



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

POLICY AND PERSONNEL COMMITTEE MEETING AT 2:00 PM
BUDGET AND FINANCE COMMITTEE MEETING AT 2:30 PM

NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY JANUARY 16, 2020
877th REGULAR MEETING 3:00 P.M.
13001 GARDEN GROVE BLVD.
GARDEN GROVE, CA 92843
WEBSITE ADDRESS: www.ocvector.org
REGULAR MEETING 3:00 P.M.

A. PLEDGE OF ALLEGIANCE, ROLL CALL, AND LATE COMMUNICATIONS

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Cheryl Brothers	Fountain Valley
VICE-PRESIDENT:	Shari Horne	Laguna Woods
SECRETARY:	Michael Alvarez	Orange

Aliso Viejo	Ross Chun	Lake Forest	Vladimir Anderson
Anaheim	Lucille Kring	Los Alamitos	Mark Chirco
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Michael Davis	Newport Beach	Jeff Herdman
Costa Mesa	Sandra Genis	Orange	Michael Alvarez
Cypress	Jon Peat	Placentia	Craig Green
Dana Point	Richard Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Cheryl Brothers	San Clemente	Jim Dahl
Fullerton	Jennifer Fitzgerald	San Juan Capistrano	John Taylor
Garden Grove	Stephanie Klopfenstein	Santa Ana	Cecilia Aguinaga
Huntington Beach	Mike Posey	Seal Beach	Sandra Massa-Lavitt
Irvine	Farrah Khan	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Barry Cooper
La Palma	Nitesh Patel	Villa Park	Crystal Miles
Laguna Beach	Michael Morris	Westminster	Sergio Contreras
Laguna Hills	Larry Woodruff	Yorba Linda	Peggy Huang
Laguna Niguel	John Mark Jennings	County of Orange	Lala Ragen
Laguna Woods	Shari Horne		

4. Election of Officers of 2020 Executive Board
5. Late/Other Communications

B. PUBLIC COMMENTS

(Individual Public Comments may be limited to a 3-minute or less time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS

1. Recognize Outgoing President
2. Recognize Outgoing Trustees
3. Recognize Trustee Josephson Five Years of Service

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES

1. Policy and Personnel Committee
2. Budget and Finance Committee

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

1. Approval of DRAFT Minutes for the regular meeting of December 21, 2019
2. Approve Warrant Register for November 2019 (Exhibit A)
3. Approve Monthly Financial Report for November 2019 (Exhibit A)

F. BUSINESS AND ACTION ITEMS

1. Adopt Ordinance No. 11/2020 Amending the District's Purchasing and Procurement Policy (Exhibit A, B, C)
2. Adopt Resolution No. 487 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Works (Exhibit A)

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Staff Presentation: Senior Staff will give an update on vector activity in Orange County
2. Staff Presentation: Senior staff will give an update of outreach events in Orange County
3. Appointment of Trustee Representatives
4. Board of Trustee Committee Assignments (Exhibit A, B)
5. 2019 Trustee Attendance Report (Exhibit A)
6. Laboratory Reports – Included in agenda packet

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS

I. DISTRICT MANAGER'S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT – Discussion and Possible Action

K. CORRESPONDENCE – Discussion and Possible Action

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting on February 20, 2020 starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: C.1

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Recognition of Outgoing President

Recommended Action:

Executive Summary:

Incoming President will present a plaque to outgoing President Brothers

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item: N/A

Exhibits:



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: C.2

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Recognition of Outgoing Trustees

Recommended Action:

Executive Summary:

President will present a plaque to Trustees Morales, Goodman, Holtzclaw, Schumacher, and Nelson.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item: N/A

Exhibits:



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: C.3

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Recognize Trustee Josephson for Five Years of Service

Recommended Action:

Recognize Trustee Josephson from the City of Rancho Santa Margarita for completing five years of service

Executive Summary:

Trustee Josephson, from the City of Rancho Santa Margarita, has served on the Board from December 2014 to current. During her term on the Board, she has served on the Budget and Finance, Policy and Personnel, and Public Relations Committee. Trustee Josephson has attended 58 of 60 meetings for a 97 percent attendance record.

Incoming President will present Trustee Josephson with a certificate recognizing five years of service at the January Board Meeting.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item: N/A

Exhibits:



**POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
JANUARY 16, 2020
2:00 P.M.**

TO: Policy and Personnel Committee

Lucille Kring	Anaheim
Farrah Khan	Irvine
Shari Horne	Laguna Woods
Mark Chirco	Los Alamitos
Jeff Herdman	Newport Beach
April Josephson (Chair)	Rancho Santa Margarita
Jim Dahl	San Clemente
Sandra Massa-Lavitt	Seal Beach
Barry Cooper	Tustin

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Policy and Personnel Committee Meeting:
2:00 p.m., Thursday, January 16, 2020
Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd., Garden Grove, CA

AGENDA

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve minutes from July 18, 2019
4. Discuss District Policy No. 50, District Expense and Reimbursement Policy
5. Discuss District Purchasing and Procurement Policy (Agenda Item F.1)
6. Adjourn

tep

MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 2:30 P.M., July 18, 2019

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

Policy and Personnel Committee Members Present:

Lucille Kring	Anaheim
Farrah Khan	Irvine (arrived @ 2:42 p.m.)
Shari Horne	Laguna Woods
Mark Chirco	Los Alamitos
Jeff Herdman	Newport Beach (arrived @ 2:49 p.m.)
Michelle Schumacher	San Clemente
Sandra Massa-Lavitt	Seal Beach

Policy and Personnel Committee Members Absent:

April Josephson (C)	Rancho Santo Margarita
Barry Cooper	Tustin

Others Present:

Alan R. Burns	District Counsel
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Staff Members Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Tina Pacific	Human Resources Manager

The meeting was called to order at 2:36 P.M.

1. **Select Acting Committee Chair for Policy and Personnel Committee:** Committee Chair Josephson was absent and Trustee Schumacher was appointed acting committee chair, the committee approved unanimously.
2. **Call Meeting to Order and Roll Call**
3. **Public Comments:** No public comments.
4. **Approve minutes from June 20, 2019:** On motion by Trustee Horne, seconded by Trustee Kring and passed by majority vote, the Minutes of June 20, 2019 committee meeting were unanimously approved.

5. **Closed Session:** Adjourn to closed session to discuss conference with labor negotiators pursuant to Government Code Section: 54957.6 (a)

Agency Representative: Rick Howard, District Manager

Employee Organization: Orange County Mosquito and Vector Control District
and Unrepresented Employees

6. **Open Session:** Reconvene to open session and report of any action taken: There is nothing to report from closed session.
7. **Adjourn:** Meeting adjourned at 2:59 P.M.



**BUDGET AND FINANCE COMMITTEE
MEETING NOTICE
JANUARY 16, 2020
2:30 P.M.**

TO: Budget and Finance Committee

Ross Chun	Aliso Viejo
Mike Posey	Huntington Beach
John Mark Jennings	Laguna Niguel
Vladimir Anderson	Lake Forest
Bob Ruesch	Mission Viejo
Craig Green	Placentia
Gary Taylor	Stanton
Crystal Miles	Villa Park
Lala Ragen	County of Orange

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Budget and Finance Committee Meeting:
2:30 p.m., Thursday January 16, 2020
Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd., Garden Grove, CA

AGENDA

1. Call the meeting to order and Roll Call
2. Select Committee Chair
3. Public Comments
4. Approve minutes of December 19, 2019
5. Review District Purchasing and Procurement Policy (Agenda Item F.1)
6. Review the Budget Calendar for FY 2020-21
7. Adjourn

tep

MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 2:00 P.M., December 19, 2019

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

Budget and Finance Committee Members Present:

Mike Posey	Huntington Beach
John Mark Jennings	Laguna Niguel
Bob Ruesch	Mission Viejo
Craig Green	Placentia
Bill Nelson (C)	Villa Park
Lala Ragen	County of Orange

Budget and Finance Committee Members Absent:

Ross Chun	Aliso Viejo
Bob Holtzclaw	Lake Forest
Gary Taylor	Stanton

Staff Members Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Carla Humphrey	Accounting Specialist

Others Present:

Alan Burns	District Counsel
John Bliss	SCI Consulting Group
Chris Coulter	SCI Consulting Group

The meeting was called to order at 2:32 P.M.

- 1. Public Comments:** No public comments.
- 2. Approve minutes of November 21, 2019:** On motion by Trustee Green, seconded by Trustee Ruesch, passed by majority vote the Minutes of November 21, 2019 committee meeting were approved.
- 3. Review SCI Consulting Group Contract for the new Benefit Assessment District:** Recommended for approval by the Board. On motion by Trustee Posey, seconded by Trustee Green and passed by majority vote.
- 4. Adjourn:** Meeting adjourned at 2:58 P.M.

MINUTES OF THE 876th MEETING

**BOARD OF TRUSTEES
Orange County Mosquito and Vector Control District**

TIME: 3:00 P.M. December 19, 2019

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

PRESIDENT:	Cheryl Brothers	Fountain Valley
VICE-PRESIDENT:	Shari Horne	Laguna Woods
SECRETARY:	Mike Alvarez	Orange

TRUSTEES PRESENT:

Anaheim	Lucille Kring	Lake Forest	Bob Holtzclaw
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Costa Mesa	Sandra Genis	Newport Beach	Jeff Herdman
Dana Point	Rick Viczorek	Orange	Michael Alvarez
Fountain Valley	Cheryl Brothers	Placentia	Craig Green
Fullerton	Jennifer Fitzgerald	Rancho Santa Margarita	April Josephson
Garden Grove	Stephanie Klopfenstein	San Clemente	Michelle Schumacher
Huntington Beach	Mike Posey	Santa Ana	Cecilia Aguinaga
Irvine	Farrah Khan	Seal Beach	Sandra Massa-Lavitt
La Habra	James Gomez	Tustin	Barry Cooper
La Palma	Marshall Goodman	Villa Park	Bill Nelson
Laguna Beach	Michael Morris	Westminster	Sergio Contreras
Laguna Hills	Larry Woodruff	Yorba Linda	Peggy Huang
Laguna Niguel	John Mark Jennings	County of Orange	Lala Ragen

TRUSTEES ABSENT:

Aliso Viejo	Ross Chun	Los Alamitos	Mark Chirco
Buena Park	Michael Davis	San Juan Capistrano	John Taylor
Cypress	Paulo Morales	Stanton	Gary Taylor
Laguna Woods	Shari Horne		

*Trustees Davis, Horne, Chirco, J. Taylor, and G. Taylor had an Excused Absence

OTHERS PRESENT:

Rick Howard, District Manager
Larry Shaw, Director of Operations
Lora Young, Director of Communications
Robert Cummings, Director of Scientific Technical Services
Tawnia Pett, Executive Assistant/Clerk of the Board
Dana Zamora, Administrative Specialist
Alan Burns, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** President Brothers called the meeting to order at 3:05 P.M.
2. **Pledge of Allegiance:** President Brothers asked Trustee Nelson to lead the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated 27 Trustees were present with Trustee Huang showing up late to bring the total to 28 out of the current Board membership of 35.
4. **Late/Other Communications:**
 - Late Communications:**
 - 1) Update to Agenda Item G.3
 - Other Communications:**
 - 1) Monthly City Reports

B. Public Comments: None**C. Presentations: None****D. OCMVCD Committee Reports to the Board of Trustees:**

1. Joint Committee Meeting – Budget & Finance and Building, Property, & Equipment Committees: Trustee Nelson reported on behalf of the committees. Trustee Nelson reported that the joint committee recommended the board approve option two from Agenda Item F.4 (Relocate to an existing building not on the current site and improve it to meet the needs of the District).
2. Joint Committee Meeting – Public Relations & Policy & Personnel Committees: Trustee Ruesch reported on behalf of the committees. Trustee Ruesch reported that the joint committee recommended moving forward with the Social Media Policy after it had been reviewed by the employee association.
3. Budget & Finance Committee: Committee Chair Nelson reported the committee recommended approving the contract with SCI to initiate preliminary consulting services for the establishment of Benefit Assessment Number 3 in the amount of \$54,500.

E. Consent Calendar: Items for Approval by General Consent

On motion from Trustee Posey, seconded by Trustee Kring, and passed by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.4. Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Hupp, Genis, Jennings, Aguinaga, Cooper, and Huang).

Ayes: Trustees, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Goodman, Morris, Woodruff, Jennings, Holtzclaw, Ruesch, Herdman, Alvarez, Green, Josephson, Schumacher, Aguinaga, Massa-Lavitt, Cooper, Nelson, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Davis, Morales, Horne, Chirco, J. Taylor, and G. Taylor.

1. **Approval of Minutes:** Approved, without reading, the Minutes of the 875th Meeting of the Board of Trustees held November 21, 2019.
2. **Received Warrant Register for October 2019: (Exhibit A)** Received and filed.
3. **Received Monthly Financial Report for October 2019: (Exhibit A)** Received and filed.
4. **Reviewed and Approved Orange County Mosquito and Vector Control District Mission Statement (Exhibit A)**

F. **Business and Action Items:**

1. **Approved Contract with SCI Consulting Group to Initiate Preliminary Consulting Services for the Establishment of Orange County Mosquito and Vector Control District Assessment District Number Three: (Exhibit A, B, C)** On motion from Trustee Posey, seconded by Trustee Kring, and approved by unanimous vote, the board of trustees approved contract with SCI Consulting Group to initiate preliminary consulting services for the establishment of Orange County Mosquito and Vector Control District Assessment District No. 3 in the amount of \$54,500 for Phase I work.

Ayes: Trustees, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Goodman, Morris, Woodruff, Holtzclaw, Ruesch, Herdman, Alvarez, Green, Josephson, Schumacher, Aguinaga, Cooper, Nelson, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Davis, Morales, Jennings, Horne, Chirco, J. Taylor, Massa-Lavitt, and G. Taylor.

2. **Adopt Board Policy Pertaining to the Management and Use of Social Media Platforms Related to District Activities: (Exhibit A, B) Agenda Item Pulled to a Future Meeting**
3. **Authorized Date Change of the March 19, 2020 Board of Trustees Meeting to March 26, 2020:** President Brothers made a substitute motion: Cancel the March 2020 Board Meeting unless there is something urgent that cannot be delayed until the April 2020 Board Meeting. On motion from President Brothers, seconded by Trustee Posey, and approved by majority vote, the board of trustees approved cancelling the March 2020 Board Meeting unless there is an urgent topic that needs to be addressed.

Ayes: Trustees, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Goodman, Woodruff, Holtzclaw, Ruesch, Herdman, Alvarez, Green, Josephson, Schumacher, Aguinaga, Cooper, Nelson, Contreras, Huang, and Ragen.

Noes: Trustee Morris.

Abstained: None.

Absent: Trustees Chun, Davis, Morales, Jennings, Horne, Chirco, J. Taylor, Massa-Lavitt, and G. Taylor.

