



155 Mason Circle
Concord, CA 94520
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***BOARD OF TRUSTEES
MEETING
MONDAY, MARCH 13, 2023***

TIME: 7:00 PM

LOCATION: Hybrid meeting of the Board of Trustees
Physically held at the District office located at
155 Mason Circle, Concord, CA 94520
By teleconference at:

<https://us06web.zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

Meeting ID: 940 9516 2206

Passcode: 866980

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President JAMES MURRAY Walnut Creek • Vice President DARRYL YOUNG Contra Costa County • Secretary DANIEL PELLEGRINI Martinez
Antioch WADE FINLUNSON • Brentwood Vacant • Clayton Vacant • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY & CHRIS COWEN • Danville RANDALL DIAMOND
El Cerrito JIM DOLGONAS • Hercules DAMIAN WONG • Lafayette JAMES FITZSIMMONS • Moraga JAMES FRANKENFIELD • Oakley MICHAEL KRIEG • Orinda KEVIN MARKER
Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill JENNIFER HOGAN • Richmond CHRIS DUPIN • San Ramon PETER PAY • San Pablo Vacant

AGENDA

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2.* AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

4.* CONSENT CALENDAR

Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee. All items may be acted on by a single motion.

- A. Minutes of the February 13, 2023 Board of Trustees Special Meeting
- B. Expenditures for January 2023
- C. Payroll Expenditures January 2023
- D. Investment Activity for January 2023
- E. Financial Report

5. ANNUAL OPERATIONS REPORT

6. BOARD AND STAFF REPORTS

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

7.* BOARD COMMITTEE REPORTS

A. Personnel Committee Report

- i**. Consider approval of updated combined job description for Vector Control Technician I, II, and Vector Control Inspector

- ii**. Consider approval of updated job descriptions, titles and salary ranges for the previously titled Administrative Analyst II and Human Resources and Risk Manager positions (proposed Financial Administrator and Human Resources and Administration Manager, respectively)

8. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

9. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 7 days before the noted meeting.

Natalie Martini, Administrative Analyst II

3/06/2023

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**MARCH 13, 2023 BOARD MEETING
STAFF REPORT**

1. No comment
- 2.* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
- 4.* **CONSENT CALENDAR**
 - A. Minutes of the February 13, 2023 Board of Trustees Special Meeting (*Pages 6-11*). Approval of Minutes 23-1, Board Special Meeting held on February 13, 2023.
 - B. Check Expenditures for payroll & accounts payable for January 2023 (*Pages 12-21*) – Approval of expenditures of January 1, 2023 through January 31, 2023 including:

Accounts payable January 13th checks No. XXXX59 through No. XXXX66
Payroll January 31st check No. XXXX67 through XXXX72
Accounts payable January 31st checks No. XXXX73 through No. XXXX85

Accounts Payable Total: \$25,514.58 Payroll Total: \$509.10
 - C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of January 1, 2023 through January 31, 2023, including:

Payroll January 13th No. D000018940 through No. D000018977
Payroll January 31st No. D000018978 through No. D000019018
Accounts payable January 13th E000002917 through E000002924
Accounts payable January 31st E000002925 through E000002933

Accounts Payable Total: \$104,910.55 Payroll Total: \$194,908.66
 - D. Investment Activity for January 2023 (*Pages 22-23*)
 - E. Financial Report (*Page 24*)

Recommendation – Approve the Consent Calendar.
5. **ANNUAL OPERATIONS REPORT** - Scientific Programs Manager Schutz will present the Annual Operations Report, which is also included in the packet (*Pages 25-37*).

6. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted and staff will be present to answer any questions (**Pages 38-52**). Vector Control Technician Miaja McCauley will provide a presentation regarding the drone treatment performed in her zone in February.
- D. Legal Counsel

7.* BOARD COMMITTEE REPORTS

A. Personnel Committee Report

- i**. Consider approval of updated combined job description for Vector Control Technician I, II, and Vector Control Inspector - The Human Resources and Risk Manager has been tasked with revising all job descriptions. Most recently, the Board has approved the updated job descriptions for the Vector Control Planner, and before that, for the Operations Manager. In continuing the revisions, the Vector Control Technician I, II, and Vector Control Inspector were updated. The Personnel committee met to review and discuss the changes and is recommending the combined job description for Board approval. (**Pages 53-56**)
- ii**. Consider approval of updated job descriptions, titles and salary ranges for the previously titled Administrative Analyst II and Human Resources and Risk Manager positions (proposed Financial Administrator and Human Resources and Administration Manager, respectively) – With the recent vacancy of the Administrative Services Manager position, and the training of the Administrative Analyst II on additional financial tasks, there was a need to reevaluate the organization of the Administration Department, taking in consideration the original intent of the Administrative Manager position when it was create in 2018. The Personnel committee met and discussed current and future needs of the department and how they relate to the proposed positions and salary ranges and is recommending approval of the proposed reclassification. (**Pages 57-64**)

8. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

9. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 23-2

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, February 13, 2023, via teleconference.

TRUSTEES PRESENT	James Murray, President Darryl Young, Vice President Daniel Pellegrini, Secretary Richard Ainsley Perry Carlston Warren Clayton Chris Cowen Chris Dupin Jon Elam Wade Finlinson Jim Fitzsimmons James Frankenfield Jennifer Hogan Michael Krieg Peter Pay Jim Pinckney Damian Wong
TRUSTEES ABSENT	Randall Diamond Kevin Marker
VACANCIES	Clayton El Cerrito San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Steve Schutz, Scientific Program Manager Nola Woods, Public Affairs Director Christine Widger, Customer Service Specialist Douglas Coty, Bartkiewicz, Kronick & Shanahan, Legal Counsel David Alvey, Maze & Associates

1. CALL TO ORDER

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

Roll Call: A roll call indicated that 17 Trustees were present, two Trustees were absent, and there are three vacancies. Administrative Analyst II Martini mentioned that Trustee Pinckey had been reappointed by Contra Costa County to another four-year term.

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding that, as result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by and pursuant to Subdivision (e) of Section 54953 of the Government Code.

** Motion was made by Trustee Krieg and seconded by Trustee Carlston to approve the authorization to meet via teleconference. *Motion passed unanimously.*

3.* AGENDA MANAGEMENT – Agenda was adopted by rule.

4. PUBLIC INPUT ON NON-AGENDA ITEMS – None

5.* CONSENT CALENDAR

A. Minutes – Approval of Minutes 23-1, of the January 9, 2023 Board of Trustees Meeting.

B. Approval of expenditures of December 1, 2022 through December 31, 2022 including:

Accounts payable December 15th checks No. XXXX37 through No. XXXX42
Payroll December 30th check No. XXXX43 through XXXX49
Accounts payable December 30th checks No. XXXX50 through No. XXXX58
Accounts Payable Total: \$53,157.37 Payroll Total: \$509.10

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of December 1, 2022 through December 31, 2022, including:

Payroll December 15th No. D000018867 through No. D000018896
Payroll December 30th No. D000018897 through No. D000018939
Accounts payable December 15th E000002898 through E000002908
Accounts payable December 30th E000002909 through E000002916
Accounts Payable Total: \$97,741.89 Payroll Total: \$181,555.20

D. Investment Activity for December 2022

E. Financial Report

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

6.* AUDIT COMMITTEE REPORT AND PROPOSED ACTIONS

*i.** District FY 21/22 Financial Audit and Memorandum on Internal Control – Trustee Fitzsimmons, Audit Committee Chair, and David Alvey, from Maze & Associates, discussed the Fiscal Year 2021/2022 annual financial audit that was enclosed with the Board packet. The committee recommended Board approval of the audit, as provided in the packet.

** A motion was made by Trustee Elam and seconded by Trustee Clayton to accept the Report on District FY 2021/2022 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

7. BOARD AND STAFF REPORTS

A. BOARD – Trustee Carlston updated the Board on his attendance at the 2023 MVCAC annual conference and thanked the Board for authorizing a few Trustees to attend the conference in Anaheim this year. He found the Trustee session very beneficial with information regarding governance and the role trustees play on the creation and oversight of policy and procedures, as well as their role in finances and any regulations. In addition, Trustee Carlston stated that he enjoyed learning about the techniques that other Districts have developed regarding the invasive species throughout Orange County. Trustee Ainsley also provided feedback from his attendance at the MVCAC conference, particularly regarding the sterile insect technique that other Districts are using and other methods of control. Both Trustees in attendance found the meeting to be very informative.

B. GENERAL MANAGER – General Manager Macedo mentioned two CSDA trainings on the horizon if any Trustees were interested in attending. One was the CSDA webinar ‘Introduction to Special District Finance for Board Members, taking place on March 21, 2023, from 10:00-11:00 a.m., and there is no cost for this virtual session. Trustees were encouraged to sign up using their CSDA login to register for the online training. The other CSDA training is an in-person training, the Special Districts Leadership Academy Module 1: Governance Foundations, scheduled for March 22, 2023, in Sacramento. If any Trustee is interested in attending the SDLA Module 1 training they were instructed to reach out to General Manager Macedo directly so Trustee travel can be added to the agenda for approval at the next meeting.

General Manager Macedo noted that there were two calls for nominations for Trustees received by the District, which she will also provide to trustees by email.

The CSDA Board of Directions is calling for nominations for Seat C, and LAFCO is looking for candidates to fill a vacancy created by the recent passing of Stan Caldwell. Both nominations would require a Board resolution, and General Manager Macedo asked interested trustees to let her know by the end of February, so that the appropriate nomination and resolution could be included on the next agenda for Board consideration and action.

General Manager Macedo updated the Board on the 2023 MVCAC annual conference presentations from District staff, namely Nola Woods, Andrew Pierce, Steve Schutz, and herself. Lastly, she updated Trustees on the District's first drone treatment application, which was performed in East County. More information will be provided by the Vector Control Technician of that zone during the next Board meeting. General Manager Macedo also answered questions from Trustees regarding the District's drone and future surveillance and treatment efforts using the drone.

General Manager Macedo introduced Customer Service Specialist, Christine Widger, who will attend future meetings to eventually take on the role currently played by of Administrative Analyst II Martini on Board matters, as Martini has undertaken additional duties and is now more involved with the financial aspects of the District.

- C. STAFF – Administrative Analyst II Martini noted the Form 700 Statement of Economic Interest 2022 filings are required to be completed by April 3, 2023, via the NetFile website. Martini answered a question from Trustee Clayton noting all signatures from agendas and minutes have been removed from the public documents of the District's website, but can be found on the hard copies stored at the District if requested to be reviewed.

Public Affairs Director Woods answered a question from Trustee Young regarding the success of NextDoor postings throughout the County.

- D. LEGAL COUNSEL – Legal Counsel Coty updated the Board on regulations regarding teleconferencing. He stated that the Governor's State of Emergency Order for teleconference meetings expires on February 28, 2023 and Zoom meetings, as currently conducted, will no longer be possible after that date. He stated that under AB2449 the Board must return to in-person meetings and will need a quorum present in-person in order to conduct the meeting. He spoke about the circumstances under which a Board member could attend remotely and the requirements for that. He noted that a hybrid meeting format would require audio and video options and all Trustees must be on camera during the meeting. Counsel Coty answered questions from Trustees.

8.* BOARD CONSIDERATION AND APPROVAL OF 2023 COMMITTEE MEMBERS - Board President Murray reviewed and recommended approval of the provided committee roster.

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the 2023 Committee charges. *Motion passed.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Dupin, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Noes: None. Abstain: Elam. Absent: Diamond, Marker

9.* BOARD CONSIDERATION AND APPROVAL OF 2023 BOARD MEETING SCHEDULE – Two schedules were provided for Board consideration. Schedule A assumed that the Board would go back to the previous schedule of meeting every other month. Schedule B assumed that the Board would continue to meet every month.

** Motion was made by Trustee Carlston and seconded by Trustee Krieg to approve the 2023 Board Meeting Schedule A, going back to the previous schedule of meeting every other month. *Motion passed.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Dupin, Finlinson, Fitzsimmons, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Noes: Elam. Abstain: None. Absent: Diamond, Marker

Trustee Fitzsimmons left the meeting at 8:18 p.m.

10. BOARD DISCUSSION ON AD-HOC COMMITTEES FOR 2023 – Time was reserved for Board discussion regarding any ad-hoc committees for specific projects in 2023, including the Trustee Manual/Workshop Ad-Hoc Committee and the Building Remodel Ad-Hoc Committee, as recommended by President Murray. General Manager Macedo requested that any Trustee interested in either Ad-Hoc Committee please reach out to her directly.

11.* BOARD CONSIDERATION AND APPROVAL OF RESOLUTION 23-1 – BOARD RESOLUTION OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 21-5 (MANDATING FULL IMMUNIZATION AGAINST COVID-19) - In the past year, the impact of COVID-19 on communities in Contra Costa County have changed, and it has trended towards becoming endemic. In addition, there has been significant progress immunizing against COVID-19 in the county, with 91.25% people vaccinated with at least one dose and 84.6% fully vaccinated by the end of 2022. The number of hospitalizations has continued to go down, as well as the number of cases. With the end of virtual meetings and the need to go back to in-person Board meetings, it was important to re-visit the resolution mandating immunizations against COVID-19. Board discussion ensued, and Trustees

noted that COVID-19 vaccination should continue to be promoted and encouraged for all staff and Board members.

** Motion was made by Trustee Elam and seconded by Trustee Krieg to approve Resolution 23-1 – Board Resolution of the Contra Costa Mosquito and Vector Control District Rescinding Resolution 21-5 (Mandating Full Immunization Against COVID-19). *Motion passed.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Elam, Frankenfield, Hogan, Krieg, Murray, Pay, Pellegrini, Pinckney, Wong, Young. Noes: Dupin. Abstain: Finlinson. Absent: Diamond, Fitzsimmons, Marker

Trustee Pinckney left the meeting at 8:35 p.m. and Trustee Elam left the meeting at 8:36 p.m.

12. CLOSING COMMENTS – None

13. ADJOURNMENT – 8:38 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 13, 2023.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2023 Secretary, Board of Trustees

Check Register

Journal Posting Date: 1/13/2023

Register Number: CD-000145

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
xxxxxxx59	1/13/2023	0000313	Contra Costa Water District				Check Entry Number: 001
			2022 QUARTER 4	12/20/2022	563.83	0.00	563.83
		G/L Account: 505041-00		Utilities Water:General			563.83
xxxxxxx60	1/13/2023	0000352	California Special Districts Association				Check Entry Number: 001
			61610	12/27/2022	1,267.50	0.00	1,267.50
		G/L Account: 500104-00		Consulting - General:General			1,267.50
xxxxxxx61	1/13/2023	0000378	Great-West Trust Company, LLC				Check Entry Number: 001
			362752	12/28/2022	4,000.00	0.00	4,000.00
		G/L Account: 600185-00		Retirement Fees Other:General			4,000.00
xxxxxxx62	1/13/2023	0000814	Staples Business Advantage				Check Entry Number: 001
			3525972786	12/21/2022	560.12	0.00	560.12
		G/L Account: 505022-00		Office Supplies - Kitchen:General			108.95
		G/L Account: 505020-00		Office Supplies - General:General			451.17
			3525972787	12/21/2022	26.21	0.00	26.21
		G/L Account: 505022-00		Office Supplies - Kitchen:General			26.21
			3525972788	12/21/2022	19.72	0.00	19.72
		G/L Account: 505022-00		Office Supplies - Kitchen:General			19.72
			Check 000029862 Total:		606.05	0.00	606.05
xxxxxxx63	1/13/2023	0000916	Spark Creative Design				Check Entry Number: 001
			2698	1/9/2023	1,300.56	0.00	1,300.56
		G/L Account: 501005-00		Marketing - Brochures:General			839.95
		G/L Account: 501007-00		Marketing - Design:General			460.61
xxxxxxx64	1/13/2023	0001040	WAVE				Check Entry Number: 001
			129389201-0009913	1/1/2023	2,300.59	0.00	2,300.59
		G/L Account: 505039-00		Utilities Internet:General			1,195.00
		G/L Account: 505040-00		Utilities Landline:General			1,105.59
xxxxxxx65	1/13/2023	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			55Y1334702	1/5/2023	387.26	0.00	387.26
		G/L Account: 504008-00		Printing Supplies:General			387.26
xxxxxxx66	1/13/2023	0001082	Heluna Health				Check Entry Number: 001
			2011073	1/6/2023	570.00	0.00	570.00
		G/L Account: 503005-10		Lab Testing:Lab			570.00
E000002917	1/13/2023	0000335	Concur Technologies, Inc				Check Entry Number: 001
			1.019E+11	1/4/2023	714.10	0.00	714.10
		G/L Account: 504005-00		I.T Subscriptions:General			733.82
		G/L Account: 504005-00		I.T Subscriptions:General			714.10
E000002918	1/13/2023	0000486	Bay Alarm Company				Check Entry Number: 001
			20225926 & 20226137	12/31/2022	7,166.85	0.00	7,166.85
		G/L Account: 500116-00		Security Service:General			7,166.85
E000002919	1/13/2023	0000713	Mission Linen Supply				Check Entry Number: 001
			518487573	1/3/2023	210.10	0.00	210.10
		G/L Account: 502021-16		Uniform Rental:Operations			176.48
		G/L Account: 502021-10		Uniform Rental:Lab			33.62
			518527957	1/10/2023	210.10	0.00	210.10
		G/L Account: 502021-10		Uniform Rental:Lab			33.62
		G/L Account: 502021-16		Uniform Rental:Operations			176.48
			Check E000002919 Total:		420.20	0.00	420.20
			Printed Check Total:				0.00
			Electronic Payment Total:				420.20
E000002920	1/13/2023	0000925	iSolved Benefit Services				Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			I125324302 CONTRA CO	1/9/2023	84.00	0.00	84.00
			G/L Account: 600175-00	FSA Admin Fee:General			84.00
E000002921	1/13/2023	0000956	Quench USA, Inc.				Check Entry Number: 001
			INV05240549	1/1/2023	196.45	0.00	196.45
			G/L Account: 505042-00	Water - Drinking:General			196.45
E000002922	1/13/2023	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			15685	1/1/2023	513.00	0.00	513.00
			G/L Account: 500109-00	Landscaping Services:General			513.00
			Report Total:		20,090.39	0.00	20,090.39
			Printed Check Total:				10,995.79
			Electronic Payment Total:				9,094.60

