



155 Mason Circle  
Concord, CA 94520  
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## **BOARD OF TRUSTEES**

**\*\*MONDAY, SEPTEMBER 10, 2018\*\***

DISTRICT OFFICE

155 Mason Circle

Concord, CA 94520

**7:00 PM**

### AGENDA

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

5.\* PUBLIC INPUT ON NON AGENDA ITEMS

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

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

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

6. CONSENT CALENDAR

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

A.☀ MINUTES (Pages 6-12) - APPROVAL OF MINUTES 18-5, REGULAR BOARD MEETING HELD ON JULY 9, 2018 AND APPROVAL OF MINUTES 18-6, SPECIAL BOARD MEETING HELD ON JULY 11, 2018.

B.☀ EXPENDITURES (Pages 13-26) - APPROVAL OF EXPENDITURES OF JULY 1, 2018 THROUGH AUGUST 31, 2018, INCLUDING CHECKS NO. 27103 THROUGH NO. 27259, IN THE AMOUNT OF \$2,107,026.51.

*Protecting Public Health Since 1927*

#### BOARD OF TRUSTEES

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

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF JULY 1, 2018 THROUGH AUGUST 31, 2018, INCLUDING CHECKS NO. 16082 THROUGH NO. 16093 AND DIRECT DEPOSIT NO. D02652 THROUGH NO. D02833 IN THE AMOUNT OF \$389,537.41.

D. ☼ INVESTMENT ACTIVITY REPORT FOR JUNE 2018 & JULY 2018 (Pages 27-30)

E. ☼ FINANCIAL REPORT (Pages 31-32)

F. EXCESS VEHICLES

7. BOARD AND STAFF ANNOUNCEMENTS

A. Board

B. General Manager

C. Staff Report

D. Legal

8. ACTION ITEMS

<u>Item</u>	<u>Comments</u>	<u>Action Required</u>
A. ☼ <u>Annual Report of 2017/2018 Investment Portfolio Performance (Pages 33-34)</u>	Bagley	**
<u>Recommendation</u> – To accept Annual Report of 2017/2018 Investment Portfolio Performance.		
B. <u>Executive Committee Report</u>	Clayton	**
<u>Recommendation</u> – To approve new procedures for the General Manager’s performance evaluation.		
C. ☼ <u>Unmanned Aircraft System (UAS) Policy (Pages 35-43)</u>	Macedo	**
<u>Recommendation</u> – To approve the new policy for the use of UAS as part of the District’s vector control operations.		

CLOSED SESSION

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

Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATOR, WARREN CLAYTON, BOARD PRESIDENT, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Title: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH DR. PAULA MACEDO

Title: General Manager

11. ADJOURNMENT

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



Natalie Martini, Administrative Assistant

8/31/2018

Date

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

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

August 31, 2018

STAFF REPORT  
September 10, 2018 BOARD MEETING AGENDA

1-6E. No Comment. See Agenda.

6. F. EXCESS VEHICLES – Approval to excess 2007 Year model with 115,000 miles (#42)

7. BOARD AND STAFF ANNOUNCEMENTS

A. Board

B. General Manager

C. Staff Report

West Nile Virus Update – Scientific Programs Manager Steve Schutz will update the Board on WNV and other activity for the year.

Public Affairs 2018 Program – Public Information & Technology Officer Andrew Pierce will provide an overview of outreach efforts from the Public Affairs Department in 2018.

D. Legal

8. ACTION ITEMS

A. ☼ Annual Report of 2017/2018 Investment Portfolio Performance (Pages 33-34) -  
Administrative Services Manager Bagley will give a brief presentation regarding the District's investment performance for FY 2017/2018.

Recommendation – To accept Annual Report of 2017/2018 Investment Portfolio Performance.

B. Executive Committee Report – Trustee Clayton will report on the committee meetings that were held on August 13, 2018 and September 10, 2018. New procedures for future evaluations of the General Manager's performance were discussed and will be presented to the Board for approval.

Recommendation – To approve new procedures for the General Manager's performance evaluation.

C. ☼ Unmanned Aircraft System (UAS) Policy (Pages 35-43) -

Recommendation – To approve the new policy for the use of UAS as part of the District's vector control operations.

9. CLOSED SESSION

10. PUBLIC EMPLOYEE APPOINTMENT

CONSIDER CONTRACT OF EMPLOYMENT WITH DR. PAULA MACEDO

Title: General Manager

The Board will be presented with and consider any proposed changes to the General Manager's contract.

11. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-5

A regular meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 9, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Warren Clayton, President  
Perry Carlston  
Chris Cowen  
Jim Fitzsimmons  
Michael Krieg  
Robert Lucacher  
Richard Mank  
Richard Means  
James Murray  
Lola Odunlami  
Peter Pay  
Daniel Pellegrini  
Jim Pinckney  
Darryl Young

TRUSTEES ABSENT      Richard Ainsley  
Soheila Bana  
Randall Diamond  
Peggie Howell  
Mark Lewis

OTHERS PRESENT      Paula Macedo, General Manager  
Maria Bagley, Administrative Services Manager  
Natalie Martini, Administrative Assistant  
Steve Schutz, Scientific Program Manager  
Douglas Coty, Legal Counsel  
Ed Espinoza, Francisco & Associates  
Fran Buchanan, IEDA

1.      President Clayton called the meeting to order at 7:11 p.m.
2.      A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.
3.      The meeting opened with the Pledge of Allegiance.
4.      APPROVAL OF THE AGENDA AS POSTED

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

5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. PRESENTATION – Trustee Young was recognized for five years of service.

7. CONSENT CALENDAR

A. MINUTES - APPROVAL OF MINUTES 18-4, REGULAR BOARD MEETING HELD ON MAY 21, 2018.

B. EXPENDITURES - APPROVAL OF EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 26944 THROUGH NO. 27102, IN THE AMOUNT OF \$468,634.20.

C. PAYROLL - APPROVAL OF PAYROLL EXPENDITURES OF MAY 1, 2018 THROUGH JUNE 30, 2018, INCLUDING CHECKS NO. 16065 THROUGH NO. 16081 AND DIRECT DEPOSIT NO. D02514 THROUGH NO. D02651 IN THE AMOUNT OF \$294,750.68.

D. INVESTMENT ACTIVITY REPORT FOR APRIL 2018 & MAY 2018

E. FINANCIAL REPORT

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

8. BOARD AND STAFF ANNOUNCEMENTS

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo provided Trustees with the annual General Manager performance review forms and reviewed the timeline for the evaluation. The evaluation forms should be submitted to President Clayton no later than July 31, 2018. The evaluation form will be revised by the Executive committee for next year's evaluation.

C. STAFF REPORT – Scientific Program Manager Schutz provided a West Nile Virus update. There has been no West Nile Virus activity in Contra Costa County this year yet, although neighboring counties have been detecting positive mosquito samples. Saint Louis Encephalitis has been detected again in Southern California and in Fresno County. Mosquito populations have been increasing in East Contra Costa County and virus activity should be expected with the increase in temperatures.

D. LEGAL – None

CLOSED SESSION – 7:24 p.m.

9. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH LABOR NEGOTIATORS WARREN CLAYTON, PRESIDENT OF THE BOARD, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION – 8:09 p.m.

REPORT FROM CLOSED SESSION – None

10. ACTION ITEMS

A. Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)  
–General Manager Paula Macedo clarified that, according to the approved investment policy, the District General Manager and Assistant Manager / Administrative Services Manager are authorized to transfer funds to and from LAIF. With the new Administrative Services Manager at the District, LAIF requires a new board resolution stating the names and titles of those currently authorized.

i. Recommendation to approve amendment to and adopt Resolution 18-1 authorizing investment of monies in the Local Agency Investment Fund (LAIF).

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve Resolution 18-1 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) to be transferred by General Manager Macedo and/or Administrative Services Manager Bagley. *Motion passed unanimously.*

B. Report on Mosquito & Vector Surveillance and Control Engineer's Report on District-Wide Special Benefit Assessment – Mr. Ed Espinoza of Francisco & Associates reviewed the District Engineers Report for Fiscal Year 2018/2019 and explained that the assessment was established by Board Resolution 96-5 to collect revenue for the purposes of mosquito and vector control and covers four benefit zones within Contra Costa County - waterfront area, central county, west county and east county. There are several types of parcels in Contra Costa County such as single family residential, multi-family residential, condominium, mobile home, commercial/industrial, recreational/institutional, and agricultural. Each parcel is assigned an assessment unit in relation to the estimated benefit the parcel receives for mosquito and vector control services. The assessment roll will be submitted to the County in August and the District will collect the assessments in December and April.



- i. Recommendation – to approve the Engineer’s Report for Contra Costa Mosquito and Vector Control Benefit Assessment District – FY 2018/2019 .
- ii. Recommendation – to adopt Resolution 18-2

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Fitzsimmons to approve the Engineer’s Report for Contra Costa Mosquito and Vector Control District Benefit Assessment – Fiscal year 2018/2019 and to adopt Resolution 18-2 to continue the Mosquito & Vector Surveillance and Control Project for the benefit of four zones and to continue the financing of the project by continued assessment upon property within the District. *Motion passed unanimously.*

- C. Authorize Hiring of an Additional Vector Control Technician – General Manager Macedo requested authorization to hire an additional Vector Control Technician.

\*\* A motion was made by Trustee Fitzsimmons and seconded by Trustee Carlston to hire an additional Vector Control Technician. *Motion passed unanimously.*

- D. Personnel Committee Report – Trustee Carlston reported that the committee discussed the District’s position on salary and benefits for unrepresented employees. The committee discussed the possibility of allowing them to enroll in the State Disability Insurance plan, with the cost paid by the employee, and the increase on the safety award incentive for unrepresented staff from \$10 to \$15 per month. The Personnel committee recommended a C.O.L.A of 3.1%, effective July 1, 2018, with one exception (General Manager).

In addition, the committee discussed new titles, job descriptions and salary ranges for the two Community Affairs Representatives, whose titles would change to Public Affairs Director and Public Information and Technology Officer.

The committee reviewed salary for the positions of Biologist and Vector Ecologist II and recommended adjustments. The committee noted that the compensation and benefit packages for all unrepresented employees will be reviewed later in 2018.

- i. Recommendation – to approve a 3.1% C.O.L.A. for unrepresented employees with one exception (General Manager).
- ii. Recommendation – to approve unrepresented employees’ enrollment in State Disability Insurance SDI), at no cost to the employer, and the increase in safety award incentive to \$15.00 per month for unrepresented employees.
- iii. Recommendation- to approve new titles, job descriptions and salary range recommendations for the previous positions of Community Affairs Representatives.

- iv. Recommendation – to approve salary ranges for the positions: Biologist (\$6,836 - \$8,732 + C.O.L.A.) and Vector Ecologist II (\$6,836 - \$8,732 + C.O.L.A.).

\*\* A motion was made by Trustee Pellegrini and seconded by Trustee Means to approve all recommendations made by the personnel committee, namely: the recommended 3.1% C.O.L.A. for unrepresented employees; their enrollment in SDI, the increase on the safety award to \$15.00; the new titles, job descriptions, and salary recommendations for the previous positions of Community Affairs Representatives; and the recommended salary adjustments for the positions of Biologist and Vector Ecologist II. *Motion passed unanimously.*

E. Budget Committee Report – Trustee Krieg gave an overview of the District’s current financial condition. The committee recommended the approval of the Proposed Budget FY 2018/2019. The committee also recommended that the Board adopted the revised District Investment Policy.

- i. Recommendation – to approve the Proposed Budget for FY 2018/2019.
- ii. Recommendation – to adopt the District Investment Policy.

