



**BOARD OF TRUSTEES**

**\*\*MONDAY, JULY 8, 2019\*\***

DISTRICT OFFICE

155 Mason Circle

Concord, CA 94520

**7:00 PM**

AGENDA

CALL TO ORDER:

Roll Call

Pledge of Allegiance

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

2. PUBLIC INPUT ON NON AGENDA ITEMS

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

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

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

3. CONSENT CALENDAR

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

- A. Minutes of the May 13, 2019 Board of Trustees Meetings
- B. Expenditures for April 2019 and May 2019
- C. Payroll Expenditures
- D. Transaction Activity Report for April 2019 and May 2019
- E. Financial Report
- F. Excess Vehicles

4. ACTION ITEMS

- A. Approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-wide Special Benefit Assessment \*\*

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

- B. Board resolution to continue the Mosquito & Vector Surveillance and Control project for the benefit of four zones and to continue the financing of the project by continued assessment upon property within the District \*\*
- C. Board resolution for the revision of Conflict of Interest Code \*\*
- D. Personnel Committee report
  - i.* Approval of 3.9% C.O.L.A. for unrepresented employees with one exception (General Manager) \*\*
  - ii.* Approval of salary range recommendations for the following positions \*\*
    - Administrative Analyst I (\$3,350 - \$4,489 + C.O.L.A.)
    - Administrative Analyst II (\$4,714 - \$6,317 + C.O.L.A.)
    - Lab Assistant (\$5,926 - \$7,941 + C.O.L.A.)
  - iii.* Approval of additional Dental benefit for unrepresented employees \*\*
- E. Budget Committee report
  - i.* Approval of Proposed Budget for FY2019/2020 \*\*
  - ii.* Approval of District Investment and Reserve policies \*\*
  - iii.* Approval of Scope and Exclusions for General Manager's procurement authority \*\*

5. REPORTS

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

CLOSED SESSION

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

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

Employee Group: Represented employees, SEIU 1021

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

Title: General Manager

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

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

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

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

Title: General Manager

10. ADJOURNMENT

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

  
\_\_\_\_\_  
Natalie Martini, Administrative Assistant

6/28/2019

\_\_\_\_\_  
Date

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

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

## CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

### JULY 8, 2019 BOARD MEETING

1-2. No comment

3. CONSENT CALENDAR

- A. Minutes of the May 13, 2019 Board of Trustees Meetings (*Pages 8-13*) – Approval of Minutes 19-3, Regular Board Meeting, held on May 13, 2019.
- B. Expenditures for April 2019 and May 2019 (*Pages 14-19*) – Approval of expenditures of April 1, 2019 through May 31, 2019 including checks No. 027811 through No. 027992, in the amount of \$644,880.61.
- C. Payroll Expenditures – Approval of payroll expenditures of April 1, 2019 through May 31, 2019, including checks No. 016131 through No. 016142 and Direct Deposit No. D03377 through No. D03526, in the amount of \$336,054.89.
- D. Transaction Activity Report for April 2019 and May 2019 (*Pages 20-21*)
- E. Financial Report (*Pages 22-23*)
- F. Excess Vehicles – Approval to excess;
  - 1) 2004 Year model with 100,207 miles (#4)
  - 2) 2007 Year model with 108,542 miles (#9)
  - 3) 2007 Year model with 97,859 miles (#12)
  - 4) 2004 Year model with 117,835 miles (#52)

4. ACTION ITEMS

- A. Approval of Mosquito & Vector Surveillance and Control Engineers Report on the District-Wide Special Benefit Assessment – Each year the Board determines whether to continue the mosquito and vector control project adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer’s report. Mr. Ed Espinoza, from Francisco & Associates, will be present to give an overview of the Engineer’s Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2019-2020.

Recommendation – Approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2019-2020 (*Attached*)

- B. Board resolution to continue the Mosquito & Vector Surveillance and Control project for the benefit of four zones and to continue financing of the project by continued assessment upon property within the District

Recommendation – Adopt Resolution 19-1 to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the Project by continued assessment upon property within the District. (Pages 24-25)

- C. Board resolution for the revision of Conflict of Interest Code – The Contra Costa County Administrators Office issues a Biennial Notice for revisions to our Conflict of Interest Code.

Recommendation – Adopt Resolution 19-2 Conflict of Interest Code. (Pages 26-28)

- D. Personnel Committee Report - Trustee Diamond will report on the committee meeting that was held on June 24, 2019 and present recommendations from committee meetings held on April 30, 2019 and June 24, 2019.

- i. Approval of 3.9% C.O.L.A. for unrepresented employees with one exception (General Manager) - the Personnel committee met on April 30, 2019 and is recommending a C.O.L.A. of 3.9% ATB, effective July 1, 2018.

Recommendation – Approve a 3.9% C.O.L.A. for unrepresented employees with one exception (General Manager).

- ii. Approval of salary range recommendations for the following positions:

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

The job descriptions for these positions were approved by the Board at the May 13, 2019 meeting. Salaries have been reviewed by the Budget committee.

Recommendation – Approve salary ranges as recommended by the Personnel committee

- iii. Approval of additional Dental benefit for unrepresented employees – Proposal to change plan offered to unrepresented employees to PPO 2, which has an annual benefit maximum of \$3,000 (instead of \$2,000). Cost shall not exceed \$3,000 annually.

Recommendation – To approve the additional dental benefit for unrepresented employees, not to exceed \$3,000 per year.

E. Budget Committee Report – the Budget Committee met on June 3, 2019 and reviewed the FY 2018-2019 projected ending budget, the proposed budget for FY 2019-2020, and the long-range forecast. Budget Committee Chair Carlston and Administrative Services Manager Bagley will discuss items of interest in the proposed FY 2019-2020 budget and present Investment and Reserve policies for Board approval.

i. Approval of Proposed Budget for FY 2019/2020 (*Pages 29-31*)

Recommendation – Approve the Proposed Budget for FY 2019/2020

ii. Approval of District Investment and Reserve policies – It is a requirement that the District Investment Policy be adopted by the full Board of Trustees on an annual basis. Administrative Services Manager Bagley presented the committee with proposed changes to the previous Investment Policy and is recommending the adoption of a Reserve Policy. Both policies have been reviewed by legal counsel. (*Pages 32-39*)

Recommendation – Approve and adopt the District Investment and Reserve policies

iii. Approval of Scope and Exclusions for General Manager’s procurement authority (*Page 40*)

Recommendation – Approve Scope and Exclusions for General Manager’s procurement authority

5. No comment

CLOSED SESSION

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

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

Employee Group: Represented employees, SEIU 1021

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

Title: General Manager

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

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

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

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

Pleasure of the Board

10. 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, May 13, 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 Randall Diamond Jim Fitzsimmons Peggie Howell Robert Lucacher Kevin Marker Richard Means James Murray Lola Odunlami Peter Pay Daniel Pellegrini Jim Pinckney Marshon Thomas Darryl Young
TRUSTEES ABSENT	Chris Cowen
VACANCIES	El Cerrito, Hercules & San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager J Bradley Wright, Operations Manager Natalie Martini, Administrative Assistant Douglas Coty, Legal Counsel Suzanne Solomon, Liebert Cassidy Whitmore Juliana Kresse, Liebert Cassidy Whitmore Jackie Hughes, Liebert Cassidy Whitmore (via telephone) Sheila Currier Terry Davis David Wexler Tina Cox Jason Descans Christopher Doll Tim Mann



OTHERS PRESENT (cont.) Miaja McCauley  
Danielle Wisniewski  
Yen Do, SEIU Union Representative  
Sheena Phillips

CALL TO ORDER

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

ROLL CALL

A roll call indicated that 18 Trustees were present, one was absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON AGENDA ITEMS – Public speakers Danielle Wisniewski, (Vector Control Inspector), Miaja McCauley (Vector Control Technician), and Yen Do (SEIU 1021 Field Representative) introduced themselves to the Board and spoke on behalf of the open mechanic position, expressing support for filling the position and for the position to remain in the bargaining unit. Tina Cox (Accounting & Benefits Specialist) provided materials to the Board and spoke regarding the salary and benefits study conducted by RGS and the salary survey she conducted for her position, and asked for consideration of an interactive involvement in the process and that the trustees review the study before taking any action related to salary and benefits for unrepresented employees. Tina Cox (Accounting & Benefits Specialist) spoke a second time on behalf of the hiring process and requirements for new hires. Maria Bagley (Administrative Services Manager) spoke on behalf of managers and supervisors regarding support for the General Manager and her positive vision and leadership.

CLOSED SESSION – 7:23 p.m.

Trustee Lola Odunlami recused herself from closed session items 3 and 4.

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

Agency Negotiators: Paula Macedo, General Manager, Randall Diamond, Chair of the Personnel Committee, and Jack Hughes (via telephone), Legal Counsel

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)

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

Title: General Manager

RETURN TO OPEN SESSION – 8:54 p.m.

