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BOARD OF TRUSTEES

****MONDAY, APRIL 4, 2022****
7:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

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

Audio only: If you do not have internet access, you may join by phone by using the following information, Dial by your location:

- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 940 9516 2206

Passcode: 866980

Find your local number: <https://us06web.zoom.us/u/kb9DRS36p>

All portions of this meeting will be conducted by teleconferencing pursuant to Agenda Item #2 (if approved), in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. 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 and 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 MICHAEL KRIEG Oakley • Vice President PERRY CARLSTON Concord • Secretary DANIEL PELLEGRINI Martinez
Antioch Vacant • Brentwood JON ELAM • Clayton PEGGIE HOWELL • Contra Costa County JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG • Danville RANDALL DIAMOND
El Cerrito Vacant • Hercules DAMIAN WONG • Lafayette JAMES FITZSIMMONS • Moraga JAMES FRANKENFIELD • Orinda KEVIN MARKER • Pinole WARREN CLAYTON
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill JENNIFER HOGAN • Richmond Vacant • San Ramon PETER PAY • San Pablo Vacant • Walnut Creek JAMES MURRAY

AGENDA

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Gov. Code 54953 (e)(3) 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.

3.* AGENDA MANAGEMENT

4. 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.

5.* 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 March 14, 2022 Board of Trustees Meeting
- B. Expenditures for February 2022
- C. Payroll Expenditures February 2022
- D. Investment Activity for February 2022
- E. Financial Report

6. BOARD AND STAFF REPORTS

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

7.* BOARD CONSIDERATION AND APPROVAL OF THE RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

8. BOARD COMMITTEE REPORT

- A. Executive Committee Report

9. CLOSING COMMENTS

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

10. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 6 days before the noted meeting.

Natalie Martini, Administrative Analyst II

3/28/2022

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

APRIL 4, 2022 BOARD SPECIAL MEETING STAFF REPORT

1. No comment

2.* AUTHORIZATION TO MEET VIA TELECONFERENCE

- A. Authorization to Meet Via Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1)(C) – Consider finding by a majority of vote under Gov. Code 54953 (e)(3) 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 pursuant to Subdivision (e) of Section 54953 of the Government Code.

BACKGROUND AND STATUS:

In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of March 24, 2022, 71% of Californians are fully vaccinated.

Those who become infected with COVID-19 are at risk of serious illness and death. As of March 24, 2022, approximately 966,570 Americans have died from the virus. Many more have been hospitalized with serious illness. Currently, in Contra Costa County, there are 976 active COVID-19 cases and 39 people are hospitalized with COVID-19.

On September 20, 2021, the Contra Costa County Health Officer issued recommendations for safely holding public meetings that include recommended measures to promote social distancing. Among the Health Officer’s recommendations, online (teleconferencing) meetings are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Recommendation - Move that the Board finds that, as a 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 Subdivision (e) of Section 54943 of the Government Code.

3.* **AGENDA MANAGEMENT** – Consider order of items.

4. **PUBLIC INPUT ON NON-AGENDA ITEMS**

5.* **CONSENT CALENDAR**

A. Minutes of the March 14, 2022 Board of Trustees Meeting (**Pages 7-11**).
Approval of Minutes 22-3, Board Meeting held on March 14, 2022.

B. Check Expenditures for payroll & accounts payable for February 2022 (**Pages 12-17**) – Approval of expenditures of February 1, 2022 through February 28, 2022 including:

Accounts payable February 15th checks No. XXXX24 through No. XXXX32
Payroll February 28th check No. XXXX33 through No. XXXX39
Accounts payable February 28th checks No. XXX40 through No. XXXX50

Accounts Payable Total: \$65,395.80 Payroll Total: \$601.45

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of February 1, 2022 through February 28, 2022, including:

Payroll February 4-7th No. D18130 through No. D18132
Payroll February 15th No. D18133 through No. D18163
Payroll February 28th No. D18164 through No. D18203
Accounts payable February 15th No. E02698 through E02705
Accounts payable February 16th No. E02706
Accounts payable February 28th No. E02707 through No. E02717

Accounts Payable Total: \$99,818.21 Payroll Total: \$175,452.80

D. Investment Activity for February 2022 (**Pages 18-19**)

E. Financial Report (**Pages 20**)

Recommendation – Approval of the Consent Calendar

6. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted (*Pages 21-33*)
- D. Legal Counsel

- 7. * BOARD CONSIDERATION AND APPROVAL OF THE RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE (*Pages 34-37*)** – The Contra Costa County Administrators Office issues a Biennial Notice for revisions to our Conflict of Interest Code and the District may make additions or changes to the list of designated positions when appropriate.

8. BOARD COMMITTEE REPORT

- A. Executive Committee Report – President Krieg, Chair of the Executive Committee will report on the meeting held on March 24, 2022

- 9. CLOSING COMMENTS** - This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

10. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 22-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 14, 2022, via teleconference.

TRUSTEES PRESENT	Michael Krieg, President Perry Carlston, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Jon Elam Jim Fitzsimmons James Frankenfield Jennifer Hogan Peggie Howell Kevin Marker James Murray Peter Pay Jim Pinckney Damian Wong Darryl Young
TRUSTEES ABSENT	Randall Diamond
VACANCIES	Antioch El Cerrito Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Analyst II Stacy Stark, Human Resources & Risk Manager Steve Schutz, Scientific Program Manager David Wexler, Program Supervisor Jeremy Shannon, Program Supervisor Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel

1. CALL TO ORDER

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

Roll Call: A roll call indicated that 17 Trustees were present, one Trustee was absent, and there are four vacancies.

Pledge of Allegiance

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 Pellegrini and seconded by Trustee Ainsley 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. PRESENTATION

Richard Ainsley, representing City of Pittsburg, was recognized for 15 years of service on the Board of Trustees. Warren Clayton, representing the City of Pinole, was recognized for 10 years of service on the Board of Trustees.

6. CONSENT CALENDAR

A. MINUTES – Approval of Minutes of the February 14, 2022 Board of Trustees Special Meeting

B. Approval of expenditures of January 2022, including:
Accounts payable January 14th checks No. 029495 through No. 029501
Payroll January 31st check No. 029502 through No. 029508
Accounts payable January 31st checks No. 029509 through No. 029523
Accounts Payable Total: \$30,386.56 Payroll Total: \$601.45

C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of January 2022, including:
Payroll January 14th No. D18055 through No. D18088
Payroll January 31st No. D18089 through No. D18129
Accounts payable January 12th No. E02680
Accounts payable January 14th No. E02681 through No. E02688
Accounts payable January 31st No. E02689 through No. E02696
Accounts Payable Total: \$118,810.88 Payroll Total: \$198,330.19

D. Investment Activity for January 2022

E. Financial Report

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

7. **ANNUAL OPERATIONS REPORT** - Scientific Programs Manager Schutz presented a summary of the 2021 Operations Annual Report. He explained that, in March 2016, in order to ensure the fullest possible compliance with CEQA, the District completed a full Programmatic Environmental Impact Report (PEIR) which included 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 and presents it to the Board every year. District use of pesticides was lower in 2021 than the previous year due to low to moderate West Nile Virus activity, and is still well below the 10-year average. The number of rodenticide applications by District staff was lower in 2021 vs. 2020, reflecting the District's focus on education and rodent exclusion, as well as increasingly sophisticated baiting practices. Scientific Programs Manager Schutz answered questions from the Board.

8. **BOARD AND STAFF REPORTS**

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo answered questions from the Board on the latest news regarding new technologies used in mosquito control. She added that Public Affairs Director Woods is the current Chair of the MVCAC Public Relations Committee and has been working closely with the other agencies on this issue. General Manager Macedo stated that Woods is working on a training plan to educate and inform District staff and Trustees, who may receive questions from the public regarding the technology used for invasive mosquito control. General Manager Macedo also mentioned that the annual Legislative Days will be on the last week of March 2022, and it will again be done virtually this. Lastly, General Manager Macedo mentioned that Leading Edge, the company that developed the operations software MapVision, was on site at the District for training with staff and to answer any questions on the new software and conduct troubleshooting.

