



BOARD OF TRUSTEES
****MONDAY, JANUARY 8, 2018**
DISTRICT OFFICE
155 Mason Circle
Concord, CA 94520
7:00 PM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

5. PUBLIC INPUT ON NON AGENDA ITEMS

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

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

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

6. CONSENT CALENDAR

The following items listed ✪ are enclosed. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

- A. ✪ MINUTES (Pages 7-11) - APPROVAL OF MINUTES 17-6, REGULAR BOARD MEETING HELD ON NOVEMBER 13, 2017
- B. ✪ EXPENDITURES (Pages 12-21) - APPROVAL OF EXPENDITURES OF NOVEMBER 1, 2017 THROUGH DECEMBER 31, 2017, INCLUDING CHECKS NO. 26478 THROUGH NO. 26635, IN THE AMOUNT OF \$465,302.99
- C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF NOVEMBER 1, 2017 THROUGH DECEMBER 31, 2017, INCLUDING CHECKS NO. 016028 THROUGH NO. 016037 AND DIRECT DEPOSIT NO. D02075 THROUGH NO.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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

D02222 IN THE AMOUNT OF \$307,242.66

D. ✪ INVESTMENT ACTIVITY REPORT FOR OCTOBER 2017 & NOVEMBER 2017
(Pages 22-26)

E. ✪ FINANCIAL REPORT (Pages 27-28)

F. EXCESS OF EQUIPMENT

G. APPROVAL OF TRUSTEE TRAINING

7. BOARD AND STAFF REPORTS

A. Board

B. General Manager

C. Staff Report

D. Legal

8. INFORMATIONAL ITEMS

Comments

A. Personnel Committee

Diamond

9. ACTION ITEMS

Item

Comments

Action
Required

A. Administrative Services Manager Position

Macedo

**

I. Recommendation - To approve the new position,
job description and salary range for the position
Administrative Services Manager (Pages 29-31)

CLOSED SESSION

10. A. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO
LITIGATION - AS AUTHORIZED PURSUANT TO PARAGRAPH 2 OF
SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9: (3 CASES)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

11. 2018 CALENDAR

A. Election of Officers (Pages 32-33)

Howell

**

President : Warren Clayton
Vice President : Michael Krieg
Secretary : Dick Mank

- B. 2018 Meeting Schedule (Page 34) Clayton **
Recommendation - To Approve the Meeting Schedule Clayton **

12. COMMITTEE ASSIGNMENTS

- A. Committee Charges (Page 35) Clayton
Recommendation - To approve the committee charges **
- B. Committee sign-up

13. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, 10 days, or _____ hours before the noted meeting:



Natalie Jones, Administrative Assistant

12/29/17
Date

⊛ Supporting documents are enclosed

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

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

December 29, 2017

STAFF REPORT
JANUARY 8, 2018 BOARD MEETING
AGENDA

1 - 6E No Comment, See Agenda.

- 6F. **EXCESS OF EQUIPMENT - Approval to excess**
1) 2007 Polaris 6x6 ATV (#38), not used, parts are no longer supported
2) 1990 Johnson 6 HP motor, 2 stroke motor, sell for parts
3) 1997 Johnson 15 HP motor, parts are no longer supported, replacement on hand

6G. **APPROVAL OF TRUSTEE TRAINING** - Trustee Peter Pay is requesting authorization for an online webinar training offered by CSDA for The Brown Act: Principles, Traps, and Avoiding Violation (CSDA members \$55.00 price)

7. **BOARD AND STAFF REPORTS**

- A. Board
- B. General Manager

General Manager Macedo will present oral updates on the status of financial software training, audit, operational software purchase and contract negotiations, travel to upcoming conferences, and requests from the Board from the previous meeting.

- C. Staff Report
- D. Legal

8. **INFORMATIONAL ITEMS**

- A. **Personnel Committee Report**

The Personnel Committee met on December 11, 2017. General Manager Macedo explained that the District will be filling the vacant Operations Manager position and presented the job description and salary range. The job announcement will be posted on various sites in the next few days and interviews will be conducted as soon as possible. There was then discussion about Assistant Manager Waletzko retiring and leaving the District in the coming month and a new organization structure was discussed. There was also a closed session discussion with Fran Buchanan from IEDA regarding ongoing labor negotiations.

9. **ACTION ITEMS**

- A. **Administrative Services Manager Position**

The personnel committee met on December 11, 2017, and discussed the evaluation done by Manager Macedo and Assistant Manager Waletzko regarding the current needs of the District and the proposed organization structure, where the position of Assistant Manager would be modified into an Administrative Services Manager.

- I. Recommendation - To approve the new position, job description, and salary range for the position Administrative Services Manager (Pages 29-31)

CLOSED SESSION

- 10. A. CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION - AS AUTHORIZED PURSUANT TO PARAGRAPH 2 OF SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9: (3 CASES)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

11. 2018 CALENDAR

- A. Election of Officers (Pages 32-33) Howell **
President : Warren Clayton
Vice President : Michael Krieg
Secretary : Dick Mank
- B. 2018 Meeting Schedule (Page 34) Clayton **
Recommendation - To Approve the Meeting Schedule Clayton **

12. COMMITTEE ASSIGNMENTS

- A. Committee Charges (Page 35) Clayton
Recommendation - To approve the committee charges **
- B. Committee sign-up

13. ADJOURNMENT

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

UNUSUAL ITEMS LIST

DATE	CHECK #	AMOUNT OF CHECK	VENDOR & DESCRIPTION
November 15, 2017	26494	\$2404.70	Bold, Polisner, Maddow, Nelson & Judson - Professional Legal Services
" " " "	26495	\$1740.00	MVCAC - Mosquito Pool Testing
November 30, 2017	26504	\$4550.00	Francisco & Associates - FY17/18 Engineers Report
" " " "	26527	\$1780.00	American Red Cross - CPR Training for Employees
" " " "	26528	\$8751.00	USDA National Finance Center - Reimbursement for Wrong Deposit into District's Wells Fargo Account
December 15, 2017	26581	\$1606.70	Bold, Polisner, Maddow, Nelson & Judson - Professional Legal Services
December 31, 2017	26601	\$2706.00	Brandon French - Reimbursement for Purchase of Drone for Mosquito Surveillance Program
" " " "	26613	\$11,000.00	Maze & Associates - Professional Auditing Services for FY 16/17

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 17-6

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 13, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Perry Carlston
Chris Cowen
Randall Diamond
Jim Fitzsimmons
Peggie Howell
Michael Krieg
Robert Lucacher
Richard Mank
Richard Means
James Murray
Peter Pay
Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley
Soheila Bana
Warren Clayton
Lola Odunlami
Jim Pinckney
Diane Wolcott
Darryl Young

OTHERS PRESENT Paula Macedo, General Manager
Douglas Coty, General Counsel
Ray Waletzko, Assistant Manager
Steve Schutz, Scientific Programs Manager
Natalie Jones, Administrative Assistant
Wayne Shieh, IT Systems Administrator

1. President Howell called the meeting to order at 7:07 p.m.
2. A roll call indicated that 12 Trustees were present, seven were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance
4. **APPROVAL OF THE AGENDA AS POSTED**
- ** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the Agenda as posted. *Motion passed unanimously.*
5. **PUBLIC INPUT ON NON AGENDA ITEMS** - None

6. **PRESENTATIONS** - Assistant Manager Ray Waletzko presented President Howell with an award for 10 years of service with the District. Trustee Diamond also gave appreciation to President Howell for all the hard work she has contributed throughout the years and especially during this past year as President with all the extra work required in the hiring of a new General Manager.

7. **CONSENT CALENDAR**

- A. **MINUTES** - APPROVAL OF MINUTES 17-5, REGULAR BOARD MEETING HELD ON SEPTEMBER 11, 2017
- B. **EXPENDITURES** - APPROVAL OF EXPENDITURES OF SEPTEMBER 1, 2017 THROUGH OCTOBER 31, 2017, INCLUDING CHECKS NO. 026333 THROUGH NO. 026477, IN THE AMOUNT OF \$503,678.71
- C. **PAYROLL** - APPROVAL OF PAYROLL EXPENDITURES OF SEPTEMBER 1, 2017 THROUGH OCTOBER 31, 2017, INCLUDING CHECKS NO. 016022 THROUGH NO. 016027 AND DIRECT DEPOSIT NO. D01908 THROUGH NO. D02074, IN THE AMOUNT OF \$325,659.65
- D. **INVESTMENT ACTIVITY REPORT FOR AUGUST 2017 & SEPTEMBER 2017**
- E. **FINANCIAL REPORT**
- F. **APPROVAL OF TRUSTEE TRAVEL**

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the consent calendar items 7A-F. *Motion passed unanimously.*

8. **ACTION ITEMS**

- A. **Audit Committee Report** - Payment of Trustee compensation through District payroll system was discussed and Trustee Fitzsimmons does not agree with the way Trustees are currently being compensated. It was recommended by the Audit Committee to authorize expenditure of up to \$2,500 to determine appropriate method of payment of Trustee compensation.

