



## ***BOARD OF TRUSTEES***

**\*\*MONDAY, MAY 13, 2019\*\***

DISTRICT OFFICE

155 Mason Circle

Concord, CA 94520

**7:00 PM**

### AGENDA

#### CALL TO ORDER:

Roll Call

Pledge of Allegiance

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

2. PUBLIC INPUT ON NON AGENDA ITEMS

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

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

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

#### CLOSED SESSION

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

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

Employee Group: Represented employees, SEIU 1021

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

*Protecting Public Health Since 1927*

#### BOARD OF TRUSTEES

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

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

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

Title: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. PRESENTATION

Lola Odunlami, for 5 years of service

7. CONSENT CALENDAR

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

- A. Minutes of the March 11, 2019 Board of Trustees Meetings
- B. Expenditures for February 2019 and March 2019
- C. Payroll Expenditures
- D. Investment Activity Report for February 2019 and March 2019
- E. Financial Report

8. REPORTS

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

9. ACTION ITEMS

- A. Personnel Committee Report
  - i. Approval of new position and job description for Administrative Analyst I and new title of Administrative Analyst II and updated job description for Administrative Assistant \*\*
  - ii. Approval of new position and job description for Laboratory Technician \*\*
  - iii. Approval of Strategic Alignment of Steps \*\*
- B. Board Review and Consideration for Purchase of Larvicides from Adapco and Clarke \*\*

10. INFORMATION ITEMS

A. Advance Planning Committee Report

B. Budget Committee Report

11. ADJOURNMENT

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



Natalie Martini, Administrative Assistant

5/03/2019

Date

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

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

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

MAY 13, 2019 BOARD MEETING

1-3. No comment

CLOSED SESSION

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

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

Employee Group: Represented employees, SEIU 1021

5. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SECTION 54956 (ONE CASE)

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

Title: General Manager

RETURN FROM CLOSED SESSION

REPORT FROM CLOSED SESSION

7. CONSENT CALENDAR

- A. Minutes of the March 11, 2019 Board of Trustees Meetings (*Pages 7-11*) – Approval of Minutes 19-2, Regular Board Meeting, held on March 11, 2019.
- B. Expenditures for February 2019 and March 2019 (*Pages 12-28*) – Approval of expenditures of February 1, 2019 through March 31, 2019 including checks No. 027656 through No. 027810, in the amount of \$455,180.29.
- C. Payroll Expenditures – Approval of payroll expenditures of February 1, 2019 through March 31, 2019, including checks No. 016121 through No. 016130 and Direct Deposit No. D03231 through No. D03376, in the amount of \$338,224.51.
- D. Investment Activity Report for February 2019 and March 2019 (*Pages 29-32*)
- E. Financial Report (*Pages 33-34*)

8. No comment

9. ACTION ITEMS

A. Personnel Committee Report - Trustee Diamond will report on the committee meeting that was held on April 30, 2019.

i. Approval of new position and job description for Administrative Analyst I and new title of Administrative Analyst II and updated job description for Administrative Assistant – staff has proposed new organizational structure for the front office, namely modifying the position of Administrative Assistant to incorporate new responsibilities and create a receptionist-level position to cover the front desk, calls and other duties as listed in the job description. Salary ranges were discussed with the Personnel committee but will be further discussed with the Budget committee and presented to the Board with the new budget. (*Pages 35-39*)

Recommendation – Approve the new position and job description for Administrative Analyst I and new title of Administrative Analyst II and updated job description for Administrative Assistant

ii. Approval of new position and job description for Laboratory Technician – staff has proposed the creation of the position of Laboratory Technician to aid with additional mosquito surveillance, insectary, resistance testing and other duties as listed in the job description. A salary range was discussed with the Personnel committee but will be further discussed with the Budget committee and presented to the Board with the new budget. (*Pages 40-41*)

Recommendation – Approve the new position and job description for Laboratory Technician

iii. Approval of Strategic Alignment of Steps – Administrative Services Manager Maria Bagley has proposed an alignment of the step increases across all unrepresented positions/classifications. (*Page 42*)

Recommendation – Approve the proposed Strategic Alignment of Steps as presented

B. Board Review and Consideration for Purchase of Larvicides from Adapco and Clarke - The District is currently looking for cost savings measures, including pre-purchasing larvicides that will be used during the season, for an average of 30% savings over purchasing them separately. The Operations Department is proposing to purchase VectoMax products from Adapco (not to exceed \$36,000.00) and 2,000 lbs. of Altosid from Clarke (not to exceed \$37,000.00). These amounts are above the General Manager’s authority limit, so Board

approval is requested. Operations Manager Brad Wright will present the cost savings and quantities to the Board and answer any questions at the meeting.

Recommendation – Approve the purchase of larvicides from Adapco and Clarke not to exceed \$36,000.00 and \$37,000.00 respectively.

10. INFORMATION ITEMS

- A. Advance Planning Committee Report – Trustee Clayton will report on the committee meeting that was held on April 8, 2019.
- B. Budget Committee Report – Trustee Carlston will report on the committee meeting that was held on April 29, 2019.

11. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 19-2

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 11, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Michael Krieg, President  
Perry Carlston, Vice President  
Richard Ainsley  
Soheila Bana  
Warren Clayton  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Peggie Howell  
Kevin Marker  
Richard Means  
James Murray  
Lola Odunlami  
Daniel Pellegrini  
Jim Pinckney  
Marshon Thomas

TRUSTEES ABSENT      Robert Lucacher  
Peter Pay  
Darryl Young

VACANCIES              El Cerrito, Hercules & San Pablo

OTHERS PRESENT      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Steve Schutz, Scientific Program Manager  
J Bradley Wright, Operations Manager  
Natalie Martini, Administrative Assistant  
Douglas Coty, Legal Counsel  
Christopher Doll  
Jason Descans

CALL TO ORDER

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

ROLL CALL

A roll call indicated that 16 Trustees were present, three were absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. PRESENTATION – Trustee Jim Fitzsimmons was recognized for 15 years of service. President Krieg introduced the newly appointed Trustees: Marshon Thomas representing the City of Brentwood and Kevin Marker representing the City of Orinda.

4. CONSENT CALENDAR

A. MINUTES – Minutes for Board meeting held on January 14, 2019.

B. EXPENDITURES FOR DECEMBER 2018 & JANUARY 2019 – Approval of expenditures of December 1, 2018 through January 31, 2019, including checks No. 027511 through No. 027655, in the amount of \$446,495.43.

C. PAYROLL FOR DECEMBER 2018 & JANUARY 2019 – Approval of payroll expenditures of December 1, 2018 through January 31, 2019, including checks No. 016114 through No. 016120 and Direct Deposit No. D03076 through No. D03230 in the amount of \$346,025.26.

D. INVESTMENT ACTIVITY REPORT FOR DECEMBER 2018 & JANUARY 2019

E. FINANCIAL REPORT

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

5. REPORTS

A. BOARD MEMBERS – President Krieg, Vice President Carlston and Trustee Ainsley reported on their attendance at the Annual MVCAC Conference. They reported finding the meeting very informative and expressed interest in the keynote speaker discussing preparing for the unknown, with a new vector borne disease coming our way. Discussion ensued regarding the status of the District's programs in relation to the core functions of a mosquito control agency as presented by the keynote speaker.

B. GENERAL MANAGER – General Manager Macedo updated the Board on the various meetings and conferences she attended, such as the labor relations conference (LCW), Contra Costa SDA quarterly meeting, the February Mayor's Conference, quarterly meeting of the Coastal Region - MVCAC, AMCA and MVCAC annual meetings, and VCJPA annual workshop. It was noted that she will be attending the



future MVCAC Spring Meeting and Legislative Days in Sacramento the following month and is scheduled to give a presentation at the April Mayor's Conference.

General Manager Macedo mentioned that the District will be advertising the seasonal positions of Laboratory Aide and Vector Control Aide over the next few weeks but some difficulty in finding candidates for seasonal work is expected due to the status of the job market.

Letters have been sent to the cities of El Cerrito, Hercules and San Pablo regarding vacancies on the Board of Trustees. May 13, 2019 will mark 90-days from original request to fill vacancies and a letter may be sent to the County for appointment authority.

C. STAFF – Administrative Assistant Martini reminded the Board that all Statement of Economic Interest/Form 700 filings for 2018 are due by Tuesday, April 2, 2019, through the online NetFile system.

D. LEGAL COUNSEL – Legal Counsel Coty advised the Board that if any Trustee has questions on how to file the Form 700, please reach out to him directly. Also all new Trustees must complete an Assuming Office Statement of Economic Interest/Form 700 on NetFile, as well as conduct the AB1234 Ethics Training and AB1825 Harassment, Discrimination & Retaliation Prevention Training. He emphasized the importance of filing these forms and completing these mandatory trainings.

## 6. ACTION ITEMS

A. Approval of District Trustee Committee Members for 2019 – Final committee composition was reviewed and approved by President Krieg. The District's primary banking institution, Bank of the West, requires Board meeting minutes acknowledging Board members who are on the District Executive Committee; and thereby can co-sign District checks.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Diamond to approve the current roster of District Trustee Committees. *Motion passed unanimously.*

B. EXECUTIVE COMMITTEE REPORT – Board President Krieg updated the Board on the Executive Committee meeting held on February 11, 2019, when the performance appraisal form used to evaluate the General Manager's performance was discussed and changes to the Trustee Manual were evaluated. The committee recommended approval of the changes made to the Trustee Manual. A discussion about the changes ensued.

i. Approval of Updates to the Trustee Manual – the Board discussed changes made to the Trustee Manual and made a motion to approve the changes as a draft document. The Board gave direction to staff to facilitate the creation of an Ad-Hoc committee to review and make changes to the Trustee Manual, as well as an Ad-Hoc committee to review the Mission and Vision Statements for the District. General

Manager Macedo will send an email to the Trustees asking for volunteers to serve in both Ad-Hoc committees.

- \*\* Motion was made by Trustee Fitzsimmons and seconded by Trustee Howell to approve the Trustee Manual as a draft document. *Motion passed unanimously.*

C. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the March 4, 2019 committee meeting when the results from the salary and benefits study conducted by RGS were presented. Management has evaluated the results of the study and found that only one position was found not to be aligned with other similar positions in the Districts used for comparison. The committee has directed staff to further evaluate and propose changes for that position. The committee also discussed the frequency of salary reviews and is recommending that one be conducted in-house, every three years, for all positions of the District concomitantly, and that a full compensation analysis from an outside firm be conducted every six years. The committee also reviewed the job description and salary range of the Laboratory Aide (seasonal) and recommended their approval by the Board.

i. Approval of Updated Job Description of the Laboratory Aide (seasonal) position and salary range. The Personnel Committee reviewed the updated job description and salary range for the seasonal position of Laboratory Aide and recommended their approval by the Board.

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the updated job description and salary range of Laboratory Aide (seasonal). *Motion passed unanimously.*

D. APPROVAL OF UPDATED 2019 BOARD MEETING SCHEDULE – General Manager Macedo noted updates to the Board meeting schedule wherein a Personnel Committee meeting was added in April for staffing discussions and the June Executive Committee meeting was moved from Monday the 17<sup>th</sup> to Tuesday the 18<sup>th</sup>.

- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the updated 2019 Board meeting calendar. *Motion passed unanimously.*

E. APPROVAL OF TRUSTEE TRAVEL – the SDLA Leadership Academy Conference is scheduled for July 2019 and Trustees Bana, Carlston, Murray, Odunlami and Pay have expressed interest in attending.

- \*\* Motion was made by Trustee Pinckney and seconded by Trustee Means to approve Trustees traveling to the SDLA Leadership Academy. *Motion passed unanimously.*

## 7. INFORMATION ITEMS

A. Annual Operations Report/CEQA Compliance – Scientific Program Schutz presented a summary of the 2018 Annual Operations Report. The District adopted a

Mitigated Negative Declaration in 1999, which is a statement of best management practices we follow to avoid or mitigate any potential environmental impacts of our programs. At that time, the Board requested an annual update from staff. This District, along with a consortium of bay area mosquito and vector control districts, completed a full Programmatic Environmental Impact Report (PEIR) in 2016 to ensure that our program has the highest level of CEQA documentation possible. The PEIR replaced our Mitigated Negative Declaration as our CEQA compliance document and a report is presented to the Board every year.

Adulticiding continues to be a minor part of the District's program. Although there were more larvicide applications in 2018, the numbers are still below the 10-year average. There was discussion about pesticide use, resistance, and the possibility of rotating products once the laboratory checks Contra Costa County mosquito populations for pesticide resistance.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:40 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 13, 2019.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

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Daniel Pellegrini  
2019 Secretary, Board of Trustees

Check Register

Journal Posting Date: 2/15/2019

Register Number: CD-000095

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
027656	2/15/2019	0000001	Bank of the West - Federal Income Taxes				<b>Check Entry Number: 001</b>
			FEB1519 FED INC TAX	2/15/2019	12,567.27	0.00	12,567.27
		<b>G/L Account:</b> 202010-100-000	Federal Income Tax W/H				12,567.27
027657	2/15/2019	0000002	Employment Development - Personal Income Taxes				<b>Check Entry Number: 001</b>
			FEB1519 STATE INC TA	2/15/2019	4,861.78	0.00	4,861.78
		<b>G/L Account:</b> 202020-100-000	State Income Tax W/H				4,861.78
027658	2/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes				<b>Check Entry Number: 001</b>
			FEB1519 FICAMED TAX	2/15/2019	20,274.42	0.00	20,274.42
		<b>G/L Account:</b> 202030-100-000	FICA Tax - Employer				8,215.76
		<b>G/L Account:</b> 202031-100-000	FICA Tax - Employee				8,215.76
		<b>G/L Account:</b> 202040-100-000	MEDICARE Tax - Employer				1,921.45
		<b>G/L Account:</b> 202041-100-000	MEDICARE Tax - Employee				1,921.45
027659	2/15/2019	0000006	Employment Development - Disability Insurance				<b>Check Entry Number: 001</b>
			FEB1519 SDI	2/15/2019	770.53	0.00	770.53
		<b>G/L Account:</b> 203051-100-000	State Disability Insurance - SDI Employee				770.53
027660	2/15/2019	0000009	Nationwide Retirement Solutions - 457 Plan				<b>Check Entry Number: 001</b>
			FEB1519 457 PLAN	2/15/2019	654.00	0.00	654.00
		<b>G/L Account:</b> 204022-100-000	457 Deferred Savings Plan				554.00
		<b>G/L Account:</b> 204022-100-000	457 Deferred Savings Plan				100.00
027661	2/15/2019	0000028	Franchise Tax Board				<b>Check Entry Number: 001</b>
			FEB1519 FTB110958569	2/15/2019	200.00	0.00	200.00
		<b>G/L Account:</b> 203090-100-000	Garnishment-General				200.00
027662	2/15/2019	0000031	CA State Disbursement Unit				<b>Check Entry Number: 001</b>
			FEB1519 CSE200000001	2/15/2019	403.50	0.00	403.50
		<b>G/L Account:</b> 203090-100-000	Garnishment-General				403.50
027663	2/15/2019	0000113	Chris Miller				<b>Check Entry Number: 001</b>
			FEB1519 REIMBURSEMEN	2/15/2019	22.50	0.00	22.50
		<b>G/L Account:</b> 502305-100-000	Other Expense				22.50
027664	2/15/2019	0000328	PG&E				<b>Check Entry Number: 001</b>
			FEB1519 3508093469-4	2/15/2019	856.44	0.00	856.44
		<b>G/L Account:</b> 502601-100-000	Electric, Gas & Water				856.44
027665	2/15/2019	0000486	Bay Alarm Company				<b>Check Entry Number: 001</b>
			FEB1519 585624190131	2/15/2019	160.25	0.00	160.25
		<b>G/L Account:</b> 501807-100-000	Security Services				160.25
027666	2/15/2019	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
			FEB1519 457 PLAN CON	2/15/2019	5,405.23	0.00	5,405.23
		<b>G/L Account:</b> 204022-100-000	457 Deferred Savings Plan				5,405.23
027667	2/15/2019	0000696	KBA DOCUSYS, INC				<b>Check Entry Number: 001</b>
			FEB1519 41760900	2/15/2019	162.44	0.00	162.44
		<b>G/L Account:</b> 501204-100-000	Service Contracts				203.36
		<b>G/L Account:</b> 501204-100-000	Service Contracts				40.92
027668	2/15/2019	0000806	Fred Loux				<b>Check Entry Number: 001</b>
			FEB1519 HLTH REIMB	2/15/2019	323.74	0.00	323.74
		<b>G/L Account:</b> 612100-100-000	Health Insurance				323.74
027669	2/15/2019	0000814	Staples Business Advantage				<b>Check Entry Number: 001</b>
			FEB1519 INV340213010	2/15/2019	12.82	0.00	12.82
		<b>G/L Account:</b> 501701-100-000	Office Supplies				12.82
			FEB1519 INV340365873	2/15/2019	186.85	0.00	186.85
		<b>G/L Account:</b> 501701-100-000	Office Supplies				186.85
<b>Check 027669 Total:</b>					199.67	0.00	199.67

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
027670	2/15/2019	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			FEB1519 INV52678	2/15/2019	380.00	0.00	380.00
		<b>G/L Account:</b> 501807-100-000	Security Services				380.00
027671	2/15/2019	0000916	Spark Creative Design				<b>Check Entry Number: 001</b>
			FEB1519 INV1931	2/15/2019	1,414.69	0.00	1,414.69
		<b>G/L Account:</b> 501811-100-120	Outside Printing				1,414.69
027672	2/15/2019	0000927	Bank of the West				<b>Check Entry Number: 001</b>
			FEB1519 HLTHDEP FSA	2/15/2019	1,345.05	0.00	1,345.05
		<b>G/L Account:</b> 203070-100-000	Health FSA - Employee				553.36
		<b>G/L Account:</b> 203080-100-000	Dependent Care - Employee				791.69
027673	2/15/2019	0000956	Waterlogic West Inc.				<b>Check Entry Number: 001</b>
			FEB1519 CNIN750976W	2/15/2019	78.08	0.00	78.08
		<b>G/L Account:</b> 500503-100-000	Safety Items				78.08
027674	2/15/2019	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			FEB1519 CFS1817367	2/15/2019	1,748.38	0.00	1,748.38
		<b>G/L Account:</b> 502501-100-000	Gasoline				1,748.38
027675	2/15/2019	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				<b>Check Entry Number: 001</b>
			FEB1519 INV13131	2/15/2019	1,061.60	0.00	1,061.60
		<b>G/L Account:</b> 501803-100-000	Legal Counsel				1,061.60
027676	2/15/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			FEB1519 INV755192	2/15/2019	103.63	0.00	103.63
		<b>G/L Account:</b> 501204-100-000	Service Contracts				103.63
027677	2/15/2019	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			FEB1519 01-0022594	2/15/2019	567.85	0.00	567.85
		<b>G/L Account:</b> 502601-100-000	Electric, Gas & Water				567.85
027678	2/15/2019	0001073	Paula A. Macedo				<b>Check Entry Number: 001</b>
			FEB1519 REIMBURSEMEN	2/15/2019	247.92	0.00	247.92
		<b>G/L Account:</b> 502503-100-000	Authorized Travel				247.92
027679	2/15/2019	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			FEB1519 INV#2364	2/15/2019	475.00	0.00	475.00
		<b>G/L Account:</b> 500903-100-000	Landscaping Services				475.00
027680	2/15/2019	0001078	Kirk Thill				<b>Check Entry Number: 001</b>
			FEB1519 HLTHINS REIM	2/15/2019	323.74	0.00	323.74
		<b>G/L Account:</b> 612100-100-000	Health Insurance				323.74
<b>Report Total:</b>					<u>54,607.71</u>	<u>0.00</u>	<u>54,607.71</u>