C. STAFF – Administrative Analyst II Martini reminded Trustees that the Statement of Economic Interest/Form 700 for 2021 annual statements are due April 1, 2022 and must be filed via NetFile. She also mentioned that all District correspondence to Trustees are sent via District Gmail accounts and to advise if they are not checking District Gmail accounts so they don't miss any future Board correspondence. Lastly, Martini reminded the Board that the next meeting will be a special board meeting set for Monday, April 4, 2022 at 7:00 p.m., via Zoom and noted that we continue to have vacancies on the Board from the following cities: Antioch, El Cerrito, Richmond, and San Pablo.

- D. LEGAL – Legal Counsel Coty reminded Trustees that they can ask District staff how to assist with logging into the NetFile website to file Form 700’s, however it is illegal to fill out or provide Trustees with information or advice on how to file their Statement of Economic Interests and suggested that they reach out to the FPPC directly with any questions they may have regarding individual circumstances.

9. **BOARD CONSIDERATION AND APPROVAL OF THE CONTRA COSTA MOSQUITO AND VECTOR CONTROL ELECTRONIC SIGNATURE POLICY** – California Government Code section 16.5 states a digital signature shall have the same force and effect as a manual signature, if and only if: (1) it is unique to the person using it, (2) it is capable of verification, (3) it is under the sole control of the person using it, (4) it is linked to data in such a manner that if the data are changed, the digital signature is invalidated, and (5) it conforms to regulations adopted by the Secretary of State. The Secretary of State’s regulations define the types of technologies that are acceptable for creating digital signatures for use by public agencies. The use of digital signatures could save time, money and effort on the part of staff and trustees for acquiring signatures on routine, internal documents such as Board meeting minutes, resolutions and employee forms. This policy establishes the District’s approach to adopting electronic or digital signature technology and best practices to ensure digital signatures applied to District documents are legally valid and enforceable. General Manager Macedo and Administrative Services Manager Bagley answered questions from the Board.

** Motion was made by Trustee Pellegrini and seconded by Trustee Frankenfield to approve the District’s Electronic Signature Policy. *Motion passed unanimously.*

10. **BOARD COMMITTEES REPORT**

- A. Advance Planning Committee Report – The Advance Planning Committee met on March 7, 2022 to discuss the new 5-year plan. Advance Planning Committee Chair Murray provided a summary of the committee’s meeting and stated that General Manager Macedo presented the progress on the plan and the committee discussed goals and future steps.

11. **BOARD DISCUSSION OF MEETING FORMAT FOR FUTURE BOARD MEETINGS** – On March 1, 2022, the Deputy Health Officer for Contra Costa County issued Recommendations for Safely Holding Public Meetings. The document was reviewed by the Board with the assistance of legal counsel and it was requested that the Executive Committee meets to discuss meeting options and proposes a recommendation at the next Board meeting.

12. **CLOSING COMMENTS** – Vice President Carlston noted that a renewable fuels project presentation will be conducted by Marathon Refinery on Monday, March 21, 2022, and mentioned he will be in attendance and suggested other Trustees or District staff be present to see the future plans/projects of the refineries located near the District headquarters.

13. **ADJOURNMENT** – 8:17 p.m.

I certify the above minutes were approved as read or corrected at the special meeting of the Board held on April 4, 2022.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2022 Secretary, Board of Trustees

Check Register

Journal Posting Date: 2/15/2022

Register Number: CD-000085

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
XXXX24	2/14/2022	0000324	Diablo Trophy				Check Entry Number: 001
			INV16901	2/7/2022	162.78	0.00	162.78
		G/L Account: 505004-00		Employee - Development:General			162.78
XXXX25	2/14/2022	0000328	PG&E				Check Entry Number: 001
			PG&E ELECTRIC BILL 1	2/1/2022	1,203.27	0.00	1,203.27
		G/L Account: 505036-00		Utilities Electric:General			1,203.27
XXXX26	2/14/2022	0000608	ADAPCO, Inc.				Check Entry Number: 001
			130538	1/27/2022	19,457.64	0.00	19,457.64
		G/L Account: 502008-16		Control Materials - Mosquito Larviciding:Operation			19,457.64
XXXX27	2/14/2022	0000814	Staples Business Advantage				Check Entry Number: 001
			STAPLES INV349802467	1/22/2022	44.44	0.00	44.44
		G/L Account: 505020-00		Office Supplies - General:General			44.44
XXXX28	2/14/2022	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				Check Entry Number: 001
			18110	2/8/2022	652.50	0.00	652.50
		G/L Account: 500110-00		Legal - Counsel General:General			652.50
XXXX29	2/14/2022	0001049	ALSCO				Check Entry Number: 001
			JANUARY	2/1/2022	975.18	0.00	975.18
		G/L Account: 502021-10		Uniform Rental:Lab			126.77
		G/L Account: 502021-16		Uniform Rental:Operations			848.41
XXXX30	2/14/2022	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			55Y1247316	2/1/2022	96.05	0.00	96.05
		G/L Account: 504008-00		Printing Supplies:General			96.05
XXXX31	2/14/2022	0001113	Comcast				Check Entry Number: 001
			139892494	2/1/2022	393.41	0.00	393.41
		G/L Account: 505039-00		Utilities Internet:General			393.41
			139892496	2/1/2022	361.02	0.00	361.02
		G/L Account: 505040-00		Utilities Landline:General			361.02
			Check 0000029531 Total:		754.43	0.00	754.43
XXXX32	2/14/2022	0001117	Concentra				Check Entry Number: 001
			CONCENTRA INV7419192	1/26/2022	185.00	0.00	185.00
		G/L Account: 500113-00		Medical Services - General:General			185.00
E000002698	2/15/2022	0000015	Health Care Dental Trust				Check Entry Number: 001
			DENTAL INVMAR2022 -	2/8/2022	4,820.00	0.00	4,820.00
		G/L Account: 600135-00		Dental Insurance - Active Employees Gneral			1,884.48
		G/L Account: 600136-00		Dental Insurance: Operations			2,935.52
E000002699	2/15/2022	0000164	Josefa Cabada				Check Entry Number: 001
			20220209	2/9/2022	21.00	0.00	21.00
		G/L Account: 505009-16		Employee - Travel:Operations			21.00
E000002700	2/15/2022	0000610	Liebert Cassidy Whitmore				Check Entry Number: 001
			210438 TO 210441	12/31/2021	8,277.50	0.00	8,277.50
		G/L Account: 500111-00		Legal - Counsel Labor:General			8,277.50
E000002701	2/15/2022	0000793	AFLAC				Check Entry Number: 001
			INV214596	2/11/2022	52.84	0.00	52.84
		G/L Account: 202100-00		Other Disability Insurance - Employee			52.84
E000002702	2/15/2022	0000913	Guardian Security Agency				Check Entry Number: 001
			GUARDIAN SECURITY IN	2/3/2022	523.25	0.00	523.25
		G/L Account: 500116-00		Security Service:General			523.25
			INV61408	2/9/2022	523.25	0.00	523.25
		G/L Account: 500116-00		Security Service:General			523.25
			Check E000002702 Total:		1,046.50	0.00	1,046.50

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Printed Check Total:							0.00
Electronic Payment Total:							1,046.50
E000002703	2/15/2022	0000925	iSolved Benefit Services				Check Entry Number: 001
			1117629552	2/9/2022	96.64	0.00	96.64
		G/L Account: 600175-00		FSA Admin Fee:General			96.64
E000002704	2/15/2022	0001045	Miaja McCauley				Check Entry Number: 001
			1409-4846	2/14/2022	42.00	0.00	42.00
		G/L Account: 505009-16		Employee - Travel:Operations			42.00
E000002705	2/15/2022	0011125	CC Real Green Clean				Check Entry Number: 001
			INVCCM-202201 FEB202	2/12/2022	1,500.00	0.00	1,500.00
		G/L Account: 500107-00		Janitorial Services:General			1,500.00
Report Total:					<u>39,387.77</u>	<u>0.00</u>	<u>39,387.77</u>
Printed Check Total:							23,531.29
Electronic Payment Total:							<u>15,856.48</u>

