



155 Mason Circle
Concord, CA 94520
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www.contracostamosquito.com

***BOARD OF TRUSTEES
MEETING***
****MONDAY, JANUARY 13, 2025****

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

Trustee attending by teleconference/Alternate location: Darryl Young, at Grosse Schiffgasse 4, Vienna, Vienna 1020, Austria

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.

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at www.contracostamosquito.com. During the meeting, supporting materials are available in the Board Room.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **DARRYL YOUNG** Contra Costa County · Vice President **PETER PAY** San Ramon · Secretary **DANIEL PELLEGRINI** Martinez
Antioch **Vacant** · Brentwood **VINOY MEREDDY** · Clayton **ERIC HINZEL** · Concord **PERRY CARLSTON** · Contra Costa County **JIM PINCKNEY & CHRIS COWEN**
Danville **MARK GRAHAM** · 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. PRESENTATION

Mark Graham, newly appointed Trustee representing the Town of Danville
Trustee Howell for 15 years of service (May 24, 2024)

5.* CONSENT CALENDAR

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

- A. Minutes of the November 29, 2024 Board of Trustees Meeting
- B. Expenditures for October & November 2024
- C. Payroll Expenditures October & November 2024
- D. Investment Activity for October & November 2024
- E. Financial Report

6. BOARD AND STAFF REPORTS

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

7.* BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS

- A.* Advance Planning Committee Report
 - i.** Board Consideration and Approval of Updates to the Five-Year Strategic Plan 2022-2026
 - ii.** Board Consideration and Adoption of Emergency Preparedness Policy
- B. Ad Hoc Committee Report – Board Rules

- 8.* BOARD APPROVAL OF CORRECTED SALARY RANGE FOR THE CLASSIFICATION OF VECTOR CONTROL TECHNICIAN**
- 9.* BOARD NOMINATION AND ELECTION OF 2025 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY**
- 10.* BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES FOR 2025**
- 11.* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS**
- 12.* 2025 BOARD MEETING SCHEDULE**
- 13.* BOARD CONSIDERATION AND APPROVAL OF UPDATED UNMANNED AIRCRAFT SYSTEM (UAS) POLICY**

CLOSED SESSION

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

- 15. CLOSING COMMENTS**

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

- 16. ADJOURNMENT**

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

Christine Widger, Customer Service Specialist

1/08/2024

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JANUARY 13, 2025 BOARD MEETING STAFF REPORT

1. No comment
- 2.* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **PRESENTATION**
Mark Graham, newly appointed Trustee representing the Town of Danville
Trustee Howell for 15 years of service (May 24, 2024)
- 5.* **CONSENT CALENDAR**
 - A. Minutes of the November 29, 2024 Board of Trustees Special Meeting (*Pages 8-13*). Approval of Minutes 24-7, Board Meeting held on November 29, 2024.
 - B. Check Expenditures for payroll & accounts payable for October & November (*Pages 14-16*) – Approval of expenditures of October 1, 2024 through November 30, 2024, including:

Accounts payable October 15th checks No. XXXX79 through No. XXXX87
Payroll October 15th checks No. XXXX88 through No. XXXX89
Accounts payable October 31st checks No. XXXX90 through No. XXXX06
Payroll November 27th checks No. XXXX07 through No. XXXX09
Accounts payable November 15th checks No. XXXX01 through No. XXXX09
Accounts payable November 30th checks No. XXXX10 through XXXX18

Accounts Payable Total: \$140,037.47 Payroll Total: \$461.75
 - C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of October 1, 2024 through November 30, 2024, including:

Payroll October 15th No. D000020520 through No. D000020552
Payroll October 31st No. D000020553 through No. D000020593
Accounts payable October 15th EXXX62 through EXXX71
Accounts payable October 31st EXXX72 through EXXX89
Payroll November 15th No. D000020594 through No. D000020630
Payroll November 30th No. D000020631 through No. D000020677
Accounts payable November 15th EXXX11 through EXXX17
Accounts payable November 30th EXXX18 through EXXX27

Accounts Payable Total: \$319,830.42 Payroll Total: \$401750.28

- D. Investment Activity for October & November 2024 (*Pages 17-23*)
- E. Financial Report (*Pages 24-25*)

Recommendation – Approve the Consent Calendar.

6. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports are provided on (*Pages 26- 43*).
- D. Legal Counsel

7. BOARD COMMITTEE REPORTS AND RELATED ACTION ITEMS

- A. Advance Planning Committee Report – The Advance Planning met on December 9, 2024 to discuss the progress on each goal of the Strategic Plan (5-year plan) and any adjustments needed on approved timelines. In addition, the committee discussed emergency planning and is recommending the adoption of the Emergency Preparedness Policy.

- i.* Board Consideration and Approval of Updates to the Five-Year Strategic Plan 2022-2026 – Progress and updates are shown in red and adjusted timelines are highlighted in the document on (*Pages 44- 69*).

Recommendation – Approve the updates to the Five-Year Strategic Plan 2022-2026.

- ii.* Board Consideration and Adoption of Emergency Preparedness Policy (*Pages 70-72*).

Recommendation – Approve and adopt the Emergency Preparedness Policy.

- B. Ad Hoc Committee Report – Board Rules – The Ad Hoc Committee formed to work on the Trustee Manual, specifically on the sections Board rules and succession planning, met on December 5, 2024. The committee identified the Trustee Manual as an area where consulting services could be utilized. General Manager Macedo is in the process of obtaining quotes for the work, according to the District’s approved procurement process. The committee will then work with the consultant on each section of the manual and the final product will be reviewed by the committee and then presented to the Board.

- 8.* BOARD APPROVAL OF CORRECTED SALARY RANGE FOR THE CLASSIFICATION OF VECTOR CONTROL TECHNICIAN** – In the November 2024 Board meeting, the Board approved the new classification of Vector control Technician (VCT), job description and salary range. The intended salary range was set to

be 5% above the classification of Vector Control Inspector (VCI), but it was calculated erroneously based on an outdated range for VCI. The approved salary range for the VCT classification in November was \$6,965.21 to \$9,334.04. The correct range is shown below:

	VCI	VCT
Step 1	\$6,898.87	\$7,243.81
Step 2	\$7,243.81	\$7,606.00
Step 3	\$7,606.00	\$7,986.30
Step 4	\$7,986.30	\$8,385.62
Step 5	\$8,385.62	\$8,804.90
Step 6	\$8,804.90	\$9,245.15
Step 7	\$9,245.15	\$9,707.40

Recommendation – Approve the corrected salary range for the classification of Vector Control Technician.

- 9.* BOARD NOMINATION AND ELECTION OF 2025 OFFICERS FOR BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY**– According to the California Health and Safety Code, Sec. 2027, at the first meeting in January every year, a Board of Trustees shall elect its officers. In November of 2023 the Board adopted Resolution 23-4 revising the procedure for electing the Board officers, according to which, nominations shall come from the floor for the offices of President, Vice President, and Secretary. Trustees may vote on a slate or may choose to vote for each office at a time.

Recommendation – Pleasure of the Board

- 10.* BOARD CONSIDERATION AND APPROVAL OF COMMITTEE CHARGES FOR 2024 (Page 73)** – there have been no changes to the committee charges from the previous year. Trustees may propose any changes at the meeting.

Recommendation – Approve the 2025 Board of Trustees Standing Committees and their charges as proposed or amended.

- 11.* BOARD CONSIDERATION AND APPROVAL OF 2025 COMMITTEE MEMBERS** – Trustees will have the opportunity to sign up for the different committees during the January meeting. The 2025 Board President will review and recommend approval of the committees’ roster.

Recommendation – Approve the 2025 roster of Trustee Committee members.

- 12.* 2024 BOARD MEETING SCHEDULE (Page 74)** – in January each year the Board approves the meeting schedule for that year.

Recommendation – Approve the 2025 Board Meeting Schedule.

- 13.* BOARD CONSIDERATION AND APPROVAL OF UPDATED UNMANNED AIRCRAFT SYSTEM (UAS) POLICY** – The District’s UAS (Drone) Policy was initially approved by the Board in 2018. The policy was updated to reflect changes to the Program Coordinator, currently the Vector Control Planner, the ability to apply pesticides via UAS, and updated requirements. (*Pages 75-80*)

Recommendation – Approve the Unmanned Aircraft System (UAS) Policy.

CLOSED SESSION

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

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

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 24-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, November 25, 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 Richard Ainsley, Pittsburg Perry Carlston, Concord Warren Clayton, Pinole Chris Cowen, Contra Costa County Jim Dolgonas, El Cerrito Chris Dupin, Richmond James Frankenfield, Moraga 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
TRUSTEES ABSENT	Damian Wong, Hercules
VACANCIES	Antioch Danville Lafayette San Pablo
OTHERS PRESENT	Paula Macedo, General Manager (remote); Stacy Stark, Human Resources & Administration Manager; Steve Schutz, Scientific Programs Manager; David Wexler, Operations Manager (remote); Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems Administrator; Christine Widger, Customer Service Specialist; Doug Coty, Bartkiewicz, Kronick & Shanahan (remote) David Alvey, MAZE & Associates. Other members of the public

1. CALL TO ORDER – Vice President Pay called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 16 Trustees were present, two Trustees were absent, and there are four vacancies.

Trustee Young joined the meeting remotely at 7:04 p.m.

Pledge of Allegiance

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

3. PUBLIC INPUT ON NON-AGENDA ITEMS – A member of the public spoke on a non-agendized item, regarding providing religious accommodations to employees.

- 4.* CONSENT CALENDAR

- A. Minutes – Approval of Minutes 24-6, Board Meeting held on Monday, September 9, 2024.

- B. Approval of expenditures for August 1, 2024 through September 30, 2024, including:

Accounts payable August 15th checks No. XXXX40 through No. XXXX45
Payroll August 15th checks No. XXXX46 through XXXX47
Accounts payable August 30th checks No. XXXX48 through No. XXXX57
Accounts payable September 13th checks No. XXXX58 through No. XXXX62
Payroll September 30th checks No. XXXX63 through XXXX65
Accounts payable September 30th checks No. XXXX66 through No. XXXX78

Accounts Payable Total: \$55,476.21 Payroll Total: \$369.40

- C. Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of August 1, 2024 through September 30, 2024, including:

Payroll August 15th No. D000020365 through No. D000020400
Payroll August 30th No. D000020401 through No. D000020441
Accounts payable August 15th EXXX14 through EXXX22
Accounts payable August 30th EXXX23 through EXXX33
Payroll September 13th No. D000020442 through No. D000020475
Payroll September 30th No. D000020476 through No. D000020519
Accounts payable September 13th EXXX34 through EXXX49
Accounts payable September 30th EXXX50 through EXXX61

Accounts Payable Total: \$285,811.01 Payroll Total: \$405,632.63

- D. Investment Activity for August & September 2024

- E. Financial Report

** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the consent calendar. *Motion passed 16:1; Ayes: Ainsley, Clayton, Cowen, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: None; Abstain: Carlston; Absent: Wong*

5. CONSIDERATION AND APPROVAL OF ANNUAL AUDIT – BASIC FINANCIAL STATEMENTS AND MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS FOR FISCAL YEAR ENDED JUNE 30, 2024 – David Alvey, from Maze & Associates, presented the Fiscal Year 2023/2024 annual financial audit. The District received an unmodified opinion for this audit; which is the cleanest opinion available. The Audit Committee met on October 21, 2024 and is recommending the approval of the Audit.

** Motion was made by Trustee Dolgonas and seconded by Trustee Clayton to accept the District Annual Audit for Fiscal Year ended June 30, 2024 – Basic Financial Statements and Memorandum on Internal Control and Required Communications. *Motion passed unanimously.*

6. INFORMATION ITEMS

- A. Update and Discussion Regarding Additional Discovery of Invasive *Aedes aegypti* Mosquitoes in Contra Costa County – District staff provided information on the findings of invasive mosquitoes in Antioch and the steps the District has taken to inform the residents, inspect properties, treat sources, and prevent the spread to other parts of the County. Dr. Schutz, District’s Scientific Programs Manager, discussed trapping, door-to-door inspections, and adult and larval specimens collected and displayed maps detailing inspected areas and where *A. aegypti* has been collected. Operations Manager Wexler discussed *A. aegypti* from an operational standpoint, acknowledging the contributions of District staff in locating and treating for invasive mosquitoes. The Board expressed appreciation for the work of staff in fighting the invasive mosquitoes in Antioch.

7. BOARD AND STAFF REPORTS

- A. Board – Vice President Pay expressed disappointment over the need to reschedule the November Board meeting. Trustee Pellegrini presented Trustee Pinckney with the Recognition from the Board of Supervisors for 35 years of service representing Alamo on the District’s Board of Trustees.
- B. General Manager – General Manager Macedo mentioned that the mandatory Ethics and/or Harassment trainings have been assigned to any Trustees with training coming due, and advised Trustees to check their District emails for that. Dr Macedo also notified Trustees that there has been interest from rice growers in growing rice in Contra Costa County, specifically on Webb Tract and Holland Tract. This will likely cause mosquito issues, especially as people live in closer proximity to the growing areas. Staff has been meeting with the growers to discuss

solutions and educate them in order to reduce the risk of mosquito production, but thus far they have been unreceptive. Lastly, Dr Macedo reminded Trustees that the MVCAC annual conference is January 28-29, 2025, in Oakland. Trustees Ainsley, Dupin, Hogan, Howell, and Mereddy have expressed interest in attending; any other Trustees should inform her as soon as possible, as registrations are going out next week.

- C. Staff – Human Resources and Administration Manager Stark informed the Board that a new Human Resources Information System, ADP, will be implemented in 2025. Operations Manager Wexler informed the Board of a leak in the roof of the Education Center, which is currently under repairs.
- D. Legal Counsel – In response to a Trustee question, Legal Counsel Coty reminded the Board that providing accommodations to employees is a personnel matter and would be discussed, if at all, by the Board in closed session if it becomes a potential issue of liability.

8. BOARD COMMITTEE REPORTS

- A. Personnel Committee Report – Personnel Committee Chair Pay reported on the meetings held on October 15 and October 29, 2024. The committee met in closed sessions on both days to discuss ongoing negotiations with represented employees.
- B. Audit Committee Report – Audit Committee Chair Dolgonas stated he had nothing further to report on the meeting held on October 21, 2024 than had already been discussed on item 5 above regarding the Audit presentation and approval.

9.* ACTION ITEMS

- A.* Board Consideration and Approval of Revised Records Retention Policy – The Records Retention Policy was revised to include a statement relating to retention of records required by policies (such as the document retention required by the Heat Illness Policy) and records such as services requests, which are considered transitory records. In addition, the revision included increasing the retention of employee file records to 10 years, to better align with retention of payroll records and medical records.
 - ** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve the Revised Records Retention Policy with minor non-substitutive revisions. *Motion passed unanimously.*
- B.* Board Consideration and Approval of the Elimination of the Biologist Classification, effective December 31, 2024 - District staff has evaluated the current duties and the job description of the Biologist classification and is proposing its elimination.

- ** Motion was made by Trustee Krieg and seconded by Trustee Pellegrini to approve the Elimination of the Biologist Classification, effective December 31, 2024. *Motion passed unanimously.*
- C.* Board Consideration and Approval of the Updated Laboratory Technician’s Job Description – The job description for the Laboratory Technician was updated to more accurately reflect the duties of that classification, and to include duties regarding mosquitofish production and aquaculture maintenance.
- ** Motion was made by Trustee Clayton and seconded by Trustee Mereddy to approve the Updated Laboratory Technician’s Job Description. *Motion passed unanimously.*
- D.* Board Consideration and Approval of the Consolidation of Vector Control Technician I (VCT I), Vector Control Technician II (VCT II) and Vector Control Inspector (VCI) job titles into one Classification - Vector Control Inspector – All current employees would have the title of Vector Control Inspector. That change does not alter the number of steps or salary range for the current employees.
- ** Motion was made by Trustee Pay and seconded by Trustee Clayton to approve *Motion passed 16:1. Ayes: Ainsley, Carlston, Clayton, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: Cowen; Abstain: None; Absent: Wong*
- E.* Board Consideration and Approval of the new Classification of Vector Control Technician, Job Description and Salary Range – the District proposed a new job description and requirements for the new classification of Vector Control Technician, based on the need to have employees certified to fly/pilot and apply pesticides with drones. The new classification salary range will have seven steps like the previous one, and the salary range proposed is 5% above the current one.
- ** Motion was made by Trustee Krieg and seconded by Trustee Ainsley to approve the new classification of Vector Control Technician, Job Description, and Salary Range. *Motion passed 16:1. Ayes: Ainsley, Carlston, Clayton, Dolgonas, Dupin, Frankenfield, Hinzl, Hogan, Howell, Krieg, Marker, Mereddy, Pay, Pellegrini, Pinckney, Young; Noes: None; Abstain: Cowen; Absent: Wong*

CLOSED SESSION – 8:57 p.m.

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

Agency Negotiators: Peter Pay, Chair of the Personnel Committee, Paula Macedo, General Manager, Stacy Stark, Human Resources and Administration Manager, and Michael Jarvis, LCW

Employee Group: All represented employees (SEIU 1021)

Trustee Pinckney left the meeting at 9:51 p.m.
Trustees Clayton and Cowen left the meeting at 9:55 p.m.

RETURN TO OPEN SESSION – 9:58 p.m.

REPORT FROM CLOSED SESSION – no reportable action.