Check Register

Journal Posting Date: 2/28/2019

Register Number: CD-000096

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	
027682	2/28/2019	0000001	Bank of the West - Federal Income Taxes					<b>Check Entry Number: 001</b>
			FEB2819 FED INC TAX	2/28/2019	16,747.80	0.00	16,747.80	
		<b>G/L Account:</b>	202010-100-000	Federal Income Tax W/H				16,747.80
027683	2/28/2019	0000002	Employment Development - Personal Income Taxes					<b>Check Entry Number: 001</b>
			FEB2819 STATE INC TA	2/28/2019	6,823.91	0.00	6,823.91	
		<b>G/L Account:</b>	202020-100-000	State Income Tax W/H				6,823.91
027684	2/28/2019	0000003	Bank of the West - FICA & MEDICARE Taxes					<b>Check Entry Number: 001</b>
			FEB2819 FICAMED TAX	2/28/2019	23,808.08	0.00	23,808.08	
		<b>G/L Account:</b>	202030-100-000	FICA Tax - Employer				9,647.69
		<b>G/L Account:</b>	202031-100-000	FICA Tax - Employee				9,647.69
		<b>G/L Account:</b>	202040-100-000	MEDICARE Tax - Employer				2,256.35
		<b>G/L Account:</b>	202041-100-000	MEDICARE Tax - Employee				2,256.35
027685	2/28/2019	0000004	CCC Employees Retirement					<b>Check Entry Number: 001</b>
			FEB2819 RETIREMENT	2/28/2019	29,391.03	0.00	29,391.03	
		<b>G/L Account:</b>	204011-100-000	Retirement - CCCERA Employee				29,391.03
027686	2/28/2019	0000006	Employment Development - Disability Insurance					<b>Check Entry Number: 001</b>
			FEB2819 SDI TAX	2/28/2019	998.48	0.00	998.48	
		<b>G/L Account:</b>	203051-100-000	State Disability Insurance - SDI Employee				998.48
027687	2/28/2019	0000007	SEIU UPE LOCAL 1021-Union Dues					<b>Check Entry Number: 001</b>
			FEB2819 UNION DUES	2/28/2019	2,207.98	0.00	2,207.98	
		<b>G/L Account:</b>	205020-100-000	SEIU Local 1021 - Union Dues				1,102.45
		<b>G/L Account:</b>	205020-100-000	SEIU Local 1021 - Union Dues				1,105.53
027688	2/28/2019	0000009	Nationwide Retirement Solutions - 457 Plan					<b>Check Entry Number: 001</b>
			FEB2819 457 PLAN	2/28/2019	654.00	0.00	654.00	
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				554.00
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				100.00
027689	2/28/2019	0000010	CalPERS					<b>Check Entry Number: 001</b>
			FEB2819 HLTHINS PREM	2/28/2019	49,494.68	0.00	49,494.68	
		<b>G/L Account:</b>	203010-100-000	Medical - CALPers Employer				33,203.69
		<b>G/L Account:</b>	612100-100-000	Health Insurance				92.43
		<b>G/L Account:</b>	612110-100-000	Health Retirees-General				21.14
		<b>G/L Account:</b>	612110-100-000	Health Retirees-General				9,192.96
		<b>G/L Account:</b>	203011-100-000	Medical - CALPers Employee				3,492.23
		<b>G/L Account:</b>	203011-100-000	Medical - CALPers Employee				3,492.23
027690	2/28/2019	0000011	Vision Service Plan					<b>Check Entry Number: 001</b>
			FEB2819 VISION INS	2/28/2019	670.35	0.00	670.35	
		<b>G/L Account:</b>	612102-100-000	Vision Insurance				670.35
027691	2/28/2019	0000015	Health Care Dental Trust					<b>Check Entry Number: 001</b>
			FEB2819 DENTAL PREM	2/28/2019	5,115.88	0.00	5,115.88	
		<b>G/L Account:</b>	612101-100-000	Dental Insurance				5,115.88
027692	2/28/2019	0000022	CCC Employees Retirement					<b>Check Entry Number: 001</b>
			FEB2819 GASB68 FINAN	2/28/2019	314.00	0.00	314.00	
		<b>G/L Account:</b>	501801-100-000	Auditing Services				167.00
		<b>G/L Account:</b>	501801-100-000	Auditing Services				147.00
027693	2/28/2019	0000028	Franchise Tax Board					<b>Check Entry Number: 001</b>
			FEB2819 251067078013	2/28/2019	200.00	0.00	200.00	
		<b>G/L Account:</b>	203090-100-000	Garnishment-General				200.00
027694	2/28/2019	0000031	CA State Disbursement Unit					<b>Check Entry Number: 001</b>
			FEB2819 CSE200000001	2/28/2019	403.50	0.00	403.50	
		<b>G/L Account:</b>	203090-100-000	Garnishment-General				403.50

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027695	2/28/2019	0000250	Robert H. Lucacher					<b>Check Entry Number: 001</b>
			FEB2819 MVCAC EXPENS	2/28/2019	77.76	0.00	77.76	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				41.76
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				6.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				30.00
027696	2/28/2019	0000324	Diablo Trophy					<b>Check Entry Number: 001</b>
			FEB2819 INV14949	2/28/2019	150.08	0.00	150.08	
		<b>G/L Account:</b>	502305-100-000	Other Expense				96.00
		<b>G/L Account:</b>	502305-100-000	Other Expense				42.00
		<b>G/L Account:</b>	502305-100-000	Other Expense				12.08
027697	2/28/2019	0000328	PG&E					<b>Check Entry Number: 001</b>
			FEB2819 3466426805-8	2/28/2019	1,482.66	0.00	1,482.66	
		<b>G/L Account:</b>	502601-100-000	Electric, Gas & Water				1,482.66
027698	2/28/2019	0000364	California Chamber of Commerce					<b>Check Entry Number: 001</b>
			FEB2819 SI389275	2/28/2019	689.00	0.00	689.00	
		<b>G/L Account:</b>	501501-100-000	Memberships				689.00
027699	2/28/2019	0000482	City of Antioch Marina					<b>Check Entry Number: 001</b>
			FEB2819 INV#7601	2/28/2019	100.00	0.00	100.00	
		<b>G/L Account:</b>	502305-100-000	Other Expense				100.00
027700	2/28/2019	0000509	Benicia Cabinetry, Inc.					<b>Check Entry Number: 001</b>
			FEB2819 INV#5153A	2/28/2019	6,777.75	0.00	6,777.75	
		<b>G/L Account:</b>	703600-100-120	Structure & Improvements				8,302.99
		<b>G/L Account:</b>	703600-100-120	Structure & Improvements				300.00
		<b>G/L Account:</b>	703600-100-120	Structure & Improvements				2,100.00
		<b>G/L Account:</b>	703600-100-120	Structure & Improvements				752.76
		<b>G/L Account:</b>	703600-100-120	Structure & Improvements				4,678.00
027701	2/28/2019	0000694	TD Ameritrade Institution					<b>Check Entry Number: 001</b>
			FEB2819 457 PLAN CON	2/28/2019	5,405.23	0.00	5,405.23	
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				5,405.23
027702	2/28/2019	0000793	AFLAC					<b>Check Entry Number: 001</b>
			FEB2819 DISACC INSUR	2/28/2019	52.84	0.00	52.84	
		<b>G/L Account:</b>	203052-100-000	Disability Insurance & Other - Employee				29.04
		<b>G/L Account:</b>	203052-100-000	Disability Insurance & Other - Employee				23.80
027703	2/28/2019	0000804	Maze & Associates					<b>Check Entry Number: 001</b>
			FEB2819 INV30742	2/28/2019	720.00	0.00	720.00	
		<b>G/L Account:</b>	501801-100-000	Auditing Services				720.00
027704	2/28/2019	0000814	Staples Business Advantage					<b>Check Entry Number: 001</b>
			FEB2819 3404493210	2/28/2019	627.04	0.00	627.04	
		<b>G/L Account:</b>	500902-100-000	Janitorial Supplies				627.04
027705	2/28/2019	0000889	TPX Communications					<b>Check Entry Number: 001</b>
			FEB2819 INV113437248	2/28/2019	685.54	0.00	685.54	
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				685.54
027706	2/28/2019	0000894	Quenvold's Safety Shoemobile					<b>Check Entry Number: 001</b>
			FEB2819 INV#62559	2/28/2019	217.50	0.00	217.50	
		<b>G/L Account:</b>	500502-100-510	Boots & Rainwear				217.50
027707	2/28/2019	0000899	Sun Life Financial					<b>Check Entry Number: 001</b>
			FEB2819 VOL LIFE INS	2/28/2019	411.72	0.00	411.72	
		<b>G/L Account:</b>	203041-100-000	Employee Life Ins-General				205.86
		<b>G/L Account:</b>	203041-100-000	Employee Life Ins-General				205.86
027708	2/28/2019	0000899	Sun Life Financial					<b>Check Entry Number: 002</b>

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			FEB2819 LIFE INS ER	2/28/2019	796.57	0.00	796.57
		<b>G/L Account:</b> 612400-100-000	Life Insurance				796.57
027709	2/28/2019	0000913	Guardian Security Agency				<b>Check Entry Number:</b> 001
			FEB2819 INV#52726	2/28/2019	475.00	0.00	475.00
		<b>G/L Account:</b> 501807-100-000	Security Services				475.00
			FEB2819 INV#52774	2/28/2019	475.00	0.00	475.00
		<b>G/L Account:</b> 501807-100-000	Security Services				475.00
			FEB2819 INV#52821	2/28/2019	587.00	0.00	587.00
		<b>G/L Account:</b> 501807-100-000	Security Services				587.00
			<b>Check 027709 Total:</b>		1,537.00	0.00	1,537.00
027710	2/28/2019	0000925	INFINISOURCE, Inc.				<b>Check Entry Number:</b> 001
			FEB2819 INV#90376947	2/28/2019	80.50	0.00	80.50
		<b>G/L Account:</b> 501806-100-000	Financial Services				80.50
027711	2/28/2019	0000927	Bank of the West				<b>Check Entry Number:</b> 001
			FEB2819 HLTHDEPFSA	2/28/2019	1,345.05	0.00	1,345.05
		<b>G/L Account:</b> 203070-100-000	Health FSA - Employee				553.36
		<b>G/L Account:</b> 203080-100-000	Dependent Care - Employee				791.69
027712	2/28/2019	0000971	Flyers Energy, LLC				<b>Check Entry Number:</b> 001
			FEB2819 CFS1839129	2/28/2019	1,006.68	0.00	1,006.68
		<b>G/L Account:</b> 502501-100-000	Gasoline				1,006.68
027713	2/28/2019	0000973	Lafayette Chamber of Commerce				<b>Check Entry Number:</b> 001
			FEB2819 ARTWINE FEST	2/28/2019	500.00	0.00	500.00
		<b>G/L Account:</b> 502305-100-120	Other Expense				500.00
027714	2/28/2019	0000975	Reliance Standard Life In				<b>Check Entry Number:</b> 001
			FEB2819 DIS INS	2/28/2019	1,741.98	0.00	1,741.98
		<b>G/L Account:</b> 612200-100-000	Disability Insurance				864.83
		<b>G/L Account:</b> 612200-100-000	Disability Insurance				877.15
027715	2/28/2019	0000981	Colonial Life				<b>Check Entry Number:</b> 001
			FEB2819 DISACCCRITIL	2/28/2019	378.44	0.00	378.44
		<b>G/L Account:</b> 203052-100-000	Disability Insurance & Other - Employee				215.96
		<b>G/L Account:</b> 203052-100-000	Disability Insurance & Other - Employee				51.90
		<b>G/L Account:</b> 203052-100-000	Disability Insurance & Other - Employee				94.22
		<b>G/L Account:</b> 203052-100-000	Disability Insurance & Other - Employee				16.36
027716	2/28/2019	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number:</b> 001
			FEB2819 TFSH VISA	2/28/2019	5,735.69	0.00	5,735.69
		<b>G/L Account:</b> 703600-100-120	Structure & Improvements				14.86
		<b>G/L Account:</b> 703600-100-120	Structure & Improvements				8.10
		<b>G/L Account:</b> 501202-100-000	Contractual Repairs				2,701.72
		<b>G/L Account:</b> 501202-100-000	Contractual Repairs				288.40
		<b>G/L Account:</b> 501203-100-000	Repair Parts				2,040.37
		<b>G/L Account:</b> 501301-100-000	Maintenance Supplies				22.60
		<b>G/L Account:</b> 703600-100-000	Structure & Improvements				433.13
		<b>G/L Account:</b> 501301-100-000	Maintenance Supplies				7.56
		<b>G/L Account:</b> 501303-100-000	Building Materials				68.95
		<b>G/L Account:</b> 703600-100-000	Structure & Improvements				150.00
027717	2/28/2019	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number:</b> 001
			FEB2819 EGHILARD VIS	2/28/2019	463.14	0.00	463.14
		<b>G/L Account:</b> 501301-100-000	Maintenance Supplies				304.48
		<b>G/L Account:</b> 501401-100-130	Lab Supplies				158.66
027718	2/28/2019	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number:</b> 001