REPORT FROM CLOSED SESSION – No reportable action

6. PRESENTATION – Trustee Lola Odunlami was recognized for 5 years of service

7. CONSENT CALENDAR

- A. MINUTES – Minutes of the March 11, 2019 Board of Trustees Meetings
- B. EXPENDITURES – 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 FOR FEBRUARY 2019 & MARCH 2019 - 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 & MARCH 2019
- E. FINANCIAL REPORT

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

8. REPORTS

- A. BOARD MEMBERS – President Krieg reported to the Board regarding the California Special Districts Association (CSDA) Workshop he attended pertaining to Board Member Best Practices, primarily about the role of a Special District’s Board. He found the workshop very valuable and recommended other Trustees to attend at least the 1-day workshop in the future, especially if they are unable to attend the full conference that is offered by CSDA.
- B. GENERAL MANAGER – General Manager Macedo noted that April 21-27, 2019 was Mosquito and West Nile virus awareness week and the Public Affairs department worked closely with the Mosquito and Vector Control Association of California (MVCAV) to provide unified messages to the public. The District received additional exposure through KPIX and KGO-TV. General Manager

Macedo updated the Board regarding the progress on the education center and vector house.

General Manager Macedo provided updates regarding the surveillance program and West Nile virus (WNV) activity. The District lab started setting CO2 traps and so far, there has been no sign of WNV activity in the county. There has been a significant increase in mosquito service requests this year, mostly due to treehole mosquitoes, rain pool mosquitoes and other random insects. The lab also started a new mosquito colony and will be attending a pesticide resistance workshop in Sacramento.

General Manager Macedo noted that a summary of the compensation study for non-represented staff, conducted by RGS, was presented to the Personnel Committee and that the study is available to any Trustee who would like to review it further. She reminded the Board that the July Board meeting is scheduled for July 8, 2019 and with 5 Trustees attending the Special District Leadership Academy Conference in Napa during that week, it will be critical to have a quorum for the July meeting where the budget for FY 2019/2020 will be proposed for approval.

General Manager Macedo requested further participation from the Board regarding the AdHoc committees for the District's Vision & Mission statements, as well as the Trustee Manual. Any Trustee that would like to sign up for the AdHoc committees should contact the General Manager as soon as possible so meeting dates can be scheduled.

- C. STAFF – Administrative Services Manager Bagley reported the District's administrative front office has been evaluating various financial and human resource software systems to create synergies in the work flow of District accounting and administrative tasks.
- D. LEGAL COUNSEL – None

9. ACTION ITEMS

- A. PERSONNEL COMMITTEE REPORT – Committee Chair Diamond updated the Board on the Personnel Committee meeting held on April 30, 2019, when proposed new positions were reviewed, as well as the strategic alignment of future steps for District staff.

- 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 - The Personnel Committee reviewed the job description and salary range for the full time position of Administrative Analyst I and the new job description and salary for Administrative Analyst II. The committee recommended approval of the new position and the two job descriptions by the Board.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the new position of Administrative Analyst I and the updated job description for Administrative Assistant to Administrative Analyst II. *Motion passed unanimously.*

*ii.* Approval of new position and job description for Laboratory Technician - the Personnel Committee reviewed the updated job description and salary range for the new proposed full time position of Laboratory Technician. The committee recommended approval of the new position and associated job description by the Board.

\*\* Motion was made by Trustee Pinckney and seconded by Trustee Pellegrini to approve the new position of Laboratory Technician. *Motion passed unanimously.*

*iii.* Approval of Strategic Alignment of Steps - The Personnel Committee reviewed the Strategic Alignment of Steps presented by Administrative Services Manager Bagley for unrepresented positions/classifications and recommended approval by the Board.

PUBLIC INPUT – ITEM 9. A. *iii.* – Public speaker Tina Cox (Accounting & Benefits Specialist) spoke to changes implemented by the General Manager in 2018 regarding progression through steps after hire and urged the Board not to approve the Strategic Alignment of Steps and not to make any action regarding salary for the unrepresented positions/classifications before reviewing the provided RGS salary survey.

\*\* Motion was made by Trustee Clayton and seconded by Trustee Ainsley to approve the Strategic Alignment of Steps for unrepresented positions/classifications. *Motion passed unanimously.*

B. BOARD REVIEW AND CONSIDERATION FOR PURCHASE OF LARVICIDES FROM ADAPCO AND CLARKE – Operations Manager Wright requested Board approval to purchase mosquito control products from Adapco (not to exceed \$36,000.00) and from Clarke (not to exceed \$37,000.00) and presented on the cost savings for pre-purchasing quantities of larvicides that will be used during the season.

\*\* Motion was made by Trustee Diamond and seconded by Trustee Carlston to approve the purchase of larvicides from Adapco and Clarke not to exceed \$36,000.00 and \$37,000.00 respectively. *Motion passed unanimously.*

## 10. INFORMATION ITEMS

A. ADVANCE PLANNING COMMITTEE REPORT – Committee Chair Clayton updated the Board on the April 8, 2019 Advance Planning Committee meeting when the format of the future Five Year Plan was discussed to allow for additional reporting, updated goals and flexibility. The first draft of the new Five

Year Plan should be available in December and the committee will discuss possibly meeting again before 2020.

B. BUDGET COMMITTEE REPORT – Committee Chair Carlston updated the Board on the April 29, 2019 Budget Committee meeting. The committee discussed the year-to-date budget and budget presentation and discussed the District’s efforts and process improvements for better budgeting and forecasting. The committee requested timelines for these efforts. Committee Chair Carlston noted that the District was in a healthy financial position and has been for several years.

11. ADJOURNMENT – There being no further business, the meeting was adjourned at 9:29 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on June 10, 2019.

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

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

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

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

\_\_\_\_\_  
Daniel Pellegrini  
2019 Secretary, Board of Trustees

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 4/1/2019 to 5/31/2019**

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)**

Bank Code: 1 Bank of the West

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
027811	4/15/2019	0000001	Bank of the West - Federal Income Taxes	12,688.52	Auto
027812	4/15/2019	0000002	Employment Development - Personal Income Taxes	4,808.14	Auto
027813	4/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes	20,338.18	Auto
027814	4/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes	21.06	Auto
027815	4/15/2019	0000006	Employment Development - Disability Insurance	736.45	Auto
027816	4/15/2019	0000009	Nationwide Retirement Solutions - 457 Plan	654.00	Auto
027817	4/15/2019	0000018	Employment Development Department	14,923.40	Auto
027818	4/15/2019	0000028	Franchise Tax Board	200.00	Auto
027819	4/15/2019	0000031	CA State Disbursement Unit	403.50	Auto
027820	4/15/2019	0000317	VCJPA	463.08	Auto
027821	4/15/2019	0000328	PG&E	683.53	Auto
027822	4/15/2019	0000352	California Special Districts Association	1,800.00	Auto
027823	4/15/2019	0000482	City of Antioch Marina	100.00	Auto
027824	4/15/2019	0000514	Bio Quip Products	6,628.97	Auto
027825	4/15/2019	0000694	TD Ameritrade Institution	5,030.23	Auto
027826	4/15/2019	0000760	DMV	52.00	Auto
027827	4/15/2019	0000760	DMV	52.00	Auto
027828	4/15/2019	0000806	Fred Loux	323.74	Auto
027829	4/15/2019	0000814	Staples Business Advantage	323.53	Auto
027830	4/15/2019	0000913	Guardian Security Agency	925.00	Auto
027831	4/15/2019	0000927	Bank of the West	1,345.05	Auto
027832	4/15/2019	0000943	Vector-Borne Disease Account	224.00	Auto
027833	4/15/2019	0000956	Waterlogic West Inc.	78.08	Auto
027834	4/15/2019	0000971	Flyers Energy, LLC	1,856.96	Auto
027835	4/15/2019	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON	746.60	Auto
027836	4/15/2019	0001049	ALSCO	1,057.65	Auto
027837	4/15/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC	158.55	Auto
027838	4/15/2019	0001072	Mt. Diablo Resource Recovery-Concord	567.85	Auto
027839	4/15/2019	0001073	Paula A. Macedo	135.96	Auto
027840	4/15/2019	0001077	Banksia Landscape, Inc.	475.00	Auto
027841	4/15/2019	0001078	Kirk Thill	323.74	Auto
027842	4/15/2019	0001110	APEX BAIT Technologies, Inc.	1,000.00	Auto
027843	4/15/2019	0001111	TireHub	2,909.45	Auto
027844	4/15/2019	0001112	The Shed Shop	2,655.13	Auto
027845	4/30/2019	0000001	Bank of the West - Federal Income Taxes	12,795.03	Auto
027846	4/30/2019	0000002	Employment Development - Personal Income Taxes	4,861.76	Auto
027847	4/30/2019	0000003	Bank of the West - FICA & MEDICARE Taxes	20,514.64	Auto
027848	4/30/2019	0000004	CCC Employees Retirement	27,896.14	Auto
027849	4/30/2019	0000006	Employment Development - Disability Insurance	738.90	Auto
027850	4/30/2019	0000007	SEIU UPE LOCAL 1021-Union Dues	2,255.71	Auto
027851	4/30/2019	0000009	Nationwide Retirement Solutions - 457 Plan	654.00	Auto
027852	4/30/2019	0000010	CalPERS	48,724.67	Auto
027853	4/30/2019	0000011	Vision Service Plan	670.35	Auto
027854	4/30/2019	0000015	Health Care Dental Trust	4,999.61	Auto
027855	4/30/2019	0000028	Franchise Tax Board	200.00	Auto
027856	4/30/2019	0000031	CA State Disbursement Unit	403.50	Auto
027857	4/30/2019	0000313	Contra Costa Water District	335.80	Auto
027858	4/30/2019	0000328	PG&E	449.92	Auto
027859	4/30/2019	0000608	ADAPCO, Inc.	35,469.90	Auto
027859	4/30/2019	0000608	ADAPCO, Inc.	35,469.90-	Reversal
027860	4/30/2019	0000608	ADAPCO, Inc.	3,806.02	Auto
027861	4/30/2019	0000610	Liebert Cassidy Whitmore	1,588.00	Auto
027862	4/30/2019	0000684	Clarke	36,387.75	Auto
027862	4/30/2019	0000684	Clarke	36,387.75-	Reversal