11. CLOSING COMMENTS – None

12. ADJOURNMENT – 10:00 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on January 13, 2025.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2024 Secretary, Board of Trustees

Check History Report
Sorted By Check Number
Activity From: 10/1/2024 to 10/31/2024

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Check Number	Check Date	Name	Check Amount
XXXX79	10/15/2024	PG&E	1,372.03
XXXX80	10/15/2024	CA Dept of Public Health	246.00
XXXX81	10/15/2024	Contra Costa County Tax Collector	75.00
XXXX82	10/15/2024	Veseris (ES OPCO USA LLC)	41,287.95
XXXX83	10/15/2024	Maze & Associates	11,685.00
XXXX84	10/15/2024	Staples Business Advantage	355.27
XXXX85	10/15/2024	iSolved Benefit Services	119.88
XXXX86	10/15/2024	WAVE	2,366.34
XXXX87	10/15/2024	Leading Edge Associates, Inc.	3,119.14
XXXX90	10/31/2024	Vision Service Plan	555.18
XXXX91	10/31/2024	PG&E	121.35
XXXX92	10/31/2024	Empower Trust Company, LLC	2,000.00
XXXX93	10/31/2024	US POSTAL SERVICE CMRS-FP	2,000.00
XXXX94	10/31/2024	Maze & Associates	5,008.00
XXXX95	10/31/2024	Sun Life Financial	1,504.71
XXXX96	10/31/2024	Spark Creative Design	823.13
XXXX97	10/31/2024	Kings III of America, Inc.	185.25
XXXX98	10/31/2024	Colonial Life	431.58
XXXX99	10/31/2024	MVCAC	6,490.00
XXXX00	10/31/2024	Heluna Health	2,000.00
XXXX01	10/31/2024	Verizon Wireless	1,899.73
XXXX02	10/31/2024	Canon Financial Services, Inc.	525.77
XXXX03	10/31/2024	Capital Program Management, Inc. (CPM)	5,072.75
XXXX04	10/31/2024	T-Mobile	543.55
XXXX05	10/31/2024	Jax Kneppers Associates	1,013.00
XXXX06	10/31/2024	Provost & Pritchard Consulting Group	14,000.00
EXXX62	10/15/2024	Health Care Dental Trust	4,623.26
EXXX63	10/15/2024	California Special Districts Association	529.78
EXXX64	10/15/2024	Bay Alarm Company	2,995.60
EXXX65	10/15/2024	ADAPCO, Inc.	4,779.90
EXXX66	10/15/2024	Mission Linen Supply	574.13
EXXX67	10/15/2024	Francisco & Associates	9,100.00
EXXX68	10/15/2024	Streamline	375.00
EXXX69	10/15/2024	CA State Disbursement Unit	47.50
EXXX70	10/15/2024	Great-West Trust Company, LLC (Empower)	11,081.71
EXXX71	10/15/2024	Mt. Diablo Resource Recovery-Concord	758.90
EXXX72	10/31/2024	SEIU UPE LOCAL 1021-Union Dues	2,184.54
EXXX73	10/31/2024	CalPERS	62,667.96
EXXX74	10/31/2024	Concur Technologies, Inc	677.71
EXXX75	10/31/2024	Veseris (ES OPCO USA LLC)	9,247.54
EXXX76	10/31/2024	ADAPCO, Inc.	9,304.61
EXXX77	10/31/2024	Liebert Cassidy Whitmore	7,023.00
EXXX78	10/31/2024	Clarke	7,983.52
EXXX79	10/31/2024	Mission Linen Supply	283.00
EXXX80	10/31/2024	Target Specialty Products	3,257.38
EXXX81	10/31/2024	Quench USA, Inc.	243.17
EXXX82	10/31/2024	Reliance Standard Life In	992.35
EXXX83	10/31/2024	BKS Law Firm, PC	4,441.75
EXXX84	10/31/2024	Red Wing Business Advantage Account	241.98
EXXX85	10/31/2024	Contra Costa Janitorial Services	1,350.00
EXXX86	10/31/2024	Sage Intacct, Inc.	15,086.40
EXXX87	10/31/2024	CA State Disbursement Unit	47.50
EXXX88	10/31/2024	Great-West Trust Company, LLC (Empower)	10,409.47
EXXX89	10/31/2024	U.S. BANK CORPORATE PAYMENT SYSTEMS	10,484.42

Report Total: 285,592.69

Company name: Contra Costa Mosquito & Vector Control
Report name: Check History Report
 Activity from 11/01/2024 to 11/30/2024

Check no.	Payment Date	Vendor Name	Payment Amount
EXXX11	11/15/2024	ADAPCO, Inc.	1,439.92
EXXX12	11/15/2024	Bay Alarm Company	710.74
EXXX13	11/15/2024	Health Care Dental Trust	4,413.58
EXXX14	11/15/2024	Streamline	375.00
EXXX15	11/15/2024	iSolved Benefit Services	119.88
EXXX16	11/15/2024	Mission Linen Supply	557.42
EXXX17	11/15/2024	Staples Business Advantage	1,017.18
XXXX01	11/15/2024	Best Equipment Co.	1,350.52
XXXX02	11/15/2024	Canon Financial Services, Inc.	1,640.42
XXXX03	11/15/2024	Contra Costa County - Fleet	6,813.03
XXXX04	11/15/2024	Contra Costa Water District	650.97
XXXX05	11/15/2024	FP MAILING SOLUTIONS	153.58
XXXX06	11/15/2024	PG&E	1,437.29
XXXX07	11/15/2024	Ramos Environmental	3,584.25
XXXX08	11/15/2024	WAVE	2,366.34
XXEFT	11/15/2024	Great-West Trust Company, LLC (Empower)	10,100.47
XXEFT	11/15/2024	Mt. Diablo Resource Recovery-Concord	758.90
XXEFT	11/15/2024	CA State Disbursement Unit	47.50
EXXX18	11/27/2024	Liebert Cassidy Whitmore	17,136.00
EXXX19	11/27/2024	CalPERS	63,691.82
EXXX20	11/27/2024	Mission Linen Supply	1,108.20
EXXX21	11/27/2024	Reliance Standard Life In	992.35
EXXX22	11/27/2024	Concur Technologies, Inc	677.71
EXXX23	11/27/2024	iSolved Benefit Services	759.69
EXXX24	11/27/2024	BKS Law Firm, PC	918.75
EXXX25	11/27/2024	Contra Costa Janitorial Services	1,350.00
EXXX26	11/27/2024	SEIU UPE LOCAL 1021-Union Dues	2,267.48
EXXX27	11/27/2024	California Special Districts Association	9,548.00
EXXX28	11/27/2024	Quench USA, Inc.	243.17
XXXX10	11/27/2024	Capital Program Management, Inc. (CPM)	3,488.75
XXXX11	11/27/2024	Colonial Life	431.58
XXXX12	11/27/2024	Contra Costa County - Fleet	6,462.27
XXXX13	11/27/2024	Empower Trust Company, LLC	2,000.00
XXXX14	11/27/2024	PG&E	321.01
XXXX15	11/27/2024	Sun Life Financial	1,551.37
XXXX16	11/27/2024	T-Mobile	543.55
XXXX17	11/27/2024	Verizon Wireless	1,886.75
XXXX18	11/27/2024	Vision Service Plan	555.18
XXEFT	11/27/2024	U.S. BANK CORPORATE PAYMENT SYSTEMS	10,704.11
XXEFT	11/27/2024	Great-West Trust Company, LLC (Empower)	10,100.47
			174,275.20

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST (*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
October 15, 2024	XXXX82	\$41,287.95	Veseris – Control Materials Mosquito Larviciding
October 15, 2024	XXXX83	\$11,685.00	Maze & Associates – Auditing Services
October 31, 2024	XXXX06	\$14,000.00	Provost & Pritchard Consulting Group – Building Remodel Asbestos, Lead & Mold Survey
October 31, 2024	EXXX77	\$7,023.00	Liebert Cassidy Whitmore – Legal Counsel
October 31, 2024	EXXX86	\$15,086.40	Sage Intacct, Inc. – New Accounting Software Annual Subscription
November 17, 2024	EXXX18	\$17,136.00	Liebert Cassidy Whitmore – Legal Counsel

INVESTMENT ACTIVITY REPORT

Month of October 2024						
Transaction Number	Date	LAIF	California CLASS	Five Star Money Market	Five Star Checking	
Balance	10/1/2024	\$ 12,045,979.73	\$ 2,085,214.55	\$ 825,457.64	\$ 94,297.07	
1	10/8/2024				7,557.84	
2	10/10/2024			(230,000.00)	230,000.00	
3	10/22/2024				5,122.14	
4	10/29/2024			(350,000.00)	350,000.00	
5	10/31/2024	146,394.33	8,837.75	2,447.03	232,721.28	
6	10/31/2024				(589,568.21)	
Balance		\$ 12,192,374.06	\$ 2,094,052.30	\$ 247,904.67	\$ 330,130.12	

Transaction Number & Brief Description

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

Month of November 2024						
Transaction Number	Date	LAIF	California CLASS	Five Star Money Market	Five Star Checking	
Balance	11/1/2024	\$ 12,192,374.06	\$ 2,094,052.30	\$ 247,904.67	\$ 330,130.12	
1	11/8/2024				4,063.81	
2	11/22/2024				8,424.25	
3	11/25/2024	(300,000.00)			300,000.00	
4	11/30/2024		8,276.81	924.17		
5	11/30/2024				(568,762.80)	
Balance		\$ 11,892,374.06	\$ 2,102,329.11	\$ 248,828.84	\$ 73,855.38	

Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Misc Deposits into Five Star Checking
- 3 Transfer from LAIF to Five Star Checking
- 4 Interest Earned California CLASS & Five Star Money Market Accounts
- 5 Five Star Bank clearing of Payroll & Vendor Checks

Designated Reserves POLICY FY 25 (July 2024 - June 2025)	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,602,162
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	16,602,162

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

November 20, 2024

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

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

[Tran Type Definitions](#)

//

October 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2024	10/14/2024	QRD	1760548	N/A	SYSTEM	146,394.33

Account Summary

Total Deposit:	146,394.33	Beginning Balance:	12,045,979.73
Total Withdrawal:	0.00	Ending Balance:	12,192,374.06



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

California CLASS

California CLASS

Average Monthly Yield: 5.0039%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	2,085,214.55	0.00	0.00	8,837.75	85,528.78	2,085,499.64	2,094,052.30
TOTAL	2,085,214.55	0.00	0.00	8,837.75	85,528.78	2,085,499.64	2,094,052.30



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

(800) 416-6117
www.fivestarbanc.com

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

Date 10/31/24 Page 1
Enclosures

Public Money Market		Number of Enclosures	0
Account Number		Statement Dates	10/01/24 thru 10/31/24
Previous Balance	825,457.64	Average Ledger	628,360.86
Deposits/Credits	.00	Average Collected	628,360.86
2 Checks/Debits	580,000.00	Annual Percentage Yield Earned	4.68%
Service Charge	.00	2024 Interest Paid	31,967.28
Current Balance	247,904.67	Interest Paid	2,447.03

Deposits and Additions

Date	Description	Amount
10/31	Interest Deposit	2,447.03

Checks and Withdrawals

Date	Description	Amount
10/10	Funds Transfer via Online	230,000.00-
10/29	Funds Transfer via Online	350,000.00-

Daily Balance Information

Date	Balance	Date	Balance
10/01	825,457.64	10/29	245,457.64
10/10	595,457.64	10/31	247,904.67

Interest Rate Summary

Date	Rate
9/30	4.579000%
10/04	4.575000%



California State Treasurer
Fiona Ma, CPA



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

December 16, 2024

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

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

[Tran Type Definitions](#)

November 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/25/2024	11/22/2024	RW	1763841	1724381	PAULA MACEDO	-300,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,192,374.06
Total Withdrawal:	-300,000.00	Ending Balance:	11,892,374.06



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

California CLASS

California CLASS

Average Monthly Yield: 4.8272%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	2,094,052.30	0.00	1,000,000.00	4,872.90	90,401.68	1,194,377.16	1,098,925.20
TOTAL	2,094,052.30	0.00	1,000,000.00	4,872.90	90,401.68	1,194,377.16	1,098,925.20

California CLASS Enhanced Cash

Average Monthly Yield: 4.8124%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Enhanced	0.00	1,000,000.00	0.00	3,403.91	3,403.91	900,226.93	1,003,403.91
TOTAL	0.00	1,000,000.00	0.00	3,403.91	3,403.91	900,226.93	1,003,403.91



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

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

Date 11/30/24
Enclosures

Page 1

Public Money Market		Number of Enclosures	0
Account Number		Statement Dates	11/01/24 thru 11/30/24
Previous Balance	247,904.67	Average Ledger	247,904.67
Deposits/Credits	.00	Average Collected	247,904.67
Checks/Debits	.00	Annual Percentage Yield Earned	4.63%
Service Charge	.00	2024 Interest Paid	32,891.45
Current Balance	248,828.84	Interest Paid	924.17

Deposits and Additions

Date	Description	Amount
11/30	Interest Deposit	924.17

Daily Balance Information

Date	Balance	Date	Balance
11/01	247,904.67	11/30	248,828.84

Interest Rate Summary

Date	Rate
10/31	4.575000%
11/06	4.518000%



Balance Sheet
As of November 2024

	November	November
	2023	2024
ASSETS		
Current Assets		
Five Star Checking:General	581,760.42	73,855.38
Money Market: General	925,958.79	248,828.84
California CLASS:General	1,003,799.02	2,102,329.11
LAIF	9,093,669.11	11,892,374.06
VCJPA	1,230,493.00	1,334,063.00
Wells Fargo Bank - checking	121,719.10	0.00
Property Tax Due from County	7,582,696.38	8,287,812.72
Benefit Assessment Due from County	2,083,936.00	2,092,435.00
Prepaid Retirement - CCCERA	1,056,046.94	872,840.02
Total Current Assets:	23,680,078.76	26,904,538.13
Fixed Assets		
Asset Nondepreciable (Land):General	778,640.00	778,640.00
Asset Depreciable:General	581,339.00	694,805.00
Total Fixed Assets:	1,359,979.00	1,473,445.00
Other Assets		
Net Pension Asset:General	643,711.00	742,411.00
GASB 68/75 Outflow	2,258,655.00	3,617,742.00
Total Other Assets:	2,902,366.00	4,360,153.00
Total Assets:	27,942,423.76	32,738,136.13
LIABILITIES & EQUITY		
Current Liabilities		
Accrued Liabilities	27,618.49	75,626.93
Deferred Revenue	5,774,369.45	6,190,898.60
Total Current Liabilities:	5,801,987.94	\$6,266,525.53
Long-Term Liabilities		
Net Pension Liability	4,328,728.00	4,356,763.00
Total Long-Term Liabilities:	4,328,728.00	4,356,763.00
Total Liabilities:	10,130,715.94	10,623,288.53
Accrued Equity & Designated Reserves	16,847,402.82	20,956,304.22
Current Year Net Income	964,305.00	1,158,543.38
Total Equity:	17,811,707.82	22,114,847.60
Total Liabilities & Equity:	27,942,423.76	32,738,136.13

**Contra Costa Mosquito and Vector Control District
FY25 Budget Year**

(July 1, 2024 - June 30, 2025)

Board Packet

42% of the Year
completed

FY25

APPROVED

**YTD FY25 VS
Adopted
Budget %**

**ADOPTED FY25
VS FY25 \$**

As of 11/30/24

FY 25

Personnel Costs				
Payroll & OT	1,753,075.74	4,398,951.28	39.9%	2,645,875.54
Retirement	381,984.09	1,200,000.00	31.8%	818,015.91
OASDI	100,430.55	272,734.98	36.8%	172,304.43
Medicare	24,587.90	63,784.79	38.5%	39,196.89
Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)	252,341.02	722,867.73	34.9%	470,526.71
Unemployment	297.60	16,000.00	1.9%	15,702.40
Disability Ins	3,969.40	12,420.00	32.0%	8,450.60
Other Post Employment Benefits	0.00	215,000.00	0.0%	215,000.00
District Paid Health Retiree Cost & Fees	27,777.92	136,778.98	20.3%	109,001.06
Subtotal Personnel Costs	2,544,464.22	7,038,537.76	36.2%	4,494,073.54
Operational Costs				
Professional Services - Legal includes Settlements	100,719.75	140,000.00	71.9%	39,280.25
Professional Services - Building & Grounds Maint	5,195.70	15,000.00	34.6%	9,804.30
Professional Services - All Other	114,166.74	422,468.00	27.0%	308,301.26
Public Affairs	3,964.80	125,900.00	3.1%	121,935.20
Lab Services	34,020.62	55,500.00	61.3%	21,479.38
Information & Technology	39,359.03	213,783.00	18.4%	174,423.97
Operations - Control Materials	180,314.89	268,000.00	67.3%	87,685.11
Operations - Aerial	11,496.41	40,000.00	28.7%	28,503.59
Operation and Facilities - All Other	58,259.12	401,500.00	14.5%	343,240.88
General Office Administration - Insurance	364,450.00	364,450.00	100.0%	0.00
General Office Administration - Trustee Expense	122.18	26,000.00	0.5%	25,877.82
General Office Administration - Employee Travel & Training	4,604.03	67,500.00	6.8%	62,895.97
General Office Administration - Utilities	32,922.88	123,500.00	26.7%	90,577.12
General Office Administration - All Other	49,211.90	68,800.00	71.5%	19,588.10
Subtotal Operational Cost	998,451.42	2,332,401.00	42.8%	1,333,949.58
Capital				
Structure & Improvements	0.00	1,803,386.00	0.0%	0.00
Vehicles	0.00	0.00	0.0%	0.00
Heavy Equipment	0.00	30,000.00	0.0%	30,000.00
Subtotal Capital	0.00	1,833,386.00	0.0%	1,833,386.00
Total Expenditures	3,542,915.64	11,204,324.76	11,198,324.60	
Revenues				
Property Taxes	3,550,222.50	8,520,534.00	41.7%	4,970,311.50
Benefit Assessment	871,847.90	2,092,435.00	41.7%	1,220,587.10
Contract Billing	11,991.52	53,060.40	22.6%	41,068.88
Interest Income	259,897.10	102,000.00	254.8%	(157,897.10)
Fixed Asset Disposal	0.00	15,000.00	0.0%	15,000.00
Miscellaneous	7,500.00	50,000.00	15.0%	42,500.00
Subtotal Revenue	4,701,459.02	10,833,029.40	43.4%	6,131,570.38
Estimate Ending Balance	1,158,543.38	(371,295.36)		

Designated Reserves POLICY FY 25 (July 1, 2024 - June 30, 2025)	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,602,162
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	16,602,162

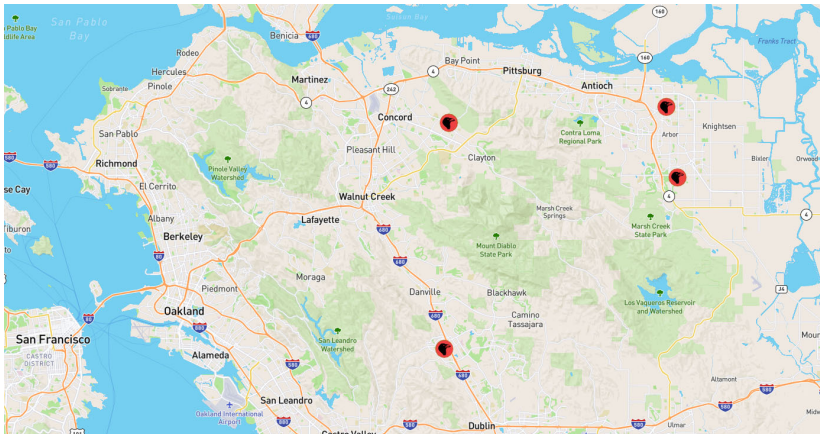
December 2024 Mosquito and Arbovirus Surveillance Report

Updated January 2nd, 2025 by Steve Schutz, Ph.D., Scientific Programs Manager

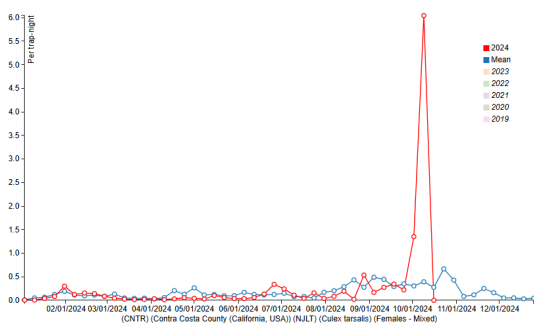
Human cases: As of December 13th, 124 human cases of West Nile virus had been reported in California for the 2024 year, with 12 fatalities. In Contra Costa County there were three clinical cases (one fatal) and one seropositive blood donor.