Check Register

Journal Posting Date: 1/13/2023

Register Number: CD-000146

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002923	1/13/2023	0000375	Great-West Trust Company, LLC (Empower)					Check Entry Number: 001
			1/15/23 401A DEFERRA	1/11/2023	641.65	0.00	641.65	
		G/L Account: 611300-00	401a- In Lieu of OASDI:General					641.65
			1/15/23 457 DEFERRAL	1/11/2023	7,067.88	0.00	7,067.88	
		G/L Account: 202140-00	457 Deferred Savings Plan					7,067.88
			Check E000002923 Total:		7,709.53	0.00	7,709.53	
			Printed Check Total:				0.00	
			Electronic Payment Total:				7,709.53	
E000002924	1/13/2023	0001072	Mt. Diablo Resource Recovery-Concord					Check Entry Number: 001
			MDRR GARBAGE DEC 202	12/30/2022	656.85	0.00	656.85	
		G/L Account: 505037-00	Utilities Garbage:General					656.85
			Report Total:		8,366.38	0.00	8,366.38	
			Printed Check Total:				0.00	
			Electronic Payment Total:				8,366.38	

Check Register

Journal Posting Date: 1/31/2023

Register Number: CD-000147

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
xxxxxxx73	1/31/2023	0000011	Vision Service Plan				Check Entry Number: 001
			FEBRUARY 2023 STMT81	1/19/2023	584.40	0.00	584.40
		G/L Account: 600140-00		Vision Insurance - Active Employees			584.40
xxxxxxx74	1/31/2023	0000313	Contra Costa Water District				Check Entry Number: 001
			DEC 2022, ACCT 30491	1/5/2023	27.51	0.00	27.51
		G/L Account: 505041-00		Utilities Water:General			27.51
xxxxxxx75	1/31/2023	0000324	Diablo Trophies & Awards				Check Entry Number: 001
			17616	1/19/2023	202.12	0.00	202.12
		G/L Account: 505004-00		Employee - Development:General			202.12
xxxxxxx76	1/31/2023	0000328	PG&E				Check Entry Number: 001
			DEC 2022 ELECTRIC	1/5/2023	24.64	0.00	24.64
		G/L Account: 505036-00		Utilities Electric:General			24.64
			GAS 12/13/22-1/13/23	1/15/2023	2,012.13	0.00	2,012.13
		G/L Account: 505038-00		Utilities Gas:General			2,012.13
			Check 000029876 Total:		2,036.77	0.00	2,036.77
xxxxxxx77	1/31/2023	0000399	Contra Costa County - Fleet				Check Entry Number: 001
			705589	1/18/2023	5,064.17	0.00	5,064.17
		G/L Account: 502001-16		Automotive - Gasoline:Operations			2,763.70
		G/L Account: 502002-16		Automotive - Repairs:Operations			2,300.47
xxxxxxx78	1/31/2023	0000696	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			9357844	1/21/2023	205.23	0.00	205.23
		G/L Account: 505027-00		Service & Leasing Contracts:General			205.23
xxxxxxx79	1/31/2023	0000899	Sun Life Financial				Check Entry Number: 001
			23-FEB	1/20/2023	1,444.35	0.00	1,444.35
		G/L Account: 202085-00		Employee Voluntary Life Ins - General			529.29
		G/L Account: 600155-00		Life Insurance - General			915.06
xxxxxxx80	1/31/2023	0000930	Kings III of America, Inc.				Check Entry Number: 001
			2370078	2/1/2023	141.00	0.00	141.00
		G/L Account: 505027-00		Service & Leasing Contracts:General			141.00
xxxxxxx81	1/31/2023	0000969	Otis Elevator Company				Check Entry Number: 001
			1.00E+11	1/11/2023	21.80	0.00	21.80
		G/L Account: 505027-00		Service & Leasing Contracts:General			21.80
xxxxxxx82	1/31/2023	0000975	Reliance Standard Life In				Check Entry Number: 001
			LTD FEB2023	1/18/2023	488.10	0.00	488.10
		G/L Account: 600150-00		Disability Insurance - General			488.10
			STD FEB2023	1/18/2023	1,048.71	0.00	1,048.71
		G/L Account: 600150-00		Disability Insurance - General			729.12
		G/L Account: 600150-00		Disability Insurance - General			319.59
			Check 000029882 Total:		1,536.81	0.00	1,536.81
xxxxxxx83	1/31/2023	0000981	Colonial Life				Check Entry Number: 001
			COLONIAL LIFE FEBRUA	1/13/2023	457.26	0.00	457.26
		G/L Account: 202100-00		Other Disability Insurance - Employee			457.26
xxxxxxx84	1/31/2023	0000993	Bartkiewics, Kronick & Shanahan				Check Entry Number: 001
			BKS DEC 2022	1/6/2023	988.25	0.00	988.25
		G/L Account: 500110-00		Legal - Counsel General:General			988.25
xxxxxxx85	1/31/2023	0001088	Verizon Wireless				Check Entry Number: 001
			9924968042	1/10/2023	1,809.12	0.00	1,809.12
		G/L Account: 505035-00		Utilities Cell Phone:General			1,809.12
E000002925	1/31/2023	0000007	SEIU UPE LOCAL 1021-Union Dues				Check Entry Number: 001
			23-JAN	1/25/2023	2,462.36	0.00	2,462.36

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E000002926	1/31/2023	0000010	CalPERS	SEIU Local 1021			2,462.36
			23-FEB	1/17/2023	58,934.12	0.00	58,934.12
							Check Entry Number: 001
							149.62
							44.22
							7,707.63
							37,631.38
							8,872.22
							4,529.05
E000002927	1/31/2023	0000015	Health Care Dental Trust				Check Entry Number: 001
			ADMIN DENTAL FEB 202	1/11/2023	1,766.70	0.00	1,766.70
							1,766.70
			OPS/RETIREES DENTAL	1/11/2023	3,040.36	0.00	3,040.36
							2,935.52
							2,935.52
							3,145.20
							3,040.36
							Check E000002927 Total: 4,807.06
							Printed Check Total: 0.00
							Electronic Payment Total: 4,807.06
E000002928	1/31/2023	0000486	Bay Alarm Company				Check Entry Number: 001
			20262961	1/15/2023	2,700.00	0.00	2,700.00
							2,700.00
			20268004	1/15/2023	85.00	0.00	85.00
							85.00
							Check E000002928 Total: 2,785.00
							Printed Check Total: 0.00
							Electronic Payment Total: 2,785.00
E000002929	1/31/2023	0000610	Liebert Cassidy Whitmore				Check Entry Number: 001
			232058	12/26/2022	3,540.00	0.00	3,540.00
							3,540.00
			232930	12/31/2022	79.50	0.00	79.50
							79.50
							Check E000002929 Total: 3,619.50
							Printed Check Total: 0.00
							Electronic Payment Total: 3,619.50
E000002930	1/31/2023	0000713	Mission Linen Supply				Check Entry Number: 001
			518575051	1/17/2023	210.10	0.00	210.10
							176.49
							33.61
			518621504	1/25/2023	210.40	0.00	210.40
							33.66
							176.74
							Check E000002930 Total: 420.50
							Printed Check Total: 0.00
							Electronic Payment Total: 420.50
E000002931	1/31/2023	0000793	AFLAC				Check Entry Number: 001
			350129	1/12/2023	52.84	0.00	52.84
							52.84

Check Register
Journal Posting Date: 1/31/2023
Register Number: CD-000147

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Report Total:	87,600.17	0.00	87,600.17
				Printed Check Total:			14,518.79
				Electronic Payment Total:			73,081.38

Check Register

Journal Posting Date: 1/31/2023

Register Number: CD-000148

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002932	1/31/2023	0000375	Great-West Trust Company, LLC (Empower)					Check Entry Number: 001
			1/31/23 401A DEFERRA	1/25/2023	641.65	0.00	641.65	
		G/L Account: 611300-00		401a- In Lieu of OASDI:General				641.65
			1/31/23 457 DEFERRAL	1/25/2023	7,067.88	0.00	7,067.88	
		G/L Account: 202140-00		457 Deferred Savings Plan				7,067.88
			Check E000002932 Total:		7,709.53	0.00	7,709.53	
			Printed Check Total:				0.00	
			Electronic Payment Total:				7,709.53	
			Report Total:		7,709.53	0.00	7,709.53	
			Printed Check Total:				0.00	
			Electronic Payment Total:				7,709.53	

Check Register

Journal Posting Date: 1/31/2023

Register Number: CD-000149

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002933	1/31/2023	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			1/1/2023	1/1/2023	512.40	0.00	512.40	
		G/L Account: 504005-00		I.T Subscriptions:General				512.40
			1/10/2023	1/10/2023	8.22	0.00	8.22	
		G/L Account: 502005-16		Building & Grounds Materials / Supplies:Operations				8.22
			1/11/2023	1/11/2023	426.45	0.00	426.45	
		G/L Account: 502016-16		Safety & PPE:Operations				112.57
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				218.40
		G/L Account: 504000-16		Computer Equipment Supplies < \$100:Operations				95.48
			1/12/2023	1/12/2023	753.19	0.00	753.19	
		G/L Account: 503001-10		Aquaculture:Lab				197.54
		G/L Account: 502015-16		Equipment Small:Operations				28.51
		G/L Account: 502019-16		Tools & Instruments:Operations				277.39
		G/L Account: 502017-16		Safety Boots:Operations				80.82
		G/L Account: 502017-16		Safety Boots:Operations				168.93
			1/14/2023	1/14/2023	27.72	0.00	27.72	
		G/L Account: 505003-25		District Membership & Subscription Dues:Public Aff				27.72
			1/16/2023	1/16/2023	102.37	0.00	102.37	
		G/L Account: 504000-05		Computer Equipment Supplies < \$100:Administration				8.77
		G/L Account: 504000-16		Computer Equipment Supplies < \$100:Operations				70.05
		G/L Account: 504000-05		Computer Equipment Supplies < \$100:Administration				23.55
			1/17/2023	1/17/2023	171.93	0.00	171.93	
		G/L Account: 505009-10		Employee - Travel:Lab				161.30
		G/L Account: 502016-16		Safety & PPE:Operations				10.63
			1/18/2023	1/18/2023	539.97	0.00	539.97	
		G/L Account: 504009-16		Software:Operations				539.97
			1/19/2023	1/19/2023	1,027.12	0.00	1,027.12	
		G/L Account: 505004-05		Employee - Development:Administration				200.00
		G/L Account: 500103-00		B&G Maint Major <\$10K:General				452.12
		G/L Account: 505007-16		Employee - Memberships:Operations				375.00
			1/2/2023	1/2/2023	128.46	0.00	128.46	
		G/L Account: 502004-16		Automotive - Supplies:Operations				45.08
		G/L Account: 502015-16		Equipment Small:Operations				83.38
			1/20/2023	1/20/2023	539.97-	0.00	539.97-	
		G/L Account: 504009-16		Software:Operations				539.97-
			1/22/2023	1/22/2023	2.38	0.00	2.38	
		G/L Account: 504005-00		I.T Subscriptions:General				2.38
			1/23/2023	1/23/2023	11.24	0.00	11.24	
		G/L Account: 504005-00		I.T Subscriptions:General				11.24
			1/3/2023	1/3/2023	6.08	0.00	6.08	
		G/L Account: 505021-00		Office Supplies - Janitorial:General				6.08
			1/4/2023	1/4/2023	491.74	0.00	491.74	
		G/L Account: 502016-00		Safety & PPE:General				48.78
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				22.96
		G/L Account: 504005-10		I.T Subscriptions:Lab				420.00
			1/5/2023	1/5/2023	31.42	0.00	31.42	
		G/L Account: 500115-00		Permits & Fees:General				9.49
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				21.93
			1/6/2023	1/6/2023	455.58	0.00	455.58	
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				90.96

Check Register

Journal Posting Date: 1/31/2023

Register Number: CD-000149

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account:	502016-16	Safety & PPE:Operations			345.76
		G/L Account:	502016-00	Safety & PPE:General			18.86
	1/7/2023			1/7/2023	77.89	0.00	77.89
		G/L Account:	504000-00	Computer Equipment Supplies < \$100:General			65.84
		G/L Account:	505021-00	Office Supplies - Janitorial:General			12.05
	1/8/2023			1/8/2023	130.67	0.00	130.67
		G/L Account:	502015-16	Equipment Small:Operations			118.18
		G/L Account:	504005-00	I.T Subscriptions:General			12.49
	1/9/2023			1/9/2023	206.19	0.00	206.19
		G/L Account:	500115-00	Permits & Fees:General			71.90
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General			87.35
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General			46.94
	12/22/2022			12/22/2022	160.51	0.00	160.51
		G/L Account:	504005-00	I.T Subscriptions:General			2.29
		G/L Account:	504005-00	I.T Subscriptions:General			11.24
		G/L Account:	502015-16	Equipment Small:Operations			146.98
	12/23/2022			12/23/2022	918.49	0.00	918.49
		G/L Account:	503001-10	Aquaculture:Lab			654.24
		G/L Account:	505039-00	Utilities Internet:General			99.67
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General			164.58
	12/27/2022			12/27/2022	14.00	0.00	14.00
		G/L Account:	505003-25	District Membership & Subscription Dues:Public Aff			14.00
	12/29/2022			12/29/2022	742.98	0.00	742.98
		G/L Account:	500103-00	B&G Maint Major <\$10K:General			522.74
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General			220.24
	12/30/2022			12/30/2022	219.80	0.00	219.80
		G/L Account:	505007-10	Employee - Memberships:Lab			70.00
		G/L Account:	502005-16	Building & Grounds Materials / Supplies:Operations			149.80
	12/31/2022			12/31/2022	31.83	0.00	31.83
		G/L Account:	504000-00	Computer Equipment Supplies < \$100:General			31.83
Check E00002933 Total:					6,658.66	0.00	6,658.66
Printed Check Total:							0.00
Electronic Payment Total:							6,658.66
Report Total:					6,658.66	0.00	6,658.66
Printed Check Total:							0.00
Electronic Payment Total:							6,658.66

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
 UNUSUAL ITEMS LIST (*New Policy Effective May 2021*)

- *Any checks or ACH over the amount of \$10,000.00 (excludes Procurement Policy General Manager Authority items: payroll taxes, employee fringe benefit payments, and aggregate corporate credit card amount).*
- *Any vendor that has not been paid by the District in the past 15 months.*
- *All legal fees over \$5,000.00 in one month*

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
January 13, 2023	E000002921	\$196.45	Quench USA, Inc. – Drinking Water for Office (formerly known as WaterLogic)

TRANSACTION ACTIVITY REPORT

Month of January 2023

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
Balance	1/1/2023	321,496.72	12,813,782.75	249,425.24
1	1/12/2023		(186,000.00)	186,000.00
2	1/13/2023	5,539.18	48,865.53	
3	1/17/2023	393,011.82		
4	1/20/2023	388.09		
5	1/27/2023		(272,000.00)	272,000.00
6	1/31/2023	43.75		(468,648.99)
Balance		720,479.56	12,404,648.28	238,776.25

Transaction Number & Brief Description

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 Misc Contract Billing Deposit into Wells Fargo Account & LAIF Quarterly Interest Earned
- 3 Misc Redevelopment Income Deposit into Wells Fargo Account
- 4 Misc Deposits into Wells Fargo Account
- 5 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 6 Interest Earned Wells Fargo & Bank of the West clearing of checks from Bank of the West for Payroll & Vendor Checks

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*

California State Treasurer
Fiona Ma, CPA



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

February 09, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)

January 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2023	1/12/2023	RW	1720265	N/A	PAULA MACEDO	-186,000.00
1/13/2023	1/12/2023	QRD	1720595	N/A	SYSTEM	48,865.53
1/27/2023	1/26/2023	RW	1723225	N/A	PAULA MACEDO	-272,000.00

Account Summary

Total Deposit:	48,865.53	Beginning Balance:	12,813,782.75
Total Withdrawal:	-458,000.00	Ending Balance:	12,404,648.28

**Contra Costa Mosquito and Vector Control District
FY22 Budget Year**

(July 1 2022 - June 30 2023)