Check Register

Journal Posting Date: 2/16/2022

Register Number: CD-000086

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E000002706	2/16/2022	0001072	Mt. Diablo Resource Recovery-Concord					Check Entry Number: 001
			MRRR GARBAGE INVJAN2	1/31/2022	656.85	0.00	656.85	
		G/L Account: 505037-00		Utilities Garbage:General				656.85
				Report Total:	656.85	0.00	656.85	
				Printed Check Total:			0.00	
				Electronic Payment Total:			656.85	

Check Register

Journal Posting Date: 2/28/2022

Register Number: CD-000087

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
XXXX40	2/28/2022	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			NATIONWIDE INVFE202	2/24/2022	4,850.00	0.00	4,850.00	
		G/L Account: 202100-00		Other Disability Insurance - Employee				4,850.00
XXXX41	2/28/2022	0000011	Vision Service Plan					Check Entry Number: 001
			STMT814467155	2/19/2022	619.50	0.00	619.50	
		G/L Account: 600140-00		Vision Insurance - Active Employees				619.50
XXXX42	2/28/2022	0000328	PG&E					Check Entry Number: 001
			PGE GAS INVOICE 1/14	2/15/2022	1,764.94	0.00	1,764.94	
		G/L Account: 505038-00		Utilities Gas:General				1,764.94
XXXX43	2/28/2022	0000399	Contra Costa County - Fleet					Check Entry Number: 001
			704720	2/15/2022	19,528.38	0.00	19,528.38	
		G/L Account: 502001-16		Automotive - Gasoline:Operations				5,128.17
		G/L Account: 502002-16		Automotive - Repairs:Operations				13,085.04
		G/L Account: 502004-16		Automotive - Supplies:Operations				1,315.17
XXXX44	2/28/2022	0000694	TD Ameritrade Institution					Check Entry Number: 001
			TD AMERITRADE INVFE202	2/24/2022	9,596.66	0.00	9,596.66	
		G/L Account: 202140-00		457 Deferred Savings Plan				9,596.66
XXXX45	2/28/2022	0000696	KBA DOCUMENT SOLUTIONS, LLC					Check Entry Number: 001
			8759185	2/21/2022	205.23	0.00	205.23	
		G/L Account: 505027-00		Service & Leasing Contracts:General				205.23
XXXX46	2/28/2022	0000814	Staples Business Advantage					Check Entry Number: 001
			INV3499790839	2/10/2022	396.76	0.00	396.76	
		G/L Account: 505020-00		Office Supplies - General:General				320.54
		G/L Account: 505022-00		Office Supplies - Kitchen:General				76.22
XXXX47	2/28/2022	0000899	Sun Life Financial					Check Entry Number: 001
			INVMAR2022	2/20/2022	1,348.90	0.00	1,348.90	
		G/L Account: 202085-00		Employee Voluntary Life Ins - General				547.87
		G/L Account: 600155-00		Life Insurance - General				801.03
XXXX48	2/28/2022	0000975	Reliance Standard Life In					Check Entry Number: 001
			22-MAR	2/18/2022	600.81	0.00	600.81	
		G/L Account: 600150-00		Disability Insurance - General				600.81
			MAR2022 LONG TERM DI	2/18/2022	502.45	0.00	502.45	
		G/L Account: 600150-00		Disability Insurance - General				502.45
Check 000029548 Total:					1,103.26	0.00	1,103.26	
XXXX49	2/28/2022	0000981	Colonial Life					Check Entry Number: 001
			INV41350750213288	2/13/2022	509.16	0.00	509.16	
		G/L Account: 202100-00		Other Disability Insurance - Employee				509.16
XXXX50	2/28/2022	0001088	Verizon Wireless					Check Entry Number: 001
			9899215060	2/10/2022	1,941.72	0.00	1,941.72	
		G/L Account: 505035-00		Utilities Cell Phone:General				1,941.72
E000002707	2/28/2022	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			SEIU UNION DUES INV	2/24/2022	2,267.52	0.00	2,267.52	
		G/L Account: 202150-00		SEIU Local 1021				2,267.52
E000002708	2/28/2022	0000010	CalPERS					Check Entry Number: 001
			CALPERS MARCH 2022 M	2/14/2022	64,884.96	0.00	64,884.96	
		G/L Account: 600165-00		CalPers Medical Admin Fee - Active Employees Gener				127.12
		G/L Account: 600170-00		CalPers Medical Admin Fee - Retirees				34.68
		G/L Account: 202050-00		CalPers Medical - Employee Contribution				8,644.45
		G/L Account: 202040-00		CalPers Medical - Employer Contribution				42,205.28
		G/L Account: 600145-00		Medical Insurance - Retirees				9,874.77

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: 202045-00		CalPers Medical - Retiree Contribution			3,998.66
E000002709	2/28/2022	0000179 Heidi Budge					Check Entry Number: 001
		2162022		2/16/2022	42.00	0.00	42.00
		G/L Account: 505009-16		Employee - Travel:Operations			42.00
E000002710	2/28/2022	0000229 James Frankenfield					Check Entry Number: 001
		J.FRANKENFIELD 2022		2/24/2022	183.03	0.00	183.03
		G/L Account: 505031-00		Trustee - Mileage:General			91.26
		G/L Account: 505030-00		Trustee - Meal:General			8.97
		G/L Account: 505030-00		Trustee - Meal:General			12.00
		G/L Account: 505030-00		Trustee - Meal:General			16.80
		G/L Account: 505030-00		Trustee - Meal:General			12.00
		G/L Account: 505033-00		Trustee - Travel:General			42.00
E000002711	2/28/2022	0000246 Perry Carlston					Check Entry Number: 001
		P.CARLSTON 2022 MVCA		2/24/2022	38.99	0.00	38.99
		G/L Account: 505033-00		Trustee - Travel:General			16.15
		G/L Account: 505030-00		Trustee - Meal:General			12.00
		G/L Account: 505030-00		Trustee - Meal:General			10.84
E000002712	2/28/2022	0000335 Concur Technologies, Inc					Check Entry Number: 001
		INV101600178854		2/3/2022	733.82	0.00	733.82
		G/L Account: 504005-00		I.T Subscriptions:General			733.82
E000002713	2/28/2022	0000486 Bay Alarm Company					Check Entry Number: 001
		INV19360008		2/22/2022	85.00	0.00	85.00
		G/L Account: 500116-00		Security Service:General			85.00
		INV19364466		2/22/2022	443.07	0.00	443.07
		G/L Account: 500116-00		Security Service:General			443.07
		Check E000002713 Total:			528.07	0.00	528.07
		Printed Check Total:					0.00
		Electronic Payment Total:					528.07
E000002714	2/28/2022	0000610 Liebert Cassidy Whitmore					Check Entry Number: 001
		211912 212646 212675		1/31/2022	11,001.00	0.00	11,001.00
		G/L Account: 500111-00		Legal - Counsel Labor:General			11,001.00
E000002715	2/28/2022	0000913 Guardian Security Agency					Check Entry Number: 001
		GUARDIAN SECURITY IN		2/24/2022	523.25	0.00	523.25
		G/L Account: 500116-00		Security Service:General			523.25
		G/L Account: 500116-00		Security Service:General			523.25
		INV61484		2/16/2022	523.25	0.00	523.25
		G/L Account: 500116-00		Security Service:General			523.25
		Check E000002715 Total:			1,046.50	0.00	1,046.50
		Printed Check Total:					0.00
		Electronic Payment Total:					1,046.50
E000002716	2/28/2022	0000956 Waterlogic Americas LLC					Check Entry Number: 001
		INV1256387		2/24/2022	102.81	0.00	102.81
		G/L Account: 505042-00		Water - Drinking:General			102.81
E000002717	2/28/2022	0001086 Sage Software Inc.					Check Entry Number: 001
		A-S00112409-2022		2/15/2022	2,476.18	0.00	2,476.18
		G/L Account: 504005-00		I.T Subscriptions:General			2,476.18
		Report Total:			125,169.39	0.00	125,169.39
		Printed Check Total:					41,864.51
		Electronic Payment Total:					83,304.88

