



155 Mason Circle
Concord, CA 94520
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***BOARD OF TRUSTEES
MEETING
MONDAY, JULY 08, 2024***

TIME: 7:00 PM

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

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

Meeting ID: 940 9516 2206
Passcode: 866980

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

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

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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

AGENDA

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2.* AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

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

4.* CONSENT CALENDAR

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

- A. Minutes of the May 13, 2024 Board of Trustees Meeting
- B. Expenditures for April & May 2024
- C. Payroll Expenditures April & May 2024
- D. Investment Activity for April & May 2024
- E. Financial Report
- F. Excess Vehicles

5. BOARD AND STAFF REPORTS

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

6. BOARD COMMITTEE REPORTS

- A. Budget Committee Report
- B. Executive Committee Report
- C. Personnel Committee Report
- D. Ad Hoc Building Committee Report

7.* ACTION ITEMS

A.* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2024-2025 ENGINEER’S REPORT

- i.** Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report.

ii.* Consider approval of Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District.

B.* PROPOSED BUDGET FOR FY 2024-2025

C.* RESERVE POLICY

D.* INVESTMENT POLICY

E.* AUTHORIZATION TO PURCHASE MOSQUITO LARVICIDES FROM AZELIS A&ES/ADAPCO FOR THE AMOUNT OF \$59,352.80

F.* CONSIDERATION OF DESIGN-BUILD AGREEMENT WITH F&H CONSTRUCTION

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

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

Title: General Manager

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

Agency Negotiator: Darryl Young
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

11.* BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR PAULA MACEDO

Title: General Manager

12. BOARD DISCUSSION OF BOARD MEETING FORMAT

13. BOARD CONSIDERATION OF AD HOC COMMITTEE FOR BOARD RULES AND SUCCESSION PLANNING

14. CLOSING COMMENTS

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

15. ADJOURNMENT

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

Christine Widger, Customer Service Specialist

7/2/2024

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JULY 08, 2024 BOARD MEETING

1. No comment
- 2.* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
- 4.* **CONSENT CALENDAR**
 - A.* Minutes of the May 13, 2024 Board of Trustees Meeting (**Pages 11-16**). Approval of Minutes 24-3, Board Meeting held on May 13, 2024.
 - B.* Check Expenditures for payroll & accounts payable for April & May 2024 (**Pages 17-20**) – Approval of expenditures of April 1, 2024 through May 31, 2024, including:

Accounts payable April 15th checks No. XXXX26 through No. XXXX35
Payroll April 30th check No. XXXX36 through XXXX37
Accounts payable April 30th checks No. XXXX38 through No. XXXX55
Accounts payable May 15th checks No. XXXX56 through No. XXXX73
Payroll May 31st check No. XXXX74 through XXXX76
Accounts payable May 31st checks No. XXXX77 through No. XXXX89
Accounts Payable Total: \$187,326.87 Payroll Total: \$461.75
 - C.* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of April 1, 2024 through May 31, 2024, including:
Payroll April 15th No. D000020040 through No. D000020073
Payroll April 30th No. D000020074 through No. D000020118
Accounts payable April 15th E000003225 through E000003237
Accounts payable April 30th E000003238 through E000003248
Payroll May 15th No. D000020119 through No. D000020154
Payroll May 31st No. D000020155 through No. D000020201
Accounts payable May 15th E000003249 through E000003260
Accounts payable May 31st E000003261 through E000003269
Accounts Payable Total: \$260,460.52 Payroll Total: \$395,638.80
 - D.* Investment Activity for April & May 2024 (**Pages 21-29**)
 - E.* Financial Report (**Page 30-33**)
 - F.* Excess Vehicles:
 1. (#1) 2001 Chevrolet S-10 truck – 17,730 miles
 2. (#10) 2013 GMV C-15 truck – 98,087 miles

3. (#13) 2006 GMV K-15 truck – 101,984 miles
4. (#39) 2014 Honda 4x4 ATV – 720.7 hours
5. (#T-16) 2014 Carson trailer

Recommendation – Approval of the Consent Calendar.

5. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – staff reports have been submitted and staff will be present to answer any questions (**Pages 33-54**).
- D. Legal Counsel

6. BOARD COMMITTEE REPORTS

- A. Budget Committee Report – Budget Committee Chair Marker will report on the meeting held on June 10, 2024. The committee reviewed the District’s Investment and Reserve Policies, the draft Benefit Assessment for FY 2024-2025, the FY 2023-2024 Budget YTD, the proposed budget for FY 2024-2025, and the long-range financial forecast. Actions on these items will be considered separately during item #7 below.
- B. Executive Committee Report – The Executive Committee met on June 17, 2024. The committee discussed the recommendations from the February Trustee Workshop and met in closed session to discuss the General Manager’s Performance.
- C. Personnel Committee Report – Personnel Committee Pay will report on the meeting held on June 27, 2024. The committee met in closed session to discuss with labor negotiators regarding all represented employees (SEIU 1021).
- D. Ad Hoc Building Committee Report – The Ad Hoc Building Committee met on June 6, 2024 to receive updates from staff and to discuss the involvement of special counsel on the review of the agreement with the Design-Build entity and moving forward during all phases of the project as needed. General counsel Coty was present at the meeting.

7.* ACTION ITEMS

A.* MOSQUITO AND VECTOR SURVEILLANCE AND CONTROL ASSESSMENT – FISCAL YEAR 2024-2025 ENGINEER’S REPORT

- i.** Consider approval of the Mosquito and Vector Control Assessment, Fiscal Year 2024-2025 Engineer’s Report (attached)- Each year the Board determines whether to continue the mosquito and vector control project

adopted by Board Resolution 96-5 and the assessments levied pursuant to Board Resolution 96-5, as updated by the Engineer's report. Mr. Jordan Brown and Ed Espinoza, from Francisco & Associates, will be present to give an overview of the Engineer's Report for Contra Costa Mosquito and Vector Benefit Assessment District, Fiscal Year 2024-2025 and answer questions.

Recommendation – Approval of item i

- ii. * Consider approval of Board Resolution 24-3 to continue the Mosquito and Vector Control Assessment for the benefit of four zones and to continue financing the project by continued assessment upon property within the District. (*Pages 55-56*)

Recommendation – Approval of item ii.

- B.* PROPOSED BUDGET FOR FY 2024-2025-** The Budget Committee has reviewed the proposed budget for FY 2024-2025 and is recommending Board approval. (*Pages 31-33*)

Recommendation – Approval of proposed Budget for FY 2024-2025

- C.* RESERVE POLICY –** The Budget Committee has reviewed the District's Reserve Policy and is recommending the following change: increase Capital Improvement Reserve to \$7,500,000 on July 1, 2024 in consideration of upcoming expenses with the building project, and re-evaluate the fund balance in 2025. (*Pages 55-58*)

Recommendation – Approval of updated Reserve Policy

- D.* INVESTMENT POLICY -** The District's Investment Policy is reviewed every year by the Budget Committee prior to being presented for Board approval. The Budget Committee reviewed the Investment Policy on the meeting held on June 10, 2024 and is recommending it for Board approval without changes at this time. (*Pages 59-63*)

Recommendation – Approval of Investment Policy

- E.* AUTHORIZATION TO PURCHASE MOSQUITO LARVICIDES FROM AZELIS A&ES / ADAPCO FOR THE AMOUNT OF \$59,352.80 –** The General Manager's purchasing authority for control products that were previously approved in the Budget is \$50,000 for one single transaction. Sometimes, by purchasing larger amounts, the District is able to secure a greater discount. By purchasing this quantity of Metalarv, the District obtained an additional 10% discount. The District needed to increase the amount of Metalarv purchased because Altosid pellets are currently unavailable due to manufacturing problems,

and this is our only option for extended-release methoprene-based products available. Because the amount exceeds the General Manager’s purchasing authority, additional approval is needed. (*Page 64*)

Recommendation – Approval of purchase with Azelis A&E / Adapco for \$59,352.80.

F.* CONSIDERATION OF DESIGN-BUILD AGREEMENT WITH F&H CONSTRUCTION – On May 15, 2024, the District released a request for Qualifications and Proposals (RFQ/P) Design-Build Services for the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01.

The District hosted a mandatory pre-proposal conference and site walk on May 30, 2024 which drew a number of Design-Build Entities and their teams to the site for the walk. The District received (5) responses to the RFQ/P. District staff and Capital Program Management representatives interviewed all five companies that submitted proposals. Prior to the interviews, the panel scored the responses. Scoring followed the point matrix that was provided to the Design Build Entities in the RFQ/P. On June 26 and 27, 2024 District representatives (General Manager Paula Macedo and Operations Manager David Wexler) along with representatives of Capital Program Management (Sharon Thomas and Matthew Estes) conducted interviews at the District office. All interviews were scored, and the scores were compiled to arrive at the Design-Build Entity with the highest combined score. The Design-Build Entity F&H Construction received the highest combined score and presented the “best value” to the District for the work. District staff and CPM met with the Ad Hoc Building Committee on July 5, 2024 to discuss the process and recommendation and answer any questions.

It is recommended that the District enter into a Design-Build Agreement between the Owner (District) and Design-Builder for Design and Construction where the basis for payment is a Guaranteed Maximum Price (GMP). A draft agreement was provided and can be accessed at https://www.contracostamosquito.com/files/d5006c9fc/01_Attachment+C+-CCMVCD+Design-Build+Agreement-+Sample.pdf. This sample agreement constitutes the basis for negotiation with F&H and the final form will be negotiated by the General Manager. The agreement initially will include the cost for the design and pre-construction phase fee by the Design-Build Entity. Once the design and documentation are ready for permitting, the Design-Build Entity will put the project out for bid for all of the sub-contractor trades and finalize the GMP. Once the GMP for the Construction Phase has been determined, an amendment to the Design-Build Agreement will be presented to the Board of Trustees for its consideration and approval.

CPM will be present to explain the process to the Board and help answer any questions.

Recommendation – Approval: Authorize the General Manager to:
(a) execute a Design-Build Agreement with F&H Construction for a not to exceed amount of \$1,077,330.00 to complete the design and pre-construction phase of the Improvements to the Administration, Maintenance and Operations Buildings and Sitework Project #24-01;
(b) negotiate a Guaranteed Maximum Price (GMP) to construct the Project with F&H Construction; and
(c) present the Guaranteed Maximum Price (GMP) to the Board of Trustees for its consideration consistent with this approval.

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

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

Title: General Manager

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

Agency Negotiator: Darryl Young
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

11.* BOARD CONSIDERATION AND APPROVAL OF AMENDMENT OF CONTRACT WITH GENERAL MANAGER, DR PAULA MACEDO

Title: General Manager

Recommendation – Pleasure of the Board

12. BOARD DISCUSSION OF BOARD MEETING FORMAT – Before COVID and the Emergency Declaration, the Board met only in person. During COVID, the Board had to meet virtually and most Trustees found that this type of meeting created better

opportunities for staff and public attendance. Since the end of the Emergency declaration, when the Board went back to meeting in-person, the District maintained hybrid meeting capabilities per Board discussion at the time. This item was requested by a trustee to be placed on the agenda for discussion again to see how Trustees feel about hybrid versus in-person only meetings, after one year of hybrid meetings.

- 13. BOARD CONSIDERATION OF AD HOC COMMITTEE FOR BOARD RULES AND SUCCESSION PLANNING** – During the February Trustee Workshop, there was discussion about the creation of Board norms or rules, and what trustees wanted them to be. Similarly, trustees discussed Board succession planning ideas. During the Executive Committee meeting on June 17, 2024, the committee discussed the possibility of creating an Ad hoc committee to work on these two topics. President Young will be looking for volunteers to be part of this Ad hoc committee.
- 14. CLOSING COMMENTS**
This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.
- 15. ADJOURNMENT**

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-4

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 13, 2024, at the District office at 155 Mason Circle, Concord, CA 94520.

| | |
|------------------|--|
| TRUSTEES PRESENT | Darryl Young, President, Contra Costa County (remote) Peter Pay, Vice President, San Ramon Daniel Pellegrini, Secretary, Martinez Warren Clayton, Pinole Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond Eric Hinzl, Clayton Jennifer Hogan, Pleasant Hill Peggie Howell, Walnut Creek Michael Krieg, Oakley Kevin Marker, Orinda Vinoy Mereddy, Brentwood James Pinckney, Contra Costa County Damian Wong, Hercules |
| TRUSTEES ABSENT | Richard Ainsley, Pittsburg Perry Carlston, Concord Randall Diamond, Danville James Frankenfield, Moraga |
| VACANCIES | Antioch Lafayette San Pablo |
| OTHERS PRESENT | Paula Macedo, General Manager; Stacy Stark, Human Resources & Risk Manager (remote); Steve Schutz, Scientific Program Manager (remote); David Wexler, Operations Manager (remote); Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator (remote); Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan (remote); Michael Jarvis, Liebert Cassidy Whitmore (remote); other members of the public. |

1. CALL TO ORDER – President Young called the meeting to order at 7:02 p.m.

Roll Call: At the time of the roll call 14 Trustees were present, five Trustees were absent, and there are two vacancies. Trustee Mereddy joined the meeting at 7:10 p.m.

Pledge of Allegiance

- 2.* AGENDA MANAGEMENT – The agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

- 4.* CONSENT CALENDAR

- A. Minutes - Approval of Minutes 24-3, Board Meeting held on Monday, March 13, 2024.

- B. Approval of expenditures for February 1, 2024 through March 31, 2024, including:

Accounts payable February 15th checks No. XXXX68 through No. XXXX80
Payroll February 29th check No. XXXX81 through XXXX82
Accounts payable February 29th checks No. XXXX83 through No. XXXX96
Accounts payable March 15th checks No. XXXX97 through No. XXXX04
Payroll March 15th check No. XXXX05
Payroll March 29th check No. XXXX06 through XXXX09
Accounts payable March 29^h checks No. XXXX10 through No. XXXX25

Accounts Payable Total: \$154,414.50 Payroll Total: \$593.15

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of February 1, 2024 through March 31, 2024, including:

Payroll February 15th No. D000019893 through No. D000019924
Payroll February 29th No. D000019925 through No. D000019967
Accounts payable February 15th E000003177 through E000003186
Accounts payable February 29th E000003187 through E000003199
Payroll March 15th No. D000019968 through No. D000019997
Payroll March 29th No. D000019998 through No. D000020039
Accounts payable March 15th E000003200 through E000003211
Accounts payable March 29th E000003223 through E000003224

Accounts Payable Total: \$252,173.30 Payroll Total: \$363,052.97

- D. Investment Activity for February & March 2024

- E. Financial Report

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

5. BOARD AND STAFF REPORTS

- A. BOARD – None
- B. GENERAL MANAGER – General Manager Macedo noted that her performance evaluation packet had been given to the Board, and is to be submitted to the Board President by the date on the document. The President will then compile the information and discuss it with the Executive Committee in closed session. It will then be presented to the Board in July. General Manager Macedo also spoke about Avian flu and explained that it does not fall within our area of responsibility because it is not a vectorborne disease. She noted that we stay up to date on it because it involves chickens, which we use for sentinels for flaviviruses, and wild birds, which we use in our dead bird program.
- C. STAFF REPORT- Trustee Krieg asked about the safety of serving warrants for pool inspections and whether law enforcement is involved in the process. General Manager Macedo confirmed that law enforcement does accompany District personnel onto properties at which warrants are being served. Legal Counsel Coty clarified that the District serves inspection warrants, not search warrants, for the sole purpose of inspecting pools with a provision for abating if and where necessary.
- D. LEGAL – In response to trustees’ questions, Legal Counsel Coty reminded the Board that remote attendance by Trustees is determined by teleconference rules under the Brown Act. California Legislature added the provision that remote participation without advertising one’s location is permissible during emergencies or illness, if attendee has care responsibilities for a close family member, or has a disability as long as certain criteria are met. The General Manager must see that the circumstance is agendized, and requirements that two-way audio/video and keeping camera on, and certain announcements being made are met. He further clarified that just-cause requirements must be met in order to allow for other remote attendance, and that there are limited opportunities to utilize that section of the Brown Act, based on the number of meetings the District has per year. Coty added that if trustees know in advance of the agenda posting that they will not be able to attend in person, and are willing to disclose their address on the agenda, post the meeting at the site, and allow for members of the public to attend at the remote location, they may attend remotely under the old provisions. The rules apply in the same manner for committee meetings. He added that, under special exception rules, the physical location of the Board meeting must have a quorum present in order to pass a motion to allow for remote attendance. Under the rules that allow for remote attendance with public attendance of remote locations, that criteria need not be met.

Trustee Clayton asked Coty if the LAIF funds can be taken by the State for any reason. Coty affirmed that funds deposited with LAIF cannot be taken by the State. General Macedo asked for confirmation that the same is true for funds deposited

with CLASS, and Coty confirmed, adding that the State has, in the past, taken current tax receipts, not monies already received.

6. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Trustee Pay, Chair of the Personnel committee, reported that the Personnel committee met on March 18th, and included initial discussion of upcoming labor negotiations for represented and unrepresented groups. No reportable action.
- B.* Audit Committee Report – Trustee Dolgonas, Chair of the Audit committee reported that the Audit committee met on March 19, and interviewed three companies as potential auditors. The committee recommended that the current audit firm be awarded a contract for one year. Trustee Pinckney asked a question regarding the frequency that an audit partner must be changed and if the renewal of engagement with the same company would necessitate a change of audit partner. Staff explained that the District could still use the same partner for another two years, but that, after that, it would change.

** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to authorize the General Manager to sign the included engagement letter for another year with Maze & Associates, for the Audit of Basic Financial Statements, Preparation of the Memorandum on Internal Control, and Preparation and issuance of the District’s Annual Report of Financial Transactions, for fiscal year ended June 30, 2024. *Motion passed unanimously.*

- C. Budget Committee Report – Trustee Marker, Chair of the Budget committee reported that the Budget committee met on April 22 and discussed revenues and expenditures up to date and long-range forecast. He added that the committee will be reviewing the Reserve and the Investment policies at their next meeting and will propose any changes to the Board at the July Board meeting.
- D. Ad Hoc Building Committee Report – Trustee Pay reported that the Ad Hoc committee met on May 9 with CPM and the General Manager to receive updates since appointing CPM at the end of the previous year, and what the next steps are for the building remodel. Focus has been on various inspections of the property to understand what the issues are with a view to developing a request for quotation. The RFP/Q has been written and will be posted this week. Inspection findings have found that generally the building is well beyond its service life, with extensive roof damage, antiquated HVAC, and the floor has a number of issues with elevation changes. There will be a process to evaluate submissions and appoint a design build partner. Trustee Dolgonas added that he was favorably impressed by CPM, and how poor of shape the building is in. Trustee Pinckney inquired as to whether legal counsel was involved in review of an RFP/Q. Macedo answered that legal will not review the RFP but will review the agreement before the Board approves it. Trustee Hogan inquired what the timeline will look like. Trustee Pay answered that the project will extend into 2026. He added that the current plan is to leave the building

in January of next year and operate off site for 18 months. CPM will place the RFP/Q in as many places as possible to gain exposure.

7.* BOARD APPROVAL OF UPDATED 2024 COMMITTEE LIST – The 2024 Committee list was modified to add Trustee Howell to the Audit committee.

** Motion was made by Trustee Krieg and seconded by Trustee Clayton to approve the updated 2024 committee list. *Motion passed unanimously.*

8.* BOARD CONSIDERATION AND ADOPTION OF RESOLUTION 24-2 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) – LAIF requires a resolution establishing which titles are authorized to sign any investment or change. The proposed resolution fixes the title of Human Resources and Administration Manager.

** Motion was made by Trustee Pellegrini and seconded by Trustee Mereddy to adopt Resolution 24-2 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF). *Motion passed unanimously.*

CLOSED SESSION-7:57 p.m.

9.* CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

Trustee Clayton left at 8:36 p.m.

RETURN TO OPEN SESSION – 8:54 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

11.* BOARD CONSIDERATION AND APPROVAL OF SALARY ADJUSTMENT AND CHANGE IN BENEFITS FOR UNREPRESENTED EMPLOYEES WITH ONE EXCEPTION (GENERAL MANAGER)

** Motion was made by Trustee Dolgonas and seconded by Trustee Mereddy to approve 3.3% increase in salaries of the unrepresented employees, except for the General Manager, and to increase the matching contribution to a 401 account by 1% for a total of 2% starting July 1, 2024. *Ayes: Dolgonas, Dupin, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Wong, Young, Abstain: Cowen, Absent: Ainsley, Carlston, Clayton, Diamond, Frankenfield. Motion passed.*

12. CLOSING COMMENTS – None

13. ADJOURNMENT – 9:00 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on July 8, 2024.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2024 Secretary, Board of Trustees

Check History Report
Sorted By Check Number
Activity From: 4/1/2024 to 5/31/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

| Check Number | Check Date | Name | Check Amount |
|--------------|------------|--|--------------|
| XXXX26 | 4/15/2024 | PG&E | 929.06 |
| XXXX27 | 4/15/2024 | DMV | 108.00 |
| XXXX28 | 4/15/2024 | Staples Business Advantage | 120.58 |
| XXXX29 | 4/15/2024 | Spark Creative Design | 968.56 |
| XXXX30 | 4/15/2024 | Vector-Borne Disease Account | 234.00 |
| XXXX31 | 4/15/2024 | WAVE | 2,362.38 |
| XXXX32 | 4/15/2024 | Leading Edge Associates, Inc. | 750.00 |
| XXXX33 | 4/15/2024 | OSCA | 123.50 |
| XXXX34 | 4/15/2024 | Banksia Landscape, Inc. | 534.00 |
| XXXX35 | 4/15/2024 | Concentra | 803.00 |
| XXXX38 | 4/30/2024 | Vision Service Plan | 555.18 |
| XXXX39 | 4/30/2024 | PG&E | 799.13 |
| XXXX40 | 4/30/2024 | Empower Trust Company, LLC | 2,000.00 |
| XXXX41 | 4/30/2024 | US POSTAL SERVICE CMRS-FP | 1,000.00 |
| XXXX42 | 4/30/2024 | Contra Costa County - Fleet | 10,972.35 |
| XXXX43 | 4/30/2024 | Staples Business Advantage | 428.29 |
| XXXX44 | 4/30/2024 | Sun Life Financial | 1,544.04 |
| XXXX45 | 4/30/2024 | Spark Creative Design | 801.06 |
| XXXX46 | 4/30/2024 | Kings III of America, Inc. | 174.00 |
| XXXX47 | 4/30/2024 | Colonial Life | 431.58 |
| XXXX48 | 4/30/2024 | Leading Edge Associates, Inc. | 22,300.00 |
| XXXX49 | 4/30/2024 | ACS | 3,016.25 |
| XXXX50 | 4/30/2024 | Verizon Wireless | 2,715.39 |
| XXXX51 | 4/30/2024 | Canon Financial Services, Inc. | 430.34 |
| XXXX51 | 4/30/2024 | Canon Financial Services, Inc. | 430.34- |
| XXXX52 | 4/30/2024 | Capital Program Management, Inc. (CPM) | 7,528.75 |
| XXXX52 | 4/30/2024 | Capital Program Management, Inc. (CPM) | 7,528.75- |
| XXXX53 | 4/30/2024 | T-Mobile | 356.60 |
| XXXX53 | 4/30/2024 | T-Mobile | 356.60- |
| XXXX53 | 4/30/2024 | Canon Financial Services, Inc. | 430.34 |
| XXXX53 | 4/30/2024 | Canon Financial Services, Inc. | 430.34- |
| XXXX54 | 4/30/2024 | Capital Program Management, Inc. (CPM) | 7,528.75 |
| XXXX55 | 4/30/2024 | T-Mobile | 356.60 |
| XXXX56 | 5/15/2024 | Contra Costa Water District | 438.86 |
| XXXX57 | 5/15/2024 | PG&E | 16,664.80 |
| XXXX58 | 5/15/2024 | S & J Advertising | 4,500.00 |
| XXXX59 | 5/15/2024 | Contra Costa Marketplace, Inc. | 4,800.00 |
| XXXX60 | 5/15/2024 | Brickmarkers | 53.60 |
| XXXX61 | 5/15/2024 | The Californian | 24,600.00 |
| XXXX62 | 5/15/2024 | MVCAC | 4,400.00 |
| XXXX63 | 5/15/2024 | Brentwood Press & Publish | 5,928.00 |
| XXXX64 | 5/15/2024 | WAVE | 2,362.38 |
| XXXX65 | 5/15/2024 | MESA Outdoor | 15,000.00 |
| XXXX66 | 5/15/2024 | Leading Edge Associates, Inc. | 2,403.24 |
| XXXX67 | 5/15/2024 | Banksia Landscape, Inc. | 534.00 |
| XXXX68 | 5/15/2024 | Heluna Health | 2,772.00 |
| XXXX69 | 5/15/2024 | Verizon Wireless | 2,050.68 |
| XXXX70 | 5/15/2024 | Vector Media | 11,850.00 |
| XXXX71 | 5/15/2024 | UPS | 84.09 |
| XXXX72 | 5/15/2024 | Lehmer's Concord | 5,048.98 |
| XXXX73 | 5/15/2024 | Canon Financial Services, Inc. | 430.34 |
| XXXX77 | 5/31/2024 | Vision Service Plan | 613.62 |
| XXXX78 | 5/31/2024 | PG&E | 155.77 |
| XXXX79 | 5/31/2024 | FP MAILING SOLUTIONS | 153.58 |

Check History Report
Sorted By Check Number
Activity From: 4/1/2024 to 5/31/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

| Check Number | Check Date | Name | Check Amount |
|--------------|------------|---|--------------|
| XXXX80 | 5/31/2024 | Empower Trust Company, LLC | 2,000.00 |
| XXXX81 | 5/31/2024 | Contra Costa County - Fleet | 7,402.68 |
| XXXX82 | 5/31/2024 | Contra Costa Health Services | 2,668.00 |
| XXXX83 | 5/31/2024 | State of California | 225.00 |
| XXXX84 | 5/31/2024 | Sun Life Financial | 1,540.66 |
| XXXX85 | 5/31/2024 | Spark Creative Design | 2,067.63 |
| XXXX86 | 5/31/2024 | Colonial Life | 431.58 |
| XXXX87 | 5/31/2024 | Canon Financial Services, Inc. | 410.68 |
| XXXX88 | 5/31/2024 | Capital Program Management, Inc. (CPM) | 3,682.25 |
| XXXX89 | 5/31/2024 | T-Mobile | 498.75 |
| EXXX25 | 4/15/2024 | Health Care Dental Trust | 4,597.38 |
| EXXX26 | 4/15/2024 | Concur Technologies, Inc | 677.71 |
| EXXX27 | 4/15/2024 | Bay Alarm Company | 2,995.60 |
| EXXX28 | 4/15/2024 | ADAPCO, Inc. | 12,853.92 |
| EXXX29 | 4/15/2024 | PandaDoc, Inc. | 1,524.00 |
| EXXX30 | 4/15/2024 | Mission Linen Supply | 786.01 |
| EXXX31 | 4/15/2024 | iSolved Benefit Services | 126.54 |
| EXXX32 | 4/15/2024 | Streamline | 375.00 |
| EXXX33 | 4/15/2024 | Contra Costa Janitorial Services | 1,300.00 |
| EXXX34 | 4/15/2024 | Tanya Milovic | 118.64 |
| EXXX35 | 4/15/2024 | Oswaldo Mendoza | 92.00 |
| EXXX36 | 4/15/2024 | Great-West Trust Company, LLC (Empower) | 9,957.10 |
| EXXX37 | 4/15/2024 | Mt. Diablo Resource Recovery-Concord | 758.90 |
| EXXX38 | 4/30/2024 | SEIU UPE LOCAL 1021-Union Dues | 2,447.81 |
| EXXX39 | 4/30/2024 | CalPERS | 65,792.00 |
| EXXX40 | 4/30/2024 | Liebert Cassidy Whitmore | 2,036.50 |
| EXXX41 | 4/30/2024 | Mission Linen Supply | 712.87 |
| EXXX42 | 4/30/2024 | AFLAC | 52.84 |
| EXXX43 | 4/30/2024 | Quench USA, Inc. | 231.34 |
| EXXX44 | 4/30/2024 | Reliance Standard Life In | 2,326.67 |
| EXXX45 | 4/30/2024 | Bartkiewics, Kronick & Shanahan | 900.00 |
| EXXX46 | 4/30/2024 | Sage Software Inc. | 1,215.00 |
| EXXX47 | 4/30/2024 | Great-West Trust Company, LLC (Empower) | 9,424.81 |
| EXXX48 | 4/30/2024 | U.S. BANK CORPORATE PAYMENT SYSTEMS | 10,614.10 |
| EXXX49 | 5/15/2024 | Health Care Dental Trust | 5,042.62 |
| EXXX50 | 5/15/2024 | Concur Technologies, Inc | 677.71 |
| EXXX51 | 5/15/2024 | Bay Alarm Company | 567.91 |
| EXXX52 | 5/15/2024 | Clarke | 3,129.19 |
| EXXX53 | 5/15/2024 | Mission Linen Supply | 1,488.98 |
| EXXX54 | 5/15/2024 | iSolved Benefit Services | 126.54 |
| EXXX55 | 5/15/2024 | Red Wing Business Advantage Account | 739.21 |
| EXXX56 | 5/15/2024 | Streamline | 375.00 |
| EXXX57 | 5/15/2024 | Contra Costa Janitorial Services | 1,300.00 |
| EXXX58 | 5/15/2024 | 4AllPromos LLC | 2,655.13 |
| EXXX59 | 5/15/2024 | Great-West Trust Company, LLC (Empower) | 9,424.81 |
| EXXX60 | 5/15/2024 | Mt. Diablo Resource Recovery-Concord | 758.90 |
| EXXX61 | 5/31/2024 | SEIU UPE LOCAL 1021-Union Dues | 2,448.28 |
| EXXX62 | 5/31/2024 | CalPERS | 65,792.00 |
| EXXX63 | 5/31/2024 | ADAPCO, Inc. | 2,368.77 |
| EXXX64 | 5/31/2024 | Liebert Cassidy Whitmore | 4,171.00 |
| EXXX65 | 5/31/2024 | Mission Linen Supply | 857.16 |
| EXXX66 | 5/31/2024 | Reliance Standard Life In | 992.35 |
| EXXX67 | 5/31/2024 | Bartkiewics, Kronick & Shanahan | 4,619.35 |
| EXXX68 | 5/31/2024 | Great-West Trust Company, LLC (Empower) | 9,424.81 |

Check History Report
Sorted By Check Number
Activity From: 4/1/2024 to 5/31/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

| Check Number | Check Date | Name | Check Amount |
|----------------------|------------|-------------------------------------|--------------------------|
| EXXX69 | 5/31/2024 | U.S. BANK CORPORATE PAYMENT SYSTEMS | 11,584.06 |
| Bank 5 Total: | | | <u>447,787.39</u> |
| Report Total: | | | <u><u>447,787.39</u></u> |

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

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

| DATE | CHECK # | AMOUNT OF CHECK | VENDOR & DESCRIPTION |
|----------------|----------------|------------------------|---|
| April 15, 2024 | EXXXXX28 | \$12,853.92 | ADAPCO, Inc. – Control Materials, Mosquito Larviciding |
| April 15, 2024 | EXXXXX34 | \$118.64 | Tanya Milovic – Safety Boots & Live Scan Reimbursement to District Seasonal Employee |
| April 15, 2024 | EXXXXX35 | \$92.00 | Osvaldo Mendoza – Live Scan Reimbursement to District Seasonal Employee |
| April 30, 2024 | XXXXXX42 | \$10,972.35 | Contra Costa County Fleet – Automotive Gasoline and Repairs |
| April 30, 2024 | XXXXXX48 | \$22,300.00 | Leading Edge Associates, Inc. – Operational Software Updates & Aerial Services |
| May 15, 2024 | XXXXXX60 | \$53.60 | Brickmarkers – Service Award for District Employee |
| May 15, 2024 | XXXXXX65 | \$15,000.00 | MESA Outdoor – Digital Billboard Advertisement (Highway 4/Pittsburg) |
| May 15, 2024 | XXXXXX70 | \$11,850.00 | Vector Media – Digital Print Advertisement on Contra Costa County Transit Buses |
| May 31, 2024 | XXXXXX83 | \$225.00 | State of California – Department of Industrial Relations Conveyance Invoice for Annual Elevator Inspection & Permit |

INVESTMENT ACTIVITY REPORT

| Month of April 2024 | | | | | | | |
|----------------------------|-----------------|--------------------|-------------------------|------------------------|------------------------|------------------------|--------------|
| Transaction Number | Date | Wells Fargo | LAIF | California CLASS | Five Star Money Market | Five Star Checking | |
| Balance | 4/1/2024 | \$ 1,696.40 | \$ 12,482,112.48 | \$ 2,029,983.99 | \$ 387,448.92 | \$ 227,065.89 | |
| 1 | 4/1/2024 | | | | | | 13,409.52 |
| 2 | 4/11/2024 | | | | (200,000.00) | | 200,000.00 |
| 3 | 4/15/2024 | | 117,333.82 | | | | 3,388,065.71 |
| 4 | 4/22/2024 | | 500,000.00 | | | | (500,000.00) |
| 5 | 4/30/2024 | 0.01 | | 8,989.85 | 877.46 | | |
| 6 | 4/30/2024 | | | | | | (523,662.36) |
| Balance | | \$ 1,696.41 | \$ 13,099,446.30 | \$ 2,038,973.84 | \$ 188,326.38 | \$ 2,804,878.76 | |

Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Transfer from Five Star Checking to Five Star Money Market for Payroll & Vendor Checks
- 3 LAIF Quarterly Interest Earned and Property Tax Deposit into Five Star Checking
- 4 Transfer from Five Star Checking to LAIF
- 5 Interest Earned Wells Fargo, California CLASS & Five Star Money Market Accounts
- 6 Five Star Bank clearing of checks for Payroll & Vendor Checks

| Month of May 2024 | | | | | | | |
|--------------------------|-----------------|--------------------|-------------------------|------------------------|------------------------|------------------------|--------------|
| Transaction Number | Date | Wells Fargo | LAIF | California CLASS | Five Star Money Market | Five Star Checking | |
| Balance | 5/1/2024 | \$ 1,696.41 | \$ 13,099,446.30 | \$ 2,038,973.84 | \$ 188,326.38 | \$ 2,804,878.76 | |
| 1 | 5/3/2024 | | | | | | 2,623.87 |
| 2 | 5/17/2024 | | | | | | 21,844.32 |
| 3 | 5/30/2024 | | | | | | (215,000.00) |
| 4 | 5/29/2024 | 0.01 | | 9,316.02 | 683.25 | | |
| 5 | 5/29/2024 | (1,696.42) | | | | | (592,275.02) |
| Balance | | \$ (0.00) | \$ 13,099,446.30 | \$ 2,048,289.86 | \$ 189,009.63 | \$ 2,022,071.93 | |

Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Misc Deposits into Five Star Checking For Sale of Fixed Assets & Contract Billing
- 3 Transfer from Five Star Checking to PARS for FY24 OPEB Contribution
- 4 Interest Earned Wells Fargo, California CLASS & Five Star Money Market Accounts
- 5 Five Star Bank clearing of checks for Payroll & Vendor Checks

| Designated Reserves POLICY FY 24 (July 2023 - June 2024) | |
|---|-------------------|
| Bond Reserve | 0 |
| Public Health Emergency | 2,500,000 |
| Capital Improvement | 5,000,000 |
| Emergency Reconstruction Response | 500,000 |
| Operations | 4,981,330 |
| Vehicle & Equipment Replacement | 250,000 |
| IT Equipment Replacement | 250,000 |
| | 13,481,330 |

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

Respectfully submitted,

*Paula Macedo
General Manager*

California State Treasurer
Fiona Ma, CPA



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

May 06, 2024

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

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

[Tran Type Definitions](#)

April 2024 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|------------|
| 4/15/2024 | 4/12/2024 | QRD | 1750207 | N/A | SYSTEM | 117,333.82 |
| 4/22/2024 | 4/19/2024 | RD | 1752487 | 1712916 | PAULA MACEDO | 500,000.00 |

Account Summary

| | | | |
|-------------------|------------|--------------------|---------------|
| Total Deposit: | 617,333.82 | Beginning Balance: | 12,482,112.48 |
| Total Withdrawal: | 0.00 | Ending Balance: | 13,099,446.30 |



