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BOARD OF TRUSTEES

****MONDAY, NOVEMBER 9, 2020****

7:00 PM

To be held via teleconference – see below

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

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

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

HOW TO OBSERVE THE MEETING

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

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS

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

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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

ACCESSIBILITY INFORMATION

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

AGENDA

CALL TO ORDER:

- Roll Call
- Pledge of Allegiance

1. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
2. PUBLIC INPUT ON NON AGENDA ITEMS
This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
3. CONSENT CALENDAR
Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee.
 - A. Minutes of the regular Board of Trustees Meeting on September 14, 2020
 - B. Expenditures for August 2020 and September 2020
 - C. Payroll Expenditures
 - D. Investment Activity August and September 2020
 - E. Financial Report
4. REPORTS
 - A. Board Members
 - B. General Manager
 - C. Staff
 - D. Legal Counsel
5. INFORMATION ITEMS
 - A. Audit Committee Report

6. ACTION ITEMS

- A. District FY 19/20 Financial Audit and Memorandum on Internal Control **
- B. Board Consideration and Approval of Contra Costa Mosquito and Vector Control District Records Retention Policy **

7. ADJOURNMENT

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



Natalie Martini, Administrative Analyst II

11/03/2020

Date

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

Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

NOVEMBER 9, 2020 BOARD MEETING

1-2. No comment

3. CONSENT CALENDAR

- A. Minutes of the September 14, 2020 Board of Trustees Meetings (*Pages 7-12*) – Approval of Minutes 20-5, Regular Board Meeting, held on September 14, 2020.
- B. Expenditures for August 2020 and September 2020 (*Pages 13-30*) – Approval of expenditures of August 1, 2020 through September 30, 2020 including checks No. 028733 through No. 028759, checks No. 028761 through No. 028792, and checks No. 028795 through No. 028845, in the amount of \$338,955.38.
- C. Payroll Expenditures – Approval of payroll expenditures of August 1, 2020 through September 30, 2020, including check No. 028760, checks No. 028793 through No. 028794 and checks No. 028846 through No. 028854, and Direct Deposit No. D16663 through No. D16816, in the amount of \$364,224.21.
- D. Transaction Activity Report for August 2020 and September 2020 (*Pages 31-33*)
- E. Financial Report (*Page 34*)

4. REPORTS

- A. Board Members
- B. General Manager
- C. Staff – Staff reports have been submitted (*Pages 35-48*) and staff will be present to answer any questions.
- D. Legal Counsel

5. INFORMATION ITEMS

- A. Audit Committee Report – Chair Fitzsimmons will provide the Board with an update from the Audit Committee meetings held on October 19, 2020 and November 9, 2020.

6. ACTION ITEMS

- A. District FY 19/20 Financial Audit and Memorandum on Internal Control – District Audit Committee Chair, Trustee Fitzsimmons, and David Alvey, from Maze & Associates, will discuss the Fiscal Year 2019/2020 annual financial audit that is enclosed with this Board packet.

The District received an unmodified opinion for this audit; which is the cleanest opinion available (*enclosed*).

Audit Highlights

Auditor Opinion

This language is the best possible audit language, a clean audit. The auditor will describe it as an unmodified audit or in the past an unqualified audit.

Current Year Financial Highlights

The District fiscal year 2019/2020 total current assets increased 11.4% from the prior year. The majority of the increase is due to market value increases and prudent fiscal management.

District general fund revenues were \$549,102 over the amount budgeted for fiscal year 2019/2020 primarily driven by the increase in property taxes and better contract income. The District budgeted expenditures were down by \$1,529,964 driven by the savings in employee salaries, Control Expenses, and delay capital outlay.

The District has been continuously contributing to an irrevocable trust for Other Post-Employment Benefits (OPEB), which are designed to cover the medical costs for retirees for the District. Per the actuarially determined requirements, the District contributed \$176,000 to this trust. In fiscal year 2019/2020 fiscal year, the District also took did not take any distributions to over retiree medical cost coverage. The OPEB trust fund grew by 10.6% in this fiscal year 2019/2020 and the end of year balance on June 30, 2020, was \$2,516,792.

The total net pension liability of the District on June 30, 2020 was \$2,807,582. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan. This District liability decreased by 41% from June 30, 2019, due to a increase in investment earnings.

Total Capital Assets (net of Accumulated Depreciation) were recorded at approximately \$1,415,941. The total Capital Assets decreased by 2.4% this year. See Note 4 in the accompanying financial statements for more information on current year activity

Recommendation – Accept the District Fiscal Year 2019/2020 Financial Audit and Memorandum on Internal Control.

- B. Board consideration and approval of Contra Costa Mosquito and Vector Control District Records Retention Policy – staff has worked on updating the District’s Records Retention Policy and has submitted it to legal review. Maria Bagley will answer question on the policy and will be presenting it to Board for consideration and approval (*Pages 49-58*).

Recommendation – Approve the District Records Retention Policy.

7. ADJOURNMENT

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 20-5

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 14, 2020, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT	Perry Carlston, President Lola Odunlami, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Jen Hogan Peggie Howell Michael Krieg Robert Lucacher Kevin Marker Thomas Minter James Murray Duy Nguyen Peter Pay Jim Pinckney
TRUSTEES ABSENT	Marshon Thomas Darryl Young
VACANCIES	Richmond San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Steve Schutz, Scientific Program Manager Terry Davis, Program Supervisor Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel

CALL TO ORDER

President Carlston called the meeting to order at 7:03 p.m.

ROLL CALL

A roll call indicated that 18 Trustees were present, two were absent, and there are two vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

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

2. PUBLIC INPUT ON NON AGENDA ITEMS – None

3. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 20-4, the regular Board meeting held on July 13, 2020.

B. EXPENDITURES – Approval of expenditures of June 1, 2020 through July 31, 2020, 2020 including checks No. 028624 through No. 028732, in the amount of \$750,198.25.

C. PAYROLL FOR JUNE & JULY2020 – Approval of payroll expenditures of June 1, 2020 through July 31, 2020, including Checks No. 016198 through No. 016200 and Check No. 028695 through No. 028700, and Direct Deposit No. D16487 through No. D16662, in the amount of \$360,400.76.

D. TRANSACTION ACTIVITY REPORT FOR JUNE & JULY2020

E. FINANCIAL REPORT

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

4. BOARD AND STAFF REPORTS

A. BOARD – President Carlston recognized the 19-year anniversary of the September 11th attacks and took a moment to remember the victims and heroes of 9/11.

B. GENERAL MANAGER – General Manager Macedo advised that Trustee Soheila Bana chose not to seek reappointment to the Board and has retired. She read a letter to the Board (*attached*) which was provided by Trustee Bana before her term with the City of Richmond expired.

General Manager Macedo updated the Board regarding the Special Districts Provide Essential Services Act (HR7073) sponsored by Garamendi, which is a standalone US House Bill that would allow special districts access to the Coronavirus Relief Fund, as well as S.4308, sponsored by Senior Senator for

Arizona, Kyrsten Sinema, a companion to HR7073, which provides for a better definition of “Special Districts” in the Federal Code.

General Manager Macedo provided an update on the operations software. She stated that there was an official kick-off meeting and briefly explained the timeline to start implementing the new system in 2021. Currently the plan is to go live in March 2021, at the beginning of the season.

There was a successful Adult Mosquito Control (AMC) spraying operation in Brentwood on Friday, September 4, 2020, due to the detection of WNV in mosquito pools and dead birds reported throughout the City of Brentwood. General Manager Macedo noted that technicians were tasked with treating every green area inside the area of concern in Brentwood. For two days leading up to the AMC event, technicians were taken from all other zones across the County to treat and inspect every potential mosquito source inside the area of concern, including all catch basins. General Manager Macedo indicated the event was successful in reducing the numbers of mosquitoes and she received an update from the City of Brentwood City Manager, Tim Ogden, who happened to be in the area during the AMC event, noting that the technicians he spoke with were very informative and respectful in explaining the process of the event that was taking place.

General Manager Macedo noted that September is typically the meeting where the annual Trustee photograph is taken in front of the District office, however since the District is closed to the public and all Board meetings continue to be conducted via Zoom, the Public Affairs Department will be trying to come up with a plan of how to take the 2020 Board of Trustee photograph.

Lastly, General Manager Macedo reminded the Board that the AB1234 Ethics Training is required every two years, and that it is time for most Trustees to take it this year, by November 2020. Typically, the training is done in person before the start of the November meeting, however with the District being closed to the public, all Trustees will be required to conduct the training online. She will be sending an email to Trustees with information on how to log into the training site to complete the two-hour session.

- C. STAFF – Scientific Program Manager Schutz provided a WNV surveillance update to the Board and noted there were two confirmed human cases of WNV in the County. Trap counts have been up and down throughout the season, with a total of 247 mosquito pools tested to date, with 11 of those being positive for WNV, 7 of which came from the Brentwood area.

Administrative Analyst II Martini informed the Board that all Trustee login information to the CSDA website has been updated to reflect new Trustee District email addresses and encouraged Trustees to log into CSDA with their new user name/email address to create a new password and to print any/all certificates for

training from CSDA, as it appears the District is not able to retrieve them. CSDA notified the District that all requests for certificates will need to come directly from each Trustee. It was suggested that Trustees forward certificates to the General Manager or Administrative Analyst II to keep on file at the District.

- D. LEGAL COUNSEL – Legal Counsel Coty encouraged Trustees to go online as General Manager Macedo requested to complete the online AB1234 Ethics Training by November 2020. He noted Trustees would not have to be online continuously throughout the two-hour session, but have the option to save where they left off if they would like to conduct the course at various times until completion.

5. INFORMATIONAL ITEMS

- A. Board of Trustees Email Protocol (Draft) – General Manager Macedo reviewed the Board of Trustees Email Protocol (Draft) with the Board. There was discussion of changes regarding the restrictiveness of Trustee communications. Legal Counsel Coty explained the purpose of the restrictions, and provided information about the Brown Act and what would constitute potential violations.
- B. Audit Committee Report – Chair Fitzsimmons provided the Board with an update from the Audit Committee meeting held on August 17, 2020, where they met with the new auditor, David Alvey, Maze & Associates and discussed the upcoming audit for FY19/20.

6. ACTION ITEMS

- A. Executive Committee Report – President Carlston provided the Board with an update from the Executive Committee special meeting held on August 24, 2020, where the committee reviewed and updated Resolution 20-2, adopting a Revised Procedure for Election Board Officers (Resolution 20-4). Discussion followed.
 - i. Board Resolution 20-4, adopting a Revised Procedure for Electing Board Officers, update to Resolution 20-2.

** A motion was made by Trustee Howell and seconded by Trustee Ainsley to approve Resolution 20-4 Revising the Procedure for Electing Board Officers, eliminating the requirement for the Presidential candidate to have completed the first module of the SDLA Leadership Academy. Resolution 20-4 was approved. *Motion passed.*

Ayes: Ainsley, Carlston, Cowen, Diamond, Fitzsimmons, Hogan, Howell, Krieg, Lucacher, Marker, Minter, Nguyen, Odunlami, Pay, Pellegrini, Pinckney

Noes: Clayton, Murray

Absent: Thomas, Young

B. Board Resolution 20-5, updating the Employer-Employee Relations Resolution - the District's Employer-Employee-Relations-Resolution (EERR) was adopted in 1976, and last revised in May 2006. Labor legal counsel reviewed and updated the resolution. The District has met with SEIU representative and the shop steward regarding the updates and Resolution 20-5 was presented to the Board for approval.

** Motion was made by Trustee Pellegrini and seconded by Trustee Ainsley to approve Resolution 20-5, updating the Employer-Employee Relations Resolution. *Motion passed unanimously.*

7. ADJOURNMENT – 8:22 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on November 9, 2020.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2020 Secretary, Board of Trustees

To: Board of Trustees
CCMVC District

August 17, 2020

Dear Fellow Trustees,

For the past 13 years, I have had the honor of being involved with managing with strategic direction of the District and the pleasure of working with you all wonderful Trustees. Working alongside the Trustees who have great diligence, enthusiasm, and professional scrutiny along with a good sense of humor that makes long meetings enjoyable has been a wonderful experience for me. Lately, I have also been enjoying working with Paula, the General Manager of the District, who is very knowledgeable and capable. I should add that I have always enjoyed the presentations by Steve, our dedicated scientist, benefited from and appreciated Natalie's patience with my delays in submitting forms that were due.

I have been appointed as Trustee on September 11, 2007 and my term will expire on September 14, 2020. As I wrote to the Mayor of Richmond, I would like to withdraw from being re-appointed as I am currently serving as Recreation and Parks Commissioner and believe other community members should have the opportunity to serve and represent the City of Richmond. Hence, I will be encouraging my fellow community members to seize this opportunity.

As it is time for me to pass on the torch to others, I just would like to express my sincere appreciation for the opportunity that I have had for the past 13 years being a part of this great team.

Thank you fellow Trustees, and farewell CCMVC District. I wish you all great success.