4. Provided Director to Staff Pertaining to the District Office Relocation Plan:

(Exhibit A, B, C) On motion from Trustee Nelson, seconded by Trustee Gomez, and approved by unanimous vote, the board of trustees approved relocating to an existing building not on the current site and improve it to meet the needs of the District.

Ayes: Trustees, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Goodman, Morris, Woodruff, Holtzclaw, Ruesch, Herdman, Alvarez, Green, Josephson, Schumacher, Aguinaga, Cooper, Nelson, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Davis, Morales, Jennings, Horne, Chirco, J. Taylor, Massa-Lavitt, and G. Taylor.

G. Informational Items Only (NO ACTION NECESSARY):

1. **Staff Presentation:** Director of Scientific Services Cummings gave an update of vector activity in Orange County.
2. **Staff Presentation:** No outreach events took place in December.
3. **Trustee Terms to End January 6, 2020:** Received and filed.
4. **Recognize District Employees Years of Service:** Received and filed.

District Manager Howard introduced the new board trustees that were sitting in the audience: Jon Peat from the City of Cypress and Vladimir Anderson from the City of Lake Forest.

5. **Laboratory Reports- included in agenda packet:** Received and filed.

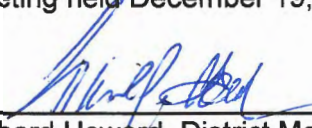
H. President's Report and Trustee Comments: None**I. District Manager's Report:** District Manager Howard reported:

1. District Manager Howard reported Microbiologist Fogarty had retired from the District after working at the District for 30 years.
2. District Manager Howard reported on the District holiday party that had taken place on December 17, 2019.
3. District Manager Howard introduced Dr. Daisy Rangel, the District's new Microbiologist.
4. District Manager Howard introduced a mosquito themed holiday song the District was going to post on social media the following day.

J. District Legal Counsel Report: None**K. Correspondence:** Staff Conference Reports from Meetings attended in November and December**L. Future Agenda Items: None****M. Adjournment:**

1. President Brothers adjourned the meeting at 4:10 p.m. to the next regularly scheduled meeting on Thursday, January 16, 2020.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held December 19, 2019



Richard Howard, District Manager

Approved as written and/or corrected by the Board of Trustees at its _____
_____ meeting held _____

ATTEST: _____
_____, Secretary



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: E.2

Prepared By: Tan Nguyen, Senior Accountant
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Warrant Register for November 2019

Recommended Action:

Receive and file.

Executive Summary:

Receive and file payment of warrant register (**Exhibit A**) dated January 16, 2020 in the amount of \$494,656.51 as presented by in-house check runs dated November 7, 14, 21, 27, and 28, 2019.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: November 2019 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS JANUARY 16, 2020

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS

1/16/2020

ACCOUNTS PAYABLE REGISTER

A/P Check Run	11/7/2019	176,699.94
A/P Check Run	11/14/2019	24,203.75
A/P Check Run	11/21/2019	17,909.77
A/P Check Run	11/27/2019	39,662.67
P/R CALPERS1	11/14/2019	37,865.28
P/R EDD	11/14/2019	10,985.39
P/R IRS	11/14/2019	36,196.05
P/R TASC	11/14/2019	2,761.21
P/R EEASSOC	11/14/2019	862.50
P/R ICMA	11/14/2019	20,121.77
P/R NATION	11/14/2019	5,245.00
P/R USB	11/14/2019	1,259.48
P/R CALPERS1	11/27/2019	10,457.57
P/R CALPERS1	11/28/2019	37,006.54
P/R EDD	11/28/2019	9,808.68
P/R IRS	11/28/2019	33,603.06
P/R TASC	11/28/2019	2,761.21
P/R EEASSOC	11/28/2019	862.50
P/R ICMA	11/28/2019	20,121.77
P/R NATION	11/28/2019	5,245.00
P/R USB	11/28/2019	1,017.37
TOTAL	\$	494,656.51

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to the accuracy and availability of funds for payment thereof. Subscribed and sworn on this 16TH day of January 2020.


Rick Howard, District Manager


Tan Nguyen, Finance Manager

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	JOZAN	Martine Jozan-Work	11/07/2019	250.00
24162	ADAPCO	ADAPCO, INC.	11/07/2019	16,522.40
24163	ALANS	Alan's Lawn & Garden Center, Inc.	11/07/2019	320.86
24164	AMAZON	AMAZON/SYNCB	11/07/2019	2,538.47
24165	BIO QUIP	Bio Quip Products	11/07/2019	375.03
24166	BUI DAN	Danny Bui	11/07/2019	150.00
24167	CINTAS	Cintas Corporation No. 2	11/07/2019	875.90
24168	DOWNTOW	Downtown Ford Sales	11/07/2019	85,904.29
24169	GFS	Governmental Financial Services	11/07/2019	845.00
24170	GRIFFIN	Griffin Hardware Company	11/07/2019	111.98
24171	HARPER	Harper & Burns, LLP	11/07/2019	3,402.50
24172	HILLS	Hill's Bros. Lock & Safe, Inc.	11/07/2019	46.06
24173	HRPS	CU Solutions Group, Inc.	11/07/2019	2,553.00
24174	IRON	Iron Mountain Records Mgmt, Inc.	11/07/2019	98.44
24175	LIFE	Life Technologies	11/07/2019	22,320.99
24176	MARTIN D	Daniel Martinez	11/07/2019	575.00
24177	PCMG	PCMG, Inc.	11/07/2019	6,986.66
24178	PR	P & R Paper Supply Company, Inc.	11/07/2019	692.58
24179	PRAXAIR	Praxair Distribution, Inc	11/07/2019	645.86
24180	SABA L	Lesly Saba	11/07/2019	150.00
24181	SEA LIFE	Sea Life Designs, Inc.	11/07/2019	565.96
24182	SMART	Smart & Final Stores Corp	11/07/2019	777.66
24183	SPECTRUM	Spectrum	11/07/2019	2,150.00
24184	ULINE	Uline Shipping Supply Specialists	11/07/2019	201.53
24185	VZCONNEC	VERIZON CONNECT NWF, INC	11/07/2019	1,773.84
24186	WINNER	Winner Chevrolet, Inc.	11/07/2019	25,865.93
Total for 11/7/2019:				176,699.94
ACH	CalPERS1	CalPERS	11/14/2019	37,865.28
ACH	EDD	Employment Development Dept.	11/14/2019	10,985.39
ACH	IRS	Internal Revenue Service	11/14/2019	35,825.56
ACH	STATE	STATE DISBURSEMENT UNIT	11/14/2019	370.49
ACH	TASC	Total Administrative Services Corp.	11/14/2019	2,761.21
ACH	EEASSOC	OCVCD Employee Association	11/14/2019	862.50
ACH	ICMA	ICMA	11/14/2019	20,121.77
ACH	NATION	Nationwide Retirement Solutions	11/14/2019	5,245.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	11/14/2019	1,259.48
24187	AT T	AT&T MOBILITY	11/14/2019	31.47
24188	AT&T	AT&T	11/14/2019	67.49
24189	BIO QUIP	Bio Quip Products	11/14/2019	1,129.80
24190	EAGLE	Eagle Aerial Solutions	11/14/2019	14,450.00
24191	GG DISP	Republic Waste Svcs of So. Calif., LLC	11/14/2019	2,250.16
24192	GRIFFIN	Griffin Hardware Company	11/14/2019	347.39
24193	KWEST	K'WEST Printing	11/14/2019	1,218.00
24194	ORVAC	ORVAC ELECTRONICS	11/14/2019	60.89
24195	PCMG	PCMG, Inc.	11/14/2019	1,399.86

Check No	Vendor No	Vendor Name	Check Date	Check Amount
24196	PRAXAIR	Praxair Distribution, Inc	11/14/2019	645.86
24197	QDOXS	Q Document Solutions, Inc,	11/14/2019	122.35
24198	SCG	Southern Calif. Gas Co.	11/14/2019	67.79
24199	SCIENTIF	Scientific Refrigeration	11/14/2019	1,280.10
24200	SPARK	Sparkletts	11/14/2019	515.97
24201	XEROX	Xerox Financial Services	11/14/2019	616.62
Total for 11/14/2019:				139,500.43
ACH	BENNETT	Stephen Bennett	11/21/2019	234.05
ACH	BOBBITT	Catherine Bobbitt	11/21/2019	234.05
ACH	CAMPBELL	JAMES CAMPBELL	11/21/2019	76.01
ACH	DAIKER	John Daiker	11/21/2019	260.80
ACH	EDISON	SUZANNE R. EDISON	11/21/2019	271.00
ACH	ELLIOTT	MARGARET ELLIOTT	11/21/2019	39.34
ACH	EVER	GARY EVERINGHAM	11/21/2019	104.90
ACH	Goedhart	Gerard Goedhart	11/21/2019	234.05
ACH	HEARST	Michael Hearst	11/21/2019	434.05
ACH	Huff	Robert Huff	11/21/2019	234.05
ACH	KELLER	JUSTINE KELLER	11/21/2019	76.01
ACH	KIMBALL	Deborah Kimball	11/21/2019	234.05
ACH	KOENIG	Steve Koenig	11/21/2019	234.05
ACH	LACHANCE	Glenn LaChance	11/21/2019	322.45
ACH	LOUGHNER	LINDA LOUGHNER	11/21/2019	202.00
ACH	MCCARTY	Danny McCarty	11/21/2019	234.05
ACH	MILLER J	Jon Miller	11/21/2019	135.50
ACH	MONTANI	Karen Montani	11/21/2019	100.38
ACH	PARSONS	John Parsons	11/21/2019	234.05
ACH	REES	JETTE REES	11/21/2019	112.00
ACH	Rehders	Renee Rehders	11/21/2019	234.05
ACH	REINIG	Allyson Reinig	11/21/2019	234.05
ACH	Reisin	Caroline Reisinger	11/21/2019	234.05
ACH	Reynolds	Thomas Reynolds	11/21/2019	39.34
ACH	RINCON	Claudio Rincon	11/21/2019	234.05
ACH	SIPE	Russell Sipe	11/21/2019	234.05
24202	AIRGAS	AIRGAS USA, LLC	11/21/2019	1,382.82
24203	ASABE	American Society of Agriculture & Biologic	11/21/2019	15.00
24204	DNA TECH	INTEGRATED DNA TECHNOLOGIES	11/21/2019	851.51
24205	HILLS	Hill's Bros. Lock & Safe, Inc.	11/21/2019	14.95
24206	HOIST	Hoist Service Inc,	11/21/2019	715.00
24207	HOME DEP	Acct 6035 3225 0389 2048 Home Depot Cr	11/21/2019	1,394.28
24208	JKI	Francisco Brito	11/21/2019	74.00
24209	P4 INC	PACIFIC 4	11/21/2019	1,017.02
24210	PARS	Public Agency Retirement Svcs	11/21/2019	320.34
24211	PRAXAIR	Praxair Distribution, Inc	11/21/2019	579.52
24212	S & R	S & R A/C And Heating, Inc.	11/21/2019	2,434.00
24213	SCHORR	Schorr Metals	11/21/2019	10.45
24214	SIMPLEX	Johnson Controls SimplexGrinnell LP	11/21/2019	2,442.36
24215	STERI	Stericycle, Inc.	11/21/2019	1,168.70
24216	ABBE	ROGER ABBE	11/21/2019	39.34
24217	Velten	Robert K. Velten	11/21/2019	234.05
Total for 11/21/2019:				17,909.77
ACH	CALPERS1	CalPERS	11/27/2019	10,457.57
ACH	JOZAN	Martine Jozan-Work	11/27/2019	750.00
ACH	PACIFIC	Tina Pacific	11/27/2019	662.77

Check No	Vendor No	Vendor Name	Check Date	Check Amount
24218	BIO QUIP	Bio Quip Products	11/27/2019	1,576.59
24219	CAGATE	California Gate & Entry System	11/27/2019	123.75
24220	CINTAS	Cintas Corporation No. 2	11/27/2019	2,529.92
24221	CLARKE	Clarke Mosquito Control Prod Inc.	11/27/2019	5,116.81
24222	CROWN	Crown Maintenance	11/27/2019	215.00
24223	DPR	Department of Pesticide Regulation	11/27/2019	260.00
24224	ENVIRO	Enviro Services, Inc.	11/27/2019	1,666.15
24225	FEDEX	Federal Express Corp.	11/27/2019	193.37
24226	FM	F M CREDIT CARD	11/27/2019	8,433.00
24227	GENESEE	Genesee Scientific Corporation	11/27/2019	172.93
24228	GGALARM	City of Garden Grove	11/27/2019	25.00
24229	GRAINGER	Grainger	11/27/2019	76.19
24230	JACOT	Jacot Plumbing Inc.	11/27/2019	892.82
24231	JKI	Francisco Brito	11/27/2019	78.00
24232	KOSMONT	Kosmont & Associates	11/27/2019	4,010.40
24233	LAMPIRE	Lampire Biological Laboratories, Inc.	11/27/2019	291.00
24234	LIFE	Life Technologies	11/27/2019	2,174.13
24235	MCFADDEN	McFadden-Dale Industrial Hardware, LLC	11/27/2019	288.19
24236	MOREY	Nick Morey	11/27/2019	150.00
24237	MUDGE	William Mudge	11/27/2019	32.08
24238	OREILLY	O'Reilly Auto Enterprises, LLC	11/27/2019	1,042.54
24239	ORVAC	ORVAC ELECTRONICS	11/27/2019	37.55
24240	PCMG	PCMG, Inc.	11/27/2019	2,725.47
24241	PRAXAIR	Praxair Distribution, Inc	11/27/2019	322.93
24242	RODRIG	Agripino Rodriguez	11/27/2019	150.00
24243	RONCO	Ronco Plastics	11/27/2019	421.76
24244	STAPLES	Staples Business Advantage	11/27/2019	2,077.79
24245	TARGET	Target Specialty Products	11/27/2019	751.07
24246	TOYOTAGG	Toyota Place	11/27/2019	326.81
24247	VZCONNEC	VERIZON CONNECT NWF, INC	11/27/2019	1,876.05
24248	ZEP	Acuity Specialty Products, Inc.	11/27/2019	212.60
Total for 11/27/2019:				50,120.24
ACH	CalPERS1	CalPERS	11/28/2019	37,006.54
ACH	EDD	Employment Development Dept.	11/28/2019	9,808.68
ACH	IRS	Internal Revenue Service	11/28/2019	33,232.57
ACH	STATE	STATE DISBURSEMENT UNIT	11/28/2019	370.49
ACH	TASC	Total Administrative Services Corp.	11/28/2019	2,761.21
ACH	EEASSOC	OCVCD Employee Association	11/28/2019	862.50
ACH	ICMA	ICMA	11/28/2019	20,121.77
ACH	NATION	Nationwide Retirement Solutions	11/28/2019	5,245.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	11/28/2019	1,017.37
Total for 11/28/2019:				110,426.13
Report Total (135 checks):				494,656.51



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: E.3

Prepared By: Tan Nguyen, Senior Accountant
Submitted By: Rick Howard, District Manager

Agenda Title:

Monthly Financial Report for November 2019

Recommended Action:

Receive and file.