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*

DATE	CHECK #	AMOUNT OF CHECK	VENDOR & DESCRIPTION
February 15, 2022	XXXX26	\$19,457.64	ADAPCO, Inc.: Control Materials - Mosquito Larviciding
February 15, 2022	E000002699	\$21.00	Josefa Cabada: Employee - Travel
February 15, 2022	E000002700	\$8,277.50	Liebert Cassidy Whitmore: Legal - Counsel Labor
February 15, 2022	E000002704	\$42.00	Miaja McCauley: Employee - Travel
February 28, 2022	XXXX43	\$19,528.38	Contra Costa County Fleet: Automotive Gasoline & Repairs
February 28, 2022	E000002709	\$42.00	Heidi Budge: Employee - Travel
February 28, 2022	E000002710	\$183.03	James Frankenfield: Trustee - Travel
February 28, 2022	E000002711	\$38.99	Perry Carlston: Trustee - Travel
February 28, 2022	E000002714	\$11,001.00	Liebert Cassidy Whitmore: Legal - Counsel Labor
February 28, 2022	E000002717	\$2,476.18	Sage Software Inc.: I.T Subscriptions

TRANSACTION ACTIVITY REPORT

Month of February 2022

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West
Balance	2/1/2022	388,625.62	10,906,096.91	388,440.39
1	2/14/2022		(170,000.00)	170,000.00
2	2/23/2022	961.90		
3	2/25/2022		(290,000.00)	290,000.00
4	2/28/2022	2.98		(392,721.78)
Balance		389,590.50	10,446,096.91	455,718.61

Transaction Number & Brief Description

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 MISC Deposits Wells Fargo
- 3 Transfer from Wells to LAIF & Transfer from LAIF to Bank of the West
- 4 Interest Earned Wells Fargo, Bank of the West clearing of checks from Bank of the West for Payroll & Vendor

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

Respectfully submitted,

*Paula Macedo
General Manager*



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

March 03, 2022

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

[Tran Type Definitions](#)

February 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/15/2022	2/14/2022	RW	1697574	N/A	PAULA MACEDO	-170,000.00
2/25/2022	2/25/2022	RW	1698213	N/A	PAULA MACEDO	-290,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,906,096.91
Total Withdrawal:	-460,000.00	Ending Balance:	10,446,096.91

Contra Costa Mosquito and Vector Control District
FY22 Budget Year

(July 1 2021 - June 30 2022)

Board Packet

66% of the Year
completed

	FY22 <i>As of 2/28/22</i>	FY22 Budget	YTD FY22 VS Adopted Budget	ADOPTED FY22 VS FY22 \$
Personnel Costs				
Payroll & OT	2,376,266	3,835,140	62.0%	1,458,874
Retirement	1,357,846	1,357,846	100.0%	0
OASDI	137,208	249,284	55.0%	112,076
Medicare	33,296	55,610	59.9%	22,314
Health Insurance (Dental / Vision Etc)	374,567	599,415	62.5%	224,848
Unemployment	16,207	21,168	76.6%	4,960
Disability Ins	8,528	12,482	68.3%	3,954
Other Post Employment Benefits	-	215,000	0.0%	215,000
District Paid Health Retiree Cost & Fees	62,992	94,741	66.5%	31,750
Subtotal Personnel Costs	4,303,919	6,440,686	66.8%	2,136,767
Operational Costs				
Professional Services - Legal includes Settlements	166,000	73,000	227.4%	(93,000)
Professional Services - Building & Grounds Maint	3,106	25,000	12.4%	364,068
Professional Services - All Other	132,531	270,850	48.9%	138,319
Public Affairs	1,150	88,000	1.3%	86,850
Lab Services	21,935	45,421	48.3%	23,486
Information & Technology	36,494	206,200	17.7%	169,706
Operations - Control Materials	46,835	122,500	38.2%	75,666
Operations - Aerial	3,532	20,000	17.7%	16,468
Operation and Facilities - All Other	127,608	634,617	20.1%	507,008
General Office Administration - Insurance	347,277	340,811	101.9%	(6,466)
General Office Administration - Trustee Expense	4,151	15,800	26.3%	11,649
General Office - Research	0	20,000	0.0%	20,000
General Office Administration - Employee Travel & Training	15,662	66,500	23.6%	50,838
General Office Administration - Utilities	44,369	111,400	39.8%	67,031
General Office Administration - All Other	215,282	445,800	48.3%	230,518
Subtotal Operational Cost	1,165,934	2,485,899	46.9%	1,319,965
Capital				
Land				-
Structures and Improvements	0	2,500,000	0.0%	2,500,000
Vehicles	51,842	186,000	27.9%	134,158
Heavy Equipment	0	74,000	0.0%	74,000
Subtotal Capital	51,842	2,760,000	1.9%	2,708,158
Total Expenditures	5,521,695	11,686,584		
Revenues				
Property Taxes	3,716,550	6,538,745	56.8%	2,822,195
Benefit Assessment	1,141,131	2,073,724	55.0%	932,593
Contract Billing	21,138	50,000	42.3%	28,862
Interest Income (LAIF)	19,899	51,265	38.8%	31,366
Medical Reimbursement	0	82,000	0.0%	82,000
Fixed Asset Disposal	5,650	30,600	18.5%	24,950
Miscellaneous	9,465	66,300	14.3%	56,835
Grant Funds:General	0	-	0.0%	-
Subtotal Revenue	4,913,833	8,892,634	55.3%	3,978,801
Estimate Ending Balance	-607,862	-2,793,950		
Designated Reserves POLICY FY 22 (July 21 - Jun 22)				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	2,314,407			
Emergency Reconstruction Response	500,000			
Operations	-			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
	5,664,407			

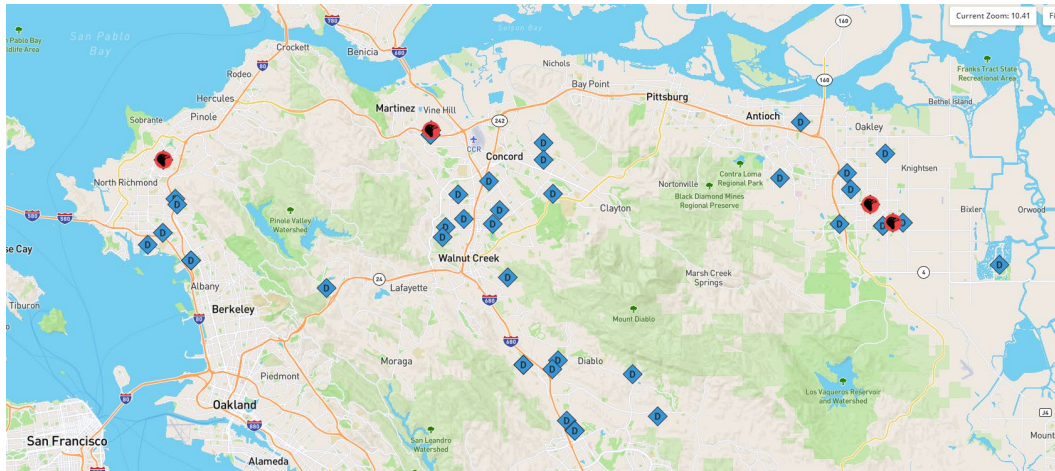
March 2022 Mosquito and Arbovirus Surveillance Report

Updated March 24th by Steve Schutz, Ph.D., Scientific Programs Manager

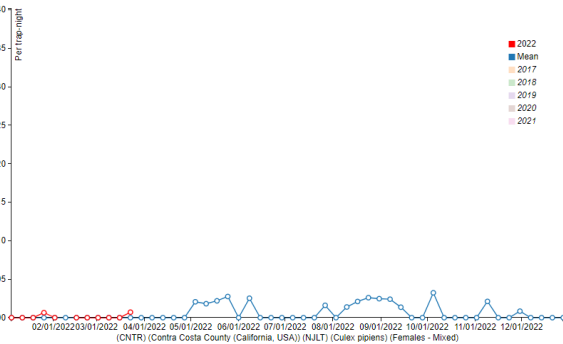
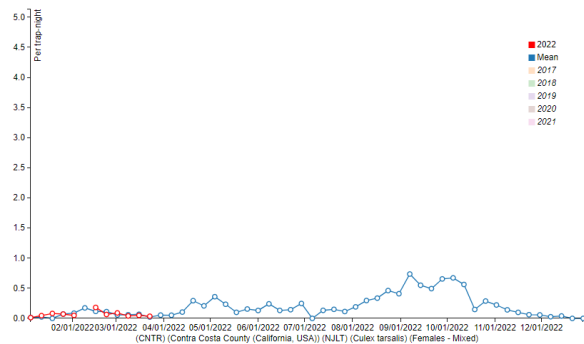
Human cases: No human cases of West Nile virus have been reported in California yet in 2022. One locally acquired case (non-resident) and two non-locally acquired cases (residents) were reported in Contra Costa County last year, and 127 cases were reported statewide, with 12 fatalities.