Warm Regards,

Soheila Bana

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028733	8/14/2020	0000015	Health Care Dental Trust					Check Entry Number: 001
			8/10/2020	8/10/2020	5,345.80	0.00	5,345.80	
		G/L Account: 600135-00						Dental Insurance - Active Employees General 2,090.24
		G/L Account: 600136-00						Dental Insurance: Operations 3,255.56
028734	8/14/2020	0000323	Grainger, Inc.					Check Entry Number: 001
			7/17/2020	7/17/2020	168.90	0.00	168.90	
		G/L Account: 502005-00						Building & Grounds Materials / Supplies:General 5.09
		G/L Account: 502005-00						Building & Grounds Materials / Supplies:General 105.11
		G/L Account: 502004-00						Automotive - Supplies:General 58.70
			7/27/2020	7/27/2020	40.67	0.00	40.67	
		G/L Account: 502004-00						Automotive - Supplies:General 40.67
				Check 028734 Total:	209.57	0.00	209.57	
028735	8/14/2020	0000328	PG&E					Check Entry Number: 001
			8/7/2020	8/7/2020	23.82	0.00	23.82	
		G/L Account: 505036-00						Utilities Electric:General 23.82
028736	8/14/2020	0000359	SP Automotive					Check Entry Number: 001
			8/1/2020	8/1/2020	606.10	0.00	606.10	
		G/L Account: 502002-00						Automotive - Repairs:General 606.10
028737	8/14/2020	0000386	US POSTAL SERVICE CMRS-FP					Check Entry Number: 001
			8/10/2020	8/10/2020	1,000.00	0.00	1,000.00	
		G/L Account: 505023-00						Postage:General 1,000.00
028738	8/14/2020	0000399	Contra Costa County - Fleet					Check Entry Number: 001
			7/24/2020	7/24/2020	3,592.98	0.00	3,592.98	
		G/L Account: 502002-00						Automotive - Repairs:General 72.64
		G/L Account: 502001-00						Automotive - Gasoline:General 3,520.34
			8/10/2020	8/10/2020	2,147.34	0.00	2,147.34	
		G/L Account: 502001-00						Automotive - Gasoline:General 1,723.49
		G/L Account: 502002-00						Automotive - Repairs:General 423.85
				Check 028738 Total:	5,740.32	0.00	5,740.32	
028739	8/14/2020	0000417	Cintas Corporation No. 2					Check Entry Number: 001
			8/10/2020	8/10/2020	7,754.38	0.00	7,754.38	
		G/L Account: 502016-00						Safety & PPE:General 7,754.38
028740	8/14/2020	0000482	City of Antioch Marina					Check Entry Number: 001
			8/1/2020	8/1/2020	104.00	0.00	104.00	
		G/L Account: 502022-15						Boat Berth Fee:Mosquito Program 104.00
028741	8/14/2020	0000610	Liebert Cassidy Whitmore					Check Entry Number: 001
			6/30/2020	6/30/2020	4,714.00	0.00	4,714.00	
		G/L Account: 500111-00						Legal - Counsel Labor:General 4,144.00
		G/L Account: 500111-00						Legal - Counsel Labor:General 380.00
		G/L Account: 500111-30						Legal - Counsel Labor:Emergency Control Efforts 190.00
028742	8/14/2020	0000690	Associated Business Machi					Check Entry Number: 001
			8/10/2020	8/10/2020	144.38	0.00	144.38	
		G/L Account: 505020-00						Office Supplies - General:General 144.38
028743	8/14/2020	0000712	Contra Costa County Fire Protection District					Check Entry Number: 001
			7/29/2020	7/29/2020	280.00	0.00	280.00	
		G/L Account: 500115-00						Permits & Fees:General 280.00
028744	8/14/2020	0000714	CDW Government, Inc.					Check Entry Number: 001
			8/4/2020	8/4/2020	2,142.02	0.00	2,142.02	
		G/L Account: 504009-00						Software:General 2,142.02
028745	8/14/2020	0000793	AFLAC					Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			8/10/2020	8/10/2020	52.84	0.00	52.84
		G/L Account: 202100-00		Other Disability Insurance - Employee			52.84
028746	8/14/2020	0000814	Staples Business Advantage				Check Entry Number: 001
			7/18/2020	7/18/2020	213.06	0.00	213.06
		G/L Account: 505020-00		Office Supplies - General:General			74.24
		G/L Account: 505021-00		Office Supplies - Janitorial:General			138.82
			8/4/2020	8/4/2020	84.69	0.00	84.69
		G/L Account: 505021-00		Office Supplies - Janitorial:General			84.69
			Check 028746 Total:		297.75	0.00	297.75
028747	8/14/2020	0000913	Guardian Security Agency				Check Entry Number: 001
			7/13/2020	7/13/2020	126.00	0.00	126.00
		G/L Account: 500116-00		Security Service:General			126.00
			7/23/2020	7/23/2020	475.00	0.00	475.00
		G/L Account: 500116-00		Security Service:General			475.00
			7/30/2020	7/30/2020	475.00	0.00	475.00
		G/L Account: 500116-00		Security Service:General			475.00
			Check 028747 Total:		1,076.00	0.00	1,076.00
028748	8/14/2020	0000925	INFINISOURCE, Inc.				Check Entry Number: 001
			6/30/2020	6/30/2020	80.50	0.00	80.50
		G/L Account: 600175-00		FSA Admin Fee:General			80.50
028749	8/14/2020	0000952	Target Specialty Products				Check Entry Number: 001
			7/28/2020	7/28/2020	6,112.84	0.00	6,112.84
		G/L Account: 502008-15		Control Materials - Mosquito Larviciding:Mosquito			6,112.84
028750	8/14/2020	0000971	Flyers Energy, LLC				Check Entry Number: 001
			8/10/2020	8/10/2020	721.04	0.00	721.04
		G/L Account: 502001-00		Automotive - Gasoline:General			721.04
028751	8/14/2020	0001028	Red Wing Business Advantage Account				Check Entry Number: 001
			7/20/2020	7/20/2020	200.63	0.00	200.63
		G/L Account: 502017-15		Safety Boots:Mosquito Program			200.63
028752	8/14/2020	0001030	GLS US				Check Entry Number: 001
			8/5/2020	8/5/2020	18.48	0.00	18.48
		G/L Account: 505023-10		Postage:Lab			18.48
028753	8/14/2020	0001036	RKL eSolutions LLC				Check Entry Number: 001
			1/31/2020	1/31/2020	856.56	0.00	856.56
		G/L Account: 500104-05		Consulting - General:Administration			856.56
			5/27/2020	5/27/2020	340.00	0.00	340.00
		G/L Account: 500104-05		Consulting - General:Administration			340.00
			Check 028753 Total:		1,196.56	0.00	1,196.56
028754	8/14/2020	0001049	ALSCO				Check Entry Number: 001
			8/4/2020	8/4/2020	1,295.70	0.00	1,295.70
		G/L Account: 502021-15		Uniform Rental:Mosquito Program			809.81
		G/L Account: 502021-20		Uniform Rental:Vertebrate Program			323.93
		G/L Account: 502021-10		Uniform Rental:Lab			161.96
028755	8/14/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			8/3/2020	8/3/2020	101.38	0.00	101.38
		G/L Account: 504008-00		Printing Supplies:General			101.38
028756	8/14/2020	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			8/5/2020	8/5/2020	588.00	0.00	588.00
		G/L Account: 505037-00		Utilities Garbage:General			588.00
028757	8/14/2020	0001095	AMCA				Check Entry Number: 001

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT (CCV)

Bank Code: 1 - Bank of the West

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			7/29/2020	7/29/2020	4,554.64	0.00	4,554.64	
028758	8/14/2020	0001113 Comcast	G/L Account: 505003-00	District Membership & Subscription Dues:General			4,554.64	
			7/15/2020	7/15/2020	393.06	0.00	393.06	
			G/L Account: 505039-00	Utilities Internet:General			393.06	
			8/1/2020	8/1/2020	721.46	0.00	721.46	
			G/L Account: 505040-00	Utilities Landline:General			721.46	
			Check 028758 Total:			1,114.52	0.00	1,114.52
028759	8/14/2020	0011124 Kimball Midwest	G/L Account: 502004-00				Check Entry Number: 001	
			7/30/2020	7/30/2020	564.32	0.00	564.32	
			G/L Account: 502004-00	Automotive - Supplies:General			564.32	
			8/7/2020	8/7/2020	613.70	0.00	613.70	
			G/L Account: 502004-00	Automotive - Supplies:General			613.70	
			Check 028759 Total:			1,178.02	0.00	1,178.02
			Report Total:			46,653.29	0.00	46,653.29

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028761	8/31/2020	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			8/26/2020	8/26/2020	2,414.27	0.00	2,414.27	
		G/L Account: 202150-00		SEIU Local 1021				2,414.27
028762	8/31/2020	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			8/26/2020	8/26/2020	1,408.00	0.00	1,408.00	
		G/L Account: 202140-00		457 Deferred Savings Plan				1,408.00
028763	8/31/2020	0000010	CalPERS					Check Entry Number: 001
			8/25/2020	8/25/2020	54,816.06	0.00	54,816.06	
		G/L Account: 202050-00		CalPers Medical - Employee Contribution				7,548.00
		G/L Account: 202040-00		CalPers Medical - Employer Contribution				36,933.50
		G/L Account: 202045-00		CalPers Medical - Retiree Contribution				2,876.93
		G/L Account: 600145-00		Medical Insurance - Retirees				7,326.38
		G/L Account: 600165-00		CalPers Medical Admin Fee - Active Employees Gener				106.76
		G/L Account: 600170-00		CalPers Medical Admin Fee - Retirees				24.49
028764	8/31/2020	0000011	Vision Service Plan					Check Entry Number: 001
			8/20/2020	8/20/2020	670.35	0.00	670.35	
		G/L Account: 600140-00		Vision Insurance - Active Employees				670.35
028765	8/31/2020	0000179	Heidi Budge					Check Entry Number: 001
			8/17/2020	8/17/2020	19.47	0.00	19.47	
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				19.47
028766	8/31/2020	0000323	Grainger, Inc.					Check Entry Number: 001
			8/13/2020	8/13/2020	45.42	0.00	45.42	
		G/L Account: 502013-00		Equipment Repair:General				45.42
028767	8/31/2020	0000328	PG&E					Check Entry Number: 001
			8/20/2020	8/20/2020	87.05	0.00	87.05	
		G/L Account: 505038-00		Utilities Gas:General				87.05
028768	8/31/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			6/22/2020	6/22/2020	11.24	0.00	11.24	
		G/L Account: 505030-00		Trustee - Meal:General				15.95
		G/L Account: 504005-00		I.T Subscriptions:General				2.02
		G/L Account: 504005-00		I.T Subscriptions:General				11.24
			7/1/2020	7/1/2020	89.90	0.00	89.90	
		G/L Account: 505021-00		Office Supplies - Janitorial:General				42.96
		G/L Account: 504000-00		Computer Equipment Supplies < \$100:General				19.99
		G/L Account: 502002-00		Automotive - Repairs:General				1,493.03
		G/L Account: 503007-10		Sentinel Bird:Lab				154.07
		G/L Account: 505039-00		Utilities Internet:General				89.90
			7/14/2020	7/14/2020	25.72	0.00	25.72	
		G/L Account: 502020-25		Uniform Professional Branded Wear:Public Affairs				44.95
		G/L Account: 502020-25		Uniform Professional Branded Wear:Public Affairs				21.75
		G/L Account: 503003-10		Insectary:Lab				272.25
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				84.82
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General				31.54
		G/L Account: 504000-00		Computer Equipment Supplies < \$100:General				8.47
		G/L Account: 502020-25		Uniform Professional Branded Wear:Public Affairs				25.72
			7/15/2020	7/15/2020	600.00-	0.00	600.00-	
		G/L Account: 505021-00		Office Supplies - Janitorial:General				67.63
		G/L Account: 502013-15		Equipment Repair:Mosquito Program				337.31
		G/L Account: 505032-00		Trustee - Training:General				600.00
		G/L Account: 504000-15		Computer Equipment Supplies < \$100:Mosquito Progra				96.87

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		G/L Account:	505032-00	Trustee - Training:General				600.00-
	7/16/2020			7/16/2020	289.82	0.00	289.82	
		G/L Account:	502015-20	Equipment Small:Vertebrate Program				43.44
		G/L Account:	502013-15	Equipment Repair:Mosquito Program				946.42
		G/L Account:	504000-05	Computer Equipment Supplies < \$100:Administration				82.43
		G/L Account:	502010-20	Control Materials - Vertebrate:Vertebrate Program				289.82
	7/20/2020			7/20/2020	457.80	0.00	457.80	
		G/L Account:	503008-10	Surveillance:Lab				1,406.16
		G/L Account:	502016-00	Safety & PPE:General				146.82
		G/L Account:	502013-15	Equipment Repair:Mosquito Program				845.47
		G/L Account:	504000-05	Computer Equipment Supplies < \$100:Administration				96.79
		G/L Account:	504000-05	Computer Equipment Supplies < \$100:Administration				49.99
		G/L Account:	504001-05	:Administration				407.81
	7/21/2020			7/21/2020	331.19	0.00	331.19	
		G/L Account:	505021-00	Office Supplies - Janitorial:General				72.58
		G/L Account:	504008-00	Printing Supplies:General				70.24
		G/L Account:	502013-00	Equipment Repair:General				174.84
		G/L Account:	504000-00	Computer Equipment Supplies < \$100:General				26.18
		G/L Account:	502016-00	Safety & PPE:General				130.17
	7/22/2020			7/22/2020	143.81	0.00	143.81	
		G/L Account:	504005-00	I.T Subscriptions:General				11.24
		G/L Account:	504005-00	I.T Subscriptions:General				2.05
		G/L Account:	502002-00	Automotive - Repairs:General				159.40
		G/L Account:	502002-00	Automotive - Repairs:General				17.64-
	7/27/2020			7/27/2020	4,288.31	0.00	4,288.31	
		G/L Account:	502020-15	Uniform Professional Branded Wear:Mosquito Program				92.37
		G/L Account:	504002-10	Computer Equipment Supplies > \$500:Lab				1,262.13
		G/L Account:	504002-05	Computer Equipment Supplies > \$500:Administration				1,427.54
		G/L Account:	504002-05	Computer Equipment Supplies > \$500:Administration				1,473.54
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General				32.73
	7/28/2020			7/28/2020	5,802.06	0.00	5,802.06	
		G/L Account:	502016-15	Safety & PPE:Mosquito Program				293.64
		G/L Account:	504002-05	Computer Equipment Supplies > \$500:Administration				1,473.54
		G/L Account:	504002-25	Computer Equipment Supplies > \$500:Public Affairs				1,157.40
		G/L Account:	504002-25	Computer Equipment Supplies > \$500:Public Affairs				1,279.74
		G/L Account:	502016-15	Safety & PPE:Mosquito Program				47.62
		G/L Account:	504002-00	Computer Equipment Supplies > \$500:General				1,522.50
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General				27.62
	7/29/2020			7/29/2020	2,446.82	0.00	2,446.82	
		G/L Account:	505003-05	District Membership & Subscription Dues:Administra				70.00
		G/L Account:	505003-05	District Membership & Subscription Dues:Administra				145.00
		G/L Account:	500115-00	Permits & Fees:General				9.98
		G/L Account:	500115-00	Permits & Fees:General				9.49
		G/L Account:	504002-10	Computer Equipment Supplies > \$500:Lab				1,670.39
		G/L Account:	504002-10	Computer Equipment Supplies > \$500:Lab				541.96
	7/30/2020			7/30/2020	417.80	0.00	417.80	
		G/L Account:	502013-00	Equipment Repair:General				177.16
		G/L Account:	502013-00	Equipment Repair:General				212.93
		G/L Account:	502005-00	Building & Grounds Materials / Supplies:General				27.71
	7/31/2020			7/31/2020	520.29	0.00	520.29	

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		G/L Account: 504005-00		I.T Subscriptions:General		284.29
		G/L Account: 502010-20		Control Materials - Vertebrate:Vertebrate Program		236.00
		8/1/2020	8/1/2020	4.06	0.00	4.06
		G/L Account: 505021-00		Office Supplies - Janitorial:General		2.03
		G/L Account: 505021-00		Office Supplies - Janitorial:General		2.03
		8/10/2020	8/10/2020	227.74	0.00	227.74
		G/L Account: 504000-05		Computer Equipment Supplies < \$100:Administration		97.31
		G/L Account: 503001-10		Aquaculture:Lab		30.43
		G/L Account: 505008-05		Employee - Training:Administration		100.00
		8/11/2020	8/11/2020	18.48	0.00	18.48
		G/L Account: 504007-15		Phone Accessories:Mosquito Program		18.48
		8/13/2020	8/13/2020	189.29	0.00	189.29
		G/L Account: 501008-25		Marketing - Displays:Public Affairs		14.63
		G/L Account: 505021-00		Office Supplies - Janitorial:General		31.62
		G/L Account: 502016-30		Safety & PPE:Emergency Control Efforts		83.19
		G/L Account: 505008-20		Employee - Training:Vertebrate Program		59.85
		8/14/2020	8/14/2020	92.24	0.00	92.24
		G/L Account: 504000-00		Computer Equipment Supplies < \$100:General		87.24
		G/L Account: 502002-00		Automotive - Repairs:General		5.00
		8/17/2020	8/17/2020	59.09	0.00	59.09
		G/L Account: 502016-15		Safety & PPE:Mosquito Program		39.02
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General		20.07
		8/18/2020	8/18/2020	66.41	0.00	66.41
		G/L Account: 502016-20		Safety & PPE:Vertebrate Program		11.41
		G/L Account: 502002-00		Automotive - Repairs:General		55.00
		8/19/2020	8/19/2020	1,880.41	0.00	1,880.41
		G/L Account: 503008-10		Surveillance:Lab		374.32
		G/L Account: 502010-20		Control Materials - Vertebrate:Vertebrate Program		248.22
		G/L Account: 502010-20		Control Materials - Vertebrate:Vertebrate Program		281.75
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General		27.32
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General		130.04
		G/L Account: 502005-00		Building & Grounds Materials / Supplies:General		21.73
		G/L Account: 502002-00		Automotive - Repairs:General		355.19
		G/L Account: 504000-25		Computer Equipment Supplies < \$100:Public Affairs		19.32
		G/L Account: 502002-00		Automotive - Repairs:General		55.00
		G/L Account: 502002-00		Automotive - Repairs:General		5.00
		G/L Account: 502016-15		Safety & PPE:Mosquito Program		362.52
		8/20/2020	8/20/2020	5.00	0.00	5.00
		G/L Account: 502003-00		Automotive - Services:General		5.00
		8/21/2020	8/21/2020	11.24	0.00	11.24
		G/L Account: 504005-00		I.T Subscriptions:General		11.24
		8/22/2020	8/22/2020	2.02	0.00	2.02
		G/L Account: 504005-05		I.T Subscriptions:Administration		2.02
		8/3/2020	8/3/2020	44.00	0.00	44.00
		G/L Account: 504005-05		I.T Subscriptions:Administration		44.00
		8/4/2020	8/4/2020	88.00	0.00	88.00
		G/L Account: 504005-05		I.T Subscriptions:Administration		44.00
		G/L Account: 504005-05		I.T Subscriptions:Administration		44.00
		8/5/2020	8/5/2020	1,435.93	0.00	1,435.93
		G/L Account: 503008-10		Surveillance:Lab		1,093.38