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			FEB2819 CMILLER VISA	2/28/2019	82.51	0.00	82.51	
			<b>G/L Account:</b> 501303-100-000	Building Materials				46.92
			<b>G/L Account:</b> 501401-100-110	Lab Supplies				35.59
027719	2/28/2019	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 APIERCE VISA	2/28/2019	760.60	0.00	760.60	
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				224.13
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				15.00
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				22.50
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				6.54
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				492.43
027720	2/28/2019	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 SSCHUTZ VISA	2/28/2019	70.00	0.00	70.00	
			<b>G/L Account:</b> 501501-100-130	Memberships				70.00
027721	2/28/2019	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 WSHIEH VISA	2/28/2019	2,354.58	0.00	2,354.58	
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				1.56
			<b>G/L Account:</b> 501705-100-120	Computer Supplies				28.19
			<b>G/L Account:</b> 501705-100-120	Computer Supplies				16.07
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				15.98
			<b>G/L Account:</b> 500601-100-000	Telecommunication Services				15.74
			<b>G/L Account:</b> 500601-100-000	Telecommunication Services				201.35
			<b>G/L Account:</b> 500601-100-000	Telecommunication Services				191.66
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				50.65
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				129.41
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				1,379.37
			<b>G/L Account:</b> 501705-100-120	Computer Supplies				45.00
			<b>G/L Account:</b> 501705-100-120	Computer Supplies				29.50
			<b>G/L Account:</b> 501705-100-000	Computer Supplies				250.10
027722	2/28/2019	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 NWOODS VISA	2/28/2019	225.63	0.00	225.63	
			<b>G/L Account:</b> 502503-100-120	Authorized Travel				224.13
			<b>G/L Account:</b> 502305-100-120	Other Expense				0.50
			<b>G/L Account:</b> 502305-100-120	Other Expense				1.00
027723	2/28/2019	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 MCLAUSON VIS	2/28/2019	224.13	0.00	224.13	
			<b>G/L Account:</b> 502503-100-130	Authorized Travel				224.13
027724	2/28/2019	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 SCURRIER VIS	2/28/2019	1,594.81	0.00	1,594.81	
			<b>G/L Account:</b> 500503-100-510	Safety Items				95.01
			<b>G/L Account:</b> 500503-100-510	Safety Items				21.75
			<b>G/L Account:</b> 502305-100-000	Other Expense				28.43
			<b>G/L Account:</b> 502503-100-510	Authorized Travel				224.13
			<b>G/L Account:</b> 502503-100-510	Authorized Travel				20.58
			<b>G/L Account:</b> 501201-100-000	Automotive Supplies				54.10
			<b>G/L Account:</b> 500502-100-510	Boots & Rainwear				146.80
			<b>G/L Account:</b> 500503-100-520	Safety Items				22.50
			<b>G/L Account:</b> 500503-100-510	Safety Items				60.84
			<b>G/L Account:</b> 500503-100-510	Safety Items				364.84
			<b>G/L Account:</b> 500503-100-510	Safety Items				62.54
			<b>G/L Account:</b> 500503-100-510	Safety Items				493.29

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027725	2/28/2019	0001047	Calderon Janitorial Services					<b>Check Entry Number: 001</b>
			FEB2819 INV#043	2/28/2019	650.00	0.00	650.00	
		<b>G/L Account:</b>	500901-100-000	Janitorial Services				650.00
027726	2/28/2019	0001049	ALSCO					<b>Check Entry Number: 001</b>
			FEB2819 LSAC1494385	2/28/2019	238.98	0.00	238.98	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				238.98
			FEB2819 LSAC1496619	2/28/2019	240.23	0.00	240.23	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				240.23
			FEB2819 LSAC1498884	2/28/2019	240.23	0.00	240.23	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				240.23
			FEB2819 LSAC1501151	2/28/2019	240.23	0.00	240.23	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				240.23
			FEB2819 LSAC1503413	2/28/2019	240.23	0.00	240.23	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				240.23
		<b>Check 027726 Total:</b>			<u>1,199.90</u>	<u>0.00</u>	<u>1,199.90</u>	
027727	2/28/2019	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 NMARTINI VIS	2/28/2019	1,017.03	0.00	1,017.03	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				224.13
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				269.13
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				224.13
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				22.50
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				224.13
		<b>G/L Account:</b>	502304-100-000	Safety Program				13.02
		<b>G/L Account:</b>	502305-100-000	Other Expense				39.99
027728	2/28/2019	0001060	R & S ERECTION OF CONCORD, INC.					<b>Check Entry Number: 001</b>
			FEB2819 INV110379GR	2/28/2019	247.00	0.00	247.00	
		<b>G/L Account:</b>	501302-100-000	Contractual Repairs				247.00
027729	2/28/2019	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 JSHANNON VIS	2/28/2019	265.01	0.00	265.01	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				181.90
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				6.95
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				69.21
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				6.95
027730	2/28/2019	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			FEB2819 PMACEDO VISA	2/28/2019	2,450.69	0.00	2,450.69	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				32.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				46.71
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				55.14
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				96.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				24.42
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				453.65
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				35.08
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				909.30
		<b>G/L Account:</b>	501702-100-000	Postage				6.85
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				18.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				224.13
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				1.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				2.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				7.93
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				7.20

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		<b>G/L Account:</b> 502503-100-000		Authorized Travel			232.45
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			269.13
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			23.71
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			5.99
027731	2/28/2019	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			FEB2819 INV982390084	2/28/2019	1,262.20	0.00	1,262.20
		<b>G/L Account:</b> 500602-100-000		Two-Way Radios			1,262.20
027732	2/28/2019	0001090	Joseph Bradley Wright				<b>Check Entry Number: 001</b>
			FEB2819 REIMBURSEMEN	2/28/2019	62.31	0.00	62.31
		<b>G/L Account:</b> 502304-100-000		Safety Program			62.31
027733	2/28/2019	0001099	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			FEB2819 DWEXLER VISA	2/28/2019	464.17	0.00	464.17
		<b>G/L Account:</b> 501303-100-000		Building Materials			99.95
		<b>G/L Account:</b> 502503-100-510		Authorized Travel			224.13
		<b>G/L Account:</b> 502503-100-510		Authorized Travel			20.58
		<b>G/L Account:</b> 502503-100-510		Authorized Travel			10.81
		<b>G/L Account:</b> 500502-100-510		Boots & Rainwear			108.70
027734	2/28/2019	0001100	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			FEB2819 JWRIGHT VISA	2/28/2019	1,731.18	0.00	1,731.18
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			224.13
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			269.13
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			332.56
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			8.18
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			6.54
		<b>G/L Account:</b> 502304-100-000		Safety Program			380.14
		<b>G/L Account:</b> 500501-100-000		Uniform Rental			510.50
027735	2/28/2019	0001105	Alameda County Mosquito Abatement District				<b>Check Entry Number: 001</b>
			FEB2819 INV#9295	2/28/2019	927.42	0.00	927.42
		<b>G/L Account:</b> 501204-100-000		Service Contracts			927.42
			<b>Report Total:</b>		<u>183,401.03</u>	<u>0.00</u>	<u>183,401.03</u>

Check Register

Journal Posting Date: 3/15/2019

Register Number: CD-000097

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
027736	3/15/2019	0000001	Bank of the West - Federal Income Taxes				<b>Check Entry Number: 001</b>
			MAR1519 FED INC TAX	3/15/2019	12,261.46	0.00	12,261.46
		<b>G/L Account:</b>	202010-100-000	Federal Income Tax W/H			12,261.46
027737	3/15/2019	0000002	Employment Development - Personal Income Taxes				<b>Check Entry Number: 001</b>
			MAR1519 STATE INC TA	3/15/2019	4,655.91	0.00	4,655.91
		<b>G/L Account:</b>	202020-100-000	State Income Tax W/H			4,655.91
027738	3/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes				<b>Check Entry Number: 001</b>
			MAR1519 FICA/MED TAX	3/15/2019	19,748.20	0.00	19,748.20
		<b>G/L Account:</b>	202030-100-000	FICA Tax - Employer			8,002.53
		<b>G/L Account:</b>	202031-100-000	FICA Tax - Employee			8,002.53
		<b>G/L Account:</b>	202040-100-000	MEDICARE Tax - Employer			1,871.57
		<b>G/L Account:</b>	202041-100-000	MEDICARE Tax - Employee			1,871.57
027739	3/15/2019	0000006	Employment Development - Disability Insurance				<b>Check Entry Number: 001</b>
			MAR1519 SDI	3/15/2019	748.59	0.00	748.59
		<b>G/L Account:</b>	203051-100-000	State Disability Insurance - SDI Employee			748.59
027740	3/15/2019	0000009	Nationwide Retirement Solutions - 457 Plan				<b>Check Entry Number: 001</b>
			MAR1519 457 PLAN	3/15/2019	654.00	0.00	654.00
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan			554.00
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan			100.00
027741	3/15/2019	0000028	Franchise Tax Board				<b>Check Entry Number: 001</b>
			MAR1519 CSE558875403	3/15/2019	200.00	0.00	200.00
		<b>G/L Account:</b>	203090-100-000	Garnishment-General			200.00
027742	3/15/2019	0000031	CA State Disbursement Unit				<b>Check Entry Number: 001</b>
			MAR1519 CSE200000001	3/15/2019	403.50	0.00	403.50
		<b>G/L Account:</b>	203090-100-000	Garnishment-General			403.50
027743	3/15/2019	0000313	Contra Costa Water District				<b>Check Entry Number: 001</b>
			MAR1519 H164520	3/15/2019	4.86	0.00	4.86
		<b>G/L Account:</b>	502601-100-000	Electric, Gas & Water			4.86
			MAR1519 H164521	3/15/2019	370.52	0.00	370.52
		<b>G/L Account:</b>	502601-100-000	Electric, Gas & Water			370.52
			<b>Check 027743 Total:</b>		375.38	0.00	375.38
027744	3/15/2019	0000328	PG&E				<b>Check Entry Number: 001</b>
			MAR1519 3508093469-4	3/15/2019	817.39	0.00	817.39
		<b>G/L Account:</b>	502601-100-000	Electric, Gas & Water			817.39
027745	3/15/2019	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>
			MAR1519 INV1472895	3/15/2019	27.00	0.00	27.00
		<b>G/L Account:</b>	501803-100-000	Legal Counsel			27.00
027746	3/15/2019	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
			MAR1519 457 PLAN CON	3/15/2019	4,830.23	0.00	4,830.23
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan			4,830.23
027747	3/15/2019	0000806	Fred Loux				<b>Check Entry Number: 001</b>
			MAR1519 HLTH INS REI	3/15/2019	323.74	0.00	323.74
		<b>G/L Account:</b>	612100-100-000	Health Insurance			323.74
027748	3/15/2019	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			MAR1519 INV52867	3/15/2019	380.00	0.00	380.00
		<b>G/L Account:</b>	501807-100-000	Security Services			380.00
			MAR1519 INV52913	3/15/2019	475.00	0.00	475.00
		<b>G/L Account:</b>	501807-100-000	Security Services			475.00
			<b>Check 027748 Total:</b>		855.00	0.00	855.00
027749	3/15/2019	0000927	Bank of the West				<b>Check Entry Number: 001</b>

