



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

**NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY FEBRUARY 20, 2020
878th 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:	Michael Alvarez	Orange
VICE-PRESIDENT:	Mike Posey	Huntington Beach
SECRETARY:	James Gomez	La Habra

Aliso Viejo	Ross Chun	Lake Forest	Vladimir Anderson
Anaheim	Lucille Kring	Los Alamitos	Tanya Doby
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	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	John Mark Jennings	County of Orange	Lala Ragen
Laguna Woods	Shari Horne		

4. 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 Trustees
2. Dr. Stephen Dobson will give a presentation entitled "Wolbachia-infected Male Mosquito Release for Aedes Control"
3. Director of Communications Young will give a presentation entitled "OCMVCD Year in Review 2019"
4. Director of Communications Young will give a presentation entitled "Trustee Expanded Ride-Along Program"
5. Recognize Trustee Huang for Five Years of Service. Recognize Secretary Gomez for Fifteen Years of Service

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES None

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 January 16, 2020
2. Approve Warrant Register for December 2019 (Exhibit A)
3. Approve Monthly Financial Report for December 2019 (Exhibit A)
4. Approve Board of Trustee Committee Assignments for 2020 (Exhibit A)
5. Adopt Resolution No. 488 Providing Workers' Compensation Coverage for Individuals that Volunteer Their Services at the District (Exhibit A)
6. Adopt Resolution No. 489 Authorizing Trustee Cheryl Brothers to Submit an Application for Appointment to the California Special District Board of Directors (Exhibit A, B)

F. BUSINESS AND ACTION ITEMS

1. Adopt Resolution No. 490 Amending and Updating the Orange County Mosquito and Vector Control District Travel Policy (Exhibit A, B, C)
2. Adopt Resolution No. 491 Establishing Board Policy No. 53 Addressing the Management and Use of Social Media Platforms for District Communications (Exhibit A, B)
3. Adopt Resolution No. 492 Reclassifying Certain Positions and Recognize Certain Title Changes Within the Authorized Position Schedule (Exhibit A, B)

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. Receive Fiscal Year 2020-21 Budget Preparation Schedule
4. Receive Statement of Economic Interests 700 Forms for Filing
5. 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
Trustee and Staff reports from conferences attended in January

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting on April 16, 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

February 20, 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 Trustees

Recommended Action:

Executive Summary:

President Alvarez will present a plaque to Trustees Woodruff and Chirco.

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

February 20, 2020

AGENDA REPORT

AGENDA ITEM: C.5

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

Agenda Title:

Recognize Trustee Huang for Five Years of Service and Secretary Gomez for Fifteen Years of Service

Recommended Action:

Recognize Trustee Huang from the City of Yorba Linda for completing five years of service. Recognize Secretary Gomez, from the City of La Habra, for completing fifteen years of service.

Executive Summary:

Trustee Huang, from the City of Yorba Linda, has served on the Board from January 2015 to current. During her term on the Board, she has served on the Budget and Finance, Policy and Personnel, Nuisance Abatement and Legislative Committee. Trustee Huang has attended 47 of 60 meetings for a 78 percent attendance record.

President Alvarez will present Trustee Huang with a certificate recognizing five years of service at the February Board Meeting.

Secretary Gomez, from the City of La Habra, has served on the Board from January 2005 to current. During his term on the Board, he has served on the Policy & Personnel, Budget & Finance, Operations, and Nuisance Abatement Committee. Secretary Gomez was Vice President of the Board in 2011 and President of the Board in 2012. He is currently the Secretary of the Board for 2020. Secretary Gomez has attended 156 of 180 meetings for an 86 percent attendance record.

President Alvarez will present Secretary Gomez with a certificate recognizing fifteen years of service at the February 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:

MINUTES OF THE 877th MEETING

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

TIME: 3:00 P.M. January 16, 2020

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

PRESIDENT:	Michael Alvarez	Orange
VICE-PRESIDENT:	Mike Posey	Huntington Beach
SECRETARY:	James Gomez	La Habra

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

La Palma	Nitesh Patel	Laguna Woods	Shari Horne
Laguna Beach	Michael Morris	Newport Beach	Jeff Herdman
Laguna Niguel	John Mark Jennings		

*Trustees Morris, Jennings, and Horne 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 3:04 P.M.
2. **Pledge of Allegiance:** President Brothers asked Trustee Dahl to lead the Pledge of Allegiance.

President Brothers had the new trustees introduce themselves: Jon Peat from Cypress, Erica Pezold from Laguna Hills, Vladimir Anderson from Lake Forest, Jim Dahl from San Clemente, and Crystal Miles from Villa Park.

3. **Roll Call:** Roll call indicated 28 Trustees were present with Trustees Chun and Huang showing up late to bring the total to 30 out of the current Board membership of 35.
4. **Election of Officers of 2020 Executive Board:** President Brothers nominated Secretary Alvarez for the office of President, Trustee Dahl seconded the motion. As there were no other nominations, Secretary Alvarez was elected President by unanimous vote.

Ayes: Trustees Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Patel, Morris, Jennings, Horne, Herdman, and Huang.

Trustee Fitzgerald nominated Trustee Posey for the office of Vice President, Trustee Klopfenstein seconded the motion. As there were no other nominations, Trustee Posey was elected Vice President by unanimous vote.

Ayes: Trustees Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Patel, Morris, Jennings, Horne, Herdman, and Huang.

Trustee Dahl nominated Trustee Gomez for the office of Secretary, Trustee Fitzgerald seconded the motion. Vice President Posey nominated Trustee Green for the office of Secretary, Trustee Chirco seconded the motion. Trustee Cooper nominated Trustee Aguinaga for the office of Secretary, Trustee Hupp seconded the motion. Seeing as there were no other nominations, Trustee Fitzgerald made the motion to close nominations, Trustee Kring seconded them motion. The board approved closing the nominations by unanimous vote.

Ayes: Trustees Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Chun, Patel, Morris, Jennings, Horne, Herdman, and Huang.

Trustee Gomez was elected Secretary by a vote of 11, 9, 6 with two abstentions.

Gomez: Trustees Kring, Davis, Brothers, Fitzgerald, Gomez, Pezold, Alvarez, Dahl, J. Taylor, Massa-Lavitt, and Contreras.

Aguinaga: Trustees Hupp, Genis, Peat, Klopfenstein, Khan, Ruesch, Aguinaga, G. Taylor, and Cooper.

Green: Trustees Viczorek, Posey, Chirco, Green, Josephson, and Ragen.

Abstained: Trustees Anderson and Miles.

Absent: Trustees Chun, Patel, Morris, Jennings, Horne, Herdman, and Huang.

President Alvarez had the new trustees introduce themselves: Jon Peat from Cypress, Erica Pezold from Laguna Hills, Vladimir Anderson from Lake Forest, Jim Dahl from San Clemente, and Crystal Miles from Villa Park.

5. Late/Other Communications:

Late Communications:

- 1) Update to Agenda Item G.3

Other Communications:

- 1) Monthly City Reports

B. Public Comments: None

C. Presentations:

1. President Alvarez gave a plaque to outgoing President Brothers.
2. President Alvarez gave a plaque to outgoing Trustees Goodman, Holtzclaw, and Nelson. Outgoing Trustees Morales and Schumacher did not attend the meeting.
3. President Alvarez presented a plaque to Trustee Josephson for Five Years of Service.

D. OCMVCD Committee Reports to the Board of Trustees:

1. Policy and Personnel Committee: There was no quorum for the meeting so there was no report.
2. Budget and Finance Committee: Vice President Posey was selected as committee chair for the meeting. Vice President Posey reported that the committee recommended approving agenda item F.1. District Counsel Burns reported the committee recommended approving the item but recommended lowering the District Manager's credit card limit to \$50,000 from \$100,000.

E. Consent Calendar: Items for Approval by General Consent

On motion from Trustee Kring, seconded by Trustee Dahl, and passed by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.3. Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Chun, Davis, Peat, Pezold, Anderson, Chirco, Dahl, J. Taylor, G. Taylor, and Miles).

Ayes: Trustees Chun, Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Patel, Morris, Jennings, Horne, and Herdman.

1. **Approval of Minutes:** Approved, without reading, the Minutes of the 876th Meeting of the Board of Trustees held December 21, 2019.
2. **Received Warrant Register for November 2019: (Exhibit A)** Received and filed.
3. **Received Monthly Financial Report for November 2019: (Exhibit A)** Received and filed.

F. Business and Action Items:

1. **Adopted Ordinance No. 11/2020 Amending the District's Purchasing and Procurement Policy: (Exhibit A, B, C)** As reported in the Budget and Finance Committee report, the committee recommended approval of the Ordinance but changing the credit card limit of the District Manager to \$50,000. On motion from Trustee Kring, seconded by Trustee Fitzgerald, and approved by unanimous vote, the Board of Trustees approved the substitute motion of lowering the District Manager's credit card limit to \$50,000 from \$100,000 and approved the rest of the Ordinance as written.

Ayes: Trustees Chun, Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Patel, Morris, Jennings, Horne, and Herdman.

2. **Adopted Resolution No. 487 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Works (Exhibit A)** On motion from Trustee Fitzgerald, seconded by Trustee Aguinaga, and approved by unanimous vote, the Board of Trustees approved adopting Resolution No. 487 Authorizing the Deployment of Vector Personnel and Resources for Natural Disaster Relief Works.

Ayes: Trustees Chun, Kring, Hupp, Davis, Genis, Peat, Viczorek, Brothers, Fitzgerald, Klopfenstein, Posey, Khan, Gomez, Pezold, Anderson, Chirco, Ruesch, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, Cooper, Miles, Contreras, Huang, and Ragen.

Noes: None.

Abstained: None.

Absent: Trustees Patel, Morris, Jennings, Horne, and Herdman.

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 January. Director of Communications Young asked trustees to let the Communications Department know about events happening in their city.
3. **Trustee Terms to End January 6, 2020:** Received and filed.
4. **Board of Trustee Committee Assignments (Exhibit A, B):** Received and filed.
5. **2019 Trustee Attendance Report (Exhibit A):** Received and filed.
6. **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. New Trustee Orientation took place for four new trustees on January 15, 2020.
2. Before the February Board Meeting, the District will host an Open House for the trustees to attend.

J. District Legal Counsel Report: District Counsel Burns Reported:

1. The property that the District had a nuisance abatement case against in 2015 has gone in foreclosure.

K. Correspondence: None

L. Future Agenda Items: None

M. Adjournment:

1. President Alvarez adjourned the meeting at 3:42 p.m. to the next regularly scheduled meeting on Thursday, February 20, 2020.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held January 16, 2020



Richard Howard, District Manager

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

ATTEST: _____
James Gomez, Secretary



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 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 December 2019

Recommended Action:

Receive and file.

Executive Summary:

Receive and file payment of warrant register (Exhibit A) dated February 20, 2020 in the amount of \$514,453.94 as presented by in-house check runs dated December 5, 12, 16, 18, 19, 23, 26, 30, and 31, 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: December 2019 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS FEBRUARY 20, 2020

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS

2/20/2020

ACCOUNTS PAYABLE REGISTER

A/P Check Run	12/5/2019	108,619.20
A/P Check Run	12/12/2019	26,762.77
A/P Check Run	12/16/2019	18,214.80
A/P Check Run	12/18/2019	815.13
A/P Check Run	12/19/2019	8,232.27
A/P Check Run	12/23/2019	622.29
A/P Check Run	12/26/2019	27,235.36
A/P Check Run	12/30/2019	86,710.69
A/P Check Run	12/31/2019	10,457.57
P/R EEASSOC	12/12/2019	862.50
P/R ICMA	12/12/2019	19,659.63
P/R NATION	12/12/2019	5,245.00
P/R USB	12/12/2019	814.68
P/R CALPERS1	12/12/2019	36,902.09
P/R EDD	12/12/2019	12,101.55
P/R IRS	12/12/2019	39,358.67
P/R TASC	12/12/2019	2,761.21
P/R EEASSOC	12/30/2019	817.50
P/R ICMA	12/30/2019	19,659.59
P/R NATION	12/30/2019	5,845.00
P/R USB	12/30/2019	962.20
P/R CALPERS1	12/30/2019	36,954.58
P/R EDD	12/30/2019	9,245.10
P/R IRS	12/30/2019	32,833.35
P/R TASC	12/30/2019	2,761.21
TOTAL	\$	514,453.94

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 20TH day of February 2020.

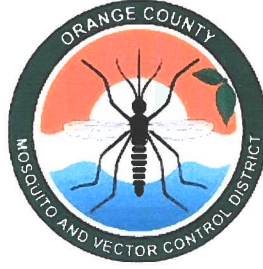

Rick Howard, District Manager


Tan Nguyen, Finance Manager

Accounts Payable

Checks by Date - Summary by Check Date

User: chumphrey
 Printed: 1/28/2020 8:35 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	CALPERS	Calif. Public Employees' Retirement	12/05/2019	68,663.82
24249	COLONIAL	Colonial Life & Accident Insurance Co	12/05/2019	817.36
24250	GUARD	Guardian - Appleton	12/05/2019	11,805.31
24251	VSP	Vision Service Plan	12/05/2019	1,050.63
24252	AMAZON	AMAZON/SYNCB	12/05/2019	1,193.79
24253	AT T FAX	AT&T	12/05/2019	299.91
24254	ATT2	AT&T	12/05/2019	230.31
24255	Bel-Air	Bel-Air Shells	12/05/2019	5,628.99
24256	GENESEE	Genesee Scientific Corporation	12/05/2019	256.18
24257	GFS	Governmental Financial Services	12/05/2019	1,040.00
24258	HARPER	Harper & Burns, LLP	12/05/2019	3,660.80
24259	HASFIN	TOTALFUNDS	12/05/2019	17.25
24260	IRON	Iron Mountain Records Mgmt, Inc.	12/05/2019	98.44
24261	KWEST	K'WEST Printing	12/05/2019	1,228.88
24262	SCE	Southern Calif. Edison	12/05/2019	4,304.88
24263	SMART	Smart & Final Stores Corp	12/05/2019	412.18
24264	STAPLES	Staples Business Advantage	12/05/2019	101.95
24265	TRUCPAR	Truck & Auto Supply, Inc.	12/05/2019	4,468.93
24266	ULINE	Uline Shipping Supply Specialists	12/05/2019	77.58
24267	VERIZON	Verizon Wireless Services LLC	12/05/2019	3,027.95
24268	VWR	VWR International LLC	12/05/2019	234.06

Total for 12/5/2019: 108,619.20

ACH	EEASSOC	OCVCD Employee Association	12/12/2019	862.50
ACH	ICMA	ICMA	12/12/2019	19,659.63
ACH	NATION	Nationwide Retirement Solutions	12/12/2019	5,245.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	12/12/2019	814.68
ACH	CalPERS1	CalPERS	12/12/2019	36,902.09
ACH	EDD	Employment Development Dept.	12/12/2019	12,101.55
ACH	IRS	Internal Revenue Service	12/12/2019	38,988.18
ACH	STATE	STATE DISBURSEMENT UNIT	12/12/2019	370.49
ACH	TASC	Total Administrative Services Corp.	12/12/2019	2,761.21
ACH	BROTHERS	Cheryl Brothers	12/12/2019	100.00
ACH	CHIRCO	Mark Chirco	12/12/2019	100.00
ACH	CHUN	ROSS CHUN	12/12/2019	100.00
ACH	CONTRERA	Sergio Contreras	12/12/2019	100.00
ACH	GOODMAN	Marshall Goodman	12/12/2019	100.00
ACH	GREEN C	Craig S. Green	12/12/2019	100.00
ACH	HERDMAN	Jeffrey Herdman	12/12/2019	100.00
ACH	HOLTZCLA	Bob Holtzclaw	12/12/2019	100.00
ACH	HORNE	Shari Lucas Horne	12/12/2019	100.00
ACH	JOSEPH	April Josephson	12/12/2019	100.00
ACH	KHAN	FARRAH KHAN	12/12/2019	100.00
ACH	KLOPFEN	Stephanie L. Klopfenstein	12/12/2019	100.00
ACH	KRING	Lucille Kring	12/12/2019	100.00
ACH	LARRY	LARRY WOODRUFF	12/12/2019	100.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	NELSON B	William E. Nelson	12/12/2019	100.00
ACH	RUESCH	Robert J. Ruesch	12/12/2019	100.00
ACH	SCHUMACF	Michelle Schumacher	12/12/2019	100.00
ACH	CAMACHO	Lucia Camacho	12/12/2019	13.84
ACH	HOWARD	RICHARD J HOWARD	12/12/2019	543.74
ACH	MORGAN	Timothy J. Morgan	12/12/2019	150.00
ACH	SEMROW	Amber Semrow	12/12/2019	357.22
24269	ALVAREZ	Michael Alvarez	12/12/2019	100.00
24270	FITZGER	Jennifer Fitzgerald	12/12/2019	100.00
24271	GOMEZ	James Gomez	12/12/2019	100.00
24272	MASSA-LA	Sandra Massa-Lavitt	12/12/2019	100.00
24273	MORRIS	MICHAEL MORRIS	12/12/2019	100.00
24274	POSEY	Mike Posey	12/12/2019	100.00
24275	TAYLOR	John Taylor	12/12/2019	100.00
24276	VICZOREK	Richard Viczorek	12/12/2019	100.00
24277	ALANS	Alan's Lawn & Garden Center, Inc.	12/12/2019	113.83
24278	ARIAS	Miguel Arias	12/12/2019	2,496.00
24279	ESA	Entomological Society of America	12/12/2019	251.00
24280	FRAN	Franchise Tax Board	12/12/2019	597.90
24281	JAYS	Jay's Catering	12/12/2019	442.50
24282	JUST	JUST TIRES	12/12/2019	1,510.31
24283	MARTIN D	Daniel Martinez	12/12/2019	575.00
24284	MATAx	MATAx LLC	12/12/2019	395.75
24285	MILLER D	David B. Miller	12/12/2019	150.00
24286	NUTWOOD	NUTWOOD STREET BAPTIST CHURCH	12/12/2019	550.00
24287	OFFICE	OFFICE DEPOT, INC.	12/12/2019	59.00
24288	ORVAC	ORVAC ELECTRONICS	12/12/2019	80.65
24289	PRAXAIR	Praxair Distribution, Inc	12/12/2019	322.93
24290	SPARK	Sparkletts	12/12/2019	193.86
24291	SPECTRUM	Spectrum	12/12/2019	2,150.00
24292	STAPLES	Staples Business Advantage	12/12/2019	8.74
24293	WOODRUFF	Woodruff Spradlin & Smart	12/12/2019	13,300.50
Total for 12/12/2019:				144,468.10
24294	ALLIANT	Alliant Insurance Services, Inc.	12/16/2019	18,214.80
Total for 12/16/2019:				18,214.80
ACH	DELUXE	Deluxe Business Checks & Solutions	12/18/2019	815.13
Total for 12/18/2019:				815.13
ACH	JOZAN	Martine Jozan-Work	12/19/2019	750.00
24295	ALARM	Thomas E. Kindschi	12/19/2019	270.00
24296	AMAZON	AMAZON/SYNCB	12/19/2019	2,804.95
24297	AT T	AT&T MOBILITY	12/19/2019	31.47
24298	AT&T	AT&T	12/19/2019	67.49
24299	ESA	Entomological Society of America	12/19/2019	201.00
24300	EWING	Ewing Irrigation Products, Inc.	12/19/2019	97.54
24301	FEDEX	Federal Express Corp.	12/19/2019	78.80
24302	GENESEE	Genesee Scientific Corporation	12/19/2019	276.75
24303	GG DISP	Republic Waste Svcs of So. Calif., LLC	12/19/2019	2,123.54
24304	LAMPIRE	Lampire Biological Laboratories, Inc.	12/19/2019	269.00
24305	OCHC	Orange County Heritage Council	12/19/2019	175.00
24306	ROSS	Cynthia Ross	12/19/2019	249.77

