



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

**JOINT COMMITTEE MEETING: BUDGET & FINANCE AND BUILDING, PROPERTY, &
EQUIPMENT COMMITTEES: FEBRUARY 28, 2024 AT 12:00 PM
POLICY & PERSONNEL COMMITTEE: MARCH 21, 2024 AT 2:00 PM
PUBLIC RELATIONS COMMITTEE: MARCH 21, 2024 AT 2:30 PM**

**NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY MARCH 21, 2024
923rd REGULAR MEETING 3:00 P.M.
13001 GARDEN GROVE BLVD.
GARDEN GROVE, CA 92843
WEBSITE ADDRESS: www.ocvector.org
REGULAR MEETING 3:00 P.M.**

A. PLEDGE OF ALLEGIANCE AND ROLL CALL

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:	Craig Green	Placentia
VICE-PRESIDENT:	Cecilia Hupp	Brea
SECRETARY:	Bob Ruesch	Mission Viejo

Aliso Viejo	Richard Hurt	Lake Forest	Robert Pequeño
Anaheim	Carlos Leon	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Joyce Ahn	Newport Beach	Erik Weigand
Costa Mesa	William Turpit	Orange	Jon Dumitru
Cypress	Bonnie Peat	Placentia	Craig Green
Dana Point	John Gabbard	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Steve Knoblock
Fullerton	Shana Charles	San Juan Capistrano	John Taylor
Garden Grove	Stephanie Klopfenstein	Santa Ana	Nelida Mendoza
Huntington Beach	Pat Burns	Seal Beach	Nathan Steele
Irvine	Tammy Kim	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Debbie S. Baker	Villa Park	Crystal Miles
Laguna Beach	Mark Orgill	Westminster	Amy Phan West
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Gene Johns	County of Orange	Lisa Fernandez
Laguna Woods	Shari Horne		

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. Staff will give a presentation entitled "District 2024 Outreach Campaign"
2. Kosmont staff will give a presentation on potential new District facilities
3. LPA staff will give a presentation on cost of construction at potential new District facilities

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES:

1. Joint Committee Meeting: Budget & Finance and Building, Property, & Equipment Committees
2. Policy & Personnel Committee
3. Public Relations Committee

E. CONSENT CALENDAR:

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

1. Approve the DRAFT Minutes for the regular meeting on February 15, 2024
2. Approve Warrant Register for January 2024 (Exhibit A)
3. Approve Monthly Financial Report for January 2024 (Exhibit A)
4. Adopt Resolution No. 570 Amending Policy No. 29: Computer and Internet Use Policy and Procedures (Exhibit A, B, C)
5. Adopt Resolution No. 571 Approving the Addition of an Extra-Help Assistant Laboratory Position Job Description and the Position in the Orange County Mosquito and Vector Control District's Position Schedule (Exhibit A, B)
6. Adopt Resolution No. 572 Approving Changes to the Education Coordinator Job Description (Exhibit A, B)

F. BUSINESS ITEMS:

1. Provide Further Direction to Staff Pertaining to the District Office Relocation Plan (Exhibit A)

G. 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 operations activity in Orange County
3. Staff Presentation: Staff will give an update on outreach activity in Orange County
4. Receive and File Statement of Economic Interests 700 Forms for Filing
5. Receive and File Laboratory Reports – Included in agenda packet

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS:

I. DISTRICT MANAGER REPORT: Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT: Discussion and Possible Action

K. CORRESPONDENCE: Discussion and Possible Action:

1. Conference reports from conferences attended by staff in February

L. FUTURE AGENDA ITEMS:

M. ADJOURNMENT:

1. Adjourn to the next regular meeting on April 18, 2024 starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843.



**JOINT MEETING: BUDGET AND FINANCE COMMITTEE
AND
BUILDING, PROPERTY, & EQUIPMENT COMMITTEE
MEETING NOTICE
FEBRUARY 28, 2024
12:00 P.M.**

TO: Budget and Finance Committee

Richard Hurt	Aliso Viejo
Cecilia Hupp	Brea
John Gabbard	Dana Point
James Gomez	La Habra
Robert Pequeño	Lake Forest
Erik Weigand	Newport Beach
John Taylor	San Juan Capistrano
Nathan Steele	Seal Beach
Crystal Miles	Villa Park

Building, Property, & Equipment Committee

Bill Turpit	Costa Mesa
John Gabbard	Dana Point
Debbie Baker	La Palma
Mark Orgill	Laguna Beach
Erica Pezold	Laguna Hills
Craig Green	Placentia
John Taylor	San Juan Capistrano

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

RE: Joint Committee Meeting:
12:00 p.m., Wednesday February 28, 2024
13001 Garden Grove Blvd., Garden Grove, CA 92843
www.ocvector.org

AGENDA

1. Call to Order and Roll Call
2. Select Committee Chair for Budget & Finance Committee
3. Select Committee Chair for Building, Property, & Equipment Committee
4. Public Comments
5. Discuss Current Kosmont Brokerage Contract and Future Options
6. Discuss Current and Future Facility Needs
7. Adjourn

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**POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
MARCH 21, 2024
2:00 P.M.**

TO: Policy and Personnel Committee
Tammy Kim
Erica Pezold
Shari Horne
Tanya Doby
Jon Dumitru
April Josephson
Nelida Mendoza
Rebecca Gomez
Amy Phan West
Irvine
Laguna Hills
Laguna Woods
Los Alamitos
Orange
Rancho Santa Margarita
Santa Ana
Tustin
Westminster

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

RE: Policy and Personnel Committee Meeting:
2:00 p.m., Thursday March 21, 2024
www.ocvector.org

AGENDA

1. Call Meeting to Order and Roll Call
2. Select Committee Chair
3. Public Comments
4. Approve minutes from October 19, 2023 meeting
5. Discuss update to Policy No. 29: Computer and Internet Use Policy and Procedures (Agenda Item E.4)
6. Discuss Extra-Help Assistant Laboratory position (Agenda Item E.5)
7. Discuss revised Education Coordinator Job description (Agenda Item E.6)
8. Adjourn

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MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 2:00 P.M., October 19, 2023

PLACE: Orange County Mosquito and Vector Control District

Policy and Personnel Committee Members Present:

Tammy Kim	Irvine
Erica Pezold	Laguna Hills
Shari Horne	Laguna Woods
Tanya Doby	Los Alamitos
Rebecca Gomez (Chair)	Tustin

Policy and Personnel Committee Members Absent:

Fred Jung	Fullerton
Robert Pequeño	Lake Forest
Jon Dumitru	Orange
April Josephson	Rancho Santa Margarita

Others Present:

Lora Young	District Manager
Sandra Vera	Director of Human Resources

The meeting was called to order at 2:01 P.M.

1. **Call the Meeting to Order and Roll Call:** Five members of the committee were present out of nine members.
2. **Public Comments:** None
3. **Approve minutes from August 17, 2023 meeting:** On motion from Trustee Pezold, seconded by Trustee Horne, and approved by unanimous vote, the committee approved the August 17, 2023 minutes.
4. **Discuss addition of Human Resources Analyst Series job description (Agenda Item F.1):** On motion from Trustee Doby, seconded by Trustee Kim, and approved by unanimous vote, the committee recommended approving the updated Human Resources Analyst Series job description.
5. **Discuss update to Policy No. 56: Claims Policy (Agenda Item F.2):** On motion from Trustee Pezold, seconded by Trustee Horne, and approved by unanimous vote, the committee recommended approving the updated Policy No. 56 Claims Policy.
6. **Adjourned:** Meeting adjourned at 2:18 P.M.



**PUBLIC RELATIONS COMMITTEE
MEETING NOTICE
THURSDAY MARCH 21, 2024
2:30 P.M.**

TO: Public Relations Committee

Carlos Leon	Anaheim
Bonnie Peat	Cypress
Shana Charles	Fullerton
Stephanie Klopfenstein	Garden Grove
Gene Johns	Laguna Niguel
April Josephson	RS Margarita
Nathan Steele	Seal Beach
Rebecca Gomez	Tustin
Lisa Fernandez	County of Orange

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

RE: Public Relations Committee Meeting:
2:30 p.m., Thursday March 21, 2024

AGENDA

1. Call Meeting to Order and Roll Call
2. Select Committee Chair
3. Public Comments
4. Review 2024 Mosquito Awareness Campaign
5. Adjourn

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MINUTES OF THE 922nd MEETING

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

TIME: 3:00 P.M. February 15, 2024

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

PRESIDENT:	Craig Green	Placentia
VICE PRESIDENT:	Cecilia Hupp	Brea
SECRETARY:	Robert Ruesch	Mission Viejo

TRUSTEES PRESENT:

Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Joyce Ahn	Newport Beach	Erik Weigand
Costa Mesa	Bill Turpit	Orange	Jon Dumitru
Cypress	Bonnie Peat	Placentia	Craig Green
Dana Point	John Gabbard	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Steve Knoblock
Garden Grove	Stephanie Klopfenstein	San Juan Capistrano	John Taylor
La Habra	James Gomez	Santa Ana	Nelida Mendoza
La Palma	Debbie S. Baker	Seal Beach	Nathan Steele
Laguna Beach	Mark Orgill	Stanton	Gary Taylor
Laguna Niguel	Gene Johns	Tustin	Rebecca Gomez
Laguna Woods	Shari Horne	Villa Park	Crystal Miles
Lake Forest	Robert Pequeño	Westminster	Amy Phan West
Los Alamitos	Tanya Doby	County of Orange	Lisa Fernandez

TRUSTEES ABSENT:

Aliso Viejo	Richard Hurt	Huntington Beach	Pat Burns
Anaheim	Carlos Leon	Irvine	Tammy Kim
Fullerton	Shana Charles	Laguna Hills	Erica Pezold
		Yorba Linda	Peggy Huang

Trustees Leon, Burns, Pezold, and Huang had an excused absence.

OTHERS PRESENT:

Lora Young, District Manager
Miquel Jacobs, Director of Communications
Steve Shepherd, Director of Operations
Tawnia Pett, Executive Assistant/Clerk of the Board
Alexandra Halfman, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** President Green called the meeting to order at 3:00 P.M.
2. **Pledge of Allegiance:** President Green asked Secretary Ruesch to lead the Pledge of Allegiance.
3. **Roll Call:** Twenty-eight Trustees were present out of the current Board membership of 35.

After Roll Call President Green introduced the new Trustee: Lisa Fernandez from the County of Orange.

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

1. Recognized Outgoing Trustees Jung and Guillen-Merchant (Trustee Jung was not present).
2. Staff gave a presentation entitled "A Look Back on 2023 at the District".
3. District Counsel gave a presentation entitled "Trustee Roles and Responsibilities".

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

On motion from Vice President Hupp, seconded by Trustee Weigand, and approved by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.4 Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Gabbard, J. Taylor, West, and Fernandez). **Before the vote, Trustee Weigand noted that going forward, staff will provide additional information on the item "cardmember services" for Agenda Item E.2.**

Ayes: Trustees Hupp, Ahn, Turpit, Peat, Gabbard, Constantine, Klopfenstein, J. Gomez, Baker, Orgill, Johns, Horne, Pequeño, Doby, Ruesch, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Mendoza, Steele, G. Taylor, R. Gomez, Miles, West, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Hurt, Leon, Charles, Burns, Kim, Pezold, and Huang.

1. **Approval of Minutes:** Approved, without reading, the minutes of 921st Meeting of the Board of Trustees held January 19, 2024.
2. **Approved Warrant Register for December 2023: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for December 2023: (Exhibit A)** Received and filed.
4. **Approved Board of Trustee Committee Assignments for 2024: (Exhibit A)**

F. Business Items:

1. **Approved First Amended Employment Agreement Between the Orange County Mosquito and Vector Control District and its District Manager: (Exhibit A, B)** On motion from Trustee Knoblock, seconded by Trustee J. Gomez, and approved by unanimous vote, the Board of Trustees approved the first amended employment agreement between the Orange County Mosquito and Vector Control District and its District Manager.

Ayes: Trustees Hupp, Ahn, Turpit, Peat, Gabbard, Constantine, Klopfenstein, J. Gomez, Baker, Orgill, Johns, Horne, Pequeño, Doby, Ruesch, Weigand, Dumitru, Green, Josephson, Knoblock, J. Taylor, Mendoza, Steele, G. Taylor, R. Gomez, Miles, West, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Hurt, Leon, Charles, Burns, Kim, Pezold, and Huang.

G. Informational Items Only (No Action Necessary):

1. **Staff Presentation:** No Laboratory Report.
2. **Staff Presentation:** Director of Operations Shepherd gave an update of operations activity in Orange County.
3. **Staff Presentation:** Director of Communications Jacobs gave an update of outreach activity in Orange County.
4. **Received and Filed Trustee Terms of Office to Expire on January 1, 2024 at 11:59 AM.**
5. **Received and Filed Fiscal Year 2024-25 Budget Preparation Schedule.**
6. **Received and Filed Statement of Economic Interests 700 Forms for Filing.**
7. **Received and Filed Laboratory Reports – Included in agenda packet.**

H. President's Report and Trustee Comments:

1. Trustee West requested that the District walk in the 2025 Westminster Tet Parade.

I. District Manager's Report: District Manager Young reported:

1. The District will be closed February 19 in honor of the holiday.
2. District staff and Trustees will attend the AMCA Annual Conference in Dallas, TX March 4-8.
3. There is a joint committee meeting for the Budget & Finance Committee and the Building, Property, & Equipment Committees on February 28.
4. The District is currently running a recruitment for seasonal employees.
5. The District is looking for Trustees to sit on the Ad Hoc Committee for the District strategic plan.

J. District Counsel Report: None

K. Correspondence:

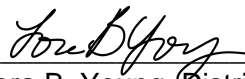
1. Trustee and staff reports from conferences attended in January 2024

L. Future Agenda Items: None

M. Adjournment:

1. President Green adjourned the meeting at 3:45 P.M. to a regular meeting on Thursday, March 21, 2024.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held February 15, 2024.



Lora B. Young, District Manager

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

ATTEST: _____
Robert Ruesch, Secretary



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM E.2

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Lora Young, District Manager

Agenda Title:

Approve Warrant Register for January 2024

Recommended Action:

Receive and file.

Executive Summary:

Receive and file payment of January warrant register dated March 21, 2024, in the amount of \$513,367.98 as presented by in-house check runs dated January 3, 4, 5, 8, 11, 18, 19, 24, 25, 29, and 31, 2024.

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:

What Amount is being requested? N/A

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: January 2024 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS March 21, 2024

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT		
REGISTER OF DEMANDS - AP REGISTER 03/21/24		
AP/Check Run	1/3/2024	108,155.50
AP/Check Run	1/4/2024	20,329.22
AP/Check Run	1/11/2024	20,911.87
AP/Check Run	1/18/2024	26,201.33
AP/Check Run	1/24/2024	6,329.12
AP/Check Run	1/25/2024	27,457.98
AP/Check Run	1/29/2024	3,100.00
AP/Check Run	1/31/2024	17,424.52
P/R EEASSOC	1/5/2024	735.00
P/R ICMA	1/5/2024	24,528.47
P/R USB	1/5/2024	101.09
P/R CaLPERS1	1/8/2024	44,507.49
P/R EDD	1/8/2024	29,889.04
P/R IRS	1/8/2024	41,757.02
P/R NATION	1/8/2024	4,975.00
P/R TASC	1/8/2024	2,089.48
P/R CaLPERS1	1/19/2024	45,466.46
P/R EDD	1/19/2024	22,332.86
P/R EEASSOC	1/19/2024	720.00
P/R ICMA	1/19/2024	24,519.16
P/R IRS	1/19/2024	33,527.81
P/R NATION	1/19/2024	4,855.00
P/R TASC	1/19/2024	2,089.48
P/R USB	1/19/2024	109.00
P/R TASC	1/31/2024	1,256.08
Total		513,367.98

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 21st day of March 2024.