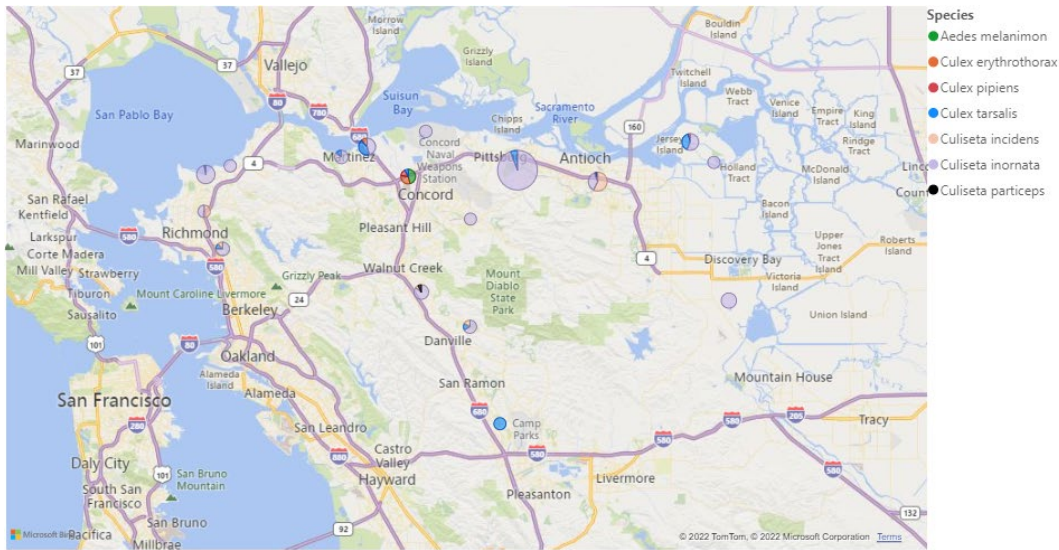
Equine cases: Thirteen equine WNV cases were reported statewide last year. An effective vaccine is available for horses; most affected horses are unvaccinated.

Dead birds: In calendar year 2021, 392 dead birds were reported to the WNV Call Center, 37 tested (blue 'D'), four WNV positive (red crow symbols on map). Collection and testing of birds is currently suspended until Spring 2022.



Light trap counts: Twenty-two traps are currently being operated daily year-round, with collections made weekly by field technicians. *Culex tarsalis* and *Culex pipiens* counts are about average for winter, so far.





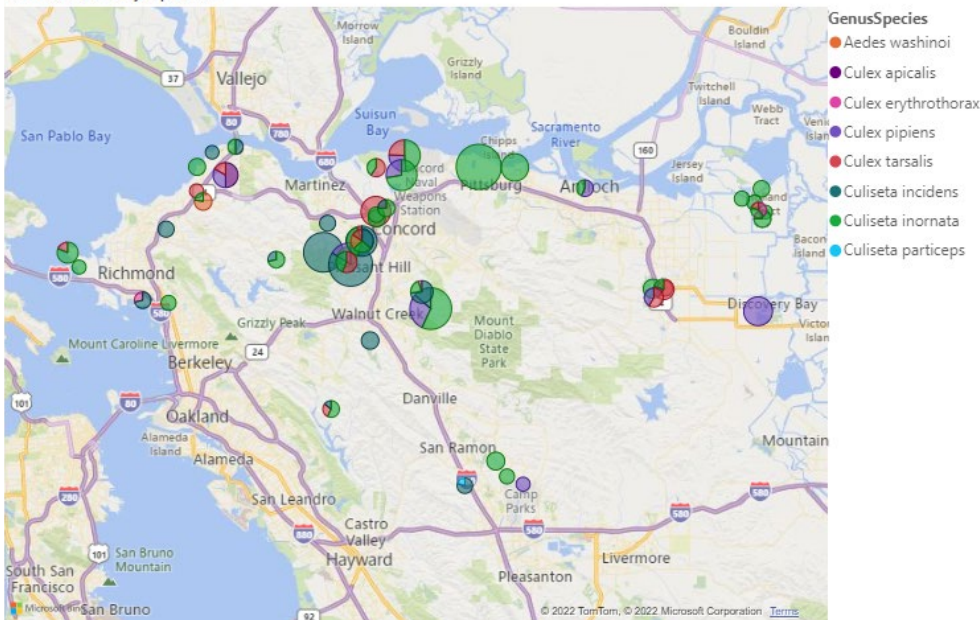
Map showing light trap locations and relative average species counts in March

‘Random’ traps: ‘Random’ trapping will be conducted throughout the surveillance season by Operations employees and Lab staff in selected areas, as needed.

Mosquito testing: Mosquito testing is suspended until weekly CO₂ trapping resumes in May or June.

Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round. In addition to species identification, larval samples are also used to monitor the effectiveness of our larval control program (pre- and post- treatment sampling)

Larval Count by Species



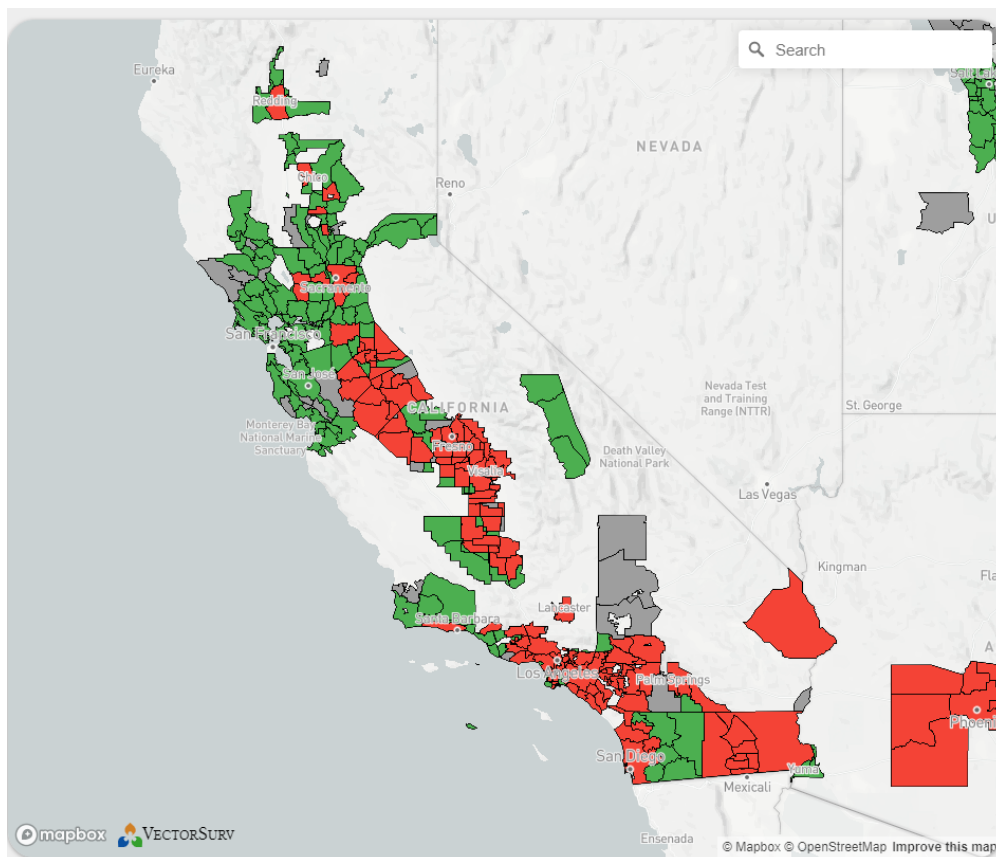
Map showing larval sample locations and relative species counts in March 2022.