Board Packet

59% of the Year
completed

	FY23 <i>As of 1/31/23</i>	FY23 Budget	YTD FY23 VS Adopted Budget	ADOPTED FY23 VS FY23 \$
Personnel Costs				
Payroll & OT	2,167,509	3,925,348	55.2%	1,757,839
Retirement	1,341,013	1,341,013	100.0%	-
OASDI	124,555	235,521	52.9%	110,966
Medicare	30,599	52,992	57.7%	22,393
Health Insurance (Dental / Vision Etc)	298,784	585,745	51.0%	286,961
Unemployment	15,851	25,900	61.2%	10,049
Disability Ins	8,329	13,614	61.2%	5,285
Other Post Employment Benefits	0	215,000	0.0%	215,000
District Paid Health Retiree Cost & Fees	43,200	143,000	30.2%	99,800
Subtotal Personnel Costs	4,029,841	6,538,133	61.6%	2,508,292
Operational Costs				
Professional Services - Legal includes Settlements	56,740	168,000	33.8%	111,260
Professional Services - Building & Grounds Maint	5,321	25,000	21.3%	19,679
Professional Services - All Other	61,761	204,600	30.2%	142,839
Public Affairs	7,975	108,000	7.4%	100,025
Lab Services	20,597	47,871	43.0%	27,274
Information & Technology	30,494	153,200	19.9%	122,706
Operations - Control Materials	93,599	113,000	82.8%	19,401
Operations - Aerial	0	10,000	0.0%	10,000
Operation and Facilities - All Other	99,927	442,000	22.6%	342,073
General Office Administration - Insurance	342,374	388,429	88.1%	46,055
General Office Administration - Trustee Expense	3,260	23,500	13.9%	20,240
General Office - Research	0	0	0.0%	-
General Office Administration - Employee Travel & Training	14,811	44,000	33.7%	29,189
General Office Administration - Utilities	50,039	117,500	42.6%	67,461
General Office Administration - All Other	211,290	332,700	63.5%	121,410
Subtotal Operational Cost	998,188	2,177,800	45.8%	1,179,612
Capital				
Land				-
Structures and Improvements	0	0	0.0%	-
Vehicles	124,191	203,000	61.2%	78,809
Heavy Equipment	30,508	85,000	35.9%	54,492
Subtotal Capital	154,699	288,000	53.7%	133,301
Total Expenditures	5,182,728	9,003,933		
Revenues				
Property Taxes	4,088,712	6,801,654	60.1%	2,712,942
Benefit Assessment	1,145,474	2,080,111	55.1%	934,637
Contract Billing	9,071	51,000	17.8%	41,929
Interest Income (LAIF)	109,046	52,291	208.5%	(56,755)
Medical Reimbursement	0	0	0.0%	-
Fixed Asset Disposal	30,300	20,000	151.5%	(10,300)
Miscellaneous	9,677	25,000	38.7%	15,323
Grant Funds:General	0	-	0.0%	-
Subtotal Revenue	5,392,281	9,030,056	59.7%	3,637,775
Estimate Ending Balance	209,552	26,123		
Designated Reserves POLICY FY 23 (July 2022 - June 2023)				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	2,314,407			
Emergency Reconstruction Response	500,000			
Operations	4,446,317			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
	10,110,724			



2022 Annual Operations Report

Prepared by Steve Schutz, Ph.D., Scientific Programs Manager
Submitted to the CCMVCD Board of Trustees on March 13th, 2023

1. Introduction and Summary

CEQA, the California Environmental Quality Act, requires all state and local agencies in California to evaluate and publicly report on the potential environmental impacts of their discretionary activities and to mitigate those impacts which could be significantly adverse. In March 2016, in order to ensure the fullest possible compliance with CEQA, the District completed a full Programmatic Environmental Impact Report (PEIR) which includes a comprehensive review of all District practices and policies, potential environmental impacts, and mitigation measures used to minimize or eliminate potential impacts. Although CEQA regulations do not mandate annual updates unless there are significant changes in our program, District staff continues to produce an annual Operations Report. This report summarizes District activities during 2022, in comparison with the previous ten years.

The District has long emphasized environmental stewardship while accomplishing its public health mission, primarily through strict adherence to an IVM (Integrated Vector Management) approach to the control of mosquitoes and other vectors of human disease. As such, District policies emphasize training, vector and pathogen surveillance, the integration of biological and physical control practices with chemical control (public health pesticides), and the judicious use of appropriate control tools only when vectors exceed specific thresholds. During 2022 there were no new or extraordinary District activities or substantial changes in District policies which could have caused significant environmental impacts, and there were no substantial new regulations or research results which alter the conclusions in our PEIR regarding actual or potential environmental impacts.

2. Biological Control of Mosquitoes

District staff has traditionally implemented a four-pronged approach to biological control of mosquitoes. The general elements of biological control used by the District are 1) rearing, stocking, and providing the mosquitofish (*Gambusia affinis*) to eat larval mosquitoes in sites where mosquitofish are unlikely to cause significant adverse impacts on native species; 2) a program to identify, develop, and evaluate additional biocontrol agents that can be produced at reasonable cost; 3) collaboration with landowners and managers to implement land and water management practices that protect and support populations and dispersal of native mosquito predators; and 4) policies and training designed to protect native predators.

In 2020, the District initiated a service request/field inspection-based system where District staff was able to evaluate each site and determine whether or not fish were an appropriate solution. The District stocked 41,426 mosquitofish in 2022. The total number of fish stocked was slightly lower than the previous year (Figure 1). Artificial sources like unmaintained swimming pools continue to produce substantial numbers of mosquitoes, but the number of such sources varies with changing economic conditions. Fish stocking in pools continues to be a critical tool for addressing West Nile virus in urban and suburban areas, and poses essentially no environmental risk. Year-to-year variations in stocking in natural waters and other traditional sites (horse troughs, etc.) are due primarily to weather patterns that change the extent of appropriate stocking sites. Although the District continues to study potential use of native fish for mosquito control, mosquitofish stocking in natural sites will most likely continue

at similar rates in upcoming years. There was no substantial new research published nor regulations issued in the past year on the potential environmental consequences of mosquitofish.

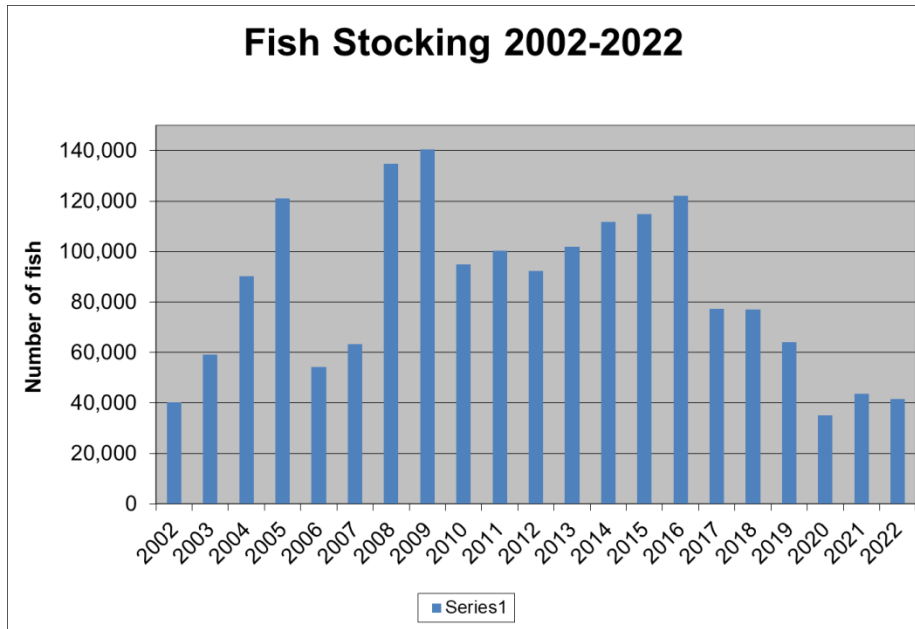


Figure 1: Use of mosquitofish for biological control, 2002 - 2022.

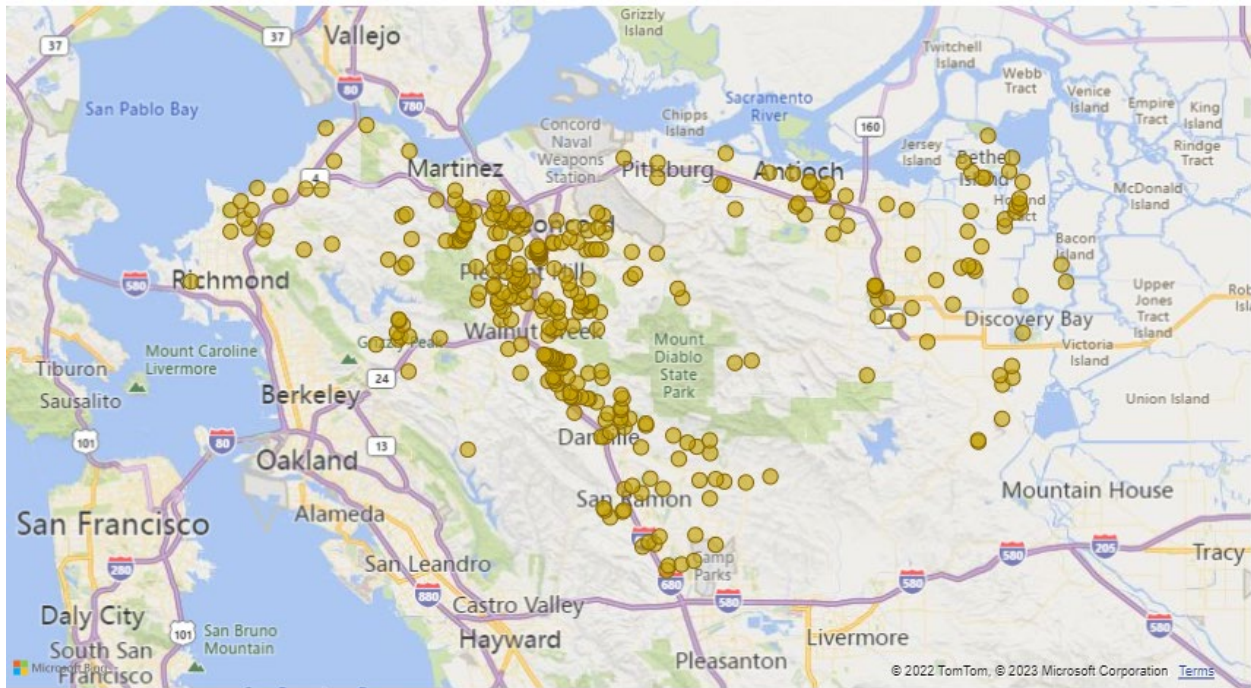


Figure 2. Locations where mosquitofish were stocked by District technicians in 2022.

In 2022 the District Biologist continued several native fish projects, including spawning Sacramento perch, hitch and hardhead. We continued working with the California Department of Fish and Wildlife (DFW) to provide consulting on captive breeding of these fish to repopulate areas that were once part of their natural range, and potentially for control of mosquito larvae in sensitive habitats where using the non-native mosquitofish may not be appropriate.

A high priority of the District is collaboration with landowners on improving land and water management to reduce mosquito production while maintaining other desirable ecological functions of the sites, and a major focus of this work is manipulating habitats to promote the survival, reproduction, and dispersal of natural aquatic predators, including fish and aquatic invertebrates such as water beetles and juvenile dragonflies. Target sites include refinery ponds, stormwater treatment facilities, irrigated pastures, duck clubs, sewer treatment marshes, etc. Environmental protection in these projects is ensured through close collaborations with resource and permitting agencies (DFW, the Regional Water Quality Control Board (RWQCB), the Army Corps of Engineers (ACE), the Bay Conservation and Development Commission (BCDC), etc.), as well as with landowners. Two sub-activities, Physical Control/Source Reduction and Vegetation Management, have been traditionally distinguished in this report, and are discussed below.

Finally, training and treatment protocols for pesticide use emphasize protection of predators when they are present in sites with mosquito larvae. The District's larvicide treatment protocols request field inspectors to observe whether a mosquito-producing site also has the presence of any significant populations of predators, and if so, to avoid pesticides or to use the pesticide with the least possible impact on natural predators if mosquito populations are sufficient to require prompt treatment.

3. Physical Control

The District actively works with RWQCB, Contra Costa County Clean Water Program (CCCWP) and other agency staff and property managers to facilitate maintenance of conditions that encourage desirable species while discouraging mosquitoes, and also to reduce the need for staff time (for inspection and control) and pesticide applications to sites where maintenance is not consistent. The District's Vector Control Planner facilitates such interactions. Some existing stormwater detention projects have become significant mosquito sources and disease risk foci due to inadequate design and/or maintenance, and our staff has been working closely with the responsible local authorities to correct these conditions, with some noteworthy success. Evaluations of past District source reduction projects continue to indicate that the environmental consequences of these projects have been positive and that increases in tidal action and proactive water management have particularly benefited a range of wetland-dependent native species.

4. Vegetation Management

The District did not apply any chemical herbicides in 2022. Vegetation management was conducted with hand tools (“brushing”) as needed to allow access for vector surveillance as in past years. No significant or unanticipated problems were encountered.

5. Chemical Control (Pesticides)

The attached tables compare 2022 pesticide use with the previous ten years individually and with ten-year averages. This year, as in the preceding report, the quantity applied is reported as the total amount (pounds) of active ingredients applied. Overall pesticide use was higher in 2022 than 2021 (ca. 7,000 lb) (Fig. 5) mainly due to treatments of some large coastal and agricultural sites. The long-term trend has been a reduction in the use of larvicidal oils in favor of bacterial larvicides and growth regulators (Table 1). As in previous seasons, adulticides were applied in small quantities using vehicle-mounted ULV (ultra-low volume) or hand foggers in specific rural and residential areas where West Nile virus risk and/or adult mosquito counts were elevated (Fig. 3), or where invasive *Aedes aegypti* mosquitoes were found.