 Lora Young, District Manager



 Tan Nguyen, Finance Manager

Accounts Payable

Checks by Date - Summary by Check Date

User: dmedina@ocvector.org
 Printed: 3/4/2024 9:19 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	CalPERS	Calif. Public Employees' Retirement	01/03/2024	91,174.45
28185	Guard	Guardian - Appleton	01/03/2024	13,461.88
28186	VSP	Vision Service Plan	01/03/2024	881.87
28187	AFLAC	American Family Life Assurance Co., of C	01/03/2024	2,637.30
Total for 1/3/2024:				108,155.50
28188	AT T FAX	AT&T	01/04/2024	381.34
28189	CROWN	Crown Maintenance	01/04/2024	249.00
28190	HARPER	Harper & Burns, LLP	01/04/2024	1,617.40
28191	INSIGHT	Insight Public Sector, Inc.	01/04/2024	4,023.57
28192	LIEBERT	Liebert Cassidy Whitmore	01/04/2024	360.00
28193	OFFICE	OFFICE DEPOT, INC.	01/04/2024	210.20
28194	PROACTIV	Proactive Work Health Medical Center, Inc.	01/04/2024	318.00
28195	SCE	Southern Calif. Edison	01/04/2024	6,398.30
28196	STAPLES	Staples Business Advantage	01/04/2024	235.44
28197	UNIVAR	Veseris ES OPCO USA LLC	01/04/2024	5,655.00
28198	WESTCOAS	RJ International	01/04/2024	880.97
Total for 1/4/2024:				20,329.22
ACH	EEASSOC	OCVCD Employee Association	01/05/2024	735.00
ACH	ICMA	MissionSquare Retirement (ICMA)	01/05/2024	24,528.47
ACH	USB	PARS/U.S. Bank N.A. Minnesota	01/05/2024	101.09
Total for 1/5/2024:				25,364.56
ACH	CalPERS1	CalPERS	01/08/2024	44,507.49
ACH	EDD	Employment Development Dept.	01/08/2024	29,889.04
ACH	IRS	Internal Revenue Service	01/08/2024	41,757.02
ACH	NATION	Nationwide Retirement Solutions	01/08/2024	4,975.00
ACH	TASC	Total Administrative Services Corp.	01/08/2024	2,089.48
Total for 1/8/2024:				123,218.03
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	01/11/2024	1,965.24
ACH	LINDE	LINDE GAS & EQUIPMENT INC.	01/11/2024	2,502.23
ACH	Steri	STERICYCLE	01/11/2024	1,102.50
ACH	TCP	TimeClock Plus	01/11/2024	5,543.68
ACH	ULINE	Uline Shipping Supply Specialists	01/11/2024	268.98
28199	AT&T	AT&T	01/11/2024	64.52
28200	ATT2	AT&T	01/11/2024	321.09
28201	BLACKHL	BLACKHOLE TECHNOLOGIES INC	01/11/2024	50.00
28202	GFS	Governmental Financial Services	01/11/2024	840.00
28203	JUST	JUST TIRES	01/11/2024	1,172.76
28204	KWEST	K'WEST Printing	01/11/2024	706.87

Check No	Vendor No	Vendor Name	Check Date	Check Amount
28205	MARTIN D	Daniel Martinez	01/11/2024	575.00
28206	MCDONOU	SEAN MCDONOUGH	01/11/2024	4,972.28
28207	OFFICE	OFFICE DEPOT, INC.	01/11/2024	88.58
28208	QDOXS	Q Document Solutions, Inc,	01/11/2024	163.54
28209	SMART	Smart & Final Stores Corp	01/11/2024	493.41
28210	TOYOTAGG	Toyota Place	01/11/2024	69.77
28211	VERITIV	VERITIV OPERATING COMPANY	01/11/2024	11.42
Total for 1/11/2024:				20,911.87
ACH	CLA	CLIFTON LARSON ALLEN LLP	01/18/2024	8,150.00
ACH	HASLER	MAIL FINANCE INC.	01/18/2024	597.86
ACH	MPK ENT	MPK ENTERPRISES LLC	01/18/2024	2,859.69
ACH	SPECTRUM	Charter Communications	01/18/2024	1,494.00
ACH	TARGET	Target Specialty Products	01/18/2024	4,746.27
28212	AMAZON	AMAZON CAPITAL SERVICES	01/18/2024	2,858.78
28213	ASBURY	World Oil Environmental Services	01/18/2024	178.20
28214	AUTO Z	Auto Zone, Inc.	01/18/2024	1,190.74
28215	HOME DEP	Home Depot Credit Services	01/18/2024	545.98
28216	JUST	JUST TIRES	01/18/2024	981.36
28217	Players	Michael J. Mackenzie	01/18/2024	382.35
28218	SCG	Southern Calif. Gas Co.	01/18/2024	711.15
28219	SOLV	Safeguard Business Systems	01/18/2024	215.49
28220	SPARK	Sparkletts	01/18/2024	999.15
28221	STAPLES	Staples Business Advantage	01/18/2024	290.31
Total for 1/18/2024:				26,201.33
ACH	EEASSOC	OCVCD Employee Association	01/19/2024	720.00
ACH	ICMA	MissionSquare Retirement (ICMA)	01/19/2024	24,519.16
ACH	USB	PARS/U.S. Bank N.A. Minnesota	01/19/2024	109.00
ACH	CalPERS1	CalPERS	01/19/2024	45,466.46
ACH	EDD	Employment Development Dept.	01/19/2024	22,332.86
ACH	IRS	Internal Revenue Service	01/19/2024	33,527.81
ACH	NATION	Nationwide Retirement Solutions	01/19/2024	4,855.00
ACH	TASC	Total Administrative Services Corp.	01/19/2024	2,089.48
Total for 1/19/2024:				133,619.77
ACH	IRON	Iron Mountain Records Mgmt, Inc.	01/24/2024	232.31
ACH	TARGET	Target Specialty Products	01/24/2024	193.38
ACH	VERIZON	Verizon Wireless Services LLC	01/24/2024	5,903.43
Total for 1/24/2024:				6,329.12
ACH	ARIASA	Adina Arias	01/25/2024	12.95
ACH	BENNETT	Stephen Bennett	01/25/2024	12.95
ACH	BLAYLOCK	Viki Blaylock	01/25/2024	12.95
ACH	BOBBITT	Catherine Bobbitt	01/25/2024	12.95
ACH	Cavileer	Raymond Cavileer	01/25/2024	12.95
ACH	CUMMINGS	Robert F. Cummings	01/25/2024	12.95
ACH	EVER	SANDRA EVERINGHAM	01/25/2024	69.80
ACH	FOGARTY	Carrie Fogarty	01/25/2024	12.95
ACH	Goedhart	Gerard Goedhart	01/25/2024	12.95
ACH	Huff	Robert Huff	01/25/2024	12.95
ACH	Kimball	Deborah Kimball	01/25/2024	12.95

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	KOENIG	Steve Koenig	01/25/2024	12.95
ACH	McCarty	Danny McCarty	01/25/2024	12.95
ACH	MILLER J	Jon Miller	01/25/2024	12.95
ACH	Niewola	Urszula Niewola	01/25/2024	12.95
ACH	PARSONS	John Parsons	01/25/2024	12.95
ACH	Plummer	John Clark Plummer	01/25/2024	12.95
ACH	POSPISIL	Terry Pospisil	01/25/2024	12.95
ACH	REES	JETTE REES	01/25/2024	4.60
ACH	Rehders	Renee Rehders	01/25/2024	12.95
ACH	Reinig	Allyson Reinig	01/25/2024	12.95
ACH	Reisin	Caroline Reisinger	01/25/2024	12.95
ACH	SHAW	LAWRENCE SHAW	01/25/2024	12.95
ACH	GRAINGER	Grainger	01/25/2024	194.86
ACH	ZEP	Acuity Specialty Products, Inc.	01/25/2024	687.82
ACH	FM	CARDMEMBER SERVICE	01/25/2024	19,771.56
28222	34STREET	34TH STREET, INC.	01/25/2024	2,900.00
28223	HASFIN	Quadient Finance USA, Inc	01/25/2024	17.25
28224	LIEBERT	Liebert Cassidy Whitmore	01/25/2024	217.50
28225	PARS	Public Agency Retirement Svcs	01/25/2024	317.20
28226	SCG	Southern Calif. Gas Co.	01/25/2024	15.78
28227	STAPLES	Staples Business Advantage	01/25/2024	2,373.04
28228	XEROX	Xerox Financial Services	01/25/2024	616.62
Total for 1/25/2024:				27,457.98
ACH	AHNJ	JOYCE AHN	01/29/2024	100.00
ACH	BAKERD	Debbie Baker	01/29/2024	100.00
ACH	BURNSP	PATRICK BURNS	01/29/2024	100.00
ACH	CHARLESS	SHANA CHARLES	01/29/2024	100.00
ACH	CONSTANT	Kim Constantine	01/29/2024	100.00
ACH	DOBYT	Tanya Doby	01/29/2024	100.00
ACH	DUMITRU	Jonathan Dumitru	01/29/2024	100.00
ACH	GOMEZ	James Gomez	01/29/2024	100.00
ACH	GOMEZR	REBECCA GOMEZ	01/29/2024	100.00
ACH	GREEN C	Craig S. Green	01/29/2024	100.00
ACH	HORNE	Shari Lucas Horne	01/29/2024	100.00
ACH	HUANG	Peggy Huang	01/29/2024	100.00
ACH	HUPP	Cecilia T. Hupp	01/29/2024	100.00
ACH	HURT	RICHARD HURT	01/29/2024	100.00
ACH	JOHNS	FOSTER JOHNS	01/29/2024	100.00
ACH	JOSEPH	April Josephson	01/29/2024	100.00
ACH	KIM	TAMMY KIM	01/29/2024	100.00
ACH	KLOPFEN	Stephanie L. Klopfenstein	01/29/2024	100.00
ACH	KNOBLOCK	Steven Knoblock	01/29/2024	100.00
ACH	LEONC	CARLOS LEON	01/29/2024	100.00
ACH	MENDOZAN	NELIDA MENDOZA	01/29/2024	100.00
ACH	MILESC	Crystal Miles	01/29/2024	100.00
ACH	ORGILLM	MARK ORGILL	01/29/2024	100.00
ACH	PEATB	BONNIE PEAT	01/29/2024	100.00
ACH	PEQUENOR	ROBERT PEQUENO	01/29/2024	100.00
ACH	PEZOLDE	Erica Pezold	01/29/2024	100.00
ACH	RUESCH	Robert J. Ruesch	01/29/2024	100.00
ACH	STEELEN	NATHAN STEELE	01/29/2024	100.00
ACH	TAYLORG	Gary Taylor	01/29/2024	100.00
ACH	TURPIT	WILLIAM TURPIT	01/29/2024	100.00
ACH	WEIGAND	ERIK WEIGAND	01/29/2024	100.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 1/29/2024:	3,100.00
ACH	ARIASA	Adina Arias	01/31/2024	234.05
ACH	BENNETT	Stephen Bennett	01/31/2024	234.05
ACH	BLAYLOCK	Viki Blaylock	01/31/2024	234.05
ACH	BOBBITT	Catherine Bobbitt	01/31/2024	234.05
ACH	CAMPBELL	JAMES CAMPBELL	01/31/2024	74.96
ACH	Cavileer	Raymond Cavileer	01/31/2024	234.05
ACH	CUMMINGS	Robert F. Cummings	01/31/2024	234.05
ACH	EDISON	SUZANNE R. EDISON	01/31/2024	84.70
ACH	EVER	SANDRA EVERINGHAM	01/31/2024	174.70
ACH	FOGARTY	Carrie Fogarty	01/31/2024	234.05
ACH	Goedhart	Gerard Goedhart	01/31/2024	234.05
ACH	HOWARD	RICHARD J HOWARD	01/31/2024	704.49
ACH	Huff	Robert Huff	01/31/2024	234.05
ACH	KELLER	JUSTINE KELLER	01/31/2024	74.96
ACH	Kimball	Deborah Kimball	01/31/2024	234.05
ACH	KOENIG	Steve Koenig	01/31/2024	234.05
ACH	LACHANCE	Glenn LaChance	01/31/2024	92.00
ACH	LOUGHNER	LINDA LOUGHNER	01/31/2024	106.40
ACH	McCarty	Danny McCarty	01/31/2024	234.05
ACH	MILLER J	Jon Miller	01/31/2024	234.05
ACH	MONTANI	Karen Montani	01/31/2024	58.03
ACH	Niewola	Urszula Niewola	01/31/2024	234.05
ACH	PARSONS	John Parsons	01/31/2024	234.05
ACH	Plummer	John Clark Plummer	01/31/2024	234.05
ACH	POSPISIL	Terry Pospisil	01/31/2024	234.05
ACH	REES	JETTE REES	01/31/2024	174.70
ACH	Rehders	Renee Rehders	01/31/2024	234.05
ACH	Reinig	Allyson Reinig	01/31/2024	234.05
ACH	Reisin	Caroline Reisinger	01/31/2024	234.05
ACH	Rincon	Claudio Rincon	01/31/2024	234.05
ACH	RODRIG	Agripino Rodriguez	01/31/2024	234.05
ACH	SHAW	LAWRENCE SHAW	01/31/2024	234.05
ACH	Sipe	Russell Sipe	01/31/2024	234.05
ACH	ARCO	ARCO Business Solutions	01/31/2024	10,262.38
ACH	TASC	Total Administrative Services Corp.	01/31/2024	1,256.08
			Total for 1/31/2024:	18,680.60
			Report Total (166 checks):	513,367.98



Warrant Request

Date: 2/28/2024
Vendor No. FM
Total \$ \$31,985.61
Prepared By: DM
Check No. ACH

Vendor Name: FM CARDMEMBER SERVICE
Address: PO BOX 790408
ST LOUIS, MO 63179-0408

Account #	Description	P.O. #	Invoice #	Amount
10.310.7907	PORTOLA HOTEL AND SPA - RETURN		AS0224	\$ (218.58)
10.310.7907	PORTOLA HOTEL AND SPA - RETURN		AS0224	\$ (218.58)
10.310.7907	PORTOLA HOTEL AND SPA - RETURN		AS0224	\$ (218.58)
10.310.7907	EB VERTEBRATE PEST CO		AS0224	\$ 520.00
10.310.7907	SOUTHWEST LONG BEACH TO/FROM DALLAS		AS0224	\$ 397.96
10.310.7907	TACO MAFIA		AS0224	\$ 84.00
10.310.7907	ARCO		AS0224	\$ 31.65
10.310.7907	MONTEREYS FISH HOUSE		AS0224	\$ 632.44
10.310.7907	CASA LUPITA		AS0224	\$ 56.81
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 260.40
10.310.7907	MONTEREY PLAZA HOTEL		AS0224	\$ 44.00
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 718.47
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 655.74
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 655.74
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 504.39
10.310.7907	PORTOLA HOTEL AND SPA		AS0224	\$ 437.16
10.310.7907	ARCO		AS0224	\$ 63.07
10.310.7907	ALTA BAKERY & CAF		AS0224	\$ 50.07
10.120.7901	SQ YENNIS PARTY RENTA - RETURN		ER0224	\$ (45.54)
10.410.7907	PORTOLA HOTEL AND SPA - RETURN		ER0224	\$ (289.55)
10.140.7005	VERITIV - WEST		ER0224	\$ 1,012.13
10.140.7005	SAMS CLUB		ER0224	\$ 114.83
10.410.7503	MPK ENTERPRISES		ER0224	\$ 2,859.69
10.410.7906	PESTED.COM		ER0224	\$ 70.00
10.410.7906	PESTED.COM		ER0224	\$ 70.00
10.410.7907	PORTOLA HOTEL AND SPA		ER0224	\$ 579.10
10.410.7907	PORTOLA HOTEL AND SPA		ER0224	\$ 868.65
10.410.7907	PORTOLA HOTEL AND SPA		ER0224	\$ 62.72
10.410.7907	PORTOLA HOTEL AND SPA		ER0224	\$ 583.60
10.410.7907	PORTOLA HOTEL AND SPA		ER0224	\$ 5.46
	SEE ATTACHED FOR MORE			

