



155 Mason Circle  
Concord CA 94520  
phone (925) 685-9301  
fax (925) 685-0266  
[www.contracostamosquito.com](http://www.contracostamosquito.com)

**BOARD OF TRUSTEES**  
**\*\*MONDAY, MAY 10, 2021\*\***

**7:00 PM**  
**To be held via teleconference – see below**

**IMPORTANT NOTICE REGARDING COVID-19  
AND TELECONFERENCE MEETINGS:**

Pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

**HOW TO OBSERVE THE MEETING**

**Telephone:** Meeting ID: **940 9516 2206**

Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSWORD: 866980**

**Computer or mobile:** Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

**HOW TO SUBMIT PUBLIC COMMENTS**

Please email your comments to [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

*Protecting Public Health Since 1927*

**BOARD OF TRUSTEES**

President **PEGGIE HOWELL** Clayton • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez  
Antioch **LOLA ODUNLAMI** • Brentwood **Vacant** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY** **CHRIS COWEN** & **DARRYL YOUNG**  
Danville **RANDALL DIAMOND** • El Cerrito **THOMAS MINTER** • Hercules **DUYLINH NGUYEN** • Lafayette **JAMES FITZSIMMONS** • Moraga **Vacant** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY** PhD • Pleasant Hill **JENNIFER HOGAN** • Richmond **SHIVA MISHEK** • San Pablo **Vacant** • Walnut Creek **JAMES MURRAY**

## **ACCESSIBILITY INFORMATION**

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com. Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

## **AGENDA**

### CALL TO ORDER:

Roll Call

Pledge of Allegiance

- 1.\* APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
2. PUBLIC INPUT ON NON AGENDA ITEMS  
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.
3. PRESENTATION  
Jim Murray, for 5 years of service  
Randall Diamond, for 10 years of service
- 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 regular Board of Trustees Meeting on March 8, 2021
  - B. Expenditures for February and March 2021
  - C. Payroll Expenditures for February and March 2021
  - D. Investment Activity February and March 2021
  - E. Financial Report
5. REPORTS
  - A. Board
  - B. General Manager
  - C. Staff
  - D. Legal Counsel

6. BOARD COMMITTEE REPORTS

A.\* Budget Committee Report

*i.* \* Board consideration and approval of the methodology for classifying and presenting “Unusual Items”

B.\* Personnel Committee Report

*i.* \* Board consideration and approval of the Human Resources and Risk Management Director position, job description, and salary range.

C. Advance Planning Committee Report

7. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 5 days, before the noted meeting.



\_\_\_\_\_  
Areej Al Bahrani, Administrative Analyst I

5/3/2021

\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

MAY 10, 2021 BOARD MEETING

1-3. No comment

4. CONSENT CALENDAR

- A. Minutes of the March 8, 2021 Board of Trustees regular meeting (*Pages 7-11*) – Approval of Minutes 21-3, Regular Board Meeting, held on March 8, 2021.
- B. Check Expenditures for February and March 2021 payroll & accounts payable (*Pages 12-28*) – Approval of expenditures of February 1, 2021 through March 31, 2021, including:
  - Voided Payroll February 12<sup>th</sup> checks No. 029085 through 029086
  - Accounts payable February 12<sup>th</sup> checks No. 029087 through No. 029104 Payroll February 26<sup>th</sup> checks No. 029105 through 029110
  - Accounts payable February 26<sup>th</sup> checks No. 029111 through No. 029127 Accounts payable March 15<sup>th</sup> checks No. 029128 through No. 029142
  - Payroll March 31<sup>st</sup> checks No. 029143 through No. 029148
  - Accounts payable March 31<sup>st</sup> checks No. 029149 through No. 029163 Accounts payable Total: \$189,405.31 Payroll Total: \$1,067.87
- C. Direct Deposit (ACH) Expenditures for payroll & accounts payable February 1, 2021 through March 31, 2021 – Approval of payroll expenditures of February 1, 2021 through March 31, 2021, including:
  - Payroll February 12<sup>th</sup> No. D17222 through No. D17256
  - Payroll February 26<sup>th</sup> No. D17257 through No. D17295
  - Payroll March 15<sup>th</sup> No. D17296 through No. D17329
  - Payroll March 31<sup>st</sup> No. D17330 through No. D17373
  - Accounts payable February 12<sup>th</sup> No. E02507 through No. E02509
  - Accounts payable February 26<sup>th</sup> No. E02510 through No. E02513
  - Accounts payable March 15<sup>th</sup> No. E02514 through No. E02526
  - Accounts payable March 31<sup>st</sup> No. E02521 through No. E02526
  - Accounts payable Total: \$145,774.81 Payroll Total: \$348,521.57
- D. Transaction Activity Report for February and March 2021 (*Pages 29-30*)
- E. Financial Report (*Page 31*)

5. REPORTS

- A. Board
- B. General Manager

- C. Staff – staff reports have been included and staff will be present to answer any questions from the Board (*Pages 32-47*).
- D. Legal Counsel

6. BOARD COMMITTEE REPORTS

A.\* Budget Committee Report – The committee met on April 12, 2021 and reviewed the District's revenue sources and the current and projected reserves, including the past 10 years of revenue vs expenses. The committee discussed the variance between actual vs budget revenues. Administrative Services Manager Bagley proposed a methodology to be used when forecasting the property taxes, to assist the District and committee in having a closer projection of what may occur in the near future. Administrative Services Manager Bagley stated the methodology is needed because, in the past 10 years, the growth in property taxes varied widely from 3% to 15%. The committee also spoke about the reserves and how to better reflect the encumbrances. Administrative Services Manager Bagley proposed a change in the current way unusual items are classified. The committee is bringing that proposal for Board discussion.

*i. \* Board consideration and approval of the methodology for classifying and presenting “Unusual Items” (Pages 48).*

*Recommendation – Approve the methodology for classifying and presenting “Unusual Items”.*

B.\* Personnel Committee Report – The Personnel Committee met on April 19, 2021 and had a closed session conference with labor negotiators to review the District's position on salary and benefits for represented employees (California Government Code 54957.6(a)) and to discuss items pertaining to the General Manager's performance pursuant to California Government Code 54857. There was no reportable action from the closed session.

*i. \* Board consideration and approval of the Human Resources and Risk Management Director position, job description, and salary range – the committee would like to recommend the addition of the position of Human Resources and Risk Management Director. Job description and salary range can be found on (Pages 49-52).*

*Recommendation – Approve the addition of the Human Resources and Risk Management Director position, job description, and salary range as presented.*

C. Advance Planning Committee Report – The scheduled March 22 meeting for the Advanced Planning Committee was cancelled. The committee met on April 26, 2021 at a special meeting, to discuss the progress on the 5-year plan. Advance Planning Committee

Chair Murray lead a discussion on the involvement and roles of the Board and the Board's standing committees, made suggestions and asked for feedback from the committee. General Manager Macedo presented the progress on the strategic plan, committee members discussed and offered suggestions. General Manager Macedo requested feedback from the committee on the District's strengths, limitations, opportunities and threats, to be discussed at the next meeting.

7. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 21-3

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 8, 2021, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT      Peggie Howell, President  
Peter Pay, Vice President  
Daniel Pellegrini, Secretary  
Richard Ainsley  
Perry Carlston  
Warren Clayton  
Chris Cowen  
Randall Diamond  
Jim Fitzsimmons  
Jen Hogan  
Michael Krieg  
Kevin Marker  
Shiva Mishek  
James Murray  
Jim Pinckney  
Darryl Young

TRUSTEES ABSENT      Thomas Minter  
Duy Nguyen  
Lola Odunlami

VACANCIES              Brentwood  
Moraga  
San Pablo

OTHERS PRESENT      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Natalie Martini, Administrative Analyst II  
Steve Schutz, Scientific Program Manager  
Doug Coty, Bold Polisner Maddow Nelson & Judson, Legal Counsel  
Michael Jarvis, Liebert Cassidy Whitmore, Legal Counsel

CALL TO ORDER

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

ROLL CALL

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

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 21-1, Regular Board Meeting, held on January 11, 2021 and Minutes 21-2, Special Board Meeting, held on January 25, 2021.

B. EXPENDITURES – Approval of expenditures of December 1, 2020 through January 31, 2021 including:

Accounts payable December 15<sup>th</sup> checks No. 028970 through No. 028990

Payroll December 31<sup>st</sup> checks No. 028991 through 028995

Accounts payable December 31<sup>st</sup> checks No. 028996 through No. 029024

Accounts payable January 15<sup>th</sup> checks No. 029025 through No. 029043

Voided Payroll Checks No. 029044 through 029053

Payroll January 29<sup>th</sup> checks No. 029054 through No. 029061

Accounts payable January 29<sup>th</sup> checks No. 029062 through No. 029084

Accounts payable Total: \$316,314.55

Payroll Total: \$1,005.85

C. DIRECT DEPOSIT EXPENDITURES FOR PAYROLL & ACCOUNTS PAYABLE DECEMBER 2020 & JANUARY 2021 – Approval of payroll expenditures of December 1, 2020 through January 31, 2021 including:

Payroll December 15<sup>th</sup> No. D16976 through No. D17011

Payroll December 31<sup>st</sup> No. D17012 through No. D17050

Payroll January 15<sup>th</sup> No. D17051 through No. D17092

Payroll January 15<sup>th</sup> No. D17093 through No. D17178 (Error skipped entries)

Payroll January 29<sup>th</sup> No. D17179 through No. D17221

Accounts payable December 15<sup>th</sup> No. E02501 through No. E02502

Accounts payable January 15<sup>th</sup> No. E02503 through No. E02503

Accounts payable January 29<sup>th</sup> No. E02504 through No. E02506

Accounts payable Total: \$119,115.59

Payroll Total: \$376,752.01

D. TRANSACTION ACTIVITY REPORT FOR DECEMBER 2020 & JANUARY 2021



E. FINANCIAL REPORT

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

Trustee Shiva Mishek joined the meeting.

4. BOARD AND STAFF REPORTS

- A. LEGAL COUNSEL – Legal Counsel Coty provided guidance to the Board regarding the Brown Act and discussions during informational reports, noting that if a lengthier discussion is desired by any Trustee, it should be placed as an agenda item for the following meeting. He added that so far none of the Board discussions have been in violation of transparency laws or the Brown Act. He also advised on which items would require Board action and which could be done without Board approval, such as the agenda approval.
- B. BOARD – President Howell updated the Board on the virtual MVCAC Conference she attended and stated that she enjoyed the videos from our staff and other Districts on the equipment used by field technicians with the adjustments made to make them useful for District purposes. President Howell also updated the Board on a presentation she gave to District Staff during annual training on February 18, 2021, regarding Board and Committee responsibilities.
- C. GENERAL MANAGER – General Manager Macedo thanked President Howell for her presentation to staff. Macedo also provided an update on the virtual MVCAC Conference, where all District staff were able to attend. Due to the different format this year, presentations will be available to all attendees in the future if anyone missed a specific session they wanted to watch, and they will be able to receive continuing education credits. She also attended the AMCA Annual Meetings with the same format and the VCJPA Annual Meeting.
- D. STAFF – Administrative Analyst II Martini reminded Trustees that the Form 700/Conflict of Interest Code is due April 1, 2021, for the 2020 filings. She also mentioned that Trustee Kevin Marker by the City of Orinda was reappointed to a four-year term. Board members asked clarifying questions on the reports submitted by staff.
5. ANNUAL OPERATIONS REPORT - Scientific Program Manager Schutz presented the Annual Operations Report to the Board. He stated that this report would be usually presented by the Operations Manager, and due to the vacancy of that position, he will continue to present this report to the Board. Schutz addressed Trustees questions regarding physical control and pesticide use.

6. BOARD COMMITTEE REPORTS

- A. Advanced Planning Committee Report – Trustee Murray, Chair of the Advance Planning Committee, reported that the committee met on February 8, 2021, when General Manager Macedo presented an outline and a timeline for the 2021-2025 plan. The committee discussed the proposed plan and the next steps on the process, with the next meeting scheduled for March 22, 2021. Chair Murray requested information from the other standing committees, which will be added to the 5-year plan.
  
- B. Personnel Committee Report – Trustee Diamond, Chair of the Personnel Committee reported that the committee met on February 22, 2021 and had a closed session conference with labor negotiators to review the District’s position on salary and benefits for represented employees (California Government Code 54957.6(a)). There was no reportable action from the closed session.

Trustee Richard Ainsley joined the meeting.

7. BOARD CONSIDERATION AND APPROVAL OF TRUSTEE ATTENDANCE AT THE SPECIAL DISTRICT LEADERSHIP ACADEMY

The SDLA (Special District Leadership Academy) will be held virtually in 2021. Per Board approved resolution, the President and Vice President are allowed to attend without additional Board approval. However, if any other Trustee would like to attend any of the modules, it needs to be approved by the Board. The cost to attend is \$175/person/module.