Horses: Seven equine cases of WNV were reported in California in 2024 (none in Contra costa County). An effective vaccine is available for horses; most affected horses are unvaccinated or un-boosted.

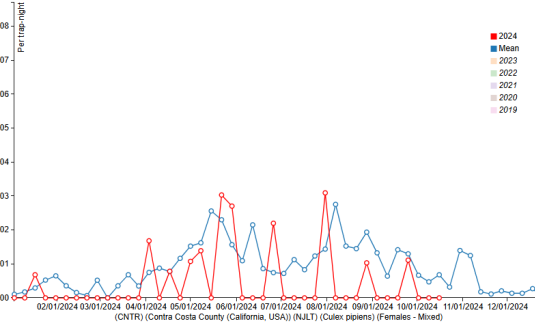
Dead birds: 439 dead birds were reported to the West Nile Call Center by Contra Costa residents in 2024 and 67 were tested; 6 (9%) were confirmed positive for WNV: 3 crows from Concord, all from the same neighborhood, 1 crow from Oakley, 1 crow from San Ramon and a California scrub jay from Brentwood (red icons on map). The West Nile telephone hotline is closed for the winter but the public is still welcome to file reports online at their website: <https://westnile.ca.gov/report>



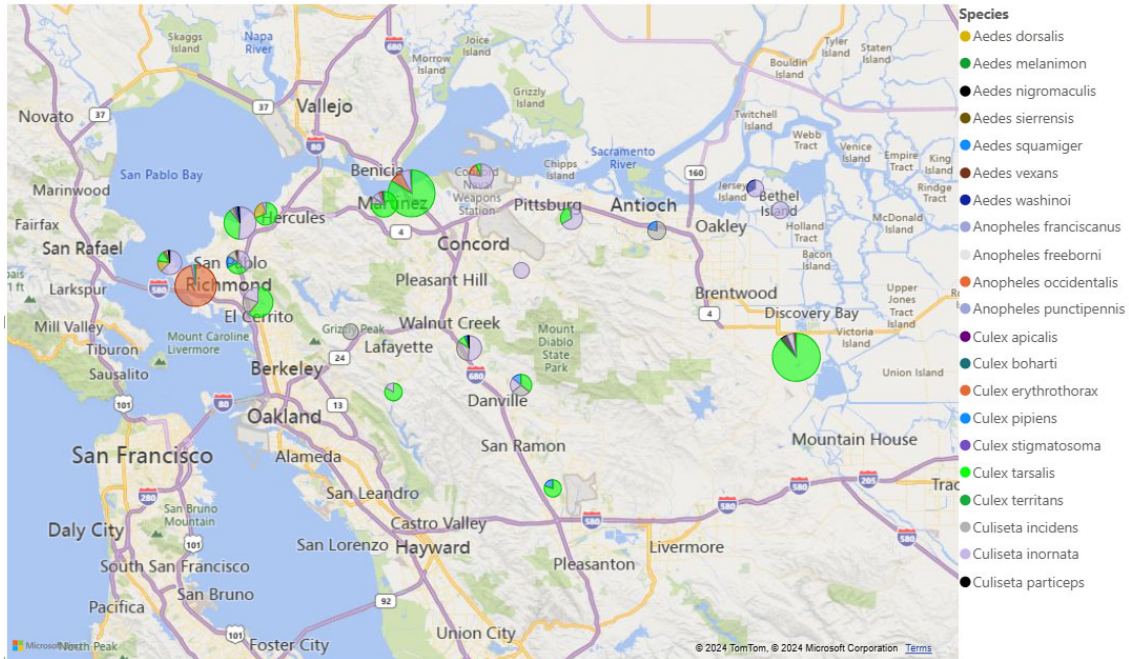
Light trap counts: Countywide *Culex tarsalis* and *Culex pipiens* counts were average or below average in 2024 except for a peak in *Cx. tarsalis* counts in the Waterfront area in early October. Trap collections are currently suspended for winter and the remaining traps will be brought in for service.



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

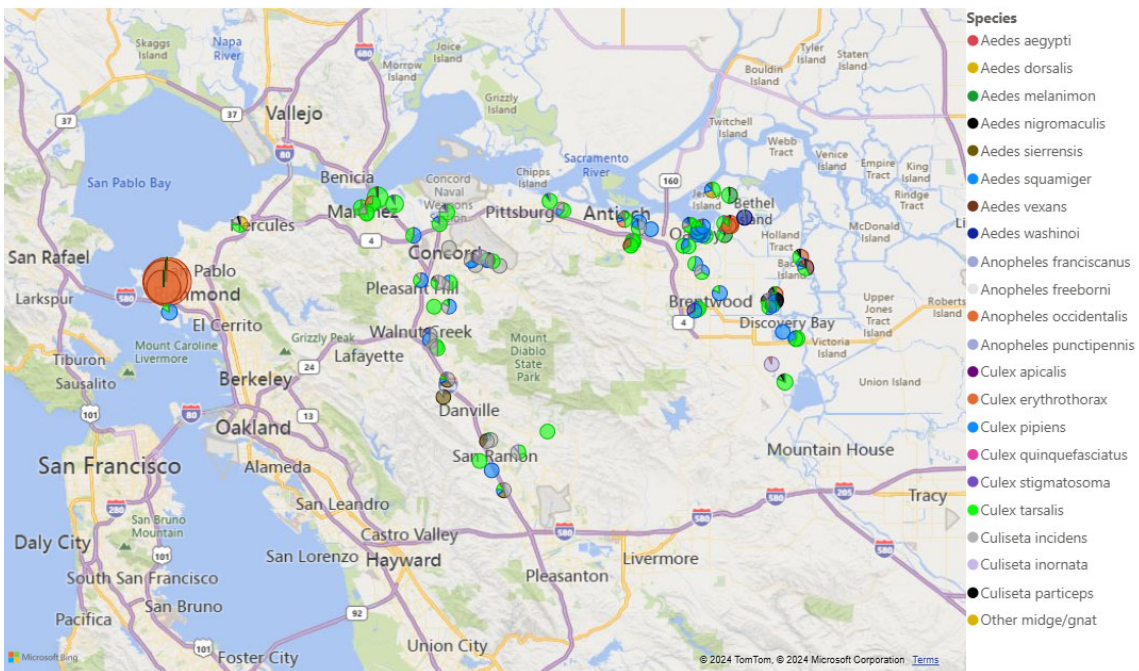


Culex pipiens counts (red) vs. 5 year average (blue)



Light trap locations and total species counts in 2024 (traps with zero counts not shown)

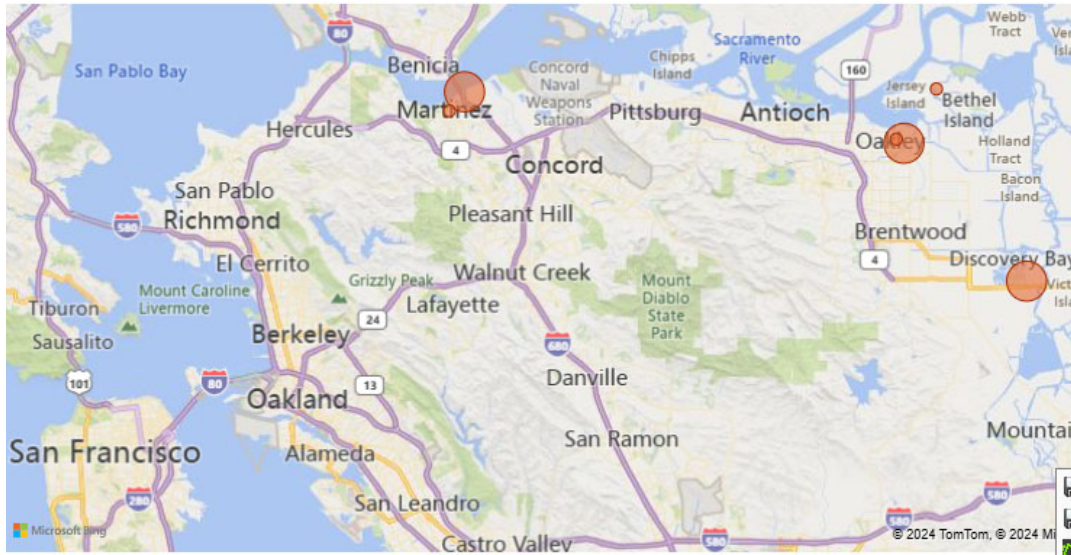
CO₂ traps: Trapping is currently suspended until Spring 2025.



CO₂ trap locations and total species counts in 2024 (traps with zero counts not shown)

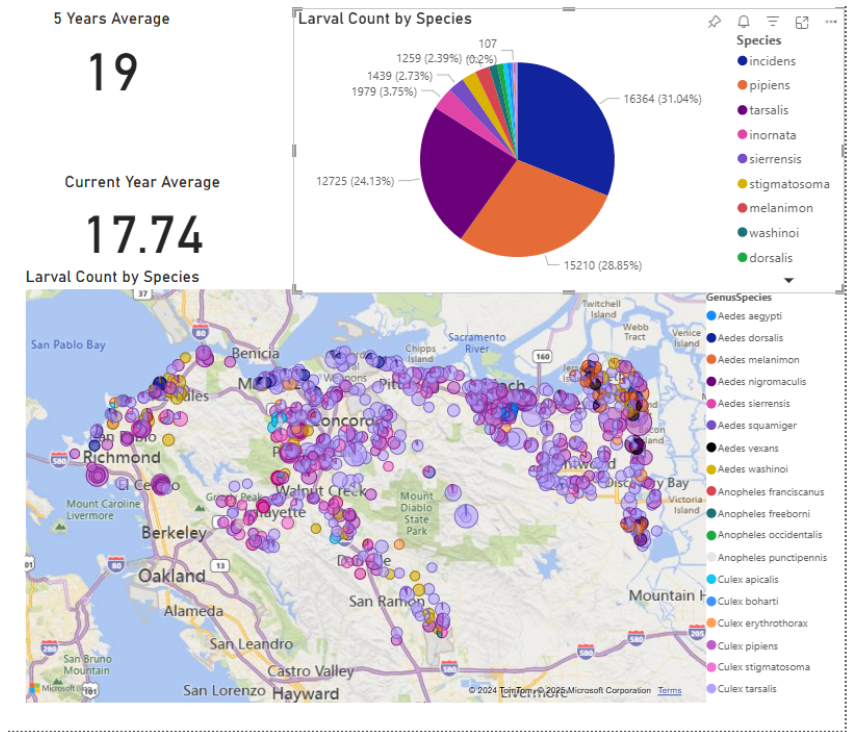
(note: 'random' traps at the Chevron Richmond Refinery and elsewhere are shown in addition to fixed surveillance locations)

Mosquito testing: 484 pooled samples were submitted for testing this season, ten were positive for WNV (Oakley, 4, Martinez, 3, Discovery Bay, 2, Bethel Island, 1).



Locations of WNV-positive mosquito samples in 2024

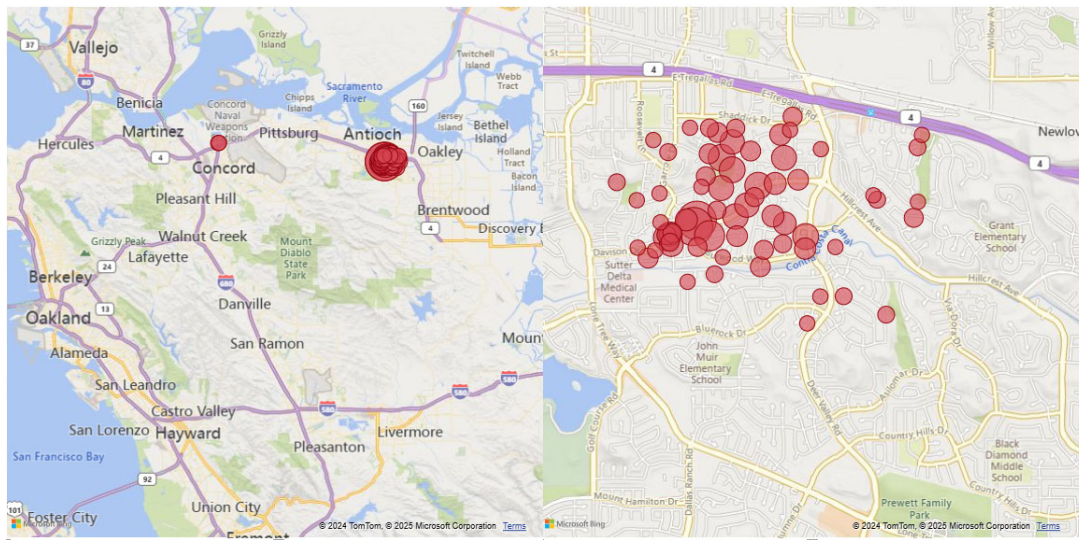
Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round. A large number of samples were collected in August as part of a cemetery inspection project (mostly *Cx. pipiens*).



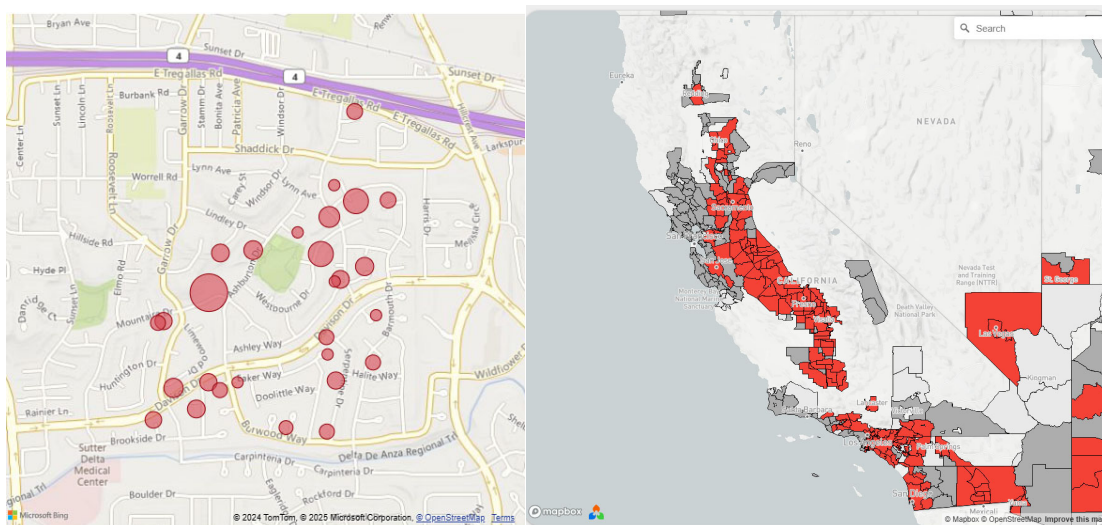
Larval samples Jan 1 thru Dec 31 2024.

Sentinel chickens: Five of six hens tested seropositive at ISD/Oakley and three of six were seropositive at Holland Tract Marina in 2024. Sentinel flocks have been discontinued for the winter (all chickens were adopted).

Invasive *Aedes* surveillance: In 2024, *Aedes aegypti* adults were collected in traps in Concord (a total of 4) and Antioch (a total of 292). No sources were found in Concord and the infestation appeared to be short-lived. In Antioch, larvae and adults were collected over a fairly large area. Door-to-door inspections and treatments continued through the end of the season. No additional adults or larvae were collected after Nov. 13th. Surveillance will resume when the weather warms up.