APPROVAL: Dept Head/District Manager _____
 Finance Manager _____

TN

SPECIAL INSTRUCTIONS/COMMENTS: _____

FUND	DESC.	INVOICE #	TOTAL
10.410.7907	PORTOLA HOTEL AND SPA	ER0224	\$ 579.11
10.410.7001	HOMEDEPOT.COM	ER0224	\$ 206.30
10.310.7004	WILLIAMSON-DICKIE	ER0224	\$ 76.11
10.410.7907	SOUTHWEST SANTA ANA TO/FROM DALLAS	ER0224	\$ 588.95
10.410.7503	MPK ENTERPRISES	ER0224	\$ (2,859.69)
10.510.7022	MAILCHIMP	HH0224	\$ 92.00
10.440.7402	THE HOME DEPOT	JS0224	\$ 36.84
10.410.7907	CROWN AND ANCHOR	JS0224	\$ 43.06
10.410.7907	WENDYS	JS0224	\$ 17.05
10.410.7907	TURN 12 BAR	JS0224	\$ 131.44
10.520.7511	GOTOCOM GOTOCONNECT	LN0224	\$ 1,357.47
10.520.7511	ZOOM.US	LN0224	\$ 47.97
10.520.7024	APPLE	LN0224	\$ 3.99
10.520.7511	WEB RESISTER WEBSITE	LN0224	\$ 58.49
10.520.7024	APPLE	LN0224	\$ 3.99
10.520.7511	WEB RESISTER WEBSITE	LN0224	\$ 123.48
10.520.7511	ZENDESK - US	LN0224	\$ 1.10
10.110.7907	MOSQUITO & VECTOR SACRAMENTO	LY0224	\$ 90.00
10.210.7001	IRON MOUNTAIN	LY0224	\$ 232.31
10.120.7110	VERIZON WRLSS	LY0224	\$ 5,903.43
10.410.7014	TARGET SPECIALTY	LY0224	\$ 193.38
10.120.7907	SOUTHWEST LONG BEACH TO/FROM SACRAMENTO	LY0224	\$ 163.24
10.310.7010	ULINE	LY0224	\$ 268.98
10.210.7511	DATA MGMT TIMECLOCK PLUS	LY0224	\$ 5,543.68
10.310.7012	STERICYCLE	LY0224	\$ 1,102.50
10.310.7012	LINDE GAS & EQUIPMENT	LY0224	\$ 2,502.23
60.600.7508	REPUBLIC SERVICES	LY0224	\$ 1,211.66
10.140.7410	REPUBLIC SERVICES	LY0224	\$ 753.58
10.210.7504	CLIFTON LARSON ALLEN	LY0224	\$ 8,150.00
10.140.7403	QUADIENT LEASING	LY0224	\$ 597.86
10.140.7120	SPECTRUM	LY0224	\$ 1,494.00
10.120.7907	COSTCO WHSE	LY0224	\$ 5.44
10.120.7907	LYFT	LY0224	\$ 12.81
10.120.7907	KONA STEAK AND SEAFOOD	LY0224	\$ 451.76
10.120.7907	UBER	LY0224	\$ 25.09
10.410.7014	TARGET SPECIALTY	LY0224	\$ 4,746.27
10.120.7907	PARIS BAKERY	LY0224	\$ 13.04
10.120.7907	TURN 12 BAR	LY0224	\$ 79.92
10.120.7907	SQ REVIVAL ICE CREAM	LY0224	\$ 41.25
10.120.7907	SQ CAPTAIN STOKER	LY0224	\$ 13.59
10.120.7907	LYFT	LY0224	\$ 11.16
10.120.7907	MIDICI THE NEAPOL	LY0224	\$ 97.02
10.120.7907	POOR HOUSE BISTRO	LY0224	\$ 170.02
10.120.7907	CSJ SMART METERS	LY0224	\$ 1.00
10.120.7907	NATIONAL CAR RENTAL	LY0224	\$ 218.56
10.120.7906	CALIFORNIA SPECIAL DIS	LY0224	\$ 230.00
10.120.7907	76 - SEI 37953	LY0224	\$ 22.08
10.120.7907	ALVARADO STREET	LY0224	\$ 191.72
10.440.7402	GRAINGER	LY0224	\$ 115.43
10.430.7803	GRAINGER	LY0224	\$ 79.43
10.120.7907	MARRIOT MONTEREY BAY	LY0224	\$ 819.52
10.310.7907	AMCA	LY0224	\$ 1,605.00
10.410.7907	AMCA	LY0224	\$ 1,605.00

10.120.7907	UBER	LY0224	\$	33.92
10.430.7001	ZEP PRODUCTS	LY0224	\$	687.82
10.510.7907	AMCA	LY0224	\$	535.00
10.520.7003	DMI DELL SALES	LY0224	\$	3,507.08
10.210.7001	IRON MOUNTAIN	LY0224	\$	(232.31)
10.120.7110	VERIZON WRLSS	LY0224	\$	(5,903.43)
10.410.7014	TARGET SPECIALTY	LY0224	\$	(193.38)
10.310.7010	ULINE	LY0224	\$	(268.98)
10.210.7511	DATA MGMT TIMECLOCK PLUS	LY0224	\$	(5,543.68)
10.310.7012	STERICYCLE	LY0224	\$	(1,102.50)
10.310.7012	LINDE GAS & EQUIPMENT	LY0224	\$	(2,502.23)
60.600.7508	REPUBLIC SERVICES	LY0224	\$	(1,211.66)
10.140.7410	REPUBLIC SERVICES	LY0224	\$	(753.58)
10.210.7504	CLIFTON LARSON ALLEN	LY0224	\$	(8,150.00)
10.140.7403	QUADIEN LEASING	LY0224	\$	(597.86)
10.140.7120	SPECTRUM	LY0224	\$	(1,494.00)
10.410.7014	TARGET SPECIALTY	LY0224	\$	(4,746.27)
10.440.7402	GRAINGER	LY0224	\$	(115.43)
10.430.7803	GRAINGER	LY0224	\$	(79.43)
10.430.7001	ZEP PRODUCTS	LY0224	\$	(687.82)
10.510.7907	GARDEN GROVE CHAMBER	MJ0224	\$	30.00
10.510.7907	SQ NICK THE GREEK	MJ0224	\$	19.97
10.510.7907	ABALONETTI BAR & GRILL	MJ0224	\$	41.00
10.510.7907	AMERICAN AIR SAN DIEGO TO/FROM DALLAS	MJ0224	\$	503.20
10.510.7907	PORTOLA HOTEL AND SPA	MJ0224	\$	641.83
10.410.7907	SOUTHWEST ONTARIO TO/FROM DALLAS	SS0224	\$	129.01
10.410.7907	ENTERPRISE RENT A CAR	SS0224	\$	303.96
10.410.7907	MARRIOT MONTEREY BAY	SS0224	\$	656.91
10.210.7001	CONTAINER STORE - RETURN	SV0224	\$	(27.46)
10.120.7901	THE COOKIE ELEMENT	SV0224	\$	185.00
10.120.7901	MICHAELS STORE	SV0224	\$	36.62
10.120.7901	TARGET	SV0224	\$	30.00
10.120.7901	RALPHS	SV0224	\$	25.00
10.120.7901	THE COOKIE ELEMENT	SV0224	\$	90.00
10.120.7901	VONS	SV0224	\$	175.00
10.120.7901	CALI TACOS	SV0224	\$	654.42
10.120.7901	PARTY CITY	SV0224	\$	58.19
10.210.7903	INTERNATIONAL PUBLIC	SV0224	\$	200.00
10.210.7907	SOUTHWEST SANTA ANA TO/FROM SAN JOSE	SV0224	\$	254.80
10.210.7001	CONTAINER STORE	SV0224	\$	50.07
10.120.7901	TARGET	SV0224	\$	24.48
10.110.7907	MOSQUITO & VECTOR SACRAMENTO	TP0224	\$	900.00
10.120.7019	OC REGISTER	TP0224	\$	14.00
10.110.7907	SOUTHWEST SANTA ANA TO/FROM SAN JOSE	TP0224	\$	16.28
10.120.7907	AMCA	TP0224	\$	535.00
10.120.7907	AMCA	TP0224	\$	535.00
10.110.7907	AMCA	TP0224	\$	630.00
10.110.7907	AMCA	TP0224	\$	630.00
10.110.7001	LUNA GRILL	TP0224	\$	130.83
10.110.7001	COSTCO WHSE	TP0224	\$	61.23
10.120.7019	LA TIMES SUBSCRIPTION	TP0224	\$	15.96
10.120.7907	COSTCO WHSE	TP0224	\$	4.36
10.120.7907	PARIS BAKERY	TP0224	\$	6.30
10.120.7907	SQ CAPTAIN STOKER	TP0224	\$	15.20
10.120.7907	CSJ SMART METERS	TP0224	\$	2.00

10.120.7907	NATIONAL CAR RENTAL	TP0224	\$	232.98
10.120.7907	PARIS BAKERY	TP0224	\$	12.08
10.110.7907	PORTOLA HOTEL AND SPA	TP0224	\$	621.32
10.110.7907	PORTOLA HOTEL AND SPA	TP0224	\$	579.10
10.110.7907	PORTOLA HOTEL AND SPA	TP0224	\$	607.23
10.110.7907	PORTOLA HOTEL AND SPA	TP0224	\$	716.14
10.120.7907	GREAT AM BAGEL	TP0224	\$	12.22
10.120.7907	MARRIOT MONTEREY BAY	TP0224	\$	828.25
			\$	31,985.61



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM E.3

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Lora Young, District Manager

Agenda Title:

Approve Monthly Financial Report for January 2024

Recommended Action:

Receive and file.

Executive Summary:

Receive and file the Orange County Mosquito and Vector Control District Monthly Financial Report for January 2024.

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:

What Amount is being requested? N/A

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Previous Relevant Board Actions for This Item:

Exhibits:

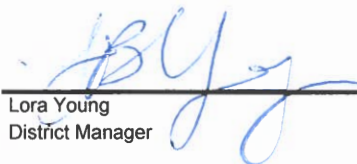
Exhibit A: Monthly Financial Report for January 2024

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending January 31, 2024

Fund No.	Fund	Cash Balance 12/31/2023	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 1/31/2024	Cash Balance 1/31/2023
10	Operating	\$ 13,453,647	\$ 1,209,111	\$ 866,933	\$ -	\$ 58,775	\$ 13,854,600	\$ 11,367,174
20	Vehicle Replacement	619,153	-	-	-	-	619,153	609,042
30	Liability Reserve	374,373	-	-	-	-	374,373	368,259
40	Equipment Replacement	848,943	-	-	-	-	848,943	835,081
50	Emergency Vector Control	1,699,736	-	-	-	-	1,699,736	1,671,981
60	Facility Improvement	13,595,992	13,145	1,386	-	-	13,607,751	12,759,706
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	(8,051)	2,663	18,307	-	7,162	(16,533)	(199,709)
95	Retirement Contingency	308,554	-	-	-	-	308,554	5,506
99	Payroll Clearing	193,978	-	-	-	(98,929)	95,049	460,983
		\$ 31,186,327	\$ 1,224,919	\$ 886,626	\$ -	\$ (32,992)	\$ 31,491,628	\$ 27,978,025

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 22,184,096	4.012%
O.C. Treasurer	1,811,202	4.276%
Stifel Brokerage account		
Cash sweep account	7,062	0.15%
Fixed income - Muni (par)	1,870,000	2.57%
Fixed income - other (par)	3,127,000	3.67%
Insured bank deposit program	389,551	5.00%
Unamortized premium/(discount) on investments	53,935	n/a
F&M Checking	1,573,035	n/a
Payroll Checking	465,741	n/a
F&M HBP	6	0.05%
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 31,491,628	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 4,776,185	11.37%
PARS Pension Trust	2,994,381	11.37%
Total PARS Trust Balances	\$ 7,770,566	


Lora Young
District Manager


Tan Nguyen
Finance Manager

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	\$ 32,297	\$ 1,387,051	\$ -	\$ 624,848	\$ (729,906)	\$ (622,621)
August	30,623	2,010,850	-	(583,632)	(2,563,859)	(1,889,267)
September	132,281	1,186,511	-	13,298	(1,040,932)	(1,507,550)
October	228,546	1,187,622	-	(15,056)	(974,132)	(796,117)
November	3,643,535	1,204,833	-	(83,849)	2,354,853	1,249,248
December	5,655,813	907,469	-	140,011	4,888,355	6,048,040
January	1,224,919	886,626	-	(32,992)	305,301	(49,352)
February					-	(1,066,827)
March					-	(226,582)
April					-	4,222,389
May					-	(34,011)
June					-	(1,621,046)
Total YTD	\$ 10,948,014	\$ 8,770,962	\$ -	\$ 62,628	\$ 2,239,680	\$ 3,706,304

Revenues: 58% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	\$ 7,498,000	\$ 4,504,751	60.1%
1996 Benefit Assessment	1,581,955	907,384	57.4%
2004 Benefit Assessment	7,636,420	4,334,954	56.8%
Interest and Concessions	65,000	280,012	430.8%
Miscellaneous	12,000	50,690	422.4%
Successor Agency Passthru/Residual	450,000	520,853	115.7%
Rent for Cell Sites	31,500	19,648	62.4%
VCJPA Pooled Services	20,000	-	0.0%
CDPH - CA State Grant	-	-	0.0%
Charges for Services	60,000	57,132	95.2%
Total Operating Fund Revenues	17,354,875	10,675,424	61.5%

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

Note 1

Nov 2023 has \$44K of revenue for surplus items sold at auction Monies come through the County and are unpredictable

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	20,000	5,809	29.0%
30	Liability Reserve	4,000	3,512	87.8%
40	Equipment Replacement	6,500	7,964	122.5%
50	Emergency Vector Control	13,000	15,946	122.7%
60	Facility Improvement	275,000	220,866	80.3%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	31,000	15,598	50.3%
95	Retirement Contingency	1,500	2,895	193.0%
	Total Other Funds	327,000	272,590	83.4%
	Total Revenue	\$ 17,705,875	\$ 10,948,014	61.8%

Note 1

Note 1

Note 1

Note 1

Note 1

Note 1: Throughout 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 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. Each quarter, interest receipts are allocated to other funds based on each fund's balance in the District's pool. The majority of revenue in funds 20, 30, 40, 50 and 95 is interest earnings.

Expenditures: 58% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 62,650	\$ 18,353	29.3%
120	District Manager	471,175	125,408	26.6%
130	Legal Services	120,000	45,967	38.3%
140	Non-Departmental	360,500	154,582	42.9%
	Executive	1,014,325	344,310	33.9%
210	Administrative Services	938,530	464,965	49.5%
220	Insurance	873,600	785,432	89.9%
	Administrative Services	1,812,130	1,250,397	69.0%
310	Technical Services	2,195,040	1,196,330	54.5%
350	SIT Program	204,735	118,095	57.7%
	Scientific Technical Services	2,399,775	1,314,425	54.8%
410	Field Operations	7,402,385	4,042,004	54.6%
430	Vehicle Maintenance	853,315	558,509	65.5%
440	Building Maintenance	289,410	151,054	52.2%
	Operations	8,545,110	4,751,567	55.6%
510	Public Information	780,300	370,460	47.5%
520	Information Technology	902,145	457,170	50.7%
530	Public Service	179,830	132,848	73.9%
	Public Information	1,862,275	960,478	51.6%
	Total Operating Fund Expenditures	15,633,615	8,621,177	55.1%

Annual insurance premiums were paid in August.

Budgeted purchases of vehicles occurred in the first quarter of the year.

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	440,000	20,264	4.6%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	341,800	129,521	37.9%
95	Retirement Contingency	300,000	-	0.0%
	Total Other Funds	1,081,800	149,785	13.8%
	Total Expenditures	\$ 16,715,415	\$ 8,770,962	52.5%

STIFEL ACCOUNT STATEMENT

6323 1 1 1 SNFSNF001_R_R_009p_001

**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, 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

What are your financial resolutions for 2024? Put away more for retirement? Start saving for college? Review estate planning matters? Whatever your goals may be, your Stifel Financial Advisor can 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.

PORTFOLIO SUMMARY

	January 31	December 31
Net Cash Equivalents **	7,062.25	2,333.52
Net Portfolio Assets held at Stifel ⁴	5,273,373.10	5,240,229.28
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$5,280,435.35	\$5,242,562.80

YOUR CHANGE IN PORTFOLIO VALUE

	January 31	December 31
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	22,961.26	6,096.03
Change in Securities Value	14,911.29	40,917.38
Net Change in Portfolio Value	\$37,872.55	\$47,013.41

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

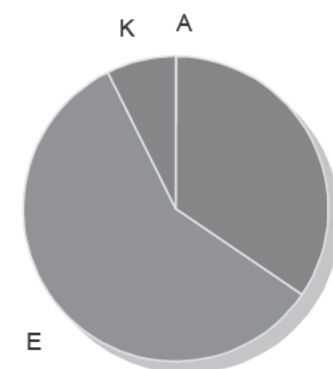
² Does not include cost or proceeds for buy or sell transactions.

