TRUSTEES:
President Robert Williams, Santa Barbara County
Vice-President Patty DeDominic, Santa Barbara County
Secretary Larry Fausett, Santa Barbara County
Charles Blair, Santa Barbara County
Craig Geyer, Goleta
Ronald Hurd, Carpinteria
Cathy Schlottmann, Santa Barbara County

REGULAR MEETING OF THE BOARD OF TRUSTEES
HOPE SCHOOL BOARD ROOM, 3970 LA COLINA ROAD, SANTA BARBARA CALIFORNIA 93110

SEPTEMBER 8, 2016; 2:00 PM

Directions to the meeting location: Hope School is on the north side of La Colina Road. The Board Room is located just north of the flagpole at the southwest corner of the Hope School campus.

ADA Compliance: In compliance with the Americans with Disabilities Act, special assistance can be obtained by contacting the General Manager at 805-969-5050 extension 222. Notification 48 hours prior to the meeting will facilitate reasonable accommodation in most cases.

Public Records Availability: Pursuant to California Government Code Section 54957.5, any public records that are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the Trustees in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution or during the Board meeting or at the District office located at 2450 Lillie Ave. in Summerland, CA.

AGENDA

1. ROLL CALL

2. CONFIRMATION OF AGENDA

3. STAFF ANNOUNCEMENTS regarding District business
   A. Gas leak discovered at office on District’s side of the pipe.

4. CORRESPONDENCE
   A. The CA Dept of Public Health has published its Vector Borne Diseases Section 2015 Annual Report (Page 3)

   B. CERBT Balance statement provided for review. (Page 6)
      Two balance statements during the quarter reflect the change in investment strategy.

5. PUBLIC COMMENT. Time reserved for the public to address the Board of Trustees relative to matters of District business not on the agenda. Comment time regarding specific agenda items will be available during consideration of the particular agenda items.

6. ITEMS OF GENERAL CONSENT. The following items can be approved by a single action of the Board. Items requiring additional discussion may be withdrawn from the listing and addressed in separate actions. (See attachments for each.)
   A. Approval of the Minutes of the regular meeting held August 11th, 2016 (Page 10)
   B. Approval of the Financial Statements for County Fund 4160, for August 2016 (Page 14)
   C. Approval of the Vendor Disbursement Report, for August 2016 (Page 18)
   D. Approval of the Disease Surveillance Report, for August 2016 (Page 25)
   E. Approval of the District Operations Report, for August 2016 (Page 27)
7. OLD BUSINESS
   A. Status of Resolution 16-04 authorizing the deposit of excess funds with the County Treasurer for investment purposes pursuant to Government Code § 53684 (Page 28)
      A draft resolution has been submitted to the County Treasurer for their review. The Treasurer's FYE 2016 investment pool value is provided for your reference. For additional information, click here to review the County of Santa Barbara Treasurer's Investment Policy.

   B. Review revised 2016 burdened labor rate schedule (Page 32)
      Your board requested additional information for inclusion in the chart.

   C. Review counsel memo regarding out-of-agency service approval by Santa Barbara Local Agency Formation Commission. (Page 33)

8. NEW BUSINESS
   A. Discuss and provide direction on the first two known Zika infected patients, both travel-associated, in Santa Barbara County. (Page 37)
      Discussion of District response.

   B. Discuss and approve District’s Personnel Policy and Procedures Manual version 2.01.3
      A history of the implementation and revision is included with this agenda (Page 52). For reference, click here for the version of the manual provided to the GM in July 2014 and click here to review the employee handbook prior to the current manual.


9. MANAGER'S REPORT (Page 51)

10. BOARD ANNOUNCEMENTS

11. CLOSED SESSION

12. ADJOURNMENT (Next scheduled meeting: Thursday, October 13th, 2016)

   CERTIFICATE OF POSTING

I, David Chang, General Manager for the Mosquito and Vector Management District of Santa Barbara County, verify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours prior to the afore mentioned meeting.

   _________________________________________________
   David Chang
   General Manager
2015
ANNUAL REPORT
VECTOR-BORNE DISEASE SECTION

INFECTIOUS DISEASES BRANCH
DIVISION OF COMMUNICABLE DISEASE CONTROL
CENTER FOR INFECTIOUS DISEASES
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Edmund G. Brown Jr.
Governor
State of California

Diana S. Dooley, Secretary
Health and Human Services Agency

Karen Smith, MD, MPH, Director
Department of Public Health
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Preface

I am pleased to present to you the 2015 Annual Report for the Vector-Borne Disease Section (VBDS) of the California Department of Public Health (CDPH). VBDS staff conducted prevention, surveillance, and control of existing and emerging vectors and vector-borne diseases throughout California in 2015.

As in 2014, California experienced widespread and elevated West Nile virus (WNV) activity in 2015. The number of human cases detected (783) was the third highest recorded since 2003 when WNV first invaded California, and the number of fatal cases (53) was the highest ever reported. The record hot temperatures statewide and extended drought may have contributed to the elevated activity. In addition to WNV activity, St. Louis encephalitis virus (SLEV) was detected in the Coachella Valley, Riverside County. This was the first detection of SLEV in California since 2003 and although no human cases were reported, evidence of virus activity was found in mosquitoes and sentinel chickens.

Invasive Aedes mosquitoes continued to expand their range in California in 2015. Aedes aegypti (yellow fever mosquito) infestations were found in five additional counties, with detections expanding from 14 cities in 2014 to 52 in 2015. The range of Aedes albopictus (Asian tiger mosquito) increased in Los Angeles County, and infestations were found in four additional counties. Both species are aggressive day-biters and vectors of Zika, dengue, and chikungunya viruses, which are currently not transmitted in California, although cases were identified in travelers returning to California in 2015 from regions where these viruses are circulating. VBDS worked closely with colleagues in counties bordering Mexico to enhance surveillance, preparedness, and response to emerging Aedes-borne diseases along the border.

Extensive plague activity was detected in California in 2015. Two human cases were identified with exposure to infected fleas in Yosemite National Park, and plague-positive animals and fleas were found in the South Lake Tahoe and eastern Sierra mountain regions. VBDS conducted extensive plague surveillance, risk assessment, and control, including the closure of recreation sites for flea treatment. Additionally, two cases of hantavirus pulmonary syndrome were identified in 2015; these cases represent the first cluster of patients from the same household.

Human cases of six tick-borne diseases were reported in California in 2015. VBDS activities in 2015 included enhancing nymphal tick surveillance and laboratory capacity, mapping of Ixodes pacificus distribution, and developing educational materials on preventing tick bites. VBDS continued to provide extensive consultation and training to United States Forest Service and National Park Service employees to reduce the risk of vector-borne disease exposure to park staff and visitors.

Many of you are our collaborators and colleagues and I hope that you find the information contained in this annual report to be of value as we collectively strive to optimize the health and well-being of all Californians.

Vicki L. Kramer, Ph.D., Chief
Vector-Borne Disease Section
### Market Value Summary:

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<tr>
<td><strong>Period Ending Unit Value</strong></td>
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</table>

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.
Statement of Transaction Detail for the Quarter Ending 06/30/2016
Mosquito and Vector Management District of Santa Barbara County
Entity #: SKB0-1836728662-001

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Unit Value</th>
<th>Units</th>
<th>Check/Wire</th>
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<td>(17,810.925)</td>
<td>Full Transfer Out</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions or comments regarding the new statement format please contact CERBT4U@CalPERS.ca.gov

Client Contact:
CERBT4U@CalPERS.ca.gov
Mosquito and Vector Management District of Santa Barbara County
CERBT Strategy 3
Entity #: SKB8-1836728662-001
Quarter Ended June 30, 2016

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<td>$0.00</td>
</tr>
<tr>
<td>Contribution</td>
<td>0.00</td>
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</tr>
<tr>
<td>Distribution</td>
<td>0.00</td>
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</tr>
<tr>
<td>Transfer In</td>
<td>231,610.77</td>
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<td>Transfer Out</td>
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<td>Ending Balance</td>
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<td>YTD Accrual</td>
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<td>Grand Total</td>
<td>$235,516.94</td>
<td>$235,516.94</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Unit Value Summary:</th>
<th>QTD Current Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Units</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Unit Purchases from Contributions</td>
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<td>Unit Sales for Withdrawals</td>
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<tr>
<td>Unit Transfer Out</td>
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<tr>
<td>Ending Units</td>
<td>18,141.656</td>
<td>18,141.656</td>
</tr>
</tbody>
</table>

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.
Statement of Transaction Detail for the Quarter Ending 06/30/2016
Mosquito and Vector Management District of Santa Barbara County
Entity #: SKB8-1836728662-001

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Unit Value</th>
<th>Units</th>
<th>Check/Wire</th>
<th>Notes</th>
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<td>$12.766793</td>
<td>18,141.656</td>
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</tr>
</tbody>
</table>

If you have any questions or comments regarding the new statement format please contact CERBT4U@CalPERS.ca.gov

Client Contact:
CERBT4U@CalPERS.ca.gov
MOSQUITO AND VECTOR MANAGEMENT DISTRICT of Santa Barbara County
MINUTES OF REGULAR MEETING OF TRUSTEES
August 11th, 2016

The regular meeting of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County was held at 2:00 PM, on Thursday, August 11th, 2016 at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. ROLL CALL.

TRUSTEES PRESENT:
Vice-President Patty DeDominic
Trustee Charlie Blair
Trustee Cathy Schlottmann
Trustee Craig Geyer
Trustee Ron Hurd

TRUSTEES ABSENT:
President Robert Williams
Secretary Larry Fausett

IN ATTENDANCE:
David Chang, General Manager
Kenneth Learned, Operations Manager
Jessica Sprigg, Administrative Assistant
Carrie Troup, CPA
Vesna Ibarra, Vector Technician
Liz Pozzebon, San Luis Obispo County Environmental Health Services Director

2. CONFIRMATION OF AGENDA

-No changes requested.

3. STAFF ANNOUNCEMENTS regarding District business.

A. Vesna Ibarra surpassed fifteen years of employment with the District.
hired on July 9, 2001

B. Kenneth Learned surpassed twenty-five years of employment with the District.
hired on August 2, 1991

4. CORRESPONDENCE

A. Auditor-Controller provides notice of impoundment of disputed property taxes, FYE 2016
MVMDSBC impounded = $1,071

B. Auditor-Controller provides notice of release of impounded taxes, FYE 2016
MVMDSBC received = $357
C. VCJPA provides Member Contingency Fund balance, FYE 2016
MVMDSBC MCF balance = $51,160; PCF balance = $1,723; Under prudent balance by $38,112

D. Auditor-Controller provides summary of actual allocations from RDA Property Tax Trust Fund (RPTTF)
MVMDSBC allocation Σ = $7,654.97 – Itemized: Goleta = $2,308.97; Isla Vista = $5,346;
Buellton, Guadalupe, Lompoc, Santa Barbara, Santa Maria, Solvang = 0

E. Auditor-Controller provides response on duration expected for allocations from RDA dissolution Property Tax Trust Fund (RPTTF)

5. **PUBLIC COMMENT** – Liz Pozzebon of the San Luis Obispo County Environmental Health Department attended the meeting to encourage the Board to approve further negotiations with San Luis Obispo County for mosquito abatement services.

