



# Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

PURSUANT TO ASSEMBLY BILL 361 THIS MEETING WILL BE  
HELD AS A TELECONFERENCE MEETING

BOARD OF TRUSTEES MEETING  
THURSDAY SEPTEMBER 15, 2022  
3:00 P.M.

Observers may view the meeting on Zoom at:  
<https://us02web.zoom.us/j/88001864413>

Or Telephone:  
Dial: 888 475 4499 (Toll Free), 877 853 5257 (Toll Free) or 213 338 8477  
Webinar ID: 880 0186 4413

Comments may be submitted via email to [agenda-comments@ocvector.org](mailto:agenda-comments@ocvector.org) up  
to one hour prior to beginning of the meeting.

If you want to make a comment during the meeting, please hit \*9 to raise your  
hand and be recognized by the moderator.



# Orange County Mosquito and Vector Control District

## Serving Orange County Since 1947

**BUDGET AND FINANCE COMMITTEE SEPTEMBER 15, 2022 AT 11:30 AM**

**NOTICE AND AGENDA  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
THURSDAY SEPTEMBER 15, 2022  
907<sup>TH</sup> REGULAR MEETING 3:00 P.M.  
13001 GARDEN GROVE BLVD.  
GARDEN GROVE, CA 92843  
WEBSITE ADDRESS: [www.ocvector.org](http://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:	James Gomez	La Habra
VICE PRESIDENT:	Peggy Huang	Yorba Linda
SECRETARY:	Craig Green	Placentia

Aliso Viejo	Richard Hurt	Lake Forest	Vladimir Anderson
Anaheim	Lucille Kring	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Susan Sonne	Newport Beach	Joy Brenner
Costa Mesa	William Turpit	Orange	Jon Dumitru
Cypress	Scott Minikus	Placentia	Craig Green
Dana Point	Richard Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Steve Knoblock
Fullerton	Fred Jung	San Juan Capistrano	John Taylor
Garden Grove	Stephanie Klopfenstein	Santa Ana	VACANT
Huntington Beach	Mike Posey	Seal Beach	Sandra Massa-Lavitt
Irvine	Tammy Kim	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Debbie S. Baker	Villa Park	Crystal Miles
Laguna Beach	Susan Kempf	Westminster	Chi Charlie Nguyen
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Rischi Paul Sharma	County of Orange	Elizabeth Guillen-Merchant
Laguna Woods	Shari Horne		

4. Adopt Resolution No. 541 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Orange County Mosquito and Vector Control District for the Period of September 16, 2022 through October 15, 2022, Pursuant to Brown Act Provisions (Exhibit A, B)
5. Late/Other Communications

**B. PUBLIC COMMENTS**

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

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

**C. PRESENTATIONS**

1. Recognize Outgoing Trustee

**D. CLOSED SESSION/OPEN SESSION:**

1. Adjourn to Closed Session:
  - a. Government Code Section: 54957 (Performance Evaluation)  
Position: District Manager
2. Reconvene to Open Session: Report of any required disclosures of action in closed session

**E. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES**

1. Budget and Finance Committee

**F. 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. Approve the DRAFT Minutes for the special meeting of August 11, 2022 and the regular meeting of August 18, 2022
2. Approve Warrant Register for July 2022 (Exhibit A)
3. Approve Monthly Financial Report for July 2022 (Exhibit A)
4. Adopt Resolution No. 542 Updating the Orange County Mosquito and Vector Control District Biennial Update for 2022 to Include Updated Positions Subject to the Code (Exhibit A, B)
5. Authorize Purchase of Six (6) Replacement Fleet Vehicles and Two (2) Additional Vehicles from Downtown Ford Motor Company for the Amount of \$281,930 (Exhibit A)

**G. BUSINESS AND ACTION ITEMS**

1. Adopt Resolution No. 543 Amending Purchasing Policy No. 36; and Adopt Ordinance No. 12/2022 Amending Title 4 of the Operations Code Pertaining to Purchasing and Procurement (Exhibit A, B, C, D)

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. Staff Presentation: Staff will give an update on vector activity in Orange County
2. Staff Presentation: Staff will give an update on outreach activity in Orange County
3. Staff Presentation: Staff will give an update on operations activity in Orange County
4. Receive and File Laboratory Reports – Included in agenda packet

**I. PRESIDENT'S REPORT AND TRUSTEE COMMENTS**

**J. DISTRICT MANAGER'S REPORT – Discussion and Possible Action**

**K. DISTRICT LEGAL COUNSEL REPORT – Discussion and Possible Action**

**L. CORRESPONDENCE – Discussion and Possible Action**

1. Staff reports from CSDA Annual Conference August 22-25, 2022

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. Adjourn to a special meeting on October 13, 2022 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

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM A.4

**Prepared By:** Alan Burns, Legal Counsel  
**Submitted By:** Rick Howard, District Manager

#### Agenda Title:

Adopt Resolution No. 541 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Orange County Mosquito and Vector Control District for the Period of September 16, 2022, through October 15, 2022, Pursuant to Brown Act Provisions

#### Recommended Action:

Adopt Resolution No. 541 acknowledging the Proclamation of a State of Emergency by Governors' Order No 25-20, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Orange County Mosquito and Vector Control District for the Period September 16, 2022, through October 15, 2022, Pursuant to Brown Act Provisions.

#### Executive Summary:

On March 4, 2020, at the beginning of the COVID-19 pandemic, and in response to public agencies' urgent need to adapt to the challenges brought by the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 (EO) to suspend portions of the Brown Act that ordinarily limit the use of teleconferencing public meetings. That EO expired on September 30, 2021.

AB 361 has now been signed into law, which permits local public agency legislative bodies the ability to conduct and hold public meetings virtually, with exceptions. Existing Brown Act teleconferencing rules remain in place but would except agencies from complying with them where (1) the Governor has declared a state of emergency and (2) and a local agency has recommended measures to promote social distancing, or (3) the local agency has determined that meeting in person would present imminent risks to the health or safety of attendees. AB 361 is intended to guarantee that local agencies do not have to rely on an executive order from the Governor to serve their communities remotely during future emergencies.

Under AB 361, the public must be provided a call-in or internet-based service option but need not be given a physical location from which to observe and comment on the meeting. In the event of a disruption that prevents the broadcasting of the meeting via the call-in or internet-based service options, a body may not take further action until access is restored. Additionally, within 30 days of holding a virtual meeting for the first time, and every 30 days thereafter, the legislative body must make findings ratifying the conditions that justify the exception from the Brown Act's normal teleconferencing provisions.

Governor Newsom signed into law Assembly Bill 361 (AB 361) on September 16, 2021. The bill was adopted as an "Urgency" measure and was chaptered by the Secretary of State on the same date.

AB 361, which continues the authority to have remote meetings, provided certain findings are made. The Board will need to determine if it desires to continue with remote meetings, or at least have the option of remote meetings, and if so, adopt a resolution making findings.

**Analysis:**

The Brown Act authorized teleconferenced meetings provided all locations involved in the call were accessible to the public and a public agenda was posted outside the location. With the COVID 19 pandemic, the Governor issued EO N-25-20, which authorized remote meetings provided the meetings are accessible to the public, that agendas are prepared in advance, and the public has a right to comment on meeting items.

N-25-20 expired on Sep 30, 2021. AB 361 revises the Brown Act to allow remote meetings to continue, subject to the making of certain findings.

AB 361 authorizes a public agency to use remote conferencing provided a State of Emergency exists and the local agency has imposed or recommended social distancing or has determined that meeting in public would present imminent risks to the health or safety of attendees.

In order to continue to conduct meeting virtually under AB 361, the District is required to notice the meeting and post agendas, allow the public to address the body in a meaningful manner, and by call-in or internet-based service option. In the event of a disruption of the teleconferencing, the meeting must stop. Public comments are not allowed to be required in advance of the meeting.

If a state of emergency exists and social distancing is recommended, and/or the Board adopts a finding that meeting in public would present imminent risks to the health or safety or attendees, the Board must adopt a resolution at its first meeting, and every 30 days thereafter, making at least one of the following findings: that the state of emergency continues to exist and: that the state of emergency continues to directly impact the ability of persons to meet safely in person, or that state or local officials continue to impose or recommend social distancing.

This agenda item was regularly noticed using the procedure authorized by Governor’s Executive Order N-25-20.

**Fiscal Impact:**

**Amount Requested \$ N/A**

**Sufficient Budgeted Funds Available:**

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

**Previous Relevant Board Actions for This Item:**

- Resolution No. 512 approved at the October 21, 2021 Board Meeting
- Resolution No. 514 approved at the November 18, 2021 Board Meeting
- Resolution No. 516 approved at the December 16, 2021 Board Meeting
- Resolution No. 518 approved at the January 13, 2022 Special Meeting
- Resolution No. 523 approved at the February 17, 2022 Board Meeting
- Resolution No. 525 approved at the March 17, 2022 Board Meeting
- Resolution No. 527 approved at the April 14, 2022 Special Meeting
- Resolution No. 530 approved at the May 12, 2022 Special Meeting
- Resolution No. 534 approved at the June 16, 2022 Board Meeting
- Resolution No. 537 approved at the July 14, 2022 Special Meeting
- Resolution No. 539 approved at the August 11, 2022 Special Meeting

**Exhibits:**

**Exhibit A:** Assembly Bill 361

**Exhibit B:** Resolution No. 541

## Assembly Bill No. 361

### CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with  
Secretary of State September 16, 2021.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

*The people of the State of California do enact as follows:*

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

**RESOLUTION NO. 541**

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

**EXTENDING THE TIME FOR THE USE OF REMOTE MEETINGS PURSUANT TO AB 361  
AND MAKING FINDINGS RELATED THERETO BECAUSE OF THE COVID-19 VIRUS**

Whereas, the Brown Act (Gov Code 54950 et seq.) requires that public meetings generally be “open and public”; and

Whereas, the COVID-19 has created an unprecedented world-wide pandemic; and

Whereas, the Governor of California declared a state of emergency because of the Corona virus and issued an emergency order suspending various portions of the Brown Act to allow “remote meetings” provided certain safeguards are in place; and

Whereas, the District Board of Trustees (hereinafter “Board”) has implemented that authority to conduct remote meetings; and

Whereas, the Legislature has now superseded that Executive Order with AB 361 to allow remote meetings provided certain conditions exist; and

Whereas, the first variant of the COVID-19 virus was the Alpha variant and caused additional infections; and

Whereas, the Delta variant was particularly problematic; and

Whereas, the Omicron variant of the COVID-19 virus surfaced and spread again rapidly and was highly contagious, necessitating that remote meetings continue; and

Whereas, a subsequent strain was headed to our country, named Deltacron, justifying continued remote meetings; and

Whereas, the new BA.5 variant is now spreading quickly and causing a new increase in hospitalization.

Now, therefore, the Board does hereby FIND, RESOLVE, and DETERMINE as follows:

1. A State of Emergency still exists, and the Governor’s declaration of emergency remains in effect.
2. The Board has recommended that social distancing be employed to prevent the spread of the disease.
3. The Board has also determined that meeting in person would present imminent risks to the health or safety of attendees of Board meetings.
4. That the protections required by AB 361 will be in place so that the public may participate remotely.
5. That remote meetings shall therefore continue in accordance with AB 361.
6. That this resolution shall be effective for 30 days and must be renewed thereafter.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regular meeting thereof held on the 15<sup>th</sup> day of September 2022, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

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James Gomez, 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 regular meeting, held on September 15, 2022:

APPROVED AS TO FORM:

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Craig Green, Secretary

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Alan R. Burns, District Counsel



# Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

PURSUANT TO ASSEMBLY BILL 361 THIS MEETING WILL BE  
HELD AS A TELECONFERENCE MEETING

BUDGET & FINANCE COMMITTEE MEETING  
THURSDAY SEPTEMBER 15, 2022  
11:30 A.M.

Observers may view the meeting on Zoom at:  
<https://us02web.zoom.us/j/89640753222>

Or Telephone:  
Dial: 888 475 4499 (Toll Free), 877 853 5257 (Toll Free) or 213 338 8477  
Webinar ID: 896 4075 3222

Comments may be submitted via email to [agenda-comments@ocvector.org](mailto:agenda-comments@ocvector.org) up  
to one hour prior to beginning of the meeting.

If you want to make a comment during the meeting, please hit \*9 to raise your  
hand and be recognized by the moderator.



BUDGET AND FINANCE COMMITTEE  
MEETING NOTICE  
SEPTEMBER 15, 2022  
11:30 A.M.

TO: Budget and Finance Committee  
Richard Hurt  
Susan Sonne  
Fred Jung (Chair)  
Mike Posey  
Bob Ruesch  
John Taylor  
Gary Taylor  
Crystal Miles  
Liz Guillen-Merchant  
Aliso Viejo  
Buena Park  
Fullerton  
Huntington Beach  
Mission Viejo  
San Juan Capistrano  
Stanton  
Villa Park  
County of Orange

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

RE: Budget and Finance Committee Meeting:  
11:30 a.m., Thursday, September 15, 2022  
Teleconference Meeting

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**AGENDA**

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve minutes from May 12, 2022
4. Discuss Proposed District Vehicle Purchase (Agenda Item F.5)
5. Discuss Finance Policies to be Rescinded, Updated, and Ordinance to Change Operations Code (Agenda Item G.1)
6. Adjourn

tep

# MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING

## Orange County Mosquito and Vector Control District

TIME: 11:30 A.M., May 12, 2022

PLACE: Zoom Teleconference, Remote Meeting

### Budget and Finance Committee Members Present:

Richard Hurt	Aliso Viejo
Susan Sonne	Buena Park
Fred Jung (Chair)	Fullerton
Bob Ruesch	Mission Viejo
John Taylor	San Juan Capistrano
Crystal Miles	Villa Park

### Budget and Finance Committee Members Absent:

Mike Posey	Huntington Beach
Gary Taylor	Stanton
Liz Guillen-Merchant	County of Orange

### Others Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Lora Young	Assistant District Manager/Director of Communications
Amber Semrow	Director of Scientific Technical Services
Steve Shepherd	Director of Operations
Tawnia Pett	Executive Assistant/Clerk of the Board

The meeting was called to order at 11:36 A.M.

- 1. Called the Meeting to Order and Roll Call:** Five members of the committee were present out of nine members, Trustee Sonne arrived late to the meeting (at Item 4). Committee Chair Jung asked for a volunteer to run the meeting because he was in an airport during the meeting. Trustee Miles volunteered to run the meeting.
- 2. Public Comments:** None
- 3. Approved minutes of April 19, 2022:** On motion by Trustee Ruesch, seconded by Trustee J. Taylor, and passed by unanimous vote, the committee approved the minutes of the April 19, 2022 committee meeting. Trustees Sonne was late to the meeting and missed the vote.
- 4. Discussed District Benefit Assessment 1 and 2:** District Manager Howard gave a presentation on the District's Benefit Assessments. On motion by Committee Chair Jung, seconded by Trustee Ruesch, and passed by unanimous vote, the committee approved recommending the proposed rates for the District Benefit Assessments 1 and 2 to the full board of trustees.
- 5. Discussed Proposed District Budget for 2022-23 and 23-24:** District Manager Howard gave a presentation on the District's proposed budget. On motion from Trustee Ruesch, seconded by Trustee Miles, and approved by unanimous vote, the committee approved recommending the proposed District budget to the full board of trustees.
- 6. Adjourned:** Meeting adjourned at 12:03 P.M.

**MINUTES OF THE SPECIAL MEETING**

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

TIME: 3:00 P.M. August 11, 2022

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843  
MEETING TOOK PLACE BY TELECONFERENCE

PRESIDENT:	James Gomez	La Habra
VICE PRESIDENT:	Peggy Huang	Yorba Linda
SECRETARY:	Craig Green	Placentia

**TRUSTEES PRESENT:**

Aliso Viejo	Richard Hurt	Los Alamitos	Tanya Doby
Anaheim	Lucille Kring	Mission Viejo	Bob Ruesch
Brea	Cecilia Hupp	Newport Beach	Joy Brenner
Costa Mesa	Bill Turpit	Orange	Jon Dumitru
Fountain Valley	Kim Constantine	Placentia	Craig Green
Irvine	Tammy Kim	San Clemente	Steve Knoblock
La Palma	Debbie S. Baker	San Juan Capistrano	John Taylor
Laguna Beach	Sue Kempf	Stanton	Gary Taylor
Laguna Hills	Erica Pezold	Tustin	Rebecca Gomez
Laguna Niguel	Rischi Paul Sharma	Yorba Linda	Peggy Huang
Laguna Woods	Shari Horne		

**TRUSTEES ABSENT:**

Buena Park	Susan Sonne	Lake Forest	Vladimir Anderson
Cypress	Scott Minikus	Rancho Santa Margarita	April Josephson
Dana Point	Rick Viczorek	Santa Ana	VACANT
Fullerton	Fred Jung	Seal Beach	Sandra Massa-Lavitt
Garden Grove	Stephanie Klopfenstein	Villa Park	Crystal Miles
Huntington Beach	Mike Posey	Westminster	Chi Charlie Nguyen
La Habra	James Gomez	County of Orange	Liz Guillen-Merchant

Trustees Minikus, Viczorek, Jung, Klopfenstein, and Gomez had an excused absence.

**OTHERS PRESENT:**

Rick Howard, District Manager  
Lora Young, Assistant District Manager/Director of Communication  
Tawnia Pett, Executive Assistant/Clerk of the Board  
Alan Burns, District Counsel

**A. Opening:**

1. **Call the Business Meeting to Order:** Vice President Huang called the meeting to order at 3:02 P.M.
2. **Pledge of Allegiance:** Vice President Huang asked Trustee Kring to lead the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated 21 Trustees were present out of the current Board membership of 34 (Santa Ana is Vacant).
4. **Late/Other Communications: None**  
**Late Communications:**  
  
**Other Communications:**

**B. Public Comments: None**

- C. 1. **Adopted Resolution No. 539 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Orange County Mosquito and Vector Control District for the Period of August 17, 2022, through September 15, 2022, Pursuant to Brown Act Provisions: (Exhibit A, B)**

On motion from Trustee Kring, seconded by Trustee Hupp and approved by majority vote, the Board of Trustees adopted Resolution No. 539 proclaiming a local emergency, ratifying the proclamation of a state of emergency by Governors' Order No. 25-20, and authorized remote teleconference meetings of the legislative bodies of the Orange County Mosquito and Vector Control District for the period of August 17, 2022, through September 15, 2022, pursuant to Brown Act Provisions.

Ayes: Trustees Hurt, Kring, Hupp, Turpit, Constantine, Kim, Baker, Kempf, Pezold, Sharma, Horne, Doby, Ruesch, Brenner, Dumitru, Green, J. Taylor, G. Taylor, R. Gomez, and Huang.

Noes: Trustee Knoblock.

Abstained: None.

Absent: Trustees Sonne, Minikus, Viczorek, Jung, Klopfenstein, Posey, J. Gomez, Anderson, Josephson, Massa-Lavitt, Miles, Nguyen, and Guillen-Merchant.

**D. Adjournment:**

1. Vice President Huang adjourned the meeting at 3:11 p.m. to the next regularly scheduled meeting on Thursday, August 18, 2022.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held August 11, 2022.

Lora B. Young Signing for Rick Howard.  
Richard Howard, District Manager

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

ATTEST: \_\_\_\_\_  
Craig Green, Secretary

**MINUTES OF THE 906<sup>th</sup> MEETING**

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

TIME: 3:00 P.M. August 18, 2022

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843  
MEETING WAS A HYBRID MEETING

PRESIDENT:	James Gomez	La Habra
VICE PRESIDENT:	Peggy Huang	Yorba Linda
SECRETARY:	Craig Green	Placentia

**TRUSTEES PRESENT:**

Aliso Viejo	Richard Hurt	Lake Forest	Vladimir Anderson
Anaheim	Lucille Kring	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Susan Sonne	Orange	Jon Dumitru
Costa Mesa	Bill Turpit	Placentia	Craig Green
Dana Point	Rick Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Steve Knoblock
Fullerton	Fred Jung	San Juan Capistrano	John Taylor
Garden Grove	Stephanie Klopfenstein	Seal Beach	Sandra Massa-Lavitt
Huntington Beach	Mike Posey	Stanton	Gary Taylor
Irvine	Tammy Kim	Tustin	Rebecca Gomez
La Habra	James Gomez	Villa Park	Crystal Miles
La Palma	Debbie S. Baker	Westminster	Chi Charlie Nguyen
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Rischi Paul Sharma	County of Orange	Elizabeth Guillen-
Laguna Woods	Shari Horne		Merchant

**TRUSTEES ABSENT:**

Cypress	Scott Minikus	Newport Beach	Joy Brenner
Laguna Beach	Sue Kempf	Santa Ana	VACANT

Trustee Minikus had an excused absence.