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**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
			MAR1519 HLTHDEP FSA	3/15/2019	1,345.05	0.00	1,345.05
		<b>G/L Account:</b> 203070-100-000		Health FSA - Employee			553.36
		<b>G/L Account:</b> 203080-100-000		Dependent Care - Employee			791.69
027750	3/15/2019	0000956	Waterlogic West Inc.				<b>Check Entry Number: 001</b>
			MAR1519 CNIN753678W	3/15/2019	78.08	0.00	78.08
		<b>G/L Account:</b> 500503-100-000		Safety Items			78.08
027751	3/15/2019	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			MAR1519 CFS-1848172	3/15/2019	1,793.89	0.00	1,793.89
		<b>G/L Account:</b> 502501-100-000		Gasoline			1,793.89
027752	3/15/2019	0001028	Red Wing Business Advantage Account				<b>Check Entry Number: 001</b>
			MAR1519 INV201901100	3/15/2019	230.00	0.00	230.00
		<b>G/L Account:</b> 500502-100-000		Boots & Rainwear			230.00
027753	3/15/2019	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			MAR1519 01-0022594	3/15/2019	567.85	0.00	567.85
		<b>G/L Account:</b> 502601-100-000		Electric, Gas & Water			567.85
027754	3/15/2019	0001078	Kirk Thill				<b>Check Entry Number: 001</b>
			MAR1519 HLTH INS REI	3/15/2019	323.74	0.00	323.74
		<b>G/L Account:</b> 612100-100-000		Health Insurance			323.74
<b>Report Total:</b>					<u>50,239.01</u>	<u>0.00</u>	<u>50,239.01</u>

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	
027755	3/29/2019	0000001	Bank of the West - Federal Income Taxes					<b>Check Entry Number: 001</b>
			MAR3119 FED INC TAX	3/29/2019	12,361.65	0.00	12,361.65	
		<b>G/L Account:</b>	202010-100-000	Federal Income Tax W/H				12,361.65
027756	3/29/2019	0000002	Employment Development - Personal Income Taxes					<b>Check Entry Number: 001</b>
			MAR3119 STATE INC TA	3/29/2019	4,713.47	0.00	4,713.47	
		<b>G/L Account:</b>	202020-100-000	State Income Tax W/H				4,713.47
027757	3/29/2019	0000003	Bank of the West - FICA & MEDICARE Taxes					<b>Check Entry Number: 001</b>
			MAR3119 FICA MED TAX	3/29/2019	20,074.04	0.00	20,074.04	
		<b>G/L Account:</b>	202030-100-000	FICA Tax - Employer				8,134.56
		<b>G/L Account:</b>	202031-100-000	FICA Tax - Employee				8,134.56
		<b>G/L Account:</b>	202040-100-000	MEDICARE Tax - Employer				1,902.46
		<b>G/L Account:</b>	202041-100-000	MEDICARE Tax - Employee				1,902.46
027758	3/29/2019	0000004	CCC Employees Retirement					<b>Check Entry Number: 001</b>
			MAR3119 RETIREMEN EE	3/29/2019	27,834.60	0.00	27,834.60	
		<b>G/L Account:</b>	204011-100-000	Retirement - CCCERA Employee				28,833.09
		<b>G/L Account:</b>	204011-100-000	Retirement - CCCERA Employee				998.49
027759	3/29/2019	0000006	Employment Development - Disability Insurance					<b>Check Entry Number: 001</b>
			MAR3119 SDI TAX	3/29/2019	744.41	0.00	744.41	
		<b>G/L Account:</b>	203051-100-000	State Disability Insurance - SDI Employee				744.41
027760	3/29/2019	0000007	SEIU UPE LOCAL 1021-Union Dues					<b>Check Entry Number: 001</b>
			MAR3119 UNION DUES	3/29/2019	2,269.10	0.00	2,269.10	
		<b>G/L Account:</b>	205020-100-000	SEIU Local 1021 - Union Dues				1,131.53
		<b>G/L Account:</b>	205020-100-000	SEIU Local 1021 - Union Dues				1,137.57
027761	3/29/2019	0000009	Nationwide Retirement Solutions - 457 Plan					<b>Check Entry Number: 001</b>
			MAR3119 457 PLAN	3/29/2019	654.00	0.00	654.00	
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				554.00
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				100.00
027762	3/29/2019	0000010	CalPERS					<b>Check Entry Number: 001</b>
			MAR3119 HLTH INS PRE	3/29/2019	49,494.68	0.00	49,494.68	
		<b>G/L Account:</b>	203010-100-000	Medical - CALPers Employer				33,664.65
		<b>G/L Account:</b>	203011-100-000	Medical - CALPers Employee				3,261.75
		<b>G/L Account:</b>	203011-100-000	Medical - CALPers Employee				3,261.75
		<b>G/L Account:</b>	612110-100-000	Health Retirees-General				9,192.96
		<b>G/L Account:</b>	612100-100-000	Health Insurance				92.43
		<b>G/L Account:</b>	612110-100-000	Health Retirees-General				21.14
027763	3/29/2019	0000011	Vision Service Plan					<b>Check Entry Number: 001</b>
			MAR3119 VISION INS	3/29/2019	654.00	0.00	654.00	
		<b>G/L Account:</b>	612102-100-000	Vision Insurance				654.00
027764	3/29/2019	0000015	Health Care Dental Trust					<b>Check Entry Number: 001</b>
			MAR3119 DENTAL INS	3/29/2019	4,999.61	0.00	4,999.61	
		<b>G/L Account:</b>	612101-100-000	Dental Insurance				4,999.61
027765	3/29/2019	0000028	Franchise Tax Board					<b>Check Entry Number: 001</b>
			MAR3119 CSE558875403	3/29/2019	200.00	0.00	200.00	
		<b>G/L Account:</b>	203090-100-000	Garnishment-General				200.00
027766	3/29/2019	0000031	CA State Disbursement Unit					<b>Check Entry Number: 001</b>
			MAR3119 200000001519	3/29/2019	403.50	0.00	403.50	
		<b>G/L Account:</b>	203090-100-000	Garnishment-General				403.50
027767	3/29/2019	0000231	Richard W. Ainsley					<b>Check Entry Number: 001</b>
			MAR3119 REIMBURSEMEN	3/29/2019	66.12	0.00	66.12	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				66.12

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
027768	3/29/2019	0000324	Diablo Trophy					<b>Check Entry Number: 001</b>
			MAR3119 INV14992	3/29/2019	35.89	0.00	35.89	
		<b>G/L Account:</b>	502305-100-000	Other Expense				35.89
027769	3/29/2019	0000328	PG&E					<b>Check Entry Number: 001</b>
			MAR3119 3466426805-8	3/29/2019	1,347.83	0.00	1,347.83	
		<b>G/L Account:</b>	502601-100-000	Electric, Gas & Water				1,347.83
027770	3/29/2019	0000352	California Special Districts Association					<b>Check Entry Number: 001</b>
			MAR3119 SDLA 2019REG	3/29/2019	1,950.00	0.00	1,950.00	
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				600.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				450.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				450.00
		<b>G/L Account:</b>	502503-100-000	Authorized Travel				450.00
027771	3/29/2019	0000373	FP MAILING SOLUTIONS					<b>Check Entry Number: 001</b>
			MAR3119 INVRI1040027	3/29/2019	133.08	0.00	133.08	
		<b>G/L Account:</b>	501702-100-000	Postage				133.08
027772	3/29/2019	0000608	ADAPCO, Inc.					<b>Check Entry Number: 001</b>
			MAR3119 INV119403	3/29/2019	3,806.02	0.00	3,806.02	
		<b>G/L Account:</b>	500401-100-510	Agriculture				3,608.00
		<b>G/L Account:</b>	500401-100-510	Agriculture				108.20
		<b>G/L Account:</b>	500401-100-510	Agriculture				306.22
027773	3/29/2019	0000694	TD Ameritrade Institution					<b>Check Entry Number: 001</b>
			MAR3119 457 PLAN CON	3/29/2019	4,830.23	0.00	4,830.23	
		<b>G/L Account:</b>	204022-100-000	457 Deferred Savings Plan				4,830.23
027774	3/29/2019	0000696	KBA DOCUSYS, INC					<b>Check Entry Number: 001</b>
			MAR3119 INV6062562	3/29/2019	203.36	0.00	203.36	
		<b>G/L Account:</b>	501204-100-000	Service Contracts				203.36
027775	3/29/2019	0000793	AFLAC					<b>Check Entry Number: 001</b>
			MAR3119 DIS ACC INS	3/29/2019	52.84	0.00	52.84	
		<b>G/L Account:</b>	203052-100-000	Disability Insurance & Other - Employee				29.04
		<b>G/L Account:</b>	203052-100-000	Disability Insurance & Other - Employee				23.80
027776	3/29/2019	0000814	Staples Business Advantage					<b>Check Entry Number: 001</b>
			MAR3119 INV340747177	3/29/2019	247.54	0.00	247.54	
		<b>G/L Account:</b>	501701-100-000	Office Supplies				247.54
027777	3/29/2019	0000889	TPX Communications					<b>Check Entry Number: 001</b>
			MAR3119 INV114534844	3/29/2019	685.64	0.00	685.64	
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				685.64
027778	3/29/2019	0000899	Sun Life Financial					<b>Check Entry Number: 001</b>
			MAR3119 LIFE INS ER	3/29/2019	1,147.81	0.00	1,147.81	
		<b>G/L Account:</b>	612400-100-000	Life Insurance				1,147.81
			MAR3119 VOL LIFE INS	3/29/2019	390.12	0.00	390.12	
		<b>G/L Account:</b>	203041-100-000	Employee Life Ins-General				390.12
			<b>Check 027778 Total:</b>		1,537.93	0.00	1,537.93	
027779	3/29/2019	0000913	Guardian Security Agency					<b>Check Entry Number: 001</b>
			MAR3119 INV52959	3/29/2019	587.00	0.00	587.00	
		<b>G/L Account:</b>	501807-100-000	Security Services				587.00
			MAR3119 INV53003	3/29/2019	587.00	0.00	587.00	
		<b>G/L Account:</b>	501807-100-000	Security Services				587.00
			<b>Check 027779 Total:</b>		1,174.00	0.00	1,174.00	
027780	3/29/2019	0000927	Bank of the West					<b>Check Entry Number: 001</b>
			MAR3119 HLTH DEP FSA	3/29/2019	1,345.05	0.00	1,345.05	