Sentinel chickens: Statewide, 90 chickens were seropositive last season, none in Contra Costa County. Our sentinel flocks will be reinstated in April 2022.

Other projects: Lab staff has collected ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and is also providing adult and larval mosquitoes of various species to North Carolina State University for a genetic study on species distribution in North America and collecting *Culicoides* (biting midges) for a researcher at UC Riverside. We are also continuing to work with Leading Edge staff on refining and learning to work with our new database and field software. Scientific Programs Manager completed a revision of the identification guide to Mosquitoes of California for the MVCAC, to include larvae and adults of invasive *Aedes* species, and it is available online to all member agencies. We are currently collecting high-resolution photographs of key characteristics of California mosquito species, for eventual inclusion in a shared MVCAC photographic library.

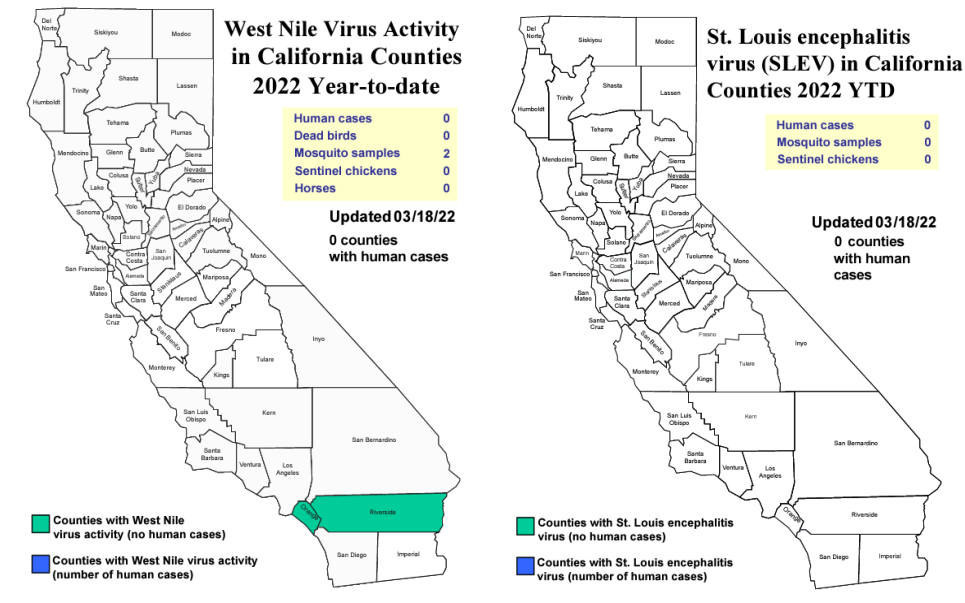
Weather conditions: Current average overnight low temperatures are below the 55 degree incubation threshold for West Nile virus. Rainfall was well above average during fall/early winter but has since tapered off and we are back to drought conditions for the season to date.

Invasive *Aedes*: We will continue to set 'BG Sentinel' traps at suspect locations as needed, but have not yet seen any evidence of invasive *Aedes* species in Contra Costa County. Statewide, *Aedes aegypti* continued to spread last year, with new reports in 2021 from Santa Barbara and as far north as Shasta, and new areas in Sacramento, Yolo and Solano Counties. Map shows locations where *Aedes aegypti* (red) have been detected.



Regional: In 2022, West Nile virus activity (positive dead birds and/or mosquito samples) has not yet been detected in northern California.

Statewide: Two WNV positive mosquito samples have been reported this year in southern California. Last year, 127 symptomatic human cases of WNV were reported, in addition to thirteen equine cases, 210 West Nile virus positive dead birds, 90 seropositive sentinel chickens and 2,263 positive mosquito samples. In addition, St. Louis encephalitis virus was detected in 46 Fresno, Tulare, Riverside, Imperial, Stanislaus, Kings, Merced and Madera County mosquito samples and 2 sentinel chickens; human cases were reported in Fresno, Stanislaus and Marin County.



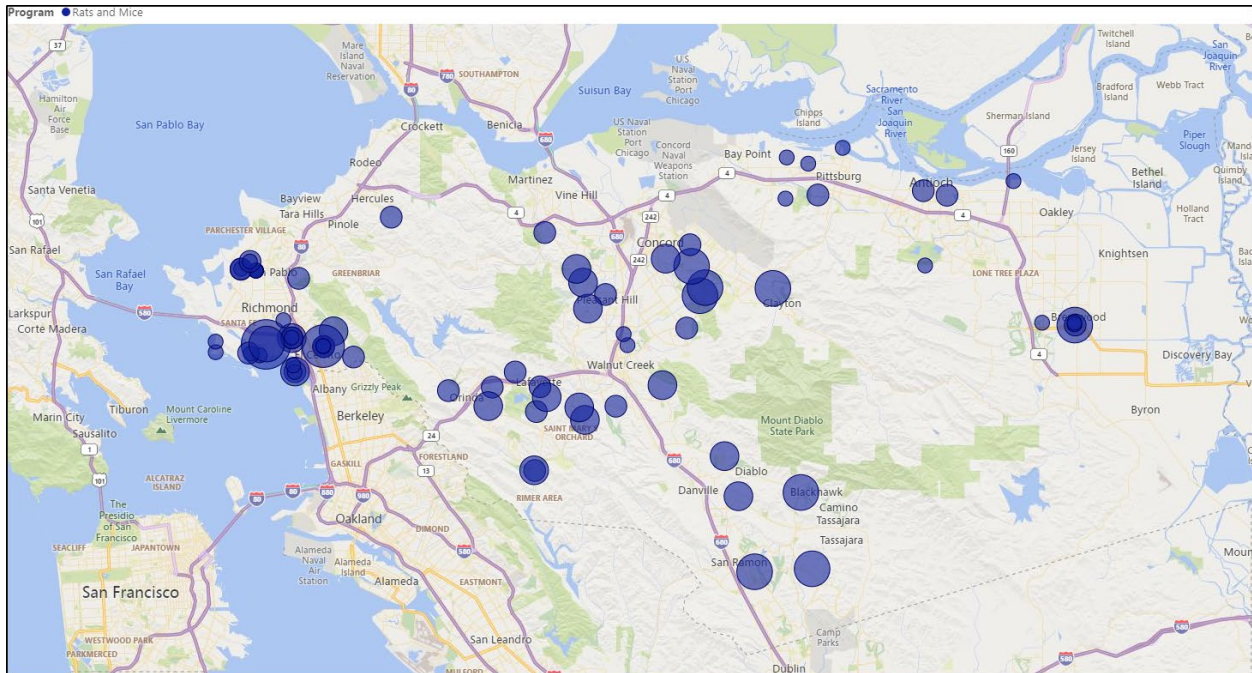
March 2022 Operations Report

Prepared March 25th, 2022 by David Wexler, Terry Davis, and Jeremy Shannon,
Program Supervisors

General: This report is being prepared with another workweek remaining in March, so it may not be totally reflective of all work performed for the entire month of March. Supervisors have been working on annual appraisals, updates to the annual report, workload evaluations, continuing annual training, coordinating equipment, Personal Protective Equipment (PPE), and safety needs for employees. Part of the aforementioned annual training included use of specialized off road vehicles, including Argos and side-by-sides. A representative from MapVision (operations software) was on site for three days of in-person training, allowing time for troubleshooting and questions from staff.