L: *Aedes aegypti* adult collections in 2024; R: detail of Antioch collection sites

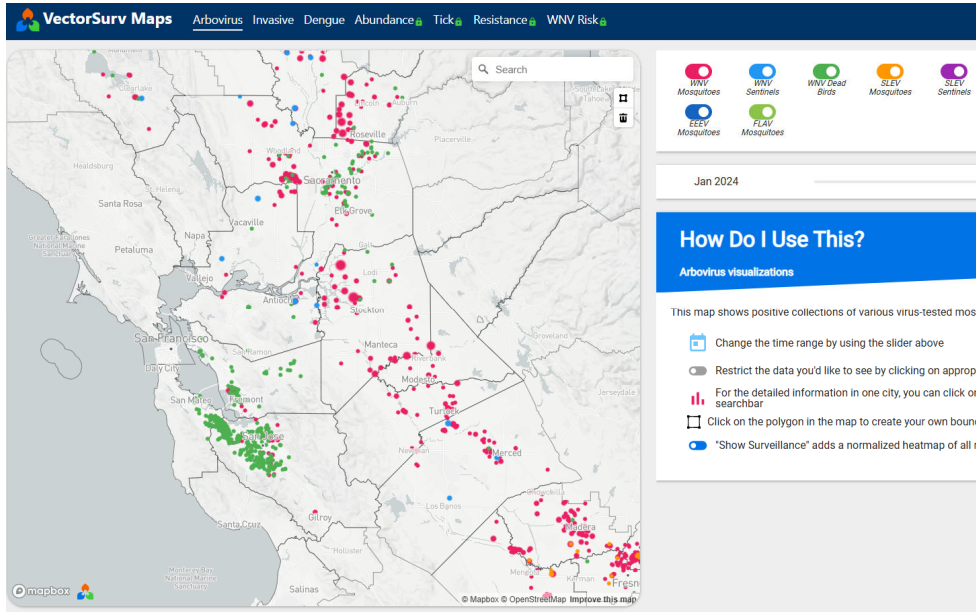


Aedes aegypti larval collections in 2024

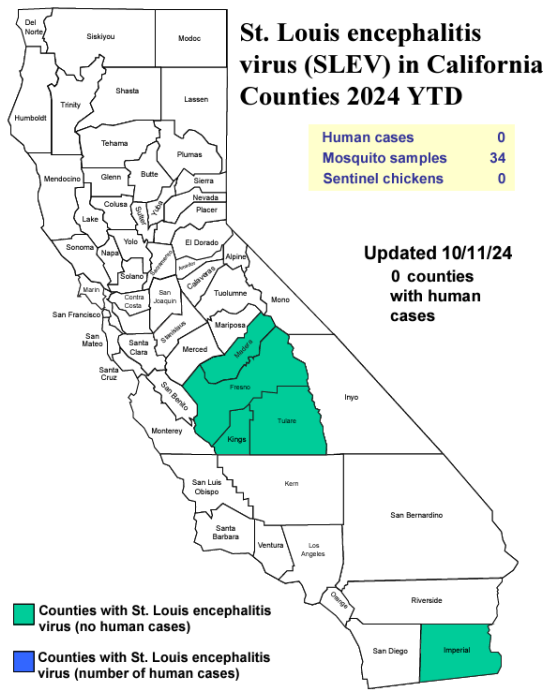
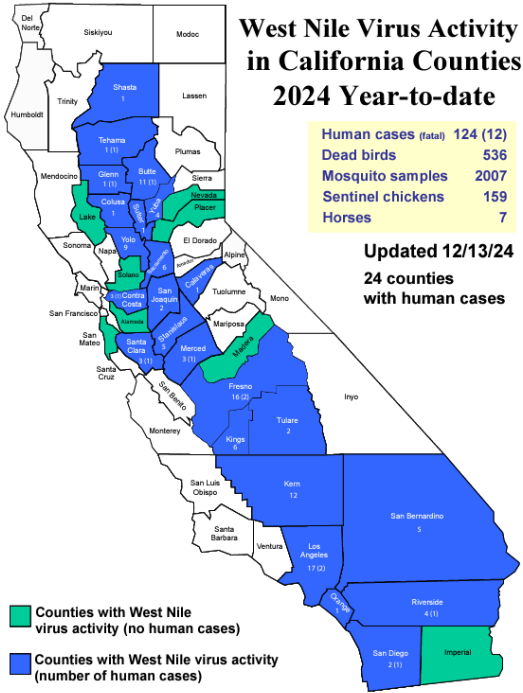
Aedes aegypti reports in 2024 (red areas)

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

Regional: WNV positive dead birds and mosquito samples were reported last year in most of our neighboring counties, and human cases were reported in Yolo, Sacramento, San Joaquin and Santa Clara Counties, including reported single fatalities in Contra Costa and Santa Clara Counties.



Statewide: West Nile activity was reported in 32 counties in 2024; SLE was reported in 5 counties. In most surveillance categories, WNV detections were lower in 2024 than the previous year. In Contra Costa County, WNV detections were below average.



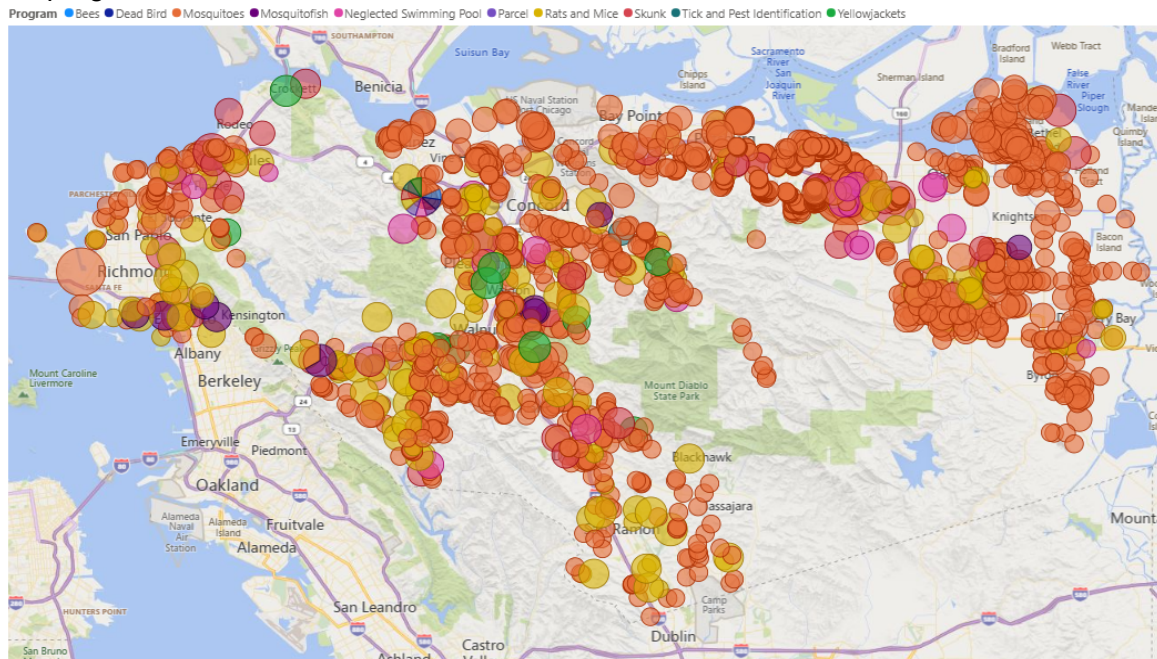
December 2024 Operations Report

Prepared on January 2, 2024, by David Wexler, Operations Manager

General

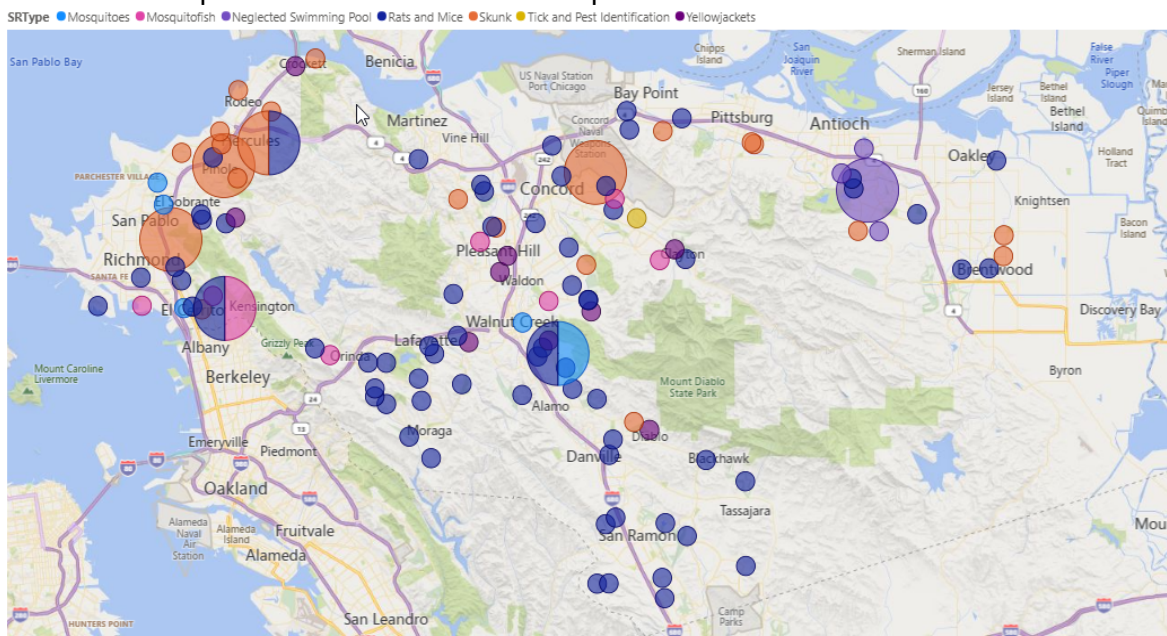
The primary focus of staff efforts in December was within the Rodent and Skunk programs. All programs were at or below averages.

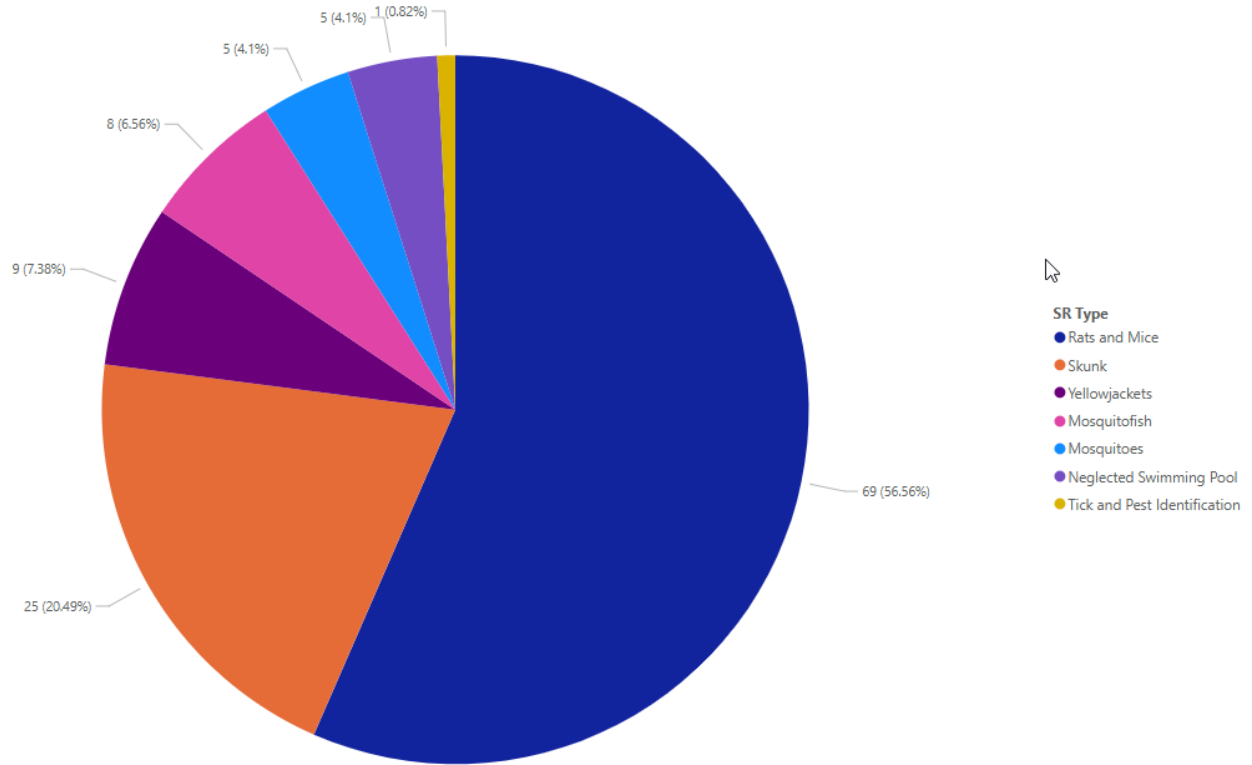
All program actions



Service Requests

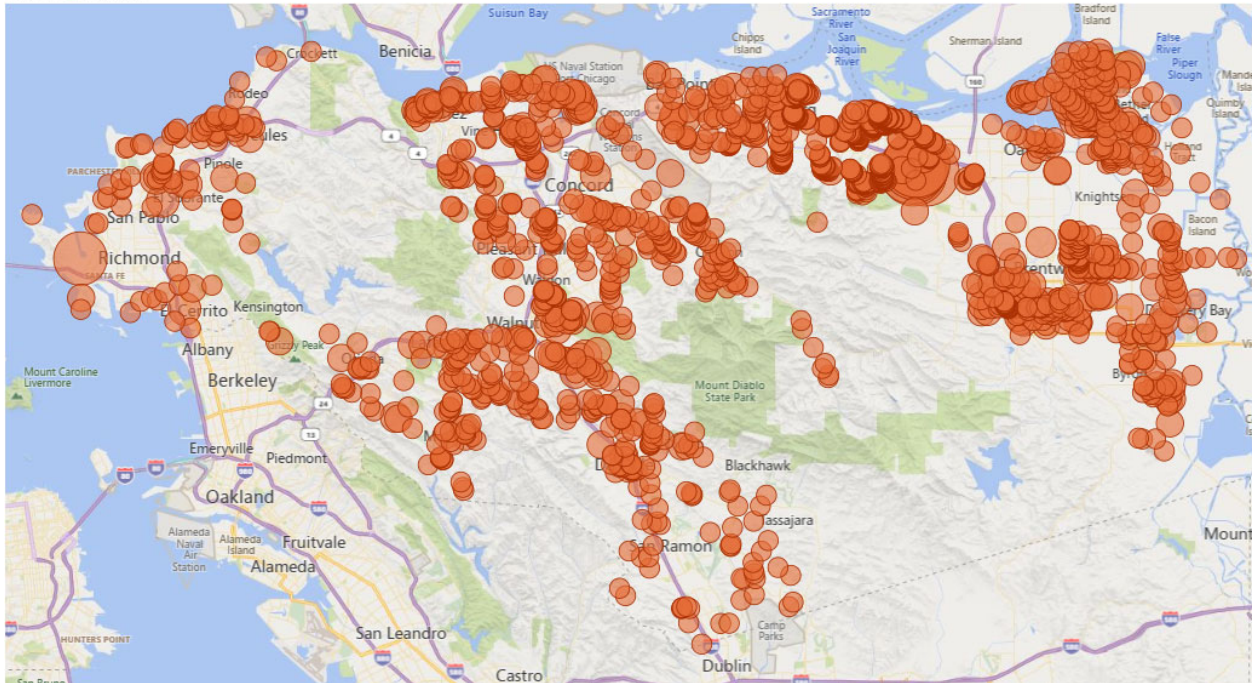
116 service requests were received from the public.





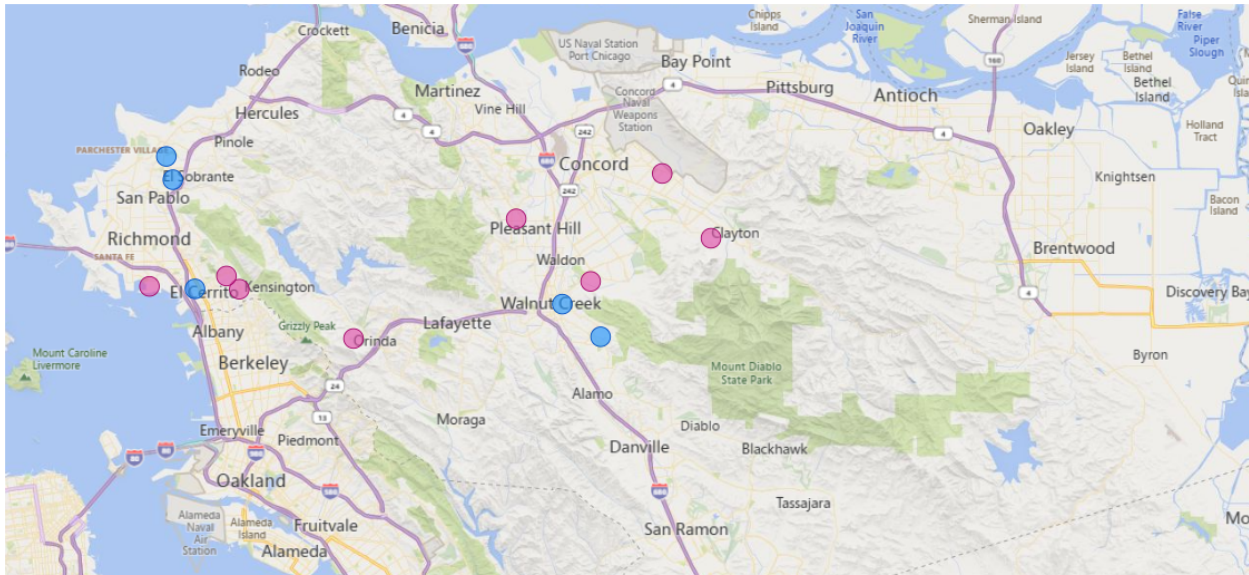
Mosquitoes and Mosquitofish: Program actions

Program ● Mosquitoes



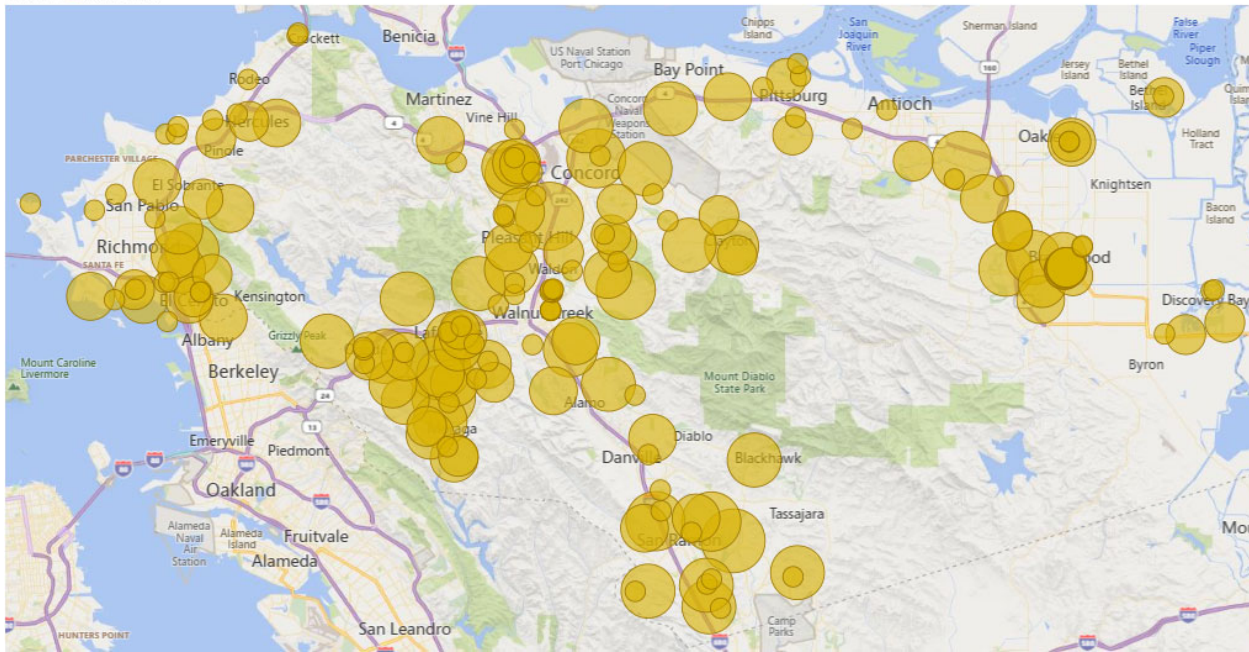
Service Requests: The District received 5 Mosquito and 8 Mosquitofish service requests.