Check Register

Journal Posting Date: 8/31/2020

Register Number: CD-000035

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 504000-00			Computer Equipment Supplies < \$100:General		52.08
		G/L Account: 502005-00			Building & Grounds Materials / Supplies:General		290.47
			8/6/2020	8/6/2020	75.80	0.00	75.80
		G/L Account: 505021-00			Office Supplies - Janitorial:General		35.04
		G/L Account: 505021-00			Office Supplies - Janitorial:General		35.76
		G/L Account: 502002-00			Automotive - Repairs:General		5.00
			8/7/2020	8/7/2020	497.72	0.00	497.72
		G/L Account: 503008-10			Surveillance:Lab		235.40
		G/L Account: 502016-00			Safety & PPE:General		129.40
		G/L Account: 502013-00			Equipment Repair:General		19.86
		G/L Account: 502001-15			Automotive - Gasoline:Mosquito Program		113.06
			8/8/2020	8/8/2020	68.60	0.00	68.60
		G/L Account: 502016-00			Safety & PPE:General		68.60
			8/9/2020	8/9/2020	1,491.59	0.00	1,491.59
		G/L Account: 504004-00			GPS Tracking:General		1,491.59
		Check 028768 Total:			20,482.38	0.00	20,482.38
028769	8/31/2020	0000482	City of Antioch Marina				Check Entry Number: 001
			8/25/2020	8/25/2020	104.00	0.00	104.00
		G/L Account: 502022-00			Boat Berth Fee:General		104.00
028770	8/31/2020	0000486	Bay Alarm Company				Check Entry Number: 001
			8/25/2020	8/25/2020	390.00	0.00	390.00
		G/L Account: 500116-00			Security Service:General		390.00
028771	8/31/2020	0000610	Liebert Cassidy Whitmore				Check Entry Number: 001
			7/31/2020	7/31/2020	3,210.00	0.00	3,210.00
		G/L Account: 500111-00			Legal - Counsel Labor:General		3,096.00
		G/L Account: 500111-00			Legal - Counsel Labor:General		114.00
028772	8/31/2020	0000694	TD Ameritrade Institution				Check Entry Number: 001
			8/26/2020	8/26/2020	10,016.66	0.00	10,016.66
		G/L Account: 202140-00			457 Deferred Savings Plan		10,016.66
028773	8/31/2020	0000696	KBA DOCUSYS, INC				Check Entry Number: 001
			8/21/2020	8/21/2020	203.36	0.00	203.36
		G/L Account: 505027-00			Service & Leasing Contracts:General		203.36
028774	8/31/2020	0000714	CDW Government, Inc.				Check Entry Number: 001
			8/4/2020	8/4/2020	604.47	0.00	604.47
		G/L Account: 504009-00			Software:General		2,142.02
		G/L Account: 504009-00			Software:General		604.47
028775	8/31/2020	0000814	Staples Business Advantage				Check Entry Number: 001
			8/13/2020	8/13/2020	269.18	0.00	269.18
		G/L Account: 505020-00			Office Supplies - General:General		269.18
028776	8/31/2020	0000899	Sun Life Financial				Check Entry Number: 001
			8/21/2020	8/21/2020	1,455.33	0.00	1,455.33
		G/L Account: 202085-00			Employee Voluntary Life Ins - General		487.69
		G/L Account: 600155-00			Life Insurance - General		967.64
028777	8/31/2020	0000913	Guardian Security Agency				Check Entry Number: 001
			8/14/2020	8/14/2020	475.00	0.00	475.00
		G/L Account: 500116-00			Security Service:General		475.00
			8/19/2020	8/19/2020	475.00	0.00	475.00
		G/L Account: 500116-00			Security Service:General		475.00
			8/27/2020	8/27/2020	475.00	0.00	475.00
		G/L Account: 500116-00			Security Service:General		475.00

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Check 028777 Total:					1,425.00	0.00	1,425.00
028778	8/31/2020	0000940	Fred Pryor Seminars				Check Entry Number: 001
			8/25/2020	8/25/2020	1,791.00	0.00	1,791.00
		G/L Account: 505008-00		Employee - Training:General			1,791.00
028779	8/31/2020	0000956	Waterlogic Americas LLC				Check Entry Number: 001
			8/26/2020	8/26/2020	96.79	0.00	96.79
		G/L Account: 505042-00		Water - Drinking:General			96.79
028780	8/31/2020	0000971	Flyers Energy, LLC				Check Entry Number: 001
			8/24/2020	8/24/2020	650.70	0.00	650.70
		G/L Account: 502001-00		Automotive - Gasoline:General			650.70
028781	8/31/2020	0000975	Reliance Standard Life In				Check Entry Number: 001
			8/21/2020	8/21/2020	1,199.23	0.00	1,199.23
		G/L Account: 600150-00		Disability Insurance - General			646.97
		G/L Account: 600150-00		Disability Insurance - General			552.26
028782	8/31/2020	0000981	Colonial Life				Check Entry Number: 001
			8/25/2020	8/25/2020	380.76	0.00	380.76
		G/L Account: 202100-00		Other Disability Insurance - Employee			380.76
028783	8/31/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				Check Entry Number: 001
			8/11/2020	8/11/2020	1,665.50	0.00	1,665.50
		G/L Account: 500110-00		Legal - Counsel General:General			1,665.50
028784	8/31/2020	0001024	Mosquito Vector Control Association of California				Check Entry Number: 001
			8/20/2020	8/20/2020	1,419.00	0.00	1,419.00
		G/L Account: 503005-10		Lab Testing:Lab			1,240.00
		G/L Account: 505003-00		District Membership & Subscription Dues:General			179.00
028785	8/31/2020	0001030	GLS US				Check Entry Number: 001
			8/15/2020	8/15/2020	9.24	0.00	9.24
		G/L Account: 505023-10		Postage:Lab			9.24
028786	8/31/2020	0001036	RKL eSolutions LLC				Check Entry Number: 001
			6/8/2020	6/8/2020	255.00	0.00	255.00
		G/L Account: 500104-05		Consulting - General:Administration			255.00
			7/31/2020	7/31/2020	450.00	0.00	450.00
		G/L Account: 500104-05		Consulting - General:Administration			450.00
			8/20/2020	8/20/2020	408.79	0.00	408.79
		G/L Account: 500104-05		Consulting - General:Administration			408.79
Check 028786 Total:					1,113.79	0.00	1,113.79
028787	8/31/2020	0001047	Calderon Janitorial Services				Check Entry Number: 001
			8/21/2020	8/21/2020	650.00	0.00	650.00
		G/L Account: 500107-00		Janitorial Services:General			650.00
028788	8/31/2020	0001088	Verizon Wireless				Check Entry Number: 001
			8/10/2020	8/10/2020	1,767.20	0.00	1,767.20
		G/L Account: 505035-00		Utilities Cell Phone:General			1,767.20
028789	8/31/2020	0001113	Comcast				Check Entry Number: 001
			8/25/2020	8/25/2020	393.06	0.00	393.06
		G/L Account: 505039-00		Utilities Internet:General			393.06
028790	8/31/2020	0001117	Concentra				Check Entry Number: 001
			8/20/2020	8/20/2020	53.50	0.00	53.50
		G/L Account: 500113-00		Medical Services - General:General			53.50
028791	8/31/2020	0011125	CC Real Green Clean				Check Entry Number: 001
			8/21/2020	8/21/2020	1,200.00	0.00	1,200.00
		G/L Account: 500107-00		Janitorial Services:General			1,200.00

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028792	8/31/2020	0011126	Eagle Marine					Check Entry Number: 001
			8/25/2020	8/25/2020	3,791.66	0.00	3,791.66	
		G/L Account: 502013-00		Equipment Repair:General				3,791.66
				Report Total:	<u>113,802.43</u>	<u>0.00</u>	<u>113,802.43</u>	

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028795	9/15/2020	0000010	CalPERS					Check Entry Number: 001
			8/31/2020	8/31/2020	400.00	0.00	400.00	
		G/L Account: 500115-00		Permits & Fees:General			400.00	
028796	9/15/2020	0000015	Health Care Dental Trust					Check Entry Number: 001
			9/1/2020	9/1/2020	5,345.80	0.00	5,345.80	
		G/L Account: 600135-00		Dental Insurance - Active Employees General			2,090.24	
		G/L Account: 600136-00		Dental Insurance: Operations			3,255.56	
028797	9/15/2020	0000198	Jeremy Shannon					Check Entry Number: 001
			9/8/2020	9/8/2020	6.18	0.00	6.18	
		G/L Account: 505020-15		Office Supplies - General:Mosquito Program			6.18	
028798	9/15/2020	0000313	Contra Costa Water District					Check Entry Number: 001
			8/28/2020	8/28/2020	1,583.07	0.00	1,583.07	
		G/L Account: 505041-00		Utilities Water:General			31.47	
		G/L Account: 505041-00		Utilities Water:General			1,551.60	
028799	9/15/2020	0000323	Grainger, Inc.					Check Entry Number: 001
			8/28/2020	8/28/2020	147.16	0.00	147.16	
		G/L Account: 502004-00		Automotive - Supplies:General			120.22	
		G/L Account: 502004-00		Automotive - Supplies:General			26.94	
028800	9/15/2020	0000328	PG&E					Check Entry Number: 001
			9/10/2020	9/10/2020	26.28	0.00	26.28	
		G/L Account: 505036-00		Utilities Electric:General			26.28	
028801	9/15/2020	0000399	Contra Costa County - Fleet					Check Entry Number: 001
			8/26/2020	8/26/2020	3,547.54	0.00	3,547.54	
		G/L Account: 502001-00		Automotive - Gasoline:General			3,547.54	
028802	9/15/2020	0000793	AFLAC					Check Entry Number: 001
			9/4/2020	9/4/2020	52.84	0.00	52.84	
		G/L Account: 202100-00		Other Disability Insurance - Employee			52.84	
028803	9/15/2020	0000913	Guardian Security Agency					Check Entry Number: 001
			9/1/2020	9/1/2020	380.00	0.00	380.00	
		G/L Account: 500116-00		Security Service:General			380.00	
028804	9/15/2020	0000925	INFINISOURCE, Inc.					Check Entry Number: 001
			9/9/2020	9/9/2020	86.25	0.00	86.25	
		G/L Account: 600175-00		FSA Admin Fee:General			86.25	
028805	9/15/2020	0000956	Waterlogic Americas LLC					Check Entry Number: 001
			8/28/2020	8/28/2020	83.56	0.00	83.56	
		G/L Account: 505042-00		Water - Drinking:General			83.56	
028806	9/15/2020	0000971	Flyers Energy, LLC					Check Entry Number: 001
			9/5/2020	9/5/2020	354.38	0.00	354.38	
		G/L Account: 502001-00		Automotive - Gasoline:General			354.38	
028807	9/15/2020	0000992	MVCAC					Check Entry Number: 001
			9/3/2020	9/3/2020	124.00	0.00	124.00	
		G/L Account: 503005-10		Lab Testing:Lab			124.00	
028808	9/15/2020	0001030	GLS US					Check Entry Number: 001
			8/31/2020	8/31/2020	33.90	0.00	33.90	
		G/L Account: 505023-10		Postage:Lab			33.90	
028809	9/15/2020	0001036	RKL eSolutions LLC					Check Entry Number: 001
			4/27/2020	4/27/2020	272.50	0.00	272.50	
		G/L Account: 500104-00		Consulting - General:General			272.50	
			5/11/2020	5/11/2020	170.00	0.00	170.00	
		G/L Account: 500104-00		Consulting - General:General			170.00	

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			8/12/2020	8/12/2020	800.00	0.00	800.00
		G/L Account: 500104-00		Consulting - General:General			800.00
				Check 028809 Total:	1,242.50	0.00	1,242.50
028810	9/15/2020	0001047	Calderon Janitorial Services				Check Entry Number: 001
			9/9/2020	9/9/2020	650.00	0.00	650.00
		G/L Account: 500107-00		Janitorial Services:General			650.00
028811	9/15/2020	0001049	ALSCO				Check Entry Number: 001
			9/1/2020	9/1/2020	1,031.66	0.00	1,031.66
		G/L Account: 502021-15		Uniform Rental:Mosquito Program			644.78
		G/L Account: 502021-20		Uniform Rental:Vertebrate Program			257.93
		G/L Account: 502021-10		Uniform Rental:Lab			128.95
028812	9/15/2020	0001061	KBA DOCUMENT SOLUTIONS, LLC				Check Entry Number: 001
			9/1/2020	9/1/2020	50.54	0.00	50.54
		G/L Account: 504008-00		Printing Supplies:General			50.54
028813	9/15/2020	0001072	Mt. Diablo Resource Recovery-Concord				Check Entry Number: 001
			9/5/2020	9/5/2020	588.00	0.00	588.00
		G/L Account: 505037-00		Utilities Garbage:General			588.00
028814	9/15/2020	0001077	Banksia Landscape, Inc.				Check Entry Number: 001
			9/1/2020	9/1/2020	475.00	0.00	475.00
		G/L Account: 500109-00		Landscaping Services:General			475.00
028815	9/15/2020	0011124	Kimball Midwest				Check Entry Number: 001
			8/20/2020	8/20/2020	156.60	0.00	156.60
		G/L Account: 502004-00		Automotive - Supplies:General			156.60
				Report Total:	16,365.26	0.00	16,365.26