\*\* Motion was made by Trustee Carlston and seconded by Trustee Clayton to approve Trustee Murray to attend all virtual 2021 SDLA (Special District Leadership Academy) Modules. *Motion passed unanimously.*

CLOSED SESSION – 8:00 p.m.

8. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT’S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

RETURN TO OPEN SESSION – 8:24 p.m.

REPORT FROM CLOSED SESSION – No reportable action

9. ADJOURNMENT – 8:25 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on May 10, 2021.

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

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

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

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

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Daniel Pellegrini  
2021 Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

							Bank Code: 1		
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount		
029087	2/12/2021	0000324	Diablo Trophy					<b>Check Entry Number: 001</b>	
			1/28/2021	1/28/2021	96.79	0.00	96.79		
		<b>G/L Account:</b> 505004-00		Employee - Development:General				36.98	
		<b>G/L Account:</b> 505028-00		Trustee - Expense General:General				59.81	
029088	2/12/2021	0000328	PG&E					<b>Check Entry Number: 001</b>	
			1/5/2021	1/5/2021	1,120.65	0.00	1,120.65		
		<b>G/L Account:</b> 505036-00		Utilities Electric:General				1,120.65	
029089	2/12/2021	0000359	SP Automotive					<b>Check Entry Number: 001</b>	
			2/1/2021	2/1/2021	1,657.44	0.00	1,657.44		
		<b>G/L Account:</b> 502002-00		Automotive - Repairs:General				1,657.44	
029090	2/12/2021	0000399	Contra Costa County - Fleet					<b>Check Entry Number: 001</b>	
			1/25/2021	1/25/2021	3,840.50	0.00	3,840.50		
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General				3,840.50	
029091	2/12/2021	0000610	Liebert Cassidy Whitmore					<b>Check Entry Number: 001</b>	
			12/31/2020	12/31/2020	10,297.00	0.00	10,297.00		
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General				6,348.00	
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General				38.00	
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General				1,750.00	
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General				2,161.00	
029092	2/12/2021	0000782	East Bay Welding					<b>Check Entry Number: 001</b>	
			1/31/2021	1/31/2021	15.49	0.00	15.49		
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General				15.49	
029093	2/12/2021	0000804	Maze & Associates					<b>Check Entry Number: 001</b>	
			1/31/2021	1/31/2021	770.00	0.00	770.00		
		<b>G/L Account:</b> 500101-00		Auditing Services:General				770.00	
029094	2/12/2021	0000814	Staples Business Advantage					<b>Check Entry Number: 001</b>	
			1/21/2021	1/21/2021	229.47	0.00	229.47		
		<b>G/L Account:</b> 505018-00		Office Furniture:General				206.61	
		<b>G/L Account:</b> 505020-00		Office Supplies - General:General				22.86	
029095	2/12/2021	0000880	Concord Trailer World					<b>Check Entry Number: 001</b>	
			2/10/2021	2/10/2021	18,516.16	0.00	18,516.16		
		<b>G/L Account:</b> 700102-00		Vehicles:General				18,516.16	
029096	2/12/2021	0000913	Guardian Security Agency					<b>Check Entry Number: 001</b>	
			1/28/2021	1/28/2021	493.75	0.00	493.75		
		<b>G/L Account:</b> 500116-00		Security Service:General				493.75	
			2/10/2021	2/10/2021	493.75	0.00	493.75		
		<b>G/L Account:</b> 500116-00		Security Service:General				493.75	
			2/2/2021	2/2/2021	395.00	0.00	395.00		
		<b>G/L Account:</b> 500116-00		Security Service:General				395.00	
				<b>Check 029096 Total:</b>	1,382.50	0.00	1,382.50		
029097	2/12/2021	0000956	Waterlogic Americas LLC					<b>Check Entry Number: 001</b>	
			1/29/2021	1/29/2021	180.35	0.00	180.35		
		<b>G/L Account:</b> 505042-00		Water - Drinking:General				83.56	
		<b>G/L Account:</b> 505042-00		Water - Drinking:General				96.79	
029098	2/12/2021	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON					<b>Check Entry Number: 001</b>	
			2/10/2021	2/10/2021	1,102.50	0.00	1,102.50		
		<b>G/L Account:</b> 500110-00		Legal - Counsel General:General				1,102.50	
029099	2/12/2021	0001049	ALSCO					<b>Check Entry Number: 001</b>	
			2/2/2021	2/2/2021	1,152.68	0.00	1,152.68		
		<b>G/L Account:</b> 502021-15		Uniform Rental: Mosquito Program				144.08	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 502021-20		Uniform Rental:Vertebrate Program			288.17
		<b>G/L Account:</b> 502021-10		Uniform Rental:Lab			720.43
029100	2/12/2021	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			2/1/2021	2/1/2021	69.41	0.00	69.41
		<b>G/L Account:</b> 504008-00		Printing Supplies:General			69.41
029101	2/12/2021	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			2/2/2021	2/2/2021	602.60	0.00	602.60
		<b>G/L Account:</b> 505037-00		Utilities Garbage:General			602.60
029102	2/12/2021	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			2/2/2021	2/2/2021	475.00	0.00	475.00
		<b>G/L Account:</b> 500109-00		Landscaping Services:General			475.00
029103	2/12/2021	0001113	Comcast				<b>Check Entry Number: 001</b>
			2/1/2021	2/1/2021	366.46	0.00	366.46
		<b>G/L Account:</b> 505040-00		Utilities Landline:General			366.46
029104	2/12/2021	0011127	PDM Steel				<b>Check Entry Number: 001</b>
			1/28/2021	1/28/2021	1,447.72	0.00	1,447.72
		<b>G/L Account:</b> 502004-00		Automotive - Supplies:General			1,447.72
E02507	2/12/2021	0000015	Health Care Dental Trust				<b>Check Entry Number: 001</b>
			2/8/2021	2/8/2021	4,702.22	0.00	4,702.22
		<b>G/L Account:</b> 600136-00		Dental Insurance: Operations			2,935.52
		<b>G/L Account:</b> 600135-00		Dental Insurance - Active Employees Gneral			1,766.70
E02508	2/12/2021	0000335	Concur Technologies, Inc				<b>Check Entry Number: 001</b>
			2/3/2021	2/3/2021	733.82	0.00	733.82
		<b>G/L Account:</b> 504005-00		I.T Subscriptions:General			733.82
E02509	2/12/2021	0001036	RKL eSolutions LLC				<b>Check Entry Number: 001</b>
			1/31/2021	1/31/2021	2,080.00	0.00	2,080.00
		<b>G/L Account:</b> 500104-00		Consulting - General:General			2,080.00
				<b>Report Total:</b>	50,838.76	0.00	50,838.76
				<b>Printed Check Total:</b>			43,322.72
				<b>Electronic Payment Total:</b>			7,516.04

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000015	Health Care Dental Trust	001	E02507		Checking		121142287	4,702.22
0000335	Concur Technologies, Inc	001	E02508		Checking	Bank of America	071000039	733.82
0001036	RKL eSolutions LLC	001	E02509		Checking		031301422	2,080.00
					Total Transactions	3	Report Total	<u>7,516.04</u>

Check Register

Journal Posting Date: 2/26/2021

Register Number: CD-000048

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
029111	2/26/2021	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			2/24/2021	2/24/2021	2,524.55	0.00	2,524.55	
		<b>G/L Account:</b> 202150-00	SEIU Local 1021					2,524.55
029112	2/26/2021	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			2/22/2021	2/22/2021	2,850.00	0.00	2,850.00	
		<b>G/L Account:</b> 202140-00	457 Deferred Savings Plan					2,850.00
029113	2/26/2021	0000011	Vision Service Plan					Check Entry Number: 001
			2/22/2021	2/22/2021	604.75	0.00	604.75	
		<b>G/L Account:</b> 600140-00	Vision Insurance - Active Employees					604.75
029114	2/26/2021	0000328	PG&E					Check Entry Number: 001
			2/17/2021	2/17/2021	1,705.44	0.00	1,705.44	
		<b>G/L Account:</b> 505038-00	Utilities Gas:General					1,705.44
029115	2/26/2021	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			1/19/2021	1/19/2021	1,425.35	0.00	1,425.35	
		<b>G/L Account:</b> 504004-00	GPS Tracking:General					1,425.35
			1/21/2021	1/21/2021	11.24	0.00	11.24	
		<b>G/L Account:</b> 503004-10	Lab Equipment:Lab					36.98
		<b>G/L Account:</b> 500103-00	B&G Maint Major <\$10K:General					57.49
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					11.24
			1/22/2021	1/22/2021	12.95	0.00	12.95	
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					2.19
		<b>G/L Account:</b> 504000-05	Computer Equipment Supplies < \$100:Administration					10.76
			1/25/2021	1/25/2021	9.49	0.00	9.49	
		<b>G/L Account:</b> 500115-00	Permits & Fees:General					9.49
			1/27/2021	1/27/2021	1,512.40	0.00	1,512.40	
		<b>G/L Account:</b> 504000-05	Computer Equipment Supplies < \$100:Administration					58.28
		<b>G/L Account:</b> 505008-05	Employee - Training:Administration					219.00
		<b>G/L Account:</b> 505008-10	Employee - Training:Lab					657.00
		<b>G/L Account:</b> 505007-05	Employee - Memberships:Administration					151.00
		<b>G/L Account:</b> 500115-00	Permits & Fees:General					24.95
		<b>G/L Account:</b> 500115-00	Permits & Fees:General					131.45
		<b>G/L Account:</b> 502013-15	Equipment Repair:Mosquito Program					270.72
			1/28/2021	1/28/2021	31.62	0.00	31.62	
		<b>G/L Account:</b> 505021-00	Office Supplies - Janitorial:General					31.62
			1/29/2021	1/29/2021	213.97	0.00	213.97	
		<b>G/L Account:</b> 504001-10	.Lab					163.13
		<b>G/L Account:</b> 502015-20	Equipment Small:Vertebrate Program					50.84
			12/31/2020	12/31/2020	89.90	0.00	89.90	
		<b>G/L Account:</b> 505039-00	Utilities Internet:General					89.90
			2/1/2021	2/1/2021	1,436.49	0.00	1,436.49	
		<b>G/L Account:</b> 505008-05	Employee - Training:Administration					595.00
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					504.00
		<b>G/L Account:</b> 504000-15	Computer Equipment Supplies < \$100:Mosquito Progra					9.23
		<b>G/L Account:</b> 505008-15	Employee - Training:Mosquito Program					75.00
		<b>G/L Account:</b> 502013-15	Equipment Repair:Mosquito Program					253.26
			2/10/2021	2/10/2021	320.75	0.00	320.75	
		<b>G/L Account:</b> 503003-10	Insectary:Lab					53.29
		<b>G/L Account:</b> 502013-15	Equipment Repair:Mosquito Program					267.46
			2/11/2021	2/11/2021	679.52	0.00	679.52	
		<b>G/L Account:</b> 505008-05	Employee - Training:Administration					175.00