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 4/1/2019 to 5/31/2019**

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)**

Bank Code: 1 Bank of the West

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
027863	4/30/2019	0000694	TD Ameritrade Institution	5,030.23	Auto
027864	4/30/2019	0000792	Contra Costa Times	8,382.50	Auto
027865	4/30/2019	0000793	AFLAC	52.84	Auto
027866	4/30/2019	0000800	Fisher Scientific	273.22	Auto
027867	4/30/2019	0000814	Staples Business Advantage	859.55	Auto
027868	4/30/2019	0000889	TPX Communications	685.51	Auto
027869	4/30/2019	0000897	Arrowhead 24 hr Towing	386.91	Auto
027870	4/30/2019	0000899	Sun Life Financial	1,250.75	Auto
027871	4/30/2019	0000913	Guardian Security Agency	967.00	Auto
027872	4/30/2019	0000916	Spark Creative Design	200.00	Auto
027873	4/30/2019	0000927	Bank of the West	1,345.05	Auto
027874	4/30/2019	0000942	Technical Safety Service	338.00	Auto
027875	4/30/2019	0000971	Flyers Energy, LLC	2,281.70	Auto
027876	4/30/2019	0000975	Reliance Standard Life In	835.37	Auto
027877	4/30/2019	0000981	Colonial Life	514.14	Auto
027878	4/30/2019	0000992	MVCAC	100.00	Auto
027879	4/30/2019	0000992	MVCAC	317.50	Auto
027880	4/30/2019	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS	477.36	Auto
027881	4/30/2019	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS	278.33	Auto
027882	4/30/2019	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS	70.99	Auto
027883	4/30/2019	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS	3,470.65	Auto
027884	4/30/2019	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS	1,785.13	Auto
027885	4/30/2019	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS	94.42	Auto
027886	4/30/2019	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS	539.12	Auto
027887	4/30/2019	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS	150.47	Auto
027888	4/30/2019	0001028	Red Wing Business Advantage Account	475.63	Auto
027889	4/30/2019	0001038	Brentwood Press & Publish	4,000.00	Auto
027890	4/30/2019	0001047	Calderon Janitorial Services	650.00	Auto
027891	4/30/2019	0001053	MESA Outdoor	10,000.00	Auto
027892	4/30/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC	203.36	Auto
027893	4/30/2019	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS	2,769.62	Auto
027894	4/30/2019	0001088	Verizon Wireless	1,675.21	Auto
027895	4/30/2019	0001096	U.S. BANK CORPORATE PAYMENT SYSTEMS	203.72	Auto
027896	4/30/2019	0001099	U.S. BANK CORPORATE PAYMENT SYSTEMS	980.74	Auto
027897	4/30/2019	0001100	U.S. BANK CORPORATE PAYMENT SYSTEMS	83.82	Auto
027898	4/30/2019	0001105	Alameda County Mosquito Abatement District	72.92	Auto
027899	4/30/2019	0001113	Comcast	522.33	Auto
027900	4/30/2019	0001114	I. Miller Precision Optical Instruments, Inc.	6,307.98	Auto
027901	4/30/2019	0001115	The Lamar Companies	11,205.00	Auto
027902	5/15/2019	0000001	Bank of the West - Federal Income Taxes	12,883.70	Auto
027903	5/15/2019	0000002	Employment Development - Personal Income Taxes	4,899.41	Auto
027904	5/15/2019	0000003	Bank of the West - FICA & MEDICARE Taxes	20,625.20	Auto
027905	5/15/2019	0000006	Employment Development - Disability Insurance	751.14	Auto
027906	5/15/2019	0000009	Nationwide Retirement Solutions - 457 Plan	654.00	Auto
027907	5/15/2019	0000028	Franchise Tax Board	200.00	Auto
027908	5/15/2019	0000031	CA State Disbursement Unit	403.50	Auto
027909	5/15/2019	0000202	Terry Davis	19.10	Auto
027910	5/15/2019	0000244	Michael Krieg	20.53	Auto
027911	5/15/2019	0000250	Robert H. Lucacher	56.84	Auto
027912	5/15/2019	0000317	VCJPA	701.78	Auto
027913	5/15/2019	0000328	PG&E	15,798.35	Auto
027914	5/15/2019	0000482	City of Antioch Marina	100.00	Auto
027915	5/15/2019	0000486	Bay Alarm Company	176.10	Auto
027916	5/15/2019	0000600	Univar USA Inc.	4,116.79	Auto

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 4/1/2019 to 5/31/2019**

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)**

Bank Code: 1 Bank of the West

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
027917	5/15/2019	0000600	Univar USA Inc.	1,468.13	Auto
027918	5/15/2019	0000608	ADAPCO, Inc.	35,469.90	Auto
027919	5/15/2019	0000684	Clarke	36,387.75	Auto
027920	5/15/2019	0000694	TD Ameritrade Institution	5,030.23	Auto
027921	5/15/2019	0000806	Fred Loux	323.74	Auto
027922	5/15/2019	0000814	Staples Business Advantage	177.24	Auto
027923	5/15/2019	0000913	Guardian Security Agency	950.00	Auto
027924	5/15/2019	0000925	INFINISOURCE, Inc.	80.00	Auto
027925	5/15/2019	0000927	Bank of the West	1,345.05	Auto
027926	5/15/2019	0000956	Waterlogic West Inc.	132.46	Auto
027927	5/15/2019	0000971	Flyers Energy, LLC	2,910.89	Auto
027928	5/15/2019	0000986	Ashby Communications	548.75	Auto
027929	5/15/2019	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON	1,008.00	Auto
027930	5/15/2019	0001039	SureWest Directories	6,000.00	Auto
027931	5/15/2019	0001040	WAVE	94.65	Auto
027932	5/15/2019	0001049	ALSCO	1,047.45	Auto
027933	5/15/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC	99.23	Auto
027934	5/15/2019	0001072	Mt. Diablo Resource Recovery-Concord	567.85	Auto
027935	5/15/2019	0001077	Banksia Landscape, Inc.	475.00	Auto
027936	5/15/2019	0001078	Kirk Thill	323.74	Auto
027937	5/15/2019	0001095	AMCA	4,100.00	Auto
027938	5/15/2019	0001109	Cooperative Personnel Services	2,670.00	Auto
027939	5/15/2019	0001116	Poor Richard's Press	894.85	Auto
027940	5/31/2019	0000001	Bank of the West - Federal Income Taxes	12,651.41	Auto
027941	5/31/2019	0000002	Employment Development - Personal Income Taxes	4,793.35	Auto
027942	5/31/2019	0000003	Bank of the West - FICA & MEDICARE Taxes	20,875.96	Auto
027943	5/31/2019	0000004	CCC Employees Retirement	28,915.28	Auto
027944	5/31/2019	0000006	Employment Development - Disability Insurance	745.53	Auto
027945	5/31/2019	0000007	SEIU UPE LOCAL 1021-Union Dues	2,260.84	Auto
027946	5/31/2019	0000009	Nationwide Retirement Solutions - 457 Plan	654.00	Auto
027947	5/31/2019	0000010	CalPERS	56,424.84	Auto
027948	5/31/2019	0000011	Vision Service Plan	670.35	Auto
027949	5/31/2019	0000015	Health Care Dental Trust	5,232.15	Auto
027950	5/31/2019	0000028	Franchise Tax Board	200.00	Auto
027951	5/31/2019	0000031	CA State Disbursement Unit	403.50	Auto
027952	5/31/2019	0000192	Arthur Hanson	69.00	Auto
027953	5/31/2019	0000203	David Hojas	74.00	Auto
027954	5/31/2019	0000328	PG&E	220.09	Auto
027955	5/31/2019	0000511	Contra Costa Health Services	2,440.00	Auto
027956	5/31/2019	0000600	Univar USA Inc.	1,468.13	Auto
027957	5/31/2019	0000610	Liebert Cassidy Whitmore	8,655.00	Auto
027958	5/31/2019	0000694	TD Ameritrade Institution	5,030.23	Auto
027959	5/31/2019	0000793	AFLAC	52.84	Auto
027960	5/31/2019	0000814	Staples Business Advantage	234.13	Auto
027961	5/31/2019	0000899	Sun Life Financial	1,250.75	Auto
027962	5/31/2019	0000913	Guardian Security Agency	1,775.00	Auto
027963	5/31/2019	0000925	INFINISOURCE, Inc.	80.00	Auto
027964	5/31/2019	0000927	Bank of the West	1,345.05	Auto
027965	5/31/2019	0000943	Vector-Borne Disease Account	3,718.00	Auto
027966	5/31/2019	0000971	Flyers Energy, LLC	2,897.95	Auto
027967	5/31/2019	0000975	Reliance Standard Life In	951.23	Auto
027968	5/31/2019	0000981	Colonial Life	514.14	Auto
027969	5/31/2019	0001000	U.S. BANK CORPORATE PAYMENT SYSTEMS	366.32	Auto
027970	5/31/2019	0001004	U.S. BANK CORPORATE PAYMENT SYSTEMS	492.74	Auto