Executive Summary:

Accept for inclusion as **Exhibit A**, the Orange County Mosquito and Vector Control District Monthly Financial Report for November 2019

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: Monthly Financial Report for November 2019

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending November 30, 2019


Fund No.	Fund	Cash Balance 10/31/2019	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 11/30/2019	Cash Balance 11/30/2018
10	Operating	\$ 1,335,919	\$ 2,649,214	\$ 973,464	\$ -	\$ 6,269	\$ 3,017,938	\$ 1,241,074
20	Vehicle Replacement	527,278	3,570	-	-	-	530,848	517,220
30	Liability Reserve	351,976	-	-	-	-	351,976	345,262
40	Equipment Replacement	823,496	-	-	-	-	823,496	807,789
50	Emergency Vector Control	1,648,788	-	-	-	-	1,648,788	1,617,337
60	Facility Improvement	7,290,771	25,438	1,726	-	-	7,314,483	6,896,697
70	Habitat Remediation	96,902	-	-	-	-	96,902	96,902
90	Retiree Medical Insurance	(320,063)	3,210	5,490	-	(9,448)	(331,791)	(24,063)
95	Retirement Contingency	249,219	-	-	-	-	249,219	3,103,239
99	Payroll Clearing	59,822	-	-	-	12,891	72,713	66,730
		\$ 12,064,108	\$ 2,681,432	\$ 980,680	\$ -	\$ 9,712	\$ 13,774,572	\$ 14,668,187

980,679.75

Cash & Investment Balances:		Monthly Yield
California LAIF	4,777,317	2.103%
O.C. Treasurer	1,692,913	2.014%
Wells Fargo Brokerage account		
Money market (par)	490,188	0.960%
Corporate bonds (par)	1,225,000	2.920%
Government bonds (par)	1,900,000	2.420%
Certificates of deposit (par)	1,400,000	2.380%
Unamortized premium/(discount)	35,548	n/a
F&M Checking	1,768,015	n/a
Payroll Checking	329,368	n/a
F&M HBP	146,223	0.05%
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 13,774,572	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	3,534,083	3.52%
PARS Pension Trust	2,112,484	3.52%
Total PARS Trust Balances	\$ 5,646,567	


Richard Howard
District Manager


Tan Nguyen
Finance Manager

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	FY 18/19 Comparison
July	\$ 47,508	\$ 834,546	\$ -	\$ (148,702)	\$ (935,740)	\$ (1,529,844)
August	\$ 74,536	\$ 1,700,064	\$ -	\$ 123,699	\$ (1,501,829)	\$ (1,022,210)
September	\$ 182,745	\$ 1,023,724	\$ -	\$ (23,598)	\$ (864,577)	\$ (841,887)
October	\$ 99,597	\$ 1,516,683	\$ -	\$ (1,935)	\$ (1,419,021)	\$ (971,384)
November	\$ 2,681,432	\$ 980,680	\$ -	\$ 9,712	\$ 1,710,464	\$ 1,372,175
December					\$ -	\$ 4,113,990
January					\$ -	\$ 33,671
February					\$ -	\$ (567,125)
March					\$ -	\$ 79,195
April					\$ -	\$ 2,895,470
May					\$ -	\$ (748,502)
June					\$ -	\$ (1,109,102)

Total YTD	\$ 3,085,818	\$ 6,055,697	\$ -	\$ (40,824)	\$ (3,010,703)	\$ 1,704,447
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Revenues: 42% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	6,313,300	1,193,550	18.9%
1996 Benefit Assessment	1,555,000	313,179	20.1%
2004 Benefit Assessment	6,624,150	1,275,211	19.3%
Interest and Concessions	35,000	37,463	107.0%
Miscellaneous	-	6,578	0.0%
Successor Agency Pass thru/Residual	400,000	361	0.1%
Rent for Cell Sites	28,200	11,958	42.4%
VCJPA Pooled Services	75,000	-	0.0%
CDPH - CA State Grant	-	-	0.0%
Charges for Services	38,000	42,844	112.7%
Total Operating Fund Revenues	\$ 15,068,650	\$ 2,881,144	19.1%

The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May.

Interest was budgeted conservatively & actual exceeds expectations.

Monies come through the County; timing & amount are unpredictable.

Anticipated refund should be received in December.

Collections of prior year charges are included in current year revenue.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	20,000	6,133	30.7%
30	Liability Reserve	3,000	1,711	57.0%
40	Equipment Replacement	7,000	4,003	57.2%
50	Emergency Vector Control	14,000	8,015	57.3%
60	Facility Improvement	379,610	168,914	44.5%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	33,140	14,686	44.3%
95	Retirement Contingency	16,000	1,212	7.6%
	Total Other Funds	\$ 449,750	\$ 204,674	45.5%
	Total Revenue	\$ 15,541,400	\$ 3,085,818	19.9%

Expenditures: 42% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	78,750	13,275	16.9%
120	District Manager	415,700	159,455	38.4%
130	Legal Services	120,000	19,377	16.1%
140	Non-Departmental	312,600	91,424	29.2%
	Executive	\$ 927,050	\$ 283,531	30.6%
210	Administrative Services	882,600	284,751	32.3%
220	Insurance	703,500	673,911	95.8%
	Administrative Services	\$ 1,586,100	\$ 958,662	60.4%
310	Technical Services	1,827,440	673,829	36.9%
	Scientific Technical Services	\$ 1,827,440	\$ 673,829	36.9%
410	Field Operations	6,985,290	2,901,390	41.5%
430	Vehicle Maintenance	868,285	400,877	46.2%
440	Building Maintenance	270,620	117,562	43.4%
	Operations	\$ 8,124,195	\$ 3,419,829	42.1%
510	Public Information	841,177	259,183	30.8%
520	Information Technology	795,340	295,079	37.1%
530	Public Service	169,950	70,831	41.7%
	Public Information	\$ 1,806,467	\$ 625,093	34.6%
	Total Operating Fund Expenditures	\$ 14,271,252	\$ 5,960,944	41.8%

Invoices are paid monthly, 1-2 months after services provided.

Annual insurance premiums are typically paid in August.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	44,000	12,877	29.3%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	187,300	81,876	43.7%
95	Retirement Contingency	16,000	-	0.0%
	Total Other Funds	\$ 247,300	\$ 94,753	38.3%
	Total Expenditures	\$ 14,518,552	\$ 6,055,697	41.7%



SNAPSHOT

Current period ending November 30, 2019

ACCOUNT NAME: ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT

ACCOUNT NUMBER: [REDACTED]

Your Financial Advisor:
THE HOBBS AND CONNER GROUP OF 400 E MAIN ST STE 100 1ST FL
WELLS FARGO ADVISORS VISALIA CA 93291
Phone: 559-713-7745 / 800-688-8590

If you have more than one account with us, why not link them and receive summary information for your entire household? Contact Your Financial Advisor for more details.

ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT
13001 GARDEN GROVE BLVD
GARDEN GROVE CA 92843-2102

Message from Wells Fargo Advisors
AGAINST THE BACKDROP OF AN AGING ECONOMIC EXPANSION, HOW CAN INVESTORS BETTER PREPARE FOR THE UNKNOWN? FIND OUT WHAT OUR STRATEGISTS THINK IN OUR REPORT, 2020 OUTLOOK-A CALL FOR RESILIENCE. VISIT WELLSFARGOADVISORS.COM/OUTLOOK TO DOWNLOAD YOUR FREE COPY.

News
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- Not a Deposit or Other Obligation of, or Guaranteed by, the Bank or Any Bank Affiliate
- Subject to Investment Risks, Including Possible Loss of the Principal Amount Invested

General instructions and disclosures

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Trade date statement

All activity and positions on this statement are shown as of the date a trade is entered on the brokerage trading system (i.e., the trade date). Proceeds from the sale of securities and costs for the purchase of securities are not transacted through your account until the actual settlement date of the trade.

Pricing of securities

Securities prices reflected on your statement may vary from actual liquidation value. Prices shown are provided by outside quotation services which we believe to be reliable but due to the nature of market data the accuracy of such prices cannot be guaranteed, or in the absence of such pricing, are estimated by Wells Fargo Advisors using available information and its judgment. Such estimates may not reflect actual trades and do not reflect a commitment by the firm to buy or sell at those prices. Securities listed on a national exchange such as the NYSE or Nasdaq Stock Market are priced as of the close of the statement period. Unlisted shares may be valued at the current best published "bid-price", and, if none exists, the last reported transaction if occurring within the last 45 days. Prices of securities not actively traded may not be available and are indicated by "N/A." Corporate and municipal bonds and other fixed income securities are priced by a computerized pricing service or, for less actively traded issues, by utilizing a yield-based matrix system to arrive at an estimated market value. Listed options are priced based on the closing "bid-ask" prices and the last reported trade. Mutual fund shares are priced at net asset value. Shares of direct participation program (DPP) and real estate investment trust (REIT) securities that are not listed on a national exchange are generally illiquid. Because no formal trading market may exist for these investments, their values are estimated. Unless otherwise indicated, the values shown for DPP and REIT securities have been provided by the management of each program and represent that management's estimate of the investor's interest in the net assets of the program. See statement sections for additional pricing information. Prices for hedge funds and certain managed futures funds are provided on a month delay basis. Other managed futures funds may be priced more frequently. Long-term certificates of deposit (maturity beyond one year from date of issue) are priced using a market value pricing model. Generally, the sale or redemption price of your securities may be higher or lower than the prices shown on your statement. For an actual quote, contact the individual servicing your account.

Estimated annual income/yield

Estimated Annual Income (EAI), when available, reflects the estimated amount you would earn on a security if your current position and its related income remained constant for a year. Estimated Annual Yield (EAY), when available, reflects the current estimated annual income divided by the current value of the security as of the statement closing date. EAI and EAY are estimates and the actual income and yield might be lower or higher than the estimated amounts. EAY reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate. The information used to derive these estimates is obtained from various outside vendors; Wells Fargo Advisors is not responsible for incorrect or missing estimated annual income and yields. Past performance is not a guarantee of future results.

Income summary

The Income summary displays all income as recorded in the tax system as of period end date. The totals in the Cash flow snapshot may not match the totals in the Income snapshot due to reclassifications or other corrections made in the tax system. Remember, you may have certain products that are not included in these figures and whose income is only available on the tax forms sent to you at year-end. Reclassifications and other tax reporting requirements may alter these numbers both during and after year end. You should rely only on tax reporting documents. Contact your tax advisor if you have any questions about the tax consequences of your brokerage activity.

Texas Designation

If you are a resident of Texas who has purchased mutual fund shares, you may designate a representative to receive notification to assist in avoiding escheatment of assets in your investment account to the State of Texas. The designated representative does not have any rights to your account. Please use the Texas Unclaimed Property link (<https://claimintexas.org/>) to access the Designation of Representative for Notice Request form which you may complete and return to us at **ATTN: H0006-08K, 1 N. Jefferson Ave, St. Louis, MO 63103** or return by email at clientcontact@firstclearing.com.

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This account statement contains important information about your brokerage account, including recent transactions. All account statements sent to you shall be deemed complete and accurate if not objected to in writing within ten days of receipt. We encourage you to review the details in this statement. If you do not understand any of the information in your statement or if you believe there are any inaccuracies or discrepancies in your statement, you should promptly report them to the manager of the Wells Fargo Advisors office listed on the front of your statement. To further protect your rights, including any rights under the Securities Investor Protection Act, any verbal communications with Wells Fargo Advisors should be re-confirmed in writing. Inquiries or complaints about your account statement, including the positions and balances in your account, may be directed to **Wells Fargo Advisors Client Services at (866) 887-2402 or ATTN: H0005-087, 1 N. Jefferson Ave, St. Louis, MO 63103**.

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MSRB Disclosure: A brochure describing the protections available under MSRB rules and how to file a complaint is available at www.MSRB.org.

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Investment objectives/Risk tolerances

Please inform us promptly of any material change that might affect your investment objectives, risk tolerances or financial situation, or if you wish to impose or change any reasonable restrictions on the management of your account. A copy of the Investment Advisory Services Disclosure document is available without charge upon request. Please contact the individual denoted on the front of your statement to update your information and to receive a copy of this document.

Tax reporting

We are required by federal law to report annually to you and to the Internal Revenue Service (IRS) on Form(s) 1099 interest income, dividend payments and sales proceeds including cost basis information for applicable transactions credited to your account.



SNAPSHOT

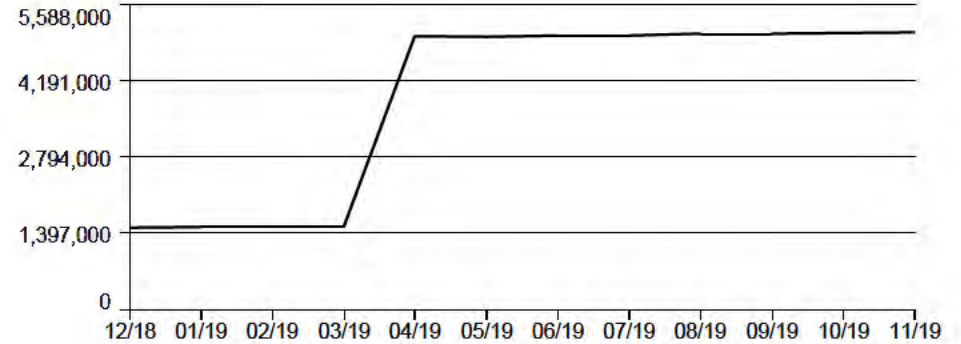
ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Progress summary

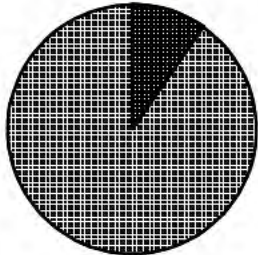
	THIS PERIOD	THIS YEAR
Opening value	\$5,071,136.32	\$1,502,108.95
Cash deposited	0.00	3,500,000.00
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	8,305.01	77,332.38
Closing value	\$5,079,441.33	\$5,079,441.33

Value over time



Portfolio summary

CURRENT



ASSETS	ASSET TYPE	PREVIOUS VALUE ON OCT 31	%	CURRENT VALUE ON NOV 30	%	ESTIMATED ANN. INCOME
	Cash and sweep balances	374,955.57	7.39	490,187.83	9.65	4,706
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	4,696,180.75	92.61	4,589,253.50	90.35	116,820
	Mutual funds	0.00	0.00	0.00	0.00	0
	Asset value	\$5,071,136.32	100%	\$5,079,441.33	100%	\$121,526

SNAPSHOT

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Cash flow summary

	THIS PERIOD	THIS YEAR
Opening value of cash and sweep balances	\$374,955.57	
Income and distributions	15,232.26	82,957.69
Securities sold and redeemed	100,000.00	1,200,000.00
Electronic funds transfers	0.00	3,500,000.00
Net additions to cash	\$115,232.26	\$4,782,957.69
Securities purchased	0.00	-5,794,878.81
Net subtractions from cash	\$0.00	-\$5,794,878.81
Closing value of cash and sweep balances	\$490,187.83	

Income summary *

	THIS PERIOD	THIS YEAR
TAXABLE Money market/sweep funds	333.93	15,940.54
Interest	14,898.33	67,017.15
Total taxable income	\$15,232.26	\$82,957.69
Total federally tax-exempt income	\$0.00	\$0.00
Total income	\$15,232.26	\$82,957.69

* Certain distributions made in the current year are reported as prior year income according to IRS regulations. This may cause a difference between Cash Flow and Income Summary totals.