\*\* A motion was made by Trustee Cowen and seconded by Trustee Pinckney to approve the recommendations from the Budget Committee regarding the Proposed Budget for FY 2018/2019 and to adopt the District Investment Policy. *Motion passed unanimously.*

11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:44 p.m.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 10, 2018.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
H. Richard Mank  
Secretary, Board of Trustees

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-6

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Wednesday, July 11, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Warren Clayton, President Richard Ainsley Perry Carlston Jim Fitzsimmons Peggie Howell Michael Krieg Robert Lucacher Richard Mank Richard Means James Murray Peter Pay Daniel Pellegrini Jim Pinckney Darryl Young
TRUSTEES ABSENT	Soheila Bana Chris Cowen Randall Diamond Mark Lewis Lola Odunlami
OTHERS PRESENT	Paula Macedo, General Manager Connie Mank

1. President Clayton called the meeting to order at 7:00 p.m.
2. A roll call indicated that 14 Trustees were present, five were absent, and there are three vacancies.
3. The meeting opened with the Pledge of Allegiance.
4. APPROVAL OF THE AGENDA AS POSTED
- \*\* Motion was made by Trustee Pellegrini and seconded by Trustee Murray to approve the agenda as posted. *Motion passed unanimously.*
5. PUBLIC INPUT ON NON AGENDA ITEMS – None

6. ACTION ITEMS

A. Memorandum of Understanding between CCMVCD and Local 1021, SEIU

\*\* Motion was made by Trustee Fitzsimmons and seconded by Trustee Carlston to approve the Memorandum of Understanding between Contra Costa Mosquito & Vector Control District and Local 1021, SEIU. *Motion passed unanimously.*

7. ADJOURNMENT

There being no further business the meeting was adjourned at 7:04 p.m.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Murray to adjourn the meeting. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 10, 2018.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
H. Richard Mank  
Secretary, Board of Trustees

Check Register

Journal Posting Date: 7/13/2018

Register Number: CD-000080

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027103	7/13/2018	0000001	Bank of the West - Federal Income Taxes JULY1518 FED INC TAX	7/13/2018	11,881.49	0.00	11,881.49
		G/L Account: 202010-100-000	Federal Income Tax W/H				11,881.49
027104	7/13/2018	0000002	Employment Development - State Income Taxes JULY1518 STATE INC T	7/13/2018	4,592.61	0.00	4,592.61
		G/L Account: 202020-100-000	State Income Tax W/H				4,592.61
027105	7/13/2018	0000003	Bank of the West - FICA & MEDICARE Taxes JULY1518 FICAMED TAX	7/13/2018	20,839.40	0.00	20,839.40
		G/L Account: 202030-100-000	FICA Tax - Employer				8,444.73
		G/L Account: 202031-100-000	FICA Tax - Employee				8,444.73
		G/L Account: 202040-100-000	MEDICARE Tax - Employer				1,974.97
		G/L Account: 202041-100-000	MEDICARE Tax - Employee				1,974.97
027106	7/13/2018	0000006	Employment Development - State Disability Insuranc JULY1518 SDI	7/13/2018	759.77	0.00	759.77
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee				759.77
027107	7/13/2018	0000009	Nationwide Retirement Sol JULY1518 457 PLAN	7/13/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan				100.00
027108	7/13/2018	0000018	Employment Development Department JULY1518 2ND QTR UI	7/13/2018	1,108.06	0.00	1,108.06
		G/L Account: 613100-100-000	Unemployment Insurance				1,108.06
027109	7/13/2018	0000031	CA State Disbursement Unit JULY1518 CSE2000000	7/13/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General				403.50
027110	7/13/2018	0000328	PG&E JULY1518 3508093469-	7/13/2018	21.03	0.00	21.03
		G/L Account: 502601-100-000	Electric, Gas & Water				21.03
027111	7/13/2018	0000428	IEDA, INC. JULY1518 INV22205	7/13/2018	9,626.00	0.00	9,626.00
		G/L Account: 501805-100-000	IEDA - LABOR CONSULTANT				9,626.00
027112	7/13/2018	0000694	TD Ameritrade Institution JULY1518 457 PLAN CO	7/13/2018	5,061.67	0.00	5,061.67
		G/L Account: 204022-100-000	457 Deferred Savings Plan				5,061.67
027113	7/13/2018	0000696	KBA DOCUSYS JULY1518INV680712	7/13/2018	74.76	0.00	74.76
		G/L Account: 501204-100-000	Service Contracts				74.76
027114	7/13/2018	0000739	Department of Industrial Relations JULY1518 INVS1567313	7/13/2018	675.00	0.00	675.00
		G/L Account: 501807-100-000	Security Services				675.00
027115	7/13/2018	0000806	Fred Loux JULY1518 HLTH REIMBU	7/13/2018	316.34	0.00	316.34
		G/L Account: 612100-100-000	Health Insurance				316.34
027116	7/13/2018	0000814	Staples Business Advantage JULY1518 INV33821847	7/13/2018	1,054.92	0.00	1,054.92
		G/L Account: 501701-100-000	Office Supplies				1,054.92
027117	7/13/2018	0000913	Guardian Security Agency JULY1518 INV50859	7/13/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
		G/L Account: 501807-100-000	Security Services				665.00
			Check 027117 Total:		1,140.00	0.00	1,140.00
027118	7/13/2018	0000927	Bank of the West JULY1518 HLTHFSADEP	7/13/2018	1,123.40	0.00	1,123.40
		G/L Account: 203070-100-000	Health FSA - Employee				373.38
		G/L Account: 203080-100-000	Dependent Care - Employee				750.02
027119	7/13/2018	0000956	Waterfogic West Inc. JULY1518 INVCNIN7326	7/13/2018	78.08	0.00	78.08
		G/L Account: 500503-100-000	Safety Items				78.08
027120	7/13/2018	0000971	Flyers Energy, LLC JULY1518 CFS1637255	7/13/2018	2,776.39	0.00	2,776.39
		G/L Account: 502501-100-000	Gasoline				2,776.39
027121	7/13/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON JULY1518 INV12322	7/13/2018	168.00	0.00	168.00
		G/L Account: 501803-100-000	Legal Counsel				168.00
027122	7/13/2018	0000992	MVCAC JULY1518 INV7360128	7/13/2018	1,080.00	0.00	1,080.00
		G/L Account: 501809-100-130	Misc Services				1,080.00
027123	7/13/2018	0000992	MVCAC JULY1518 INV7360123	7/13/2018	11,000.00	0.00	11,000.00
		G/L Account: 501501-100-000	Memberships				11,000.00
027124	7/13/2018	0001030	Golden State Overnight JULY1518 INV3675117	7/13/2018	25.65	0.00	25.65
		G/L Account: 501702-100-130	Postage				25.65
027125	7/13/2018	0001039	SureWest Directories JULY1518 ACCT022458	7/13/2018	6,000.00	0.00	6,000.00
		G/L Account: 501901-100-120	Advertisements & Notices				6,000.00
027126	7/13/2018	0001049	ALSCO JULY1518 LSAC1425712	7/13/2018	228.28	0.00	228.28
		G/L Account: 500501-100-000	Uniform Rental				228.28
		G/L Account: 500501-100-000	Uniform Rental				229.69
		G/L Account: 500501-100-000	Uniform Rental				229.69
		G/L Account: 500501-100-000	Uniform Rental				229.69
		G/L Account: 500501-100-000	Uniform Rental				45.03
		G/L Account: 500501-100-000	Uniform Rental				45.03

Run Date: 7/11/2018 2:31:37PM

Page: 1

AJP Date: 7/13/2018

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

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
		G/L Account: 500501-100-000	Uniform Rental				7.00
		JULY1518 LSAC1432447	7/13/2018	233.50	0.00	233.50	
		G/L Account: 500501-100-000	Uniform Rental				233.50
			<b>Check 027126 Total:</b>	<b>973.19</b>	<b>0.00</b>	<b>973.19</b>	
027127	7/13/2018	0001052 U.S. Health Works	7/13/2018	157.00	0.00	157.00	Check Entry Number: 001
		JULY1518 INV3349639-	Medical Services				157.00
027128	7/13/2018	0001072 Mt. Diablo Resource Recovery-Concord	7/13/2018	567.85	0.00	567.85	Check Entry Number: 001
		JULY1518 01-0022594	7/13/2018				
027129	7/13/2018	0001077 Banksia Landscape, Inc.	7/13/2018	475.00	0.00	475.00	Check Entry Number: 001
		JULY1518 INV1325	Landscaping Services				475.00
027130	7/13/2018	0001078 Kirk Thill	7/13/2018	316.34	0.00	316.34	Check Entry Number: 001
		JULY1518 HLTH REIMB	Health Insurance				316.34
027131	7/13/2018	0001095 AMCA	7/13/2018	4,100.00	0.00	4,100.00	Check Entry Number: 001
		JULY1518 INV30000350	Memberships				4,100.00
		G/L Account: 501501-100-000					
			<b>Report Total:</b>	<b>87,049.45</b>	<b>0.00</b>	<b>87,049.45</b>	