**Check History Report**  
**Sorted By Check Number**  
**Activity From: 4/1/2019 to 5/31/2019**

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)**

Bank Code: 1 Bank of the West

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
027971	5/31/2019	0001007	U.S. BANK CORPORATE PAYMENT SYSTEMS	122.12	Auto
027972	5/31/2019	0001010	U.S. BANK CORPORATE PAYMENT SYSTEMS	531.31	Auto
027973	5/31/2019	0001013	U.S. BANK CORPORATE PAYMENT SYSTEMS	620.73	Auto
027974	5/31/2019	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS	2,108.27	Auto
027975	5/31/2019	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS	868.03	Auto
027976	5/31/2019	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS	207.70	Auto
027977	5/31/2019	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS	260.41	Auto
027978	5/31/2019	0001025	Liewer Enterprises, Inc.	19,951.94	Auto
027979	5/31/2019	0001028	Red Wing Business Advantage Account	195.74	Auto
027980	5/31/2019	0001040	WAVE	89.90	Auto
027981	5/31/2019	0001047	Calderon Janitorial Services	650.00	Auto
027982	5/31/2019	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS	110.92	Auto
027983	5/31/2019	0001061	KBA DOCUMENT SOLUTIONS, LLC	203.36	Auto
027984	5/31/2019	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS	26.74	Auto
027985	5/31/2019	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS	158.83	Auto
027986	5/31/2019	0001088	Verizon Wireless	1,642.80	Auto
027987	5/31/2019	0001096	U.S. BANK CORPORATE PAYMENT SYSTEMS	34.13	Auto
027988	5/31/2019	0001099	U.S. BANK CORPORATE PAYMENT SYSTEMS	324.77	Auto
027989	5/31/2019	0001100	U.S. BANK CORPORATE PAYMENT SYSTEMS	1,317.76	Auto
027990	5/31/2019	0001113	Comcast	382.18	Auto
027991	5/31/2019	0001117	Occupational Health Centers of California	635.00	Auto
027992	5/31/2019	0001118	U.S. BANK CORPORATE PAYMENT SYSTEMS	44.34	Auto
<b>Bank 1 Total:</b>				<u>644,880.61</u>	
<b>Report Total:</b>				<u><u>644,880.61</u></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>
April 15, 2019	027822	\$1,800.00	California Special Districts Association – SDLA Conference Registration for Trustees (Napa, CA/July 2019)
“ “ “	027824	\$6,628.97	BioQuip Products – All Weather EVS Trap with LED
“ “ “	027842	\$1,000.00	APEX BAIT Technologies, Inc. – Blood Feeding System
“ “ “	027843	\$2,909.45	TireHub – Tires
“ “ “	027844	\$2,655.13	The Shed Shop – Vector House Shed for Education Center
April 30, 2019	027860	\$3,806.02	ADAPCO, Inc. – VectoMax FG (Pesticide)
“ “ “	027861	\$1,588.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	027864	\$8,382.50	Contra Costa Times – Front Page Ads
“ “ “	027889	\$4,000.00	Brentwood Press & Publish – Newspaper Ads for Antioch, Brentwood, Discovery Bay & Oakley
“ “ “	027891	\$10,000.00	MESA Outdoor – Highway 4 Digital Billboard
“ “ “	027900	\$6,307.98	I. Miller Precision Optical Instruments, Inc. – Fiber Optic Illuminator, Nikon Microscope with Stand & Boom Stand
“ “ “	027901	\$11,205.00	The Lamar Companies – Bus Tails & Queens Ads
May 15, 2019	027913	\$15,798.35	PG&E – Electrical Bill True-up
“ “ “	027916	\$2,972.36	Univar USA, Inc. – Altosid Products & Latex Gloves
“ “ “	027917	\$1,468.13	Univar USA, Inc. – Drione
“ “ “	027918	\$35,469.90	ADAPCO, Inc. – VectoMax (Pesticide)
“ “ “	027919	\$36,387.75	Clarke – Altosid (Pesticide)

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
May 15, 2019	027929	\$1,008.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	027930	\$6,000.00	SureWest Directories – Internet Banner Ad Campaign
“ “ “	027937	\$4,100.00	AMCA – Sustaining Membership
“ “ “	027939	\$2,670.00	Cooperative Personnel Services – Professional HR Services & Consulting
May 31, 2019	027955	\$2,440.00	Contra Costa Health Services – Annual Permits
“ “ “	027956	\$1,468.13	Univar USA Inc. – Drione
“ “ “	027957	\$8,655.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	027965	\$3,718.00	Vector-Borne Disease Account – Continuing Education Recertification
“ “ “	027978	\$19,951.94	Liewer Enterprises, Inc. – Argo & Tires

## TRANSACTION ACTIVITY REPORT

Months of April & May

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	<b>Balance</b>	<b>4/1/19</b>	<b>291,432.72</b>	<b>6,983,133.41</b>	<b>327,597.89</b>
1	4/11/2019	195.15	(167,000.00)	167,000.00	
2	4/16/2019	2,726,455.80	47,925.27		
3	4/24/2019	859.52	(350,000.00)	350,000.00	
4	4/24/2019	(3,000,000.00)	3,000,000.00		
5	4/30/2019	6,822.80		(417,434.23)	
	<b>Balance</b>	<b>25,765.99</b>	<b>9,514,058.68</b>	<b>427,163.66</b>	
6	5/13/2019		(175,000.00)	175,000.00	
7	5/22/2019	884.52			
8	5/29/2019		(280,000.00)	280,000.00	
9	5/31/2019	8,327.25		(577,472.68)	
	<b>Balance</b>	<b>34,977.76</b>	<b>9,059,058.68</b>	<b>304,690.98</b>	

### Transaction Number & Brief Description

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit
- 2 Deposit of Property Taxes
- 3 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposits net Wire Transfer Fee
- 4 Transfer from Wells to LAIF Property Taxes
- 5 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo
- 6 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 7 Deposit
- 8 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 9 Clearing of checks from Bank of the West for Payroll & Vendor & Int Earned in Wells Fargo

*I certify that this report reflects all cash transactions and is in conformity with District Policy. The cash flow shown provides sufficient cash flow liquidity to meet the next six months expenditures.*

*Respectfully submitted*

*Paula Macedo  
General Manager*

**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)  
 May 02, 2019

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

[PMIA Average Monthly Yields](#)

**Account Number:**

[Tran Type Definitions](#)

April 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/12/2019	4/12/2019	RW	1601927	PAULA MACEDO	-167,000.00
4/15/2019	4/12/2019	QRD	1603972	SYSTEM	47,925.27
4/25/2019	4/24/2019	RD	1605113	PAULA MACEDO	3,000,000.00
4/26/2019	4/26/2019	RW	1605280	MARIA BAGLEY	-350,000.00

**Account Summary**

Total Deposit:	3,047,925.27	Beginning Balance:	6,983,133.41
Total Withdrawal:	-517,000.00	Ending Balance:	9,514,058.68

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

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

May 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
5/13/2019	5/13/2019	RW	1606337	PAULA MACEDO	-175,000.00
5/29/2019	5/29/2019	RW	1607347	PAULA MACEDO	-280,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	9,514,058.68
Total Withdrawal:	-455,000.00	Ending Balance:	9,059,058.68