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 505018-00		Office Furniture:General			51.53
		<b>G/L Account:</b> 504001-20		:Vertebrate Program			434.99
		<b>G/L Account:</b> 504004-00		GPS Tracking:General			18.00
	2/12/2021			2/12/2021	113.86	0.00	113.86
		<b>G/L Account:</b> 502016-00		Safety & PPE:General			113.86
	2/15/2021			2/15/2021	277.48	0.00	277.48
		<b>G/L Account:</b> 502016-00		Safety & PPE:General			277.48
	2/16/2021			2/16/2021	331.84	0.00	331.84
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			65.34
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			86.80
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			86.80
		<b>G/L Account:</b> 502013-15		Equipment Repair.Mosquito Program			217.24
		<b>G/L Account:</b> 502013-15		Equipment Repair.Mosquito Program			16.66
		<b>G/L Account:</b> 502013-15		Equipment Repair.Mosquito Program			32.60
	2/17/2021			2/17/2021	203.21	0.00	203.21
		<b>G/L Account:</b> 502004-00		Automotive - Supplies:General			203.21
	2/18/2021			2/18/2021	26.27	0.00	26.27
		<b>G/L Account:</b> 502016-00		Safety & PPE:General			26.27
	2/19/2021			2/19/2021	289.82	0.00	289.82
		<b>G/L Account:</b> 502010-20		Control Materials - Vertebrate:Vertebrate Program			289.82
	2/2/2021			2/2/2021	558.17	0.00	558.17
		<b>G/L Account:</b> 503001-10		Aquaculture:Lab			558.17
	2/3/2021			2/3/2021	44.00	0.00	44.00
		<b>G/L Account:</b> 504005-05		I.T Subscriptions:Administration			44.00
	2/8/2021			2/8/2021	578.78	0.00	578.78
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			88.88
		<b>G/L Account:</b> 502016-15		Safety & PPE: Mosquito Program			489.90
	2/9/2021			2/9/2021	259.12	0.00	259.12
		<b>G/L Account:</b> 503001-10		Aquaculture:Lab			21.71
		<b>G/L Account:</b> 502010-20		Control Materials - Vertebrate:Vertebrate Program			237.41
		<b>Check 029115 Total:</b>			8,426.23	0.00	8,426.23
029116	2/26/2021	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
	2/22/2021			2/22/2021	9,286.66	0.00	9,286.66
		<b>G/L Account:</b> 202140-00		457 Deferred Savings Plan			9,286.66
029117	2/26/2021	0000696	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
	2/21/2021			2/21/2021	203.36	0.00	203.36
		<b>G/L Account:</b> 505027-00		Service & Leasing Contracts:General			203.36
029118	2/26/2021	0000793	AFLAC				<b>Check Entry Number: 001</b>
	2/16/2021			2/16/2021	52.84	0.00	52.84
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			52.84
029119	2/26/2021	0000899	Sun Life Financial				<b>Check Entry Number: 001</b>
	2/22/2021			2/22/2021	1,332.45	0.00	1,332.45
		<b>G/L Account:</b> 600155-00		Life Insurance - General			857.28
		<b>G/L Account:</b> 202085-00		Employee Voluntary Life Ins - General			475.17
029120	2/26/2021	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
	2/11/2021			2/11/2021	493.75	0.00	493.75
		<b>G/L Account:</b> 500116-00		Security Service:General			493.75
029121	2/26/2021	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>
	2/22/2021			2/22/2021	25.20	0.00	25.20
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			25.20



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
029122	2/26/2021	0000975	Reliance Standard Life In				<b>Check Entry Number: 001</b>
			2/18/2021	2/18/2021	1,013.18	0.00	1,013.18
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			461.40
		<b>G/L Account:</b> 600150-00		Disability Insurance - General			551.78
029123	2/26/2021	0000981	Colonial Life				<b>Check Entry Number: 001</b>
			2/24/2021	2/24/2021	602.66	0.00	602.66
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			602.66
029124	2/26/2021	0001057	Leading Edge Associates, Inc.				<b>Check Entry Number: 001</b>
			2/1/2021	2/1/2021	32,400.00	0.00	32,400.00
		<b>G/L Account:</b> 504009-00		Software:General			32,400.00
029125	2/26/2021	0001063	OSCA				<b>Check Entry Number: 001</b>
			1/25/2021	1/25/2021	21.00	0.00	21.00
		<b>G/L Account:</b> 505008-15		Employee - Training:Mosquito Program			21.00
			1/31/2021	1/31/2021	42.00	0.00	42.00
		<b>G/L Account:</b> 505008-15		Employee - Training:Mosquito Program			42.00
			<b>Check 029125 Total:</b>		63.00	0.00	63.00
029126	2/26/2021	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			2/10/2021	2/10/2021	1,976.25	0.00	1,976.25
		<b>G/L Account:</b> 505035-00		Utilities Cell Phone:General			1,976.25
029127	2/26/2021	0001113	Comcast				<b>Check Entry Number: 001</b>
			2/15/2021	2/15/2021	393.06	0.00	393.06
		<b>G/L Account:</b> 505039-00		Utilities Internet:General			393.06
E02510	2/26/2021	0000010	CalPERS				<b>Check Entry Number: 001</b>
			2/20/2021	2/20/2021	58,657.50	0.00	58,657.50
		<b>G/L Account:</b> 600145-00		Medical Insurance - Retirees			7,795.16
		<b>G/L Account:</b> 202045-00		CalPers Medical - Retiree Contribution			2,582.81
		<b>G/L Account:</b> 600170-00		CalPers Medical Admin Fee - Retirees			24.91
		<b>G/L Account:</b> 600165-00		CalPers Medical Admin Fee - Active Employees Gener			115.53
		<b>G/L Account:</b> 202050-00		CalPers Medical - Employee Contribution			7,220.87
		<b>G/L Account:</b> 202040-00		CalPers Medical - Employer Contribution			40,918.22
E02511	2/26/2021	0000486	Bay Alarm Company				<b>Check Entry Number: 001</b>
			2/15/2021	2/15/2021	409.50	0.00	409.50
		<b>G/L Account:</b> 500116-00		Security Service:General			409.50
E02512	2/26/2021	0001036	RKL eSolutions LLC				<b>Check Entry Number: 001</b>
			2/15/2021	2/15/2021	280.00	0.00	280.00
		<b>G/L Account:</b> 500104-00		Consulting - General:General			280.00
E02513	2/26/2021	0011125	CC Real Green Clean				<b>Check Entry Number: 001</b>
			2/18/2021	2/18/2021	1,500.00	0.00	1,500.00
		<b>G/L Account:</b> 500107-00		Janitorial Services:General			1,500.00
			<b>Report Total:</b>		124,800.38	0.00	124,800.38
			<b>Printed Check Total:</b>				63,953.38
			<b>Electronic Payment Total:</b>				60,847.00

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000010	CalPERS	001	E02510		Checking	Union Bank	122000496	58,657.50
0000486	Bay Alarm Company	001	E02511		Checking		121000248	409.50
0001036	RKL eSolutions LLC	001	E02512		Checking		031301422	280.00
0011125	CC Real Green Clean	001	E02513		Checking		321170839	1,500.00
					<b>Total Transactions</b>	<b>4</b>	<b>Report Total</b>	<b>60,847.00</b>

Check Register

Journal Posting Date: 3/15/2021

Register Number: CD-000049

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
029128	3/15/2021	0000313	Contra Costa Water District				<b>Check Entry Number: 001</b>
			2/23/2021	2/23/2021	423.87	0.00	423.87
		<b>G/L Account:</b> 505041-00		Utilities Water:General			30.98
		<b>G/L Account:</b> 505041-00		Utilities Water:General			392.89
029129	3/15/2021	0000328	PG&E				<b>Check Entry Number: 001</b>
			3/11/2021	3/11/2021	945.61	0.00	945.61
		<b>G/L Account:</b> 505036-00		Utilities Electric:General			945.61
029130	3/15/2021	0000399	Contra Costa County - Fleet				<b>Check Entry Number: 001</b>
			2/26/2021	2/26/2021	3,518.87	0.00	3,518.87
		<b>G/L Account:</b> 502001-00		Automotive - Gasoline:General			3,518.87
029131	3/15/2021	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>
			1/31/2021	1/31/2021	14,059.00	0.00	14,059.00
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General			3,167.00
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General			8,204.00
		<b>G/L Account:</b> 500111-00		Legal - Counsel Labor:General			2,688.00
029132	3/15/2021	0000782	East Bay Welding				<b>Check Entry Number: 001</b>
			2/28/2021	2/28/2021	15.49	0.00	15.49
		<b>G/L Account:</b> 502005-00		Building & Grounds Materials / Supplies:General			15.49
029133	3/15/2021	0000793	AFLAC				<b>Check Entry Number: 001</b>
			3/11/2021	3/11/2021	52.84	0.00	52.84
		<b>G/L Account:</b> 202100-00		Other Disability Insurance - Employee			52.84
029134	3/15/2021	0000956	Waterlogic Americas LLC				<b>Check Entry Number: 001</b>
			3/1/2021	3/1/2021	180.35	0.00	180.35
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			83.56
		<b>G/L Account:</b> 505042-00		Water - Drinking:General			96.79
029135	3/15/2021	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				<b>Check Entry Number: 001</b>
			3/9/2021	3/9/2021	382.50	0.00	382.50
		<b>G/L Account:</b> 500110-00		Legal - Counsel General:General			382.50
029136	3/15/2021	0001049	ALSCO				<b>Check Entry Number: 001</b>
			3/2/2021	3/2/2021	1,151.84	0.00	1,151.84
		<b>G/L Account:</b> 502021-10		Uniform Rental:Lab			143.98
		<b>G/L Account:</b> 502021-20		Uniform Rental:Vertebrate Program			287.96
		<b>G/L Account:</b> 502021-15		Uniform Rental:Mosquito Program			719.90
029137	3/15/2021	0001061	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			3/1/2021	3/1/2021	223.88	0.00	223.88
		<b>G/L Account:</b> 504008-00		Printing Supplies:General			223.88
029138	3/15/2021	0001063	OSCA				<b>Check Entry Number: 001</b>
			2/28/2021	2/28/2021	180.00	0.00	180.00
		<b>G/L Account:</b> 505008-15		Employee - Training:Mosquito Program			180.00
029139	3/15/2021	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			3/1/2021	3/1/2021	602.60	0.00	602.60
		<b>G/L Account:</b> 505037-00		Utilities Garbage:General			602.60
029140	3/15/2021	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			3/4/2021	3/4/2021	475.00	0.00	475.00
		<b>G/L Account:</b> 500109-00		Landscaping Services:General			475.00
029141	3/15/2021	0001095	AMCA				<b>Check Entry Number: 001</b>
			2/16/2021	2/16/2021	219.00	0.00	219.00
		<b>G/L Account:</b> 505008-25		Employee - Training:Public Affairs			219.00
029142	3/15/2021	0001113	Comcast				<b>Check Entry Number: 001</b>
			3/1/2021	3/1/2021	366.46	0.00	366.46



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000015	Health Care Dental Trust	001	E02514		Checking		121142287	4,702.22
0000201	Maria Bagley	001	E02515		Checking	Bank of the West	121100782	292.91
0000335	Concur Technologies, Inc	001	E02516		Checking	Bank of America	071000039	733.82
0000913	Guardian Security Agency	001	E02517		Checking		121138958	1,382.50
0000925	iSolved Benefit Services	001	E02518		Checking		121140399	786.00
0001036	RKL eSolutions LLC	001	E02519		Checking		031301422	3,840.00
0001086	Sage Software Inc.	001	E02520		Checking		121000358	2,327.44
					<b>Total Transactions</b>	<b>7</b>	<b>Report Total</b>	<b>14,064.89</b>