** A motion was made by Trustee Diamond and seconded by Trustee Lucacher to approve expenditure up to \$2,500 for a second opinion by a legal entity to determine appropriate method of payment of Trustee compensation. *Motion failed.*

Aye: Trustees Carlston, Diamond, Fitzsimmons, Krieg, Lucacher, Pellegrini

Nay: Trustees Cowen, Howell, Means, Mank, Murray, Pay

Trustee Diamond mentioned training received by CSDA, where trustee payment was discussed. It was requested that Assistant Manager Waletzko look into any CSDA articles/paperwork regarding Trustee compensation from the conference Trustee Diamond attended back in 2008. The Board also directed General Manager Macedo to obtain a written option from legal counsel.

- B. Operations Software Proposals - IT Systems Administrator Wayne Shieh presented Trustees with two software company products which were evaluated by District staff and management for a new software system for the District.

** A motion was made by Trustee Fitzsimmons and seconded by Trustee Krieg to authorize General Manager Macedo to enter negotiations under guidance of legal counsel, to purchase operations software and hardware not to exceed \$320,000. *Motion passed unanimously.*

9. BOARD, GENERAL MANAGER, STAFF AND LEGAL REPORTS

- A. Staff - Scientific Program Manager Steve Schutz summarized the WNV surveillance season. During the 2017 season there were 19 positive birds, 9 positive mosquito samples (mostly were *Culex tarsalis*), 7 positive chickens and a total of 4 human cases, two of which were blood donors. There was also a report of one equine case out of Brentwood. Mosquito populations were relatively low this year and as the temperatures continue to drop at night we are likely to see mosquito activity decrease as the mosquitoes go into their winter hibernation period.

- B. Board - President Howell mentioned that this would be her last board meeting during her tenure as Board President, which was a very challenging year. She mentioned that unit now, the biggest challenge the District faced was in 2008 when the housing market dropped, which caused a large reduction in property tax revenue. Prior to the collapse, Trustees and General Manager Downs exercised great financial restraint, built up a healthy reserve and utilized those reserves in a way that all District employees were able to keep their jobs. This past year was President Howell's second biggest challenge in dealing with some initial difficulties in the implementation of the District's new financial software, as well as the resignation of the former General Manager, Craig Downs.

President Howell suggested some areas that needed improvement as they relate to trustee responsibilities. She would like to see better follow up to the Trustees on any action item from prior meetings. In addition, President Howell requested that General Manager Macedo provide a manager's report at each board meeting and keep Trustee informed of any issues that may impact the District in any way.

- C. General Manager - General Manager Macedo has been in conversation with President Howell and General Legal Counsel Douglas Coty on how to modify the meeting agenda, as well as to fulfill the requirements of communication and The Brown Act, but still make the agenda understandable and not as confusing. Legal Counsel provided some examples of agendas that other Special Districts use to make clarifications to the District's current agenda. Changes to be implemented include moving the Scientific Program Update to the beginning of the meeting and having the Board, Staff, General Manager and Legal updates provided each meeting, with a detailed report of the approved action items that were authorized by Trustees at prior meetings.

General Manager Macedo provided an update on the financial software. Staff has worked diligently with the Sage trainers and they have reconciled the bank accounts for the 2016-2017 fiscal year. Most issues encountered so far have been regarding the understanding how to structure various accounts in the new software and documenting how to enter data going forward.

General Manager Macedo reported that a meeting to negotiate with the union has been scheduled for the first week of December and the District is awaiting confirmation from the union representative. The Board will need to schedule a personnel committee meeting following that meeting. In January 2018, the District will pass around committee sign-up sheets and will inquire with Warren Clayton if he is still considering his term as Board President for 2018. General Manager Macedo will ask Trustee Ainsley if he is interested in being Vice President and if not, Trustee Krieg advised that he is willing to be Vice President.

The Annual Mosquito & Vector Control Association of California Conference is scheduled for the end of January 2018, in Monterey, CA. Trustee Wolcott is attending and General Manager Macedo will also ask the 2018 Board President & Vice President if they would like to attend as well, since the closing date for room arrangements are expected to sell out rather quickly.

General Manager Macedo mentioned she may come to the Board to request authorization for an external human resources consultant. She mentioned the benefits of handling employee relations with an external consultant which include preserving the integrity of investigations. General Manager Macedo advised this task alone is currently taking most of her time while at the office.

Public Relations Manager, Deborah Bass, notified General Manager Macedo that after nearly 20 years employed with the District, she will be retiring.

General Macedo announced the District will be applying for grant money from the Centers for Disease Control & Prevention (CDC) for work in surveillance and control of invasive mosquito species. Specifically we would use these funds to enhance our mosquito surveillance program and buy new traps for those invasive species. In addition, funding from the CDC also granted the American Mosquito Control Association (AMCA) with the sole contract for conducting training on mosquito surveillance and control with respect to invasive *Aedes* species. Back in March 2017, the AMCA invited 20 people from the entire country to be a master trainer. General Manager Macedo was selected to be one of the master trainers for the Western Region, with all expenses paid by the AMCA and trained an additional 30 people at the recent MVCAC Quarterly Meeting in Sacramento.

Lastly, General Manager Macedo met with Scientific Program Manager, Steve Schutz, Assistant Manager Waletzko and Trustee Murray to discuss the PEIR for the District and the District's responsibility in complying with its contents. Trustee Murray suggested creating a check list to incorporate any changes and to make sure the District is in compliance.

D. Legal - Legal Counsel Douglas Coty updated the Board on current issues and potential fees. He added that his closing report will typically be very short at future meetings, specifically if there are any legal cases or legislation that may arise, or even items of interest will be mentioned by Legal Counsel.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:22 p.m.

** A motion was made by Trustee Pellegrini and seconded by Trustee Krieg to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board of Trustees held on January 8, 2018.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Richard Mank
Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
026478	11/15/2017	0000001	Bank of the West - Federal Income Taxes NOV1517 FED INC TAX	11/15/2017	14,470.96	0.00	14,470.96	Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H					14,470.96
026479	11/15/2017	0000002	Employment Development - State Income Taxes NOV1517 STATE INC TA	11/15/2017	4,761.41	0.00	4,761.41	Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H					4,761.41
026480	11/15/2017	0000003	Bank of the West - FICA & MEDICARE Taxes NOV1517 FICA/MED TAX	11/15/2017	20,323.38	0.00	20,323.38	Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer					8,235.61
		G/L Account: 202031-100-000	FICA Tax - Employee					8,235.61
		G/L Account: 202040-100-000	MEDICARE Tax - Employer					1,926.08
		G/L Account: 202041-100-000	MEDICARE Tax - Employee					1,926.08
026481	11/15/2017	0000006	Employment Development - State Disability Insuranc NOV1517 SDI TAX	11/15/2017	552.39	0.00	552.39	Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee					552.39
026482	11/15/2017	0000009	Nationwide Retirement Sol NOV1517 457 PLAN CON	11/15/2017	1,100.00	0.00	1,100.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					1,000.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan					100.00
026483	11/15/2017	0000031	CA State Disbursement Unit NOV1517 CSE200000001	11/15/2017	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General					403.50
026484	11/15/2017	0000315	Eisenstaedt Landscaping NOV1517 INV#5462	11/15/2017	475.00	0.00	475.00	Check Entry Number: 001
		G/L Account: 500903-100-000	Landscaping Services					475.00
026485	11/15/2017	0000317	VCJPA NOV1517 INV#VCJPA-20	11/15/2017	463.08	0.00	463.08	Check Entry Number: 001
		G/L Account: 501002-100-000	Liability/Property Insurance					463.08
026486	11/15/2017	0000328	PG&E NOV1517 3508093469-4	11/15/2017	19.06	0.00	19.06	Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water					19.06
026487	11/15/2017	0000610	Liebert Cassidy NOV1517 INV1447607	11/15/2017	940.00	0.00	940.00	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					940.00
026488	11/15/2017	0000694	TD Ameritrade Institution NOV1517 457 PLAN CON	11/15/2017	7,570.00	0.00	7,570.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					7,570.00
026489	11/15/2017	0000806	Fred Loux NOV1517 HEALTH REIMB	11/15/2017	300.48	0.00	300.48	Check Entry Number: 001
		G/L Account: 612100-100-000	Health Insurance					300.48
026490	11/15/2017	0000906	Best Equipment Co. NOV1517 INV#195933	11/15/2017	262.90	0.00	262.90	Check Entry Number: 001
		G/L Account: 501202-100-000	Contractual Repairs					262.90
026491	11/15/2017	0000927	Bank of the West NOV1517 FSA/DEP CARE	11/15/2017	950.86	0.00	950.86	Check Entry Number: 001
		G/L Account: 203070-100-000	Health FSA - Employee					294.60
		G/L Account: 203071-100-000	Limited Health FSA - Employee					31.25
		G/L Account: 203080-100-000	Dependent Care - Employee					625.01
026492	11/15/2017	0000956	Waterlogic West Inc. NOV1517 INV#CNIN7127	11/15/2017	78.08	0.00	78.08	Check Entry Number: 001
		G/L Account: 500503-100-000	Safety Items					78.08
026493	11/15/2017	0000971	Flyers Energy, LLC NOV1517 INV#CFS15108	11/15/2017	2,137.04	0.00	2,137.04	Check Entry Number: 001
		G/L Account: 502501-100-000	Gasoline					2,137.04
026494	11/15/2017	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON NOV1517 INV#11388	11/15/2017	2,404.70	0.00	2,404.70	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					2,404.70
026495	11/15/2017	0000992	MVCAC NOV1517 INV#7359470	11/15/2017	1,740.00	0.00	1,740.00	Check Entry Number: 001
		G/L Account: 501809-100-130	Misc Services					1,740.00
026496	11/15/2017	0001030	Golden State Overnight NOV1517 INV#3476049	11/15/2017	23.32	0.00	23.32	Check Entry Number: 001
		G/L Account: 501702-100-130	Postage					23.32
026497	11/15/2017	0001036	RKL eSolutions LLC NOV1517 0000085699	11/15/2017	1,110.00	0.00	1,110.00	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					555.00
		G/L Account: 502305-100-000	Other Expense					370.00
		G/L Account: 502305-100-000	Other Expense					185.00
026498	11/15/2017	0001049	ALSCO NOV1517 LSAC1346927	11/15/2017	248.99	0.00	248.99	Check Entry Number: 001
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Uniform Rental					248.99
		G/L Account: 500501-100-000	Check 026498 Total:		995.96	0.00	995.96	
026499	11/15/2017	0001061	KBA DOCUSYS, INC. NOV1517 INV600471	11/15/2017	74.71	0.00	74.71	Check Entry Number: 001
		G/L Account: 501204-100-000	Service Contracts					74.71
026500	11/15/2017	0001072	ML Diablo Resource Recovery-Concord NOV1517 01-0022594	11/15/2017	504.25	0.00	504.25	Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water					504.25
026501	11/15/2017	0001078	Kirk Thill NOV1517 HEALTH REIMB	11/15/2017	300.48	0.00	300.48	Check Entry Number: 001
		G/L Account: 612100-100-000	Health Insurance					300.48