SRTType ● Mosquitoes ● Mosquitofish

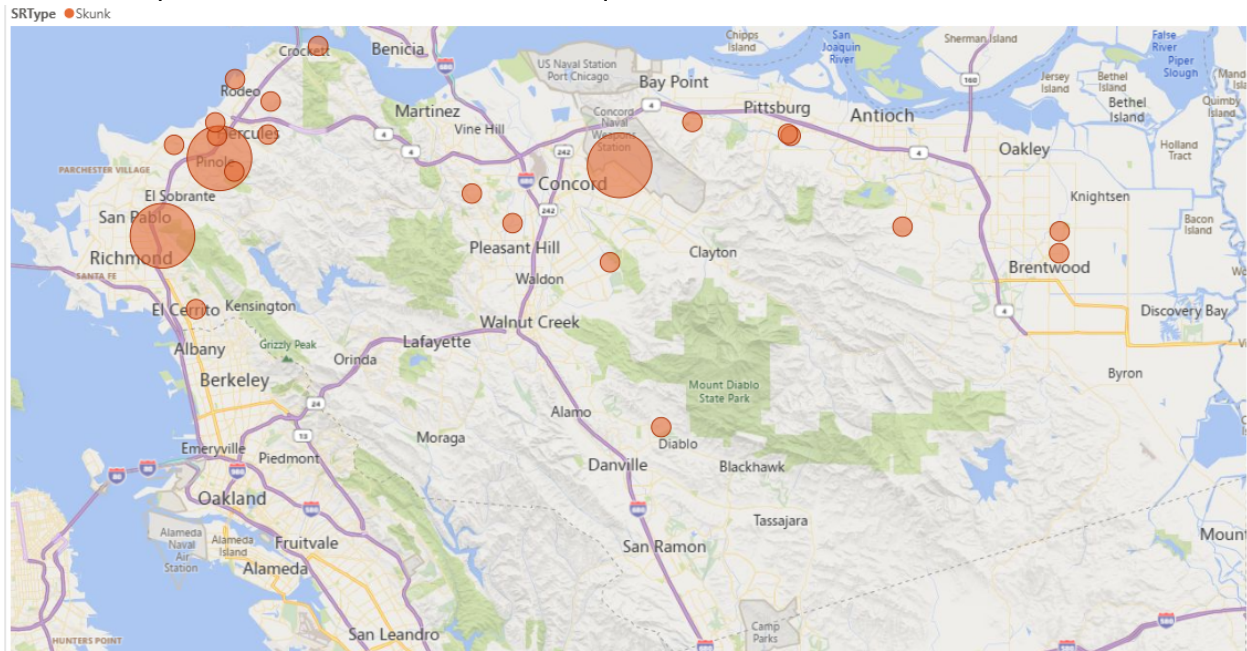


Rats and Mice: Program actions

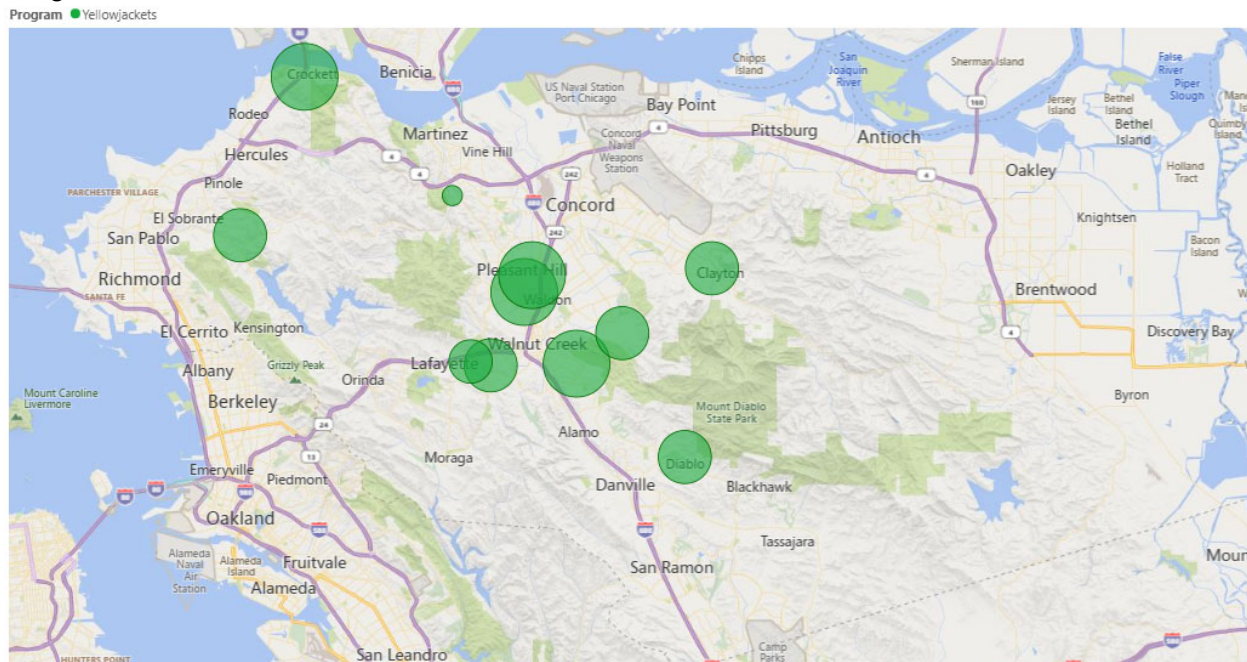
Program ● Rats and Mice



Service Requests: The District received 25 requests for Skunk service.

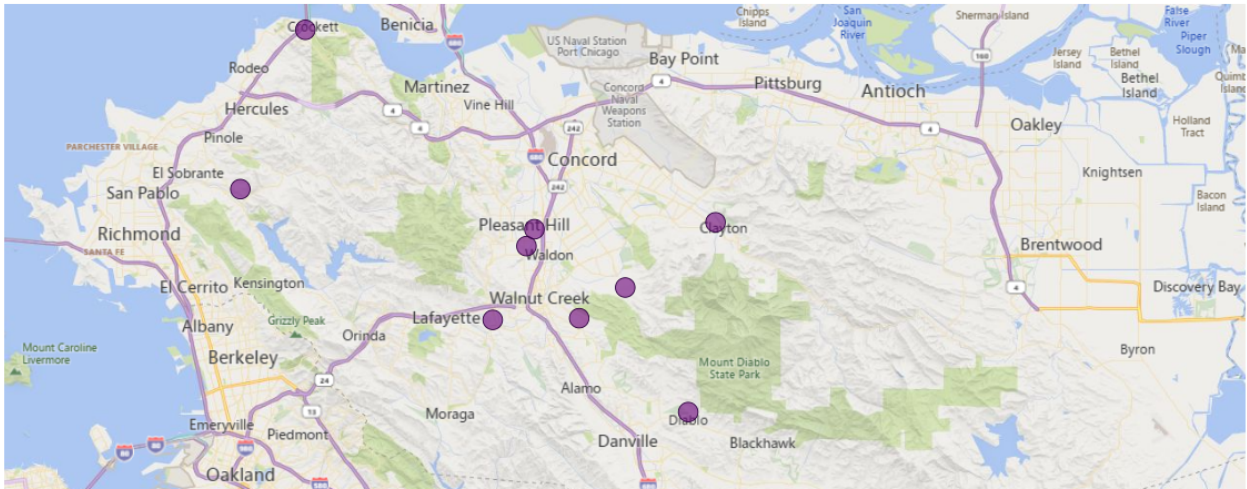


Yellowjackets:
Program Actions



Service Requests: The District received 9 requests for Yellowjacket service

SRTType ● Yellowjackets



December 2024 Public Affairs Report to the Board of Trustees

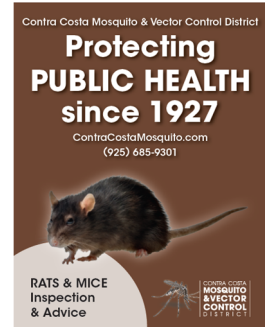
Prepared December 20, 2024, by the Public Affairs Team

Presentations & Events - In December 2024, the Public Affairs staff provided outreach materials at one event. The event was the Antioch Holiday Craft Faire and Holiday Parade.



News Coverage - In December 2024, The Public Affairs Department did not issue a News Release to the news media and public. Subsequently, the District did not receive any news coverage.

Advertising - As of December 2024, the District's annual advertising campaign focuses on the District's rat and mouse service in both online and printed publications.



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 - December 2024 Twitter's Post Analysis failed to work leaving limited comparison from year to year.

December 2024 Twitter/X Activity

1432 Followers
6 Tweets
350 Impressions
2 Likes
0 Link Clicks
0 Profile Clicks
0 Media/Video Views

December 2023 Twitter/X Activity

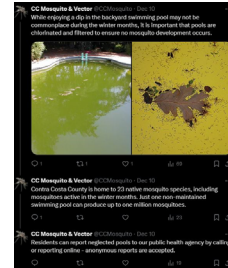
1436 Followers
9 Tweets
571 Impressions
5 Likes
0 Link Clicks
0 Profile Clicks
8 Media/Video Views

0 Replies
 0 Engagements
 1 Retweets
 0 Profile Visits
 0 Mentions
 0 Detail Expands

0 Replies
 10 Engagements
 1 Retweets
 1 Profile Visits
 0 Mentions
 2 Detail Expands

Most Popular @ccmosquito Tweet — December 10, 2024

119 Impressions
 1 Like
 1 Retweet



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

Overall, as of December 20, 2024, there are:

- 619,337 members
- 316,813 claimed household
- 1008 neighborhoods

The District's Nextdoor Activity December 2024

- 6 Posts
- 146 Reactions
- 181,942 Impressions

Most Popular Nextdoor Post — December 16, 2024

65,693 Impressions
 44 Engagement



• Facebook Activity — Account @CCMosquito

Yearly Comparisons

December 2024 Facebook Activity

53 Followers
 6 Posts
 3 Likes
 0 Loves
 2 Wow
 706 Post Views
 454 Post Reach
 2 Shares

December 2023 Facebook Activity

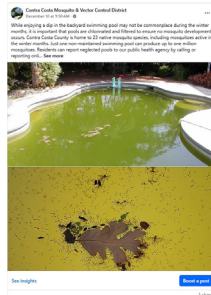
38 Followers
 8 Posts
 10 Likes
 1 Love
 0 Angry
 1035 Post Impressions
 516 Reach
 7 Share

0 Other Clicks
 0 Comments
 0 Link Clicks
 9 Post Interactions
 0 3-Second Video View
 0 1-Minute Video View
 0 Photo view
 0 Profile Visit

7 Other Clicks
 2 Comment
 2 Link Click
 0 Post Engagements
 13 3-Second Video Views
 0 1-Minute Video View
 0 Photo view
 0 Profile Visit

Most Popular @CCMosquito Facebook Post — December 10, 2024

287 Post Views
 187 Post Reach
 1 Post Interactions
 1 Wow
 1 Shares



• **Instagram Activity — Account @contracostamosquito**

December 2024 Instagram Activity

December 2023 Instagram Activity

209 Followers

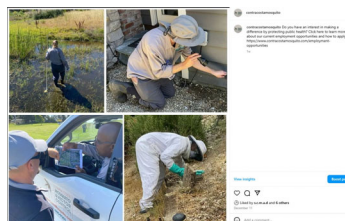
 6 Posts
 20 Likes
 184 Post Reach
 261 Views
 20 Interactions
 20 Engagement
 0 Shares
 1 Profile Visits
 0 Save

113 Followers

 9 Post
 10 Likes
 219 Post Reach
 104 Video views
 1 Share
 0 Save

Most Popular @contracostamosquito Instagram Post — December 11, 2024

100 Post Views
 75 Post Reach
 7 Interactions
 7 Likes
 7 Engagement



Publications

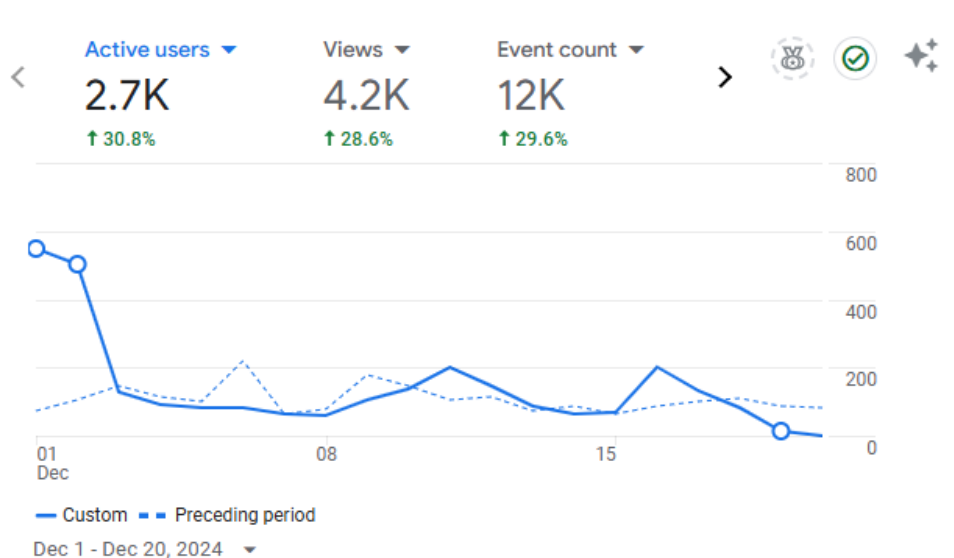
- Total Constant Contact Subscribers** - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - December 2024 - 3076 Subscribers
 - December 2023 - 3007 Subscribers
- Newsletters** - On **December 20, 2024**, Public Affairs staff published a **Mosquito Bytes Newsletter** providing information to Contra Costa County residents on the public health risks that mice and rats present and what residents can do to make their properties less attractive to these rodents, particularly at this time of the year when it is cold outside, making warm and dry shelter more preferred.

- 1604 Sent
- 49.5% Opened
- 1.1% Click Rate
- 96.2% Desktop Opens
- 3.8% Mobile Opens



Website Statistics

- Overview of Website Usage December 1-20, 2024



- **Most Viewed Pages December 1-20, 2024**

<input type="checkbox"/>	Page path and screen class	↓ Views	Active users	Views per active user	Average engagement time per active user
<input checked="" type="checkbox"/>	Total	4,236 100% of total	2,699 100% of total	1.57 Avg 0%	15s Avg 0%
<input checked="" type="checkbox"/>	1 /services-and-programs	1,051	998	1.05	1s
<input checked="" type="checkbox"/>	2 /	631	339	1.86	50s
<input checked="" type="checkbox"/>	3 /employment-opportunities	408	294	1.39	8s
<input checked="" type="checkbox"/>	4 /city-of-antioch-invasive-aedes-aegypti-update	175	16	10.94	2m 03s
<input checked="" type="checkbox"/>	5 /request-services	167	107	1.56	27s
<input type="checkbox"/>	6 /about-us	110	60	1.83	23s
<input type="checkbox"/>	7 /district-transparency	62	32	1.94	54s
<input type="checkbox"/>	8 /ccmad-financing-corporation	53	50	1.06	0s
<input type="checkbox"/>	9 /board-meetings	43	23	1.87	1m 08s
<input type="checkbox"/>	10 /board-of-trustees	42	27	1.56	41s

- **Device Preference December 1-20, 2024**

(note: there has been a significant shift in website visitors using their desktop computers versus mobile devices to view our website - a trend that has been ongoing for the past several months).

Active users by Device category



● DESKTOP
72.6%

● MOBILE
25.0%

● TABLET
2.4%

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 (Comments to the 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 December 2024 Comments to the District Website:**
 - Inquiry re: Caltrans staff requesting to speak with Operations staff about water-collecting device near Highway 4/Port Chicago hwy.
 - Numerous inquiries regarding Online communication subscription requests

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

“The technician was very pleasant to talk with and he was very knowledgeable.”

“Please have services available for raccoons, coyotes, and yellowjackets that are inside of homes.”

“I was satisfied with your service and I accept your policy of being unable to climb atop my roof.”

“Miaja helped me get rid of our ‘striped friend’ and she was a true professional.”

“Thank you for your quick response!”



**FIVE-YEAR STRATEGIC PLAN
2022-2026**

December 2024 - Progress Report

The following goals have been discussed and approved during the strategic planning process and are part of the approved and adopted 2022-2026 Five-Year Plan. Timelines follow the ones provided in the plan or were modified and approved by the Board after, and are shown in half-years – for example, 1-2023 refers to the first half of 2023. Timelines have been reviewed by the Advance Planning Committee and adjustments are proposed to some goals (highlighted). Updates that have not yet been presented to the Board were marked in red font for easier reading of the document.

a. Board

#1. Evaluate process to fill Board vacancies – There have been 2 to 5 vacancies on the Board of Trustees each year, which may become a problem for quorum at meetings and for representation for the cities with vacant seats on the Board. The current procedure is to contact the cities through email and regular mail, notifying them of the vacancy. Sometimes multiple follow ups are necessary to get a response. The level of engagement of the cities in the process has varied. In addition, the General Manager has attended and presented at the Mayors Conference and has engaged with city officials, with varying results.

Expected Timeline – 2-2022, 1-2023, 2-2024, 2-2026

July 2023 Update – We have reached out to the cities with vacancies multiple times to remind them of their open Trustee position. We offered and requested to give presentations at their City Council meetings. The District’s Public Affairs Director gave presentations to the cities of El Cerrito, Clayton, and San Pablo in October and November 2022. We welcomed a new Trustee from El Cerrito in March 2023 and there is a new vacancy from Brentwood. In addition, we mailed packages to all cities, which included our Annual Report and a letter. The letter to the cities with vacancies included additional information about our Board and the vacancy.

December 2023 Update – outside of timeline. Completed 1-2023.

July 2024 Update - outside of timeline. Any vacancies on the Board are communicated to the respective cities and followed up. In addition, we mailed the 2023 Annual Report to all cities, offered presentations, and added a special note to those with vacancies.

December 2024 Update – Vacancies continued to be communicated to the respective cities and followed up with emails and letters, and offers and requests to give presentations.