Check Register

Journal Posting Date: 3/30/2021

Register Number: CD-000050

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

							Bank Code: 1		
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount		
029149	3/30/2021	0000007	SEIU UPE LOCAL 1021-Union Dues					<b>Check Entry Number: 001</b>	
			3/25/2021	3/25/2021	2,470.72	0.00	2,470.72		
		<b>G/L Account:</b> 202150-00	SEIU Local 1021					2,470.72	
029150	3/30/2021	0000009	Nationwide Retirement Solutions - 457 Plan					<b>Check Entry Number: 001</b>	
			3/24/2021	3/24/2021	2,850.00	0.00	2,850.00		
		<b>G/L Account:</b> 202140-00	457 Deferred Savings Plan					2,850.00	
029151	3/30/2021	0000011	Vision Service Plan					<b>Check Entry Number: 001</b>	
			3/24/2021	3/24/2021	604.75	0.00	604.75		
		<b>G/L Account:</b> 600140-00	Vision Insurance - Active Employees					604.75	
029152	3/30/2021	0000324	Diablo Trophy					<b>Check Entry Number: 001</b>	
			3/18/2021	3/18/2021	243.60	0.00	243.60		
		<b>G/L Account:</b> 505004-00	Employee - Development:General					243.60	
029153	3/30/2021	0000328	PG&E					<b>Check Entry Number: 001</b>	
			3/18/2021	3/18/2021	1,260.43	0.00	1,260.43		
		<b>G/L Account:</b> 505038-00	Utilities Gas:General					1,260.43	
029154	3/30/2021	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>	
			2/1/2021	2/1/2021	89.90	0.00	89.90		
		<b>G/L Account:</b> 505008-05	Employee - Training:Administration					595.00	
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					504.00	
		<b>G/L Account:</b> 504000-15	Computer Equipment Supplies < \$100:Mosquito Progra					9.23	
		<b>G/L Account:</b> 505008-15	Employee - Training:Mosquito Program					75.00	
		<b>G/L Account:</b> 502013-15	Equipment Repair:Mosquito Program					253.26	
		<b>G/L Account:</b> 505039-00	Utilities Internet:General					89.90	
			2/22/2021	2/22/2021	2.14	0.00	2.14		
		<b>G/L Account:</b> 504005-00	I.T Subscriptions:General					2.14	
			2/23/2021	2/23/2021	1,225.40	0.00	1,225.40		
		<b>G/L Account:</b> 502016-00	Safety & PPE:General					263.65	
		<b>G/L Account:</b> 502015-00	Equipment Small:General					28.20	
		<b>G/L Account:</b> 504002-05	Computer Equipment Supplies > \$500:Administration					900.00	
		<b>G/L Account:</b> 502004-00	Automotive - Supplies:General					33.55	
			2/24/2021	2/24/2021	358.35	0.00	358.35		
		<b>G/L Account:</b> 502013-15	Equipment Repair:Mosquito Program					29.31	
		<b>G/L Account:</b> 502004-00	Automotive - Supplies:General					295.78	
		<b>G/L Account:</b> 505020-15	Office Supplies - General:Mosquito Program					33.26	
			2/25/2021	2/25/2021	20.69	0.00	20.69		
		<b>G/L Account:</b> 505023-00	Postage:General					7.00	
		<b>G/L Account:</b> 502016-15	Safety & PPE:Mosquito Program					13.69	
			2/26/2021	2/26/2021	254.21	0.00	254.21		
		<b>G/L Account:</b> 503001-10	Aquaculture:Lab					30.31	
		<b>G/L Account:</b> 502002-15	Automotive - Repairs:Mosquito Program					215.31	
		<b>G/L Account:</b> 502004-15	Automotive - Supplies:Mosquito Program					8.59	
			2/28/2021	2/28/2021	152.13	0.00	152.13		
		<b>G/L Account:</b> 500103-10	B&G Maint Major >\$10K:Lab					152.13	
			2/9/2021	2/9/2021	1,622.17	0.00	1,622.17		
		<b>G/L Account:</b> 503001-10	Aquaculture:Lab					21.71	
		<b>G/L Account:</b> 502010-20	Control Materials - Vertebrate:Vertebrate Program					237.41	
		<b>G/L Account:</b> 502002-00	Automotive - Repairs:General					1,622.17	
			3/1/2021	3/1/2021	429.98	0.00	429.98		
		<b>G/L Account:</b> 504008-00	Printing Supplies:General					184.44	
		<b>G/L Account:</b> 504008-00	Printing Supplies:General					221.82	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 502013-15		Equipment Repair: Mosquito Program			23.72
			3/10/2021	3/10/2021	222.96	0.00	222.96
		G/L Account: 504001-10		:Lab			168.55
		G/L Account: 505006-00		Employee - Meal: General			13.96
		G/L Account: 505006-00		Employee - Meal: General			17.68
		G/L Account: 502002-15		Automotive - Repairs: Mosquito Program			22.77
			3/15/2021	3/15/2021	225.00	0.00	225.00
		G/L Account: 505044-00		Employment Advertise: General			75.00
		G/L Account: 505044-00		Employment Advertise: General			150.00
			3/16/2021	3/16/2021	1,695.59	0.00	1,695.59
		G/L Account: 505044-00		Employment Advertise: General			50.00
		G/L Account: 505044-00		Employment Advertise: General			50.00
		G/L Account: 505044-00		Employment Advertise: General			105.00
		G/L Account: 505044-00		Employment Advertise: General			105.00
		G/L Account: 503002-10		General Lab Supplies & Materials: Lab			915.59
		G/L Account: 502013-15		Equipment Repair: Mosquito Program			470.00
			3/17/2021	3/17/2021	55.35	0.00	55.35
		G/L Account: 505020-00		Office Supplies - General: General			37.36
		G/L Account: 504009-05		Software: Administration			17.99
			3/18/2021	3/18/2021	152.14	0.00	152.14
		G/L Account: 502016-15		Safety & PPE: Mosquito Program			152.14
			3/19/2021	3/19/2021	1,491.40	0.00	1,491.40
		G/L Account: 504009-10		Software: Lab			1,300.00
		G/L Account: 502004-15		Automotive - Supplies: Mosquito Program			81.40
		G/L Account: 502003-00		Automotive - Services: General			55.00
		G/L Account: 502003-00		Automotive - Services: General			55.00
			3/2/2021	3/2/2021	973.32	0.00	973.32
		G/L Account: 503003-10		Insectary: Lab			290.25
		G/L Account: 504005-00		I.T Subscriptions: General			504.00
		G/L Account: 504001-00		:General			179.07
			3/22/2021	3/22/2021	26.23	0.00	26.23
		G/L Account: 504005-00		I.T Subscriptions: General			11.24
		G/L Account: 504005-00		I.T Subscriptions: General			14.99
			3/3/2021	3/3/2021	141.52	0.00	141.52
		G/L Account: 502016-15		Safety & PPE: Mosquito Program			123.98
		G/L Account: 502010-20		Control Materials - Vertebrate: Vertebrate Program			265.50
			3/4/2021	3/4/2021	548.29	0.00	548.29
		G/L Account: 502004-20		Automotive - Supplies: Vertebrate Program			86.91
		G/L Account: 502010-20		Control Materials - Vertebrate: Vertebrate Program			265.50
		G/L Account: 504005-05		I.T Subscriptions: Administration			44.00
		G/L Account: 502004-15		Automotive - Supplies: Mosquito Program			19.53
		G/L Account: 502005-00		Building & Grounds Materials / Supplies: General			132.35
			3/9/2021	3/9/2021	35.14	0.00	35.14
		G/L Account: 505006-00		Employee - Meal: General			30.14
		G/L Account: 502003-15		Automotive - Services: Mosquito Program			5.00
		<b>Check 029154 Total:</b>			<b>9,721.91</b>	<b>0.00</b>	<b>9,721.91</b>
029155	3/30/2021	0000608	ADAPCO, Inc.				<b>Check Entry Number: 001</b>
			3/12/2021	3/12/2021	18,945.27	0.00	18,945.27
		G/L Account: 502008-15		Control Materials - Mosquito Larviciding: Mosquito			18,945.27
029156	3/30/2021	0000610	Liebert Cassidy Whitmore				<b>Check Entry Number: 001</b>

Check Register

Journal Posting Date: 3/30/2021

Register Number: CD-000050

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			2/28/2021	2/28/2021	8,305.00	0.00	8,305.00
			<b>G/L Account:</b> 500111-00	Legal - Counsel Labor:General			4,031.00
			<b>G/L Account:</b> 500111-00	Legal - Counsel Labor:General			4,274.00
029157	3/30/2021	0000694	TD Ameritrade Institution				<b>Check Entry Number: 001</b>
			3/24/2021	3/24/2021	9,686.66	0.00	9,686.66
			<b>G/L Account:</b> 202140-00	457 Deferred Savings Plan			9,686.66
029158	3/30/2021	0000696	KBA DOCUMENT SOLUTIONS, LLC				<b>Check Entry Number: 001</b>
			3/21/2021	3/21/2021	203.36	0.00	203.36
			<b>G/L Account:</b> 505027-00	Service & Leasing Contracts:General			203.36
029159	3/30/2021	0000814	Staples Business Advantage				<b>Check Entry Number: 001</b>
			3/17/2021	3/17/2021	62.50	0.00	62.50
			<b>G/L Account:</b> 505020-00	Office Supplies - General:General			62.50
029160	3/30/2021	0000899	Sun Life Financial				<b>Check Entry Number: 001</b>
			3/23/2021	3/23/2021	1,332.45	0.00	1,332.45
			<b>G/L Account:</b> 202085-00	Employee Voluntary Life Ins - General			475.17
			<b>G/L Account:</b> 600155-00	Life Insurance - General			857.28
029161	3/30/2021	0000975	Reliance Standard Life In				<b>Check Entry Number: 001</b>
			3/18/2021	3/18/2021	551.78	0.00	551.78
			<b>G/L Account:</b> 600150-00	Disability Insurance - General			551.78
			3/19/2021	3/19/2021	461.40	0.00	461.40
			<b>G/L Account:</b> 600150-00	Disability Insurance - General			461.40
			<b>Check 029161 Total:</b>		1,013.18	0.00	1,013.18
029162	3/30/2021	0000981	Colonial Life				<b>Check Entry Number: 001</b>
			3/24/2021	3/24/2021	602.66	0.00	602.66
			<b>G/L Account:</b> 202100-00	Other Disability Insurance - Employee			602.66
029163	3/30/2021	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			3/10/2021	3/10/2021	2,029.41	0.00	2,029.41
			<b>G/L Account:</b> 505035-00	Utilities Cell Phone:General			2,029.41
E02521	3/30/2021	0000010	CalPERS				<b>Check Entry Number: 001</b>
			3/24/2021	3/24/2021	59,473.11	0.00	59,473.11
			<b>G/L Account:</b> 600170-00	CalPers Medical Admin Fee - Retirees			26.86
			<b>G/L Account:</b> 202045-00	CalPers Medical - Retiree Contribution			3,396.45
			<b>G/L Account:</b> 600145-00	Medical Insurance - Retirees			7,795.16
			<b>G/L Account:</b> 600165-00	CalPers Medical Admin Fee - Active Employees Gener			115.53
			<b>G/L Account:</b> 202040-00	CalPers Medical - Employer Contribution			40,918.24
			<b>G/L Account:</b> 202050-00	CalPers Medical - Employee Contribution			7,220.87
E02522	3/30/2021	0000335	Concur Technologies, Inc				<b>Check Entry Number: 001</b>
			3/4/2021	3/4/2021	733.82	0.00	733.82
			<b>G/L Account:</b> 504005-00	I.T Subscriptions:General			733.82
			<b>G/L Account:</b> 504005-00	I.T Subscriptions:General			733.82
E02523	3/30/2021	0000486	Bay Alarm Company				<b>Check Entry Number: 001</b>
			3/15/2021	3/15/2021	555.66	0.00	555.66
			<b>G/L Account:</b> 500116-00	Security Service:General			555.66
E02524	3/30/2021	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>
			3/17/2021	3/17/2021	493.75	0.00	493.75
			<b>G/L Account:</b> 500116-00	Security Service:General			493.75
			3/18/2021	3/18/2021	493.75	0.00	493.75
			<b>G/L Account:</b> 500116-00	Security Service:General			493.75
			<b>Check E02524 Total:</b>		987.50	0.00	987.50



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				Bank Code: 1			
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							987.50
E02525	3/30/2021	0000956	Waterlogic Americas LLC				<b>Check Entry Number: 001</b>
			3/25/2021	3/25/2021	96.79	0.00	96.79
		<b>G/L Account: 505042-00</b>		Water - Drinking:General			96.79
E02526	3/30/2021	0011125	CC Real Green Clean				<b>Check Entry Number: 001</b>
			3/22/2021	3/22/2021	1,500.00	0.00	1,500.00
		<b>G/L Account: 500107-00</b>		Janitorial Services:General			1,500.00
<b>Report Total:</b>					122,678.78	0.00	122,678.78
<b>Printed Check Total:</b>							59,331.90
<b>Electronic Payment Total:</b>							63,346.88

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

Bank Code 1

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount
0000010	CalPERS	001	E02521		Checking	Union Bank	122000496	59,473.11
0000335	Concur Technologies, Inc	001	E02522		Checking	Bank of America	071000039	733.82
0000486	Bay Alarm Company	001	E02523		Checking		121000248	555.66
0000913	Guardian Security Agency	001	E02524		Checking		121138958	987.50
0000956	Waterlogic Americas LLC	001	E02525		Checking		031207607	96.79
0011125	CC Real Green Clean	001	E02526		Checking		321170839	1,500.00
					<b>Total Transactions</b>	<b>6</b>	<b>Report Total</b>	<b><u>63,346.88</u></b>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
February 12, 2021	029090	\$3,840.50	Contra Costa County Fleet – Automotive Gasoline
“ “ “	029091	\$10,297.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	029095	\$18,516.16	Concord Trailer World - 2021 CanAm HD8 ATV
“ “ “	029098	\$1,102.50	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	029104	\$1,447.72	PDM Steel - Automotive Supplies
“ “ “	E02509 (ACH)	\$2,080.00	RKL eSolutions LLC – Accounting Software Consulting Services
February 26, 2021	029124	\$32,400.00	Leading Edge – Operations Software (last installment)
“ “ “	E02513	\$1,500.00	CC Real Green Clean – Janitorial Services
March 15, 2021	029130	\$3,518.87	Contra Costa County Fleet – Automotive Gasoline
“ “ “	029131	\$14,059.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	E02519	\$3,840.00	RKL eSolutions LLC – Accounting Software Consulting Services
“ “ “	E02520	\$36,862.20	Sage Software Inc. – Accounting Software Membership
March 30, 2021	029155	\$18,945.27	ADAPCO, Inc. - BVA2 Larvicidal oil - Control Materials
“ “ “	029156	\$8,305.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	E02526	\$1,500.00	CC Real Green Clean – Janitorial Services

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST (*Proposed Format*)