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 203070-100-000		Health FSA - Employee			553.36
		<b>G/L Account:</b> 203080-100-000		Dependent Care - Employee			791.69
027781	3/29/2019	0000930	Professional Flooring and Design, Inc.				<b>Check Entry Number: 001</b>
			MAR3119 INV22919	3/29/2019	1,210.00	0.00	1,210.00
		<b>G/L Account:</b> 703600-100-120		Structure & Improvements			1,210.00
027782	3/29/2019	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
			MAR3119 INVCFS186815	3/29/2019	1,397.62	0.00	1,397.62
		<b>G/L Account:</b> 502501-100-000		Gasoline			1,397.62
027783	3/29/2019	0000975	Reliance Standard Life In				<b>Check Entry Number: 001</b>
			MAR3119 LTD123580	3/29/2019	420.62	0.00	420.62
		<b>G/L Account:</b> 612200-100-000		Disability Insurance			420.62
			MAR3119 STD162561	3/29/2019	414.75	0.00	414.75
		<b>G/L Account:</b> 612200-100-000		Disability Insurance			414.75
			<b>Check 027783 Total:</b>		835.37	0.00	835.37
027784	3/29/2019	0000981	Colonial Life				<b>Check Entry Number: 001</b>
			MAR3119 DISACCCRIINS	3/29/2019	378.44	0.00	378.44
		<b>G/L Account:</b> 203052-100-000		Disability Insurance & Other - Employee			215.96
		<b>G/L Account:</b> 203052-100-000		Disability Insurance & Other - Employee			51.90
		<b>G/L Account:</b> 203052-100-000		Disability Insurance & Other - Employee			94.22
		<b>G/L Account:</b> 203052-100-000		Disability Insurance & Other - Employee			16.36
027785	3/29/2019	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 TFSHEVISA	3/29/2019	467.63	0.00	467.63
		<b>G/L Account:</b> 501203-100-000		Repair Parts			467.63
027786	3/29/2019	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 EGHILARDVISA	3/29/2019	640.58	0.00	640.58
		<b>G/L Account:</b> 502203-100-130		Tools & Instruments			12.69
		<b>G/L Account:</b> 502203-100-130		Tools & Instruments			90.99
		<b>G/L Account:</b> 501401-100-130		Lab Supplies			113.10
		<b>G/L Account:</b> 502203-100-130		Tools & Instruments			423.80
027787	3/29/2019	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 CMILLERVISA	3/29/2019	764.66	0.00	764.66
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			21.72
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			4.31
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			21.72
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			561.23
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			149.64
		<b>G/L Account:</b> 501401-100-110		Lab Supplies			49.48
027788	3/29/2019	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 APIERCEVISA	3/29/2019	1,170.35	0.00	1,170.35
		<b>G/L Account:</b> 501701-100-120		Office Supplies			62.46
		<b>G/L Account:</b> 502305-100-120		Other Expense			12.98
		<b>G/L Account:</b> 501401-100-120		Lab Supplies-CommunityEd			549.99
		<b>G/L Account:</b> 501401-100-120		Lab Supplies-CommunityEd			326.24
		<b>G/L Account:</b> 501401-100-120		Lab Supplies-CommunityEd			241.18
		<b>G/L Account:</b> 502503-100-120		Authorized Travel			22.50
027789	3/29/2019	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 SSCHUTZVISA	3/29/2019	99.75	0.00	99.75
		<b>G/L Account:</b> 501401-100-130		Lab Supplies			46.18
		<b>G/L Account:</b> 501401-100-130		Lab Supplies			26.59
		<b>G/L Account:</b> 501401-100-130		Lab Supplies			26.98



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	
027790	3/29/2019	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3119 WSHIEHVISA	3/29/2019	826.41	0.00	826.41	
		<b>G/L Account:</b>	501705-100-000	Computer Supplies				1.58
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				191.66
		<b>G/L Account:</b>	501301-100-120	Maintenance Supplies-CommunityEd				13.99
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				15.74
		<b>G/L Account:</b>	501705-100-120	Computer Supplies				505.49
		<b>G/L Account:</b>	500602-100-000	Two-Way Radios				59.97
		<b>G/L Account:</b>	501301-100-000	Maintenance Supplies				11.99
		<b>G/L Account:</b>	501705-100-130	Computer Supplies				25.99
027791	3/29/2019	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3119 NWOODSVISA	3/29/2019	100.00	0.00	100.00	
		<b>G/L Account:</b>	502305-100-120	Other Expense				100.00
027792	3/29/2019	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3119 DCLAUSONVISA	3/29/2019	813.88	0.00	813.88	
		<b>G/L Account:</b>	501401-100-130	Lab Supplies				535.67
		<b>G/L Account:</b>	501401-100-130	Lab Supplies				221.66
		<b>G/L Account:</b>	501401-100-130	Lab Supplies				56.55
027793	3/29/2019	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
			MAR3119 SCURRIERVISA	3/29/2019	216.72	0.00	216.72	
		<b>G/L Account:</b>	500503-100-510	Safety Items				44.79
		<b>G/L Account:</b>	500503-100-510	Safety Items				73.40
		<b>G/L Account:</b>	501303-100-530	Building Materials-Rabies Red				13.01
		<b>G/L Account:</b>	500401-100-000	Agriculture				69.40
		<b>G/L Account:</b>	501303-100-530	Building Materials-Rabies Red				16.12
027794	3/29/2019	0001040	WAVE					<b>Check Entry Number: 001</b>
			MAR3119 813635010039	3/29/2019	179.80	0.00	179.80	
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				89.90
		<b>G/L Account:</b>	500601-100-000	Telecommunication Services				89.90
027795	3/29/2019	0001047	Calderon Janitorial Services					<b>Check Entry Number: 001</b>
			MAR3119 INV044	3/29/2019	650.00	0.00	650.00	
		<b>G/L Account:</b>	500901-100-000	Janitorial Services				650.00
027796	3/29/2019	0001049	ALSCO					<b>Check Entry Number: 001</b>
			MAR3119 LSAC1503748	3/29/2019	7.00	0.00	7.00	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				7.00
			MAR3119 LSAC1505708	3/29/2019	240.77	0.00	240.77	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				240.77
			MAR3119 LSAC1506467	3/29/2019	21.00	0.00	21.00	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				21.00
			MAR3119 LSAC1508004	3/29/2019	265.38	0.00	265.38	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				265.38
			MAR3119 LSAC1508345	3/29/2019	17.50	0.00	17.50	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				17.50
			MAR3119 LSAC1510333	3/29/2019	260.06	0.00	260.06	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				260.06
			MAR3119 LSAC1512680	3/29/2019	260.06	0.00	260.06	
		<b>G/L Account:</b>	500501-100-000	Uniform Rental				260.06
			<b>Check 027796 Total:</b>		1,071.77	0.00	1,071.77	
027797	3/29/2019	0001052	U.S. Health Works					<b>Check Entry Number: 001</b>
			MAR3119 INV348153CA	3/29/2019	164.00	0.00	164.00	

Check Register

Journal Posting Date: 3/29/2019

Register Number: CD-000098

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
		<b>G/L Account:</b> 501804-100-000		Medical Services			164.00
027798	3/29/2019	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 NMARTINIVISA	3/29/2019	550.00	0.00	550.00
		<b>G/L Account:</b> 501901-100-000		Advertisements & Notices			150.00
		<b>G/L Account:</b> 501901-100-000		Advertisements & Notices			75.00
		<b>G/L Account:</b> 501901-100-000		Advertisements & Notices			75.00
		<b>G/L Account:</b> 502506-100-000		Training			250.00
027799	3/29/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			MAR3119 INV765332	3/29/2019	84.22	0.00	84.22
		<b>G/L Account:</b> 501204-100-000		Service Contracts			84.22
027800	3/29/2019	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 JSHANNONVISA	3/29/2019	9.70	0.00	9.70
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			9.70
027801	3/29/2019	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 PMACEDOVISA	3/29/2019	841.13	0.00	841.13
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			8.50
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			6.74
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			50.00
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			12.86
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			14.78
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			200.00
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			21.14
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			27.23
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			7.04
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			391.78
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			8.50
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			25.00
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			36.00
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			9.99
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			13.12
		<b>G/L Account:</b> 502503-100-000		Authorized Travel			8.45
027802	3/29/2019	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			MAR3119 INV2495	3/29/2019	475.00	0.00	475.00
		<b>G/L Account:</b> 500903-100-000		Landscaping Services			475.00
027803	3/29/2019	0001082	Heluna Health				<b>Check Entry Number: 001</b>
			MAR3119 INV1016062	3/29/2019	4,987.50	0.00	4,987.50
		<b>G/L Account:</b> 501809-100-130		Misc Services			4,987.50
027804	3/29/2019	0001086	Sage Software Inc.				<b>Check Entry Number: 001</b>
			MAR3119 SAGE 100CLOU	3/29/2019	1,075.29	0.00	1,075.29
		<b>G/L Account:</b> 501705-100-000		Computer Supplies			1,075.29
027805	3/29/2019	0001086	Sage Software Inc.				<b>Check Entry Number: 002</b>
			MAR3119 SAGE 100C PAY	3/29/2019	1,000.00	0.00	1,000.00
		<b>G/L Account:</b> 501705-100-000		Computer Supplies			1,000.00
027806	3/29/2019	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			MAR3119 INV982586826	3/29/2019	1,290.22	0.00	1,290.22
		<b>G/L Account:</b> 500602-100-000		Two-Way Radios			1,290.22
027807	3/29/2019	0001099	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
			MAR3119 DWEXLERVISA	3/29/2019	1,533.24	0.00	1,533.24
		<b>G/L Account:</b> 502506-100-510		Training			23.14
		<b>G/L Account:</b> 502506-100-510		Training			12.95