Check No	Vendor No	Vendor Name	Check Date	Check Amount
24307	SCG	Southern Calif. Gas Co.	12/19/2019	220.34
24308	XEROX	Xerox Financial Services	12/19/2019	616.62
Total for 12/19/2019:				8,232.27
24309	CASH	CASH	12/23/2019	457.29
24311	F&M Bank	Farmers & Merchants Bank	12/23/2019	165.00
Total for 12/23/2019:				622.29
ACH	BENNETT	Stephen Bennett	12/26/2019	234.05
ACH	BOBBITT	Catherine Bobbitt	12/26/2019	234.05
ACH	CAMPBELL	JAMES CAMPBELL	12/26/2019	60.32
ACH	DAIKER	John Daiker	12/26/2019	260.80
ACH	EDISON	SUZANNE R. EDISON	12/26/2019	271.00
ACH	ELLIOTT	MARGARET ELLIOTT	12/26/2019	48.36
ACH	EVER	GARY EVERINGHAM	12/26/2019	104.90
ACH	Goedhart	Gerard Goedhart	12/26/2019	234.05
ACH	HEARST	Michael Hearst	12/26/2019	434.05
ACH	Huff	Robert Huff	12/26/2019	234.05
ACH	KELLER	JUSTINE KELLER	12/26/2019	60.32
ACH	KIMBALL	Deborah Kimball	12/26/2019	234.05
ACH	KOENIG	Steve Koenig	12/26/2019	234.05
ACH	LACHANCE	Glenn LaChance	12/26/2019	331.35
ACH	LOUGHNER	LINDA LOUGHNER	12/26/2019	214.60
ACH	MCCARTY	Danny McCarty	12/26/2019	234.05
ACH	MILLER J	Jon Miller	12/26/2019	234.05
ACH	MONTANI	Karen Montani	12/26/2019	72.72
ACH	PARSONS	John Parsons	12/26/2019	234.05
ACH	REES	JETTE REES	12/26/2019	112.00
ACH	Rehders	Renee Rehders	12/26/2019	234.05
ACH	REINIG	Allyson Reinig	12/26/2019	234.05
ACH	Reisin	Caroline Reisinger	12/26/2019	234.05
ACH	Reynolds	Thomas Reynolds	12/26/2019	48.36
ACH	RINCON	Claudio Rincon	12/26/2019	234.05
ACH	SIPE	Russell Sipe	12/26/2019	234.05
ACH	Velten	Robert K. Velten	12/26/2019	234.05
24312	ABBE	ROGER ABBE	12/26/2019	48.36
24313	AT T FAX	AT&T	12/26/2019	298.55
24314	FM	F M CREDIT CARD	12/26/2019	10,871.85
24315	GENESEE	Genesee Scientific Corporation	12/26/2019	81.77
24316	GG WATER	City of Garden Grove	12/26/2019	663.94
24317	HOME DEP	Acct 6035 3225 0389 2048 Home Depot C	12/26/2019	1,363.59
24318	MVCAC	M.V.C.A.C.	12/26/2019	5,145.00
24319	PEPITOS	Pepito's Restaurant Inc.	12/26/2019	664.43
24320	PLAYERS	Michael J. Mackenzie	12/26/2019	72.67
24321	STAPLES	Staples Business Advantage	12/26/2019	791.72
24322	STERI	Stericycle, Inc.	12/26/2019	1,168.70
24323	ULINE	Uline Shipping Supply Specialists	12/26/2019	282.79
24324	ZYMO	Zymo Research Corp.	12/26/2019	252.46
Total for 12/26/2019:				27,235.36
ACH	CALPERS	Calif. Public Employees' Retirement	12/30/2019	71,707.23
ACH	EEASSOC	OCVCD Employee Association	12/30/2019	817.50
ACH	ICMA	ICMA	12/30/2019	19,659.59

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	NATION	Nationwide Retirement Solutions	12/30/2019	5,845.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	12/30/2019	962.20
ACH	CalPERS1	CalPERS	12/30/2019	36,954.58
ACH	EDD	Employment Development Dept.	12/30/2019	9,245.10
ACH	IRS	Internal Revenue Service	12/30/2019	32,462.86
ACH	STATE	STATE DISBURSEMENT UNIT	12/30/2019	370.49
ACH	TASC	Total Administrative Services Corp.	12/30/2019	2,761.21
24325	COLONIAL	Colonial Life & Accident Insurance Co	12/30/2019	1,173.56
24326	VSP	Vision Service Plan	12/30/2019	1,091.55
24327	Guard	Guardian - Appleton	12/30/2019	12,738.35
Total for 12/30/2019:				195,789.22
ACH	CALPERS1	CalPERS	12/31/2019	10,457.57
Total for 12/31/2019:				10,457.57
Report Total (149 checks):				514,453.94



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 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 December 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 December 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 December 2019

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending December 31, 2019

Fund No.	Fund	Cash Balance 11/30/2019	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 12/31/2019	Cash Balance 12/31/2018
10	Operating	\$ 3,017,938	\$ 5,458,780	\$ 816,942	\$ -	\$ (2,497)	\$ 7,657,279	\$ 4,995,717
20	Vehicle Replacement	530,848	-	-	-	-	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	7,314,483	23,816	2,449	-	-	7,335,850	6,914,608
70	Habitat Remediation	96,902	-	-	-	-	96,902	96,902
90	Retiree Medical Insurance	(331,791)	2,654	24,795	-	-	(353,932)	(36,126)
95	Retirement Contingency	249,219	-	-	-	-	249,219	3,103,239
99	Payroll Clearing	72,713	-	-	-	(74,242)	(1,529)	68,549
		\$ 13,774,572	\$ 5,485,250	\$ 844,186	\$ -	\$ (76,739)	\$ 18,338,897	\$ 18,430,497

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 4,777,317	2.043%
O.C. Treasurer	1,699,323	1.940%
Stifel Brokerage account		
Money market (par)	294,597	0.150%
Fixed income - other (par)	4,525,000	2.520%
Wells Fargo Brokerage account		
Certificates of deposit (par)	200,000	2.700%
Unamortized premium/(discount) on investments	33,994	n/a
F&M Checking	6,382,848	n/a
Payroll Checking	269,577	n/a
F&M HBP	146,241	0.05%
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 18,338,897	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 3,585,721	4.25%
PARS Pension Trust	2,143,347	4.25%
Total PARS Trust Balances	\$ 5,729,068	


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	5,485,250	844,186	-	(76,739)	4,564,325	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	\$ 8,571,068	\$ 6,899,883	\$ -	\$ (117,563)	\$ 1,553,622	\$ 1,704,447
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Revenues: 50% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	\$ 6,313,300	\$ 3,413,236	54.1%
1996 Benefit Assessment	1,555,000	857,062	55.1%
2004 Benefit Assessment	6,624,150	3,624,198	54.7%
Interest and Concessions	35,000	45,895	131.1%
Miscellaneous	-	6,578	0.0%
Successor Agency Pass thru/Residual	400,000	327,103	81.8%
Rent for Cell Sites	28,200	14,378	51.0%
VCJPA Pooled Services	75,000	-	0.0%
CDPH - CA State Grant	-	-	0.0%
Charges for Services	38,000	51,474	135.5%
Total Operating Fund Revenues	15,068,650	8,339,924	55.3%

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	192,730	50.8%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	33,140	17,340	52.3%
95	Retirement Contingency	16,000	1,212	7.6%
	Total Other Funds	449,750	231,144	51.4%
	Total Revenue	\$ 15,541,400	\$ 8,571,068	55.1%

Expenditures: 50% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 78,750	\$ 16,739	21.3%
120	District Manager	415,700	191,713	46.1%
130	Legal Services	120,000	36,353	30.3%
140	Non-Departmental	312,600	100,847	32.3%
	Executive	927,050	345,652	37.3%
210	Administrative Services	882,600	323,425	36.6%
220	Insurance	703,500	691,876	98.3%
	Administrative Services	1,586,100	1,015,301	64.0%
310	Technical Services	1,827,440	799,403	43.7%
	Scientific Technical Services	1,827,440	799,403	43.7%
410	Field Operations	6,985,290	3,312,242	47.4%
430	Vehicle Maintenance	868,285	447,636	51.6%
440	Building Maintenance	270,620	131,448	48.6%
	Operations	8,124,195	3,891,326	47.9%
510	Public Information	841,177	307,270	36.5%
520	Information Technology	795,340	334,727	42.1%
530	Public Service	169,950	84,207	49.5%
	Public Information	1,806,467	726,204	40.2%
	Total Operating Fund Expenditures	14,271,252	6,777,886	47.5%

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	15,326	34.8%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	187,300	106,671	57.0%
95	Retirement Contingency	16,000	-	0.0%
	Total Other Funds	247,300	121,997	49.3%
	Total Expenditures	\$ 14,518,552	6,899,883	47.5%

Date	Type	Description	Document Number	Additions	Deductions	Balance	Posted	Update By			
Fund:	█	ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT									
				0.00	0.00	1,692,913.15					
12/2/2019	062	ADMINISTRATIVE FEES	JJVTRB1 074 TR1912100005	0.00	82.86	1,692,830.29	12/11/2019	acr\scode			
12/18/2019	061	INTEREST INCOME	JJVTRA1 074 TR1912180005	3,285.92	0.00	1,696,116.21	12/19/2019	acr\scode			
12/30/2019	061	INTEREST INCOME	JJVTRA1 074 TR1912300005	3,206.64	0.00	1,699,322.85	12/31/2019	acr\scode			
Recap by Type Code - Fund: 9LK				Additions	Deductions	Type	No.	Amount	No.	Amount	Net Amount
061		2		6,492.56	0	0.00		6,492.56			
062		0		0.00	1	82.86		-82.86			
Total		2		6,492.56	1	82.86		6,409.70			
Grand Recap by Type Code				Additions	Deductions	Type	No.	Amount	No.	Amount	Net Amount
061		2		6,492.56	0	0.00		6,492.56			
062		0		0.00	1	82.86		-82.86			
Grand Total		2		6,492.56	1	82.86		6,409.70			



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

January 09, 2020

[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: XXXXXXXXXX

December 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,777,317.15
Total Withdrawal:	0.00	Ending Balance:	4,777,317.15



SNAPSHOT

Current period ending December 31, 2019

ACCOUNT NAME: ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT

ACCOUNT NUMBER: [REDACTED]

Your Financial Advisor:
Z011 ACAT REP
Phone: 800-727-0304

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.

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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

About this statement

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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://claimit.texas.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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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**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$5,079,441.33	\$1,502,108.95
Cash deposited	0.00	3,500,000.00
Securities deposited	0.00	0.00
Cash withdrawn	-491,122.85	-491,122.85
Securities withdrawn	-4,380,422.25	-4,380,422.25
Change in value	-2,249.23	75,083.15
Closing value	\$205,647.00	\$205,647.00

As a Wells Fargo Advisors client, you can upgrade your investment account to add Brokerage Cash Services at no additional cost. Brokerage Cash Services provides access to convenient money movement options including mobile deposit services. It also includes teller deposit services at Wells Fargo branch locations which are provided through a limited purpose Bank account. You'll have access to many more features and benefits to help you manage your finances. It's as simple as talking with Your Financial Advisor. Ask them today about Brokerage Cash Services.

Portfolio summary

	ASSET TYPE	PREVIOUS VALUE ON NOV 30	%	CURRENT VALUE ON DEC 31	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	490,187.83	9.65	0.00	0.00	0
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	4,589,253.50	90.35	205,647.00	100.00	5,500
	Mutual funds	0.00	0.00	0.00	0.00	0
	Asset value	\$5,079,441.33	100%	\$205,647.00	100%	\$5,500

SNAPSHOT

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Cash flow summary

	THIS PERIOD	THIS YEAR
Opening value of cash and sweep balances	\$490,187.83	
Income and distributions	935.02	83,892.71
Securities sold and redeemed	0.00	1,200,000.00
Electronic funds transfers	0.00	3,500,000.00
Net additions to cash	\$935.02	\$4,783,892.71
Securities purchased	0.00	-5,794,878.81
Other subtractions and fees	-491,122.85	-491,122.85
Net subtractions from cash	-\$491,122.85	-\$6,286,001.66
Closing value of cash and sweep balances	\$0.00	

Income summary *

	THIS PERIOD	THIS YEAR
TAXABLE Money market/sweep funds	113.10	16,053.64
Interest	821.92	67,839.07
Total taxable income	\$935.02	\$83,892.71
Total federally tax-exempt income	\$0.00	\$0.00
Total income	\$935.02	\$83,892.71

* 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

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



SNAPSHOT

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER:

Your Financial Advisor

Z011 ACAT REP
Phone: 800-727-0304

Please visit us at: www.wellsfargoadvisors.com

Account profile

Full account name: ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Standard Brokerage
Account type:
Brokerage account number:
Tax status: Non-Profit
Investment objective/Risk tolerance:* CONSERVATIVE INCOME
Time horizon:* SHORT TERM (1-3 YEARS)
Liquidity needs:* MODERATE
Cost Basis Election: First in, First out
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. Choose Electronic Delivery to go paperless or select specific account documents for electronic delivery. If you do not have a Username and Password, visit wellsfargoadvisors.com/signup or call 1-877-879-2495 for enrollment assistance.

Document delivery status

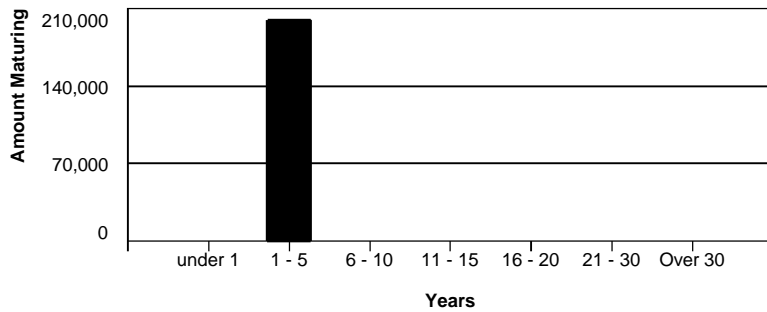
Table with 3 columns: Document type, Paper, Electronic. Rows include Statements, Trade confirmations, Tax documents, Shareholder communications, and Other documents.

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

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Bond maturity schedule



MATURING IN:	AMOUNT MATURING	CURRENT VALUE	% OF MATURING VALUE
under 1 year	0.00	0.00	0.00
1 to 5 years	200,000.00	205,647.00	100.00
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	\$200,000.00	\$205,647.00	100.00%

Additional information

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

Portfolio detail

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.

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	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
							ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
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	100,000	100.00	100,000.00	102.2900	102,290.00	2,290.00	125.76	2,700	2.63



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Fixed Income Securities

Certificates of Deposit continued

DESCRIPTION	QUANTITY	ADJ PRICE/ ORIG PRICE	ADJ COST/ ORIG COST	CURRENT PRICE	CURRENT MARKET VALUE	UNREALIZED GAIN/LOSS	ESTIMATED		
							ACCRUED INTEREST	ANNUAL INCOME	ANNUAL YIELD (%)
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	100,000	100.00	100,000.00	103.3570	103,357.00	3,357.00	130.41	2,800	2.70
Total Certificates of Deposit	200,000		\$200,000.00		\$205,647.00	\$5,647.00	\$256.17	\$5,500	2.67
Total Fixed Income Securities			\$200,000.00		\$205,647.00	\$5,647.00	\$256.17	\$5,500	2.67

Activity detail

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT	CASH AND SWEEP BALANCES
12/01				BEGINNING BALANCE			490,187.83
12/09	Cash	CHARGE		TERMINATION FEE		-125.00	490,062.83
12/10	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 121019 100,000 CUSIP 29278TGV6		193.15	
12/10	Cash	DIVIDEND		WELLS FARGO 100% TREASURY MONEY MARKET SWEEP CLASS		113.10	490,369.08
12/12	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 121219 100,000 CUSIP 949763H74		176.71	
12/12	Cash	ASSET TRF		TRANSFER CASH BALANCE		-490,123.86	421.93

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Activity detail continued

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	AMOUNT	CASH AND SWEEP BALANCES
12/16	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 121519 100,000 AS OF 12/15/19 CUSIP 99000QJD7		221.92	
12/16	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 121519 100,000 AS OF 12/15/19 CUSIP 99000QJE5		230.14	
12/16	Cash	ASSET TRF		TRANSFER CASH BALANCE		-421.93	452.06
12/18	Cash	ASSET TRF		TRANSFER CASH BALANCE		-452.06	0.00

Non cash activity detail

This section displays security transfer activity for the current period. The price and value are as of the date of the transfer.