- 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

<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT OF CHECK</b>	<b>VENDOR &amp; DESCRIPTION</b>
February 12, 2021	029091	\$10,297.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	029095	\$18,516.16	Concord Trailer World - 2021 CanAm HD8 ATV
February 26, 2021	029124	\$32,400.00	Leading Edge – Operations Software (last installment)
March 15, 2021	029131	\$14,059.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	E02520	\$36,862.20	Sage Software Inc. – Accounting Software Membership
March 30, 2021	029155	\$18,945.27	ADAPCO, Inc. - BVA2 Larvicidal oil - Control Materials
“ “ “	029156	\$8,305.00	Liebert Cassidy Whitmore – Professional Legal Services

## TRANSACTION ACTIVITY REPORT

Months of February 2021 and March 2021

Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	<b>Balance</b>	<b>2/1/2021</b>	<b>305,112.71</b>	<b>10,198,217.33</b>	<b>324,973.80</b>
1	2/2/2021	3,840.81	-	-	
2	2/12/2021		(180,000.00)	180,000.00	
3	2/22/2021	918.48			
4	2/25/2021		(283,000.00)	283,000.00	
5	2/26/2021	2.37	-	(431,656.97)	
	<b>Balance</b>	<b>309,874.37</b>	<b>9,735,217.33</b>	<b>356,316.83</b>	
6	3/3/2021	15,519.37	-	-	
7	3/9/2021	2,945.51	-	-	
8	3/12/2021		(165,000.00)	165,000.00	
9	3/22/2021	918.48			
10	3/29/2021		(300,000.00)	300,000.00	
11	3/31/2021	2.77	-	(393,804.64)	
	<b>Balance</b>	<b>329,260.50</b>	<b>9,270,217.33</b>	<b>427,512.19</b>	

### Transaction Number & Brief Description

- 1 Misc Deposits into Wells Fargo Account - Contract Billing & Medical repayments
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 3 Misc Deposits into Wells Fargo Account Medical
- 4 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 5 Int Earned Wellsfargo, Bank of the West clearing of checks from Bank of the West for Payroll & Vendor
- 6 Misc Deposits into Wells Fargo Account
- 7 Misc Deposits into Wells Fargo Account
- 8 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 9 Misc Deposits into Wells Fargo Account Medical
- 10 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 11 Int Earned Wellsfargo, 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.*

Respec

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

April 01, 2021

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

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

[Tran Type Definitions](#)

**Account Number:**

February 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/12/2021	2/12/2021	RW	1667664	N/A	PAULA MACEDO	180,000.00
2/25/2021	2/25/2021	RW	1668352	N/A	PAULA MACEDO	-283,000.00

**Account Summary**

Total Deposit	0.00	Beginning Balance	10,198,217.33
Total Withdrawal:	-463,000.00	Ending Balance:	9,735,217.33

**Account Number:**

March 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/12/2021	3/12/2021	RW	1669185	N/A	PAULA MACEDO	-165,000.00
3/29/2021	3/26/2021	RW	1669989	N/A	PAULA MACEDO	-300,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	9,735,217.33
Total Withdrawal:	-465,000.00	Ending Balance:	9,270,217.33

**Contra Costa Mosquito and Vector Control District**

**FY21 Budget Year**

(July 1 2020 - June 30 2021)

**Board Packet**

75% of the Year  
completed

	FY21 <i>As of 3/31/21</i>	FY21 Budget	YTD FY21 VS Adopted Budget	ADOPTED FY21 VS FY21 \$
<b>Personnel Costs</b>				
Payroll & OT	2,705,981	3,704,085	73.1%	998,104
<b>Retirement</b>	<b>1,303,335</b>	<b>1,303,335</b>	<b>100.0%</b>	<b>0</b>
OASDI	156,654	240,766	65.1%	84,112
<b>Medicare</b>	<b>37,594</b>	<b>53,709</b>	<b>70.0%</b>	<b>16,115</b>
Health Insurance (Dental / Vision Etc)	407,181	646,687	63.0%	239,506
<b>Unemployment</b>	<b>15,512</b>	<b>34,456</b>	<b>45.0%</b>	<b>18,944</b>
Disability Ins	9,048	10,092	89.7%	1,044
<b>Other Post Employment Benefits</b>	<b>-</b>	<b>205,000</b>	<b>0.0%</b>	<b>205,000</b>
<b>Subtotal Personnel Costs</b>	<b>4,635,306</b>	<b>6,198,130</b>	<b>74.8%</b>	<b>1,562,824</b>
<b>Operational Costs</b>				
Professional Services - Legal includes Settlements	87,722	70,000	125.3%	(17,722)
<b>Professional Services - Building &amp; Grounds Maint</b>	<b>4,158</b>	<b>29,500</b>	<b>14.1%</b>	<b>364,068</b>
Professional Services - All Other	111,714	420,261	26.6%	308,547
<b>Public Affairs</b>	<b>2,762</b>	<b>69,860</b>	<b>4.0%</b>	<b>67,098</b>
Lab Services	22,873	38,700	59.1%	15,827
<b>Information &amp; Technology</b>	<b>217,262</b>	<b>295,575</b>	<b>73.5%</b>	<b>78,313</b>
Operations - Control Materials	46,096	213,000	21.6%	166,904
<b>Operations - Aerial</b>	<b>4,650</b>	<b>20,000</b>	<b>23.3%</b>	<b>15,350</b>
Operation and Facilities - All Other	112,996	289,729	39.0%	176,734
<b>General Office Administration - Insurance</b>	<b>282,184</b>	<b>282,184</b>	<b>100.0%</b>	<b>-</b>
General Office Administration - Trustee Expense	334	17,500	1.9%	17,166
<b>General Office - Research</b>	<b>0</b>	<b>20,000</b>	<b>0.0%</b>	<b>20,000</b>
General Office Administration - Employee Travel & Training	13,473	64,500	20.9%	51,027
<b>General Office Administration - Utilities</b>	<b>47,391</b>	<b>91,120</b>	<b>52.0%</b>	<b>43,729</b>
General Office Administration - All Other	209,251	435,000	48.1%	225,749
<b>Subtotal Operational Cost</b>	<b>1,162,866</b>	<b>2,356,929</b>	<b>49.3%</b>	<b>1,194,064</b>
<b>Capital</b>				
<b>Land</b>				<b>-</b>
Structures and Improvements	0	52,500	0.0%	52,500
<b>Vehicles</b>	<b>89,857</b>	<b>169,300</b>	<b>53.1%</b>	<b>79,443</b>
Heavy Equipment	0	45,000	0.0%	45,000
<b>Subtotal Capital</b>	<b>89,857</b>	<b>266,800</b>	<b>33.7%</b>	<b>176,943</b>
<b>Total Expenditures</b>	<b>5,888,028</b>	<b>8,821,859</b>		
<b>Revenues</b>				
<b>Property Taxes</b>	<b>3,565,124</b>	<b>5,906,350</b>	<b>60.4%</b>	<b>2,341,226</b>
Benefit Assessment	1,134,733	2,056,499	55.2%	921,766
<b>Contract Billing</b>	<b>19,660</b>	<b>50,000</b>	<b>39.3%</b>	<b>30,340</b>
Interest Income (LAIF)	30,285	160,000	18.9%	129,715
<b>Medical Reimbursement</b>	<b>25,532</b>	<b>35,000</b>	<b>72.9%</b>	<b>9,468</b>
Fixed Asset Disposal	13,240	30,000	44.1%	16,760
<b>Miscellaneous</b>	<b>65,691</b>	<b>65,000</b>	<b>101.1%</b>	<b>(691)</b>
Grant Funds:General	0	-	0.0%	-
<b>Subtotal Revenue</b>	<b>4,854,265</b>	<b>8,302,849</b>	<b>58.5%</b>	<b>3,448,584</b>
<b>Estimate Ending Balance</b>	<b>-1,033,763</b>	<b>-519,010</b>		
<b>Designated Reserves POLICY FY 21 (July 20 - Jun 21)</b>				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement	2,084,094			
Emergency Reconstruction Response	500,000			
Operations	4,410,930			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
<b>9,845,024</b>				

*The capital improvement is finalized as the Audit was approved in the January 2021 Board meeting*

## April 2021 Mosquito and Arbovirus Surveillance Report

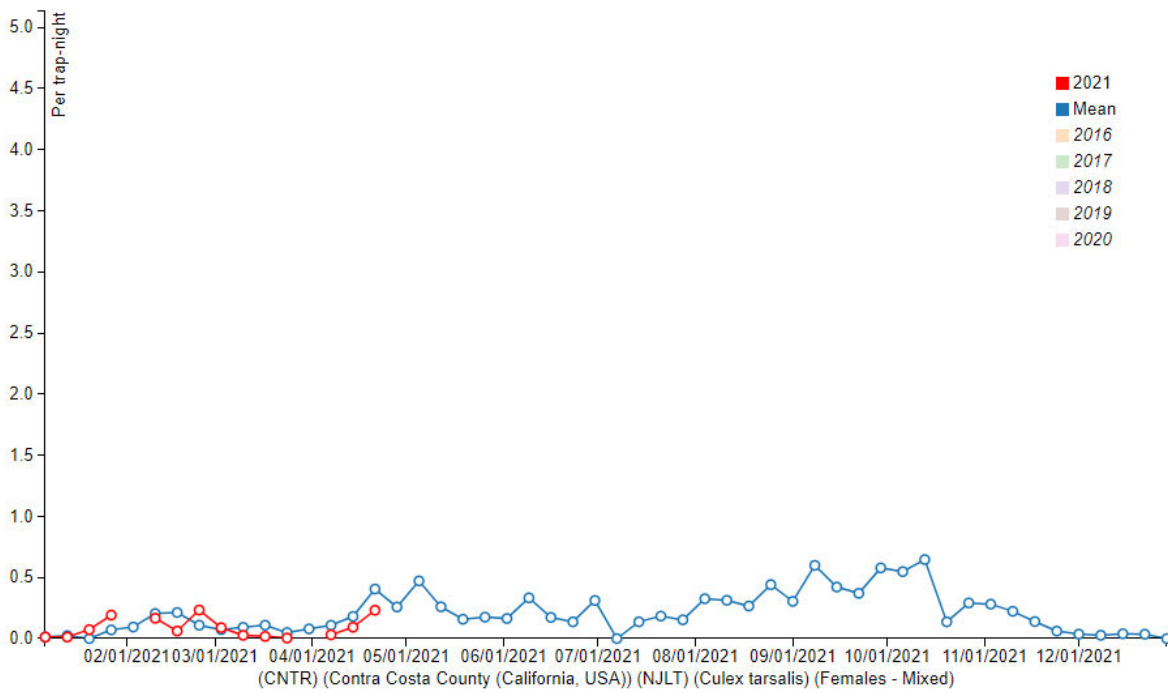
Updated April 28<sup>th</sup> by Steve Schutz, Ph.D., Scientific Programs Manager

**Human cases:** No human cases of West Nile virus have been reported in California this year, as of April 28<sup>th</sup>.

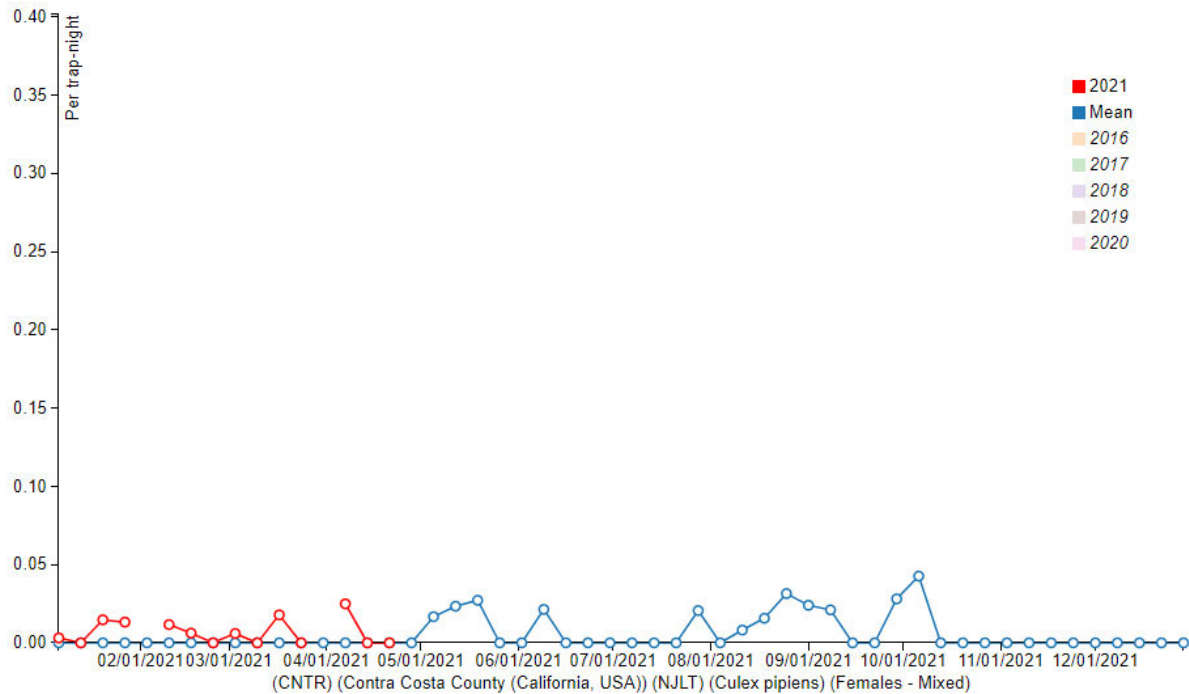
**Equine cases:** No equine WNV cases have been reported this year.