#2. Update the Trustee Manual – The last full update to the Trustee Manual was done by previous management in 2016. Since then, staff has updated small sections of the manual as needed but some of the information is outdated, policies need to be re-evaluated, and new ones need to be created. In 2019, an Ad Hoc committee of the Board started working on the manual and the Board approved some changes to the manual in 2020. In the end of 2021, the Executive Committee recommended that staff continue working on the manual as time

permits, and that a draft be presented to the committee when possible, for further discussion. Some of the topics to be reviewed in the manual are: role of the Board of Trustees, effective meetings, Board and staff interaction, new trustee orientation process, and others.

Original Timeline – 1-2023, 2-2023

Extended Timeline – 1-2023, 2-2023, 2-2024, 1-2025

July 2023 Update – In 2022, the Executive Committee asked staff to continue working on updating the manual with the directions and comments they have received from previous meetings. We have started to incorporate those into an updated document but, with the transition of the Administrative Analyst II to the Financial Administrator position, the project was paused for the moment and will resume as soon as possible. The Executive Committee met in May, 2023 and discussed a few topics from the manual, such as onboarding of new trustees, trustee introductions, expectations, and understanding of financial reports. The committee met again in June, 2023 and discussed previous resolutions and policies and a process to make sure they are up to date. Staff will continue working on the manual.

December 2023 Update – Recommendation for the timeline to be adjusted to 2-2024 and 1-2025 to allow staff to make proposed changes, for the Trustee Workshop, and for the Executive Committee to meet.

July 2024 Update - outside of adjusted timeline.

December 2024 Update – An Ad Hoc committee was formed to work on the Trustee Manual updates. A couple of sections of the manual, Code of Conduct and Expectations, were discussed by the Executive committee and the Ad Hoc committee. The Ad Hoc committee met in December 2024 and will be recommending that the Board approves that staff works with a consultant to get the manual updated following pre-selected templates from other agencies.

#3. Implement an Annual Trustee Workshop – Trustees have requested a special meeting in the form of a workshop to help promote better understanding of each trustee’s background and experience and conduct other business, such as the evaluation of Board roles, committees, and their composition.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

July 2023 Update – Outside of timeline, but the Executive Committee met in May, 2023, and discussed topics of interest for the workshop, timelines, location, and directed staff to look for a facilitator for a full-day workshop in November 2023.

December 2023 Update – The first Trustee Workshop is scheduled for February 3, 2024.

July 2024 Update – outside of timeline. The first Trustee Workshop took place on February 3, 2024 and was very successful. The workshop offered opportunities for trustees to get to know one another, refreshed everyone’s knowledge of the Brown Act, provided relatable examples for the decision-making process and the different roles the Board may play on them, among other topics. Planning for the next workshop will take place on 2-2024 according with the timeline.

December 2024 Update – A Trustee Workshop has not been planned yet for 2025, one will be recommended after work on the Trustee Manual is underway and areas of needed training are identified.

#4. Review for opportunities to enhance the efficacy of each committee’s operation – The District Board of Trustees relies heavily on the work and recommendations of the individual Board Committees. During the past several years, there has been turnover in the Committee membership and key District personnel. Also, COVID 19 restrictions have limited the effectiveness of communication both among Trustees and between Trustees and District staff. Each Committee may wish to review its purview, associated data requirements and other metrics in order to provide their approval recommendations, advice and oversight.

Expected Timeline – 1-2023, 1-2024, 1-2025, 1-2026

July 2023 Update – Committees and their composition have been approved by the Board earlier in 2023. As part of the Trustee Manual update we will ask each committee to recommend updates to their description, charges, and expectations. The Executive Committee met in May, 2023, and discussed topics that could be included in the workshop (see above), which included committee charges, structure, succession, and oversight.

December 2023 Update – outside of timeline.

July 2024 Update – Committees, their composition and charges were approved by the Board in January 2024. Committees Chairs were given the task to evaluate the committee actions during the year and propose changes to description and charges, and to create a summary of the expectations from each committee Chair.

December 2024 Update – outside of timeline.

b. Administration

i. General

#1. Create processes for continuity and retention of institutional memory – In the past 5 years, there have been 11 retirements at the District, representing 1/3 of the total employees. Most of these have been key positions in the District and represented a real challenge for staff

due to the loss of historical and institutional knowledge. Staff needs to continue working on better documentation of all processes and better planning for situations like this.

Expected Timeline – ongoing

July 2023 Update – We worked on better documentation for each department. Managers have been tasked with creating manuals, videos or guides to each process in their departments. We have created a space for better file and folder organization using Google drive, in which access can be modified, and files and folders can be reassigned when an employee leaves.

December 2023 Update – ongoing. We will be moving the last shared folders and files from the server to the cloud during the winter months. Staff has continued to work on better documentation of all processes.

July 2024 Update - ongoing. Most folders and files have been moved, except the ones with more sensitive information, which will be copied and saved into external drives before being moved.

December 2024 Update – ongoing. Employees have been using Google Workspace and the cloud to keep all work files, and training will continue to be provided on file sharing and authorities. A few folders still remain on the physical server, which will be moved by the time the building remodel starts in 2025.

#2. Improve process efficiency – Many of the processes in the District are/were antiquated and used outdated technology. Staff needs to continue working on evaluating processes, identifying areas of improvement, such as digitalization of records and organization of digital files, and improving efficiency of all processes.

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024, 2-2024

July 2023 Update – We have continued to improve in this area. All personnel files for current employees have been scanned and digitized, as well as medical and investigation records. We are evaluating past employees' files against our retention policy to determine which ones will need to go through the same process. We are also slowly going through all physical folders in the front office and evaluating them against the retention policy and scanning and organizing all information.

December 2023 Update – We have continued to evaluate files and folders and on the digitization of all documents. We will be working on documents currently in the storage room during the winter months, when we plan to evaluate them against the retention policy and scan and organize all information as needed.

July 2024 Update – Due to the upcoming building remodel and probable relocation, staff was asked to review all files, and organize and digitize records as much as possible.

December 2024 Update – ongoing as stated above.

#3. Enhance reputation and credibility of the District and staff – The District aspires to be one of the lead mosquito control agencies in California, especially in the areas of innovation and applied research, and we would like to promote greater participation of staff at conferences, more presentations, and collaboration with other agencies. We would also like to enhance the District’s reputation with our own residents, by improving the general knowledge of the services provided. In addition, we would like to go through CSDA’s District of Distinction Accreditation in order to highlight our prudent fiscal practices along with other areas important to effectively operate and govern a special district.

Expected Timeline – ongoing

July 2023 Update – We have offered presentations to the various agencies listed as alliances in our 5-Year Plan. We have continued to promote participation and presentations by staff at conferences, and there were four presentations by the District at the February MVCAC Annual Conference. We have started to work on the application for CSDA’s District of Distinction Accreditation. The General Manager attended the CSDA GM Summit, where she was able to network with various special district managers. In addition, the District now is the current host agency for the Contra Costa Special Districts Association meetings, which is another opportunity to network and get our message out.

December 2023 Update – As stated in the updates on the other goals, we have continued to work hard to improve the general knowledge of the services we provide. We have continued to promote greater participation at conferences, and we have worked towards certifications and accreditations that can enhance the District’s reputation.

July 2024 Update - We have hosted the meetings of the Contra Costa Special Districts Association here at the District, which provided the opportunity for additional collaboration with special districts in the county. In addition, we continued to work with Contra Costa Public Health to strengthen the relationship with our District, and to educate their new hires on what our District does. We have continued to promote participation and presentations by staff at conferences, and there were four presentations by the District at the January MVCAC Annual Conference.

December 2024 Update – ongoing as stated above. Staff will be presenting 7 or more presentations at the upcoming 2025 MVCAC Annual Conference. The General Manager and Operations Manager will be attending the American Mosquito Control Association Annual Conference in March 2025 and the Operations Manager was invited to give a presentation at that conference.

#4. Improve transparency – In an effort to show transparency in the District’s operations and governance, we would like to work towards CSDA’s Transparency Certificate of Excellence.

Expected Timeline – 1-2023, 2-2023, 1-2024, 2-2024

Proposed extended timeline - 1-2023, 2-2023, 1-2024, 2-2024, 1-2025, 2-2025, 1-2026

July 2023 Update – We have started to work towards this certificate, which include basic transparency requirements, website requirements, and outreach requirements. We have reviewed the requirements and are working our way through them.

December 2023 Update –We have continued to work through the list of requirements for the certificate.

July 2024 Update - We have continued to work through the list of requirements for the certificate.

December 2024 Update – We have finished most of the requirements for the certificate. Although progress on this goal has been steady, some of the list items are on hold pending website improvements (ADA compliance). Therefore, we are requesting the extension of the timeline.

#5. Continue to explore areas where consulting services can be used – The District is a small agency with limited staff. The District has used consultants when possible, to alleviate workloads as needed. Staff will look into additional areas where consultants should be used.

Expected Timeline – ongoing

July 2023 Update – We continued to use consultants as needed, such as RKL (company that we use as consultant for Sage, the financial software) and more recently, Rick Wood, Finance Director from CSDA. We have started conversations with CPM to assist with planning and overseeing our capital improvement project.

December 2023 Update – We have selected RGS to facilitate discussions and provide training during the upcoming Trustee Workshop in 2024. We have continued to look for additional areas where consultants should be used.

July 2024 Update – We have selected CPM (Capital Project Management) to help us manage the building remodel project. We have continued to work with Rick Wood (CSDA) as needed. We have continued to look for additional areas where consultants should be used.

December 2024 Update – We continued to work with Rick Wood, Finance Director from CSDA, and with CPM as stated above. We have continued to look for additional areas where consultants should be used and are recommending that one be used to work on the Trustee Manual.

#6. Continue to assess organizational structure and needs – Reviewing the organizational structure on a regular basis will help ensure the District is set up for optimal growth and maximum performance, and will enable the District to adapt to changes.

Expected Timeline – 1-2023, 1-2024, 1-2025, 2-2025, 1-2026

July 2023 Update – Done for 2023 and organizational chart was included for discussion and approval by the Board at the May meeting.

December 2023 Update – Outside of timeline

July 2024 Update – Done for 2024, no changes proposed at this time.

December 2024 Update – Outside of proposed timeline but we needed to evaluate organizational structure early this year, as changes were needed in the Laboratory and Operations departments. The Board approved the elimination of the Biologist classification and added duties to the Laboratory Technician. In addition, the Board approved a new classification of Vector Control Technician, with the inclusion of drone certification requirements to that job description. There was no increase in the number of employees.

#7. Evaluate mutual aid agreement with other agencies – In case of a real and immediate threat of invasive Aedes or another emergency that requires quick access to trained professionals and calibrated equipment on a short-term basis, having a mutual aid agreement with other mosquito control districts in the Coastal region would be extremely beneficial.

Expected Timeline – 2-2022

July 2023 Update – Completed within timeline. Mutual Aid Agreement was approved by the Board and signed on October 2022.

December 2023 Update – None, goal completed in 2022.

July 2024 Update – None, goal completed in 2022.

December 2024 Update – None, goal completed in 2022.

#8. Establish relationships with new state, county and local elected officials – New laws and regulations are constantly being approved and enacted. Staying on top of these when they are first proposed and tracking them is extremely important, as is making sure elected officials know and understand the great work our District and the mosquito control industry as a whole do.

Expected Timeline – ongoing

July 2023 Update – In March 2023, the General Manager participated in a Special Districts Roundtable with Assemblymember Buffy Wicks. Later in March 2023, the Public Affairs Director and General Manager participated in the MVCAC Legislative Day, which was in person this year. They had the opportunity to meet with the offices of Senators Steve Glazer, Bill Dodd, and Nancy Skinner, as well as assemblymembers Lori Wilson, Buffy Wicks, Tim Grayson, and Rebecca Bauer-Kahan. During those meetings, they talked about the District and the services provided to Contra Costa County residents, and presented the material prepared by the association. They have followed up with additional materials, including our Annual Report, and extended invitations for them to tour the District and learn about the services provided.

December 2023 Update – In September 2023, the General Manager participated in a virtual meeting with Assemblymember Bauer-Kahan regarding ACA 13, and she also met with Ken Carlson, Contra Costa County Supervisor, District IV, when the District hosted a meeting of the Contra Costa Special Districts Association (CCSDA). In November, the District hosted Assemblymember Timothy Grayson, who was a guest speaker for the November CCSDA meeting.

July 2024 Update - During the MVCAC legislative push this year, we had the opportunity to meet with the offices of Senators Steve Glazer, Bill Dodd, and Nancy Skinner, as well as Assemblymembers Lori Wilson, Buffy Wicks, Tim Grayson, and Rebecca Bauer-Kahan. During those meetings, we talked about our District and the services we provide to Contra Costa County residents, and presented the material prepared by the association. We have followed up with additional materials, including our Annual Report, and extended invitations for them to tour the District and learn about our services. In March 2024, we provided a presentation and a tour of the District to the local office Director for Assemblymember Wicks, Stella Gryler.

December 2024 Update – We have identified new senators and assemblymembers for 2025 and will be contacting them for introductions and presentations.

ii. Human Resources

#1. Evaluate HRIS for automation of processes – HRIS, or Human Resources Information Systems, is software designed to help businesses meet core HR needs and improve productivity. That software will be used for recruitment and onboarding, time and attendance, benefits administration, and other HR-related challenges.

Expected Timeline – 2-2023, 1-2024, 2-2024, 1-2025

July 2023 Update – outside of timeline, no update yet.

December 2023 Update – Most HRIS systems integrate with accounting systems to combine time and attendance with payroll functions. Staff met with a representative from Sage Intact,

which is the cloud-based version of our current accounting software, to review their products and see if they will meet the District's needs. Prior to moving ahead with the HRIS system, the District needs to transition the accounting platform to Sage Intacct. Staff is currently evaluating the timeline to make these changes.

July 2024 Update - The transition to Sage Intacct, along with their Time and Attendance and Payroll Modules were included and approved in the FY 2024-2025 budget and the District is working with Sage's implementation team to start the implementation in October 2024.

December 2024 Update - The Administration department is in the process of implementing ADP as an HRIS. The anticipated go-live date is January 1, 2025.

#2. Continue working on employer-employee relations, improve overall morale, engagement and team environment – With the recent hire of the HR and Risk Manager, we plan to continue working on improving employee satisfaction and general relationships among staff, and supporting a safe, healthy, and positive workplace.

Expected Timeline – ongoing

July 2023 Update – We have increased communication around performance and consistent engagement standards, so that all employees understand what is expected of them. Throughout the response to invasive mosquitoes last summer, teamwork was emphasized; all departments participated in the response, adding to the cohesiveness of the team we are building. In March and May, the General Manager met with staff in town hall-style meetings, allowing staff to bring up and discuss their concerns, and we have plans to continue having these open discussions more frequently going forward.

December 2023 Update – We are continuing to increase communication around performance by building out a new performance review system that focuses on tangible deliverables and more frequent communication regarding SMART goals. In addition, our Public Affairs Director recently completed a course titled Driving Change through Internal Communication and will be leading a District-wide survey regarding communication preferences and applying those answers to internal communications going forward.

July 2024 Update - We have rolled out a new, simplified performance review and SMART goal-setting process. Supervisors are meeting with their direct reports quarterly rather than annually so that performance conversations are ongoing. Consistent expectations and accountability are emphasized. There are additional challenges and opportunities in regards to employee engagement and satisfaction during a negotiation year. The District is committed to providing a wide range of benefits, a competitive wage and work-life balance to employees. We will continue communicating with employees to clarify what this means to them and ensure we're meeting their needs.

December 2024 Update - Similar to 2022, the discovery of Aedes aegypti in Antioch resulted in an all-hands-on-deck effort. While these situations are never fun, they do highlight the fact that all District employees are performing different roles but with one goal in mind. This emphasizes a team mentality more than scripted “team building” ever could. Negotiations with represented staff are ongoing and Management is hopeful that changes proposed to the MOU will result in better relations between Management and employees overall.

iii. Information Technology

#1. Implement processes to prevent cyberattacks by improving cybersecurity and conducting training – With the continuously expanding reliance on computer systems, the internet and wireless network standards, and the growth of smart devices, the District needs to develop a strong cybersecurity strategy to provide a good security posture against malicious attacks designed to access, alter, delete, destroy or extort systems and sensitive data, and to disrupt our operations.

Expected Timeline – ongoing

July 2023 Update – We conducted training for all employees on cybersecurity and the role each employee plays on it in 2022 during cyber week, and in 2023 during annual employee training. More extensive training was budgeted for the next fiscal year.

December 2023 Update – We have continued to provide training opportunities to all employees. We have implemented mandatory training directed by the IT Systems Administrator each month.

July 2024 Update – We have continued the monthly phishing test. Additional training to all employees will be conducted in the fall of 2024.

December 2024 Update – Security Awareness Training is ongoing.

#2. Continue assessing technology needs and updating equipment – Technology evolves rapidly and may become obsolete and impede productivity. The District needs to continue to review the current technology landscape, and update or replace aging and obsolete equipment and software, and plan for purchase of new equipment as needed.

Expected Timeline – ongoing

July 2023 Update – The IT Systems Administrator continued to evaluate equipment needs and replace it as needed. Additional purchases have been budgeted for the next fiscal year.

December 2023 Update - The IT Systems Administrator continued to evaluate equipment needs and replace it as needed.

July 2024 Update - The IT Systems Administrator continued to evaluate equipment needs and replace it as needed. We will move all local file storage to the cloud this year and upgrade our aging iPads to 5G connectivity in the next 12 months.

December 2024 Update – iPads have been replaced with the latest 5G ones, which will provide significant time savings for fieldwork.

#3. Create and maintain the District Intranet/Google Workspace – Having a private, secure network that can only be accessed by District employees and is managed in-house will enable better file storage and access and better communication among employees. It would also facilitate training and onboarding.

Expected Timeline – 2-2022, 1-2023, 2-2023

July 2023 Update – The Contra Costa MVCD Intranet page was created and content was added. Employees can easily access policies, forms, mandatory documents (Injury and Illness, Workers Compensation), benefits, and other training and tutorials on that page, which is updated regularly. In addition, the District is in the process of migrating all folders and files from an external server to the cloud. Employees have already moved all folders from their computers into the cloud, and shared folders will be completely moved by the end of 2023, as expected.

December 2023 Update – We have expanded our use of the Workspace and the Intranet page. We have created a space for employee recognition (peer-to-peer), which will go live in January.

July 2024 Update - None, goal completed in 2023.

December 2024 Update - None, goal completed in 2023.

#4. Continue to provide training, create training videos that can be archived – Live trainings are great but having an archive of recorded training videos will greatly aid on the training of new employees and may serve as a refresher training for current employees.