⁴ Includes balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY

	Value on January 31, 2024 (\$)	Percentage of your account
A Net Cash Equivalents**	7,062.25	0.13%
D Fixed Income-Muni	1,813,788.85	34.35%
E Fixed Income-Other	3,070,033.68	58.14%
K Stifel Smart Rate ⁴	389,550.57	7.38%
Total Assets	\$5,280,435.35	100.00%





ASSET SUMMARY

	Value as of January 31, 2024			% of assets *	Gains/(-)Losses		
	At Stifel	Not at Stifel	Total		Unrealized	Realized	
					This Period	Year-to-date	
Cash							
Cash Sweep**	7,062.25		7,062.25	0.13%			
Margin Balance							
A. Net Cash Equivalents	\$7,062.25		\$7,062.25	0.13%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni	1,813,788.85		1,813,788.85	34.35%	-93,442.88	-1,215.00	-1,215.00
E. Fixed Income-Other	3,070,033.68		3,070,033.68	58.14%	-70,123.09		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **	389,550.57		389,550.57	7.38%			
Net Portfolio Assets	\$5,273,373.10	\$0.00	\$5,273,373.10	99.87%	-\$163,565.97	-\$1,215.00	-\$1,215.00
Net Portfolio Value	\$5,280,435.35	\$0.00	\$5,280,435.35	100.00%	-\$163,565.97	-\$1,215.00	-\$1,215.00

INCOME & DISTRIBUTION SUMMARY

	Security Type	Year-to-date	This period
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	22,961.26	22,961.26
Capital Gain Distributions			
Return of Principal			
Other			
Total Income & Distributions		\$22,961.26	\$22,961.26

INFORMATION SUMMARY

	Security Type	Year-to-date	This period
Accrued Interest Paid	Tax-Exempt		
	Taxable		
Accrued Interest Received	Tax-Exempt	641.67	641.67
	Taxable		
Gross Proceeds		108,785.00	108,785.00
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	7,062.25	7,062.25	10.59	0.15%
Total Net Cash Equivalents	\$7,062.25	\$7,062.25	\$10.59	0.15%

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. 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

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
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: AA- Moody: Aa3 Cash	110,000	98.6980 108,567.80	100.2645 110,290.98	183.15	-1,723.18	2,197.80	2.02%
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 Cash	70,000	99.5840 69,708.80	101.2779 70,894.50	238.18	-1,185.70	2,858.10	4.10%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
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 Cash	75,000	98.8500 74,137.50	101.2311 75,923.32	1,061.71	-1,785.82	2,302.50	3.11%
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 Cash	200,000	98.3730 196,746.00	100.6936 201,387.24	1,669.33	-4,641.24	5,008.00	2.55%
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- Cash	170,000	95.9800 163,166.00	100.5099 170,866.86	839.43	-7,700.86	2,850.90	1.75%
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 Cash	250,000	95.5430 238,857.50	100.2797 250,699.31	513.35	-11,841.81	4,017.50	1.68%
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 Cash	100,000	95.1090 95,109.00	100.5044 100,504.40	104.83	-5,395.40	1,258.00	1.32%
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 Cash	200,000	97.9400 195,880.00	102.9466 205,893.24	552.00	-10,013.24	6,624.00	3.38%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
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 Cash	100,000	95.5500 95,550.00	101.5138 101,513.83	661.67	-5,963.83	1,985.00	2.08%
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 Cash	100,000	95.1280 95,128.00	101.0503 101,050.33	583.33	-5,922.33	1,750.00	1.84%
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 Cash	125,000	95.7970 119,746.25	103.0584 128,823.00	1,010.42	-9,076.75	3,031.25	2.53%
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 Cash	150,000	96.0200 144,030.00	103.5231 155,284.69	819.22	-11,254.69	3,880.50	2.69%
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 Cash	220,000	98.7100 217,162.00	106.4091 234,100.03	740.30	-16,938.03	8,883.60	4.09%
Total Fixed Income-Muni		1,870,000	\$1,813,788.85	\$1,907,231.73	\$8,976.92	-\$93,442.88	\$46,647.15	2.57%

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



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
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	Cash	200,000	99.7180" 199,436.00	100.0000 200,000.00	1,419.45	-564.00	3,300.00	1.65%
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 Cash	250,000	99.1990 247,997.50	100.0719 250,179.78	1,339.29	-2,182.28	6,250.00	2.52%
U S TREASURY NOTE CPN 3.000% DUE 06/30/24 DTD 06/30/22 FC 12/31/22 CUSIP: 91282CEX5	Moody: Aaa Cash	100,000	99.1060 99,106.00	99.5147 99,514.72	263.74	-408.72	3,000.00	3.03%
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 Cash	100,000	98.7080 98,708.00	100.5356 100,535.61	198.58	-1,827.61	2,383.00	2.41%
WESTERN ASSET MTG CAP CORP SR CONV NOTE CPN 6.750% DUE 09/15/24 DTD 09/14/21 FC 03/15/22 CALL 06/15/24 @ 100.000 CUSIP: 95790DAD7	Cash	175,000	99.0000 173,250.00	99.7229 174,515.00	4,462.50	-1,265.00	11,812.50	6.82%
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 Cash	100,000	98.0700 98,070.00	100.8777 100,877.74	574.86	-2,807.74	2,250.00	2.29%
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: A2 Cash	150,000	98.1640 147,246.00	100.1315 150,197.24	2,775.00	-2,951.24	5,550.00	3.77%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
SOCIETE GENERALE UNSECD MEDIUM TERM NOTE STEP CPN 1.150% DUE 08/19/25 DTD 08/19/20 FC 02/19/21 CALL 02/19/24 @ 100.000 CUSIP: 83369MD25	S&P: A Moody: A1 Cash	50,000	93.3330 46,666.50	98.5100 49,255.00	258.75	-2,588.50	575.00	1.23%
REALTY INCOME CORP NOTE CPN 4.625% DUE 11/01/25 DTD 11/01/21 FC 05/01/22 CALL 09/01/25 @ 100.000 CUSIP: 756109BE3	S&P: A- Moody: A3 Cash	200,000	99.3630 198,726.00	99.7385 199,477.00	2,312.50	-751.00	9,250.00	4.65%
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 02/26/24 @ 100.000 CUSIP: 05600XFJ4	Cash	145,000	97.2840" 141,061.80	100.0000 145,000.00	798.50	-3,938.20	4,350.00	3.08%
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 Cash	120,000	97.1260 116,551.20	103.9207 124,704.83	176.00	-8,153.63	3,960.00	3.40%
MORGAN STANLEY SR NOTE CPN 3.875% DUE 01/27/26 DTD 01/27/16 FC 07/27/16 CUSIP: 61746BDZ6 <i>Original Cost: 100,291.00</i>	S&P: A- Moody: A1 Cash	100,000	98.1710 98,171.00	100.1761 100,176.09	43.06	-2,005.09	3,875.00	3.95%
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 Cash	125,000	99.8840 124,855.00	102.7040 128,380.06	2,243.06	-3,525.06	5,937.50	4.76%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
CUSTOMERS BANK PHOENIXVILLE PA CD FDIC #34444 CPN 5.000% DUE 03/31/26 DTD 03/31/23 FC 09/30/23 CUSIP: 23204HNV6	Cash	140,000	101.1070" 141,549.80	100.0000 140,000.00	2,378.08	1,549.80	7,000.00	4.95%
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: A1 Cash	100,000	97.4990 97,499.00	102.8968 102,896.84	991.67	-5,397.84	3,500.00	3.59%
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 Cash	135,000	92.5740 124,974.90	100.0000 135,000.00	229.13	-10,025.10	1,269.00	1.02%
BROOKFIELD FIN INC GTD NOTE CPN 4.250% DUE 06/02/26 DTD 06/02/16 FC 12/02/16 CALL 03/02/26 @ 100.000 CUSIP: 11271LAA0	S&P: A- Moody: A3 Cash	115,000	98.3780 113,134.70	98.1793 112,906.25	801.01	228.45	4,887.50	4.32%
FEDL FARM CREDIT BANK BOND CPN 0.900% DUE 06/15/26 DTD 06/15/21 FC 12/15/21 CALL 02/07/24 @ 100.000 CUSIP: 3133EMH21	S&P: AA+ Moody: Aaa Cash	50,000	92.3450 46,172.50	99.8897 49,944.87	57.50	-3,772.37	450.00	0.97%
FEDL HOME LOAN BANK BOND CPN 5.125% DUE 01/11/27 DTD 01/11/24 FC 07/11/24 CALL 10/11/24 @ 100.000 CUSIP: 3130AYFY7 <i>Original Cost: 125,893.75</i>	S&P: AA+ Moody: Aaa Cash	125,000	100.0300 125,037.50	100.6612 125,826.54	355.90	-789.04	6,406.25	5.12%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
U S TREASURY NOTE CPN 2.250% DUE 02/15/27 DTD 02/15/17 FC 08/15/17 CUSIP: 912828V98 <i>Original Cost: 101,787.19</i>	Moody: Aaa Cash	98,000	95.0080 93,107.84	102.3505 100,303.49	1,018.61	-7,195.65	2,205.00	2.37%
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 Cash	100,000	93.7390 93,739.00	98.7550 98,755.00	871.00	-5,016.00	2,010.00	2.14%
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	Cash	59,000	94.3760 " 55,681.84	100.0000 59,000.00	512.09	-3,318.16	1,298.00	2.33%
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CPN 5.270% DUE 06/30/27 DTD 11/27/23 FC 05/27/24 CALL 05/30/24 @ 100.000 CUSIP: 3134H1KS1 <i>Original Cost: 100,680.00</i>	S&P: AA+ Moody: Aaa Cash	100,000	100.4320 100,432.00	100.4487 100,448.72	936.89	-16.72	5,270.00	5.25%
CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/24 @ 100.000 CUSIP: 13607XEB9 <i>Original Cost: 141,804.70</i>	S&P: A- Moody: A2 Cash	140,000	98.7140 138,199.60	100.7237 141,013.19	632.92	-2,813.59	7,350.00	5.32%
FEDL HOME LOAN BANK BOND CPN 5.625% DUE 11/27/28 DTD 11/30/23 FC 05/27/24 CALL 11/27/24 @ 100.000 CUSIP: 3130AXX37 <i>Original Cost: 151,497.50</i>	S&P: AA+ Moody: Aaa Cash	150,000	100.4400 150,660.00	100.8325 151,248.80	1,429.69	-588.80	8,437.50	5.60%
Total Fixed Income-Other		3,127,000	\$3,070,033.68	\$3,140,156.77	\$27,079.78	-\$70,123.09	\$112,576.25	3.67%

Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Stifel Smart Rate Program	<i>Symbol/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL SMART RATE STIFEL BANK ID: 998606107 <i>Interest Option: Reinvest</i>	Cash	160,362.310	1.0000 160,362.31	1.0000 160,362.31	0.00	8,018.11	5.00%
STIFEL SMART RATE STIFEL BANK & TRUST ID: 998606305 <i>Interest Option: Reinvest</i>	Cash	229,188.260	1.0000 229,188.26	1.0000 229,188.26	0.00	11,459.41	5.00%
Total Stifel Smart Rate Program			\$389,550.57	\$389,550.57	\$0.00	\$19,477.52	5.00%
Stifel Smart Rate is a FDIC insured bank deposit held in Stifel's name for the benefit of clients, not cash held in your securities account and not covered by SIPC.							
Total Portfolio Assets - Held at Stifel			\$5,273,373.10	\$5,436,939.07	-\$163,565.97	\$178,700.92	3.39%
Total Net Portfolio Value			\$5,280,435.35	\$5,444,001.32	-\$163,565.97	\$178,711.51	3.38%

FOOTNOTE DEFINITIONS

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



ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	Activity	Year-to-date	This period	Cash	Cash Sweep	Margin
	Opening Balance - Net Cash Equivalents		\$2,333.52	\$0.00	\$2,333.52	\$0.00
Buy and Sell Transactions	Assets Bought	-127,659.20	-127,659.20	-127,659.20		
	Assets Sold/Redeemed	109,426.67	109,426.67	109,426.67		
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	22,961.26	22,961.26	22,961.26		
Cash Sweep Activity	Cash Sweep Activity			-4,728.73	4,728.73	
Margin Interest	Margin Interest Charged					
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
	Closing Balance - Net Cash Equivalents		\$7,062.25	\$0.00	\$7,062.25	\$0.00
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS						CASH EQUIVALENTS			
						This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents						\$2,333.52	\$0.00	\$2,333.52	\$0.00
Assets Bought									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
1/10/2024	Asset Bought	125,000.000	100.7150	FEDL HOME LOAN BANK BOND CPN 5.125% DUE 01/11/27 DTD 01/11/24 FC 07/11/24 CALL 10/11/24 @ 100.000 CUSIP: 3130AYFY7	-125,893.75	-125,893.75			
1/26/2024	Interest Reinvest	726.770		STIFEL SMART RATE STIFEL BANK ID: 998606107 REINVEST AT 1.000	-726.77	-726.77			
	****note****								



ACTIVITY DETAILS continued	CASH EQUIVALENTS continued
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Assets Bought continued									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
1/26/2024	Interest Reinvest	1,038.680		STIFEL SMART RATE STIFEL BANK & TRUST ID: 998606305	-1,038.68	-1,038.68			
	****note****			REINVEST AT 1.000					
Total Assets Bought					-\$127,659.20	-\$127,659.20			

Assets Sold/Redeemed									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
1/9/2024	Asset Sold	-110,000.000	98.9000	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 05/01/24 @ 100.000 CUSIP: 64972CBF9	109,426.67	109,426.67			
Total Assets Sold/Redeemed					\$109,426.67	\$109,426.67			

Income and Distributions									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
1/2/2024	Interest			CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/24 @ 100.000 123023 140,000 CUSIP: 13607XEB9	3,675.00	3,675.00			
1/2/2024	Interest			CONNECTICUT ST SER A B/E TXBL CPN 1.998% DUE 07/01/24 DTD 06/11/20 FC 01/01/21 010124 110,000 CUSIP: 20772KJW0	1,098.90	1,098.90			
1/2/2024	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 010124 100,000 CUSIP: 341271AD6	629.00	629.00			



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>
1/2/2024	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 010124 70,000 CUSIP: 485429MF8	1,429.05	1,429.05		
1/2/2024	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 010124 200,000 CUSIP: 49130TVJ2	3,312.00	3,312.00		
1/2/2024	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 010124 220,000 CUSIP: 57563RPM5	4,441.80	4,441.80		
1/2/2024	Interest		ROGERS MEM HOSP INC BOND CPN 2.383% DUE 07/01/24 DTD 08/28/19 FC 01/01/20 010124 100,000 CUSIP: 775200AE8	1,191.50	1,191.50		
1/2/2024	Interest		U S TREASURY NOTE CPN 3.000% DUE 06/30/24 DTD 06/30/22 FC 12/31/22 123123 100,000 CUSIP: 91282CEX5	1,500.00	1,500.00		
1/16/2024	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 011524 120,000 CUSIP: 828807CW5	1,980.00	1,980.00		



ACTIVITY DETAILS continued	CASH EQUIVALENTS continued
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Income and Distributions continued							
Date	Activity	Quantity	Description	Total	Cash	Cash Sweep	Margin
1/26/2024	Interest		STIFEL SMART RATE STIFEL BANK 012524 159,635.54000 ID: 998606107	726.77	726.77		
1/26/2024	Interest		STIFEL SMART RATE STIFEL BANK & TRUST 012524 228,149.58000 ID: 998606305	1,038.68	1,038.68		
1/29/2024	Interest		MORGAN STANLEY SR NOTE CPN 3.875% DUE 01/27/26 DTD 01/27/16 FC 07/27/16 012724 100,000 CUSIP: 61746BDZ6	1,937.50	1,937.50		
1/31/2024	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 013124 7,062 CUSIP: 09999844	1.06	1.06		
Total Income and Distributions				\$22,961.26	\$22,961.26		

Cash Sweep Activity							
Date	Activity		Description	Total	Cash	Cash Sweep	Margin
1/3/2024	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-17,277.25	17,277.25	
1/11/2024	Sale		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		16,467.08	-16,467.08	
1/17/2024	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-1,980.00	1,980.00	
1/30/2024	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-1,937.50	1,937.50	
1/31/2024	Purchase		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-1.06	1.06	
Total Cash Sweep Activity				\$0.00	-\$4,728.73	\$4,728.73	

	<i>This period</i>		<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
Closing Balance - Net Cash Equivalents	\$7,062.25		\$0.00	\$7,062.25	\$0.00

REALIZED GAINS/(-)LOSSES

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Muni							
NEW YORK NY CITY HSG DEV CORP MLTIFAM HSG CUSIP: 64972CBF9		08/10/20	01/09/24	110,000	110,000.00	108,785.00	-1,215.00 (LT)
Total Fixed Income-Muni					\$110,000.00	\$108,785.00	-\$1,215.00
Total Realized Gains/(-)Losses					\$110,000.00	\$108,785.00	-\$1,215.00
Total Net Short-Term (ST)					\$0.00	\$0.00	\$0.00
Total Net Long-Term (LT)					\$110,000.00	\$108,785.00	-\$1,215.00
Total Net Other-Term (OT)					\$0.00	\$0.00	\$0.00

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.

Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of \$1.06. The rate at month-end was 0.15%.

Description	Location	Previous Month Value	Current Month Value
Stifel Trust Company NA	St. Louis, MO	\$0.00	\$7,062.16
Stifel Bank	St. Louis, MO	\$2,333.52	\$0.09
Closing Balance - Stifel Insured Bank Deposit Program			\$7,062.25

Stifel Smart Rate Program

Amount(s) listed below include accrued interest in the amount of \$1,765.45.* The rate at month-end for the Stifel Smart Rate Program was 5.00%.

Description	Location	Previous Month Value	Current Month Value
Stifel Bank & Trust	St. Louis, MO	\$228,149.58	\$229,188.26
Stifel Bank	Clayton, MO	\$159,635.54	\$160,362.31
Closing Balance - Stifel Smart Rate Program			\$389,550.57**

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 or from your Financial Advisor.

Stifel Smart Rate Program balances are bank deposits, which are eligible for insurance by the FDIC within applicable limits. Deposits in the Stifel Smart Rate Program with Stifel Bank, member FDIC, Stifel Bank & Trust, member FDIC, Stifel Trust Company, N.A., member FDIC, or Stifel Trust Company Delaware, N.A., member FDIC are reflected here for your convenience and are not cash held in your securities account(s). Stifel Smart Rate Program deposits are not insured by SIPC. 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 or from your Financial Advisor.

* The interest accrual period for the Stifel Smart Rate Program is measured from the 26th of the previous month through the 25th of the current month. The accrued interest amount is based on this accrual period, not a calendar month.

** The closing balance reflects deposits and withdrawals before the applicable cutoff time on the last business day of the month, regardless of when the transaction settles.



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, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., 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 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-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, or investors may contact SIPC at (202) 371-8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: www.stifel.com/disclosures/asset-protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

LIBOR Transition – Stifel is preparing for the discontinuation of LIBOR (the London Interbank Offered Rate), a key benchmark rate, 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. We have established a webpage as a resource for clients containing important information, including risks and disclosures regarding the LIBOR transition at 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.

Fully Paid Lending Participants – Without waiving any rights given to you, it is understood and agreed that the provisions of the Securities Investor Protection Act of 1970 may not protect the lender with respect to loaned securities hereunder and that, therefore, the collateral held for you may constitute the only source of satisfaction of Stifel’s obligations in the event Stifel fails to return the loaned securities.

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 Cash Management 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, automated clearing house (ACH) payments, 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, 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, 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. 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), 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
 January 31, 2024

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Fund Number : [REDACTED]

JANUARY 2024 STATEMENT

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Authorized Signer</u>	<u>Amount</u>
01/01/2024	December 2023 Investment Admin Fee		\$ (76.97)
01/01/2024	FY 2022/2023 Investment Admin Fee Refund		\$ 148.91
01/17/2024	October 2023 Interest Paid		\$ 6,316.25
01/26/2024	FY 2022/2023 Interest on Refund		\$ 7.48

Summary

Total Deposit:	\$	6,472.64	Beginning Balance:	\$	1,804,806.03
Total Withdrawal:	\$	(76.97)	Ending Balance:	\$	1,811,201.70

California State Treasurer
Fiona Ma, CPA



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

March 11, 2024

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

ORANGE COUNTY VECTOR CONTROL DISTRICT

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

[Tran Type Definitions](#)

//

Account Number: [REDACTED]

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1745143	N/A	SYSTEM	169,805.76

Account Summary

Total Deposit:	169,805.76	Beginning Balance:	22,014,289.85
Total Withdrawal:	0.00	Ending Balance:	22,184,095.61



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM E.4

Prepared By: Luan Ngo, Information Technology Manager
Submitted By: Lora Young, District Manager

Agenda Title:

Adopt Resolution No. 570 Amending Board Policy No. 29: Computer and Internet Use Policy and Procedures

Recommended Action:

Adopt Resolution No. 570 Amending Board Policy No. 29: Computer and Internet Use Policy and Procedures

Executive Summary:

The District's Computer and Internet Use Policy and Procedures (Policy No. 29) was amended in 2018 to establish a general Board policy on Information Technology use and refers to the Information Technology Administrative Regulations and Procedures to establish detailed guidelines on computers usage, use of other devices, and internet and email use. The amended Computer and Internet Use Policy and Procedures (Policy No. 29) adds that substantive changes to the Information Technology Administrative Regulations and Procedures will be provided to the Policy & Personnel Committee.

The Policy and Personnel Committee met and discussed this updated policy at the March committee meeting. Staff recommends this amended policy be adopted by the Board.

Strategic Plan Compliance:

PRIORITY AREA 5: Comprehensive Policy, Procedure, and Plan Review and Updates
GOAL 5.1: Identify, review, and update (as needed) all Board of Trustees Policies.

Fiscal Impact:

What Amount is being requested? None
Is the Amount Requested Budgeted in the Current Fiscal Year? N/A
If No, What Funds Are Requested? N/A

Previous Relevant Board Actions for This Item:

Approval of Policy No. 29 Computer and Internet Use Policy - March 15, 2001
Approval of Update to Policy No. 29 - November 15, 2007
Approval of Update to Policy No. 29 - October 18, 2018

Exhibits:

Exhibit A: Policy No. 29

Exhibit B: Information Technology Administrative Regulations and Procedures

Exhibit C: Resolution No. 570



Orange County Mosquito and Vector Control District
COMPUTER AND INTERNET USE POLICY AND PROCEDURES

Policy No.	Established:	Date Amended:	Resolution No.
29	03/15/2001	11/15/2007 10/18/2018 03/21/2024	321 470 570

SECTION I. Purpose

The purpose of the District's Computer and Internet Use Policy and Procedures is to establish uniform guidelines for computer usage, including the use of Internet and e- mail applications. The Computer and Internet Use Policy and Procedures references the Information Technology Administrative Regulations and Procedures to outline the standards, procedures, and guidelines for all District employees. A violation of standards, procedures, or guidelines established pursuant to the Information Technology Administrative Regulations and Procedures may result in disciplinary action up to and including termination.

SECTION II. Scope

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

SECTION III. Policy

1. Information Technology staff, in conjunction with the District Manager, will develop and maintain the District's Information Technology Administrative Regulations and Procedures.
2. Information Technology staff will review the Information Technology Administrative Regulations and Procedures as needed and revise to reflect industry standards.
3. Substantive changes to the District's Information Technology Administrative Regulations and Procedures will be provided to the Board of Trustees Policy and Personnel Committee.

Orange County Mosquito and Vector Control District

INFORMATION TECHNOLOGY ADMINISTRATIVE REGULATIONS AND PROCEDURES

SECTION 1. Purpose

The purpose of the District's Information Technology Administrative Regulations and Procedures is to establish uniform guidelines for computer usage, including the use of Internet and e-mail applications. Violations of standards, procedures, or guidelines established pursuant to this policy may result in disciplinary action up to and including termination.

The District makes every effort to provide its employees with technology-based resources in order to conduct official business more effectively. In this regard, the District has provided for, and made available, computers, mobile devices, tablets, local area networks (LANs), electronic mail (e-mail), and access to the Internet. Employees are authorized to use the District's computers, printers, phones, mobile phones, tablets (e.g. iPads), network, and online resources in accordance with the specified user obligations and responsibilities set forth herein. Employees are expected to act in a responsible, ethical, and legal manner and in accordance with the missions and purposes of the District and to abide by all laws.

SECTION 2. Scope

This policy shall apply to all District employees.

SECTION 3. Regulations and Procedures

- A. District computers are provided for District business and are not to be used for personal gain, private purposes, (except as described in paragraph F), or to support or advocate non-District-related businesses or purposes. All data and electronic messages, including information accessed via the Internet, and sent or received through electronic e-mail, are properties of the District. All records, whether paper or electronic, may be subject to the disclosure requirements of the California Public Records Act and are not to be considered private. Notwithstanding the foregoing, e-mail should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained long term shall be stored in a folder called E-mail Archive on the network U: drive.
- B. There is no expectation of personal privacy while using the District's computer systems and software, including e-mail, phone, tablets, mobile devices, and Internet usage. The District may, at any time, review the contents of all records, data and communication transmitted, received, and stored by its electronic systems. Any indication of a violation of this policy is subject to management review. This review may include accessing and disclosing all

electronic documents, information and messages including, but not limited to District e-mail, phone, text messages, and Internet records. The District reserves the right to monitor or access any District data or online communications for improper use, including but not limited to, encrypted Internet traffic, other Internet usage, e-mail communications, text messages, and other forms of electronic communications or data.

- C. The District purchases, owns, and administers the necessary software and licenses to provide access to e-mail and Internet services. Users may not rent, copy, or loan District software or its documentation, nor provide alternative software to access the system. Users may be held responsible for any damages caused by negligence, and unauthorized software or viruses they introduce in the system.
- D. The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.
- E. Examples of Prohibited Uses include, but are not limited to the following:
 - 1. Using the Internet to view, obtain, or disseminate any sexually oriented material, images, or messages.
 - 2. Use of the Internet and/or e-mail systems to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial, or sexually harassing materials.
 - 3. Use of text messages to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial, or sexually harassing materials.
 - 4. Using District computer systems for solicitation of commercial ventures, religious or political causes, chain letters, or other non-job-related purposes.
 - 5. Using District devices and equipment for the purpose of gambling or for participating in games of chance.
 - 6. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices, or any activity prohibited by law or District policy.
 - 7. Users shall not access, post, publish, display, transmit, or store on their District owned device, materials that are inappropriate, threatening, obscene, disruptive, fraudulent, sexually explicit, or discriminatory towards race, national origin, sex, sexual orientation, age disability, religion, or political beliefs.
 - 8. Downloading or installation of software that has not been approved by the District and scanned for viruses.

9. Any other use that may compromise the integrity of the District and its business in any way.

F. In order to promote employee computer and Internet proficiency, and as an employee benefit, limited employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and limited personal communications, and which conform to the above prohibited uses.

SECTION 4. Procedures

A. Passwords

1. All District users are expected to maintain a password complexity of at least eight characters, alphanumeric, one symbol, and at least one upper and lower-case letter. Users should be aware that this does not imply that employees have an expectation of privacy or that e-mail is the property of the user.
2. To ensure security, best practices are enforced when accessing District resources, users will be prompted to change their password at minimum once per year. Should the user forget their password and attempt to input a password they are not sure of, the user account will lock out after six failed attempts.
3. All District users are prohibited from sharing their password and are required to disclose their password to the Information Technology Department for administrative and remote support.

B. Internet and E-mail Access

1. Access to the Internet and e-mail is restricted to those employees who have been provided the necessary software and hardware and who have been authorized by the District to access e-mail and the Internet. The District may deny or restrict Internet and/or e-mail access to any employee at any time.
2. When using e-mail and the Internet, employees are cautioned to remember they represent the District. Employees may not speak for the District unless they are authorized to do so.
3. E-mail and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations as well as with District policy.
4. All non-District network devices must use the Guest-Wifi network to connect to the Internet.

C. Electronic Mail Storage

1. The District stores electronic mail only to the degree that allows the District to restore current electronic mail in the event of a system failure.
2. Electronic mail is not a permanent storage medium. Electronic mail in-boxes and out-boxes, sent boxes, and deleted boxes, should be purged on a regular basis. The District may, in its discretion, purge long-term mail on an automatic basis.
3. To save critical electronic mail as a permanent record, employees should save an electronic pdf copy to the company server profile storage located on the "U" drive in a folder called E-mail Archive.

D. Signature Block

E-mail sent outside the District should include a signature block at the end of all transmitted messages. This block should include the sender's name, title, Orange County Mosquito and Vector Control District, District telephone number, website, and e-mail address.

SECTION 5. Enforcement

- A. Using the network and online services is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. A violation of standards, procedures, or guidelines established pursuant to the Information Technology Administrative Regulations and Procedures may result in disciplinary action up to and including termination.
- B. Employees in-whose name a network account is issued is responsible for its proper use at all times. Users shall keep passwords, personal accounts, home addresses, and telephone numbers private. Employees shall use the system only under their own account. Information Technology staff are exempt from this rule while performing job related duties and functions.
- C. Users shall not gain, or attempt to gain, access to other individual's data, data systems, e-mail, or other resources except when necessary, as determined by a Supervisor.

- D. The system shall be used only for purposes aligned to the District's mission and goals. Use of the District's technology for commercial, political and/or personal gain, gambling, fraud, or for the transmission of unwanted e-mail or spam is strictly prohibited. Personal use will be limited and shall not disrupt the operation of the District or interfere with productivity. Online communications, data shared, deleted from, sent from, or received on District issued or District approved computers/network are not private.
- E. Users are obligated to safeguard the confidentiality, privacy, and security of District communications and data. Users are prohibited from engaging in any unauthorized methods which breach confidentiality, privacy, or security of District communications and data.
 - a. All personal devices, not approved by the District, are NOT considered safe, confidential, private, and/or secure.
 - b. All District related work must be conducted on District assigned devices. Special permission may be requested and authorized by the District Manager on a unique case to case basis.
 - c. Communication in this context entails voice, text messages, and e-mails.
- F. Vandalism or corruption may result in discipline, up to and including termination, as well as the cancellation of user privileges. Vandalism or corruption includes but is not limited to uploading, downloading, or creating of computer viruses, hacking tools, backdoors, decryption software, and/or any deliberate or malicious attempt to harm, destroy, damage or impede the performance of District equipment, materials or data, or attempt to access District equipment, systems, or data without authorization. Tampering with District hardware, software, or network is strictly prohibited. Users are obligated to protect the integrity of the equipment issued to them. Users shall not plug or permit anyone else to connect any unauthorized devices (including but not limited to wireless devices, switches, routers, non-District issued usb thumb drives, external hard drives, etc.) into the District network without the District's approval. The manner of connection must be intended for the legal, and authorized use in accordance with the District practice.
- G. Users shall report any security problem or misuse of the District's network to their immediate supervisor and/or the Information Technology staff.
- H. All District assigned devices must be kept on District premises overnight, unless authorized by the District Manager. For long term leave, sick days, or vacation, the devices should be submitted to employee's immediate supervisor for safe keeping and coverage during time of absence. Failure to comply may result in disciplinary action.

RESOLUTION NO. 570

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

**AMENDING POLICY NO. 29 PERTAINING TO THE DISTRICT'S COMPUTER AND
INTERNET USE POLICY AND PROCEDURES**

WHEREAS, the Board of Trustees established Policy No. 29 on March 15, 2001 pertaining to the District's computer and internet use policy and procedures; and

WHEREAS, the Board of Trustees adopted Resolution No. 470 establishing a general policy on Information Technology use and directs District staff to create and maintain an Information Technology Administrative Regulation and Procedure; and

WHEREAS, the Information Technology Administrative Regulation and Procedures are reviewed and updated routinely based on industry standards; and

WHEREAS, amending Policy No. 29 will establish that staff will provide the Information Technology Administrative Regulation and Procedures to the Board of Trustees Policy and Personnel Committee for review when significant changes have been made.

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

Section 1. Policy No. 29 is hereby amended establishing that significant changes to the administrative regulations will be provided to the Board of Trustees Policy and Personnel Committee.

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 21st day of March 2024, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Craig Green, 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 March 21, 2024:

APPROVED AS TO FORM:

Robert Reusch, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM E.5

Prepared By: Sandra Vera, Director of Human Resources
Submitted By: Lora Young, District Manager

Agenda Title:

Adopt Resolution No. 571 Approving Addition of an Extra-Help Assistant Laboratory Position Job Description and the Position in the Orange County Mosquito and Vector Control District's Position Schedule.

Recommended Action:

Adopt Resolution No. 571 approving 1) the addition of an Extra-Help Assistant Laboratory aide position job description and 2) adding Extra-Help Assistant Laboratory position in Orange County Mosquito and Vector Control District's position schedule for FY 2023/24.

Executive Summary:

The Scientific Technical Services (STS) Department of the Orange County Mosquito and Vector Control District has relied on seasonal staffing to assist with surveillance, identification, and other functions during the peak mosquito season of March through October. Over the last several years the District's STS Department has modified how routine trapping is conducted, have seen an increase in vector-disease laboratory work year-round versus during the peak mosquito season, and an overall increase of work during the non-peak season. The creation of a part-time year-round position would provide consistent staffing assistance in the specialized services of the Scientific Technical Services Department and would allow Human Resources to conduct a more targeted recruitment process. The Extra-Help Assistant Laboratory description is written in such a manner that it would reduce liability for the District by complying with both ACA and CalPERS guidelines.