Transfers out

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	VALUE
12/12	Cash	ASSET TRF	-250,000.00000	APPLE INC SR UNSECURED CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 CUSIP 037833AR1 TO: STIFEL, NICOLAUS & C	101.2680	-253,170.00
12/12	Cash	ASSET TRF	-200,000.00000	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 TO: STIFEL, NICOLAUS & C	100.2130	-200,426.00



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Non cash activity detail continued

Transfers out

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	VALUE
12/12	Cash	ASSET TRF	-250,000.00000	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 CUSIP 20030NBX8 TO: STIFEL, NICOLAUS & C	103.0970	-257,742.50
12/12	Cash	ASSET TRF	-200,000.00000	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 TO: STIFEL, NICOLAUS & C	100.3270	-200,654.00
12/12	Cash	ASSET TRF	-100,000.00000	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 29278TGV6 TO: STIFEL, NICOLAUS & C	100.1220	-100,122.00
12/12	Cash	ASSET TRF	-250,000.00000	US TREASURY NOTES CPN 2.250% DUE 04/15/22 DTD 04/15/19 FC 10/15/19 CUSIP 9128286M7 TO: STIFEL, NICOLAUS & C	101.2570	-253,142.50
12/12	Cash	ASSET TRF	-250,000.00000	FEDERAL NATL MTG ASSN NOTES CPN 2.875% DUE 10/30/20 DTD 11/01/18 FC 04/30/19 CUSIP 3135G0U84 TO: STIFEL, NICOLAUS & C	101.0580	-252,645.00
12/12	Cash	ASSET TRF	-250,000.00000	US TREASURY NOTES CPN 2.625% DUE 07/31/20 DTD 07/31/18 FC 01/31/19 CUSIP 912828Y46 TO: STIFEL, NICOLAUS & C	100.6280	-251,570.00

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Non cash activity detail continued

Transfers out

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	VALUE
12/12	Cash	ASSET TRF	-250,000.00000	FEDERAL NATL MTG ASSN NOTES CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 CUSIP 3135G0U35 TO: STIFEL, NICOLAUS & C	101.6050	-254,012.50
12/12	Cash	ASSET TRF	-250,000.00000	US TREASURY NOTES CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 CUSIP 9128284P2 TO: STIFEL, NICOLAUS & C	101.2770	-253,192.50
12/12	Cash	ASSET TRF	-250,000.00000	US TREASURY WI NOTES CPN 2.250% DUE 03/31/20 DTD 03/31/18 FC 09/30/18 CUSIP 9128284C1 TO: STIFEL, NICOLAUS & C	100.1790	-250,447.50
12/12	Cash	ASSET TRF	-150,000.00000	FEDERAL NATL MTG ASSN BONDS CPN 2.000% DUE 01/05/22 DTD 01/09/17 FC 07/05/17 CUSIP 3135G0S38 TO: STIFEL, NICOLAUS & C	100.5500	-150,825.00
12/12	Cash	ASSET TRF	-125,000.00000	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 CUSIP 30231GAR3 TO: STIFEL, NICOLAUS & C	102.3110	-127,888.75
12/12	Cash	ASSET TRF	-250,000.00000	FEDERAL NATL MTG ASSN NOTES CALLABLE CPN 2.000% DUE 10/30/20 DTD 04/30/12 FC 10/30/12 CUSIP 3136G0FJ5 TO: STIFEL, NICOLAUS & C	100.1850	-250,462.50



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Non cash activity detail continued

Transfers out

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	VALUE
12/12	Cash	ASSET TRF	-100,000.00000	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 TO: STIFEL, NICOLAUS & C	100.0780	-100,078.00
12/12	Cash	ASSET TRF	-150,000.00000	IBM CORP SR UNSECURED CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/13/19 CUSIP 459200JX0 TO: STIFEL, NICOLAUS & C	101.8460	-152,769.00
12/12	Cash	ASSET TRF	-100,000.00000	IBM CORP SR UNSECURED CPN 3.625% DUE 02/12/24 DTD 02/12/14 FC 08/12/14 CUSIP 459200HU8 TO: STIFEL, NICOLAUS & C	105.4380	-105,438.00
12/12	Cash	ASSET TRF	-100,000.00000	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 TO: STIFEL, NICOLAUS & C	102.5130	-102,513.00
12/12	Cash	ASSET TRF	-250,000.00000	JPMORGAN CHASE & CO SR UNSECURED CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 CUSIP 46625HJH4 TO: STIFEL, NICOLAUS & C	103.1270	-257,817.50
12/12	Cash	ASSET TRF	-100,000.00000	PFIZER INC SR UNSECURED CPN 2.800% DUE 03/11/22 DTD 03/11/19 FC 09/11/19 CUSIP 717081ER0 TO: STIFEL, NICOLAUS & C	101.9390	-101,939.00

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Non cash activity detail continued

Transfers out

DATE	ACCOUNT TYPE	TRANSACTION	QUANTITY	DESCRIPTION	PRICE	VALUE
12/12	Cash	ASSET TRF	-100,000.00000	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 TO: STIFEL, NICOLAUS & C	101.9170	-101,917.00
12/12	Cash	ASSET TRF	-100,000.00000	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 TO: STIFEL, NICOLAUS & C	101.1290	-101,129.00
12/12	Cash	ASSET TRF	-200,000.00000	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 TO: STIFEL, NICOLAUS & C	100.1880	-200,376.00
12/12	Cash	ASSET TRF	-100,000.00000	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 TO: STIFEL, NICOLAUS & C	100.1450	-100,145.00
Total Transfers out:						-\$4,380,422.25



**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

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
12/01		BEGINNING BALANCE	490,187.83	12/31		ENDING BALANCE	0.00
12/10	TRANSFER FROM	WELLS FARGO 100% TREASURY MONEY MARKET	-490,187.83				

Bank Deposits Through Teller

December 1 - December 31

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
12/01		BEGINNING BALANCE		\$0.00
12/31		ENDING BALANCE		\$0.00

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT**

DECEMBER 1, 2019 - DECEMBER 31, 2019
ACCOUNT NUMBER: [REDACTED]

Specific instructions and disclosures

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.

STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D179616 SSNR01003

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

Your Financial Advisor (LU04):

SANDRA WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:

999 MONTEREY ST. STE. 360
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Growth & Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

This issue of Investment Strategist contains a wealth of useful information, including tips for tax and estate planning, as well as a look at the new 401(k) contribution limits for 2020. Contact your Financial Advisor to learn more.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

YOUR STIFEL ACCOUNT SUMMARY December 31

Cash Equivalents **	294,597.12
Net Portfolio Assets held at Stifel	4,583,759.50
Net Portfolio Assets not held at Stifel	
Net Portfolio Value	\$4,878,356.62

YOUR CHANGE IN PORTFOLIO VALUE December 31

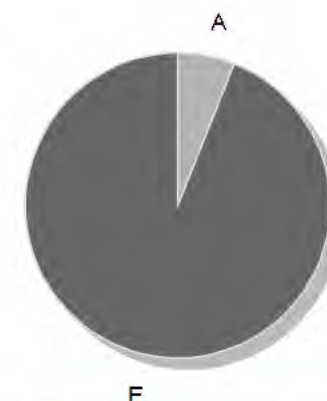
Net Cash Flow (Inflows/Outflows) ²	491,122.85
Securities Transferred In/Out	4,378,988.75
Income and Distributions	3,474.27
Change in Securities Value	4,770.75
Net Change in Portfolio Value	\$4,878,356.62

** See the Stifel Insured Bank Deposit Program Disclosure Statement for additional information.

² Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY

	Value on	Percentage of
	December 31, 2019 (\$)	your account
A Net Cash Equivalents	294,597.12	6.04%
E Fixed Income-Other	4,583,759.50	93.96%
Total Assets	\$4,878,356.62	100.00%



ASSET SUMMARY

	Value as of December 31, 2019				Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized</i>	
						<i>This Period</i>	<i>Year-to-date</i>
Cash							
Cash Sweep	294,597.12		294,597.12	6.04%			
Margin Balance							
A. Net Cash Equivalents	\$294,597.12		\$294,597.12	6.04%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	4,583,759.50		4,583,759.50	93.96%	25,327.23		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program							
Net Portfolio Assets	\$4,583,759.50	\$0.00	\$4,583,759.50	93.96%	\$25,327.23	\$0.00	\$0.00
Net Portfolio Value	\$4,878,356.62	\$0.00	\$4,878,356.62	100.00%	\$25,327.23	\$0.00	\$0.00

INCOME & DISTRIBUTION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	3,474.27	3,474.27
Capital Gain Distributions			
Return of Principal			
Other			
Total Income & Distributions		\$3,474.27	\$3,474.27

INFORMATION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Accrued Interest Paid	Tax-Exempt		
	Taxable		
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds			
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL FDIC INSURED	294,597.12	294,597.12	441.90	0.15%
Total Net Cash Equivalents	\$294,597.12	\$294,597.12	\$441.90	0.15%

STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be in deposit accounts at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposit accounts are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposit accounts are insured by the FDIC within applicable limits. Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your brokerage account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
ENERBANK USA SALT LAKE CITY UT CD FDIC #57293 CPN 2.350% DUE 02/10/20 DTD 05/10/19 FC 06/10/19 CUSIP: 29278TGV6 <i>Original Cost: 100,001.36</i>	Cash	100,000	100.0000" 100,000.00	100.0002 100,000.20	141.65	-0.20	2,350.00	2.35%
U S TREASURY NOTE CPN 2.250% DUE 03/31/20 DTD 03/31/18 FC 09/30/18 CUSIP: 9128284C1 <i>Original Cost: 250,388.64</i>	Moody: Aaa Cash	250,000	100.1410 250,352.50	100.0444 250,111.01	1,429.30	241.49	5,625.00	2.25%
FIRST REPUBLIC BANK SAN FRANCISCO CA CD FDIC #59017 IAM CPN 2.400% DUE 05/19/20 DTD 05/20/19 FC 05/19/20 CUSIP: 33616CDK3	Cash	200,000	100.0000" 200,000.00	100.0000 200,000.00	2,972.05	0.00	4,800.00	2.40%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
U S TREASURY NOTE CPN 2.625% DUE 07/31/20 DTD 07/31/18 FC 01/31/19 CUSIP: 912828Y46 <i>Original Cost: 251,767.31</i>	Moody: Aaa Cash	250,000	100.5660 251,415.00	100.3429 250,857.13	2,746.26	557.87	6,562.50	2.61%
FEDL NATL MTG ASSN NOTE CPN 2.875% DUE 10/30/20 DTD 11/01/18 FC 04/30/19 CUSIP: 3135G0U84 <i>Original Cost: 253,425.11</i>	S&P: AA+ Moody: Aaa Cash	250,000	101.0070 252,517.50	100.8985 252,246.17	1,217.88	271.33	7,187.50	2.85%
FEDL NATL MTG ASSN NOTE CPN 2.000% DUE 10/30/20 DTD 04/30/12 FC 10/30/12 CUSIP: 3136G0FJ5 <i>Original Cost: 250,472.82</i>	S&P: AA+ Cash	250,000	100.1830 250,457.50	100.1158 250,289.52	847.22	167.98	5,000.00	2.00%
APPLE INC NOTE CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 CUSIP: 037833AR1 <i>Original Cost: 254,209.50</i>	S&P: AA+ Moody: Aa1 Cash	250,000	101.5430 253,857.50	101.1904 252,975.91	1,088.54	881.59	7,125.00	2.81%
U S TREASURY NOTE CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 CUSIP: 9128284P2 <i>Original Cost: 253,350.75</i>	Moody: Aaa Cash	250,000	101.3750 253,437.50	100.9246 252,311.51	847.36	1,125.99	6,562.50	2.59%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 CUSIP: 7954502W4	Cash	100,000	101.0480" 101,048.00	100.0000 100,000.00	315.48	1,048.00	2,450.00	2.42%
FEDL NATL MTG ASSN NOTE CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 CUSIP: 3135G0U35 <i>Original Cost: 255,015.78</i>	S&P: AA+ Moody: Aaa Cash	250,000	101.6910 254,227.50	101.4532 253,632.92	171.88	594.58	6,875.00	2.70%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FEDL NATL MTG ASSN NOTE CPN 2.000% DUE 01/05/22 DTD 01/09/17 FC 07/05/17 CUSIP: 3135G0S38 <i>Original Cost: 152,238.52</i>	S&P: AA+ Moody: Aaa Cash	150,000	100.7710 151,156.50	101.2807 151,921.12	1,466.67	-764.62	3,000.00	1.98%
PFIZER INC NOTE CPN 2.800% DUE 03/11/22 DTD 03/11/19 FC 09/11/19 CUSIP: 717081ER0 <i>Original Cost: 101,548.00</i>	S&P: AA- Moody: A1 Cash	100,000	102.1100 102,110.00	101.2230 101,223.03	871.11	886.97	2,800.00	2.74%
U S TREASURY NOTE CPN 2.250% DUE 04/15/22 DTD 04/15/19 FC 10/15/19 CUSIP: 9128286M7 <i>Original Cost: 253,725.75</i>	Moody: Aaa Cash	250,000	101.4690 253,672.50	101.2458 253,114.53	1,198.77	557.97	5,625.00	2.22%
IBM CORP UNSECD NOTE CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/15/19 CUSIP: 459200JX0 <i>Original Cost: 151,274.50</i>	S&P: A Moody: A2 Cash	150,000	102.2620 153,393.00	100.6769 151,015.31	546.25	2,377.69	4,275.00	2.79%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 10/15/19 CUSIP: 7954502X2	Cash	100,000	101.8460" 101,846.00	100.0000 100,000.00	328.36	1,846.00	2,550.00	2.50%
ALLY BANK SANDY UT CD FDIC #57803 CPN 1.850% DUE 08/29/22 DTD 08/29/19 FC 02/29/20 CUSIP: 02007GLJ0	Cash	200,000	100.1610" 200,322.00	100.0000 200,000.00	1,267.13	322.00	3,700.00	1.85%
JPMORGAN CHASE & CO SR NOTE CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 CUSIP: 46625HJH4 <i>Original Cost: 254,432.00</i>	S&P: A- Moody: A2 Cash	250,000	103.2040 258,010.00	101.4864 253,716.07	3,466.67	4,293.93	8,000.00	3.10%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
MORGAN STANLEY BANK NA SALT LAKE CITY UT CD FDIC #32992 CPN 2.650% DUE 01/25/23 DTD 01/25/18 FC 07/25/18 CUSIP: 61747MH46 <i>Original Cost: 101,128.00</i>	Cash	100,000	102.4430" 102,443.00	100.9736 100,973.57	1,161.64	1,469.43	2,650.00	2.59%
EXXON MOBIL CORP NOTE CPN 2.726% DUE 03/01/23 DTD 03/03/16 FC 09/01/16 CALL 01/01/23 @ 100.000 CUSIP: 30231GAR3 <i>Original Cost: 128,042.00</i>	S&P: AA+ Moody: Aaa Cash	125,000	102.4280 128,035.00	102.1189 127,648.60	1,135.83	386.40	3,407.50	2.66%
BMO HARRIS BANK NA CHICAGO IL CD FDIC #16571 CLLB CPN 2.700% DUE 05/23/23 DTD 05/23/19 FC 08/23/19 CALL 02/23/20 @ 100.000 CUSIP: 05581WT70	Cash	200,000	100.1540" 200,308.00	100.0000 200,000.00	576.99	308.00	5,400.00	2.70%
COMCAST CORP NEW BOND CPN 3.000% DUE 02/01/24 DTD 01/10/17 FC 08/01/17 CALL 01/01/24 @ 100.000 CUSIP: 20030NBX8 <i>Original Cost: 253,702.00</i>	S&P: A- Moody: A3 Cash	250,000	103.6510 259,127.50	101.2867 253,216.85	3,125.00	5,910.65	7,500.00	2.89%
INTL BUS MACHS CORP NOTE CPN 3.625% DUE 02/12/24 DTD 02/12/14 FC 08/12/14 CUSIP: 459200HU8 <i>Original Cost: 103,629.00</i>	S&P: A Moody: A2 Cash	100,000	106.0250 106,025.00	103.1768 103,176.84	1,399.65	2,848.16	3,625.00	3.42%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
GOLDMAN SACHS BANK USA NEW YORK NY CD FDIC #33124 CLLB CPN 2.100% DUE 08/21/24 DTD 08/21/19 FC 02/21/20 CALL 02/21/20 @ 100.000 CUSIP: 38149MFA6 Original Cost: 100,007.00	Cash	100,000	100.0500" 100,050.00	100.0020 100,001.98	765.20	48.02	2,100.00	2.10%
WELLS FARGO BANK NA SIOUX FALLS SD CD FDIC #03511 CLLB CPN 2.150% DUE 09/12/24 DTD 09/12/19 FC 10/12/19 CALL 03/12/20 @ 100.000 CUSIP: 949763H74	Cash	100,000	100.1160" 100,116.00	100.0000 100,000.00	117.81	116.00	2,150.00	2.15%
JPMORGAN CHASE BANK NA COLUMBUS OH CD FDIC #00628 CLLB STEP CPN 2.000% DUE 12/30/24 DTD 12/30/19 FC 06/30/20 CALL 12/30/20 @ 100.000 CUSIP: 48128LVM8	Cash	200,000	99.9160" 199,832.00	100.0000 200,000.00	21.92	-168.00	4,000.00	2.00%
Total Fixed Income-Other		4,525,000	\$4,583,759.50	\$4,558,432.27	\$29,226.62	\$25,327.23	\$115,320.00	2.52%
Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.								
Total Portfolio Assets - Held at Stifel			\$4,583,759.50	\$4,558,432.27		\$25,327.23	\$115,320.00	2.52%
Total Net Portfolio Value			\$4,878,356.62	\$4,853,029.39		\$25,327.23	\$115,761.90	2.37%

FOOTNOTE DEFINITIONS

- ⁶ **Accrued Income:** Accrued Income amounts are provided for informational purposes only and are not included as part of the Net Portfolio Value. Accrued Income represents the sum of accrued interest and accrued dividends on securities positions, but which Stifel has not yet received. Stifel cannot guarantee the accuracy of the Accrued Income, which may be subject to change. Accrued Income amounts are not covered by SIPC and should not be relied upon for making investment decisions.
- ¹⁰ Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.
- " The price assigned to this instrument may have been provided by a national pricing service and is derived from a 'market-driven pricing model.'
This price may not be the actual price you would receive in the event of a sale prior to the maturity of the C.D. Additional information is available upon request.



ACTIVITY SUMMARY

CASH EQUIVALENTS

Type of Activity	Activity	Year-to-date	This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents			\$0.00	\$0.00	\$0.00	\$0.00
Buy and Sell Transactions	Assets Bought	-200,000.00	-200,000.00	-200,000.00		
	Assets Sold/Redeemed					
Deposits	Deposits Made To Your Account	491,122.85	491,122.85	491,122.85		
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	3,474.27	3,474.27	3,474.27		
Cash Sweep Activity	Cash Sweep Activity			-294,597.12	294,597.12	
Margin Interest	Margin Interest Charged					
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
Closing Balance - Net Cash Equivalents			\$294,597.12	\$0.00	\$294,597.12	\$0.00
Securities Transferred	Securities Transferred In/Out	4,378,988.75	4,378,988.75			

ACTIVITY DETAILS

CASH EQUIVALENTS

	This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents	\$0.00	\$0.00	\$0.00	\$0.00

Assets Bought

Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin
12/26/2019	Asset Bought	200,000.000	100.0000	JPMORGAN CHASE BANK NA COLUMBUS OH CD FDIC #00628 CLLB STEP CPN 2.000% DUE 12/30/24 DTD 12/30/19 FC 06/30/20 CALL 12/30/20 @ 100.000 CUSIP: 48128LVM8	-200,000.00	-200,000.00		
Total Assets Bought					-\$200,000.00	-\$200,000.00		

Deposits Made To Your Account

Date	Activity	Quantity	Description	Total	Cash	Cash Sweep	Margin
12/12/2019	Journal		REV TERM FEE	125.00	125.00		

ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Deposits Made To Your Account continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/12/2019	Transfer Of Account		TRANSFER CASH BALANCE	490,123.86	490,123.86		
12/16/2019	Transfer Of Account		TRANSFER CASH BALANCE	421.93	421.93		
12/18/2019	Transfer Of Account		TRANSFER CASH BALANCE	452.06	452.06		
Total Deposits Made To Your Account				\$491,122.85	\$491,122.85		

Income and Distributions

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/23/2019	Interest		FEDL NATL MTG ASSN NOTE CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 122219 250,000 CUSIP: 3135G0U35	3,437.50	3,437.50		
12/31/2019	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 123119 294,597 CUSIP: 09999844	36.77	36.77		
Total Income and Distributions				\$3,474.27	\$3,474.27		

Cash Sweep Activity

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
12/13/2019	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-490,248.86	490,248.86	
12/17/2019	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-421.93	421.93	
12/19/2019	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-452.06	452.06	
12/24/2019	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-3,437.50	3,437.50	
12/30/2019	Sale		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		200,000.00	-200,000.00	
12/31/2019	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-36.77	36.77	
Total Cash Sweep Activity				\$0.00	-\$294,597.12	\$294,597.12	

	<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
Closing Balance - Net Cash Equivalents	\$294,597.12	\$0.00	\$294,597.12	\$0.00

SECURITIES TRANSFERRED

Securities Transferred In/Out

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>
12/12/2019	Transfer Of Account	200,000.000	ALLY BANK SANDY UT CD FDIC #57803 CPN 1.850% DUE 08/29/22 DTD 08/29/19 FC 02/29/20 CUSIP: 02007GLJ0 FR: WELLS FARGO CLEARING	200,378.00
	****note****			
12/12/2019	Transfer Of Account	250,000.000	APPLE INC NOTE CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 CUSIP: 037833AR1 FR: WELLS FARGO CLEARING	253,172.50
	****note****			
12/12/2019	Transfer Of Account	200,000.000	BMO HARRIS BANK NA CHICAGO IL CD FDIC #16571 CLLB CPN 2.700% DUE 05/23/23 DTD 05/23/19 FC 08/23/19 CALL 02/23/20 @ 100.000 CUSIP: 05581WT70 FR: WELLS FARGO CLEARING	200,426.00
	****note****			
12/12/2019	Transfer Of Account	250,000.000	COMCAST CORP NEW BOND CPN 3.000% DUE 02/01/24 DTD 01/10/17 FC 08/01/17 CALL 01/01/24 @ 100.000 CUSIP: 20030NBX8 FR: WELLS FARGO CLEARING	257,770.00
	****note****			