Expected Timeline – 1-2024, 2-2024, 1-2025

July 2023 Update – outside of timeline, no update yet

December 2023 Update – outside of timeline, no update yet

July 2024 Update – Zoom online meeting platform has been utilized to record annual and other mandatory trainings. All recordings are archived for future reference.

December 2024 Update – More training videos will be recorded during the annual training scheduled for February 2025.

iv. Finances

#1. Look into investment diversification – Staff would like to look into other institutions besides LAIF to deposit District’s funds. The District has an approved Investment Policy, which will continue to be followed.

Expected Timeline – 1-2023, 2-2023

July 2023 Update – Ongoing. The District has discussed options with the Budget Committee and has opened an account with Five-Star Bank. More discussions are planned for the upcoming meetings, and we anticipate opening an account with CLASS soon.

December 2023 Update – We opened the account with California CLASS in November 2023.

July 2024 Update - None, goal completed in 2023.

December 2024 Update - None, goal completed in 2023.

#2. Apply for and obtain the Certificate of Achievement for Excellence in Financial Reporting –

The Government Finance Officers Associations (GFOA) offers a program to encourage and assist local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that show transparency and full disclosure. The District would like to obtain that certificate and will need to work with the auditors to ensure the financial statements have all the information needed before applying.

Original Timeline – 2-2023, 1-2024

Approved Extended Timeline – 2-2023, 2-2024, 1-2025

July 2023 Update – outside of timeline, no update yet

December 2023 Update – We have worked on the requirements and checklist for applying to the certificate, however, we realized it will be a two-year process and the timeline must be adjusted to add 2-2024 and 1-2025.

July 2024 Update – Outside of updated timeline.

December 2024 Update - New GFOA guidelines should be released in early 2025. They will be reviewed at that time and timeline will need to be extended beyond 1-2025.

V. Public Affairs

#1. Expand public and other agencies’ understanding of the District and services we provide –

There seems to be much misunderstanding among other agencies regarding the services the District provides. Sometimes customers are referred to us by other agencies for services we do

not provide, and sometimes there are missed opportunities for providing a service or collaboration because the agency was unaware of the services we provide. Messaging presented to other agencies should be tailored to each agency.

Expected Timeline – ongoing

July 2023 Update – We are in the process of reaching out to community members and other agencies to provide presentations to them about the District’s services, including what services have been provided during the last 12 months in the community where the presentation is being given and how we can work with other agencies on our efforts to protect public health.

December 2023 Update – During the second half of 2023, Public Affairs staff have provided presentations to residents of Clayton, Lafayette, San Ramon, and San Pablo as well as the Contra Costa County Board of Supervisors regarding the District’s programs and services and the need for a trustee to fill vacancies in Clayton, Lafayette, and San Pablo. Public Affairs staff also provided a presentation to El Cerrito Code Enforcement to provide proper information on District programs and services and the latest on WNV activity in Contra Costa County. In addition to presentations, Public Affairs staff have provided information about District programs and services directly to members of the communities during events in Danville, Pittsburg, Walnut Creek (Rossmoor), Brentwood, Concord, and Lafayette.

July 2024 Update - During the first half of 2024, the District hosted its first ever Cemetery Workshop, to better educate cemetery managers from across Contra Costa County about the District, the District’s public health services, and how to mitigate the risks of mosquitoes and mosquito-borne disease at cemeteries. We also provided presentations to city council members in Martinez, Clayton, Concord, and San Pablo. We worked to make better connections to other agencies and officials through participation in MVCAC’s Legislative Day in Sacramento, and presentations to Assemblymember Rebecca Bauer-Kahan’s District representative, Contra Costa Health Workforce Ambassador Program participants, and employees at Central Sanitary District. We sent the 2023 Annual Report to every mayor, city manager and to each member of the Contra Costa County Board of Supervisors to increase other agencies and officials’ knowledge of the District and the public health services District employees provide.

December 2024 Update - In the second half of 2024, staff provided presentations about the District’s programs and services to the Antioch, Moraga, Richmond, and Pleasant Hill City Council members as well as members of the Bethel Island Municipal Improvement District, and the Diablo Community Services District. Staff also provided a presentation and hosted a tour of the District for Assemblymember Rebecca Bauer-Kahan’s newest representatives from her San Ramon office.

#2. Improve internal and external communication – Effective communication is fundamental in order to achieve many of the goals in this plan.

Expected Timeline – ongoing

July 2023 Update – The creation of the District’s Intranet (see Goal b.iii.3. above) provided a great vehicle and the opportunity to improve on internal communication. All employees are required to have the Intranet bookmarked on their work computers for easy access to the information. Efforts to improve external communication are also ongoing and are better addressed in the updates on the goals below.

December 2023 Update – In the fall of 2023, the Public Affairs Director became certified by the Public Relations Society of America in Driving Change through Internal Communication. Following the certification, she has begun developing the first two steps as learned in her training to improve internal communication. This involves a survey of all employees to gain insight into their primary sources of District information, which will be followed by group meetings to discuss the results and to gain more insight.

July 2024 Update - Following the survey of District employees, we held group meetings with District employees to review the results of the survey and come up with the best communications vehicles to share important, timely District information. The preferences for communication vehicles are an emailed Employee Newsletter, a link to which appears in the District’s Google Workspace Chat, and the Newsletter posted on the District’s Intranet.

December 2024 Update - Due to the detection of Aedes aegypti at the end of September 2024, which required door-to-door inspections, Public Affairs staff increased face-to-face interactions with fellow employees and provided talking points to District employees to increase the accuracy of what the employees share with members of the public. The Public Affairs Director was also able to provide feedback on messaging to make sure District programs and services were represented properly.

#3. Expand communication vehicles, explore other options on social media – There has been a great deal of change on the way different people choose to receive news and communicate, fueled by advances in technology. The District would like to evaluate different vehicles and expand the ways we communicate with the public.

Expected Timeline – 2-2023, 1-2024, 1-2026, 2-2026

July 2023 Update – outside of timeline, no update yet

December 2023 Update – In July 2023, the District created a new Instagram account after the company allowed desktop posting. Since then, Public Affairs staff have posted photos and video reels representing District services and programs 54 times. In addition, the analytics on all of the District’s social media channels are reviewed once a month to determine what communication works and what isn’t working as well.

July 2024 Update - As of the first half of 2024, the District uses Nextdoor, Facebook, X (Twitter), and Instagram. We increased usage of the newest communications vehicle, Instagram while looking into the possibility of using Threads. That is currently under investigation to determine if there is consistent use by Contra Costa County residents.

December 2024 Update – outside of timeline, no update

#4. Work with new developments to educate new residents on the services we provide – New housing continues to be developed in many areas of Contra Costa County. Many times, these are built in previous agricultural areas and adjacent to wetlands or additional agricultural areas. New residents may not be aware of the vector issues they may be facing or of the services we provide.

Expected Timeline – ongoing

July 2023 Update – We are in the process of reaching out to new home developers, HOAs, and Realtors to provide information about who we are, what we do to protect public health, and the fact that residents already pay for our services through their property taxes, so there is no additional charge.

December 2023 Update – Public Affairs staff have provided two presentations to the Realtors in Motion group that meets in Danville and Walnut Creek and are continuing to reach out to realtors and new housing developments to share information about District programs and services. Once a new Vector Control Planner is hired, Public Affairs also plans to collaborate with new Vector Control Planner as they meet with new home builders regarding Best Management Practices.

July 2024 Update - We have provided presentations to the residents of the expanding Trilogy community in Brentwood and families who attended the Contra Costa County Family Library Program events in Brentwood, Pleasant Hill, and El Sobrante during the first half of 2024. We also participated in events with the hope of educating new and existing Contra Costa County residents including the Green Footprint Festival in Pittsburg and the King of the County Festival in Martinez. We also provided presentations to Contra Costa County Realtors and elementary school children in an effort to increase knowledge about the District and the District's services for new Contra Costa County residents.

December 2024 Update – We continued providing presentations to local Realtors at the Contra Costa Association of Realtors West County meeting, and at Community events across Contra Costa County to share information with current and new residents about the District's programs and services. In the second half of 2024, we also presented information to a local Garden Club; Pittsburg Kiwanis members; Concord, Pinole, Pleasant Hill, and Walnut Creek Rotary members; the Rossmoor Retirement Community; Martinez Senior Center; and participated in outreach events at the Bethel Island Boats and Berries Festival; the Lafayette Art and Wine Festival, the

Richmond Farmer's Market; the Diablo Valley Farmer's Market; the Hercules National Night Out event; the Concord Emergency Preparedness Fair; the Brentwood Employee Safety Fair; and the Moraga Pear and Wine Festival.

#5. Promote Dead Bird Program – With West Nile virus becoming endemic in the United States, and with it being present in Contra Costa County since 2004, there seems to be a fatigue in reporting dead birds to the District. By finding other ways to promote the dead bird program, we hope to increase reporting by the public, and therefore WNV testing and additional surveillance to protect them.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

July 2023 Update – Outside of timeline, no update yet

December 2023 Update – We have published the District's E-newsletter and social media posts promoting the District's Dead Bird Program. We have also created a sticker that we place on the back of survey cards that are mailed to Contra Costa County residents who have received a District service. For 2 -2024, Public Affairs staff are working with a vendor on custom dead bird advertising.

July 2024 Update – Outside of timeline.

December 2024 Update – We have created a "Be a West Nile Watcher" flier with information on how to report a dead bird and why, which staff share at community events, in parks and in garden stores. In addition, we include information on how to report a dead bird on every news release and in social media posts that appear across Contra Costa County. We also continue to use the Dead Bird Sticker on the back of the District surveys that are sent to Contra Costa County residents who have received a District public health service.

#6. Explore virtual ways to provide communication and engage the community – Many lessons were learned during the COVID pandemic. One of them was how to conduct virtual meetings and how to do it effectively. This may prove to be an excellent way from now on to continue engaging the community and to provide information.

Expected Timeline – ongoing

July 2023 Update – We are creating a virtual tour of the Education Center for schools and community groups to encourage interest in visiting the Education Center in person. Staff are completing the finishing touches on the Education Center and then will create a flyer with information about the Education Center. The goal is to distribute the flyer to schools and community groups in fall 2023.

December 2023 Update –A letter promoting in person or virtual visits to the Education Center has been sent to all 17 school superintendents.

July 2024 Update - We continued to reach out to schools and other organizations offering virtual presentations. We found most folks to whom we offered this service preferred in-person options. We intend to continue offering the virtual alternative as often as we can.

December 2024 Update - Due to the detection of Aedes aegypti in the second half of 2024, the District had the opportunity to better educate the citizens of Antioch about the District's programs and services and so we created a Community Meeting at a park in the impacted area and worked with the Antioch City Manager to get the word out. We are planning to do more of these types of Community Meetings in the new year. At this time, it seems that in person interactions have been preferred. We will be researching this question with our next countywide survey.

#7. Website – The District website needs to be updated to comply with new legislation (ADA compliance), incorporate dashboards, improve transparency, and to be more user-friendly.

Expected Timeline – 1-2023, 2-2023, 1-2024

Approved Extended Timeline – 1-2023, 2-2023, 1-2024, 2-2024, 1-2025

Proposed extended timeline - ongoing

July 2023 Update – We have researched options and have determined the most effective way to manage the District's website is to hire a third-party vendor to bring the website within requirements to be ADA compliant. We are currently reviewing the content of our website, removing redundant and outdated information, increasing the amount of invasive Aedes aegypti information and making necessary updates to make sure the website is ADA compliant and engaging for members of the public. The new website will be going live soon.

December 2023 Update – Goal completed ahead of timeline. Website maintenance and updates will be ongoing. The new District website went live November 3, 2023. The new website is ADA compliant, it has a cleaner and more modern look and it is more user friendly. This site is also much more mobile friendly as analytics shows us more people are turning to their phones from desktops.

July 2024 Update - We continued to update the new District website in a way that is most educational and efficient for Contra Costa County residents. We did learn; however, that the company responsible for facilitating the website only guarantees ADA compliance at the moment the website goes live, therefore, as we added content, specifically pdf files during the first half of 2024, we learned that content needed adjustments to become ADA compliant — something the website company charges an additional fee to complete. We began looking into

options to make the content the District adds to the website ADA compliant and we are requesting that the timeline be extended to account for the additional compliance work.

December 2024 Update - In the second half of 2024, Public Affairs Staff received training on how to bring the District's Website into ADA compliance. We are currently working towards bringing the most challenging part of the website, .pdfs, into ADA compliance.

c. SCIENTIFIC PROGRAMS

#1. Enhance surveillance -Increase the number of traps set and number of areas surveyed.

Expected Timeline – 2-2022, 1-2023, 2-2023, 2-2024

July 2023 Update – With the discovery of the invasive mosquito species Aedes aegypti in Martinez in August of 2022, weekly trapping was initiated with two different types of traps, targeting that species. Augmented West Nile virus mosquito trapping is under evaluation.

December 2023 Update – Additional weekly trapping for Aedes aegypti was conducted in Martinez from April through September 2023. Additional were placed as needed in other areas of the county in response to service requests and elevated West Nile virus activity.

July 2024 Update - Outside of timeline.

December 2024 Update - Following the discovery of Aedes aegypti in North Concord in July and Antioch in late September 2024, intensive trapping was initiated to map the extent of the infestation. 25 additional BGS traps were purchased and deployed in order to expand our surveillance capabilities, with plans to continue trapping in the area as weather permits. Trapping was additionally conducted in North Concord and in the previously infested neighborhood in Martinez. West Nile virus activity was lower than average in 2024 so augmented trapping was not necessary.

#2. Continue to evaluate pesticide resistance –Resistance can be very local, so populations from multiple locations should be evaluated for resistance to larvicides and adulticides.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

July 2023 Update – outside of timeline, no update yet

December 2023 Update – Resistance testing was conducted on one mosquito population from the Martinez Waterfront area, in collaboration with the California Department of Public Health.

July 2024 Update - Outside of timeline.

December 2024 Update - Resistance testing was conducted on Culex tarsalis from the Martinez Waterfront area in August 2024, in collaboration with the California Department of Public Health. Potential resistance to two synthetic pyrethroids was detected.

#3. Evaluate changes to mosquitofish program – During the COVID pandemic, the District’s mosquitofish service changed and needs to be re-evaluated.

Expected Timeline – 1-2023, 2-2023

July 2023 Update – Currently (and since 2020) members of the public cannot pick up mosquitofish from our District’s office, and, instead, they are offered an inspection, during which mosquitofish is brought up to them and placed, if the technician determines the location to be suitable for the fish, and the treatment to be appropriate. The change in procedure has helped the District ensure that mosquitofish is properly placed according to all laws and regulations. After an analysis of fish production against average needs over the past 10 years, production has been scaled back to adjust for current needs.

December 2023 Update – Reduced mosquitofish production schedule has continued to provide an adequate supply of fish to support current needs. The number of fish stocked has remained fairly stable over the last three years.

July 2024 Update - None, goal completed in 2023.

December 2024 Update – None, outside of timeline.

#4. Improve collaboration with Operations on day to day activities and special studies and evaluations – Conduct studies evaluating new materials and efficacy evaluations. Collaborate with Operations on studies to address their needs.

Expected Timeline – ongoing

July 2023 Update – A field efficacy evaluation/study of the product Natular (larvicide) applied by drone to a marsh area has been performed in June, 2023, as a collaboration between the laboratory, operations, and the product vendor. Another product evaluation is scheduled for later in the season.

December 2023 Update – A field efficacy study was completed, and results will be presented at the next MVCAC Annual Conference in Monterey. Additional product evaluations were not conducted due to low counts of salt marsh Aedes mosquitoes, and a busy West Nile surveillance and control season for both Scientific Programs and Operations staff.

July 2024 Update - An efficacy study of wide-area larviciding using methoprene and the new A1 machine at a cemetery was conducted in late June 2024; results are currently being analyzed.

December 2024 Update – An efficacy study of WALs (wide-area larviciding strategy) using methoprene was conducted at a cemetery in Antioch in July 2024.

d. OPERATIONS

#1. MapVision software - Enhance data utilization, data collection efficiency and entry accuracy, continue troubleshooting and suggesting improvements to the software.

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024

July 2023 Update – We continue to troubleshoot as issues come (mostly synchronization issues or wrong entries at this point). Staff was trained in PowerBI, which allows for better visualization of the data entered in MapVision. We have completed the testing of the Pool Program in MapVision in October 2022, and it will be implemented in the 2023 season. We are currently working on refining the Contract Billing module, which provides the data used for invoicing contracts.

December 2023 Update – Field staff has verified 50% of the over 50,000 sites that were imported for catch basins. Once the verification process is concluded, the District's ability to provide precise information about treatments, inspections and sites that need improvement will be improved.

July 2024 Update – All known catch basins have been verified and updated. With the layer updated we have the ability to “batch assign” known catch basin sites to technicians if an area needs inspection/treatment. Updates to our pesticide material list, pricing lists, contracts have been conducted to improve our ability to accurately invoice our contracts/abatement. New improvements have been requested by staff and a budget for those has been approved by the Board at the July 2024 meeting.

December 2024 Update – None, goal completed in 1-2024.

#2. Evaluate products and applications – Collaborate with the laboratory staff on product and application evaluations and efficacy studies.

Expected Timeline – 2-2023, 2-2024, 2-2025, 2-2026

July 2023 Update – outside of timeline, see Goal c#4 above.

December 2023 Update – see Goal c#4 above.

July 2024 Update - Outside of timeline.

December 2024 Update – Operations and laboratory staff coordinated calibration, droplet spectrum analysis, and testing of the new A1 Super Duty in the summer of 2024, and evaluated

the efficacy of a WALs (wide-area larviciding strategy) application of a methoprene product for treating artificial containers and cryptic mosquito sources within a cemetery.

#3. Evaluate and review procedures on the Skunk Program – Evaluate goals of the program and the service provided by the District, propose change in procedures.

Expected Timeline – 1-2023, 2-2023, 1-2024

Approved Extended Timeline - 1-2023, 2-2023, 1-2024, 2-2024

July 2023 Update – We have revised and updated the skunk literature (brochure and booklet), clarifying the service provided by the District and focusing on and encouraging long term exclusion practices. We are still investigating the best way to evaluate the program.

December 2023 Update – Operations supervisors have identified the need to cross train field employees in all vectors (including skunks) and plans on evaluating procedures in 2024. The timeline may need to be extended beyond 1-2024.

July 2024 Update – Timeline was extended through 2-2024. We conducted a study with the goal to determine the percentage (if any) of euthanized skunks that were actually infected with the rabies virus. We collaborated with the Zoonotic and Vectorborne Disease Section of the California Department of Public Health, which performed necropsies, extracted, and tested via PCR all skunks collected in the county in the previous year. No rabies virus was detected in any of the specimens submitted. We will use this information to re-evaluate the program.