Based on the needs of the District, the District Manager, Director of Scientific and Technical Services, and the Director of Human Resources determined the addition of this position would allow for continuity of Department of Scientific Technical Services business throughout the year.

The addition of this job description would result in a "Net Zero" in overall staffing numbers and would have no additional fiscal impact to the District's personnel budget.

Based on the needs of the District and Department, staff recommends that the Board approve Resolution No. 571 that would: 1) add Extra-Help Assistant Laboratory position job description and 2) add Extra-Help Assistant Laboratory position in Orange County Mosquito and Vector Control District's position schedule for FY 2023/24.

Strategic Plan Compliance:

PRIORITY AREA 9: Staffing

GOAL 9.1: Assess and address staffing needs/deficiencies and evaluate options for full-time and part-time staffing models that consider current and future demand for services and growth in the county.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year? N/A

If No, What Funds Are Requested? N/A

Exhibits:

Exhibit A: Extra-Help Assistant Laboratory Job Description

Exhibit B: Resolution No. 571



EXTRA-HELP ASSISTANT LABORATORY

DEFINITION

Under supervision, the Extra Help Assistant carries out assignments, the details of which have been planned and organized by persons working at a higher level. These assignments may include working as part of the surveillance team, setting traps, identifying specimens, and performing general laboratory duties that support several lab projects and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Director and works with Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Extra Help Seasonal Assistant works in conjunction with and often independent of the District Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist to conduct a variety of generally routine laboratory and field assignments in collecting and recording a variety of data that are of biological, entomological, ichthyological, and/or microbiological factors associated with public health vectors. This position can be assigned year around to accommodate the needs of the District and will not work more than 24 hours a week.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

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

1. As directed, set mosquito traps at surveillance sites, establish new trap locations, collect traps, and identify specimens. Conduct other surveillance and collect organisms (e.g., fleas, ticks, RIFA, small mammals, dead birds) for disease testing.
2. Assist in care, collection, and distribution of mosquito fish. Conduct maintenance of fish facilities and equipment.
3. Assist with insect rearing functions, maintain insectary facilities, and assist with experiments.
4. Engage with the public during normal field work. Place signs and distribute informational literature.
5. Help maintain all field and laboratory equipment.
6. Conduct data entry.

QUALIFICATIONS

Knowledge of:

- Reading and writing capably, to work dependably and cooperatively with others, to follow and maintain safety precautions, and to learn to operate specialized equipment and to exercise independent judgment.
- Standard vehicle operations including observing legal and defensive driving practices. High motor vehicle aptitude is encouraged. Surveillance routes require stops at multiple locations; experienced control of motor vehicles is desired.
- Perform computational entries on a table, smartphone, and desktop.
- Utilize programs like Excel (MS), Access (MS), Google Earth, Google Suite.
- Experience with power tools and hand tools is desired but not necessary.

Ability to:

- Perform general work and learn the specific operations of the laboratory programs/projects.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relations with the public and fellow employees.

Education and Experience:

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

Education: High School Diploma or GED. College coursework in biology, entomology, ecology, fisheries, or related field is desirable.

Experience: Education or training which demonstrate the abilities and knowledge to perform the above requirements

Licenses and Certifications:

A valid Class C California State driver's license issued from the California Department of Motor Vehicles with two points or less and no major violations. Must be maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbents must be physically able to perform manual labor, lift weights in excess of 50 pounds.
- Walk long distances, traverse rough terrain.
- Work under harsh weather conditions, outdoors.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position is required to work outdoors where weather conditions can be harsh and noise level can be high at times. Must possess the mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to operate varied manual and power tools, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. Positions in this class perform analytical work, which involves the ability to think, reason, analyze, and draw conclusions. Employees must wear and use the proper Personal Protective Equipment (PPE)

RESOLUTION NO. 571

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

**APPROVE THE EXTRA-HELP ASSISTANT LABORATORY JOB DESCRIPTION
AND ADD THE POSITION INTO THE AUTHORIZED POSITION SCHEDULE**

WHEREAS, The Orange County Mosquito and Vector Control District's Scientific Technical Services (STS) workload has changed in the past 3 years; and

WHEREAS, The workload is evolving into a year-round program with routine surveillance, vector-borne disease response, and other projects; and

WHEREAS, The current seasonal staffing only provides support for services for a limited time during the peak mosquito season; and

WHEREAS, The Extra-Help Assistant Laboratory position will allow for year-round support with limited hours per week; and

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

SECTION 1. That the Job Description for the position of Extra-Help Assistant Laboratory be approved and included within the District's Authorized Position Schedule.

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 21st day of March at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Craig Green, 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 March 21, 2024:

APPROVED AS TO FORM:

Robert Reusch, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM E.6

Prepared By: Sandra Vera, Director of Human Resources
Submitted By: Lora Young, District Manager

Agenda Title:

Adopt Resolution No. 572 Approving Changes to the Education Coordinator Job Description

Recommended Action:

Adopt Resolution No. 572 approving changes to the Education Coordinator Job Description.

Executive Summary:

The Communications Division is structured with four distinct job classifications, the Education Coordinator position was recently vacated and created a juncture to evaluate the needs for the division. The evaluation process determined that there was an opportunity to create succession planning, reduce requirements for a lower level and attract a larger pool of candidates for the vacancy.

Based on the needs of the District, the District Manager, Director of Communications, and the Director of Human Resources determined the change of this position would be required to assist with educational needs. With the revised job description for the Education Coordinator Series, the District will ensure succession planning and longevity of incumbents with institutional knowledge.

Staff has received support from the affected bargaining unit regarding the proposed changes to job description and will satisfy its meet and confer responsibilities under the Meyers-Milias-Brown Act prior to implementation.

The result of these changes in positions will be "Net Zero" in overall staffing numbers. Furthermore, the new classification will result in no additional cost in salary and benefits in FY23/24. The changes in the classification in the Communications Division will allow for a greater pool of candidates and succession planning.

Strategic Plan Compliance:

PRIORITY AREA 9: Staffing

GOAL 9.1: Assess and address staffing needs/deficiencies and evaluate options for full-time and part-time staffing models that consider current and future demand on services and growth in the county.

Fiscal Impact:

What Amount is being requested? None

Is the Amount Requested Budgeted in the Current Fiscal Year? N/A

If No, What Funds Are Requested? N/A

Exhibits:

Exhibit A: Education Coordinator Job Description

Exhibit B: Resolution No. 572



EDUCATION COORDINATOR SERIES

DEFINITION

Under direction, develops, plans, and implements a vector-related comprehensive District-wide education program for elementary and secondary schools and community groups; develops or evaluates and selects program curricula; maintains liaison with teachers and school administrators; coordinates and monitors District employees' educational requirements for certification and license renewal; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Communications. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs a variety of vector control education-related duties including scheduling classroom programs and teaching the vector education curriculum at schools. Responsibilities include assisting with the development and implementation of public outreach and education programs, developing information materials and staffing educational fairs and events. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Collects or assists in collecting and identifying larval and adult mosquitoes and other insects using a variety of trapping techniques. Assists with all aspects of vector surveillance, monitoring, and identification, as directed.

1. Oversees all aspects of the District's elementary and secondary student education programs; schedules and conducts District education-related classroom programs on vector control management.
2. Creates and implements approved educational lesson plans and activities in school classrooms following California Department of Education guidelines; monitors trends in vector management education.
3. Researches, evaluates, designs and selects educational materials that are current and age-relevant; selects and orders new instructional materials; maintains an inventory of education materials and supplies.
4. Develops and prepares educational classroom materials; distributes materials to classroom.
5. Monitors continuing education requirements for District employees; schedules webinars, registers employees for exams and courses; tracks and reports education units to the California Department of Public Health.

6. Participates in the implementation and coordination of annual educational activities and contests.
7. Assists with community outreach, public events, fairs, education programs and other District activities; answers vector related questions.
8. Assists in creating and editing script, film, and educational video materials; creates social media content.
9. Serves as a back up to front office staff as needed; answers phone and schedules appointments.
10. Observes and complies with all District and mandated safety rules, regulations, and protocols.
11. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of teaching primary school students including emerging educational technologies.
- Principles of pesticide application and safety, mosquito biology and control, terrestrial invertebrate vector control, and vertebrate vector control.
- Community resources related to vector control programs.
- Biological principles used in vector control work.
- California Standards for the Teaching Profession, California Common Core standards, English Language Development standards, and Next Generation Science Standards.
- Principles of child development.
- Community demographics.
- Teaching best practices including student engagement strategies.
- Guided Language Acquisition and Development (GLAD).
- Thinking Maps' purpose and implementation.
- Positive Behavior Intervention and Support (PBIS).
- Structured Language Practice.
- Basic concepts of video production and script-writing.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Create a positive classroom learning environment.
- Effectively work with youth of various ages, education system administrators, local elected officials, and private education entities.
- Develop or modify age-appropriate curricula for a diverse range of students.
- Research, adapt and use new methods of education technology.

- Oversee and monitor the District's continuing employee certification program requirements for staff.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in elementary education, communication arts, biological sciences, public health or a related field; and three (3) years of experience teaching youth education, preferred experience for an accredited public/private/charter school.

Licenses and Certifications:

- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.
- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Education Coordinator I: Bachelor's Degree and three (3) years of experience teaching youth education curriculum.
- Education Coordinator II: Five (5) years of experience teaching youth education curriculum, and
- Education Coordinator II: Possession of, or ability to obtain and maintain a current California Teaching Credential.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office/classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer

keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office/classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

RESOLUTION NO. 572

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

**AMENDING THE EDUCATION COORDINATOR JOB DESCRIPTION TO INCLUDE
LEVEL ONE AND TWO**

WHEREAS, The Orange County Mosquito and Vector Control District's has an active school education program; and

WHEREAS, An evaluation of the program found that the opportunity to provide succession planning within the position would benefit the District and incumbent; and

WHEREAS, The position requirements were changed to allow for a level one and level two Education Coordinator based on education and experience; and

WHEREAS, The change will not impact the number of staff or the personnel budget; and

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

SECTION 1. The updated Job Description for the Education Coordinator Series be approved.

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 21st day of March at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Craig Green, 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 March 21, 2024:

APPROVED AS TO FORM:

Robert Reusch, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM F.1

Prepared By: Lora Young, District Manager
Submitted By: Lora Young, District Manager

Agenda Title:

Provide Further Direction to Staff Pertaining to the District Office Relocation Plan

Recommended Action:

The Board of Trustees provide further direction to the District Manager pertaining to the long-term facility needs of the District

Executive Summary:

The Orange County Mosquito and Vector Control District has occupied its present 3.24-acre site in Garden Grove since the District's formation in 1947. The District expanded its footprint in 2011 by acquiring the adjacent 1.95-acre Haster Business Park. The triangular sized site is landlocked, and the property is bordered by Garden Grove Blvd to the south, Haster Blvd to the west, and the Haster exit from westbound SR22 to the north. The total site comprises three separate parcels, encompassing 5.19 acres. Current District facilities are disjointed, aged (some going back to pre-World War II), and will require significant infrastructure improvement in the next five years. Staff have been managing within the current facilities, however there are inefficiencies, challenges with the aging utilities, and increases in both minor and major repairs.

In early 2019, the Joint Budget and Finance and Building, Property and Equipment Committees began meeting to discuss the District's facilities. In December 2019, the Board of Trustees reviewed two options for the District facilities 1) Build new facilities on site and retain ownership of property 2) Relocate to an existing building not on the current site and improve it to meet the needs of the District. After reviewing the options, the 2019 Board of Trustees provided staff with directions to look for property with an existing building to improve for District facilities.

In 2019, District staff worked with architectural firm LPA to conduct a space plan analysis of the District and its program needs, the space plan was updated in 2024 to reflect changes in programs (**Exhibit A**). Once that plan was complete, it was presented to the Joint Committee for further evaluation and study. In 2020, the District began working with Kosmont Realty, a nationally recognized real estate, financial advisory and economic development services firm, to locate potential new facilities within a specific area around the District's current facilities. In April 2023, the District entered into a formal brokerage agreement with Kosmont Realty to work with the joint committee in identifying properties. Kosmont staff used the space plan to identify potential properties that would meet the District's current and future facility needs.

As of March 2024, District staff and the joint committee have reviewed three buildings that can meet most of the District's space plan needs. The current building that the joint committee and District staff have reviewed is located in the City of Orange and would require some new construction as well as a complete remodel of the interior of one office building.

In February 2024, the Joint Budget and Finance and Building, Property, and Equipment Committees met to review the District's current facility fund and new facility options. One of the main concerns for committee members was the amount of retrofitting that would be required of any relocation property due to the unique work the District conducts and the inability of a new property to meet all of the District's needs. The committee asked that the following options be brought to the full Board of Trustees and that the board provide further direction to staff.

Option 1 – Obtain a Cost Analysis of New Construction on the District's Current Property:

The District has the option to re-imagine the existing site through new construction. In 2019, the estimated cost was between \$30 to \$45M and would take approximately three years from project start to full occupancy. This option would provide the ability for the District to build facilities to the exact specifications needed for current and future needs. The current location is centrally located within the County and has easy freeway access. Based on the Board of Trustees direction in 2019, District staff has not looked at what current construction costs for this project would be.

The District Facilities Improvement Fund contains approximately \$13.5M for new construction, renovation, or relocation. The balance of the money needed to accomplish this task would require debt financing or some other form of financial augmentation. The District has the ability to obtain approximately \$14M in debt financing without any impact to staffing, services or programs to augment the cost of construction on the current property. Project logistics would require a managed effort and a multi-year coordination.

Option 2 – Continue Looking for an Existing Building not on the Current Site and Improve to Meet the Needs of the District:

Since 2020, the District has been actively looking for an alternate property with an existing building. With the help of Kosmont Realty, District staff and the Joint Committee have toured two properties that had the potential for relocation. Due to the uniqueness of the services the District provides to the residents of Orange County, the large fleet and some specific outdoor/storage space, extensive improvements will have to be made to any property that is purchased. Additionally, it is desirable that the District's base of operations remain within the north-central portion of Orange County, which places further restrictions on the amount of properties available. The 5.19-acre site is valued at approximately \$15-\$20M and would provide additional funds for a new property.

Summary:

Staff has spent considerable effort on this project, worked with the Joint Committee, and engaged the services of qualified outside consultants. Since 2019, the District has not completed any immediate large facility improvement projects. With the recent storm series, the District will need to look at some public works contracts to maintain safe and adequate work spaces of the current facilities.

Based on the current facility status, staff recommends that the Board of Trustees proceed with a two-prong approach which includes conducting a cost analysis of what new construction costs would be at the current District property and continue to pursue the current properties that meet the Districts programmatic needs.

Joint Committee Recommendation:

The Joint Committee met on February 28, 2024 and received a report analyzing the options presented. At that meeting, the Joint Committee recommended that:

1. The District obtain cost pricing on construction costs for new construction at the current property.
2. Obtain detailed pricing on construction cost for the Orangewood property which includes seismic retro fit.

If authorized to proceed, staff will coordinate with the Joint Committee and the Board of Trustees throughout the process to determine if the District has adequate funding to conduct a new construction project on the current property.

Strategic Plan Compliance:

PRIORITY AREA 4: Facility Enhancement/Rehabilitation Project (W)
GOAL 4.1: Identify long term facility needs.