**FY 19/20 Budget Year  
Expenses to Date**

ACCOUNT	Adopted	YTD	Adopted	YTD as of 5.31.19	YTD	Proposed vs
	FY17/18	FY17/18	FY18/19	FY18/19	FY 18/19 vs FY 19/20 % Change	Adopted FY 18/19 vs FY 19/20 % Change
<b>SALARIES AND WAGES</b>						
Payroll & OT	3,292,002	3,187,980	3,501,486	3,282,481	16.39%	9.1%
Retirement	1,257,191	1,270,979	1,216,950	1,245,810	1.77%	4.2%
OASDI	247,000	171,803	217,092	197,687	19.82%	9.1%
Medicare		40,086	50,772	46,962	17.96%	9.1%
Health Insurance	624,965	541,060	646,382	635,624	8.00%	6.2%
Unemployment	30,000	31,264	32,202	24,622	30.79%	0.0%
Disability Ins		9,718	10,009	9,732	-2.39%	-5.1%
Other Post Employment Benefits	145,000	145,000	176,000	176,000	0.00%	0.0%
<b>Subtotal</b>	<b>5,596,158</b>	<b>5,397,889</b>	<b>5,850,893</b>	<b>5,618,918.23</b>	<b>7.41%</b>	<b>7.41%</b>
<b>OPERATIONS</b>						
040 - Agriculture & Control	200,000	113,842	175,000	118,515	26.57%	-14.3%
<b>050 - Clothing/Personal Supplies</b>	<b>28,500</b>	<b>22,028</b>	<b>28,500</b>	<b>26,027</b>	<b>145.33%</b>	<b>124.0%</b>
1 - Uniform Rental	14,400	12,413	14,400	15,125	24.80%	31.1%
2 - Boots, Rainwear	3,800	4,081	3,800	3,988	24.80%	31.0%
3 - Safety Items	10,300	5,535	10,300	6,914	478.54%	288.3%
<b>060 - Communications</b>	<b>23,900</b>	<b>29,022</b>	<b>36,000</b>	<b>29,387</b>	<b>15.65%</b>	<b>-5.6%</b>
1 - Telecommunication Service	13,000	9,951	9,500	11,208	24.80%	47.2%
2 - Two-Way Radios - Cell phone	10,900	19,071	26,500	18,179	10.0%	-24.5%
<b>090 - Household Expense</b>	<b>21,700</b>	<b>17,718</b>	<b>21,700</b>	<b>15,194</b>	<b>28.34%</b>	<b>-10.1%</b>
1 - Janitorial Services	10,000	11,350	10,000	7,150	18.9%	-15.0%
2 - Janitorial Supplies	4,200	668	4,200	2,344	49.3%	-16.7%
3 - Landscaping Services	7,500	5,700	7,500	5,700	31.6%	0.0%
<b>100 - Insurance</b>	<b>281,726</b>	<b>279,857</b>	<b>270,873</b>	<b>273,298</b>	<b>9.83%</b>	<b>10.8%</b>
1 - Worker's Compensation	188,506	188,506	166,681	166,681	8.9%	8.9%
2 - Liability/Property Insurance	93,220	91,351	104,192	106,617	11.3%	13.9%
<b>120 - Maintenance/Equipment</b>	<b>42,500</b>	<b>28,952</b>	<b>34,300</b>	<b>32,301</b>	<b>53.39%</b>	<b>44.4%</b>
1 - Auto Supplies	9,000	4,260	5,000	2,578	94.0%	0.0%
2 - Contractual Repairs	10,000	11,314	12,000	11,294	24.8%	17.5%
3 - Repair Parts	22,000	11,933	15,000	12,701	87.0%	58.3%
4 - Service Contracts	1,500	1,445	2,300	5,728	17.0%	191.3%
<b>130 - Maintenance/Bldg. &amp; Grounds</b>	<b>25,450</b>	<b>65,032</b>	<b>108,500</b>	<b>74,255</b>	<b>17.88%</b>	<b>-19.3%</b>
1 - Maintenance Supplies	8,150	5,305	5,500	5,897	10.2%	18.2%
2 - Contractual Repairs	12,000	11,362	12,000	7,525	59.5%	0.0%
3 - Building Materials	5,300	1,400	12,000	9,638	24.8%	0.2%
140 - Lab Supplies	38,500	22,591	54,000	22,591	10.7%	-53.7%
150 - Professional Memberships	25,000	24,374	25,000	28,603	11.9%	28.0%
<b>170 - Office Expense</b>	<b>36,040</b>	<b>41,132</b>	<b>59,140</b>	<b>35,885</b>	<b>109.28%</b>	<b>27.0%</b>
1 - Office Supplies	11,500	9,643	19,500	7,904	58.1%	-35.9%
2 - Postage	5,540	3,391	5,540	3,470	23.9%	-22.4%
3 - Other (Petty Cash)	300	-	300	-	0.0%	0.0%
4 - Books/Magazines	1,700	935	1,000	495	1.1%	-50.0%
5 - Computer Supplies	17,000	27,162	32,800	24,016	140.7%	76.2%
<b>180 - Professional/Special Services</b>	<b>168,031</b>	<b>239,084</b>	<b>322,582</b>	<b>215,518</b>	<b>41.32%</b>	<b>-5.6%</b>
1 - Auditing Services	14,475	14,805	15,410	15,724	1.0%	3.0%
2 - Aviation Services	27,000	-	30,000	10,248	95.2%	-33.3%
3 - Legal Counsel	20,000	107,883	100,000	52,052	92.1%	0.0%
4 - Medical Services	1,200	1,385	1,450	1,704	24.8%	46.7%
5 - IEDA	8,856	9,168	9,626	9,626	3.5%	3.5%
6 - Financial Services	10,000	10,725	10,000	5,027	39.2%	-30.0%
7 - Security Services	4,200	12,904	10,226	30,716	-2.3%	193.4%
8 - Permits	9,200	2,977	5,000	2,994	-16.5%	-50.0%
9 - Misc. Services	53,000	25,240	53,000	24,277	3.0%	-52.8%
10 - Engineers Report	9,100	9,100	9,100	9,100	0.0%	0.0%
11 - Outside Printing	11,000	5,658	10,000	4,973	101.1%	0.0%
190 - Advertisements & Notices	69,747	37,874	53,870	46,383	22.9%	5.8%
200 - Rentals/Leases	6,500	232	6,500	946	164.2%	-61.5%
220 - Small Tools/Instruments	8,400	1,135	8,400	1,748	672.3%	60.7%
<b>230 - District Special Expense</b>	<b>28,250</b>	<b>58,591</b>	<b>40,000</b>	<b>23,918</b>	<b>20.89%</b>	<b>-27.7%</b>

ACCOUNT	Adopted	YTD	Adopted	YTD as of 5.31.19	YTD	Proposed vs
	FY17/18	FY17/18	FY18/19	FY18/19	FY 18/19 vs FY 19/20 % Change	Adopted FY 18/19 vs FY 19/20 % Change
1 - Source Reduction/Wetlands	-	85	-	59	24.8%	0.0%
4 - Safety Program	10,000	7,181	10,000	11,090	24.8%	38.4%
5 - Other Expense	18,250	51,326	30,000	12,769	17.5%	-50.0%
<b>250 - Transportation/Travel</b>	<b>108,345</b>	<b>499,284</b>	<b>538,329</b>	<b>467,490</b>	<b>24.47%</b>	<b>8.1%</b>
1 - Gasoline	60,000	46,370	50,000	55,039	-0.1%	10.0%
2 - Trustee Allowance / Reimbursement	15,000	61	600	57	955.6%	0.0%
3 - Authorized Travel	20,445	12,545	24,534	26,248	52.4%	63.0%
4 - In Lieu Of Travel		-	-	-	0.0%	0.0%
6 - Training	12,900	13,416	25,000	30,467	31.3%	60.0%
7 - Employee Development	-	-	10,000	724	1280.5%	0.0%
260 - Electric, Gas & Water	35,000	58,704	65,000	41,685	19.9%	-23.1%
280 - Research Projects	25,000	25,000	25,000	25,000	0.0%	24.8%
340 - Taxes & Assessments Fees	340,000	343,188	338,195	288,270	23.2%	5.0%
345 - Contingency Fund	-	-	-	-	0.00%	0.0%
<b>Subtotal</b>	<b>1,512,589</b>	<b>1,394,544</b>	<b>1,634,924</b>	<b>1,311,788</b>	<b>29.22%</b>	<b>3.7%</b>
<b>CAPITAL</b>						
350 - Land						
360 - Structures and Improvements	-	5,239	36,500	16,352	22.3%	-45.2%
371 - Vehicles	90,116	99,150	107,000	62,322	12.3%	-34.6%
372 - Equipment	63,394	23,532	110,003	41,559	200.8%	13.6%
<b>Subtotal</b>	<b>153,510</b>	<b>127,921</b>	<b>253,503</b>	<b>120,232</b>	<b>78.82%</b>	<b>-15.19%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,262,257</b>	<b>6,920,354</b>	<b>7,739,320</b>	<b>7,050,939</b>	<b>16.22%</b>	<b>5.88%</b>
<b>PROJECTED REVENUES</b>						
Property Taxes	5,307,697	5,541,608	5,633,173	5,305,636	7.24%	1.00%
Benefit Assessment	2,029,000	2,035,215	2,038,000	1,942,202	5.98%	1.00%
Contract Billing	50,000	38,918	42,000	19,897	101.04%	-4.76%
Interest Income (LAIF)	45,000	249,562	74,462	154,544	-28.82%	47.73%
Miscellaneous	70,000	111,731	109,621	53,422	2.95%	-49.83%
Medical Reimbursement	88,000	84,852	89,760	108,206	2.50%	23.56%
<b>TOTAL REVENUES</b>	<b>7,589,697.00</b>	<b>8,061,884.47</b>	<b>7,987,015.52</b>	<b>7,583,906.25</b>	<b>6.33%</b>	<b>0.96%</b>
<b>ENDING BALANCE</b>	<b>327,440.00</b>	<b>1,141,530.82</b>	<b>247,695.40</b>	<b>532,967.57</b>		
<b>Designated Reserves OLD POLICY</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>					
<b>Designated Reserves NEW POLICY</b>						
Bond Reserve						
Public Health Emergency					2,500,000	
Capital Improvement					1,393,370	
Emergency Reconstruction Respons					500,000	
Operations					4,072,118	
Vehicle & Equipment Replacement					150,000	
IT Equipment Replacement					200,000	
<b>Total Committed Rese</b>					<b>8,815,488</b>	