6. **ITEMS OF GENERAL CONSENT**. The following items are approved by a single action of the Board. Items requiring additional discussion may be withdrawn from the listing and approved in a separate action.
   a. Approval of Minutes of the Regular Meeting held July 14th, 2016.
   b. Approval of Financial Statements for County Fund 4160, for July 2016.
   c. Approval of the Warrant Register, for July 2016.
      - Trustee Blair made a motion to approve the Items of General Consent following discussion. Seconded by Trustee Schlottmann and passed unanimously.

7. **OLD BUSINESS**

   A. **Discuss, authorize, and/or affirm the authority of, the general manager to adjust staff pay based on merit.**
      Regulations do not preclude special districts from adopting merit pay systems. Discuss how the question was asked and answer provided.
      - Following a discussion regarding historical revisions to the Personnel Policy Manual, Vice-President DeDominic suggested an ad-hoc committee form to review the document and the Board can consider approval of an updated manual at a future meeting. Trustees Hurd and Fausett will sit on the committee. Trustee Schlottmann made a motion to authorize the General Manager to adjust staff pay based on merit as set by precedent. Seconded by Trustee Hurd and passed with Trustee Geyer opposed.

   B. **Discuss and/or provide direction on VCJPA insurance**
      Additional information on premiums, limits of coverage, and deductibles provided in this agenda
      - No discussion occurred regarding this item.

   C. **Discuss and/or approve mosquito control service to locations in San Luis Obispo County.**
      City of Pismo Beach requests renewal of ongoing mosquito management service. California Department of Parks and Recreation Oceano Dunes District requests restart of management service. County of San Luis Obispo requests new service to survey for mosquitoes and mosquito borne virus surveillance. Approval of out-of-agency mosquito surveillance service by San Luis Obispo LAFCo has been achieved. Application to SLO LAFCo for out-of-agency mosquito management service is pending. **Government Code § 56133** requiring approval for out-of-agency service by LAFCo, states that "This section [56133] applies only to the commission of the county in which the extension of service is proposed."
<table>
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<th>Proposed rates FYE 2017</th>
<th>OM</th>
<th>VT2</th>
<th>VT1</th>
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<th>mileage</th>
<th>Altosid Pellets</th>
<th>VectoBac</th>
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<td>$46.00</td>
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<td>na</td>
<td>$2.79</td>
<td>$6.96</td>
<td>$20</td>
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<td>$2.79</td>
<td>$6.96</td>
<td>$20</td>
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</table>

-Trustee Geyer made a motion to authorize General Manager Chang to enter into contract using 2016 wages and including vehicle depreciation at GM discretion, as well as stipulating cost recovery of application fees should the District need to apply to Santa Barbara LAFCO. Seconded by Trustee Schlottmann and passed unanimously.

D. Discuss and/or approve CEQA notice of exemption submission to County of San Luis Obispo County Clerk
Application to SLO LAFCo for approval of out-of-agency service to manage mosquitoes requires CEQA compliance.
-It was moved by Trustee Geyer and seconded by Trustee Schlottmann to remove this item from the agenda. Motion passed unanimously.

8. NEW BUSINESS

A. Review and/or accept architect’s remodel plans with cost estimate.
Studio 1030 architectural drawing for remodel and addition at 2450 Lillie Ave is provided along with Specialty Construction's order of magnitude estimate
-Trustee Schlottmann made a motion to acknowledge receipt of proposed remodel plans. Seconded by Trustee Hurd and passed unanimously.

B. Review and/or accept general manager's determination of burdened labor rate and overhead.
Draft of updated burdened labor rate and proposed overhead is provided for board review
-Following a discussion regarding the calculation of overhead expenses, it was moved by Trustee Schlottmann to accept the General Manager's determination of 2016 burdened labor rates and that overhead calculation be continued to a future meeting. Seconded by Trustee Blair and passed unanimously.

C. Discuss and/or approve Resolution 16-04 authorizing the deposit of excess funds with the County Treasurer for investment purposes pursuant to Government Code § 53684
The attached resolution contingent upon approval will be submitted to the County of Santa Barbara's counsel and process for approval as to form.
-The Board directed staff to consult with the County Treasurer to ensure conformity with their requirements.

9. MANAGER’S REPORT

-District staff were interviewed for a KEYT news story regarding Zika virus.

10. BOARD ANNOUNCEMENTS

-Trustee Blair discussed the July SBCCSDA meeting held at the Santa Maria Airport and announced that he will be attending the California Invasive Plant Council convention in November.
11. CLOSED SESSION – None.

12. ADJOURNMENT

As there was no further business to be brought before the Board, the meeting was adjourned.

I certify that the above minutes substantially reflect the actions of the Board:

BY:                                      APPROVED:

--------------------------------------------------  ________________________________
Robert Williams                        Larry Fausett
Board President                       Board Secretary
### Revenues

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<th>6/30/2017 Fiscal Year Pct of Budget</th>
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<td><strong>-375,600.00</strong></td>
<td><strong>0.00 %</strong></td>
</tr>
<tr>
<td>Use of Money and Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3380 -- Interest Income</td>
<td>2,600.00</td>
<td>0.00</td>
<td>-2,600.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>3381 -- Unrealized Gain/Loss Invstmnts</td>
<td>-1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Use of Money and Property</strong></td>
<td><strong>1,600.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>-1,600.00</strong></td>
<td><strong>0.00 %</strong></td>
</tr>
<tr>
<td>Intergovernmental Revenue-State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4220 -- Homeowners Property Tax Relief</td>
<td>2,350.00</td>
<td>0.00</td>
<td>-2,350.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Intergovernmental Revenue-State</strong></td>
<td><strong>2,350.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>-2,350.00</strong></td>
<td><strong>0.00 %</strong></td>
</tr>
<tr>
<td>Intergovernmental Revenue-Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4840 -- Other Governmental Agencies</td>
<td>8,000.00</td>
<td>0.00</td>
<td>-8,000.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Intergovernmental Revenue-Other</strong></td>
<td><strong>8,000.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>-8,000.00</strong></td>
<td><strong>0.00 %</strong></td>
</tr>
<tr>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4877 -- Other Special Assessments</td>
<td>559,383.00</td>
<td>0.00</td>
<td>-559,383.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Charges for Services</strong></td>
<td><strong>559,383.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>-559,383.00</strong></td>
<td><strong>0.00 %</strong></td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5909 -- Other Miscellaneous Revenue</td>
<td>105,000.00</td>
<td>3,669.62</td>
<td>-101,330.38</td>
<td>3.49 %</td>
</tr>
<tr>
<td><strong>Miscellaneous Revenue</strong></td>
<td><strong>105,000.00</strong></td>
<td><strong>3,669.62</strong></td>
<td><strong>-101,330.38</strong></td>
<td><strong>3.49 %</strong></td>
</tr>
</tbody>
</table>
### Financial Status (Real-Time)

As of: 8/31/2016 (17% Elapsed)

Accounting Period: OPEN

**Selection Criteria:** Fund = 4160

**Layout Options:** Summarized By = Fund, LineItemAccount; Page Break At = Fund

#### Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>8/31/2016 Year-To-Date Actual</th>
<th>6/30/2017 Fiscal Year Variance</th>
<th>6/30/2017 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>1,051,933.00</td>
<td>3,669.62</td>
<td>-1,048,263.38</td>
<td>0.35 %</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries and Employee Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6100 -- Regular Salaries</td>
<td>432,720.00</td>
<td>65,504.84</td>
<td>367,215.16</td>
<td>15.14 %</td>
</tr>
<tr>
<td>6400 -- Retirement Contribution</td>
<td>139,800.00</td>
<td>20,613.28</td>
<td>119,186.72</td>
<td>14.74 %</td>
</tr>
<tr>
<td>6500 -- FICA Contribution</td>
<td>27,000.00</td>
<td>4,053.96</td>
<td>22,946.04</td>
<td>15.01 %</td>
</tr>
<tr>
<td>6550 -- FICA/Medicare</td>
<td>6,300.00</td>
<td>948.11</td>
<td>5,351.89</td>
<td>15.05 %</td>
</tr>
<tr>
<td>6600 -- Health Insurance Contrib</td>
<td>110,000.00</td>
<td>17,900.06</td>
<td>92,099.94</td>
<td>16.27 %</td>
</tr>
<tr>
<td>6700 -- Unemployment Ins Contribution</td>
<td>3,260.00</td>
<td>37.10</td>
<td>3,222.90</td>
<td>1.14 %</td>
</tr>
<tr>
<td><strong>Salaries and Employee Benefits</strong></td>
<td>719,080.00</td>
<td>109,057.35</td>
<td>610,022.65</td>
<td>15.17 %</td>
</tr>
<tr>
<td><strong>Services and Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7030 -- Clothing and Personal</td>
<td>5,000.00</td>
<td>1,164.83</td>
<td>3,835.17</td>
<td>23.30 %</td>
</tr>
<tr>
<td>7050 -- Communications</td>
<td>4,500.00</td>
<td>798.31</td>
<td>3,701.69</td>
<td>17.74 %</td>
</tr>
<tr>
<td>7070 -- Household Supplies</td>
<td>3,000.00</td>
<td>396.00</td>
<td>2,604.00</td>
<td>13.20 %</td>
</tr>
<tr>
<td>7090 -- Insurance</td>
<td>37,000.00</td>
<td>36,674.00</td>
<td>326.00</td>
<td>99.12 %</td>
</tr>
<tr>
<td>7120 -- Equipment Maintenance</td>
<td>6,000.00</td>
<td>359.48</td>
<td>5,640.52</td>
<td>9.99 %</td>
</tr>
<tr>
<td>7121 -- Operating Supplies</td>
<td>8,000.00</td>
<td>1,243.45</td>
<td>6,756.55</td>
<td>15.54 %</td>
</tr>
<tr>
<td>7200 -- IT Software Maintenance</td>
<td>8,400.00</td>
<td>8,400.00</td>
<td>0.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>7200 -- Structure &amp; Ground Maintenance</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>7400 -- Medical, Dental and Lab</td>
<td>5,000.00</td>
<td>939.60</td>
<td>4,060.40</td>
<td>18.79 %</td>
</tr>
<tr>
<td>7430 -- Memberships</td>
<td>14,000.00</td>
<td>8,525.97</td>
<td>5,474.03</td>
<td>60.90 %</td>
</tr>
<tr>
<td>7450 -- Office Expense</td>
<td>8,000.00</td>
<td>642.68</td>
<td>7,357.32</td>
<td>8.03 %</td>
</tr>
<tr>
<td>7460 -- Professional &amp; Special Service</td>
<td>69,375.00</td>
<td>24,718.81</td>
<td>44,656.19</td>
<td>35.63 %</td>
</tr>
<tr>
<td>7650 -- Special Departmental Expense</td>
<td>75,000.00</td>
<td>2,794.69</td>
<td>72,205.31</td>
<td>3.73 %</td>
</tr>
<tr>
<td>7653 -- Training Fees &amp; Supplies</td>
<td>4,000.00</td>
<td>61.60</td>
<td>3,938.40</td>
<td>1.54 %</td>
</tr>
<tr>
<td>7730 -- Transportation and Travel</td>
<td>7,000.00</td>
<td>-16.00</td>
<td>7,016.00</td>
<td>-0.23 %</td>
</tr>
<tr>
<td>7731 -- Gasoline-Oil-Fuel</td>
<td>10,000.00</td>
<td>844.46</td>
<td>9,155.54</td>
<td>8.44 %</td>
</tr>
</tbody>
</table>
## Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>8/31/2016 Year-To-Date Actual</th>
<th>6/30/2017 Fiscal Year Variance</th>
<th>6/30/2017 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7760 -- Utilities</td>
<td>4,500.00</td>
<td>696.85</td>
<td>3,803.15</td>
<td>15.49 %</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>271,275.00</td>
<td>79,844.73</td>
<td>191,430.27</td>
<td>29.43 %</td>
</tr>
<tr>
<td>Other Charges</td>
<td>36,000.00</td>
<td>9,000.00</td>
<td>27,000.00</td>
<td>25.00 %</td>
</tr>
<tr>
<td>Capital Assets</td>
<td>20,000.00</td>
<td>0.00</td>
<td>20,000.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>8200 -- Structures &amp; Struct Improvements</td>
<td>29,000.00</td>
<td>1,404.00</td>
<td>27,596.00</td>
<td>4.84 %</td>
</tr>
<tr>
<td>Capital Assets</td>
<td>49,000.00</td>
<td>1,404.00</td>
<td>47,596.00</td>
<td>2.87 %</td>
</tr>
<tr>
<td>Expenditures</td>
<td>1,075,355.00</td>
<td>199,306.08</td>
<td>876,048.92</td>
<td>18.53 %</td>
</tr>
</tbody>
</table>