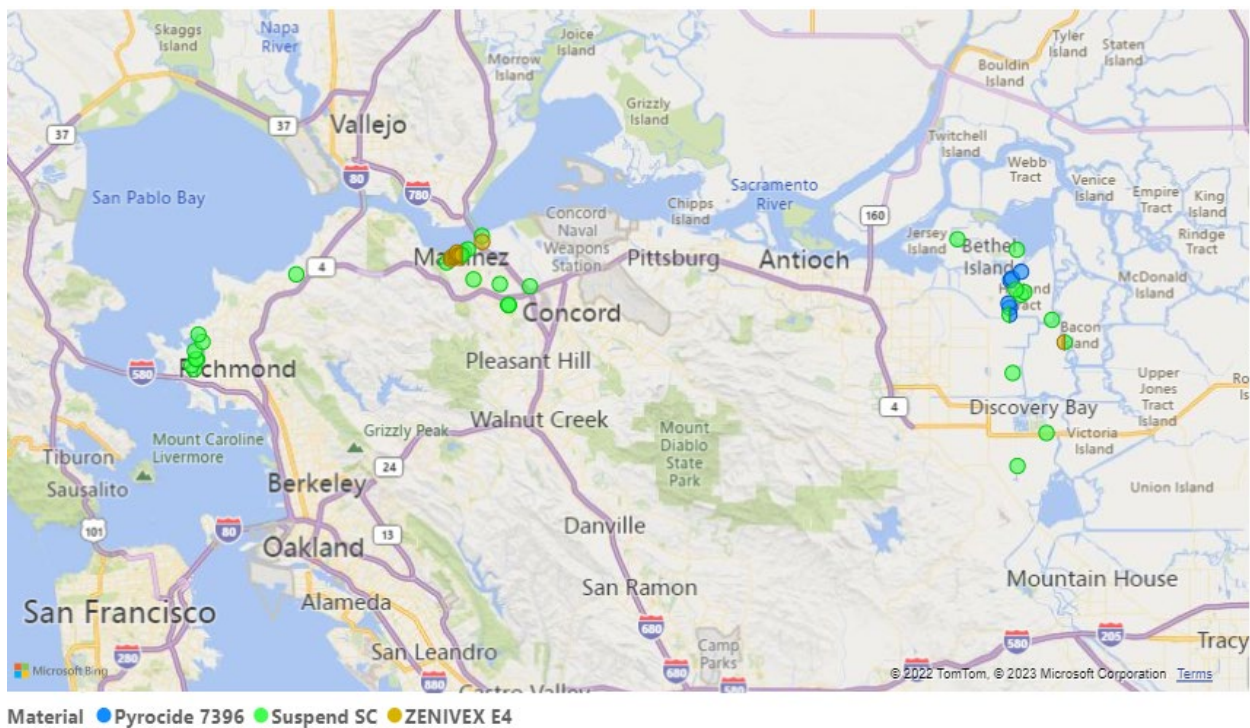


Figure 3. Locations where adulticides were used in 2022, by material

Pesticide Applications 2012-2022

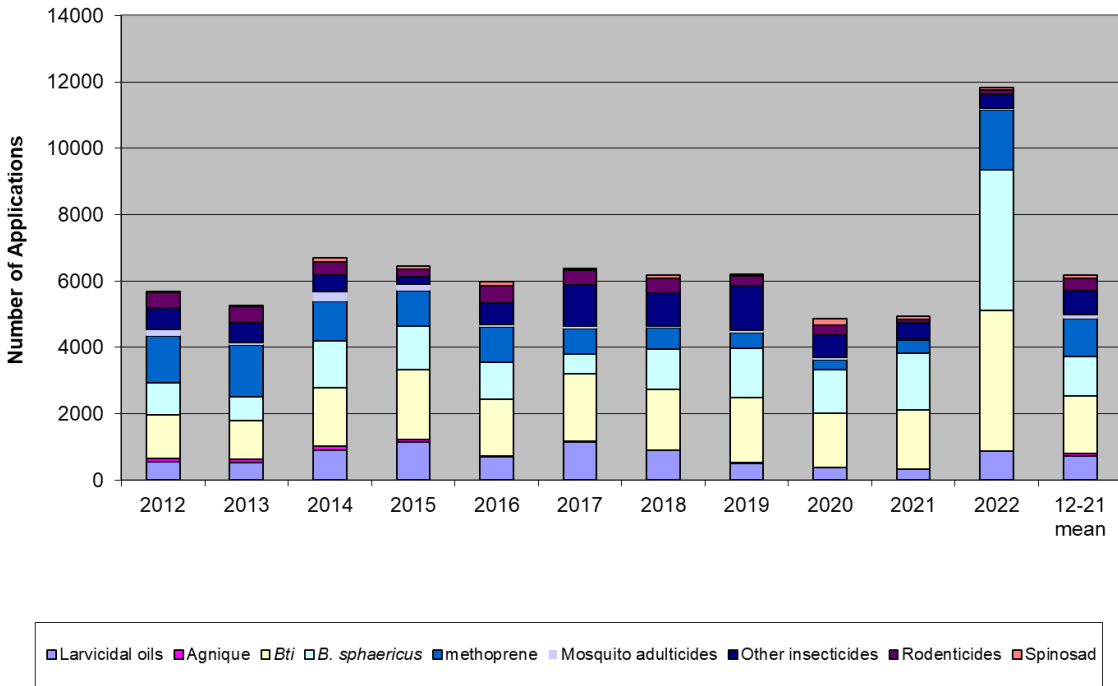


Figure 4. Number of pesticide applications in 2022, by material

Mosquito larvicides constitute the majority of the District’s pesticide applications (Fig. 4), and four active ingredients dominate the District’s larvicide applications. In terms of number of applications, the insect growth regulator methoprene and the bacterial pesticides *Bacillus thuringiensis israelensis* (*Bti*) and *Bacillus sphaericus* (*Bs*), which are considered “biopesticides” by EPA and “least toxic pesticides” by other regulatory agencies, are the larvicides of first choice at the District. These products continue to replace larvicidal oils such as GB-1111 and BVA. These light mineral oils, in contrast to all other products, are nearly 100% active ingredient and are applied at much higher quantities per acre (up to five gallons/acre in dense vegetation) since they must cover the entire surface area of the source with a thin film in order to suffocate air-breathing mosquito larvae. Therefore, they continue to dominate Figure 5, which shows pounds of active ingredient applied each year. Larvicidal oils are the only products currently used by the District that reliably control mosquito pupae, and therefore these products will continue to be used whenever mosquito pupae are encountered at densities exceeding our control thresholds.

Pesticide Quantities 2012-2022

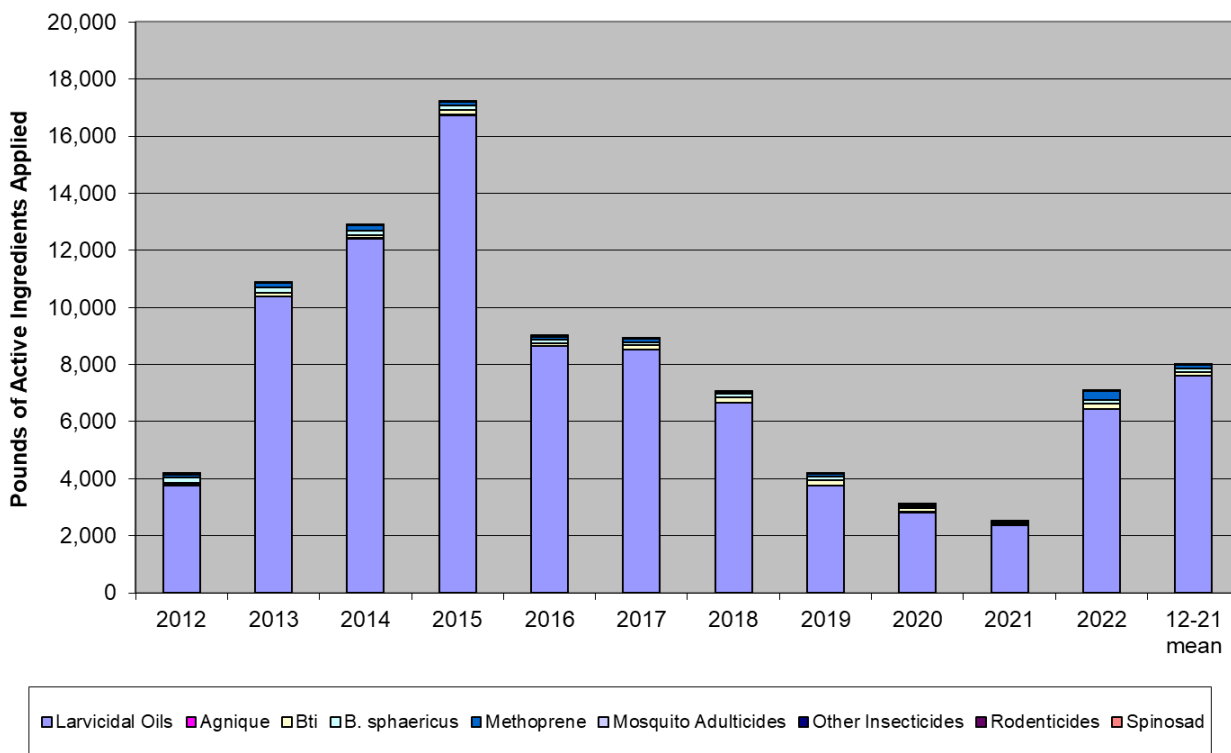


Figure 5. Amount of pesticide applied by material (pounds of active ingredient)

Because of the dominance of larvicidal oils in terms of pounds of active ingredient used annually, Figure 6 shows pesticide quantities with this product excluded to better compare the other products. Agnique, an alternative non-oil based surface film, was used sparingly in 2022, as it is useful in swimming pools and other artificial containers, but not in open-water situations where wind and emergent vegetation tend to disrupt the film. Some new formulations of methoprene and *B. sphaericus*, and combinations of *Bti* with *B. sphaericus* and methoprene have been introduced in recent years, but present no potential new environmental consequences. Natular™, containing the active ingredient spinosad, a bacterial fermentation product, continues to be used operationally in small amounts. Since it is similar or lower in risk classification than other biopesticides already in use by the District, it is not expected to have any significant environmental impact. It is also useful in rotation with other larvicides to reduce the likelihood of resistance developing in our local mosquito populations.

Pesticide Quantities (w/o Larv. Oils) 2012-2022

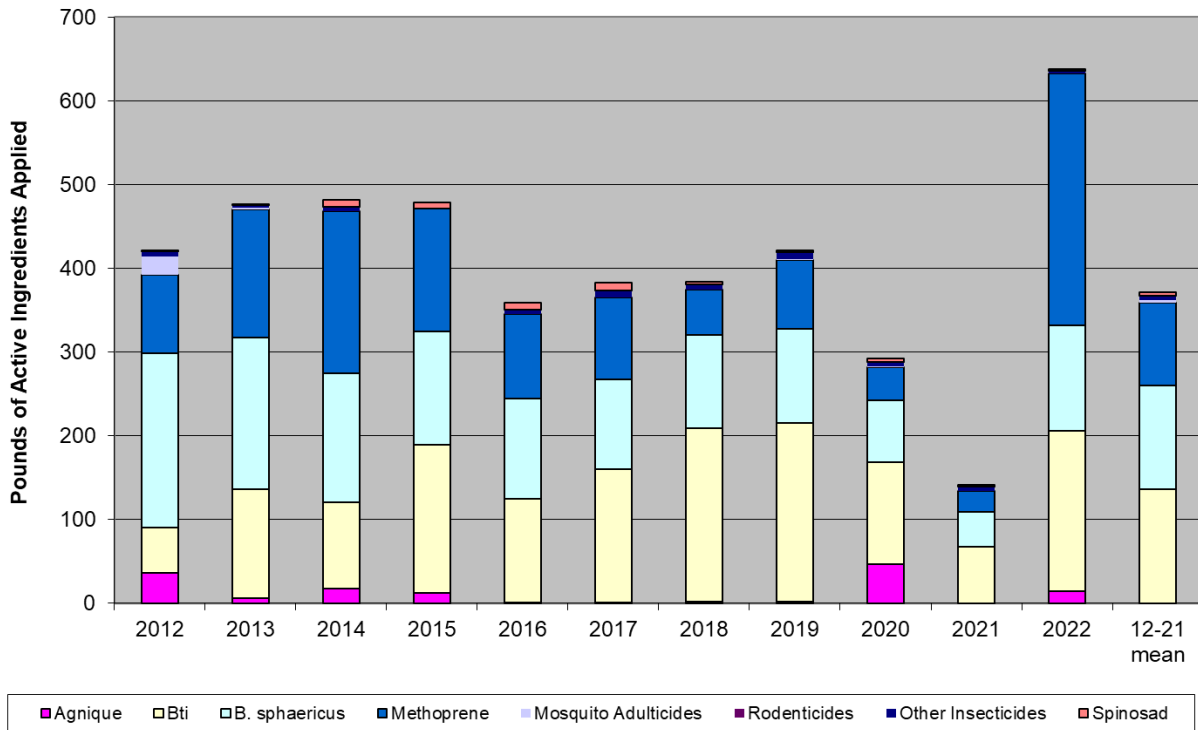


Figure 6. Amount of pesticide applied by material (pounds of active ingredient), excluding oils

District use of mosquito adulticides was slightly higher in 2022 than the previous year in terms of number of applications, due to some large flyoffs of adult salt marsh mosquitoes in waterfront areas as well as the introduction of *Aedes aegypti*, but still well below the 10-year average. Overall, use of adulticides continues to be very small in comparison with larvicide use in terms of the number of applications (Fig. 4), the total amount of active ingredient applied (Fig. 6), and the area treated, in keeping with the District’s policy of preventing adult mosquito outbreaks through larval control whenever possible.

Adulticides used by the District in 2022 included the synthetic pyrethroids Zenivex (etofenprox) and Suspend (deltamethrin) in addition to the natural pyrethrin product Pyroicide 7396. Unlike the natural pyrethrin products, Zenivex does not contain piperonyl butoxide (PBO) as a synergist and thus is regarded as ‘reduced risk’ material. Historically, our usage of synthetic pyrethroids had been low compared with natural pyrethrins (Fig. 7a,b); however, availability of natural pyrethrins varies from year to year, and there have been concerns about the presence of genes responsible for pyrethrin resistance in California mosquito populations, making it prudent not to depend on a single class of products. Resistance testing of *Culex tarsalis* collected in the Martinez waterfront area has demonstrated that this population is still susceptible to the active ingredient in Zenivex. We maintain a colony of fully susceptible *Culex tarsalis* in our insectary to provide a control group for resistance testing and for field efficacy evaluations.

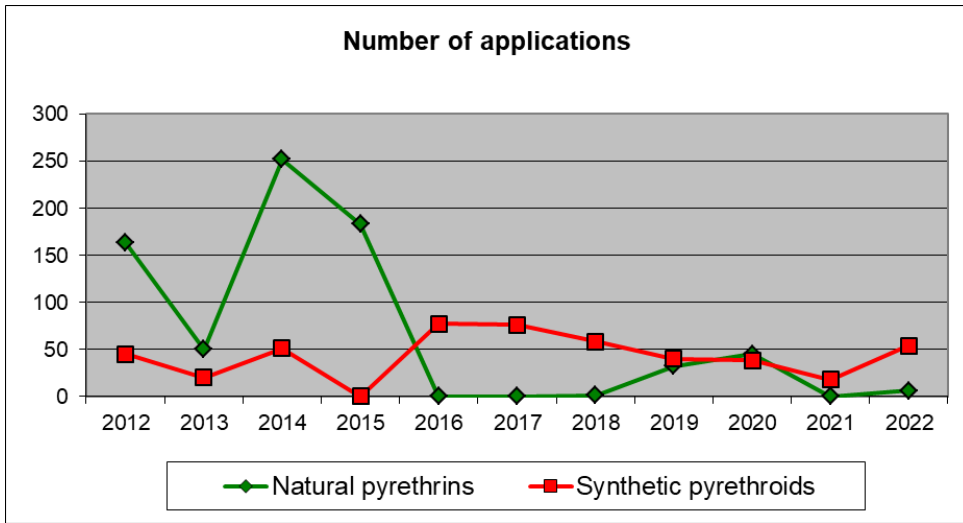


Figure 7 a. Number of adulticide applications by class of material.

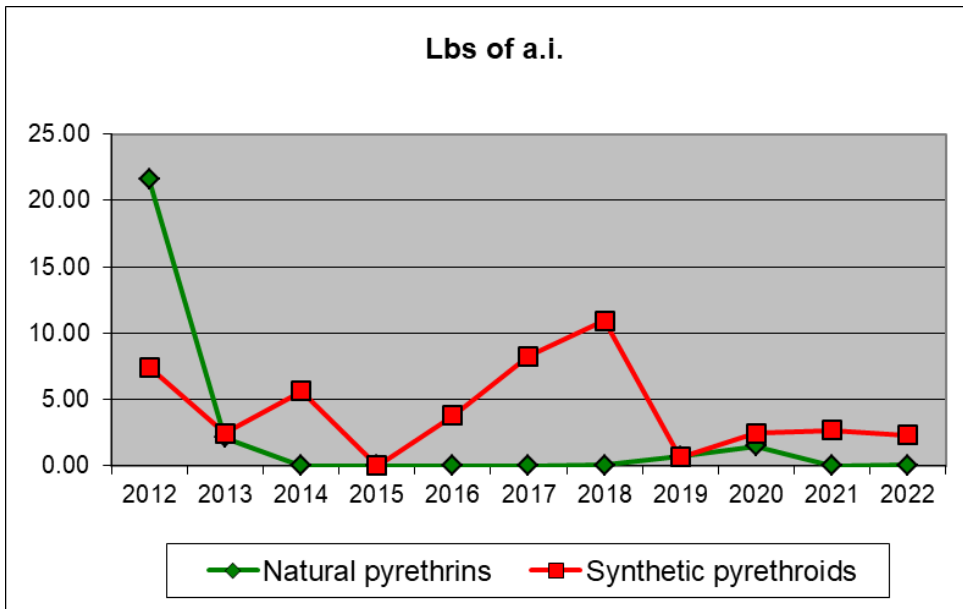


Figure 7b. Amount of a.i. applied by class of material

Applications of other insecticides by the District were limited to the pyrethroid dust product Drione, used to control yellowjacket nests. Usage of this material against ground-nesting yellowjackets was down slightly in 2022 due to a decrease in yellowjacket service requests.

The number of rodenticide applications by District personnel was lower in 2022 than in 2021, and the total quantity of rodenticide active ingredients applied also decreased (<0.01 lb), less than 2/10 ounce of active ingredient (due to the very low percentage of a.i. in these bait-based

products), reflecting the District's focus on education and rodent exclusion, as well as increasingly sophisticated baiting practices. The modes of application continued to minimize the likelihood of accidental contact by the public, pets, or non-target wildlife. District policy continues to prohibit dispersal of rodenticides (or any other pesticides) directly to the public.

6. Other Activities

There were no District activities this year in the areas of Surveillance, Research, Public Education, or Administration which could have caused significant environmental impacts.

7. District Environmental Mitigation Activities

In the October 1999 Negative Declaration and the 2016 PEIR, the District recognized that established District policies require vector surveillance and the use of treatment criteria prior to chemical, biological, or physical control; monitoring and reporting of activities to appropriate agencies; and other measures to minimize potential environmental impacts. Five additional mitigation measures to ensure that these potential impacts remain insignificant were adopted:

- a. Maintenance of up-to-date maps and other information from the California Department of Fish and Wildlife Natural Diversity Data Base and other reliable sources on the location of Special Status Species and designated Natural Communities in the Project Service Area;
- b. Coordination of District activities with approved Habitat Conservation Plans;
- c. Adoption of new policies as needed and provision of training to field personnel to ensure minimization of specific vector control activities and/or the use of alternative vector control methods at times and in places where those specific vector control activities might otherwise significantly impact Special Status Species or designated Natural Communities;
- d. Ensuring that mosquitofish are placed only in appropriate locations by District staff; and
- e. Review of agency lists for potential hazards (contaminated soils) prior to implementation of minor physical control projects in historically industrial zones; and additional, site-specific CEQA review prior to implementation of source reduction projects which might result in discharge of hazardous materials into the environment.

The District has adopted policies and practices to ensure that these requirements are met, and continually reviews their effectiveness. District staff, including the General Manager, Program Supervisors, and Scientific Programs Manager, interact with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, the U.S. Environmental Protection Agency, the American Mosquito Control Association, the Association of American Pesticide Control Officials, and other groups to ensure strong communications and cooperation, and plan and conduct training sessions for District personnel on environmental regulations and compliance measures.