**OTHERS PRESENT:**

Rick Howard, District Manager  
Lora Young, Assistant District Manager/Director of Communications  
Amber Semrow, Director of Scientific Technical Services  
Steve Shepherd, Director of Operations  
Tawnia Pett, Executive Assistant/Clerk of the Board  
Alan Burns, District Counsel

**A. Opening:**

1. **Call the Business Meeting to Order:** President James Gomez called the meeting to order at 3:02 P.M.
2. **Pledge of Allegiance:** President James Gomez asked Trustee Kring to lead the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated 31 Trustees were present out of the current Board membership of 34 (Santa Ana is Vacant).
4. **Late/Other Communications:**  
**Late Communications: Additional Items for Agenda Item F.1**  
**Other Communications: None**

**B. Public Comments: None****C. Presentations:**

1. District seventy-fifth anniversary recognition presentations from Congressman Levin's, Supervisor Do's, Congresswoman Steel's and Assembly member Bates' and Davies' Offices.
2. Staff gave a presentation entitled "Celebrating 75 Years of Innovation and Public Health"

**D. OCMVCD Committee Reports to the Board of Trustees: None****E. Consent Calendar: Items for Approval by General Consent:**

On motion from Trustee Kring, seconded by Trustee Posey, and approved by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.3. Agenda Item E.1 was approved by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Hurt, Turpit, and Guillen-Merchant).

Ayes: Trustees Hurt, Kring, Hupp, Sonne, Turpit, Viczorek, Constantine, Jung, Klopfenstein, Posey, Kim, J. Gomez, Baker, Pezold, Sharma, Horne, Anderson, Doby, Ruesch, Dumitru, Green, Josephson, Knoblock, J. Taylor, Massa-Lavitt, G. Taylor, R. Gomez, Miles, Nguyen, and Guillen-Merchant.

Noes: None.

Abstained: None.

Absent: Trustees Minikus, Kempf, Brenner, and Huang.

1. **Approval of Minutes:** Approved, without reading, the minutes of the July 11, 2022 Special Meeting and the 905<sup>th</sup> Meeting of the Board of Trustees held July 18, 2022.
2. **Approved Warrant Register for June 2022: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for June 2022: (Exhibit A)** Received and filed.

**F. Business and Action Items:**

1. **Nominated Interested Trustees to the Independent Special District of Orange County (ISDOC) Executive Committee; and Adopted Resolution No. 540 Recommending a Candidate for the ISDOC Executive Committee: (Exhibit A, B)** On motion from Trustee Kim, seconded by Trustee Posey, and approved by unanimous vote, the Board of Trustees nominated Trustee Jung to the position of Third Vice President for the ISDOC Executive Committee and approved Resolution No. 540 officially naming Trustee Jung as a candidate.

Ayes: Trustees Hurt, Kring, Hupp, Sonne, Turpit, Viczorek, Constantine, Jung, Klopfenstein, Posey, Kim, J. Gomez, Baker, Pezold, Sharma, Horne, Anderson, Doby, Ruesch, Dumitru, Green, Josephson, Knoblock, J. Taylor, Massa-Lavitt, G. Taylor, R. Gomez, Miles, Nguyen, and Guillen-Merchant.

Noes: None.

Abstained: None.

Absent: Trustees Minikus, Kempf, Brenner, and Huang.

**G. Informational Items Only (No Action Necessary):**

1. **Staff Presentation:** Director of Scientific Technical Services Semrow gave an update of vector activity in Orange County.
2. **Staff Presentation:** Assistant District Manager/Director of Communications Young gave an update on outreach activity in Orange County.
3. **Staff Presentation:** Director of Operations Shepherd gave an update on operations activity in Orange County.
4. **Received and Filed Laboratory Reports – Included in agenda packet:** Received and filed.

**H. President's Report and Trustee Comments:****I. District Manager's Report:** District Manager Howard Reported:

1. Members of the Operations Committee attended a tour of the Medfly program at Los Alamitos Joint Forces Base. A tour will be offered to more trustees in the future.

**J. District Counsel Report: None****K. Correspondence:**

1. Staff reports from the CSDA Manager's Conference June 20-21, 2022

**L. Future Agenda Items: None****M. Adjournment:**

1. President James Gomez adjourned the meeting at 3:35 p.m. to a regular meeting on Thursday, September 15, 2022.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held August 18, 2022.

Lora B. Young For Rick Howard  
Richard Howard, District Manager

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

ATTEST: \_\_\_\_\_  
Craig Green, Secretary



# ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM F.2

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

#### Agenda Title:

Approve Warrant Register for July 2022

#### Recommended Action:

Receive and file.

#### Executive Summary:

Receive and file payment of July warrant register dated September 15, 2022 in the amount of \$511,397.64 as presented by in-house check runs dated July 1, 14, 21, 26, 28, and 31, 2022.

#### Strategic Plan Compliance:

Complies with PRIORITY AREA 11: Fiscal Responsibility/Financial, GOAL 11.1: Conduct the Business and Operational Functions of the District in the most cost efficient and effective manner that prioritizes both fiscal and fiduciary responsibility to the residents of Orange County by ensuring a robust system of financial checks and balances are in place.

#### 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:** July 2022 Warrant Report

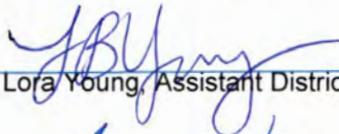
# ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS September 15, 2022

## ACCOUNTS PAYABLE REGISTER

<b>ORANGE COUNTY MOSQUITO &amp; VECTOR CONTROL DISTRICT</b>		
REGISTER OF DEMANDS - AP REGISTER 9/15/2022		
AP/Check Run	07/01/2022	7,311.42
AP/Check Run	07/14/2022	73,598.76
AP/Check Run	07/21/2022	82,609.54
AP/Check Run	07/26/2022	10,511.42
AP/Check Run	07/28/2022	48,470.24
AP/Check Run	07/31/2022	28,827.04
P/R CalPERS1	07/14/2022	41,676.63
P/R CalPERS1	07/14/2022	267.31
P/R EDD	07/14/2022	13,827.87
P/R EDD	07/14/2022	157.42
P/R EEASSOC	07/14/2022	735.00
P/R ICMA	07/14/2022	22,226.17
P/R ICMA	07/14/2022	320.00
P/R IRS	07/14/2022	40,167.08
P/R IRS	07/14/2022	209.90
P/R NATION	07/14/2022	4,705.00
P/R TASC	07/14/2022	2,068.96
P/R USB	07/14/2022	3,649.63
P/R CalPERS1	07/21/2022	42,093.95
P/R EDD	07/21/2022	13,297.80
P/R EEASSOC	07/21/2022	735.00
P/R ICMA	07/21/2022	22,546.17
P/R IRS	07/21/2022	41,306.29
P/R NATION	07/21/2022	4,705.00
P/R TASC	07/21/2022	2,068.96
P/R USB	07/21/2022	3,305.08
<b>Total</b>		<b>511,397.64</b>

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 15<sup>th</sup> day of SEPTEMBER 2022.



Lora Young, Assistant District Manager



Tan Nguyen, Finance Manager

# Accounts Payable

## Checks by Date - Summary by Check Date

User: dmedina@ocvector.org  
 Printed: 8/8/2022 1:40 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	ABBE	ROGER ABBE	07/01/2022	17.81
ACH	ARIASA	Adina Arias	07/01/2022	234.05
ACH	BENNETT	Stephen Bennett	07/01/2022	234.05
ACH	BOBBITT	Catherine Bobbitt	07/01/2022	234.05
ACH	CAMPBELL	JAMES CAMPBELL	07/01/2022	97.22
ACH	CAVILEER	Raymond Cavileer	07/01/2022	234.05
ACH	CUMMINGS	Robert F. Cummings	07/01/2022	234.05
ACH	DAIKER	John Daiker	07/01/2022	260.80
ACH	EDISON	SUZANNE R. EDISON	07/01/2022	340.20
ACH	ELLIOTT	MARGARET ELLIOTT	07/01/2022	17.81
ACH	EVER	SANDRA EVERINGHAM	07/01/2022	104.90
ACH	FOGARTY	Carrie Fogarty	07/01/2022	234.05
ACH	Goedhart	Gerard Goedhart	07/01/2022	234.05
ACH	Huff	Robert Huff	07/01/2022	234.05
ACH	KELLER	JUSTINE KELLER	07/01/2022	97.22
ACH	KIMBALL	Deborah Kimball	07/01/2022	234.05
ACH	KOENIG	Steve Koenig	07/01/2022	234.05
ACH	LACHANCE	Glenn LaChance	07/01/2022	353.25
ACH	LOUGHNER	LINDA LOUGHNER	07/01/2022	170.10
ACH	MCCARTY	Danny McCarty	07/01/2022	234.05
ACH	MILLER J	Jon Miller	07/01/2022	234.05
ACH	MONTANI	Karen Montani	07/01/2022	105.10
ACH	NIEWOLA	Urszula Niewola	07/01/2022	234.05
ACH	PARSONS	John Parsons	07/01/2022	234.05
ACH	Plummer	John Clark Plummer	07/01/2022	234.05
ACH	POSPISIL	Terry Pospisil	07/01/2022	234.05
ACH	REES	JETTE REES	07/01/2022	112.00
ACH	Rehders	Renee Rehders	07/01/2022	234.05
ACH	REINIG	Allyson Reinig	07/01/2022	234.05
ACH	Reisin	Caroline Reisinger	07/01/2022	234.05
ACH	Reynolds	Thomas Reynolds	07/01/2022	17.81
ACH	RINCON	Claudio Rincon	07/01/2022	234.05
ACH	RODRIG	Agripino Rodriguez	07/01/2022	234.05
ACH	SHAW	LAWRENCE SHAW	07/01/2022	234.05
ACH	SIPE	Russell Sipe	07/01/2022	234.05
ACH	Velten	Robert K. Velten	07/01/2022	234.05
Total for 7/1/2022:				7,311.42
ACH	CalPERS1	CalPERS	07/14/2022	41,676.63
ACH	EDD	Employment Development Dept.	07/14/2022	13,827.87
ACH	IRS	Internal Revenue Service	07/14/2022	40,167.08
ACH	NATION	Nationwide Retirement Solutions	07/14/2022	4,705.00
ACH	TASC	Total Administrative Services Corp.	07/14/2022	2,068.96
ACH	EEASSOC	OCVCD Employee Association	07/14/2022	735.00
ACH	ICMA	MissionSquare Retirement (ICMA)	07/14/2022	22,226.17
ACH	USB	PARS/U.S. Bank N.A. Minnesota	07/14/2022	3,649.63

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	FEDEX	Federal Express Corp.	07/14/2022	171.23
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	07/14/2022	161.39
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	07/14/2022	1,925.25
ACH	SPARK	Sparkletts	07/14/2022	596.52
ACH	ULINE	Uline Shipping Supply Specialists	07/14/2022	454.07
ACH	VERIZON	Verizon Wireless Services LLC	07/14/2022	5,568.27
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	07/14/2022	1,720.08
ACH	HASLER	MAIL FINANCE INC.	07/14/2022	597.86
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	07/14/2022	510.68
ACH	SPECTRUM	Charter Communications	07/14/2022	2,323.43
ACH	TT DEPOT	The Technology Depot, Inc.	07/14/2022	2,761.89
ACH	CalPERS1	CalPERS	07/14/2022	267.31
ACH	EDD	Employment Development Dept.	07/14/2022	157.42
ACH	ICMA	MissionSquare Retirement (ICMA)	07/14/2022	320.00
ACH	IRS	Internal Revenue Service	07/14/2022	209.90
26813	DOJ	State of California	07/14/2022	147.00
26814	GENESEE	Genesee Scientific Corporation	07/14/2022	499.53
26815	GFS	Governmental Financial Services	07/14/2022	1,540.00
26816	HARBOR	Harbor Freight Tools	07/14/2022	5.96
26817	HOCK	John W. Hock	07/14/2022	1,950.63
26818	LIVESCAN	A Livescan Center OC Inc.	07/14/2022	60.00
26819	McFadden	McFadden-Dale Industrial Hardware, LLC	07/14/2022	64.97
26820	NEARMAP	NEARMAP US INC.	07/14/2022	3,000.00
26821	QIAGEN	QIAGEN INC.	07/14/2022	1,807.66
26822	ROMO	Julie Romo	07/14/2022	150.00
26823	SABA L	Lesly Saba	07/14/2022	82.90
26824	SMART	Smart & Final Stores Corp	07/14/2022	1,257.30
26825	STAPLES	Staples Business Advantage	07/14/2022	1,606.11
26826	AT T	AT&T MOBILITY	07/14/2022	31.77
26827	AT&T	AT&T	07/14/2022	69.42
26828	GENESEE	Genesee Scientific Corporation	07/14/2022	511.83
26829	OCHCA	County of Orange	07/14/2022	224.00
26830	SPBRK	Springbrook Software Springbrook Holding	07/14/2022	43,799.01
Total for 7/14/2022:				203,609.73
ACH	CalPERS1	CalPERS	07/21/2022	42,093.95
ACH	EDD	Employment Development Dept.	07/21/2022	13,297.80
ACH	IRS	Internal Revenue Service	07/21/2022	41,306.29
ACH	NATION	Nationwide Retirement Solutions	07/21/2022	4,705.00
ACH	TASC	Total Administrative Services Corp.	07/21/2022	2,068.96
ACH	EEASSOC	OCVCD Employee Association	07/21/2022	735.00
ACH	ICMA	MissionSquare Retirement (ICMA)	07/21/2022	22,546.17
ACH	USB	PARS/U.S. Bank N.A. Minnesota	07/21/2022	3,305.08
ACH	TARGET	Target Specialty Products	07/21/2022	18,760.80
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	07/21/2022	2,157.72
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	07/21/2022	90.75
ACH	ULINE	Uline Shipping Supply Specialists	07/21/2022	685.00
ACH	FM	CARDMEMBER SERVICE	07/21/2022	22,793.33
ACH	TARGET	Target Specialty Products	07/21/2022	851.67
26831	AMAZON	AMAZON/SYNCB	07/21/2022	3,182.97
26832	CAGATE	California Gate & Entry System	07/21/2022	918.20
26833	CLARKE	Clarke Mosquito Control Prod Inc.	07/21/2022	6,038.46
26834	FEED	Feed Barn	07/21/2022	41.98
26835	HARPER	Harper & Burns, LLP	07/21/2022	3,438.40
26836	HOME DEP	Home Depot Credit Services	07/21/2022	434.72
26837	MARTIN D	Daniel Martinez	07/21/2022	575.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
26838	OREILLY	O'Reilly Auto Enterprises, LLC	07/21/2022	242.19
26839	SCG	Southern Calif. Gas Co.	07/21/2022	110.78
26840	STAPLES	Staples Business Advantage	07/21/2022	179.60
26841	VWR	VWR International LLC	07/21/2022	515.27
26842	WESTCOAS	RJ International	07/21/2022	2,183.56
26843	AMAZON	AMAZON/SYNCB	07/21/2022	512.92
26844	CLARKE	Clarke Mosquito Control Prod Inc.	07/21/2022	4,700.61
26845	JUST	JUST TIRES	07/21/2022	1,364.16
26846	LEADING	Leading Edge Associates, Inc.	07/21/2022	1,855.00
26847	LIFE	Life Technologies	07/21/2022	4,516.45
26848	OREILLY	O'Reilly Auto Enterprises, LLC	07/21/2022	1,205.49
26849	PARS	Public Agency Retirement Svcs	07/21/2022	300.00
26850	Players	Michael J. Mackenzie	07/21/2022	1,280.41
26851	SYM8	Symmetry 8 Studio Inc	07/21/2022	1,430.00
26852	TOYOTAGG	Toyota Place	07/21/2022	110.27
26853	UNIVAR	Veseris ES OPCO USA LLC	07/21/2022	1,196.38
26854	WESTCOAS	RJ International	07/21/2022	320.83
26855	XEROX	Xerox Financial Services	07/21/2022	616.62

Total for 7/21/2022: 212,667.79

ACH	AGUINAGA	X. Cecilia Aguinaga	07/26/2022	100.00
ACH	BAKERD	Debbie Baker	07/26/2022	100.00
ACH	BRENNER	JOY BRENNER	07/26/2022	100.00
ACH	CONSTANT	Kim Constantine	07/26/2022	100.00
ACH	DOBYT	Tanya Doby	07/26/2022	100.00
ACH	DUMITRU	Jonathan Dumitru	07/26/2022	100.00
ACH	GOMEZ	James Gomez	07/26/2022	100.00
ACH	GOMEZR	REBECCA GOMEZ	07/26/2022	100.00
ACH	GREEN C	Craig S. Green	07/26/2022	100.00
ACH	HORNE	Shari Lucas Horne	07/26/2022	100.00
ACH	HUANG	Peggy Huang	07/26/2022	100.00
ACH	HUPP	Cecilia T. Hupp	07/26/2022	100.00
ACH	JOSEPH	April Josephson	07/26/2022	100.00
ACH	JUNG	Fred Jung	07/26/2022	100.00
ACH	KEMPF	SUSAN KEMPF	07/26/2022	100.00
ACH	KIM	TAMMY KIM	07/26/2022	100.00
ACH	KLOPFEN	Stephanie L. Klopfenstein	07/26/2022	100.00
ACH	KNOBLOCK	Steven Knoblock	07/26/2022	100.00
ACH	KRING	Lucille Kring	07/26/2022	100.00
ACH	MASSA-LA	Sandra Massa-Lavitt	07/26/2022	100.00
ACH	MILESC	Crystal Miles	07/26/2022	100.00
ACH	MINIKUS	Scott Minikus	07/26/2022	100.00
ACH	NGUYENC	CHI CHARLIE NGUYEN	07/26/2022	100.00
ACH	PEZOLDE	Erica Pezold	07/26/2022	100.00
ACH	RUESCH	Robert J. Ruesch	07/26/2022	100.00
ACH	SHARMA	RISCHI SHARMA	07/26/2022	100.00
ACH	SONNE	SUSAN SONNE	07/26/2022	100.00
ACH	TAYLORG	Gary Taylor	07/26/2022	100.00
ACH	ABBE	ROGER ABBE	07/26/2022	17.81
ACH	ARIASA	Adina Arias	07/26/2022	234.05
ACH	BENNETT	Stephen Bennett	07/26/2022	234.05
ACH	BOBBITT	Catherine Bobbitt	07/26/2022	234.05
ACH	CAMPBELL	JAMES CAMPBELL	07/26/2022	97.22
ACH	CAVILEER	Raymond Cavileer	07/26/2022	234.05
ACH	CUMMINGS	Robert F. Cummings	07/26/2022	234.05
ACH	DAIKER	John Daiker	07/26/2022	260.80

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	EDISON	SUZANNE R. EDISON	07/26/2022	340.20
ACH	ELLIOTT	MARGARET ELLIOTT	07/26/2022	17.81
ACH	EVER	SANDRA EVERINGHAM	07/26/2022	104.90
ACH	FOGARTY	Carrie Fogarty	07/26/2022	234.05
ACH	Goedhart	Gerard Goedhart	07/26/2022	234.05
ACH	Huff	Robert Huff	07/26/2022	234.05
ACH	KELLER	JUSTINE KELLER	07/26/2022	97.22
ACH	KIMBALL	Deborah Kimball	07/26/2022	234.05
ACH	KOENIG	Steve Koenig	07/26/2022	234.05
ACH	LACHANCE	Glenn LaChance	07/26/2022	353.25
ACH	LOUGHNER	LINDA LOUGHNER	07/26/2022	170.10
ACH	MCCARTY	Danny McCarty	07/26/2022	234.05
ACH	MILLER J	Jon Miller	07/26/2022	234.05
ACH	MONTANI	Karen Montani	07/26/2022	105.10
ACH	NIEWOLA	Urszula Niewola	07/26/2022	234.05
ACH	PARSONS	John Parsons	07/26/2022	234.05
ACH	Plummer	John Clark Plummer	07/26/2022	234.05
ACH	POSPISIL	Terry Pospisil	07/26/2022	234.05
ACH	REES	JETTE REES	07/26/2022	112.00
ACH	Rehders	Renee Rehders	07/26/2022	234.05
ACH	REINIG	Allyson Reinig	07/26/2022	234.05
ACH	Reisin	Caroline Reisinger	07/26/2022	234.05
ACH	Reynolds	Thomas Reynolds	07/26/2022	17.81
ACH	RINCON	Claudio Rincon	07/26/2022	234.05
ACH	RODRIG	Agripino Rodriguez	07/26/2022	234.05
ACH	SHAW	LAWRENCE SHAW	07/26/2022	234.05
ACH	SIPE	Russell Sipe	07/26/2022	234.05
ACH	Velten	Robert K. Velten	07/26/2022	234.05
26856	ANDERSON	Vladimir Anderson	07/26/2022	100.00
26857	POSEY	Mike Posey	07/26/2022	100.00
26858	TAYLOR	John Taylor	07/26/2022	100.00
26859	VICZOREK	Richard Viczorek	07/26/2022	100.00
Total for 7/26/2022:				10,511.42
26860	Aqua	AquaSolver, LLC	07/28/2022	1,050.00
26861	CINTAS	Cintas Corporation No. 2	07/28/2022	1,360.29
26862	PETROP	Hester Petropoulos	07/28/2022	36.27
26863	WOODRUFF	Woodruff Spradlin & Smart	07/28/2022	3,030.00
26864	Aqua	AquaSolver, LLC	07/28/2022	549.60
26865	AT T FAX	AT&T	07/28/2022	329.32
26866	CINTAS	Cintas Corporation No. 2	07/28/2022	4,353.11
26867	CLARKE	Clarke Mosquito Control Prod Inc.	07/28/2022	15,546.47
26868	CROWN	Crown Maintenance	07/28/2022	230.00
26869	FISHER	Fisher Scientific	07/28/2022	505.68
26870	GG WATER	City of Garden Grove	07/28/2022	714.32
26871	JACOT	Jacot Plumbing Inc.	07/28/2022	825.48
26872	LIFE	Life Technologies	07/28/2022	10,134.11
26873	PETROP	Hester Petropoulos	07/28/2022	39.19
26874	QDOXS	Q Document Solutions, Inc,	07/28/2022	148.75
26875	SCE	Southern Calif. Edison	07/28/2022	9,617.65
Total for 7/28/2022:				48,470.24
ACH	ARCO	ARCO Business Solutions	07/31/2022	28,161.04
ACH	OC TOLL	OC Toll Roads	07/31/2022	666.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 7/31/2022:	28,827.04
			Report Total (202 checks):	511,397.64



# ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM F.3

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

#### Agenda Title:

Approve Monthly Financial Report for July 2022

#### Recommended Action:

Receive and file

#### Executive Summary:

Accept for inclusion, the Orange County Mosquito and Vector Control District Monthly Financial Report for July 2022

#### Strategic Plan Compliance:

Complies with PRIORITY AREA 11: Fiscal Responsibility/Financial, GOAL 11.1: Conduct the Business and Operational Functions of the District in the most cost efficient and effective manner that prioritizes both fiscal and fiduciary responsibility to the residents of Orange County by ensuring a robust system of financial checks and balances are in place.