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

**Resolution of the Contra Costa Mosquito and  
Vector Control District to Continue a Mosquito  
and Vector Surveillance and Control Project  
for the Benefit of Four Zones and to Continue  
the Financing of the Project by Continued  
Assessment upon Property within the District**

**RESOLUTION 19-1**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 8<sup>th</sup> day of July 2019, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

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

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

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

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

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

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

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



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

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 8, 2019 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

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

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 9, 2019 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 8, 2019, for fiscal year 2019 - 2020, beginning July 1, 2019.
3. The amounts of assessments levied upon parcels for fiscal year 2019 - 2020 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

I, DANIEL PELLEGRINI, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District July 8, 2019, by the following vote.

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

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

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

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

---

Daniel Pellegrini  
Secretary, Board of Trustees

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

**Resolution of the Contra Costa Mosquito and  
Vector Control District Adopting a Conflict of  
Interest Code**

**RESOLUTION 19-2**

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 8th day of July 2019, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

**WHEREAS**, the Political Reform Act, California Government Code Section 81000, *et seq.* requires that state and local government agencies adopt a conflict of interest code; and

**WHEREAS**, incorporation by reference of 2 California Code of Regulations Section 18730 along with the designation of employees (“Designated Positions”) and the formulation of disclosure categories (“Disclosure Categories”) constitutes the adoption and promulgation of a conflict of interest code within the meaning of California Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of California Government Code Section 87306; and

**WHEREAS**, designated employees are required to file statements of economic interests as set forth in 2 California Code of Regulations Section 18730.

**WHEREAS**, a conflict of interest code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, California Government Code Section 81000, *et seq.*; and

**WHEREAS**, the requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in California Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest,

**WHEREAS**, the Political Reform Act requires every regulated government agency to review its conflict-of-interest code biennially to determine if it is accurate or, alternatively, that the code must be amended.

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

1. The Board of Trustees hereby adopts, and incorporates by reference, terms of 2 California Code of Regulations Section 18730 and as such regulation may be duly amended by the Fair Political Practices

Commission, along with the designation of employees (“Designated Positions”) and disclosure categories (“Disclosure Categories”) set forth in the attached Appendix ‘A’.

- 2. Once approved by the County of Contra Costa, as the code reviewing body, this July 8, 2019 Conflict of Interest Code shall constitute the Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District and shall supersede any previously adopted Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District.
- 3. The General Manager, or his designee, is hereby authorized to do all things necessary and proper to implement this Resolution.

I, DANIEL PELLEGRINI, the undersigned Secretary of the said Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district, hereby certify that I am the Secretary of said special district, the foregoing is a full, true and correct copy of the Resolution passed by the Board of Trustees thereof at a meeting of said Board held on the day and at the place therein specified, and that said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect.

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District July 8, 2019, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Daniel Pellegrini  
Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
CONFLICT OF INTEREST CODE

APPENDIX 'A'

<u>Designated Positions</u>	<u>Required Disclosure Category</u>
Member, Board of Trustees	1
General Manager	1
District Counsel	1
Administrative Services Manager	1
Operations Manager	1
Public Affairs Director	1
Scientific Programs Manager	1
Program Supervisor	2
Accounting & Benefits Specialist	2
Administrative Analyst II	2

Disclosure Categories:

Category 1

- Investments in businesses doing business in Contra Costa County
- Business positions
- Sources of income, including gifts, loans and travel payments
- Interests in real property in Contra Costa County

Category 2

- All disclosures included in Category 1, except "Interests in real property in Contra Costa County"

Contra Costa Mosquito and Vector Control District

FY20 Budget Year

(July 1 2019 - June 30 2020)

Board Packet

92% of the Year completed

	FY19	FY19	FY20	YTD FY19 VS	ADOPTED	ADOPTED
	ADOPTED	As of 5 31.19	Budget	ADOPTED	FY19 VS FY20	FY19 VS FY20
					%	\$
<b>Personnel Costs</b>						
Payroll & OT	3,501,486	3,282,481	3,820,353	93.7%	9.1%	318,867
<b>Retirement</b>	<b>1,216,950</b>	<b>1,245,810</b>	<b>1,267,909</b>	<b>102.4%</b>	<b>4.2%</b>	<b>50,959</b>
OASDI	217,092	197,687	236,862	91.1%	9.1%	19,770
<b>Medicare</b>	<b>50,772</b>	<b>46,962</b>	<b>55,395</b>	<b>92.5%</b>	<b>9.1%</b>	<b>4,623</b>
Health Insurance	646,382	635,624	646,687	98.3%	0.0%	305
<b>Unemployment</b>	<b>32,202</b>	<b>24,622</b>	<b>32,202</b>	<b>76.5%</b>	<b>0.0%</b>	<b>-</b>
Disability Ins	10,009	9,732	9,500	97.2%	-5.1%	(509)
<b>Other Post Employment Benefits</b>	<b>176,000</b>	<b>176,000</b>	<b>176,000</b>	<b>100.0%</b>	<b>0.0%</b>	<b>-</b>
<b>Subtotal Personnel Costs</b>	<b>5,850,893</b>	<b>5,618,918</b>	<b>6,244,908</b>	<b>96.0%</b>	<b>6.7%</b>	<b>394,015</b>
<b>Operational Costs</b>						
<b>Professional Services</b>						
Auditing Services			15,875			
<b>Building and Grounds Maintenance &amp; Repairs Major &gt; \$10,000</b>			<b>0</b>			
Building and Grounds Maintenance & Repairs Minor < \$10,000			10,000			
<b>Consulting - General</b>			<b>15,000</b>			
Consulting - HR			15,000			
<b>Engineers Report</b>			<b>9,100</b>			
Janitorial Services			8,500			
<b>Labor Consultant IEDA</b>			<b>9,963</b>			
Landscaping Services			7,000			
<b>Legal - Counsel General</b>			<b>15,000</b>			
Legal - Counsel Labor			75,000			
<b>Legal - Settlements</b>			<b>0</b>			
Medical Services - General			300			
<b>Medical Services - Pre-Employment</b>			<b>1,200</b>			
Permits & Fees			2,500			
<b>Security Service</b>			<b>14,000</b>			
Temporary Personnel Office			0			
<b>Subtotal Professional Services</b>			<b>198,438</b>			
<b>Public Affairs</b>						
Community Event Registration Fees			2,250			
<b>Marketing - Advertisement Online</b>			<b>12,000</b>			
Marketing - Advertisement Print			37,000			
<b>Marketing - Branded Collateral</b>			<b>1,500</b>			
Marketing - Brochures			2,500			
<b>Marketing - Business Cards</b>			<b>400</b>			
Marketing - Design			1,500			
<b>Marketing - Displays</b>			<b>7,000</b>			
Marketing - Door Hangers			1,000			
<b>Marketing - Website Development &amp; Maintenance</b>			<b>180</b>			
<b>Subtotal Public Affairs</b>			<b>65,330</b>			
<b>Operation and Facilities</b>						
Aerial Services			22,000			
<b>Control Materials - Mosquito Larviciding</b>			<b>165,000</b>			
Control Materials - Mosquito Adulticiding			10,000			
<b>Control Materials - Yellowjacket &amp; Bees</b>			<b>10,000</b>			
Control Materials - Vertebrate			10,000			
<b>Control Materials - Other</b>			<b>-</b>			
Automotive - Gasoline			57,900			
<b>Automotive - Services</b>			<b>12,000</b>			
Automotive - Supplies			8,000			
<b>Automotive - Repairs</b>			<b>12,000</b>			
Building & Grounds Materials / Supplies			5,000			
<b>Building Engineering</b>			<b>25,000</b>			
Equipment Rental			1,000			
<b>Equipment Repair</b>			<b>10,000</b>			
Equipment Service			3,000			
<b>Equipment Small</b>			<b>36,300</b>			
Safety & PPE			10,000			
<b>Safety Boots</b>			<b>2,200</b>			
Source Reduction/Wetlands			500			
<b>Tools &amp; Instruments</b>			<b>1,000</b>			
Uniform Rental			16,200			
<b>Uniform Professional Branded Wear</b>			<b>6,825</b>			
<b>Subtotal Operation and Facilities</b>			<b>423,925</b>			