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

Bank Code: 1 - Bank of the West							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027132	7/31/2018	0000001	Bank of the West - Federal Income Taxes JULY3118 FED INC TAX	7/31/2018	13,258.38	0.00	13,258.38
		G/L Account: 202010-100-000	Federal Income Tax W/H	7/31/2018	3,565.62	0.00	3,565.62
		G/L Account: 202010-100-000	Federal Income Tax W/H	7/31/2018	3,565.62	0.00	3,565.62
			<b>Check 027132 Total:</b>		<b>16,824.00</b>	<b>0.00</b>	<b>16,824.00</b>
027133	7/31/2018	0000002	Employment Development - State Income Taxes JULY3118 STATE INC T	7/31/2018	5,210.74	0.00	5,210.74
		G/L Account: 202020-100-000	State Income Tax W/H	7/31/2018	1,225.54	0.00	1,225.54
		G/L Account: 202020-100-000	State Income Tax W/H	7/31/2018	1,225.54	0.00	1,225.54
			<b>Check 027133 Total:</b>		<b>6,436.28</b>	<b>0.00</b>	<b>6,436.28</b>
027134	7/31/2018	0000003	Bank of the West - FICA & MEDICARE Taxes JULY3118 FICAMED TAX	7/31/2018	22,652.54	0.00	22,652.54
		G/L Account: 202030-100-000	FICA Tax - Employer	7/31/2018			9,179.47
		G/L Account: 202031-100-000	FICA Tax - Employee	7/31/2018			9,179.47
		G/L Account: 202040-100-000	MEDICARE Tax - Employer	7/31/2018			2,146.80
		G/L Account: 202041-100-000	MEDICARE Tax - Employee	7/31/2018	6,851.50	0.00	6,851.50
		G/L Account: 202030-100-000	FICA Tax - Employer	7/31/2018			2,776.41
		G/L Account: 202031-100-000	FICA Tax - Employee	7/31/2018			2,776.41
		G/L Account: 202040-100-000	MEDICARE Tax - Employer	7/31/2018			649.34
		G/L Account: 202041-100-000	MEDICARE Tax - Employee	7/31/2018			649.34
			<b>Check 027134 Total:</b>		<b>29,504.04</b>	<b>0.00</b>	<b>29,504.04</b>
027135	7/31/2018	0000004	CCC Employees Retirement JULY3118 EE RETIREME	7/31/2018	27,561.95	0.00	27,561.95
		G/L Account: 204011-100-000	Retirement - CCCERA Employee	7/31/2018			27,561.95
027136	7/31/2018	0000004	CCC Employees Retirement JULY3118 RETRO RETIR	7/31/2018	3,730.01	0.00	3,730.01
		G/L Account: 204011-100-000	Retirement - CCCERA Employee	7/31/2018			3,730.01
027137	7/31/2018	0000006	Employment Development - State Disability Insuranc JULY3118 SDI	7/31/2018	844.76	0.00	844.76
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee	7/31/2018	447.83	0.00	447.83
		G/L Account: 203051-100-000	State Disability Insurance - SDI Employee	7/31/2018	447.83	0.00	447.83
			<b>Check 027137 Total:</b>		<b>1,292.59</b>	<b>0.00</b>	<b>1,292.59</b>
027138	7/31/2018	0000007	SEIU UPE LOCAL 1021 JULY3118 DUES UNION	7/31/2018	1,167.72	0.00	1,167.72
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues	7/31/2018	998.47	0.00	998.47
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues	7/31/2018	998.47	0.00	998.47
			<b>Check 027138 Total:</b>		<b>2,166.19</b>	<b>0.00</b>	<b>2,166.19</b>
027139	7/31/2018	0000007	SEIU UPE LOCAL 1021 JULY3118 RETRO DUES	7/31/2018	717.30	0.00	717.30
		G/L Account: 205020-100-000	SEIU Local 1021 - Union Dues	7/31/2018			717.30
027140	7/31/2018	0000009	Nationwide Retirement Sol JULY3118 457 PLAN	7/31/2018	654.00	0.00	654.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	7/31/2018			554.00
		G/L Account: 204022-100-000	457 Deferred Savings Plan	7/31/2018			100.00
027141	7/31/2018	0000010	CalPERS JULY3118 EE HLTH INS	7/31/2018	6,024.93	0.00	6,024.93
		G/L Account: 203011-100-000	Medical - CALPers Employee	7/31/2018			3,012.46
		G/L Account: 203011-100-000	Medical - CALPers Employee	7/31/2018			3,012.47
		G/L Account: 203010-100-000	Medical - CALPers Employer	7/31/2018	43,444.61	0.00	43,444.61
		G/L Account: 612100-100-000	Health Insurance	7/31/2018			34,915.85
		G/L Account: 612110-100-000	Health Retirees-General	7/31/2018			94.16
		G/L Account: 612110-100-000	Health Retirees-General	7/31/2018			19.36
			<b>Check 027141 Total:</b>		<b>49,469.54</b>	<b>0.00</b>	<b>49,469.54</b>
027142	7/31/2018	0000011	Vision Service Plan JULY3118 EE VISION	7/31/2018	16.68	0.00	16.68
		G/L Account: 203031-100-000	Vision - VSP Employee	7/31/2018	683.46	0.00	683.46
		G/L Account: 612102-100-000	Vision Insurance	7/31/2018	683.46	0.00	683.46
			<b>Check 027142 Total:</b>		<b>700.14</b>	<b>0.00</b>	<b>700.14</b>
027143	7/31/2018	0000015	Health Care Dental Trust JULY3118 DENTAL PREM	7/31/2018	5,232.14	0.00	5,232.14
		G/L Account: 612101-100-000	Dental Insurance	7/31/2018	116.28	0.00	116.28
		G/L Account: 203021-100-000	Dental - Delta Dental Employee	7/31/2018	116.28	0.00	116.28
			<b>Check 027143 Total:</b>		<b>5,348.42</b>	<b>0.00</b>	<b>5,348.42</b>
027144	7/31/2018	0000024	Contra Costa County Employees Retirement JULY3118 PREPAID RET	7/31/2018	1,245,810.00	0.00	1,245,810.00
		G/L Account: 204010-100-000	Retirement - CCCERA Employer	7/31/2018			1,245,810.00
027145	7/31/2018	0000031	CA State Disbursement Unit JULY3118 CSE20000000	7/31/2018	403.50	0.00	403.50
		G/L Account: 203090-100-000	Garnishment-General	7/31/2018			403.50
027146	7/31/2018	0000317	VCJPA JULY3118 VCJPA-2019-	7/31/2018	272,835.00	0.00	272,835.00
		G/L Account: 501001-100-000	Workers Compensation Insurance	7/31/2018			166,681.00
		G/L Account: 501002-100-000	Liability/Property Insurance	7/31/2018			86,739.00
		G/L Account: 501002-100-000	Liability/Property Insurance	7/31/2018			2,347.00
		G/L Account: 501002-100-000	Liability/Property Insurance	7/31/2018			3,856.00

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

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Check Number	Check Date	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
		G/L Account: 501002-100-000		Liability/Property Insurance			12,056.00
		G/L Account: 501002-100-000		Liability/Property Insurance			350.00
		G/L Account: 501002-100-000		Liability/Property Insurance			806.00
027147	7/31/2018	0000328 PG&E JULY3118 3466428805-	7/31/2018	121.01	0.00	121.01	Check Entry Number: 001
		G/L Account: 502601-100-000		Electric, Gas & Water			121.01
027148	7/31/2018	0000386 US POSTAL SERVICE CMRS-FP JULY3118 10472841100	7/31/2018	1,000.00	0.00	1,000.00	Check Entry Number: 001
		G/L Account: 501702-100-000		Postage			1,000.00
027149	7/31/2018	0000610 Liebert Cassidy JULY3118 INV1462080	7/31/2018	2,646.00	0.00	2,646.00	Check Entry Number: 001
		G/L Account: 501803-100-000		Legal Counsel			2,646.00
		G/L Account: 501803-100-000		Legal Counsel			723.80
		G/L Account: 501803-100-000		Legal Counsel			723.80
		G/L Account: 501803-100-000		Legal Counsel			2,760.00
		Check 027149 Total:		6,129.80	0.00	6,129.80	2,760.00
027150	7/31/2018	0000694 TD Ameritrade Institution JULY3118 457 CONTRIB	7/31/2018	5,061.67	0.00	5,061.67	Check Entry Number: 001
		G/L Account: 204022-100-000		457 Deferred Savings Plan			5,061.67
027151	7/31/2018	0000696 KBA DOCUSYS JULY3118 INV689954	7/31/2018	79.38	0.00	79.38	Check Entry Number: 001
		G/L Account: 501204-100-000		Service Contracts			79.38
027152	7/31/2018	0000793 AFLAC JULY3118 DIS INS PRE	7/31/2018	52.84	0.00	52.84	Check Entry Number: 001
		G/L Account: 203052-100-000		Disability Insurance & Other - Employee			52.84
027153	7/31/2018	0000814 Staples Business Advantage JULY3118 INV33833407	7/31/2018	395.76	0.00	395.76	Check Entry Number: 001
		G/L Account: 501701-100-000		Office Supplies			395.76
027154	7/31/2018	0000830 Lehmers JULY3118 2018 GMC TR	7/31/2018	31,292.50	0.00	31,292.50	Check Entry Number: 001
		G/L Account: 703710-100-000		Vehicles			31,292.50
027155	7/31/2018	0000889 TPX Communications JULY3118 INV10581062	7/31/2018	286.20	0.00	286.20	Check Entry Number: 001
		G/L Account: 500601-100-000		Telecommunication Services			286.20
027156	7/31/2018	0000899 Sun Life Financial JULY3118 010617	7/31/2018	823.43	0.00	823.43	Check Entry Number: 001
		G/L Account: 612400-100-000		Life Insurance			823.43
027157	7/31/2018	0000913 Guardian Security Agency JULY3118 INV50991	7/31/2018	302.00	0.00	302.00	Check Entry Number: 001
		G/L Account: 501807-100-000		Security Services			302.00
027158	7/31/2018	0000925 INFINSOURCE, Inc. JULY3118 ADMIN SERVI	7/31/2018	80.00	0.00	80.00	Check Entry Number: 001
		G/L Account: 501806-100-000		Financial Services			80.00
027159	7/31/2018	0000927 Bank of the West JULY3118 HLTH FSADEP	7/31/2018	1,123.40	0.00	1,123.40	Check Entry Number: 001
		G/L Account: 203070-100-000		Health FSA - Employee			373.38
		G/L Account: 203080-100-000		Dependent Care - Employee			750.02
027160	7/31/2018	0000971 Flyers Energy, LLC JULY3118 CFS1643506	7/31/2018	2,653.51	0.00	2,653.51	Check Entry Number: 001
		G/L Account: 502501-100-000		Gasoline			2,653.51
027161	7/31/2018	0000975 Reliance Standard Life In JULY3118 LTD123580	7/31/2018	449.30	0.00	449.30	Check Entry Number: 001
		G/L Account: 612200-100-000		Disability Insurance			449.30
		G/L Account: 612200-100-000		Disability Insurance			443.12
		Check 027161 Total:		892.42	0.00	892.42	443.12
027162	7/31/2018	0000981 Colonial Life JULY3118 DIS INSURAN	7/31/2018	352.76	0.00	352.76	Check Entry Number: 001
		G/L Account: 203052-100-000		Disability Insurance & Other - Employee			352.76
027163	7/31/2018	0001002 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 TFSH VISA	7/31/2018	1,204.93	0.00	1,204.93	Check Entry Number: 001
		G/L Account: 501201-100-000		Automotive Supplies			187.00
		G/L Account: 501203-100-000		Repair Parts			976.12
		G/L Account: 501203-100-000		Repair Parts			11.00
		G/L Account: 501201-100-000		Automotive Supplies			30.81
027164	7/31/2018	0001004 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 EGHILAR VISA	7/31/2018	52.18	0.00	52.18	Check Entry Number: 001
		G/L Account: 501401-100-130		Lab Supplies			52.18
027165	7/31/2018	0001007 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 CMILLER VIS	7/31/2018	135.08	0.00	135.08	Check Entry Number: 001
		G/L Account: 501704-100-110		Books			62.95
		G/L Account: 501401-100-110		Lab Supplies			50.86
		G/L Account: 501301-100-000		Maintenance Supplies			21.27
027166	7/31/2018	0001010 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 APIERCE VIS	7/31/2018	543.11	0.00	543.11	Check Entry Number: 001
		G/L Account: 501701-100-120		Office Supplies			77.58
		G/L Account: 502305-100-120		Other Expense			387.60
		G/L Account: 502305-100-120		Other Expense			64.98
		G/L Account: 501705-100-120		Computer Supplies			12.95
027167	7/31/2018	0001011 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 JREHANA VIS	7/31/2018	510.03	0.00	510.03	Check Entry Number: 001
		G/L Account: 500401-100-540		Agriculture			501.87
		G/L Account: 501301-100-000		Maintenance Supplies			8.16
027168	7/31/2018	0001013 U.S. BANK CORPORATE PAYMENT SYSTEMS JULY3118 SSSCHUTZ VIS	7/31/2018	1,097.86	0.00	1,097.86	Check Entry Number: 001
		G/L Account: 501401-100-130		Lab Supplies			256.56