### Other Financing Sources & Uses

<table>
<thead>
<tr>
<th>Other Financing Sources</th>
<th>54,422.00</th>
<th>0.00</th>
<th>-54,422.00</th>
<th>0.00 %</th>
</tr>
</thead>
</table>

### Other Financing Uses

| Other Financing Uses                  | 31,000.00                             | 0.00                          | 31,000.00                     | 0.00 %                              |

### Mosquito & Vector Mgt District

| Mosquito & Vector Mgt District        | 0.00                                  | -195,636.46                   | -195,636.46                   | --                                  |

### Net Financial Impact

| Net Financial Impact                 | 0.00                                  | -195,636.46                   | -195,636.46                   | --                                  |
## Cash Balances (Real-Time)

Selection Criteria: Fund = 4160-4161  
Layout Options: Summarized By = Fund; Page Break At = Fund

<table>
<thead>
<tr>
<th>Fund</th>
<th>8/1/2016 Beginning Balance</th>
<th>Month-To-Date Cash Receipts (+)</th>
<th>Month-To-Date Treasury Credits (+)</th>
<th>Month-To-Date Warrants and Wire Transfers (-)</th>
<th>8/31/2016 Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4160 -- Mosquito &amp; Vector Mgt District</td>
<td>763,717.81</td>
<td>3,669.62</td>
<td>0.00</td>
<td>34,429.64</td>
<td>687,861.90</td>
</tr>
<tr>
<td>4161 -- SB Vector-Cap Asset Reserve</td>
<td>488,824.40</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>488,824.40</td>
</tr>
<tr>
<td>Total Report</td>
<td>1,252,542.21</td>
<td>3,669.62</td>
<td>0.00</td>
<td>34,429.64</td>
<td>1,176,686.30</td>
</tr>
</tbody>
</table>

County of Santa Barbara, FiN  
Last Updated: 8/31/2016 6:44 PM  
Page 1 of 1  
17
### Vendor Disbursements (Real-Time)

**Selection Criteria:** Fund = 4160  
**Layout Options:** Summarized By = Fund, Vendor; Page Break At = Fund

#### Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor 000887 -- Charles Blair</td>
<td>08/02/2016</td>
<td>880</td>
<td></td>
<td>REIMBURSEMENT</td>
<td>61.60</td>
</tr>
<tr>
<td>Vendor 005761 -- SCI CONSULTING GROUP</td>
<td>08/26/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: C6650; Vendor Account: ASSMT; ADMIN 16-17</td>
<td>6,009.26</td>
</tr>
<tr>
<td>Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM</td>
<td>08/05/2016</td>
<td>880</td>
<td></td>
<td>Vendor Account: 1836728662-001</td>
<td>3,000.00</td>
</tr>
<tr>
<td></td>
<td>08/31/2016</td>
<td>880</td>
<td></td>
<td>Vendor Account: 1836728662-001</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Vendor 006215 -- US BANK CORPORATE PAYMENT SYSTEM</td>
<td>08/08/2016</td>
<td>880</td>
<td></td>
<td>Vendor Account:</td>
<td>649.38</td>
</tr>
<tr>
<td>Vendor 008116 -- HOWELL MOORE &amp; GOUGH LLP</td>
<td>08/08/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 36721; Vendor Account: 18472-0001</td>
<td>1,530.00</td>
</tr>
<tr>
<td>Vendor 032624 -- SANTA BARBARA ICE &amp; PROPANE</td>
<td>08/08/2016</td>
<td>880</td>
<td></td>
<td>Vendor Account: VECTOR</td>
<td>380.70</td>
</tr>
<tr>
<td></td>
<td>08/31/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 90745</td>
<td>16.20</td>
</tr>
<tr>
<td></td>
<td>08/31/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 90672</td>
<td>64.80</td>
</tr>
<tr>
<td>Vendor 132153 -- MVCAC MOSQUITO &amp; VECTOR CONTROL ASSOC OF CA</td>
<td>08/08/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 7358406</td>
<td>620.00</td>
</tr>
<tr>
<td></td>
<td>08/17/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 7358424</td>
<td>8,000.00</td>
</tr>
<tr>
<td></td>
<td>08/31/2016</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 7358456</td>
<td>940.00</td>
</tr>
</tbody>
</table>

**Total**  
- **Total Charles Blair**: $61.60  
- **Total SCI CONSULTING GROUP**: $6,009.26  
- **Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**: $6,000.00  
- **Total US BANK CORPORATE PAYMENT SYSTEM**: $649.38  
- **Total HOWELL MOORE & GOUGH LLP**: $1,530.00  
- **Total SANTA BARBARA ICE & PROPANE**: $461.70  
- **Total MVCAC MOSQUITO & VECTOR CONTROL ASSOC OF CA**: $9,560.00
## Vendor Disbursements (Real-Time)

**Selection Criteria:** Fund = 4160  
**Layout Options:** Summarized By = Fund, Vendor; Page Break At = Fund

**Fund 4160 -- Mosquito & Vector Mgt District**

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Remit Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Vendor 194683 -- Allied Administrators for Delta Dental  
ACH - 533532  
08/02/2016  
880  
Vendor Account: 7917-6145 | 08/02/2016  
880  
Vendor Account: 7917-6145 | 774.99 |
| Vendor 244645 -- AFLAC  
W - 09655408  
08/03/2016  
880  
Vendor Invoice #: 258291; Vendor Account: BWN82  
W - 09657127  
08/26/2016  
880  
Vendor Invoice #: 688178; Vendor Account: BWN82 | 139.06  
139.06 | 278.12 |
| Vendor 252027 -- Educated Car Wash  
ACH - 533977  
08/08/2016  
880  
Vendor Invoice #: 825 | 60.85 |
| Vendor 275268 -- FEDEX  
ACH - 534402  
08/11/2016  
880  
Vendor Invoice #: 5-504-14465; Vendor Account: 2346-4570-6 | 126.88 |
| Vendor 285433 -- MISSION UNIFORM SERVICE INC  
ACH - 533981  
08/08/2016  
880  
Vendor Account: 242387 | 412.00 |
| Vendor 346888 -- CARRIE TROUP CPA  
ACH - 535165  
08/19/2016  
880  
Vendor Invoice #: 0716V | 1,550.00 |
| Vendor 522736 -- McCormix Corporation  
ACH - 534000  
08/08/2016  
880  
Vendor Account: 3581 | 578.97 |
| Vendor 548522 -- KENNEDYS AUTOMOTIVE CTR INC  
W - 09655337  
08/02/2016  
880  
Vendor Invoice #: 27708 | 127.82 |
## Vendor Disbursements (Real-Time)

**Selection Criteria:** Fund = 4160  
**Layout Options:** Summarized By = Fund, Vendor; Page Break At = Fund

### Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Vendor 556712 -- MONTECITO WATER DISTRICT  
ACH - 534423  
08/11/2016  
880 | | | | Vendor Account: 20-1620-01 | 62.29 |
| | | | | Total MONTECITO WATER DISTRICT | 62.29 |
| Vendor 648390 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
W - 09656534  
08/17/2016  
880 | | | | Vendor Invoice #: 2100; Vendor Account: 1836728662 | 8,032.52 |
| | | | | Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM | 8,032.52 |
| Vendor 740582 -- BIG GREEN CLEANING CO  
ACH - 534039  
08/08/2016  
880 | | | | Vendor Invoice #: 480959; Vendor Account: VE603 | 198.00 |
| | | | | Total BIG GREEN CLEANING CO | 198.00 |
| Vendor 767200 -- SOUTHERN CALIFORNIA EDISON  
ACH - 534547  
08/12/2016  
880 | | | | Vendor Account: 2-03-674-6246 | 199.16 |
| | | | | Total SOUTHERN CALIFORNIA EDISON | 199.16 |
| Vendor 767800 -- THE GAS COMPANY  
ACH - 535018  
08/17/2016  
880 | | | | Vendor Account: 067 514 4833 0 | 20.50 |
| | | | | Total THE GAS COMPANY | 20.50 |
| Vendor 776537 -- COX COMMUNICATIONS  
ACH - 534439  
08/11/2016  
880 | | | | Vendor Account: 001 3011 026941801 | 314.77 |
| | | | | Total COX COMMUNICATIONS | 314.77 |
| Vendor 778083 -- STAPLES CREDIT PLAN  
W - 09656040  
08/11/2016  
880 | | | | Vendor Account: | 21.59 |
| | | | | Total STAPLES CREDIT PLAN | 21.59 |
| Vendor 855111 -- Vision Service Plan-CA  
ACH - 535600  
08/24/2016  
880 | | | | Vendor Account: 30 011671 0001 | 142.52 |
| | | | | Total Vision Service Plan-CA | 142.52 |
| Vendor 874582 -- BAY ALARM COMP  
W - 09657053  
08/25/2016  
880 | | | | Vendor Invoice #: 148552160815M; Vendor Account: | 156.75 |
## Vendor Disbursements (Real-Time)