Check Register

Journal Posting Date: 9/30/2020

Register Number: CD-000037

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
028816	9/30/2020	0000007	SEIU UPE LOCAL 1021-Union Dues					Check Entry Number: 001
			9/23/2020	9/23/2020	2,448.02	0.00	2,448.02	
		G/L Account: 202150-00	SEIU Local 1021					2,448.02
028817	9/30/2020	0000009	Nationwide Retirement Solutions - 457 Plan					Check Entry Number: 001
			9/23/2020	9/23/2020	1,408.00	0.00	1,408.00	
		G/L Account: 202140-00	457 Deferred Savings Plan					1,408.00
028818	9/30/2020	0000010	CalPERS					Check Entry Number: 001
			9/25/2020	9/25/2020	54,385.97	0.00	54,385.97	
		G/L Account: 202050-00	CalPers Medical - Employee Contribution					7,548.00
		G/L Account: 202040-00	CalPers Medical - Employer Contribution					36,933.50
		G/L Account: 202045-00	CalPers Medical - Retiree Contribution					2,876.93
		G/L Account: 600145-00	Medical Insurance - Retirees					6,897.32
		G/L Account: 600165-00	CalPers Medical Admin Fee - Active Employees Gener					106.76
		G/L Account: 600170-00	CalPers Medical Admin Fee - Retirees					23.46
028819	9/30/2020	0000011	Vision Service Plan					Check Entry Number: 001
			9/22/2020	9/22/2020	670.35	0.00	670.35	
		G/L Account: 600140-00	Vision Insurance - Active Employees					670.35
028820	9/30/2020	0000323	Grainger, Inc.					Check Entry Number: 001
			9/11/2020	9/11/2020	554.79	0.00	554.79	
		G/L Account: 502015-00	Equipment Small:General					554.79
028821	9/30/2020	0000328	PG&E					Check Entry Number: 001
			9/22/2020	9/22/2020	92.61	0.00	92.61	
		G/L Account: 505038-00	Utilities Gas:General					92.61
028822	9/30/2020	0000335	Concur Technologies, Inc					Check Entry Number: 001
			8/5/2020	8/5/2020	559.98	0.00	559.98	
		G/L Account: 504005-00	I.T Subscriptions:General					559.98
028823	9/30/2020	0000373	FP MAILING SOLUTIONS					Check Entry Number: 001
			9/25/2020	9/25/2020	139.73	0.00	139.73	
		G/L Account: 505023-00	Postage:General					139.73
028824	9/30/2020	0000422	Employment risk management authority					Check Entry Number: 001
			9/23/2020	9/23/2020	34,473.50	0.00	34,473.50	
		G/L Account: 500112-00	Legal - Settlements:General					34,473.50
028825	9/30/2020	0000452	U.S. BANK CORPORATE PAYMENT SYSTEMS					Check Entry Number: 001
			8/1/2020	8/1/2020	89.90	0.00	89.90	
		G/L Account: 505021-00	Office Supplies - Janitorial:General					2.03
		G/L Account: 505021-00	Office Supplies - Janitorial:General					2.03
		G/L Account: 505039-00	Utilities Internet:General					89.90
			8/19/2020	8/19/2020	527.36	0.00	527.36	
		G/L Account: 503008-10	Surveillance:Lab					374.32
		G/L Account: 502010-20	Control Materials - Vertebrate:Vertebrate Program					248.22
		G/L Account: 502010-20	Control Materials - Vertebrate:Vertebrate Program					281.75
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General					27.32
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General					130.04
		G/L Account: 502005-00	Building & Grounds Materials / Supplies:General					21.73
		G/L Account: 502002-00	Automotive - Repairs:General					355.19
		G/L Account: 504000-25	Computer Equipment Supplies < \$100:Public Affairs					19.32
		G/L Account: 502002-00	Automotive - Repairs:General					55.00
		G/L Account: 502002-00	Automotive - Repairs:General					5.00
		G/L Account: 502016-15	Safety & PPE:Mosquito Program					362.52
		G/L Account: 502016-15	Safety & PPE:Mosquito Program					429.86

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		G/L Account:	502016-15	Safety & PPE: Mosquito Program			97.50
	8/20/2020			8/20/2020	2,088.01	0.00	2,088.01
		G/L Account:	502003-00	Automotive - Services: General			5.00
		G/L Account:	502002-00	Automotive - Repairs: General			2,088.01
	8/24/2020			8/24/2020	562.82	0.00	562.82
		G/L Account:	504002-05	Computer Equipment Supplies > \$500: Administration			562.82
	8/25/2020			8/25/2020	959.64	0.00	959.64
		G/L Account:	504001-00	: General			320.78
		G/L Account:	504000-05	Computer Equipment Supplies < \$100: Administration			50.01
		G/L Account:	504000-05	Computer Equipment Supplies < \$100: Administration			28.26
		G/L Account:	504001-00	: General			258.75
		G/L Account:	504001-15	: Mosquito Program			246.84
		G/L Account:	502003-20	Automotive - Services: Vertebrate Program			55.00
	8/26/2020			8/26/2020	1,225.69	0.00	1,225.69
		G/L Account:	504000-00	Computer Equipment Supplies < \$100: General			76.10
		G/L Account:	504001-25	: Public Affairs			268.82
		G/L Account:	502016-15	Safety & PPE: Mosquito Program			856.77
		G/L Account:	502003-15	Automotive - Services: Mosquito Program			24.00
	8/27/2020			8/27/2020	794.82	0.00	794.82
		G/L Account:	503008-10	Surveillance: Lab			748.64
		G/L Account:	503001-10	Aquaculture: Lab			46.18
	8/28/2020			8/28/2020	81.59	0.00	81.59
		G/L Account:	505023-00	Postage: General			6.45
		G/L Account:	502015-00	Equipment Small: General			46.75
		G/L Account:	503001-10	Aquaculture: Lab			28.39
	8/29/2020			8/29/2020	68.60	0.00	68.60
		G/L Account:	502016-15	Safety & PPE: Mosquito Program			68.60
	8/31/2020			8/31/2020	444.93	0.00	444.93
		G/L Account:	505023-00	Postage: General			8.00
		G/L Account:	504005-00	I.T Subscriptions: General			415.73
		G/L Account:	502016-20	Safety & PPE: Vertebrate Program			21.20
	9/1/2020			9/1/2020	78.55	0.00	78.55
		G/L Account:	502009-20	Control Materials - Other: Vertebrate Program			21.24
		G/L Account:	502015-15	Equipment Small: Mosquito Program			40.22
		G/L Account:	504000-05	Computer Equipment Supplies < \$100: Administration			17.09
	9/10/2020			9/10/2020	592.23	0.00	592.23
		G/L Account:	502002-20	Automotive - Repairs: Vertebrate Program			465.00
		G/L Account:	502016-00	Safety & PPE: General			127.23
	9/11/2020			9/11/2020	1,579.09	0.00	1,579.09
		G/L Account:	503008-10	Surveillance: Lab			297.40
		G/L Account:	502016-00	Safety & PPE: General			129.40
		G/L Account:	504000-00	Computer Equipment Supplies < \$100: General			97.84
		G/L Account:	504001-00	: General			184.53
		G/L Account:	504001-00	: General			411.00
		G/L Account:	504002-00	Computer Equipment Supplies > \$500: General			717.72
	9/14/2020			9/14/2020	531.96	0.00	531.96
		G/L Account:	502013-15	Equipment Repair: Mosquito Program			39.38
		G/L Account:	504007-05	Phone Accessories: Administration			8.67
		G/L Account:	502016-00	Safety & PPE: General			440.46
		G/L Account:	502015-20	Equipment Small: Vertebrate Program			43.45

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			9/16/2020	9/16/2020	409.90	0.00	409.90	
		G/L Account: 502015-00			Equipment Small:General			34.76
		G/L Account: 502016-00			Safety & PPE:General			375.14
			9/17/2020	9/17/2020	578.06	0.00	578.06	
		G/L Account: 502019-15			Tools & Instruments:Mosquito Program			36.21
		G/L Account: 502004-15			Automotive - Supplies:Mosquito Program			135.85
		G/L Account: 500103-00			B&G Maint Major <\$10K:General			406.00
			9/18/2020	9/18/2020	30.00	0.00	30.00	
		G/L Account: 502020-15			Uniform Professional Branded Wear:Mosquito Program			30.00
			9/2/2020	9/2/2020	349.15	0.00	349.15	
		G/L Account: 505021-00			Office Supplies - Janitorial:General			168.79
		G/L Account: 505021-00			Office Supplies - Janitorial:General			39.31
		G/L Account: 504000-05			Computer Equipment Supplies < \$100:Administration			8.54
		G/L Account: 502016-10			Safety & PPE:Lab			65.96
		G/L Account: 502013-15			Equipment Repair:Mosquito Program			66.55
			9/3/2020	9/3/2020	41.91	0.00	41.91	
		G/L Account: 504002-05			Computer Equipment Supplies > \$500:Administration			41.91
			9/4/2020	9/4/2020	44.00	0.00	44.00	
		G/L Account: 504005-05			I.T Subscriptions:Administration			44.00
			9/8/2020	9/8/2020	461.28	0.00	461.28	
		G/L Account: 503007-10			Sentinel Bird:Lab			85.00
		G/L Account: 502002-20			Automotive - Repairs:Vertebrate Program			376.28
			9/9/2020	9/9/2020	8,627.60	0.00	8,627.60	
		G/L Account: 504002-15			Computer Equipment Supplies > \$500:Mosquito Progra			743.70
		G/L Account: 504002-05			Computer Equipment Supplies > \$500:Administration			743.70
		G/L Account: 504002-10			Computer Equipment Supplies > \$500:Lab			864.19
		G/L Account: 504002-10			Computer Equipment Supplies > \$500:Lab			784.85
		G/L Account: 504002-10			Computer Equipment Supplies > \$500:Lab			864.19
		G/L Account: 504002-10			Computer Equipment Supplies > \$500:Lab			770.50
		G/L Account: 504002-15			Computer Equipment Supplies > \$500:Mosquito Progra			743.70
		G/L Account: 504002-15			Computer Equipment Supplies > \$500:Mosquito Progra			743.70
		G/L Account: 504002-15			Computer Equipment Supplies > \$500:Mosquito Progra			743.70
		G/L Account: 504002-20			Computer Equipment Supplies > \$500:Vertebrate Prog			743.70
		G/L Account: 502020-25			Uniform Professional Branded Wear:Public Affairs			386.00
		G/L Account: 504004-00			GPS Tracking:General			59.97
		G/L Account: 504001-05			:Administration			435.70
				Check 028825 Total:	19,946.07	0.00	19,946.07	
028826	9/30/2020	0000486	Bay Alarm Company					Check Entry Number: 001
			9/22/2020	9/22/2020	255.00	0.00	255.00	
		G/L Account: 500116-00			Security Service:General			255.00
			9/23/2020	9/23/2020	529.23	0.00	529.23	
		G/L Account: 500116-00			Security Service:General			529.23
				Check 028826 Total:	784.23	0.00	784.23	
028827	9/30/2020	0000684	Clarke					Check Entry Number: 001
			9/14/2020	9/14/2020	7,316.16	0.00	7,316.16	
		G/L Account: 502008-15			Control Materials - Mosquito Larviciding:Mosquito			7,316.16
028828	9/30/2020	0000694	TD Ameritrade Institution					Check Entry Number: 001
			9/24/2020	9/24/2020	10,016.66	0.00	10,016.66	
		G/L Account: 202140-00			457 Deferred Savings Plan			10,016.66
028829	9/30/2020	0000696	KBA DOCUMENT SOLUTIONS, LLC					Check Entry Number: 001

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			9/21/2020	9/21/2020	203.36	0.00	203.36
028830	9/30/2020	0000714	CDW Government, Inc.				203.36
			9/14/2020	9/14/2020	2,755.56	0.00	2,755.56
			G/L Account: 505027-00	Service & Leasing Contracts:General			203.36
			G/L Account: 504009-00	Software:General			1,949.60
			G/L Account: 504009-00	Software:General			805.96
028831	9/30/2020	0000804	Maze & Associates				805.96
			8/31/2020	8/31/2020	14,085.00	0.00	14,085.00
			G/L Account: 500101-00	Auditing Services:General			14,085.00
028832	9/30/2020	0000899	Sun Life Financial				14,085.00
			9/21/2020	9/21/2020	1,301.15	0.00	1,301.15
			G/L Account: 202085-00	Employee Voluntary Life Ins - General			487.69
			G/L Account: 600155-00	Life Insurance - General			813.46
028833	9/30/2020	0000913	Guardian Security Agency				813.46
			9/11/2020	9/11/2020	475.00	0.00	475.00
			G/L Account: 500116-00	Security Service:General			475.00
			9/17/2020	9/17/2020	475.00	0.00	475.00
			G/L Account: 500116-00	Security Service:General			475.00
			9/23/2020	9/23/2020	380.00	0.00	380.00
			G/L Account: 500116-00	Security Service:General			380.00
			Check 028833 Total:		1,330.00	0.00	1,330.00
028834	9/30/2020	0000916	Spark Creative Design				1,330.00
			9/21/2020	9/21/2020	2,075.94	0.00	2,075.94
			G/L Account: 501005-25	Marketing - Brochures:Public Affairs			2,075.94
028835	9/30/2020	0000943	Vector-Borne Disease Account				2,075.94
			9/21/2020	9/21/2020	62.00	0.00	62.00
			G/L Account: 505008-15	Employee - Training:Mosquito Program			62.00
028836	9/30/2020	0000971	Flyers Energy, LLC				62.00
			9/22/2020	9/22/2020	230.16	0.00	230.16
			G/L Account: 502001-00	Automotive - Gasoline:General			230.16
028837	9/30/2020	0000975	Reliance Standard Life In				230.16
			9/21/2020	9/21/2020	880.78	0.00	880.78
			G/L Account: 600150-00	Disability Insurance - General			401.11
			G/L Account: 600150-00	Disability Insurance - General			479.67
028838	9/30/2020	0000981	Colonial Life				479.67
			9/25/2020	9/25/2020	380.76	0.00	380.76
			G/L Account: 202100-00	Other Disability Insurance - Employee			380.76
028839	9/30/2020	0000991	BOLD, POLISNER, MADDOW, NELSON & JUDSON				380.76
			9/10/2020	9/10/2020	900.00	0.00	900.00
			G/L Account: 500110-00	Legal - Counsel General:General			900.00
028840	9/30/2020	0000992	MVCAC				900.00
			9/23/2020	9/23/2020	1,342.00	0.00	1,342.00
			G/L Account: 503005-10	Lab Testing:Lab			1,342.00
028841	9/30/2020	0001030	GLS US				1,342.00
			9/21/2020	9/21/2020	56.37	0.00	56.37
			G/L Account: 505023-10	Postage:Lab			56.37
028842	9/30/2020	0001088	Verizon Wireless				56.37
			9/10/2020	9/10/2020	1,655.04	0.00	1,655.04
			G/L Account: 505035-00	Utilities Cell Phone:General			1,655.04
028843	9/30/2020	0001113	Comcast				1,655.04

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			9/15/2020	9/15/2020	393.16	0.00	393.16
		G/L Account: 505039-00		Utilities Internet:General			393.06
		G/L Account: 505040-00		Utilities Landline:General			0.10
028844	9/30/2020	0011124	Kimball Midwest				Check Entry Number: 001
			9/14/2020	9/14/2020	187.05	0.00	187.05
		G/L Account: 502004-15		Automotive - Supplies:Mosquito Program			187.05
028845	9/30/2020	0011125	CC Real Green Clean				Check Entry Number: 001
			9/25/2020	9/25/2020	1,500.00	0.00	1,500.00
		G/L Account: 500107-00		Janitorial Services:General			1,500.00
				Report Total:	<u>162,134.40</u>	<u>0.00</u>	<u>162,134.40</u>

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
August 15, 2020	028737	\$1,000.00	US Postal Service – Postage Meter Refill
“ “ “	028738	\$5,740.32	Contra Costa County Fleet – Automotive Gasoline & Repair Services
“ “ “	028739	\$7,754.38	Cintas Corporation No. 2 – Safety & PPE, Sanitizing Wipes
“ “ “	028741	\$4,714.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028743	\$2,142.02	CDW Government, Inc. – Microsoft Office Software, due to new Laptop purchases for flexible working
“ “ “	028749	\$6,112.84	Target Specialty Products – Altosid Pellets, Larvicide
“ “ “	028753	\$1,196.56	RKL eSolutions LLC – Accounting Software Consulting Services, enhancements to software
“ “ “	028757	\$4,554.64	AMCA – District Membership & Subscription Dues
“ “ “	028759	\$1,178.02	Kimball Midwest – Automotive Parts & Supplies
August 31, 2020	028771	\$3,210.00	Liebert Cassidy Whitmore – Professional Legal Services
“ “ “	028778	\$1,791.00	Fred Pryor Seminars – Employee Development Training
“ “ “	028783	\$1,665.50	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services
“ “ “	028784	\$1,419.00	MVCAC – Lab Testing & District Membership
“ “ “	028786	\$1,113.79	RKL eSolutions LLC – Accounting Software Consulting Services, enhancements to software
“ “ “	028792	\$3,791.66	Eagle Marine – Boat Repair
September 15, 2020	028801	\$3,547.54	Contra Costa County Fleet – Automotive Gasoline