Specific improvements continue to be made to ensure compliance. In 2022, the District maintained its subscription to GIS map layers of endangered species habitat distribution from CDFW. This enables us to provide our field employees with accurate maps of known populations of endangered or threatened species within their zones to avoid any potential conflicts. To improve the accuracy of our mosquitofish distribution data, all fish must be placed by District employees to ensure proper use, accurate data and avoid potential conflicts with native species. A new mobile database system provides faster (near real-time) and more accurate recording of all District activities.

8. Regulations and Outside Research

The District continues to comply fully with all applicable Federal and State regulations, including FIFRA, CEQA, and the Clean Water Act (National Pollutant Discharge Elimination System - NPDES), as detailed in our district's PEIR. We also continue to collaborate with other agencies and groups, including the California Department of Public Health, the University of California, the California Department of Fish and Wildlife, and the US Department of Agriculture (USDA) on policies and projects that enhance our ability to protect public health and environmental quality.

9. Acknowledgements

I am grateful to the following individuals for their helpful suggestions and/or assistance with the preparation of the report: Paula Macedo, General Manager; David Wexler, Operations Manager; Jeremy Shannon, Program Supervisor; Terry Davis, Program Supervisor; Wayne Shieh, IT Systems Administrator, and Chris Miller, Biologist.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	12-21 mean	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	12-21 mean	
Pesticide (units)																									
Mosquito Larvicides													Pounds of active ingredient												
Number of applications																									
Agnique (lbs)	91	78	121	80	26	24	4	21	9	0	10	45	36	5.71	16.81	12.35	1.01	0.92	1.86	1.98	46.43	0.00	13.79	12.30	
Agnique (gal)	90	73	112	57	7	2	4	1	2	0	11	35	4.83	0.51	1.26	0.70	0.04	0.00	0.25	0.02	0.04	0.00	0.06	0.77	
Agnique Granules (lb)	1	5	9	23	19	22	0	20	7	0	9	11	0.07	1.92	7.44	7.16	0.69	0.91	0.00	1.81	46.10	0.00	13.34	6.61	
Methoprene (lbs)	1,419	1,562	1,248	1,076	1,069	750	637	478	308	388	1,803	893	94	152.72	193.06	146.77	100.47	98.43	54.77	82.75	39.67	25.77	300.60	98.79	
Altosid Briquets (lbs)	126	55	75	65	235	126	41	39	49	34	130	85	1.90	0.47	0.70	0.59	4.36	0.00	0.34	0.27	0.80	0.16	14.40	0.96	
Altosid XR Briquets (lbs)	640	55	62	26	48	0	0	0	0	0	0	83	15.27	0.25	0.65	0.13	0.89	0.00	0.00	0.00	0.00	0.00	0.00	1.72	
Aquaprene XL Briquets (lbs)	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Altosid Granules (lbs)	0	1	0	23	0	0	0	0	0	0	1	3	0.00	0.03	0.00	0.33	0.00	0.00	0.00	0.00	0.00	0.02	0.18	0.04	
Altosid XR Granules (lbs)	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Altosid XR Ingot (lbs)		726	400	239	138	129	41	19	12	177	1362	209		23.63	16.79	3.76	1.83	0.00	1.20	0.26	0.20	0.60	216.72	5.36	
Altosid Pellets (lbs)	345	514	490	475	516	339	187	146	193	161	299	337	67.07	125.21	174.43	141.70	88.83	92.69	51.65	17.22	37.63	24.14	67.47	82.06	
Altosid Pellets WSP (lbs)	54	57	63	61	27	26	21	40	24	0	0	37	0.13	0.14	0.18	0.00	0.09	0.08	0.07	0.12	0.07	0.00	0.00	0.09	
Aquaprene Tossits (lbs)	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Altosid P35 (lbs)								74	0	3	0	26									60.14	0.00	0.33	0.00	20.15
Altosid Liquid (Duplex) (gal)	252	135	158	187	104	107	9	41	30	0	0	102	0.12	0.10	0.04	0.03	0.51	0.63	0.04	0.49	0.11	0.00	0.00	0.21	
MetaLarv S-PT (lbs)	2	9	0	0	1	0	0	0	0	0	0	1	8.16	2.14	0.00	0.00	0.11	0.00	0.00	0.00	0.00	0.00	0.00	1.04	
VectoPrime FG (lbs)**						23	338	119	0	0	0	96							0.22	1.18	0.49	0.00	0.00	0.38	
Duplex G (lbs)										12	2	12										0.53	0.66	0.53	
Larvicidal Oils (lbs)	567	540	904	1138	697	1147	895	505	383	321	866	710	3,753	10,390	12,415	16,738	8,634	8,522	6,646	3,746	2,802	2,363	6,427	7,601.01	
Golden Bear 1111 (gal)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0.00	
BVA Larvicidal Oil (gal)	567	540	904	1130	694	1147	872	470	377	318	865	702	505	1398.38	1663.10	2245.00	1162	1147	872	470	377	318	865	1,015.76	
CoCoBear (gal)				8	3	0	23	35	6	3	1	11			8.00	0	0	0	23	35	0	0	0	0	9.46
Bti (lbs)	1,304	1,168	1,761	2,115	1,706	2,036	1,833	1,974	1,227	1,802	4,246	1,693	54	130.62	104.01	176.19	123.60	158.69	206.49	213.35	121.33	67.02	191.45	135.52	
Vectobac 12 AS (gal)	762	939	856	830	591	686	364	349	400	66	24	584	2.80	2.58	1.06	9.16	1.59	2.93	0.09	1.31	0.26	0.04	0.00	2.18	
Vectobac Granules (lbs)	60	26	11	313	237	42	18	79	23	31	0	81	9.16	8.48	1.26	0.90	25.26	0.32	0.53	6.13	1.31	0.12	0.00	5.35	
FourStar Briquet* 45d (lbs)	0	9	1	0	0	0	0	0	0	0	0	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FourStar Briquet* 90d (lbs)	1	6	1	0	0	0	0	0	0	0	0	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FourStar Briquet* 180d (lbs)	405	28	554	3	44	5	3	0	0	0	0	104	6.38	0.19	9.54	0.01	0.17	0.01	0.00	0.00	0.00	0.00	0.00	1.63	
FourStar CRG (lbs)								9	1	1	1	4								0.05	0.19	0.08	0.05	0.11	
VectoMax CG* (lbs)	76	160	338	872	687	0	0	0	0	0	0	213	17.08	102.45	85.21	105.53	85.19	0.00	0.00	0.00	0.00	0.00	0.00	39.55	
FourStar SBG (lbs)											3	na												na	
VectoMax WSP* (lbs)				97	147	497	389	332	327	1178	2823	424			0.40	0.98		5.47	2.75	3.30	3.40	2.88	4.14	2.74	
VectoMax FG* (lbs)						783	721	1086	465	539	1393	719						117.59	131.62	164.51	91.49	61.47	182.84	113.33	
VectoPrime FG** (lbs)						23	338	119	0	0	0	96						13.17	70.92	29.48	0.00	0.00	0.00	22.72	
Aquabac 200G (lbs)									11	3	0	7									23.16	0.46	0.00	11.81	
Duplex G (lbs)										12	2	12										1.77	2.19	1.77	
Sustain MBG (lbs)											1	1												na	
B. sphaericus (lbs)	957	732	1,407	1,307	1,125	1,385	1,226	1,469	963	1,723	4,231	1,229	209	181.27	153.88	135.50	119.93	107.06	111.44	112.04	74.06	41.58	126.81	124.58	
Vectolex Granules (lbs)	331	451	381	313	237	83	106	42	46	41	141	199	53.10	39.50	35.20	65.30	67.65	32.05	30.70	10.93	15.42	0.19	14.18	35.00	
Vectolex WDG (lbs)	73	27	2	8	0	1	0	0	0	1	0	11	106.29	77.58	5.38	6.66	0.00	1.02	0.00	0.00	0.00	2.05	0.00	19.90	
Vectolex WSP (lbs)	70	54	130	14	10	16	7	0	0	0	0	30	1.13	1.18	4.87	0.15	0.15	0.12	0.10	0.00	0.00	0.00	0.00	0.77	
FourStar Briquet* 45d (lbs)	1	6	1	0	0	0	0	0	0	0	0	1	0.00	0.35	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04	
FourStar Briquet* 90d (lbs)	1	6	1	0	0	0	0	0	0	0	0	1	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FourStar Briquet* 180d (lbs)	405	28	554	3	44	5	3	0	0	0	0	104	38.28	1.17	57.27	0.08	1.03	0.03	0.01	0.00	0.00	0.00	0.00	9.79	
FourStar CRG (lbs)								9	1	1	1	4								0.42	1.71	0.72	0.45	0.95	
VectoMax CG* (lbs)	76	160	338	872	687	0	0	0	0	0	0	213	10.26	61.47	51.13	63.32	51.11	0.00	0.00	0.00	0.00	0.00	0.00	23.73	
VectoMax WSP* (lbs)				97	147	497	389	332	0	1178	2823	377			0.24	0.59		3.28	1.65	1.98	2.04	1.73	2.48	1.64	
VectoMax FG* (lbs)						783	721	1086	916	539	1393	809						70.56	78.97	98.71	54.89	36.88	109.70	68.00	
Spinosad (lbs)	5	26	111	88	114	55	89	50	189	98	75	83	1.52	1.52	7.43	7.22	8.41	8.44	2.60	2.64	4.26	1.96	2.75	4.60	
Natular T30 (lbs)	0	0	0	2	6	0	0	0	0	0	0	1	0.00	0.00	0.00	0.83	2.68	0.00	0.00	0.00	0.00	0.00	0.00	0.35	
Natular G (lbs)	0	1	1	22	12	0	1	0	0	0	0	4	0.00	0.01	0.01	0.80	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.09	
Natular G30 (lbs)	3	7	34	62	70	46	59	40	167	56	42	54	1.38	1.00	2.46	5.41	4.00	8.41	2.60	2.63	4.24	1.96	2.73	3.41	
Natular G30 WSP (lbs)								3	0	26	11	10								0.01	0.00	0.00	0.00	0.01	
Natular XRG (lbs)	1	2	50	0	5	1																			

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	12-21 mean	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	12-21 mean	
Pesticide (units)																									
Number of applications																									
Mosquito Adulticides																									
Natural Pyrethrins (lbs)	163	50	252	183	0	0	1	32	45	0	6	73	21.61	2.14	0.00	0.00	0.00	0.00	0.04	0.73	1.50	0.00	0.08	2.60	
Merus (gal)							1	0	0	0	0	0							0.0047	0.0000	0.0000	0.0000	0.0000	0.00	
Pyrenone 25-5 (gal)	0	1	0	0	0		0	2	9	0	0	1	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00	0.00	0.00	
Pyrocid 7396 (gal)	163	22	0	0	0		0	0	0	0	6	21	2.92	0.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.32	
Pyrocid 7067 (gal)		27	252	183	0		0	30	36	0	0	66		0.47	2.97	2.34	0.00	0.00	0.00	0.10	0.19	0.00	0.00	0.67	
Synthetic Pyrethroids (lbs)	45	20	51	0	77	76	58	40	38	18	54	42	7.43	2.47	5.63	0.00	3.80	8.25	10.94	0.64	2.44	2.68	2.30	4.43	
Scourge (gal)	45	20	32	0	0	0	16	0	0	0	0	11	1.03	0.34	0.78	0.00	0.00	0.00	0.53	0.00	0.00	0.00	0.00	0.27	
Zenivex E4 (gal)			19	0	77	76	42	29	25	31	15	34			0.16	0.00	0.51	1.11	0.96	0.09	0.33	0.36	0.30	0.44	
Suspend SC (gal)								11	13	15	39	13								0.02	0.02	0.02	0.14	0.02	
Synergists* (lbs)													130.86	35.77	127.33	86.62	0.00	0.00	11.81	3.70	7.64	0.00	0.39	40.37	
Piperonyl butoxide (gal)	208	70	284	183	0	0	16	32	45	0	6	84	17.68	4.83	17.21	11.71	0.00	0.00	1.60	0.50	1.03	0.00	0.05	5.46	
Other Insecticides																									
Total (lbs)	632	469	503	241	636	1241	978	1337	661	500	419	720	5.8	3.0	6.0	0.6	5.9	8.7	6.4	8.0	4.7	5.0	2.7	5.40	
Drione (lbs)	632	310	499	241	636	1241	978	1337	661	322	419	686	5.79	2.68	6.01	0.55	5.87	8.72	6.43	7.99	4.67	5.03	2.65	5.37	
Delta Dust (lbs)		159	3	0	0	0	0	0	0	178	0	38		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
M-Pede (gal)	0	0	1	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
EcoPCO DX (lb)	117	0	0	0	0	0	0	0	0	0	0	13		0.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.02	
Essentria D (lb)	17	0	0	0	0	0	0	0	0	0	0	2		0.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	
Rodenticides																									
Total (lbs)	444	375	386	343	522	452	444	290	309	98	48	366	0.01	0.02	0.01	0.01	0.01	0.01	0.01	0.01	0.004	0.001	0.000	0.01	
Contrac Super-Size Blox (lbs)+	390	373	135	96	101	59	78	0	31	11	0	126	0.01200	0.01583	0.00480	0.00390	0.00723	0.00525	0.00488	0.00000	0.00183	0.00001	0.00000	0.01	
Contrac Small Blox (lbs)+	27	1	0	14	3	0	0	98	164	30	3	34	0.00033	0.00001	0.00000	0.00025	0.00001	0.00000	0.00000	0.00089	0.00103	0.00013	0.00008	0.00	
Ditrac Blox (lbs)!	27	1	0	111	346	330	366	181	104	66	45	153	0.00135	0.00005	0.00000	0.00190	0.00565	0.00598	0.00605	0.00299	0.00154	0.00079	0.00038	0.00	
Ditrac Cake (lbs)								11	0	0	0	4								0.00130	0.00000	0.00000	0.00000	0.00	
First Strike Blox (lbs)%	15	115	188	0	19	0	0	0	0	0	0	34	0.00065	0.00793	0.00600	0.00000	0.00119	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00
Terad 3 Blox (lbs)&	0	4	63	122	53	63	0	0	10	1	0	32	0.00	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00

*PBO is a component of pyrethroid adulticides. Not listed separately prior to 2009
+Bromadiolone
!Diphacinone
%Difethialone
&Cholecalciferol

Table 2. Other pesticide usage by material type during 2020 compared with previous ten years

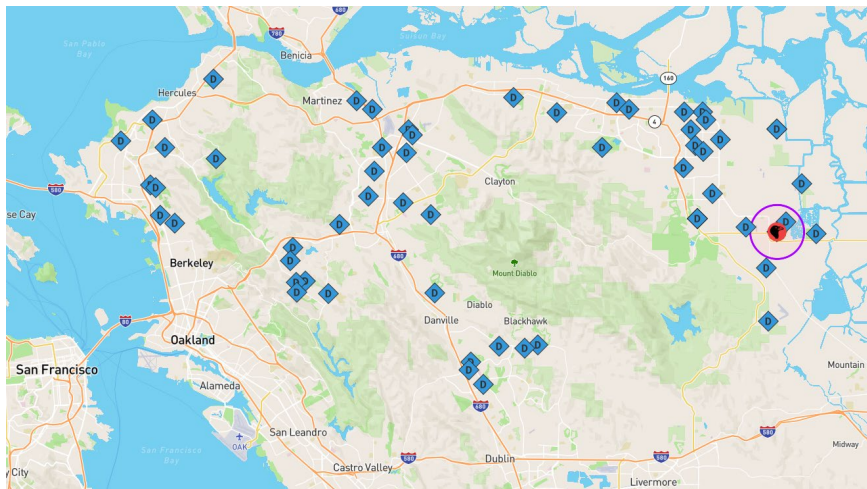
February 2023 Mosquito and Arbovirus Surveillance Report

Updated February 27th by Steve Schutz, Ph.D., Scientific Programs Manager

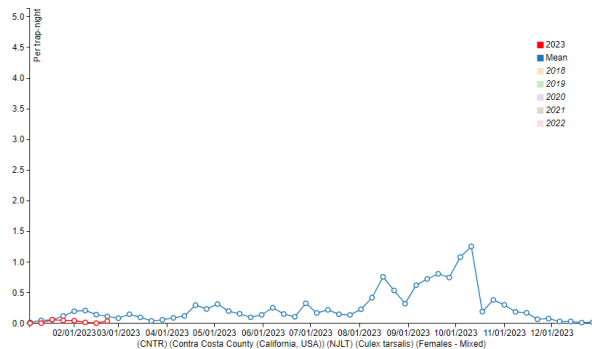
Human cases: As of February 16th (latest available update by the California Department of Public Health), 206 human cases of West Nile virus had been reported in California for 2022. One confirmed case (fatality) was reported in Contra Costa County (Discovery Bay). Patient's primary residence was outside the County so the case was initially not officially attributed to CCC. No human cases have been reported for 2023.

Horses: Sixteen equine cases of WNV have been reported statewide. An effective vaccine is available for horses; most affected horses have been unvaccinated.