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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 502501-100-130		Gasoline-Entomology			75.00
		G/L Account: 501401-100-130		Lab Supplies			254.02
		G/L Account: 501401-100-130		Lab Supplies			267.59
		G/L Account: 501401-100-130		Lab Supplies			244.69
027169	7/31/2018	0001014	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118 WSHIEH VISA	7/31/2018	903.93	0.00	903.93
		G/L Account: 501705-100-000		Computer Supplies			1.53
		G/L Account: 501705-100-000		Computer Supplies			23.30
		G/L Account: 500601-100-000		Telecommunication Services			173.32
		G/L Account: 501705-100-000		Computer Supplies			15.85
		G/L Account: 501705-100-000		Computer Supplies			104.30
		G/L Account: 501705-100-000		Computer Supplies			38.63
		G/L Account: 501705-100-000		Computer Supplies			12.94
		G/L Account: 501705-100-000		Computer Supplies			21.74
		G/L Account: 500602-100-000		Two-Way Radios			99.95
		G/L Account: 501705-100-000		Computer Supplies			203.95
		G/L Account: 501705-100-000		Computer Supplies			92.13
		G/L Account: 501705-100-000		Computer Supplies			114.83
		G/L Account: 501705-100-000		Computer Supplies			1.46
027170	7/31/2018	0001016	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118 NWOODS VISA	7/31/2018	901.00	0.00	901.00
		G/L Account: 502305-100-120		Other Expense			901.00
027171	7/31/2018	0001017	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118MCLAUSON VIS	7/31/2018	199.90	0.00	199.90
		G/L Account: 501401-100-130		Lab Supplies			199.90
027172	7/31/2018	0001020	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118SCURRIER VIS	7/31/2018	976.05	0.00	976.05
		G/L Account: 501301-100-510		Maintenance Supplies			112.02
		G/L Account: 502301-100-510		Source Reduction/Wetlands-Mosquito			89.87
		G/L Account: 501301-100-510		Maintenance Supplies			3.53
		G/L Account: 500503-100-510		Safety Items			316.25
		G/L Account: 502301-100-510		Source Reduction/Wetlands-Mosquito			31.00
		G/L Account: 500503-100-510		Safety Items			19.52
		G/L Account: 500501-100-510		Uniform Rental-Mosquito			45.65
		G/L Account: 500902-100-000		Janitorial Supplies			24.97
		G/L Account: 500902-100-000		Janitorial Supplies			44.84
		G/L Account: 500503-100-510		Safety Items			217.18
		G/L Account: 502203-100-510		Tools & Instruments			32.61
		G/L Account: 500503-100-510		Safety Items			68.00
		G/L Account: 502203-100-510		Tools & Instruments			32.61
027173	7/31/2018	0001030	Golden State Overnight				Check Entry Number: 001
			JULY3118 INV3676617	7/31/2018	17.10	0.00	17.10
		G/L Account: 501702-100-130		Postage			17.10
027174	7/31/2018	0001036	RKL eSolutions LLC				Check Entry Number: 001
			JULY3118 PREPAID CON	7/31/2018	6,800.00	0.00	6,800.00
		G/L Account: 502506-100-000		Training			6,800.00
027175	7/31/2018	0001040	WAVE				Check Entry Number: 001
			JULY3118813635010039	7/31/2018	69.90	0.00	69.90
		G/L Account: 500601-100-000		Telecommunication Services			69.90
027176	7/31/2018	0001047	Calderon Janitorial Services				Check Entry Number: 001
			JULY3118 INV036	7/31/2018	650.00	0.00	650.00
		G/L Account: 500901-100-000		Janitorial Services			650.00
027177	7/31/2018	0001059	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118 NJONES VISA	7/31/2018	71.03	0.00	71.03
		G/L Account: 502305-100-000		Other Expense			71.03
027178	7/31/2018	0001063	OSCA				Check Entry Number: 001
			JULY3118 INVCBT180F1	7/31/2018	21.00	0.00	21.00
		G/L Account: 502506-100-510		Training			21.00
027179	7/31/2018	0001064	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118 JSHANK VISA	7/31/2018	9.70	0.00	9.70
		G/L Account: 502503-100-000		Authorized Travel			9.70
027180	7/31/2018	0001076	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118PMACEDO VISA	7/31/2018	241.73	0.00	241.73
		G/L Account: 501501-100-000		Memberships			145.00
		G/L Account: 500502-100-000		Boots & Rainwear			96.73
027181	7/31/2018	0001096	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			JULY3118MBAGLEY VISA	7/31/2018	306.09	0.00	306.09
		G/L Account: 502305-100-510		Other Expense			29.44
		G/L Account: 502305-100-000		Other Expense			97.79
		G/L Account: 502305-100-000		Other Expense			44.86
		G/L Account: 501702-100-000		Postage			134.00
				<b>Report Total:</b>	<b>1,728,810.26</b>	<b>0.00</b>	<b>1,728,810.26</b>

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

				Bank Code: 1 - Bank of the West			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027182	8/15/2018	0000001	Bank of the West - Federal Income Taxes				Check Entry Number: 001
			AUG1518 FEDINCTAX	8/15/2018	14,675.11	0.00	14,675.11
			G/L Account: 202010-100-000	Federal Income Tax W/H			14,675.11
027183	8/15/2018	0000002	Employment Development - State Income Taxes				Check Entry Number: 001
			AUG1518 STATEINCTAX	8/15/2018	7,171.39	0.00	7,171.39
			G/L Account: 202020-100-000	State Income Tax W/H			7,171.39
027184	8/15/2018	0000003	Bank of the West - FICA & MEDICARE Taxes				Check Entry Number: 001
			AUG1518 FICATAX	8/15/2018	23,422.52	0.00	23,422.52
			G/L Account: 202030-100-000	FICA Tax - Employer			9,491.49
			G/L Account: 202031-100-000	FICA Tax - Employee			9,491.49
			G/L Account: 202040-100-000	MEDICARE Tax - Employer			2,219.77
			G/L Account: 202041-100-000	MEDICARE Tax - Employee			2,219.77
027185	8/15/2018	0000009	Nationwide Retirement Sol				Check Entry Number: 001
			AUG1518 457DEFCOMP	8/15/2018	654.00	0.00	654.00
			G/L Account: 204022-100-000	457 Deferred Savings Plan			554.00
			G/L Account: 204022-100-000	457 Deferred Savings Plan			100.00
027186	8/15/2018	0000031	CA State Disbursement Unit				Check Entry Number: 001
			AUG1518 CSE200000001	8/15/2018	403.50	0.00	403.50
			G/L Account: 203090-100-000	Garnishment-General			403.50
027187	8/15/2018	0000324	Diablo Trophy				Check Entry Number: 001
			AUG1518 INV14412	8/15/2018	22.84	0.00	22.84
			G/L Account: 502305-100-000	Other Expense			22.84
027188	8/15/2018	0000328	PG&E				Check Entry Number: 001
			AUG1518 ELECTR SERVI	8/15/2018	19.71	0.00	19.71
			G/L Account: 502601-100-000	Electric, Gas & Water			19.71
027189	8/15/2018	0000482	City of Antioch Marina				Check Entry Number: 001
			AUG1518 INV6014	8/15/2018	180.12	0.00	180.12
			G/L Account: 502305-100-000	Other Expense			100.00
			G/L Account: 502601-100-000	Electric, Gas & Water			80.12
027190	8/15/2018	0000608	ADAPCO, Inc.				Check Entry Number: 001
			AUG1518 INV117490	8/15/2018	16,231.91	0.00	16,231.91
			G/L Account: 500401-100-510	Agriculture			1,105.20
			G/L Account: 500401-100-510	Agriculture			10,720.00
			G/L Account: 500401-100-510	Agriculture			1,034.71
			G/L Account: 500401-100-510	Agriculture			3,372.00
027191	8/15/2018	0000694	TD Ameritrade Institution				Check Entry Number: 001
			AUG1518 457DEFCOMP	8/15/2018	5,111.67	0.00	5,111.67
			G/L Account: 204022-100-000	457 Deferred Savings Plan			5,111.67
027192	8/15/2018	0000715	Martell Water Systems				Check Entry Number: 001
			AUG1518 INV25505	8/15/2018	3,542.21	0.00	3,542.21
			G/L Account: 501302-100-110	Contractual Repairs			3,542.21
027193	8/15/2018	0000806	Fred Loux				Check Entry Number: 001
			AUG1518 HLTHINSREIMB	8/15/2018	316.34	0.00	316.34
			G/L Account: 612100-100-000	Health Insurance			316.34
027194	8/15/2018	0000814	Staples Business Advantage				Check Entry Number: 001
			AUG1518 INV33857912	8/15/2018	24.56	0.00	24.56
			G/L Account: 501701-100-000	Office Supplies			24.56
			AUG1518 INV338616489	8/15/2018	22.15	0.00	22.15
			G/L Account: 501701-100-000	Office Supplies			22.15
			AUG1518INV3384266031	8/15/2018	111.93	0.00	111.93

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		G/L Account: 501701-100-000	Office Supplies				111.93	
		AUG1518INV3384362343	8/15/2018	565.46	0.00	565.46		
		G/L Account: 501701-100-000	Office Supplies				565.46	
		AUG1518INV3385779124	8/15/2018	484.59	0.00	484.59		
		G/L Account: 501701-100-000	Office Supplies				484.59	
		<b>Check 027194 Total:</b>			<b>1,208.69</b>	<b>0.00</b>	<b>1,208.69</b>	
027195	8/15/2018	0000830	Lehmers				<b>Check Entry Number: 001</b>	
		AUG1518 GMCTRK	8/15/2018	31,029.33	0.00	31,029.33		
		G/L Account: 703710-100-000	Vehicles				31,029.33	
027196	8/15/2018	0000913	Guardian Security Agency				<b>Check Entry Number: 001</b>	
		AUG1518 INV51201	8/15/2018	475.00	0.00	475.00		
		G/L Account: 501807-100-000	Security Services				475.00	
		AUG1518 INV51247	8/15/2018	475.00	0.00	475.00		
		G/L Account: 501807-100-000	Security Services				475.00	
		AUG1518 INV51294	8/15/2018	475.00	0.00	475.00		
		G/L Account: 501807-100-000	Security Services				475.00	
		<b>Check 027196 Total:</b>			<b>1,425.00</b>	<b>0.00</b>	<b>1,425.00</b>	
027197	8/15/2018	0000927	Bank of the West				<b>Check Entry Number: 001</b>	
		AUG1518 FSADEPCARE	8/15/2018	1,123.40	0.00	1,123.40		
		G/L Account: 203070-100-000	Health FSA - Employee				373.38	
		G/L Account: 203080-100-000	Dependent Care - Employee				750.02	
027198	8/15/2018	0000929	CCSDA				<b>Check Entry Number: 001</b>	
		AUG1518 CCSDA DUES	8/15/2018	100.00	0.00	100.00		
		G/L Account: 501501-100-000	Memberships				100.00	
027199	8/15/2018	0000956	Waterlogic West Inc.				<b>Check Entry Number: 001</b>	
		AUG1518 INVCNIN73526	8/15/2018	78.08	0.00	78.08		
		G/L Account: 500503-100-000	Safety Items				78.08	
027200	8/15/2018	0000969	Otis Elevator Company				<b>Check Entry Number: 001</b>	
		AUG1518 INVSK1719600	8/15/2018	2,300.00	0.00	2,300.00		
		G/L Account: 501807-100-000	Security Services				2,300.00	
027201	8/15/2018	0000971	Flyers Energy, LLC				<b>Check Entry Number: 001</b>	
		AUG1518 CFS1651737	8/15/2018	3,827.53	0.00	3,827.53		
		G/L Account: 502501-100-000	Gasoline				3,827.53	
027202	8/15/2018	0000987	Speedpro Imaging				<b>Check Entry Number: 001</b>	
		AUG1518INV6646	8/15/2018	1,006.12	0.00	1,006.12		
		G/L Account: 501202-100-000	Contractual Repairs				1,006.12	
027203	8/15/2018	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				<b>Check Entry Number: 001</b>	
		AUG1518 INV12461	8/15/2018	1,438.90	0.00	1,438.90		
		G/L Account: 501803-100-000	Legal Counsel				1,438.90	
027204	8/15/2018	0000992	MVCAC				<b>Check Entry Number: 001</b>	
		AUG1518 INV7360187	8/15/2018	2,080.00	0.00	2,080.00		
		G/L Account: 501809-100-130	Misc Services				2,080.00	
027205	8/15/2018	0001030	Golden State Overnight				<b>Check Entry Number: 001</b>	
		AUG1518 INV3696718	8/15/2018	34.20	0.00	34.20		
		G/L Account: 501702-100-130	Postage				34.20	
027206	8/15/2018	0001036	RKL eSolutions LLC				<b>Check Entry Number: 001</b>	
		AUG1518 #0000085824	8/15/2018	185.00	0.00	185.00		
		G/L Account: 502506-100-000	Training				185.00	
		AUG1518 #0000087475	8/15/2018	370.00	0.00	370.00		
		G/L Account: 502506-100-000	Training				185.00	