<i>DATE</i>	<i>CHECK #</i>	<i>AMOUNT OF CHECK</i>	<i>VENDOR & DESCRIPTION</i>
September 15, 2020	028809	\$1,242.50	RKL eSolutions LLC – Accounting Software Consulting Services
September 30, 2020	028824	\$34,473.50	Employment Risk Management Authority – Legal Settlement
“ “ “	028827	\$7,316.16	Clarke – Natular G30 Granules, Larvicide
“ “ “	028830	\$2,755.56	CDW Government, Inc. – Microsoft Office Software
“ “ “	028831	\$14,085.00	Maze & Associates – Professional Auditing Services
“ “ “	028834	\$2,075.94	Spark Creative Design – Rat & Mice Brochures
“ “ “	028839	\$900.00	Bold, Polisner, Maddow, Nelson & Judson – Professional Legal Services

TRANSACTION ACTIVITY REPORT

Months of August & September

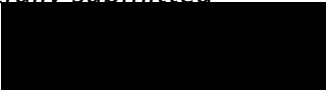
Transaction Number	Date	Wells Fargo	LAIF	Bank of the West	
	Balance	8/1/2020	832,868.21	7,863,932.39	597,108.95
1	8/5/2020	(820,025.00)	820,000.00		
2	8/13/2020	10,759.03	(181,000.00)	181,000.00	
3	8/20/2020	6,384.76			
4	8/28/2020		(280,000.00)	280,000.00	
5	8/31/2020	(7.93)		(714,357.85)	
	Balance	29,979.07	8,222,932.39	343,751.10	
6	9/14/2020	2,000.00	(155,000.00)	155,000.00	
7	9/22/2020	884.76			
8	9/29/2020	9,030.91	(325,000.00)	325,000.00	
9	9/30/2020	0.28		(469,405.81)	
	Balance	41,895.02	7,742,932.39	354,345.29	

Transaction Number & Brief Description

- 1 Transfer from Wells from Property Taxes and Other Deposits & Wire Fee
- 2 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit for Medical Payments Wells Fargo
- 3 Medical Deposit & Fixed Asset Sales
- 4 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks
- 5 Clearing of checks from Bank of the West for Payroll & Vendor & Deposit & Int Earned with Fee in Wells Fargo
- 6 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Desposit for Medical Payments
- 7 Medical Deposit
- 8 Transfer from LAIF to Bank of the West for Payroll & Vendor Checks & Deposit & Deposit for Medical Payments Wells Fargo
- 9 Clearing of checks from Bank of the West for Payroll & Vendor & Depositist & Int Earned in Wells Fargo

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 02, 2020

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

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

[Tran Type Definitions](#)

Account Number:

August 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/5/2020	8/5/2020	RD	1651722	N/A	PAULA MACEDO	820,000.00
8/13/2020	8/13/2020	RW	1652253	N/A	MARIA BAGLEY	-181,000.00
8/31/2020	8/28/2020	RW	1653241	N/A	MARIA BAGLEY	-280,000.00

Account Summary

Total Deposit:	820,000.00	Beginning Balance:	7,863,932.39
Total Withdrawal:	-461,000.00	Ending Balance:	8,222,932.39

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
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November 02, 2020

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

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

[Tran Type Definitions](#)

Account Number:

September 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/14/2020	9/11/2020	RW	1654035	N/A	PAULA MACEDO	155,000.00
9/29/2020	9/28/2020	RW	1654964	N/A	PAULA MACEDO	-325,000.00

Account Summary

Total Deposit	0.00	Beginning Balance	8,222,932.39
Total Withdrawal:	-480,000.00	Ending Balance:	7,742,932.39

Contra Costa Mosquito and Vector Control District

FY21 Budget Year

(July 1 2020 - June 30 2021)

Board Packet

20% of the Year
completed

YTD FY21 VS
Adopted
Budget

ADOPTED FY21 VS
FY21 \$

	FY21 <i>As of 9/30/20</i>	FY21 Budget		
Personnel Costs				
Payroll & OT	889,796	3,704,085	24.0%	2,814,289
Retirement	1,303,335	1,303,335	100.0%	0
OASDI	52,271	240,766	21.7%	188,495
Medicare	12,422	53,709	23.1%	41,288
Health Insurance (Dental / Vision Etc)	133,256	646,687	20.6%	513,431
Unemployment	260	34,456	0.8%	34,196
Disability Ins	2,985	10,092	29.6%	7,107
Other Post Employment Benefits	-	205,000	0.0%	205,000
Subtotal Personnel Costs	2,394,325	6,198,130	38.6%	3,803,805
Operational Costs				
Professional Services - Legal includes Settlements	46,874	70,000	67.0%	23,126
Professional Services - Building & Grounds Maint	406	29,500	1.4%	364,068
Professional Services - All Other	56,193	420,261	13.4%	364,068
Public Affairs	2,126	69,860	3.0%	67,734
Lab Services	8,216	38,700	21.2%	30,484
Information & Technology	34,264	295,575	11.6%	261,311
Operations - Control Materials	20,447	213,000	9.6%	192,553
Operations - Aerial	0	20,000	0.0%	20,000
Operation and Facilities - All Other	46,244	289,729	16.0%	243,485
General Office Administration - Insurance	282,184	282,184	100.0%	-
General Office Administration - Trustee Expense	24	17,500	0.1%	17,476
General Office - Research	0	20,000	0.0%	20,000
General Office Administration - Employee Travel & Training	2,301	64,500	3.6%	62,199
General Office Administration - Utilities	12,153	91,120	13.3%	78,967
General Office Administration - All Other	24,231	435,000	5.6%	410,769
Subtotal Operational Cost	535,663	2,356,929	22.7%	1,821,266
Capital				
Land				-
Structures and Improvements	0	52,500	0.0%	52,500
Vehicles	0	169,300	0.0%	169,300
Heavy Equipment	0	45,000	0.0%	45,000
Subtotal Capital	0	266,800	0.0%	266,800
Total Expenditures	2,929,988	8,821,859		
Revenues				
Property Taxes	0	5,906,350	0.0%	5,906,350
Benefit Assessment	0	2,056,499	0.0%	2,056,499
Contract Billing	0	50,000	0.0%	50,000
Interest Income (LAIF)	0	160,000	0.0%	160,000
Medical Reimbursement	6,728	35,000	19.2%	28,272
Fixed Asset Disposal	13,200	30,000	44.0%	16,800
Miscellaneous	5,140	65,000	7.9%	59,860
Grant Funds:General	0	-	0.0%	-
Subtotal Revenue	25,068	8,302,849	0.3%	8,277,781
Estimate Ending Balance	-2,904,920	-519,010		
Designated Reserves POLICY FY 21 (July 20 - Jun 21)				
Bond Reserve	-			
Public Health Emergency	2,500,000			
Capital Improvement**	1,745,738			
Emergency Reconstruction Response	500,000			
Operations	4,410,930			
Vehicle & Equipment Replacement	150,000			
IT Equipment Replacement	200,000			
9,506,668				

** Will be updated per Reserve Policy after final Audit of Revenues is completed

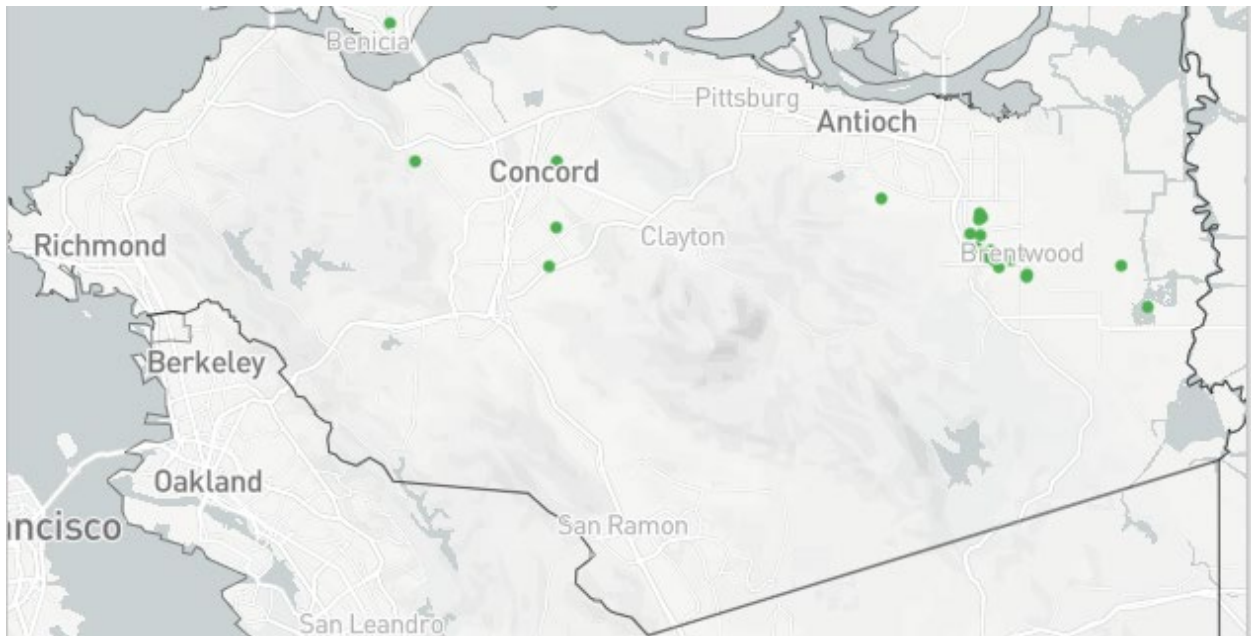
October 2020 Mosquito and Arbovirus Surveillance Report

Updated October 30th by Steve Schutz, Ph.D., Scientific Programs Manager

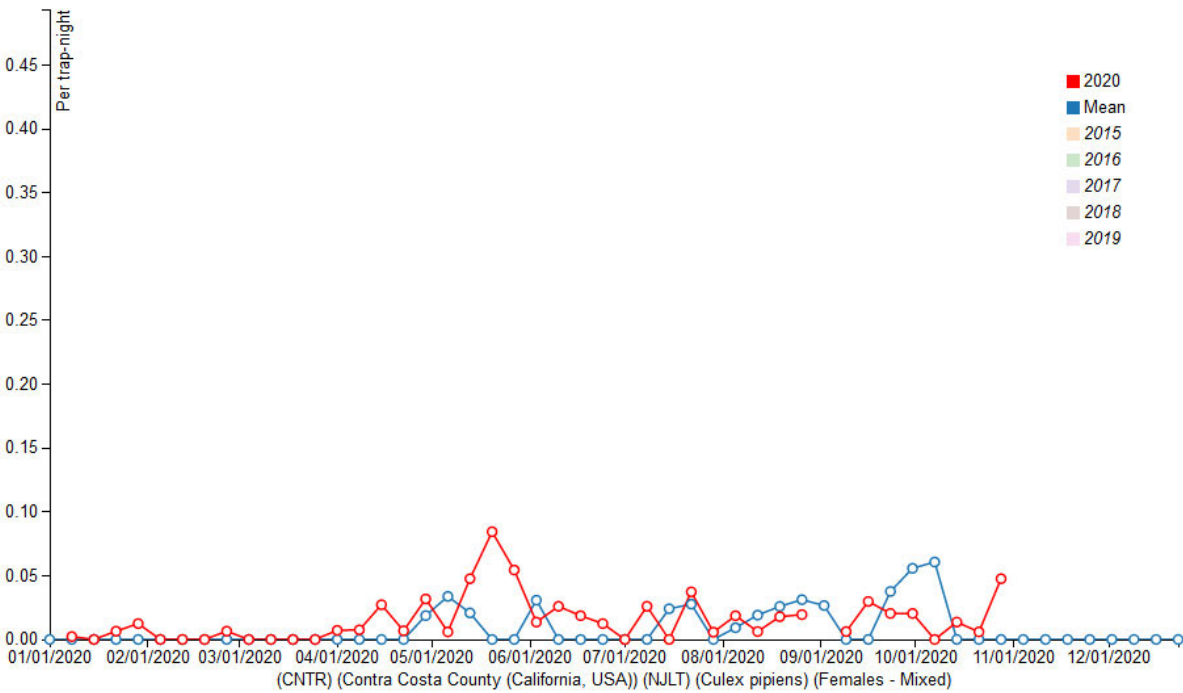
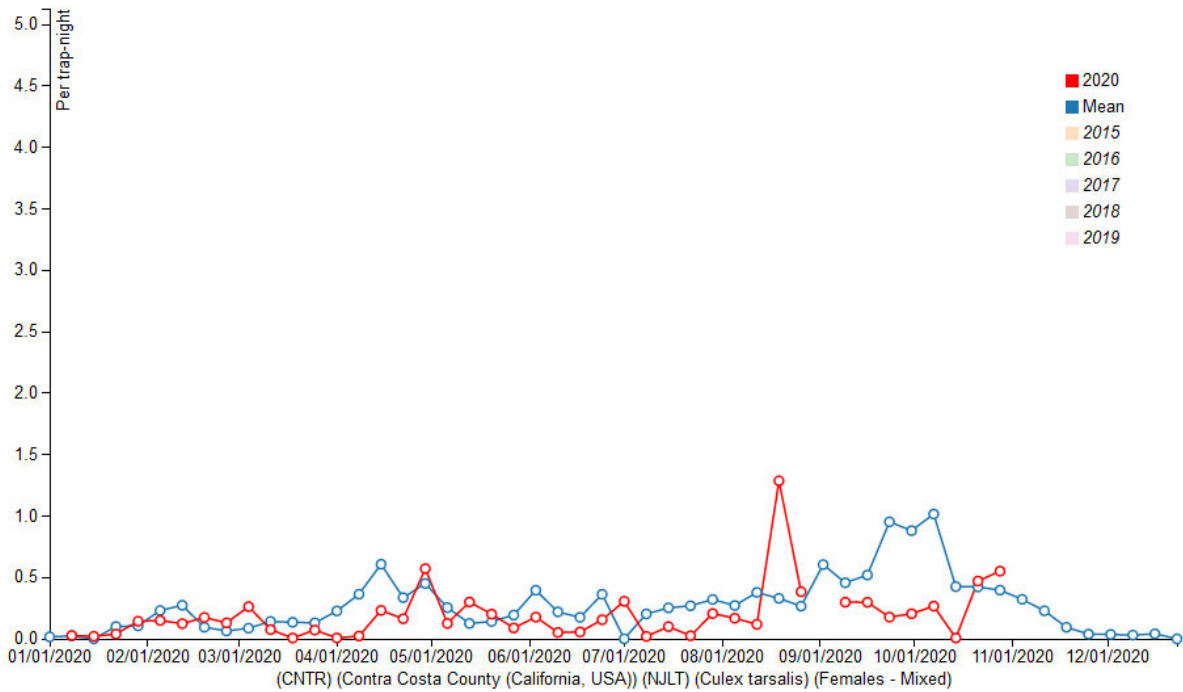
Human cases: Three confirmed human cases of West Nile virus have been reported, one in East County and two in Central County, and we have received a report of another unconfirmed case in East County. According to the Contra Costa County Department of Public Health, the confirmed case in East County was probably locally acquired; one of the cases in Central County was probably not locally acquired, the other one is of uncertain origin (patient had some travel history). We also received a report of a suspected human case of malaria in Central County (not locally acquired).

Equine cases: No cases have been reported in Contra Costa County this year.