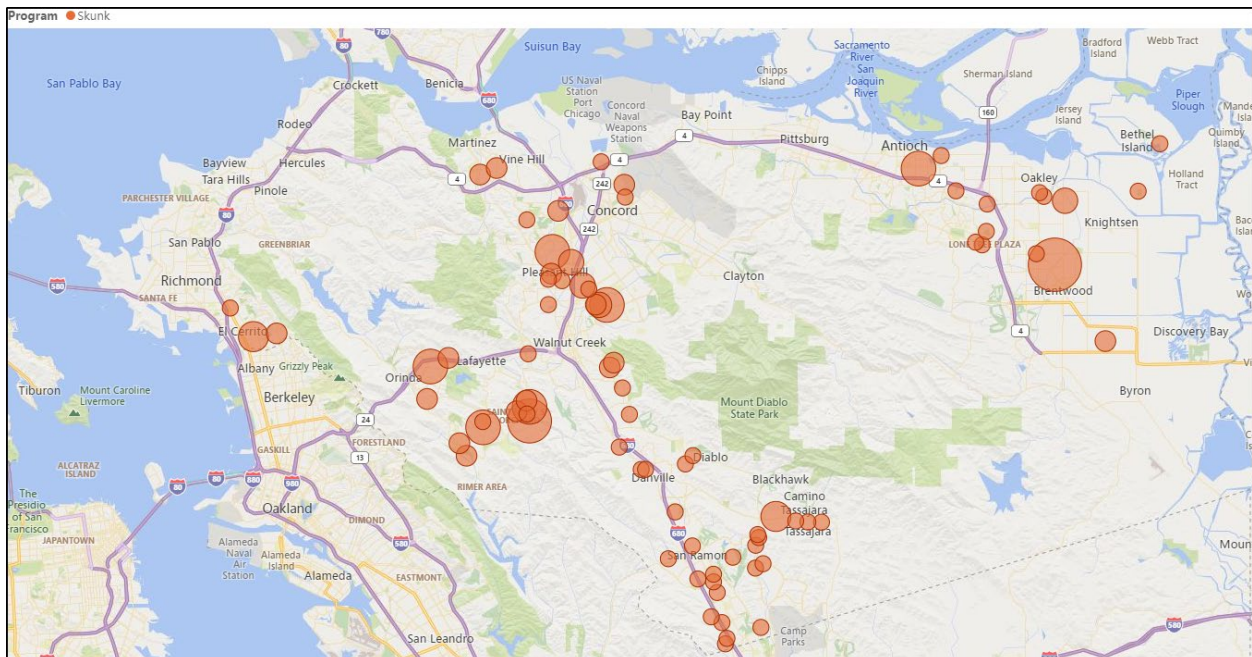


Rodent Actions 3/1/22-3/25/22



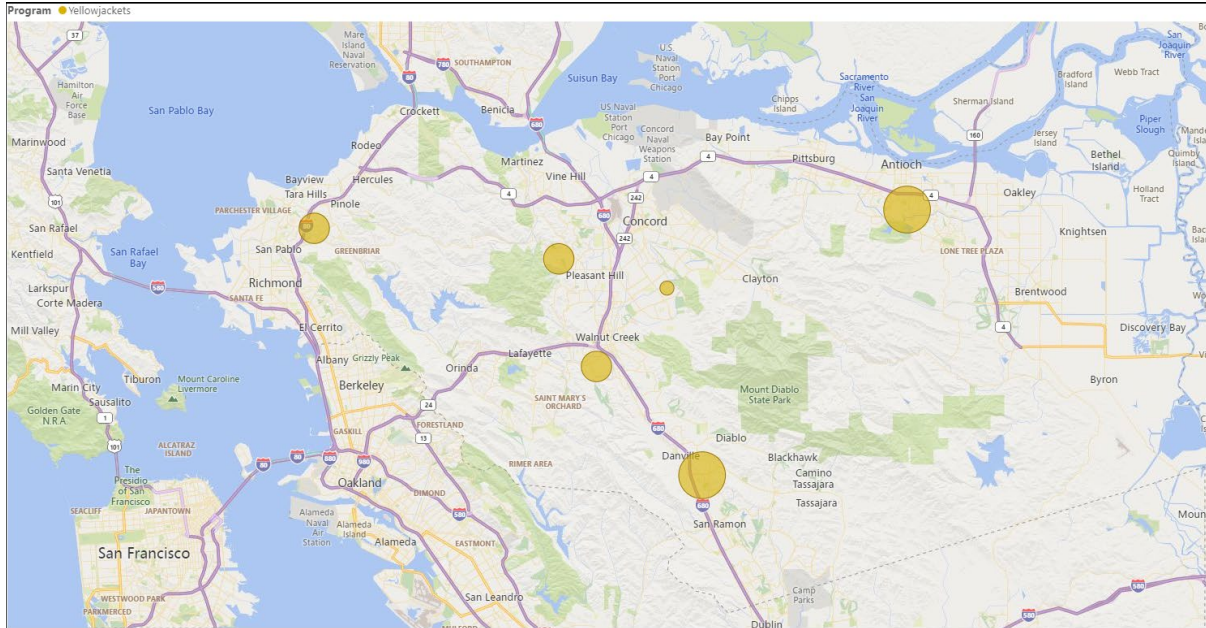
Skunks: The District received 21 service requests for skunks in March 2022, whereas we performed 34 inspections in March 2021. Females are likely in their gestation period, generally seeking a sheltered location at this time. This results in a seasonal spike in skunk service requests as they sometimes inhabit residential locations for their “den.”

Skunk Actions 3/1/22-3/25/22



Yellowjackets: Fertilized queens hibernate during colder winter months. Workers and males usually do not survive winter, so at this time of the year, the District does not receive many service requests for yellowjackets. We received 9 requests in March 2022 (3 warranted treatment), compared to responding and treating 13 in-ground nests in March 2021.

Yellowjacket Actions 3/1/22-3/25/22



March 2022 Public Affairs Report to the Board of Trustees

Prepared March 25, 2022 by Nola Woods, Public Affairs Director

Presentations & Events

Public Affairs staff provided a presentation to the Brentwood Rotary Club on March 22nd. Staff also booked a presentation for the Richmond Rotary Club to be given on April 8th.

Advertising

Public Affairs Department staff continue to review advertising options and vendors for the upcoming 2022- 2023 advertising campaign. Discussions include possible updates to existing artwork, clientele, and scheduling.



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

March 2022 Twitter Activity

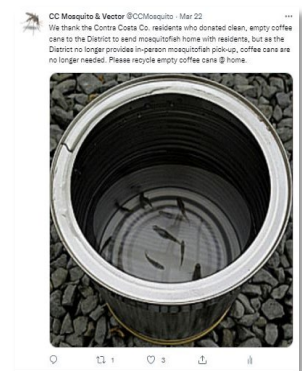
- 1406 Followers
- 4 Tweets
- 447 Impressions
- 2 Media Engagements
- 1 Retweets
- 3 Likes
- 0 Replies
- 3 Link Clicks
- 9 Detail Expands
- 2 Profile Clicks
- 2 Profile Visits

February 2021 Twitter Activity

- 1379 Followers
- 1 Tweets
- 1458 Impressions
- 14 Media Engagements
- 4 Retweets
- 8 Likes
- 0 Replies
- 0 Link Clicks
- 12 Detail Expands
- 5 Profile Clicks
- 0 Profile Visits

Most Popular @ccmosquito tweet March 22, 2022

- 111 Impressions
- 6 Engagements Detail Expands
- 3 Likes
- 1 Retweet



Nextdoor Activity

Public Affairs Department staff are evaluating the options available from Nextdoor to the District to disseminate information. Specifically, the Public Affairs Department is looking more closely at paid targeted messaging as needed, as the plan to use free accounts has not come to fruition in the manner that had been described by Nextdoor.