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		G/L Account: 502506-100-000	502506-100-000	Training			185.00
			AUG1518 #104842	8/15/2018	1,520.00	0.00	1,520.00
		G/L Account: 502506-100-000	502506-100-000	Training			380.00
		G/L Account: 502506-100-000	502506-100-000	Training			190.00
		G/L Account: 502506-100-000	502506-100-000	Training			190.00
		G/L Account: 502506-100-000	502506-100-000	Training			380.00
		G/L Account: 502506-100-000	502506-100-000	Training			380.00
		<b>Check 027206 Total:</b>			<u>2,075.00</u>	<u>0.00</u>	<u>2,075.00</u>
027207	8/15/2018	0001049	ALSCO				<b>Check Entry Number: 001</b>
			AUG1518 LSAC1434686	8/15/2018	233.50	0.00	233.50
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			233.50
			AUG1518 LSAC1434946	8/15/2018	57.03	0.00	57.03
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			57.03
			AUG1518 LSAC1434956	8/15/2018	114.59	0.00	114.59
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			114.59
			AUG1518 LSAC1436887	8/15/2018	421.21	0.00	421.21
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			421.21
			AUG1518 LSAC1439057	8/15/2018	247.46	0.00	247.46
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			247.46
			AUG1518 LSAC1441283	8/15/2018	247.46	0.00	247.46
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			247.46
			AUG1518 LSAC1441292	8/15/2018	45.30	0.00	45.30
		G/L Account: 500501-100-000	500501-100-000	Uniform Rental			45.30
		<b>Check 027207 Total:</b>			<u>1,366.55</u>	<u>0.00</u>	<u>1,366.55</u>
027208	8/15/2018	0001052	U.S. Health Works				<b>Check Entry Number: 001</b>
			AUG1518 INV3373233CA	8/15/2018	547.00	0.00	547.00
		G/L Account: 501804-100-000	501804-100-000	Medical Services			547.00
027209	8/15/2018	0001062	ACS				<b>Check Entry Number: 001</b>
			AUG1518 INV58922	8/15/2018	379.15	0.00	379.15
		G/L Account: 501202-100-000	501202-100-000	Contractual Repairs			379.15
027210	8/15/2018	0001072	Mt. Diablo Resource Recovery-Concord				<b>Check Entry Number: 001</b>
			AUG1518 01-0022594	8/15/2018	567.85	0.00	567.85
		G/L Account: 502601-100-000	502601-100-000	Electric, Gas & Water			567.85
027211	8/15/2018	0001077	Banksia Landscape, Inc.				<b>Check Entry Number: 001</b>
			AUG1518 INV1482	8/15/2018	475.00	0.00	475.00
		G/L Account: 500903-100-000	500903-100-000	Landscaping Services			475.00
027212	8/15/2018	0001078	Kirk Thill				<b>Check Entry Number: 001</b>
			AUG1518 HLTHINSREIMB	8/15/2018	316.34	0.00	316.34
		G/L Account: 612100-100-000	612100-100-000	Health Insurance			316.34
027213	8/15/2018	0001088	Verizon Wireless				<b>Check Entry Number: 001</b>
			AUG1518 INV981065268	8/15/2018	162.63	0.00	162.63
		G/L Account: 500602-100-000	500602-100-000	Two-Way Radios			162.63
027214	8/15/2018	0001097	Express Services, Inc.				<b>Check Entry Number: 001</b>
			AUG1518 INV20969969	8/15/2018	684.48	0.00	684.48
		G/L Account: 609100-100-000	609100-100-000	Temporary - Office			684.48
		<b>Report Total:</b>			<u>123,976.57</u>	<u>0.00</u>	<u>123,976.57</u>

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027215	8/31/2018	0000001	Bank of the West - Federal Income Taxes					Check Entry Number: 001
			AUG3118 FED INC TAX	8/31/2018	13,681.16	0.00	13,681.16	
			G/L Account: 202010-100-000					Federal Income Tax W/H 13,681.16
027216	8/31/2018	0000002	Employment Development - Personal Income Taxes					Check Entry Number: 001
			AUG3118 STATE INC TA	8/31/2018	6,605.40	0.00	6,605.40	
			G/L Account: 202020-100-000					State Income Tax W/H 6,605.40
027217	8/31/2018	0000003	Bank of the West - FICA & MEDICARE Taxes					Check Entry Number: 001
			AUG3118 FICAMEDICARE	8/31/2018	22,372.82	0.00	22,372.82	
			G/L Account: 202030-100-000					FICA Tax - Employer 9,066.13
			G/L Account: 202031-100-000					FICA Tax - Employee 9,066.13
			G/L Account: 202040-100-000					MEDICARE Tax - Employer 2,120.28
			G/L Account: 202041-100-000					MEDICARE Tax - Employee 2,120.28
027218	8/31/2018	0000004	CCC Employees Retirement					Check Entry Number: 001
			AUG3118 EE RETIREMEN	8/31/2018	28,957.79	0.00	28,957.79	
			G/L Account: 204011-100-000					Retirement - CCCERA Employee 28,957.79
027219	8/31/2018	0000006	Employment Development - Disability Insurance					Check Entry Number: 001
			AUG3118 SDI 7765023	8/31/2018	824.64	0.00	824.64	
			G/L Account: 203051-100-000					State Disability Insurance - SDI Employee 824.64
027220	8/31/2018	0000006	Employment Development - Disability Insurance					Check Entry Number: 002
			AUG1518 SDI 7765023	8/31/2018	898.26	0.00	898.26	
			G/L Account: 203051-100-000					State Disability Insurance - SDI Employee 898.26
027221	8/31/2018	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			AUG3118 UNION DUES	8/31/2018	2,152.48	0.00	2,152.48	
			G/L Account: 205020-100-000					SEIU Local 1021 - Union Dues 1,081.07
			G/L Account: 205020-100-000					SEIU Local 1021 - Union Dues 1,071.41
027222	8/31/2018	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			AUG3118 457 PLAN	8/31/2018	654.00	0.00	654.00	
			G/L Account: 204022-100-000					457 Deferred Savings Plan 554.00
			G/L Account: 204022-100-000					457 Deferred Savings Plan 100.00
027223	8/31/2018	0000010	CalPERS					Check Entry Number: 001
			AUG3118 HLTH INS PRE	8/31/2018	49,782.20	0.00	49,782.20	
			G/L Account: 203010-100-000					Medical - CALPers Employer 35,118.60
			G/L Account: 203011-100-000					Medical - CALPers Employee 3,067.06
			G/L Account: 203011-100-000					Medical - CALPers Employee 3,067.06
			G/L Account: 612110-100-000					Health Retirees-General 8,415.24
			G/L Account: 612110-100-000					Health Retirees-General 19.36
			G/L Account: 612100-100-000					Health Insurance 94.88
027224	8/31/2018	0000011	Vision Service Plan					Check Entry Number: 001
			AUG3118 00102620	8/31/2018	683.46	0.00	683.46	
			G/L Account: 612102-100-000					Vision Insurance 683.46
			AUG3118 VISION PREM	8/31/2018	16.68	0.00	16.68	
			G/L Account: 203031-100-000					Vision - VSP Employee 16.68
			<b>Check 027224 Total:</b>		<b>700.14</b>	<b>0.00</b>	<b>700.14</b>	
027225	8/31/2018	0000015	Health Care Dental Trust					Check Entry Number: 001
			AUG3118 DENTAL PREM	8/31/2018	116.28	0.00	116.28	
			G/L Account: 203021-100-000					Dental - Delta Dental Employee 116.28
			AUG3118 PREM DENTAL	8/31/2018	5,232.14	0.00	5,232.14	
			G/L Account: 612101-100-000					Dental Insurance 5,232.14
			<b>Check 027225 Total:</b>		<b>5,348.42</b>	<b>0.00</b>	<b>5,348.42</b>	
027226	8/31/2018	0000031	CA State Disbursement Unit					Check Entry Number: 001

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			AUG3118 200000001519	8/31/2018	403.50	0.00	403.50
027227	8/31/2018	G/L Account: 203090-100-000 0000328 PG&E		8/31/2018			403.50
			AUG3118 3466426805-8	8/31/2018	106.30	0.00	106.30
027228	8/31/2018	G/L Account: 502601-100-000 0000608 ADAPCO, Inc.		8/31/2018			106.30
			AUG3118 INV117867	8/31/2018	1,602.55	0.00	1,602.55
027229	8/31/2018	G/L Account: 500401-100-540 0000610 Liebert Cassidy		8/31/2018			1,602.55
			AUG3118 INV1463560	8/31/2018	1,711.00	0.00	1,711.00
		G/L Account: 501803-100-000		8/31/2018			1,711.00
			AUG3118 INV1463561	8/31/2018	3,509.80	0.00	3,509.80
		G/L Account: 501803-100-000		8/31/2018			3,509.80
			AUG3118 INV1463563	8/31/2018	96.00	0.00	96.00
		G/L Account: 501803-100-000		8/31/2018			96.00
			<b>Check 027229 Total:</b>		<b>5,316.80</b>	<b>0.00</b>	<b>5,316.80</b>
027230	8/31/2018	0000694 TD Ameritrade Institution		8/31/2018	5,111.67	0.00	5,111.67
			AUG3118 457 PLAN	8/31/2018	5,111.67	0.00	5,111.67
027231	8/31/2018	G/L Account: 204022-100-000 0000696 KBA DOCUSYS, INC		8/31/2018			5,111.67
			AUG3118 INV5513866	8/31/2018	362.36	0.00	362.36
		G/L Account: 502001-100-000		8/31/2018			362.36
		G/L Account: 502001-100-000		8/31/2018			159.00
		G/L Account: 502001-100-000		8/31/2018			187.00
027232	8/31/2018	0000793 AFLAC		8/31/2018			16.36
			AUG3118 DIS INS	8/31/2018	52.84	0.00	52.84
		G/L Account: 203052-100-000		8/31/2018			23.80
		G/L Account: 203052-100-000		8/31/2018			29.04
027233	8/31/2018	0000814 Staples Business Advantage		8/31/2018	362.69	0.00	362.69
			AUG3118 3387361108	8/31/2018	362.69	0.00	362.69
		G/L Account: 500902-100-000		8/31/2018			362.69
027234	8/31/2018	0000889 TPX Communications		8/31/2018	630.65	0.00	630.65
			AUG3118 106895862-0	8/31/2018	630.65	0.00	630.65
		G/L Account: 500601-100-000		8/31/2018			630.65
027235	8/31/2018	0000899 Sun Life Financial		8/31/2018	819.48	0.00	819.48
			AUG3118 LIFE INS PRE	8/31/2018	819.48	0.00	819.48
		G/L Account: 612400-100-000		8/31/2018			819.48
027236	8/31/2018	0000925 INFINSOURCE, Inc.		8/31/2018	80.00	0.00	80.00
			AUG3118 INV90234487	8/31/2018	80.00	0.00	80.00
		G/L Account: 501806-100-000		8/31/2018			80.00
027237	8/31/2018	0000927 Bank of the West		8/31/2018	1,123.40	0.00	1,123.40
			AUG3118 FSAHLTHDEP	8/31/2018	1,123.40	0.00	1,123.40
		G/L Account: 203070-100-000		8/31/2018			373.38
		G/L Account: 203080-100-000		8/31/2018			750.02
027238	8/31/2018	0000971 Flyers Energy, LLC		8/31/2018	3,632.19	0.00	3,632.19
			AUG3118 CFS1659972	8/31/2018	3,632.19	0.00	3,632.19
		G/L Account: 502501-100-000		8/31/2018			3,632.19
027239	8/31/2018	0000975 Reliance Standard Life In		8/31/2018	772.33	0.00	772.33
			AUG3118 STDLTD INS	8/31/2018	772.33	0.00	772.33
		G/L Account: 612200-100-000		8/31/2018			383.45

