## Contra Costa Mosquito and Vector Control District General Fund Disbursements