Gain/loss summary

	UNREALIZED	THIS PERIOD REALIZED	THIS YEAR REALIZED
Short term (S)	29,259.67	0.00	277.07
Long term (L)	0.00	0.00	0.00
Total	\$29,259.67	\$0.00	\$277.07



SNAPSHOT

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER:

Your Financial Advisor

THE HOBBS AND CONNER GROUP OF WELLS FARGO ADVISORS
Phone: 559-713-7745 / 800-688-8590

400 E MAIN ST STE 100 1ST FL
VISALIA CA 93291

Client service information

Client service: 800-266-6263
En español: 800-326-8977
Website: www.wellsfargoadvisors.com

Account profile

Full account name: ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Account type: Brokerage Cash Services
Investment objective/Risk tolerance: CONSERVATIVE INCOME
Sweep option: WELLS FARGO 100% TREASURY MONEY MARKET

For your consideration

Go paperless. Accessing your account documents online is easy, secure, and costs nothing. Sign on to wellsfargoadvisors.com with your Access Online Username and Password, select Statements & Docs, and then click on the Delivery Preferences Quick Link.

Document delivery status

Table with 3 columns: Document type, Paper, Electronic. Rows include Statements, Trade confirmations, Tax documents, Shareholder communications, and Other documents.

Available funds

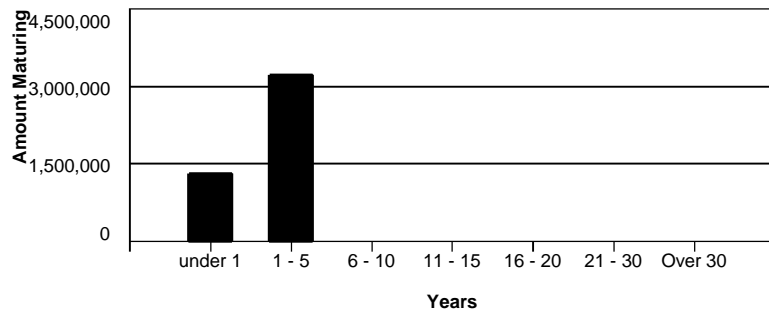
Table with 2 columns: Fund type, Amount. Rows include Cash, Money market and sweep funds, Available for loan, and Your total available funds.

*For more information, please visit us at: www.wellsfargoadvisors.com/disclosures

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Bond maturity schedule



MATURING IN:	AMOUNT MATURING	CURRENT VALUE	% OF MATURING VALUE
under 1 year	1,300,000.00	1,306,342.00	28.73
1 to 5 years	3,225,000.00	3,282,911.50	71.27
6 to 10 years	0.00	0.00	0.00
11 to 15 years	0.00	0.00	0.00
16 to 20 years	0.00	0.00	0.00
21 to 30 years	0.00	0.00	0.00
over 30 years	0.00	0.00	0.00
Total	\$4,525,000.00	\$4,589,253.50	100.00%

Additional information

	THIS PERIOD	THIS YEAR		THIS PERIOD	THIS YEAR
Accrued interest on purchases	0.00	-26,299.70	Gross proceeds	100,000.00	1,200,000.00

Portfolio detail

Cash and Sweep Balances

Sweep Balances - You have the right, in the course of normal business operations, to withdraw balances in the Bank Deposit Sweep Program(s) or redeem shares of the money market mutual fund used in the sweep, subject to any open commitments in any of your accounts and have the proceeds returned to your accounts or remitted to you. Note, however, that as required by federal banking regulations, the banks in the Bank Deposit Sweep Program(s) reserve the right to require seven days prior notice before permitting a transfer out of the Bank Deposit Sweep Program(s). In addition, the money market mutual funds in the sweep reserve the right to require one or more day's prior notice before permitting withdrawals.

Money Market Mutual Fund - Funds seek to preserve a value at \$1.00 per share, but it is possible to lose money by investing in these funds. Investments in money market funds are not bank deposits and are not insured by the FDIC or any other government agency. They are instead covered by SIPC. Estimated Annual Yield on money market funds, when available, reflects the current estimated yield for the Interest Period dates displayed. For more complete information, including fees, expenses and risks, please request a prospectus from Your Financial Advisor.

DESCRIPTION	% OF ACCOUNT	CURRENT MARKET VALUE	EST MATED ANNUAL INCOME	ESTIMATED CURRENT YIELD (%)
WELLS FARGO 100% TREASURY MONEY MARKET Interest Period 11/01/19 - 11/30/19	9.65	490,187.83	4,706.00	0.96
Total Cash and Sweep Balances	9.65	\$490,187.83	\$4,706.00	



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Corporate and municipal bonds and other fixed income securities are priced by a computerized pricing service or, for less actively traded issues, by utilizing a yield-based matrix system to arrive at an estimated market value.

Corporate Bonds

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
APPLE INC SR UNSECURED CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 Moody AA1 , S&P AA+ CUSIP 037833AR1 Acquired 06/04/19 S	5.00	250,000	101.26 101.68	253,163.88 254,209.50	101.5430	253,857.50	693.62	494.79	7,125	2.80
PFIZER INC SR UNSECURED CPN 2.800% DUE 03/11/22 DTD 03/11/19 FC 09/11/19 Moody A1 , S&P AA- CUSIP 717081ER0 Acquired 05/21/19 S	2.01	100,000	101.26 101.54	101,269.18 101,548.00	102.0920	102,092.00	822.82	622.22	2,800	2.74
IBM CORP SR UNSECURED CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/13/19 Moody A2 , S&P A CUSIP 459200JX0 Acquired 05/10/19 S	3.01	150,000	100.70 100.84	151,051.08 151,274.50	101.8860	152,829.00	1,777.92	213.75	4,275	2.79
JPMORGAN CHASE & CO SR UNSECURED CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 Moody A2 , S&P A- CUSIP 46625HJH4 Acquired 05/13/19 S	5.08	250,000	101.52 101.77	253,813.91 254,432.00	103.2870	258,217.50	4,403.59	2,800.00	8,000	3.09

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Corporate Bonds continued

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
EXXON MOBIL CORPORATION SR UNSECURED CALLABLE CPN 2.726% DUE 03/01/23 DTD 03/03/16 FC 09/01/16 CALL 01/01/23 @ 100.000 Moody AAA , S&P AA+ CUSIP 30231GAR3 Acquired 07/12/19 S	2.52	125,000	102.17 102.42	127,722.69 128,042.00	102.5040	128,130.00	407.31	851.88	3,408	2.65
COMCAST CORP SR UNSECURED CPN 3.000% DUE 02/01/24 DTD 01/10/17 FC 08/01/17 CALL 01/01/24 @ 100.000 Moody A3 , S&P A- CUSIP 20030NBX8 Acquired 05/08/19 S	5.09	250,000	101.31 101.47	253,282.91 253,702.00	103.4800	258,700.00	5,417.09	2,500.00	7,500	2.89
IBM CORP SR UNSECURED CPN 3.625% DUE 02/12/24 DTD 02/12/14 FC 08/12/14 Moody A2 , S&P A CUSIP 459200HU8 Acquired 05/10/19 S	2.08	100,000	103.23 103.62	103,238.68 103,629.00	105.5920	105,592.00	2,353.32	1,097.57	3,625	3.43
Total Corporate Bonds	24.79	1,225,000		\$1,243,542.33 \$1,246,837.00		\$1,259,418.00	\$15,875.67	\$8,580.21	\$36,733	2.92



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Government Bonds

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
US TREASURY WI NOTES CPN 2.250% DUE 03/31/20 DTD 03/31/18 FC 09/30/18 Moody AAA CUSIP 9128284C1 Acquired 05/13/19 S	4.93	250,000	100.05 100.15	250,148.83 250,388.64	100.1870	250,467.50	318.67	952.87	5,625	2.24
US TREASURY NOTES CPN 2.625% DUE 07/31/20 DTD 07/31/18 FC 01/31/19 Moody AAA CUSIP 912828Y46 Acquired 05/13/19 S	4.95	250,000	100.39 100.70	250,978.78 251,767.31	100.6250	251,562.50	583.72	2,193.44	6,563	2.60
FEDERAL NATL MTG ASSN NOTES CPN 2.875% DUE 10/30/20 DTD 11/01/18 FC 04/30/19 Moody AAA , S&P AA+ REMAIN BAL 250,000.00 NOV FACTOR 1.00000000 CUSIP 3135G0U84 Acquired 07/19/19 S	4.98	250,000	100.99 101.36	252,477.67 253,425.11	101.0870	252,717.50	239.83	618.92	7,188	2.84
FEDERAL NATL MTG ASSN NOTES CALLABLE CPN 2.000% DUE 10/30/20 DTD 04/30/12 FC 10/30/12 S&P AA+ REMAIN BAL 250,000.00 NOV FACTOR 1.00000000 CUSIP 3136G0FJ5 Acquired 06/14/19 S	4.94	250,000	100.12 100.18	250,319.21 250,472.82	100.2850	250,712.50	393.29	430.56	5,000	1.99

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Government Bonds continued

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
US TREASURY NOTES CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 Moody AAA CUSIP 9128284P2 Acquired 05/13/19 S	4.99	250,000	100.98 101.33	252,453.19 253,350.75	101.3320	253,330.00	876.81	288.46	6,563	2.59
FEDERAL NATL MTG ASSN NOTES CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 Moody AAA , S&P AA+ REMAIN BAL 250,000.00 NOV FACTOR 1.00000000 CUSIP 3135G0U35 Acquired 06/04/19 S	5.00	250,000	101.53 102.00	253,841.33 255,015.78	101.6480	254,120.00	278.67	3,036.46	6,875	2.70
FEDERAL NATL MTG ASSN BONDS CPN 2.000% DUE 01/05/22 DTD 01/09/17 FC 07/05/17 Moody AAA , S&P AA+ REMAIN BAL 150,000.00 NOV FACTOR 1.00000000 CUSIP 3135G0S38 Acquired 08/28/19 S	2.97	150,000	101.33 101.48	152,001.62 152,238.52	100.7000	151,050.00	-951.62	1,216.67	3,000	1.98
US TREASURY NOTES CPN 2.250% DUE 04/15/22 DTD 04/15/19 FC 10/15/19 Moody AAA CUSIP 9128286M7 Acquired 07/12/19 S	4.99	250,000	101.29 101.48	253,227.37 253,725.75	101.4450	253,612.50	385.13	722.34	5,625	2.21
Total Government Bonds	37.75	1,900,000		\$1,915,448.00 \$1,920,384.68		\$1,917,572.50	\$2,124.50	\$9,459.72	\$46,438	2.42



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Certificates of Deposit

Long-term certificates of deposit (maturity beyond one year from date of issue) are priced using a market value pricing model.

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
ENERBANK USA CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.350% DUE 02/10/20 DTD 05/10/19 FC 06/10/19 CUSIP 29278TG6 Acquired 05/10/19 S nc	1.97	100,000	100.00 99.99	100,001.60 100,006.00	100.1520	100,152.00	150.40	135.21	2,350	2.34
FIRST REPUBLIC BANK CD SAN FRANCISCO CA ACT/365 FDIC INSD CPN 2.400% DUE 05/19/20 DTD 05/20/19 FC 05/19/20 CUSIP 33616CDK3 Acquired 05/08/19 S nc	3.95	200,000	100.00	200,000.00	100.3650	200,730.00	730.00	2,564.38	4,800	2.39
SALLIE MAE BANK CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 CUSIP 7954502W4 Acquired 05/08/19 S	1.99	100,000	100.00	100,000.00	101.1850	101,185.00	1,185.00	107.40	2,450	2.42
SALLIE MAE BANK CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 11/15/19 CUSIP 7954502X2 Acquired 05/08/19 S	2.01	100,000	100.00	100,000.00	101.9220	101,922.00	1,922.00	111.79	2,550	2.50
ALLY BANK CD MIDVALE UT ACT/365 FDIC INSD CPN 1.850% DUE 08/29/22 DTD 08/29/19 FC 02/29/20 CUSIP 02007GLJ0 Acquired 08/23/19 S	3.94	200,000	100.00	200,000.00	100.1670	200,334.00	334.00	952.88	3,700	1.84

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Certificates of Deposit continued

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
MORGAN STANLEY BK NA CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.650% DUE 01/25/23 DTD 01/25/18 FC 07/25/18 CUSIP 61747MH46 Acquired 06/24/19 S	2.02	100,000	100.99 101.12	100,998.74 101,128.00	102.5470	102,547.00	1,548.26	936.58	2,650	2.58
COMENITY BANK CD WILMINGTON DE ACT/365 JUMBO CD FDIC INSD CPN 2.700% DUE 05/15/23 DTD 05/15/19 FC 06/15/19 CUSIP 99000QJD7 Acquired 05/08/19 S	2.00	100,000	100.00	100,000.00	101.8380	101,838.00	1,838.00	118.36	2,700	2.65
BMO HARRIS BANK NA CD CHICAGO IL ACT/365 CALLABLE FDIC INSD CPN 2.700% DUE 05/23/23 DTD 05/23/19 FC 08/23/19 CALL 02/23/20 @ 100.000 CUSIP 05581WT70 Acquired 05/10/19 S	3.95	200,000	100.00	200,000.00	100.2580	200,516.00	516.00	118.36	5,400	2.69
COMENITY BANK CD WILMINGTON DE ACT/365 JUMBO CD FDIC INSD CPN 2.800% DUE 05/15/24 DTD 05/15/19 FC 06/15/19 CUSIP 99000QJE5 Acquired 05/08/19 S	2.02	100,000	100.00	100,000.00	102.7690	102,769.00	2,769.00	122.74	2,800	2.72
GOLDMAN SACHS BK USA CD NEW YORK NY ACT/365 CALLABLE FDIC INSD CPN 2.100% DUE 08/21/24 DTD 08/21/19 FC 02/21/20 CALL 02/21/20 @ 100.000 CUSIP 38149MFA6 Acquired 08/19/19 S	1.97	100,000	100.00 100.00	100,003.16 100,007.00	100.1000	100,100.00	96.84	586.85	2,100	2.09



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Certificates of Deposit continued

DESCRIPTION	% OF ACCOUNT	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
								ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
WELLS FARGO BANK NA CD SIOUX FALLS SD ACT/365 CALLABLE FDIC INSD CPN 2.150% DUE 09/12/24 DTD 09/12/19 FC 10/12/19 CALL 03/12/20 @ 100.000 CUSIP 949763H74 Acquired 08/28/19 S	1.97	100,000	100.00	100,000.00	100.1700	100,170.00	170.00	111.92	2,150	2.14
Total Certificates of Deposit	27.80	1,400,000		\$1,401,003.50		\$1,412,263.00	\$11,259.50	\$5,866.47	\$33,650	2.38
Total Fixed Income Securities	90.35			\$4,559,993.83		\$4,589,253.50	\$29,259.67	\$23,906.40	\$116,820	2.55
				\$4,568,362.68						

nc Cost information for this tax lot is not covered by IRS reporting requirements. Unless indicated, cost for all other lots will be reported to the IRS.