#### 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:

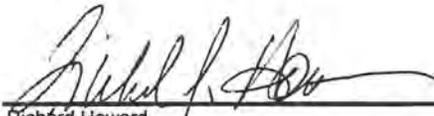
**Exhibit A: Monthly Financial Report for July 2022**

**Orange County Mosquito and Vector Control District**  
**Monthly Financial Report**  
**Month Ending July 31, 2022**

Fund No.	Fund	Cash Balance 6/30/2022	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 7/31/2022	Cash Balance 7/31/2021
10	Operating	\$ 9,600,965	\$ 10,588	\$ 1,010,218	\$ -	\$ 284,618	\$ 8,885,953	\$ 8,737,439
20	Vehicle Replacement	583,274	-	-	-	-	583,274	591,108
30	Liability Reserve	365,457	-	-	-	-	365,457	370,366
40	Equipment Replacement	828,726	-	-	-	-	828,726	839,857
50	Emergency Vector Control	1,659,258	-	-	-	-	1,659,258	1,681,544
60	Facility Improvement	12,501,707	26,628	2,577	-	(175)	12,525,583	8,924,922
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	(96,847)	2,417	14,623	-	-	(109,053)	2,437
95	Retirement Contingency	5,464	-	-	-	-	5,464	254,272
99	Payroll Clearing	(2,362)	-	-	-	80,721	78,359	357,697
		<b>\$ 25,545,644</b>	<b>\$ 39,633</b>	<b>\$ 1,027,418</b>	<b>\$ -</b>	<b>\$ 365,164</b>	<b>\$ 24,923,023</b>	<b>\$ 21,859,644</b>

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 15,938,605	1.090%
O.C. Treasurer	1,741,739	0.793%
Stifel Brokerage account		
Money market (par)	14,381	0.15%
Fixed income - Muni (par)	2,240,000	2.60%
Fixed income - other (par)	2,922,000	2.44%
Unamortized premium/(discount) on investments	108,011	n/a
F&M Checking	1,584,422	n/a
Payroll Checking	317,481	n/a
F&M HBP	46,384	0.05%
Petty Cash - Checking	10,000	n/a
<b>Total Cash and Investments</b>	<b>\$ 24,923,023</b>	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 4,086,081	0.67%
PARS Pension Trust	2,810,023	0.67%
<b>Total PARS Trust Balances</b>	<b>\$ 6,896,104</b>	

  
Richard Howard  
District Manager

  
Tan Nguyen  
Finance Manager

**Monthly Cash Flow**

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	\$ 39,633	\$ 1,027,418	\$ -	\$ 365,164	\$ (622,621)	\$ (663,757)
August	-	-	-	-	-	(1,674,411)
September	-	-	-	-	-	(1,289,522)
October	-	-	-	-	-	(877,655)
November	-	-	-	-	-	1,838,186
December	-	-	-	-	-	4,615,914
January	-	-	-	-	-	169,082
February	-	-	-	-	-	(711,155)
March	-	-	-	-	-	(229,058)
April	-	-	-	-	-	3,590,299
May	-	-	-	-	-	(463,251)
June	-	-	-	-	-	(1,282,429)
<b>Total YTD</b>	<b>\$ 39,633</b>	<b>\$ 1,027,418</b>	<b>\$ -</b>	<b>\$ 365,164</b>	<b>\$ (622,621)</b>	<b>\$ 3,022,243</b>

**Revenues: 8% of Fiscal Year**

10-Operating Fund		Budget	Actual	Percentage
Property Taxes		\$ 7,242,091	\$ -	0.0%
1996 Benefit Assessment		1,578,625	-	0.0%
2004 Benefit Assessment		7,378,639	-	0.0%
Interest and Concessions		40,000	7,180	18.0%
Miscellaneous		15,000	-	0.0%
Successor Agency Passthru/Residual		425,000	-	0.0%
Rent for Cell Sites		29,909	2,617	8.7%
VCJPA Pooled Services		65,000	-	0.0%
CDPH - CA State Grant		-	-	0.0%
Charges for Services		60,000	791	1.3%
<b>Total Operating Fund Revenues</b>		<b>16,834,264</b>	<b>10,588</b>	<b>0.1%</b>

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

Note 1

Monies come through the County and are unpredictable

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	13,000	-	0.0%
30	Liability Reserve	2,500	-	0.0%
40	Equipment Replacement	5,000	-	0.0%
50	Emergency Vector Control	9,500	-	0.0%
60	Facility Improvement	300,000	26,628	8.9%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	33,000	2,417	7.3%
95	Retirement Contingency	1,500	-	0.0%
<b>Total Other Funds</b>		<b>349,000</b>	<b>29,045</b>	<b>8.3%</b>
<b>Total Revenue</b>		<b>\$ 17,198,764</b>	<b>\$ 39,633</b>	<b>0.2%</b>

Note 1: Through the fiscal year, interest receipts are recorded as revenue when cash payments are received. At year-end, any difference between the market and book value of investments held is an unrealized gain or loss and is recorded as a component of interest revenue. Interest rates and market value have an inverse relationship whereby rising interest rates results in declining market value. Consequently, interest receipt trends do not predict the year-end interest revenue that will be reported in the annual financial statements.

**Expenditures: 8% of Fiscal Year**

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 66,660	\$ 4,480	6.7%
120	District Manager	471,230	30,375	6.4%
130	Legal Services	137,000	-	0.0%
140	Non-Departmental	347,000	15,611	4.5%
<b>Executive</b>		<b>1,021,890</b>	<b>50,466</b>	<b>4.9%</b>
210	Administrative Services	878,165	83,606	9.5%
220	Insurance	832,600	-	0.0%
<b>Administrative Services</b>		<b>1,710,765</b>	<b>83,606</b>	<b>4.9%</b>
310	Technical Services	2,165,641	163,731	7.6%
350	SIT Program	193,853	-	0.0%
<b>Scientific Technical Services</b>		<b>2,359,494</b>	<b>163,731</b>	<b>6.9%</b>
410	Field Operations	7,362,558	554,220	7.5%
430	Vehicle Maintenance	938,669	50,847	5.4%
440	Building Maintenance	284,109	13,146	4.6%
<b>Operations</b>		<b>8,585,336</b>	<b>618,213</b>	<b>7.2%</b>
510	Public Information	825,432	38,350	4.6%
520	Information Technology	871,107	43,364	5.0%
530	Public Service	181,189	12,488	6.9%
<b>Public Information</b>		<b>1,877,728</b>	<b>94,202</b>	<b>5.0%</b>
<b>Total Operating Fund Expenditures</b>		<b>15,555,213</b>	<b>1,010,218</b>	<b>6.5%</b>

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	255,200	2,577	1.0%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	225,800	14,623	6.5%
95	Retirement Contingency	200,000	-	0.0%
<b>Total Other Funds</b>		<b>681,000</b>	<b>17,200</b>	<b>2.5%</b>
<b>Total Expenditures</b>		<b>\$ 16,236,213</b>	<b>\$ 1,027,418</b>	<b>6.3%</b>

## STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D190038 SSNR00901

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



*Your Financial Advisor (LU04):*  
SANDRA HEDSTROM WHEELER  
Telephone: (805) 783-2921

*Office Serving Your Account:*  
4460 BROAD STREET  
SUITE 210  
SAN LUIS OBISPO, CA 93401

**PRIMARY INVESTMENT OBJECTIVE: Income**  
**RISK TOLERANCE: Moderate**

For a full definition of this objective and risk tolerance, including the use of margin, please see [www.stifel.com](http://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**

Market volatility can be unnerving, even for the most experienced investors. It's also a perfectly normal part of investing. If you're feeling concerned about how day-to-day market fluctuations are impacting your long-term plans, your Stifel Financial Advisor is here to help.

**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.

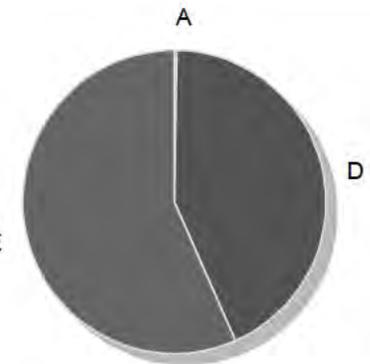
Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. 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](http://www.stifel.com/disclosures/account-agreement).

PORTFOLIO SUMMARY	July 31	June 30
Net Cash Equivalents **	14,380.97	147,807.65
Net Portfolio Assets held at Stifel	5,073,576.00	4,900,790.57
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$5,087,956.97</b>	<b>\$5,048,598.22</b>
YOUR CHANGE IN PORTFOLIO VALUE	July 31	June 30
Net Cash Flow (Inflows/Outflows) <sup>2</sup>		
Securities Transferred In/Out		
Income and Distributions	19,403.32	4,194.72
Change in Securities Value	19,955.43	-30,926.64
<b>Net Change in Portfolio Value</b>	<b>\$39,358.75</b>	<b>-\$26,731.92</b>

\*\* See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.  
<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.  
You have securities maturing and/or options expiring.

**YOUR ASSET SUMMARY**

	Value on July 31, 2022 (\$)	Percentage of your account
A Net Cash Equivalents**	14,380.97	0.28%
D Fixed Income-Muni	2,191,764.10	43.08%
E Fixed Income-Other	2,881,811.90	56.64%
<b>Total Assets</b>	<b>\$5,087,956.97</b>	<b>100.00%</b>





**ASSET SUMMARY**

	Value as of July 31, 2022				Gains/(-)Losses		
	At Stifel	Not at Stifel	Total	% of assets *	Unrealized	Realized This Period	Year-to-date
Cash							
Cash Sweep**	14,380.97		14,380.97	0.28%			
Margin Balance							
<b>A. Net Cash Equivalents</b>	<b>\$14,380.97</b>		<b>\$14,380.97</b>	<b>0.28%</b>			
<b>B. Equities</b>							
<b>C. Preferreds</b>							
D. Fixed Income-Muni	2,191,764.10		2,191,764.10	43.08%	-124,016.25		
E. Fixed Income-Other	2,881,811.90		2,881,811.90	56.64%	-68,807.27		-10,485.78
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **							
<b>Net Portfolio Assets</b>	<b>\$5,073,576.00</b>	<b>\$0.00</b>	<b>\$5,073,576.00</b>	<b>99.72%</b>	<b>-\$192,823.52</b>	<b>\$0.00</b>	<b>-\$10,485.78</b>
<b>Net Portfolio Value</b>	<b>\$5,087,956.97</b>	<b>\$0.00</b>	<b>\$5,087,956.97</b>	<b>100.00%</b>	<b>-\$192,823.52</b>	<b>\$0.00</b>	<b>-\$10,485.78</b>

**INCOME & DISTRIBUTION SUMMARY**

	Security Type	Year-to-date	This period
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt	1,650.00	
	Taxable	83,791.11	19,403.32
Capital Gain Distributions			
Return of Principal			
Other			
<b>Total Income &amp; Distributions</b>		<b>\$85,441.11</b>	<b>\$19,403.32</b>

**INFORMATION SUMMARY**

	Security Type	Year-to-date	This period
Accrued Interest Paid	Tax-Exempt		
	Taxable	8,867.51	2,405.00
Accrued Interest Received	Tax-Exempt		
	Taxable	2,125.63	
Gross Proceeds		1,039,995.00	
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.

\*\* Include balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

## 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	14,380.97	14,380.97	21.57	0.15%
<b>Total Net Cash Equivalents</b>	<b>\$14,380.97</b>	<b>\$14,380.97</b>	<b>\$21.57</b>	<b>0.15%</b>

#### STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at [www.stifel.com/disclosures/account-agreement](http://www.stifel.com/disclosures/account-agreement). The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits 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 securities account or can be distributed directly to you with the proper withdrawal form on file.

### PORTFOLIO ASSETS - HELD AT STIFEL

<b>Fixed Income-Muni</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
OCEANSIDE CA PENSION OBLIG RFDG REV B/E TXBL CPN 3.839% DUE 08/15/22 DTD 08/11/15 FC 02/15/16 CUSIP: 675371AY4 <i>Original Cost: 104,986.00</i>	S&P: AA+ <b>Cash</b>	100,000	100.0380 100,038.00	100.0857 100,085.67	1,770.21	-47.67	3,839.00	3.84%
WATAUGA CNTY NC RFDG B/E TXBL CPN 2.330% DUE 06/01/23 DTD 10/02/19 FC 06/01/20 CUSIP: 94109SAT8 <i>Original Cost: 113,363.30</i>	S&P: AA <b>Cash</b>	110,000	99.2800 109,208.00	100.8472 110,931.91	427.17	-1,723.91	2,563.00	2.35%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Muni</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FARRELL PA AREA SCH DIST AGM B/E TXBL CPN 1.270% DUE 08/15/23 DTD 08/18/20 FC 02/15/21 CUSIP: 311690HM6 <i>Original Cost: 50,930.00</i>	S&P: AA Moody: A1 <b>Cash</b>	50,000	97.7680 48,884.00	100.7897 50,394.87	292.81	-1,510.87	635.00	1.30%
CONNECTICUT ST SER A B/E TXBL CPN 1.998% DUE 07/01/24 DTD 06/11/20 FC 01/01/21 CUSIP: 20772KJW0 <i>Original Cost: 112,753.90</i>	S&P: A+ Moody: Aa3 <b>Cash</b>	110,000	97.6740 107,441.40	101.2051 111,325.62	183.15	-3,884.22	2,197.80	2.05%
KANSAS ST DEV FIN AUTH REV ATHLETIC FACS K ST SER B 2 B/E TXBL CPN 4.083% DUE 07/01/24 DTD 03/01/12 FC 07/01/12 CUSIP: 485429MF8 <i>Original Cost: 77,557.81</i>	S&P: A- Moody: A1 <b>Cash</b>	70,000	101.0970 70,767.90	105.8363 74,085.40	238.18	-3,317.50	2,858.10	4.04%
AMARILLO TX HOTEL OCCUP TAX REV AGM B/E TXBL CPN 3.070% DUE 08/15/24 DTD 03/15/16 FC 02/15/17 CUSIP: 023039AF7 <i>Original Cost: 80,422.25</i>	S&P: AA <b>Cash</b>	75,000	99.5320 74,649.00	104.6314 78,473.52	1,061.71	-3,824.52	2,302.50	3.08%
MIAMI DADE CNTY FL AVIATION REV RFDG SER B B/E TXBL CPN 2.504% DUE 10/01/24 DTD 08/25/16 FC 10/01/16 CUSIP: 59333PV39 <i>Original Cost: 208,207.00</i>	S&P: A- <b>Cash</b>	200,000	97.8170 195,634.00	102.2309 204,461.86	1,669.33	-8,827.86	5,008.00	2.56%
SAN DIEGO CA CONVNTN CTR EXPANSION FING AUTH LSE REV RFDG B/E TXBL CPN 1.677% DUE 04/15/25 DTD 07/08/20 FC 10/15/20 CUSIP: 79727LBS7 <i>Original Cost: 173,029.30</i>	S&P: AA- <b>Cash</b>	170,000	95.9030 163,035.10	101.1340 171,927.75	839.43	-8,892.65	2,850.90	1.75%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Muni</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
NEW YORK NY CITY HSG DEV CORP MLTIFAM HSG REV SER E B/E CPN 3.000% DUE 05/01/25 DTD 09/24/14 FC 11/01/14 CALL 05/01/23 @ 100.000 CUSIP: 64972CBF9 <i>Original Cost: 117,294.45</i>	S&P: AA+ Moody: Aa2 <b>Cash</b>	110,000	100.5750 110,632.50	101.8383 112,022.14	825.00	-1,389.64	3,300.00	2.98%
SUFFOLK CNTY NY RFDG SER C AGM B/E TXBL CPN 1.607% DUE 06/15/25 DTD 11/18/20 FC 12/15/20 CUSIP: 86476PE20 <i>Original Cost: 252,280.00</i>	S&P: AA <b>Cash</b>	250,000	94.9130 237,282.50	100.5795 251,448.77	513.35	-14,166.27	4,017.50	1.69%
FLORIDA ST BRD ADMIN FIN CORP REV SER A B/E TXBL CPN 1.258% DUE 07/01/25 DTD 09/16/20 FC 01/01/21 CUSIP: 341271AD6 <i>Original Cost: 101,351.00</i>	S&P: AA Moody: Aa3 <b>Cash</b>	100,000	94.1660 94,166.00	101.0326 101,032.55	104.83	-6,866.55	1,258.00	1.34%
KENTUCKY HSG CORP REV SER B B/E TXBL CPN 3.312% DUE 07/01/25 DTD 12/01/16 FC 07/01/17 CUSIP: 49130TVJ2 <i>Original Cost: 216,995.00</i>	S&P: AAA Moody: Aaa <b>Cash</b>	200,000	99.2170 198,434.00	106.0127 212,025.45	552.00	-13,591.45	6,624.00	3.34%
CLEVELAND OH INCM TAX REV RFDG SUB LEIN SER A 1 B/E TXBL CPN 1.985% DUE 10/01/25 DTD 02/26/20 FC 10/01/20 CUSIP: 186387VE3 <i>Original Cost: 104,395.00</i>	S&P: AA Moody: Aa3 <b>Cash</b>	100,000	96.0540 96,054.00	102.8538 102,853.77	661.67	-6,799.77	1,985.00	2.07%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Muni</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STEPHENSON CNTY IL SCH DIST 145 FREEPORT RFDG AGM B/E TXBL CPN 1.750% DUE 10/01/25 DTD 11/24/20 FC 04/01/21 CUSIP: 858892MD1 <i>Original Cost: 103,005.00</i>	S&P: AA <b>Cash</b>	100,000	94.7860 94,786.00	101.9793 101,979.33	583.33	-7,193.33	1,750.00	1.85%
BAY AREA TOLL AUTH CA TOLL BRDG REV SAN FRANCISO F 1 B/E TXBL CPN 2.425% DUE 04/01/26 DTD 09/26/19 FC 04/01/20 CUSIP: 072024WR9 <i>Original Cost: 133,472.85</i>	S&P: AA Moody: Aa3 <b>Cash</b>	125,000	96.9200 121,150.00	105.1379 131,422.36	1,010.42	-10,272.36	3,031.25	2.50%
UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 CUSIP: 91412GE27 <i>Original Cost: 161,363.00</i>	S&P: AA Moody: Aa2 <b>Cash</b>	150,000	97.5990 146,398.50	105.7879 158,681.91	819.22	-12,283.41	3,880.50	2.65%
MASSACHUSETTS EDL FING AUTH ED LN ISSUE L SR SER A REV B/E TXBL CPN 4.038% DUE 07/01/26 DTD 06/13/18 FC 01/01/19 CUSIP: 57563RPM5 <i>Original Cost: 248,805.20</i>	S&P: AA <b>Cash</b>	220,000	101.4560 223,203.20	110.2852 242,627.47	740.30	-19,424.27	8,883.60	3.98%
<b>Total Fixed Income-Muni</b>		<b>2,240,000</b>	<b>\$2,191,764.10</b>	<b>\$2,315,780.35</b>	<b>\$12,292.11</b>	<b>-\$124,016.25</b>	<b>\$56,984.15</b>	<b>2.60%</b>

Municipal Bonds held may or may not be tax free. Please consult with your tax advisor.