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027240	8/31/2018	0000981 Colonial Life	612200-100-000	8/31/2018	352.76	0.00	352.76
		AUG3118 DIS INS					
		G/L Account: 203052-100-000					388.88
		G/L Account: 203052-100-000					215.96
		G/L Account: 203052-100-000					51.90
		G/L Account: 203052-100-000					68.54
		G/L Account: 203052-100-000					16.36
027241	8/31/2018	0001002 U.S. BANK CORPORATE PAYMENT SYSTEMS		8/31/2018	1,903.24	0.00	1,903.24
		AUG3118 TFSHE VISA					
		G/L Account: 501201-100-000					154.10
		G/L Account: 501203-100-000					1,041.26
		G/L Account: 501203-100-000					1,041.26
		G/L Account: 501203-100-000					779.39
		G/L Account: 501301-100-000					10.34
		G/L Account: 501203-100-000					275.28
		G/L Account: 501203-100-000					9.36
		G/L Account: 501303-100-000					25.82
		G/L Account: 501201-100-000					34.36
		G/L Account: 501201-100-000					37.27
		G/L Account: 502203-100-530					6.75
		G/L Account: 501303-100-000					75.24
		G/L Account: 501203-100-000					51.85
		G/L Account: 501203-100-000					65.54
		G/L Account: 501303-100-000					107.21
		G/L Account: 501303-100-000					19.10
		G/L Account: 501203-100-000					123.44
		G/L Account: 501201-100-000					35.16
		G/L Account: 501303-100-000					18.26
		G/L Account: 501201-100-000					43.98
		G/L Account: 501201-100-000					30.79
027242	8/31/2018	0001004 U.S. BANK CORPORATE PAYMENT SYSTEMS		8/31/2018	576.65	0.00	576.65
		AUG3118 EGHILARD VISA					
		G/L Account: 501401-100-130					61.62
		G/L Account: 501401-100-130					58.70
		G/L Account: 501401-100-130					13.03
		G/L Account: 501401-100-130					75.18
		G/L Account: 501401-100-130					198.12
		G/L Account: 501401-100-130					170.00
027243	8/31/2018	0001007 U.S. BANK CORPORATE PAYMENT SYSTEMS		8/31/2018	104.98	0.00	104.98
		AUG3118 CMILLER VISA					
		G/L Account: 502001-100-000					95.02
		G/L Account: 502001-100-000					200.00
027244	8/31/2018	0001010 U.S. BANK CORPORATE PAYMENT SYSTEMS		8/31/2018	85.34	0.00	85.34
		AUG3118 APIERCE VISA					
		G/L Account: 501701-100-120					44.09
		G/L Account: 501705-100-120					41.25
027245	8/31/2018	0001011 U.S. BANK CORPORATE PAYMENT SYSTEMS		8/31/2018	412.35	0.00	412.35
		AUG3118 JREHANA VISA					
		G/L Account: 500401-100-530					202.37
		G/L Account: 501301-100-530					109.04

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		<b>G/L Account:</b> 501301-100-530	Maintenance Supplies				100.94
027246	8/31/2018	0001013 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 SSCHUTZ VISA	8/31/2018	745.94	0.00	745.94	
		<b>G/L Account:</b> 501401-100-130	Lab Supplies				254.02
		<b>G/L Account:</b> 501401-100-130	Lab Supplies				491.92
027247	8/31/2018	0001014 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 WSHIEH VISA	8/31/2018	2,590.23	0.00	2,590.23	
		<b>G/L Account:</b> 500602-100-000	Two-Way Radios				177.98
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				143.97
		<b>G/L Account:</b> 500602-100-000	Two-Way Radios				38.36
		<b>G/L Account:</b> 500601-100-000	Telecommunication Services				15.85
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				52.19
		<b>G/L Account:</b> 500601-100-000	Telecommunication Services				179.55
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				9.78
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				456.74
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				32.99
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				23.49
		<b>G/L Account:</b> 501705-100-000	Computer Supplies				1,459.33
027248	8/31/2018	0001016 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 NWOODS VISA	8/31/2018	12.00	0.00	12.00	
		<b>G/L Account:</b> 502305-100-120	Other Expense				12.00
027249	8/31/2018	0001017 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 MCLAUS VISA	8/31/2018	242.51	0.00	242.51	
		<b>G/L Account:</b> 501401-100-130	Lab Supplies				170.78
		<b>G/L Account:</b> 501401-100-130	Lab Supplies				71.73
027250	8/31/2018	0001020 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 SCURRIER VIS	8/31/2018	1,513.63	0.00	1,513.63	
		<b>G/L Account:</b> 500502-100-510	Boots & Rainwear				253.33
		<b>G/L Account:</b> 501301-100-510	Maintenance Supplies				35.35
		<b>G/L Account:</b> 500503-100-510	Safety Items				108.47
		<b>G/L Account:</b> 500503-100-540	Safety Items				201.74
		<b>G/L Account:</b> 500503-100-540	Safety Items				48.55
		<b>G/L Account:</b> 500503-100-540	Safety Items				211.15
		<b>G/L Account:</b> 500503-100-540	Safety Items				423.50
		<b>G/L Account:</b> 500502-100-510	Boots & Rainwear				194.66
		<b>G/L Account:</b> 500503-100-540	Safety Items				68.33
		<b>G/L Account:</b> 500502-100-510	Boots & Rainwear				193.49
		<b>G/L Account:</b> 500502-000-000	Boots & Rainwear-General				162.04
027251	8/31/2018	0001030 Golden State Overnight					<b>Check Entry Number: 001</b>
		AUG3118 INV3700997	8/31/2018	34.20	0.00	34.20	
		<b>G/L Account:</b> 501702-100-130	Postage				34.20
027252	8/31/2018	0001047 Calderon Janitorial Services					<b>Check Entry Number: 001</b>
		AUG3118 INV037	8/31/2018	650.00	0.00	650.00	
		<b>G/L Account:</b> 500901-100-000	Janitorial Services				650.00
027253	8/31/2018	0001052 U.S. Health Works					<b>Check Entry Number: 001</b>
		AUG3118 CASE#174-062	8/31/2018	38.00	0.00	38.00	
		<b>G/L Account:</b> 501804-100-000	Medical Services				38.00
027254	8/31/2018	0001064 U.S. BANK CORPORATE PAYMENT SYSTEMS					<b>Check Entry Number: 001</b>
		AUG3118 JSHANNON VIS	8/31/2018	10.00	0.00	10.00	
		<b>G/L Account:</b> 502305-100-000	Other Expense				10.00



Check Register  
 Journal Posting Date: 8/31/2018  
 Register Number: CD-000083

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCM)

				Bank Code: 1 - Bank of the West			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
027255	8/31/2018	0001083	Guardian Security Agency				Check Entry Number: 001
			AUG3118 INV51339	8/31/2018	475.00	0.00	475.00
		G/L Account: 501807-100-000	Security Services				475.00
			AUG3118 INV51424	8/31/2018	587.00	0.00	587.00
		G/L Account: 501807-100-000	Security Services				587.00
			<b>Check 027255 Total:</b>		<u>1,062.00</u>	<u>0.00</u>	<u>1,062.00</u>
027256	8/31/2018	0001088	Verizon Wireless				Check Entry Number: 001
			AUG3118 9812508644	8/31/2018	1,624.25	0.00	1,624.25
		G/L Account: 500602-100-000	Two-Way Radios				1,624.25
027257	8/31/2018	0001090	Joseph Bradley Wright				Check Entry Number: 001
			AUG3118 REIMBURSEMEN	8/31/2018	125.25	0.00	125.25
		G/L Account: 502305-100-000	Other Expense				125.25
027258	8/31/2018	0001096	U.S. BANK CORPORATE PAYMENT SYSTEMS				Check Entry Number: 001
			AUD3118 MBAGLEY VISA	8/31/2018	225.00	0.00	225.00
		G/L Account: 502506-100-000	Training				225.00
027259	8/31/2018	0001097	Express Services, Inc.				Check Entry Number: 001
			AUG3118 INV20969969	8/31/2018	684.48	0.00	684.48
		G/L Account: 609100-100-000	Temporary - Office				684.48
			AUG3118 INV21008970	8/31/2018	940.56	0.00	940.56
		G/L Account: 609100-100-000	Temporary - Office				940.56
			AUG3118 INV21039549	8/31/2018	902.80	0.00	902.80
		G/L Account: 609100-100-000	Temporary - Office				902.80
			<b>Check 027259 Total:</b>		<u>2,527.84</u>	<u>0.00</u>	<u>2,527.84</u>
			<b>Report Total:</b>		<u>167,190.24</u>	<u>0.00</u>	<u>167,190.24</u>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR &amp; DESCRIPTION</i>
July 13, 2018	27111	9,626.00	IEDA, Inc. – Labor Relations Consulting
“ “ “	27123	11,000.00	MVCAC – Corporate Membership Dues
“ “ “	27125	6,000.00	SureWest Directories – Digital Display Advertising
“ “ “	27131	4,100.00	AMCA - Memberships
July 31, 2018	27144	1,245,810.00	Contra Costa County Employees Retirement – Pre-Paid Retirement Employer’s Contributions FY 18/19
“ “ “	27146	272,835.00	VCJPA – Workers’ Compensation Insurance
“ “ “	27149	6,129.80	Liebert Cassidy – Professional Legal Services
“ “ “	27154	31,292.50	Lehmers – 2018 GMC Sierra 1500 4WD
“ “ “	27174	6,800.00	RKL eSolutions LLC – Accounting Software Training
August 15, 2018	27192	3,542.21	Martell Water Systems – Contractual Repairs
“ “ “	27195	31,029.33	Lehmers - 2018 GMC Sierra 1500 4WD
“ “ “	27200	2,300.00	Otis Elevator Company – Service & Repairs
“ “ “	27206	2,075.00	RKL eSolutions LLC – Accounting Software Training
August 31, 2018	27229	5,316.80	Liebert Cassidy – Professional Legal Services
“ “ “	27256	1,624.25	Verizon Wireless – Cellular Phone and iPad Monthly Service Charges

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT  
 INVESTMENT ACTIVITY REPORT  
 June & July 2018

**Month of June**

<b>Transaction Number</b>	<b>Date</b>	<b>Wells Fargo</b>	<b>LAIF</b>	<b>Bank of the West</b>
<b>Beginning Balance</b>	<b>6/1/2018</b>	<b>26,208.08</b>	<b>8,131,515.07</b>	<b>268,387.13</b>
1	6/12/2018	215,089.91		
2	6/13/2018		(164,000.00)	164,000.00
3	6/20/2018	(25.00)		
4	6/20/2018	(226,000.00)	226,000.00	
5	6/25/2018	896.13		
6	6/26/2018	447,003.01		
7	6/27/2018		(224,000.00)	224,000.00
8	6/29/2018	(25.00)	(13,000.00)	13,000.00
9	6/29/2018	(450,000.00)	450,000.00	(354,974.95)
<b>Ending Balance</b>	<b>6/30/2018</b>	<b>13,147.13</b>	<b>8,406,515.07</b>	<b>314,412.18</b>