SECURITIES TRANSFERRED continued

Securities Transferred In/Out continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>
12/12/2019	Transfer Of Account	100,000.000	ENERBANK USA SALT LAKE CITY UT CD FDIC #57293 CPN 2.350% DUE 02/10/20 DTD 05/10/19 FC 06/10/19 CUSIP: 29278TGV6 FR: WELLS FARGO CLEARING	100,000.00
	****note****			
12/12/2019	Transfer Of Account	125,000.000	EXXON MOBIL CORP NOTE CPN 2.726% DUE 03/01/23 DTD 03/03/16 FC 09/01/16 CALL 01/01/23 @ 100.000 CUSIP: 30231GAR3 FR: WELLS FARGO CLEARING	127,756.25
	****note****			
12/12/2019	Transfer Of Account	150,000.000	FEDL NATL MTG ASSN NOTE CPN 2.000% DUE 01/05/22 DTD 01/09/17 FC 07/05/17 CUSIP: 3135G0S38 FR: WELLS FARGO CLEARING	150,808.50
	****note****			
12/12/2019	Transfer Of Account	250,000.000	FEDL NATL MTG ASSN NOTE CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 CUSIP: 3135G0U35 FR: WELLS FARGO CLEARING	253,827.50
	****note****			
12/12/2019	Transfer Of Account	250,000.000	FEDL NATL MTG ASSN NOTE CPN 2.875% DUE 10/30/20 DTD 11/01/18 FC 04/30/19 CUSIP: 3135G0U84 FR: WELLS FARGO CLEARING	252,622.50
	****note****			

SECURITIES TRANSFERRED continued

Securities Transferred In/Out continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>
12/12/2019	Transfer Of Account	250,000.000	FEDL NATL MTG ASSN NOTE CPN 2.000% DUE 10/30/20 DTD 04/30/12 FC 10/30/12 CUSIP: 3136G0FJ5 FR: WELLS FARGO CLEARING	250,437.50
	****note****			
12/12/2019	Transfer Of Account	200,000.000	FIRST REPUBLIC BANK SAN FRANCISCO CA CD FDIC #59017 IAM CPN 2.400% DUE 05/19/20 DTD 05/20/19 FC 05/19/20 CUSIP: 33616CDK3 FR: WELLS FARGO CLEARING	200,000.00
	****note****			
12/12/2019	Transfer Of Account	100,000.000	GOLDMAN SACHS BANK USA NEW YORK NY CD FDIC #33124 CLLB CPN 2.100% DUE 08/21/24 DTD 08/21/19 FC 02/21/20 CALL 02/21/20 @ 100.000 CUSIP: 38149MFA6 FR: WELLS FARGO CLEARING	100,079.00
	****note****			
12/12/2019	Transfer Of Account	100,000.000	INTL BUS MACHS CORP NOTE CPN 3.625% DUE 02/12/24 DTD 02/12/14 FC 08/12/14 CUSIP: 459200HU8 FR: WELLS FARGO CLEARING	105,440.00
	****note****			
12/12/2019	Transfer Of Account	150,000.000	IBM CORP UNSECD NOTE CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/15/19 CUSIP: 459200JX0 FR: WELLS FARGO CLEARING	152,745.00
	****note****			

SECURITIES TRANSFERRED continued

Securities Transferred In/Out continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>
12/12/2019	Transfer Of Account	250,000.000	JPMORGAN CHASE & CO SR NOTE CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 CUSIP: 46625HJH4 FR: WELLS FARGO CLEARING	257,652.50
	****note****			
12/12/2019	Transfer Of Account	100,000.000	MORGAN STANLEY BANK NA SALT LAKE CITY UT CD FDIC #32992 CPN 2.650% DUE 01/25/23 DTD 01/25/18 FC 07/25/18 CUSIP: 61747MH46 FR: WELLS FARGO CLEARING	102,513.00
	****note****			
12/12/2019	Transfer Of Account	100,000.000	PFIZER INC NOTE CPN 2.800% DUE 03/11/22 DTD 03/11/19 FC 09/11/19 CUSIP: 717081ER0 FR: WELLS FARGO CLEARING	101,925.00
	****note****			
12/12/2019	Transfer Of Account	100,000.000	SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 CUSIP: 7954502W4 FR: WELLS FARGO CLEARING	101,130.00
	****note****			
12/12/2019	Transfer Of Account	100,000.000	SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 10/15/19 CUSIP: 7954502X2 FR: WELLS FARGO CLEARING	101,918.00
	****note****			

SECURITIES TRANSFERRED continued

Securities Transferred In/Out continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>
12/12/2019	Transfer Of Account	250,000.000	U S TREASURY NOTE CPN 2.250% DUE 03/31/20 DTD 03/31/18 FC 09/30/18 CUSIP: 9128284C1 FR: WELLS FARGO CLEARING	250,450.00
	****note****			
12/12/2019	Transfer Of Account	250,000.000	U S TREASURY NOTE CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 CUSIP: 9128284P2 FR: WELLS FARGO CLEARING	253,155.00
	****note****			
12/12/2019	Transfer Of Account	250,000.000	U S TREASURY NOTE CPN 2.250% DUE 04/15/22 DTD 04/15/19 FC 10/15/19 CUSIP: 9128286M7 FR: WELLS FARGO CLEARING	253,095.00
	****note****			
12/12/2019	Transfer Of Account	250,000.000	U S TREASURY NOTE CPN 2.625% DUE 07/31/20 DTD 07/31/18 FC 01/31/19 CUSIP: 912828Y46 FR: WELLS FARGO CLEARING	251,542.50
	****note****			
12/12/2019	Transfer Of Account	100,000.000	WELLS FARGO BANK NA SIOUX FALLS SD CD FDIC #03511 CLLB CPN 2.150% DUE 09/12/24 DTD 09/12/19 FC 10/12/19 CALL 03/12/20 @ 100.000 CUSIP: 949763H74 FR: WELLS FARGO CLEARING	100,145.00
	****note****			
Total Securities Transferred In/Out				\$4,378,988.75

Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of \$36.77. The rate at month-end was 0.15%.

Description	Location	Previous Month Value	Current Month Value
Stifel Bank & Trust	St. Louis, MO	\$0.00	\$246,519.24
Stifel Bank	Clayton, MO	\$0.00	\$48,077.85
Stifel Trust Company NA	St. Louis, MO	\$0.00	\$0.03
Closing Balance - Stifel Insured Bank Deposit Program			\$294,597.12

Your deposit balances at each Program Bank are eligible for insurance by the FDIC within applicable limits. The deposit accounts are not insured by the Securities Investor Protection Corporation. Please refer to the Stifel Insured Bank Deposit Program Disclosure Statement, the Stifel Insured Bank Deposit Program for Retirement Accounts Disclosure Statement, or the Stifel Smart Rate Disclosure Statement for additional information about the Programs. The Disclosure Statements are available at www.stifel.com/disclosures/account-agreement or from your Financial Advisor.

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STIFEL

Account Disclosures

Errors and Inquiries – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.

Investment Objective – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.

Pricing and Rating of Securities – The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, “N/A” appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.

Cost Basis Information – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first in, first out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.

Transaction Dates – All securities transactions are reflected on a trade date basis. Settlement of trades will normally occur in three business days unless stated differently on your trade confirmation. Title to securities sold to you where Stifel has acted as principal shall remain with Stifel until the entire purchase price is received or until the settlement date, whichever is later.

Custody of Securities – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.

Assets Not Held at Stifel – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel (see “SIPC Protection”). Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets “not held” at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement.

Estimated Annual Income and Yields – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.

Payment for Order Flow – While Stifel does not receive payment for order flow from other broker dealers, the Firm does receive certain rebates for routing orders to the Exchanges that execute such orders. The rebate varies on the order type and will be disclosed upon written request. To view SEC Rule 605 and 606 reporting, please visit www.stifel.com/disclosures/best_execution.

Tax Information – Although your statement may describe certain items as Federally tax exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)

SIPC Protection – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org, or investors may contact SIPC at (202) 371 8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: www.stifel.com/disclosures/asset_protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

Margin Accounts – If you have a margin account, this is a combined statement of your margin account and special memorandum account (“SMA”) maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the (“SMA”) as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel’s internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word “margin” on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm’s guidelines, market conditions, and regulatory margin requirements.

Margin Account Interest Charges – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the “Statement of Credit Terms” you have already received for further information.

Late Charges – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

Free Credit Balances – Customer Free Credit Balances may be used in this Firm’s business subject to the limitations of 17CFR Section 240, 15c3 3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) Any Free Credit Balances to which you are entitled, b) Any Fully Paid Securities to which you are entitled, c) Any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Stifel Prestige® Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, ATM Card, or Point of Sale transaction charges, or other debit card transactions.

Option Accounts – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

Complaints – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488 0970 or (314) 342 2000.

Lost Certificates – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

Dividend Reinvestment – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

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Account Disclosures Continued

Stifel Information – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

Investor Education and Protection – Under the Public Disclosure Program, the Financial Industry Regulatory Authority (“FINRA”) provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA Regulation’s BrokerCheck Hotline (toll free (800) 289 9999). Additional information may be obtained from the FINRA Regulation Web Site at www.finra.org, and an investor brochure describing FINRA BrokerCheck is available upon request.

Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (“MSRB”). Additional information may be obtained from the MSRB web site at www.msrb.org, including an investor brochure that is posted on the web site describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

ERISA Section 408(b)(2) Notice – For Service Provider Fee Disclosures under ERISA 408(b)(2), please see www.stifel.com/disclosures/ERISA. Please direct any questions you may have to your Financial Advisor.

Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures –

In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your financial advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel’s Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel’s investment advisory services (available at:

[www.stifel.com/disclosures/investment advisory services/program disclosures](http://www.stifel.com/disclosures/investment%20advisory%20services/program%20disclosures)), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.

Account Verification Information

In accordance with Securities and Exchange Commission Rules and the USA Patriot Act of 2001, all brokerage firms are required to periodically update certain client information. If the information provided below is correct, no further action on your part is required. However, if there are any discrepancies, please note them, sign where indicated, and return the form to the address listed below.

<p>Registration and Mailing Address: ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT 13001 GARDEN GROVE BLVD GARDEN GROVE CA 92843-2102</p> <p>Business Phone Number: (714) 971-2421</p> <p>Primary Owner <u>Legal Name:</u> ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT</p> <p>Legal Address: 13001 GARDEN GROVE BLVD GARDEN GROVE, CA 92843-2102</p> <p>Business Phone Number: (714) 971-2421</p> <p>Financial Information Annual Income: \$250,000 TO \$499,999 Net Worth: \$1,000,000 TO \$2,999,999 Liquid Net Worth: \$1,000,000 TO \$2,999,999 Tax Bracket: Exempt</p> <p>Primary Investment Objective: Growth & Income An investment objective for a client seeking both higher returns from capital appreciation and some current income by investing the portfolio primarily in growth equities which produce little or no current income and in income-producing investments of all grades, while recognizing and accepting the increased risks associated with investments of this type. A portfolio may perform differently from the market as a whole or similar investments. Some investments are more volatile than others, which can lead to substantial and rapid changes in gains or losses in the value of the account.</p>	<p><i>(continuation from previous column)</i></p> <p>Risk Tolerance: Moderate A Moderate investor values reducing risks and enhancing returns equally. This investor is willing to accept modest risks to seek higher long-term returns. A Moderate investor may endure a short-term loss of principal and lower degree of liquidity in exchange for long-term appreciation.</p> <p>Client Risk Assessment:</p> <ul style="list-style-type: none"> • The client believes that protecting the principal value of this investment is somewhat more important than maximizing long-term returns. • The client is willing to accept moderate risk in order to achieve somewhat higher long-term returns. Both reducing risk and enhancing returns are important to the client. • The client is willing to tolerate a 5% to 10% loss in any one-year period before seriously considering liquidation of this investment account. • On a long-term basis, an average annual rate of return of 4% to 6% per year best reflects the client's objective for "total return" on this investment account. • Waiting several years in an attempt to recover from losses incurred in an extended down market is somewhat unacceptable to the client. • The client is fairly confident there is sufficient income to provide for any current financial needs and adequate resources for potential emergencies. • The client expects this investment account to provide a regular source of income in 6 to 10 years. • The client intends to maintain this investment account for 6 to 10 years. • The client expects to begin taking principal withdrawals from this investment account in 6 to 10 years. • This investment account represents 41% to 60% of the client's total investable assets (excluding primary residence). • The client has some prior experience with and understanding of the concept of investment risk related to stocks, bonds, mutual funds, and other investments (excluding primary residence). • The client believes that portfolio returns should be evaluated over a time frame of 1 to 3 years. 	<p><i>(continuation from previous column)</i></p> <p>Associated Parties Authorized to Act on this Account: NHAT B NGUYEN RICHARD J HOWARD</p> <p>Trusted Contact: CLIENT DECLINED TO PROVIDE</p>
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Signature: _____

Joint Signature: _____

SANDRA WHEELER | (805) 783-2921
999 MONTEREY ST. STE. 360 | SAN LUIS OBISPO, CA 93401

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ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM: E.4

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

Agenda Title:

Approve Board of Trustee Committee Assignments for 2020

Recommended Action:

President Alvarez recommends that the board of trustees approve the committee assignments for 2020 as presented in Exhibit A.

Executive Summary:

The 2020 Trustee committee assignments (Exhibit A), was compiled utilizing the trustee questionnaires and has been approved by President Alvarez. Upon approval by the board, new committees 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:

Exhibits:

Exhibit A: Trustee Committee Assignments for 2020

OFFICERS AND COMMITTEES FOR 2020

BOARD OF TRUSTEES

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

PRESIDENT:	Mike Alvarez	Orange
VICE-PRESIDENT:	Mike Posey	Huntington Beach
SECRETARY:	James Gomez	La Habra

EXECUTIVE COMMITTEE

(4 Members)

Mike Alvarez (President)	Orange
Mike Posey (Vice-President)	Huntington Beach
James Gomez (Secretary)	La Habra
Cheryl Brothers (Past President)	Fountain Valley

BUDGET & FINANCE

(9 Members)

Ross Chun	Aliso Viejo
Mike Posey	Huntington Beach
Nitesh Patel	La Palma
Michael Morris	Laguna Beach
John Mark Jennings	Laguna Niguel
Vladimir Anderson	Lake Forest
Bob Ruesch	Mission Viejo
Gary Taylor	Stanton
Crystal Miles	Villa Park

POLICY & PERSONNEL

(9 Members)

Lucille Kring	Anaheim
Farrah Khan	Irvine
Shari Horne	Laguna Woods
Tanya Doby	Los Alamitos
Jeff Herdman	Newport Beach
April Josephson	Rancho Santa Margarita
Jim Dahl	San Clemente
Sandra Massa-Lavitt	Seal Beach
Lala Ragen	County of Orange

OPERATIONS

(7 Members)

Sandra Genis	Costa Mesa
Jon Peat	Cypress
James Gomez	La Habra
Tanya Doby	Los Alamitos
Craig Green	Placentia
Crystal Miles	Villa Park
Sergio Contreras	Westminster

BUILDING, PROPERTY & EQUIP

(7 Members)

Cecilia Hupp	Brea
Michael Davis	Buena Park
Erica Pezold	Laguna Hills
Mike Alvarez	Orange
Craig Green	Placentia
John Taylor	San Janu Capistrano
Sandra Massa-Lavitt	Seal Beach

PUBLIC RELATIONS

(9 Members)

Cecilia Hupp	Brea
Rick Viczorek	Dana Point
Jennifer Fitzgerald	Fullerton
Stephanie Klopfenstein	Garden Grove
Farrah Khan	Irvine
Bob Ruesch	Mission Viejo
April Josephson	RS Margarita
Cecilia Aguinaga	Santa Ana
Barry Cooper	Tustin

NUISANCE ABATEMENT

(7 Members)

Michael Davis	Buena Park
Rick Viczorek	Dana Point
Cheryl Brothers	Fountain Valley
James Gomez	La Habra
Barry Cooper	Tustin
Sergio Contreras	Westminster
Peggy Huang	Yorba Linda

LEGISLATIVE

(9 Members)

Lucille Kring	Anaheim	Mike Alvarez	Orange
Jennifer Fitzgerald	Fullerton	Cecilia Aguinaga	Santa Ana
Stephanie Klopfenstein	Garden Grove	Peggy Huang	Yorba Linda
Michael Morris	Laguna Beach	Lala Ragen	County of Orange
Jeff Herdman	Newport Beach		



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM: E.5

Prepared By: Tina Pacific, Human Resources Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 488 providing workers' compensation coverage for individuals that volunteer their services at the District

Recommended Action:

Adopt Resolution No. 488 allowing for and providing workers' compensation coverage for individuals who wish to volunteer at the District.

Executive Summary:

The Orange County Mosquito and Vector Control District supplements its laboratory work force with student and or retired volunteers. These volunteers receive no direct compensation as a result of their volunteer duties, and the District receives qualified technical labor to assist in a variety of District related projects.

The District's joint powers insurance carrier, VCJPA, requires that volunteers be included in the District's worker's compensation program in the event injuries occur while conducting their volunteer duties. This action would classify volunteers as "employees" solely for purposes of providing workers' compensation coverage in the event they are injured while performing volunteer work for the District.

Additionally, this action will not result in additional costs to the District as the cost is a part of the current premium for worker's compensation coverage. By not offering worker's compensation coverage to volunteers, it is possible that a volunteer could file a civil claim which can be costly to defend and is not limited to a specific settlement amount.

Staff recommends that the attached Resolution be approved by the Board.

Fiscal Impact:

Amount Requested \$ 0

Sufficient Budgeted Funds Available:

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

Previous Relevant Board Actions for This Item:

N/A

Exhibits:

Exhibit A: Resolution No. 488

RESOLUTION NO. 488

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

**AUTHORIZING THE VECTOR CONTROL JOINT POWERS AUTHORITY TO
INCLUDE FOR WORKER'S COMPENSATION COVERAGE VOLUNTEERS OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

Whereas, the Orange County Mosquito and Vector Control District is a member of the California Special District Association (CSDA); and

Whereas, the District regularly employs volunteer students and others to augment staff for special projects and learning opportunities; and

Whereas, the Vector Control Joint Powers Authority (VCJPA) provides worker's compensation coverage to the District; and

Whereas, it is in the District's best interest to provide volunteers with Worker's Compensation coverage through the VCJPA.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

Section 1. That the Board of Trustees adopts Resolution No. 488 authorizing the inclusion of volunteers into the District's Worker's Compensation program as offered by the VCJPA.

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 20th day of February 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Michael Alvarez, 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 February 20, 2020: APPROVED AS TO FORM:

James Gomez, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM E.6

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

Agenda Title:

Adopt Resolution Number 489 authorizing Trustee Cheryl Brothers to submit an application for appointment to the California Special District Association Board of Directors.

Recommended Action:

Adopt Resolution Number 489 authorizing Trustee Cheryl Brothers to submit an application for appointment to the California Special District Association Board of Directors.