<b>Fixed Income-Other</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
ALLY BANK SANDY UT CD FDIC #57803 CPN 1.850% DUE 08/29/22 DTD 08/29/19 FC 02/29/20 CUSIP: 02007GLJ0	<b>Cash</b>	200,000	99.9640" 199,928.00	100.0000 200,000.00	1,561.10	-72.00	3,700.00	1.85%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Other</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
UNITEDHEALTH GRP INC NOTE CPN 2.375% DUE 10/15/22 DTD 10/25/17 FC 04/15/18 CUSIP: 91324PDD1 <i>Original Cost: 153,461.00</i>	S&P: A+ Moody: A3 <b>Cash</b>	150,000	99.9450 149,917.50	100.1790 150,268.49	1,048.96	-350.99	3,562.50	2.38%
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 <b>Cash</b>	250,000	100.0990 250,247.50	100.2426 250,606.42	133.33	-358.92	8,000.00	3.20%
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>	<b>Cash</b>	100,000	100.0240" 100,024.00	100.1582 100,158.21	50.82	-134.21	2,650.00	2.65%
AMERICAN EXPRESS NATL BK SANDY UT CD FDIC #27471 CPN 1.450% DUE 03/31/23 DTD 03/31/20 FC 09/30/20 CUSIP: 02589AB50	<b>Cash</b>	100,000	99.1490" 99,149.00	100.0000 100,000.00	488.63	-851.00	1,450.00	1.46%
CAPITAL ONE BANK USA NA GLEN ALLEN VA CD FDIC #33954 CPN 1.450% DUE 04/10/23 DTD 04/08/20 FC 10/08/20 CUSIP: 14042TDF1	<b>Cash</b>	240,000	99.1000" 237,840.00	100.0000 240,000.00	1,096.43	-2,160.00	3,480.00	1.46%
MICROSOFT CORP NOTE CPN 2.375% DUE 05/01/23 DTD 05/02/13 FC 11/01/13 CALL 02/01/23 @ 100.000 CUSIP: 594918AT1 <i>Original Cost: 102,711.00</i>	S&P: AAA Moody: Aaa <b>Cash</b>	100,000	99.4900 99,490.00	100.4522 100,452.16	593.75	-962.16	2,375.00	2.39%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Other</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
BMW BANK OF NORTH AMER SALT LAKE CITY UT CD FDIC #35141 CPN 1.650% DUE 02/28/24 DTD 02/28/20 FC 08/28/20 CUSIP: 05580AVB7	<b>Cash</b>	200,000	97.5750" 195,150.00	100.0000 200,000.00	1,392.33	-4,850.00	3,300.00	1.69%
U S TREASURY NOTE CPN 2.500% DUE 05/15/24 DTD 05/15/14 FC 11/15/14 CUSIP: 912828WJ5 <i>Original Cost: 251,268.32</i>	Moody: Aaa <b>Cash</b>	250,000	99.2500 248,125.00	100.4399 251,099.76	1,324.73	-2,974.76	6,250.00	2.52%
ROGERS MEM HOSP INC BOND CPN 2.383% DUE 07/01/24 DTD 08/28/19 FC 01/01/20 CUSIP: 775200AE8 <i>Original Cost: 104,880.00</i>	S&P: A <b>Cash</b>	100,000	97.0140 97,014.00	102.4447 102,444.69	198.58	-5,430.69	2,383.00	2.46%
U S TREASURY NOTE CPN 2.250% DUE 10/31/24 DTD 10/31/17 FC 04/30/18 CUSIP: 9128283D0 <i>Original Cost: 103,230.00</i>	Moody: Aaa <b>Cash</b>	100,000	98.6450 98,645.00	102.6227 102,622.70	568.61	-3,977.70	2,250.00	2.28%
SOUTHERN CA EDISON CO 1ST & RFDG MTG BOND SER E CPN 3.700% DUE 08/01/25 DTD 08/02/18 FC 02/01/19 CALL 06/01/25 @ 100.000 CUSIP: 842400GN7 <i>Original Cost: 150,425.00</i>	S&P: A- Moody: A3 <b>Cash</b>	150,000	100.0310 150,046.50	100.2761 150,414.09	2,775.00	-367.59	5,550.00	3.70%
SOCIETE GENERALE UNSECD MEDIUM TERM NOTE STEP CPN 1.000% DUE 08/19/25 DTD 08/19/20 FC 02/19/21 CALL 08/19/22 @ 100.000 CUSIP: 83369MD25	S&P: A Moody: A1 <b>Cash</b>	50,000	92.1920 46,096.00	98.5100 49,255.00	225.00	-3,159.00	500.00	1.08%



**ASSET DETAILS (continued)**

**PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Fixed Income-Other</b>	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income<sup>6</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
BMO HARRIS BANK NA CHICAGO IL CD FDIC #16571 CLLB CPN 3.000% DUE 11/26/25 DTD 05/26/22 FC 08/26/22 CALL 11/26/22 @ 100.000 CUSIP: 05600XFJ4	<b>Cash</b>	145,000	98.5480" 142,894.60	100.0000 145,000.00	798.50	-2,105.40	4,350.00	3.04%
SIMON PPTY GRP LP NOTE CPN 3.300% DUE 01/15/26 DTD 01/13/16 FC 07/15/16 CALL 10/15/25 @ 100.000 CUSIP: 828807CW5 <i>Original Cost: 131,249.00</i>	S&P: A- Moody: A3 <b>Cash</b>	120,000	98.5820 118,298.40	107.3227 128,787.29	176.00	-10,488.89	3,960.00	3.35%
LEGG MASON INC SR NOTE CPN 4.750% DUE 03/15/26 DTD 03/22/16 FC 09/15/16 CUSIP: 524901AV7 <i>Original Cost: 130,942.50</i>	S&P: A Moody: A2 <b>Cash</b>	125,000	103.1170 128,896.25	104.5008 130,626.02	2,243.06	-1,729.77	5,937.50	4.61%
BANK AMERICA CORP SR NOTE CPN 3.500% DUE 04/19/26 DTD 04/19/16 FC 10/19/16 CUSIP: 06051GFX2 <i>Original Cost: 105,286.00</i>	S&P: A- Moody: A2 <b>Cash</b>	100,000	99.6350 99,635.00	104.7810 104,781.05	991.67	-5,146.05	3,500.00	3.51%
FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 11/26/21 @ 100.000 CUSIP: 3130AMH39	S&P: AA+ Moody: Aaa <b>Cash</b>	135,000	93.6610 126,442.35	100.0000 135,000.00	229.13	-8,557.65	1,269.00	1.00%
FEDL FARM CREDIT BANK BOND CPN 0.900% DUE 06/15/26 DTD 06/15/21 FC 12/15/21 CALL 08/05/22 @ 100.000 CUSIP: 3133EMH21	S&P: AA+ Moody: Aaa <b>Cash</b>	50,000	93.1590 46,579.50	99.8897 49,944.87	57.50	-3,365.37	450.00	0.97%

## 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 <sup>6</sup>	Unrealized Gain/(-)Loss <sup>10</sup>	Estimated Annualized Income	Estimated Yield %
U S TREASURY NOTE CPN 2.250% DUE 02/15/27 DTD 02/15/17 FC 08/15/17 CUSIP: 912828V98 <i>Original Cost: 101,787.19</i>	Moody: Aaa <b>Cash</b>	98,000	97.8590 95,901.82	103.4729 101,403.42	1,017.22	-5,501.60	2,205.00	2.30%
FEDL HOME LOAN BANK BOND CPN 2.010% DUE 02/25/27 DTD 02/25/22 FC 08/25/22 CALL 05/25/22 @ 100.000 CUSIP: 3130AQUD3	S&P: AA+ Moody: Aaa <b>Cash</b>	100,000	95.8120 95,812.00	98.7550 98,755.00	871.00	-2,943.00	2,010.00	2.10%
STATE BANK OF INDIA NEW YORK NY CD FDIC #33682 CPN 2.200% DUE 03/10/27 DTD 03/10/22 FC 09/10/22 CUSIP: 856285J36	<b>Cash</b>	59,000	94.3720" 55,679.48	100.0000 59,000.00	512.09	-3,320.52	1,298.00	2.33%
<b>Total Fixed Income-Other</b>		<b>2,922,000</b>	<b>\$2,881,811.90</b>	<b>\$2,950,619.17</b>	<b>\$18,353.44</b>	<b>-\$68,807.27</b>	<b>\$70,430.00</b>	<b>2.44%</b>
Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.								
<b>Total Portfolio Assets - Held at Stifel</b>			<b>\$5,073,576.00</b>	<b>\$5,266,399.52</b>		<b>-\$192,823.52</b>	<b>\$127,414.15</b>	<b>2.51%</b>
<b>Total Net Portfolio Value</b>			<b>\$5,087,956.97</b>	<b>\$5,280,780.49</b>		<b>-\$192,823.52</b>	<b>\$127,435.72</b>	<b>2.50%</b>

## FOOTNOTE DEFINITIONS

- <sup>6</sup> **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.
- <sup>10</sup> 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
<b>Opening Balance - Net Cash Equivalents</b>			<b>\$147,807.65</b>	<b>\$140,679.25</b>	<b>\$7,128.40</b>	<b>\$0.00</b>
Buy and Sell Transactions	Assets Bought	-1,154,561.52	-152,830.00	-152,830.00		
	Assets Sold/Redeemed	1,042,120.63				
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	85,441.11	19,403.32	19,403.32		
Cash Sweep Activity	Cash Sweep Activity			-7,252.57	7,252.57	
Margin Interest	Margin Interest Charged					
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
<b>Closing Balance - Net Cash Equivalents</b>			<b>\$14,380.97</b>	<b>\$0.00</b>	<b>\$14,380.97</b>	<b>\$0.00</b>
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS						CASH EQUIVALENTS			
						This period	Cash	Cash Sweep	Margin
<b>Opening Balance - Net Cash Equivalents</b>						<b>\$147,807.65</b>	<b>\$140,679.25</b>	<b>\$7,128.40</b>	<b>\$0.00</b>
<b>Assets Bought</b>									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
7/5/2022	Asset Bought	150,000.000	100.2800	SOUTHERN CA EDISON CO 1ST & RFDG MTG BOND SER E CPN 3.700% DUE 08/01/25 DTD 08/02/18 FC 02/01/19 CALL 06/01/25 @ 100.000 CUSIP: 842400GN7	-152,830.00	-152,830.00			
<b>Total Assets Bought</b>						<b>-\$152,830.00</b>	<b>-\$152,830.00</b>		

**ACTIVITY DETAILS continued**

**CASH EQUIVALENTS continued**

**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>
7/1/2022	Interest		CONNECTICUT ST SER A B/E TXBL CPN 1.998% DUE 07/01/24 DTD 06/11/20 FC 01/01/21 070122 110,000 CUSIP: 20772KJW0	1,098.90	1,098.90		
7/1/2022	Interest		FLORIDA ST BRD ADMIN FIN CORP REV SER A B/E TXBL CPN 1.258% DUE 07/01/25 DTD 09/16/20 FC 01/01/21 070122 100,000 CUSIP: 341271AD6	629.00	629.00		
7/1/2022	Interest		KANSAS ST DEV FIN AUTH REV ATHLETIC FACS K ST SER B 2 B/E TXBL CPN 4.083% DUE 07/01/24 DTD 03/01/12 FC 07/01/12 070122 70,000 CUSIP: 485429MF8	1,429.05	1,429.05		
7/1/2022	Interest		KENTUCKY HSG CORP REV SER B B/E TXBL CPN 3.312% DUE 07/01/25 DTD 12/01/16 FC 07/01/17 070122 200,000 CUSIP: 49130TVJ2	3,312.00	3,312.00		
7/1/2022	Interest		MASSACHUSETTS EDL FING AUTH ED LN ISSUE L SR SER A REV B/E TXBL CPN 4.038% DUE 07/01/26 DTD 06/13/18 FC 01/01/19 070122 220,000 CUSIP: 57563RPM5	4,441.80	4,441.80		
7/1/2022	Interest		ROGERS MEM HOSP INC BOND CPN 2.383% DUE 07/01/24 DTD 08/28/19 FC 01/01/20 070122 100,000 CUSIP: 775200AE8	1,191.50	1,191.50		



**ACTIVITY DETAILS continued**

**CASH EQUIVALENTS continued**

**Income and Distributions 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>
7/15/2022	Interest		SIMON PPTY GRP LP NOTE CPN 3.300% DUE 01/15/26 DTD 01/13/16 FC 07/15/16 CALL 10/15/25 @ 100.000 071522 120,000 CUSIP: 828807CW5	1,980.00	1,980.00		
7/25/2022	Interest		JPMORGAN CHASE & CO SR NOTE CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 072522 250,000 CUSIP: 46625HJH4	4,000.00	4,000.00		
7/25/2022	Interest		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 072522 100,000 CUSIP: 61747MH46	1,314.11	1,314.11		
7/29/2022	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 072922 14,380 CUSIP: 09999844	6.96	6.96		
<b>Total Income and Distributions</b>				<b>\$19,403.32</b>	<b>\$19,403.32</b>		

**Cash Sweep Activity**

<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
7/1/2022	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-140,679.25	140,679.25	
7/5/2022	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-12,102.25	12,102.25	
7/7/2022	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		152,830.00	-152,830.00	
7/18/2022	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-1,980.00	1,980.00	
7/26/2022	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-5,314.11	5,314.11	



<b>ACTIVITY DETAILS continued</b>				<b>CASH EQUIVALENTS continued</b>		
<b>Cash Sweep Activity continued</b>						
<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
7/29/2022	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-6.96	6.96	
<b>Total Cash Sweep Activity</b>			<b>\$0.00</b>	<b>-\$7,252.57</b>	<b>\$7,252.57</b>	
			<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
<b>Closing Balance - Net Cash Equivalents</b>			<b>\$14,380.97</b>	<b>\$0.00</b>	<b>\$14,380.97</b>	<b>\$0.00</b>



**Stifel Insured Bank Deposit Program**

Amount(s) listed below include accrued interest in the amount of \$6.96. The rate at month-end was 0.15%.

Description	Location	Previous Month Value	Current Month Value
Stifel Bank and Trust	St. Louis, MO	\$7,128.40	\$14,380.97
<b>Closing Balance - Stifel Insured Bank Deposit Program</b>			<b>\$14,380.97</b>

Your deposit balances at each Program Bank are eligible for insurance by the FDIC within applicable limits. The deposit balances are not insured by SIPC. Please refer to the Stifel Insured Bank Deposit Program Disclosure Statement and the Stifel Insured Bank Deposit Program for Retirement Accounts Disclosure Statement which are available at [www.stifel.com/disclosures/account-agreement](http://www.stifel.com/disclosures/account-agreement) or from your Financial Advisor.

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# STIFEL

## Certain Definitions

“**Stifel**” means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.

“**Stifel Banks**” means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation (“FDIC”); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a securities account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**

“**Stifel Smart Rate Program**” refers to a money market deposit account at Stifel Bank & Trust or Stifel Bank, each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your securities account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at [www.stifel.com/disclosures](http://www.stifel.com/disclosures) or from your Financial Advisor.

## 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 Held Away** – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. 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. Assets held away are not covered by Stifel SIPC.

**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.

**Order Routing and Payment for Order Flow** – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue, and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.

Additional information will be provided upon written request, and certain order routing information is available online at [www.stifel.com/disclosures/best](http://www.stifel.com/disclosures/best) execution. On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer’s orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel’s trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel Attn: Equity Trading Compliance, One South Street, Baltimore, Maryland 21202.

**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](http://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](http://www.stifel.com/disclosures/asset) protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

**LIBOR Transition** – Stifel is preparing for the discontinuation of LIBOR (the London Interbank Offered Rate), a key benchmark rate, and a transition to new alternative rates. Regulators have called for a market wide transition away from LIBOR. Certain investments you hold might use LIBOR as a benchmark. You should prepare for LIBOR to be discontinued and understand how this change may impact your investments. As a resource for clients, we have established a webpage containing important information, including risks and disclosures regarding the LIBOR transition at [www.stifel.com/disclosures/LIBOR](http://www.stifel.com/disclosures/LIBOR) 21.

**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.

# STIFEL

## Account Disclosures Continued

**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 Advantage or 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.

**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’s BrokerCheck Hotline (toll free (800) 289 9999) or on the FINRA website at [www.finra.org](http://www.finra.org), including an investor brochure that includes information describing FINRA BrokerCheck.

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 website at [www.msrb.org](http://www.msrb.org), including an investor brochure that is posted on the website 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](http://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.



COUNTY OF ORANGE  
**OFFICE OF THE TREASURER-TAX COLLECTOR**  
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM  
 P. O. BOX 4515  
 SANTA ANA, CA 92702-4515



[octreasurer.com/publicfunds](http://octreasurer.com/publicfunds)

July 31, 2022

**ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

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

**Fund Number :** [REDACTED]

**JULY 2022 STATEMENT**

**INVESTMENT BALANCE IN OCIP**

**Transactions**

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Authorized Signer</u>	<u>Amount</u>
07/01/2022	June 2022 Investment Admin Fee		\$ (28.65)
07/27/2022	April 2022 Interest Paid		\$ 782.45

**Summary**

Total Deposit:	\$	782.45	Beginning Balance:	\$	1,740,984.85
Total Withdrawal:	\$	(28.65)	Ending Balance:	\$	1,741,738.65

California State Treasurer  
**Fiona Ma, CPA**



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

August 17, 2022

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

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ORANGE COUNTY VECTOR CONTROL DISTRICT

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

[Tran Type Definitions](#)

Account Number: [REDACTED]

July 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2022	7/15/2022	QRD	1708158	N/A	SYSTEM	29,784.96

**Account Summary**

Total Deposit:	29,784.96	Beginning Balance:	15,908,819.73
Total Withdrawal:	0.00	Ending Balance:	15,938,604.69



# ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM F.4

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

#### Agenda Title:

Adopt Resolution No. 542 Updating the Orange County Mosquito and Vector Control District Conflict of Interest Code for 2022 to Include Updated Positions Subject to the Code

#### Recommended Action:

The Board of Trustees Adopt Resolution No. 542 Updating the Orange County Mosquito and Vector Control District Conflict of Interest Code for 2022 to Include Updated Positions Subject to the Code

#### Executive Summary:

The District has adopted a Conflict-of-Interest Code pursuant to the Political Reform Act of 1974. Since 1995 the Board has Adopted the Fair Political Practices Commissioner's model of code by reference. By doing so, updates are adopted automatically, and the code is always in compliance. In 2010 the District adopted the County's electronic version of the codes for ease of filing with the County. The District is required to review the designated positions and reporting categories on a biennial basis and make any adjustments necessary.

The District Manager has caused a review of those positions to occur. Since the last review the Urban Water Program Manager position has been removed from the District employee list. The Vector Reduction Coordinator position has been added to the District employee list. The position of Accounting Specialist is also being added to the Conflict-of-Interest Code. This action will readopt the Code to incorporate the revisions required by the biennial review.

By this action, identified employees are required to file an annual FPPC Form 700 Statement of Economic Interest, as well be AB1234 compliant.

#### Existing Positions Subject to the Code:

Trustees, District Manager, Directors, Consultants, Legal Counsel, Administrative Specialists, Executive Assistant/Clerk of the Board, Finance Manager, Fleet and Equipment Maintenance Coordinator, GIS Coordinator, Information Technology Analyst, Information Technology Coordinator, Information Technology Manager, IVM Compliance Officer, Operations Supervisor, and Public Information Officer.

#### Positions Subject to This Action:

Urban Water Program Manager is removed. Accounting Specialist is added. Vector Reduction Coordinator is added.