Fiscal Impact:

What Amount is being requested? \$30K
Is the Amount Requested Budgeted in the Current Fiscal Year? No
If No, What Funds Are Requested? General Fund

Exhibits:

Exhibit A: LPA Site Analysis

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Executive Services		Space		Required			Notes	Name
		code	square feet	Staff	Qty	Sq.Ft.		
Private Offices								
	Executive VP	Private Office - A	300	1	1	300		
	Staff	Private Office - B	225	1	1	225		
	Future Office	Private Office - B	225		1	225	To be used as a conference room until private office space is needed.	
Open Work Area and Cubicles								
	Administrative Assistant	Workstation	64		2	128	One (1) - Future growth	
Other Rooms and Areas								
	Reception						See shared "reception"	
	Executive Services File Storage/ Layout Space	Allow	250		1	250	Have two large fire safes to be relocated. Require area to put together Reports for Board Meetings.	
	Board Room / Training	Allow	4,000		1	4,000	Should have A/V capability, acoustic concerns, Use for employee all hands meetings and training. Entrance near front of building. Quantity includes (38) trustees + (8) staff + (150) public seating. Space can be separated by lobby from other building spaces. Arrangement similar to council chambers. Services for webinars 2x/month & computer training. Set up room with tables and laptops.	
	Executive meeting					0	See shared "large conference - A"	
	Large Conference	Allow	400		1	400	Seat (10-12)	
	Subtotal usable sf / staff			2		5,528		
	Unit Circulation	Circulation	35%			1,935	Circulation/wall thickness/misc areas	
	Total Net			2		7,463		

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Administration Services	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Private Offices							
	HR Director	Private Office - B	225	1	1	225	
	Human Resource Analyst	Private Office - C	150	1	1	150	
	Accounting Specialist	Private Office - C	150	1	1	150	
	Finance Manager	Private Office - B	225	1	1	225	
	HR Administrative Assistant	Private Office - C	150	1	1	150	
	Private Office	Private Office - C	150		2	300	For future growth
Open Work Area and Cubicles							
	Open Workstation	Workstation	64		2	128	For future growth
Other Rooms and Areas							
	Records Storage (Finance & HR)	Allow	300		1	300	Relocate fire safe for blank checks & payroll. Provide printer.
	HR Conference	Allow	200		1	200	Seat (4-6)
	Training					0	See shared "large conference - A"
	Large Conference					0	See shared "large conference - B"
	Subtotal usable sf / staff			5		1,828	
	Unit Circulation	Circulation	35%			640	Circulation/wall thickness/misc areas
	Total Net			5		2,468	

Required locked storage within HR Suite and Accounting Suite. As well as locks on Offices. OCMVC has large amount of seasonal staff that creates additional administrative work during this season using the same amount of admin. Staff. Department works collaboratively with each other with some dedicated quiet area.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

IT	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Private Offices							
	IT Manager	Private Office - B	225	1	1	225	
	IT Analyst	Private Office - C	150	1	1	150	
	Private Office	Private Office - C	150		1	150	For future growth
	IT Specialists/ IT Coordinator	Private Office - B	225	2	1	225	Shared office
Open Work Area and Cubicles							
	Open Workstation	Workstation	64		1	64	For future growth
Other Rooms and Areas							
	Mallroom	Allow	225		1	225	Locate near reception, mailslots, shipping and receiving.
	Dedicated Server Room	Allow	625		1	625	(3) 4 post racks, movable cart, KVM, security equipment, 24/7 cooling required, secured location in building. Possible connect to generator or include UPS. Locate near IT, key card access. 6" raised floor
	IDF	Allow	50		1	50	locate on 2nd floor
	IT - Staging	Allow	200		1	200	Provide bench table with electrical and data wiremold at countertop height.
	IT- Storage	Allow	200		1	200	(10) racks with electrical on each wall. Confirm racks is open shelving?
	Subtotal usable sf / staff			4		2,114	
	Unit Circulation		Circulation	35%		740	Circulation/wall thickness/misc areas
	Total Net			4		2,854	

Locate near building entry and central to staff for support. Two dedicated fax machines secured correspondence ie.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Communications	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Private Offices							
	Communications Director	Private Office - B	225	1	1	225	
	Public Outreach Coordinator	Private Office - C	150	1	1	150	
	Private Office	Private Office - C	150		1	150	For future growth
Open Work Area and Cubicles							
	Education Coordinator	Workstation	64	1	1	64	
	Communication Specialist	Workstation	64	1	1	64	
	Outreach Education Assistant	Workstation	64	1	1	64	
	Customer Service Representative	Reception	120	2	1	120	District's receptionist, Delivery area, laptop storage, locate next to reception waiting area and mailroom
	Open Workstation	Workstation	64		1	64	For future growth
Other Rooms and Areas							
	Communication Outreach - Storage	Allow	550		1	550	Secured, Dedicated for portable tables, folding chairs, (5) pop up canopies, printed material, (2) large inflatable mosquitos (weigh 150 pounds), (10) industrial shelving units, dolly and mobile cart storage, give aways, banners, stands. Plotter, outreach material storage, work counter for education/outreach programs. Locate at garge level for easy transportation of material to transportation for event.
	Subtotal usable sf / staff			7		1,451	
	Unit Circulation	Circulation	35%			508	Circulation/wall thickness/misc areas
	Total Net			7		1,959	

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Scientific Technical Services (STS)	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Private Offices							
Director	Private Office - B	225	1	1	225		
Biologist	Private Office - C	150	1	1	150		
Vector Ecologist, GIS/Mapping	Private Office - C	150	1	1	150		
Vector Ecologist	Private Office - C	150	4	4	600		
Administrative Specialist	Workstation	64	1	1	64	No door/Open Reception	
Future	Private Office - C	150		2	300	Open office for future staff	
Fish							
Biologist Office - Fisheries	Private Office - C	150	1	1	150	Locate near indoor fish rearing facility	
Workstation Main Area	Allow	64		2	128	(2) cubicles	
Indoor Fish Rearing Facility	Allow	3000		1	3,000	locate near outdoor ponds	
Workshop	Allow	200		1	200		
Storage	Allow	150		1	150		
Microbiology Lab							
Microbiologist	Private Office - C	150	1	1	150	Locate near microbiology lab area	
Workstation Main Area	Allow	64		3	192	(3) cubicles	
Clean Room	Allow	450		1	450	(3) seats	
Anti-Room/Storage	Allow	50		1	50	Storage of small containers, gloves, lab supplies	
Dirty Room	Allow	450		1	450	(3) seats	
Darkroom/PCR	Allow	100		1	100		
Media	Allow	450		1	450	(3) seats	
Insectary							
Workstation Main Area	Allow	64		3	192	(3) cubicles	
Vestibule	Allow	80		1	80	Provide between workstation and rearing rooms	
Rearing Room-1	Allow	115		1	115	Separate mechanical	
Rearing Room-2	Allow	115		1	115	Separate mechanical	
General Lab							
Part-Time Staff	Workstation	64		12	768	Not part of overall staff count, open space with lab layout	
Open Workstation	Allow	25		4	100	Data entry, part of part-time staff open space	
Open Workstation	Workstation	64		2	128	Space for visiting scientist and other short-term help.	
Library	Allow	150		1	150	Dedicated space for reference books and journals.	
Collection Room/Storage	Allow	150		1	150	Adjacent to outside access	
Specimen Intake Area							
Tech Drop-off	Allow	150		1	150		
Traps Storage	Allow	300		1	300		
Dry Ice Storage	Allow	10		1	10	Two section reach-freezer, outside	
Refridgerator and Freezer	Allow	120		1	120	Refridgerator and freezer, outside	
Bio-Hazard Storage	Allow	60		1	60	outside	
Pathology Lab							
Workstation Main Area	Allow	64		3	192	(3) cubicles	
Necropsy Room	Allow	225		1	225	(3) seats, ventilation	
pesticide Assay Room	Allow	150		1	150	(2) seats	
Other Rooms and Areas							
Lab Shop	Allow	300		1	300	combine with other shop areas if adjacency allows, outside	
Tool Storage	Allow	150		1	150	combine with other tool storage areas if adjacency allows, outside	
Generator						See site "Generator"	
Outdoor Intake						See site "outdoor intake"	
SIT facility	Allow	3000		1	3,000	4000 sf ideal	
Subtotal usable sf / staff			10		10,414		
Unit Circulation	Circulation	35%			3,645	Circulation/wall thickness/misc areas	
Total Net			10		14,059		

Can be located away from the Public Entry. Require wall space for GIS Mapping in P.O. as well as Compliance Map Display in P.O. Adjacent to Operations and Communications. Carrie should be located near Testing I.D. area. Require Needle and syringe disposal area. Storage for disposable gloves and bio-hazard waste. Require special Mechanical concerns with Negative Airpressure, etc.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Operations	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Private Offices							
Director of Operations	Private Office - B	225	1	1	225		
Building Maintenance Coordinator	Private Office - C	150	2	1	150	Shared office with (1) additional staff	
IVM Compliance Coordinator	Private Office - C	150	1	1	150		
Vector Reduction Coordinator	Private Office - C	150	1	1	150		
GIS Coordinator	Private Office - C	150	1	1	150		
Operations Supervisor	Private Office - C	150	1	1	150		
Vector Control Inspector III	Private Office - C	150	7	7	1,050		
Operations Coordinator	Private Office - C	150	1	1	150		
Open Work Area and Cubicles							
Operations Specialist	Workstation	64	1	1	64	No door	
Vector Control Inspector II	Workstation	64	10	10	640	open office bullpen	
Growth	Workstation	64		5	320	(5) future	
Seasonal							
Spray Route	Allow	12		10	120	worksurface, benching	
Special Services	Allow	12		20	240	worksurface, benching (Flood Control, Underground, freeway, Helpers)	
Door To Door	Allow	12		10	120	worksurface, benching	
Red Imported Fire Ants (R.I.F.A)	Allow	12		8	96	worksurface, benching	
Future	Allow	12		5	60	(5) future	
Locker Room (Men's + Women's)							
lockers	Allow	8		140	1,120	12" wide half height lockers, 10 STS lockers	
Uniform Exchange Area	Allow	100		1	100	Clean uniform storage area and laundry cart storage area for outside laundry services. Should have convenient exterior access. Provide separate seasonal storage.	
Changing Rooms	Allow	40		10	400		
Toilet/Shower - Accessible	Allow	110		2	220	Individual stalls	
Toilet/Shower - Standard	Allow	90		2	180	Individual stalls	
Other Rooms and Areas							
Large Conference					0	See shared "large conference - A"	
Mudroom / Bootwash	Allow				0	Integrated into vehicular wash bay	
Wood Shop	Allow	500		1	500	Include Table Saw, Band Saw, Radial Saw. Locate near vehicle maintenance. Combine with other shop areas	
Storage	Allow	120		1	120	Lockable store janitorial supplies, restroom supplies.	
Safety Supply Storage	Allow	120		1	120	Locate near ice storage.	
Laundry	Allow	80		1	80		
Ice Storage	Allow	40		1	40		
Subtotal usable sf / staff			26		6,715		
Unit Circulation	Circulation	35%			2,350	Circulation/wall thickness/misc areas	
Total Net			26		9,065		

Field work for Control of Vectors, Building maintenance, Field operations. Responsible for vehicle maintenance, storage. Locate near STS and IT.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Shared	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Other Rooms and Areas							
	Reception Waiting Area	Allow	200		1	200	Seat (4-6), locate near entry and Board Room. Would like front entry secure with possible camera/buzzer connected to front desk receptionist for secured access. Display for Vector Information Brochures. Visual Display story of "who is OCMVC". Floor area for public viewing of board meetings with audio visual screens and speakers.
	Demonstration Space	Allow	500		1	500	OPTIONAL - I exhibit space adjacent to reception waiting
	Conference - A	Allow	550		2	1,100	Video conference, for staff meetings, media interviews, presentations.
	Conference - B	Allow	500		3	1,500	Video conference
	Copy Room	Allow	100		2	200	
	Break Room	Allow	800		1	800	(24) Seats, (3) refrigerator, microwave, sink, disposal, coffee, vending. Provide additional outdoor space if it can be properly located away from traffic noise.
	Public Restrooms	Allow	64		4	256	Locate near reception and Boardroom, (4) single accomodation
	Staff Restrooms	Allow	64		4	256	(4) single accomodation
	Coffee Area	Allow	40		1	40	Locate near reception and Boardroom
	Wellness Room	Allow	100		2	200	Include lounge chair, dimmable lights, small sink, undercounter refrigerator
	Janitorial	Allow	60		2	120	
	Subtotal usable sf / staff				0	5,172	
	Unit Circulation	Circulation	35%			1,810	Circulation/wall thickness/misc areas
	Total Net				0	6,982	

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements

Parking/Site Components	Space		Required			Notes	Name
	code	square feet	Staff	Qty	Sq.Ft.		
Site Program Components							
Raceway Tanks	Allow	60		7	420	(7) total Split into 2 areas (2 + 5)	
Outdoor Intake	Allow	100		1	100	Outdoor specimen and spooage drop-off, locate adjacent to STS specimen intake area.	
Trash Enclosure	Allow	400		1	400	Accommodate (3) lare gins. Include separate recycle bin area in enclosure. Pick up is 3-4 days per week. Locate outside secure area.	
Generator	Allow	300		1	300	Locate near Scientific Technical Services. Serves labs Hepa filter and freezers, also serves server room.	
Vehicle Maintenance	Allow	700		2	1,400	Tall ceiling height to accommodate Lifts, compressed air, 240 V. power.	
Vehicle Maintenance Coordinator	Allow	50	1	1	50	Grouped into 1 open office	
Vehicle Maintenance Mechanic	Allow	50	1	1	50		
Vehicle Maintenance Staff	Allow	50	1	1	50		
Car Wash Bays	Allow	500		2	1,000	Add eye wash / overhead shower	
Chemical Storage	Allow	1,000		1	1,000	Separate structure, (3) bays: concentrated liquids,gases, pellet poisons. Locate away from public area. Add eye wash / overhead shower	
Subtotal usable sf			3		4,770		
Parking							
Indoor Vehicle Storage	Allow	425		110	46,750	Includes unit circulation, 10'x20' stall, existing quantity (100)	
Communications Van	Allow	425		1	425	Includes unit circulation, 10'x20' stall	
Communications 15 Passenger	Allow	500		1	500	Includes unit circulation, 12'x25' stall	
Visitor Parking	Allow	171		40	6,840	Unsecured 9'x19' stall	
Employee Parking (full-time)	Allow	171		70	11,970	Secured 9'x19' stall	
Employee Parking (part-time)	Allow	171		10	1,710	Secured 9'x19' stall. Part-time staff for STS.	
Employee Parking (seasonal)	Allow	171		60	10,260	Secured 9'x19' stall	
Subtotal usable sf					78,455		
Circulation and Site Components							
Site Circulation/Roadway	Allow	90,221		1	90,221	Vehicular circulation, pedestrian circulation, landscape	
Setback	Allow	35,000		1	35,000	15' setback, landscape	
Subtotal usable sf					125,221		
Total Parking Stalls				292			
Total Net					208,446		

Additional Notes:

Security requirements

Exterior Cameras at all parking lot entrances, building entrances, buzzer at front entry for access, card key access to building entrances. Increase perimeter level of security (possibly block)

Site Requirements

Public area should accommodate box truck and oversized vehicle deliveries. Secure area needs to accommodate 40' delivery truck, no loading dock required.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Space Requirements Summary

Departments	Area (square feet)	Staff			Notes
		Full Time	Part Time	Seasonal	
Executive Services					
Subtotal usable sf / staff	7,463	2			
Administrative Services					
Subtotal usable sf / staff	2,468	5			
IT					
Subtotal usable sf / staff	2,854	4			
Communication					
Subtotal usable sf / staff	1,959	4			
STS					
Subtotal usable sf / staff	14,059	10	12		
Operations					
Subtotal usable sf / staff	9,065	26		48	
Shared					
Subtotal usable sf / staff	6,982				
Site					
Subtotal usable sf / staff	208,446	3			
Total Required	253,296	54	12	48	

Existing Building	Area (square feet)	Notes
Administration	7,040	
Laboratory	5,300	
Vehicle Maintenance	4,070	
Pesticide Shed	770	
Storage/Shop/Carwash	2,750	
Covered Parking/Storage	18,830	
Commercial Building	35,420	
Total Building Area Available	74,180	



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

March 21, 2024

AGENDA REPORT

AGENDA ITEM: G.4

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

Agenda Title:

Receive Statement of Economic Interests 700 Forms for Filing

Recommended Action:

Receive and file.

Executive Summary:

Each trustee is required to complete a Statement of Economic Interests Form 700 by April 1, 2024. (Please note there are penalties for late filing). The cover page of the form 700 must have an original signature in blue ink. Trustees may obtain the form and additional information online at <http://www.fppc.ca.gov/Form700.html> or file electronically as indicated below.

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

<https://www.southtechosting.com/OrangeCounty/eDisclosure/>

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

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

Fiscal Impact:

What Amount is being requested? N/A

Is the Amount Requested Budgeted in the Current Fiscal Year?

If No, What Funds Are Requested?

Previous Relevant Board Actions for This Item:

Exhibits:

FUNGUS GNATS AND MARCH FLIES

Fungus Gnat



March Fly



GENERAL INFORMATION

Fungus gnats and March flies occasionally cause considerable concern when they are found in or about the house, patio, or lawn in large numbers. The fungus gnats may resemble small mosquitoes but neither they nor March flies can "bite." Their status as a pest here is mainly only as a nuisance.