Activity detail

Income and distributions

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT
11/06	Cash	INTEREST		APPLE INC SR UNSECURED CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 110619 250,000 CUSIP 037833AR1		3,562.50
11/11	Cash	INTEREST		ENERBANK USA CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.350% DUE 02/10/20 DTD 05/10/19 FC 06/10/19 111019 100,000 AS OF 11/10/19 CUSIP 29278TGV6		199.59

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Activity detail continued

Income and distributions

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT
11/12	Cash	INTEREST		WELLS FARGO BANK NA CD SIOUX FALLS SD ACT/365 CALLABLE FDIC INSD CPN 2.150% DUE 09/12/24 DTD 09/12/19 FC 10/12/19 111219 100,000 CUSIP 949763H74		182.60
11/13	Cash	INTEREST		IBM CORP SR UNSECURED CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/13/19 111319 150,000 CUSIP 459200JX0		2,113.75
11/15	Cash	INTEREST		US TREASURY NOTES CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 111519 250,000 CUSIP 9128284P2		3,281.25
11/15	Cash	INTEREST		SALLIE MAE BANK CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 11/15/19 111519 100,000 CUSIP 7954502X2		1,285.48
11/15	Cash	INTEREST		SALLIE MAE BANK CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 111519 100,000 CUSIP 7954502W4		1,235.07



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Activity detail continued

Income and distributions

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT
11/15	Cash	INTEREST		TEXAS CAPITAL BANK NA CD DALLAS TX ACT/365 FDIC INSD CPN 2.400% DUE 11/15/19 DTD 05/15/19 FC 11/15/19 111519 100,000 CUSIP 88224PKU2		1,209.86
11/15	Cash	INTEREST		COMENITY BANK CD WILMINGTON DE ACT/365 JUMBO CD FDIC INSD CPN 2.700% DUE 05/15/23 DTD 05/15/19 FC 06/15/19 111519 100,000 CUSIP 99000QJD7		229.32
11/15	Cash	INTEREST		COMENITY BANK CD WILMINGTON DE ACT/365 JUMBO CD FDIC INSD CPN 2.800% DUE 05/15/24 DTD 05/15/19 FC 06/15/19 111519 100,000 CUSIP 99000QJE5		237.81
11/25	Cash	INTEREST		BMO HARRIS BANK NA CD CHICAGO IL ACT/365 CALLABLE FDIC INSD CPN 2.700% DUE 05/23/23 DTD 05/23/19 FC 08/23/19 112319 200,000 AS OF 11/23/19 CUSIP 05581WT70		1,361.10
11/29	Cash	DIVIDEND		WELLS FARGO 100% TREASURY MONEY MARKET SWEEP CLASS 112919 489,853		333.93
Total Income and distributions:						\$15,232.26

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Activity detail continued

Securities sold and redeemed

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT
11/15	Cash	REDEMPTION	-100,000.00000	TEXAS CAPITAL BANK NA CD DALLAS TX ACT/365 FDIC INSD CPN 2.400% DUE 11/15/19 DTD 05/15/19 FC 11/15/19 CUSIP 88224PKU2		100,000.00
Total Securities sold and redeemed:						\$100,000.00

Cash sweep activity

Our Cash Sweep program allows you to earn a return on the idle cash balances in your account by automatically investing such balances into one of our cash sweep options. These 'sweep transactions' may represent a net amount for the day and occur on settlement date. The following section displays transfers into and out of your sweep option. Transactions displayed here are Transfer To, Transfer From and Reinvested Dividends and Interest. These transaction amounts are not included in your cash flow summary.

DATE	TRANSACTION	DESCRIPTION	AMOUNT	DATE	TRANSACTION	DESCRIPTION	AMOUNT
11/01		BEGINNING BALANCE	374,955.57	11/18	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	107,478.79
11/07	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	3,562.50	11/26	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	1,361.10
11/12	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	199.59	11/29	REINVEST DIV	WELLS FARGO 100% TREASURY MONEY MARKET	333.93
11/13	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	182.60	11/30		ENDING BALANCE	490,187.83
11/14	TRANSFER TO	WELLS FARGO 100% TREASURY MONEY MARKET	2,113.75				



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Bank Deposits Through Teller

November 1 - November 30

Wells Fargo Bank, N.A. (Member FDIC)

Account number [REDACTED]

Questions? Call us at 1-800-266-6263

Deposits made in a bank branch on the last business day of the month will typically appear on your next statement.

DATE	TRANSACTION	DESCRIPTION	AMOUNT	BANK BALANCE
11/01		BEGINNING BALANCE		\$0.00
11/30		ENDING BALANCE		\$0.00

Realized gain/loss

Realized Gain/Loss Summary

	THIS PERIOD GAIN	THIS PERIOD LOSS	THIS PERIOD NET	THIS YEAR GAIN	THIS YEAR LOSS	THIS YEAR NET
Short term	0.00	0.00	0.00	277.07	0.00	277.07
Long term	0.00	0.00	0.00	0.00	0.00	0.00
Total Realized Gain/Loss	\$0.00	\$0.00	\$0.00	\$277.07	\$0.00	\$277.07

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

NOVEMBER 1, 2019 - NOVEMBER 30, 2019
ACCOUNT NUMBER: [REDACTED]

Realized Gain/Loss Detail

Short term

DESCRIPTION	QUANTITY	ADJ PRICE/ ORIG PRICE	DATE ACQUIRED	CLOSE DATE	PROCEEDS	ADJ COST/ ORIG COST	GAIN/LOSS
TEXAS CAPITAL BANK NA CD DALLAS TX ACT/365 FDIC INSD CPN 2.400% DUE 11/15/19 DTD 05/15/19 FC 11/15/19 CUSIP 88224PKU2	100,000.00000	100.0000	05/08/19 ^{nc}	11/15/19	100,000.00	100,000.00	0.00
Total Short term					\$100,000.00	\$100,000.00	\$0.00

^{nc} Cost information for this tax lot is not covered by IRS reporting requirements. Unless indicated, cost for all other lots will be reported to the IRS.

Specific instructions and disclosures

Available funds

"Available for loan" reflects the approximate amount available as of the statement period ending date and should be reduced by any pending checks and Visa charges not yet cleared. This amount is the approximate amount available for withdrawal and loans. A margin loan is a variable rate loan secured by your account.

Income on non-reportable accounts

Your income summary is categorized into taxable and tax-exempt income based upon the securities that you hold. Please be aware that, since this is a 1099 non-reportable account, this income will NOT be reported to the IRS, but is being provided to you for informational purposes only.

Callable Securities

Securities that are subject to a partial call will be selected by an impartial lottery process in which the probability of your securities being selected for redemption is proportional to the holdings of all shareholders of such securities held in street name. If a security is called prior to maturity it may affect the yield you receive. Additional information is available at www.wellsfargoadvisors.com under Legal Disclosures or the written procedures are available upon request.

Cost basis - To add or update information or modify your reporting options, please contact Your Financial Advisor.

This statement presents estimated unrealized or realized gains or losses for your information only. If acquisition or other information is not available, the gain/loss information may not be displayed and section and summary totals may not reflect your complete portfolio. Cost basis information is not verified by Wells Fargo Advisors and should not be relied upon for legal or tax purposes. Revisions to this information (due to corporate mergers, tenders and other reorganizations) may be required from time to time.

Cost basis for factored bonds (GNMA, CMO, etc.) will be adjusted for paydown of principal. Systematic investments in mutual funds and reinvested dividends for mutual funds and stocks have been consolidated for each position. Unit cost data for systematic investments and dividend reinvestment securities is provided for informational purposes only and is a non-weighted average.

Your account statement should not be used for tax preparation without assistance from your tax consultant. We do not report capital gains or losses for non-covered securities to the IRS.

Cost basis options

Unless specific tax lots are selected at trade time, sales of tax lots will occur using the cost basis election reflected in the Account profile section.



COUNTY OF ORANGE
OFFICE OF THE TREASURER-TAX COLLECTOR

Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM
 P. O. BOX 4515
 SANTA ANA, CA 92702-4515



ocgov.com/ocinvestments

November 30, 2019

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Attn: Richard Howard, District Manager
 13001 Garden Grove Blvd.
 Garden Grove, CA 92843

Monthly Apportionment Gross Yield: 2.073%
 Estimated Investment Administration Fee Rate: -0.059%
 Monthly Apportionment Net Yield: 2.014%

Fund Number : [REDACTED]

NOVEMBER 2019 STATEMENT

INVESTMENT BALANCE IN OCIP

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Authorized Signer</u>	<u>Amount</u>
11/01/19	October 2019 Investment Admin Fee		\$ (85.33)
11/13/19	Prior Period Interest Paid		\$ 1,528.13

Summary

Total Deposit:	\$ 1,528.13	Beginning Balance:	\$ 1,691,470.35
Total Withdrawal:	\$ (85.33)	Ending Balance:	\$ 1,692,913.15

ACCRUED INVESTMENT INCOME

<u>Description</u>	<u>Amount</u>
August 2019 Interest Accrued ⁽¹⁾	\$ 3,285.92
September 2019 Interest Accrued	\$ 3,206.64
October 2019 Interest Accrued	\$ 3,157.70
November 30, 2019 Total	<u>\$ 9,650.26</u>

November 2019 Interest will be posted in December \$ 2,919.69

(1) In November, several days of interest income were not posted to the pooled interest account in a timely manner. These late postings caused August 2019 Interest to be paid in December versus November. TTC management is implementing additional operating procedures to ensure timely posting of interest to the pooled interest account and subsequent timely payment of monthly interest to your pool participant



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

November 13, 2019

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

ORANGE COUNTY VECTOR CONTROL DISTRICT

DIRECTOR OF ADMINISTRATIVE SERVICES
13001 GARDEN GROVE BLVD
GARDEN GROVE, CA 92843

[Tran Type Definitions](#)

Account Number: [REDACTED]

October 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2019	10/15/2019	QRD	1619795	SYSTEM	29,243.32

Account Summary

Total Deposit:	29,243.32	Beginning Balance:	4,748,073.83
Total Withdrawal:	0.00	Ending Balance:	4,777,317.15



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM F.1

Prepared By: Rick Howard, District Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Ordinance No. 11/2020 Amending the District's Purchasing and Procurement Policy

Recommended Action:

Adopt Ordinance No. 11/2020 amending the District's Purchasing and Procurement Policy

Executive Summary:

The Orange County Mosquito and Vector Control District spends millions of dollars each year in the procurement of goods and services that meet operational needs. A functional and efficient Purchasing and Procurement Policy is essential to maintaining a system that manages the District's approach to acquiring those goods and services. It is also important that the system be specific and structured in such a manner that clearly identifies how, and under what dollar thresholds, purchases can be made. Specified internal controls, spending authorities, and purchasing procedures all require a robust set of rules and regulations to help guide staff in this area. The District last amended Title 4, Chapter 4 of the Operations Code on November 17, 2016.

When the District purchases or contracts for services, many times those vendors accept credit cards as a means of payment. The District utilizes Farmers & Merchants Bank (F&M) for the District's banking services and receives a 1% cash back bonus. Based on 2019 purchases, the District earned more than \$4,950 through November 2019 on limited credit card use. By using the F&M rebate for larger purchase, like pesticides, vehicles, supplies and equipment, the District is poised to earn additional cash rebates.

Presently, the District Manager has a \$10,000 monthly limit on credit card purchases. Staff recommends that the limit be increased to \$100,000 monthly in order that the District can leverage the rebate option and trigger the rebate. As is indicated in the attached draft policy, purchases exceeding \$10,000 would only be authorized for budgeted and/or Board authorized purchases.

Strategic Plan Compliance: Complies with PRIORITY AREA 5: Comprehensive Policy, Procedure, and Plan Review and Updates

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

May 17, 2007 update to Title 4, Chapter 4 of the Operations Code

Exhibits:

Exhibit A: Draft Purchasing and Procurement Policy Update Red Line Version

Exhibit B: Draft Purchasing and Procurement Policy Update Clean Version

Exhibit C: Ordinance No. 11/2020

Title 4

Purchasing

Chapter 4.01 – Purchasing

4.01.010. Establishment of Purchasing system; Purchasing Agent; powers and duties.

A purchasing system is adopted in order to establish efficient procedures for purchasing or procurement at the lowest possible cost commensurate with the level of quality required, to exercise financial control over the purchase or procurement, and to clearly define authority for the purchasing function.

The District Manager is the designated Purchasing Agent. The Purchasing Agent may delegate all or a portion of the purchasing duties to any District staff member. All purchase orders shall be executed by the Director of Administrative Services or the District Manager. The Purchasing Agent shall have the authority to:

- i. Purchase or contract for supplies, services, equipment and other items required by the District, in accordance with purchasing procedures outlined in this policy;
- ii. Negotiate and recommend execution of contracts;
- iii. Act to procure for the District the necessary quality in supplies, services, equipment and other items at the lowest responsible cost to the District;
- iv. Prepare and recommend to the Board of Trustees revisions and amendments to the purchasing rules;
- v. Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
- vi. Supervise the inspection of all supplies, services, equipment and other items purchased to insure conformance with required specifications;
- vii. Recommend the sale or disposal of all supplies and equipment which cannot be used by the District, or which are no longer suitable for District use;
- viii. Maintain a bidder's list and other records necessary for the efficient acquisition of goods and services.

The Purchasing Agent shall, within the limits provided in the Budget approved by the Board of Trustees and except as hereinafter provided, purchase for the District all materials, supplies, furnishing, equipment, livestock, poultry, and other personal property of whatever kind and nature, and except as hereinafter provided. No purchase of personal property by any person other than the Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District funds.

4.01.020. Bidding regulations.

Less than \$2,500: Bidding may be dispensed with when the item or service purchased is less than \$2,500 in value.

\$2,500- \$30,000: When the item or service to be purchased costs between \$2,500 and \$30,000, informal bidding shall be required. Formal bidding may also be used. All bids should be in writing, whenever

possible, and may be obtained via written requests for quotations or proposals, telephone survey of prices, via the internet, or by such other efforts directed towards soliciting and obtaining at least three bids. A minimum of two bids shall be required. In the event that only one bid is received, the Purchasing Agent may, after consultation with Legal Counsel, make a determination to effectuate the sole source purchase. The bid shall be awarded by the Purchasing Agent to the lowest responsible bidder unless the Purchasing Agent determines that the public interest requires a different action. The Board of Trustees authorizes the Purchasing Agent to purchase items described above, not to exceed \$30,000, without formal bidding, provided such amounts have been properly budgeted, and the terms of this Policy are applied accordingly.