December 2024 Update – Staff completed the evaluation of the program and changes will be implemented in 2025. Goal completed.

#4. Evaluate and review procedures for baiting on Rodent Program – Evaluate areas where baiting can be used.

Expected Timeline – 2-2022, 1-2023, 2-2023

July 2023 Update – We have evaluated all zones for bait station placements in the second half of 2022, and in January 2023 we have established locations for 10 or more bait stations in each zone. We have reviewed our policies regarding what control products to use when we find rodent activity.

December 2023 Update – The evaluation of areas suitable for baiting stations in each zone was completed in the first part of 2023. The procedures were updated to reflect the current practice, where baiting is only considered after rodent activity is confirmed in each location.

July 2024 Update - None, goal completed in 2023.

December 2024 Update – None, goal completed in 2023.

#5. Enhance drone surveillance program and apply and certify to be able to perform

treatments with drones – Currently only one employee is certified to use the District drone for surveillance. We would also like to use a treatment drone to treat areas that are difficult to access more efficiently.

Expected Timeline – ongoing starting 1-2023

July 2023 Update – A second employee, a Vector Control Technician, has passed the Part 107 In March 2023, and is currently practicing with the District’s surveillance drone. Other two employees are currently studying to take the exams. We have purchased a new drone capable of larvicidal applications (treatment drone) last month, as approved on the FY 22/23 budget.

December 2023 Update – The District currently has three field employees who have passed the Part 107 and the next step will be to apply for a COA, which will allow the use of a drone over 55 lbs.

July 2024 Update - The District has one field employee, the Vector Control Planner and one Operations Supervisor certified in part 107. We have just received an approved COA (Certificate of Authorization) from the FAA (Federal Aviation Administration), which is an authorization issued by the Air Traffic Organization to a public operator for a specific drone. We will be meeting to review the document and determine the next steps.

December 2024 Update – The District currently has 4 employees certified in part 107. The Vector Control Planner passed the Department of Pesticide Regulation exam in December 2024, which allows the District to make mosquito control treatments via drone. A new job description for Vector Control Technician was approved by the Board, which hopefully will incentivize other employees to become certified drone operators and applicators.

#6. Facilitate employee cross-training with other districts and ride-along opportunities

Expected Timeline – ongoing

July 2023 Update – We continued to look for opportunities to send our employees to other districts for cross-training. We have talked to Sacramento-Yolo MVCD and San Joaquin MVCD.

December 2023 Update – All field employees participated in a live continuing education session hosted in Solano County in November 2023 and had the opportunity to network with technicians from other districts. More networking opportunities will be provided during the Annual MVCAC Conference in January 2024 in Monterey.

July 2024 Update – Seven employees attended the Annual MVCAC Conference in January 2024 in Monterey. Initially the plan was to have all employees attend, but that was not possible. We are focusing our efforts towards the next MVCAC in Oakland, January 2025. Meanwhile, internal cross-training has taken priority to make sure everyone within our team is proficient in each vector.

December 2024 Update – All field employees will be attending the Annual MVCAC Conference in January 2025 in Oakland, which will provide additional opportunities for networking.

e. SPECIAL PROJECTS

#1. Emergency Planning

Expected Timeline (approved with the plan)– 1-2023, 2-2023, 1-2026, 2-2026

Approved Adjusted Timeline - 2-2024, 1-2025, 2-2025

July 2023 Update – No progress yet due to workload changes. Timeline was adjusted.

December 2023 Update – The Advance Planning Committee will meet in December 2023 to start working on the Emergency Plan.

July 2024 Update – The Advance Planning Committee did not meet in December 2023. Work will start in 2-2024, timeline should be adjusted to 2-2024, 1-2025, 2-2025.

December 2024 Update – The Advance Planning Committee met in July 2024 and requested that the General Manager prepared an Emergency Preparedness Policy, which was then discussed by the committee in December 2024, and will be presented at the January Board meeting for approval.

#2. PEIR revision or addendum to include new products and technologies

Expected Timeline – 2-2022, 1-2023, 2-2023, 1-2024, 2-2024

Proposed Extended Timeline - 2-2022, 1-2023, 2-2023, 1-2024, 2-2024, 2-2025, 1-2026

July 2023 Update – We have continued to meet with the other districts in the Coastal region to determine the needs of each one, and the scope of changes that each needs to see in our PEIRs. We have been working with Ascent Environmental and completed a draft scope for a main addendum, which represents the main project, incorporating the items all districts would like to add. In addition to the main project, each district will add items and tailor the document to their specific needs. The estimated cost for the project was included in the FY 2023-2024 budget.

December 2023 Update – Work has progressed. Marin-Sonoma Mosquito & Vector Control District has created an Inter-District Cost Sharing agreement and it is currently under legal review with the various participating agencies.

July 2024 Update – We have contracted with Ascent, Inc to take on this project on behalf of seven districts in the Coastal region. We have met with members of their team three times and work is underway.

December 2024 Update – Work has continued to progress with the other districts in the region and Ascent. We have prepared a risk assessment of the options we are planning to add to the PEIR. The group will meet again later in January 2025.

#3. New NPDES application

Expected Timeline – 1-2023, 2-2023

Approved Adjusted Timeline - 2-2024, 1-2025

Proposed Extended Timeline – 1-2025, 2-2025, 1-2026

July 2023 Update – The District operates under a 5-year National Pollution Discharge Elimination System (NPDES) permit as a member of the MVCAC NPDES Coalition. The current permit is expired but we have not received guidelines for renewal from the State Water Resources and Control Board yet, which means we can still operate under the old permit until new permit requirements are issued. We continued to issue Notices of Intent (NOI) to apply pesticides to all cities in the county, and to comply with the permit and produce an annual report detailing all adulticide and larvicide treatments performed each year.

December 2023 Update – We participated in a meeting with the State Water Resources and Control Board. Their plan is to have districts submit applications for a new permit next year. Timeline will need to be adjusted to reflect their timeline once that is determined.

July 2024 Update – We are still waiting for a determination and timeline from the State Water Resources and Control Board. Timeline will need to be adjusted to reflect their timeline once that is determined.

December 2024 Update – We are still waiting for a determination and timeline from the State Water Resources and Control Board. Timeline may need to be adjusted to reflect their timeline once that is determined.

#4. Building expansion and upgrade

Expected Timeline – starting 1-2023

July 2023 Update – An ad-Hoc committee of the Board was formed to provide oversight and collaborate with staff on the building remodel project. The committee met in April 2023 to start discussing the project scope and expected timelines. Since then, staff has worked on compiling a list of needed and wanted improvements, and has contacted a consulting company to talk about planning, project management and oversight.

December 2023 Update – The ad-Hoc committee has been busy in the second part of 2023. A Request for Qualifications for a Project Management firm was issued in August, proposals were submitted and firms were interviewed by the committee in October. The Board approved the agreement with CPM at the November 2023 meeting. The committee subsequently met with CPM to refine the scope of work and determine the next steps.

July 2024 Update – The District published a RFQ/P on May 15, 2024 and hosted a mandatory pre-proposal conference and site walk on May 30, 2024. The District received five responses to the RFQ/P. District staff and Capital Program Management representatives interviewed all five companies that submitted proposals. 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. The Ad Hoc committee recommended and the Board approved on July 8, 2024 that the District enter into a Design-Build Agreement with F&H. The General Manager is working with CPM and legal counsel on the agreement.

December 2024 Update – The District has signed the agreement with F&H and the project is in progress. F&H has provided a conceptual design and budget, which was presented and discussed with the Ad hoc committee in November 2024. The committee has asked CPM to work with F&H and provide an updated budget for an option with a reduced scope of work.

Contra Costa Mosquito and Vector Control District
Emergency Preparedness Policy

Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to maintaining an active emergency preparedness program that includes an emergency plan that will help manage the District’s critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

Emergency

Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of the District, and may require the combined forces of other political subdivisions to help respond.

Emergency Preparedness

The Board of Trustees authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

Standardized Emergency Management System

The California Office of Emergency Services (OES) regulates the Standardized Emergency Management System, (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

District Emergency Declaration

When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a “District Emergency”. The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

Authorization During District Emergencies

The General Manager’s Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District’s resources may not be adequate to respond to the emergency. The Board of Trustees, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

Mutual Aid

The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

In addition, the District is a party to the Coastal Region Vector Control Mutual Aid Agreement with the following vector control districts: Alameda County Mosquito Abatement District, San Mateo County Mosquito and Vector Control District, and Marin/Sonoma Mosquito and Vector Control District, which allows for the sharing of personnel, equipment, and supplies when needed.

Continuity of Management

The District’s emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

Status Reports

The General Manager will provide annual reports to the Board of Trustees on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

**Contra Costa Mosquito and Vector Control District
2025 Board of Trustee Standing Committees**

Committee	Charge	Frequency
Advance Planning	Review and update long range plans such as the Five Year Plan	Annually
	Complete update of the Five Year Plan	Every 5 years
Audit	Approve the overall audit scope and review audit draft and internal controls	Annually
	Evaluate auditor performance	Annually
	Oversee insurance programs	As needed
	Periodically send out RFPs for audit services, interview auditors and submit recommendations to the Board	As needed
Budget ¹	Review preliminary budget, submit recommendations and proposed budget to the Board	Annually
	Review investment practices, polices and investment transfers, submit recommendations to the Board	Annually
Executive ²	Review General Manager's performance	As needed
	Review contractual or potential liability issues	As needed
	Review items of significant impact to the District	As needed
	Review and update Board Policies, submit recommendations to the Board	As needed
Personnel ¹	Review and update Employee Handbook	Periodically
	Review proposed salary/wage changes	As needed
	Review proposed reclassifications and new positions	As needed
	Review employee benefits, submit recommendations to the Board	Periodically
	Act as first Review Board of personnel grievance procedures	As needed
	Meet as necessary and bring personnel matters to the attention of the Board as a whole	As needed
	Make recommendations on any of the above items	As needed

¹ - Vice President shall serve as Chairperson of either of these committees

² - Comprised of President, Vice President, Secretary, Past President, Budget and Personnel Committee Chairs

*President assigns committee chairs after Vice President assignment is made.

*Trustees sign up for committees at January Board Meeting

*If committees are not balanced, President can reassign Trustees to balance their numbers

**CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES
2025 CALENDAR**

MONTH	DAY	DATE	TIME	MEETING
JANUARY	Monday	13	7:00 PM	BOARD OF TRUSTEES
	Monday	13	TBD	CCMAD FINANCING CORP
FEBRUARY	Monday	3	6:00 PM	PERSONNEL COMMITTEE
	Monday	10	6:00 PM	BUDGET COMMITTEE
MARCH	Monday	10	7:00 PM	BOARD OF TRUSTEES
	Monday	17	6:00 PM	PERSONNEL COMMITTEE
APRIL	Monday	28	6:00 PM	BUDGET COMMITTEE
MAY	Monday	12	7:00 PM	BOARD OF TRUSTEES
	Monday	19	6:00 PM	PERSONNEL COMMITTEE
JUNE	Monday	9	6:00 PM	BUDGET COMMITTEE
	Monday	23	6:00 PM	EXECUTIVE COMMITTEE
JULY	Monday	14	6:00 PM	BUDGET COMMITTEE
	Monday	14	7:00 PM	BOARD OF TRUSTEES
	Monday	28	6:00 PM	ADVANCED PLANNING COMMITTEE
AUGUST	Monday	11	6:00 PM	AUDIT COMMITTEE
SEPTEMBER	Monday	8	7:00 PM	BOARD OF TRUSTEES
OCTOBER	Monday	20	6:00 PM	AUDIT COMMITTEE
NOVEMBER	Monday	10	7:00 PM	BOARD OF TRUSTEES
DECEMBER	Monday	8	6:00 PM	ADVANCED PLANNING COMMITTEE
JANUARY 2026	Monday	12	7:00 PM	BOARD OF TRUSTEES

Contra Costa Mosquito and Vector Control
Unmanned Aircraft System (UAS) Policy

Overview

Contra Costa Mosquito and Vector Control's (the "District") mission is to protect the community from mosquitoes and other vectors of disease. The District provides county-wide public health services through the surveillance and control of disease vectors, and by minimizing vector population outbreaks which would interfere with recreational, residential, agricultural, and industrial activities. The core mission of UAS operations personnel is to further the District's purpose with safe, reliable and cost-effective usage of UAS. Additional manuals, revisions, and scenario-based procedures may be created to suit operational needs or specific missions. UAS personnel seeking mission-specific guidance should consult with the Vector Control Planner or management.

Purpose/Objectives

The purpose of this policy is to provide guidance and standards for the safe and lawful usage of the Contra Costa Mosquito and Vector Control District's Unmanned Aircraft Systems (UAS) for research, operations, and public safety¹. Trained and certified personnel can use Unmanned Aircraft Systems for the purposes of augmenting existing mosquito surveillance and control by visual mapping and detection of mosquito habitat, operational planning, public information videos and photos, larvae detection, and application of mosquito control products. Implementation of the procedures and processes found within this policy will ensure the safe, lawful, and effective operation of UAS. It is the responsibility of all those involved in UAS operations to understand the safety policies, required documentation, and reporting procedures addressed in this policy and all future revisions.

Privacy

To ensure UASs are used to their full potential, every effort must be made to protect the privacy of residents and business owners in the District. Trained UAS operations personnel are committed to the protection of individual rights and personal property before, during, and after the deployment of a UAS and efforts will go beyond current privacy laws when possible. Pilots in Command (PIC) will avoid using UAS for the purposes of collecting data where privacy is to be expected. Efforts to protect privacy are described as the following²:

- Pilots in Command will not fly over or within private property without the consent of the property owner or appropriate legal authority.
- Data will not be retained longer than what is needed for legal purposes.
- The Pilot in Command will make every effort to direct cameras attached to the UAS away from private residences or occupied structures not in the area of concern.
- UASs will be utilized by the District for the purposes of training, visual mapping and detection of mosquito habitat, operational planning, public information videos and photos, larvae detection, and application of mosquito control products.
- Pilots in Command are responsible for destroying all photographs or videos that are made using the UAS within seven working days from the conclusion of the UAS operation if they contain personally identifiable information (PII), including, but not limited to, images of faces or vehicle license plates.

Operations

This policy is not intended to be all-inclusive but is to be used in conjunction with District guidelines and safety policies, Federal Aviation Administration (FAA) regulations, and the UAS manufacturer's flight manual. State and Federal legislation regarding UAS operation is continually evolving, therefore, this policy and any manuals should be reviewed as needed and updated to reflect changes in Federal and State laws.

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

Roles of the Vector Control Planner in the UAS Program

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

Roles of the UAS Pilot in Command (PIC)

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

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

Operational limitations under "Part 107" are described as but not limited to the following⁴:

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

The District's Certificate of Authorization (COA) issued by the FAA allows a PIC to operate a drone in excess of 55lbs. The PIC is required to have a copy of the COA during any flight.

The Department of Pesticide Regulations (DPR) requires that the PIC must have the appropriate DPR pilot's certificate to apply pesticides by UAS.

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

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

Roles of the Visual Observer (VO)

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

Safety

Every employee is responsible for his/her safety as well as the safety of others in the workplace. Flight operations personnel, managers, and administrators are fully committed to the professional use of UAS with safety as the number one priority. To achieve our goal of maintaining a safe workplace, everyone must be safety-conscious at all times. An accident-free workplace is congruent with the best practices of the District as well as efforts to protect the environment, personal property, and equipment. It is the duty of all personnel associated with the UAS program to support the District's safety program, understand safety policies, and attend scheduled safety training. Personnel who observe unsafe, dangerous, or unlawful acts committed before, during, or after the operation of UAS should notify the Operations Manager immediately. Operating the UAS in a manner that is unnecessarily risky, unsafe, violates operational procedures, or is hazardous to the environment can result in a PIC being removed from flight status by the UAS Vector Control Planner and/or other disciplinary action outlined in the District Employee handbook.

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

Accidents and Accident Reporting

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

In the event of an accident⁵ the safety of all involved is imperative. After an accident, stop all operations immediately, offer assistance, and contact 911 if necessary. Notify local police or state authorities in all injury accidents or as required by law. Fill out a vehicle accident form and take pictures of the accident if applicable. Flight personnel are not to discuss or communicate any information regarding the accident with anyone except proper authorities, Vector Control Planner, Program Supervisors, or management. The District will coordinate with any organization that may request information pertaining to the accident. The PIC shall report to the FAA within ten days of any operation that results in at least serious injury or property damage of at least \$500.

Safety incidents⁶ are also to be reported. Safety incidents include but are not limited to:

- Near mid-air collisions with other aircraft, vegetation, stationary objects, birds, or other wildlife
- Unnecessary or risky flying near infrastructure

- Private property damage not resulting in damage to the aircraft
- Inflight emergencies
- Lost aircraft or equipment
- Malfunction of equipment

After an accident or incident flight operations will cease until the UAS is deemed safe to operate by the Operations Manager.

Personal Protective Equipment (PPE)

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

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

Additional or specialized PPE may be required during missions in environments with unique hazards, such as operations in or around aquatic habitats. Additional PPE may be required depending on the product being applied by the UAS. The appropriate PPE required for completing missions safely and efficiently will be determined by the UAS Vector Control Planner or PIC and will be provided by the District.

Preventive Maintenance Checks and Services

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

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

Training

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

Endnotes

¹Flights for these criteria fall under the FAA’s Small Unmanned Aircraft Rule “Part 107” (rules for routine non-hobbyists). “Part 107” flights can be piloted by someone possessing a remote pilot airman certificate with a small UAS rating. A pilot’s license is not required.

https://www.faa.gov/uas/commercial_operators

²Efforts to protect privacy are outlined further in the National Telecommunications and Information Administration (NTIA) Voluntary Best Practices for UAS Privacy, Transparency, and Accountability. Drafted May 18th 2016

https://www.ntia.doc.gov/files/ntia/publications/uas_privacy_best_practices_6-21-16.pdf

³UAS Pilots in Command must meet all FAA requirements for becoming a UAS pilot outlined under UAS rule (Part 107) https://www.faa.gov/uas/commercial_operators

⁴Summary of Small Unmanned Aircraft Rule (Part 107)
https://www.faa.gov/uas/media/Part_107_Summary.pdf

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

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

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

⁸DPR unmanned pilot Assembly bill 527: Persons who are authorized by the FAA to apply pesticides using a UAS are to examine and hold the appropriate DPR Unmanned Pest Control Aircraft Pilot certification. <https://www.cdpr.ca.gov/>

Abbreviations

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