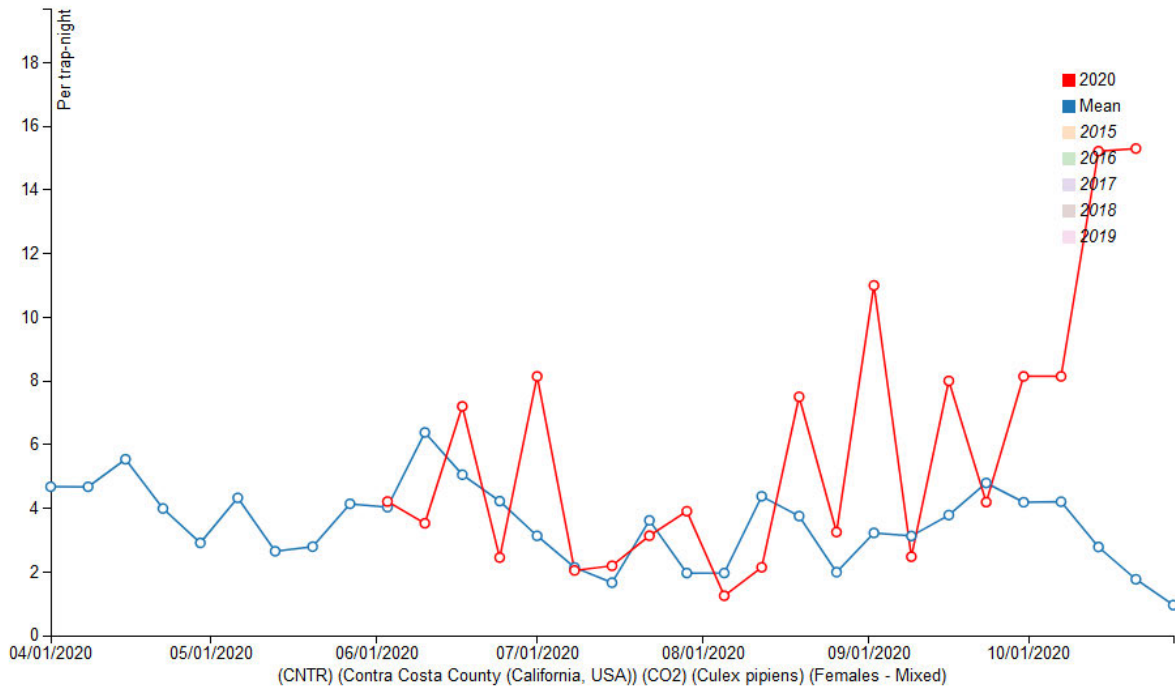
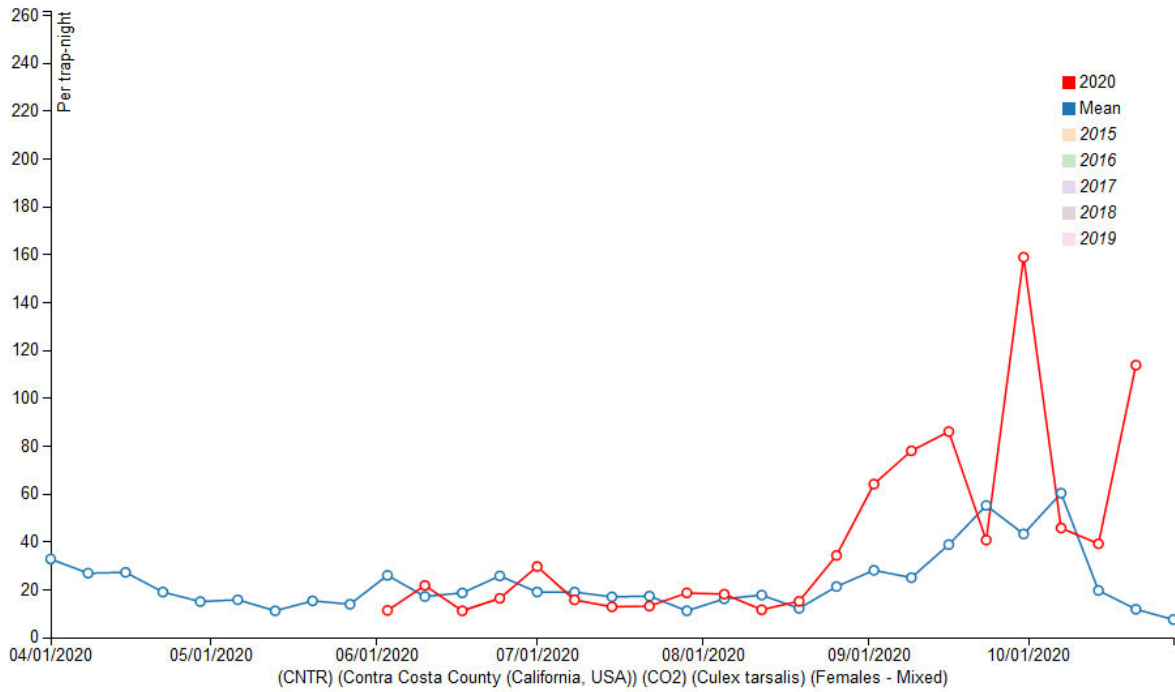
Dead birds: So far this season 460 dead birds have been reported to the West Nile Hotline and 60 have been submitted for testing, **twenty-one confirmed positive for WNV (37%)**: one in Martinez, two in Concord, one in Walnut Creek, one in Antioch, sixteen in Brentwood, one in Discovery Bay (see map below). The WNV telephone hotline and bird testing program is closed for the season as of October 16th, but the public is encouraged to continue to report dead birds online at westnile.ca.gov.



Light trap counts: Twenty-two traps continue to be operated daily year-round, with collections made weekly by field technicians (one trap, at the Pittsburg Golf course was recently discontinued due to power no longer being available at the site). District-wide, we have been seeing *Culex tarsalis* counts mostly at or below the 5-year average. *Culex pipiens* counts have fluctuated but have mostly been near or below the 5-year average except early and late in the season. Counts are expressed as numbers of female per trap per night, averaged by week.



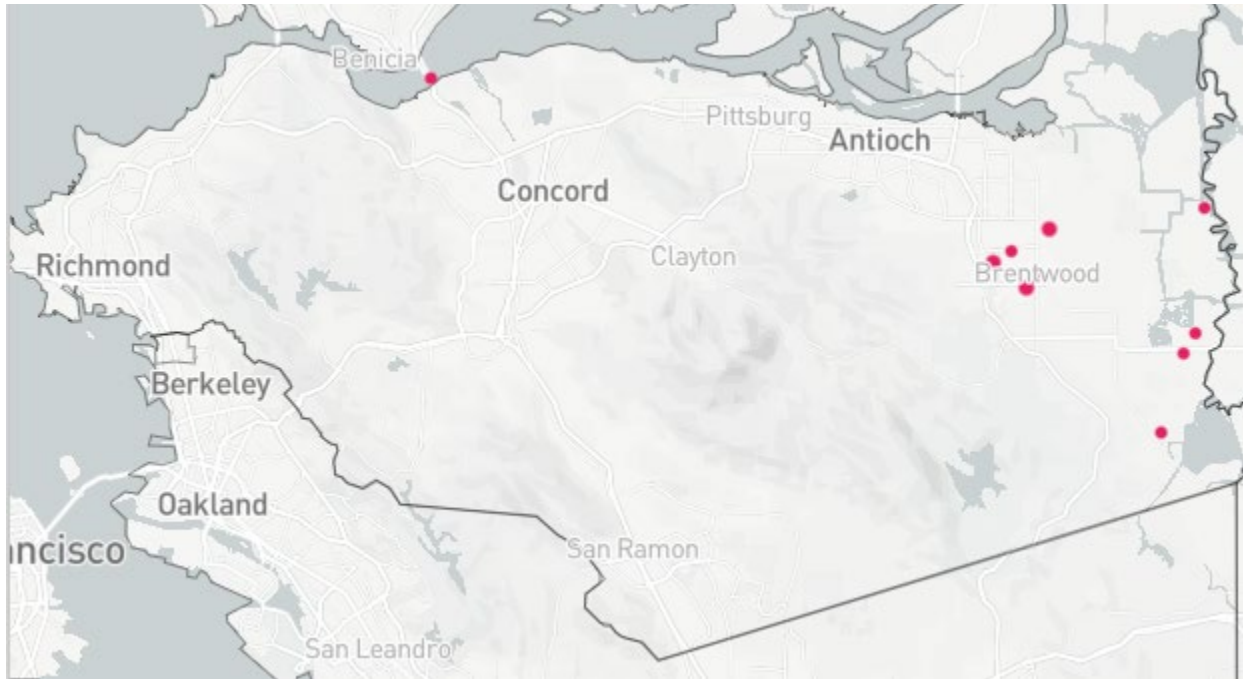
Carbon dioxide traps: 23 traps were operated weekly at fixed locations since June 1st. Counts of *Culex tarsalis* have mostly been near or below the 5-year average early to mid-season, but have peaked well above average in September and October. Counts of *Culex pipiens* have been peaking above average for much of the season. Weekly trapping is now concluded for the season.



'Random' traps: In addition to our 23 fixed trap locations, Operations employees have been occasionally setting 'random' traps to monitor specific problem areas.

Mosquito testing: Though October 30th, 471 pooled mosquito samples from our CO₂ traps had been submitted for testing; **thirteen positive for WNV** (1 Byron, 1 Palm Tract, 2 Discovery Bay, 8 Brentwood, 1 Martinez); 7 *Culex pipiens*, 6 *Culex tarsalis* (see map below; note some

locations had more than 1 positive sample). West Nile virus infection rates in *Culex pipiens* peaked well above the 'epidemic risk' threshold of 5 per thousand in East county, with a clear focus of elevated virus risk in Brentwood, although the risk level in East County began to decline following adult mosquito control operations at several parks and open space locations in Brentwood on Sept. 4th.



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

Sentinel chickens: Blood samples from chickens at our four flock sites, in Martinez, Walnut Creek, Oakley and Knightsen were taken and tested biweekly for West Nile, Western and St. Louis encephalitis virus from June through October; **seven** reported positive so far this season (two at Holland Tract, three at Ironhouse Sanitary District in Oakley, two near the Benicia Bridge in Martinez). Sentinel flocks were discontinued for the season at the end of October and the remaining chickens have been adopted.

Other projects: Lab staff have submitted ticks for CDPH, University of California and University of Nevada-Reno projects on *Rickettsia* and other tick-borne pathogens and population genetics of the western black-legged tick, and have also been submitting dead crows to the California Department of Fish and Wildlife for a study on causes of crow mortality, providing adult mosquitoes to a UC Davis researcher for a project on development of an automated mosquito identification system, and will be providing adult or larval mosquitoes of various species to North Carolina State University for a genetic study on species distribution in North America.

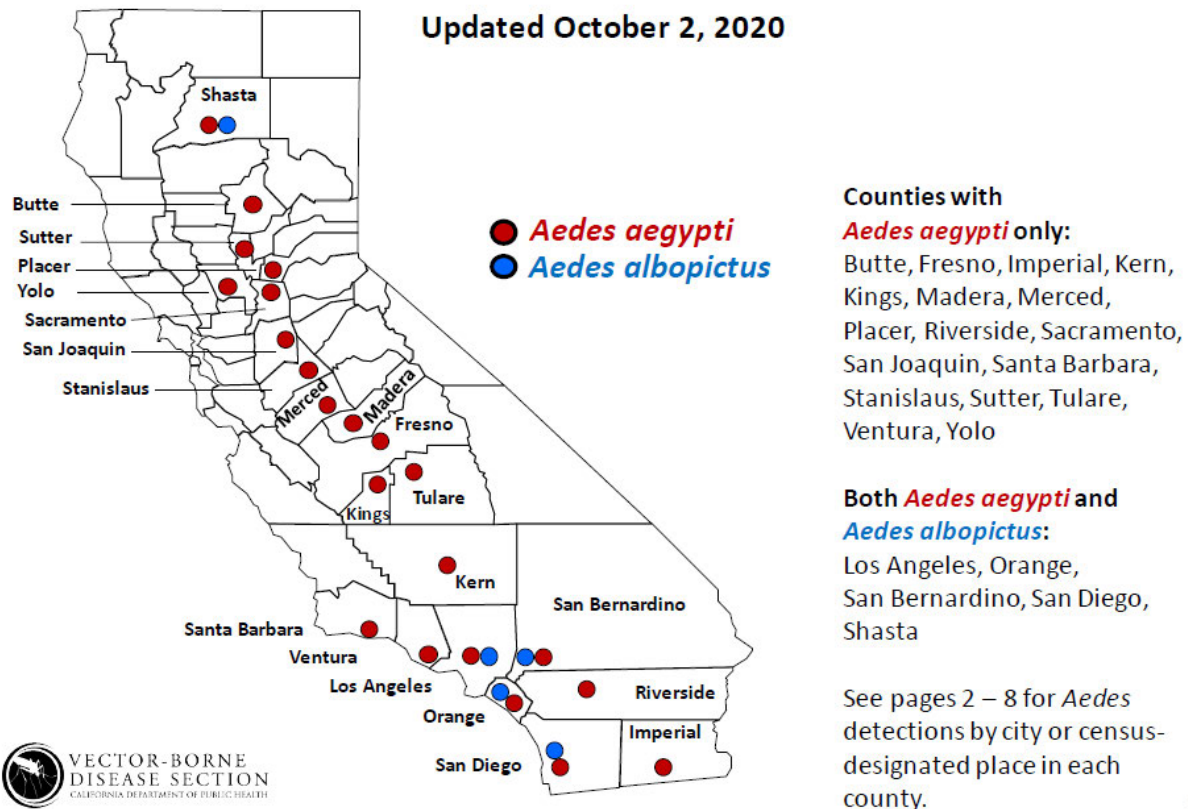
Weather conditions: We had a cool spring and early summer, which may have delayed the onset of virus transmission. A late summer heat wave seems to have initiated the virus transmission cycle, the season appeared to peak in September and we have now reached the

end of the season as overnight lows have dropped below the 55 degree virus incubation threshold.

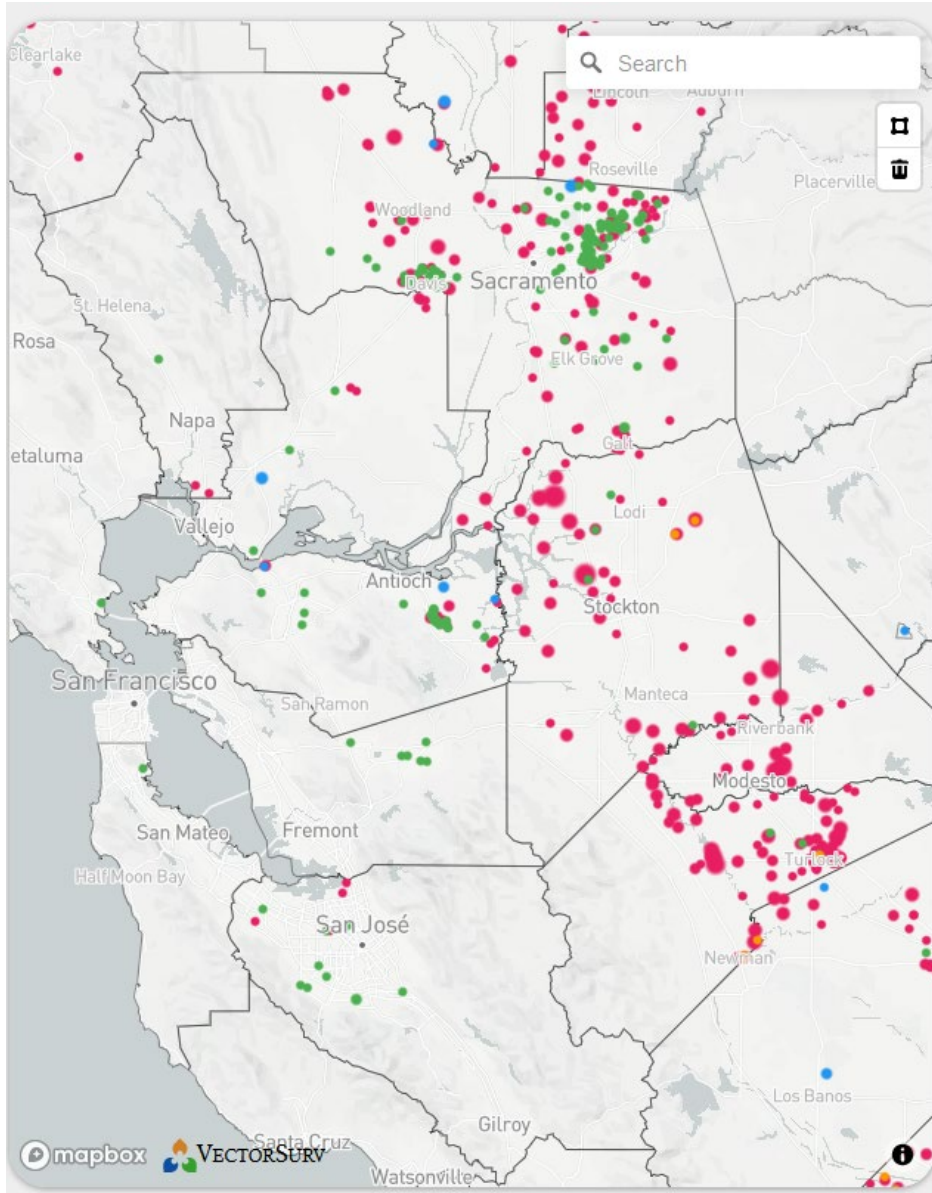
Invasive *Aedes*: We will continue to set ‘BG Sentinel’ traps at suspect locations as needed, but have not yet seen any evidence of invasive *Aedes* species in Contra Costa County. Statewide, *Aedes aegypti* continue to spread, with recent reports from Santa Barbara and new areas in Sacramento including Isleton.