Executive Summary:

The California Special District Association (CSDA) is a not-for-profit professional association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts. Orange County Mosquito and Vector Control District is a member of CSDA.

CSDA is managed by a professional staff and governed by an 18-member Board of Directors. The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered 3-year terms. OCMVCD is in the Southern Region where there is currently a vacancy on the CSDA Board.

OCMVCD Trustee Cheryl Brothers would like to be considered for the vacant position, however, CSDA Bylaws require that the governing body of a potential candidate be authorized to do so by the body in which the candidate is a member.

CSDA reimburses directors for their related travel and lodging expenses for board and committee meetings. Travel and lodging costs associated with conferences and trainings are not reimbursed, however, registration fees are waived for members of the Board.

Staff recommends that the Board of Trustees adopt Resolution No. 489 authorizing Trustee Brothers to submit her name as a candidate to the CSA Board of Directors.

Strategic Plan Compliance:

This action complies with GOAL 1.1: Improve Trustee education, engagement, and advocacy.

Fiscal Impact: Nominal, less than \$1,000 annually

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

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

Previous Relevant Board Actions for This Item:

None

Exhibits:

Exhibit A: CSDA Application Materials

Exhibit B: Resolution No. 489



California Special
Districts Association
Districts Stronger Together

**2020-2022 BOARD APPOINTMENT
FOR SEAT B SOUTHERN NETWORK
NOMINATION FORM**

Name of Candidate: Cheryl Brothers

District: Mosquito Control Dist. of O.C.

Mailing Address: 13001 Garden Grove Blvd.
Garden Grove, CA 92843

Network: SOUTHERN

District Telephone: 714-740-4150

Candidate Direct Telephone: 714-315-1403

Best Time to Arrange a Call: AM PM Anytime
Monday Tuesday Wednesday Thursday Friday Saturday

E-mail: cheryl.brothers@fountainvalley.org

Nominated by (optional): Rick Howard

**Return this form and a Board resolution/minute action supporting the cand
and Candidate Information Sheet by mail, or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814

(877) 924-2732

(916) 442-7889 fax



**California Special
Districts Association**
Districts Stronger Together

**2020-2022 CSDA BOARD APPOINTMENT
SEAT B SOUTHERN NETWORK
CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/MI

Name: Cheryl Brothers

District/Company: MVCDOC

Title: Trustee

Elected/Appointed/Staff: Appointed

Length of Service with District: 15yrs.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

yes. 2019 Legislative Days.
Past Annual Conferences -2

2. Have you ever been associated with any other state-wide associations (CSAC, ACV League, etc.):

CA League of Cities, Policy Comm. + D.C. Bd. Chair
ACCOC - current board member; Founder

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCo, ACCOC, F.V. City Water District,
CALAFCo, Sanitation Dist O.C. alternate.

4. List civic organization involvement:

F.V. Community Foundation, F.V. Historical Soc.
see one Attachment



CHERYL BROTHERS

Retired / Community Volunteer / Mayor, City of Fountain Valley

Elected or appointed positions:

1992/93	Orange County Grand Jury
1994 – 2014	Grand Jurors Association of Orange County Board of Directors 1996
1996 – 2002	Fountain Valley Planning Commission, Chair 3 times
2002 – 2010 2012 – Present	Fountain Valley City Council, 2006 Mayor Fountain Valley City Council, 2020 Mayor
2005 – Present	Orange County Vector Control Board of Directors, Chair 2011 and 2019
2006 – 2010	League of California Cities, Orange County Division Board of Directors Several elected positions leading to 2010/11 President
2006 – 2010	League of California Cities State Policy Committees: Administrative Services / & Employee Relations
2003 – 2010 2012 – Present	Public Cable Television Authority, 2009 2019 and 2020 Chair
2007 – 2010 2014 – 2015 2018 – 2019	Orange County Waste & Recycling Commission, 2010 Chair OC Waste & Recycling Comm., district 2 City Rep. OC Waste & Recycling Comm., district 1 City Rep.
2006 – 2014	Orange County Council of Governments, 2008 & 2009 Chair
2008 – 2010 2009 – 2010 2010 – 2014 2014	OC Local Agency Formation Commission (LAFCo) Appointed CALAFCO board member Re-elected to CALAFCO board by Southern Region Key participant in formation of alternative LAFCO Coalition of 7 Southern Region California LAFCOs Organization that led to CALAFCO regional representation
2014 – present	CALAFCo – Southern Region, City Member Conference Committee, Awards Committee
2012 – present Chair	Appointed by County Supervisor Janet Nguyen to the Oversight Board to the Redevelopment Successor Agency for the City of Fountain Valley

RESOLUTION NO. 489

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

**AUTHORIZING TRUSTEE BROTHERS TO SUBMIT AN APPLICATION FOR
CONSIDERATION TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION
BOARD OF DIRECTORS**

Whereas, the Orange County Mosquito and Vector Control District is a member of the California Special District Association (CSDA); and

Whereas, CSDA is managed by a professional staff and governed by an 18-member Board of Directors elected from its six geographical networks in the state of California; and

Whereas, OCMVCD is in the Southern Region where a vacancy presently exists on the CSDA Board of Directors; and

Whereas, Trustee Cheryl Brothers would like to be considered to fill the vacant position on the CSDA Board; and

Whereas, CSDA requires the governing body in which the candidate is a member to authorize the member to be considered for appointment to the CSDA Board of Directors.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

Section 1. That the Board of Trustees adopts Resolution No. 489 authorizing Trustee Brothers to submit her name for consideration to become a member of the CSDA Board of Directors.

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 20th day of February 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Michael Alvarez, 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 February 20, 2020: APPROVED AS TO FORM:

James Gomez, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM: F.1

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

Agenda Title:

Adopt Resolution No. 490 amending and updating the Orange County Mosquito and Vector Control District Travel Policy

Recommended Action:

Adopt Resolution No. 490 amending and updating the Orange County Mosquito and Vector Control District Travel Policy

Executive Summary:

In 2017 the District conducted a top to bottom update of the District's Travel and Reimbursement Policy. At that time, the Policy had not been updated in several years and it was necessary to provide the Board and staff with updated travel policies, regulations, and spending restrictions. The Policy went through an extensive review at the time, and the Board's Policy and Personnel Committee also reviewed the policy on a number of occasions leading up to its eventual approval in September 2017.

Staff has recommended a few minor modifications to the Policy, including gratuity amount and the amount of time necessary to book airline travel.

Staff recommends that the amount of gratuity not exceed 20%, up from 15%. Additionally, staff recommends that Airline tickets shall be purchased at least 30 days prior to departure, whenever possible. Currently, the Policy calls for a 14-day advance purchase.

The Policy and Personnel Committee has met and discussed the draft policy. Staff recommends approval at the February Board Meeting in order that it be implemented prior to the 2020 Conference season.

Strategic Plan Compliance:

Complies with PRIORITY AREA 1: Improve Trustee education, engagement, and advocacy; PRIORITY AREA 5: Comprehensive Policy, Procedure, and Plan Review and Updates; and PRIORITY AREA 7: Staff Training and Development Programs.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

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

Previous Relevant Board Actions for This Item:

September 21, 2017, 2017 Policy Update

Exhibits:

Exhibit A: Draft Amended Travel and Reimbursement Policy (Redline Version)

Exhibit B: Draft Amended Travel and Reimbursement Policy (Clean Version)

Exhibit C: Resolution No. 490



Orange County Mosquito and Vector Control District
Expense and Reimbursement Policy

Policy #	Established:	Date Amended:	Resolution #
050	September 21, 2017	N/A February 20, 2020	452 490###

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SECTION I. Purpose

This Policy establishes the District's Expense and Reimbursement Policy for travel to conferences, seminars and other District meetings. This Policy is adopted by Resolution No. 452 and complies with Government Code Section 53232 et seq. and District Operations Code Section 3.02.170

SECTION II. Scope

This policy applies to the Board of Trustees and District Staff

SECTION III. Policy

- a) Travel Authorization for Trustees
 The District Manager is responsible for approving Trustee attendance at all conferences, training and non-conference meetings for which travel and incidental costs will be incurred.
 - i. Approved Events. The District will pay for expenses incurred by Trustees authorized to attend approved events. Approved events shall be those conferences, training and non-conference meetings included in the approved annual budget, and events not specifically itemized in the annual budget provided that the event will directly benefit the District and will not exceed the budgeted amount for travel, unless approved in advance by the Board of Trustees.
 - ii. Advance Approval Required to Attend. Except as noted in subsection a) iii. (below), Trustees desiring to attend conferences, training and non-conference meetings for which travel and incidental costs will be incurred shall submit to the District Manager no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.
 - iii. Exceptions. Board Officers and committee members of the Mosquito and Vector Control Association of California, the Vector Control Joint Powers Agency, and the California Special Districts Association are not required to submit a written request to attend the conferences of these organizations, nor obtain the approval of the District Manager, as their attendance is required as a part of their respective position. Nevertheless, conference registration for these events should be submitted no less than 30 days prior to the close of registration.

iv. Conference Attendance Limitations. For attendance at the annual conference of the American Mosquito Control Association (AMCA), Trustee attendance is limited to Board Officers and three at-large Trustees, selected in order of receipt of their written request to attend.

v. Reports of Meetings. Pursuant to Government Code section 53232.3(d), each Trustee attending an event for which travel or incidental expenses are incurred shall provide a brief report on the event to the Board of Trustees at the next regular meeting. The report will state the benefits to the District directly resulting from the Trustee's attendance at the event.

b) Travel Authorization for Staff

The District Manager shall pre-approve all local and out-of-town travel for staff. Travel must be necessary to conduct District business.

i. Approved Events. The District shall pay for expenses incurred by employees authorized to attend approved events. Approved events shall be those conferences, training and non-conference meetings included in the approved annual budget, and events not specifically itemized in the annual budget provided that the event will directly benefit the District and will not exceed the budgeted amount for travel. Staff attendance at conferences, training and non-conference meetings held outside the immediate Southern California area or lasting more than one day, which were not included in the approved annual budget and for which budgeted funds for travel are not available, shall require the additional approval of the Board of Trustees. Registration to attend approved events shall be submitted no less than 30 days prior to the close of registration.

The term Immediate Southern California Area shall mean the counties of Orange, Los Angeles, Riverside, San Diego, San Bernardino, Ventura, Santa Barbara and Imperial.

c) Reimbursable and Non-reimbursable Expenses

i. Reimbursable Expenses. To conserve District resources and keep expenses within community standards for public officials and staff, expenditures should adhere to the guidelines in this section.

ii. Non-Reimbursable Expenses. Examples of non-reimbursable expenses include, but are not limited to: the cost of alcoholic beverages and hotel mini-bars; the personal portion of any trip, such as laundry and personal telephone calls; political or charitable contributions or events; family expenses, including partner's expenses when accompanying official on agency-related business; entertainment expenses, including theater, movies (either in-room or at the theater), massage, gambling, sporting events (including gym, and/or golf related expenses unless the latter is part of the conference program and is authorized in advance by the District Manager), or other cultural events; non-mileage personal automobile expenses, including repairs, traffic or parking citations, insurance or gasoline; and personal losses incurred while on District business.

iii. Exceptions. The Board of Trustees is cognizant that there will be exceptional circumstances that mandate higher costs, different travel requirements and/or different lodging conditions from those specified in this section. Travel expenses for Trustees that do not fall within the policies in this section shall be approved by the Board of Trustees in a public meeting before the expense is incurred. Travel expenses for employees that do not fall within the policies in this section may be allowed under limited circumstances, provided approval of the District Manager is obtained before the expense is incurred. If a Trustee or employee chooses to incur additional costs that do not conform to the policies in this section and those costs have not been approved by the Board of Trustees or District Manager, as appropriate, before the expense is incurred, then that individual may do so at his or her own expense.

d) Transportation

The most economical mode and class of transportation reasonably consistent with the purpose of travel and needs of the District as determined by the District Manager shall be utilized, using the most direct and time-efficient route. Government and group rates shall be used when available. Time efficiencies shall include considerations for productive work time.

Allowable Expenses

Reimbursement Limitation and Conditions Applicable

District Vehicle

When a District vehicle is used, reimbursement shall be provided for the purchase of gasoline, oil, and emergency repairs when receipts are submitted with the expense report, and a District credit card is not assigned.

Travel to and from the destination by District vehicle in lieu of air must be approved in advance by the District Manager. In such circumstances, reimbursement shall be provided as noted in the preceding paragraph, and be no greater than the lowest economy class fare from local airports to the destination or nearest available airport thereto priced at least ~~30~~⁴⁴ days in advance of the travel date(s).

Private Auto

The District Manager's approval must be obtained if a private auto is used for employee travel. Within the immediate Southern California Area, employees are encouraged to travel in District vehicles. Outside the immediate Southern California Area, if auto travel is authorized, employees are also encouraged to travel in District vehicles.

Trustees and employees must comply with the additional requirements as specified in subsection j, (below), to use their private auto for District business.

When a private auto is used, mileage will be reimbursed at the Internal Revenue Service rate in effect at the time of travel.

Travel to and from the destination by private auto in lieu of air must be approved in advance by the District Manager. In such circumstances, private auto mileage shall be reimbursed at the Internal Revenue Service rate in effect at the time of travel, and be no greater than the lowest economy class fare from local airports to the destination or nearest available airport thereto priced at least ~~44~~³⁰ days in advance of the travel date(s).

When traveling by air, mileage from home or departure point to the airport and return shall be reimbursed at the Internal Revenue Service rate currently in effect. If a car is not left at airport parking, and is returned home, then reimbursement will not exceed two two-way trips.

Reimbursed mileage limit will be from the District to the airport, or residence to airport, whichever is less.

Airfare Air travel shall be authorized and reimbursed at the lowest economy class fare. Airline tickets shall be purchased at least 14-30 days prior to departure, when possible, and group or government rates shall be sought when available.

Rail/Bus Actual rail and bus fares will be reimbursed, provided they are equal to or less than the least expensive alternative method of transportation.

Taxis/Shuttles/Rideshares Taxi, shuttle and rideshare service (e.g., Uber, Lyft) fares may be reimbursed, not including a 4520% maximum gratuity per fare, when no other convenient, less costly transportation is available.

Car Rental It may be necessary to rent an automobile at the destination point when commercial sources of transportation are impractical. Group or government rates shall be sought when available. **For employee travel, District Manager approval to arrange for an auto rental should be obtained by staff prior to departure.** If the need for a rental car is not determined until the individual arrives at his/her destination, then he/she should indicate the justification for such expense on his/her expense report. Rental rates that are equal to or less than those available through the State of California's website (<http://catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. **District employees and Trustees should purchase Loss Damage Waiver (LDW) coverage (also known as Collision Damage Waiver [CDW] coverage) when renting vehicles for District business.**

Parking and Tolls Actual parking and toll charges are reimbursable, except for the following restrictions. Airport parking expenses shall not exceed the number of days required for District business. Short-term airport parking must not be used for travel exceeding 24 hours. Airport valet parking is not reimbursable.

e) Lodging
Lodging expenses will be reimbursed or paid for when travel on official District business for events held outside Orange County reasonably requires an overnight stay. For events of one day or less, District Manager approval is required in advance for lodging reimbursement.

Hotel and motel charges shall be based on single occupancy rates. The District will only reimburse Trustees and employees for lodging expenses incurred for the single occupancy rate, or double occupancy rate if two Trustees/employees share a room.

Allowable Expenses Reimbursement Limitation and Conditions Applicable

Conferences/Meetings If lodging is connected with a conference or meeting, lodging expenses must not exceed the maximum group rate published by the conference or meeting sponsor, if such rate is available at the time of booking. If it is not available, travelers must request the government rate or the lowest available rate if it is less than the government rate. If

government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see <https://www.gsa.gov/portal/content/104877>) are presumed reasonable and hence reimbursable.

Other Lodging

Travelers must request the government rate or the lowest available rate if it is less than the government rate. If government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see <https://www.gsa.gov/portal/content/104877>) are presumed reasonable and hence reimbursable.

See subsection c) (above), for non-reimbursable lodging-related expenses. Receipts must be submitted for reimbursement.

f) Registration Fees and Tuition

Registration fees charged for any authorized conference, training or non-conference meeting are reimbursable and should be paid in advance.

g) Meals

Meals will be reimbursed at actual cost, subject to the following limitations. Maximum reimbursable meal expenses are based on Federal guidelines and will not exceed the following amounts per person, not including a maximum ~~45~~20% gratuity:

The reimbursement for a particular meal may exceed the individual limit noted above for that meal, provided that the reimbursement for the total of all meals requested for reimbursement for that day does not exceed the combined individual limits indicated above for those meals eligible for reimbursement.

Reimbursement for a meal will not be allowed when conference/meeting registration fees include the cost of that meal. – Breakfast reimbursement will not be allowed when lodging includes a complimentary breakfast.

Lunch costs incurred by Trustees and employees at off-site events lasting more than a half-day are reimbursable, provided the cost of the meal is not included in the registration fee. If attending a single-day event where lunch is not provided and lunch is the only meal subject to reimbursement.

The above amounts will be automatically adjusted annually to equal the maximum meal expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/portal/content/100120> and <https://www.gsa.gov/portal/content/101518>).

Itemized receipts are required for meal expense reimbursements in all instances when they are available.

The District Manager may approve cash advances for meals during employee travel outside the immediate Southern California area or for travel lasting for more than one day.

h) Incidentals

Incidental expenses include all other allowable business-related expenses incurred while traveling (e.g., water/snacks, baggage handling, etc.), except that communication expenses are not included in incidental expenses. Maximum reimbursable incidental expenses are based on Federal guidelines. Incidental expenses will be reimbursed at actual cost, subject to a maximum daily total of \$5.00 per day (as of 1/1/17). This maximum amount will be automatically adjusted annually to equal the maximum incidental expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/portal/content/101518>).

Itemized receipts should be obtained, whenever possible.

i) Communication Expenses

If required to conduct District business, Trustees and employees may be reimbursed for actual internet connection, telephone and fax expenses incurred while on District business. Telephone/fax bills should identify which calls were made on District business. If required to conduct District business, Trustees and employees may be reimbursed for internet access connection and/or usage fees not to exceed \$15.00 per day.

j) Private Auto Use – Additional Requirements.

i. Insurance Employee(s) in the course and scope of his/her employment, or Trustee(s) in the course and scope of his/her duties as a Trustee for the District, who use a vehicle not otherwise owned, rented, or leased by the Orange County Mosquito and Vector Control District: (1) shall, at their own expense, first obtain and keep in effect auto liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage; and (2) shall have on file, or submitted at least ~~five~~-10 days prior to such use of said vehicle, proof of insurance attesting to the terms of coverage mentioned above and obtain approval on a permission form.

ii. Indemnification Further, the Orange County Mosquito and Vector Control District hereby resolves and establishes that the District shall not be responsible for the replacement or repair of said vehicle if said vehicle is damaged or destroyed during the course of such use. Trustees and employees shall be required to sign a release of the District's liability and will be required to agree to indemnify, defend, and hold the District harmless from any claim, loss, or litigation arising out of such vehicle use.

k) Emergency or Unanticipated Travel

Attendance by Trustees and employees at conferences or workshops held outside the immediate Southern California area or lasting more than one day for which insufficient time is available to obtain Board approval, may be authorized by the District Manager.

l) Forms

All expense reimbursements shall be processed on District forms. Receipts should be obtained whenever available, and attached. Expense reports and all accompanying receipts shall be submitted within 30 days after incurring the expense.

m) Travel and Business Expense Audits

It is the policy of the District that the ~~Director of Administrative Services~~ Finance Manager shall be charged with the responsibility to develop and carry out an internal audit program of incoming expense reports, which assures that expenses claimed by Trustees and District employees are reimbursed in accordance with District policies and procedures pertaining to such expenses.