Check Register
Journal Posting Date: 11/15/2017
Register Number: CD-000063

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Report Total:	61,961.56	0.00	61,961.56

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	
026543	11/30/2017	0000001	Bank of the West - Federal Income Taxes NOV3017 FED INC TAX	11/30/2017	14,366.52	0.00	14,366.52	Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H					14,366.52
026544	11/30/2017	0000002	Employment Development - State Income Taxes NOV3017 STATE INC TA	11/30/2017	4,708.77	0.00	4,708.77	Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H					4,708.77
026545	11/30/2017	0000003	Bank of the West - FICA & MEDICARE Taxes NOV3017 FICA/MED TAX	11/30/2017	20,312.06	0.00	20,312.06	Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer					8,208.65
		G/L Account: 202031-100-000	FICA Tax - Employee					8,208.65
		G/L Account: 202040-100-000	MEDICARE Tax - Employer					1,947.38
		G/L Account: 202041-100-000	MEDICARE Tax - Employee					1,947.38
026546	11/30/2017	0000004	CCC Employees Retirement NOV3017 EE RETIREME	11/30/2017	25,812.80	0.00	25,812.80	Check Entry Number: 001
		G/L Account: 204011-100-000	Retirement - CCCERA Employee					25,812.80
026547	11/30/2017	0000006	Employment Development - State Disability Insuranc NOV3017 DISABILITY	11/30/2017	558.13	0.00	558.13	Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee					558.13
026548	11/30/2017	0000007	SEIU UPE LOCAL 1021 NOV3017 UNION DUES	11/30/2017	1,944.61	0.00	1,944.61	Check Entry Number: 001
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues					977.85
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues					966.76
026549	11/30/2017	0000009	Nationwide Retirement Sol NOV3017 457 PLAN	11/30/2017	1,100.00	0.00	1,100.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					1,000.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan					100.00
026550	11/30/2017	0000010	CalPERS NOV3017 HEALTH INS	11/30/2017	43,179.78	0.00	43,179.78	Check Entry Number: 001
		G/L Account: 203010-100-000	Medical - CALPers Employer					28,349.80
		G/L Account: 203011-100-000	Medical - CALPers Employee					5,383.12
		G/L Account: 612100-100-000	Health Insurance					9,304.83
		G/L Account: 612100-100-000	Health Insurance					111.32
		G/L Account: 612100-100-000	Health Insurance					30.71
026551	11/30/2017	0000011	Vision Service Plan NOV3017 102620 0003	11/30/2017	666.80	0.00	666.80	Check Entry Number: 001
		G/L Account: 612102-100-000	Vision Insurance					666.80
026552	11/30/2017	0000015	Health Care Dental Trust NOV3017 DENTAL PREM	11/30/2017	5,247.29	0.00	5,247.29	Check Entry Number: 001
		G/L Account: 612101-100-000	Dental Insurance					5,247.29
026553	11/30/2017	0000031	CA State Disbursement Unit NOV3017 200000001519	11/30/2017	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General					403.50
026554	11/30/2017	0000328	PG&E NOV3017 GAS SERVICE	11/30/2017	385.83	0.00	385.83	Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water					385.83
026555	11/30/2017	0000352	California Special Districts Association NOV3017 MEMBERSHIP	11/30/2017	6,842.00	0.00	6,842.00	Check Entry Number: 001
		G/L Account: 501501-100-000	Memberships					6,842.00
026556	11/30/2017	0000482	City of Antioch Marina NOV3017 INV#4423	11/30/2017	218.32	0.00	218.32	Check Entry Number: 001
		G/L Account: 502305-100-000	Other Expense					100.00
		G/L Account: 502501-100-000	Gasoline					108.32
		G/L Account: 502305-100-000	Other Expense					10.00
026557	11/30/2017	0000610	Liebert Cassidy NOV3017 INV1449292	11/30/2017	105.00	0.00	105.00	Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel					105.00
		G/L Account: 501803-100-000	Legal Counsel					750.00
		G/L Account: 501803-100-000	Legal Counsel					750.00
			Check 026557 Total:		855.00	0.00	855.00	
026558	11/30/2017	0000654	Sprint NOV3017 855548319	11/30/2017	132.53	0.00	132.53	Check Entry Number: 001
		G/L Account: 500602-100-000	Two-Way Radios					132.53
026559	11/30/2017	0000694	TD Ameritrade Institution NOV3017 457 PLAN CON	11/30/2017	7,620.00	0.00	7,620.00	Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan					7,620.00
026560	11/30/2017	0000793	AFLAC NOV3017 DIS INS	11/30/2017	52.84	0.00	52.84	Check Entry Number: 001
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					29.04
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee					23.80
026561	11/30/2017	0000814	Staples Business Advantage NOV3017 3358357324	11/30/2017	438.88	0.00	438.88	Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies					438.88
		G/L Account: 500902-100-000	Janitorial Supplies					603.56
		G/L Account: 501701-100-000	Office Supplies					535.41
		G/L Account: 501701-100-000	Office Supplies					19.56
		G/L Account: 501701-100-000	Office Supplies					19.56
			Check 026561 Total:		1,597.41	0.00	1,597.41	
026562	11/30/2017	0000889	TPX Communications NOV3017 97203112-0	11/30/2017	609.68	0.00	609.68	Check Entry Number: 001
		G/L Account: 500601-100-000	Telecommunication Services					609.68
026563	11/30/2017	0000899	Sun Life Financial NOV3017 010617	11/30/2017	566.03	0.00	566.03	Check Entry Number: 001
		G/L Account: 612400-100-000	Life Insurance					566.03
026564	11/30/2017	0000925	INFINISOURCE, Inc. NOV3017 90076406	11/30/2017	80.00	0.00	80.00	Check Entry Number: 002
		G/L Account: 501806-100-000	Financial Services					80.00

Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
Bank Code: 1 - Bank of the West							
026502	11/30/2017	0000925	INFINISOURCE, Inc. NOV3017 90081866	11/30/2017		625.00	0.00
		G/L Account: 501806-100-000	Financial Services			625.00	
							Check Entry Number: 003
							625.00
026503	11/30/2017	0000927	Bank of the West NOV3017 HLTHDEP FSA	11/30/2017		950.86	0.00
		G/L Account: 203070-100-000	Health FSA - Employee				
		G/L Account: 203071-100-000	Limited Health FSA - Employee				294.60
		G/L Account: 203080-100-000	Dependent Care - Employee				31.25
							625.01
							Check Entry Number: 001
							950.86
026504	11/30/2017	0000951	Francisco & Associates NOV3017 INV#2920	11/30/2017		4,550.00	0.00
		G/L Account: 501801-100-000	Auditing Services			4,550.00	
							Check Entry Number: 001
							4,550.00
026505	11/30/2017	0000971	Flyers Energy, LLC NOV3017 CFS1518623	11/30/2017		1,445.66	0.00
		G/L Account: 502501-100-000	Gasoline			1,445.66	
							Check Entry Number: 001
							1,445.66
026506	11/30/2017	0000975	Reliance Standard Life In NOV3017 LTD123580	11/30/2017		502.74	0.00
		G/L Account: 612200-100-000	Disability Insurance			502.74	
							Check Entry Number: 001
							502.74
		G/L Account: 612200-100-000	Disability Insurance			495.40	
							Check Entry Number: 001
							495.40
			Check 026569 Total:			998.14	0.00
							998.14
026507	11/30/2017	0000981	Colonial Life NOV3017 DIS INS	11/30/2017		352.76	0.00
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				215.96
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				51.90
		G/L Account: 203052-100-000	Disability Insurance & Other - Employee				68.54
							16.36
							Check Entry Number: 001
							352.76
026508	11/30/2017	0001000	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 TCOX VISA	11/30/2017		507.52	0.00
		G/L Account: 501701-100-000	Office Supplies				
		G/L Account: 501701-100-000	Office Supplies				218.95
		G/L Account: 501701-100-000	Office Supplies				5.00
		G/L Account: 501701-100-000	Office Supplies				65.00
		G/L Account: 501701-100-000	Office Supplies				196.95
		G/L Account: 501701-100-000	Office Supplies				51.95
		G/L Account: 501701-100-000	Office Supplies				134.46
		G/L Account: 501701-100-000	Office Supplies				40.83
		G/L Account: 501701-100-000	Office Supplies				63.30
							Check Entry Number: 001
							507.52
026509	11/30/2017	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 TFISSHE VISA	11/30/2017		2,290.49	0.00
		G/L Account: 501201-100-000	Automotive Supplies				
		G/L Account: 501301-100-000	Maintenance Supplies				55.27
		G/L Account: 501202-100-000	Contractual Repairs				28.50
		G/L Account: 501301-100-000	Maintenance Supplies				40.00
		G/L Account: 501301-100-000	Maintenance Supplies				116.28
		G/L Account: 501203-100-000	Repair Parts				118.62
		G/L Account: 501201-100-000	Automotive Supplies				70.68
		G/L Account: 501203-100-000	Repair Parts				63.10
		G/L Account: 501201-100-000	Automotive Supplies				1,602.79
		G/L Account: 501201-100-000	Automotive Supplies				34.24
		G/L Account: 501201-100-000	Automotive Supplies				20.77
		G/L Account: 501201-100-000	Automotive Supplies				28.25
		G/L Account: 500502-100-000	Boots & Rainwear				71.99
		G/L Account: 501202-100-000	Contractual Repairs				40.00
							Check Entry Number: 001
							2,290.49
026510	11/30/2017	0001003	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 DBASS VISA	11/30/2017		818.84	0.00
		G/L Account: 501701-100-000	Office Supplies				
		G/L Account: 502305-100-120	Other Expense				17.97
		G/L Account: 501701-100-000	Office Supplies				714.00
		G/L Account: 502305-100-120	Other Expense				73.92
							12.95
							Check Entry Number: 001
							818.84
026511	11/30/2017	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 CMILLER VISA	11/30/2017		851.89	0.00
		G/L Account: 501401-100-110	Lab Supplies				
		G/L Account: 501302-100-000	Contractual Repairs				76.11
		G/L Account: 501302-100-000	Contractual Repairs				40.00
		G/L Account: 501301-100-000	Maintenance Supplies				40.00
		G/L Account: 501203-100-000	Repair Parts				19.91
		G/L Account: 501302-100-000	Contractual Repairs				8.84
		G/L Account: 501401-100-110	Lab Supplies				40.00
		G/L Account: 501401-100-110	Lab Supplies				26.86
		G/L Account: 501401-100-110	Lab Supplies				24.99
		G/L Account: 501401-100-110	Lab Supplies				4.99
		G/L Account: 501808-100-110	Permits				33.69
							536.50
							Check Entry Number: 001
							851.89
026512	11/30/2017	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 APIERCE VISA	11/30/2017		11.05	0.00
		G/L Account: 501702-100-120	Postage			11.05	
							Check Entry Number: 001
							11.05
026513	11/30/2017	0001011	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 JREHANA VISA	11/30/2017		39.14	0.00
		G/L Account: 502501-100-000	Gasoline			39.14	
							Check Entry Number: 001
							39.14
026514	11/30/2017	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 SSCHUTZ VISA	11/30/2017		489.58	0.00
		G/L Account: 501401-100-130	Lab Supplies				
		G/L Account: 501401-100-130	Lab Supplies				221.58
		G/L Account: 501501-100-130	Memberships				198.00
							70.00
							Check Entry Number: 001
							489.58
026515	11/30/2017	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS NOV17 WSHIEH VISA	11/30/2017		2,147.61	0.00
		G/L Account: 501705-100-000	Computer Supplies				
		G/L Account: 501705-100-000	Computer Supplies				28.14
		G/L Account: 501705-100-000	Computer Supplies				28.14
		G/L Account: 500601-100-000	Telecommunication Services				28.14
		G/L Account: 500601-100-000	Telecommunication Services				15.10
							154.16

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 501705-100-000	Computer Supplies			264.88
		G/L Account: 501705-100-000	Computer Supplies			1,637.37
		G/L Account: 500602-100-000	Two-Way Radios			4.51
		G/L Account: 501705-100-000	Computer Supplies			43.45
026516	11/30/2017	0001016 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		NOV17 NWOODS VISA	11/30/2017	36.66	0.00	36.66
		G/L Account: 501811-100-120	Outside Printing			28.36
		G/L Account: 502305-100-120	Other Expense			4.40
		G/L Account: 502305-100-120	Other Expense			3.90
026517	11/30/2017	0001017 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		NOV17 MCLAUSON VISA	11/30/2017	65.23	0.00	65.23
026518	11/30/2017	0001020 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		NOV17 SCURRIER VISA	11/30/2017	1,015.89	0.00	1,015.89
		G/L Account: 500503-100-510	Safety Items			51.05
		G/L Account: 501201-100-510	Automotive Supplies-Mosquito			47.82
		G/L Account: 501301-100-510	Maintenance Supplies			211.52
		G/L Account: 500503-100-510	Safety Items			30.40
		G/L Account: 500503-100-530	Safety Items			229.90
		G/L Account: 500503-100-510	Safety Items			56.93
		G/L Account: 500503-100-510	Safety Items			371.97
		G/L Account: 500503-100-510	Safety Items			16.30
026519	11/30/2017	0001021 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		NOV17 GHOWARD VISA	11/30/2017	272.87	0.00	272.87
		G/L Account: 500503-100-510	Safety Items			15.99
		G/L Account: 500503-100-510	Safety Items			40.17
		G/L Account: 500503-100-510	Safety Items			86.20
		G/L Account: 500503-100-510	Safety Items			105.53
		G/L Account: 500503-100-510	Safety Items			24.98
026520	11/30/2017	0001027 Ramos Environmental				Check Entry Number: 001
		NOV3017 INV166093	11/30/2017	90.00	0.00	90.00
026521	11/30/2017	0001040 WAVE				Check Entry Number: 001
		NOV3017 813635010039	11/30/2017	69.90	0.00	69.90
026522	11/30/2017	0001047 Calderon Janitorial Services				Check Entry Number: 001
		NOV3017 INV#027	11/30/2017	650.00	0.00	650.00
026523	11/30/2017	0001063 OSCA				Check Entry Number: 001
		NOV3017 CBT1711789	11/30/2017	90.00	0.00	90.00
026524	11/30/2017	0001073 Paula A. Macedo				Check Entry Number: 001
		NOV3017 REIMBURSEMEN	11/30/2017	165.85	0.00	165.85
		G/L Account: 502503-100-000	Authorized Travel			55.64
		G/L Account: 502503-100-000	Authorized Travel			37.99
		G/L Account: 502503-100-000	Authorized Travel			72.22
026525	11/30/2017	0001076 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		NOV17 PMACEDO VISA	11/30/2017	1,322.69	0.00	1,322.69
		G/L Account: 502506-100-000	Training			25.00
		G/L Account: 502503-100-000	Authorized Travel			16.79
		G/L Account: 502503-100-000	Authorized Travel			495.90
		G/L Account: 502503-100-000	Authorized Travel			6.00
		G/L Account: 502503-100-000	Authorized Travel			5.10
		G/L Account: 502503-100-000	Authorized Travel			287.96
		G/L Account: 502503-100-000	Authorized Travel			29.22
		G/L Account: 502503-100-000	Authorized Travel			11.31
		G/L Account: 502503-100-000	Authorized Travel			36.54
		G/L Account: 502503-100-000	Authorized Travel			15.58
		G/L Account: 502503-100-000	Authorized Travel			30.00
		G/L Account: 502503-100-000	Authorized Travel			44.74
		G/L Account: 502503-100-000	Authorized Travel			5.00
		G/L Account: 502503-100-000	Authorized Travel			313.55
026526	11/30/2017	0001077 Banksia Landscape, Inc.				Check Entry Number: 001
		NOV3017 INV#435	11/30/2017	475.00	0.00	475.00
026527	11/30/2017	0001079 American Red Cross				Check Entry Number: 001
		NOV3017 CPR TRAINING	11/30/2017	1,780.00	0.00	1,780.00
026528	11/30/2017	0001080 USDA National Finance Center				Check Entry Number: 001
		NOV3017 REIMBURSEMEN	11/30/2017	8,751.00	0.00	8,751.00
		G/L Account: 502305-100-000	Other Expense			8,751.00
		Report Total:		168,123.53	0.00	168,123.53