**Dead birds:** The telephone hotline and bird testing program resumed operation on April 12<sup>th</sup>. So far one dead crow from Richmond has been picked up and tested negative.

**Light trap counts:** Twenty-three traps are being operated daily year-round, with collections made weekly by field technicians. *Culex tarsalis* counts so far this year have been close to or below the 5-year average, while *Culex pipiens* counts have been above average (although well below one female per trap-night).







**Carbon dioxide traps:** Weekly trapping is scheduled to resume in June.

**'Random' traps:** Weekly 'random' trapping is scheduled to resume in June.

**Mosquito testing:** In 2020, 471 pooled mosquito samples from our CO<sub>2</sub> traps were submitted for testing; thirteen tested positive for WNV (1 Byron, 1 Palm Tract, 2 Discovery Bay, 8 Brentwood, 1 Martinez); 7 *Culex pipiens*, 6 *Culex tarsalis*. Testing will resume in June 2021.

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

**Sentinel chickens:** Sentinel flocks of six chickens each have been reinstated at the same four locations as last year (Martinez, Walnut Creek, Oakley, and Holland Tract -near Knightsen). No positive chickens have been reported yet this season statewide.

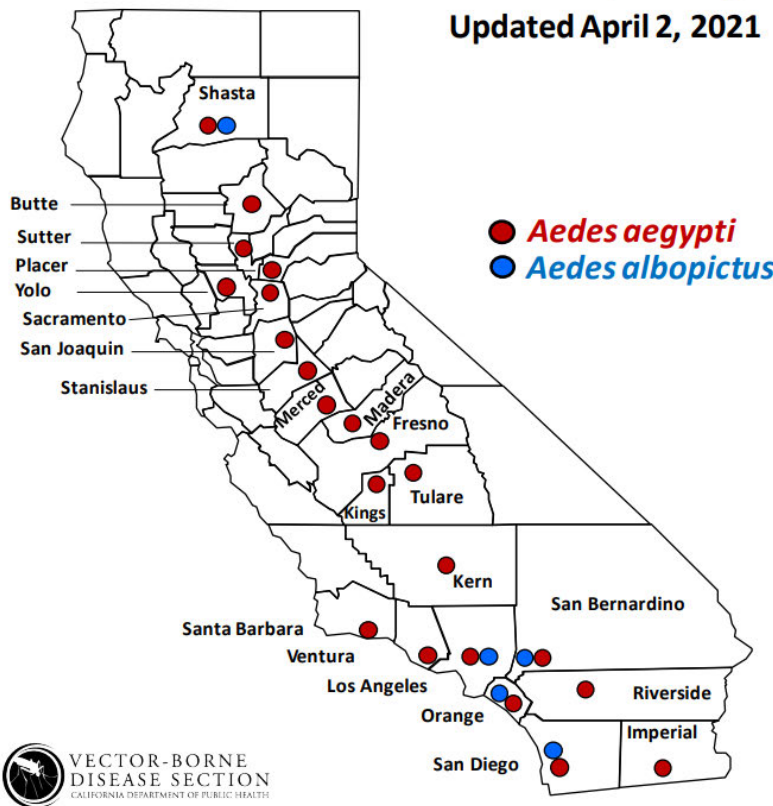
**Other projects:** Lab staff is collecting ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* are also be providing adult and larval mosquitoes of various species to North Carolina State University for a genetic study on species distribution in North America. We are also evaluating the Surveillance and Laboratory modules of the new MapVision (Leading Edge) software. Scientific Programs Manager is completing a revision of the identification guide to Mosquitoes of California to include larvae and adults of invasive *Aedes* species.

**Weather conditions:** Current average overnight low temperatures are below the 55-degree virus incubation threshold for West Nile virus. Rainfall is well below average so far, as the State prepares for drought conditions.

**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 2020 from Santa Barbara and new areas in Sacramento including Isleton.

### ***Aedes aegypti* and *Aedes albopictus* Mosquitoes in California by County/City**

**Updated April 2, 2021**



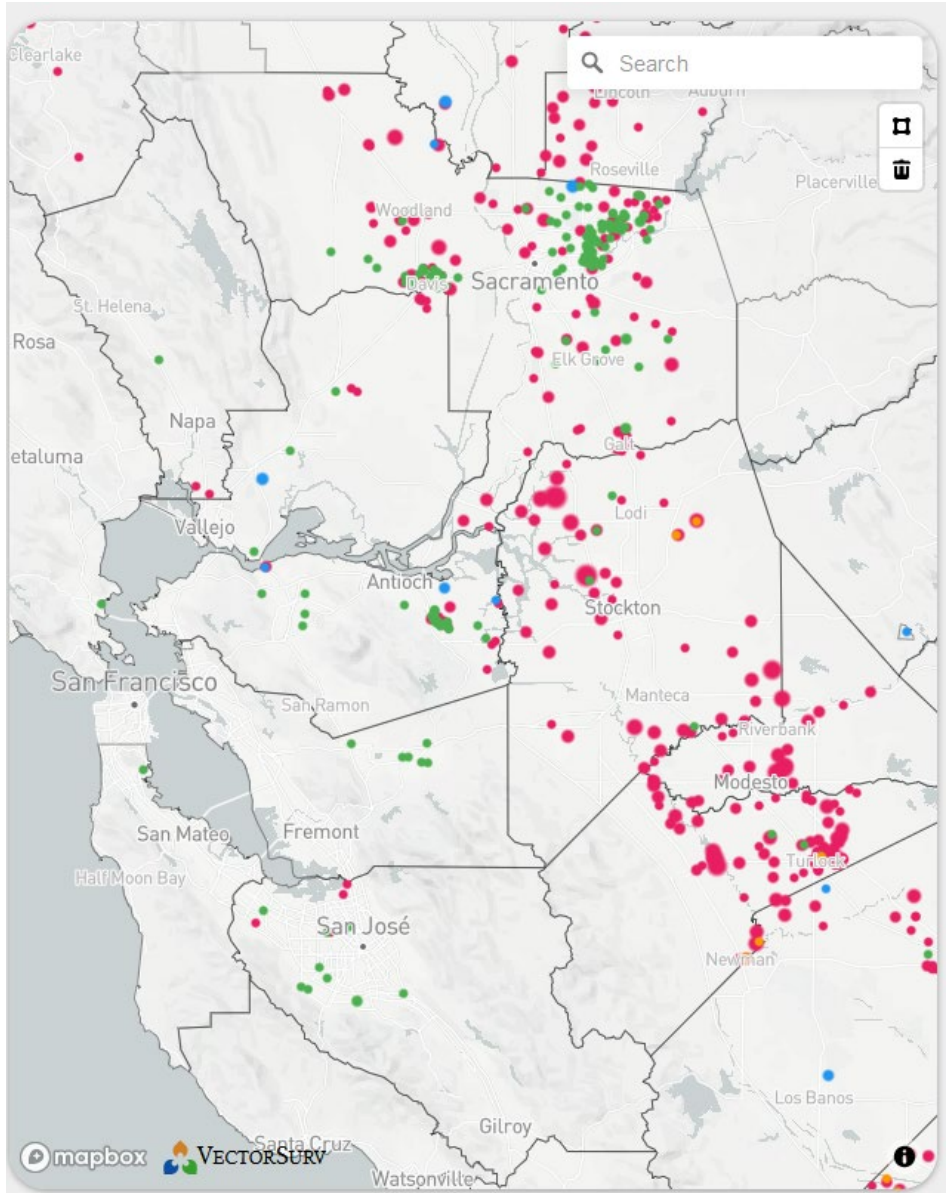
**Counties with *Aedes aegypti* only:**  
 Butte, Fresno, Imperial, Kern, Kings, Madera, Merced, Placer, Riverside, Sacramento, San Joaquin, Santa Barbara, Stanislaus, Sutter, Tulare, Ventura, Yolo

**Both *Aedes aegypti* and *Aedes albopictus*:**  
 Los Angeles, Orange, San Bernardino, San Diego, Shasta

See pages 2 – 8 for *Aedes* detections by city or census-designated place in each county.



**Regional:** In 2020, West Nile virus activity (positive dead birds and/or mosquito samples) was reported around us in Napa, Solano, Alameda, Marin, San Mateo, Santa Clara, Lake, Sacramento, Yolo and San Joaquin Counties. Mosquito samples positive for Saint Louis Encephalitis virus were reported in the Central Valley (including San Joaquin County). No West Nile virus activity has been reported so far in California in 2021.



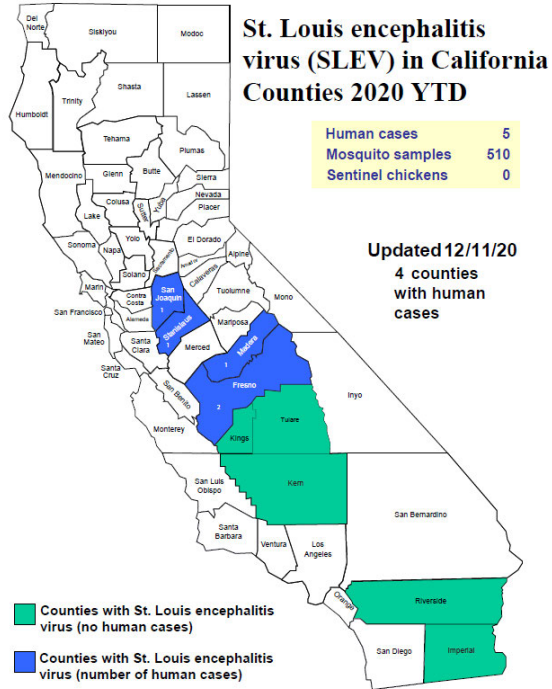
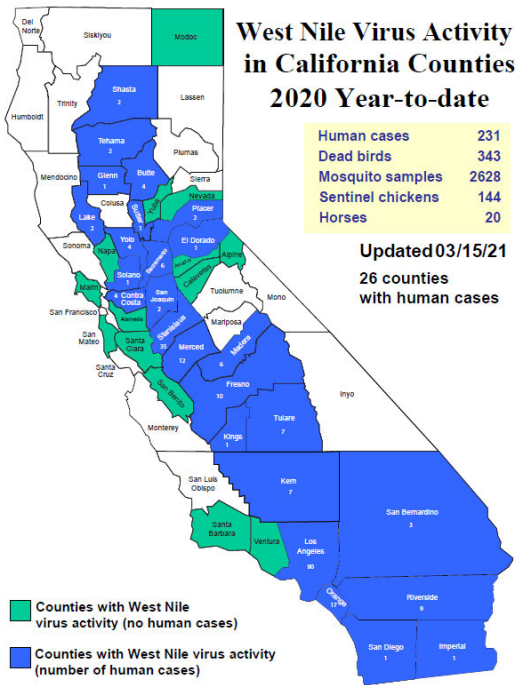
  
**WNV**  
*Mosquitoes*

  
**WNV**  
*Sentinels*

  
**WNV Dead**  
*Birds*

  
**SLEV**  
*Mosquitoes*

**Statewide:** In 2020, 231 confirmed human WNV disease cases and 5 SLE human cases were reported (including 4 confirmed WNV cases in Contra Costa County). No cases have yet been reported in 2021.