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

(800) 416-6117
www.fivestarbanc.com

1709772
Contra Costa Mosquito & Vector Control
155 Mason Circle
Concord CA 94520

Date 4/30/24 Page 1
Enclosures

| | | | |
|----------------------------|------------|--------------------------------|----------------------|
| Public Money Market | | Number of Enclosures | 0 |
| Account Number | Ending | Statement Dates | 4/01/24 thru 4/30/24 |
| Previous Balance | 387,448.92 | Average Ledger | 254,115.58 |
| Deposits/Credits | .00 | Average Collected | 254,115.58 |
| 1 Checks/Debits | 200,000.00 | Annual Percentage Yield Earned | 4.28% |
| Service Charge | .00 | 2024 Interest Paid | 9,388.99 |
| Current Balance | 188,326.38 | Interest Paid | 877.46 |

Deposits and Additions

| Date | Description | Amount |
|------|------------------|--------|
| 4/30 | Interest Deposit | 877.46 |

Checks and Withdrawals

| Date | Description | Amount |
|------|---------------------------|-------------|
| 4/11 | Funds Transfer via online | 200,000.00- |

Daily Balance Information

| Date | Balance | | | | |
|------|------------|------|------------|------|------------|
| 4/01 | 387,448.92 | 4/11 | 187,448.92 | 4/30 | 188,326.38 |

Interest Rate Summary

| Date | Rate |
|------|-----------|
| 3/31 | 4.122000% |
| 4/08 | 4.232000% |



Contra Costa Mosquito & Vector Control District
155 Mason Circle
Concord, CA 94520

California CLASS

California CLASS

Average Monthly Yield: 5.4028%

| | | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|-----------------|---------------|---------------------|---------------|-------------|-----------------|-------------------|-----------------------|---------------------|
| CA-01-0129-0001 | General CLASS | 2,029,983.99 | 0.00 | 0.00 | 8,989.85 | 30,450.32 | 2,030,283.65 | 2,038,973.84 |
| TOTAL | | 2,029,983.99 | 0.00 | 0.00 | 8,989.85 | 30,450.32 | 2,030,283.65 | 2,038,973.84 |



General CLASS

Account Summary

Average Monthly Yield: 5.4028%

| | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|------------------|-------------------|---------------|-------------|---------------|-------------------|-----------------------|-------------------|
| California CLASS | 2,029,983.99 | 0.00 | 0.00 | 8,989.85 | 30,450.32 | 2,030,283.65 | 2,038,973.84 |

Transaction Activity

| Transaction Date | Transaction Description | Contributions | Withdrawals | Balance | Transaction Number |
|------------------|------------------------------|---------------|-------------|--------------|--------------------|
| 04/01/2024 | Beginning Balance | | | 2,029,983.99 | |
| 04/30/2024 | Income Dividend Reinvestment | 8,989.85 | | | |
| 04/30/2024 | Ending Balance | | | 2,038,973.84 | |

California State Treasurer
Fiona Ma, CPA



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

June 04, 2024

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

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

[Tran Type Definitions](#)

May 2024 Statement

Account Summary

Total Deposit:

Total Withdrawal:

| | | |
|------|--------------------|---------------|
| 0.00 | Beginning Balance: | 13,099,446.30 |
| 0.00 | Ending Balance: | 13,099,446.30 |



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

(800) 416-6117
www.fivestarbanc.com

1740619
Contra Costa Mosquito & Vector Control
155 Mason Circle
Concord CA 94520

Date 5/31/24 Page 1
Enclosures

| | | | |
|----------------------------|------------|--------------------------------|----------------------|
| Public Money Market | | Number of Enclosures | 0 |
| Account Number | Ending | Statement Dates | 5/01/24 thru 5/31/24 |
| Previous Balance | 188,326.38 | Average Ledger | 188,326.38 |
| Deposits/Credits | .00 | Average Collected | 188,326.38 |
| Checks/Debits | .00 | Annual Percentage Yield Earned | 4.36% |
| Service Charge | .00 | 2024 Interest Paid | 10,072.24 |
| Current Balance | 189,009.63 | Interest Paid | 683.25 |

Deposits and Additions

| Date | Description | Amount |
|------|------------------|--------|
| 5/31 | Interest Deposit | 683.25 |

Daily Balance Information

| Date | Balance | | |
|------|------------|------|------------|
| 5/01 | 188,326.38 | 5/31 | 189,009.63 |

Interest Rate Summary

| Date | Rate |
|------|-----------|
| 4/30 | 4.232000% |
| 5/07 | 4.272000% |



Contra Costa Mosquito & Vector Control District
155 Mason Circle
Concord, CA 94520

California CLASS

California CLASS

Average Monthly Yield: 5.3943%

| | | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|-----------------|---------------|---------------------|---------------|-------------|-----------------|-------------------|-----------------------|---------------------|
| CA-01-0129-0001 | General CLASS | 2,038,973.84 | 0.00 | 0.00 | 9,316.02 | 39,766.34 | 2,039,274.36 | 2,048,289.86 |
| TOTAL | | 2,038,973.84 | 0.00 | 0.00 | 9,316.02 | 39,766.34 | 2,039,274.36 | 2,048,289.86 |



General CLASS

Account Summary

Average Monthly Yield: 5.3943%

| | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|------------------|-------------------|---------------|-------------|---------------|-------------------|-----------------------|-------------------|
| California CLASS | 2,038,973.84 | 0.00 | 0.00 | 9,316.02 | 39,766.34 | 2,039,274.36 | 2,048,289.86 |

Transaction Activity

| Transaction Date | Transaction Description | Contributions | Withdrawals | Balance | Transaction Number |
|------------------|------------------------------|---------------|-------------|--------------|--------------------|
| 05/01/2024 | Beginning Balance | | | 2,038,973.84 | |
| 05/31/2024 | Income Dividend Reinvestment | 9,316.02 | | | |
| 05/31/2024 | Ending Balance | | | 2,048,289.86 | |

**Balance Sheet
As of May 2024**

**May
2024**

| ASSETS | |
|--|----------------------|
| Current Assets | |
| Five Star Checking:General | 2,458,859.17 |
| Money Market: General | 189,009.63 |
| California CLASS:General | 2,048,289.86 |
| LAIF | 13,099,446.30 |
| VCJPA | 1,275,940.00 |
| Wells Fargo Bank - checking | 0.00 |
| Property Tax Due from County | 1,485,351.92 |
| Benefit Assessment Due from County | 101,460.80 |
| Prepaid Retirement - CCCERA | 374,672.27 |
| Total Current Assets: | 21,033,029.95 |
| Fixed Assets | |
| Asset Nondepreciable (Land):General | 778,640.00 |
| Asset Depreciable:General | 695,755.00 |
| Total Fixed Assets: | 1,474,395.00 |
| Other Assets | |
| Net Pension Asset:General | 643,711.00 |
| GASB 68/75 Outflow | 2,258,655.00 |
| Total Other Assets: | 2,902,366.00 |
| Total Assets: | 25,409,790.95 |
| LIABILITIES & EQUITY | |
| Current Liabilities | |
| Accrued Payroll Liabilities | 120,197.79 |
| Deferred Revenue | 824,909.99 |
| Total Current Liabilities: | 945,107.78 |
| Long-Term Liabilities | |
| Net Pension Liability | 4,328,728.00 |
| Total Long-Term Liabilities: | 4,328,728.00 |
| Total Liabilities: | 5,273,835.78 |
| Accrued Equity & Designated Reserves | 18,639,734.52 |
| Current Year Net Income | 1,496,220.65 |
| Total Equity: | 20,135,955.17 |
| Total Liabilities & Equity: | 25,409,790.95 |

**Contra Costa Mosquito and Vector Control District
FY24 Budget Year & Proposed FY25 Budget**

FY24 (July 1, 2023 - June 30, 2024) & Proposed FY25 (July 1, 2024 - June 30, 2025)

92 % of the Year
completed

| | FY 24 <i>As of 5/31/24</i> | APPROVED FY 24 | YTD FY23 VS Adopted | ADOPTED FY24 VS FY24 \$ | PROPOSED FY25 |
|---|-------------------------------|---------------------|------------------------|----------------------------|---------------------|
| Personnel Costs | | | | | |
| Payroll & OT | 3,570,703.32 | 4,240,776.00 | 84.2% | 670,072.68 | 4,398,951.28 |
| Retirement | 1,234,911.50 | 1,200,000.00 | 102.9% | (34,911.50) | 1,200,000.00 |
| OASDI | 208,036.25 | 262,928.11 | 79.1% | 54,891.86 | 272,734.98 |
| Medicare | 50,022.25 | 61,491.25 | 81.3% | 11,469.00 | 63,784.79 |
| Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.) | 538,621.24 | 681,865.00 | 79.0% | 143,243.76 | 722,867.73 |
| Unemployment | 16,319.57 | 16,500.00 | 98.9% | 180.43 | 16,000.00 |
| Disability Ins | 13,778.56 | 14,750.00 | 93.4% | 971.44 | 12,420.00 |
| Other Post Employment Benefits | 215,000.00 | 215,000.00 | 100.0% | - | 215,000.00 |
| District Paid Health Retiree Cost & Fees | 102,931.38 | 111,800.00 | 92.1% | 8,868.62 | 136,778.98 |
| Subtotal Personnel Costs | 5,950,324.07 | 6,805,110.36 | 87.4% | 854,786.29 | 7,038,537.76 |
| Professional Services | | | | | |
| Auditing Services | 24,196.00 | 25,000.00 | 96.8% | 804.00 | 19,300.00 |
| Building and Grounds Maintenance & Repairs Major > \$10,000 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| Building and Grounds Maintenance & Repairs Minor < \$10,000 | 12,078.56 | 25,000.00 | 48.3% | 12,921.44 | 15,000.00 |
| Consulting - General | 31,290.08 | 200,000.00 | 15.6% | 168,709.92 | 333,500.00 |
| Engineers Report | 9,100.00 | 9,100.00 | 100.0% | 0.00 | 9,100.00 |
| Janitorial Services | 14,300.00 | 15,600.00 | 91.7% | 1,300.00 | 16,500.00 |
| Landscaping Services | 5,748.00 | 6,200.00 | 92.7% | 452.00 | 1,068.00 |
| Legal - Counsel General | 17,920.44 | 25,000.00 | 71.7% | 7,079.56 | 40,000.00 |
| Legal - Counsel Labor | 46,842.85 | 50,000.00 | 93.7% | 3,157.15 | 100,000.00 |
| Medical Services - General | 125.00 | 500.00 | 25.0% | 375.00 | 500.00 |
| Medical Services - Pre-Employment | 1,582.00 | 500.00 | 316.4% | (1,082.00) | 2,500.00 |
| Permits & Fees | 7,161.72 | 20,000.00 | 35.8% | 12,838.28 | 20,000.00 |
| Security Service | 13,553.53 | 20,000.00 | 67.8% | 6,446.47 | 20,000.00 |
| Subtotal Professional Services | 183,898.18 | 396,900.00 | 46.3% | 213,001.82 | 577,468.00 |
| Public Affairs | | | | | |
| Community Event Registration Fees | 886.75 | 1,500.00 | 59.1% | 613.25 | 1,250.00 |
| Advertisement Online | 24,600.00 | 35,000.00 | 70.3% | 10,400.00 | 35,000.00 |
| Advertisement Print | 43,158.16 | 45,000.00 | 95.9% | 1,841.84 | 60,100.00 |
| Branded Collateral | 3,607.21 | 7,500.00 | 48.1% | 3,892.79 | 5,000.00 |
| Brochures | 8,492.14 | 8,000.00 | 106.2% | (492.14) | 10,000.00 |
| Business Cards | 92.63 | 500.00 | 18.5% | 407.37 | 500.00 |
| Design | 2,201.82 | 3,000.00 | 73.4% | 798.18 | 3,050.00 |
| Displays | 835.06 | 1,000.00 | 83.5% | 164.94 | 1,000.00 |
| Door Hangers | 651.06 | 2,500.00 | 26.0% | 1,848.94 | 1,500.00 |
| Website Development & Maintenance | 4,125.00 | 5,000.00 | 82.5% | 875.00 | 6,000.00 |
| Professional Branded Wear | 1,837.45 | 3,000.00 | 61.2% | 1,162.55 | 2,500.00 |
| Subtotal Public Affairs | 90,487.28 | 109,000.00 | 83.0% | 18,512.72 | 125,900.00 |
| Operation and Facilities | | | | | |
| Aerial Services | 14,955.96 | 30,000.00 | 49.9% | 15,044.04 | 40,000.00 |
| Automotive - Gasoline | 57,792.25 | 80,000.00 | 72.2% | 22,207.75 | 80,000.00 |
| Automotive - Repairs | 62,133.90 | 65,000.00 | 95.6% | 2,866.10 | 65,000.00 |
| Automotive - Services | 0.00 | 5,000.00 | 0.0% | 5,000.00 | 10,000.00 |
| Boat Berth Fee | 0.00 | 0.00 | 0.0% | 0.00 | 6,000.00 |
| Operational Supplies (formerly auto supplies) | 6,229.38 | 6,000.00 | 103.8% | (229.38) | 5,000.00 |
| Building & Grounds Materials / Supplies | 6,640.71 | 8,500.00 | 78.1% | 1,859.29 | 7,000.00 |
| Building Engineering | 0.00 | 650,000.00 | 0.0% | 650,000.00 | 0.00 |
| Control Materials - Mosquito Adulticiding | 6,197.14 | 10,000.00 | 62.0% | 3,802.86 | 10,000.00 |
| Control Materials - Mosquito Larviciding | 171,645.41 | 170,000.00 | 101.0% | (1,645.41) | 250,000.00 |
| Control Materials - Vertebrate | 2,436.04 | 10,000.00 | 24.4% | 7,563.96 | 5,000.00 |
| Control Materials - Yellowjacket & Bees | 3,482.70 | 3,000.00 | 116.1% | (482.70) | 3,000.00 |
| Equipment Rental | 0.00 | 1,000.00 | 0.0% | 1,000.00 | 100,000.00 |
| Equipment Repair | 18,785.08 | 15,000.00 | 125.2% | (3,785.08) | 25,000.00 |
| Equipment Service | 0.00 | 3,000.00 | 0.0% | 3,000.00 | 0.00 |
| Equipment Small | 14,256.22 | 60,000.00 | 23.8% | 45,743.78 | 60,000.00 |
| Safety & PPE | 8,411.02 | 15,000.00 | 56.1% | 6,588.98 | 20,000.00 |
| Safety Boots | 1,667.91 | 3,500.00 | 47.7% | 1,832.09 | 3,500.00 |
| Source Reduction/Wetlands | 0.00 | 500.00 | 0.0% | 500.00 | 0.00 |

**Contra Costa Mosquito and Vector Control District
FY24 Budget Year & Proposed FY25 Budget**

FY24 (July 1, 2023 - June 30, 2024) & Proposed FY25 (July 1, 2024 - June 30, 2025)