Above \$30,000: When the item or service to be purchased costs more than \$30,000, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, or by use of a bid service. Sealed bids shall be solicited by the Purchasing Agent and received and opened by the Clerk of the Board. Formal bids shall be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise, which determination will be made in the record.

Bids shall be awarded with consideration of the following criteria: a) ability, capacity and skill of the bidder to perform the contract or provide the service required; b) ability of the bidder to perform the contract or provide the service required promptly or within the time specified; c) reputation and experience of the bidder; d) previous experience of the District with the bidder; e) previous compliance by the bidder with federal, state and local laws and ordinances; f) sufficiency of financial resources of the bidder; g) quality, availability and adaptability of the supplies or contractual services to the particular use required; h) ability of the bidder to provide future maintenance and service of the use of the subject of the contract; i) the number and scope of the conditions attached to the bid

If the job is related to construction, demolition, alteration or maintenance of a "Public Work", other laws may apply, including but not limited to requirements for registration and the payment of prevailing wages. Documents related to successful and unsuccessful bids shall be retained in accordance with adopted records retention schedules.

It is unlawful to split or separate into smaller orders all purchases governed by this chapter of the Operations Code for purposes of evading the competitive bidding provisions of this chapter. In the event that the public interest is best served by the splitting of bids and that it not be used for purposes of evading the competitive bidding provisions of this chapter, such action shall be permitted as authorized by the Purchasing Agent.

4.01.030. General exceptions to bidding requirements.

Bidding is not required when:

(1) An emergency situation exists, (2) When the services of specialized professionals are required, such as scientists, engineers, attorneys, or accountants, (3) When the item or services can only be obtained from one vendor, (4) When engaging in the bidding process would otherwise be a meaningless exercise, (5) When purchases are made from another government agency or when procurement is pursuant to a competitively bid contract with another government agency or California Multiple Award Schedule (CMAS), or (6) When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or District Manager, as appropriate, and retained as part of the District's official records for at least two years.

4.01.040. Purchasing Agent's authority to analyze, inspect and test. The Purchasing Agent shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids. The Purchasing Agent is authorized to waive minor deviations and irregularities in the bids. The Purchasing Agent shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine that they are responsible. The Purchasing Agent's determination and recommendation of the lowest responsible bidder shall be based on his analysis of these factors.

4.01.050. District's options. The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received and it may re-advertise for bids or have District forces perform such work.

4.01.060. Authority to engage independent contractors. The Purchasing Agent may engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by law, provided that prospective bidders are given full opportunity to submit their qualifications and estimates of cost to render the desired service.

4.01.070. Professional Services. For professional services, when the service to be purchased costs between \$15,000 and \$30,000, a Request for Proposal process should be used to the extent possible as time and circumstances permit. A Request for Proposal process must be used for professional service contracts more than \$30,000, unless the Board determines that extenuating circumstances dictate the RFP process would provide no additional or direct benefit to the District.

A minimum of two proposals shall be obtained whenever possible. Vendor selection shall be based upon the most advantageous proposal, and, if a Request for Proposals process is utilized, in accordance with the criteria set forth in the Request for Proposals. The Purchasing Agent is authorized to select the vendor for professional services when the service to be purchased costs up to \$30,000. The Board of Trustees will select the vendor for professional services when the service to be purchased costs more than \$30,000. Proposals for continuing professional services shall be solicited periodically.

4.01.080. Emergency purchasing. Emergency purchases are only those purchases that are immediately necessary for the continued operation of the District or are necessary for the preservation of life or property. Emergency purchases may be made by the Purchasing Agent, or by the Director of Operations when the Purchasing Agent is not immediately available. Emergency purchases up to \$30,000 made by

the Director of Operations shall be subsequently approved by the Purchasing Agent. All emergency purchases that would otherwise require formal bidding procedures, and emergency purchases up to \$30,000 made by the Director of Operations which were not approved by the Purchasing Agent, shall be submitted to the Board of Trustees for ratification at the next regular Board meeting after the purchase is authorized.

4.01.090. Purchase orders. Purchase orders and/or contracts shall be used to document and support all purchases of \$2,500 or greater, except for the following types of purchases for which such documentation may not be accepted or practical: fuel purchases, travel and meeting expenses, dues, subscriptions, publications, utility payments, and any other items as may be determined and approved by the Purchasing Agent.

4.01.100. Consolidating purchases. The Purchasing Agent shall exercise diligence in consolidating and scheduling orders to the end that the District may benefit from quantity prices and the most favorable market.

Chapter 4.02 – Authority to enter contracts and sign documents

4.02.010. Purchasing Agent's authority to enter into contracts. The Purchasing Agent is hereby authorized to a) enter into contracts or amendments on the District's behalf where the total dollar value of the transaction or series of related transactions is \$30,000 or less; or b) pre-pay amounts due on contracts greater than \$30,000 provided the prior Board approval is obtained through a minute item at a Board meeting.

4.02.020. Authority to sign. The District Manager shall have the authority to sign all contracts, whether the contract was approved by the Board of Trustees or by the Purchasing Agent.

Chapter 4.03 – Credit cards

4.03.010. Use of credit cards. The District Manager shall establish administrative regulations for the use of credit cards within his contracting limits and shall authorize limited use of such cards by other employees as he shall determine appropriate. The District Manager shall have a credit card limit of ~~\$101050~~,000 total outstanding indebtedness at any one time. The District Manager shall establish lesser limits for his subordinates' use of credit cards, ~~whose limits shall not to exceed \$10,000~~. Credit cards are to be used for incidental purchases, fuel for vehicles, small supplies, and online purchases where a credit card may be the only acceptable method of payment. ~~Additionally, credit card payments are at times accepted by vendors for larger purchases. Under these circumstances, the District Manager is authorized to facilitate those transactions by credit card in order that the District can realize the cash-back feature of the issuing credit card company. In addition, w~~While traveling, credit cards may be used for transportation, hotel, meals and incidentals when applicable and authorized by the District Manager. Additionally, credit card payments are at times accepted by vendors for larger purchases as part of the District's Accounts Payable functions. Under these circumstances, the District Manager is authorized to facilitate those transactions by credit card in order that the District can realize the cash-back feature of

the issuing credit card company. -Credit card purchases shall not be made to evade the competitive bidding provisions of this chapter.

All credit cards, except those used in vehicles for fuel purchases, shall have the authorized individual's name included on the card, and all cards with an individual's name included shall only be used by that individual. Purchases of fuel with fleet fuel cards or credit cards shall require the purchaser to record the odometer reading of the District vehicle at the time of purchase.

Chapter 4.04 – Petty cash

4.04.010. Revolving fund established. The District shall maintain a Petty Cash (Revolving) Fund in accordance with section 2078 of the State Health and Safety Code and Government Code section 53950 et seq., in an amount not to exceed \$10,000. The petty cash fund is necessary for small, incidental expenditures that would be impractical to process through the purchase order system. The Purchasing Agent, or his designee, is authorized to make disbursements from petty cash.

4.04.020. Accounting. The Purchasing Agent shall file such bond as may be required with the Board of Trustees and shall thereafter account for such money with receipts for all expenses greater than one dollar. Such bond may be covered through the District's insurance policy. Upon request, the Purchasing Agent shall give an account of the fund to the Board of Trustees.

4.04.030. Statutory limits. No single item costing more than \$2,500 may be purchased using a petty cash check. A maximum of \$500 will be maintained in cash at the District at any one time.

Chapter 4.05 – Disposition of surplus property

4.05.010 Inventory of surplus property. At such times as determined by the Purchasing Agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out.

4.05.020. Sale of surplus property. The Purchasing Agent may sell or exchange any personal property belonging to the District and found by the Board not to be required for public use, or he may when purchasing personal property accept advantageous trade-in allowance for such property not further required for public use. For items with an estimated fair market value in excess of \$3,000, the Board of Trustees shall approve of the disposition. Auction houses, internet based selling services, or other methods may be used.

4.05.030. Employees not to purchase/accept. Employees shall not be allowed to buy any surplus property of the District to prevent conflict of interest issues from arising. In special circumstances, an employee may be authorized by the Board to accept and/or purchase surplus property provided findings are made that the transfer is in the public interest.

4.05.040. Donation of property. Pursuant to Health and Safety Code section 2041, the District may donate any surplus property to any public agency or nonprofit corporation.

Chapter 4.06 – Warrant approvals

4.06.010. Warrant approval process. In accordance with Government Code section 53910 et seq., the following provisions apply to the payment of warrants. The District Manager is authorized to approve warrants for (1) payroll and routine payments within budgeted amounts, and (2) fixed assets within budgeted amounts, provided that such fixed assets cost \$30,000 or less or are within budgeted amounts. (“Fixed Assets” are tangible property costing \$3,000 or more per unit, including tax, delivery, and installation, with a useful life expectancy exceeding one year). The District Manager shall be authorized to direct the custodian of such money to pay said amounts. Such direction shall be in writing and shall be signed by the District Manager in said capacity and the custodian may rely upon such direction in the payment of warrants. Notwithstanding said authority, no prepayments in excess of \$30,000 shall be made unless prior authorization is provided by the Board through a minute item. The District Manager may authorize the affixing of a stamp designating that such warrants are appropriate and within budgeted amounts, and when such stamp is utilized, the custodian may rely thereon in the payment of warrants. The Board of Trustees shall thereafter be presented with a warrant register at a subsequent Board meeting showing such warrants.”

Chapter 4.07 – Miscellaneous

4.07.010. Procedural regulations. The Purchasing Agent shall issue procedural regulations to amplify this resolution.

4.07.020. Failure to comply. Any transaction failing to comply with this Title in any respect is voidable at the discretion of the Board of Trustees.

4.07.030. Conflicting resolution. These provisions shall supersede all previous resolutions pertaining to financial matters.

Title 4

Purchasing

Chapter 4.01 – Purchasing

4.01.010. Establishment of Purchasing system; Purchasing Agent; powers and duties.

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The District Manager is the designated Purchasing Agent. The Purchasing Agent may delegate all or a portion of the purchasing duties to any District staff member. All purchase orders shall be executed by the Director of Administrative Services or the District Manager. The Purchasing Agent shall have the authority to:

- i. Purchase or contract for supplies, services, equipment and other items required by the District, in accordance with purchasing procedures outlined in this policy;
- ii. Negotiate and recommend execution of contracts;
- iii. Act to procure for the District the necessary quality in supplies, services, equipment and other items at the lowest responsible cost to the District;
- iv. Prepare and recommend to the Board of Trustees revisions and amendments to the purchasing rules;
- v. Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
- vi. Supervise the inspection of all supplies, services, equipment and other items purchased to insure conformance with required specifications;
- vii. Recommend the sale or disposal of all supplies and equipment which cannot be used by the District, or which are no longer suitable for District use;
- viii. Maintain a bidder's list and other records necessary for the efficient acquisition of goods and services.

The Purchasing Agent shall, within the limits provided in the Budget approved by the Board of Trustees and except as hereinafter provided, purchase for the District all materials, supplies, furnishing, equipment, livestock, poultry, and other personal property of whatever kind and nature, and except as hereinafter provided. No purchase of personal property by any person other than the Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District funds.

4.01.020. Bidding regulations.

Less than \$2,500: Bidding may be dispensed with when the item or service purchased is less than \$2,500 in value.

\$2,500- \$30,000: When the item or service to be purchased costs between \$2,500 and \$30,000, informal bidding shall be required. Formal bidding may also be used. All bids should be in writing, whenever

possible, and may be obtained via written requests for quotations or proposals, telephone survey of prices, via the internet, or by such other efforts directed towards soliciting and obtaining at least three bids. A minimum of two bids shall be required. In the event that only one bid is received, the Purchasing Agent may, after consultation with Legal Counsel, make a determination to effectuate the sole source purchase. The bid shall be awarded by the Purchasing Agent to the lowest responsible bidder unless the Purchasing Agent determines that the public interest requires a different action. The Board of Trustees authorizes the Purchasing Agent to purchase items described above, not to exceed \$30,000, without formal bidding, provided such amounts have been properly budgeted, and the terms of this Policy are applied accordingly.

Above \$30,000: When the item or service to be purchased costs more than \$30,000, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, or by use of a bid service. Sealed bids shall be solicited by the Purchasing Agent and received and opened by the Clerk of the Board. Formal bids shall be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise, which determination will be made in the record.

Bids shall be awarded with consideration of the following criteria: a) ability, capacity and skill of the bidder to perform the contract or provide the service required; b) ability of the bidder to perform the contract or provide the service required promptly or within the time specified; c) reputation and experience of the bidder; d) previous experience of the District with the bidder; e) previous compliance by the bidder with federal, state and local laws and ordinances; f) sufficiency of financial resources of the bidder; g) quality, availability and adaptability of the supplies or contractual services to the particular use required; h) ability of the bidder to provide future maintenance and service of the use of the subject of the contract; i) the number and scope of the conditions attached to the bid

If the job is related to construction, demolition, alteration or maintenance of a "Public Work", other laws may apply, including but not limited to requirements for registration and the payment of prevailing wages. Documents related to successful and unsuccessful bids shall be retained in accordance with adopted records retention schedules.

It is unlawful to split or separate into smaller orders all purchases governed by this chapter of the Operations Code for purposes of evading the competitive bidding provisions of this chapter. In the event that the public interest is best served by the splitting of bids and that it not be used for purposes of evading the competitive bidding provisions of this chapter, such action shall be permitted as authorized by the Purchasing Agent.

4.01.030. General exceptions to bidding requirements.

Bidding is not required when:

(1) An emergency situation exists, (2) When the services of specialized professionals are required, such as scientists, engineers, attorneys, or accountants, (3) When the item or services can only be obtained from one vendor, (4) When engaging in the bidding process would otherwise be a meaningless exercise, (5) When purchases are made from another government agency or when procurement is pursuant to a competitively bid contract with another government agency or California Multiple Award Schedule (CMAS), or (6) When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or District Manager, as appropriate, and retained as part of the District's official records for at least two years.

4.01.040. Purchasing Agent's authority to analyze, inspect and test. The Purchasing Agent shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids. The Purchasing Agent is authorized to waive minor deviations and irregularities in the bids. The Purchasing Agent shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine that they are responsible. The Purchasing Agent's determination and recommendation of the lowest responsible bidder shall be based on his analysis of these factors.

4.01.050. District's options. The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received and it may re-advertise for bids or have District forces perform such work.

4.01.060. Authority to engage independent contractors. The Purchasing Agent may engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by law, provided that prospective bidders are given full opportunity to submit their qualifications and estimates of cost to render the desired service.

4.01.070. Professional Services. For professional services, when the service to be purchased costs between \$15,000 and \$30,000, a Request for Proposal process should be used to the extent possible as time and circumstances permit. A Request for Proposal process must be used for professional service contracts more than \$30,000, unless the Board determines that extenuating circumstances dictate the RFP process would provide no additional or direct benefit to the District.