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

Updated October 2, 2020

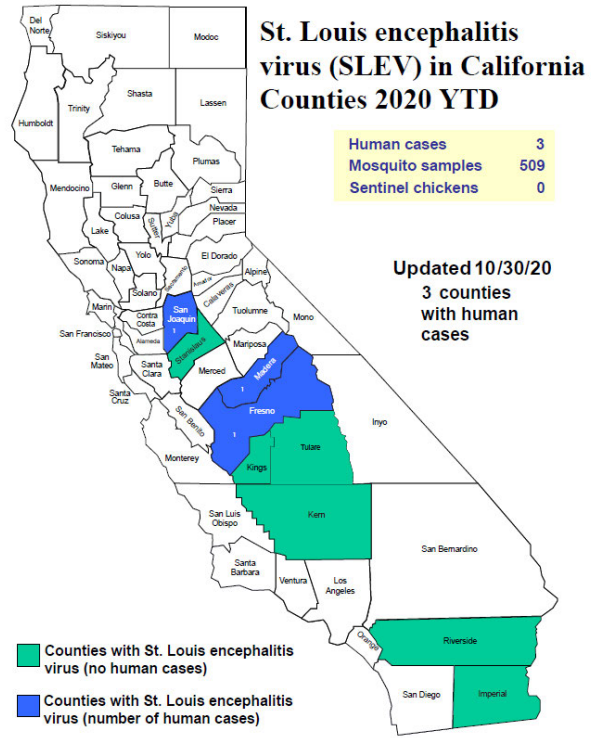
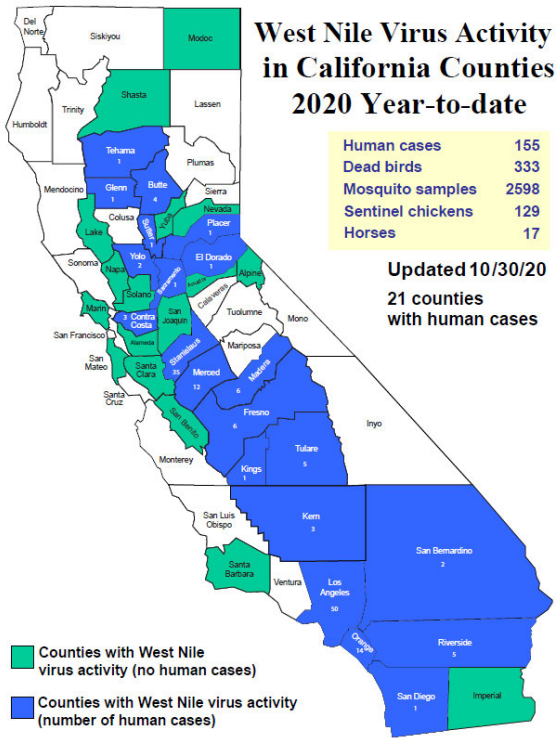


Regional: As of October 30th, West Nile virus activity (positive dead birds and/or mosquito samples) had been reported in Napa, Solano, Alameda, Marin, San Mateo, Santa Clara and Lake Counties, as well as Sacramento, Yolo and San Joaquin. Mosquito samples positive for Saint Louis Encephalitis virus have been reported in the Central Valley (including San Joaquin).



- WNV**
Mosquitoes
- WNV**
Sentinels
- WNV Dead**
Birds
- SLEV**
Mosquitoes

Statewide: As of October 30th, 155 confirmed human WNV disease cases and 3 SLE human case had been reported statewide this season (including 3 confirmed WNV cases in Contra Costa County).



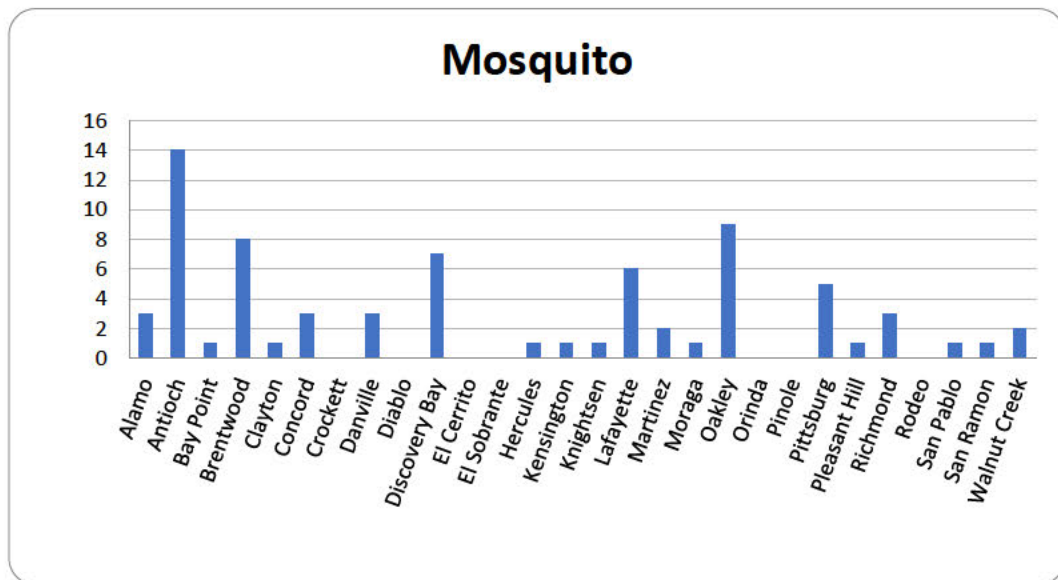
West Nile virus activity remained well below the 5-year average this season. As of October 30th, **333** dead birds and **2,598** mosquito samples had tested positive for WNV. Saint Louis encephalitis positive mosquito samples have been reported in nine Central Valley and Southern California counties with human cases in Madera, Fresno and San Joaquin.

October 2020 Operations Report

Prepared October 30th by David Wexler, Sheila Currier and Terry Davis, Program Supervisors

Mosquito Program

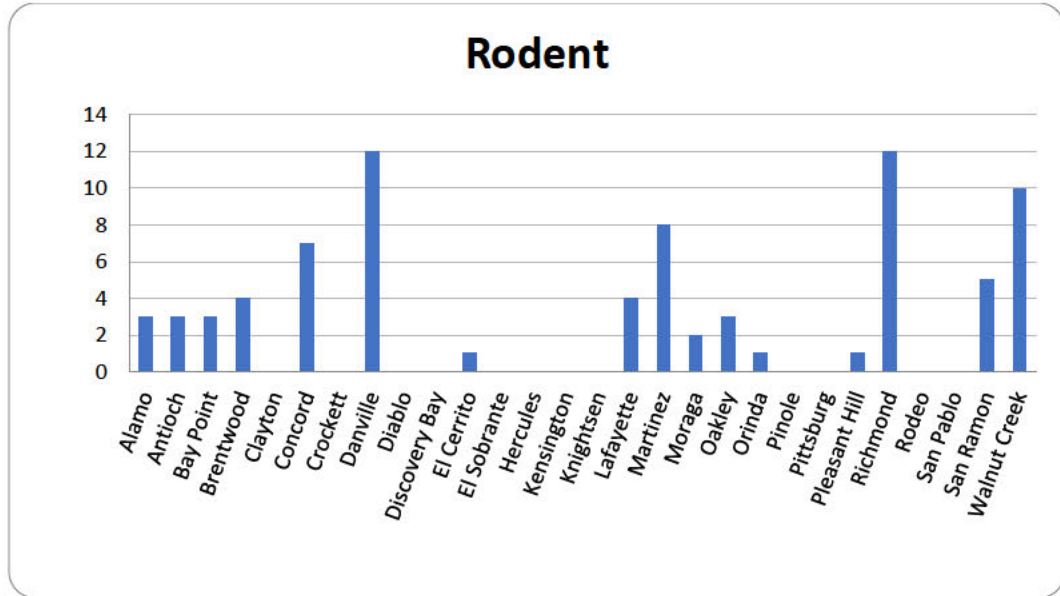
- A total of 48 service requests for mosquitoes were generated in October 2019 (total number does not include mosquito fish requests). In October 2020, 74 service requests for mosquitoes were generated (this number includes mosquitofish requests, as we are closed to the public and mosquitofish cannot be picked up anymore). The 54% increase is related to mosquitofish requests, atypical “fly-offs” due to new irrigators/land owners.
- All PPE is well stocked, no shortages reported.



Rodent Program

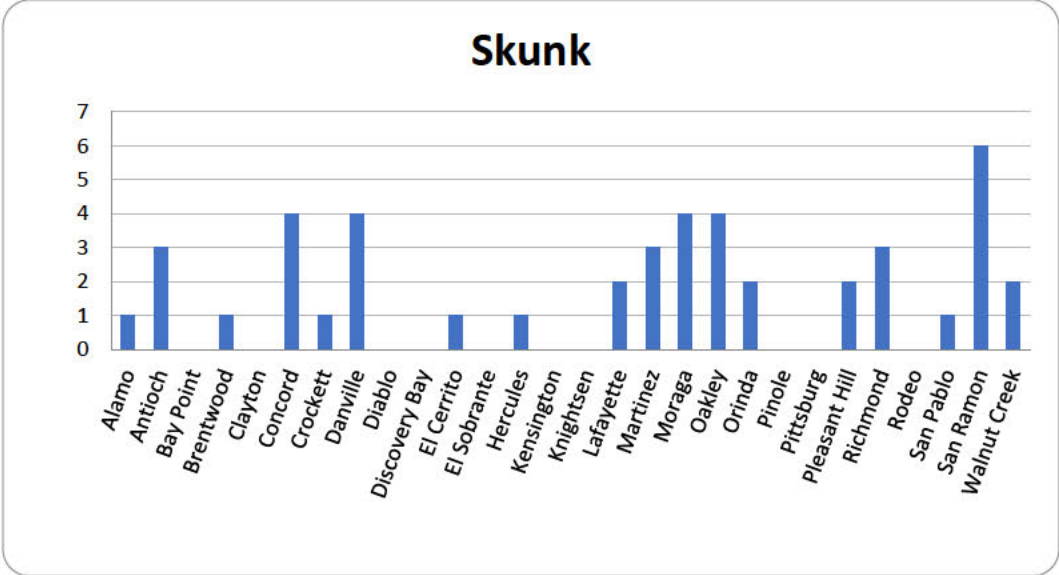
- The District did not receive any requests for service to inspect and/or treat any sewer systems for rodents in October. We continue to network with all of the municipal sanitary districts in the county.
- Mouse calls have increased based on seasonal weather changes, residents are reporting more mouse activity in garages and homes.
- Rodent service requests are down 15% from October of 2019. Last year we performed 103 inspections vs. 88 in October 2020.

- We are working with the town of Danville on two residences that may be contributing to rodent activity within the neighborhood.



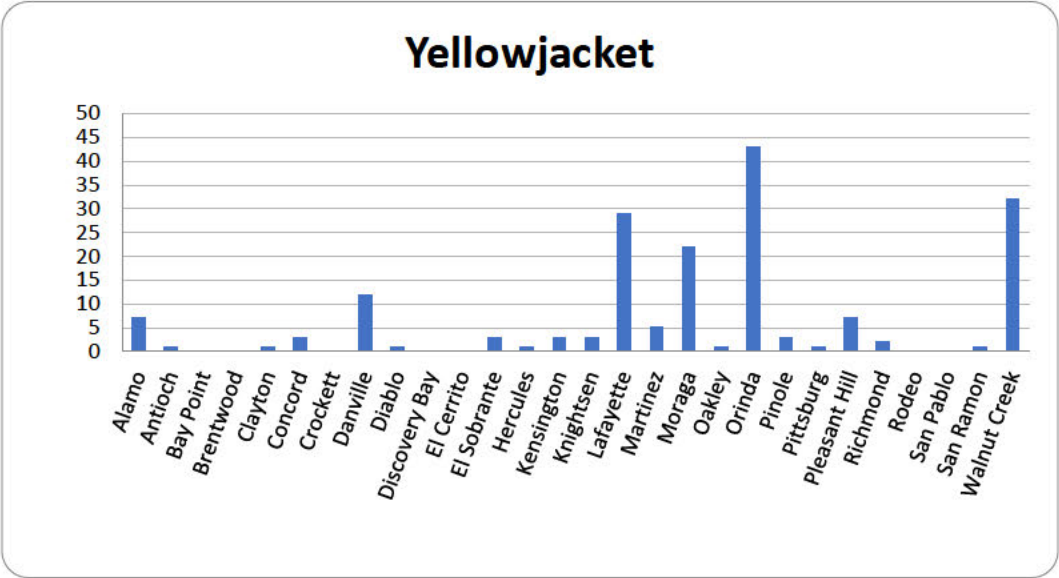
Skunk Program

- In October 2020, we received 48 service requests for skunks, compared to 90 in October 2019 (down 47%). Skunks are now actively looking for denning sites and can often be spotted during daylight hours. Structures with voids beneath the floor are at risk of skunks creating dens locations. We continue to provide inspections and information to the public on how to effectively seal up and exclude skunks from structures.



Yellowjacket Program

- Calls for yellowjackets have remained lower than 2019, with 187 service requests in October 2019 and only 96 in October 2020.