92% of the Year
completed

| | FY 24 <i>As of 5/31/24</i> | APPROVED FY 24 | YTD FY23 VS Adopted | ADOPTED FY24 VS FY24 \$ | PROPOSED FY25 |
|--|-------------------------------|-------------------|------------------------|----------------------------|------------------|
| Tools & Instruments | 498.42 | 2,500.00 | 19.9% | 2,001.58 | 0.00 |
| Uniform Rental | 13,571.17 | 14,000.00 | 96.9% | 428.83 | 20,000.00 |
| Subtotal Operation and Facilities | 388,703.31 | 1,155,000.00 | 33.7% | 766,296.69 | 709,500.00 |
| Lab Services | | | | | |
| Aquaculture | 962.04 | 2,500.00 | 38.5% | 1,537.96 | 2,500.00 |
| General Lab Supplies & Materials | 1,227.18 | 3,500.00 | 35.1% | 2,272.82 | 3,500.00 |
| Insectary | 374.47 | 1,000.00 | 37.4% | 625.53 | 0.00 |
| Lab Equipment | 2,414.27 | 5,000.00 | 48.3% | 2,585.73 | 2,000.00 |
| Lab Testing | 18,084.00 | 18,000.00 | 100.5% | (84.00) | 22,000.00 |
| Pesticide Testing | 0.00 | 500.00 | 0.0% | 500.00 | 0.00 |
| Sentinel Bird | 865.24 | 1,500.00 | 57.7% | 634.76 | 1,500.00 |
| Surveillance | 16,641.17 | 18,000.00 | 92.5% | 1,358.83 | 24,000.00 |
| Subtotal Lab Services | 40,568.37 | 50,000.00 | 81.1% | 9,431.63 | 55,500.00 |
| Information & Technology | | | | | |
| Computer Equipment Supplies < \$100 | 489.63 | 2,900.00 | 16.9% | 2,410.37 | 1,200.00 |
| Computer Equipment Supplies > \$100 < \$500 | 1,044.59 | 1,800.00 | 58.0% | 755.41 | 1,800.00 |
| Computer Equipment Supplies > \$500 | 0.00 | 4,800.00 | 0.0% | 4,800.00 | 14,100.00 |
| GPS Tracking | 5,268.79 | 6,400.00 | 82.3% | 1,131.21 | 6,500.00 |
| I.T Subscriptions | 21,514.59 | 20,000.00 | 107.6% | (1,514.59) | 53,408.00 |
| Phone | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| Phone Accessories | 202.36 | 500.00 | 40.5% | 297.64 | 500.00 |
| Printing Supplies | 1,700.53 | 6,700.00 | 25.4% | 4,999.47 | 4,000.00 |
| Software | 23,503.59 | 75,000.00 | 31.3% | 51,496.41 | 132,275.00 |
| Subtotal Information & Technology | 53,724.08 | 118,100.00 | 45.5% | 64,375.92 | 213,783.00 |
| General Office Administration | | | | | |
| Assessments & County Fees | 3,774.99 | 450,000.00 | 0.8% | 446,225.01 | 5,000.00 |
| District Membership & Subscription Dues | 31,408.73 | 30,000.00 | 104.7% | (1,408.73) | 36,000.00 |
| Employee - Development | 397.49 | 4,000.00 | 9.9% | 3,602.51 | 1,500.00 |
| Employee - Lodging | 10,985.37 | 12,000.00 | 91.5% | 1,014.63 | 15,000.00 |
| Employee - Meal | 1,385.23 | 3,000.00 | 46.2% | 1,614.77 | 3,000.00 |
| Employee - Memberships | 1,345.14 | 3,000.00 | 44.8% | 1,654.86 | 3,000.00 |
| Employee - Training | 20,284.81 | 15,000.00 | 135.2% | (5,284.81) | 30,000.00 |
| Employee - Travel | 3,617.84 | 10,000.00 | 36.2% | 6,382.16 | 15,000.00 |
| Financial Services Fees | 1,088.10 | 3,000.00 | 36.3% | 1,911.90 | 1,500.00 |
| Insurance - Auto Physical Damage | 4,107.00 | 4,107.00 | 100.0% | 0.00 | 7,579.00 |
| Insurance - Crime & Weapons | 1,547.00 | 1,547.00 | 100.0% | 0.00 | 1,609.00 |
| Insurance - General | 4,120.00 | 4,120.00 | 100.0% | 0.00 | 4,368.00 |
| Insurance - Liability | 173,901.00 | 175,893.00 | 98.9% | 1,992.00 | 166,572.00 |
| Insurance - Property | 27,028.00 | 27,028.00 | 100.0% | 0.00 | 18,353.00 |
| Insurance - Workers Comp | 162,021.00 | 182,555.00 | 88.8% | 20,534.00 | 165,969.00 |
| Office Furniture | 0.00 | 3,000.00 | 0.0% | 3,000.00 | 0.00 |
| Office Keys & Locks | 807.76 | 2,000.00 | 40.4% | 1,192.24 | 1,000.00 |
| Office Supplies - General | 3,689.03 | 6,000.00 | 61.5% | 2,310.97 | 5,000.00 |
| Office Supplies - Janitorial | 393.84 | 1,500.00 | 26.3% | 1,106.16 | 1,000.00 |
| Office Supplies - Kitchen | 496.95 | 1,000.00 | 49.7% | 503.05 | 1,000.00 |
| Other Expense - General | 0.00 | 0.00 | 0.0% | 0.00 | 1,000.00 |
| Postage | 3,635.03 | 5,000.00 | 72.7% | 1,364.97 | 5,000.00 |
| Safety Program - Incentive | 1,044.13 | 1,300.00 | 80.3% | 255.87 | 1,300.00 |
| Safety Program - Tangible Materials | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| Service & Leasing Contracts | 9,489.02 | 8,500.00 | 111.6% | (989.02) | 10,000.00 |
| Trustee - Expense General | 1,386.62 | 2,000.00 | 69.3% | 613.38 | 3,000.00 |
| Trustee - Lodging | 2,605.95 | 4,000.00 | 65.1% | 1,394.05 | 4,000.00 |
| Trustee - Meal | 262.86 | 2,000.00 | 13.1% | 1,737.14 | 2,000.00 |
| Trustee - Mileage | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| Trustee - Training | 11,787.26 | 10,000.00 | 117.9% | (1,787.26) | 15,000.00 |
| Trustee - Travel | 695.48 | 2,000.00 | 34.8% | 1,304.52 | 2,000.00 |
| Utilities Cell Phone | 20,045.44 | 28,000.00 | 71.6% | 7,954.56 | 25,000.00 |
| Utilities Electric | 25,624.03 | 32,000.00 | 80.1% | 6,375.97 | 30,000.00 |
| Utilities Garbage | 8,047.25 | 9,000.00 | 89.4% | 952.75 | 9,000.00 |
| Utilities Gas | 7,294.70 | 13,000.00 | 56.1% | 5,705.30 | 15,000.00 |

**Contra Costa Mosquito and Vector Control District
FY24 Budget Year & Proposed FY25 Budget**

FY24 (July 1, 2023 - June 30, 2024) & Proposed FY25 (July 1, 2024 - June 30, 2025)

92 % of the Year
completed

| | FY 24 <i>As of 5/31/24</i> | APPROVED FY 24 | YTD FY23 VS Adopted | ADOPTED FY24 VS FY24 \$ | PROPOSED FY25 |
|---|-------------------------------|-------------------|------------------------|----------------------------|------------------|
| Utilities Internet | 14,369.84 | 18,000.00 | 79.8% | 3,630.16 | 18,000.00 |
| Utilities Landline | 11,683.01 | 14,500.00 | 80.6% | 2,816.99 | 16,000.00 |
| Utilities Water | 5,096.21 | 6,000.00 | 84.9% | 903.79 | 6,500.00 |
| Water - Drinking | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| Utilities Sewer:General | 1,716.75 | 2,000.00 | 85.8% | 283.25 | 4,000.00 |
| Employment Advertisements | 225.00 | 500.00 | 45.0% | 275.00 | 1,000.00 |
| Uncategorized Expenses | 133.94 | 0.00 | 0.0% | 0.00 | 0.00 |
| Subtotal General Office Administration | 577,541.80 | 1,096,550.00 | 52.7% | 519,008.20 | 650,250.00 |
| Capital | | | | | |
| Structures & Improvements | 0.00 | 0.00 | 0.0% | 0.00 | 1,803,386.00 |
| Vehicles | 123,259.57 | 210,000.00 | 58.7% | 86,740.43 | 0.00 |
| Heavy Equipment | 22,201.78 | 22,000.00 | 100.9% | (201.78) | 30,000.00 |
| Subtotal Capital | 145,461.35 | 232,000.00 | 62.7% | 86,538.65 | 1,833,386.00 |
| Total Expenditures | 7,430,708.44 | 9,962,660.36 | 74.6% | 2,531,951.92 | 11,204,324.76 |
| Revenues | | | | | |
| Property Taxes | 6,329,631.08 | 7,814,983.00 | 81.0% | 1,485,351.92 | 8,520,534.00 |
| Benefit Assessment | 1,982,475.20 | 2,083,936.00 | 95.1% | 101,460.80 | 2,092,435.00 |
| Contract Billing | 105,044.75 | 52,020.00 | 201.9% | (53,024.75) | 53,060.40 |
| Interest Income | 443,272.67 | 100,000.00 | 443.3% | (343,272.67) | 102,000.00 |
| Fixed Asset Disposal | 48,992.00 | 60,000.00 | 81.7% | 11,008.00 | 15,000.00 |
| Miscellaneous | 17,513.39 | 50,000.00 | 35.0% | 32,486.61 | 50,000.00 |
| Subtotal Revenue | 8,926,929.09 | 10,160,939.00 | 87.9% | 1,234,009.91 | 10,833,029.40 |
| Estimate Ending Balance | 1,496,220.65 | | | | (371,295.36) |

| Designated Reserves POLICY FY 24 (July 1, 2023 - June 30, 2024) | |
|--|-------------------|
| Bond Reserve | 0 |
| Public Health Emergency | 2,500,000 |
| Capital Improvement | 5,000,000 |
| Emergency Reconstruction Response | 500,000 |
| Operations | 4,981,330 |
| Vehicle & Equipment Replacement | 250,000 |
| IT Equipment Replacement | 250,000 |
| | 13,481,330 |

| Designated Reserves POLICY FY 24 (July 1, 2024 - June 30, 2025) | |
|--|-------------------|
| Bond Reserve | 0 |
| Public Health Emergency | 2,500,000 |
| Capital Improvement | 7,000,000 |
| Emergency Reconstruction Response | 500,000 |
| Operations | 5,602,162 |
| Vehicle & Equipment Replacement | 250,000 |
| IT Equipment Replacement | 250,000 |
| | 16,102,162 |

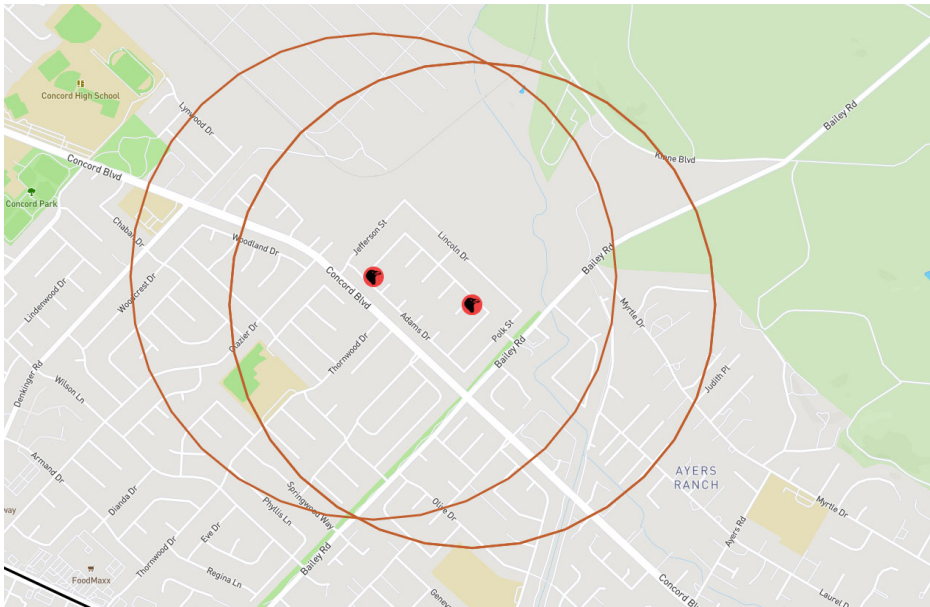
June 2024 Mosquito and Arbovirus Surveillance Report

Updated June 28th by Steve Schutz, Ph.D., Scientific Programs Manager

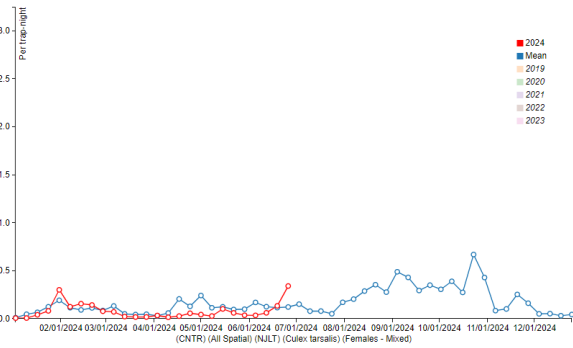
Human cases: As of June 28th, no human cases of West Nile virus have been reported in California this year. Nine confirmed cases were reported in Contra Costa County last year.

Horses: No equine cases of WNV have been reported in 2024. An effective vaccine is available for horses; most affected horses have been unvaccinated.

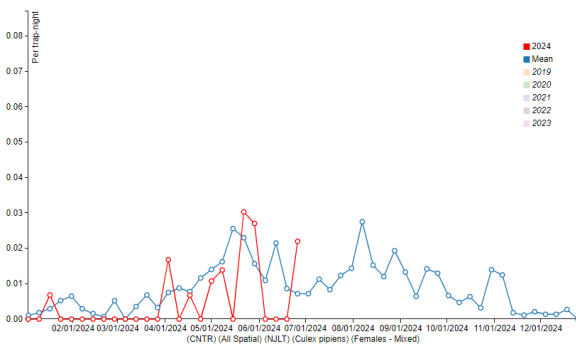
Dead birds: 206 dead birds have been reported this year, 3 have been confirmed positive for WNV (crows, Concord, all from the same neighborhood, 2 from same address; red icons on map).



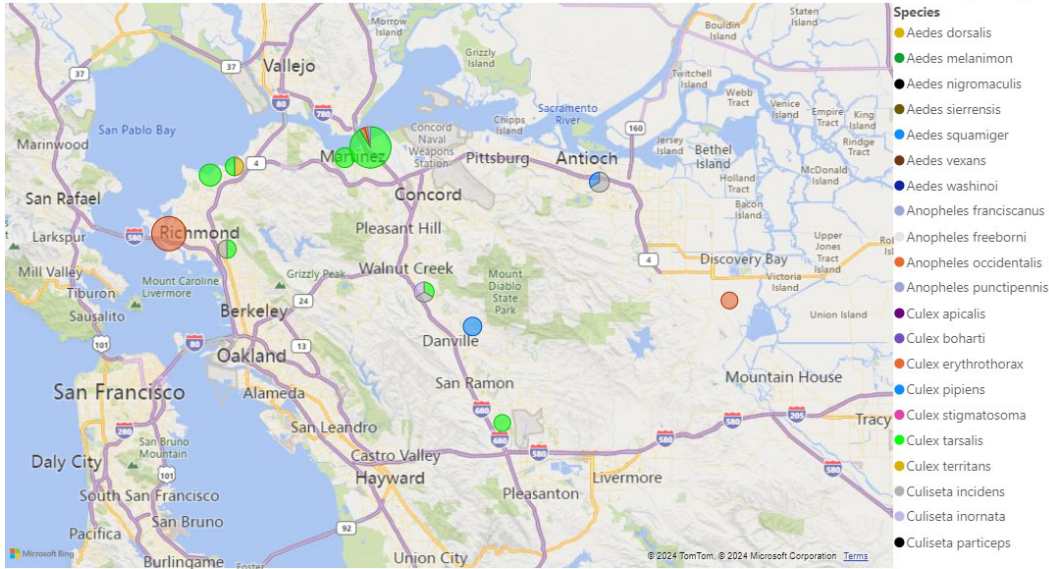
Light trap counts: Countywide *Culex tarsalis* and *Culex pipiens* counts are currently above average, mostly due to high counts in Waterfront traps.



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

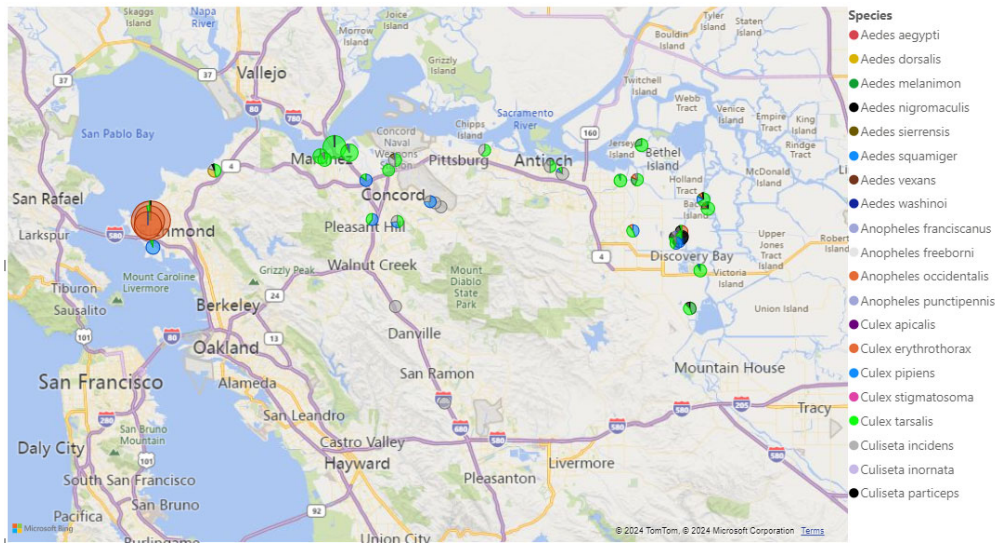
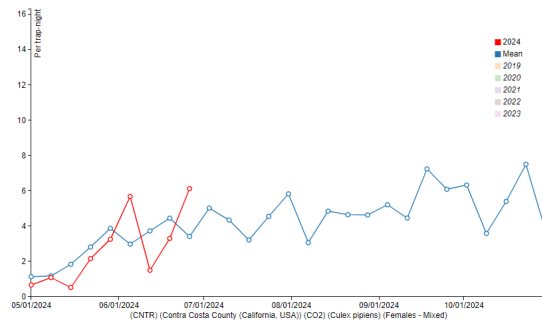
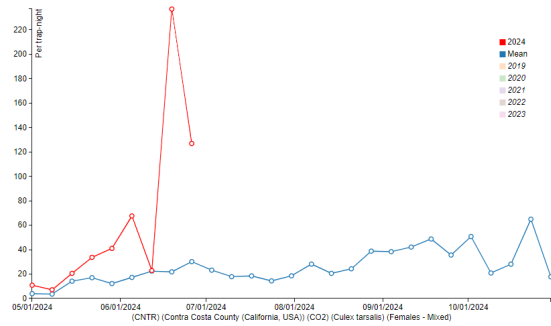


Culex pipiens counts (red) vs. 5 year average



Map showing light trap locations and relative average species counts from May 1-28th

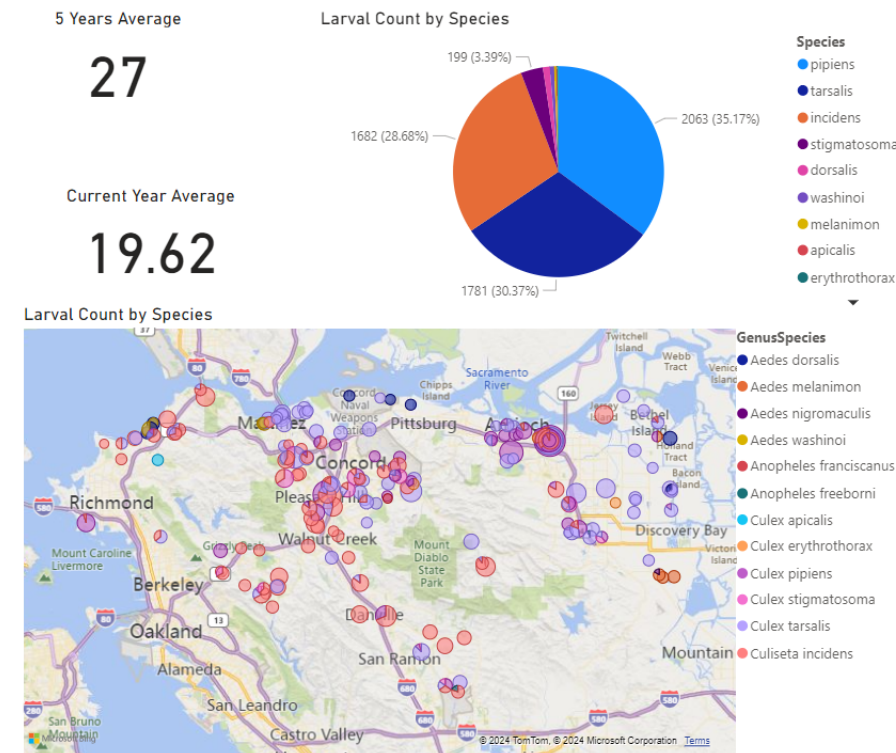
CO₂ traps: *Culex tarsalis* and *pipiens* counts are currently above average countywide, mostly due to high counts in Waterfront traps.