A minimum of two proposals shall be obtained whenever possible. Vendor selection shall be based upon the most advantageous proposal, and, if a Request for Proposals process is utilized, in accordance with the criteria set forth in the Request for Proposals. The Purchasing Agent is authorized to select the vendor for professional services when the service to be purchased costs up to \$30,000. The Board of Trustees will select the vendor for professional services when the service to be purchased costs more than \$30,000. Proposals for continuing professional services shall be solicited periodically.

4.01.080. Emergency purchasing. Emergency purchases are only those purchases that are immediately necessary for the continued operation of the District or are necessary for the preservation of life or property. Emergency purchases may be made by the Purchasing Agent, or by the Director of Operations when the Purchasing Agent is not immediately available. Emergency purchases up to \$30,000 made by

the Director of Operations shall be subsequently approved by the Purchasing Agent. All emergency purchases that would otherwise require formal bidding procedures, and emergency purchases up to \$30,000 made by the Director of Operations which were not approved by the Purchasing Agent, shall be submitted to the Board of Trustees for ratification at the next regular Board meeting after the purchase is authorized.

4.01.090. Purchase orders. Purchase orders and/or contracts shall be used to document and support all purchases of \$2,500 or greater, except for the following types of purchases for which such documentation may not be accepted or practical: fuel purchases, travel and meeting expenses, dues, subscriptions, publications, utility payments, and any other items as may be determined and approved by the Purchasing Agent.

4.01.100. Consolidating purchases. The Purchasing Agent shall exercise diligence in consolidating and scheduling orders to the end that the District may benefit from quantity prices and the most favorable market.

Chapter 4.02 – Authority to enter contracts and sign documents

4.02.010. Purchasing Agent's authority to enter into contracts. The Purchasing Agent is hereby authorized to a) enter into contracts or amendments on the District's behalf where the total dollar value of the transaction or series of related transactions is \$30,000 or less; or b) pre-pay amounts due on contracts greater than \$30,000 provided the prior Board approval is obtained through a minute item at a Board meeting.

4.02.020. Authority to sign. The District Manager shall have the authority to sign all contracts, whether the contract was approved by the Board of Trustees or by the Purchasing Agent.

Chapter 4.03 – Credit cards

4.03.010. Use of credit cards. The District Manager shall establish administrative regulations for the use of credit cards within his contracting limits and shall authorize limited use of such cards by other employees as he shall determine appropriate. The District Manager shall have a credit card limit of \$100,000 total outstanding indebtedness at any one time. The District Manager shall establish lesser limits for his subordinates' use of credit cards, whose limits shall not to exceed \$10,000. Credit cards are to be used for incidental purchases, fuel for vehicles, small supplies, and online purchases where a credit card may be the only acceptable method of payment. While traveling, credit cards may be used for transportation, hotel, meals and incidentals when applicable and authorized by the District Manager. Additionally, credit card payments are at times accepted by vendors for larger purchases as part of the District's Accounts Payable functions. Under these circumstances, the District Manager is authorized to facilitate those transactions by credit card in order that the District can realize the cash-back feature of the issuing credit card company. Credit card purchases shall not be made to evade the competitive bidding provisions of this chapter.

All credit cards, except those used in vehicles for fuel purchases, shall have the authorized individual's name included on the card, and all cards with an individual's name included shall only be used by that individual. Purchases of fuel with fleet fuel cards or credit cards shall require the purchaser to record the odometer reading of the District vehicle at the time of purchase.

Chapter 4.04 – Petty cash

4.04.010. Revolving fund established. The District shall maintain a Petty Cash (Revolving) Fund in accordance with section 2078 of the State Health and Safety Code and Government Code section 53950 et seq., in an amount not to exceed \$10,000. The petty cash fund is necessary for small, incidental expenditures that would be impractical to process through the purchase order system. The Purchasing Agent, or his designee, is authorized to make disbursements from petty cash.

4.04.020. Accounting. The Purchasing Agent shall file such bond as may be required with the Board of Trustees and shall thereafter account for such money with receipts for all expenses greater than one dollar. Such bond may be covered through the District's insurance policy. Upon request, the Purchasing Agent shall give an account of the fund to the Board of Trustees.

4.04.030. Statutory limits. No single item costing more than \$2,500 may be purchased using a petty cash check. A maximum of \$500 will be maintained in cash at the District at any one time.

Chapter 4.05 – Disposition of surplus property

4.05.010 Inventory of surplus property. At such times as determined by the Purchasing Agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out.

4.05.020. Sale of surplus property. The Purchasing Agent may sell or exchange any personal property belonging to the District and found by the Board not to be required for public use, or he may when purchasing personal property accept advantageous trade-in allowance for such property not further required for public use. For items with an estimated fair market value in excess of \$3,000, the Board of Trustees shall approve of the disposition. Auction houses, internet based selling services, or other methods may be used.

4.05.030. Employees not to purchase/accept. Employees shall not be allowed to buy any surplus property of the District to prevent conflict of interest issues from arising. In special circumstances, an employee may be authorized by the Board to accept and/or purchase surplus property provided findings are made that the transfer is in the public interest.

4.05.040. Donation of property. Pursuant to Health and Safety Code section 2041, the District may donate any surplus property to any public agency or nonprofit corporation.

Chapter 4.06 – Warrant approvals

4.06.010. Warrant approval process. In accordance with Government Code section 53910 et seq., the following provisions apply to the payment of warrants. The District Manager is authorized to approve warrants for (1) payroll and routine payments within budgeted amounts, and (2) fixed assets within budgeted amounts, provided that such fixed assets cost \$30,000 or less or are within budgeted amounts. (“Fixed Assets” are tangible property costing \$3,000 or more per unit, including tax, delivery, and installation, with a useful life expectancy exceeding one year). The District Manager shall be authorized to direct the custodian of such money to pay said amounts. Such direction shall be in writing and shall be signed by the District Manager in said capacity and the custodian may rely upon such direction in the payment of warrants. Notwithstanding said authority, no prepayments in excess of \$30,000 shall be made unless prior authorization is provided by the Board through a minute item. The District Manager may authorize the affixing of a stamp designating that such warrants are appropriate and within budgeted amounts, and when such stamp is utilized, the custodian may rely thereon in the payment of warrants. The Board of Trustees shall thereafter be presented with a warrant register at a subsequent Board meeting showing such warrants.”

Chapter 4.07 – Miscellaneous

4.07.010. Procedural regulations. The Purchasing Agent shall issue procedural regulations to amplify this resolution.

4.07.020. Failure to comply. Any transaction failing to comply with this Title in any respect is voidable at the discretion of the Board of Trustees.

4.07.030. Conflicting resolution. These provisions shall supersede all previous resolutions pertaining to financial matters.

ORDINANCE NO. 11/2020

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE ORANGE COUNTY MOSQUITO AND VECTOR
CONTROL DISTRICT**

**AMENDING THE CREDIT CARD LIMIT FOR THE
DISTRICT MANAGER AND STAFF**

WHEREAS, the Board of Directors has adopted detailed Purchasing regulations in Title 4 of the District's Operations Code;

WHEREAS, Chapter 4.03 of that Code provides for the authority to use credit cards on the District's behalf;

WHEREAS, Section 4.03.010 provides for limits on that authority, including a \$10,000 limit on the amount the District Manager may charge, and a \$5,000 limit on what other staff may charge;

WHEREAS, due to "cash back", discounts and other benefits provided by credit card, bank, vendor and other companies, as more particularly described in the staff presentation, these limits may restrict the District from maximizing benefits in the public's interest; and

WHEREAS, those benefits would be more effectively achieved if the limits on the District Manager's purchases were increased to \$100,000, and staff limits increased to \$10,000 or as otherwise specified.

NOW, THEREFORE, the Board of Trustees does hereby ORDAIN as follows:

Section 1. That Chapter 4.03 of the District's Operations Code is hereby amended to read:

"Chapter 4.03 – Credit Cards

4.03.010. Use of credit cards. (a) The District Manager shall establish administrative regulations for the use of credit cards within his contracting limits and shall authorize limited use of such cards by other employees as he shall determine appropriate. The District Manager shall have the credit card limit as set forth below The District Manager shall establish lesser limits for his subordinates' use of credit cards, whose limits shall not to exceed \$10,000. Credit cards are to be used for incidental purchases, fuel for vehicles, small supplies, and online purchases where a credit card may be the only acceptable method of payment. While traveling, credit cards may be used for transportation, hotel, meals, and incidentals when applicable and authorized by the District Manager. Additionally, credit card payments are at times accepted by vendors for larger purchases as part of the District's Accounts Payable functions. Under these circumstances, the District Manager is authorized to facilitate those transactions by credit card in order that the District can realize the cash-back or other discount features of the issuing credit card company, bank, vendor or other company. Credit card purchases shall not be made to evade the competitive bidding

provisions of this chapter. All credit cards, except those used in vehicles for fuel purchases, shall have the authorized individual's name included on the card, and all cards with an individual's name included shall only be used by that individual. Purchases of fuel with fleet cards or credit shall require the purchaser to record the odometer reading of the District vehicle at the time of purchase.

(b) The District Manager may use a credit card up to the limits set forth herein:

(i) Up to \$100,000 per purchase, or

(ii) For any budgeted item for which a check or warrant is authorized, or

(iii) For any expense authorized within the authority of Accounts Payable.

Credit card balances in accordance with the above shall be paid off at the earliest possible moment, the use of credit cards shall never be used to finance purchases and shall only be used to obtain benefits for the public in the form of discounts and cash back rewards."

Section 2. The District Executive Assistant/Clerk of the Board shall publish this ordinance as required by law. This ordinance shall go into effect 30 days after publishing.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 16th day of January 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on January 16, 2020:

APPROVED AS TO FORM:

, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: F.2

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 487 Authorizing Relief Efforts for Natural Disaster Victims

Recommended Action:

Adopt Resolution No. 487 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Works

Executive Summary:

The Board of Trustees passed Resolutions No. 291 on September 15, 2005, and No. 453 on September 21, 2017, authorizing relief efforts for Hurricane Katrina and Hurricane Harvey, respectively. When Resolution No. 453 was passed, Trustees asked that a future resolution be brought to the board to allow for mosquito and vector control assistance to agencies that are affected by any natural disaster falling within in the year. That resolution for 2018 was Resolution No. 460. In 2019, it was Resolution No. 472. This is that resolution for 2020. The Health and Safety Code Section 2041, Subsection (d) provides the District with the authority to donate surplus personal property to any public agency; Section 2044 provides that the District may cooperate with any public agency or federal agency to carry out the purposes and intent of the vector law; and Section 2045 provides that the District may agree to provide services within other public agency boundaries and federal agency boundaries.

In case the need arises, the District would like the authority to assist in the relief effort in any area that needed assistance. The District Manager would like to receive Board approval to support relief efforts. The District Manager would report back to the Board on the nature of the District's support of the relief effort at a future Board meeting. It is understood that any support by the District should not interfere with the District's basic mission and must be eligible for reimbursement by FEMA.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Resolution No. 291 Authorizing the Deployment of Vector Personnel and Resources for Hurricane Katrina Relief Efforts

Resolution No. 453 Authorizing the Deployment of Vector Personnel and Resources for Hurricane Harvey, Irma, and Maria Relief Efforts

Resolution No. 460 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Efforts

Resolution No. 472 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Efforts

Exhibits:

Exhibit A: Resolution No. 487 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Efforts

RESOLUTION NO. 487

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

**AUTHORIZING THE DEPLOYMENT OF VECTOR PERSONNEL AND RESOURCES FOR
NATURAL DISASTER RELIEF EFFORTS**

WHEREAS, Natural disasters can inflict a terrible toll of death, human misery, and property damage on the states and regions affected; and

WHEREAS, there is a substantial probability that persons in those areas will now be subjected to vector-borne diseases and discomforts; and

WHEREAS, the Board of Trustees does hereby desire to authorize the District Manager to send manpower and resources to the area to combat such conditions and to learn from the experience in case Orange County is subjected to a similar natural disaster; and

WHEREAS, the Health and Safety Code Section 2041, subsection (d) provides the District with the authority to donate surplus personal property to any public agency; and

WHEREAS, Health and Safety Code Section 2044 provides that the District may cooperate with any public agency or federal agency to carry out the purposes and intent of the vector law and may jointly operate programs with those agencies to carry out those purposes; and

WHEREAS, the sending of such personnel and resources would serve a public purpose;

NOW, THEREFORE, the Board of Trustees of the Orange County Mosquito and Vector Control District does hereby RESOLVE as follows:

1. That the above recitals are true and correct, and authorizes the District Manager to send District personnel and resources to the disaster area consistent therewith.
2. That the District Manager's actions are to be reported to the Board and formally ratified by the Board at a future Board meeting.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 16th day of January 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on January 16, 2020:

, Secretary

APPROVED AS TO FORM:

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: G.3

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Trustee Terms of Office to Expire on January 6, 2020 at 11:59 A.M.

Recommended Action:

Receive and file.

Executive Summary:

The following Trustees' terms of office will expire on January 6, 2020 at 11:59 A.M.

Bolded City/County has appointed a representative:

Trustee Representative	Governing Body	Date of Communication
Cecilia Hupp	Brea	January 21, 2020
Jon Peat	Cypress	December 9, 2019 2 Years
Jennifer Fitzgerald	Fullerton	January 2020
Mike Posey	Huntington Beach	December 16, 2019 2 Years
Farrah Khan	Irvine	January 14, 2020
Nitesh Patel	La Palma	December 3, 2019 2 Years
Larry Woodruff	Laguna Hills	January 14, 2020
Vladimir Anderson	Lake Forest	December 17, 2019 4 Years
Mark Chirco	Los Alamitos	December 16, 2019
Bob Ruesch	Mission Viejo	January 14, 2020
Mike Alvarez	Orange	November 12, 2019 2 Years
Jim Dahl	San Clemente	December 17, 2019 2 Years
Cecilia Aguinaga	Santa Ana	December 3, 2019 4 Years
Barry Cooper	Tustin	December 17, 2019 4 Years
Crystal Miles	Villa Park	November 26, 2019 2 Years

Previous Relevant Board Actions for This Item:



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: G.4

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

Board of Trustee Committee Assignments

Recommended Action:

Receive and File

Executive Summary:

Each year, at the installation of new Board officers, the Board Committees are reconstituted. Enclosed with the Agenda is a questionnaire and committee function sheet. Please select your first, second, and third choice for committees on which you would like to serve and complete the Trustee information.

Please complete the questionnaire and return to Tawnia Pett no later than January 24, 2020. New committees will be approved at the February board meeting and will commence in March.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item: N/A

Exhibits:

Exhibit A: Committee Questionnaire

Exhibit B: Committee Functions List

Committee assignments will be made at the February meeting and commence after approval at the February meeting. Please indicate your first, second, and third choice on the following list of committees. (See attached list for the Committee Functions.)

Please return questionnaire to Tawnia Pett by January 24, 2020.