October 2020 Public Affairs Department Report

Prepared November 2, 2020 by Nola Woods, Public Affairs Director

- Presentations & Events
 - CSUEB Nursing Students Virtual Presentation October 22, 2020
- Advertising
 - The District's "back to basics" advertising campaign continues to appear in publications, on the Internet and in community newsletters and direct mail.
 - Internet Banner Ads
 - Target Area: All of Contra Costa County
 - Current Ad: Rats and Mice Ad
 - Highway 4 Digital Billboard (both sides)
 - Target Area: Highway 4 travelling east to Brentwood and west to Concord
 - Current Ad: Campaign concluded at the end of September
 - Brentwood Press (Free to residents)
 - Target Area: Brentwood, Discovery Bay, Bethel Island, Oakley, and Antioch
 - Current Ad: Yellowjacket Ad through October
 - Community Focus (Free to residents)
 - Target Area: Martinez, Pacheco, Concord, Pleasant Hill, Walnut Creek, and Lafayette
 - Current Ad: Yellowjacket Ad through October
 - Your Town Monthly (Free to residents)
 - Target Area: Danville, Alamo, Blackhawk, and San Ramon
 - Current Ad: Yellowjacket Ad through October
 - Contra Costa Marketplace (Direct Mail publication)
 - Target Area: Hercules, Rodeo, Pinole, El Sobrante, San Pablo, El Cerrito, and Richmond
 - Current Ad: Yellowjacket Ad through October



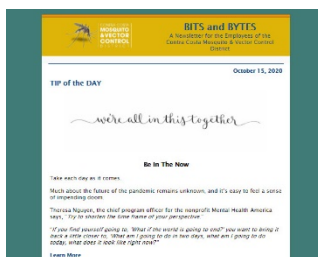
- Website Visitors
 - October 1-31, 2020



- Website Views – Top 10 Pages viewed
 - October 1-31, 2020

Page	Pageviews	Unique Pageviews	Avg. Time on Page
	8,211 % of Total: 100.00% (8,211)	7,409 % of Total: 100.00% (7,409)	00:02:28 Avg for View: 00:02:28 (0.00%)
1. /rodents_virus_risk.htm	3,251 (39.59%)	3,083 (41.61%)	00:06:52
2. /asian_tiger_mosquito.htm	976 (11.89%)	910 (12.28%)	00:05:39
3. /index.html	887 (10.80%)	746 (10.07%)	00:01:21
4. /service_request.htm	347 (4.23%)	318 (4.29%)	00:02:58
5. /mites.htm	256 (3.12%)	239 (3.23%)	00:09:14
6. /surefire_ways_article.htm	244 (2.97%)	229 (3.09%)	00:04:25
7. /adulticide_current_activity.htm	149 (1.81%)	134 (1.81%)	00:01:52
8. /covid_19.htm	144 (1.75%)	117 (1.58%)	00:04:31
9. /agendas_minutes.htm	102 (1.24%)	74 (1.00%)	00:01:28
10. /contact.htm	99 (1.21%)	87 (1.17%)	00:01:09

- Publications
 - Employee Newsletter: Bits and Bytes
 - One newsletter in October



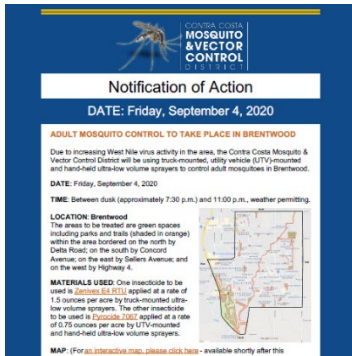
- During the COVID-19 pandemic, District employees are able to receive important District information during socially distant, small group, outdoor meetings; virtual Safety/Operations meetings, and through the District’s Employee Newsletter, which remains an important source of information that is delivered into employees’ email boxes.

- Mosquito Bytes Newsletter
 - Is it My Imagination? Are Yellowjackets More Aggressive This Year?



- 1321 Sent
- 30.1% Opened
- 8.2% Clicked Links
- Top Links
 - Yellowjackets and Other Social Wasps UC IPM [page](#)
 - District Yellowjacket Service [page](#)
 - District COVID-19 [page](#)

- Adult Mosquito Control
 - October 1, 2020: Adult Mosquito Control to Take Place in Discovery Bay



- 1999 Sent
- 31.9% Opened
- 10% Clicked Links
- Top Links:
 - Adulticide Current Activity [page](#)
 - The District's [Homepage](#)
 - Central Life Sciences [Zenivex E4 RTU website](#)

- Social Promotion

- Twitter
 - October 22 Is it My Imagination? Are Yellowjackets More Aggressive, This Year?
 - 6 Engagements (Total number of times a user interacted with a tweet)
 - 178 Impressions (Number of times users saw the tweet on Twitter)
 - 2 Media Engagements (Number of clicks on videos, gifs, and images)
 - 2 Likes
 - 1 Retweet
 - Overall Twitter Engagement in October
 - 1372 Followers
 - 1867 Impressions
 - 14 Profile Visits
 - 1 Mention

- Nextdoor
 - One post: My Imagination? Are Yellowjackets More Aggressive This Year? Mosquito Bytes Newsletter
 - 163 Recommendation (Total Neighbor Recommendations)
 - 1,169 Neighborhoods (Where the District Appears in Search Results)
 - 486,979 Neighbors (People who can Search for the District's Page)
 - As more Contra Costa County residents, from different areas of Contra Costa County recommend the District, the larger our reach will become.
 - We now have a link to our Nextdoor page on the bottom of the Mosquito Bytes Newsletter.
 - We cannot see conversations, nor correct misinformation unless someone makes a public recommendation of the District or asks a question of the District.

Contra Costa Mosquito and Vector Control Records Retention Policy

Overview

Contra Costa Mosquito and Vector Control (the “District”) is committed to creating and maintaining a records retention schedule that is part of an effective records management program and to ensuring that information is available when it is needed, which will require that different types of records be retained for specific periods of time, and the designation of official repositories for their maintenance and archiving. These records must be managed according to procedures that are outlined in this document. The District is committed to effective records retention to preserve its history, meet legal and regulatory standards, optimize the use of space, minimize the cost of record retention, and to ensure that outdated and useless records are destroyed. This policy is applicable to every department, office, and field staff personnel as well as members of the Board of Trustees.

All records created, received, or maintained by any District staff during their operations belong to the District and are retained and disposed of according to this policy. The District records must be kept until the stated minimum retention period has elapsed.

Purpose/Objectives

The purpose of the Policy is to establish guidelines to staff regarding the retention and disposal of District records, to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business, and to ensure compliance with operational, legal and regulatory requirements. An effective records management program helps the District remain compliant with record-keeping regulations, avoid security risks, improve customer service, increase staff efficiency, and allocate scarce resources, and it also provides a legal foundation for conducting the District’s daily mission. The main objectives of the District’s Records retention Policy are:

- To provide public access to and protect the public's rights to inspect public records in accordance with the California Public Records Act.
- To comply with legal retention requirements established by federal, state, and local authorities.
- To preserve records with long-term or permanent value.
- To protect records vital to the District in the event of a disaster.
- To protect records essential to the District, but which are referenced infrequently.
- To orderly retire and destroy records no longer required by statute to be retained or needed for reference.
- To eliminate duplicate records filed in several departments.
- To provide protection in litigation, audits, and other disputes.
- To save space and increase efficiency in information retrieval.

Scope and Exclusions

This Policy applies to all District employees and the Board of Trustees.

This policy is compliant with all Government Code Sections.

Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the District.

Section 60201 of the Government Code of the State of California provides that District records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the District or public may be destroyed.

Section 6252 of the Government Code of the State of California states that public records include any writings containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

It is understood that any District department will be notified of legal holds on specific documents by the General Manager or the District's legal counsel. Since legal holds commonly target a specific subject or set of information, documents unrelated to the a legal hold may be disposed of according to the approved retention periods.

Ownership of Public Records

All public records are the property of the District and upon request shall be returned to the District by outgoing Trustees and employees and provided to their successors. Public records are to be maintained in active file areas or in a designated center.

Definition of Records

- **Non-Records**
Documents, studies, books and pamphlets produced by other outside agencies; preliminary notes not retained in the ordinary course of business.
- **Board Records**
Any documents, packets, exhibits, or official Board notes, or committee of the Board.
- **Transitory Records**
These are of temporary or insignificant value, needed to complete a current routine or to prepare the final version of records, or because the information is needed for current work. Note that preliminary drafts or versions of documents are transitory records which may differ significantly in their content from the final approved versions of the documents (the official records). Preliminary drafts of documents are not retained in the "ordinary course of business" per this policy and so not subject to disclosure per the California Public Records Act. Transitory records are mentioned in a records retention schedule only if a specific retention rule applies to them, usually to ensure that copies of records containing personal information are securely destroyed as soon as possible and the destruction is documented. Examples off transitory records: working documents, such as drafts, rough notes, preliminary versions, and other intermediate documents – and supporting materials used to create final documents (reports, contracts, board calendars, policies and procedures, etc.) which are not needed once the final documents are completed; advertising and promotional materials received from suppliers; announcements or emails, "cc" or FYI emails, or other documents (electronic or hard copy) kept only for convenience or information; any duplicative document, such as documents kept as paper copy and electronic copy.
- **Permanent Records**
Any record in which the District will be maintaining indefinitely, which can be in electronic or paper form.
- **Confidential Records**

Any individual record that may contain information which should be restricted from public access, such as legal opinions, medical, and personnel files.

Final Disposition

Disposition is the final phase in the information life cycle and normally involves two possibilities: destruction or transfer to a records facility for permanent preservation.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule. For example, if the Schedule states that certain records are to be retained for three years and then destroyed, records review and disposal should occur promptly at the conclusion of the three-year retention. This ensures that file space is used efficiently and prevents active records needed for day-to-day operations from becoming interfiled with records that have outlived their administrative usefulness.

Records Retention Schedule

The District is defining the current record Records Retention Schedule. It is understood that this is broad outline and may not include every single type of document, but it is the goal of the District to comply with all applicable law and regulations.

Record Description / Type	Total Retention	Comments / References	
Board Meetings, Resolutions, Agendas, Minutes, Packets, Materials, Task Orders, etc.	Permanent Record	Board Records GC §60200; GC §60201	
Boards and Committees: Audio recordings of meetings / Audio Tapes	90 days	District preference 90 days State law only requires 30 days; GC §54953.5(b)	
Agreements & Contracts (including Amendments)	Duration of Contract + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp + 10 years CCP §§336(a), 337 et. seq. GC §60201	
Unsuccessful Bids or Proposals for Contracts and or Services	2 years	Audit of Policy and Procedures	
Infrastructure – Includes: Architectural, Engineering, etc.	Permanent Record	Emergency Preparedness Document	
General Presentations / PowerPoint Slides	When no longer needed	These are defined as either Transitory Records or Non-records GC §60201	
Relations / Press Releases / Public Outreach	Completion + 2 years	These are defined as Transitory Records GC §60201	
Economic Interest Statements Form 700	Completion + 4 years	GC §81009	
General Administrative Files (General Correspondence, Project Administration, Project Schedules, Phone Logs, Miscellaneous correspondence not otherwise specially covered by this policy)	Completion + 5 years	Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Statewide guidelines propose destruction after useful life plus 5 years; CCP §337 et. seq. GC §60201	
External Communications	When no longer needed	These are defined as Non-records GC §60201	
Finance (Draft Budgets & Final Budgets)	Completion + 6 years	Published Audit standards = 4-7 years	

<p>Copies of Invoices</p>	<p>Completion + 7 years</p>	<p>May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years Wrongful Death = Workers Comp + 5 years Limitations for Errors and Omissions is 10 years; Statewide guidelines propose termination + 5 years;</p>	
<p>Final Payrolls Final Payroll Runs</p>	<p>Completion + 10 years</p>	<p>Can potentially be different if invoices are tied to any Grant funding. Covers all Statute of Limitations. Published Audit standards = 4-7 years Statute of Limitations: Contracts and Specs = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; CCP §337 et. seq. GC §60201</p>	
<p>Payroll Contracts, Agreements and Authorizations Agreements and contracts with employees that are used to assist the processing of payroll functions or for human resources activities. Includes, but is not limited to: alternative work agreements, timesheets, telecommuting agreements, payroll deduction authorizations (including union dues), garnishments, and direct deposit authorizations.</p>	<p>Completion + 7 years</p>	<p>May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years GC §60200; GC §60201</p>	
<p>Financial Transactions – General Records documenting all resources received and expended by the District. Include but not limited to: Financial statements and reports (cash receipts transmittals, daily cash, Bank reconciliation report/summary, expenditure transactions, treasurer/finance officer, etc.); Registers and journals entries (general and subsidiary) for all funds and functions; check/warrant registers; Canceled Checks;</p>	<p>Completion + 7 years</p>	<p>May be extended if required by grant agreement. Covers all Statute of Limitations. Published Audit standards = 4-7 years GC §60200; GC §60201, GC § 53901, GC § 40802</p>	

Documentation of non-monetary gifts/donations (other than capital or tracked assets); Petty cash; overpayment refunds, etc.			
Internal Revenue Service (IRS) Forms – Submitted to IRS Records relating to Internal Revenue Service (IRS) forms and reports that are submitted to the IRS, as required by law. Includes records documenting transmittal of funds. 1099 - INT 941 - Employer's Quarterly Return W-2 - Employer's Copies of Federal Withholding Tax Statement W-4 - Employees Withholding Exemption Certificates W-9 - Request for Taxpayer ID Number and Certification, etc.	Completion + 6 years	Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,	
Bond Payables or Other Long-Term Debts	Completion + 3 years	Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201, GC § 53901, GC § 40802, CCP 337.5	
Bank Statements	Completion + 6 years	Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,	
Finance Accounts Receivables Money owed to the District by its debtors (individual or other agencies)	Completion + 6 years	Covers all Statute of Limitations Published Audit standards = 4-7 years GC §60200; GC §60201,	
Human Resources Employee File Records, includes: Application, Employee Discipline, Equal Employment Opportunity Reports, DMV records, General Correspondence, Discrimination Complaints, Annual Reviews, Records relating to licenses, permits, accreditations, certifications and other authorizations acquired by agency employees in certain positions.	Separation + 5 years	All State and Federal laws require retention until final disposition of formal complaint. These records may also be Confidential GC §12946, GC §60201, CFR 1602.31, CFR 1627.3(b)(ii)	

Employment Eligibility Verification Includes, but is not limited to: USCIS form I-9; Copies of other documents (such as passport, permanent resident card, etc.).	Separation + 4 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years	
Human Resources Recruitment Files This includes but not limited to: Vacancy, advertising, unsuccessful job applications, selection materials, interview notes, results, scoring, resumes, etc.	Expiration + 3 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years State Law Required 2 years These records may also be Confidential GC §12946, GC §60201, 10 CFR § 1040.7	
Leave Requests / Vacation Requests / Time keeping requests	Completion + 3 years	Follow all EEOC/FLSA/ADEA laws. Statute of limitations is 1-3 years State Law Required 2 years These records may also be Confidential GC §12946, GC §60201	
Lawsuits, Litigation, Pending Litigation	Completion + 4 years	Follow all applicable laws and regulations, once Settlement is reached May be retained longer upon advice of legal counsel	
General Complaints: Not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	Completion + 2 years	These are defined as Transitory Records GC §60200, GC §60201	
Position Descriptions Records relating to the description of District jobs and positions. May include duties and responsibilities, breakdowns of tasks, required skills and abilities, salary or pay range, and the development, modification or redefinition of each job or position.	Completion + 5 years	These are defined as Transitory Records GC §60200, GC §60201	
Collective Bargaining Contract and Agreement Negotiations Files Files which document development of contracts and agreements between the District and employee union(s) and associations. Also	Completion + 10 years	Agency preference to keep final signed agreements for 10 years. Other files may be defined as Transitory Records GC §60200, GC §60201	

includes final labor agreements. May include correspondence, meeting minutes, reports, etc.			
Accident or Damage Reports No employee injury directly involved.	Completion + 5 years	Administration maintains completed original reports. OSHA requirements 8 CCR 14300.33(a) GC §60200, GC §60201	
Accident or Damage Reports Employee injury	Completion + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts & Spec's = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	
Workers Compensation / Monthly Reports from third party administrator Cal-OSHA Log 200, 300, 300A, 301 etc.	Completion + 10 years	Covers all Statute of Limitations Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	
Employee Medical Records	Separation + 10 years	Covers all Statute of Limitations Published Audit standards = 4-7 years Statute of Limitations: Contracts & Spec's = 4 years Wrongful Death = Workers Comp + 5 years Developers = Workers Comp. + 10 years; 8 CCR §3204; 8 CCR 10102, CCR §10755, CCR §10758, 15400.2; GC §12946, GC §60201	
Fire Prevention and Inspection Reports	Completion + 10 years	2010 CFC 104.6 GC §60201	
Hazardous Waste Disposal Documentation regarding handling and disposal of hazardous waste	Completion + 10 years	Cal OSHA, 40 CFR 122, GC §60201	

Amendments and Deviations Approval Required

Any amendment to or deviation from this Policy must be approved by the General Manager or Board of Trustees, as appropriate.