CO₂ trap counts, June 1-28th.

Mosquito testing: 122 pooled samples have been submitted for testing as of June 28th, all negative for WNV.

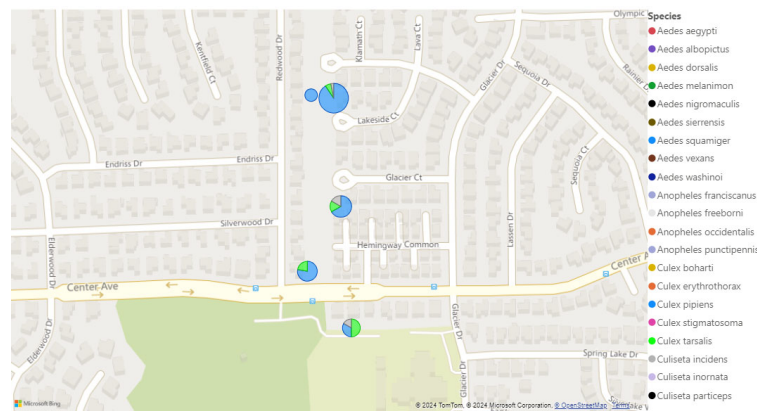
Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round.



Larval samples, June 1-28th, 2024.

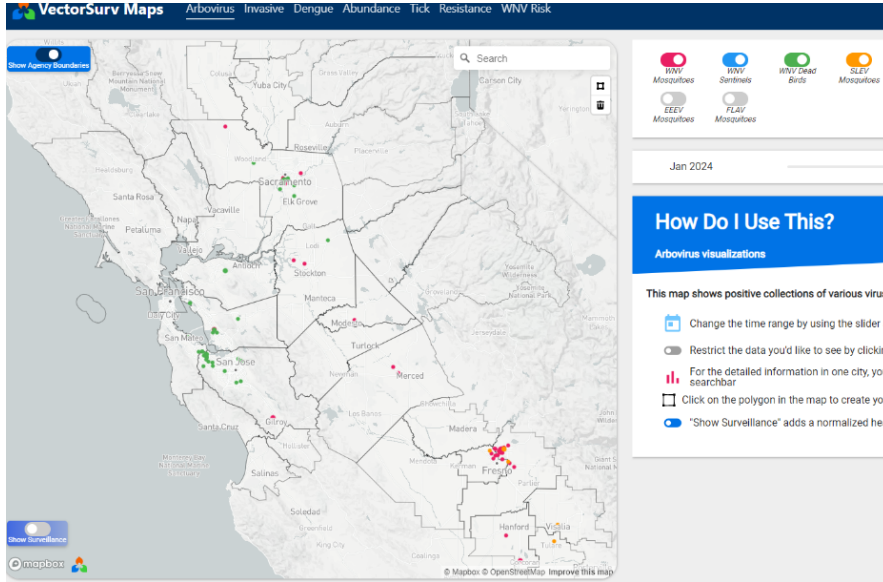
Sentinel chickens: None seropositive so far.

Invasive Aedes surveillance: Lab staff placed BGS traps in Martinez, no *Ae. aegypti* detected at locations where they were found in 2022 (traps collected mostly *Culex pipiens* and *Cx. tarsalis*).

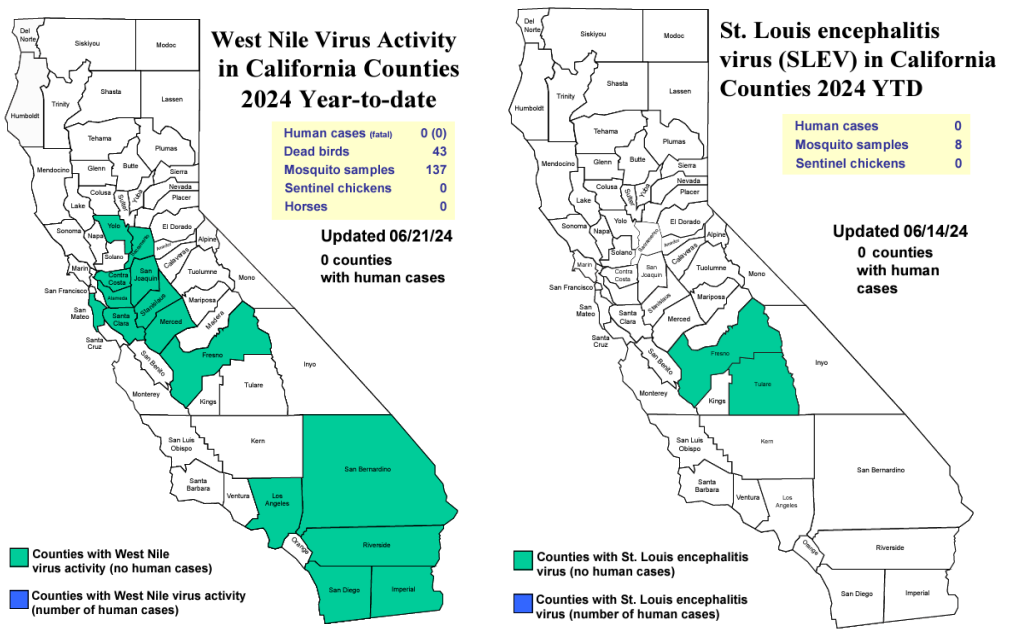


Weather conditions: Current average overnight low temperatures are above the 55 degree incubation threshold for West Nile virus transmission.

Regional: WNV positive dead birds have been reported in Alameda, Santa Clara, San Mateo, San Joaquin and Sacramento Counties in addition to Contra Costa; positive mosquitoes in Alameda, Santa Clara, San Joaquin and Sacramento.



Statewide: West Nile activity has been reported in 15 counties; SLE has been reported in 2 counties.



June 2024 Operations Report

Prepared on June 27, 2024, by Jeremy Shannon, Terry Davis, and Tim Mann, Program Supervisors and David Wexler, Operations Manager

General:

All staff participated in ride-alongs and attended annual driver safety training this month. Operations staff collaborated with Public Affairs to assist with a presentation to Central Contra Costa Sanitary District regarding services for Contra Costa residents as well as the specific services rendered on Central San properties.

High tides have inundated marshes, requiring all staff to help inspect waterfront areas throughout the county. Three separate days of treatments conducted via drone are helping to control mosquitoes as hot weather arrives.

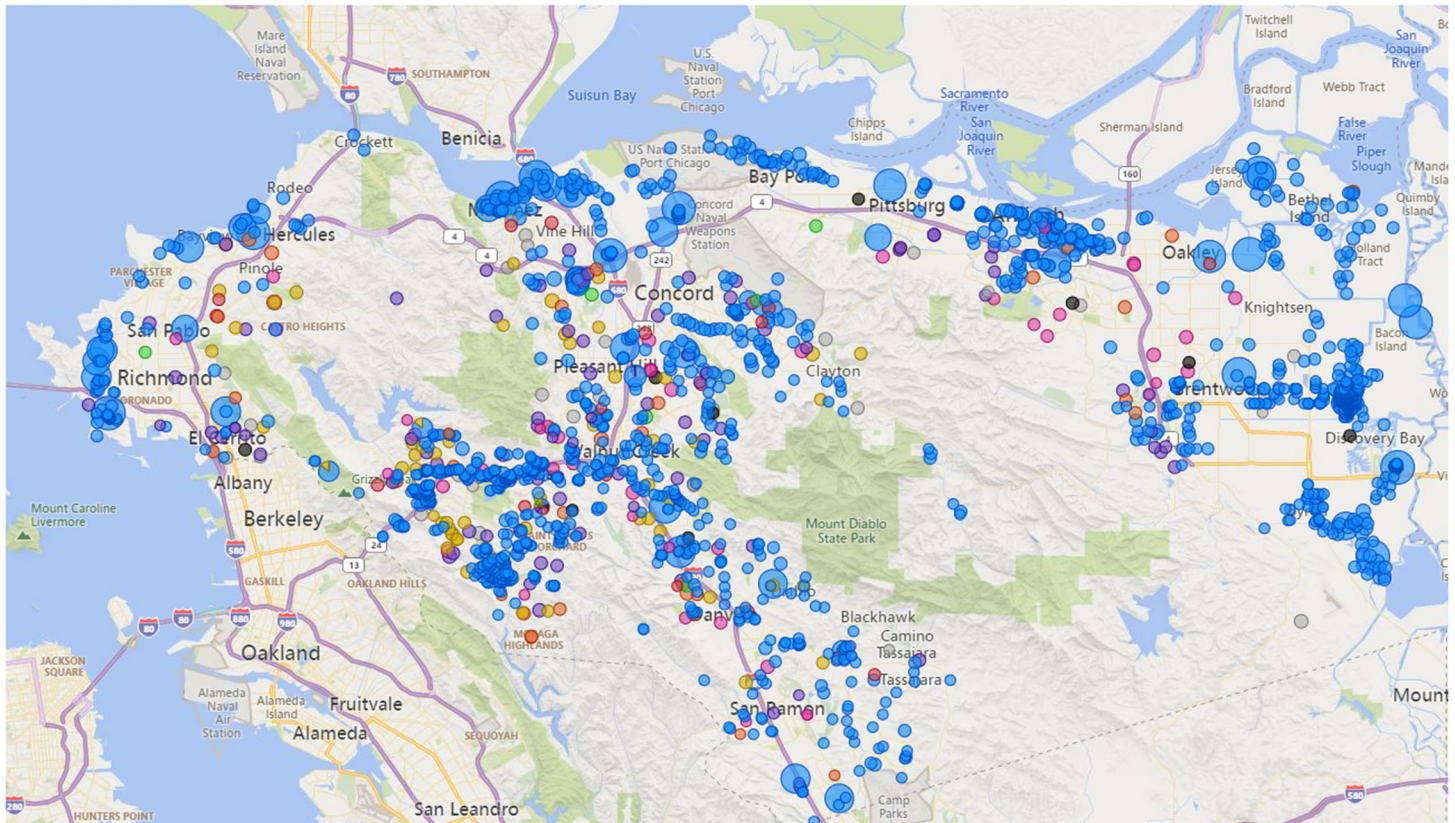
Hot weather also means more yellowjacket activity; requests more than tripled month-over-month. Nearly two-thirds of requests were locations warranting nest treatment.

Rat and mouse service requests ticked up almost 40%, composing just under 23% of total requests received by the District

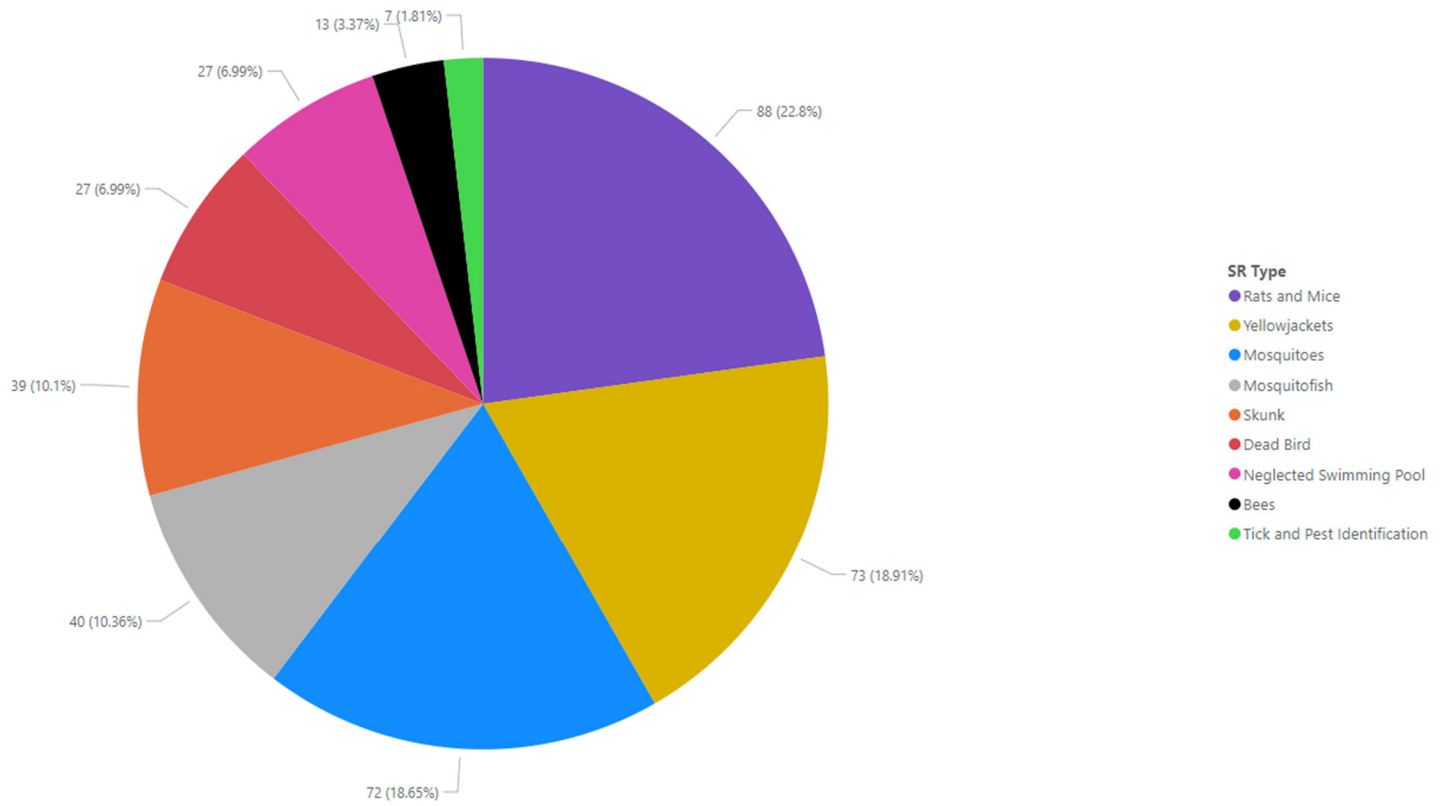
Skunk requests slightly increased from May but remained low at around 10% of total requests received. Several zone leaders continue their training to take on the responsibility of handling skunk inspections within their respective geographic areas; four have been approved to perform these inspections independently.

Operation Count

Program ● Bees ● Dead Bird ● Mosquitoes ● Mosquitofish ● Neglected Swimming Pool ● Rats and Mice ● Skunk ● Tick and Pest Identification ● Yellowjackets