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Bank Code: 1 - Bank of the West							
026565	12/15/2017	0000001	Bank of the West - Federal Income Taxes DEC1517 FED INC TAX	12/15/2017	14,365.68	0.00	14,365.68 Check Entry Number: 001
		G/L Account: 202010-100-000	Federal Income Tax W/H				14,365.68
026566	12/15/2017	0000002	Employment Development - State Income Taxes DEC1517 STATE INC TA	12/15/2017	4,703.77	0.00	4,703.77 Check Entry Number: 001
		G/L Account: 202020-100-000	State Income Tax W/H				4,703.77
026567	12/15/2017	0000003	Bank of the West - FICA & MEDICARE Taxes DEC1517 FICA/MED TAX	12/15/2017	19,658.20	0.00	19,658.20 Check Entry Number: 001
		G/L Account: 202030-100-000	FICA Tax - Employer				7,896.22
		G/L Account: 202031-100-000	FICA Tax - Employee				7,896.22
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				1,932.88
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				1,932.88
026568	12/15/2017	0000006	Employment Development - State Disability Insurance DEC1517 SDI TAX	12/15/2017	558.13	0.00	558.13 Check Entry Number: 001
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				558.13
026569	12/15/2017	0000009	Nationwide Retirement Sol DEC1517 457 PLAN CON	12/15/2017	1,100.00	0.00	1,100.00 Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan				1,000.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
026570	12/15/2017	0000031	CA State Disbursement Unit DEC1517 CSE20000001	12/15/2017	403.50	0.00	403.50 Check Entry Number: 001
		G/L Account: 203090-100-000	Garnishment-General				403.50
026571	12/15/2017	0000249	James A. Murray DEC1517 REIMBURSEMEN	12/15/2017	29.71	0.00	29.71 Check Entry Number: 001
		G/L Account: 502503-100-000	Authorized Travel				29.71
026572	12/15/2017	0000328	PG&E DEC1517 3508093469-4	12/15/2017	25.45	0.00	25.45 Check Entry Number: 001
		G/L Account: 502601-100-000	Electric, Gas & Water				25.45
026573	12/15/2017	0000694	TD Ameritrade Institution DEC1517 457 PLAN CON	12/15/2017	7,620.00	0.00	7,620.00 Check Entry Number: 001
		G/L Account: 204022-100-000	457 Deferred Savings Plan				7,620.00
026574	12/15/2017	0000701	ASTRA General Electric DEC1517 INV1262017	12/15/2017	450.00	0.00	450.00 Check Entry Number: 001
		G/L Account: 501302-100-000	Contractual Repairs				450.00
026575	12/15/2017	0000806	Fred Loux DEC1517 HLTH REIMBUR	12/15/2017	300.48	0.00	300.48 Check Entry Number: 001
		G/L Account: 612100-100-000	Health Insurance				300.48
026576	12/15/2017	0000814	Staples Business Advantage DEC1517 INV335969251	12/15/2017	280.72	0.00	280.72 Check Entry Number: 001
		G/L Account: 501701-100-000	Office Supplies				280.72
		G/L Account: 501701-100-000	Office Supplies				17.39
		G/L Account: 501701-100-000	Office Supplies				17.39
		G/L Account: 501701-100-000	Office Supplies				58.99
		G/L Account: 501701-100-000	Office Supplies				58.99
		G/L Account: 501701-100-000	Office Supplies				151.68
		G/L Account: 501701-100-000	Office Supplies				151.68
			Check 026576 Total:		508.78	0.00	508.78
026577	12/15/2017	0000916	Spark Creative Design DEC1517 INV1659	12/15/2017	982.19	0.00	982.19 Check Entry Number: 001
		G/L Account: 501811-100-120	Outside Printing				50.00
		G/L Account: 501811-100-120	Outside Printing				825.00
		G/L Account: 501811-100-120	Outside Printing				35.00
		G/L Account: 501811-100-120	Outside Printing				72.19
026578	12/15/2017	0000927	Bank of the West DEC1517 FSADEP CONTR	12/15/2017	950.86	0.00	950.86 Check Entry Number: 001
		G/L Account: 203070-100-000	Health FSA - Employee				294.60
		G/L Account: 203071-100-000	Limited Health FSA - Employee				31.25
		G/L Account: 203080-100-000	Dependent Care - Employee				625.01
026579	12/15/2017	0000956	Waterlogic West Inc. DEC1517 INVCNIN71515	12/15/2017	78.08	0.00	78.08 Check Entry Number: 001
		G/L Account: 500503-100-000	Safety Items				78.08
026580	12/15/2017	0000971	Flyers Energy, LLC DEC1517 CFS1526982	12/15/2017	970.95	0.00	970.95 Check Entry Number: 001
		G/L Account: 502501-100-000	Gasoline				970.95
026581	12/15/2017	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON DEC1517 INV11533	12/15/2017	1,606.70	0.00	1,606.70 Check Entry Number: 001
		G/L Account: 501803-100-000	Legal Counsel				1,606.70
026582	12/15/2017	0000992	MVCAC DEC1517 INV7359551	12/15/2017	340.00	0.00	340.00 Check Entry Number: 001
		G/L Account: 502506-100-000	Training				340.00
		G/L Account: 502503-100-000	Authorized Travel				340.00
		G/L Account: 502503-100-000	Authorized Travel				290.00
		G/L Account: 502503-100-000	Authorized Travel				290.00
			Check 026582 Total:		970.00	0.00	970.00
026583	12/15/2017	0001036	RKL eSolutions LLC DEC1517 INV87027	12/15/2017	462.50	0.00	462.50 Check Entry Number: 001
		G/L Account: 502506-100-000	Training				462.50
026584	12/15/2017	0001049	ALSCO DEC1517 LSAC1356010	12/15/2017	253.14	0.00	253.14 Check Entry Number: 001
		G/L Account: 500501-100-000	Uniform Rental				253.14
		G/L Account: 500501-100-000	Uniform Rental				253.14
		G/L Account: 500501-100-000	Uniform Rental				253.14
		G/L Account: 500501-100-000	Uniform Rental				9.10
		G/L Account: 500501-100-000	Uniform Rental				9.10
		G/L Account: 500501-100-000	Uniform Rental				232.79
		G/L Account: 500501-100-000	Uniform Rental				232.79

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			232.79
		DEC1517 LSAC1362750-		12/15/2017	9.10-	0.00	9.10-
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			9.10-
		DEC1517 LSAC1365054		12/15/2017	221.69	0.00	221.69
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			221.69
				Check 026584 Total:	942.56	0.00	942.56
026585	12/15/2017	0001061	KBA DOCUSYS, INC.				Check Entry Number: 001
		DEC1517 INV610340		12/15/2017	184.37	0.00	184.37
		G/L Account: 501204-100-000	501204-100-000	Service Contracts			16.93
		G/L Account: 501204-100-000	501204-100-000	Service Contracts			124.92
		G/L Account: 501204-100-000	501204-100-000	Service Contracts			35.00
		G/L Account: 501204-100-000	501204-100-000	Service Contracts			7.52
026586	12/15/2017	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
		DEC1517 01-0022594		12/15/2017	504.25	0.00	504.25
		G/L Account: 502601-100-000	502601-100-000	Electric, Gas & Water			504.25
026587	12/15/2017	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
		DEC1517 INV#503		12/15/2017	475.00	0.00	475.00
		G/L Account: 500903-100-000	500903-100-000	Landscaping Services			475.00
026588	12/15/2017	0001078	Kirk Thill				Check Entry Number: 001
		DEC1517 HEALTH REIMB		12/15/2017	300.48	0.00	300.48
		G/L Account: 612100-100-000	612100-100-000	Health Insurance			300.48
				Report Total:	58,151.64	0.00	58,151.64

Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
Bank Code: 1 - Bank of the West							
026589	12/29/2017	0000001 Bank of the West - Federal Income Taxes DEC3117 FED INC TAX	12/29/2017	15,475.50	0.00	15,475.50	Check Entry Number: 001
		G/L Account: 202010-100-000 Federal Income Tax W/H					15,475.50
026590	12/29/2017	0000002 Employment Development - State Income Taxes DEC3117 STATE INC TA	12/29/2017	4,716.16	0.00	4,716.16	Check Entry Number: 001
		G/L Account: 202020-100-000 State Income Tax W/H					4,716.16
026591	12/29/2017	0000003 Bank of the West - FICA & MEDICARE Taxes DEC3117 FICAMED TAX	12/29/2017	20,838.60	0.00	20,838.60	Check Entry Number: 001
		G/L Account: 202030-100-000 FICA Tax - Employer					8,286.38
		G/L Account: 202031-100-000 FICA Tax - Employee					8,286.38
		G/L Account: 202040-100-000 MEDICARE Tax - Employer					2,132.92
		G/L Account: 202041-100-000 MEDICARE Tax - Employee					2,132.92
026592	12/29/2017	0000004 CCC Employees Retirement DEC3117 EE RETIREMEN	12/29/2017	26,544.74	0.00	26,544.74	Check Entry Number: 001
		G/L Account: 204011-100-000 Retirement - CCCERA Employee					26,544.74
026593	12/29/2017	0000006 Employment Development - State Disability Insuranc DEC3117 SDI TAX	12/29/2017	558.13	0.00	558.13	Check Entry Number: 001
		G/L Account: 203051-100-000 State Disability Insurance - SDI Employee					558.13
026594	12/29/2017	0000007 SEIU UPE LOCAL 1021 DEC3117 UNION DUES	12/29/2017	1,955.70	0.00	1,955.70	Check Entry Number: 001
		G/L Account: 205020-100-000 SEIU Local 1021 - Union Dues					1,955.70
026595	12/29/2017	0000009 Nationwide Retirement Sol DEC3117 457 PLAN	12/29/2017	1,100.00	0.00	1,100.00	Check Entry Number: 001
		G/L Account: 204022-100-000 457 Deferred Savings Plan					1,000.00
		G/L Account: 204022-100-000 457 Deferred Savings Plan					100.00
026596	12/29/2017	0000010 CalPERS DEC3117 HEALTH INSUR	12/29/2017	46,290.93	0.00	46,290.93	Check Entry Number: 001
		G/L Account: 203011-100-000 Medical - CALPers Employee					2,691.56
		G/L Account: 203011-100-000 Medical - CALPers Employee					2,691.56
		G/L Account: 203010-100-000 Medical - CALPers Employer					34,009.20
		G/L Account: 612100-100-000 Health Insurance					6,746.36
		G/L Account: 612100-100-000 Health Insurance					129.99
		G/L Account: 612100-100-000 Health Insurance					22.26
026597	12/29/2017	0000011 Vision Service Plan DEC3117 VISION INSUR	12/29/2017	666.80	0.00	666.80	Check Entry Number: 001
		G/L Account: 612102-100-000 Vision Insurance					666.80
026598	12/29/2017	0000015 Health Care Dental Trust DEC3117 DENTAL INSUR	12/29/2017	5,115.88	0.00	5,115.88	Check Entry Number: 001
		G/L Account: 612101-100-000 Dental Insurance					5,115.88
026599	12/29/2017	0000031 CA State Disbursement Unit DEC3117 300000004233	12/29/2017	403.50	0.00	403.50	Check Entry Number: 001
		G/L Account: 203090-100-000 Garnishment-General					403.50
026600	12/29/2017	0000171 Nola Woods Potter DEC3117 REIMBURSEMEN	12/29/2017	29.96	0.00	29.96	Check Entry Number: 001
		G/L Account: 502305-100-000 Other Expense					13.98
		G/L Account: 502305-100-000 Other Expense					15.98
026601	12/29/2017	0000193 Brandon French DEC3117 REIMBURSEMEN	12/29/2017	2,706.00	0.00	2,706.00	Check Entry Number: 001
		G/L Account: 703720-100-000 Equipment					2,706.00
026602	12/29/2017	0000313 Contra Costa Water District DEC3117 F721185	12/29/2017	4.47	0.00	4.47	Check Entry Number: 001
		G/L Account: 502601-100-000 Electric, Gas & Water					4.47
		G/L Account: 502601-100-000 Electric, Gas & Water					991.84
		G/L Account: 502601-100-000 Electric, Gas & Water					991.84
		Check 026602 Total:		996.31	0.00	996.31	
026603	12/29/2017	0000317 VCJPA DEC3117 VCJPA-2018-1	12/29/2017	463.08	0.00	463.08	Check Entry Number: 001
		G/L Account: 501002-100-000 Liability/Property Insurance					463.08
026604	12/29/2017	0000324 Diablo Trophy DEC3117 INV13844	12/29/2017	100.05	0.00	100.05	Check Entry Number: 001
		G/L Account: 502305-100-000 Other Expense					92.00
		G/L Account: 502305-100-000 Other Expense					8.05
		G/L Account: 502305-100-000 Other Expense					35.00
		G/L Account: 502305-100-000 Other Expense					18.00
		G/L Account: 502305-100-000 Other Expense					32.00
		G/L Account: 502305-100-000 Other Expense					7.44
		Check 026604 Total:		192.49	0.00	192.49	
026605	12/29/2017	0000328 PG&E DEC3117 3466426805-8	12/29/2017	1,090.93	0.00	1,090.93	Check Entry Number: 001
		G/L Account: 502601-100-000 Electric, Gas & Water					1,090.93
026606	12/29/2017	0000346 FRANCO TYP-POSTALIA, INC. DEC3117 INVRI1034857	12/29/2017	126.75	0.00	126.75	Check Entry Number: 001
		G/L Account: 501204-100-000 Service Contracts					126.75
026607	12/29/2017	0000482 City of Antioch Marina DEC3117 INV4614	12/29/2017	100.00	0.00	100.00	Check Entry Number: 001
		G/L Account: 502305-100-000 Other Expense					100.00
026608	12/29/2017	0000486 Bay Alarm Company DEC3117 585624171215	12/29/2017	267.75	0.00	267.75	Check Entry Number: 001
		G/L Account: 501807-100-000 Security Services					267.75
026609	12/29/2017	0000610 Liebert Cassidy DEC3117 INV1450770	12/29/2017	100.00	0.00	100.00	Check Entry Number: 001
		G/L Account: 501803-100-000 Legal Counsel					100.00
		G/L Account: 501803-100-000 Legal Counsel					135.00
		G/L Account: 501803-100-000 Legal Counsel					135.00
		G/L Account: 501803-100-000 Legal Counsel					425.00
		G/L Account: 501803-100-000 Legal Counsel					425.00

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
				Check 026609 Total:	660.00	0.00	660.00
026610	12/29/2017	0000654	Sprint DEC3117 855548319	12/29/2017	82.22	0.00	82.22
							Check Entry Number: 001
							82.22
026611	12/29/2017	0000694	TD Ameritrade Institution DEC3117 457 PLAN CON	12/29/2017	19,466.37	0.00	19,466.37
							Check Entry Number: 001
							19,466.37
026612	12/29/2017	0000793	AFLAC DEC3117 DIS&ACC INS	12/29/2017	52.84	0.00	52.84
							Check Entry Number: 001
							52.84
026613	12/29/2017	0000804	Maza & Associates DEC3117 INV26783	12/29/2017	11,000.00	0.00	11,000.00
							Check Entry Number: 001
							11,000.00
026614	12/29/2017	0000889	TPX Communications DEC3117 PHONE SERVIC	12/29/2017	609.64	0.00	609.64
							Check Entry Number: 001
							609.64
026615	12/29/2017	0000899	Sun Life Financial DEC3117 LIFE INSURAN	12/29/2017	566.03	0.00	566.03
							Check Entry Number: 001
							566.03
026616	12/29/2017	0000925	INFINISOURCE, Inc. DEC3117 INV90096291	12/29/2017	80.00	0.00	80.00
							Check Entry Number: 001
							80.00
026617	12/29/2017	0000927	Bank of the West DEC3117 FSA&DEP CARE	12/29/2017	950.14	0.00	950.14
							Check Entry Number: 001
							950.14
							294.20
							624.69
							31.25
026618	12/29/2017	0000971	Flyers Energy, LLC DEC3117 CFS1534972	12/29/2017	1,084.63	0.00	1,084.63
							Check Entry Number: 001
							1,084.63
026619	12/29/2017	0000975	Reliance Standard Life In DEC3117 DIS INSURANC	12/29/2017	882.40	0.00	882.40
							Check Entry Number: 001
							882.40
							444.35
							438.05
026620	12/29/2017	0000981	Colonial Life DEC3117 DIS/ACC/CRIT	12/29/2017	352.76	0.00	352.76
							Check Entry Number: 001
							352.76
							215.96
							51.90
							68.54
							16.36
026621	12/29/2017	0001002	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 TFSHE VISA	12/29/2017	1,546.75	0.00	1,546.75
							Check Entry Number: 001
							1,546.75
							119.55
							0.06
							43.76
							55.53
							55.10
							210.76
							169.30
							340.00
							200.00
							35.40
							66.99
							20.00
							32.10
							125.16
							73.04
026622	12/29/2017	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 EGHILAR VISA	12/29/2017	102.20	0.00	102.20
							Check Entry Number: 001
							102.20
026623	12/29/2017	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 CMILLER VISA	12/29/2017	1,421.75	0.00	1,421.75
							Check Entry Number: 001
							1,421.75
							605.11
							21.86
							8.68
							96.50
							253.27
							169.95
							183.90
							18.10
							15.49
							10.85
							38.04
026624	12/29/2017	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 APIERCE VISA	12/29/2017	32.90	0.00	32.90
							Check Entry Number: 001
							32.90
							19.95
							12.95
026625	12/29/2017	0001011	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 JREHANA VISA	12/29/2017	1,119.76	0.00	1,119.76
							Check Entry Number: 001
							1,119.76
026626	12/29/2017	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS DEC3117 WSHIEH VISA	12/29/2017	4,068.25	0.00	4,068.25
							Check Entry Number: 001
							4,068.25
							50.00
							50.00
							50.00
							15.10
							154.16