Selection Criteria: Fund = 4160  
Layout Options: Summarized By = Fund, Vendor; Page Break At = Fund

### Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>148552</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>156.75</td>
</tr>
</tbody>
</table>

- **Total BAY ALARM COMP**: 156.75
- **Total Mosquito & Vector Mgt District**: 37,329.67
ACCOUNT NUMBER
STATEMENT DATE  08-22-2016
AMOUNT DUE  2,035.10
NEW BALANCE  2,035.10
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
$  

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

CORPORATE ACCOUNT SUMMARY

<table>
<thead>
<tr>
<th>MVM DISTRIC</th>
<th>Previous Balance</th>
<th>Purchases And Other Charges</th>
<th>Cash Advances</th>
<th>Cash Advance Fees</th>
<th>Late Payment Charges</th>
<th>Credits</th>
<th>Payments</th>
<th>New Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Total</td>
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<td>$2,035.10</td>
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CORPORATE ACCOUNT ACTIVITY

TOTAL CORPORATE ACTIVITY  $649.38 CR

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NEW ACTIVITY

TOTAL ACTIVITY  $47.18

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CUSTOMER SERVICE CALL
800-344-5696

SEND BILLING INQUIRIES TO:
U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 8335
Fargo, ND 58125-8335

AMOUNT DUE
2,035.10

ACCOUNT BALANCE
2,035.10

Account: MVM DISTRIC
Statement Date: 08/22/16
Disputed Amount: 0.00

Statement Date: 08/22/16
Disputed Amount: 0.00
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Department: 00000 Total: $2,095.10
Division: 00000 Total: $2,095.10
DISEASE SURVEILLANCE REPORT

August 2016

West Nile Virus Activity
No West Nile Virus (WNV) activity has been detected in Santa Barbara County in 2016 to date. 78 confirmed human cases (2 fatal) of WNV have been reported from 17 California counties. 1,081 WNV positive dead birds have been reported from 32 California counties. A total of 2,780 WNV positive mosquito pools have been reported from 30 counties along with 213 WNV positive sentinel chickens from 55 flocks in 15 counties. Ventura County has reported one human case and 20 WNV positive dead birds, mostly from Simi Valley. San Luis Obispo County reported one human case of WNV, but that appears to have been contracted elsewhere.

Statistics for California WNV activity can be found online at www.westnile.ca.gov. National statistics for WNV can be found at the National Centers for Disease Control and Prevention website at www.cdc.gov.

Saint Louis Encephalitis Virus Activity
A total of 110 mosquito pools in 5 California counties and 2 sentinel chickens in one flock in one county have tested positive for St. Louis Encephalitis (SLE). SLE is a native mosquito-borne virus that can cause symptoms that are very similar to WNV. Both viruses are in the family Flaviviridae.

Zika Virus and Invasive Aedes Mosquito Update
The Santa Barbara County Public Health Department has confirmed that two women (one pregnant) who recently visited Central America and Mexico respectively are the County's first travel related cases of Zika infection. Ventura County has also reported their first travel related case of Zika (not pregnant). There have been other imported cases of Zika virus into California, but no local mosquito transmitted cases. In south Florida, local mosquito transmitted cases of Zika infections continue to increase. Invasive Aedes spp. mosquitoes have now been found in at least 84 cities and communities in 12 California counties. Significant activity has been reported for all three invasive Aedes species in most areas with known infestations.

Zika virus information can be found at http://www.cdph.ca.gov/HealthInfo/discond/Pages/Zika.aspx and at http://www.cdc.gov/zika/.

Live Mosquito-Borne Virus Surveillance
The District conducted 16 mosquito trapping surveys in August 2016. The surveys include the use of both carbon dioxide baited Encephalitis Virus Surveillance (EVS) traps and the human scented BG-Sentinel traps. The results of the surveys are shown in the table below. The District has submitted 165 sample mosquito pools in 2016 to date. All pools tested have been negative for WNV and other mosquito-borne viruses.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATE</th>
<th>NUMBER of MOSQUITOES</th>
<th>NUMBER of TRAPS</th>
<th>MOSQUITOES PER TRAP NIGHT</th>
<th>POOLS SUBMITTED</th>
<th>RESULT</th>
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<tbody>
<tr>
<td>5000 block of Shoreline Dr., Goleta Valley</td>
<td>7/28-8/3/16</td>
<td>0</td>
<td>1 BG</td>
<td>0</td>
<td>0</td>
<td>N.A.</td>
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<tr>
<td>Orcutt Creek @ Broadway, Orcutt</td>
<td>8/1-2/16</td>
<td>155</td>
<td>5 EVS/2 BG</td>
<td>22.1</td>
<td>5</td>
<td>Negative</td>
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<tr>
<td>Orcutt Creek @ Highway 135, Orcutt</td>
<td>8/1-2/16</td>
<td>27</td>
<td>4 EVS</td>
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<td>4 EVS/1 BG</td>
<td>3.8</td>
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<tr>
<td>Lake Los Carneros, Goleta City</td>
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<td>17</td>
<td>12 EVS</td>
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<tr>
<td>El Estero Wastewater Plant, Santa Barbara</td>
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<td>86</td>
<td>12 EVS/2 BG</td>
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</tr>
<tr>
<td>Sage Hill Cmpgrnd., upper Santa Ynez Valley</td>
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<td>31</td>
<td>4 EVS</td>
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<td>Santa Ynez River @ Fjord Dr., Solvang</td>
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<td>Location</td>
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<td>Trap nights</td>
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<td>Riverview Park, Buellton</td>
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<td>Alamo Pintado Creek, Los Olivos</td>
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<tr>
<td>S200 block of Shoreline Dr., Goleta Valley</td>
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<tr>
<td>Lake Marie Subdivision, Orcutt</td>
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<td>413</td>
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</tbody>
</table>

* Mosquitoes Per Trap Night = Number of Mosquitoes ÷ (Number of Traps x Number of Nights)

^ EVS = CO2 trap  
BG = BG-Sentinel invasive Aedes mosquito trap

This surveillance technique utilizes battery-powered Encephalitis Virus Surveillance (EVS) traps that use dry ice as a source of carbon dioxide along with human scented BG-Sentinel traps to attract adult female mosquitoes that are actively seeking a blood meal. The live female mosquitoes are taken into the District’s laboratory where they are anesthetized with triethylamine under the fume hood. They are then separated by species using a stereo zoom microscope and placed into “pools.” The pools (1 pool = up to 50 adult female mosquitoes of a single species collected at one place at one time) are stored in the District’s ultra-low temperature freezer at -70ºC until they can be submitted to the Davis Arbovirus Research and Training (DART) laboratory on the U.C. Davis campus where they are analyzed for the presence of live mosquito-borne viruses including WNV.

**Sentinel Chicken Flocks**

District personnel are taking samples from all five sentinel chicken flocks every two weeks. All samples submitted in 2016 to date have been negative for WNV and other mosquito-borne viruses.

Samples of blood are collected from each chicken on strips of filter paper and dried overnight. They are then submitted to the California Department of Public Health Vector-Borne Disease Laboratory at Richmond, California where they are analyzed for antibodies to WNV and other mosquito-borne encephalitis viruses.

**West Nile Virus Dead Bird Submissions**

The District retrieved one dead bird in August 2016, a Crow from the City of Santa Barbara. Unfortunately the Crow was so heavily infested with ants that it could not be sampled. All dead bird samples submitted by the District in 2016 to date have been negative for WNV.

Citizens can report dead birds to the California Department of Public Health’s toll free West Nile Virus Dead Bird Hotline (1-877-968-2473 or 1-877-WNV-BIRD) or online at [www.westnile.ca.gov](http://www.westnile.ca.gov). Local agencies will pick up the dead birds and collect samples via oral swabs that are transferred to RNase cards. The RNase cards are dried outdoors for at least two hours then mailed to the Davis Arbovirus Research and Training (DART) laboratory on the U.C. Davis campus where the samples are analyzed for West Nile Virus.

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**TULE MOSQUITO (Culex erythrothorax)**

This mosquito species is very abundant within the District and is common at Lake Los Carneros, the Andree Clark Bird Refuge, the Goleta Slough, Jalama Beach, and many other wetland habitats. Adult females are known vectors of West Nile Virus. Immature stages develop in wetland habitats with very dense freshwater vegetation, particularly tule vegetation, hence the name “Tule mosquito.”