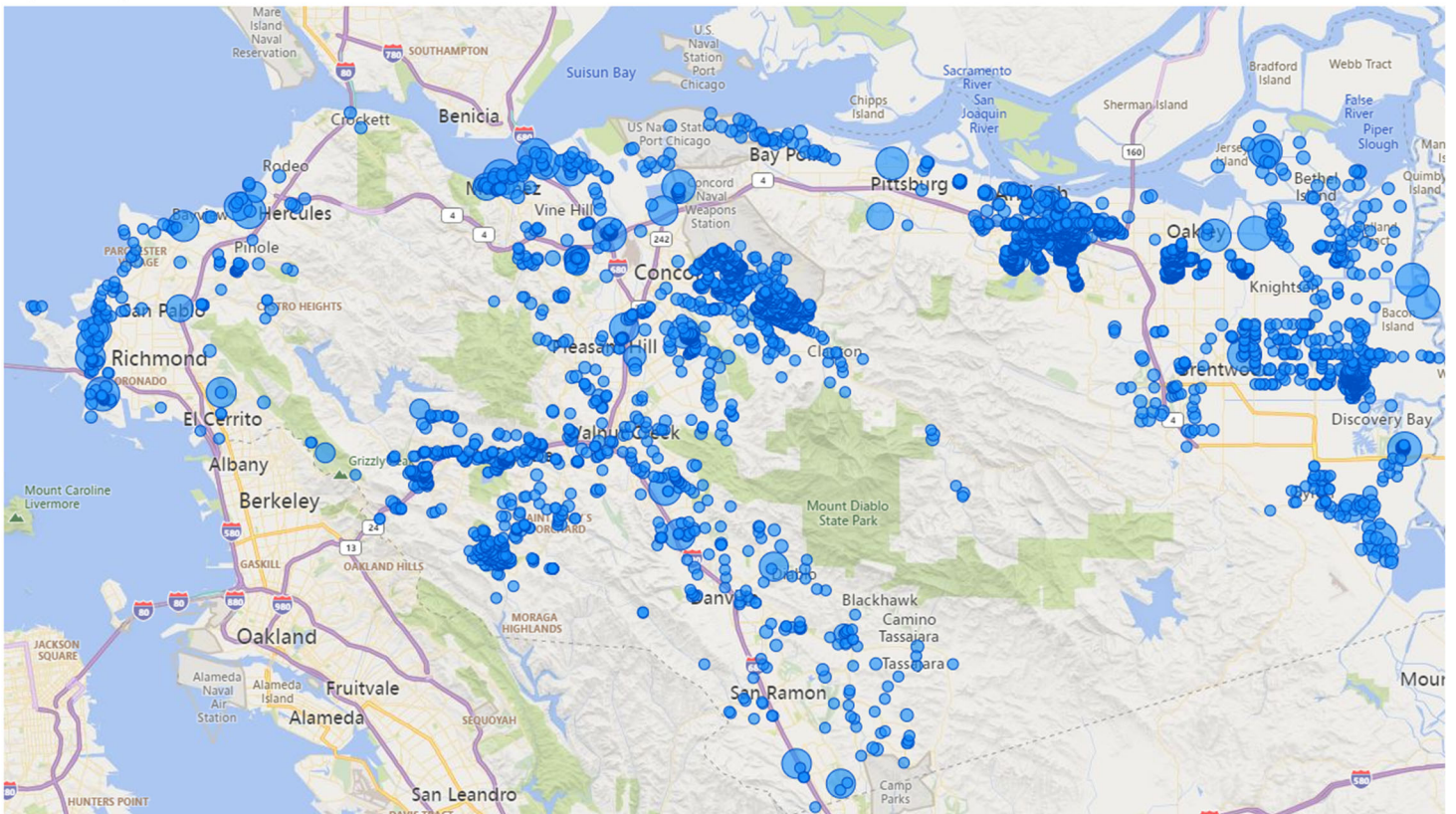
Service Requests



Mosquitoes

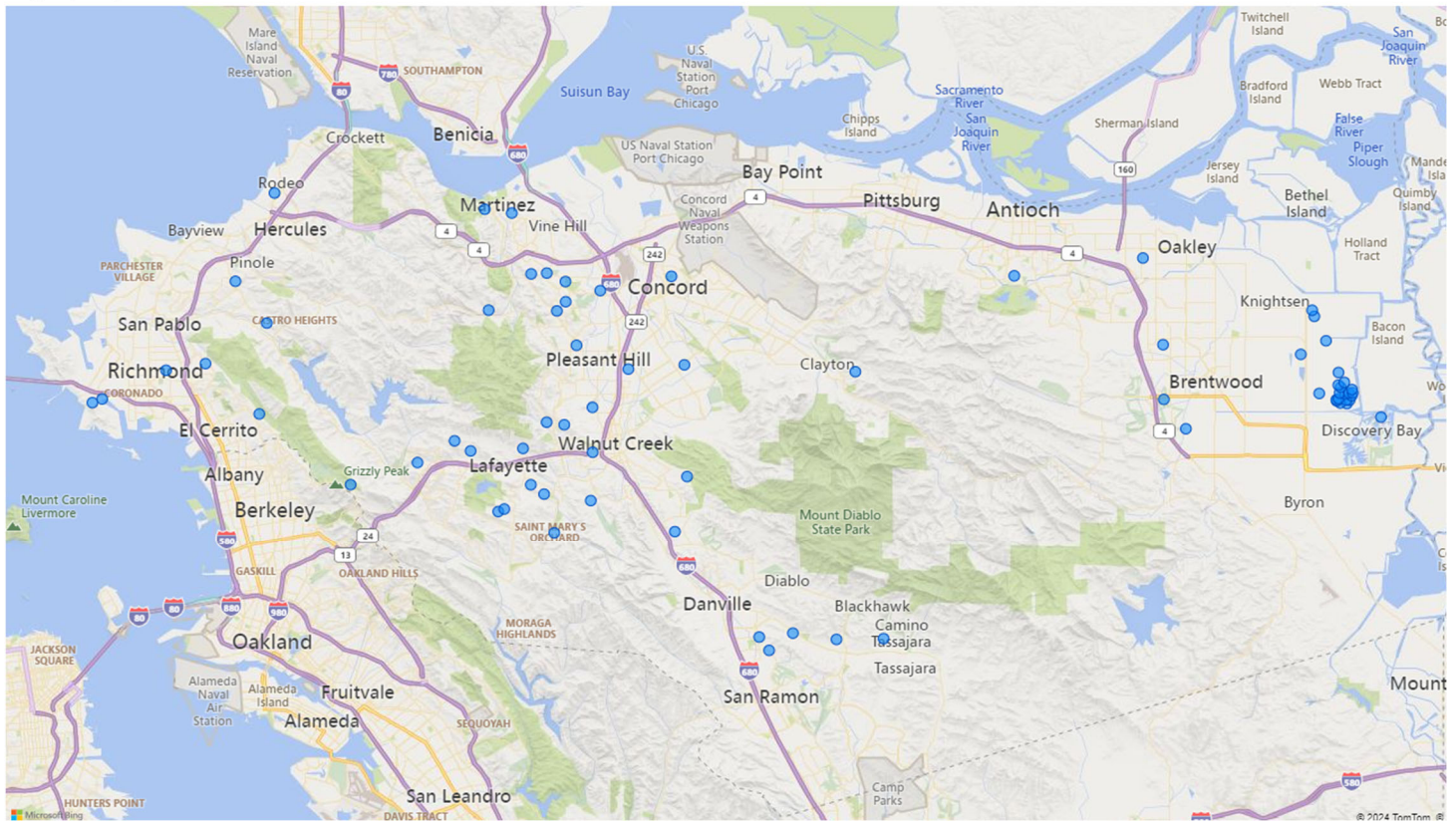
Program actions:

Program ● Mosquitoes



Service Requests: The District received 72 mosquito service requests for mosquitoes.

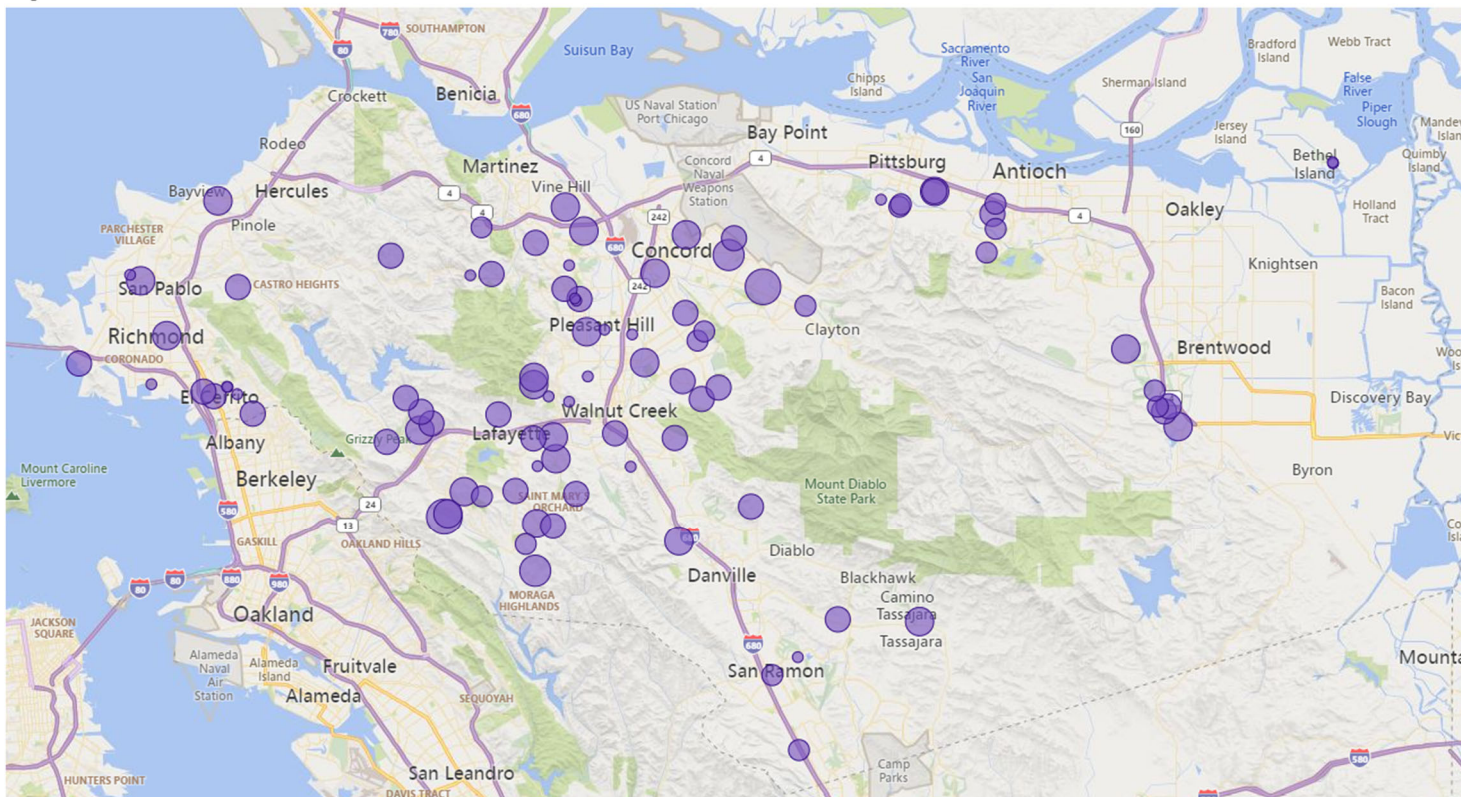
SRTYPE ● Mosquitoes



Rats and Mice

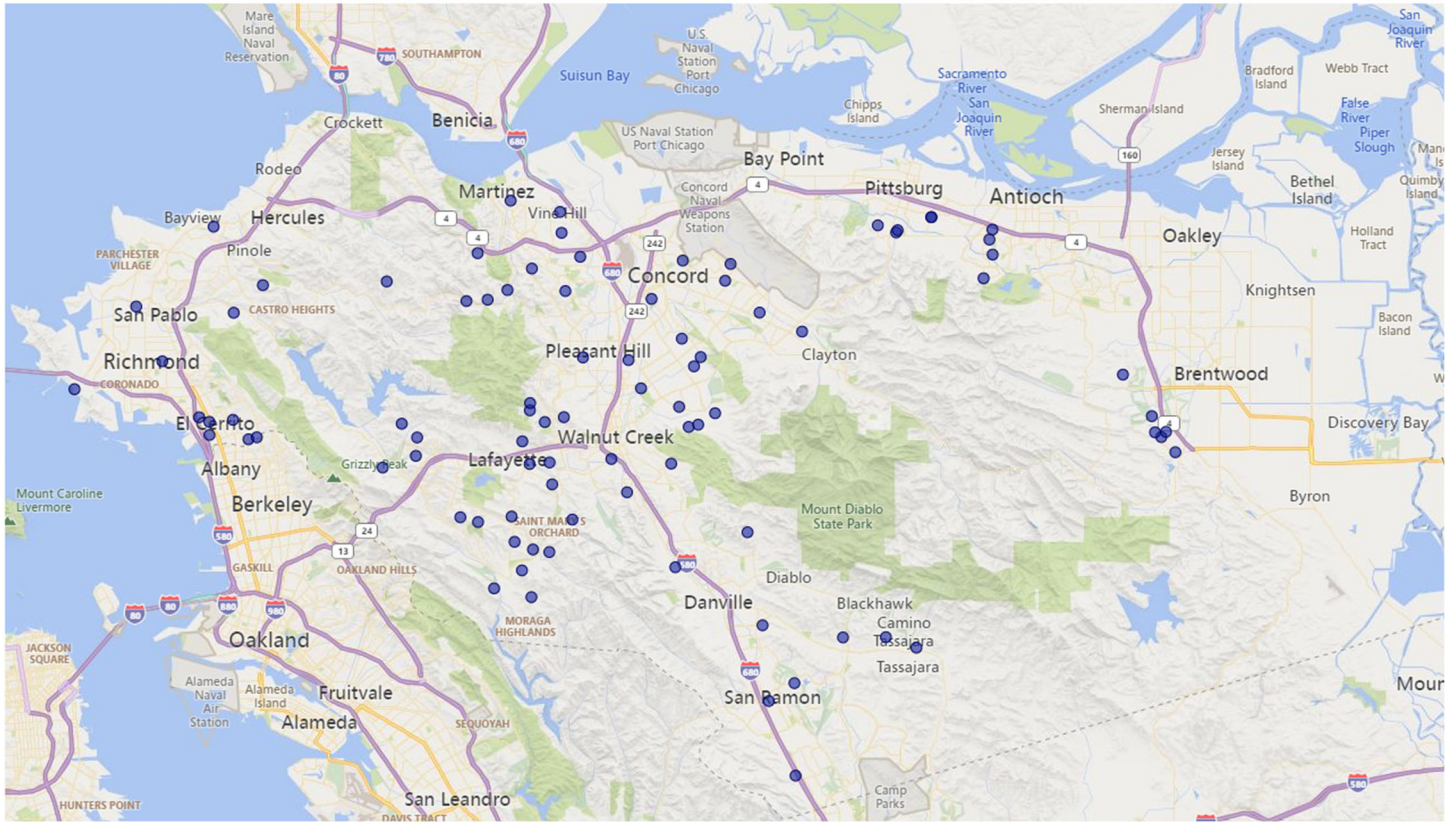
Program actions:

Program ● Rats and Mice



Service Requests: The District received 88 requests for service for rats and mice.

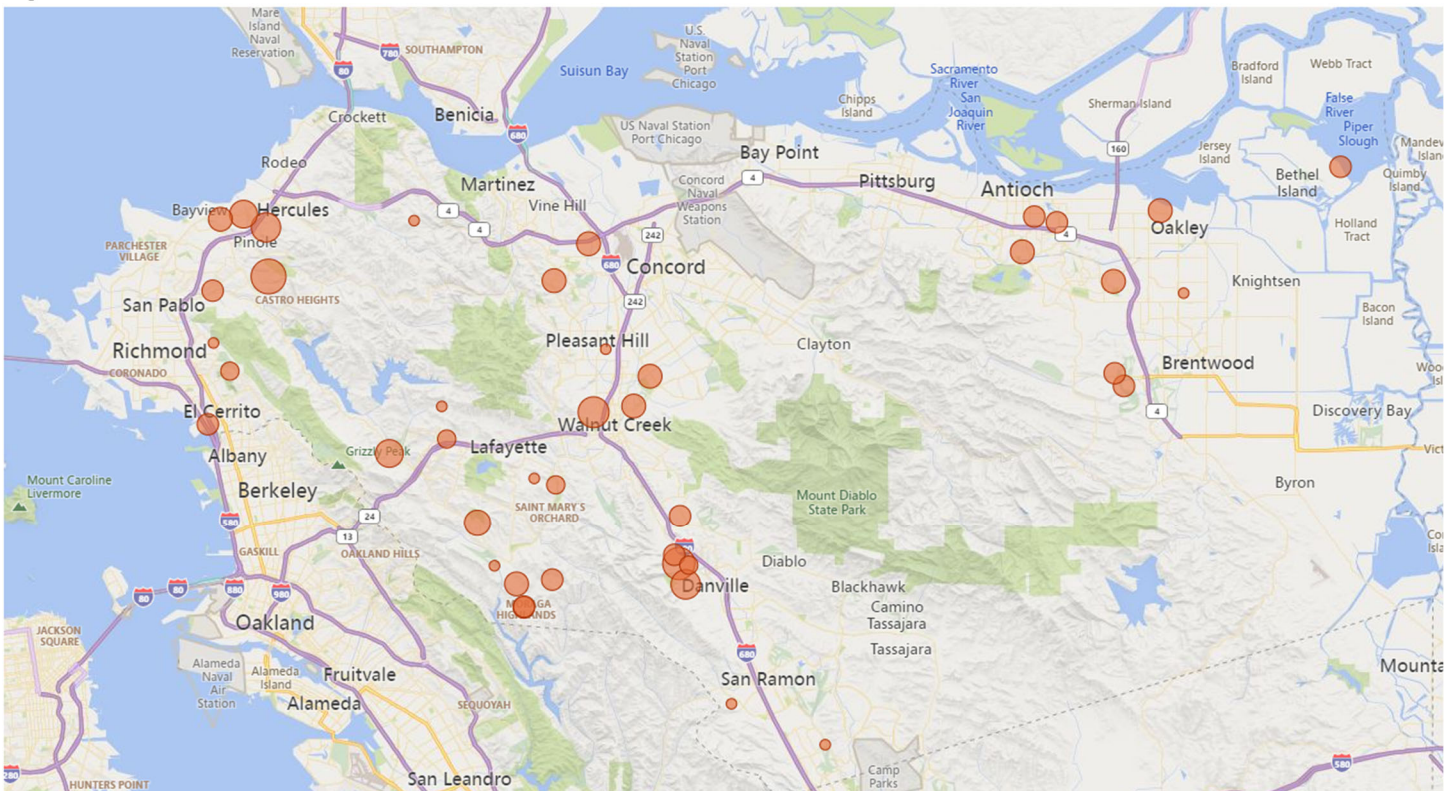
SRTYPE ● Rats and Mice



Skunks

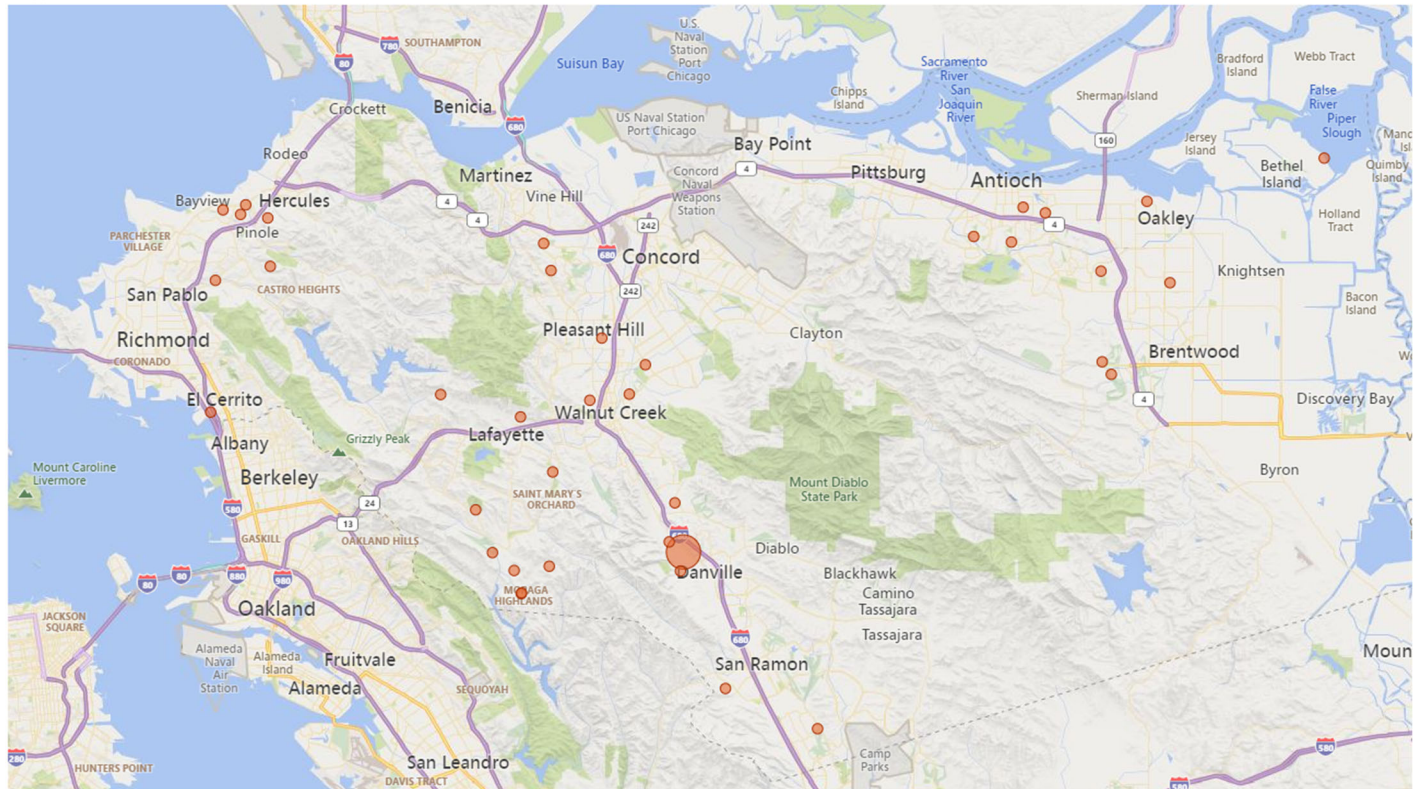
Program Actions:

Program ● Skunk



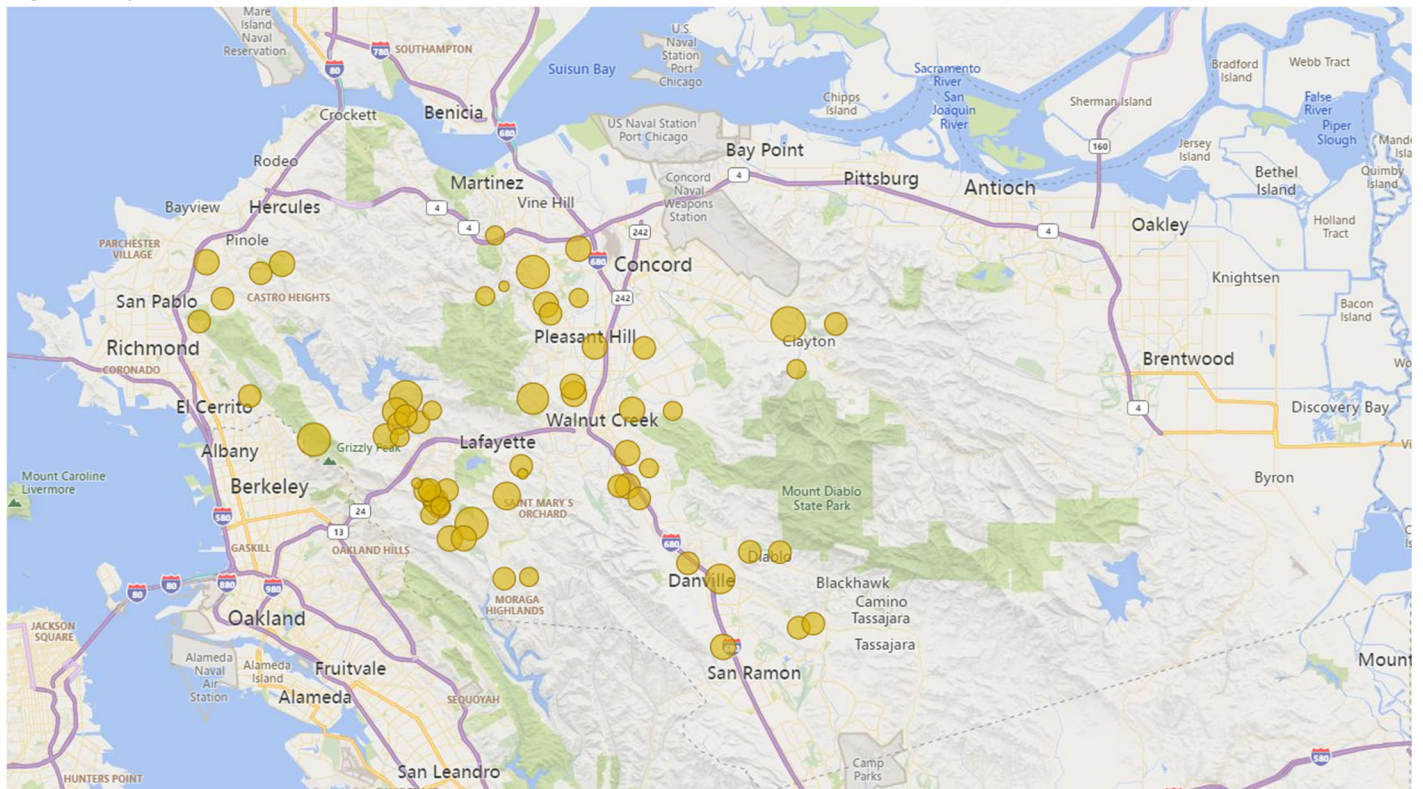
Service Requests: The District received 39 requests for skunk service.

SRType ● Skunk



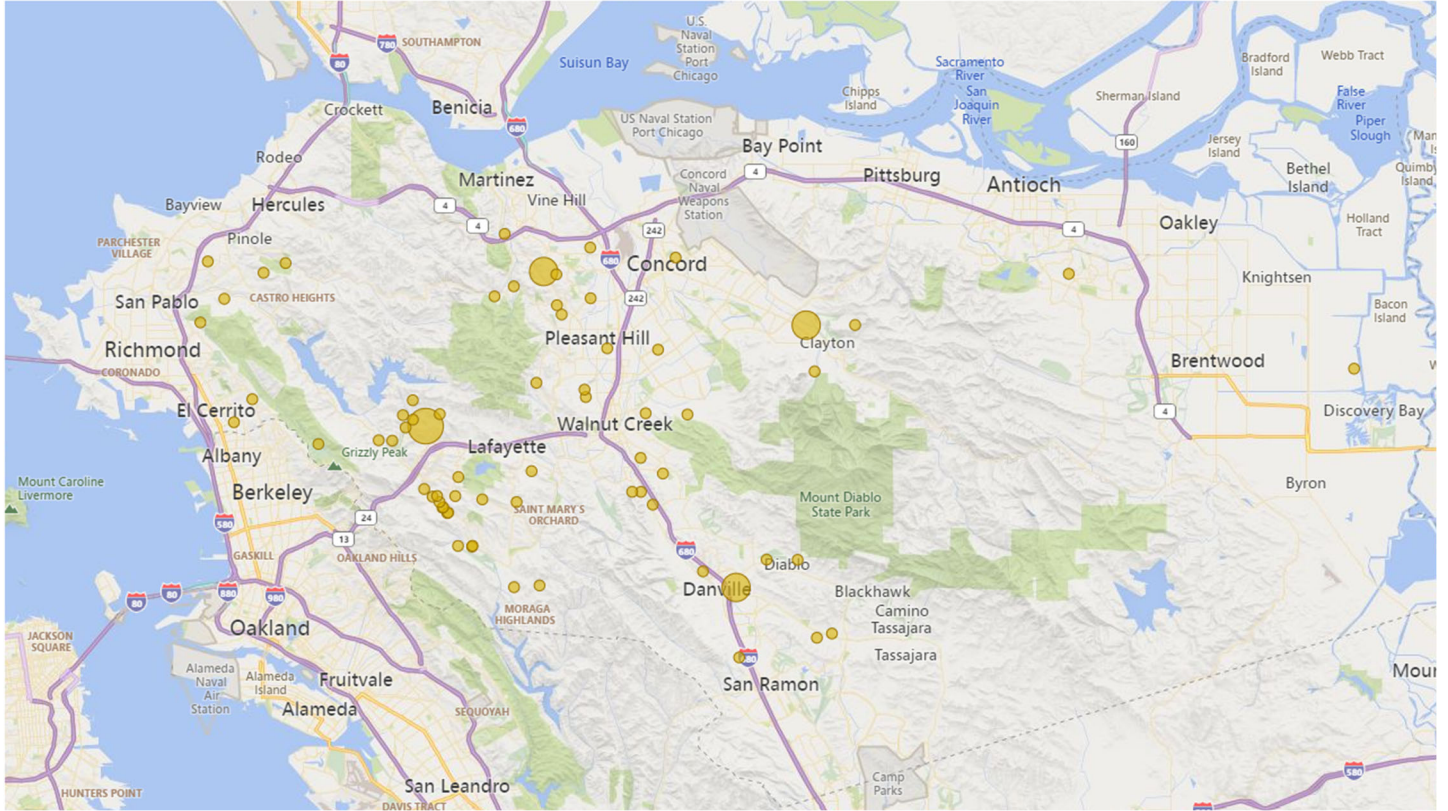
Yellowjackets Program Actions:

Program ● Yellowjackets



Service Requests: The District received 73 requests for yellowjacket service with 46 warranting treatment.

SRTYPE ● Yellowjackets



Operations staff conducted calibration and testing of the new A1 Super Duty mist sprayer within a cemetery to determine efficacy in treating artificial containers and cryptic mosquito sources. Emergence jar results are pending.



June 2024 Public Affairs Report to the Board of Trustees

Prepared June 28, 2024, by the Public Affairs Team

Presentations & Events

- In June 2024, Public Affairs staff provided one presentation and participated in six events. The presentation was to employees at the Central Contra Costa County Sanitary District. The events included the Green Footprint Festival in Pittsburg, The King of the County BBQ Competition and Music Festival in Martinez, Library events in Brentwood, Pleasant Hill, and El Sobrante, and a Farmers Market at Rossmoor.
- June 16 - 21, 2024, the District recognized National Mosquito Control Appreciation Week, which is a week dedicated to educating residents nationwide about mosquitoes and how to protect themselves from mosquitoes. Public Affairs staff shared that messaging through the District's social media channels, while talking with Contra Costa County residents at events, and through the District's e-newsletter.



Technology Officer Andrew Pierce shows participants in the El Sobrante Family Library Day mosquito larvae during National Mosquito Control Awareness Week.

News Coverage

- The District received news coverage in the Contra Costa News, The Pioneer, and Bay City News about how more dead birds from Concord tested positive for West Nile virus in June 2024. The District also received news coverage about National Mosquito Control Awareness Week from Romick in Oakley.

| | | | |
|--|---|---|--|
| <p>Danville San Ramon</p> <p>More West Nile virus infections found in dead birds</p> <p>This is the time of year when it's very important for Contra Costa County residents to take precautions.</p> <p>By Bay City News Service June 21, 2024 12:27 pm</p> <p>West Nile virus has been confirmed in two more Bay Area dead birds in Concord last Monday (June 17), the first positive was a male sparrow, the Contra Costa Mosquito and Vector Control District said.</p> <p>Other infected dead birds have been reported in Alameda, San Mateo and Santa Clara counties, the Contra Costa District said as a part of a public health advisory.</p> <p>Since 2015, 75 people in Contra Costa County have been diagnosed with West Nile virus, and in 2006, one person died from the virus, which is transmitted by the bite of an infected mosquito.</p> <p>"Now that it's summer, with increasing temperatures, the risk of West Nile virus increases, because the virus reaches higher levels in mosquitoes when the outside temperature stays above 55 degrees at night," said Steve Schuch, the county's assistant program director. "This is the time of year when it's very important for Contra Costa County residents to take precautions to reduce the risk of mosquito bites and to report dead birds because dead birds can often be the first sign of WNV in a particular location."</p> <p>Contra Costa County residents can report dead birds by phone at 877-3071-0322 (466-2473) or online. County residents can also report mosquito services for residential property by calling 925-655-0300 or online.</p> | <p>More West Nile Virus-infected dead birds confirmed in Contra Costa County</p> <p>By The Pioneer 2 days ago</p> <p>CONTRA COSTA COUNTY, CA (June 23, 2024) — The Contra Costa Mosquito and Vector Control District (CCMVCD) reported that West Nile Virus (WNV) in Contra Costa County. The first birds were reported in Concord on June 17, 2024. There have been 75 people in Contra Costa County this year who have been diagnosed with West Nile Virus since 2015. In April, WNV-infected dead birds have been reported from Alameda, San Mateo, and Santa Clara Counties.</p> <p>"Carnivore birds carry West Nile Virus. When we receive a report of a dead bird in a particular area, we send mosquito traps in that area to determine if any infected mosquitoes are present. When that is confirmed, with increasing temperatures, the risk of West Nile virus increases. Because the virus reaches higher levels in mosquitoes when the outside temperature stays above 55 degrees at night," said Steve Schuch, P.E.D., Scientific Program Director. "This is the time of year when it's</p> | <p>WEST NILE VIRUS-INFECTED BIRDS CONFIRMED IN CONCORD</p> <p>Press Release June 21, 2024</p> <p>CONCORD, CA (PUBSIS) — The Contra Costa Mosquito and Vector Control District (CCMVCD) reports two more dead birds have tested positive for West Nile Virus (WNV) in Contra Costa County. The dead birds, both American crows, were found on the same day of Concord on June 17, 2024. There have been 75 people in Contra Costa County this year who have been diagnosed with West Nile Virus since 2015. In April, WNV-infected dead birds have also been reported from Alameda, San Mateo, and Santa Clara Counties.</p> <p>"Carnivore birds carry West Nile Virus. When we receive a report of a dead bird in a particular area, we send mosquito traps in that area to determine if any infected mosquitoes are present. When that is confirmed, with increasing temperatures, the risk of West Nile virus increases, because the virus reaches higher levels in mosquitoes when the outside temperature stays above 55 degrees at night," said Steve Schuch, P.E.D., Scientific Program Director. "This is the time of year when it's</p> | <p>National Mosquito Control Awareness Week Begins on Sunday, June 16th</p> <p>Page One</p> <p>The Contra Costa Mosquito and Vector Control District (CCMVCD) is acknowledging National Mosquito Control Awareness Week by participating in events and providing the most current information on the risks of mosquito and mosquito-borne diseases. District employees will be participating in and presenting information at the following events and programs during the week of June 16-21, 2024:</p> <ul style="list-style-type: none"> • Sunday, June 16: The King of the County BBQ Challenge and Music Festival • Monday, June 17: Contra Costa High School • Tuesday, June 18: Pleasant Hill Family Library • Wednesday, June 19: Brentwood Neighborhood • Thursday, June 20: El Sobrante Family Library • Friday, June 21: Rossmore Farmers Market <p>The important public message for the District will focus on helping the most vulnerable residents across the area of the San Francisco Bay Area to understand and prevent the mosquito-borne risks of WNV, Zika virus, and Dengue fever. In addition, the District will focus on providing the most current information on the risks of mosquito and mosquito-borne diseases. District employees will be participating in and presenting information at the following events and programs during the week of June 16-21, 2024:</p> <p>This recognition is very difficult to control and avoid from both vectors and mosquitoes. Public Affairs employees will be participating in events and providing the most current information on the risks of mosquito and mosquito-borne diseases. District employees will be participating in and presenting information at the following events and programs during the week of June 16-21, 2024:</p> <p>There is an effort to educate residents on the risks of WNV, Zika virus, and Dengue fever. In addition, the District will focus on providing the most current information on the risks of mosquito and mosquito-borne diseases. District employees will be participating in and presenting information at the following events and programs during the week of June 16-21, 2024:</p> <p>Public Affairs employees will be participating in events and providing the most current information on the risks of mosquito and mosquito-borne diseases. District employees will be participating in and presenting information at the following events and programs during the week of June 16-21, 2024:</p> |
|--|---|---|--|

Advertising

As of June 2024:

- The District’s annual advertising campaign kicked off with the District’s general services ad which appeared in print publications, on web pages, and buses across Contra Costa County.



The District's general services ad can be seen on a County Connection bus.

Social Media

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

Twitter (X) Activity — Account @CCMosquito Yearly Comparisons

June 2024 Twitter/X Activity

1442 Followers
 12 Tweets
 974 Impressions
 18 Likes
 3 Link Clicks
 0 Profile Clicks
 0 Media/Video Views
 0 Replies
 45 Engagements
 6 Retweets
 3 Profile Visits
 0 Mentions
 3 Detail Expands

June 2023 Twitter/X Activity

1427 Followers
 8 Tweets
 413 Impressions
 5 Likes
 0 Link Clicks
 1 Profile Clicks
 4 Media/Video Views
 0 Replies
 2 Engagements
 1 Retweets
 0 Profile Visits
 0 Mentions
 7 Detail Expands

Most Popular @ccmosquito Tweet — June 20, 2024

- 369 Impressions
- 10 Likes
- 5 Retweet
- 19 Engagements
- 3 Detail Expands

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

Overall, as of June 27, 2024, there are:

- 593,025 members
- 311,148 claimed household
- 1004 neighborhoods

The District's Nextdoor Activity June 2024

- 12 Posts
- 266 Reactions
- 327,456 Impressions

Most Popular Nextdoor Post — June 7, 2024

- 27 Reactions
- 48,027 Impressions



Facebook Activity — Account @CCMosquito Yearly Comparisons

June 2024 Facebook Activity

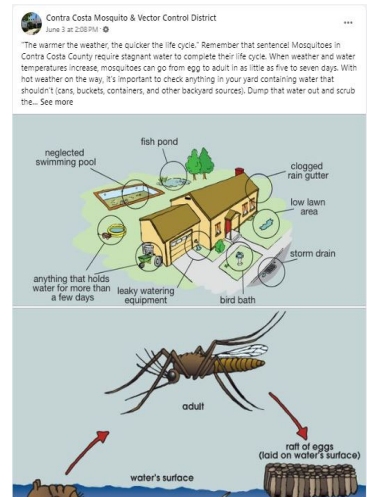
48 Followers
 12 Posts
 12 Likes
 0 Loves
 0 Wow
 582 Post Impressions
 554 Post Reach
 5 Shares
 10 Other Clicks
 1 Comments
 5 Link Clicks
 33 Post Engagement
 9 3-Second Video View
 1 Photo view
 0 Hide all Posts

June 2023 Facebook Activity

29 Followers
 9 Posts
 9 Likes
 0 Love
 0 Wow
 256 Post Impressions
 220 Post Reach
 4 Share
 0 Link Clicks
 2 Other Clicks
 0 Comments
 0 Post Engagements
 7 3-Second Video Views
 0 Photo view

Most Popular @ccmosquito Facebook Post — June 3, 2024

152 Impressions
 147 Post Reach
 6 Engagement
 2 Likes
 1 Shares
 1 Other Clicks



Instagram Activity — Account @contracostamosquito

June 2024 Instagram Activity

167 Followers
 12 Posts
 45 Likes
 0 Save
 297 Post Reach
 261 Impressions
 32 Interactions
 32 Engagement
 83 Video plays
 1 Shares
 5 Profile Visits
 0 Other
 0 Explore

Most Popular @contracostamosquito Instagram Post — June 7, 2024

- 41 Reach
- 43 Impressions
- 11 Engagement
- 11 Post Interactions
- 11 Likes
- 0 Share
- 0 Save



Publications

* A note regarding the 2024 Annual Report:

At 6:45 p.m. September 9, 2024, the District will take the Board of Trustees' in-person picture for the 2024 Annual Report. Please arrive at 6:45 p.m. for the September Board of Trustees Meeting to participate in the picture. Thank you.