**Strategic Plan Compliance:**

This action complies with:

**PRIORITY AREA 5:** Comprehensive Policy, Procedure and Plan Review and Update

**GOAL 5.2:** Identify, review, and update (as needed) all District Administrative Policies/Procedures.

**Fiscal Impact:**

**Amount Requested \$ N/A**

**Sufficient Budgeted Funds Available:**

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

**Previous Relevant Board Actions for This Item:**

Resolution No. 435 passed in November 2016 amending the Conflict of Interest Code  
Resolution No. 457 passed in December 2017 amending the Conflict of Interest Code  
Resolution No. 469 passed in September 2018 amending the Conflict of Interest Code  
Resolution No. 496 passed in August 2020 amending the Conflict of Interest Code

**Exhibits:**

**Exhibit A:** Conflict of Interest Code

**Exhibit B:** Resolution No. 542

CONFLICT OF INTEREST CODE FOR THE  
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosed categories are set forth, constitute the conflict of interest code of the Orange County Mosquito and Vector Control District.

Designated members and employees shall file statements of economic interests with the Orange County Mosquito and Vector Control District. The statements will be available for public inspection and reproduction. (Gov. Code Section 81008).

AGENCY DESIGNATED POSTITIONS

Designated Positions	Disclosure Categories
Trustees	All
District Manager	All
Directors	All
Executive Assistant/Clerk of the Board	All
Accounting Specialist	All
Administrative Specialist	All
Finance Manager	All
Fleet and Equipment Maintenance Coordinator	All
GIS Coordinator	All
Information Technology Analyst	All
Information Technology Coordinator	All
Information Technology Manager	All
IVM Compliance Officer	All
Operations Supervisor	All
Public Information Officer	All
Vector Reduction Coordinator	All
Legal Counsel	All
Consultants*	All

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The District Manager may determine that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and is not required to fully comply with the disclosure requirements described in this section. Such a determination shall include a determination of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements.

#### DISCLOSURE CATEGORIES

- 1) All investments and business position in business entities, and all sources of income and interests in real property that are required to be disclosed in the annual statement required in Government Code Section 87302. This category is known as full disclosure.
- 2) Investments in or income from persons or businesses engaged in the business of providing service or supplies, including, but not limited to, equipment, machinery, or office supplies, to the Orange County Mosquito and Vector Control District, or could foreseeably provide services or supplies to the Orange County Mosquito and Vector Control District.
- 3) Interests in real property located in whole or in part within the boundaries of the County of Orange, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property if the fair market value of the interest is greater than \$2,000 are required to be disclosed in the annual statement required in Government Code Section 87302.
- 4) Business positions, including, but not limited to, status as a director, officer, sole owner, partner, trustee, employee, or holder of a position of management in any business entity which, in the prior two years contracted with, or in the future may contract with, the Orange County Mosquito and Vector Control District to provide services or supplies to the Orange County Mosquito and Vector Control District.
- 5) Gifts received from any single source or person with a single gift value more than \$50 as well as gifts with a cumulative total of \$500 or more received in a 12 month period, as well as gifts required to be disclosed in the annual statement required in Government Code Section 87302.

ATTACHMENT A  
CONFLICT OF INTEREST CODE FOR THE  
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

The Political Reform Act, Government Code Sections 81000, *et. seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code Regs. Sec. 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend this Regulation to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted but the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Orange County Mosquito and Vector Control District.

Officials in the positions listed in Exhibit A shall file Statements of Economic Interest with the Clerk of the Orange County Board of Supervisors. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code Section 81008).

CONFLICT OF INTEREST CODE

EXHIBIT A

AGENCY: ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Position	Disclosure Category	Files With
Trustees	OC-01	COB
District Manager	OC-01	COB
Directors	OC-01	COB
Executive Assistant/Clerk of the Board	OC-01	COB
Accounting Specialist	OC-01	COB
Administrative Specialist	OC-01	COB
Finance Manager	OC-01	COB
Fleet and Equipment Maintenance Coordinator	OC-01	COB
GIS Coordinator	OC-01	COB
Information Technology Analyst	OC-01	COB
Information Technology Coordinator	OC-01	COB
Information Technology Manager	OC-01	COB
IVM Compliance Officer	OC-01	COB
Operations Supervisor	OC-01	COB
Public Information Officer	OC-01	COB
Vector Reduction Coordinator	OC-01	COB
Legal Counsel	OC-30	COB
Consultants	OC-30	COB

DISCLOSURE DISCRIPTIONS

EXHIBIT B

AGENCY: ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans, and travel payments)
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation? The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

**RESOLUTION NO. 542**

**RESOLUTION OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

**UPDATING AND CONDUCTING THE BIENNIAL REVIEW TO INCLUDE POSITIONS AND CATEGORIES OF DISCLOSURE WHICH SUPERSEDES ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a biennial Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Orange County Mosquito and Vector Control District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Orange County Mosquito and Vector Control District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Orange County Mosquito and Vector Control District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

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 15<sup>th</sup> day of September 2022, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

---

James Gomez, 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 September 15, 2022:

---

Craig Green, Secretary

APPROVED AS TO FORM:

---

Alan R. Burns, District Counsel

**ATTACHMENT A**

**CONFLICT OF INTEREST CODE FOR THE**

**ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code Regs. Sec. 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend this Regulation to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Orange County Mosquito and Vector Control District.

Officials in the positions listed in Exhibit A shall file Statements of Economic Interest with the Clerk of the Orange County Board of Supervisors. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code § 81008).







# ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM F.5

**Prepared By:** Steve Shepherd, Director of Operations  
**Submitted By:** Rick Howard, District Manager

#### Agenda Title:

Authorize Purchase of Six (6) Replacement Fleet Vehicles and Two (2) Additional Vehicles from Downtown Ford Motor Company for the Amount of \$281,930

#### Recommended Action:

Authorize the purchase of one (1) 2022 4X4 Ford Ranger pickup truck; one (1) 2022 Ford Maverick 4x2 Hybrid pickup truck; and six (6) replacement 2022 4X2 Ford Ranger pickup trucks from Downtown Ford (Sacramento) for a total cost of \$281,930 pursuant to the California Statewide Commodity Contract 1-22-23-20F.

#### Executive Summary:

The Orange County Mosquito and Vector Control District operates a fleet of 100 vehicles to carry out the day-to-day operations of the District. The FY 2022-23 budget authorized the purchase of eight (8) field vehicles. Six (6) are replacement vehicles and two (2) are additions to the fleet due to an increase in laboratory staffing. These vehicles will be assigned to Operations and Scientific and Technical Services staff.

The District participates in the California Statewide Commodity Contract program (CSCCP). The program is administered by the California Department of General Services, Procurement Division (DGS-PD), and administers statewide commodity contracts for use by State and local governments. These Commodity Contracts provide for leveraged procurement and are used as one of the State's main procurement vehicles for leveraging its buying power. Under the CSCCP program, the District priced the eight replacement vehicles through Ford Motor Company. This program ensures that the District receives the best price available and is used by local and state agencies throughout California to purchase vehicles.

The total purchase price of one (1) 2022 4X4 Ford Ranger pickup truck; one (1) 2022 Ford Maverick 4x2 Hybrid pickup truck; and six (6) replacement 2022 4X2 Ford Ranger pickup trucks for a total cost of \$281,930. The budgeted amount for the purchase is \$280,000. The District is also budgeted for eight (8) camper shells at \$2,450 each. Only seven (7) will be needed. The intended use of the Ford Maverick will not require a shell. The Maverick was changed from a previously budgeted 4x2 Ranger. The District intends to utilize this new Maverick as a trial spray route vehicle. The District's fleet includes ten right-hand-drive Jeep Wranglers for the Spray Route team. The Jeeps range from model year 2003 to 2008 and have between 75,000 to 130,000 miles, respectively. It is anticipated that the Jeeps will need replacement beginning over the next two budget cycles. Right-hand-drive vehicles are difficult and expensive to obtain in the current economic state and new options need to be explored. Staff is proposing to test a newly released Ford Maverick and convert it to spray route use. Additionally, Ford Mavericks standard hybrid engines will increase fuel economy from 12 to over 40 mpg and cost \$10,177 less than a Ranger 4x2.

**Strategic Plan Compliance:**

**PRIORITY AREA 11: Fiscal Responsibility/Financial**

**GOAL 11.1:** Conduct the Business and Operational Functions of the District in the most cost efficient and effective manner that prioritizes both fiscal and fiduciary responsibility to the residents of Orange County.

**Fiscal Impact:**

**Amount Requested \$281,930 (Budgeted \$280,000)**

**Sufficient Budgeted Funds Available: Yes**

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

**Previous Relevant Board Actions for This Item:**

Adoption of FY 2022-23 Operating Budget – May 19, 2022

**Exhibits:**

**Exhibit A:** (1) 2022 Ford Ranger 4X4 Pickup Truck, (1) 2022 Maverick 4x2 Hybrid Pickup Truck and (6) 2022 Ford Ranger 4X2 Pickup Truck purchase estimate

# UPGRADE TO FORD RANGER

PRICING BASED UPON COST +/- 10% FOR OPTIONS / CHANGES

## STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 2

DOWNTOWN FORD SALES | (916) 442-6931 | WWW.DOWNTOWNFORDSALES.COM

MAJOR STANDARD EQUIPMENT		
126" WHEELBASE, XL SERIES, 2.3L ECOBOOST, 10-SPEED AUTO TRANS, 18-GALLON FUEL TANK, ALL SEASON TIRES, FULL SIZE SPARE TIRE, 16" SILVER STEEL WHEELS, POWER GROUP, DAYTIME RUNNING LAMPS, AM/FM/BLUETOOTH, REAR VIEW CAMERA		
CAB CONFIGURATION		
<b>ALL PRICING BELOW IS SUBJECT TO CHANGE AT ANY TIME</b>		
UPGRADE TO SUPER CAB 4X2 - 6' BED	R1E	28,238.00
UPGRADE TO SUPER CAB 4X4 - 6' BED	R1F	31,695.00
UPGRADE TO CREW CAB 4X2 - 5' BED	R4E	30,154.00
UPGRADE TO CREW CAB 4X4 - 5' BED	R4F	33,710.00
FACTORY INSTALLED OPTIONS		
XL 101A PACKAGE , INCL SYNC, CRUISE CONTROL, ALARM, POWER MIRRORS, REMOTE ENTRY	101A	1,174.00
XLT TRIM - TO INCLUDE BLIS, REVERSE SENSING, SYNC3	300A	4,002.00
XL 101A PACKAGE , INCL SYNC, CRUISE CONTROL, ALARM, POWER MIRRORS, REMOTE ENTRY	101A	1,174.00
FX4 PACKAGE, REQUIRES XLT, OR XL 101A, INCLUDES: OFF ROAD PACKAGE, SKID PLATES, ELECTRONIC LOCKING AXLE, ALL TERRAIN TIRES, PREMIUM CLOTH SEATING, REQUIRES AND INCLUDES STX PACKAGE	914	2,471.00
STX PACKAGE - REQUIRED WITH 101A PACKAGE F4X COMBINATION	76F	INCL ABOVE
XL POWER EQUIPMENT GROUP: ALARM, POWER MIRRORS, KEY FOB, TAILGATE LOCK	67F	367.00
CLOTH OR VINYL SEATING AVAILABLE - NO CHARGE - PLEASE SPECIFY		0.00
110V AC POWER OUTLET	55K	123.00
ALL WEATHER FLOOR MATS	17C	206.00
BACKUP ALARM	60H	150.00
CRUISE CONTROL	52B	233.00
TRAILER TOW PACKAGE	53R	495.00
XL CHROME PACKAGE	76H	377.00
CARPETING IN LIEU OF VINYL	16E	150.00
ELECTRONIC LOCKING DIFFERENTIAL	X73	433.00
MANUAL SLIDING REAR WINDOW W/PRIVACY GLASS/DEFROST	43D	233.00
RUNNING BOARDS, BLACK, 5" RECTANGULAR	18Y	657.00
KEYLESS ENTRY KEYPAD	63C	98.00
SPLASH GUARDS FRONT/REAR	17B	135.00
PICKUP BOX EXTENDER	94B	305.00
TONNEAU PICKUP BOX COVER SOFT	94D	544.00
TONNEAU PICKUP BOX COVER HARD	94E	1,029.00
TONNEAU PICKUP BOX COVER RETRACTABLE	94J	1,752.00
LED WARNING STROBES BY SOUND OFF SIGNAL AMBER	66F	718.00
ALL TERRAIN TIRES, OUTSIDE WHITE LETTERS LT265/65R17 - INCLUDES ALUM WHEELS	TEW/64Y	734.00
SYNC W/FORD PASS CONNECT	58E	898.00
DEALER UPFIT		
CAMPER SHELL - LEER LEGEND	CUST	1,925.00
MATERIAL RACK — OVERHEAD, FORKLIFT LOADABLE	ULTRA	1,395.00
PRIVACY GLASS	ULTRA	375.00
SPRAY IN BEDLINER	ULTRA	595.00
UNDERSEAL CHASSIS	SHOP	499.00
TOOLBOX, DIAMOND PLATE, CROSSBOX	CUST	795.00
ACCESSORIES		
EXTRA KEY, W/ KEY FOB (REQ. POWER GROUP) — MAXIMUM OF 5 KEYS PER VEHICLE	CKE	299.00
MANUAL — SHOP (CD-ROM)	PARTS	357.00
WARRANTY — EXTRA CARE, 5YR/100,000MI/\$0 DEDUCTIBLE	ESP	2,142.00

# NEW FORD MAVERICK CREW CAB PICKUP FWD - HYBRID

PRICING BASED UPON COST +/- 10% FOR OPTIONS / CHANGES

## STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 2

DOWNTOWN FORD SALES | (916) 442-6931 | WWW.DOWNTOWNFORDSALES.COM

MAJOR STANDARD EQUIPMENT		
ENGINE / BED CONFIGURATION / TRIM	ITM #	PRICE
4X2, 2.5L HYBRID ENGINE, ELECTRIC PARK BRAKE, 13.8 GALLON FUEL TANK, 17" SPARKLE SILVER WHEELS, P22565R 17" A/S TIRES, XL TRIM, CARPET FLOORING, POWER WINDOWS AND DOOR LOCKS, CLOTH SEATING, 8" CENTER STACK SCREEN, BLUETOOTH, APPLE CARPLAY, FULL SIZE SPARE	W8E	20,093.00
ALL OPTIONS BELOW ARE SUBJECT TO CHANGE AT ANY TIME		
CHANGE TO 2.0L ECOBOOST GAS ENGINE	999/448	1,118.00
CHANGE TO CREW CAB AWD - NOT AVAILABLE WITH HYBRID ENGINE (PRICE INC GAS ENGINE)	W8F	3,382.00
UPGRADE TO XLT TRIM (ADDS 17" ALLUMINUM WHEELS, POWER GLASS MIRRORS, POWER LOCK TAILGATE, KEYLESS ENTRY KEY PAD)	300A	2,550.00
UPGRADE TO LARIAT TRIM (ADDS 18" ALUMINUM WHEELS, HIGH LED HEADLAMPS, 6.5" SCREEB IN INSTRUMENT CLUSTER, LEATHER WRAPPED STEERING WHEEL, POWER SLIDING REAR WINDOW, AXTIVE X SEATING, 8-WAY POWER DRIVER SEAT, 6-WAY POWER PASSENGER SEAT, PUSH-BUTTON START)	500A	6,323.00
FACTORY INSTALLED OPTIONS		
4K TOW PACKAGE - N/A WITH HYBRID ENGINE AND REQUIRES AWD	53Q	762.00
TRAILER HITCH RECEIVER W/ 4-PIN CONNECTOR	60B	102.00
FORD CO-PILOT 360	86B	666.00
400W INVERTER	47K	154.00
ENGINE BLOCK HEATER	41H	92.00
FLOOR LINERS FRONT AND REAR	16B	180.00
DAYTIME RUNNING LAMPS	942	45.00
FULL SIZE SPARE TIRE - GAS ENGINE	51D	118.00
MANUAL REAR SLIDING WINDOW W/ PRIVACY GLASS (REQ. CO PILOT 360)	55D	159.00
POWER MOON ROOF	43L	1,018.00
SPLASH GUARDS (FRONT AND REAR)	63B	185.00
POWER 8-WAY DRIVER SEAT	90K	292.00
BACKUP ALARM	18B	135.00
REAR PARKING SENSORS	76B	266.00
XLT LUXURY PACKAGE (HEATED SEATS, 8-WAY POWER SEAT, REMOTE START, LED BOX LIGHTING, TRAILER HITCH W/ 4-PIN, LEATHER WRAPPED STEERING WHEEL)	54B	2,558.00
17" WHEELS WITH AGGRESSIVE A/T TIRES - XLT TRIM AND ABOVE (REQ 4K TOW, AWD, AND FX4)	64V/T7F	813.00
FX4 OFF ROAD PACKAGE (REQ XLT TRIM AND ABOVE, GAS ENGINE, AWD)	17S	818.00
LARIAT LUXURY PACKAGE - REQ FOR CO PILOT 360 (400W INVERTER, ADAPTIVE CRUISE, FULL SIZE SPARE TIRE, EVASSIVE STEERING, HEATED MIRRORS, HEATED SEATS, HEATED STEERING WHEEL, REMOTE START, REAR PARKING SENSORS LED BOX LIGHTING, SYNC 3, TRAILER HITCH W/ 4-PIN)	54P	3,837.00
18" PAINTED BLACK WHEELS (REQ. LARIAT TRIM, N/A WITH FX4 PACKAGE)	64B	813.00
BED EXTENDER	50B	378.00
DEALER UPFIT		
SPRAY IN BEDLINER	96G	595.00
UNDERSEAL CHASSIS	SHOP	499.00
TOOLBOX, DIAMOND PLATE, CROSSBOX	CUST	795.00
ACCESSORIES		
EXTRA KEY, W/ KEY FOB (REQ. POWER GROUP) — MAXIMUM OF 5 KEYS PER VEHICLE	CKE	399.00
MANUAL — SHOP (CD-ROM)	PARTS	357.00
WARRANTY — EXTRA CARE, 5YR/100,000MI/\$0 DEDUCTIBLE (PRICE MAY CHANGE WITH TRIM LEVEL)	ESP	2,185.00



# ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

September 15, 2022

## AGENDA REPORT

### AGENDA ITEM G.1

**Prepared By:** Lora Young, Assistant District Manager/Director of Communications

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

#### Agenda Title:

Adopt Resolution No. 543 Amending Purchasing Policy No. 36; and Adopt Ordinance No. 12/2022 Amending Title 4 of the Operations Code Pertaining to Purchasing and Procurement

#### Recommended Action:

The Board of Trustees (1) adopt Resolution No. 543 to update the Purchasing Policy No. 36 and rescind Policies 21, 25, and 45, and (2) adopt Ordinance No. 12/2022 Amending the Operations Code, Title 4, by removing the purchasing regulation from the Operations Code.

#### Executive Summary:

A comprehensive Purchasing Policy is essential to maintaining a structure that manages the District's process of obtaining goods and services. A Purchasing Policy provides specific and structured guidance on how and when purchases can be made, and under what circumstances.

The District's current Purchasing Policies are addressed in 4 individual policies as well as Title 4 of the District's Operations Code. Policy 21 (Sale of Surplus Property), Policy 25 (Claims Processing Procedure), Policy 36 (Purchasing Policy) and Policy 45 (Credit Card Procedures) all address elements of the purchasing program. In 2018, the Board updated Title 4 of the Operations Code to address different elements of OCMVCD's purchasing and procurement programs. In order to change the Operations Code and update purchasing procedures the Board of Trustees must do so by amending the Policy itself, or by changing the Ordinance, which is a tedious and time-consuming task.

It is recommended to combine Title 4 of the Operations Code into Policy No. 36, allowing staff to ensure that the specific information needed for the purchasing program, including internal controls, spending authorities, credit card limits and purchasing procedures, are in one centralized location while eliminating redundancies. Removing the purchasing program from the Operations Code allows the District to be consistent and efficient on what topics are developed into Board policies.

In addition to combining all purchasing information into Policy No. 36, the Purchasing Policy addresses an increase in the District Manager's credit card limit from \$50,000 to \$100,000. In 2020, the Board of Trustees approved an increase in the District Manager's credit card limit to \$50,000 to leverage the use of the District's credit card cash back bonus benefit. The District utilizes Farmers & Merchants Bank (F&M) for the District's banking services and receives a 1% cash back bonus on purchases. Currently finance staff use the District Manager's credit card to complete large transactions.

Based on the current \$50,000 limit this requires staff to limit credit card transactions, reducing the cash back bonuses received or process a credit card payment prior to the statement date. On a number of occasions, the District Manager's credit card has been declined due to the card reaching its limit. While this is easily corrected, the District Manager has had to use his personal credit card until the card balance is lowered.