---

**Actual Size**

![Adult Female Tule Mosquito](image)
## Mosquito and Vector Management District of Santa Barbara County


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<th>Location</th>
<th>Inspection Hours</th>
<th>Treatment Hours</th>
<th>Service Requests</th>
<th>Fish Requests</th>
<th>Standing Water Reports</th>
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<th>Treatment Hours</th>
<th>Service Requests</th>
<th>WNV Bird</th>
<th>Chickens</th>
<th>Mosquito Pools</th>
<th>Bedbugs</th>
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| Total Inspection Hours    | 198.0           | 1,666.0         |
| Total Treatment Hours     | 56.0            | 496.0           |
| Total Mileage             | 4,425.0         | 26,946.0        |
RESOLUTION NO. 16-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY AUTHORIZING THE DEPOSIT OF EXCESS FUNDS WITH THE COUNTY OF SANTA BARBARA TREASURER FOR INVESTMENT PURPOSES PURSUANT TO GOVERNMENT CODE § 53684

WHEREAS, Government Code § 53635 applies to a local agency that pools money in deposits or investments with other local agencies that may not have the same governing body and directs certain authority to Government Code § 53601; and

WHEREAS, Government Code § 53601 prescribes the authorized investments that the Mosquito and Vector Management District of Santa Barbara County (the "District") may make if it meets criteria to manage its own investment portfolio and elects to do so, per Health and Safety Code § 9077; and

WHEREAS, in lieu of the District managing its investments, Government Code § 53684 authorizes the District to deposit, with the consent of the County of Santa Barbara Treasurer (the "Treasurer"), its excess funds in the county treasury for investment purposes; and

WHEREAS, the Board of Trustees (the "Board of Trustees") of the District finds and determines that the District has excess funds (the "Funds") which are not needed for immediate use and which are available to be used for investment purposes; and

WHEREAS, the Board of Trustees finds that it is in the best interest of the District at this time to deposit the District's Funds in the county treasury for investment pursuant to the Santa Barbara County Treasurer Investment Policy Statement, February 2016, (the "Investment Policy Statement"), incorporated by this reference, and as the same may be revised hereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County that:

1. the District's general manager is hereby authorized to:
   a. solicit the Treasurer's written approval for the District's entry into the County of Santa Barbara's investment pool for investment pursuant to the Investment Policy Statement;
   b. to leave on deposit the District's Funds already in the county treasury;
   c. to deposit the District's Funds on an ongoing basis in the county treasury, as determined on an ongoing basis by the Board of Trustees; and
d. to execute on behalf of the District any documents that are ministerial in nature and that are necessary to implement this resolution in order to deposit Funds in the county treasury.

2. That the District agrees to:
   a. the Treasurer's 30-day written notice requirement to allow for the Treasurer's review and determination of impacts to the pool and pool participants in the event the District elects to close out its account and withdraw all funds on deposit from the county treasury; and
   b. the Treasurer's ability to deduct pro-rata administrative charges pursuant to Section XVII of the Investment Policy Statement.

3. The effective date of this resolution is the date it is passed and adopted by the District's Board of Trustees.

PASSED AND ADOPTED by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County at a regular meeting thereof held on _________________, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

______________________________
Robert Williams, President
Board of Trustees
Mosquito and Vector Management
District of Santa Barbara County

Attest:

______________________________
Larry Fausett, Secretary
Board of Trustees
Mosquito and Vector Management
District of Santa Barbara County
August 4, 2016

Dear Pooled Treasury Investment Fund Participant:

This letter will provide information required by Statement 31 of the Governmental Accounting Standards Board (GASB), "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". As you are an external participant of the County of Santa Barbara's Pooled Treasury Investment Fund, we will provide the information necessary to prepare your financial statements in compliance with this pronouncement.

GASB 31 requires that we report to you the fair value of your deposits in the pool as of June 30, 2016. The fair value of your deposits is the pro rated share of the market value of the investment pool if the investments were entirely liquidated at the end of the fiscal period. Funds held in the County of Santa Barbara's pool are typically held to maturity. In this context, the fair value that I am required to report to you contains unrealized gains and unrealized losses which will not occur and from which I will make no cash distributions.

Enclosed is the information necessary to prepare your financial statements for the fiscal year ended June 30, 2016 in compliance with GASB 31 as related to your investments with the County of Santa Barbara's Pooled Treasury Investment Fund.

Sincerely,

Harry E. Hagen, CPA, CPFO, ACPFIM, CFIP
Treasurer-Tax Collector
COUNTY OF SANTA BARBARA, CALIFORNIA
POOLED TREASURY INVESTMENT FUND
FOR THE YEAR ENDED JUNE 30, 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Carrying Amount at June 30, 2016</th>
<th>Fair Value at June 30, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$116,980,577</td>
<td>$116,980,577</td>
</tr>
<tr>
<td>US Treasuries</td>
<td>231,807,324</td>
<td>233,200,075</td>
</tr>
<tr>
<td>Government Agency Bonds</td>
<td>794,346,173</td>
<td>796,399,574</td>
</tr>
<tr>
<td>Local Agency Investment Fund</td>
<td>65,000,000</td>
<td>65,000,000</td>
</tr>
<tr>
<td>California Asset Management Program</td>
<td>50,000,000</td>
<td>50,000,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,258,134,074</strong></td>
<td><strong>$1,261,580,226</strong></td>
</tr>
</tbody>
</table>

At June 30, 2015 the value of each participating dollar equals the fair value divided by the carrying amount at that time ($1,261,580,226 / $1,258,134,074 = 1.002739).

**As an example:** If an agency has an account balance of $10,000,000, then at June 30, 2016 the agency would report its participation in the pooled treasury investment fund at $10,027,390.
## Mosquito and Vector Management District 2016 Wage Table

### Employee Benefit Data

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Regular Pay per month</th>
<th>Hourly Rate</th>
<th>District Contribution to PERS Health per mo.</th>
<th>District Contribution to VSP Vision Plan per mo.</th>
<th>District Contribution to Allied Dental plan per mo.</th>
<th>District Contribution to Retirement per mo.</th>
<th>District OPEB Contrib. per month*</th>
<th>Payroll Taxes FICA, Unemployment, Medicare</th>
<th>Workers Compensation per month*</th>
<th>Total Cost to District per year</th>
<th>Total Cost per hour worked</th>
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<tbody>
<tr>
<td>General Mgr</td>
<td>7,875.16</td>
<td>45.43</td>
<td>761.50</td>
<td>18.04</td>
<td>2,478.69</td>
<td>428.58</td>
<td>669.39</td>
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<td>Operations Mgr</td>
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<td>36.11</td>
<td>654.87</td>
<td>18.04</td>
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<td>26.16</td>
<td>1,213.49</td>
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<td>312.24</td>
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<tr>
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<tr>
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<td>1,702.66</td>
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<td>1,213.49</td>
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<td>244.10</td>
<td>94,947.52</td>
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<td>566.53</td>
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<td>961.78</td>
<td>428.58</td>
<td>251.98</td>
<td>244.10</td>
<td>65,989.25</td>
<td>31.73</td>
<td></td>
</tr>
</tbody>
</table>

*Prorated to all employees equally*

| Total per Month          | 35,102.62                     | 8,007.70    | 142.52                                        | 774.99                                         | 11,165.53                                           | 3,000.06                                           | 2,983.72                                           | 1,708.70                                  |                               |                               |
| Total per Year           | 421,231.46                    | 96,092.40   | 1,710.24                                      | 9,299.88                                       | 133,986.32                                          | 36,000.72                                          | 35,804.67                                          | 20,504.40                                 |                               |                               |
MEMO

To: Board of Trustees
   Mosquito and Vector Management District of Santa Barbara County
From: Richard G. Battles
Subject: Service to San Luis Obispo County
Date: August 26, 2016

I. Background

On July 6, 2016 the Environmental Health Services Division of the San Luis Obispo (“SLO”) County Health Agency submitted an application to the SLO Local Agency Formation Commission (“LAFCO”) seeking approval to enter into outside user agreements (also referred to as “out of agency services agreements”) with the Mosquito and Vector Management District of Santa Barbara County (“MVMDSBC”) and the North Salinas Valley Mosquito Abatement District for the provision of mosquito surveillance and, if needed, abatement services in SLO County. The services are to include monitoring for mosquitoes that might carry the Zika virus. SLO County does not currently have a comprehensive mosquito and vector control program. The SLO County Health Agency has not provided mosquito surveillance and abatement services since 2009.

SLO County is located outside of MVMDSBC’s jurisdictional boundary and outside of its sphere of influence. Under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 as set forth in Government Code Sections 56000 through 57550, the MVMDSBC may not provide services outside of its jurisdictional boundary unless it first receives approval from LAFCO. LAFCO can approve the request only if certain conditions are met. However, LAFCO approval is not required if any of the enumerated exceptions apply. These requirements, conditions, and exceptions are set forth in Government Code Section 56133, which provides as follows:

“56133.
(a) A city or district may provide new or extended services by contract or agreement outside its jurisdictional boundary only if it first requests and receives written approval from the commission.

(b) The commission may authorize a city or district to provide new or extended services outside its jurisdictional boundary but within its sphere of influence in anticipation of a later change of organization.”
(c) If consistent with adopted policy, the commission may authorize a city or district to provide new or extended services outside its jurisdictional boundary and outside its sphere of influence to respond to an existing or impending threat to the health or safety of the public or the residents of the affected territory, if both of the following requirements are met:

(1) The entity applying for approval has provided the commission with documentation of a threat to the health and safety of the public or the affected residents.

(2) The commission has notified any alternate service provider, including any water corporation as defined in Section 241 of the Public Utilities Code, that has filed a map and a statement of its service capabilities with the commission.

(d) The executive officer, within 30 days of receipt of a request for approval by a city or district to extend services outside its jurisdictional boundary, shall determine whether the request is complete and acceptable for filing or whether the request is incomplete. If a request is determined not to be complete, the executive officer shall immediately transmit that determination to the requester, specifying those parts of the request that are incomplete and the manner in which they can be made complete. When the request is deemed complete, the executive officer shall place the request on the agenda of the next commission meeting for which adequate notice can be given but not more than 90 days from the date that the request is deemed complete, unless the commission has delegated approval of requests made pursuant to this section to the executive officer. The commission or executive officer shall approve, disapprove, or approve with conditions the extended services. If the new or extended services are disapproved or approved with conditions, the applicant may request reconsideration, citing the reasons for reconsideration.

(e) This section does not apply to any of the following:

(1) Two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

(2) The transfer of nonpotable or nontreated water.

(3) The provision of surplus water to agricultural lands and facilities, including, but not limited to, incidental residential structures, for projects that serve conservation purposes or that directly support agricultural industries. However, prior to extending surplus water service to any project that will support or induce development, the city or district shall first request and receive written approval.
from the commission in the affected county.

(4) An extended service that a city or district was providing on or before January 1, 2001.

(5) A local publicly owned electric utility, as defined by Section 9604 of the Public Utilities Code, providing electric services that do not involve the acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of the utility’s jurisdictional boundary.

(6) A fire protection contract, as defined in subdivision (a) of Section 56134.

(f) This section applies only to the commission of the county in which the extension of service is proposed.”

The July 6, 2016 application was filed with the SLO LAFCO pursuant to Government Code Section 56133. I am advised that the SLO LAFCO approved the application on July 21, 2016, subject to the condition that the outside user agreements be submitted to LAFCO after they have been approved by the SLO County Health Agency. This condition was imposed so that the SLO LAFCO can track what agencies and organizations are providing services in SLO County.

Under Government Code Section 56133(e)(1) LAFCO approval of an outside user agreement is not required where (i) the agreement is between two or more public agencies, (ii) the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider, and (iii) the level of service to be provided is consistent with the level of service contemplated by the existing service provider. The staff report for the July 21, 2016 SLO LAFCO meeting on this issue concluded that the exemption under Section 56133(e)(1) did not apply because the services in question are not currently being provided in SLO County and the level of service to be provided under the proposed outside user agreements is currently unknown.