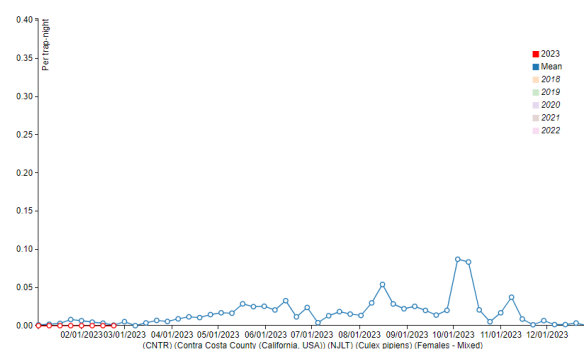
Dead birds: 373 dead birds were reported in Contra Costa County in 2022, 38 birds were submitted for testing, (blue icons on map), and one was confirmed positive for WNV (Discovery Bay, May red icon on map). The Statewide Call Center, or "hotline", is currently closed for the season but online dead bird reports are encouraged year-round at <https://westnile.ca.gov/report>



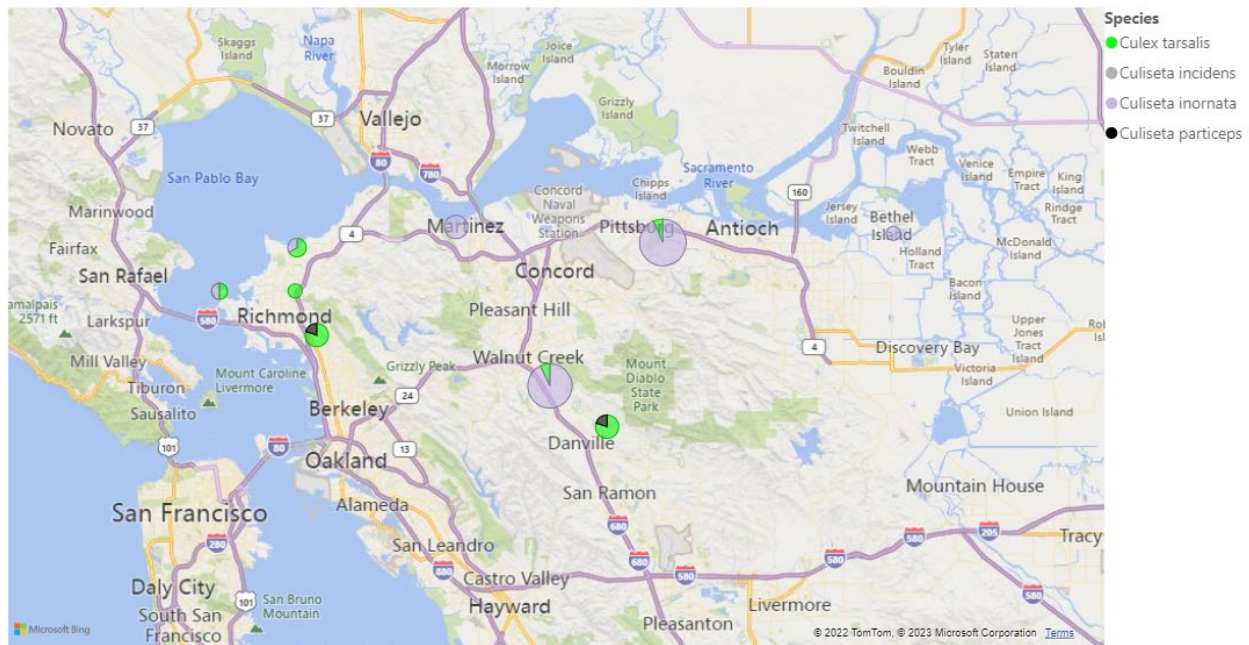
Light trap counts: Twenty-three traps continued to be operated daily year-round, with collections made weekly by field technicians. Countywide *Culex tarsalis* and *Culex pipiens* counts are currently average or below for this time of year.



Culex tarsalis counts (red) vs. 5 year average (blue)



Culex pipiens counts (red) vs. 5 year average (blue)

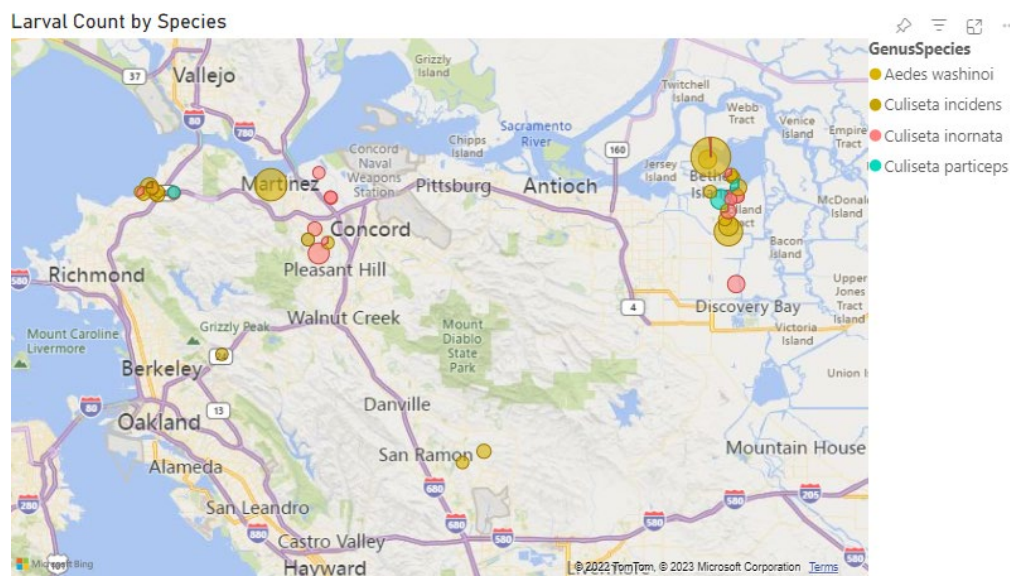


Map showing light trap locations and relative average species counts from February 1-27th

CO₂ traps: Weekly CO₂ trapping is suspended until May or June.

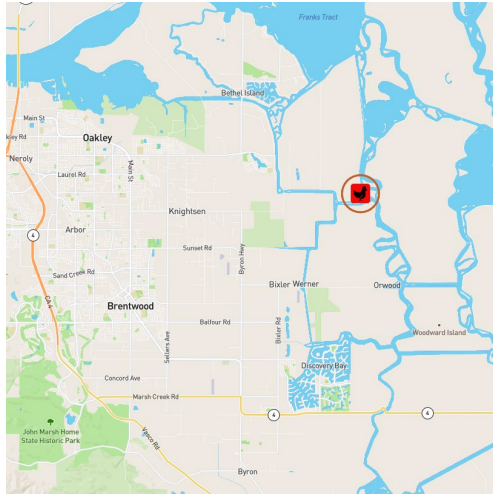
Mosquito testing: 307 pooled samples were tested in 2022, two were positive for WNV (7/25, *Culex tarsalis*, Oakley; 8/8, *Culex pipiens*, Palm Tract-Orwood). No mosquito samples have been submitted for testing in 2023.

Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round.



Larval samples, February 1-27 2023.

Sentinel chickens: Five of six chickens from our flock at Holland Tract (Knightsen) tested positive for WNV antibodies in 2022, bleed dates 8/22, 9/6 and 9/19. All four sentinel flocks were discontinued for the season as of October 10th and new chickens have been ordered for 2023 (same flock locations, Martinez, Walnut Creek, Oakley (ISD), Knightsen (Holland Tract Marina)).



Other projects: Samples of *Aedes aegypti* larvae and adults collected in Martinez were sent to a UC researcher for a genetic study attempting to trace the relationship between populations in different geographic areas, which may help to explain how they are spreading. We also continue to work with Leading Edge staff on troubleshooting and refining the MapVision database and field software. The MVCAC Lab Technologies Committee is currently collecting high-resolution photographs of key characteristics of California mosquito species from vector control districts statewide, for eventual inclusion in a shared MVCAC photographic library and will also be collecting photographs of other pest/vector species. The Scientific Programs Manager is also working on developing a training video on BG-Sentinel traps and a Lab Safety Manual section on biosafety procedures for sentinel chicken flocks for the MVCAC Laboratory Technologies Committee, and presented a talk on our *Aedes aegypti* detection and response at the MVCAC Annual Conference in Anaheim.

Weather conditions: Current average overnight low temperatures are below the 55 degree incubation threshold for West Nile virus transmission. Rainfall has been above average.

Regional: Last year West Nile virus activity had been detected in Contra Costa (1 human case, 1 positive dead bird, 2 mosquito samples, five sentinel chickens), Sacramento, Solano, Santa Clara, San Mateo, Yolo, Napa and San Joaquin Counties, with human cases reported in Contra Costa, Yolo, Solano, San Mateo, San Joaquin, Sonoma and Santa Clara Counties. One WNV positive mosquito pool (*Culex tarsalis*) was reported in Alameda County in late January 2023. This probably represents an overwintering adult female that was infected during the previous season.

Statewide: 206 human cases of WNV were reported statewide in 2022 (see map below). 3,165 WNV positive mosquito samples, 189 positive dead birds and 145 positive sentinel chickens were reported. In addition, 153 mosquito samples tested SLE (Saint Louis Encephalitis) positive

February 2023 Operations Report

Prepared on March 2, 2023,

by Terry Davis and Jeremy Shannon, Program Supervisors,

and David Wexler, Operations Manager

General: There is no separate invasive *Aedes* report as no invasive-related work was performed so far in 2023.

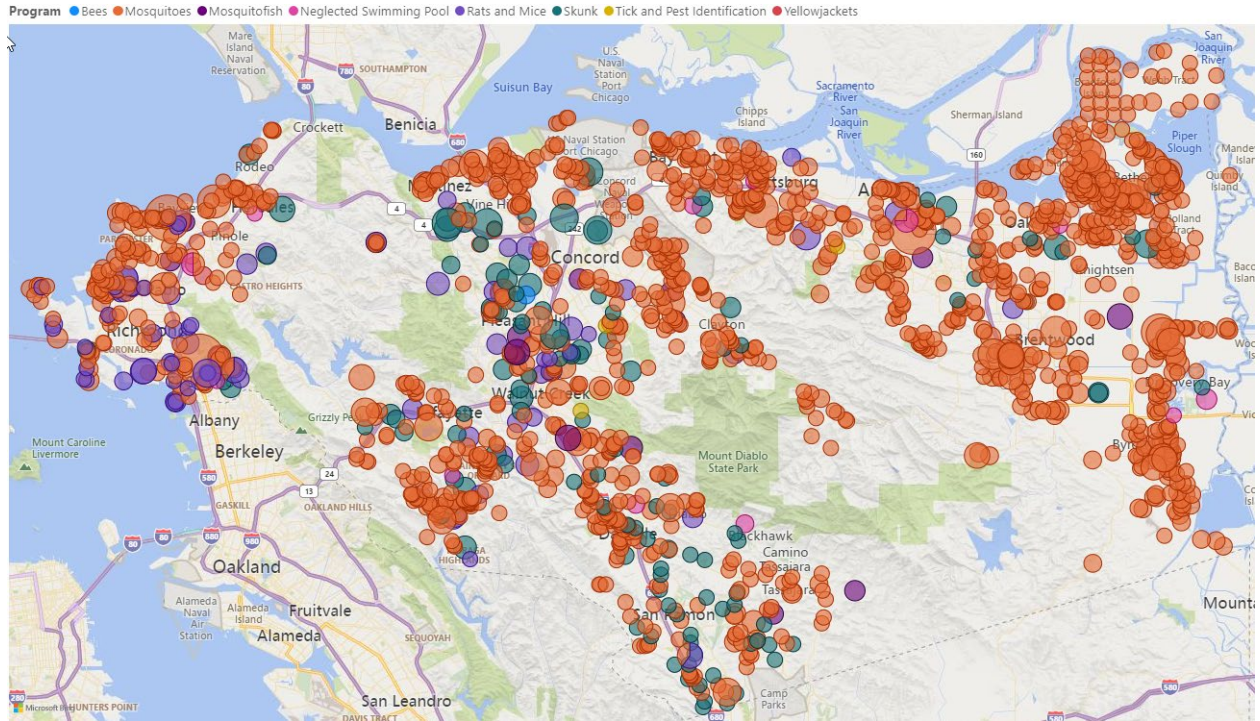
Our District completed its first aerial larviciding via drone, additional information will be provided at the Board meeting.



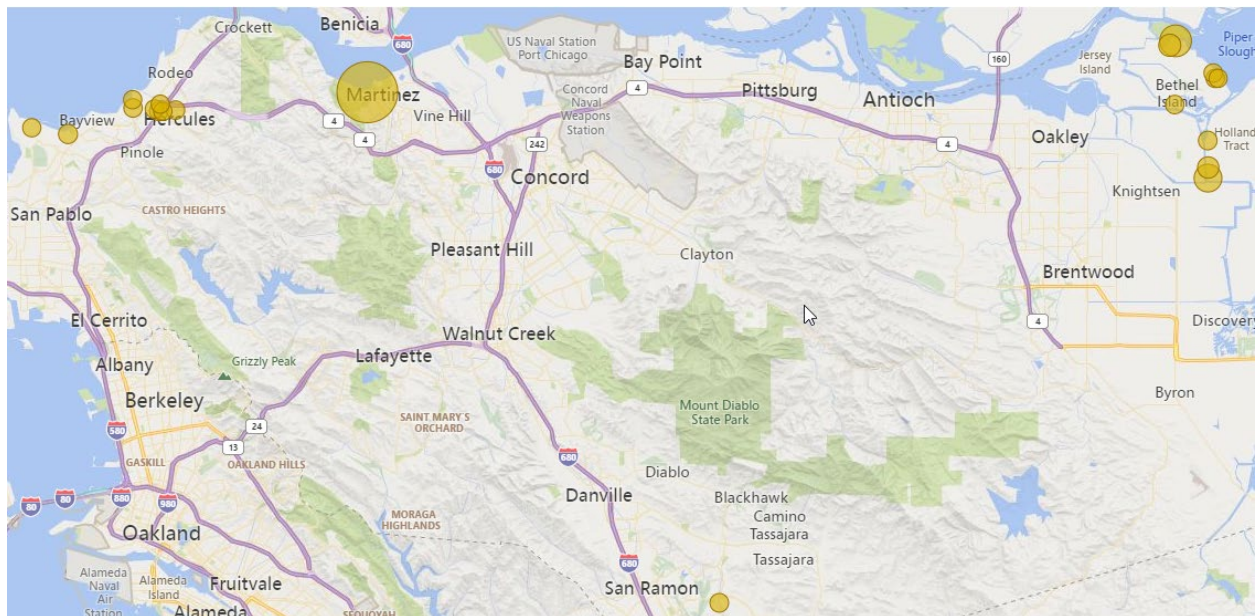
Several days of heavy rains kept field staff at District headquarters working on projects or attending continuing education webinars. New employees continue to prepare for the next round of CDPH examinations in May 2023. In addition, February was a busy month for employee training. Vector control technicians have been prioritizing inspections/treatments of *Aedes squamiger*, *Ae. washinoi*, and *Ae. sierrensis*.

Mosquitoes: In February 2023 there were a total of 7 mosquito and 15 mosquitofish service requests, which was a decrease compared to February 2022, when we received 26 service requests for mosquitoes and 16 for mosquitofish. Cold weather may have had an impact on the current number of requests. In addition to service requests, technicians and inspectors recorded 2028 site visits which resulted in 56 needing treatment, and 81 larval surveillance actions, and collected 114 adult trap samples. With recent rains, many inspections have been performed by

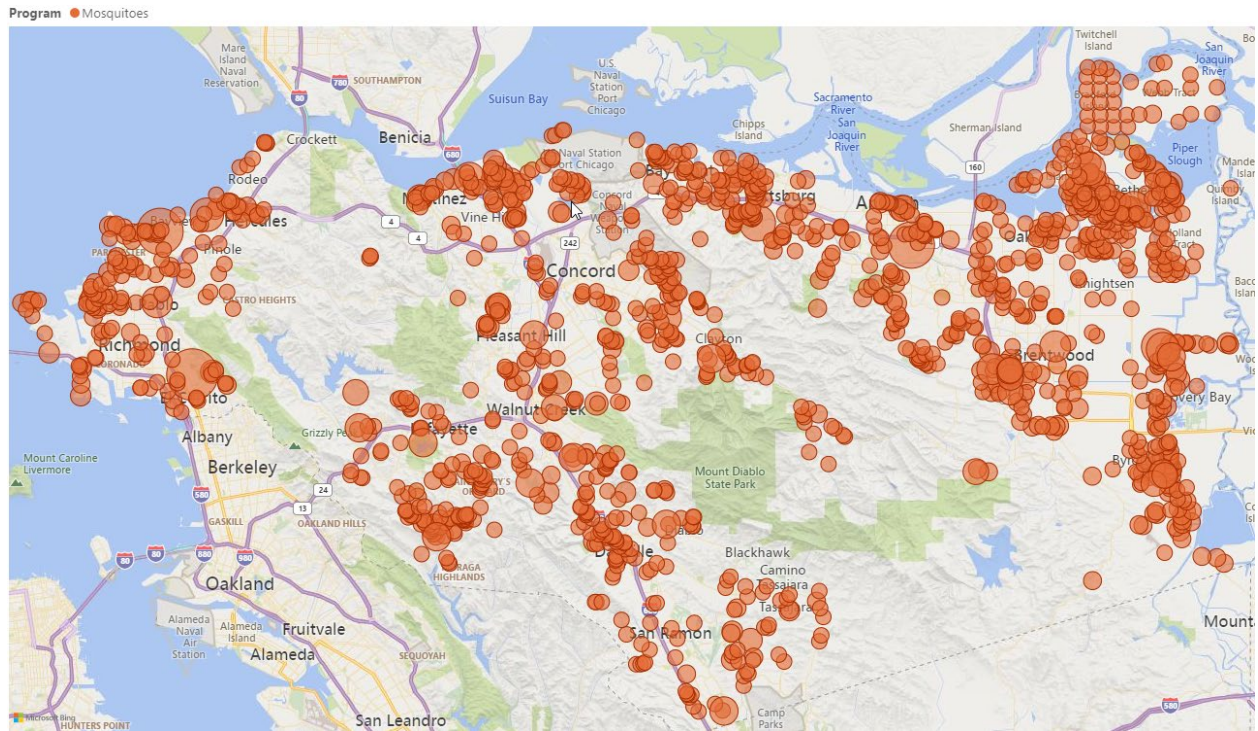
technicians becoming familiar with their zone to evaluate rainwater retention patterns and potential breeding sites.