The larvae of the various species are mostly whitish, slender maggots with dark heads. Development from the egg stage to the adult gnat usually takes two to four weeks. The adults are often attracted to lights at night.

FUNGUS GNATS (*Mycetophilidae* & *Sciaridae*):

These small (1/8"-3/8") dark flies are found here throughout the year where they inhabit damp, decaying organic matter such as leaf mold, manure, and organic fertilizers and mulches where the larvae feed, especially on fungus growth. Occasionally they may be found breeding within planter boxes for house plants where the moisture favors them. Only in commercial mushroom beds are they usually a potential economic pest.

MARCH FLIES (*Bibionidae*):

These dark-colored flies (1/4") are usually most common in the spring and early summer. They, like fungus gnats, are primarily scavenger feeders as maggots or larvae in the soil or turf with moist, decaying organic matter from which adults are lazy fliers, often staying close to the ground. They may feed on the nectar of flowers.

CONTROL

Control is not usually warranted. Keeping doors closed and windows tightly screened will help. The flies may enter homes where lights attract them. Where killing thegnats or flies is desired inside buildings, the usual fly space sprays may be used.

This information is provided to help homeowners with their pest problems. Insecticides may be purchased at nurseries, hardware, farm supply, and pet stores. If additional help is needed, contact with a licensed pest control operator is suggested. No endorsement of trade names or products is intended, nor is criticism implied of similar products not mentioned.

PRECAUTIONS

1. Handle insecticides with care and follow instructions on the label.
2. Do not use around open flame or exposed foods, and always clean food preparation areas after the use of pesticides.
3. Store out of reach of children and pets, preferably in locked cabinets.
4. Never keep pesticides in anything other than the original container.
5. Never reuse the pesticide container to store any other materials.
6. Dispose of all empty containers by placing them in the trash can for removal to the local disposal area.



Fungus Gnats

UC IPM, Revised 8/13



(Shutterstock)

Fungus gnats are small flies that infest soil, potting mix, other container media, and other sources of organic decomposition. Their larvae primarily feed on fungi and organic matter in soil, but also chew roots and can be a problem in greenhouses, nurseries, potted plants and interior plantscapes. Adult fungus gnats may emerge from houseplants indoors and become a nuisance.

IDENTIFICATION

Fungus gnats (*Orfelia* and *Bradysia* species), also called darkwinged fungus gnats (Sciaridae), are dark, delicate-looking flies similar in appearance to mosquitoes. Adult fungus gnats have slender legs with segmented antennae that are longer than their head. Their long antennae distinguish them from the more robust shore flies, which are also found in greenhouses, associated with algae and decomposing organic matter, but have short bristle-like antennae. Although a few species are up to 1/2 inch long, fungus gnat adults commonly are about 1/16 to 1/8 inch long. Wings are light gray to clear, and the common *Bradysia* species have a Y-shaped wing vein.

Because adult fungus gnats are attracted to light, you first might notice these pests flying near windows indoors. However, in comparison with more active species such as the common housefly (*Musca domestica*), fungus gnats are relatively weak fliers and usually don't move around much indoors. Fungus gnats often remain near potted plants and run across (or rest on) growing media, foliage, compost, and wet mulch piles.

Females lay tiny eggs in moist organic debris or potting soil. Larvae have a shiny black head and an elongated, whitish-to-clear, legless body. They eat organic mulch, leaf mold, grass clippings, compost, root hairs, and fungi. If conditions are especially moist and fungus gnats are abundant, larvae can leave slime trails on the surface of media that look like trails from small snails or slugs.

DAMAGE

Adult fungus gnats don't damage plants or bite people; their presence is primarily considered a nuisance. Larvae, however, when present in large numbers, can damage roots and stunt plant growth, particularly in seedlings and young plants. Significant root damage and even plant death have been observed in interior plantscapes and in houseplants when high populations were associated with moist, organically-rich soil. Thus, a houseplant that is wilting may not indicate a lack of water, but rather root damage by fungus gnat larvae or (more commonly) other causes of unhealthy roots. However, too much or too little water, root decay fungi, and improper soil conditions (e.g., poor drainage, or waterlogging) are much more common causes of wilted plants.

Serious fungus gnat damage is more common in greenhouses, nurseries, and sod farms. Although larvae also feed on plant roots outdoors, they don't usually cause serious damage.

LIFE CYCLE

Fungus gnats develop through four stages—egg, larva (with four larval stages or instars), pupa, and adult. The tiny eggs and oblong pupae occur in damp organic media where females lay eggs and larvae feed. At 75°F, eggs hatch in about 3 days, the larvae take approximately 10 days to develop into pupae, and about 4 days later the adults emerge. A generation of fungus gnats (from female to female) can be produced in about 17 days depending upon temperature. The warmer it is, the faster they will develop and the more generations will be produced in a year.

Fungus gnats have many overlapping generations each year. Outdoors, they are most common during winter and spring in interior areas of California, when water is more available and cooler temperatures prevail. They can occur during any time of the year in moist coastal regions and indoors.

MANAGEMENT

Most of the fungus gnat's life is spent as a larva and pupa in organic matter or soil, so the most effective control methods target these immature stages rather than attempting to directly control the mobile, short-lived adults. Physical and cultural management tactics—primarily the reductions of excess moisture and organic debris—are key to reducing fungus gnat problems. Commercially-available and naturally-occurring biological control agents can also control this pest. Insecticides are considered an important control option in some commercial plant production but generally aren't recommended for fungus gnat management in and around the home.

Monitoring

Visual inspection for adults usually is adequate for determining whether a problem exists. You will see adults resting on plants, soil, windows, or walls, or you might see them in flight. Besides looking for adults, check plant pots for excessively moist conditions and organic debris where larvae feed. Yellow sticky traps can be used to trap adults. Chunks of raw potato placed in pots with the cut sides down (not the peels) are sometimes used to monitor for larvae.

Water and Soil Management

Because fungus gnats thrive in moist conditions, especially where there is an abundance of decaying vegetation and fungi, avoid overwatering and provide good drainage. Allow the surface of container soil to dry between waterings. Clean up standing water, and eliminate any plumbing or irrigation system leaks. Moist and decomposing grass clippings, compost, organic fertilizers, and mulches are also favorite breeding spots. Avoid using incompletely-composted organic matter in potting media unless it is pasteurized first, because it will often be infested with fungus gnats. Improve the drainage of the potting mix (e.g., increase the proportion of perlite or sand in the mix). Minimize organic debris around buildings and crops. Avoid fertilizing with excessive amounts of manure, blood meal, or similar organic materials. Screen and caulk leaky windows and doors to help prevent pests from coming indoors.

If you have infested plants, don't move them to new areas where flies can emerge to infest other pots. In some cases you may wish to toss out severely infested plants.

Purchase and use only pasteurized container mix or potting mix. Commercial growers often treat potting soil with heat or steam before using it; this will kill flies and the algae and microorganisms they feed on. Home gardeners can solarize soil:

- Moisten it.
- Place it in a bag of transparent plastic or black plastic.
- Make the pile no deeper than about 8 inches.
- Place the bagged soil on a slightly elevated surface, such as a pallet in a sunny location, for about 4 to 6 weeks.

See the *Pest Note: Soil Solarization* for details. Store pasteurized potting soil off the ground and in closed containers to prevent it from becoming infested before use.

Trapping

In home situations where fungus gnat adults are a nuisance, it may be possible to reduce the problem by using sticky traps available at retail nursery and garden centers. Yellow sticky traps can be cut into smaller squares, attached to wooden skewers or sticks and placed in pots to trap adults. Also, raw potato chunks placed in the soil are very attractive to fungus gnat larvae. These may be used not only to check pots for larvae but also to trap them away from plant roots. After a few days in a pot, remove infested chunks, dispose of them, and replace with fresh ones.

Biological Control

Three commercially available biological control agents can be purchased to control fungus gnats in pots or container media (Table 1). These include *Steinernema* nematodes, *Hypoaspis* predatory mites, and the biological insecticide *Bacillus thuringiensis* subspecies *israelensis* (Bti). Several Bti products (Mosquito Bits, Gnatrol) are readily available in retail nurseries and garden centers, so these products may be the most convenient for home gardeners to use. Bti does not reproduce or persist indoors, so infestations in potting media might require repeated applications at about five-day intervals to provide control. Nematodes and *Hypoaspis* mites must be mail-ordered and are live and perishable products, requiring immediate application. Nematodes can provide relatively long-term control of fungus gnat larvae, and they can be self-reproducing after several inoculative applications to establish their populations. *Steinernema feltiae* is more effective against fungus gnats than other commercially available nematode species. Mix Bti or nematodes with water, and apply as a soil drench, or spray onto media using a hand-pump spray bottle or other spray equipment, following label directions. Several natural enemies help to manage fungus gnat populations in outdoor systems, such as landscapes and gardens, and indoors in greenhouses and conservatories, including the predatory hunter flies, *Coenosia* spp. These flies catch and consume adult fungus gnats in mid-air, and prey on fungus gnat larvae in soil while developing as larvae themselves. Conserve these and other natural enemies by avoiding broad-spectrum insecticide applications.

Table 1. Commercially Available Biological Pesticides and Natural Enemies for Controlling Fungus Gnat Larvae.

Biological	Comments
<p><i>Bacillus thuringiensis</i> subspecies <i>israelensis</i> (Bti) (Gnatrol)</p>	<p>A naturally occurring, spore-forming bacterium produced commercially by fermentation. Bti applied at labeled rates provides temporary control and is toxic only to fly larvae, such as mosquitoes, black flies, and fungus gnats. Repeat applications commonly are needed for long-term control. This Bt is a different subspecies from that applied to foliage to control caterpillars. Bt labeled for caterpillars is not effective against fly larvae.</p>
<p><i>Hypoaspis</i> (= <i>Geolaelaps</i> or <i>Stratiolaelaps</i>) <i>miles</i></p>	<p>A light-brownish predaceous mite adapted to feeding in the upper layers of moist soil. Preys on fungus gnat larvae and pupae, thrips pupae, springtails, and other tiny invertebrates. Commercial mites commonly are shipped in a</p>

	<p>shaker-type container used to apply them. Recommended rates in commercial nurseries are about 1/2 to several dozen mites per container or square foot of media. Make applications before pests become abundant. <i>Hypoaspis</i> probably won't perform very well in individual houseplants and probably isn't a good choice for use in homes.</p>
<p><i>Steinernema feltiae</i></p>	<p>This nematode is effective when temperatures are between 60° to 90°F and conditions are moist. You can apply it as a soil drench and to media using conventional spray equipment. Nematodes reproduce and actively search for hosts, so under moist conditions they can provide season-long control after several initial applications to establish populations.</p>
<p>These materials are essentially nontoxic to people and are compatible for application in combination. Bt is available from many well-stocked nurseries and garden supply stores. Predaceous mites, Bti, and nematodes, are commercially available through mail order from special suppliers.</p>	

Chemical Control

Insecticides are rarely warranted to control these flies in and around homes. However, if you do apply an insecticide for fungus gnats, consider using Bti or *Steinernema feltiae* nematodes to control the larvae; see the section Biological Control for more information.

If Bti or nematodes aren't available and high populations are intolerable, pyrethrins or a pyrethroid insecticide may provide temporary, fast-acting control. Spray the surface of potting soil and plant parts where adults typically rest. Do not aerially fog indoors or attempt to spray adult gnats in flight. Be sure the product is labeled for your particular use (e.g., for "house plants") and read and follow the product's directions.

Pyrethrins have low toxicity to people and pets and are the active ingredients in the botanical pyrethrum, which is derived from flowers of certain chrysanthemums. Many products include a petroleum-derived synergist (piperonyl butoxide, or PBO) to increase pyrethrum effectiveness. Pyrethroids (e.g., bifenthrin, permethrin) are synthesized from petroleum to be chemically similar to pyrethrins; they often are more effective and persistent but are more toxic to beneficial insects. When using these products on houseplants or interiorscape containers, if possible move plants outdoors for treatment as a precaution, and wait about a day after applying the chemical before bringing them back inside.

For information on managing fungus gnats in commercial flower, nursery or greenhouse operations, see the *UC IPM Pest Management Guidelines: Floriculture and Ornamental Nurseries* and the book *Integrated Pest Management for Floriculture and Nurseries*.



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 summary of the events attended, and the organizational value of that attendance to the District.

Staff Name and Title: Michael V. Saba

Name of Conference/Event: Aquaculture America 2024

Date: February 18-21, 2024

Location: San Antonio, Texas

I had the opportunity to attend the 2024 Aquaculture America Conference this year from February 18-21, 2024, in San Antonio, Texas. This is the largest annual aquaculture conference in north America, covering a large range of topics and sessions, including, but not limited to: fish physiology, shellfish, algae, legislative and regulatory updates in aquaculture, feed ingredients, food supplements and gut health, fish nutrition and protein, recirculating aquaculture systems (RAS) design and engineering, aquatic animal health, finfish genetics-selection-genomics, aquaculture 101, offshore aquaculture, integrated multi-trophic aquaculture (IMTA), water quality, innovations in aquaculture technology, economics and markets, ecology-environment, women and diversity in aquaculture, invasive species, climate change impacts, aquaponics and bioflocs, aquaculture education and outreach, social dimensions in aquaculture, and fish reproduction and endocrinology. During this event, I attended many presentations from the sessions listed above, I was invited to participate in a mentor-mentee breakfast on the first morning of the conference, I met and networked with numerous presenters and aquaculture professionals, and I was able to attend and observe numerous, emerging aquaculture technologies, equipment, and services at the vendor exhibit booths and showroom. Overall, my attendance at this conference was indispensable to my growth as a professional, my continued education in current aquaculture practices, and has provided me with information and resources to evolve and enhance the District's Mosquitofish Program (Program).

I chose to attend certain presentations with the goal of advancing my knowledge of fish nutrition and growth, fish health and disease management, RAS, fish genetics and rearing, and fish reproduction, because these are pertinent areas of focus in the management, sustainability, and enhancement of the Program. For example, several presentations about fish nutrition revealed strong evidence for incorporating probiotics and specialized enzymes into juvenile fish diets to attain healthier development, growth, and immune response. Furthermore, there were also several fish health and pathogen reduction presentations that described economically

feasible and high efficiency methods to assure early detection of harmful pathogens and prevent disease emergence. These areas are of crucial interest and priority to the Program because our key goal is to efficiently produce ample numbers of healthy, resilient, reproductively viable mosquitofish for the long-term reduction of immature mosquitoes. I look forward to assimilating some of this information learned into beneficial Program improvements and changes.

It was a privilege to be invited to the Conference Mentor-Mentee Breakfast. I had the opportunity to mentor a Kentucky State University graduate student. The student was attending this conference for the first time and presenting the progress of their master's Thesis study on freshwater pocketbook mussel feeding ecology. While mentoring this individual, I was able to help them navigate the landscape of the conference, guide/introduce them to various aquaculture professionals/colleagues, discuss with them the specifics of their research, and provide them feedback, support, information, and resources germane to their research project and challenges. I am a fervent supporter and practitioner of mentorship in my position at the District and in my personal life. Accepting this mentorship provided me the opportunity to strongly represent our District's application and cross-pollination of aquaculture, biological control, and public health protection. Just as importantly, I was in an ideal position to give back to this Conference, which has been so supportive and instrumental in my professional growth, by sharing my time, experience, and knowledge of aquaculture with an aspiring young aquaculture professional. I continue to communicate with this student, and they will be hosting a fish nutrition and supplement workshop for our MVCAC Mosquitofish and Biocontrol Subcommittee this spring 2024.

Lastly, I had the opportunity to observe emerging aquaculture technology and resources at the Conference showroom booths. Some key observations included: improved ultraviolet systems for algae and pathogen removal, small-scale oxygen generation systems, probiotics, feeds and feed supplements, bird and predator deterrent systems, biosecurity resources, fish selective breeding & genetics resources, enhanced water quality data collection and assessment, biofiltration systems updates, tank system designs, and updated water pump and circulation technologies. I am currently in communication with several product vendors to discuss and assess how some of these technologies and applications may best be incorporated into our current Program to improve fish diet, fish growth, fish health, system design, and efficiency.

I hope to have the opportunity to continue attending these annual conferences, whenever possible, as they have helped to significantly shape my professional growth, aquaculture knowledge, and professional network base over the last 16 years of my tenure. Simply put, this conference and organization are an essential and vital resource for any aquaculture professional. I was also delighted to be able to give back to this vital organization as a mentor and educator.

Date: March 13, 2024

Dept Mgr Signature: Michael V. Sehn

Signed: Michael V. Sehn

Print Name: Michael V. Sehn

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"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."