(Adopted by Resolution No 452)

(Updated by Resolution No. 490)



Orange County Mosquito and Vector Control District

Expense and Reimbursement Policy

Policy #	Established:	Date Amended:	Resolution #
050	September 21, 2017	February 20, 2020	490

SECTION I. Purpose

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The most economical mode and class of transportation reasonably consistent with the purpose of travel and needs of the District as determined by the District Manager shall be utilized, using the most direct and time-efficient route. Government and group rates shall be used when available. Time efficiencies shall include considerations for productive work time.

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Reimbursement Limitation and Conditions Applicable

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Travel to and from the destination by District vehicle in lieu of air must be approved in advance by the District Manager. In such circumstances, reimbursement shall be provided as noted in the preceding paragraph, and be no greater than the lowest economy class fare from local airports to the destination or nearest available airport thereto priced at least 30 days in advance of the travel date(s).

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Trustees and employees must comply with the additional requirements as specified in subsection j, (below), to use their private auto for District business.

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Reimbursed mileage limit will be from the District to the airport, or residence to airport, whichever is less.

Airfare	Air travel shall be authorized and reimbursed at the lowest economy class fare. Airline tickets shall be purchased at least 30 days prior to departure, when possible, and group or government rates shall be sought when available.
Rail/Bus	Actual rail and bus fares will be reimbursed, provided they are equal to or less than the least expensive alternative method of transportation.
Taxis/Shuttles/Rideshares	Taxi, shuttle and rideshare service (e.g., Uber, Lyft) fares may be reimbursed, not including a 20% maximum gratuity per fare, when no other convenient, less costly transportation is available.
Car Rental	It may be necessary to rent an automobile at the destination point when commercial sources of transportation are impractical. Group or government rates shall be sought when available. For employee travel, District Manager approval to arrange for an auto rental should be obtained by staff prior to departure. If the need for a rental car is not determined until the individual arrives at his/her destination, then he/she should indicate the justification for such expense on his/her expense report. Rental rates that are equal to or less than those available through the State of California's website (http://catravelmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. District employees and Trustees should purchase Loss Damage Waiver (LDW) coverage (also known as Collision Damage Waiver [CDW] coverage) when renting vehicles for District business.
Parking and Tolls	Actual parking and toll charges are reimbursable, except for the following restrictions. Airport parking expenses shall not exceed the number of days required for District business. Short-term airport parking must not be used for travel exceeding 24 hours. Airport valet parking is not reimbursable.

e) Lodging
Lodging expenses will be reimbursed or paid for when travel on official District business for events held outside Orange County reasonably requires an overnight stay. For events of one day or less, District Manager approval is required in advance for lodging reimbursement.

Hotel and motel charges shall be based on single occupancy rates. The District will only reimburse Trustees and employees for lodging expenses incurred for the single occupancy rate, or double occupancy rate if two Trustees/employees share a room.

Allowable Expenses

Reimbursement Limitation and Conditions Applicable

Conferences/Meetings

If lodging is connected with a conference or meeting, lodging expenses must not exceed the maximum group rate published by the conference or meeting sponsor, if such rate is available at the time of booking. If it is not available, travelers must request the government rate or the lowest available rate if it is less than the government rate. If

government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see <https://www.gsa.gov/portal/content/104877>) are presumed reasonable and hence reimbursable.

Other Lodging

Travelers must request the government rate or the lowest available rate if it is less than the government rate. If government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see <https://www.gsa.gov/portal/content/104877>) are presumed reasonable and hence reimbursable.

See subsection c) (above), for non-reimbursable lodging-related expenses. Receipts must be submitted for reimbursement.

f) Registration Fees and Tuition

Registration fees charged for any authorized conference, training or non-conference meeting are reimbursable and should be paid in advance.

g) Meals

Meals will be reimbursed at actual cost, subject to the following limitations. Maximum reimbursable meal expenses are based on Federal guidelines and will not exceed the following amounts per person, not including a maximum 20% gratuity:

The reimbursement for a particular meal may exceed the individual limit noted above for that meal, provided that the reimbursement for the total of all meals requested for reimbursement for that day does not exceed the combined individual limits indicated above for those meals eligible for reimbursement.

Reimbursement for a meal will not be allowed when conference/meeting registration fees include the cost of that meal. Breakfast reimbursement will not be allowed when lodging includes a complimentary breakfast.

Lunch costs incurred by Trustees and employees at off-site events lasting more than a half-day are reimbursable, provided the cost of the meal is not included in the registration fee. If attending a single-day event where lunch is not provided and lunch is the only meal subject to reimbursement.

The above amounts will be automatically adjusted annually to equal the maximum meal expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/portal/content/100120> and <https://www.gsa.gov/portal/content/101518>).

Itemized receipts are required for meal expense reimbursements in all instances when they are available.

The District Manager may approve cash advances for meals during employee travel outside the immediate Southern California area or for travel lasting for more than one day.

h) Incidentals

Incidental expenses include all other allowable business-related expenses incurred while traveling (e.g., water/snacks, baggage handling, etc.), except that communication expenses are not included in incidental expenses. Maximum reimbursable incidental expenses are based on Federal guidelines. Incidental expenses will be reimbursed at actual cost, subject to a maximum daily total of \$5.00 per day (as of 1/1/17). This maximum amount will be automatically adjusted annually to equal the maximum incidental expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/portal/content/101518>).

Itemized receipts should be obtained, whenever possible.

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Telephone/fax bills should identify which calls were made on District business. If required to conduct District business, Trustees and employees may be reimbursed for internet access connection and/or usage fees not to exceed \$15.00 per day.

j) Private Auto Use – Additional Requirements.

i. Insurance Employee(s) in the course and scope of his/her employment, or Trustee(s) in the course and scope of his/her duties as a Trustee for the District, who use a vehicle not otherwise owned, rented, or leased by the Orange County Mosquito and Vector Control District: (1) shall, at their own expense, first obtain and keep in effect auto liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage; and (2) shall have on file, or submitted at least 10 days prior to such use of said vehicle, proof of insurance attesting to the terms of coverage mentioned above and obtain approval on a permission form.

ii. Indemnification Further, the Orange County Mosquito and Vector Control District hereby resolves and establishes that the District shall not be responsible for the replacement or repair of said vehicle if said vehicle is damaged or destroyed during the course of such use. Trustees and employees shall be required to sign a release of the District's liability and will be required to agree to indemnify, defend, and hold the District harmless from any claim, loss, or litigation arising out of such vehicle use.

k) Emergency or Unanticipated Travel

Attendance by Trustees and employees at conferences or workshops held outside the immediate Southern California area or lasting more than one day for which insufficient time is available to obtain Board approval, may be authorized by the District Manager.

l) Forms

All expense reimbursements shall be processed on District forms. Receipts should be obtained whenever available and attached. Expense reports and all accompanying receipts shall be submitted within 30 days after incurring the expense.

m) Travel and Business Expense Audits

It is the policy of the District that the Finance Manager shall be charged with the responsibility to develop and carry out an internal audit program of incoming expense reports, which assures that expenses claimed by Trustees and District employees are reimbursed in accordance with District policies and procedures pertaining to such expenses.

(Adopted by Resolution No 452)

(Updated by Resolution No. 490)

RESOLUTION NO. 490

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

**AMENDING AND UPDATING THE DISTRICT'S EXPENSE AND REIMBURSEMENT
POLICY PERTAINING TO DISTRICT TRAVEL**

Whereas, the Orange County Mosquito and Vector Control District Board of Directors adopted the District's Expense and Reimbursement Policy at the September 2017 Regular meeting of the Board of Trustees, and

Whereas, District staff has reviewed the Policy and recommends that Section 3 (d) be amended to adjust the maximum gratuity allowed from 15% to 20% and that travel be booked no less than 30 days (from 14 days) prior to the date of travel, when applicable.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

Section 1. That the Board of Trustees adopts Resolution No. 490 amending Section 3(D) Transportation, adjusting the maximum gratuity to 20% and stipulating that travel must be booked no less than 30 days prior to travel, when applicable.

Section 2. That the Expense and Reimbursement Policy be included and incorporated as a part of this resolution.

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 20th day of February 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Michael Alvarez, 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 February 20, 2020: APPROVED AS TO FORM:

James Gomez, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM F.2

Prepared By: Lora Young, Director of Communications
Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 491 establishing Board Policy No. 53 addressing the management and use of social media platforms for District communications

Recommended Action:

Adopt Resolution No. 491 establishing Board Policy No. 53 addressing the management and use of social media platforms for District communications

Executive Summary:

The District's use of social media platforms as a communication tool and method of outreach has increased in the last 10 years. In the last 2-3 years several court cases have established the manner in which public agencies and public officials manage social media comments and public interactions. In order to enforce any terms of use on social media platforms, an agency social media policy is needed. Social Media Policies are a common best practice method, with most agencies having an established protocol and policy. This protocol can help protect the District against any security risks and legal issues.

The establishment of a Social Media Policy (Policy No. 53) ensures that the District utilizes best practice standards on all our social media platforms by managing public-facing content in a consistent method across all platforms.

The Public Relations Committee has participated in developing the Policy.

Staff recommends that the attached Policy be approved by the Board.

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

Exhibits:

Exhibit A: Board Policy No. 53

Exhibit B: Resolution No. 491



Orange County Mosquito and Vector Control District

SOCIAL MEDIA POLICY

Policy #	Established:	Date Amended:	Resolution #
53	02-20-2020	N/A	491

SECTION I. Purpose

This policy provides the public, District, the Board of Trustees and employees guidelines on the use of social media. The District's presence on social media is an extension of the District's communications and outreach efforts and it is overseen by the Director of Communications and Communication staff. Social media includes any internet-based networking site, including but not limited to, blogs, Facebook, Twitter, YouTube, LinkedIn, Instagram, and Nextdoor. As new social media platforms are developed, they will be subject to this policy.

The goal for the District's presence on social media is to distribute time-sensitive information as quickly as possible and to increase the District's ability to broadcast its message to the widest possible audience and in a timely manner.

SECTION II. Scope

This policy shall apply to the public, all District staff, and the Board of Trustees.

SECTION III. Policy

- A. The District's official website at www.ocvector.org (or any domain owned by the District) will remain the District's primary means of internet communication. No other sites, pages or blogs are authorized as official sites for District information, unless expressly authorized by the Board of Trustees at a regular meeting of the Board.
- B. The District's social media sites are used to disseminate time-sensitive information as quickly as possible and to increase the District's ability to broadcast its message to the widest possible audience. All District social media sites are maintained by the District and shall comply with this Policy.

- C. All District social media sites shall be approved by the Director of Communications or his/her designee.
- D. Only authorized employees are permitted to create and post content on the District's social media platforms.
- E. The District's Communication Department shall monitor content on District social media sites to ensure adherence to both the District's policy and Terms of Use.
- F. Terms of Use for social media shall be posted to the District's official website for users or made available by hyperlink.
- G. The District may, at its discretion, suspend, modify or delete its use of any social media platform.
- H. District social media sites are subject to the California Public Records Act (CPRA). Any content maintained on the District's social media that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure.

SECTION IV. Procedures

A. Account Management

1. Once approval is received from the Director of Communications, newly authorized social media platforms shall be created and maintained with identifiable characteristics of an official District site. District created social media sites shall include:
 - a. A link to the District's official website when possible.
 - b. A statement that the material is maintained by the Orange County Mosquito and Vector Control District.
 - c. Contact information displayed when possible.
 - d. Accounts created using an official District email account only.
 - e. The name Orange County Mosquito and Vector Control District or OCMVCD and the official District logo.
2. Director of Communications shall designate an authorized user that is responsible for overseeing all social media activity and compliance with this policy.
3. Authorized users are responsible for regularly posting information, monitoring comments, removing prohibited content and saving content required under the Public Records Act.
4. District social media site account information shall be provided to the Information Technology Manager. The IT Manager shall maintain a list of accounts for all District social media websites and their passwords. Passwords

shall be kept in a secure location.

5. The District reserves the right to terminate or cancel any District social media site any time without notice.

B. Content Management

- a. The District's social media content shall only pertain to District activities and services in order to disseminate information on District related topics, including but not limited to, news or media articles, research papers, and pertinent content from other local government agencies.
- b. District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by social media platforms, vendors or partners.
- c. As a public entity, the District abides by certain standards to serve all constituents in a civil and unbiased manner. As such, the District reserves the right to regulate user-generated content.
- d. Content, including comments, pictures, video, links or other materials, containing the following are not permitted on District social media sites and are subject to removal and/or restriction:
 - i. Comments not related to matters of District business or that do not relate to the original topic, including random or unintelligible comments
 - ii. Profane, obscene, or violent comments
 - iii. Sexual or pornographic content and/or language
 - iv. Content that promotes, fosters, or perpetuates discrimination of protected classes
 - v. Defamatory or personal attacks
 - vi. Violent or threatening content
 - vii. Political campaign materials where a position for or against ballot issues, candidates, or organizations is expressed (this does not apply to education information or material provided by the District pertaining to District ballot measures)
 - viii. Solicitation or advertisements including promotion or endorsement of businesses or products
 - ix. Conduct or encouragement of illegal activity
 - x. Private or personal information posted without consent
 - xi. Content generally acknowledged to be socially or morally unacceptable
- e. These guidelines (i- xi) make up the District's social media Terms of Use and must be displayed to users and visitors or made available by hyperlink.
- f. Content deemed inappropriate shall be promptly documented, saved, and removed immediately following Management's review.
- g. Individuals (e.g., friends, fans or followers) who continue to post inappropriate content will be removed and/or banned if possible.
- h. The District reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law.

C. Records Management

- a. The District Clerk is responsible for responding to any public records request related to social media content.
- b. Content posted on District social media sites relating to District business shall be maintained in an accessible format and in compliance with the CPRA and in a manner that is producible in response to a public request for records. Social media content shall be maintained in accordance with District's respective retention schedule.

D. Security

- a. In an event that the District social media platform is compromised, the Information Technology (IT) department will be notified. The I.T. department will promptly conduct an investigation to identify and isolate the issue to prevent the further spread of the issue.
- b. Social media passwords will only be provided to authorized users and should not be shared. The Director of Communications shall, in cooperation with the I.T. Department, change passwords in compliance with the District's policy on password retention.

E. Employee Social Media Use

1. Professional Use

- a. Authorized employees are the only users permitted to manage, post and moderate District approved social media sites.
- b. The Communication Department will monitor all District-approved sites to ensure the District is compliant with all District policies, practices, user agreements, and guidelines.
- c. Authorized users shall not disclose confidential or proprietary information acquired by way of official position with the District, including information or photos that violate the Health Insurance Portability and Accountability Act (HIPAA). This restriction applies whether the information is disclosed on professional or personal social media accounts, or by any other method.
- d. Employees shall not use personal social media accounts for work purposes.
- e. Any employee authorized to post items on any of the District's social media sites shall not express his or her own personal views or concerns through such postings. Instead, postings on any of the District's social media sites by an authorized user shall only reflect views of the District. This policy does not prohibit District employees from exercising any rights of free speech or expression using their own social media accounts when not representing official District positions.

2. Personal Social Media

- a. Nothing in this Policy is meant to prevent an employee from exercising his or her right to utilize social media, make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern.
- b. Employees may access personal social media accounts at work as outlined in the Computer and Internet Use Policy and Procedures Section 3(F).
- c. Employees shall not use a District email address when using social media in personal capacities.
- d. Employees are not authorized to use the District logo when posting comments, images or videos on their personal social media accounts.
- e. Use of the Orange County Mosquito and Vector Control District name, logo, and employee status on personal social media to imply or indirectly imply that your personal opinions or posts are an official position or opinion of the District are prohibited.
- f. Should an employee identify himself/herself as an Orange County Mosquito and Vector Control District employee when conducting personal social media activities, employee should consider stating in their profile that one's comments are not representative nor necessarily the opinion of the District.
- g. Employment with the District is public record. Employees should be mindful that whenever District business is discussed online, whether in a personal or professional capacity, personal comments can be tied to their employment with the District and are subject to the CPRA.

SECTION V. Enforcement

- A. Violations of this Policy (Code of Conduct) while using social media shall be reviewed on a case-by-case basis and may result in appropriate disciplinary actions, up to termination.
- B. Violations of this policy or terms of use by any individual, group or organization may result in removal of comments, and/or removal of that individual or group from the District's social media sites.
- C. Employees' online activities, whether personal or professional, that adversely affect job performance, job performance of other District personnel, or conflict with the District's code of conduct policy, may be subject to disciplinary action up to and including termination.

RESOLUTION NO. 491

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

**ESTABLISHING BOARD POLICY NO. 53 IMPLEMENTING A DISTRICT-WIDE
SOCIAL MEDIA USE POLICY**

WHEREAS, the District does not currently have a policy which outlines the best practice standards for the management and use of social media platforms; and

WHEREAS, The District's social media platforms are used to disseminate time-sensitive information as quickly as possible and to increase the District's ability to broadcast its message to the widest possible audience; and

WHEREAS, the proposed Social Media Policy and Procedures (Policy 53) contains best practice standards and addresses procedures for management, posting, retention and security.

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

Section 1. Board Policy No. 53 is hereby established implementing a Board policy which identifies and outlines the District's authorized use and management of all current and future social media platforms.

Section 2. That Board Policy No. 53 is incorporated herein and is made a part of this Resolution.

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 20th day of February 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Michael Alvarez, 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 February 20, 2020: APPROVED AS TO FORM:

James Gomez, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM: F.3

Prepared By: Rick Howard, District Manager

Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 492 Reclassifying Certain Positions and Recognize Certain Title Changes within the Authorized Position Schedule.

Recommended Action:

The Board of Trustees Adopt Resolution No. 492 Reclassifying certain positions and Recognize Certain Title Changes within the Authorized Position Schedule pursuant to a Classification and Compensation Study; and Update the Authorized Position Schedule to reflect those changes.

Executive Summary:

In May 2017, the Board of Trustees approved the Fiscal Year 2017-18 budget. As a part of that budget authorization, the addition of 1.0 Full Time Equivalent (FTE) to the authorized positions schedule at the District was authorized. At the time, the addition of 1.0 Vector Control Inspector II was made as a placeholder for staff to establish a new position to coordinate seasonal employee staff. Prior to the addition of this position, a number of staff participated and oversaw different components of seasonal employee hiring, training and day-to-day responsibilities.

The position has not been filled and has been vacant since it was initially authorized. To more clearly define the role of the new position, staff evaluated and tested several options before determining that the Operations Coordinator be the title for the position. The Operations Coordinator will be primarily responsible for overseeing the day-to-day activities of the door-to-door and spray route teams. The position will participate in the hiring and training of the all the seasonal workforce. While other members of the staff will continue to be engaged in these efforts, the primary role of oversight will rest with the Operations Coordinator. The position was initially established at the Vector Control Inspector II (VCI II) pay rate, but after further review and discussion of responsibilities, and after concluding the Meet and Confer process with the Employee Association, it is recommended that the position be assigned the pay rate consistent with the additional responsibilities as this new position will oversee more seasonal staff than originally anticipated. The pay differential between the programmed pay rate and the recommended pay rate is three steps higher, or 8.25%.