The Budget and Finance Committee met in April 2022 to discuss the increase of the District Managers credit card limit from \$50,000 to \$100,000. Increasing the District Manager's credit card limit to \$100,000 allows District staff to maximize the cash back bonus feature while adhering to the internal purchasing processes set forth in the Purchasing Policy. During the meeting the Budget and Finance committee recommended the increase to the District Manager's credit card limit be taken to the Board of Trustees for approval.

District staff recommends that the Board of Trustees adopt Resolution No. 543 amending Policy No. 36, (including increasing the District Manager's credit card limit to \$100,000) and rescind Policies 21, 25 and 45. Staff also recommends the Board adopt Ordinance No. 12/2022 removing purchasing regulations from Title 4 of the Operations Code.

**Strategic Plan Compliance:**

This action complies with:

**PRIORITY AREA 5:** Comprehensive Policy, Procedure and Plan Review and Update

**GOAL 5.1:** Identify, review, and update (as needed) all Board of Trustees Policies.

**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:** Original Policy No. 21, 25, 36, and 45

**Exhibit B:** Updated Policy No. 36

**Exhibit C:** Resolution No. 543

**Exhibit D:** Ordinance No. 12/2022

Orange County Vector Control District

SALE OF SURPLUS PROPERTY

Policy No. 21  
January 21, 1999

District Policy: Resolution No. 55 “Rules and Regulations for the Purchase and Sale of Materials, Supplies, Equipment, and Other Personal Property,” Section VIII reads:

“The Purchasing Agency may sell, as directed by the Board of Trustees, any personal property belonging to the District and found by the Board not to be required for public use, or he may when purchasing personal property accept advantageous trade-in allowance for such property not further required for public use.”

Historical Background: Vehicles have been sold by General Auction Company, miscellaneous property auctioned through County of Orange Surplus Sales, on infrequent occasions sold to District employees, or absent recognizable value, discarded at the County dump.

Proposed Board Policy:

Fixed assets no longer needed and/or cannot be repaired may be sold as surplus property. Disposal of fixed assets with an estimated value of \$5,000 or more shall be approved by the Board. Sold items will be removed from the inventory of fixed assets.

Surplus property may be sold by independent vehicle auction, County Surplus Sales auction, or by legal advertisement in a newspaper inviting sealed bids. The District shall accept the highest bid for each item sold at auction. Sealed bids received shall be awarded to the highest bidder. A record of bids received by the District, by name and bid amount, shall be distributed to all bidders and maintained in District files for three years.

Items not sold may be donated to another governmental agency, non-profit organization, scrapped for parts, recycled, or properly disposed of in accordance with the Environmental Protection Agency.

Proceeds from the sale of surplus property shall be treated as revenue for the fiscal year in which the property was sold.

No District surplus property will be sold to employees or Board of Trustee members.

1/21/1999

## Orange County Vector Control District

### CLAIMS PROCESSING PROCEDURE

Policy No. 25

May 8, 2000

#### Establishment of Vendors:

- Credit applications are completed for new vendors. If not, a purchase order is completed and signed by the either Administration and Finance Manager or District Manager.
- The Administrative Staff Specialist assigns a temporary vendor number for the initial invoice. The claims division of the Auditor's Office then assigns the permanent vendor number.

#### Processing of Claim Invoices

- The Administrative Staff Specialist processes all invoices on a monthly basis. Invoice information is entered into a computer program established by the County Auditor's Office.
- All invoices are matched with the corresponding "packing slip." This process ensures that items billed on the invoice were received. If no packing slip is received, the Administrative Staff Specialist verifies that the items were received by the person ordering the item. This is documented on the invoice for future reference.
- Each invoice has a cover sheet that is signed by the person who input the information. The Administration and Finance Manager reviews and signs the cover sheet to verify the input is correct and approves the invoice for payment.
- All invoices are then matched with the claims report for that month, signed by the District Manager, and reviewed by the Finance Committee. The Finance Committee Chair, or his/her representative, then recommends approval of the claims by the Board of Trustees. The President and Secretary then sign the Claims Report.
- Approved claims are then forwarded to the County Auditor Claims Division and checked for appropriate signatures, amounts, dates, address, vendor numbers, and matching documentation and Board approval. Any items not in compliance are pulled and returned.
- Claims are then forwarded to the check writing division for issuance.

#### Checks and Balances

- An outside accounting firm performs a yearly audit. The independent auditor does a random check of the claims reports for compliance and proper processing.
- No invoice or petty cash voucher can be input and verified for payment by the same person.
- All petty cash vouchers are signed by two people, the person receiving the cash and the District Manager or Assistant Manager or Administration and Finance Manager.
- Person responsible for the petty cash box is not authorized to sign on the checking account.
- Monthly petty cash counts are performed by the Administration and Finance Manager.
- At any time, the District claims process is subject to an audit by the auditor controllers "Internal Audit" Division.

May 8, 2000

# Orange County Vector Control District

## PURCHASING POLICY

Policy No. 36  
March 2, 2005

The following is to serve as a guideline for the process pertaining to purchases under \$20,000. For purchases exceeding this amount, please see Resolution No. 278 regarding a formal bidding processes.

For further detail on all purchasing guidelines, including when bidding is not required, please refer to the purchase resolution.

### **Items Less Than \$1,000**

- No bidding is necessary. Items may be purchased at the discretion of the department administrator and/or department supervisor.
- All items must be accompanied with an invoice and when appropriate, a written work order for documentation.

### **Items \$1,000 - \$20,000**

- An informal bidding process must be followed with items falling within this dollar range.
- Three (3) written bids must be obtained from vendors.
- A written purchase requisition must be submitted to the Finance Department with all three (3) bids attached. Blank purchase requisitions are available in the Finance Department.
- The purchase requisition will be reviewed. If the bidding guidelines have been followed, the requisition will be approved and signed by the District Manager or Finance Officer.
- Finance will generate a purchase order for the lowest bid, unless the District Manager determines that the public interest requires a different action. After approval by the District Manager or Finance Officer, the completed purchase order will be returned to the appropriate department. Finance will have a maximum of 48 hours to return a completed purchase order back to the department.
- Finance will keep two (2) copies of the purchase order. One (1) copy will have the original purchase requisition attached along with all bid back-up. Each department will receive two (2) copies of the purchase order and one (1) copy of the purchase requisition.

### **Blanket Purchase Orders \$1,000 - \$20,000**

Blanket purchase orders will be used when a particular vendor is employed for an ongoing service, or, when a particular product is repeatedly purchased throughout the year. A blanket purchase order cannot be in excess of \$20,000. Each department shall still obtain three (3) bids and also submit a purchase requisition to Finance.

Approved: \_\_\_\_\_



Gerard Goedhart  
March 2, 2005

Orange County Vector Control District

CREDIT CARD PROCEDURES

Policy No. 45

Revised March 15, 2012

NOTE: Only purchases pertaining to each particular department should be charged on a department card. All purchases must be authorized by the appropriate department head.

1. District credit cards limits are as follows:

	<u>Single Purchase Limit</u>	<u>30-Day Limit</u>
Senior Vector Control Inspector III	\$3,000	\$3,000
Department Directors	\$3,000	\$10,000
District Manager	\$3,000	\$10,000

2. Every cardholder will receive a monthly statement within the first few business days of each month.
3. Cardholder provides a complete description of each item listed on the statement on the "transaction description" line.
4. Each cardholder must submit all original itemized sales receipts pertaining to that month's statement. The statement must be signed by the cardholder to ensure the statement has been reconciled.
5. All original itemized receipts must be attached to the statement and returned to the Administrative Services Department within **5 business days** of the stamped received date on the statement. (Ref. Lost Receipt Procedures)
6. Once all statements have been submitted to Administrative Services Department, the Accounting Specialist reviews the packet; it is audited for accuracy and appropriate back-up. A spread sheet is created with expenditure accounts and amounts for balancing purposes and a coversheet is also created and all back-up is attached to the coversheet. The packet is then reviewed and signed by the Accounting Supervisor and the Director of Administrative Services. As are all warrants and payments, the statement is processed by the Accounting Specialist.

**LOST RECEIPT PROCEDURES**

1. In the event that an original receipt is lost by the cardholder, the following steps should be taken.
  - The cardholder should immediately contact the merchant to request a duplicate receipt.
  - If an itemized duplicate receipt cannot be obtained from the merchant within the cardholder's statement submission due date, the cardholder will complete a lost receipt form and include it with the statement packet.
2. If lost receipts become a frequent occurrence for a cardholder, the District Manager shall have the discretion to revoke the District credit card.



## Orange County Mosquito and Vector Control District

### PURCHASING POLICY

Policy #	Established:	Date Amended:	Resolution #
36	03-02-2005	09-15-2022	543

#### **SECTION I. Purpose**

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

#### **SECTION II. Scope**

This policy applies to the District Manager and all District staff.

#### **SECTION III. Policy**

##### 1. Purchasing Agent: powers and duties

The District Manager is the designated Purchasing Agent. The Purchasing Agent may delegate all or a portion of the purchasing duties to any District staff member provided the Purchase Order is signed by the District Manager. The Purchasing Agent shall have the authority to:

- a) Purchase or contract for supplies, services, equipment and other items required by the District, in accordance with purchasing procedures outlined in this Policy;
- b) Negotiate and recommend execution of contracts;
- c) Act to produce for the District the necessary supplies, services, equipment, and other items at the lowest responsible cost to the District;
- d) Prepare and recommend to the Board of Trustees revisions and amendments to the purchasing rules;
- e) Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
- f) Supervise the inspection of all supplies, services, equipment, and other items purchased to insure conformance with required specifications;
- g) Recommend the sale or disposal of all supplies and equipment which cannot be used by the District, or which are no longer suitable for District use;

- h) Maintain a bidder's list and other records necessary for the efficient acquisition of good and services.

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

## 2. Bidding Regulations

- a) Less than \$2,500: Bidding may be dispensed with when the item or service purchased is less than \$2,500 in value.
- b) \$2,500 - \$30,000: When the item or service to be purchased costs between \$2,500 and \$30,000, informal bidding shall be required. All bids should be in writing, whenever possible, and may be obtained via written requests for quotations or proposals, telephone survey of prices, via the internet, or by such other efforts directed towards obtaining at least three bids. A minimum of two bids shall be required. The bid shall be awarded by the Purchasing Agent to the lowest responsible bidder unless the Purchasing Agent determines that the public interest requires a different action. The Board of Trustees authorizes the Purchasing Agent to purchase items described above, not to exceed \$30,000, without formal bidding, provided such amounts have been properly budgeted.
- c) Above \$30,000: When the item or service to be purchased costs more than \$30,000, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, or by use of a bid service. Formal bids shall be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendations of the bids and bidders, unless the Board determines that it would be in the public's best interest to do otherwise, which determination will be made in the record.
- d) Bids shall be awarded with consideration of the following criteria: a) ability, capacity and skill of the bidder to perform the contract or provide the service required; b) ability of the bidder to perform the contract or provide the service required promptly or within the time specified; c) reputation and experience of the bidder; d) previous experience of the District with the bidder; e) previous compliance by the bidder with federal, state, and local laws and ordinances; f) sufficiency of financial resources of the bidder; g) quality, availability and adaptability of the supplies or contractual services to the particular use required; h) ability of the bidder to provide future maintenance and service of the use of the subject of the contract; i) the number and scope of the conditions attached to the bid.
- e) If the job is related to construction, demolition, alteration, or maintenance of a "Public Work", other laws may apply, including but not limited to requirements for registration and the payment of prevailing wages.
- f) Documents related to successful and unsuccessful bids shall be retained in accordance with adopted records retention schedules.
- g) It is unlawful to split or separate into smaller orders all purchases governed by this Policy for purposes of evading the competitive bidding provisions of this character, unless doing so is in the District's best interests.

- h) General exceptions to bidding requirements
  - a. Bidding is not required when:
    - i. An emergency situation exists,
    - ii. When the services of specialized professionals are required, such as scientists, engineers, attorneys, or accountants,
    - iii. When the item or services can only be obtained from one vendor,
    - iv. When engaging in the bidding process would otherwise be a meaningless exercise,
    - v. When purchases are made from another government agency or when procurement is pursuant to a competitively bid contract with another government agency or California Multiple Award Schedule (CMAS), or
    - vi. When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or District Manager, as appropriate, and retained as part of the District's official records retention policy.
  - i) The Purchasing Agent shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids. The Purchasing Agent is authorized to waive minor deviations and irregularities in the bids. The Purchasing Agent shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine that they are responsible. The Purchasing Agent's determination and recommendation of the lowest responsible bidder shall be based on his analysis of these factors.
  - j) The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received and it may re-advertise for bids or have District forces perform such work.
  - k) The Purchasing Agent may engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by law, provided that prospective bidders are given full opportunity to submit their qualifications and estimates of cost to render the desired service.
  - l) For professional services, when the service to be purchased costs between \$15,000 and \$30,000, a Request for Proposal process should be used to the extent possible as time and circumstances permit. A Request for Proposal process must be used for professional services contracts more than \$30,000, unless the Board determines that extenuating circumstances dictate the RFP process would provide no additional or direct benefit to the District.
  - m) A minimum of two proposals shall be obtained whenever possible. Vendor selection shall be based upon the most advantageous proposal, and, if a Request for Proposals process is utilized, in accordance with the criteria set forth in the Request for Proposals. The Purchasing Agent is authorized to select the vendor for professional services when the service to be purchased costs up to \$30,000. The Board of Trustees will select the vendor for professional services when the service to be purchased costs more than \$30,000. Proposals for continuing professional series shall be solicited periodically.

- n) Emergency purchases are only those purchases that are immediately necessary for the continued operation of the District or are necessary for the preservation of life or property. Emergency purchases may be made by the Purchasing Agent, or by the Director of Operations when the Purchasing Agent is not immediately available. Emergency purchases up to \$30,000 made by the Director of Operations shall be subsequently approved by the Purchasing Agent. All emergency purchases that would otherwise require formal bidding procedures, and emergency purchases up to \$30,000 made by the Director of Operations which were not approved by the Purchasing Agent, shall be submitted to the Board of Trustees for ratification at the next regular Board meeting after the purchase is authorized.
- o) Purchase orders and/or contracts shall be used to document and support all purchases of \$2,500 or greater, except for the following types of purchases for which such documentation may not be accepted or practical: fuel purchases, travel and meeting expenses, dues, subscriptions, publications, utility payments, and any other items as may be determined and approved by the Purchasing Agent.

## 2. Authority to enter contracts and sign documents

- a) The Purchasing Agent is hereby authorized to enter into contracts or amendments on the District's behalf where the total dollar value of the transaction or series of related transactions is \$30,000 or less; or prepay amounts due on contracts greater than \$30,000 provided the prior Board approval is obtained through a minute item at a Board meeting.
- b) The District Manager shall have the authority to sign all contracts, whether the contract was approved by the Board of Trustees or by the Purchasing Agent.

## 3. Use of credit cards

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

- h) All credit cards, except those used in vehicles for fuel purchases, shall have the authorized individual's name included on the card, and all cards with an individual's name included shall only be used by that individual.
- i) Purchases of fuel with fleet fuel cards or credit cards shall require the purchaser to record the odometer reading of the District vehicle at the time of purchase.
- j) The District Manager may use a credit card up to the limits set forth herein:
  - i. Up to \$100,000 per purchase, or
  - ii. For budgeted items for which a check or warrant is authorized, or
  - iii. For any expenses authorize within the authority of Accounts Payable.
- k) Credit card balances in accordance with the above shall be paid off at the earliest possible moment, the use of credit cards shall never be used to finance purchases and shall only be used to obtain benefits for the public in the form of discounts and cash-back rewards.

#### 4. Petty cash

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

- a) The Purchasing Agent, or his designee, is authorized to make disbursements from petty cash.
- b) The Purchasing Agent, and any other person delegated those duties, shall file such bond as may be required with the Board of Trustees and shall thereafter account for such money with receipts for all expenses greater than one dollar. Such bond may be covered through the District's insurance policy. Upon request, the Purchasing Agent shall give an account of the petty cash fund to the Board of Trustees.
- c) No single item costing more than \$2,500 may be purchased using a petty cash check. A maximum of \$500 will be maintained in cash at the District at any one time.

#### 5. Disposition of surplus property

- a) At such times as determined by the Purchasing Agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out.
- b) The Purchasing Agent may sell or exchange any property belonging to the District and found by the Board not to be required for public use, or when purchasing property except advantageous trade-in allowance for such property not further required for public use. For items with an estimated fair market value in excess of \$3,000, the Board of Trustees shall approve of the disposition. Auction houses or other methods may be used.
- c) Employees shall not be allowed to buy any surplus property of the District to prevent conflict of interest issues from arising. In special circumstances, an employee may be authorized by the Board to accept and/or purchase surplus property provided findings are made that the transfer is in the public interest.
- d) Pursuant to Health and Safety Code section 2041, the District may donate any surplus property to any public agency or nonprofit corporation.

## 6. Warrant approvals

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

## 7. Miscellaneous

- a) The Purchasing Agent shall issue procedural regulations to amplify this resolution.
- b) Any transaction failing to comply with this Policy in any respect is voidable at the discretion of the Board of Trustees.
- c) This Policy shall supersede all previous resolutions and policies pertaining to financial matters.

**RESOLUTION NO. 543**

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

**AMEND POLICY NO. 36, AMEND THE CREDIT CARD LIMIT FOR THE DISTRICT  
MANAGER, AND RESCIND POLICIES 21, 25, AND 45**

WHEREAS the Board has adopted a number of policies addressing the District's purchasing and procurement processes; and

WHEREAS, the Board of Trustees has adopted the Title 4 of the Operations Code to address purchasing regulations; and

WHEREAS, Policy No. 21 - Sale of Surplus Property, Policy No. 25 - Claims Processing Procedures, Policy No. 36 - Purchasing, and Policy No. 45 - Credit Card, address similar elements of the District's purchasing regulations; and

WHEREAS, Title 4 of the Operations Code and Policies 21, 25, 36, 45 are redundant; and

WHEREAS, it is desirable to consolidate and streamline Policies 21, 25, 36, 45 and Title 4 of the Operations Code into one comprehensive Purchasing and Procurement Policy; and

WHEREAS, amended Policy No. 36, included in the agenda, has all the updated purchasing regulations addressed in Policies 21, 25, 45, and Title 4 of the Operations Code; and

WHEREAS, amended Policy No. 36 also addresses an increase in the District Manager's credit card limit from \$50,000 to \$100,000; and

WHEREAS, increasing the District Manager's credit card limit would increase the District's ability to maximize cash back benefits in the public's interest; and

WHEREAS, amending Policy No. 36 would provide a consistent and centralized location for all purchasing regulations; and

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

SECTION 1. The Orange County Mosquito and Vector Control District Board of Trustees hereby amends Policy No. 36, and rescind Policies 21, 25, and 45.

SECTION 2. That Policy No. 36 is incorporated as a part of this Resolution.

SECTION 3. That Title 4 of the Operations Code has been rescinded by Ordinance on September 15, 2022.

SECTION 4. 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 15<sup>th</sup> day of September 2022, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

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James Gomez, 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 September 15 2022:

APPROVED AS TO FORM:

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Craig Green, Secretary

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Alan R. Burns, District Counsel

**ORDINANCE NO. 12/2022**

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

**REPEALING TITLE 4 OF THE DISTRICT OPERATIONS CODE PERTAINING TO PURCHASING, PETTY CASH, CREDIT CARD LIMITS, AND RELATED MATTERS**

**WHEREAS,** the Board of Trustees has adopted an Operations Code that contains many Board policies; and

**WHEREAS,** Board and staff desire that certain policies pertaining to purchasing limits and procedures, signature authority, the warrant approval process, disposition of surplus property, revolving funds and petty cash be established in a separate Board policy that was not part of an Operations Code; and

**WHEREAS,** these provisions will be incorporated into the updated District Policy No. 36.

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

Section 1. That Title 4 of the Operations Code is hereby repealed in its entirety.

Section 2. The District Clerk shall cause a copy of this Ordinance to be posted within 15 days of its adoption and it shall be effective 30 days thereafter.

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 15<sup>th</sup> day of September 2022, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

\_\_\_\_\_  
James Gomez, President

I hereby certify that the foregoing Ordinance was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on September 15, 2022: APPROVED AS TO FORM:

\_\_\_\_\_  
Craig Green, Secretary

\_\_\_\_\_  
Alan R. Burns, District Counsel

### Vector of the Month: Vectors of West Nile Virus

Orange County supports a unique assemblage of mosquitoes represented by 26 species. The following description presents a brief synopsis of two commonly occurring mosquito species that can transmit West Nile virus (WNV). WNV lives in the wild bird population and is transmitted (vectored) to other birds, and occasionally people, principally by these two mosquito species.