**Month of July**

<b>Transaction Number</b>	<b>Date</b>	<b>Wells Fargo</b>	<b>LAIF</b>	<b>Bank of the West</b>
<b>Beginning Balance</b>	<b>7/1/2018</b>	<b>13,147.13</b>	<b>8,406,515.07</b>	<b>314,412.18</b>
1	7/11/2018		(171,000.00)	171,000.00
2	7/12/2018		37,334.20	
3	7/25/2018	896.13		
4	7/29/2018		(1,860,000.00)	1,860,000.00
5	7/30/2018	110.86		(1,772,863.90)
<b>Ending Balance</b>	<b>7/31/2018</b>	<b>14,154.12</b>	<b>6,412,849.27</b>	<b>572,548.28</b>

**INVESTMENT ACTIVITY REPORT  
DESCRIPTIONS OF TRANSACTION  
June & July 2018**

**Month of June**

**Transaction**

**Number**

- 1 Deposit of Contract Billing & Miscellaneous Checks in Wells Fargo Bank
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 3 Wire Fee for Transfer from Wells Fargo Bank To LAIF
- 4 Transfer Funds from Wells Fargo to LAIF
- 5 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 6 Deposit of Property Tax Proceeds in Wells Fargo Bank
- 7 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 8 Wire Fee for Transfer from Wells Fargo Bank To LAIF
- 9 Transfer Funds from Wells Fargo to LAIF & BOW checks clearing payroll & vendor

**Month of July**

**Transaction**

**Number**

- 1 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 2 LAIF Quarterly Interest
- 3 Direct Deposit of Monthly Medical Reimbursement from Retiree
- 4 Transfer Funds from Wells Fargo to LAIF & BOW checks clearing payroll & vendor
- 5 Direct Deposit of Contract Billing in Wells Fargo Bank

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

Respectfully submitted,

  
Paula Macedo  
General Manager

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 July 12, 2018

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

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

June 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/13/2018	6/12/2018	RW	1572637	PAULA MACEDO	-164,000.00
6/20/2018	6/20/2018	RD	1573117	PAULA MACEDO	226,000.00
6/27/2018	6/27/2018	RW	1573648	PAULA MACEDO	-224,000.00
6/29/2018	6/29/2018	RD	1573949	PAULA MACEDO	450,000.00 =
6/29/2018	6/29/2018	RW	1573948	PAULA MACEDO	-13,000.00

Account Summary

Total Deposit:	676,000.00	Beginning Balance:	8,131,515.07
Total Withdrawal:	-401,000.00	Ending Balance:	8,406,515.07

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 August 01, 2018

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

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

July 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/12/2018	7/11/2018	RW	1574692	PAULA MACEDO	-171,000.00
7/13/2018	7/12/2018	QRD	1577930	SYSTEM	37,334.20
7/27/2018	7/27/2018	RW	1580660	PAULA MACEDO	-1,860,000.00

Account Summary

Total Deposit:	37,334.20	Beginning Balance:	8,406,515.07
Total Withdrawal:	-2,031,000.00	Ending Balance:	6,412,849.27

## FY 18/19 Actuals VS Budget As of 8.30.18

	Adopted 18/19	Actual	YTD %
ACCOUNT			
<b>SALARIES AND WAGES</b>			
Payroll & OT & Direct Seasonals	3,351,636	622,739	18.58%
Retirement	1,216,950	1,245,810	102.37%
FICA - (OASDI)	217,092	38,958	17.95%
Medicare	50,772	9,111	17.95%
Health Insurance (Medical, Dental, Vision)	646,382	107,853	16.69%
Unemployment	32,202	3,853	11.96%
Disability Ins	10,009	1,665	16.63%
Other Post Employment Benefits	176,000	-	0.00%
<b>Subtotal</b>	<b>5,850,894</b>	<b>2,029,989</b>	<b>34.70%</b>
<b>040 -Agriculture</b>	<b>200,000</b>	<b>18,539</b>	<b>9.27%</b>
<b>050 - Clothing/Personal Supplies</b>	<b>28,500</b>	<b>4,738</b>	<b>16.62%</b>
<b>060 - Communications</b>	<b>36,000</b>	<b>3,459</b>	<b>9.61%</b>
<b>090 - Household Expense</b>	<b>21,700</b>	<b>2,683</b>	<b>12.36%</b>
<b>100 - Insurance</b>	<b>281,726</b>	<b>272,835</b>	<b>96.84%</b>
<b>120 - Maintenance/Equipment</b>	<b>34,300</b>	<b>4,385</b>	<b>12.78%</b>
<b>130 - Maintenance/Bldg. &amp; Grounds</b>	<b>108,500</b>	<b>22,424</b>	<b>20.67%</b>
<b>170 - Office Expense</b>	<b>59,140</b>	<b>6,952</b>	<b>11.76%</b>
<b>180 - Professional/Special Services</b>	<b>375,905</b>	<b>40,634</b>	<b>10.81%</b>
<b>230 - District Special Expense</b>	<b>40,100</b>	<b>5,192</b>	<b>12.95%</b>
<b>250 - Transportation/Travel</b>	<b>538,329</b>	<b>23,579</b>	<b>4.38%</b>
<b>Subtotal</b>	<b>1,724,200</b>	<b>405,420</b>	<b>23.51%</b>
<b>CAPITAL</b>			
350 - Land			
360 - Structures and Improvements	36,500	-	0.00%
371 - Vehicles	107,000	62,322	58.24%
372 - Equipment	110,003	-	0.00%
<b>Subtotal</b>	<b>253,503</b>	<b>62,322</b>	<b>24.58%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,828,597</b>	<b>2,497,731</b>	<b>31.91%</b>
<b>PROJECTED REVENUES</b>			
Property Taxes	5,633,173	-	0.00%
Benefit Assessment	2,038,000	-	0.00%
Contract Billing	42,000	111	0.26%
Interest Income (LAIF)	74,462	37,334	50.14%
Miscellaneous	109,621	-	0.00%
Medical Reimbursement	89,760	896	1.00%
<b>TOTAL REVENUES</b>	<b>7,987,016</b>	<b>38,341</b>	<b>0.48%</b>

ACCOUNT	Adopted 18/19	Actual	YTD %
<b>ENDING BALANCE</b>	158,419		
Transfer (from) to Reserves			
<b>Designated Reserves</b>			
Africanized Honey Bee	165,000		
Emerging Disease Surveillance	1,500,000		
Building Fund	1,222,584		
Investment Policy 6 Months Cash Flow	3,914,298		
Public Health Emergency	1,000,000		
<b>Total Committed Reserves</b>	<b>7,801,882</b>		





# ANNUAL REPORT

## 2017-2018 Investment Portfolio

Maria Bagley, Administrative Services Manager

For fiscal year 2017/2018 the Contra Costa Mosquito and Vector Control District had one source of operating investment income; the Local Agency Investment Fund (LAIF).

### **BACKGROUND: LOCAL AGENCY INVESTMENT FUND (LAIF)**

The District uses LAIF, a special fund for local government agencies within the California State Treasury, to hold District general reserves until needed for payment of District expenses. Proceeds in this account are from property taxes, benefit assessment, contract billing, miscellaneous deposits and interest income.

By law LAIF money is invested by California Government Code 16430, and 16470. The investment securities categories can include: U.S. government securities, Municipal securities, federally sponsored agencies, domestic corporate bonds, prime rated commercial paper, negotiable certificates of deposit, time deposits, and loans to various bond funds.

### **INVESTMENT INFORMATION AND OUTLOOK**

The total interest earned on funds invested in LAIF during fiscal year 2017/2018 \$91,860.63 which is a \$49,971.63 increase from the previous year earnings. The District balance in LAIF at June 30, 2018, was \$8,406,545.07 and the average rate of return on funds invested in LAIF for the fiscal year was 1.36%, versus .75% the previous year. Note that there is a lag in reporting and payment of interest therefore interest booked during a fiscal year is different than interest earned.

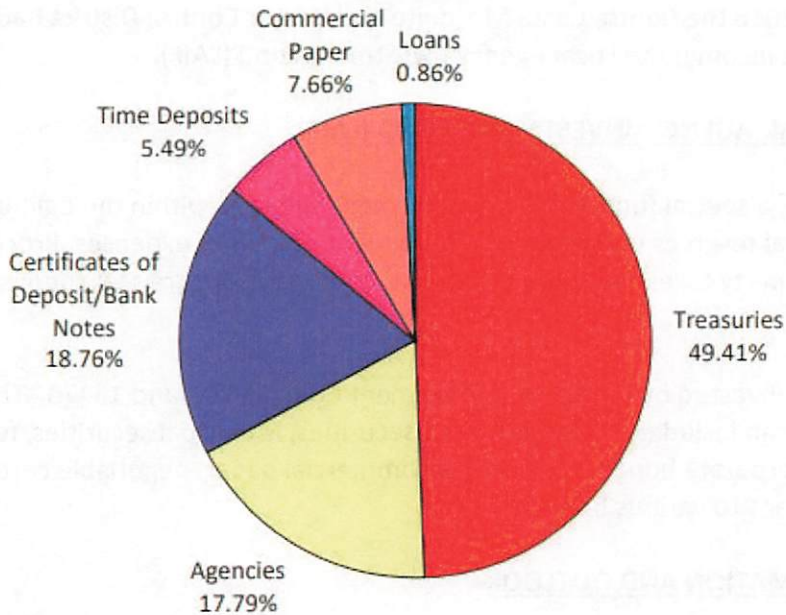
The District return on investment for FY 2017/2018 of 1.36% is slightly lower than the 1/3 MO Treasury bill average for the year. This is in line with LAIF's investment performance as 50% is invested in US Treasuries, with an average duration of 193 days.

The Federal Reserve Bank has increased the federal funds rate by 100bps over the past year and has driven the yield curve up. This has been the dramatic increase in interest that the fund has received. The US economy has been doing well. The current economic cycle has been a synchronized global growth for the past 12 months. Domestically all economic indicators have been positive, GDP growth is expected to remain in 2%-3% range, unemployment rate under the natural rate (5.0% or below), and inflation is to remain at the Fed target of 2%.

The District can anticipate an increase in interest earnings in the years ahead, as long as the economic cycle is still experiencing growth and the Federal Reserve continues with its hawkish (rise in interest rates) agenda.

**LOCAL AGENCY INVESTMENT FUND (LAIF) PORTFOLIO ALLOCATION**

**Pooled Money Investment Account  
Portfolio Composition  
07/31/18  
\$90.0 billion**



**CCMVCD BALANCE & RETURNS**

<b>Fiscal Year</b>	<b>Av. Return</b>	<b>Total Interest Earned in</b>	<b>YoY Δ</b>	<b>Year end Balance (June 30th)</b>
2017/2018	1.36	91,860.63	49,971.63	8,406,545.07
2016/2017	0.75	41,889.00	19,883.45	7,593,599.15
2015/2016	0.43	22,005.55	9,539.00	6,761,460.84
2014/2015	0.27	12,466.55	245.77	6,289,921.19
2013/2014	0.25	12,220.78	(3,290.61)	6,244,328.73
2012/2013	0.31	15,511.39	-	6,333,608.37
<b>Total Committed Reserves as of 6.30.18</b>				<b>7,802,000</b>

# Contra Costa Mosquito & Vector Control District Unmanned Aircraft System (UAS) Policy

Approved by the CCMVCD Board of Trustees on

XXXXXXXX

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## **1.0 PURPOSE**

The purpose of this policy is to provide guidance and standards for the safe and lawful usage of the Contra Costa Mosquito and Vector Control District's Unmanned Aircraft System (UAS) for research, operations, and public safety<sup>1</sup>. Trained and certified personnel can use Unmanned Aircraft Systems for the purposes of augmenting existing mosquito surveillance and control by visual mapping and detection of mosquito habitat, operational planning, public information videos and photos, and larvae detection. Implementation of the procedures and processes found within this policy will ensure the safe, lawful, and effective operation of UAS. It is the responsibility of all those involved in UAS operations to understand the safety policies, required documentation, and reporting procedures addressed in this policy and all future revisions.