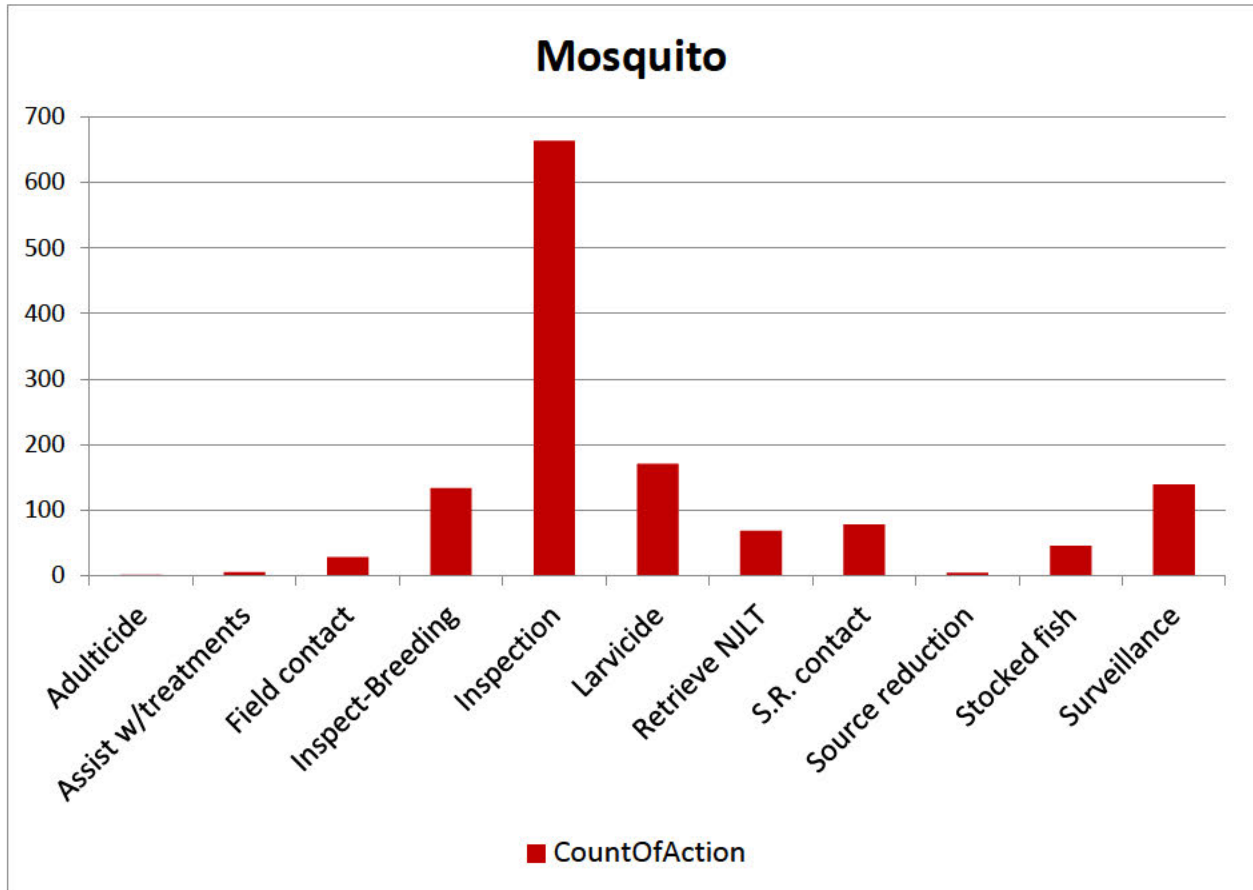
West Nile virus activity was well below the 5-year average in 2020.

## April 2021 Operations Report

Prepared April 30<sup>th</sup> by David Wexler and Terry Davis, Program Supervisors

### Mosquito Program:

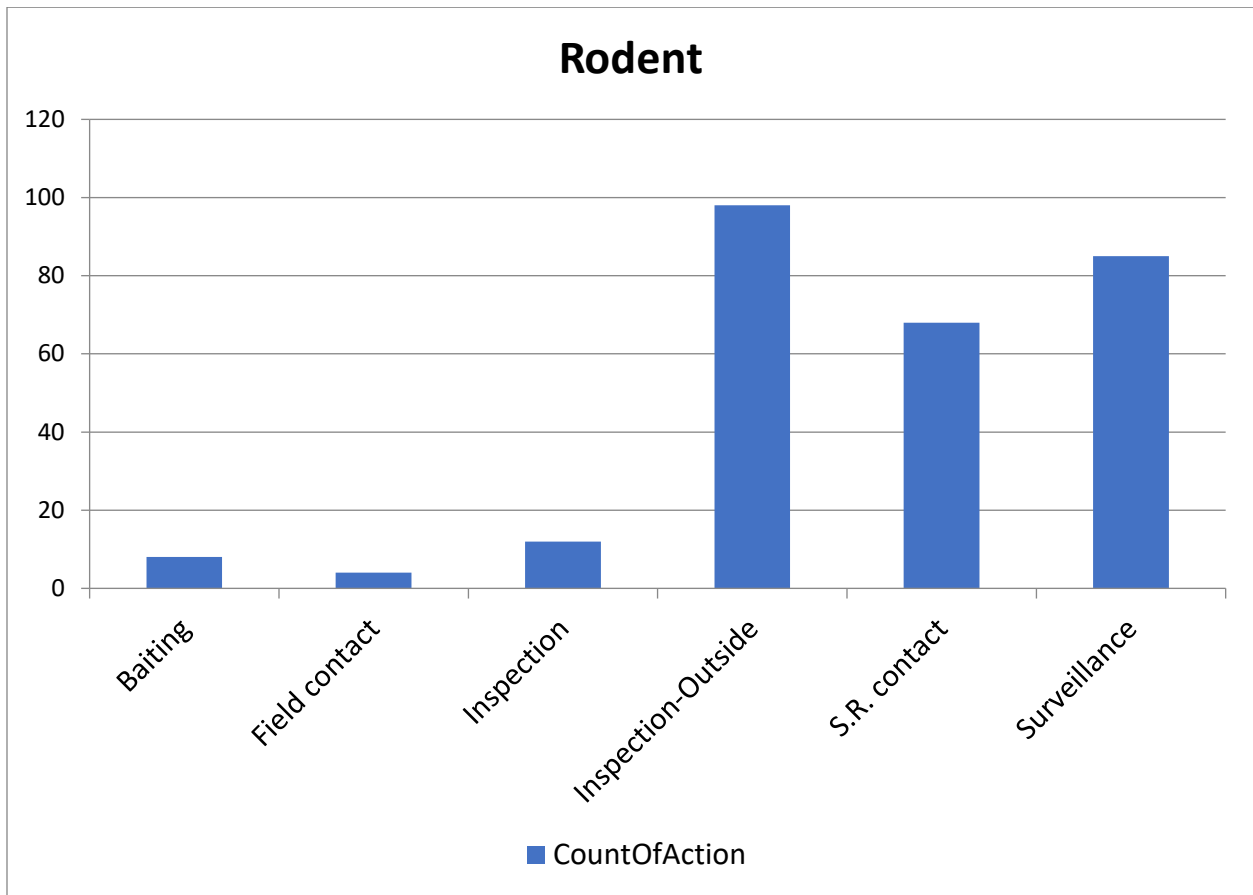
- April 2020- 115 Service requests
- April 2021- 95 Service requests
  - 18% decrease
- There were 36 requests by the public for mosquitofish in April 2021.



### Rodent Program:

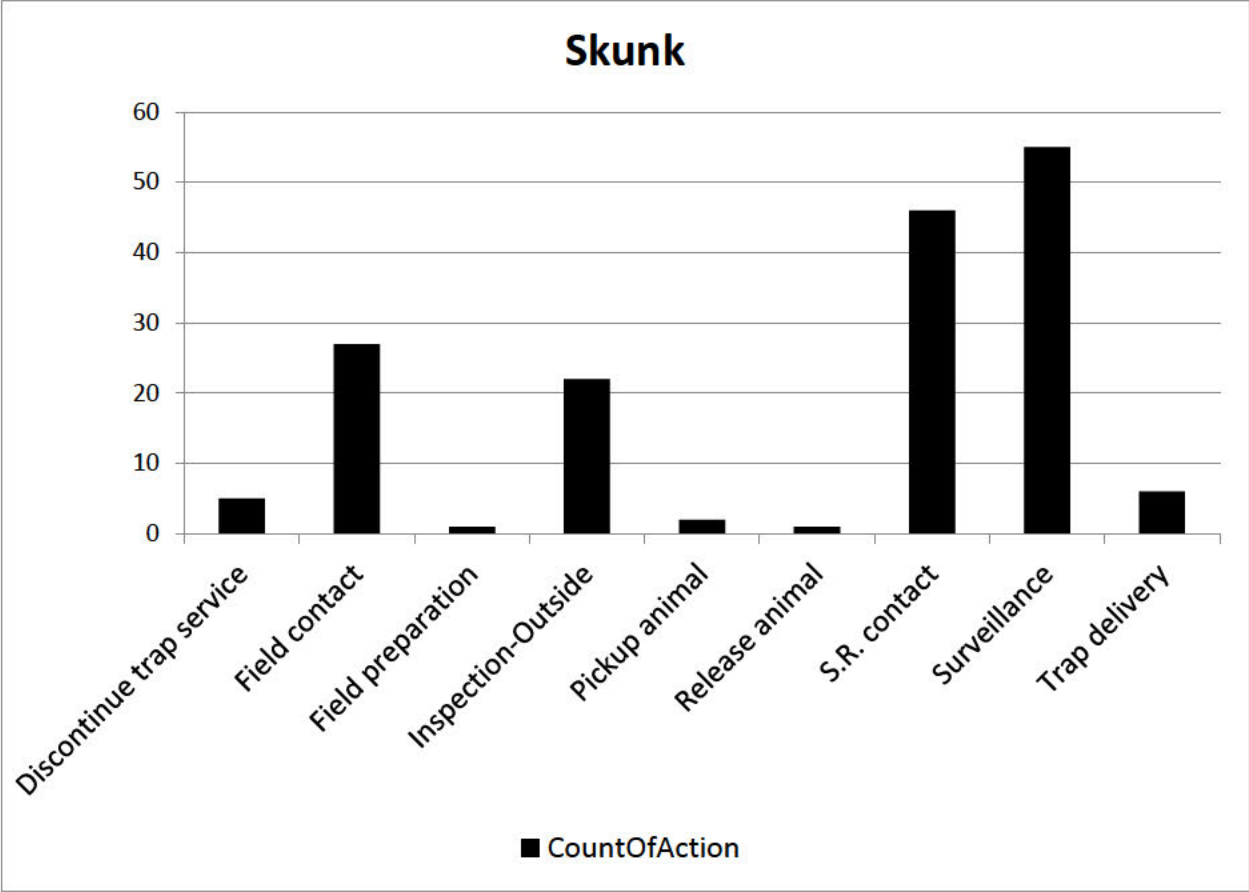
- April 2020 - 47 Service requests
- April 2021 - 62 Service requests
  - 31% increase
- The District has been involved with a residence in Rodeo where a homeowner has vacated a residence and released 50 plus pet rats to free-range in the home and outside. These are domestic rats that have been allowed to become wild. Much progress has been made and the problem should be resolved in the next couple of weeks.

- We continue to work with Danville code enforcement trying to gain access to perform rodent inspections on two properties.



**Skunk Program:**

- April 2020 - 35 Service requests
- April 2021 - 28 Service requests
  - 20% decrease
- Young juvenile skunks have been seen emerging from dens foraging with their mothers.