The staff report also addressed the applicability of Government Code Section 56133(f), which provides as follows:

“(f) This section applies only to the commission of the county in which the extension of service is proposed.”

With respect to 56133(f), the staff report states as follows:

“This implies that services being extended over County lines should be considered by the Commission within which those services would be provided. In other words only SLO LAFCO would need to take action regarding this agreement.”
By email dated May 20, 2016, the Executive Officer of the Santa Barbara LAFCO, Paul Hood, advised the MVMDSBC as follows:

“This consensus is that the MVMDSBC should apply for ‘out of agency service agreements’ with both San Luis Obispo LAFCO and Santa Barbara LAFCO.”

Mr. Hood’s May 20, 2016 email indicates that the approval of the Santa Barbara LAFCO is required in order for MVMDSBC to provide services to the County of SLO under an outside user agreement.

II. Issue

Is the approval of the Santa Barbara LAFCO required in order for MVMDSBC to provide services to the County of SLO under an outside user agreement?

III. Conclusion

The approval of the Santa Barbara LAFCO is not required in order for MVMDSBC to provide services to the County of SLO under an outside user agreement.

IV. Discussion

Under Government Code Section 56133(a), MVMDSBC may provide new or extended services to the County of SLO under an outside user agreement only if it first requests and receives written approval from LAFCO. Government Code Section 56133(f) makes it clear that the requirement for LAFCO approval applies only to the LAFCO “of the county in which the extension of service is proposed.” In this case, the extension of service is proposed only in SLO County. It necessarily follows that only the approval of the SLO LAFCO is required for the outside user agreement in question. The language of Section 56133(f) is clear and unambiguous and does not lend itself to any other interpretation. There are no reported cases or Attorney General opinions addressing Section 56133(f) that indicate the code section should be interpreted in a different manner.
First Case of Travel-Associated Zika in Santa Barbara County

The Santa Barbara County Public Health Department confirms that a Santa Barbara County resident has tested positive for Zika virus infection. The resident is a pregnant female who contracted the virus during travel to Central America. To protect patient privacy, further details about the case will not be released.

The spread of Zika virus occurs primarily through infected Aedes mosquitoes, which have not been detected in Santa Barbara County. The Mosquito and Vector Management District has increased their trapping and testing of mosquitoes to determine if the Aedes mosquito has migrated to Santa Barbara County and thus far has found no evidence of the mosquito here.

“There is currently no risk for contracting Zika virus in Santa Barbara County via infected mosquitoes,” said Dr. Charity Dean, Santa Barbara County Health Officer. “Taking precautions when traveling to areas with Zika virus, or engaging in sexual contact with someone at risk for Zika infection, are the best ways to avoid contracting the virus.”

If you have concerns about your personal risk for Zika virus infection, please contact your Primary Care Provider.

Prevention

There have been Zika virus outbreaks in Africa, Asia, the Pacific Islands, Mexico, and Central and South America. In the last few weeks, there have been 42 cases of locally acquired Zika virus in Florida. Maps of affected areas can be found at www.cdc.gov/zika/geo/index.html.

Although the mosquitoes that carry Zika virus have not been detected in Santa Barbara County and there have been no reported cases of locally acquired Zika virus in California, people should always take steps to avoid mosquito bites. Safety precautions include:

- Use EPA-registered insect repellents
- Wear long sleeve shirts and long pants
- Use air conditioning and window/door screens
- Empty standing water from containers such as flower pots or water buckets
Zika can also be transmitted through sexual contact. If your partner has traveled to an area with Zika or if you are pregnant or considering getting pregnant, it is important to protect yourself during sexual activity.

The Centers for Disease Control recommends that pregnant women postpone travel to regions where the virus has been identified.

**Zika Infection**

Four out of five infected people will not have any symptoms of infection and almost all people with Zika get better without any special treatment. Common symptoms include fever, eye redness, achy joints and a skin rash. The greatest concern is for unborn babies when the pregnant mother is infected with Zika. In these situations, the virus can cause microcephaly (small head syndrome), brain damage and other birth defects. There is no vaccine to prevent Zika, although research is underway.

**Resources**

The Santa Barbara County Public Health Department is monitoring the evolving Zika situation closely along with State and Federal agencies. The Public Health Department provides updates and testing recommendations to local health care providers and coordinates information with the Mosquito and Vector Management District of Santa Barbara County. More information can be found at:

http://cosb.countyofsb.org/zika_Virus/

www.cdph.ca.gov/HealthInfo/discond/Pages/Zika.aspx


Report mosquito problems, particularly aggressive daytime biting mosquitoes to the Mosquito and Vector Management District at www.mvmdistrict.com/

###
SECOND TRAVEL RELATED ZIKA INFECTION CONFIRMED IN SANTA BARBARA COUNTY

(SANTA BARBARA, Calif.) -- The Santa Barbara County Public Health Department (SBCPHD) announced today that a second case of Zika virus infection has been confirmed in the County, this time in a non-pregnant female who recently traveled to a region of Mexico with local transmission of Zika.

SBCPHD anticipates that the number of confirmed Zika cases will increase as healthcare providers follow recommendations by the Centers for Disease Control and Prevention to screen/test individuals at risk.

Thus far, over 90 specimens have been submitted to the Santa Barbara County Public Health Laboratory to test for Zika virus, and over 70 of those specimens have met state requirements for testing.

Trapping and testing of mosquitoes in Santa Barbara County has not shown any evidence that Zika-carrying mosquitoes are present at this time. However, the Mosquito and Vector Management District of Santa Barbara County continues to vigilantly trap and test the mosquito population. Community members may see vector control around the community placing these traps.

Given the anticipated increase in the number of travel related Zika cases diagnosed in the County, the Public Health Department will update its website with a case count each Friday morning. For the case count or for questions regarding Zika virus prevention, transmission and risks, please refer to the Public Health Department website at: http://cosb.countyofsb.org/zika_Virus/

###
RESOLUTION NO. 08-07

RESOLUTION OF THE BOARD OF TRUSTEES OF THE MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY ESTABLISHING REVISED RULES FOR PROCEEDINGS

WHEREAS, the Mosquito and Vector Management District of Santa Barbara County (the “District”) adopted rules for proceedings on June 8, 2006 (the “Existing Rules”) by passing Resolution No. 06-04; and

WHEREAS, the Board of Trustees of the District deems it to be in the District’s best interests to adopt revised rules for proceedings to update and supersede the District’s Existing Rules.

BE IT RESOLVED by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County that the following revised rules for proceedings are hereby established:

RULES FOR PROCEEDINGS OF THE BOARD OF TRUSTEES

Preamble

The Trustees of the Mosquito and Vector Management District of Santa Barbara County are committed to the highest level of ethical conduct in their official capacity and will maintain the utmost level of professionalism, faithfully discharge their duties and exercise their fiduciary responsibilities to maintain the public trust at the highest level. Pursuant to Health and Safety Code Section 2022(e): “All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.”

1. INTRODUCTION.

A. Purpose. These are the rules for proceedings of meetings of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County. They are adopted pursuant to Health and Safety Code Section 2029(e). The purpose of these rules is to facilitate the conduct of Board meetings, the public participation in Board meetings, all in an orderly and efficient manner. The provisions of the Ralph M. Brown Act (Govt. Code, §54950 et seq.) and any other applicable law shall control over any inconsistent provision contained in these rules.

B. Attendance. In the event that any Trustee voluntarily or involuntarily fails to attend three consecutive Board meetings, the Board of Trustees may request that the
legislative body of the agency that appointed the Trustee remove the Trustee from the District Board.

2. REGULAR MEETINGS.

A. Time and Place. The regular monthly meetings of the Board of Trustees shall be held at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, California, on the second Thursday of each month, commencing at 2:00 p.m. The location, day and time for holding regular meetings may be changed from time to time by resolution adopted by the Board.

B. Rescheduled regular meetings. If the Board Secretary, in consultation with the President, or the Board determines it is necessary or desirable to reschedule a regular Board meeting, then the rescheduled regular meeting shall be noticed as a special meeting in compliance with the requirements of section 9, below. In that case, the special meeting notice shall contain substantially the following statement at the end of the notice: “Notice is further given that the regular meeting ordinarily scheduled for __________, at 2:00 p.m. is canceled, and this special meeting is being held in lieu of the regular meeting.” If the rescheduled meeting is to be held after the regular meeting, then the special meeting notice shall be posted and distributed before the date of the regular meeting.

3. METHOD OF TRANSACTING BUSINESS; REQUIRED VOTE. A majority of the Board shall constitute a quorum for the transaction of business. Except as otherwise specifically provided to the contrary by applicable law, a recorded vote of a majority of those Trustees present and voting is required on each action. The Board shall act only by ordinance, resolution or motion. (Health and Safety Code §2029.) Unless a Trustee is not voting because of a conflict of interest, a Trustee who is present and does not vote on an item shall be deemed to have voted in the affirmative, and an “abstain” vote shall constitute an “aye” vote. (Dry Creek Valley Assoc., Inc. v. Board of Supervisors (1977) 67 Cal.App.3d 839.).

4. MINUTES; RECORD OF VOTE. The District’s General Manager or his designee shall prepare and maintain written minutes of each Board meeting. The District Board minutes shall include at least the following information: (i) the names of the Trustees and staff present at the meeting; (ii) a brief summary of the discussion of the Board on each matter considered; (iii) the names of the Trustees who make and second ordinances, resolutions and motions; and (iv) the ayes and noes taken upon all action items. Any Trustee may request that an abstract of his or her statement either in support or opposition of any matter be entered in the minutes.

5. BOARD OFFICERS. The officers of the Board shall consist of a President, Vice President and Secretary. At its regular meeting in the month of January, the Board shall elect one of its members President, one as Vice President and one as Secretary. The term of office for President, Vice President and Secretary shall be for one year; provided, however that they serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by

Revised 11-05-08 RGB

-2-
election of the Board. There shall be no limit as to the number of terms that an individual may hold an office.

The President shall have the following duties:

a. To preside over Board meetings and preserve order and decorum.

b. To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.

c. To call special meetings.

d. To execute all ordinances, resolutions and contracts of the District.

e. To appoint Board committees.

In the absence of the President or vacancy in the office of President, the Vice President shall perform all the duties of the President.