Aedes washinoi Larval Locations:



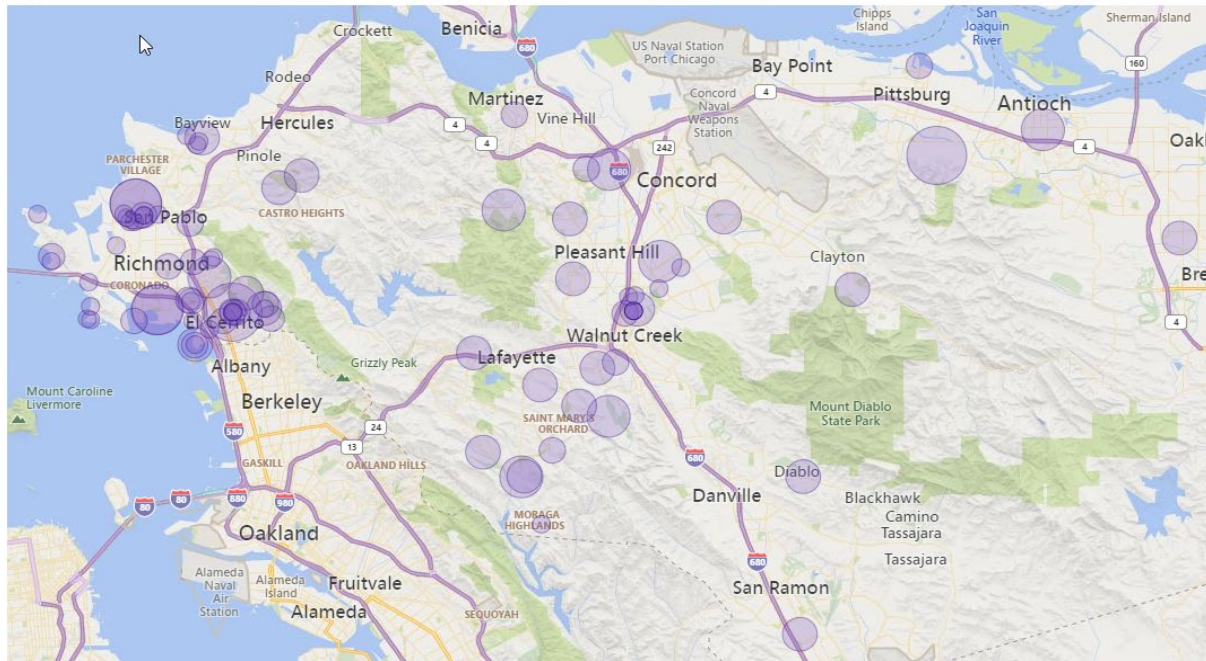
Mosquito Program Actions :



Rodents: In February 2023 we received 53 requests for service for rats and mice, an increase of 60% compared to the 33 we received in February 2022. Rodent inspection training continues in the field with individual inspectors as needed, and monitoring stations have been placed throughout each zone after evaluating service request history and determining the likely location of rodent activity. In addition to service requests, technicians and inspectors recorded 317 site visits and continued to evaluate sites within their geographic boundaries for future monitoring and control activities. There are 140 active monitoring sites throughout the county as of 2/28/2023. Training with technicians and inspectors is happening one on one in the field.

Rodent Program Actions :

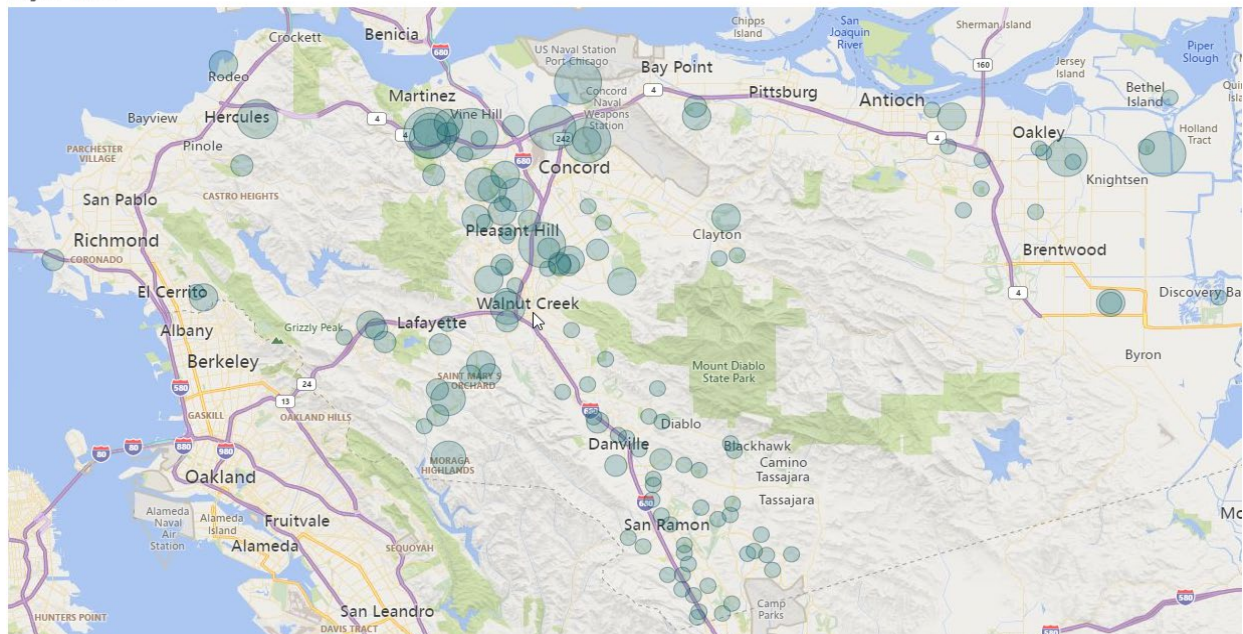
Program ● Rats and Mice



Skunks: The District received 45 service requests for skunks in February 2023, an increase from the 30 requests recorded in February 2022. 132 site visits were performed. Currently, we are evaluating the skunk literature and planning for future hands-on education of all employees in this program.

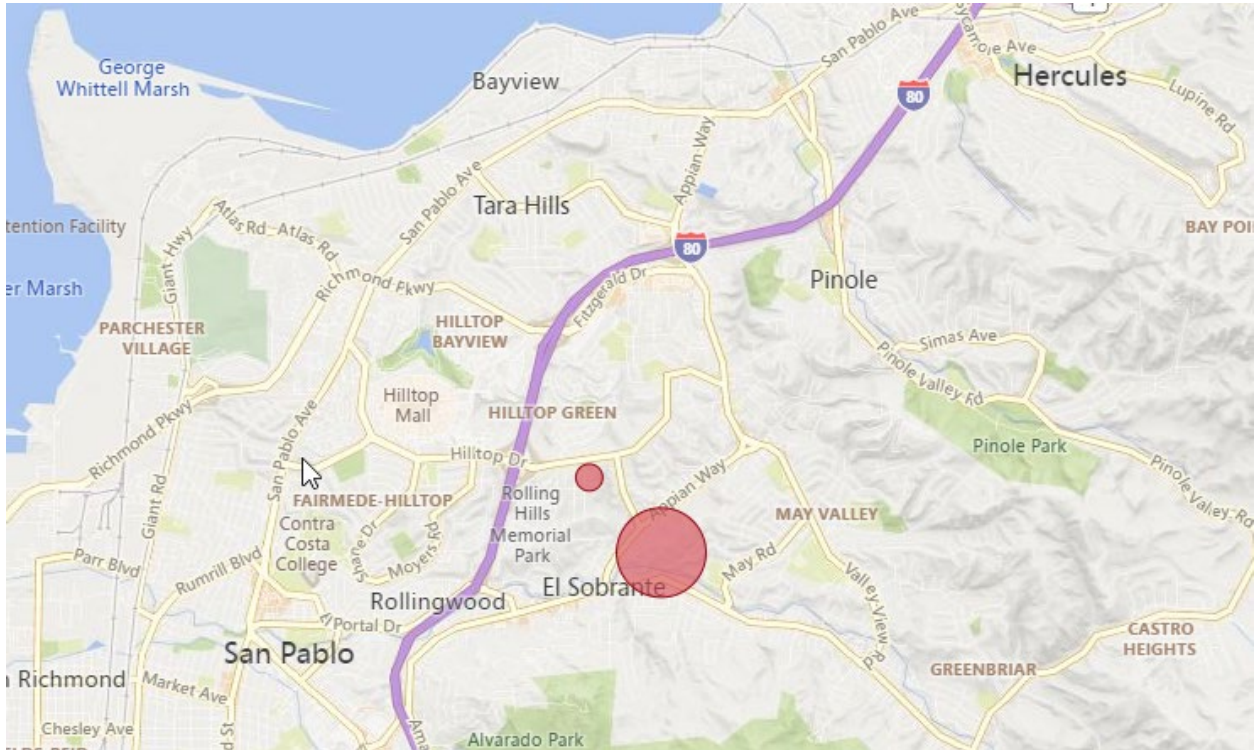
Skunk Program Actions :

Program ● Skunk



Yellowjackets: We received 1 request in February 2023 (no treatment warranted), a drop from the 3 requests received in February 2022. Recent rains and wet soil conditions do not allow us to make treatments for in-ground yellowjacket nests as the product applied will not be effective. In addition, cold weather may help to provide control of some overwintering yellowjacket queens. March is the time of year when we educate the public to start placing out yellowjacket traps to collect emerging queens.

Yellowjacket Actions :



February 2023 Public Affairs Report to the Board of Trustees
 Prepared February 28, 2023 by Nola Woods, Public Affairs Director

Presentations & Events

In February 2023, Public Affairs Department staff provided one presentation to Parkmead Elementary School in Walnut Creek.

Advertising

The District’s advertising campaign for 2022 concluded in January, 2023. Public Affairs staff are currently making plans for the District’s 2023 advertising campaign.

Social Media

The District uses a combination of Twitter, Nextdoor, and Facebook to conduct District outreach on social media.

**Twitter Activity — Account @CCMosquito
 Yearly Comparisons**

February 2023 Twitter Activity

- 1431 Followers
- 4 Tweets
- 389 Impressions
- 5 Media Engagements
- 1 Retweets
- 1 Likes
- 0 Replies
- 2 Link Clicks
- 1 Detail Expands
- 0 Profile Clicks
- 0 Profile Visits
- 0 Mentions
- 0 Follows

February 2022 Twitter Activity

- 1396 Followers
- 2 Tweet
- 175 Impressions
- 0 Media Engagements
- 0 Retweets
- 0 Likes
- 0 Replies
- 1 Link Clicks
- 2 Detail Expands
- 0 Profile Clicks
- 0 Profile Visits
- 0 Mentions
- 0 Follows

Most Popular @ccmosquito Tweet — February 14, 2023

- 120 Impressions
- 1 Retweets
- 2 Media Engagements



Nextdoor Activity Contra Costa Mosquito and Vector Control District - Local Agency

Overall, as of February 28, 2023, there are:

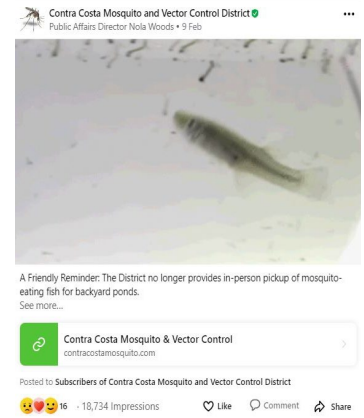
- 526,378 members
- 290,422 claimed household
- 1003 neighborhoods

The District's Nextdoor activity February 2023

- 8 Posts
- 142 Reactions
- 95,552 Impressions

Most Popular Contra Costa Mosquito and Vector Control District Nextdoor Post — February 9, 2023

- 16 Reactions
- 18,734 Impressions



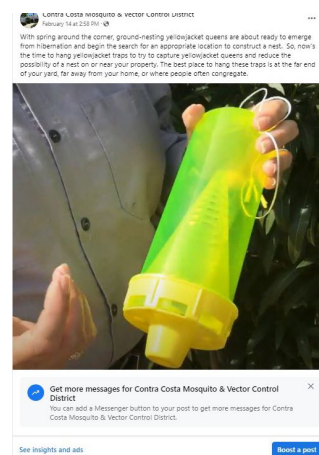
Facebook Activity — Account @CCMosquito

February 2023 Facebook Activity

- 23 Followers
- 8 Posts
- 16 Likes
- 1 Love
- 1 Wow
- 992 Post Reach
- 1064 Post Impressions
- 16 Link Clicks
- 10 Share

Most Popular @ccmosquito Facebook Post — February 14, 2023

- 499 Impressions
- 454 Post Reach
- 10 Likes
- 1 Love
- 4 Shares



Publications

- **Total Constant Contact Subscribers**
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - February 2023
 - 2922 Subscribers
 - February 2022
 - 2853 Subscribers

Website:

Terms - Website Statistics

- **Users:** Person visiting the website
- **New Users:** New person who, according to the website data, has never visited the website before
- **Sessions:** A group of user interactions with the website that take place within a given time frame.
- **Number of Sessions per User:** The total number of sessions divided by the total number of users.
- **Pageviews:** An instance of a page being loaded (or reloaded) in a browser. Pageviews is a metric defined as the total number of pages viewed.
- **Pages/Sessions:** Average of individual pages visited and individual sessions per user.
- **Avg. Session Duration:** Average length of each session
- **Bounce Rate:** Single-page sessions divided by all sessions, or the percentage of all sessions on the website in which users viewed only a single page.

Website Statistics

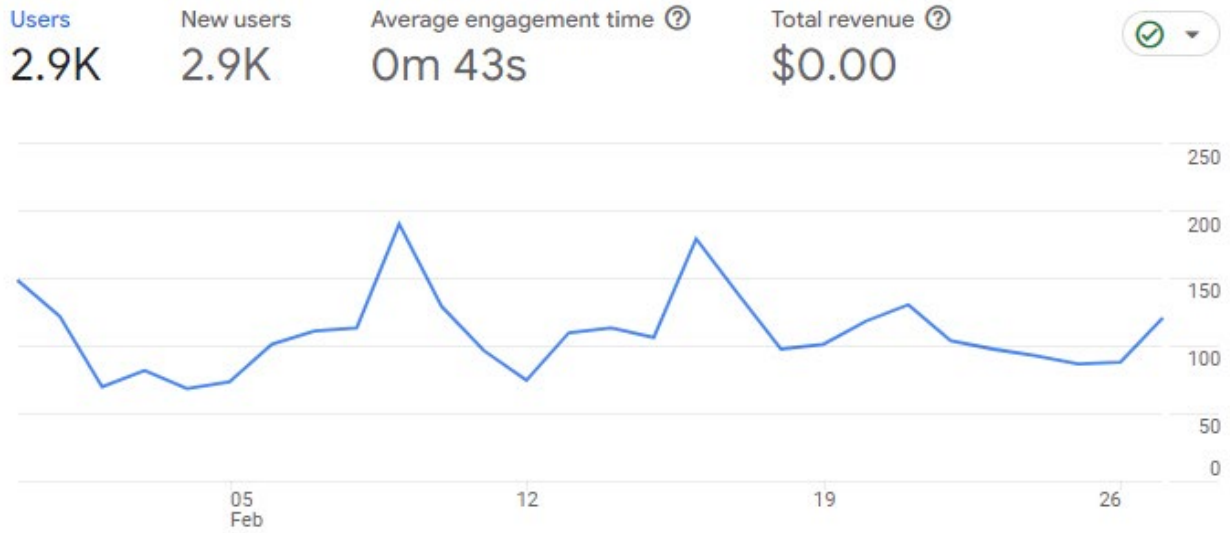
Please note:

Due to the newly implemented Google Analytics, the appearance of statistics has changed.

Also, we are no longer able to do a comparison of 2022 to 2023 due to recent Google Analytics update which erased all previous data.

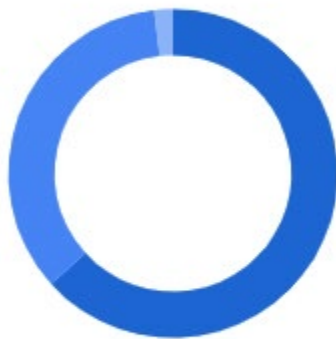
Lastly, there appears to be an issue regarding the Top 10 Pages report in the new version of Analytics. For now, we've replaced that statistic with information pertaining to "How Visitors Get to Our Site," which can be more relevant, particularly with the implementation of the District's Facebook and Nextdoor pages as ways to direct people to our website.