- **Total Constant Contact Subscribers**
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - June 2024
 - 3031 Subscribers
 - June 2023
 - 2943 Subscribers

The Public Affairs staff published a Mosquito Bytes Newsletter in June 2024 providing information on National Mosquito Control Awareness Week and how the District works to reduce the risk of mosquitoes across Contra Costa County.

- 1564 Newsletters sent by email
- 1438 Successful Deliveries
- 586 Subscribers Opened
- 6 Readers clicked on links
- 126 Subscribers changed email addresses, so the newsletter bounced
- 1 Subscriber unsubscribe

The Public Affairs staff also published a News Release in June 2024 providing information on two more dead birds that tested positive for West Nile virus.

- 1419 News Releases sent by email
- 1313 Successful Deliveries
- 591 Subscribers Opened
- 12 Readers clicked on links



- 106 Subscribers changed email addresses, so the newsletter bounced
- 2 Subscribers unsubscribed


Website Statistics

- **Overview of Website Usage June 1 - 28, 2024**

We have limited Website data for June 2024.

- Total Views for June 2024: 37,462

Pageviews for individual District website pages are shown on this chart.

| Content | June Pageviews | Type | Appears On (Show More) |
|--|----------------|---------|--|
| For News Media As a public health agency, we are dedicated to our residents and work daily to ensure their health and ... | 271 | Page | Homepage |
| News Releases for 2024 More West Nile Virus Infected Dead Birds Confirmed in Contra Costa County (6/21/24) | 70 | Page | |
| 2024 West Nile Virus Positive Birds | 49 | Page | |
| 2024 West Nile Virus Positive Mosquito Samples | 58 | Page | |
|  2024 West Nile Virus Activity A map that details mosquitoes, dead birds, chickens, and horses that have tested positive... | 406 | Page | Homepage |
| 2024-06-27 Personnel Committee Meeting | 42 | Meeting | Personnel Committee |
| 2023-06-28 Executive Committee Meeting | 39 | Meeting | Executive Committee |
| Mosquito Bytes Newsletter The online Mosquito Bytes Newsletter is chock-full of helpful information and features stories about ... | 283 | Page | |
| June 16th - June 22nd is National Mosquito Control Awareness Week National Mosquito Control Awareness Week, observed June 16-22, 2024, educates residents about ... | 85 | Page | |
| Executive Committee | 176 | Group | |
| 2024-06-17 Executive Committee Meeting | 53 | Meeting | Executive Committee |

Google Business Statistics

The District has a Google Business profile, which allows members of the public to Google the District's name and find information including the website and directions.



140

Website clicks made from your Business Profile



In June 2024, 140 people visited the District's website from the District's Google Business profile.

1,026

👁️ People viewed your Business Profile

Platform and device breakdown

Platform and devices that people used to find your profile



This graph shows how many people viewed the District's Google profile (1,026). It also shows what kind of device people used when they Googled the District or used Google Maps to find the District while on a mobile device or a desktop.

Customer Service Program

- **Physical survey cards**
 - Up to 30 are sent out each week, year-round to county residents at random
 - The postage-paid cards are sent two weeks after the initial service request
- **“Contact Us” form via the District website**
 - Residents can provide questions, comments, and concerns at any time via [the District website](#).
 - Messages are received in real time.
 - The Public Affairs staff reviews all incoming online comments from residents and responds as deemed appropriate.

- **Examples of June 2024 Survey Card Responses:**

“The woman who came to take care of the yellow jacket nest was great! Nice, helpful, informative, and took care of the problem!” (Olivia)

“Prompt, informative - gave me complete info on what he was doing. Helped me understand the process.” (Brandon French)

“They came the day after I called and took care of the problem. Service was so great. Don’t think it could have been any better.” (Charles)

“Joe was absolutely fantastic! Really super nice and knowledgeable.”

“Love the fact we received a quick response for a visit! Patrick was very personable, yet professional.”

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

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

RESOLUTION 24-3

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 8th day of July 2024, 155 Mason Circle, Concord, California, a quorum being present, the following Resolution was adopted:

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

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

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

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

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

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

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

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

WHEREAS, the Board has received and reviewed an Engineer's Report of Francisco & Associates, Inc., dated July 8, 2024 (Engineer's Report), attached hereto, and incorporated herein by this reference concerning the mosquito and vector surveillance and control project.

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

1. The District Board hereby accepts the Engineer's Report of Francisco & Associates dated July 8, 2024 (Engineer's Report).
2. The District Board hereby determines to continue the mosquito and vector surveillance and control project adopted by Resolution 96-5 and the assessments levied pursuant to Resolution 96-5, as updated by the Engineer's Report dated July 8, 2024, for fiscal year 2024-2025, beginning July 1, 2024.
3. The amounts of assessments levied upon parcels for fiscal year 2024-2025 shall be based upon assessment units, as indicated in the Engineer's Report.
4. The District Board hereby finds that the amounts of assessments upon parcels as hereby adopted and as set forth in the Engineer's Report are in accordance with the provisions of Resolution 96-5.

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

PASSED AND ADOPTED by the Board of Trustees of the Contra Costa Mosquito and Vector Control District July 8, 2024, by the following vote.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Daniel Pellegrini
2024 Secretary, Board of Trustees

Contra Costa Mosquito and Vector Control District
Reserve Policy

Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to ensuring that the District will, at all times, have sufficient funding available to meet its operating and capital needs. Reserve Policy (the “Policy”) commits the District and every individual to having a fiscal responsibility to ensure that funds are spent in a prudent manner. In compliance to the California Health & Safety Code §2070, it is the Board of Trustees’ responsibility to adopt a final budget by August 1 of each year, and that the Board of Trustees may divide the annual budget into categories, which is hereby established by this policy. The Reserve Policy covers all reserve funds of the District. At the end of each fiscal year, compliance with the Reserve Policy will be reported to the District’s Board of Trustees as part of each Fiscal Year-End Financial Report. This Reserve Policy shall be:

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

Purpose/Objectives

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

Reserve Fund Types Definitions

There are three major types of reserve funds: Legally Restricted Reserves, Board Designated Reserves and Unassigned Reserves. Legally Restricted Reserves have restrictions imposed by an outside source, such as bond covenants, contractual obligations, etc. Board Designated Reserves are set aside for a specific purpose as determined by the Board of Trustees. The Board of Trustees has the authority to redirect the use of these reserves as the needs of the District change.

Legally Restricted Reserves

- Bond Reserve:
This fund is governed by legal bond covenants for any of the District’s bonds. Bond covenants require that this fund be maintained at a level sufficient to fund maximum annual debt service payments. These funds are held by the bond trustee during the term of the bonds and are to be used in the event that the District is unable to meet its required semi-annual debt service obligation.
Currently the District does not have any bond issuance.
- Board Designated Specific Purposes Reserves:
Per California Health & Safety Code §2070 the Board has authority to establish restricted reserves for the District on categories including, but not limited to: Maintenance and operation, Employee compensation, Capital outlay, Interest and redemption for indebtedness, Restricted reserve for public health emergencies, Restricted reserve for capital and asset preservation, Restricted reserve for contingencies, Unallocated general reserve.

Restricted reserve for public health emergencies:

This fund is established for public health emergencies planning and dealing with epidemic risks. This can include, but is not limited to: Africanized honey bee, emerging disease surveillance, enhanced mosquito-borne virus surveillance and testing, response

planning, aerial control in Contra Costa County, and potentially additional labor to cover the additional public health emergencies. Recommended amount for this reserve is set at \$2,500,000. The fund balance will be re-evaluated against future requirements annually, and any proposed adjustments will be presented to the Board of Trustees for consideration.

Capital Improvement Reserve:

This fund is established by the Board of Trustees to fund capital improvement projects. This Reserve is for Future Construction or remodeling and is an assigned fund balance category for construction projects that have been identified in the District Capital Improvement Plan but have only reached the planning stage. These projects are not yet approved by the Board of Trustees but will be identified and singularly approved during the budgeting process and brought before the Board in a Public Meeting. The recommended amount for this reserve is ~~\$5,000,000~~ \$7,500,000 on July 1, ~~2023~~ 2024, ~~with an increase of \$1,000,000 on July 1, 2024~~. After that date, the recommended ~~\$6,000,000~~ fund balance will be re-evaluated against the planned projects and any proposed adjustments will be presented to the Board of Trustees for consideration.

Reserve for IT Equipment Replacements:

The District will maintain a "Reserve for Replacements" for replacing District IT Equipment and Software. The District shall endeavor to maintain in each Reserve for Replacements a minimum amount equal to the accumulated amount of depreciation for that particular capital item. The funds in this reserve will be used for replacement of IT and GIS capital items. The recommended maximum funding for this reserve item is the amount equal to the original purchase cost plus CPI. Estimated at \$250,000.

Vehicle & Equipment Replacement Reserve (General Fund):

This fund is established by the Board of Trustees to fund planned replacement of vehicles and heavy equipment that have reached the end of their useful lives. The recommended minimum funding for this reserve item is \$250,000. The fund balance will be re-evaluated against future requirements annually, and any proposed adjustments presented to the Board of Trustees for consideration. This fund will be drawn down annually as replacement vehicles are purchased, consistent with the adopted budget. At the beginning of each fiscal year, funds will be deposited in this sinking fund as provided for in the adopted fiscal year budget. Budget levels will be based generally on annualized deposit requirements as determined by the District's Financial Plan. If any additional deposits are needed, Management will provide proposed adjustments that will be presented to the Board of Trustees for consideration.

Emergency Reconstruction Response Reserve:

The purpose of this reserve is to provide funding for events the Board may deem as "emergency". The reserve shall fund repairs to critical facilities or assets damaged from emergency events. Use of this reserve shall be approved by the Board of Trustees. This fund shall be maintained at a minimum level of \$500,000. The balance in this reserve

shall be evaluated annually and may be increased or decreased as authorized by the Board.

Reserve for Operations (General Fund):

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

OPEB Trust Reserve:

To comply with Government Accounting Standards Board (GASB) Standard 75, the District established a trust fund in early FY12 to fund the actuarial value of other post-employment benefits (OPEB) for retirees, primarily medical insurance premiums. This fund is an irrevocable Trust and will be noted on the Audited financials as such. The District will strive to maintain full actuarial payments into the Trust during the fiscal year. At the end of each fiscal year, the fund balance will be reviewed and budgeted with this target.

Unassigned Balances

Unassigned fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. These reserves are unassigned balances.

| Reserve Fund | Amount |
|--|--|
| Bond Reserve | \$0 |
| Public Health Emergencies | \$2.5M |
| Capital Improvement | \$7.55M on July 1, 2023 \$6M on July 1, 2024 |
| IT Equipment | \$.25M |
| Vehicle & Equipment Replacement | \$.25M |
| Emergency Reconstruction | \$.50M |
| Reserve for Operations | 50% budgeted expenditures |

Adopted: ~~May 15th, 2023~~ [July 8, 2024](#)

Contra Costa Mosquito and Vector Control District
Investment Policy

Overview

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

Exclusions:

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

Purpose/Objectives

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

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

Investments' Compliance with the Law

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

Authority to Invest

The Board of Trustees, acting in its capacity as a fiduciary and Government Code section 53607, delegates the management and control of the District's investments to the General Manager and the Human Resources and Administration Manager, who shall be responsible for the investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing of the public funds placed under their control. The General Manager and/or Human Resources and Administration Manager shall thereafter make all reports required by law to the Board of Trustees and maintain written procedures for the operation of the investment program. The General Manager and/or Human Resources and Administration Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the assignments to and activities of subordinates.

In the documented absence of either the General Manager or Human Resources and Administration Manager, the President and the Vice President of the Board of Trustees are each authorized to manage designated funds and execute day-to-day investment transactions.

The General Manager and/or Human Resources and Administration Manager, with the approval of the Board of Trustees, may engage an investment advisor to assist with the District's investment program.

Investment Policy (Adopted: 07/14/2021, Revised 10/31/2021, 11/14/2022 and 07/10/2023)

Page | 1

Last Board Approval: July 10, 2023

As authorized by the General Manager and/or Human Resources and Administration Manager, the investment advisor will have responsibility for managing designated funds and executing day-to-day investment transactions. The investment advisor shall follow this investment policy and such other written instructions as are provided.

Investment Guidelines- Deposit of Funds

Prudence:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the General Manager and Human Resources and Administration Manager, in accordance with the authority delegated above, shall act with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal of the funds under their control their control and to maintain the liquidity needs of the District. (Government Code Section 53600.3 and 53600.5)

Qualified Institutions:

In selecting depositories, the solvency and credit worthiness of each shall be considered and a review of credit characteristics and financial history will be performed. Annually, the District will review all financial institutions doing business with the District and review their most recent report on their financial condition. If it is a publicly traded entity, the District will look at its credit worthiness using two independent firm ratings. To the extent possible, the District will deposit funds with institutions having offices within the territory of the District, subject to providing for the safety, liquidity, and yield of the deposited funds consistent with this Policy.

Securities dealers and investment brokers utilized by the District must be members of a federally regulated securities exchange. If an investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved broker/ dealers and financial institutions for investment purposes. All securities dealers and investment brokers shall operate as a fiduciary for the District.

Collateralization:

For deposit accounts in banks and savings and loans associations, amounts in excess of Federal Deposit Insurance Corporation (FDIC) maximums shall be collateralized in accordance with California Government Code Sections 53630 et seq, more specifically 53651-53652 as they state eligible securities.

Investment Instruments:

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

- Collateralized certificates of deposit with intuitions which are FDIC insured, and limited to twenty percent of the District's investment cash flow portfolio.
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

- Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or GSE.
- Repurchase agreements collateralized by U.S. Treasury or federal agency/GSE securities with a maximum agreement term of three hundred sixty five days and limited to ten percent of the District's investment cash flow portfolio.
- Commercial paper of the highest quality rated "A1," or its equivalent, with a maximum maturity of three hundred sixty five (365) days and limited to five percent of the District's investment portfolio.
- Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, rated in a rating category of "A" or its equivalent or better, with a maximum maturity of five years and limited to an overall twenty percent of the District's investment cash flow portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.
- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank. Purchases are limited to issuers with a short-term debt rating of "A-1" or its equivalent, or a long-term debt rated in a rating category of at least "A" or its equivalent or better with a maximum maturity of five years; and no more than twenty percent of the District's investment cash flow. No more than ten percent of the portfolio may be invested in any single financial institution.
- State of California Local Agency Investment Fund.
- California Asset Management Program.
- PARS or CalPers Investments.
- Other Agencies. once approved by the board.
- Money market funds registered with the Securities and Exchange Commission that invest majority in U.S. Treasuries and federal agency/GSE obligations and repurchase agreements relating to such obligations and limited to twenty percent of the District's investment cash flow.

Maturity Scheduling:

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

Investment Rating Changes:

Should an investment subject to minimum acceptable ratings fall below that minimum rating prior to maturity, parameter shall be obtained from the Board of Trustees to establish the conditions under which that investment would be sold prior to maturity. The intent of the parameter would be to mitigate any potential loss to the District funds.

Annual Review of District Investment Policy and Compliance / Controls

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

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

Azelis A&ES

| | |
|--------------|----------------|
| Quote | QT05525 |
| Date | 6/20/2024 |
| Page: | 1 |

Remit to:
 ADAPCO
 PO Box 931574
 Dallas, TX 75373-6662

Headquarters:
 100 Colonial Center Pkwy, Ste 170
 Lake Mary, FL 32746
 FEI: 59-2574523

Orders:
 aes.vectororders@azelis.com
 (800) 367-0659 E
 www.AzelisAES-US.com

PROFORMA INVOICE

Bill To:

Ship To:

| | | |
|---|-------------------------------|---|
| CONTRA COSTA MVCD ACCOUNTS PAYABLE 155 MASON CIR ***EMAIL*** CONCORD CA 94520 (925) 771-6102 Ext. 0000 | Fax: (925) 685-0266 Ext. 0000 | CONTRA COSTA MVCD 155 MASON CIR DELIVER M-F 8AM - 3PM CONCORD CA 94520 PAULA MACEDO (925) 771-6102 Ext. 0000 |
|---|-------------------------------|---|

| Purchase Order No. | Customer ID | Salesperson ID | Shipping Method | Payment Terms | Req Ship Date | Master No. |
|--------------------|-------------|----------------|-----------------|---------------|---------------|------------|
| PO PENDING | 20025 | DAC-CA | COM CARRIER | NET 30 DAYS | 0/0/0000 | 120,051 |

| Quantity | Item Number | Description | UOM | Discount | Unit Price | Ext. Price |
|----------|--------------|--------------------------------------|------|----------|------------|-------------|
| 40 | MTLP-40 | METALARV S-PT (40LB BG) | EACH | \$0.00 | \$1,224.00 | \$48,960.00 |
| 4 | MTLP-40 COMP | METALARV S-PT (40LB BG) COMPLIMENTAF | EACH | \$0.00 | \$0.00 | \$0.00 |
| 40 | VECG-40 | VECTOBAC G*5/8 (40 LB BG) | EACH | \$0.00 | \$128.00 | \$5,120.00 |
| 1 | ELS | ENVIRONMENTAL LIABILITY SURCHARGE | EACH | \$0.00 | \$0.00 | \$0.00 |

| | |
|-----------------|-------------|
| Subtotal | \$54,080.00 |
| Discount | \$0.00 |
| Shipping | \$0.00 |
| Handling | \$0.00 |
| Tax | \$5,272.80 |
| Total | \$59,352.80 |