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
		<b>G/L Account:</b> 501301-100-000	501301-100-000	Maintenance Supplies			30.21
		<b>G/L Account:</b> 501203-100-000	501203-100-000	Repair Parts			34.26
		<b>G/L Account:</b> 501203-100-000	501203-100-000	Repair Parts			137.05
		<b>G/L Account:</b> 501203-100-000	501203-100-000	Repair Parts			637.28
		<b>G/L Account:</b> 501301-100-510	501301-100-510	Maintenance Supplies			40.48
		<b>G/L Account:</b> 500502-100-510	500502-100-510	Boots & Rainwear			74.95
		<b>G/L Account:</b> 501203-100-510	501203-100-510	Repair Parts			116.09
		<b>G/L Account:</b> 501203-100-510	501203-100-510	Repair Parts			70.21
		<b>G/L Account:</b> 501203-100-000	501203-100-000	Repair Parts			294.50
		<b>G/L Account:</b> 501401-100-510	501401-100-510	Lab Supplies			16.52
		<b>G/L Account:</b> 501301-100-510	501301-100-510	Maintenance Supplies			45.60
027808	3/29/2019	0001100	U.S. BANK CORPORATE PAYMENT SYSTEMS				<b>Check Entry Number: 001</b>
		MAR3119	JWRIGHTVISA	3/29/2019	1,208.00	0.00	1,208.00
		<b>G/L Account:</b> 502503-100-000	502503-100-000	Authorized Travel			485.00
		<b>G/L Account:</b> 502503-100-000	502503-100-000	Authorized Travel			30.00
		<b>G/L Account:</b> 502503-100-000	502503-100-000	Authorized Travel			1,148.60
		<b>G/L Account:</b> 502503-100-000	502503-100-000	Authorized Travel			30.00
		<b>G/L Account:</b> 500501-100-000	500501-100-000	Uniform Rental			485.60
027809	3/29/2019	0001105	Alameda County Mosquito Abatement District				<b>Check Entry Number: 001</b>
		MAR3119	INV#113	3/29/2019	150.17	0.00	150.17
		<b>G/L Account:</b> 501204-100-000	501204-100-000	Service Contracts			150.17
027810	3/29/2019	0001109	Cooperative Personnel Services				<b>Check Entry Number: 001</b>
		MAR3119	INV363404	3/29/2019	922.50	0.00	922.50
		<b>G/L Account:</b> 501809-100-000	501809-100-000	Misc Services			797.50
		<b>G/L Account:</b> 501809-100-000	501809-100-000	Misc Services			125.00
<b>Report Total:</b>					<u>166,932.54</u>	<u>0.00</u>	<u>166,932.54</u>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
February 15, 2019	027671	\$1,414.69	Spark Creative Design – Revised/Updated Skunk Brochure
“ “ “	027675	\$1,061.60	Bold, Polisner, Maddow, Nelson & Judson – Legal Counsel
February 28, 2019	027700	\$6,777.75	Benicia Cabinetry, Inc. – Structure & Improvements to Education Center (Cabinets)
“ “ “	027735	\$927.42	Alameda County Mosquito Abatement District – Service Contract for Salary Survey
March 31, 2019	027770	\$1,950.00	California Special Districts Association – SDLA Conference Registration for Trustees (Napa, CA/July 2019)
“ “ “	027772	\$3,806.02	ADAPCO, Inc. – Pesticides
“ “ “	027781	\$1,210.00	Professional Flooring and Design, Inc. – Structure & Improvements for Education Center (Carpet)
“ “ “	027803	\$4,987.50	Heluna Health – Chicken Sero Testing
“ “ “	027804	\$1,075.29	Sage Software Inc. – Accounting Software Maintenance
“ “ “	027805	\$1,000.00	Sage Software Inc. – Accounting Software Annual Payroll Module Fee
“ “ “	027810	\$922.50	Cooperative Personnel Services – Outsourcing HR Professional Services

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
 INVESTMENT ACTIVITY REPORT  
 February & March

**Month of February**

<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>2/1/19</b>	<b>8,825.44</b>	<b>7,767,133.41</b>	<b>328,970.69</b>
1	2/5/19	29,727.68		
2	2/13/19		(136,000.00)	136,000.00
3	2/22/19	887.52		
4	2/21/19		(270,000.00)	270,000.00
5	2/28/19	246,454.09		-390,380.79
<b>Ending Balance</b>	<b>2/28/19</b>	<b>285,894.73</b>	<b>7,361,133.41</b>	<b>344,589.90</b>

**Month of March**

<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>3/1/19</b>	<b>285,894.73</b>	<b>7,361,133.41</b>	<b>344,589.90</b>
1	3/4/19	130.47		
2	3/14/19	24.94	(130,000.00)	130,000.00
3	3/22/19	884.52		
4	3/28/19	4,493.75		
5	3/28/19		(248,000.00)	248,000.00
6	3/29/19	7.31		(394,992.01)
<b>Ending Balance</b>	<b>3/29/19</b>	<b>291,435.72</b>	<b>6,983,133.41</b>	<b>327,597.89</b>

INVESTMENT ACTIVITY REPORT  
DESCRIPTIONS OF TRANSACTION  
February & March

**Month of February**

**Transaction**

**Number**

- 1 Reimbursement from DRAAWP for Boat Purchase
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 3 Deposit of Billing & Misc Checks in Wells Fargo Bank
- 4 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 5 Clearing of checks from Bank of the West for Payroll & Deposit of Billing & Misc Checks & Int in Wells Fargo Bank

**Month of March**

**Transaction**

**Number**

- 1 Deposit of Billing & Misc Checks in Wells Fargo Bank
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks + Deposit of Misc Check in Wells Fargo Bank
- 3 Deposit of Billing & Misc Checks in Wells Fargo Bank
- 4 Deposit of Billing & Misc Checks in Wells Fargo Bank
- 5 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 6 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

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

Respectfully submitted,



Paula Macedo  
General Manager

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 March 01, 2019

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

[PMIA Average Monthly Yields](#)

**Account Number:**

[Tran Type Definitions](#)

February 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
2/13/2019	2/13/2019	RW	1598234	PAULA MACEDO	-136,000.00
2/21/2019	2/21/2019	RW	1598728	PAULA MACEDO	-270,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	7,767,133.41
Total Withdrawal:	-406,000.00	Ending Balance:	7,361,133.41

**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)  
April 03, 2019

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

[PMIA Average Monthly Yields](#)

**Account Number:**

[Tran Type Definitions](#)

March 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
3/13/2019	3/13/2019	RW	1599964	PAULA MACEDO	-130,000.00
3/28/2019	3/27/2019	RW	1600938	PAULA MACEDO	-248,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	7,361,133.41
Total Withdrawal:	-378,000.00	Ending Balance:	6,983,133.41



## FY 18/19 Actuals VS Budget

As of 3.31.19

75% Fiscal Year Completed

ACCOUNT	Adopted 18/19	Actual	YTD %
<b>SALARIES AND WAGES</b>			
Payroll & OT & Direct Seasonals	3,501,486	2,580,702	73.70%
Retirement	1,216,950	1,245,810	102.37%
FICA - (OASDI)	217,092	155,701	71.72%
Medicare	50,772	37,143	73.16%
Health Insurance (Medical, Dental, Vision)	646,382	503,320	77.87%
Unemployment	32,202	8,640	26.83%
Disability Ins	10,009	7,946	79.38%
Other Post Employment Benefits	176,000	176,000	100.00%
<b>Subtotal</b>	<b>5,850,894</b>	<b>4,715,262</b>	<b>80.59%</b>
<b>040 -Agriculture</b>	<b>200,000</b>	<b>35,512</b>	<b>17.76%</b>
<b>050 - Clothing/Personal Supplies</b>	<b>28,500</b>	<b>19,844</b>	<b>69.63%</b>
<b>060 - Communications</b>	<b>36,000</b>	<b>21,619</b>	<b>60.05%</b>
<b>090 - Household Expense</b>	<b>21,700</b>	<b>11,917</b>	<b>54.92%</b>
<b>100 - Insurance</b>	<b>281,726</b>	<b>272,835</b>	<b>96.84%</b>
<b>120 - Maintenance/Equipment</b>	<b>34,300</b>	<b>27,356</b>	<b>79.76%</b>
<b>130 - Maintenance/Bldg. &amp; Grounds</b>	<b>108,500</b>	<b>51,971</b>	<b>47.90%</b>
<b>170 - Office Expense</b>	<b>59,140</b>	<b>32,666</b>	<b>55.23%</b>
<b>180 - Professional/Special Services</b>	<b>375,905</b>	<b>143,678</b>	<b>38.22%</b>
<b>230 - District Special Expense</b>	<b>40,100</b>	<b>21,776</b>	<b>54.31%</b>
<b>250 - Transportation/Travel</b>	<b>538,329</b>	<b>281,660</b>	<b>52.32%</b>
<b>Subtotal</b>	<b>1,724,200</b>	<b>920,834</b>	<b>53.41%</b>
<b>CAPITAL</b>			
350 - Land			
360 - Structures and Improvements	36,500	16,352	44.80%
371 - Vehicles	107,000	62,322	58.24%
372 - Equipment	110,003	12,704	11.55%
<b>Subtotal</b>	<b>253,503</b>	<b>91,377</b>	<b>36.05%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,828,597</b>	<b>5,727,473</b>	<b>73.16%</b>
<b>PROJECTED REVENUES</b>			
Property Taxes	5,633,173	5,726,102	101.65%
Benefit Assessment	2,038,000	1,124,526	55.18%
Contract Billing	42,000	17,405	41.44%
Interest Income (LAIF)	74,462	106,618	143.18%
Miscellaneous	109,621	22,902	20.89%
Medical Reimbursement	89,760	95,781	106.71%
<b>TOTAL REVENUES</b>	<b>7,987,016</b>	<b>7,093,334</b>	<b>88.81%</b>

ACCOUNT	Adopted 18/19	Actual	YTD %
<b>ENDING BALANCE</b>	158,419		
<b>Designated Reserves</b>			
Africanized Honey Bee	165,000		
Emerging Disease Surveillance	1,500,000		
Building Fund	1,222,584		
Investment Policy 6 Months Cash Flow	3,914,298		
Public Health Emergency	1,000,000		
<b>Total Committed Reserves</b>	<b>7,801,882</b>		



## 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:** Administrative Analyst I  
**Department:** Administration  
**FLSA Employment Status:** Non-Exempt

**Salary Range Monthly:** TBD

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### ESSENTIAL FUNCTIONS

Under the direction of the Administrative Services Manager, performs a wide variety of specialized administrative, accounting and clerical duties. Secretarial work ranging from average to complex assignments, including but not limited to reception services, data entering, file archiving, emails, answering telephone, email inquiries and complaints on behalf of the public, and dictation and transcription. The Administrative Analyst I must work cooperatively and effectively with others encountered in the course of work including the public, exercising diplomacy and tact, and must establish and maintain effective working relationships.

### DISTINGUISHING CHARACTERISTICS

The duties of this classification involve initial interface with members of the public and general office support for District. The Administrative Analyst I performs a variety of administrative duties and must be able to prioritize, organize, and process own workload, initiate procedures to ensure that projects are completed and deadlines are met, and monitor workflow. Must be able to operate a variety of standard office machines and communication devices.

### PRIMARY DUTIES

- Deals effectively with public officials and the general public, including answering questions about District programs and facilitating mosquitofish pick up
- Enters data from requests from the public for District service into a database
- Plans, develops and implements office procedures, maintains and revises complex filing and record-keeping systems
- Operates computer and uses a wide variety of computer software systems
- Assists and addresses the public, staff and others in a professional and cooperative manner
- Communicates effectively verbally and in writing
- Classifies a wide variety of materials by subject
- Understands and implements oral and written directions
- Performs related work as required

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

- Modern office methods, procedure and techniques
- Proper punctuation, spelling and grammatical usage
- Basic mathematics
- Various filing systems
- Rules, regulations, policies and procedures as they apply to program responsibilities

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

- Answer questions regarding general District programs and procedures via different media, such as online, by phone, and in person
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service
- Compose letters, memoranda and other written materials independently, properly applying District policies and procedures
- Classify an extensive variety of materials by subject
- Deal successfully with employees, members of the Board of Trustees, and the general public
- Handle matters discreetly and effectively
- Gather, research, compile, tabulate, and analyze data
- Interpret rules and regulations
- Plan, develop and implement office procedures
- Understand and implement oral and written directions
- Perform related duties as assigned

## **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:** Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate or other training program certificate.

**EXPERIENCE:** No professional experience required.

## **REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS**

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.