- **Overview of Website Usage February 1-28, 2023**



- **Device Preference February 1-28, 2023** (On what device do people visit the website)

Users ▾ by Device category

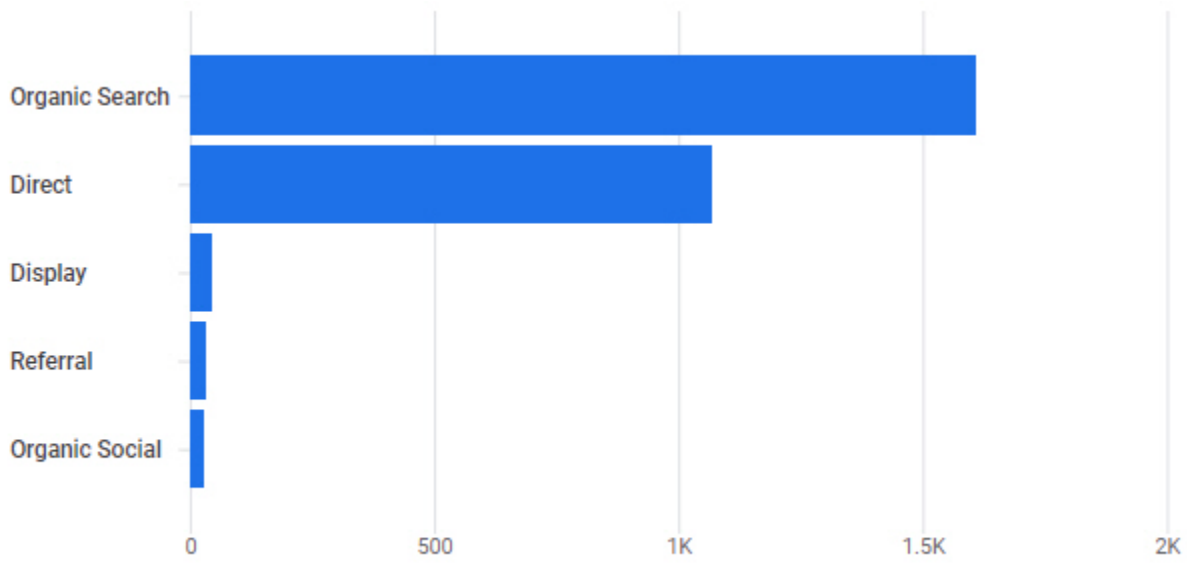


● MOBILE
63.2%

● DESKTOP
34.9%

● TABLET
1.8%

- **How Visitors Arrive at the District’s Website - February 1-28, 2023**



Customer Service Program

- **Physical survey cards**
 - Up to 30 are sent out each week, year-round to county residents at random
 - The postage-paid cards are sent two weeks after the initial service request
- **“Contact Us” form via the District website**
 - Residents can provide questions, comments, and concerns at any time via [the District website](#).
 - Messages are received in real time.
 - The Public Affairs staff review all incoming online comments from residents and respond as deemed appropriate.
- **Examples of February, 2023 Online “Contact Us” submitted comments**
 - Inquiry re: Concern regarding specific crop pest insect (responded with proper county agency contact information).
 - Inquiry re: beetles infesting elm trees (responded with proper county agency contact information).
 - Inquiry re: dead birds and how to report them (responded with the appropriate website information for reporting dead birds).
- **Examples of February, 2023 Survey Card Responses:**

“Please include inspecting the crawl space.”

“Just a really wonderful service. Thank you..”

“The technician who provided service was very thorough.”

“Appreciate the information provided - we will take action once the rain subsides.”



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

Job Title: Vector Control Technician I (VCT I) (Steps 1-3)

Salary Range Monthly: \$6633.53 – \$7313.46

Job Title: Vector Control Technician II (VCT II) (Steps 4-6)

Salary Range Monthly: \$7679.14 – \$8466.25

Job Title: Vector Control Inspector (VCI) (Step 7)

Salary Monthly: \$8889.56

Department: Operations

FLSA Employment Status: Non-Exempt

ESSENTIAL FUNCTIONS

Under the direct supervision of a Program Supervisor, performs inspections and control operations for all vector programs, provides assistance and support to other Vector Control personnel, and does related work and supportive services as required. Essential functions include extensive driving throughout the county, traversing various terrains to conduct surveillance and inspections, the ability to transport and apply pesticides, effectively communicating with members of the public and other District personnel both verbally and in writing, the ability to efficiently plan and execute their daily workload with minimal supervision and exercise good judgement in assessing the appropriate treatments in various situations.

DISTINGUISHING CHARACTERISTICS

The VCTI/VCTII/VCI is responsible for tasks associated with Integrated Pest Management within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, and to assist the public with related vector problems. It is expected that all Vector Control personnel increase in skill and responsibility as they progress through the job titles/steps; the VCTI/VCTII/VCI needs to be, with training, proficient and capable in accomplishing duties in all District vector programs.

PRIMARY DUTIES

The VCTI/VCTII/VCI is responsible for all vector control programs within their assigned zone including:

Mosquito Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices, and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species and stage of larval development, and notes other environmental factors such as drainage patterns, water related plants and biological control agents. Responds to service requests in an effort to identify and eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps as needed in an effort to assess mosquito populations in designated areas. Advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Applies treatments for temporary control when there is no other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects treated areas to evaluate product and treatment efficacy; Safely tows ATVs or boats on trailers with trucks. Records data as directed and keeps accurate, legible records.

Rat and Mouse Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts surveillance, baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Is responsible for and coordinates the operations in the assigned zone.

Rabies Risk Reduction Operations: Performs skunk inspections at the request of the public, giving advice about rabies, skunks, delivers traps, services traps, and, picks up and disposes of skunks. Records data as directed and keeps accurate, legible records. The VCTI/VCTII/VCI understands that there is a rabies risk and is advised to follow their physicians' recommendations regarding the available rabies vaccine; either proof of vaccine or waiver may be required.

Yellowjacket and Honey Bee Operations: Responds to yellowjacket and bee service requests. Treats swarms or hives, utilizes specialized application equipment and dusters, and protective apparel. Follows District procedures for locating and treating nests. Records data as directed and keeps accurate, legible records. The VCTI/VCTII/VCI understands that there is a bee sting risk and is advised to follow their physicians' recommendations if they are allergic to bee or wasp venom.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. May be assigned on an as-needed basis to assist in

mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as needed. Operates cell phones and other handheld devices to maintain contact with other employees. Is proficient with handheld devices and District provided software. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance, wear the provided clean uniform neatly, and have good public relation skills. Possesses good problem solving and diagnostic skills. Actively works as a team member and communicates effectively. Works with and coordinates with other District departments assisting in fulfilling the District's mission. Reports on all activity in their assigned zone as requested.

Pesticide and Equipment: Calibrates spray equipment and safely measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellowjacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps equipment in working order, performs simple maintenance and repairs.

Employee Development: Assists in the training of VCAs, in the field and classroom, and provides guidance, when necessary. Attends continuing education to maintain vector control certificates. Reads and studies literature pertaining to vector control, IPM and related topics.

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

- Basic knowledge of map reading to locate work assignments. Math skills to accurately determine treatment areas and dosage requirements.

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

- Ability to perform physical labor in widely varying environmental conditions, such as, routinely lifting 50-65 lbs.
- (animal traps, pesticides and equipment), bending/kneeling to place bait in storm drains/sewers, carrying two-gallon spray can, removing sewer/storm drain covers, and the ability to traverse various terrain (marshes, steep hills, and creek beds). Ability to drive up to 85% of the workday.
- Ability to read labels and see mosquito larvae in a sampling device.

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: Graduation from high school or equivalent.

EXPERIENCE: Work experience involving manual labor, and the use of machinery performing skilled or semi-skilled operations. Must be able and willing to do heavy physical labor and withstand weather conditions associated with assigned areas.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

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

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

Board Approved: _____



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

Job Title: Financial Administrator
Salary Range Monthly: \$7,747.12 – 10,381.89
Department: Administration
FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the general direction of the General Manager and direct supervision of the Human Resources and Administration Manager, performs a wide variety of administrative and accounting duties related to the preparation, processing, maintenance, verification and reconciliation of District transactions such as accounts receivable and general billing, accounts payable, payroll, fixed assets, bank reconciliation, financial records and reports, financial audit support, and special projects and related duties as assigned. The Financial Administrator must be able to input and process financial data in the District's various accounting programs, process and interpret reports and observe patterns. The Financial Administrator must work cooperatively and effectively with others encountered in the course of work, including the public, exercising diplomacy and tact, and must establish and maintain effective working relationships. The Financial Administrator must have a high level of integrity along with the ability to handle sensitive information and maintain confidentiality.

DISTINGUISHING CHARACTERISTICS

The duties of this classification involve general accounting support for District. The Financial Administrator performs a variety of administrative duties and must be able to prioritize, organize, and process own workload, initiate procedures to ensure that projects are completed and deadlines are met, and monitor workflow. Must be able to operate a variety of standard office machines and communication devices. Must have attention to detail, excellent communication skills, and be able to exercise considerable judgment and initiative.

PRIMARY DUTIES

- Processes and reviews accounting and financial documents to ensure accuracy of information and calculations, make correcting entries, and examines supporting documentation to establish proper authorization and conformance with contracts/agreements, policies and regulatory requirements.

- Processes accounts payable, payroll, prepares contract billing invoices, deposits, and cost reimbursements.
- Completes bank reconciliation for all District accounts.
- Prepares documentation for authorization of fund transfers.
- Maintains general ledger accounts, prepares trial balances and other financial reports.
- Processes and prepares monthly financial reports for the Board of Trustees.
- Assists in the preparation of miscellaneous and sensitive written correspondence relating to accounting & finance.
- Provides information to the General Manager and provides support for completion of the District's annual audit.
- Assists with preparation of audit schedules and responds to auditor questions and requests for information.
- Maintains and provides historical information to the General Manager and department managers for completion of the annual budget.
- Responds to inquiries from internal staff, customers, vendors, auditors and regulatory agencies.
- Plans, develops and implements accounting procedures, maintains and revises complex filing and record-keeping systems.
- Maintains internal control procedures and ensures that accounting standards are met.
- Operates computer and uses a wide variety of computer software systems.
- Assists and addresses the public, staff and others in a professional and cooperative manner.
- Communicates effectively verbally and in writing.
- Classifies a wide variety of materials by subject.
- Understands and implements oral and written directions.
- Performs related work as required.

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

- District duties, responsibilities, services, procedures, and policies;
- Administrative and finance management principles, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board pronouncements (GASB), general accounting theory, principles and practices;
- Principles and practices of public agency business administration;
- Operation of computer software, financial accounting applications, databases, and spreadsheets;
- Federal, state and local laws, rules, and regulations pertaining to administration of public agencies and special districts, and those relevant to area of responsibility.

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

- Gather, research, compile, tabulate, and analyze data;
- Plan, develop and implement office procedures;
- Recognize and solve problems in financial areas;
- Understand and implement oral and written directions;
- Build and maintain positive working relationships with all District employees, Board of Trustees, and members of the public using principles of good customer service;
- Learn and understand pertinent federal, state, and local laws, rules, and regulations related to special districts and mosquito and vector control operations as they apply to

- financial transactions;
- Read and understand the District’s personnel manual/handbook, policies and procedures, operating guidelines, and memoranda of understanding as they apply to payroll and other financial activities;
- Handle matters discreetly and effectively;
- Maintain confidentiality;
- Perform related duties as assigned;
- Conduct special projects as assigned by the General Manager.

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: Equivalent to an Associate’s Degree from an accredited college or certification programs with coursework in accounting, bookkeeping, computer science, finance or related field(s)

EXPERIENCE: Three (3) years of relevant work experience.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

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

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, compensation Appointment and Removal Authority: General Manager.

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice Live Scan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925) 771-6103.

A complete Employment Application must be submitted to be considered for this position.

Board Approved: _____



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

www.contracostamosquito.com

Job Title: Human Resources and Administration Manager

Salary Range Monthly: \$9,222.22 - \$12,357.71

Department: Administration

FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under the direction of the General Manager, the Human Resources and Administration Manager is responsible for a full range of human resources and administrative services, including but not limited to general administration, employee relations, safety, risk management, finances, public affairs, and information technology. This confidential position manages and directs various program areas and performs overly complex managerial and professional level work in the implementation of the department goals and objectives and provides overly complex staff assistance to the General Manager and other members of management. The position includes acting as a counsel and coach to supervisors, managers and employees on human resources practices, policies, law, personnel rules, memorandum of understanding, contracts, report preparation and other highly professional written materials, and District representation in various capacities. . The Human Resources and Administration Manager is responsible for professional and independent administrative staff work in the areas of budgeting, cash management, general administration, and insurance. The Human Resources and Administration Manager makes recommendations for action, assists in policy and procedure implementation, and has the ability to perform complex and difficult analytical work in various staff support and finance areas. The Human Resources and Administration Manager is expected to exercise considerable independent judgment subject to direction and review while maintaining a high level of confidentiality for the scope of work.

DISTINGUISHING CHARACTERISTICS

The Human Resources and Administration Manager shall be an experienced and engaging leader who possesses the creativity and flexibility to function effectively as a key member of the District dynamic and progressive staff. This position will exercise considerable independent judgment overseeing employee relations within the District. They are responsible for daily assistance with the District's Human Resource and Administrative needs. The Human Resources and Administration Manager plans, manages, directs and organizes human resources, safety, and risk management activities including recruitment/selection, classification, compensation, benefits administration, retirement system, training and development, labor/employee relations, personnel

records, performance management, regulatory compliance, equal employment opportunity, employee programs and events, safety and health, and Workers' Compensation. They direct, oversee and participate in the development of the Human Resources and Administration departments work plan; projects and programs; review and evaluate work products, establish effective and streamline methods and procedures, coordinate all District training. The Human Resources and Administration Manager must have a high level of integrity along with the ability to handle sensitive information and maintain confidentiality. The Human Resources and Administration Manager is expected to maintain cooperative and constructive relationships with those contacted in the course of work.

PRIMARY DUTIES

Human Resources: Resolves complex personnel management issues in a constructive manner, prepares complex written reports in a clear and precise manner. analyzes complex data, draws appropriate conclusions, and makes informed recommendations based on such analysis. Makes public presentations for staff and other audiences. Interprets and applies rules, regulations, ordinances, labor agreements, state and federal laws to complex human resources management problems. Assists with field surveys and applied research projects. Performs related work as required.

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, reporting and recordkeeping, represents the District at Board meetings as needed, researches appropriate policies, procedures and laws and monitors District investments in the program.

General Administration: Responsible for District administrative functions including, but not limited to, financial and day to day operations. Uses a variety of computer applications to manage information. Manages District benefit assessment procedures and 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.

Finance: Coordinates all aspects of compilation of the District annual budget for adoption by the Board of Trustees, including 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, and cash flows. Is 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.

Personnel Management: Supervises and oversees work of personnel assigned to the department. Supervises, assists in recruiting 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.

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

- Principles and practices of public human resources administration, including methods and techniques used in recruitment/ selection, classification, pay, training, safety benefits, and retirement system; principles and practices of labor relations/negotiations, grievances, and arbitrations; principles and practices of risk management and OSHA compliance requirements; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; principles and practices of supervision, training and personnel management;
- District duties, responsibilities, services, procedures, and policies;
- Administrative and finance management principles;
- Principles and practices of public agency business administration;
- Operation of computer software, financial accounting 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:

- Work effectively and cooperatively with management, subordinates, other government agencies, trustees and the public;
- Gather, research, compile, tabulate, and analyze data accurately and efficiently.
- On a continuous basis, analyze labor/employee relations; interpret and evaluate staff reports; know and interpret laws, regulations, and codes; observe performance and evaluate staff; problem solve department-related issues; know and remember various human resources rules and MOU provisions; and explain and interpret policy.
- Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals.
- Participate in the formation of department goals and objectives; develop benchmarks for measuring the effectiveness and performance of assigned program areas.
- Act as an internal consultant working with departments to solve a broad array of human resource problems and issues; formulate courses of action and recommend solutions to the General Manager.
- Prepare complex reports on a wide variety of technical and professional matters including recruitment and selection statistics, classification and total compensation analyses, workforce planning, return on investment, and policies and procedures.
- Exhibit good judgment throughout their professional career.
- Strive for excellence by measuring the effectiveness of programs against industry standards and best practices.
- Plan and conduct administrative service activities, supervise work of others, and prepare reports;

- Conduct special projects as assigned by the General Manager.

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: Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically, public administration, human resources management, business administration, finance, economics, and/or other related courses. Advanced degree in Business Management/Administration or related field with emphasis on Human Resource Management is highly desirable.

EXPERIENCE: Five (5) years of professional experience in finance and administration, at least three of which in a public agency. Previous supervisory experience in a public agency is preferred. At least six years of progressively responsible experience in human resources and/or benefits management.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must have a nationally recognized HR certification such as Professional in Human Resources (PHR), Certifications in Compensation and/or Benefits or Labor Relations, International Public Management Association (IPMA)-HR certification, Senior Professional in Human Resources (SPHR), SHRM Certified Professional, and others.

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

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A complete Employment Application must be submitted to be considered for this position.

Board Approved: _____

DRAFT