COMMITTEES

CHOICES

Budget & Finance

1st 2nd 3rd

Building, Property & Equipment

1st 2nd 3rd

Executive

(Board Officers & Past-President)

Nuisance Abatement

1st 2nd 3rd

Operations

1st 2nd 3rd

Policy and Personnel

1st 2nd 3rd

Public Relations

1st 2nd 3rd

Legislative

1st 2nd 3rd

Signed: _____

Trustee Name (Print): _____

Occupation: _____

Home Address: _____

City: _____ Zip Code: _____

Contact Phone: _____

E-mail Address: _____

**Orange County Mosquito and Vector Control District
BOARD OF TRUSTEES COMMITTEE FUNCTIONS**

BUDGET AND FINANCE COMMITTEE - 9 MEMBERS

Staff: District Manager Director of Administrative Services

Convenes: As necessary. Meets in spring to deliver Budget recommendation to Board in April.

Scope: The Budget and Finance Committee is responsible for oversight of District financial activities and policies. The Committee, also responsible for monitoring the District's budgets, meets annually on an as needed basis to review the proposed budgets for the upcoming year. The Committee provides comments and direction regarding appropriations and funding levels for these budgets. The Committee also reviews District financial policies and practices such as reserve amounts and fund transfers to insure public review of all financial activities and practices.

BUILDING, PROPERTY, AND EQUIPMENT COMMITTEE - 7 MEMBERS

Staff: District Manager Department Heads

Convenes: As necessary

Scope: The Building, Property and Equipment Committee is responsible for oversight of District building, property, and equipment issues. The Committee meets on an as needed basis to review and provide direction regarding short-term and long-term property and building planning; provides recommendations to the Board regarding acquisition, improvements, and disposal of District property. The Committee also reviews equipment and vehicle purchases and/or bids, and provides recommendations to the Board regarding selection and approval of these items.

EXECUTIVE COMMITTEE - 4 MEMBERS (Board Officers, Past-President)

Staff: District Manager Legal Counsel

Convenes: As necessary

Scope: The Executive Committee is comprised of the President, Vice President, Secretary, and Past-President of the District. The Executive Committee meets with the other Committees and District Manager on important financial and operational issues.

OPERATIONS COMMITTEE - 7 MEMBERS

Staff: District Manager Director of Communications
Director of Operations Director of Scientific Technical Services

Convenes: As necessary

Scope: The Operations Committee is responsible for oversight of the District's basic operation and special programs. The Committee reviews operational activity reports and provides direction to staff regarding operational issues, policies and procedures, staffing, and budget. The Committee also provides recommendations to the Board on legislative items.

POLICY AND PERSONNEL COMMITTEE - 9 MEMBERS

Staff: District Manager

Convenes: As necessary

Scope: The Policy and Personnel Committee is responsible for oversight of District policies and personnel issues. This Committee meets on an as needed basis to review changes to administrative, policies and procedures, and then provides recommendations to the Board regarding action on these items. The Policy and Personnel Committee annually reviews and provides recommendations regarding the District Manager's contract, and changes to the District's Personnel and Salary Resolution. The Committee also reviews and provides recommendations to the Board regarding new position requests, position reclassifications, position descriptions, and is responsible for hearing and making decisions regarding employee disciplinary appeals.

PUBLIC RELATIONS COMMITTEE – 9 MEMBERS

Staff: District Manager

Director of Communications

Convenes: As necessary

Scope: The Public Relations Committee is responsible for oversight of the District public outreach, education, vector and vector-borne disease education, and overall awareness of the District, and its services. The Committee provides comments and directions on education objectives, and public outreach campaigns and goals. The Committee also reviews request for proposals for outreach related purchases and contracts.

NUISANCE ABATEMENT COMMITTEE – 7 MEMBERS

Staff: District Manager

Director of Operations

Convenes: As necessary

Scope: The Nuisance Abatement Committee has the responsibility to determine if certain properties constitute a nuisance because of vector breeding and authorize certain fines and penalties to be assessed against the property owner(s).

LEGISLATIVE COMMITTEE – 9 MEMBERS

Staff: District Manager

Director of Communications

Convenes: As Necessary

Scope: The Legislative Committee has the responsibility of reviewing, following, and tracking legislation throughout the course of the legislative session that may impact the District.



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

January 16, 2020

AGENDA REPORT

AGENDA ITEM: G.5

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Rick Howard, District Manager

Agenda Title:

2019 Trustee Attendance Report

Recommended Action:

Receive and File

Executive Summary:

Each year, at the January board meeting, Trustees are given a record of Trustee attendance through December of the previous year.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item: N/A

Exhibits:

Exhibit A: 2019 Board of Trustees Attendance Report

Orange County Mosquito and Vector Control District
 RECORD OF ATTENDANCE OF THE 2019 BOARD OF TRUSTEES

From the First Meeting Held on August 11, 1947 through the 876th Meeting Held December 19, 2019

Representing	Trustee	First Appointed		Years of Service		2019 Meetings		Total Meetings Since Appointed		
						Attended		Held	Attended	%
Aliso Viejo	Ross Chun	January	2019	0 yr.	11 mo.	5	45%	11	5	45%
Anaheim	Lucille Kring	January	2008	11 yr.	11 mo.	11	100%	143	130	91%
Brea	Cecilia Hupp	September	2015	4 yr.	3 mo.	8	73%	51	39	76%
Buena Park	Michael Davis	January	2013	8 yr.	7 mo.	9	82%	103	90	87%
Costa Mesa	Sandra Genis	August	2015	4 yr.	4 mo.	10	91%	52	43	83%
Cypress	Paulo Morales	January	2018	2 yr.	3 mo.	6	55%	27	17	63%
Dana Point	Richard Viczorek	January	2017	2 yr.	11 mo.	10	91%	35	32	91%
Fountain Valley	Cheryl Brothers	April	2005	14 yr.	8 mo.	11	100%	176	162	92%
Fullerton	Jennifer Fitzgerald	February	2017	2 yr.	10 mo.	8	73%	34	24	71%
Garden Grove	Stephanie Klopfenstein	January	2017	2 yr.	11 mo.	8	73%	35	26	74%
Huntington Beach	Mike Posey	January	2017	2 yr.	11 mo.	8	73%	35	25	71%
Irvine	Farrah Khan	January	2019	0 yr.	11 mo.	8	73%	11	8	73%
Laguna Beach	Michael Morris	February	2019	0 yr.	10 mo.	10	100%	10	10	100%
Laguna Hills	Larry Woodruff	July	2018	1 yr.	5 mo.	11	100%	17	17	100%
Laguna Niguel	John Mark Jennings	January	2017	2 yr.	11 mo.	7	64%	35	24	69%
Laguna Woods	Shari L. Horne	July	2014	5 yr.	5 mo.	9	82%	65	59	91%
La Habra	James Gomez	January	2005	14 yr.	11 mo.	9	82%	179	155	87%
Lake Forest	Bob Holtzclaw	January	2018	1 yr.	11 mo.	11	100%	23	23	100%
La Palma	Marshall Goodman	January	2017	2 yr.	11 mo.	7	64%	35	25	71%
Los Alamitos	Mark Chirco	January	2018	1 yr.	11 mo.	8	73%	23	17	74%
Mission Viejo	Robert Ruesch	January	2018	1 yr.	11 mo.	11	100%	23	23	100%
Newport Beach	Jeffrey Herdman	January	2019	0 yr.	11 mo.	9	82%	11	9	82%
Orange	Michael Alvarez	January	1997	10 yr.	11 mo.	11	100%	131	108	82%
Placentia	Craig Green	January	2017	2 yr.	11 mo.	9	82%	35	32	91%
Rancho Santa Margarita	April Josephson	December	2014	5 yr.	0 mo.	11	100%	60	58	97%
San Clemente	Michelle Schumacher	January	2018	1 yr.	11 mo.	9	82%	23	19	83%
San Juan Capistrano	John Taylor	January	2019	2 yr.	11 mo.	9	82%	35	30	86%
Santa Ana	Cecilia Aguinaga	February	2017	8 yr.	10 mo.	10	91%	94	84	89%
Seal Beach	Sandra Massa-Lavitt	January	2017	2 yr.	11 mo.	11	100%	35	33	94%
Stanton	Gary Taylor	June	2019	0 yr.	6 mo.	4	67%	6	4	67%
Tustin	Barry Cooper	January	2019	0 yr.	11 mo.	7	64%	11	7	64%
Villa Park	Bill Nelson	January	2016	3 yr.	11 mo.	9	82%	47	42	89%
Westminster	Sergio Contreras	January	2013	6 yr.	11 mo.	9	82%	83	67	81%
Yorba Linda	Peggy Huang	January	2015	4 yr.	11 mo.	9	82%	59	46	78%
County of Orange	Lala Ragen	January	2019	0 yr.	11 mo.	11	100%	11	11	100%

Vector of the Month

Western Black-Legged Tick, *Ixodes pacificus*

Ixodes pacificus is a species of hard tick that has been recovered from a variety of hosts along the Pacific Coast from Washington and Oregon through California. Included in the host records are birds (quail), mammals (cats, dogs, deer, chipmunks, pocket mice, deer mice, horses, and man), and lizards (fence and alligator lizards). *Ixodes pacificus* is found mainly in wooded and grassy areas across the state.

In the early 1980s, *I. pacificus* was incriminated as a potential vector of the type of bacteria that causes Lyme disease. This disease was first recognized in 1975 in Lyme, Connecticut, and is characterized by annular skin lesions (erythema chronicum migrans) that may be followed by arthritic, neurologic, or cardiac symptoms several weeks or months later. The disease is caused by a microbe called a spirochete (scientifically referred to as *Borrelia burgdorferi*), which may be seen moving in a serpentine fashion under a microscope. People are most commonly exposed to the Lyme disease agent by the immature nymphal tick, which is active in the spring and early summer; an average of 5-15% of nymphal western black-legged ticks in California are infected with *B. burgdorferi*.¹

Relatively few cases of Lyme disease were diagnosed in California in the early 1980s; however, after recognition of this disease by the medical community, a significant increase in diagnosed cases has occurred. Typically, 80 – 100 cases are recognized each year in the state, with the highest

number of infections occurring in Trinity, Mendocino, Humboldt, Mono, Sierra, and Nevada Counties. Because the symptoms of this disease are variable, it is possible that some victims of Lyme disease go undiagnosed.

The Orange County Mosquito and Vector Control District initiated a monitoring and testing program for ticks and spirochetes in 1984, which continues to this day. In March of 1991, *B. burgdorferi* spirochetes were isolated from a male *I. pacificus* collected near San Clemente in February. Since that time, more than 6,000 *I. pacificus* from Orange County have been checked for spirochetes and all other specimens have tested negative for *B. burgdorferi*. Although some people have claimed to have acquired Lyme disease while residing in Orange County, most infections have been attributed to people visiting northern California and the eastern U.S., where Lyme disease is more common.

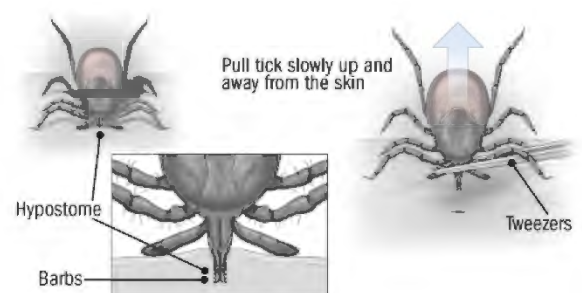
The principal protection against Lyme disease is awareness. Individuals are encouraged to avoid problems by learning more about the vector ticks and their natural habits and habitats. People are advised to avoid areas where ticks occur, or if potential exposure is unavoidable, use both protective clothing and tick repellents, check the entire body for ticks daily, and promptly remove attached ticks.

¹<http://www.cdph.ca.gov/healthinfo/LymeDisease.aspx>



Tick Removal

- Use Tweezers and grasp the tick's mouthparts as close to the skin as possible.
- Gently pull the tick straight out with steady pressure.
- Do not twist or jerk the tick.
- Do not try to remove the tick by burning it or applying ointment or lotion.
- Apply an antiseptic to the bite area after removing tick.
- Wash your hands with soap and water.



How to Remove a Tick

January 03, 2018 U.S. National Library of Medicine



A woman removing a tick from her arm. Credit: American Academy of Dermatology

Ticks are small, insect-like creatures that live in woods and fields. They attach to you as you brush past bushes, plants, and grass. Once on you, ticks often move to a warm, moist location. They are often found in the armpits, groin, and hair. Ticks attach firmly to your skin and begin to draw blood for their meal. This process is painless. Most people will not notice the tick bite.

Ticks can be fairly large, about the size of a pencil eraser. They can also be so small that they are very hard to see. Ticks can transmit bacteria that can cause disease. Some of these can be serious.

Considerations

While most ticks do not carry bacteria that cause human diseases, some ticks do carry these bacteria. These bacteria can cause:

- Colorado tick fever
- Lyme disease
- Rocky Mountain spotted fever
- Pacific Coast tick fever
- Tularemia

First Aid

If a tick is attached to you, follow these steps to remove it:

1. Use tweezers to grasp the tick close to its head or mouth. DO NOT use your bare fingers. If you don't have tweezers and need to use your fingers, use a tissue or paper towel.
2. Pull the tick straight out with a slow and steady motion. Avoid squeezing or crushing the tick. Be careful not to leave the head embedded in the skin.
3. Clean the area well with soap and water. Also wash your hands thoroughly.

4. Save the tick in a jar. Watch the person who was bitten carefully over the next week or two for symptoms of Lyme disease (such as rash or fever).
5. If all parts of the tick can't be removed, get medical help. Bring the tick in the jar to your doctor appointment.

DO NOT

- DO NOT try to burn the tick with a match or other hot object.
- DO NOT twist the tick when pulling it out.
- DO NOT try to kill, smother, or lubricate the tick with oil, alcohol, Vaseline, or similar material while the tick is still embedded in the skin.

When to Contact a Medical Professional

Call your doctor if you have not been able to remove the entire tick. Also call in the days following a tick bite if you develop:

- A rash
- Flu-like symptoms, including fever and headache
- Joint pain or redness
- Swollen lymph nodes

Call 911 if you have any signs of:

- Chest pain
- Heart palpitations
- Paralysis
- Severe headache
- Trouble breathing

Prevention

To prevent tick bites:

- Wear long pants and long sleeves when walking through heavy brush, tall grass, and thickly wooded areas.
- Pull your socks over the outside of your pants to prevent ticks from crawling up your leg.
- Keep your shirt tucked into your pants.
- Wear light-colored clothes so that ticks can be spotted easily.
- Spray your clothes with insect repellent.
- Check your clothes and skin often while in the woods.

After returning home:

- Remove your clothes. Look closely at all your skin surfaces, including your scalp. Ticks can quickly climb up the length of your body.
- Some ticks are large and easy to locate. Other ticks can be quite small, so carefully look at all black or brown spots on the skin.
- If possible, ask someone to help you examine your body for ticks.
- An adult should examine children carefully.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Orange County Mosquito and Vector Control District at (714-971-2421), during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the District Office located at Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843 during normal business hours."