The Secretary shall have the following duties:

a. To attest to the signature of the President or Vice President on ordinances, resolutions and contracts.

b. To certify District documents as true and correct copies.

c. To call meetings to order in the absence of the President and Vice President and preside until an acting President is elected.

d. To give notice of meetings and hearings as required by law.

e. To perform such other duties as directed by the President or the Board.

The Secretary may delegate these duties to the District’s General Manager where appropriate and permitted by law.

6. ORDER OF BUSINESS. The business taken up for consideration by the Board at regular Board meetings will ordinarily be in the following order:

a. Call to order and roll call

b. Confirmation of Agenda

c. Staff announcements

d. Correspondence

e. Public Hearing(s), if any

Revised 11-05-08 RGB
f. Opportunity for Public Comment on non-agenda items

g. Approval of Items of General Consent including:
   Approval of Minutes
   Approval of Financial Statements
   Approval of Schedule of Warrants
   Other non-controversial items

h. Old business items

i. New business items

j. Manager’s report

k. Board Announcements

l. Closed session(s), if any

m. Adjournment

Either the President or the Board may elect to take any item of business out of order.

7. AGENDA.

A. General. The General Manager or his designee shall be responsible for preparing the regular meeting agenda and special meeting notice/agenda for Board meetings, and posting it at the District office in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must specify the time and location of the meeting and contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting. Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare an agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting shall be at 12:00 noon on the Thursday of the week preceding the Thursday meeting.

B. Authority to act on matters not on agenda. The Board shall not discuss or act on any item not appearing on the posted agenda, except under the following conditions:

(1) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. For purposes of this subsection, "emergency situation" includes work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity. The Board shall
comply with the requirements of Government Code section 54956.5 when holding an emergency meeting.

(2) When there is an immediate need to take action on an item which came to the attention of the District after posting the agenda, as determined by two-thirds vote of the entire Board, or by unanimous vote if less than two-thirds are present.

(3) For items continued from a posted agenda matter for a meeting within the last five days.

(4) As provided in subsection (C).

C. Board/staff reports. Under this agenda item, Board members and staff may make brief announcements and reports, and Board members may briefly respond, ask questions for clarification, refer a matter to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda. Unless the Board makes one of the determinations required under section 7(B), there shall be no substantive discussion or action on matters covered in these reports.

D. Public comments. Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on items that are within the subject matter jurisdiction of the Board and which do not appear on the agenda. In response to these public comments, the Board may briefly respond, ask questions for clarification, refer a matter to staff, request staff to report back on the matter, or direct staff to place the matter on a subsequent agenda. As a general Board policy, complaints and concerns from members of the public should first be referred to the General Manager for investigation and resolution, if appropriate. In order to facilitate the meeting and public participation during the public comments portion of the meeting, the President may limit the total amount of time allocated for public comment on a particular issue or matter (ten minutes or less shall normally be standard), and may limit the time allocated for public comments by an individual speaker (three minutes or less shall normally be standard).

8. ADJOURNMENT.

A. General. A meeting of the Board shall be adjourned by (1) loss of a quorum, (2) motion made, seconded and approved to adjourn the meeting, or (3) declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board. A meeting of the Board may also be adjourned to a specific day and time by motion made, seconded and approved by the Board, in which case an order of adjournment shall be prepared and conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment. If a meeting is continued to a day more than five calendar days later, then a new agenda for the adjourned meeting shall be posted pursuant to section 7(A), above.

B. Lack of a quorum. If less than a quorum attends a regular Board meeting, then those Trustees present may adjourn the meeting to a time and place specified in an order of adjournment. If all members are absent from any regular meeting, the General
Manager may declare the meeting adjourned to a time and place specified in an order of adjournment. Within 24 hours after the time of adjournment (whether by less than a quorum or the General Manager), the order of adjournment shall be (1) delivered personally or mailed to each Trustee and to each newspaper, radio or television station requesting notice in writing, and (2) posted conspicuously on or near the door of the place where the regular meeting was held. The adjourned regular meeting shall then be a regular meeting for all purposes, and the same regular meeting agenda shall apply to the adjourned meeting. If new items are to be added to the agenda, then the revised agenda shall be re-posted pursuant to section 7(A), above.

9. SPECIAL MEETINGS. A special meeting may be called at any time by the General Manager or any Board officer (President, Vice President or Secretary) by delivering personally or by mail written notice to each Trustee and to each newspaper, radio or television station requesting notice in writing. The special meeting notice must be received at least 24 hours before the time of the meeting specified in the notice. The special meeting notice must also be posted at least 24 hours before the meeting in a location freely accessible to the public. The written notice may be dispensed with as to any Trustee who at or prior to the time the meeting convenes files with the General Manager a written waiver of notice. The written notice may also be dispensed with as to any Trustee who was actually present at the meeting at the time it convenes. The special meeting notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

10. CLOSED SESSIONS.

A. General. A closed session may be held on any subject authorized under the Brown Act. Closed sessions must be properly disclosed and described in the agenda as required by the Brown Act. The Board shall not keep minutes of its closed sessions. Prior to holding a closed session on any matter, the President shall refer to the closed session item or items by reference to the appropriate agenda item number(s). In the closed session, the Board shall consider only those matters covered in the agenda. Closed session items must be submitted according to the agenda posting deadlines established elsewhere in these rules.

B. Public Reports. After any closed session, the Board shall reconvene into open session and publicly report any action taken (including the roll call vote) during the closed session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of or otherwise affect the employment status of a District employee; or to finally approve a labor contract. For the reporting obligations relating to pending litigation, the Board should consult the District’s legal counsel.

11. RULES OF ORDER.

A. General. Action items shall be brought before and considered by the Board by motion in accordance with the following rules of order. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and therefore does not conduct its meetings under formalized rules (e.g.,
Robert's Rules of Order). If a Trustee believes order is not being maintained or procedures are not adequate, then he or she should raise a point of order to the President. A point of order does not require a second. If the ruling of the President is not satisfactory, then it may be appealed by motion to the Board. The Board will then determine the point of order.

B. Obtaining the floor. Any Trustee desiring to speak should address the President and upon recognition by the President may address the subject under discussion.

C. Motions. Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows: (1) a Trustee makes a motion; (2) another Trustee seconds the motion; and (3) the President states the motion. Once the motion has been stated by the President, it is open to discussion and debate. Before voting on any motion, the President shall ask for any comments from the public. After the matter has been fully debated (subject to a motion to close debate and vote immediately, discussed below), the President will call for the vote.

D. Secondary motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

(1) Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a motion to amend, which is then seconded and approved by the Board.

(2) Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by the Board.

(3) Motion to postpone. A main motion may be postponed to a date and time certain by a motion to postpone, which is then seconded and approved by the Board.

(4) Motion to refer to committee. A main motion may be referred to a Board committee for further study, recommendation and report back to the Board by a motion to refer to committee, which is then seconded and approved by the Board.

(5) Motion to close debate and vote immediately. Debate on a main motion may be closed by a motion to close debate and vote immediately, which is then seconded and approved by the Board. Before voting on the motion, the President shall ask for any comments from the public.

(6) Motion to adjourn. A meeting may be adjourned by motion made, seconded and approved by the Board before voting on a main motion.

E. Decorum. The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public
hearings. The President may eject any person or persons making profane, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise willfully interrupting or disrupting the meeting or hearing. The President may also declare a short recess during any meeting.

12. **PUBLIC HEARINGS.** Matters which are required to be heard at a public hearing shall be conducted in accordance with the procedures in this section. Public hearings will generally be held at the beginning of the meeting as a convenience to the public. The usual order of procedure is as follows:

   a. No sooner than the time set for the public hearing, the President shall declare the public hearing open.

   b. The General Manager or other appropriate staff person shall verify that notice of the public hearing has been given in the manner required by law.

   c. The General Manager or other appropriate staff person shall present a staff report concerning the subject of the hearing.

   d. The President shall ask whether any Trustees have any questions of the staff.

   e. The President shall ask the General Manager whether any written comments on the subject matter of the public hearing have been received.

   f. If applicable, the applicant or proponent shall be asked by the President to present any comments.

   g. The President shall then ask whether any members of the public wish to present written or oral comments on the subject of the public hearing.

   h. The President then closes the public hearing.

   i. The Board then deliberates and acts on the item.

No person shall be permitted during the hearing to speak about matters not germane or relevant to the subject of the hearing. Individuals testifying at a public hearing do not have a right of unlimited time. In its discretion, the President, may set limits on the amount of time an individual speaker is allowed to comment orally during the public hearing. When many individuals intend to present oral comments, a three minute per speaker time limit may be appropriate. Any time limits so established shall be uniformly applied and strictly adhered to. A public hearing may be continued from time to time by approval of the Board.

13. **ROLE OF BOARD AND STAFF.**

   A. **Role of Trustees.** The Board shall establish policies for the operation of the District and shall provide for the faithful implementation of those policies, which is the responsibility of the employees of the District. (Health and Safety Code, §2020.) The
Board is not responsible for the day-to-day management or operations of the District. The Trustees may take action only as a Board. Individual Trustees shall not take action or speak on behalf of the District without express Board authorization.

B. Relationship of Trustees with General Manager and Staff.

(1) The General Manager is the chief executive officer of the District and shall report directly to the Board. The General Manager shall have full charge and control of the affairs of the District consistent with the policies established by the Board. Employees shall perform work as directed by the General Manager or the General Manager’s designee.

(2) The Board and individual Trustees may discuss District business with the General Manager and the development and implementation of District policies. Only the Board, and not individual Trustees, may direct the actions of the General Manager. The General Manager shall supply information reasonably requested by individual Trustees.

(3) The General Manager may discuss District business with Trustees outside a public meeting, but the General Manager shall not communicate the views of one Trustee to other Trustees except at a public meeting. The Board shall not consider or act on the General Manager’s recommendations except at a public meeting.

(4) The Board and individual Trustees should generally not discuss District business directly with any District employee. Exceptions may be made where the Board (but not an individual Trustee) is investigating a matter involving the General Manager, or where the General Manager is unavailable and immediate action is needed. Any such contact shall be reported to the Trustee to the Board at the next Board meeting.

C. Relationship of Trustees with Legal Counsel. District legal counsel is retained by the Board of Trustees (Health and Safety Code Section 2041(i)). District legal counsel is accountable directly to and serves at the pleasure of the Board. Legal counsel represents the District in accordance with the policies adopted and actions taken by the Board. Only the Board, and not individual Trustees, may direct District legal counsel to provide services on behalf of the District, unless an individual Trustee has been authorized by the Board to direct the actions of legal counsel. Notwithstanding the foregoing, individual Trustees may periodically contact District legal counsel directly on a limited basis to discuss issues relating to the District. District legal counsel shall keep the General Manager and/or the Board, as appropriate, reasonably informed regarding such communications with individual Trustees. The General Manager shall also have the authority to direct District legal counsel to provide services on behalf of the District consistent with the policies established by the Board, and as required by law, for the operation of the District.