The Board Policy and Personnel committee has met and discussed this position on three different occasions and has indicated their support in moving this position forward. Additionally, and as noted above, the Board of Trustees approved the position in the FY 2017-18 Operating Budget.

The attached job description and accompanying resolution formally establish the position title as well as the rate of pay.

Fiscal Impact:

Amount Requested \$7,900 added salary plus payroll taxes.

Sufficient Budgeted Funds Available: Yes

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

Previous Relevant Board Actions for This Item

May 18, 2017 - Adoption of FY 2017-18 Budget

Exhibits:

Exhibit A: Operations Coordinator Job Description

Exhibit B: Resolution No. 492



OPERATIONS COORDINATOR

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates, the annual Seasonal Assistant program. Responsible for supporting the Operations and Administrative Services staff with recruitment, planning, scheduling, training and organizational needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations and Operations Supervisor. Exercises direct supervision over Door-to-Door and Spray Route Seasonal staff and helps coordinate onboarding for all Seasonal staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for performing the full range of Operations Seasonal support duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned Seasonal staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides guidance in the selection, training, and work methods of Seasonal team.
- Coordinates and distributes daily assignments for various Seasonal teams.
- Works in conjunction with Human Resources to assist in determining staffing level needs, recruitment and organizing training for Seasonal staff.
- Works in conjunction with Operations personnel to determine staffing level needs of the District throughout the year.
- Coordinates program tasks to ensure services within allotted budget and timelines.
- Responsible for ensuring all Seasonal teams have proper supplies, materials and equipment, including uniforms, safety boots, etc.
- Reviews and approves timekeeping software entries and reports for accuracy.
- Coordinates training with appropriate personnel for onboarding and mandatory training for all Seasonal Assistants.

- Inspects and evaluates work being performed to ensure District standards are met; assists in identifying program challenges and solutions.
- Provides guidance to internal teams to achieve performance targets.
- Create treatment and survey maps in conjunction with the GIS Coordinator
- Provides field quality control, monitoring and inspection of Seasonal team.
- Makes recommendations and consults with the Director of Operations and Operation Supervisor regarding ongoing projects.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests.
- Creates scope of work, scheduling of work, submits recommendations to Director of Operations for approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of vector control, including the safe use and handling of pesticides and safety precautions.
- Familiarity with breeding and living habits of vectors
- Methods and techniques of identifying the various life cycles of vectors.
- Methods and techniques of preparing reports on operational activities.
- Methods and techniques of reading and interpreting maps.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Methods and ability to create maps using GIS programs with assistance of GIS Coordinator
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Work well with others to instruct on the needs of the job assignments.
- Conduct vector surveillance activities and identify issues in assigned geographic areas.
- Treat affected areas in accordance with District practices.
- Maintain vegetation and water transmission structures for source reduction.
- Prepare operational reports on work performed.
- Operate District vehicles and specialized equipment.
- Maintain logs and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Understand and follow oral and written instructions. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant including the Microsoft suite and GIS software to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, and four (4) years of increasingly responsible experience providing technical support to a vector control program; one (1) year of serving in a lead capacity is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver’s license by time of appointment.
- Possession of certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health at time of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards and/or collect samples. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, vectors and vector-borne diseases, wild and domestic animals, and poisonous plants and animals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

RESOLUTION NO. 492

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
ESTABLISHING POSITION TITLE AND PAY RANGE FOR OPERATION
COORDINATOR JOB DESCRIPTION**

WHEREAS, the District Manager prepared and submitted, and the Board adopted the annual operating budget for Fiscal Year 2017-18 on May 18, 2017; and,

WHEREAS, included within the FY 2017-18 Budget are Position Title, Salary Range, and Class Specification a Vector Control Inspector II position to oversee the Seasonal Workforce; and

WHEREAS, the addition of the newly established Vector Control Inspector II has gone unfilled since it was authorized; and

WHEREAS, after extensive review and discussion, the position of Vector Control Inspector II as authorized in the FY 2017-18 annual budget is recommended to be changed that of Operations Coordinator at the pay range of A53.

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

SECTION 1. That Personnel and Salary Resolution No. 415 Approving Position Titles, Salary Ranges, and Class Specifications for Operations Coordinator is hereby amended.

SECTION 2. That the Operations Coordinator Job Description is hereby approved and adopted and that the salary for the position shall be at A53 as determined by the Salary Schedule.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

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 20th day of February 2020, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Michael Alvarez, 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 February 20, 2020: APPROVED AS TO FORM:

James Gomez, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

February 20, 2020

AGENDA REPORT

AGENDA ITEM: G.3

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Receive Fiscal Year 2020-21 Budget Preparation Schedule

Recommended Action:

Receive and file.

Executive Summary:

The Fiscal Year 2020-21 Operating and Capital Improvement Program budget is currently in development. The budget schedule is as follows:

Thursday April 16, 2020 3:00PM

Board Meeting: Distribution of Proposed 2020-21-22 Budget

Wednesday May 6, 2020 11:30AM

OCMVCD Special Meeting: Budget Presentation

Thursday May 7, 2020 11:30AM

OCMVCD Special Meeting: Budget Presentation

Thursday May 21, 2019 3:00PM

Board Meeting: Adoption of 2020-21-22 Budget

Strategic Plan Compliance:

This item complies with the District's Core Values of the Strategic Plan wherein vector control services are provided in the most cost-effective manner.

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

February 20, 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:

Receive Statement of Economic Interests 700 Forms for Filing

Recommended Action:

Receive and file.

Executive Summary:

Each trustee is required to complete a Statement of Economic Interests Form 700 by April 1, 2020. (Please note there are penalties for late filing). The cover page of the form 700 must have an original signature in blue ink. Trustees may obtain the form and additional information online at <http://www.fppc.ca.gov/Form700.html> or file electronically as indicated below.

Electronic Filing: All trustees should have received information from the Clerk of the Board of Supervisors regarding filer instructions for electronically filing their Statement of Economic Interests Form 700, including log-ins, IDs, and passwords. The link to this site is <https://www.southtechhosting.com/OrangeCounty/eDisclosure/>

Please contact Tawnia Pett if you have not received this information. Electronic filing is not mandatory.

Trustee Filing Disclosure is Category OC-1: All interests in real property in Orange County, as applicable, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments) "Your Position" should be filed as "Board Trustee".

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:

Bats are Global Reservoir for Deadly Coronaviruses

Finding could help researchers to better predict where these viruses are likely to make the jump from animals to people.

NATURE | NEWS Amy Maxmen 12 June 2017



Determining which bats carry viruses that can infect people is tricky.

Bats are the major animal reservoir for coronaviruses worldwide, according to a survey of thousands of animals across Africa, Asia and the Americas. The animals had previously been linked to the coronaviruses that caused outbreaks of severe acute respiratory syndrome (SARS) and Middle East respiratory virus (MERS), but until now researchers were not sure whether that was a coincidence or a sign of a broader trend.

The findings suggest that researchers who study infectious diseases can improve their predictions of where coronaviruses are likely to leap from animals to people by looking at the geographical distribution of

different bat species and the behavior of the viruses that they carry.

“It’s time to stop being reactive,” says Simon Anthony, a virologist at Columbia University in New York City and lead author of the study published today in *Virus Evolution*. “The point is to take a different approach and be more proactive by understanding the diversity of viruses out there before they actually emerge.” The research was funded by the US Agency for International Development through a program that aims to preempt pandemics of viruses that pass from animals to humans.

Coronaviruses made headlines in 2002, when SARS appeared in China and spread to 27 countries, killing 774 people. In 2012, the coronavirus that causes MERS surfaced in Saudi Arabia; 640 people died. Previous research has suggested that bats spread the virus to camels, which then passed it to people.

Note: Bats are suspected as the animal reservoir for the current novel coronavirus (nCoV) outbreak in China.



Updated February 2, 2020

Q&A on coronaviruses

What is a coronavirus?

Coronaviruses are a large family of viruses found in both animals and humans. Some infect people and are known to cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

Is the new virus the same as SARS?

No, 2019-nCoV is from the same family of viruses as Severe Acute Respiratory Syndrome (SARS-CoV) but it is not the same virus.

How dangerous is it?

As with other respiratory illnesses, infection with 2019-nCoV can cause mild symptoms including a runny nose, sore throat, cough, and fever. It can be more severe for some persons and can lead to pneumonia or breathing difficulties. More rarely, the disease can be fatal. Older people and people with pre-existing medical conditions (such as, diabetes and heart disease) appear to be more vulnerable to becoming severely ill with the virus.

Can humans become infected with the 2019-nCoV from an animal source?

Detailed investigations found that SARS-CoV was transmitted from civet cats to humans in China in 2002 and MERS-CoV from dromedary camels to humans in Saudi Arabia in 2012. Several known coronaviruses are circulating in animals that have not yet infected humans. As surveillance improves around the world, more coronaviruses are likely to be identified. The animal source of the 2019-nCoV has not yet been identified.

Can I catch 2019-nCoV from my pet?

No, at present there is no evidence that companion animals or pets such as cats and dogs have been infected or have spread 2019-nCoV.

Can the 2019-nCoV be transmitted from person to person?

Yes, the 2019-nCoV causes respiratory disease and can be transmitted from person to person, usually after close contact with an infected patient, for example, in a household workplace, or health care center.

What can I do to protect myself?

Take care of your health by doing the following:

- Wash your hands frequently with an alcohol-based hand rub or soap and water. Washing your hands with an alcohol-based hand rub or soap and water kills the virus if it is on your hands.
- Maintain social distancing – maintain at least 1 meter (3 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever. When someone

who is infected with a respiratory disease, like 2019-nCoV, coughs or sneezes they project small droplets containing the virus. If you are too close, you can breathe in the virus.

- Avoid touching eyes, nose and mouth. Hands touch many surfaces which can be contaminated with the virus. If you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

How does this virus spread?

The new coronavirus is a respiratory virus which spreads primarily through contact with an infected person through respiratory droplets generated when a person, for example, coughs or sneezes, or through droplets of saliva or discharge from the nose. It is important that everyone practice good respiratory hygiene. For example, sneeze or cough into a flexed elbow, or use a tissue and discard it immediately into a closed bin. It is also very important for people to wash their hands regularly with either alcohol-based hand rub or soap and water.

How long is the incubation period?

The incubation period is the time between infection and the onset of clinical symptoms of disease. Current estimates of the incubation period range from 2-11 days, and these estimates will be refined as more data become available. Based on information from other coronavirus diseases, such as MERS and SARS, the incubation period of 2019-nCoV could be up to 14 days.

Can 2019-nCoV be caught from a person who presents no symptoms?

Understanding the time when infected patients may spread the virus to others is critical for control efforts. Detailed medical information from people infected is needed to determine the infectious period of 2019-nCoV. According to recent reports, it may possible that people infected with 2019-nCoV may be infectious before showing significant symptoms. However, based on currently available data, the people who have symptoms are causing the majority of virus spread.

Are there any specific medicines to prevent or treat 2019-nCoV?

To date, there is no specific medicine recommended to prevent or treat the novel coronavirus. However, those infected with 2019-nCoV should receive appropriate care to relieve and treat symptoms, and those with severe illness should receive optimized supportive care. Some specific treatments are under investigation and will be tested through clinical trials. WHO is helping to coordinate efforts to develop medicines to treat nCoV with a range of partners.

If you want to protect yourself from getting infected with the new coronavirus, you should maintain basic hand and respiratory hygiene, and safe food practices and avoiding close contact, when possible, with anyone showing symptoms of respiratory illness such as coughing and sneezing.

On the Net:

From World Health Organization <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Bob Ruesch- Trustee, Mission Viejo

Name of Conference/Event: MVCAC Conference

Date: January 26-28th 2020


Location: San Diego

During the sessions I was able to interact with staff and trustees from across California. We learned about the science behind how decisions for dealing with vectors is created. It became clear that even the most obvious conclusions were of little value without the testing to prove assumptions. Much like building a wall and finding out the foundation you thought was strong was substandard. We studied how vectors are introduced and what can accelerate the spreading. Additionally the studies of resistance to proven treatments shows that not all solutions are universal to similar vectors. While mosquitoes are of importance to Southern California, other vectors like feral pigs cause massive damage and carry other vectors creating very significant problems and damage to the central and northern parts of our state..

We learned the value of social media offering information quickly, efficiently, and cost effectively. Other places to interact with the public can be local farmers markets. Using nextdoor, trustees can comment locally on issues where OCMVCD is not allowed keeping the narrative with correct information.

Lastly, a big shout out to the staff of OCMVCD for excellent organization and keeping me on point for the best classes to attend and where to be during the training.

Date: 1/30/2020

Signed: 

Print Name: Robert (Bob) Ruesch



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1917

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Michael ALVAREZ- Trustee

Name of Conference/Event: MVCAC CONFERENCE

Date: JAN 26-28, 2020

Location: Hyatt Regency Mission Bay, SAN DIEGO

In attending the MVCAC Conference , I attended several seminars for each day of the conference.

On Monday morning I attended the following seminars, Vector-Borne diseases Presentation, Larvicidal treatment to control invasive Aedes, the control strategy of using backyard chickens as a novel control to West Nile virus control, the Climate change as an influence on larval development of the common house mosquito. The afternoon, I attended the following seminars, Wolbachia infections in mosquitoes, the effects of short term weather on the abundance of West Nile virus vectors, Carbon dioxide baited traps, using a standardized county-wide grid system to prioritize the out-brake of West Nile virus in Orange County, Invasive Aedes service model changes for OC Vector district in 2019.

Tuesday Morning, I began the morning at a Trustee Business session. The seminars included the large scale suppression of Aedes aegypti in California by releasing Wolbachia infected mosquitoes, the perfect storm of Aedes and West Nile virus coming at the same time, measuring the impact of school outreach, Geo targeting social media outreach, Media campaign strategies. The afternoon sessions: emergencies teach you what your not prepared for with examples throughout California cities, the impacts of West Nile on birds, fleas and other critters...The rest of the afternoon covered the different viruses and how they were tracked or detected.

Attending these conferences, will give you a great education on what the other state agencies are doing, through their outreach to the public, elected officials and those of us at the conference, the strategies their agencies are implementing and the general sharing of information. The vast knowledge of experience by the presenters who are all experts for their agencies was in creditable and at times can be over-whelming. I highly recommend it to all our Trustees.

Date: Feb. 4, 2020

Signed: Michael Alvarez

Print Name: Michael Alvarez



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Amber Semrow

Name of Conference/Event: Mosquito and Vector Control Association of California

Date: January 26 – 29, 2020

Location: San Diego – Mission Bay Hyatt Regency Hotel

The Mosquito and Vector Control Association of California's (MVCAC) Annual Conference was, as always, a very worthwhile learning and networking event to attend. The conference had a host of informative symposiums that covered topics like education and outreach, pesticide resistance, mosquito biology, operations, technology, and surveillance.

I gave a talk in the public policy session about our District's efforts in 2019 to change our service model due to the impact of invasive *Aedes* mosquitoes. Some stand out talks included those that discussed pesticide efficacy in field trials. It was interesting to learn what products are working on which species of mosquitoes under various field conditions. There were also many talks from districts in different stages of *Aedes* infestations. Districts that have been infested more than 5 years shared how they have had to significantly expand their programs to better manage the ongoing crisis. Several northern California districts experienced new detections of invasive *Aedes* in 2019 so they discussed how they tackled the problem early on. California vector control programs are having to consider the long-term impacts of the invasive *Aedes* and how we can pool resources to address the problem collectively.

It was a fantastic opportunity to learn the latest research and network with industry colleagues for future collaborations.

Date: 2/5/2020

Signed: Amber Semrow

Dept Mgr Signature: Robert F. Cummings

Print Name: Amber Semrow



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Daisy Rangel, PhD, Microbiologist

Name of Conference/Event: MVCAC 2020

Date: January 26-29

Location: San Diego

This was my first time attending a MVCAC meeting and I gave a talk entitled "The development and use of a real-time PCR for the detection of *Rickettsia typhi* and *Rickettsia felis* in fleas collected in Orange and Los Angeles Counties, California." I presented the work from the publication of the same title submitted to the *Proceedings and Papers of the MVCAC*. It was a very productive meeting since I provided attendees information on what I had been working on the past year at OCMVCD. I also met with many of the scientists from other Districts throughout California and learned a lot of new information regarding mosquito, tick, flea, fish, and feral pig biology. I also attended meetings regarding public outreach, communications, CalSurv, and policy of both abatement control and managing district efforts. Meeting with some of the scientists allowed for a better understanding of what others in my field are doing and it even began talks to initiate two new collaborations. The first was to join the WestNile 4K project which is in association with the Scripps Institute and the County of San Diego Vector Control Program. This program would allow us to better understand the migration of the West Nile Virus around California. The second possible collaboration would be to investigate possible mechanisms of resistance of mosquito populations exposed to certain pesticides. In addition to attending the talks presented from Sunday through Tuesday, I also attended the poster session and met scientists at Greater LA District and San Gabriel that are working to detect *Dirofilaria immitis*, the filarial worm that is responsible for dog heartworm and which is transmitted by *Aedes* species of mosquitoes. Understanding this protocol will help me optimize a new protocol so that we can begin detecting certain species of *Aedes* mosquitoes for *D. immitis* here at OCMVCD. Lastly, I attended the board meeting on Wednesday morning which was the last day of the conference and that was very eye opening since it allowed me to appreciate the political and regulatory side of the MVCAC and how it affects our District.

Date: 02/03/2020

Signed: 

Dept Mgr Signature: 

Print Name: Daisy Rangel



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Heather Hyland, Public Information Officer

Name of Conference/Event: MVCAC Annual Conference

Date: Jan 27th-29th, 2020

Location: San Diego, CA

Attending the 2020 MVCAC conference was a wonderful opportunity to gain more knowledge and observe what methods other agencies are using to control the vectors within their district. Every year I learn something new. It is a great way to network with other agencies across the state and in turn, build relationships that can lead toward collaborative projects.

This year at MVCAC, one of the main focal points for agencies was the invasive *Aedes* species. These were important sessions to attend based on OCMVCD bite pressure. Learning how other agencies dealt with the discovery of *Aedes* within their district provided valuable information to implement at our district.

Highlights at MVCAC:

- 1) Quantifying sociodemographic heterogeneities in the distribution of *Aedes aegypti* among California. This presentation was given by a PhD student that won an award from MVCAC for her efforts in this project. She conducted a very thorough study to connect *Aedes'* breeding behaviors to different socio-economic backgrounds in Los Angeles County.
- 2) Wolbachia infections in mosquitoes of Merced County California. I really wanted to attend this session to receive more information about the experiences of agencies that have completed Wolbachia programs in their district. Considering OCMVCD plans on conducting something similar in the near future, this presentation provided me with a better understanding of the companies that teamed together for this overall project. I also connected with the PIO that produced literature, PSAs and press releases for this project.

- 3) Public outreach response to detection of Invasive Mosquitoes in Sacramento County
When SAC YOLO District discovered *Aedes*, they sprung into action. The presentation gave us insight into another district's crisis communication strategies and what approaches we can implement in our District to relay information to OCMVCD residents.

The presentations were calculated, researched and executed very well. Another presentation that our District can really benefit from was the presentation from Coachella Valley: *Aedes aegypti* control efforts using truck mounted larvicide and adulticide applications in the Coachella Valley.

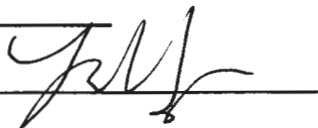
OCMVCD is in the midst of updating its IVM plan to accommodate the expansion of *Aedes*. As the team revamps its SOP for ULV Truck Mounted Applications, this presentation came just in time and provided me with the opportunity to connect with their PIO and receive valuable advice.