- 177 Recommendations
- Reach: 61 Neighborhoods (Concord & Martinez)
- Reach: 20,797 Neighbors (Concord & Martinez)

Facebook Activity — Account @CCMosquito

March 2022 Facebook Activity

9 Followers

3 Posts

18 People Reached

2 Likes

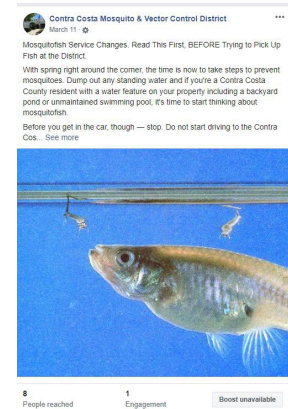
Most Popular @ccmosquito Facebook Post March 11, 2022

9 Followers

1 Post

8 People Reached

1 Like



Publications

● 2021 Annual Report

- The 2021 Annual Report has been completed and is available in .pdf format. A limited number of printed copies will be available in time for Mosquito Awareness Week in April.

● Employee Newsletter

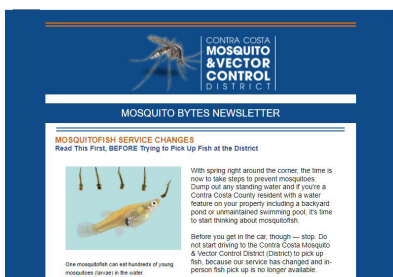
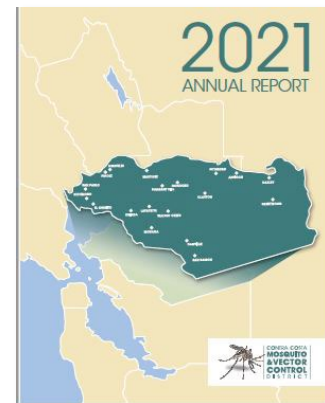
- There was no Employee Newsletter sent in March 2022.

● Mosquito Bytes Newsletter

- Public Affairs staff distributed a Mosquito Bytes newsletter in March 2022.

- The messages included:

- Information about the District's Mosquitofish Service that is available through service requests and no longer available through in-person pick up
- Thank you to all of the citizens who have donated coffee cans to the District for mosquitofish transport over the years—the newsletter reiterated that as in-person fish pick up is no longer available, the coffee cans are no longer needed



- **Total Constant Contact Subscribers**

- Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.

- March 2022
 - 2855 Subscribers
- March 2021
 - 2699 Subscribers

Website

Terms - Website Statistics

- **Users:** Person visiting the website
- **New Users:** New person who, according 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

- **Overview of website visitors (March 1-25, 2022)**



- **Overview of website visitors (March 1-25, 2021)**



- **Top 10 web pages viewed (March 1-25, 2022)**

<input type="checkbox"/>	Page ?	Pageviews ?	Unique Pageviews ?	Avg. Time on Page ?
		7,966 % of Total: 100.00% (7,966)	7,079 % of Total: 100.00% (7,079)	00:02:31 Avg for View: 00:02:31 (0.00%)
<input type="checkbox"/>	1. /rodents_virus_risk.htm	4,183 (52.51%)	3,894 (55.01%)	00:05:33
<input type="checkbox"/>	2. /index.html	1,150 (14.44%)	859 (12.13%)	00:01:06
<input type="checkbox"/>	3. /surefire_ways_article.htm	349 (4.38%)	335 (4.73%)	00:04:41
<input type="checkbox"/>	4. /service_request.htm	230 (2.89%)	199 (2.81%)	00:03:42
<input type="checkbox"/>	5. /mites.htm	214 (2.69%)	199 (2.81%)	00:07:21
<input type="checkbox"/>	6. /asian_tiger_mosquito.htm	131 (1.64%)	120 (1.70%)	00:07:53
<input type="checkbox"/>	7. /free_mosquitofish.htm	69 (0.87%)	65 (0.92%)	00:01:26
<input type="checkbox"/>	8. /invasive_mosquito_species.htm	66 (0.83%)	64 (0.90%)	00:00:51
<input type="checkbox"/>	9. /agendas_minutes.htm	63 (0.79%)	39 (0.55%)	00:00:54
<input type="checkbox"/>	10. /contact.htm	61 (0.77%)	58 (0.82%)	00:00:32

- **Top 10 web pages viewed (March 1-25, 2021)**

<input type="checkbox"/>	Page ?	Pageviews ?	Unique Pageviews ?	Avg. Time on Page ?
		3,653 % of Total: 100.00% (3,653)	2,848 % of Total: 100.00% (2,848)	00:01:24 Avg for View: 00:01:24 (0.00%)
<input type="checkbox"/>	1. /index.html	1,318 (36.08%)	833 (29.25%)	00:00:36
<input type="checkbox"/>	2. /rodents_virus_risk.htm	565 (15.47%)	533 (18.71%)	00:05:50
<input type="checkbox"/>	3. /mites.htm	166 (4.54%)	158 (5.55%)	00:07:20
<input type="checkbox"/>	4. /service_request.htm	117 (3.20%)	103 (3.62%)	00:04:40
<input type="checkbox"/>	5. /employment_opportunities.htm	103 (2.82%)	82 (2.88%)	00:05:04
<input type="checkbox"/>	6. /contact.htm	78 (2.14%)	66 (2.32%)	00:00:58
<input type="checkbox"/>	7. /transparency.htm	77 (2.11%)	52 (1.83%)	00:00:09
<input type="checkbox"/>	8. /agendas_minutes.htm	71 (1.94%)	53 (1.86%)	00:02:34
<input type="checkbox"/>	9. /staff.htm	69 (1.89%)	58 (2.04%)	00:02:00
<input type="checkbox"/>	10. /trustees.htm	64 (1.75%)	54 (1.90%)	00:04:04

- **Website device preference (March 1-25, 2022)**

<input type="checkbox"/>	Device Category ?	Acquisition		
		Users ?	New Users ?	Sessions ?
		5,612 % of Total: 100.00% (5,612)	5,535 % of Total: 100.04% (5,533)	6,392 % of Total: 100.00% (6,392)
<input type="checkbox"/>	1. mobile	3,934 (70.10%)	3,897 (70.41%)	4,522 (70.74%)
<input type="checkbox"/>	2. desktop	1,576 (28.08%)	1,539 (27.80%)	1,762 (27.57%)
<input type="checkbox"/>	3. tablet	102 (1.82%)	99 (1.79%)	108 (1.69%)

- **Website device preference (March 1-25, 2021)**

Device Category ?	Acquisition		
	Users ? ↓	New Users ?	Sessions ?
	1,996 % of Total: 100.00% (1,996)	1,956 % of Total: 100.00% (1,956)	2,241 % of Total: 100.00% (2,241)
<input type="checkbox"/> 1. mobile	1,040 (52.10%)	1,029 (52.61%)	1,144 (51.05%)
<input type="checkbox"/> 2. desktop	900 (45.09%)	872 (44.58%)	1,034 (46.14%)
<input type="checkbox"/> 3. tablet	56 (2.81%)	55 (2.81%)	63 (2.81%)

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 March 2022 Online “Contact Us” submitted comments**
 - Inquiry re: Best practices regarding aquaculture for remediation of highway runoff in relation to mosquito control.
 - Inquiry re: Identifying/trapping a snake
 - Inquiry re: Neighbor over-watering their yard/runoff entering adjacent properties.

All submitted inquiries were answered accordingly.

- **Examples of March 2022 Survey Card Responses:**

“Friendly, knowledgeable, and professional - they were great!”

“I can’t remember their names but they were experts!”

“You were the only people who cared to give truthful information. I’ve learned a lot.”

“It will be good when you can provide inside rat and mouse inspections again.”

“Joe answered additional questions I had while he was on-site.”

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

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

RESOLUTION 21-1

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 4th day of April 2022, at 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

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

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

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

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

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

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

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

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

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

- 2. Once approved by the County of Contra Costa, as the code reviewing body, this April 4, 2022 Conflict of Interest Code shall constitute the Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District and shall supersede any previously adopted Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District.
- 3. The General Manager, or his/her designee, is hereby authorized to do all things necessary and proper to implement this Resolution.

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

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District April 4, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Daniel Pellegrini
Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
CONFLICT OF INTEREST CODE

APPENDIX 'A'

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

Disclosure Categories:

Category 1

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

Category 2

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

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
CONFLICT OF INTEREST CODE

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