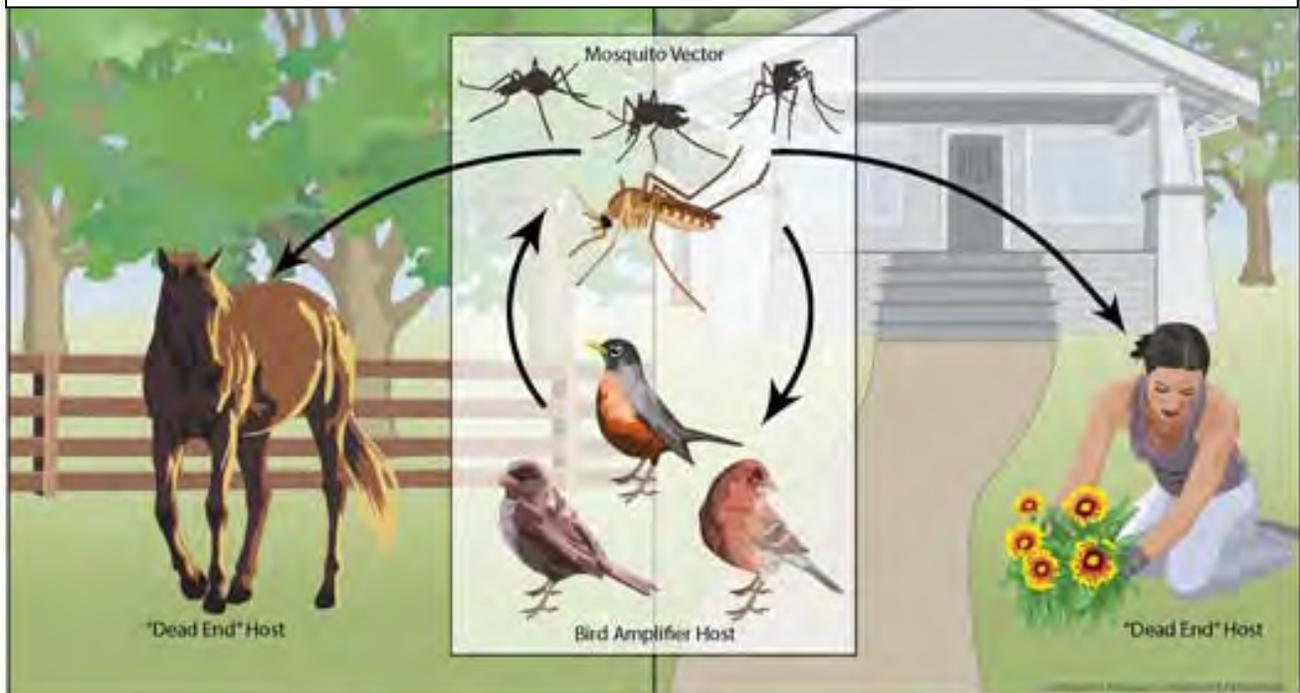
***Culex quinquefasciatus*:** The southern house mosquito has been the species responsible for a majority of the District's mosquito abatement services and related control activities over the years. Females are active nearly year around in the more sheltered areas of the county and will frequently enter houses to seek blood. Larvae are commonly associated with all types of "urban waters" held in sources ranging from swimming pools to flower pots. This species serves as our primary vector of both WNV and St. Louis encephalitis virus (SLEV).

***Culex tarsalis*:** The western encephalitis mosquito is considered by most mosquito biologists to be the principal encephalitis vector throughout much of its range in North America. It is our primary vector of western equine encephalitis virus (WEEV) and primary/secondary vector of WNV and SLEV. Adults are active during the spring, summer, and fall. Though more common in less developed areas, breeding occurs throughout the county in association with most types of clean, standing water sources in channels and marshes.

**Unlikely WNV Vectors:** Although our new invasive mosquitoes, *Aedes aegypti* and *Aedes albopictus*, are very bothersome, they are not normally part of the WNV disease transmission cycle. This is because they rarely bite birds where the virus resides and prefer to feed on humans. Instead, they are efficient vectors of the viruses that cause dengue fever, Zika, and chikungunya.

### West Nile Virus Transmission Cycle

In nature, WNV cycles between mosquitoes (especially *Culex* species) and birds. Some infected birds can develop high virus levels in their bloodstreams and mosquitoes can become infected by biting these infected birds. After about a week, infected mosquitoes can pass the virus to more birds when they bite. Mosquitoes with WNV also bite people, horses, and other mammals. However, humans, horses, and other mammals are "dead end" hosts and do not develop high levels of virus in their bloodstream; hence, they cannot pass the virus to other mosquitoes.



## West Nile virus cases reported in San Gabriel, Antelope and San Fernando valleys — and Orange County

By CITY NEWS SERVICE | news@socalnews.com PUBLISHED: August 26, 2022 at 5:49 a.m.

| UPDATED: August 26, 2022 at 5:50 a.m.



Crews from the Greater Los Angeles County Vector Control District spray the Sepulveda Dam area early Sept. 27, 2017, to rid it of mosquito larvae as a result of West Nile virus. (File photo by Gene Blevins/Contributing Photographer)

LOS ANGELES — Los Angeles County health officials have confirmed the county’s first human cases of West Nile virus this year, saying six cases have been identified since late July.

No specifics about the patients were released on Thursday — but according to the county Department of Public Health, the victims live in the Antelope Valley, San Fernando Valley and San Gabriel Valley.

Most of the patients were hospitalized in late July and early August, and all are recovering, according to the county.

“Mosquitoes thrive in hot weather and residents should follow simple steps to reduce their risk of exposure to mosquito-borne diseases, such as West Nile virus,” county Health Officer Dr. Muntu Davis said in a statement.



A truck with the Orange County Mosquito and Vector Control District sprays a larvicide in the cemetery at Fairhaven Memorial Park in Santa Ana on Thursday, Oct. 1, 2020. The Wide Area Larvicide Spray targets immature mosquitoes in the water. The spray contains a naturally occurring bacterium that kills mosquito larvae before they become adult mosquitos which can carry diseases such as the West Nile Virus. (Photo by Leonard Ortiz, Orange County Register/SCNG)

“Simple measures can reduce mosquitoes and mosquito bites, like protecting yourself and your family with insect repellent and removing standing water outside your home. West Nile virus can lead to hospitalization or death, and, by taking preventative steps now, residents can better protect themselves against infection and the serious neuro-invasive disease caused by this virus.”

According to the state, a total of 18 human cases of West Nile virus had been confirmed in California as of last Friday, including one in Pasadena, which has its own health department separate from the county. Orange County announced a human case earlier this month.

The West Nile virus season typically runs from summer through fall, according to the U.S. Centers for Disease Control and Prevention. People catch it from a bite from an infected mosquito, which contracts the virus when it feeds on an infected bird.

Most people infected with the virus do not feel sick, but about 1 in 5 who are infected develop a fever and other symptoms, according to the CDC. About 1 in 150 infected people develop a serious, sometimes fatal, illness, CDC data show.

Because there is no human vaccine or cure for West Nile virus, health officials recommend that people use mosquito repellent. The CDC recommends products with the active ingredients DEET, Picaridin, IR3535, or oil of lemon eucalyptus as being safe and effective against mosquitoes that can transmit diseases when used according to the labels.

Other steps residents should take include:

- Eliminating standing water in clogged rain gutters, rain barrels, discarded tires, buckets, watering troughs or anything that holds water for more than a week
- Ensuring that swimming pools, spas and ponds are properly maintained
- Changing the water in pet dishes, bird baths and other small containers weekly
- Requesting mosquitofish from your local vector control district for placement in ornamental ponds
- Reporting neglected (green) swimming pools in your neighborhood to your vector control district



# 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:** California Special District Association 2022 Annual Conference

**Date:** August 22 to 25, 2022

**Location:** Palm Desert, CA

I attended the 2022 CSDA Annual Conference in Palm Desert, CA from August 22 to the 25th. The conference is geared specifically towards Special Districts, Special District governance, and related legal, personnel, and legislative matters.

There were a number of session that I attended, including: Violence in the Workplace – Mitigating Risk; Promoting Civility in Times of Heightened Partisanship and Polarization; Cyber Security Practices; as well as a session on Changing Climate/Changing Times.

I also attended a very interesting “round-table” discussion with two attorneys that primarily handle labor matters. One of the attorneys that hosted the discussion is also the District’s primary contact as we revamp our personnel manual. It was good talking to him and gaining additional insight into how the re-write process works from their perspective.

I also attended two keynote sessions, awards ceremonies, breakfasts, and networking opportunities.

I have included a copy of the conference program.

Date: August 29, 2022

Signed: Rick Howard

Print Name: Rick Howard



**California Special  
Districts Association**  
*Districts Stronger Together*

# **2022 CSDA Annual Conference & Exhibitor Showcase**

*The Leadership Conference  
for Special Districts*

**August 22–25, 2022  
Palm Desert, California**





## JW Marriott **Desert Springs Resort & Spa**

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$139 plus tax plus discounted \$15 resort charge and are based on availability. The room reservation cut-off is July 22, 2022; however, space is limited and may sell out before this date. Information with the link to book hotel reservations in the CSDA room block will be emailed to the attendee within 24 hours of registration.

### **SDRMA Credit Incentive Points**



Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

## **Monday, August 22, 2022**



8:00 a.m.

### **Pre-Conference Program Events**

(pre-registration/payment required)



#### **SDLF Scramble for Scholarships Golf Tournament**

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary!

Proceeds benefit the Special District Leadership Foundation scholarship fund.

*\$120 includes golf with cart, lunch, and prizes!*



9:00 a.m. – 3:30 p.m.

### **Pre-Conference Workshops**

(pre-registration/payment required)

#### **Special District Leadership Academy Module 1: Governance Foundations**

 **CIP ELIGIBLE**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

*\$225 CSDA Member / \$340 Non-member\**

## So, You Want to Be a General Manager?

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

*\$100 CSDA Member and Non-member\**

## NEW! Special District Finance Professionals Forum

Join industry experts and special district professionals for a full-day forum with education and information specifically for special district finance professionals ahead of the CSDA Annual Conference & Exhibitor Showcase. Topics include local government investing, GFOA best practices, long-range financial planning and modeling, GASB reporting, cost-saving measures, and managing pension costs.

*\$50 CSDA Member / \$100 Non-member\**

*\*Pre-Conference Workshop Registration Fee includes continental breakfast and lunch. Limited class size, register early!*



5:15 – 7:30 p.m.

## Conference Officially Begins! President's Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

*(all registered attendees welcome)*



11:30 a.m. – 3:00 p.m.

## Pre-Conference Tour:

### Southern California Edison (SCE) Green Energy Tour

Join your fellow attendees and representatives of Southern California Edison (SCE) for lunch and a tour of the Devers Substation. Attendees will learn about SCE operations as well as green energy efforts in the area including solar and wind.

*\$10 per person, includes transportation to/from the hotel, lunch, and tour*

*Early registration is encouraged. Limited to 50 attendees.*



1:30 – 3:30 p.m.

## Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation

*(optional, must be scheduled prior to conference)*



3:45 – 5:15 p.m.

## Chapter Roundtable Discussion

*(optional, no fee but must be attending the conference)*

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



CSDA Board President  
Ryan Clausnitzer, CSDM



CSDA CEO  
Neil McCormick



7:30 – 8:30 a.m.

### CSDA Board Meeting



7:30 a.m. – 6:30 p.m.

### Exhibitor Showcase Open



7:30 – 8:30 a.m.

### Continental Breakfast in the Exhibit Hall (Raffle)



8:45 – 10:45 a.m.

### Opening General Session and Keynote

#### The Courage to Go Together: Three Questions to Change How You Work, Live and Lead

CEO and Founder of Go Together Global and best-selling author, Shola Richards presents “The Courage to Go Together: Three Questions to Change How You Work, Live and Lead.”

In his inspiring flagship keynote, Shola will introduce the transformative concept of Ubuntu (pronounced, “oo-BOON-too”) which translates to “I am, because we are.” The Ubuntu philosophy, along with three powerful questions, will provide the audience with actionable strategies to transform their work culture, amplify team civility, and inspire themselves and others to consistently bring their best to their work.

The audience will leave with:

- The three key questions that they need to ask themselves to increase the likelihood of civil, engaged, and productive work culture.
- The answers to the most common objections to beginning the important (and challenging) work of positively transforming their work culture.
- The self-awareness to become mindful of how their words, actions, and behaviors affect others.

#### Awards Presented

General Manager of the Year, Board Member of the Year, and Staff Member of the Year, SDLF New and Renewing CSDM, and SDLF Certificate in Special District Governance.





11:00 a.m. – 12:00 p.m.

## Breakout Sessions

### It's All About the Projects

*Probolsky Research, Orange County Sanitation District, Santa Margarita Water District*

Special districts spend billions of dollars every year on infrastructure projects from pipe replacements and building retrofitting to treatment plants and new trail systems. The public likes to know where their tax and ratepayer dollars are going.

- Learn how to gain public trust by promoting your projects, big and small
- See how other agencies have successfully highlighted infrastructure projects
- Get unique insight from recent research on how to best communicate your infrastructure successes with the public

### Violence in the Workplace—Mitigating Risk and Proactively Responding to Threats

*Renne Public Law Group*

This session will address how special districts can develop policies and procedures aimed at both preventing workplace violence from occurring and responding promptly to threats that do arise.

- The legal standard for obtaining a workplace violence temporary restraining order (TRO) and related court procedures
- How or whether a special district may respond to threatening

- behavior from an employee at work.
- What type of threatening behavior (i.e., on or off duty) warrants a response from the special district
- Guidance on developing workplace violence and related policies to mitigate and manage risk

### Lessons Learned from a Disrupted Redistricting Process

*Best Best & Krieger LLP and Goleta Sanitary District*

The 2021 Redistricting Cycle saw challenges at every turn. From delayed data releases to a lack of qualified demographers to handle the increased workload due to changes in the California Voting Rights Act, Redistricting 2021 has taxed teams and organizations across the state. Participants in this informative session can share their own stories while hearing the good, bad, and ugly about how this massive statewide endeavor unfolded. Revisiting this topic will provide insight into how agencies may plan for other future projects that involve collaboration with a limited number of vendors, as well as how they can interact with other agencies going through the same process, share resources, and solve problems with creativity and optimism.

In this session, participants will learn about:

- redistricting strategies that do or do not work

- how to leverage successful strategies from redistricting to solve other agency problems
- how the legislature impacted key decision making at the local level
- what to plan for in the future

### Change of Course: Master Plan Mini-Updates Using Internal Knowledge

*Monte Vista Water District*

Staff has first-hand knowledge of a district's infrastructure needs and vulnerabilities. In 2020, Monte Vista Water District put this knowledge to use in reevaluating and updating its capital improvement strategy. Through a series of structured workshops with field and administrative staff, MVWD developed a water system master plan "mini-update," including a prioritized five-year capital improvement and pipeline replacement program. Staff then developed and presented to the Board of Directors funding options based on prioritized needs, resulting in an updated five-year financial master plan. Finally, the results of these updated plans were integrated into MVWD's annual budget and five-year strategic plan, ensuring consistency between near- and long-term goals. The presenters will demonstrate how conducting a structured re-evaluation of master plans using internal knowledge led to a successful reorientation of its capital program.

Learning outcomes:

- re-evaluation of capital and

- financial master plans
- use of internal staff knowledge
- near- and long-term planning integration

### Social Media Issues: Free Speech, Public Records, and Public Meetings *Meyers Nave*

The use of social media by public entities, elected officials, and employees presents significant legal and regulatory issues. The session will address the three most important social media issues facing special districts:

1. First Amendment – Does a public official violate First Amendment rights by blocking someone from the official’s social media account?
2. Public Records – Are electronic communications through a social media account provided by a government entity, such as a special district’s Facebook page, subject to the Public Records Act?
3. Public Meetings – What social media activities do and do not comply with public notice,

public access, and public comment requirements of the Brown Act?

### MCLE CREDIT

*This presentation has been approved for 1 hour of MCLE credit by the State Bar of California.*

*Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

### Post Pandemic COVID-19 Workplace Accommodation Challenges *Atkinson, Andelson, Loya, Ruud & Romo*

California public employers have adjusted and adapted to the evolving workplace during the pandemic. As it becomes more likely that employers will now have to work and live side-by-side with COVID-19, employers will be challenged with the new expectations and accommodation requests from the workforce. We will begin with a refresher of the reasonable accommodation process and best practices, and move to a discussion of COVID-19 related

requests for accommodations and how to navigate the process to ensure compliance, maintain productivity, and limit missteps.

### How the General Manager Performance Evaluation Can Make a Real Difference for both the Manager and the Board *Rauch Communication Consultants, Inc.*

*Rauch Communication Consultants, Inc.*

This session details a proven process that will improve communication and understanding between the manager and board, incorporates both subjective and objective metrics, and ensures there is policy level direction to clarify the manager’s goals for the coming year.

### Learning Outcomes:

- How to plan and implement a general manager performance evaluation
- The role of the board, manager, and legal counsel
- How and when to consider a 360-degree evaluation
- How to set up goals, use of forms, and more



12:15 – 1:30 p.m.

## Lunch with the Exhibitors

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you’re looking for!

Lunch is included in conference registration.





1:45 – 3:00 p.m.

## Breakout Sessions

### Required Ethics Compliance Training – AB 1234 (Part 1)

*Meyers Nave*

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.

#### MCLE CREDIT

*This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

### It's Easier Than You Think! Building and Maintaining an Effective Investment Program for Your Special District

*Public Trust Advisors / California CLASS*

A comprehensive investment program for public agencies should strive to optimally balance safety, liquidity, and yield considerations. This session will explore some possible ways to evaluate and utilize the different investment vehicles and structures available to California special districts: stable \$1.00 Net Asset Value investment pools; variable Net Asset Value investment pools; and separately managed accounts (SMAs). The session will discuss the application of pools and SMAs in establishing a cash management and investment program at a public agency. Attendees will leave

this session with a more holistic understanding of the role that an investment adviser can fill in helping establish and operate an investment program, both through an investment pool and an SMA.

### Setting Your Agency Up for Success: Building Goals and Priorities

*Tripepi Smith*

As new issues and challenges arise every day, agencies may find themselves shifting and changing policies, processes, service delivery, and more. To set themselves on the right track, these agencies would benefit from reestablishing organizational goals, narrowing their focus on priorities, and reviewing the progress made on current goals. By doing so effectively, agencies can identify areas for improvement and make significant progress towards success and growth.

In this session, Tripepi Smith President Ryder Todd Smith, Director Mike Egan and Director Jennifer Fitzgerald will reflect on their experiences in public service and in assisting agencies with processes such as this to:

- Consider the purpose and benefits of establishing goals for agency staff and the communities they serve
- Review how to remain effective in the goal-setting process
- Discuss accountability and goal measurement practices

- Analyze how building goals can impact the agency's culture

### Seriously? Crucial Conversations in a Stressful Environment

*Best Best & Krieger LLP*

Everyone has experienced a difficult conversation at work, some of their own making and some the result of another person's behavior. This session will both entertain and educate the participants on how to handle crucial conversations, manage stressful situations without regrets and deal with various communication styles of today's multi-generational workplace.

### Brown Act: Principles, Traps and Avoiding Unintentional Violations

*Lozano Smith, Attorneys at Law*

This workshop will use entertaining hypotheticals to engage participants in a wide-ranging, hands-on overview of the Brown Act to help board members stay in compliance when it comes to closed sessions, public comments, serial meetings, and e-communications.

### Promoting Civility in Times of Heightened Partisanship and Polarization

*Panel moderated by Institute for Local Government*

In the wake of contentious elections, local officials statewide are faced with navigating polarization and partisanship at the federal, state, and local levels. Local governments are working

hard to balance this while also managing new board dynamics, continued uncertainty resulting from the COVID crisis and a myriad of other challenges local governments face daily. Join a panel of special district officials to hear strategies and lessons learned about how to manage relationships, increase civility, continue operations, and

communicate effectively with your community.

### **The Five Functions That Drive Team Success**

*David Aranda, CSDM*

Special districts face unique challenges with individual board members coming together as a unified board and working as a team along with the general

manager. This presentation will discuss the five best practices of an effective team, as based on Patrick Lencioni's book, "The Five Dysfunctions of a Team." The instructor will also share insights and lessons learned from over three decades of serving as a general manager and board member.



3:45 – 4:45 p.m.

## **Breakout Sessions**

### **Required Ethics AB 1234 Compliance Training (Part 2)**

*Meyers Nave*

See previous session description.