I truly enjoyed being present for the Community Outreach sessions at the conference because I was able to see what other agencies are doing in my line of work. The presentations sparked some ideas that I can bring back for our team. I appreciated what other Districts were doing to use a creative approach to outreach.

Overall, attending conferences such as MVCAC enables you to interact with agencies across the state providing you with a different outlook to new and fresh ideas. You can see a different perspective from smaller or larger agencies. The creative projects I saw agencies presenting were quite astounding and it made me so proud to be a part of vector control.

Date: 1/30/2020

Dept Mgr Signature: _____



Signed: _____



Print Name: _____

Heather Hyland



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: John Drake I.V.M. Compliance Officer

Name of Conference/Event: MVCAC Annual Conference

Date: January 26 - 29

Location: Hyatt Regency, San Diego, CA

At the conference I met and spoke with Peter DeChant from Valent Biosciences about larviciding with the A1 Superduty using Vectobac WDG. Peter informed me of using the A1 before 9 am in the morning or using at night after 11 pm when the air temperature cools is the most effective times. The droplets need to spread and if the weather is warm the droplets will dry too quickly. I also spoke with John Holick about mixing the Vectobac WDG in the A1. He informed me that a cast iron sump pump could be used to mix the product in the tank. The district will need to make a pvc pipe "T" for the outflow of the sump pump. We also spoke about different dilutions of WDG per acre for urban and marsh use. The district has purchased a A1 and their advice will make our use more effective for treatments and save time mixing the WDG. There were several ULV presentations and the conclusions of them is the DeltaGard is providing the best mosquito kill. The district is continually evaluating the urban adulticiding and using DeltaGard will provide the best results.

I attended a drone seminar with simulated drone treatments using both liquid and granular larvicides. Talking with the different drone operators I believe the district should pursue the drone from Leading Edge with the granular payload set up, Precision Vision 35 UAS. The initial cost will be high, but it will save us hundreds of man hours for treating the difficult marsh areas. The drone will also allow us the larvicide areas that we can not get to on the ground or treating from the ground could cause habitat destruction for threatened species. Larviciding these areas could eventually lead to less adulticiding in the marsh areas.

Date: 1/30/2020

Dept Mgr Signature: *[Signature]*

Signed: *[Signature]*

Print Name: John Drake



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: John Savage

Name of Conference/Event: Mosquito and Vector Control Association of California

Date: 1/27/2020 – 1/29/2020

Location: Hyatt Regency at Mission Bay, San Diego

I learned a lot while attending the 2020 Mosquito and Vector Control Association of California conference, but three of the two seminars I enjoyed the most, I learned something I never knew about mosquitoes and controlling them.

First was the method in which pyrethrin's and pyrethroids kill the target mosquitoes. The chemical doesn't kill them at all, they die from exhaustion (tremors and shakes) trying to remove the toxins from their bodies. The other seminar I learned was anautogenous vs autogenous is and that culex pipiens molestus, a subspecies, can lay eggs without a blood meal.

The most interesting talk to me, was of course any one of the drone seminars and the actual drone demonstration where Placer County Mosquito and Vector Control handed out a very thorough preflight check list that I feel we should implement into our Unmanned Aerial System program. Leading Edge was also there with their granular applicator. From seeing the UAS and knowing the terrain I need to cover; I would lean more towards Leading Edges product would be most beneficial to my needs in the marshes and wetlands.

Thank you for the opportunity to expand my knowledge to apply other vector control agencies methods to my own daily routine.

Date: 1/30/2020

Signature: *John Savage*

Signed: *Lawrence H. Shaw* Dept Mgr

Print Name: John Savage



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Jerry Sims, Operations Supervisor

Name of Conference/Event: MVCAC

Date: 1/26 to 1/29, 2020

Location: San Diego, CA

As anticipated, many of the presentation addressed how mosquito control Districts have addressed the introduction and spread of Aedes within their respective Districts.

A common theme in a number of Aedes-related talks was the importance of outreach and education to the public. It is essential that the distinction be made between an aggressive nuisance species with a unique biology and habits and traditional endemic species which represent a higher disease risk. Several Districts discussed their strategies in analyzing different streams of data, such as socio-demographic variables, which in turn foster conducive micro-climates for Aedes production. Such analysis is valuable in determining where resource are to be best allocated and how messaging may be tailored for different demographics.

Other presentations discussed specific outreach channels which proved to be a worthwhile investment of District funds. A neighboring District to Orange County has a unique program of partnering with community liasons who are fully versed and certified in mosquito control activities. Such liasons work in hot-spot areas to educate and empower residents to begin perceiving Aedes as an ongoing issue that must be considered and addressed through collaborative and community-wide effort.

Presentations emphasizing surveillance and control measures presented interesting findings such as the efficiency of BG Sentinel surveillance traps. Such traps, despite being an industry standard, were shown by Brogan Amos of UC Riverside that although the design resulted in a high number of mosquito encounters with the trap, few were actually captured.

Control-oriented presentations included methods and products used to combat Aedes breeding in bromeliad plants, utilizing liquid pyriproxyphen products. Research is also underway for utilizing larvicides, currently utilized in the agriculture industry, for mosquito control, such as Crymax bacterial larvicide.

Date: 2-10-20

Signed: *Jerry Sims*

Dept Mgr Signature: *Lauren H. Shaw*

Print Name: JERRY SIMS



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Kiet Nguyen, Vector Ecologist

Name of Conference/Event: 88th Annual Mosquito and Vector Control Assoc. of California

Date: January 27th to January 29th

Location: Hyatt Regency Mission Bay, San Diego, Ca.

The 88th Mosquito and Vector Control Association of California Conference was rich with ground-breaking research and informative regional reports. The conference consisted of multiple reports on pesticide resistance and gene expression in local mosquitoes. Additionally, other districts presented on new control techniques using unmanned aerial systems (UAS). Furthermore, this year, Orange County contributed six talks on topics ranging from pesticide efficacy trials to service model changes.

New and emerging application technologies have been tested to aid in large area mosquito control. A new tactic is to use unmanned aerial systems (drones) to apply larvicide to large areas of marshland. Scott Shon's presentation titled "Aerial larvicide applications with unmanned aircraft systems (UAS) in Placer County" talked about using a DJI Agras MG1S drone to help treat large agricultural parcels in their county. He highlighted the challenges of flight planning, safety checks, and calibration of the drone. The benefit of having an application drone is numerous. For example, applying pesticides remotely reduces the exposure and risk to applicators, increase efficiency to treatment areas, and reduces liability.

Pesticide resistance research was a prominent topic during this year's conference. We listened to multiple presentations ranging from bottle bio-assay resistance testing to "Knockdown Resistance" gene research. Sara Billiter gave a comprehensive talk about the current state of isolating resistance genes from a state-wide program. Her report detailed the southern California region's mosquitoes expressing a strong heterogeneity to the KDR gene thus translating to possible pesticide resistance in some populations.

Date: 2/3/2020

Signed: 

Dept Mgr Signature: 

Print Name: Kiet Nguyen



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Lora Young, Director of Communication

Name of Conference/Event: MVCAC Annual Conference

Date: January 26-28, 2020

Location: San Diego, CA

The MVCAC Annual Conference provided a great opportunity to learn how other mosquito and vector control districts throughout California are being impacted by the invasive *Aedes* mosquitoes, what new operational tools are being used and how outreach efforts have adapted and changed.

One of the biggest take away points from the conference, was that most districts have had to adapt their operations, customer service process and outreach to deal with the increase in workload. With *Aedes* mosquitoes adapting to California life, more districts are seeing breeding occur not just in small backyard sources, but now larger sources such as underground storm drains, pools and gutters.


The CalSurv Symposia outlined how OCMVCD could use the CalSurv system to educate residents through interactive maps on mosquito counts, surveillance tests. These maps are able to be embedded into websites and allow for real time data. As a district we need to determine what information we are inputting into CalSurv and how we can make that accessible to the public through the website.

An interesting outreach presentation focused on using community liaisons to build relationship in communities. Similar to how districts have assigned inspectors for an area, this program focuses on keeping consistent people in the community to build relationships with community leaders, city officials and the community. This was a relatively new program and the District needed to further evaluate the effectiveness of this type of outreach.

Overall the conference provided some valuable ideas on how we can increase

outreach, what has worked at other districts in operations and outreach to help alleviate the increase workload with new mosquitoes into communities.

Date: February 5, 2020

Signed: 
Print Name: Lora Young



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff Name and Title: Laura Krueger Prelesnik, Vector Ecologist

Name of Conference/Event: MVCAC Annual Meeting

Date: January 27-29, 2020

Location: San Diego, CA

The OCMVCD Laboratory presented impactful public health research projects at the MVCAC Annual Meeting. These included:

- 1) Geospatial Risk Identification System (GRIDs): Developing a Risk-based Driven West Nile Virus Response Grid. This project was well received by MVCD's in CA as it showcased an operationally meaningful response to positive West Nile virus mosquito samples in OC. Additionally, using this method OCMVCD was able to demonstrate (with statistical significance) that mosquito abundance and infection rate declined following "street spraying" in OC in 2019.
- 2) Development of a Duplex PCR to identify *R. typhi* and *R. felis* in fleas from OC. Flea-borne typhus is spreading in California and the development of this test allows other MVCD's in CA to perform testing for pathogen detection. Previously, OCMVCD had to test each flea twice to determine if they were infected. The new system allows OCMVCD to test each flea only once and determine the pathogen, saving time and resources.
- 3) Efficacy of Sumilarv in plastic containers. Sumilarv is a new larvicide that recently received registration in California. This study, conducted by OCMVCD under an MOU with MGK, found that Sumilarv is effective for longer periods of times than other larvicides, when applied to small sources. This is important because it reduces the amount of times that Inspectors need to inspect and reapply pesticides for mosquito control in residential backyards.
- 4) Overview of Invasive Aedes Service Model Changes at OCMVCD. Since establishing in OC in 2015, the invasive Aedes mosquitoes continue to be a serious nuisance around homes, workplaces, parks and schools. To deal with this new threat, OCMVCD revamped the service model for invasive Aedes mosquitoes including re-assigning staff to handle phone calls and inspections during peak months. The program was successful and will continue in 2020.

Date: 2/3/2020

Dept Mgr Signature: Robert F. Cummings

Signed: [Signature]

Print Name: Laura Krueger Prelesnik



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Robert F. Cummings, Director of Scientific Technical Services

Name of Conference/Event: Mosquito and Vector Control Association of California

Date: January 26-28, 2020

Location: Hyatt Regency Mission Bay, San Diego, CA

The California Mosquito and Vector Control Association (MVCAC) held its 88th annual meeting from January 26-28 in San Diego. Topics covered included new discoveries in mosquito control techniques, such as sterile insect technology, innovative research on mosquito biology and the disease agents they transmit, and updates on the various pathogens vectored by ticks and fleas. Of particular interest was a presentation by an agency in Fresno about the difficulty of conducting both a sterile insect program against day biting *Aedes aegypti* and trying to suppress an outbreak of West Nile virus (WNV) caused by a different mosquito species, the night biting *Culex quinquefasciatus*. Their anti-*Aedes aegypti* effort required the release of sterile male mosquitoes, which some of the public blamed for the outbreak of WNV in their county. The Fresno agency running the respective programs had to embark on a difficult education campaign to inform the public about the distinctive types of control strategies that are unique to each mosquito species.

District staff made eight presentations on a variety of subjects. These included talks on OCMVCD's new social media approach to public education, changes to our service request system in response to high numbers of *Aedes aegypti* calls, our in-house pesticide testing program, and the development and implementation of a novel, grid-based surveillance and control system for WNV outbreaks in residential neighborhoods of Orange County. All presentations resonated well with conference attendees, especially the ones about OCMVCD's new grid based WNV control system.

Date: Feb. 4, 2020

Signed: Robert F. Cummings

Print Name: Robert F. Cummings



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Rick Howard, District Manager

Name of Conference/Event: 88th Annual MVCAC Conference 2020

Date: January 26-28, 2020

Location: San Diego, CA

I attended the 88th Annual MVCAC Conference in San Diego from January 26-28, 2020.

This year's annual conference was well attended by mosquito and vector staff and trustees from throughout the state. The conference consisted of a series of informational, operational, and scientific sessions. Conference presentations were conducted by staff from other District's and industry partners. OCMVCD staff conducted a total of 7 presentations at the conference and 1 poster presentation. Those presentations will be described in their respective conference reports. I moderated a session on Public Policy and Governance. Amber Semrow, Biologist, OCMVCD, presented in that session.

I also attended a post conference workshop on the use of Drones, or UAV's, in vector control. Several Districts in California have moved to this emerging technology now that the California Department of Pesticide Regulations has released their rules and regulations pertaining to the application of mosquito control products from aerial vehicles. The District is moving in that direction and plans to have a program in place mid-2020.

One of the most gratifying parts of the conference were the many compliments that I/we received on the presentations that staff presented. Of note, Dr. Vicki Kramer of the California Department of Public Health has asked that the presentation presented by Vector Ecologist Laura Krueger and the accompanying poster presented by Vector Ecologist Kiet Nguyen on the newly established "grid" system be presented to staff at the CDC. The system is a novel and more defining approach to identifying WNV in the community by combining traditional "Heat" maps with a county grid overlay system.

The conference included many technical sessions where new, updated, and emerging technologies were presented. Industry trends continue to showcase technologies, and how these technologies are forever changing the business of vector control. The use of Drones, satellite imagery, and handheld devices are making vector operations more efficient, informational and educational.

I would encourage members of the Board of Trustees to be sure to attend the 89th Annual Conference in Monterey from January 31st to February 3rd, 2021.

Date: February 3, 2020

Signed: ***Rick Howard***

Print Name: Rick Howard



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Sokanary Sun, Assistant Vector Ecologist

Name of Conference/Event: MVCAC 2020

Date: January 26-29, 2020

Location: San Diego, CA

This conference marks the first time I gave a presentation as a District employee, and as an Assistant Vector Ecologist. My presentation summarized a project that Tim Morgan (Vector Ecologist) and I have been working on since end of May until about mid-October 2020. The project evaluated a newly California registered insect growth regulator (IGR) product called Sumilarv® 0.5G (active ingredient Pyriproxyfen) targeted towards mosquito larvae. The Sacramento-Yolo Mosquito and Vector Control District presented their evaluation of the same product at MVCAC last year (2019) in catch basins, showing approximately five months of control. According to the label, this product can bind to organic material and concrete. Since Sumilarv® 0.5G showed promise in catch basins, we wanted to see if this product will show acceptable control in larvae in plastics. We also wanted to see if the product can bind to plastics, and if it does, if the product gets re-released into sources. We found that acceptable control depends on the size of the source. We treated medium (50 gal) and large sized tanks (~500 gal) according to the prescribed label rate. The medium sized tanks treated with 10g of product showed 100% emergence inhibition for 125 days. When the large tanks were treated with 10g of product, there was a drop in control by day 25, but rebounds back to 80% emergence inhibition on day 36, and then continues to decline on day 48. When the large tanks were treated with 30g of product, there was emergence inhibition of 70-82% by day 36, and 10-40% emergence inhibition on day 48. The size and volume of the large tanks lie between the application rate of 10 and 30 grams, therefore, we decided to test both application rates. In short, the medium tanks had higher maximum concentration of active ingredient, demonstrating longer duration of larval control. A wide range of treatment volumes and only fixed amount of product can lead to variable control duration. Based on our study, an adjustment to the label application rates should be considered.

Date: 02/03/20

Dept Mgr Signature:

Robert R. Kunz

Signed:

Sokanary Sun

Print Name:

Sokanary Sun



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Tawnia Pett Executive Assistant/Clerk of the Board

Name of Conference/Event: MVCAC Annual Conference 2020

Date: January 26-29, 2020

Location: San Diego, CA

This year there were quite a few take-aways from the conference that I feel is relevant to our District.

The first is a study on whether the BG Sentinel trap is good at actually collecting aedes mosquitoes. This is the trap most commonly used for collecting aedes samples. But the presentation showed that many female mosquitoes fly to the trap, but they fly away before they get sucked into the trap. So, this trap could underestimate how many mosquitoes are in an area, or even if there are mosquitoes in an area, if the mosquitoes aren't being sucked into the trap. This needs to be tested more by the District before we do wide dispersal throughout aedes infested areas.

A second take-away came from the San Gabriel Valley District. They have a map of their District that lists all activities taking place (events, inspections, spray events, etc). This allows the public to immediately see what is going on in their area. The benefit of this is less calls to the District with questions from the public about what is going on in their area when the information can be accessed immediately from the District website. This could be very helpful to us during our busier times of the year. And this would free up staff time to answer calls from the public requesting service.

The third take-away was from San Diego County's school education program. The program sends home a survey that the students and parents take together. The students had "assignments" to look for potential mosquito breeding around their house and the parents filled out a survey about their knowledge of mosquitoes, their control, and other questions. One of the first questions was whether the parent was aware there was a mosquito control district in their area. This question alone could lead to much more interaction and awareness with the public. The student then returns the assignment to school and receives a certificate from the mosquito control district. What was most surprising was how many students and parents completed the

survey. If incorporated at our District, this could lead to more interaction with the public, and more surveillance being conducted in neighborhoods which could lead to reduced mosquitoes in neighborhoods.

Date: FEB 5, 2020

Signed: 

Dept Mgr Signature: 

Print Name: TAWNIA PEST



Orange County Mosquito and Vector Control District

A Public Health Agency Serving Orange County Since 1947

Conference and Meeting Report

Staff of the Orange County Mosquito and Vector Control District and its Board of Directors attend a variety of educational seminars, conferences and symposia annually. This report provides a brief summary of the event attended, and the organizational value of that attendance to the District.

Staff Name and Title: Xiaoming Wang, PhD, Laboratory Intern

Name of Conference/Event: 88th Annual Conference, Mosquito and Vector Control Association of California (MVCAC)

Date: January 27 – 28, 2020

Location: Hyatt Regency Mission Bay, San Diego, California

I went to presentations about pesticide resistance/management of *Aedes* and *Culex* mosquitoes in California, attended talks regarding the evaluation of novel larvicides (e.g., Sumilarv[®] and insect growth regulator larvicides) against *Culex* and *Aedes* mosquitoes, watched a presentation on the RT-PCR method to detect chikungunya, dengue and Zika viruses in invasive *Aedes* mosquitoes, and listened to the Sterile Insect Technology (SIT) session on *Wolbachia* mosquitoes and the *Wolbachia-Aedes aegypti* release project in Fresno County. In the 12 talks of the PacVec session, I saw a variety of presentations on new larvicide testing, novel mosquito control strategies, insecticide resistance tests, modeling for vectors and vector-borne diseases, and the use of new genomic and metagenomics techniques, etc.

I presented the results of our study on the larval ecology of invasive *Aedes* mosquitoes in Orange County and southern California. Later, I communicated my District research project with staff from the Greater LA County Vector Control District, Dr. Christopher Barker from UC Davis, Dr. William Walton from UC Riverside, Dr. Renjie Hu from CDPH, and people from other districts and universities. This was a great opportunity to feature our innovative work to combat invasive *Aedes* mosquitoes in the county. These interactions are helpful for project improvement and for developing future cooperation between OCMVCD and other districts and universities.

Date: Feb. 6, 2020

Signed: _____

Dept Mgr Signature: _____

Robert F. Cummings

Print Name: _____

Xiaoming Wang

“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."