	FY19 ADOPTED	FY19 As of 5 31.19	FY20 Budget	YTD FY19 VS ADOPTED	ADOPTED FY19 VS FY20 %	ADOPTED FY19 VS FY20 \$
<b>Lab Services</b>						
Aquaculture			2,500			
<b>General Lab Supplies &amp; Materials</b>			<b>7,000</b>			
Insectary			1,000			
<b>Lab Equipment</b>			<b>5,000</b>			
Lab Testing			19,000			
<b>Pesticide Testing</b>			<b>1,500</b>			
Sentinel Bird			3,500			
<b>Surveillance</b>			<b>14,000</b>			
Subtotal Lab Services			53,500			
<b>Information &amp; Technology</b>						
Computer Equipment Supplies < \$100			2,500			
<b>Computer Equipment Supplies &gt; \$100 &lt; \$500</b>			<b>1,500</b>			
Computer Equipment Supplies > \$500			10,000			
<b>Computer Services</b>			-			
GPS Tracking			7,500			
<b>I.T Subscriptions</b>			<b>7,000</b>			
Phone			500			
<b>Phone Accessories</b>			<b>500</b>			
Printing Supplies			1,000			
<b>Software</b>			<b>323,000</b>			
Subtotal Information & Technology			353,500			
<b>General Office Administration</b>						
Assessments & County Fees			365,000			
<b>Bond - Interest</b>			-			
Bond - Principal			-			
<b>District Membership &amp; Subscription Dues</b>			<b>18,000</b>			
Employee - Development			4,000			
<b>Employee - Lodging</b>			<b>10,000</b>			
Employee - Meal			5,000			
<b>Employee - Memberships</b>			<b>8,000</b>			
Employee - Training			25,000			
<b>Employee - Travel</b>			<b>10,000</b>			
Financial Services Fees			7,000			
<b>Insurance - Auto Physical Damage</b>			<b>2,200</b>			
Insurance - Crime & Weapons			1,204			
<b>Insurance - General</b>			<b>10,693</b>			
Insurance - Liability			104,863			
<b>Insurance - Property</b>			<b>3,913</b>			
Insurance - UAS			-			
<b>Insurance - Workers Comp</b>			<b>181,455</b>			
Office Furniture			10,000			
<b>Office Keys &amp; Locks</b>			<b>2,500</b>			
Office Supplies - General			8,500			
<b>Office Supplies - Janitorial</b>			<b>4,500</b>			
Office Supplies - Kitchen			5,000			
<b>Postage</b>			<b>4,500</b>			
Research			25,000			
<b>Safety Program - Incentive</b>			<b>11,000</b>			
Safety Program - Tangible Materials			4,000			
<b>Service &amp; Leasing Contracts</b>			<b>7,000</b>			
Trustee - Expense General			5,000			
<b>Trustee - Lodging</b>			<b>3,000</b>			
Trustee - Meal			2,000			
<b>Trustee - Mileage</b>			<b>2,000</b>			
Trustee - Training			5,000			
<b>Trustee - Travel</b>			<b>5,000</b>			
Uncategorized Expenses			-			
<b>Utilities Cell Phone</b>			<b>20,000</b>			
Utilities Electric			35,000			
<b>Utilities Garbage</b>			<b>6,900</b>			
Utilities Gas			3,000			
<b>Utilities Internet</b>			<b>4,800</b>			
Utilities Landline			4,800			
<b>Utilities Water</b>			<b>8,000</b>			
Water - Drinking			960			
Subtotal General Office Administration			943,788			
Subtotal Operational Costs						
	1,634,924	1,311,788	2,038,481	80.2%	24.7%	403,557

	FY19 ADOPTED	FY19 As of 5 31.19	FY20 Budget	YTD FY19 VS ADOPTED	ADOPTED FY19 VS FY20 %	ADOPTED FY19 VS FY20 \$
<b>Capital</b>						
Land	-	-	-			
Structures and Improvements	36,500	16,352	7,500	44.8%	-79.5%	(29,000)
Vehicles	107,000	62,322	78,400	58.2%	-26.7%	(28,600)
Heavy Equipment	110,003	41,559	30,000	37.8%	-72.7%	(80,003)
Subtotal Capital	253,503	120,233	115,900	47.4%	-54.3%	(137,603)
<b>Total Expenditures</b>	<b>7,739,320</b>	<b>7,050,939</b>	<b>8,399,289</b>			
<b>Revenues</b>						
Property Taxes	5,633,173	5,305,636	5,790,540	94.2%	2.8%	157,367
Benefit Assessment	2,038,000	1,942,202	2,045,903	95.3%	0.4%	7,903
Contract Billing	42,000	19,897	20,000	47.4%	-52.4%	(22,000)
Interest Income (LAIF)	74,462	154,544	135,000	207.5%	81.3%	60,538
Medical Reimbursement	89,760	108,206	115,000	120.6%	28.1%	25,240
Fixed Asset Disposal			24,000			24,000
Miscellaneous	109,621	53,422	35,000	48.7%	-68.1%	(74,621)
Subtotal Revenues	7,987,016	7,583,907	8,165,443	95.0%	2.2%	178,427
<b>Estimated Ending Balance</b>	<b>247,696</b>	<b>532,968</b>	<b>-233,846</b>			

<b>Designated Reserves NEW POLICY</b>	
Bond Reserve	-
Public Health Emergency	2,500,000
Capital Improvement	1,393,370
Emergency Reconstruction Response	500,000
Operations	4,072,118
Vehicle & Equipment Replacement	150,000
IT Equipment Replacement	200,000
	<b>8,815,488</b>

<b>Large One time Expense for FY20</b>	
Operational Software (Potential)*	346,000
Educational Center	13,000
Safety Lights for District Trucks	25,000
Computer Equipment	5,000

\*\$320,000 was approved in the Nov 2017 board meeting, we've used approx \$13,000 on hardware

Contra Costa Mosquito and Vector Control District  
Investment Policy



## Overview

The purpose of the Investment Policy (Policy) is to establish cash management and investment guidelines of the Contra Costa Mosquito and Vector Control District (the “District”) for funds not required for immediate disbursement or use. The District will manage funds in accordance with applicable sections of California Government Code as stated herein. All portfolio activities will be judged by the standards of the Policy and its ranking of investment objectives. This policy is to be accountable and auditable.

### Exclusions:

The regulation codified in this chapter does not apply to the investment of the District's Other Post Employment Benefits (OPEB) Trust funds.

## Purpose/Objectives

The purpose of the Policy is to establish guidelines for investment of all cash reserves.

The objectives of the District's investments are first to provide for the safety and security of all funds; second, to provide sufficient liquidity to meet the District's cash requirements at all times; and third, to maximize yield in a diversified manner to the extent allowable by law.

## Investments’ Compliance with the Law

The investment and deposit of funds of the District and the sale of bonds, notes and other evidence of indebtedness shall be in accordance with all applicable law, generally including, without limitation, California Government Code sections 53600 - 53692. California Government Code section 53601 provides specific authority for investments that may be made by the District.

## Authority to Invest

The Board of Trustees, acting in its capacity as a fiduciary and Government Code section 53607, delegates the management and control of the District’s investments to the General Manager and the Administrative Services Manager, who shall be responsible for the investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing of the public funds placed under their control. The General Manager / Administrative Services Manager shall thereafter make all reports required by law to the Board of Trustees and maintain written procedures for the operation of the investment program. The General Manager / Administrative Services Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the assignments to and activities of subordinates. The General Manager / Administrative Services Manager, with the approval of the Board of Trustees, may engage an investment advisor to assist with the District’s investment program. As authorized by the General Manager / Administrative Services Manager, the investment advisor will have responsibility for managing designated funds and executing day-to-day investment transactions. The investment advisor shall follow this investment policy and such other written instructions as are provided.

## Investment Guidelines- Deposit of Funds

### Prudence:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the General Manager and Administrative Services Manager, in accordance with the authority delegated above, shall act with the care, skill, prudence and diligence under the circumstances then prevailing,

that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal of the funds under their control and to maintain the liquidity needs of the District. (Government Code Section 53600.3 and 53600.5)

Qualified Institutions:

In selecting depositories, the solvency and credit worthiness of each shall be considered and a review of credit characteristics and financial history will be performed. Annually, the District will review all financial institutions doing business with the District and review their most recent report on their financial condition. If it is a publicly traded entity, the District will look at its credit worthiness using two independent firm ratings. To the extent possible, the District will deposit funds with institutions having offices within the territory of the District, subject to providing for the safety, liquidity, and yield of the deposited funds consistent with this Policy. Securities dealers and investment brokers utilized by the District must be members of a federally regulated securities exchange. If an investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved broker/ dealers and financial institutions for investment purposes.

Collateralization:

For deposit accounts in banks and savings and loans associations, amounts in excess of Federal Deposit Insurance Corporation (FDIC) maximums shall be collateralized in accordance with California Government Code Sections 53630 et seq.

Investment Instruments:

To diversify the District's investment portfolio to ensure maximum safety of District funds, the District may invest in the instruments below. For those which are limited to a percent of the portfolio, the percentage limits apply as of the date that the investment was purchased.