**Yellowjacket Program:**

- In April 2020 - 17 Service requests
- In April 2021 - 7 Service requests
  - 59% decrease

# Yellowjacket

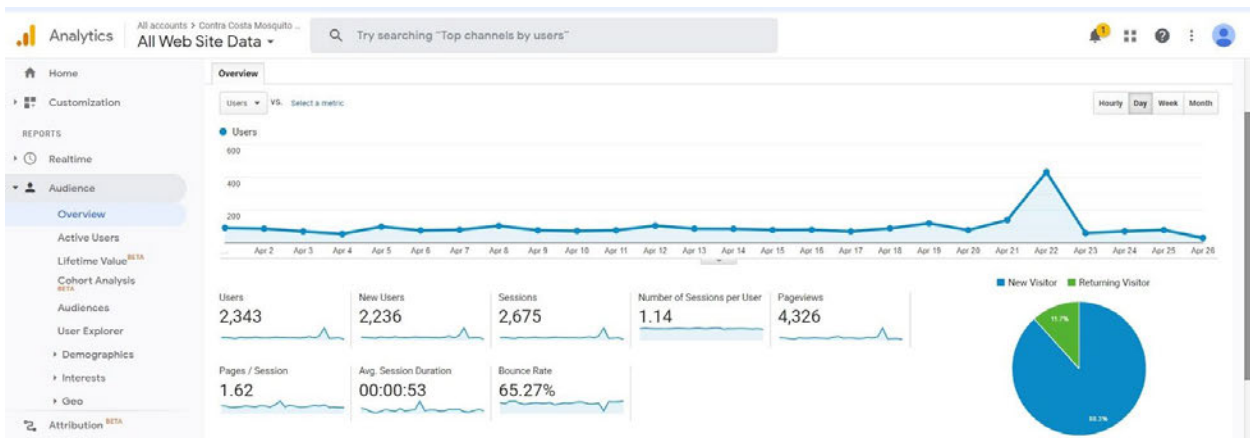




## April 2021 Public Affairs Department Report

Prepared April 27, 2021 by Nola Woods, Public Affairs Director

- Presentations & Events
  - While events and presentations have become significantly reduced due to the COVID-19 pandemic, Public Affairs staff has been able to schedule participation in a small science camp for this summer to be held at Camp Herms in El Cerrito in July.
- Advertising
  - The Public Affairs Department staff are now researching advertising options for 2021.
- District Website
  - Website Visitors April 1-26, 2021 (Comparison to April 2020 below)



- Website Visitors April 1-26, 2020



- Website Views – Top 10 Pages viewed April 1-26, 2021 (Comparison to April 2020 below)

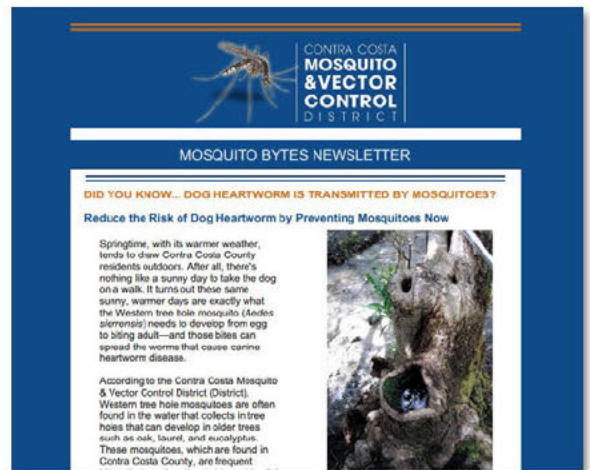
Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances
	4,326 % of Total: 100.00% (4,326)	3,463 % of Total: 100.00% (3,463)	00:01:27 Avg for View: 00:01:27 (0.00%)	2,675 % of Total: 100.00% (2,675)
1. /index.html	1,565 (36.18%)	1,024 (29.57%)	00:00:40	995 (37.20%)
2. /rodents_virus_risk.htm	335 (7.74%)	321 (9.27%)	00:03:35	316 (11.81%)
3. /service_request.htm	200 (4.62%)	169 (4.88%)	00:02:55	49 (1.83%)
4. /mites.htm	198 (4.58%)	183 (5.28%)	00:05:32	179 (6.69%)
5. /employment_opportunities.htm	195 (4.51%)	177 (5.11%)	00:06:12	115 (4.30%)
6. /surefire_ways_article.htm	139 (3.21%)	134 (3.87%)	00:01:32	134 (5.01%)
7. /asian_tiger_mosquito.htm	111 (2.57%)	110 (3.18%)	00:00:16	110 (4.11%)
8. /covid_19.htm	93 (2.15%)	80 (2.31%)	00:02:05	9 (0.34%)
9. /rats_mice.htm	91 (2.10%)	75 (2.17%)	00:02:25	67 (2.50%)
10. /transparency.htm	89 (2.06%)	52 (1.50%)	00:00:56	5 (0.19%)

- Website Views – Top 10 Pages viewed April 1-26, 2020

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances
	2,858 % of Total: 100.00% (2,858)	2,387 % of Total: 100.00% (2,387)	00:01:32 Avg for View: 00:01:32 (0.00%)	1,499 % of Total: 100.00% (1,499)
1. /index.html	695 (24.32%)	515 (21.58%)	00:00:59	489 (32.82%)
2. /service_request.htm	218 (7.63%)	183 (7.67%)	00:02:59	56 (3.74%)
3. /rodents_virus_risk.htm	197 (6.89%)	185 (7.75%)	00:06:01	181 (12.07%)
4. /mites.htm	174 (6.09%)	160 (6.70%)	00:03:43	157 (10.47%)
5. /covid_19.htm	132 (4.62%)	107 (4.48%)	00:01:38	17 (1.13%)
6. /free_mosquitofish.htm	87 (3.04%)	72 (3.02%)	00:02:18	35 (2.33%)
7. /ccmvcd_faq.htm	83 (2.90%)	67 (2.81%)	00:01:03	8 (0.53%)
8. /services_programs.htm	71 (2.48%)	62 (2.60%)	00:00:49	39 (2.60%)
9. /contact.htm	68 (2.38%)	53 (2.22%)	00:01:32	20 (1.33%)
10. /ticks.htm	68 (2.38%)	56 (2.35%)	00:03:05	46 (3.07%)

- Publications

- April Mosquito Bytes Newsletter
- 1,317 Sent
- 73% opened on a Desktop
- 27% opened on a mobile device
- Popular Links:
  - District website
  - District Twitter Account
  - District Nextdoor Business Page
  - <http://www.westnile.ca.gov/>
  - Website About Us page
  - Service Request Page



- Constant Contact Subscribers
  - Constant Contact is how the District distributes Mosquito Bytes newsletters.
    - April 2021
      - 1,321 Subscribers
    - April 2020
      - 1,280 Subscribers
  
- Employee Newsletter
  - The employee newsletter remains an important way to communicate with District employees, particularly while in person interactions are at a minimum due to the pandemic. Employees are required to read each newsletter.
  
  - April 21, 2021 Update
    - In April 2021, the District's employee newsletter provided an update on plans to bring more employees back to the office, additional links to locations that have increased vaccination supply within Contra Costa County, and updates to State and Federal COVID-19-related Leave that is now available.



- Social Promotion
  - Twitter

### Yearly Comparisons

- **April 2021 Twitter Activity**

1,382 Followers  
 13 Tweets  
 2,980 Impressions  
 16 Media Engagements  
 13 Retweets  
 15 Likes  
 1 Reply  
 21 Link Clicks  
 58 Detail Expands  
 2 Profile Clicks  
 0 Hashtag Clicks

- **April 2020 Twitter Activity**

1,354 Followers  
 6 Tweets  
 6,107 Impressions  
 74 Media Engagements  
 4 Retweets  
 8 Likes  
 1 Reply  
 14 Link Clicks  
 34 Detail Expands  
 4 Profile Clicks  
 1 Hashtag Click

- Most Popular Tweet of the Month
  - April 21 Tweet: Have you seen a giant mosquito? Don't be fooled. If it's larger than your thumb it's not a mosquito. #MosquitoWeek
    - 1,022 Impressions
    - 1 Like (@danielxxbarrios)
    - 2 Retweets (@KevinRomick, @eastcountytoday)
    - 18 Link Clicks
    - 10 Detail Expands



- Nextdoor

The District is currently applying to participate in a Special Districts program through Nextdoor that would allow for more widespread dissemination of District messaging, while messaging can also be delivered to specific zip codes when necessary. We are awaiting a quote for the cost.

April 2021 District Business Nextdoor Account

- 169 Recommendations
- 1,203 Neighborhoods
- 529,330 Neighbors
- The Nextdoor post below featuring the 2020 Annual Report garnered 445 views

We did not have a Nextdoor business account in April 2020 for comparison.

The current business account does not allow the District to see or respond to comments. The number of neighborhoods we reach is based on who searches for the District within Nextdoor.



The Contra Costa Mosquito & Vector Control District —Protecting Public Health Since 1927. Find out how we continue to protect public health in the 2020s by checking out our 2020 Annual Report. <https://bit.ly/3mqrPBv>

## **April 2021 Administration Department Report**

Prepared April 27<sup>th</sup>, 2021 by Maria Bagley, Administrative Services Manager

- **COVID-19**

On March 19, 2021, California Governor Gavin Newsom signed Senate Bill 95 providing a new form of COVID-19 related paid sick leave for many California workers. The law has become effective on March 29, 2021, and applies retroactively to sick leave taken beginning on or after January 1, 2021. All California employers with more than 25 employees and in-home supportive services providers are required to provide the supplemental sick leave benefits to employees. The law will remain in effect through September 30, 2021. There are different requirements for this leave and different taxation and payroll implications. The Administration department had to create a form for this new leave and work with the consultant for the accounting software to make sure that this is accurately accounted for in our system.

- **Beginning of the year means lots of administrative work...**

Upon reviewing benefit/vendor historical information and plan identification information, the Administration department identified errors on staff information and worked hard with each vendor and with the employees to fix them.

Quarterly tax filings have been completed for first quarter 2021, and now the focus has been turned to start preparing for this summer's audit.

- **IT & Software**

IT has continued to work on upgrading iPhones for District staff, as the iPhone 6 that employees currently have is no longer supported. The District staff will have new phones by the end of May.

SAP Concur has been launched in parallel mode for all District staff to test all features. The District has found some workflow issues and will be working with SAP to correct them. The District's goal is to be fully implemented with SAP concur in July 2021, when parallel testing and entries will stop.

Implementation of the operational software MapVision is underway and meetings on specific District configurations are occurring. We are still planning to launch (go live) sometime in May as continuous testing has been occurring.

- **Remote work**

With the increase in the number of people vaccinated and the fact that we are now officially "orange", our office staff, who had been alternating between working remotely and in the office, has started to return to the office full time. We are remaining flexible and working with employees on an individual basis for COVID-related issues.

- **Continuing with automation opportunities**

Front office staff has continued to look for opportunities to automate processes, and the next step is to look at the District's contract billing and move that into the Accounting software for the billing purposes. The front office is waiting for Map Vision to be fully implemented to evaluate if we can create an API link between MapVision and Sage Accounting software.

- General

The District has continued to digitalize all records and files and reorganize them. The ability to have access to these files at any time has enabled us to respond faster to requests from all customers, residents and vendors. We have continued to work on increasing our organizational efficiency, by working on our systems and processes one project at a time. We will be continuing this process throughout 2021.

# Contra Costa Mosquito & Vector Control District

## Unusual items review

- ▶ Unusual items found on the check registers are identified in each Board packet, and have included the following:

### Current

- Any checks or ACH over the amount of \$1,000
- Any vendor that is not typically paid by the District
- All legal fees

### Proposed

- Any checks or ACH over the amount of \$10,000 (Excludes Procurement Policy General Manager Authority items, which are payroll taxes, employee fringe benefit payments, and aggregate corporate card amount).
- Any vendor has not been paid by the District in the past 15 months.
- All legal fees over \$5,000 in on month





## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Human Resources/Risk Management Director

**Department:** Administrative

**Salary Range:** \$7,340 - \$9,836 Monthly

**FLSA Employment Status:** Exempt

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### ESSENTIAL FUNCTIONS

Under the general direction of the Administrative Services Manager and General Manager, the Human Resources/Risk Management Director will manage a full-range of human resources services, including but not limited to employee relations, safety, and risk management functions. This confidential position manages and directs various program areas of the Human Resources division and performs overly complex managerial and professional level work in the implementation of the Human Resources division goals and objectives, and provides overly complex staff assistance to the Administrative Services Manager and General Manager. 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/Risk Management Director exercises considerable independent judgment subject to administration direction and review while maintaining a high level of confidentiality for the scope of work.

### DISTINGUISHING CHARACTERISTICS

The Director of Human Resources and Risk Management 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 needs. The Human Resources/Risk Management Director 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, risk management, safety and health, and Workers' Compensation. They direct, oversee and participate in the development of the Human Resources and Risk division work plan; projects and programs; review and evaluate work products, establish effective and streamline methods and procedures, coordinate all District training. The Director of Human Resources and Risk

Management must have a high level of integrity along with the ability to handle sensitive information maintain confidentiality.

## **PRIMARY DUTIES**

- 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 before staff and other audiences.
- Maintains cooperative and constructive relationships with those contacted in the course of work.
- Interprets and applies rules, regulations, ordinances, labor agreements, state and federal laws to complex human resources management problems.
- Uses a variety of computer applications to manage information.
- Assists in the development and administration of a budget for Human Resources.
- Assists with field surveys and applied research projects
- Performs related work as required

### **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, State and Federal rules, regulations, policies and procedures as they apply to program responsibilities.
- Computers and mobile devices.

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

- Organize, direct and implement a comprehensive human resources program, including safety and risk management.
- 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 division related issues; 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 recommends solutions to the Administrative Services Manager and 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 for human resources programs, and policies and procedures.
- Exhibit good judgment throughout their professional career.
- Strive for excellence by measuring the effectiveness of assigned human resources programs against industry standards and best practices.
- Conduct special projects as assigned by the Administrative Services Manager and 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:** 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.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Administrative Services Manager at (925)771-6110.

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

DRAFT