## 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:** Administrative Analyst II  
**Department:** Administration  
**FLSA Employment Status:** Non-Exempt

**Salary Range Monthly:** TBD

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### ESSENTIAL FUNCTIONS

Under the direction of the Administrative Services Manager, the Administrative Analyst II performs a wide variety of specialized administrative, analytical, procedural, accounting and clerical duties. Secretarial work ranges from average to complex assignments, including but not limited to reception services, data entry, file achieving, emails, and answering telephone, email inquiries and complaints on behalf of the public, office inventory control, dictation and transcription, reporting for regulatory and other purposes, coordination of office functions as needed, maintenance of policies and updates, and interface with the Board of Trustees. The Administrative Analyst II may also perform other general office duties as needed.

### DISTINGUISHING CHARACTERISTICS

The duties of this classification involve initial interface with members of the public and general office support for the District. Working with members of the Board of Trustees and staff requires knowledge and application of complex and frequently changing procedures and regulations. The Administrative Analyst II is expected to solicit and provide accurate and detailed information, which can be related to sensitive and confidential matters of the District as is documented in the agenda and packet of materials for the Board. This position performs a variety of other support duties of a confidential, detailed and responsible nature under limited supervision.

### PRIMARY DUTIES

- Deals effectively with public officials and the general public in a professional and cooperative manner
- Under the direction of the General Manager, prepares the Board agenda, materials packet, compiles and publishes the agenda and minutes for the assigned meetings
- Reviews and manages incoming mail with responsibility for sorting, routing, and identifying correspondence for proper distribution
- Interprets and applies a wide variety of policies, procedures and regulations to a range of work assignments

- Exercises judgment to process requests for information while consistently interpreting and applying policies and procedures
- Operates computer and uses a wide variety of computer software systems
- Communicates effectively verbally and in writing
- Initiates and maintains confidential files, organizes work, sets priorities and meets critical deadlines
- Reviews finished reports, memoranda, and other written materials for completeness, accuracy, format, proper English usage, and compliance with policies and procedures
- Conducts administrative research and analysis with a broad variety of materials
- Establishes and maintains effective working relationships with those contacted in the course of work
- Provides assistance as needed with District budget preparation and budget monitoring activities
- Maintains various administrative, reference and follow-up files and performs other related clerical and secretarial duties

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

- Databases, automation, and online systems
- Advanced level computer skills
- Effective oral and written communication skills
- Modern office procedures, practices and techniques
- Proper punctuation, spelling and grammatical usage and a broad vocabulary covering administrative terminology
- Various types of filing systems
- Administrative practices and principles
- Rules, regulations, policies and procedures as they apply to program responsibilities

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

- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Plan, organize and schedule priorities in the office
- Compose letters, memoranda and other written materials independently, properly following District policies and procedures
- Compile and maintain complex and extensive records, and prepare reports
- Handle matters discreetly and effectively
- Gather, research, compile, tabulate, and analyze data
- Conduct administrative research and analysis

**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:** Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate or other training program certificate. Bachelors from an accredited college or university with major course work in public administration, communication, business administration, economics or a closely related field preferred.

**EXPERIENCE:** Five (5) years of experience of increasingly responsible clerical work, one (1) year of which must have been in a public agency or similar organization, in the administrative or operating department with experience on preparing the agenda of a legislative or advisory body or coordinating the submittal of agenda items on behalf of the agency.

### **REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS**

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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**Job Title:** Laboratory Technician I

**Salary Range Monthly:** TBD

**Department:** Laboratory

**FLSA Employment Status:** Non-Exempt

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### ESSENTIAL FUNCTIONS

Under the direction of the Scientific Program Manager, the Laboratory Technician I assists with field surveys for vectors and vector-borne diseases, identifies mosquitoes and other organisms to species and submits them for testing, assists with care/maintenance of sentinel chicken flocks, records data and performs routine data entry, assists with laboratory assays and field research projects, keeps laboratory and lab equipment clean and organized, assists with repair and maintenance of field surveillance equipment, and performs other work as needed by the District.

### DISTINGUISHING CHARACTERISTICS

This position is responsible for daily assistance with the District's vector surveillance and laboratory programs and for collecting, analyzing, recording and entering surveillance data. The Laboratory Technician I assists with studies and research performed by the laboratory.

### PRIMARY DUTIES

- Aids in the trapping, collection, identification and processing of mosquitoes and other vectors including ticks and rodents, in accordance with established protocols for disease surveillance monitoring  
Inspects, services, and prepares supplies and laboratory equipment
- Performs identification of mosquitoes to the genus and species levels using published identification keys
- Accurately records data using standard forms and specialized desktop or mobile software
- Assists with mosquito colony maintenance
- Collects and processes bird carcasses for disease surveillance
- Is responsible for the maintenance and well-being of sentinel chicken flocks and collection and processing of blood samples
- Assists with field surveys and applied research projects
- Performs related work as required



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

- Basic knowledge of mosquito biology, surveillance equipment and laboratory techniques
- Good laboratory practices
- District, State and Federal rules, regulations, policies and procedures as they apply to program responsibilities
- Basic knowledge of computers and mobile devices for data collection and processing

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

- 
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service
- Gather, research, compile, tabulate, and analyze data accurately and efficiently
- Interpret rules and regulations
- Read and understand Safety Data Sheets and pesticide label information
- Work independently and responsibly in a safe environment
- Safely operate a motor vehicle, on or off-road
- Safely handle and work with chemicals and potentially infectious biological materials
- Communicate effectively with staff and the public, verbally and in writing, in a professional and cooperative manner
- Understand and implement oral and written directions
- Perform related duties as assigned

## **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:** Possession of a Bachelors degree from an accredited university or college in Biological Sciences or a related field.

**EXPERIENCE:** No professional experience required.

## **REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS**

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Category A, B, C and D within two years of employment.

### **Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt

Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.

Strategic Step Alignment of Salary Schedule		Current Steps							% Increase between Steps					
		1	2	3	4	5	6	7	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7
<b>Level 1</b>														
General Manager														
<b>Level 2</b>														
Admin	Administrative Services Manager	\$ 8,244	\$ 8,563	\$ 8,883	\$ 9,203	\$ 9,522	\$ 9,842	\$ 10,162	3.9%	3.7%	3.6%	3.5%	3.4%	3.3%
Operations	Operations Manager	\$ 8,005	\$ 8,315	\$ 8,625	\$ 8,936	\$ 9,246	\$ 9,556	\$ 9,867	3.9%	3.7%	3.6%	3.5%	3.4%	3.3%
Lab	Scientific Manager	\$ 7,689	\$ 8,095	\$ 8,520	\$ 8,970	\$ 9,441	\$ 9,938	\$ 10,463	5.3%	5.3%	5.3%	5.3%	5.3%	5.3%
<b>Level 3</b>														
Admin	Public Affairs Director	\$ 6,814	\$ 7,133	\$ 7,490	\$ 7,864	\$ 8,257	\$ 8,670	\$ 9,103	4.7%	5.0%	5.0%	5.0%	5.0%	5.0%
Operations	Program Supervisor	\$ 7,623	\$ 7,852	\$ 8,087	\$ 8,330	\$ 8,580	\$ 8,838	\$ 9,103	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<b>Level 4</b>														
Admin	Accounting & Benefits Specialist	\$ 5,935	\$ 6,204	\$ 6,481	\$ 6,774	\$ 7,078	\$ 7,397	\$ 7,728	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%
Admin	Public Information and Technology Officer	\$ 6,482	\$ 6,785	\$ 7,125	\$ 7,481	\$ 7,855	\$ 8,247	\$ 8,659	4.7%	5.0%	5.0%	5.0%	5.0%	5.0%
Admin	IT Systems Administrator	\$ 7,048	\$ 7,340	\$ 7,647	\$ 7,967	\$ 8,299	\$ 8,644	\$ 9,003	4.1%	4.2%	4.2%	4.2%	4.2%	4.2%
Lab	Vector Ecologist	\$ 6,674	\$ 7,070	\$ 7,326	\$ 7,593	\$ 7,870	\$ 8,154	\$ 8,448	5.9%	3.6%	3.6%	3.6%	3.6%	3.6%
Lab	Vector Ecologist II	\$ 7,048	\$ 7,340	\$ 7,647	\$ 7,967	\$ 8,299	\$ 8,644	\$ 9,003	4.1%	4.2%	4.2%	4.2%	4.2%	4.2%
Operations	Vector Control Planner	\$ 6,353	\$ 6,618	\$ 6,882	\$ 7,147	\$ 7,412	\$ 7,677	\$ 7,941	4.2%	4.0%	3.9%	3.7%	3.6%	3.4%
Lab	Biologist	\$ 7,048	\$ 7,340	\$ 7,647	\$ 7,967	\$ 8,299	\$ 8,644	\$ 9,003	4.1%	4.2%	4.2%	4.2%	4.2%	4.2%
		Proposed Steps							% Increase between Steps					
		1	2	3	4	5	6	7	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7
<b>Level 1</b>														
General Manager														
<b>Level 2</b>														
Admin	Administrative Services Manager	\$ 7,583	\$ 7,962	\$ 8,360	\$ 8,778	\$ 9,217	\$ 9,678	\$ 10,162	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Operations	Operations Manager	\$ 7,363	\$ 7,731	\$ 8,118	\$ 8,523	\$ 8,950	\$ 9,397	\$ 9,867	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Lab	Scientific Manager	\$ 7,808	\$ 8,198	\$ 8,608	\$ 9,038	\$ 9,490	\$ 9,965	\$ 10,463	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
<b>Level 3</b>														
Admin	Public Affairs Director	\$ 6,793	\$ 7,132	\$ 7,489	\$ 7,864	\$ 8,257	\$ 8,670	\$ 9,103	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Operations	Program Supervisor	\$ 6,793	\$ 7,132	\$ 7,489	\$ 7,864	\$ 8,257	\$ 8,670	\$ 9,103	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
<b>Level 4</b>														
Admin	Accounting & Benefits Specialist	\$ 5,767	\$ 6,055	\$ 6,358	\$ 6,676	\$ 7,010	\$ 7,360	\$ 7,728	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Admin	Public Information and Technology Officer	\$ 6,461	\$ 6,785	\$ 7,124	\$ 7,480	\$ 7,854	\$ 8,247	\$ 8,659	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Admin	IT Systems Administrator	\$ 6,718	\$ 7,054	\$ 7,407	\$ 7,777	\$ 8,166	\$ 8,574	\$ 9,003	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Lab	Vector Ecologist	\$ 6,304	\$ 6,619	\$ 6,950	\$ 7,298	\$ 7,663	\$ 8,046	\$ 8,448	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Lab	Vector Ecologist II	\$ 6,718	\$ 7,054	\$ 7,407	\$ 7,777	\$ 8,166	\$ 8,574	\$ 9,003	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Operations	Vector Control Planner	\$ 5,926	\$ 6,222	\$ 6,533	\$ 6,860	\$ 7,203	\$ 7,563	\$ 7,941	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Lab	Biologist	\$ 6,718	\$ 7,054	\$ 7,407	\$ 7,777	\$ 8,166	\$ 8,574	\$ 9,003	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%