- Collateralized certificates of deposit and accounts in banks and savings and loan associations and limited to twenty percent of the District's investment cash flow portfolio.
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or GSE.
- Repurchase agreements collateralized by U.S. Treasury or federal agency/GSE securities with a maximum agreement term of three hundred sixty five days and limited to ten percent of the District's investment cash flow portfolio.
- Commercial paper of the highest quality rated "A1," or its equivalent, with a maximum maturity of three hundred sixty five days and limited to five percent of the District's investment portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.
- Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, rated in a rating category of "A" or its equivalent or better, with a maximum maturity of five years and limited to twenty percent of the District's investment cash flow portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.
- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings

association, or a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank. Purchases are limited to issuers with a short-term debt rating of "A-1" or its equivalent, or a long-term debt rated in a rating category of at least "A" or its equivalent or better with a maximum maturity of five years; and no more than twenty percent of the District's investment cash flow. No more than ten percent of the portfolio may be invested in any single financial institution.

- State of California Local Agency Investment Fund.
- California Asset Management Program.
- PARS.
- Other Agencies that work with state and local municipalities.
- Money market funds registered with the Securities and Exchange Commission that invest majority in U.S. Treasuries and federal agency/GSE obligations and repurchase agreements relating to such obligations and limited to twenty percent of the District's investment cash flow.

Maturity Scheduling:

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs. Where no maturity limit is stated in this Policy, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Trustees has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Trustees no less than three months prior to the investment. Investments shall be made with the intent of holding them to maturity. This policy recognizes that in a diversified portfolio, investments may be sold prior to maturity provided that such sales are consistent with the District's overall investment objectives.

Investment Rating Changes:

Should an investment subject to minimum acceptable ratings fall below that minimum rating prior to maturity, parameter shall be obtained from the Board of Trustees to establish the conditions under which that investment would be sold prior to maturity. The intent of the parameter would be to preserve the investment's original principal.

## **Annual Review of District Investment Policy and Compliance / Controls**

The Budget Committee is responsible for reviewing the Investment Policy annually and for recommending approval or policy changes to the full Board of Trustees at a subsequent Board meeting.

Management will provide the Board of Trustees investment statements and accounting of cash flow in all accounts at each Board meeting (Bi-Monthly). The Administrative Services Manager will be the primary individual responsible for monitoring cash balances and monitoring of investment transactions. Reporting will be done by a member of the Administration staff other than the manager, enabling a check and balance control method. In addition, the District will annually seek and receive a third party review of all investment activities from an independent professional auditing firm.

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

Contra Costa Mosquito and Vector Control District  
Reserve Policy

## Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to ensuring that the District will, at all times, have sufficient funding available to meet its operating and capital needs. This Reserve Policy (the “Policy”) commits the District to ensuring that District funds are spent in a prudent and fiscally responsible manner. Pursuant to California Health & Safety Code section 2070, the Board of Trustees is required to adopt a final budget by August 1 of each year which budget may be divided into categories, including general and restricted reserve categories. Budget categories for reserves are hereby established by this Policy. This Reserve Policy covers all reserve funds of the District. At the end of each fiscal year, compliance with the Reserve Policy will be reported to the District’s Board of Trustees as part of each Fiscal Year-End Financial Report. This Reserve Policy shall be:

- Compliant with laws, regulations, and the District’s policies and procedures
- Accountable and auditable

## Purpose/Objectives

The purpose of the Policy is to establish guidelines for cash reserves.

## Reserve Fund Types Definitions

There are three major types of reserve funds: Legally Restricted Reserves, Board Designated Reserves, and Unassigned Reserves. Legally Restricted Reserves have restrictions imposed by an outside source, such as bond covenants, contractual obligations, state or federal regulations, and similar requirements. Board Designated Reserves are established by the Board of Trustees and are set aside for specific purposes as determined by the Board of Trustees. The Board of Trustees has the authority to redirect the use of these reserves to respond to the temporary needs of a public health emergency, or as the needs of the District change (California Health and Safety Code section 2071).

### Legally Restricted Reserves

- Bond Reserve:  
This fund is governed by legal bond covenants for any bond or similar public indebtedness issued by the District. Bond covenants generally require that this fund be maintained at a level sufficient to fund maximum annual debt service payments. These funds are held by the bond trustee during the term of the bonds and are to be used in the event that the District is unable to meet its required debt service obligations.
- Board Designated Specific Purposes Reserves:  
Pursuant to California Health and Safety Code sections 2070-2071, the Board has authority to establish restricted reserves for the District on categories including, but not limited to: maintenance and operations, employee compensation, capital outlay, interest and redemption for indebtedness, public health emergencies, capital and asset preservation, and contingencies.

#### Restricted Reserve For Public Health Emergencies:

This reserve is established for public health emergency planning and dealing with epidemic risks. This can include, but is not limited to: Africanized honey bee, emerging disease surveillance, enhanced mosquito-borne virus surveillance and testing, response planning, aerial control in Contra Costa County, and potentially additional labor to cover

the additional public health emergencies. The recommended amount for this reserve is set at \$2,500,000. The fund balance will be re-evaluated against future requirements annually, and any proposed adjustments will be presented to the Board of Trustees for consideration.

Capital Improvement Reserve:

This reserve is established by the Board of Trustees to fund capital improvement projects, including, but not limited to future construction or remodeling projects, and is an assigned fund balance category for construction projects that have been identified in the District Capital Improvement Plan but have only reached the planning stage. These projects are not yet approved by the Board of Trustees but will be identified and considered during the budgeting process and brought before the Board of Trustees for approval at a subsequent public meeting. The recommended minimum funding for this reserve item is \$1,200,000, with an annual increase equal to 3.5% of the prior fiscal year's property taxes and benefit assessment revenue.

Reserve for Information Technologies Equipment Replacements:

The District will maintain a "Reserve for Replacements" for replacing District Information Technologies (IT) equipment, hardware, and software. The District shall endeavor to maintain in each Reserve for Replacements a minimum amount equal to the accumulated amount of depreciation for the particular capital item. The funds in this reserve will be used for replacement of IT capital items. The recommended maximum funding for this reserve item is the amount equal to the original purchase cost plus appropriate increases per the applicable Consumer Price Index. Estimated at \$200,000 for Fiscal Year 2020.

Vehicle and Equipment Replacement Reserve (General Fund):

This reserve is established by the Board of Trustees to fund planned replacement of vehicles and heavy equipment that have reached the end of their useful lives. The recommended minimum funding for this reserve item is \$150,000. The fund balance will be re-evaluated annually against future requirements, and any proposed adjustments presented to the Board of Trustees for consideration. This reserve will be drawn down annually as replacement vehicles are purchased, consistent with the adopted budget. At the beginning of each fiscal year, funds will be deposited in this reserve as provided for in the adopted fiscal year budget. Budget levels will be based generally on annualized deposit requirements as determined by the District's Financial Plan. If any additional deposits are needed, Management will provide proposed adjustments that will be presented to the Board of Trustees for consideration.

Emergency Reconstruction Response Reserve:

The purpose of this reserve is to provide funding for events the Board of Trustees may deem as constituting an "emergency." This reserve shall fund repairs to critical facilities or assets damaged from emergency events as declared by the Board. Use of this reserve shall require approval by the Board of Trustees. This reserve shall be maintained at a minimum level of \$500,000. The balance in this reserve shall be evaluated annually and may be increased or decreased as authorized by the Board.

**Reserve for Operations (General Fund):**

The District shall maintain a minimum Reserve for Operations equal to 50% of annual budget expenditures. These funds are set aside because the District receives the majority of its funding from the property taxes and benefit assessment collected by the County of Contra Costa. Property tax and assessment revenues do not reach the District until December or January, six months into the fiscal year. Therefore it is imperative that the District has an operating fund to fulfill its general operating expenditures during the six month delay between the beginning of a fiscal year and receipt of these revenues.

**OPEB Trust Reserve:**

To comply with Government Accounting Standards Board (GASB) Standard 45, the District established a trust fund in Fiscal Year 2012 to fund the actuarial value of other post-employment benefits (OPEB) for retirees, primarily medical insurance premiums. This fund is an irrevocable Trust and will be noted on the Audited financials as such. The District will strive to maintain full actuarial payments into the Trust during each fiscal year. At the end of each fiscal year, the fund balance will reviewed and budgeted with this target.

**Unrestricted And Unassigned Balances**

Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. These reserves are unrestricted. It is the policy of the District to maintain an unrestricted and unassigned fund balance of no more than 10% of the past year's operating revenues.

Reserve Fund	Amount	Approved
Bond Reserve	\$0	
Public Health Emergencies	\$2.5M	
Capital Improvement	\$1.2M + 3.5% FY17-18 Rev = \$1.4	
IT Equipment	\$.20M	
Vehicle & Equipment Replacement	\$.15M	
Emergency Reconstruction	\$.50M	
Reserve for Operations FY19/20	\$4.0M	

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

## Scope and Exclusions for General Manager's procurement authority

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

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

### Management Exclusion Policy:

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

### Emergency Purchases

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

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

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

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