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West						
Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 501705-100-000	Computer Supplies			217.49
		G/L Account: 501705-100-000	Computer Supplies			1,200.18
		G/L Account: 501705-100-000	Computer Supplies			89.78
		G/L Account: 501705-100-000	Computer Supplies			79.96
		G/L Account: 501705-100-000	Computer Supplies			150.00
		G/L Account: 501705-100-000	Computer Supplies			204.34
		G/L Account: 501705-100-000	Computer Supplies			1,873.90
		G/L Account: 501705-100-000	Computer Supplies			33.34
026627	12/29/2017	0001016 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		DEC3117 NWOODS VISA	12/29/2017	39.87	0.00	39.87
		G/L Account: 502305-100-120	Other Expense			38.88
		G/L Account: 502305-100-000	Other Expense			0.99
026628	12/29/2017	0001020 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		DEC3117 SCURRIER VIS	12/29/2017	1,193.92	0.00	1,193.92
		G/L Account: 500502-100-510	Boots & Rainwear			603.98
		G/L Account: 500502-100-510	Boots & Rainwear			143.95
		G/L Account: 500503-100-540	Safety Items			10.58
		G/L Account: 500503-100-540	Safety Items			47.13
		G/L Account: 500503-100-540	Safety Items			38.28
		G/L Account: 502305-100-000	Other Expense			65.00
		G/L Account: 500502-100-510	Boots & Rainwear			126.96
		G/L Account: 500502-100-510	Boots & Rainwear			39.51
		G/L Account: 500502-100-510	Boots & Rainwear			79.02
		G/L Account: 500502-100-510	Boots & Rainwear			39.51
026629	12/29/2017	0001021 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		DEC3117 GHOWARD VISA	12/29/2017	250.50	0.00	250.50
		G/L Account: 502506-100-000	Training			125.25
		G/L Account: 502506-100-000	Training			125.25
026630	12/29/2017	0001040 WAVE				Check Entry Number: 001
		DEC3117 813635010039	12/29/2017	69.90	0.00	69.90
		G/L Account: 500601-100-000	Telecommunication Services			69.90
026631	12/29/2017	0001047 Calderon Janitorial Services				Check Entry Number: 001
		DEC3117 INV028	12/29/2017	650.00	0.00	650.00
		G/L Account: 500901-100-000	Janitorial Services			650.00
026632	12/29/2017	0001059 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		DEC3117 NJONES VISA	12/29/2017	850.51	0.00	850.51
		G/L Account: 501701-100-000	Office Supplies			80.70
		G/L Account: 502305-100-000	Other Expense			22.83
		G/L Account: 502503-100-000	Authorized Travel			218.49
		G/L Account: 502503-100-000	Authorized Travel			218.49
		G/L Account: 501901-100-000	Advertisements & Notices			75.00
		G/L Account: 501901-100-000	Advertisements & Notices			160.00
		G/L Account: 501901-100-000	Advertisements & Notices			75.00
026633	12/29/2017	0001060 R & S ERECTION OF CONCORD, INC.				Check Entry Number: 001
		DEC3117 INV105199	12/29/2017	228.00	0.00	228.00
		G/L Account: 501302-100-000	Contractual Repairs			228.00
026634	12/29/2017	0001073 Paula A. Macedo				Check Entry Number: 001
		DEC3117 REIMBURSEMEN	12/29/2017	56.71	0.00	56.71
		G/L Account: 502503-100-000	Authorized Travel			56.71
026635	12/29/2017	0001076 U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
		DEC3117 PMACEDO VISA	12/29/2017	9.00	0.00	9.00
		G/L Account: 502503-100-000	Authorized Travel			9.00
Report Total				177,066.26	0.00	177,066.26

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
 INVESTMENT ACTIVITY REPORT
 OCTOBER / NOVEMBER 2017

Transaction Number	Date	Wells	LAIF	Bank of the West
BALANCE	10-01-17	51,941.30	4,772,988.64	250,139.49
1.	10-03-17	(42.14)		
2.	10-06-17		(176,000.00)	176,000.00
3.	10-10-17	298.96		
4.	10-12-17		(170,000.00)	170,000.00
5.	10-13-17		15,929.06	
6.	10-17-17		(5,000.00)	5,000.00
7.	10-20-17	855.42		
8.	10-30-17		(294,000.00)	294,000.00
9.	10-31-17	17,207.32		
10.	10-31-17	136,493.06		
11.	10-31-17			(640,066.09)
12.	11-06-17	8,751.00		
13.	11-14-17		(138,000.00)	138,000.00

Transaction Number	Date	Wells	LAIF	Bank of the West
14.	11-14-17	8,250.00		
15.	11-22-17	855.42		
16.	11-29-17		(246,000.00)	246,000.00
17.	11-30-17			(327,494.09)
	11-30-17	224,610.34	3,759,917.70	311,579.31

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

Respectfully submitted,



Paula Macedo
General Manager

Transaction
Number

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1. Wells Fargo bank fee for order of new deposit slips
2. Transfer from LAIF to Bank of the West for District payroll and vendor checks
3. Direct deposit of contract billing from C & H Sugar
4. Transfer from LAIF to Bank of the West for District payroll and vendor checks
5. LAIF interest earned from July 1, 2017 through September 30, 2017
6. Transfer from LAIF to Bank of the West for District payroll and vendor checks
7. Monthly medical direct deposit from District retiree
8. Transfer from LAIF to Bank of the West for District payroll and vendor checks
9. Deposit of miscellaneous checks in Wells Fargo Bank
10. Deposit of property tax proceeds in Wells Fargo Bank
11. Payment of Payroll and Vendor checks on Bank of the West for October, 2017
12. Direct deposit From USDA of invasive weeds contract proceeds in error
13. Transfer from LAIF to Bank of the West for District payroll and vendor checks
14. Direct deposit from U.S. Navy for contract billing proceeds
15. Monthly medical direct deposit from District retiree
16. Transfer from LAIF to Bank of the West for District payroll and vendor checks
17. Payment of Payroll and Vendor checks on Bank of the West for November, 2017

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 December 08,
 2017

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

PMIA Average Monthly Yields

Tran Type Definitions

October 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/6/2017	10/5/2017	RW	1549619	PAULA MACEDO	-176,000.00
10/12/2017	10/11/2017	RW	1549927	PAULA MACEDO	-170,000.00
10/13/2017	10/12/2017	QRD	1551494	SYSTEM	15,929.06
10/17/2017	10/17/2017	RW	1552676	PAULA MACEDO	-5,000.00
10/30/2017	10/27/2017	RW	1553432	PAULA MACEDO	-294,000.00

Account Summary

Total Deposit:	15,929.06	Beginning Balance:	4,772,988.64
Total Withdrawal:	-645,000.00	Ending Balance:	4,143,917.70

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 December 08,
 2017

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

PMIA Average Monthly Yields

Tran Type Definitions

November 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11/14/2017	11/13/2017	RW	1554316	PAULA MACEDO	-138,000.00
11/29/2017	11/29/2017	RW	1555181	PAULA MACEDO	-246,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,143,917.70
Total Withdrawal:	-384,000.00	Ending Balance:	3,759,917.70

2017-2018 BUDGET SPREADSHEET

45.83% of the year complete

ACCOUNT	Adopted 17/18	\$ Spent 12/15/17	% Spent Year to Date
SALARIES AND WAGES			
Payroll & OT	3,182,002	1,478,430	46%
Payroll - Temps	110,000	45,008	41%
Retirement	1,257,191	1,270,979	101%
OASDI/Medicare	247,000	114,308	46%
Health Insurance	624,965	261,447	42%
Unempl't & Disability Insurance	30,000	5,376	18%
Other Post Employment Benefits	145,000	176,000	121%
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subtotal	5,596,158	3,351,548	60%
OPERATIONS			
Agriculture	200,000	33,797	17%
Clothing/Personal Supplies	28,500	10,479	37%
Communications	23,900	6,683	28%
Household Expenses	21,700	7,353	34%
Insurance-Workers Compensation	188,506	188,506	100%
Insurance-Liability/Property	93,220	89,989	97%
Maintenance/Equipment	42,500	13,066	31%
Maintenance/Bldg. & Grounds	25,450	6,365	25%
Lab Supplies	38,500	6,713	17%
Professional Memberships	25,000	20,162	81%
Office Expense	36,040	12,598	35%
Professional/Special Services	168,031	77,895	46%
Advertisements & Notices	69,747	781	1%
Rentals/Leases	6,500	222	3%
Small Tools/Instruments	8,400	0	0%
District Special Expense	28,250	43,931	156%
Transportation/Travel	108,345	36,586	34%
Electric, Gas & Water	35,000	30,791	88%
Research Projects	25,000	0	0%
Taxes & Assessments	340,000	166,367	49%
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subtotal	1,512,589	752,284	50%
CAPITAL			
350 - Land	0	0	0%
360 - Structures and Improvements	0	0	0%
371 - Vehicles	90,116	99,150	110%
372 - Equipment	63,394	6,324	10%
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subtotal	153,510	105,474	69%
TOTAL EXPENDITURES	7,262,257	4,209,306	58%

2017-2018 BUDGET SPREADSHEET

20-Dec-17
45.83% of the year complete

ACCOUNT	Adopted 17/18	Received 12/15/17	% Received Year to Date
=====			
PROJECTED REVENUES			
Property Taxes	5,307,697	2,638,242	50%
Benefit Assessment	2,029,000	1,119,430	55%
Contract Billing	50,000	17,463	35%
Interest Income	45,000	32,318	72%
Miscellaneous	70,000	39,408	56%
Medical Reimbursement	88,000	15,958	18%
=====			
TOTAL REVENUES	7,589,697	3,862,819	51%
Revenues Minus Expenditures	327,440	(346,487)	
Transfer from (or Addition to) Reserves	(327,440)	346,487	
=====			
Ending Balance	0	(0)	

Designated Reserves:

Africanized Honey Bee	165,000
Emerging Disease Surveillance	1,500,000
Building Fund	1,222,584
(Operations) Dry Period Cash Flow	2,500,000
Public Health Emergency	1,000,000
=====	
	6,387,584



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

Job Title: Administrative Services Manager

Salary Range: \$7996 - \$9856

Department: Administration

FLSA Employment Status: Exempt

ESSENTIAL FUNCTION

Under the direction of the General Manager, manages, supervises, and coordinates the activities and operations of the administration department including financial and human resources functions. The position is responsible for professional and independent administrative staff work in the areas of budgeting, forecasting, cash management, general administration, and insurance. Makes recommendations for action and assists in policy and procedure implementation, and has the ability to perform complex and difficult analytical work in various staff support and finance areas.