*(Must attend both sessions for certificate)*

### **You Need It. How Do You Do it? A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan**

*Rauch Communication Consultants, Inc.*

Whatever the challenges facing your district, it is critical to build a realistic, step-by-step, and well-supported plan to get there. This session will provide concrete guidance on evaluating the issues, challenges, and opportunities facing your district and developing clear board direction for the future. This lively session will feature sharing of actual experiences (good and bad) by the participants and seminar leader. The session will provide numerous practical tips that you can bring home to your district. It will also demonstrate how staff

can develop implementation plans and successfully engage the board, executive team, staff, and the public in this process. You will also learn how to pin down clear direction in plain English, measure results, and more.

### **Mastering the Art of Crucial Conversations Around DEI**

*CPS HR Consulting*

It is essential to learn how to have hard conversations that address the current environment of social justice and racial equity. We will explore topics like cultural intelligence, acknowledgment vs. agreement, Black Lives Matter vs. All Lives Matter, how to be an ally, and the best way to address employees. This session will share practical and timely guidance on how to engage employees around the complex and passionate issues related to systemic racism, the need for transparency and accountability in organizational practices, and the need for civil discourse.

### **The Road Ahead for Managing Rising Pension Costs**

*PARS*

As public agencies continue to navigate through the challenges created by the COVID-19 Pandemic, rising pension costs continue to loom like a dark cloud that keeps growing. Pension systems face an uncertain economic outlook with discount rate targets that are mismatched with future expected returns. Recent changes to asset allocations also risk further increasing the gap for funding these obligations. How are agencies addressing their pension liabilities during uncertain times such as these? In this session, industry experts will discuss common questions and concerns related to this topic to help you prepare for the road ahead.

### **Boards Behaving Badly: How to Stay Out of Trouble**

*Renne Public Law Group*

This session will explain the duties of trust and loyalty board members owe their district and constituents.

**Tuesday, August 23, 2022**

Using real-life examples, the session will cover the topics board members need to understand to avoid allegations of misconduct, including:

- The roles of boards and individual members serving on the board
- Handling confidential material
- Safeguarding attorney-client privileged information
- Understanding public contracting requirements
- The relevance and impact of conflict-of-interest laws in the above-contexts

**Special Taxes by Majority Voter Approval: How, When, and Why**  
*Colantuono Highsmith & Whatley, PC*

Based on recent court opinions, special taxes proposed by initiative may be approved by a simple majority vote (50% + 1). This is a

dramatic change from prior law that required all special taxes to be approved by a supermajority (2/3rds) of voters. This session will discuss the process and law related to this change in special taxes.

**10 Cybersecurity Practices to Keep Special Districts Safe**  
*Meriplex, Streamline*

Special districts are increasingly becoming a target of cyberattacks. With insurance rates skyrocketing and cyber coverage increasingly hard to qualify for, now is the time to be ready and safe. Join our presenters as they walk you through ten easy steps that will protect you from 99% of threats. They promise to speak plain English and leave you with an easy checklist to protect yourself and the community you serve.



5:00 – 6:30 p.m.

## **Mix and “FlaMingle” in the Exhibit Hall**

Stop by the exhibit hall for a cocktail and hors d’oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, August 23rd at 6:30 p.m.



# Taste of the City *Casino Night*

Wednesday, August 24, 2022  
from 6 to 9 p.m.





8:00 – 8:45 a.m.

## SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.



8:45 – 10:30 a.m.

## SDRMA General Session Keynote

### Good Anxiety: Harnessing the Power of the Most Misunderstood Emotion



Dr. Wendy Suzuki, professor and author presenting “Good Anxiety: Harnessing the Power of the Most Misunderstood Emotion.” You know when you get that ambiguous email from your boss or your constituent and you start to feel sweaty palms and that empty, freaked-out sensation in your stomach? Then you know, it’s back again.... Anxiety. But what if anxiety isn’t always a bad thing? What if, by using tools from neuroscience and psychology, you could learn to turn down the volume on your anxiety and transform all that activation energy that’s making your mind race into something that’s actually helpful? That jujitsu move of transforming anxiety into something productive and helpful is the topic of Professor Suzuki’s talk.

### Awards Presented

SDRMA Safety Awards, New and Renewing Transparency Certificate of Excellence, New and Renewing District of Distinction



10:45 a.m. – 12:00 p.m.

## Breakout Sessions

### The Bond Market 101: Access, Interest Rates, and Costs

*CSDA Finance Corporation*

Debt financing can be a useful tool for funding capital improvements, but it isn’t a one-size-fits-all solution. Different types of financing can mean different interest rates and different costs of issuance. In this panel discussion, CSDA Finance Corporation consultants explain how financings are priced (and interest rates are set) in the bond market vs the bank market. Learn about different

types of financings and how they are secured, the difference between tax-exempt and taxable transactions, and the related costs and fees.

### Back to Basics –The Power of Your Injury & Illness Prevention Program (IIPP)

*Special District Risk Management Authority*

While the IIPP seems like one of the most basic Cal/OSHA standards, it is actually the essential foundation of an effective safety program. It is a step-by-

step guide on how to protect your employees. When all elements of the IIPP are in sync, the result is a powerful safety program that identifies the hazards and exposures employees face, detects required prevention measures to protect employees, and then systematically realigns when conditions change.

During this session, participants will gain a fresh perspective on how the elements of the IIPP work together. Taking a fresh look at your IIPP is no easy feat, but

its value comes from protecting your employees, reducing risks associated with workplace injuries and illnesses, and reducing costs through prevention.

### **Telling Your Organization's Story** *Cucamonga Valley Water District* *Coachella Valley Mosquito and Vector Control District*

Special districts do important work for communities, but if we don't tell our story throughout the year, our customers won't understand the need for rate increases, usage decreases, or power adjustments when needed. Messaging proactively with a plan will help your district foster relationships with your stakeholders that will come back in key times. This session will cover how to incorporate strategic communications into your agency's general plan, and you will hear case studies from special districts that have successfully told their story and developed an awareness within their community to gain trust and inspire impactful engagement.

### **Homelessness: What Special Districts Need to Know and What They Can Do** *Meyers Nave*

California continues to have the largest increase in homelessness each year now accounting for 28% of the homeless population in the U.S. and 51% of all unsheltered homeless individuals. The Ninth Circuit Court of Appeals' landmark decision in *Martin v. City of Boise* held that enforcement of sleep, lie, camping, or similar ordinances where there is insufficient shelter

space to accommodate all homeless people violates the Eighth Amendment right against cruel and unusual punishment. This session focuses on the challenges and best practices for addressing homelessness and its impact on special districts.

### **MCLE CREDIT**

*This presentation has been approved for 1.25 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

### **Best in Class: Collaborations of Individual District's Strengths Forge Regional Excellence** *Palmdale Water District* *United Water Conservation District*

Following nearly a year of exploratory meetings, Palmdale Water District and United Water Conservation District agreed to share resources and work on large-scale projects that are of mutual benefit. These include the coordinated development and use of water resources, recreation areas, intern and apprenticeship programs, and advanced water treatment. This promising collaboration, while unique, will provide numerous benefits to the communities served by both agencies.

### **Wage and Hour Law Update for California Special Districts** *Slovak Baron Empey Murphy & Pinkney LLP*

California's wage and hour laws are notoriously some of the strictest in the nation for employers. These

laws are complex and constantly evolving, intermingling various sources of state and federal statutes, regulations, and advisory opinions from state agencies. Simple and inadvertent mistakes in payroll and timekeeping practices can quickly expose employers to significant liability from class-action lawsuits and representative claims under the Private Attorneys General Act (PAGA).

Learning outcomes for this session will include:

- Understanding the latest developments and trends in California wage and hour laws
- Developing management strategies to mitigate exposure to wage and hour claims
- Appreciating the risks and benefits of using arbitration agreements to protect against class

### **Changing Climate – Changing Times** *Panel Discussion*

Hear from special districts and other experts at the forefront of climate adaptation issues. Our expert panel includes the Rosamond Community Services District as well as the Resource Conservation District of Greater San Diego County. Rosamond will highlight their innovative water recycling solution, "Water Reuse," and RCD of Greater San Diego County will discuss how they support their community and homeowners through 40+ fire-safe councils and work toward regional wildfire resiliency through a suite of forest health and fire prevention programs.



11:00 a.m. – 12:00 p.m.

## SDLF Board and Annual Meeting



12:15 – 1:45 p.m.

## Legislative Update Luncheon

(All attendees welcome)

CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2022, as well as a sneak peek of what to expect in 2023. Learn about significant new laws coming your way and what they mean for special districts going forward.



## Awards Presented

- Innovative Project/Program of the Year Award (large district)
- Innovative Project/Program of the Year Award (small district)
- Exceptional Public Outreach & Advocacy Award (large district)
- Exceptional Public Outreach & Advocacy Award (small district)
- Recognition of Previous and Outgoing Board Members
- Ralph Heim Exceptional Outreach & Advocacy Award
- William Hollingsworth Award of Excellence



2:00 – 3:00 p.m.

## CSDA Finance Corporation Board and Annual Meeting



2:00 – 3:15 p.m.

## Breakout Sessions

### Sexual Harassment Prevention (Part 1) *Richards Watson Gershon*

This two-hour training addresses the prevention of sexual harassment and other forms of workplace harassment. It fulfills the requirements for supervisory and non-supervisory employees, as well as elected officials.

### Contracting for Indemnification *Special District Risk Management Authority*

This session will provide attendees with information on how to evaluate contracts specifically as they related to indemnity and hold harmless agreements to ensure that your agency is protected.

We will go over recommended limits and template language for contracts. We will also go over the importance of being named as an Additional Insured by your contractors/vendors to protect your agency and how to avoid issues when a claim occurs.

## Ballot Measure 101 – Legal Requirements and Processes for Ballot Measures

*Richards Watson Gershon*

Ballot measures that affect special districts might be infrequent, but the stakes can be quite high. This session will provide an overview of some of the basic issues relating to local ballot measures, including what district staff and officials can and can't do in connection with a ballot measure.

## Healthier Local Democracies through Lottery-Selected Panels

*Healthy Democracy*

Democratic lotteries are being used around the world to guarantee diversity, representation, and inclusion of new voices in public policymaking. Healthy Democracy will provide an introduction to this concept, sharing recent case studies from Oregon and California, followed

by an interactive workshop in which participants will imagine how lottery-selected panels could transform tricky policy decisions in their communities.

## Legislative Update - Post Script *CSDA*

Can't get enough of the advocacy and public affairs inside scoop? Attended the Legislative Update Luncheon and still have more questions? We have you covered. Here's your chance to meet with CSDA's advocacy experts in a smaller setting designed to expand upon and answer questions about topics presented at the luncheon. Bring your inner #advocageek.

## Special Districts and LAFCo – Past Successes and Future Challenges *Colantuono, Highsmith and Whatley, PC and LAFCo of Riverside County*

This session will discuss the role of special districts on LAFCo,

the municipal service review (MSR) and sphere of influence process and why it's important, and different types of changes of organization and the procedures for each, with specific, real-world examples of special district/LAFCo actions.

## Town Hall - Legal Eagles

*Liebert Cassidy Whitmore*

Join us this year to get your questions answered! Special districts deal with a number of issues on a daily basis, and it is best to be prepared. Share your questions with others who probably have the same problems, concerns, and issues. This is a great opportunity to get some great legal answers - without those annoying billable hours!



3:30 – 5:00 p.m.

## Breakout Sessions

### Sexual Harassment Prevention (Part 2)

*Richards Watson Gershon*

See previous session description. (Must attend both sessions for certificate)

### What New in Prevailing Wage Compliance

*Contractor Compliance and Monitoring Inc.*

Prevailing wage in California continues to change each year. Attend this session to learn about the latest changes, how the

California DIR is enforcing these requirements, and best practices for your public agency.

### Neurodiversity Employment Programs: Appreciating the Dandelions

*Valley Sanitary District*

Public employers are losing ground in hiring and retaining the next generation of workers. This may be due to outdated recruitment and hiring practices that discourage individuals with neurodivergent conditions. In this session, you'll

learn about best practices for transforming the workplace into a neuro-inclusive environment. This session's presenter will broaden your understanding of neurodiversity and highlight successful programs for inclusion.

### Five Steps to Successful Community Support

*East Valley Water District*

East Valley Water District developed a five-step roadmap to successfully receive authorization for reorganization to include

## Wednesday, August 24, 2022

wastewater treatment authority and began constructing the Sterling Natural Resource Center. The roadmap outlined the following process: know your audience, develop key messages, engage with the target audience through formal and informal interactions, outline a feedback loop and develop a localized community benefit program to enhance the quality of life.



6:00 – 9:00 p.m.

### Taste of the City Casino Night

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.



5:00 – 6:00 p.m.

### SDRMA Member Reception

Light appetizers and drinks to be served

*Electronic invitation to SDRMA Members to follow – approximately one month prior to the event*



## Thursday, August 25, 2022



8:00 – 10:00 a.m.

### Closing Breakfast: Connect and Collaborate

Here's your chance to enjoy a light breakfast and connect with similar districts and discuss some of your most pressing issues!



#### Awards Presented

- Excellence in Technology
- Chapter of the Year
- ILG Beacon Awards



10:00 a.m.

### Conference Adjourns

\*Guest registration includes all meal functions, receptions (including Taste of the City), and Keynote sessions. We also offer a Taste of the City-only guest registration.

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Specialist Eric Spencer at [erics@csla.net](mailto:erics@csla.net) or call toll-free 877-924-2732.



# Attendee Registration Form

*INCLUDE FORM WITH PAYMENT.*

## Hotel Reservations

### JW Marriott Desert Springs Resort & Spa

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$139 plus tax plus discounted \$15 resort fee. The room reservation cut-off is July 22, 2022; however, space is limited and may sell out before this date.

Information regarding hotel reservations and link to book in the CSDA room block will be emailed to the registered attendee within 24 hours of registration.

## Registration Fees Include:

- ◆ President's Reception with the Exhibitors
- ◆ Keynote Sessions
- ◆ Continental Breakfast with the Exhibitors
- ◆ Lunch with the Exhibitors
- ◆ Mix and FlaMingle in the Exhibit Hall
- ◆ SDRMA Full Plated Breakfast
- ◆ Legislative Update Luncheon
- ◆ All Breakout Sessions
- ◆ "Taste of the City" Reception
- ◆ Closing Breakfast

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Special Needs (include dietary):			
Emergency Contact:			
Conference Registration Fees		Early Bird (on /before July 22, 2022)	Regular (after July 22, 2022)
<input type="checkbox"/> CSDA Member - Full Conference		\$ 650.00	\$ 725.00
<input type="checkbox"/> Non-member - Full Conference		\$ 975.00	\$ 1,085.00
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 350.00	\$ 425.00
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 525.00	\$ 635.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 375.00 each day	\$ 400.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 560.00 each day	\$ 600.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 22		\$ 225.00	\$ 340.00
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager - Aug. 22		\$ 100.00	
<input type="checkbox"/> Pre-Conference Workshop: Special District Finance Professionals Forum - Aug. 22		\$ 50.00	\$ 100.00
<input type="checkbox"/> Pre-Conference Tour: SCE Green Energy Tour (includes lunch) - Aug. 22		\$ 10.00	
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament (includes lunch) - Aug. 22		\$ 120.00	
<input type="checkbox"/> SDLF "Taste of the City" Casino Night Reception (Guests only) - Aug. 24		\$ 80.00 CSDA Member Guest	\$ 120.00 Non-member Guest
			TOTAL
Payment Information			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:	CVC:	Authorized Signature:	
<b>3 Ways to register:</b> 1. ONLINE by visiting <a href="http://conference.csdanet.net">conference.csdanet.net</a> . 2. FAX 916-520-2465. 3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Check should be made payable to: California Special Districts Association.			

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Thursday, July 22, 2022. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after July 22, 2022. Substitutions are acceptable and must be done in writing no later than August 12, 2022 at 5:00 p.m. Please submit any cancellation notice or substitution request to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).



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## **ATTENDEE REGISTRATION**

*2022 CSDA Annual Conference and Exhibitor Showcase*

August 22 - 25, 2022 Palm Desert, California



*Come join your flock... Register Today!*



## Orange County Mosquito and Vector Control District

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*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, Assistant District Manager/Director of Communications

**Name of Conference/Event:** California Special Districts Association Annual Conference

**Date:** Monday, August 22, 2022 – Thursday, August 25, 2022

**Location:** Palm Desert, California

The California Special District Association (CSDA) Annual Conference provided a valuable opportunity to learn from industry leaders and network with staff from that provide essential services such as water, sanitation, and parks. The CSDA conference always provides great sessions on governance, legislative impacts and how to improve services and safety. Below is a recap on some of the sessions I attended.

On Tuesday, the keynote speaker, Shola Richards, spoke about how to promote a positive workplace and improve leadership. I really enjoyed this speaker and how he really looked at what each person can do as an individual day to day, to lead, and be a good example. One of his main points was that as a leader you must be willing to do the job of those you are leading and be appreciative of everyone within your organization. His keynote address provided some great tips on how I would be able to improve as an employee and a leader within OCMVCD.

The second keynote speaker, Dr. Wendy Suzuki, spoke about anxiety and how that impacts an individual throughout their lives both physically and mentally. Dr. Suzuki provided some great insight on how taking care of yourself and taking time to be active and mentally recharge overall helps people become more productive, happy in their lives/work and expand some cognitive learning skills. The message from this keynote speaker is timely as we see more burnout from COVID and staff not taking the time away from their desks to recharge. It was interesting the impacts that a 10-minute walk can have on someone to help them work and feel better. I will be sharing this with District staff and implementing it in my day-to-day work.

In addition to the keynote speakers, I was able to attend some very informative breakout sessions including:

- COVID work accommodations and what labor attorneys are seeing as we transition to this new world post-COVID. The highlight of this session was that every request for accommodation needs to be reviewed and taken seriously and you cannot rely on past practices to determine accommodations. Some examples of accommodations that employees had made was a non-traditional work schedule due to COVID fatigue/brain fog, work from home due to preexisting conditions, and request for additional equipment such as air filters to assist with long COVID symptoms.
- Keys to building a multi-year strategic plan focused on the successful steps to build a strategic plan. One of the biggest takeaways for this was that a successful strategic plan needs to be reviewed and periodically. Reviews allow for staff and leadership to determine if goals are being met and also refocus the District's to meet strategic objectives.
- The Power of an IIP program addressed the requirements for an IIP plan but also the need to have a comprehensive plan and staff committed to the implementation of safety practices. Two items that really stood out in this session were that fact that organizations need to reinforce good safety practices and praise employees that have good practices, while ensuring that those that are not complying learn what to do. The second item was the need to good training that is interactive and engages staff but is reinforced throughout the year.

Overall, the CSDA Annual conference was a great experience. I was able to bring back some great resources and expand on our legislative impacts in the coming year.

Date: August 26, 2022

Signed: *Lora Young*

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 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:** CSDA Annual Conference

**Date:** August 22-25, 2022

**Location:** Palm Desert, CA

The California Special Districts Association (CSDA) Annual Conference addressed a number of new topics this year that were quite interesting and have never been presented before to my knowledge.

The first keynote speaker, Shiola Richards, addressed working as a team as opposed to individuals. While this topic has been presented numerous ways over the years, his take on the topic was a unique one. One slide that really spoke to me was “please take the responsibility for the energy you bring into this space.” While this is a seemingly easy concept, everyone is guilty of bringing in outside struggles, biases, beliefs, that can affect the entire office.

The second keynote speaker, Dr. Wendy Suzuki, spoke about anxiety and how it affects the workplace. She had studies that showed how people’s anxiety levels have risen since 2020 and gave us coping mechanisms (including meditation and exercise) as a way to combat anxiety. She also gave us tips on how to use our anxieties to become more productive employees, in essence, to use the anxiety as a benefit rather than a deterrent in the workplace.

I also attended a session entitled “Violence in the Workplace- Mitigating Risks and Proactively Responding to Threats” In this day and age, it seems that most conferences now include a session on violence in the workplace. This session addressed violence between coworkers, for outside public, domestic violence that could come to the workplace, and random acts of violence. Approximately two million employees are victims of workplace violence every year. The presenter told us how to be proactive such as how to get restraining orders, and what steps we could take to keep staff safe.

Another session I attended was “Promoting Civility in Times of Heightened Partisanship and Polarization.” This session addressed civility between trustees and the public, for example in board meetings, but it also included civility between trustees as well. While the District does

have a code of conduct policy and decorum policy, it will be good to review the policies and see what can be updated to be more inclusive.

One session I attended that revolved around inclusivity were "Mastering the Art of Crucial Conversations Around DEI." This was the first time I had seen this topic included at a conference and it was well attended. Hopefully sessions similar to this one will be offered at future conferences.

Overall, it was a great conference with a number of great presentations. I am very excited to incorporate my learning into my everyday work life.

Date: August 29, 2022

Dept Mgr Signature: \_\_\_\_\_



Signed: Tawnia Pett

Print Name: Tawnia Pett



“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."