## **2.0 MISSION**

It is the District's mission to provide county-wide public health services through the control of disease vectors and to minimize vector population outbreaks which would interfere with recreational, residential, agricultural, and industrial activities. The core mission of UAS operations personnel is to further the District's purpose with safe, reliable and cost effective usage of UAS. Additional manuals, revisions, and scenario based procedures may be created to suit operational needs or specific missions. UAS personnel seeking mission-specific guidance should consult with the UAS Program Supervisor or management.

## **3.0 PRIVACY**

To ensure the UAS is used to full potential every effort must be made to protect the privacy, transparency, and accountability for residents and business owners in the District. Trained UAS operations personnel are committed to the protection of individual rights and personal property before, during, and after the deployment of a UAS and efforts will go beyond current privacy laws when possible. Pilots in Command (PIC) will avoid using UAS for the purposes of collecting data where privacy is to be expected. Efforts to protect privacy are described as the following<sup>2</sup>:

- Pilots in Command will not fly over or within private property without the consent of the property owner or appropriate legal authority.
- Data will not be retained longer than what is needed for legal purposes.

- The Pilot in Command will make every effort to direct cameras attached to the UAS away from private residences or occupied structures not in the area of concern.
- UASs will be utilized by the District for the purposes of training, visual mapping and detection of mosquito habitat, operational planning, public information videos and photos, and larvae detection.
- Pilots in Command are responsible for destroying all photographs or videos that are made using the UAS within seven working days from the conclusion of the UAS operation if they contain personally identifiable information (PII), including, but not limited to, images of faces or vehicle license plates.

## **4.0 OPERATIONS**

This policy is not intended to be all-inclusive but is to be used in conjunction with District guidelines and safety policies, Federal Aviation Administration regulations, and the UAS manufacturer's flight manual. State and Federal legislation regarding UAS operation has been introduced and is pending approval, therefore, this manual should be reviewed annually and updated to reflect changes in Federal and State laws.

Control of operations is the responsibility of District management, which has the right to terminate, postpone, or change flight operations as circumstances dictate.

### ***4.1 Roles of the UAS Program Supervisor***

The UAS program is directed by the UAS Program Supervisor, under the guidance of the Operations Manager, and is comprised of trained UAS personnel including UAS Pilots in Command (PIC) and Visual Observers (VO). It is the responsibility of the UAS Program Supervisor to direct training of PICs and VOs, maintain records of trainings, certifications, retain flight and maintenance records, and records of flight incidents. The UAS Program Supervisor will stay current on new advances in UAS technology and adjust the program accordingly with approval of the Operations Manager. A UAS PIC or VO may be removed from flight status at any time by the UAS Program Supervisor for issues related to performance, physical, or mental capability. The Program Supervisor is the primary coordinator of all UAS operations and is responsible for scheduling and approving requests to use the UAS. The Program Supervisor will also respond to service requests by Public Relations and by the general public if the use of UAS is justified.

### ***4.2 Roles of the UAS Pilot in Command (PIC)***

A trained PIC will always operate the UAS according to FAA guidelines and regulations. UAS flights pertaining to the purposes of research, operations, and public safety fall under the FAA's Small Unmanned Aircraft Rule "Part 107" (rules for routine non-hobbyists). "Part 107" flights can be piloted by a PIC possessing a Remote Pilot Airman Certificate with a small UAS rating.

UAS PICs must meet all FAA requirements for becoming a UAS pilot outlined under UAS rule (Part 107)<sup>3</sup>. Pilot certificates are valid for two years and certificate holders must pass the FAA recurrent knowledge test prior to certificate expiration. UAS PICs must maintain all valid licensure required to operate UAS and possess licensure during time of UAS operation.

Operational limitations under “Part 107” are described as but not limited to the following.<sup>4</sup>

- UAS must weigh less than 55 lbs (25 kg).
- UAS must remain within the unaided Visual line-of-sight (VLOS) of the PIC and VO.
- UAS may not be operated under a covered structure or inside a stationary vehicle.
- UAS can only be operated between the hours beginning 30 minutes before official sunrise and 30 minutes after official sunset and must have appropriate anti-collision lighting.
- The use of a Visual Observer (VO) is required.
- Maximum groundspeed of 100 mph.
- Maximum altitude of 400 feet above ground level.

UAS PICs are the final authority for safety, maintenance, and policy for flight operations. PICs must appropriately brief VOs and other crew of the flight plan, document inspections, document maintenance, and note weather conditions prior to flight. Pilots in Command must maintain 100% control of the UAS at all times.

All PICs will provide the District with written notification and a plan of action (Flight Plan) prior to operating the UAS. Written notification should include when and where the UAS will operate and the type of data being collected. PICs will keep a maintenance record book for each UAS and a flight log book in which all UAS operations will be recorded.

#### ***4.3 Roles of the Visual Observer (VO)***

Visual Observers are to maintain awareness and visual line of sight (VLOS) of the UAS at all times. The VO increases the safety and success of the mission by satisfying the FAA recommendation of maintaining VLOS. Visual Observers must be trained to clearly communicate any instructions to the UAS PIC in order to avoid obstacles or unlawful usage of the UAS.

## **5.0 SAFETY**

Every employee is responsible for his/her safety as well as the safety of others in the workplace. Flight operations personnel, managers, and administrators are fully committed to the professional use of UAS with safety as the number one priority. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. An accident free workplace is

congruent with the best practices of the District as well as efforts to protect the environment, personal property, and equipment. It is the duty of all personnel associated with the UAS program to support the District's safety program, understand safety policies, and attend scheduled safety training. Personnel who observe unsafe, dangerous, or unlawful acts committed before, during, or after the operation of UAS should notify the UAS Program Supervisor immediately. Operating the UAS in a manner that is unnecessarily risky, unsafe, violates operational procedures, or is hazardous to the environment can result in a PIC being removed from flight status by the UAS Program Supervisor and/or other disciplinary action outlined in the CCMVCD Employee handbook.

Achieving a safe and accident free UAS program requires that all District employees make safety a priority and adhere to approved procedures and training. Familiarization with safety procedures, personal property law, and environmental regulation will serve to protect UAS personnel from injury and disciplinary action.

### ***5.1 Accidents and Accident Reporting***

It is the responsibility of all employees to report events and/or accidents that occur at any time during the deployment and operation of UAS. All incidents or accidents will be investigated according to District procedures and policies.

In the event of an accident<sup>5</sup> the safety of all involved is imperative. After an accident stop all operations immediately, offer assistance, and contact 911 if necessary. Notify local police or state authorities in all injury accidents or as required by law. Fill out a vehicle accident form and take pictures of accident if applicable. Flight personnel are not to discuss or communicate any information regarding the accident with anyone except proper authorities, program supervisors, or management. The District will coordinate with any organization that may request information pertaining to the accident. The PIC shall report to FAA within ten days of any operation that results in at least serious injury or property damage of at least \$500.

Safety incidents<sup>6</sup> are also to be reported. Safety incidents include but are not limited to:

- Near mid-air collisions with other aircraft, vegetation, stationary objects, birds, or other wildlife
- Unnecessary or risky flying near infrastructure
- Private property damage not resulting in damage to the aircraft
- Inflight emergencies
- Lost aircraft or equipment
- Malfunction of equipment

After an accident or incident flight operations will cease until the UAS is deemed safe to operate by the UAS Program Supervisor and/or District management.



### ***5.2 Personal Protective Equipment (PPE)***

Personal Protective Equipment (PPE)<sup>7</sup> requirements for UAS flight operations will include but are not limited to:

- CCMVCD uniform including full length work pants and work shirt
- Steel or composite toe work boots
- ANSI approved work glasses or goggles.

Additional or specialized PPE may be required during missions in environments with unique hazards, such as operations in or around aquatic habitats. The appropriate PPE required for completing missions safely and efficiently will be determined by the UAS Program Supervisor or PIC and will be provided by the District.

### ***5.3 Preventive Maintenance Checks and Services***

Inspections and maintenance (including inspections of PPE) are required before, during, and after each use of UAS equipment to note proper mechanical function or damage to the UAS. Preventive maintenance will help to reduce failures of operational equipment, reduce the possibility of injuries, and allow operations personnel to use and train on their equipment effectively. Deficiencies of equipment should be noted and brought to the attention of the UAS Program Supervisor.

Service bulletins, repairs, or regularly scheduled servicing will be followed per manufacturer guidelines.

## **6.0 TRAINING**

Flight personnel will receive training coordinated by the UAS Program Supervisor under the general guidance of the Operations Manager. Training will include aircraft familiarization, pre and post flight maintenance procedures, storage, safety, terminology, weather, and any other topic the Program Supervisor finds appropriate. Certified PICs will receive additional training designed to establish a working knowledge of FAA rules and regulations. Visual Observers will receive training on flight communication and safe operation of the UAS. Proficiency will be graded on performance based measures and knowledge of training topics. Training will be conducted on an annual basis but can be conducted more often if the need arises.

## 7.0 ENDNOTES

<sup>1</sup>Flights for these criteria fall under the FAA's Small Unmanned Aircraft Rule "Part 107" (rules for routine non-hobbyists). "Part 107" flights can be piloted by someone possessing a remote pilot airman certificate with a small UAS rating. A pilot's license is not required.  
[https://www.faa.gov/news/press\\_releases/news\\_story.cfm?newsId=20734](https://www.faa.gov/news/press_releases/news_story.cfm?newsId=20734).

<sup>2</sup>Efforts to protect privacy are outlined further in the National Telecommunications and Information Administration (NTIA) Voluntary Best Practices for UAS Privacy, Transparency, and Accountability. Drafted May 18<sup>th</sup> 2016  
[https://www.ntia.doc.gov/files/ntia/publications/uas\\_privacy\\_best\\_practices\\_6-21-16.pdf](https://www.ntia.doc.gov/files/ntia/publications/uas_privacy_best_practices_6-21-16.pdf)

<sup>3</sup>UAS Pilots in Command must meet all FAA requirements for becoming a UAS pilot outlined under UAS rule (Part 107) [https://www.faa.gov/uas/getting\\_started/part\\_107/remote\\_pilot\\_cert/](https://www.faa.gov/uas/getting_started/part_107/remote_pilot_cert/)

<sup>4</sup>Summary of Small Unmanned Aircraft Rule (Part 107)  
[https://www.faa.gov/uas/media/Part\\_107\\_Summary.pdf](https://www.faa.gov/uas/media/Part_107_Summary.pdf)

<sup>5</sup>An accident is defined by the NTSB as an occurrence in which a person suffers death or serious injury or in which an aircraft is damaged.

<sup>6</sup> An incident is defined by the NTSB as an occurrence other than an accident that affects or could affect the safety of operations.

<sup>7</sup>Personal protective equipment, commonly referred to as "PPE", is defined by the United States Department of Labor as equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

## **8.0 ABBREVIATIONS**

- ANSI: American National Standards Institute
- FAA Federal Aviation Administration
- PIC: Pilot in Command
- PPE: Personal Protective Equipment
- UAS: Unmanned Aircraft System
- VLOS: Visual Line of Sight
- VO: Visual Observer