DISTINGUISHING CHARACTERISTICS

This position works independently and is responsible for District administrative, financial, and human resources functions.

PRIMARY DUTIES

Administrative: Responsible for District administrative functions including, but not limited to, financial and human resources activities and operations. Manages District benefit assessment procedures, data processing and collection. Supervises all accounting functions including payroll, accounts receivable and payable, purchasing, and billing. Maintains the general ledger and the fixed asset inventory records and control system, and handles day to day District administrative matters. Assists in the development of District policies and procedures, interprets federal, state and local laws, rules, and regulations pertaining to the administration of public agencies and mosquito and vector control districts, and informs changes to the General Manager. Manages special projects at the request of the General Manager. Regularly presents administrative information to Board of Trustees.

Finance: Coordinates all aspects of compilation of the District annual budget for adoption by the Board of Trustees. Includes fixed asset requests, department budgets, temporary staffing costs, property tax, benefit assessment, contract billing and miscellaneous revenue projections, long term forecasts, benefits cost projections, debt management, travel budgets, Board of Trustee Budget and Audit Committees coordination and finance information distribution and cash flows. Responsible for District annual audit preparation and coordination of outside auditor functions and retention. Monitors District reserves and daily financial condition. Manages accounts, including journal entries, fund transfers, and financial reports. Supervises inventory preparation and GASB compliance.

Insurance: Responsible for all functions related to the District self insurance program, maintains Joint Powers Agreement (JPA) ledger, monitors District compliance, responds to required information requests, coordinates all liability claims and workers compensation injury reporting and record keeping, represents the District at variety of board meetings, researches appropriate policies, procedures and laws and monitors District investments in the program.

Job Title: Administrative Services Manager

Department: Administration

FLSA Employment Status: Exempt

Personnel Management: Supervises and oversees work of personnel assigned to the department. Supervises, recruits and trains administrative personnel, and performs written performance appraisals. Participates in establishing and enforcing personnel policies, labor, and safety rules and regulations. Coordinates front office work loads and staffing requirements. Oversees human resources management and related responsibilities, advises and assists managers and supervisors in coaching and counseling, performance evaluations, corrective actions, discipline, and terminations.

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

District duties, responsibilities, services, procedures, and policies;

Administrative and finance management principles;

Principles and practices of public agency business administration;

Human resources management;

Operation of computer software, financial accounting and human resources applications, databases, and spreadsheets;

Federal, state and local laws, rules, and regulations pertaining to administration of public agencies and special districts.

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

Recognize and solve problems in financial and administrative areas;

Plan and conduct administrative service activities, supervise work of others, and prepare reports;

Work effectively and cooperatively with management, subordinates, other government agencies, trustees and the public;

Learn and understand pertinent federal, state, and local laws, rules, and regulations related to special districts and mosquito and vector control operations;

Read and understand the District's personnel manual, policies and procedures, operating guidelines, and memoranda of understanding.

QUALIFYING TRAINING AND EXPERIENCE

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

EDUCATION: A Bachelor's degree from an accredited four year college or university in public or business administration or related field. A Master's degree in public or business administration is preferred.

EXPERIENCE: Five (5) years of professional experience in finance and administration, at least three of which are in a public agency. Previous supervisory experience in a public agency is preferred.

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

Must have a valid California State Class C driver's license and must maintain a good driving record and be insurable with the District's insurance carrier. Must maintain a valid license and insurability throughout employment.

Certification in Human Resources or closely related field is preferred.

Specifications Approved by Board of Trustees on: _____

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, no overtime compensation

Appointment and Removal Authority: General Manager

**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
ASCENDANCY TO PRESIDENCY
2018**

<u>FUTURE PRESIDENTS</u>	<u>City</u>	<u>Appointed</u>	<u>President</u>
Warren Clayton	City of Pinole	03/06/12	2018
Michael Krieg	City of Oakley	05/08/12	2019
Perry Carlston	City of Concord	02/05/13	2020
Darryl Young	County at Large	07/16/13	2021
Lola Odunlami	Antioch	03/25/14	2022
James Murray	Walnut Creek	02/16/16	2023
Robert Lucacher	Moraga	02/17/16	2024

FORMER PRESIDENTS

Peggie Howell	City of Clayton	11/20/07	2017
Randall Diamond	Town of Danville	02/05/11	2016
Chris Cowen	County at Large	12/16/08	2015
James Pinckney	County at Large	12/06/88	2014
Jeff Bennett	City of Hercules	03/20/07	2013
Soheila Bana	City of Richmond	09/11/07	2012
Angela Micheals	City of Concord	02/14/06	2011
Jim Fitzsimmons	City of Lafayette	01/26/04	2010
Diane Wolcott	City of Orinda	08/19/03	2009
Richard Head	City of Oakley	10/09/00	2008
Richard Means	City of Pleasant Hill	05/15/00	2007
Ronald Tervelt	City of Clayton	03/07/00	2006
Myrto Petreas	Town of Moraga	01/26/00	2005
Jon Elam	City of Brentwood	02/23/99	2004
Daniel Pellegrini	City of Martinez	10/01/97	2003
Jeanette Mahoney	City of Richmond	10/08/96	2002
Tim McDonough	City of Pinole	07/02/96	2001
Russ Belleci	County at Large	07/11/95	2000
John Hall	City of Antioch	06/14/94	1999
H. Richard Mank	City of El Cerrito	01/03/94	1998
John Hanley	City of Clayton	12/17/91	1997
Lorin Waxman	Town of Moraga	07/08/92	1996
Dick Vesperman	City of San Ramon	04/14/92	1995
Charles Lupsha	City of Orinda	01/02/89	1994
David Jameson	Town of Danville	03/19/91	1993
Ronald Wheeler	City of Martinez		1992
Marilyn Milby	City of Lafayette	04/30/86	1991
Nancy Brownfield	City of Walnut Creek	08/16/83	1990
Earl Mortenson	City of Concord	01/28/85	1989

DECLINED BUT ELIGIBLE

Richard Ainsley

City of Pittsburg

02/20/07

2012

**CONTRA COSTA MOSQUITO & VECTOR
CONTROL DISTRICT
BOARD CALENDAR FOR 2018**

All meetings begin at 7 pm, unless noted

MONTH	DATE	MEETING
JANUARY	8 8	BOARD OF TRUSTEE CCMAD FINANCING CORP
FEBRUARY	12 TBD	EXECUTIVE COMMITTEE PERSONNEL COMMITTEE
MARCH	12	BOARD OF TRUSTEES
APRIL	2 16 23	ADVANCED PLANNING PERSONNEL COMMITTEE BUDGET COMMITTEE
MAY	14	BOARD OF TRUSTEES
JUNE	11 18 25	PERSONNEL COMMITTEE EXECUTIVE COMMITTEE BUDGET COMMITTEE
JULY	9 9	BUDGET COMMITTEE (6 pm) BOARD OF TRUSTEES
AUGUST	TBD	AUDIT COMMITTEE
SEPTEMBER	10	BOARD OF TRUSTEES
OCTOBER	TBD	AUDIT COMMITTEE
NOVEMBER	5*	BOARD OF TRUSTEES
DECEMBER		

**moved due to Veteran's Day Holiday*

Contra Costa Mosquito and Vector Control 2018 District Trustee Committees		
Committee	Charge	Frequency
Advance Planning	Review and update long range plans such as the Five Year Plan	Annually
	Complete update of the Five Year Plan	Every 5 years
Audit	Approve the overall audit scope and review audit draft and internal controls Evaluate auditor performance Oversee insurance programs Periodically send out RFP's for audit services, interview auditors, submit recommendations to the Board	Annually Annually As needed @ 3-6 yrs
Budget ¹	Review Preliminary Budget, submit recommendations and Proposed Budget to the Board	Annually
	Review investment practices, policies, and investment transfers, submit recommendations to the Board	Annually
Executive ²	Review General Manager's performance Review contractual or potential liability issues Review items of significant impact to the District Review and update Board Policies submit recommendations to the Board	As needed As needed As needed As needed
Personnel ¹	Review and update Employee Handbook	Periodically
	Review proposed salary and wage changes	Annually
	Review proposed reclassifications and new positions	As needed
	Review employee benefits, submit recommendations to the Board	Periodically
	Act as first Review Board for personnel grievance procedures	As needed
Meet as necessary and bring personnel matters to the attention of the Board of Trustees as a whole	As needed	
Make recommendations on any of the above items	As needed	

Notes

1. Vice President shall serve as Chairperson of either of these committees
2. Comprised of President, Vice President, Secretary, Past President, Budget and Personnel Committee Chairs
3. President assigns committee chairs after Vice President assignment is made
4. Trustees sign up for committees at January Board meeting
5. If committees are not balanced, President can reassign trustees to balance their numbers