D. Communications by Trustees Outside of Board Meetings. As specified in Government Code Section 54952.2(a), the term "meeting" includes any congregation of a majority of the members of a Board of Trustees at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the District. Except as specifically authorized by the Brown Act, any use of direct communication, personal intermediaries, or technological devices (e.g., telephone, e-
mail, etc.) that is employed by a majority of the members of the Board of Trustees to
develop a collective concurrence as to action to be taken on an item by the Trustees is
prohibited.

14. **MEETING ATTENDANCE BY LEGAL COUNSEL.** The District’s legal
counsel shall attend regular, special, and emergencies meetings of the Board of Trustees
when such attendance is reasonably required, as determined by the District’s General
Manager or by any Board officer (President, Vice President or Secretary). An individual
Trustee shall not have the authority to direct District legal counsel to attend a Board
meeting unless such authority has been delegated to the Trustee by the Board.

15. **AMENDMENT OF RULES.** By motion approved by the Trustees, the Board in
its discretion may at any meeting temporarily suspend these rules in whole or in part, or
amend these rules in whole or in part.

16. **EARLIER RULES SUPERSEDED.** These rules for proceedings supersede and
replace the Existing Rules adopted by the Board pursuant to Resolution No. 06-04, and
any other any prior inconsistent resolutions, bylaws, regulations, procedures and policies
of the District.

**PASSED AND ADOPTED** by the Board of Trustees of the Mosquito and Vector
Management District of Santa Barbara County on the 13\textsuperscript{th} day of November, 2008 by the
following vote:

AYES: 6

NOES: 0

ABSENT: 1

ABSTAIN:

ATTEST:

\[Signature\]
Larry Fausett, Board President

\[Signature\]
Ron Hurd, Board Secretary

Revised 11-05-08 RGB
CERTIFICATION MADE UNDER PENALTY OF PERJURY (C.C.P. 2015.5)
COUNTY OF SANTA BARBARA

I certify (or declare) under penalty of perjury that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Board of Trustees of the Mosquito and Vector Management of Santa Barbara County District on November 13, 2008.

Dated: 12-14-2008

Ron Hurd, Board Secretary
1. I made a presentation on mosquitoes to the Santa Barbara Sunrise Rotary Club, on August 10.

2. I created an email alias for the general manager – gm@mvmdistrict.org

3. Staff (D, DC, JS, VI, RS) attended a webinar on The Potential of Oxitec’s GM Mosquitoes, on August 16.

4. Staff (DC, VI, JS, KS) attended a webinar on Trailer Towing Safety, on August 23.

5. I was interviewed by KEYT news in response to local PHD news release on first travel-associated Zika patient in Santa Barbara County, on August 25.

6. I met with County of Santa Barbara Public Health Department to discuss District’s response to Zika patients in Santa Barbara County, on August 26.

7. Vector technician (VI) was subpoenaed to be witness in vermin complaint in landlord-tenant dispute. Hearing was postponed.

8. Agricultural Commissioner staff inspected, on August 30, the District’s pesticide workers’ handling records, safety program, and pesticide storage (a headquarters audit) – all items found in compliance.

9. I attended webinar on Promoting Personal and Organizational Ethics, on August 31.

10. A District hen died and was sent out for necropsy. Lab (blood work) results are pending, but preliminarily physical analysis revealed puncture wounds, broken bones and bleeding consistent with a predator (dog) attack.

11. Moss, Levy, & Hartzheim conducted annual audit, September 1 & 2. No “findings” are expected.

12. Three-thousand dollars ($3,000) was deposited in CERBT on September 6.

13. I implemented the agreement to provide mosquito monitoring services to the County of San Luis Obispo. First round of mosquito surveillance was started on September 6.

Upcoming Events
- CalPERS Health Open Enrollment: September 12 – October 7.
- MVCAC Fall Meeting, Seaside, CA, September 26-28
Mosquito and Vector Management District of Santa Barbara County
Personnel Policy and Procedures Manual ("PPM")

INTRODUCTION

Here is a second and more detailed Adoption and Revision History. I reviewed the District's Board minutes starting with January 12, 2006's minutes. I specifically looked for policy and policy manual development activity.

This review is intended to discern the adoption and revision history of the current Personnel Policy and Procedures Manual version 2.01.3, which is believed to have been largely written by GM Pfuntner and implemented after his tenure. This review indicates efforts to create/revise a policy manual and official actions to adopt/revise a policy manual.

An exhaustive review of the District's paper files or past general manager's computer folders was not achieved.

The whole Personnel Policy and Procedures Manual and revisions are generally believed to have been officially adopted by the Board of Trustees. However, some revisions, before the implementation of robust document control procedures, cannot be ascertained that they were officially adopted.

Respectfully,
David Chang
General Manager
September 7, 2016

ADOPTION AND REVISION HISTORY

Click here for the District Employee Manual that apparently served as the District's human resources policy prior to the current Personnel Policy and Procedures Manual. This manual is referenced as having been "Made for the Santa Barbara Coastal Vector Control District Employees Updated in 2001" The manual was obtained from a technician who was hired in the fall of 2014.

2006 – Apparently no activity on policy manual adoption or revision occurred in 2006. (MB was general manager during 2006.)

Feb 8, 2007 – GM Bernstein's resignation accepted by Board

Oct/Nov 2007 – approximate appointment of Allan Pfuntner as General Manager

Dec 13, 20071 – The initiation of a written policy manual or possibly a revision of the District Employee Manual was discussed in an action plan presented, by GM Pfuntner. Among many items proposed in the action plan, scheduled for action within six months, was "2. Revision and Initiation of Board Policies. It has been noted that several policies are in need of revision. Other procedures need to be formalized as policies. These items will be brought to the Board of Trustees in a time frame based upon their importance."

Feb 14, 2008 – GM Pfuntner's "Work Performance Plan" was revisited/discussed. It appears that the terms "Work Performance Plan" and "Action Plan" was used interchangeably. The Action Plan task 2 on policy was expanded to additionally include "...The first set of documents regarding personnel policies will be presented to the Board in early 2008. Policies such as a formal Integrated Pest Management Plan, a West Nile Virus Response Plan, an updated Injury and Illness Prevention Plan and similar necessary documents will be forthcoming." It was MSC to [continue the] review [of] the Work Performance Plan in September 2008 [eight months subsequent].

This agenda also included as New Business Item 5 a discussion/review/presentation of an initial draft of proposed personnel policies. The draft was identified as the first installment of the Personnel Policy and Procedures Manual. An ad hoc committee was formed to review the proposed policies.

1 This link will not work outside of the District's office, as it points to a document stored on the District's server.
**Mar 13, 2008** – Discussion and action on a workers’ compensation policy was presented to the Board. GM Pfuntner’s recommendation was to approve a temporary policy to *(paraphrased by dc)* with conditions, make whole an employee’s wages during worker’s compensation disability leave, and continue to pay the employee’s health premiums. It was MSC to continue the item to the April 2008 meeting.

**Apr 10, 2008** - Discussion and action on a workers’ compensation policy was revisited by the Board. It was MSC to accept GM Pfuntner’s recommendation, but with a terminology change. This appears to be an official adoption of a policy that appears in the current policy manual. The minutes did not contain the policy as proposed, nor did the minutes refer to any manual already in effect. My assumption is that the policy as presented on March 13, 2008 was to serve as the policy. The current policy on worker’s compensation is considerably expanded, with duration of the conditions reduced, from the policy presented on March 13, 2008.

**Jun 12, 2008** – It was announced during this Board meeting that GM Pfuntner had resigned. It was MSC to hire former trustee Pritchett as Interim General Manager. It was MSC to retain former GM Pfuntner to provide consulting services.

The Board agreed by general consensus to continue a discussion [of personnel policy] as open to as hoc committee [SIC].

**Jul 10, 2008** – A draft revision, dated 26 June 2008, reviewed by the ad hoc committee was presented to the Board by interim GM Pritchett. The Board’s general consensus was to continue this item to the August 2008 meeting.

**Aug 14, 2008** – The status of the Personnel Policy Manual was discussed. A "9/80" schedule policy was under consideration for incorporation into the Manual. It was MSC to conceptually approve a 9/80 work schedule, but not to provide final approval until the full personnel policy is ready for Board consideration.

**Sep 11, 2008** – The status of the Personnel Policy Manual was discussed.

The Board directed the GM Pritchett to research the original trustee travel and expenses policy revision.

**Oct 9, 2008** – Brian Passaro was hired as general manager.

The Board considered adopting a suite of personnel policies, or directing the ad hoc committee to review the policies with new staff input. It was MSC to assign GM Passaro further development of the draft policy manual and to continue consideration of the manual to the January 2009 meeting.

The Board decided by general consensus to end consulting services by Mr. Pfuntner.

The Board agreed by general consensus to direct staff to update the District’s Travel and Expenses Policy and ensure compliance of the policy with state law.

**Nov 13, 2008** – GM Passaro update the board on the status of the personnel policy – items were added to the draft policy and would be sent to the committee near month's end.

The Board discussed proposed revisions to Resolution 08-08 on travel expenses and reimbursements. It was MSC to approve Resolution 08-08 with the amendment to item 6c to define one day travel as 12 hours maximum travel time from the District office.

The travel expense and reimbursement policy was implemented as Section 5.14 or as Appendix VII depending on which Manual Version 1 is depended on.

**Dec 11, 2008** – GM Passaro, during his GM Report, reported that the draft personnel manual will be ready for review at the January 2009 meeting.

Jan 8, 2009 – GM Passaro indicated that he intends to bring the final draft of the policy and procedures manual to the Board at its February 2009 meeting.

**Feb 12, 2009** – GM Passaro provided a detailed summary – which was found within the supporting documents – of the ad hoc committee’s discussion of the draft personnel manual. Apparently, a complete draft of the Personnel Policy and Procedures Manual was presented at this Board meeting, however the draft was not found in this meeting’s supporting documents. The Board provided input to GM Passaro. The approval of the draft policy manual was continued to the March 2009 meeting.
Mar 12, 2009 – Significant discussions and approvals occurred involving the final draft of the Personnel Policy and Procedures Manual. A copy of the Old Business Item A is provided below:

The following is an excerpt from the minutes of the MVMDSBC’s March 12, 2009 Board of Trustees regular meeting:

Minutes-MVMDSBC
March 12, 2009
Page 2

7. OLD BUSINESS

A. Discussion and/or Approval of Policy and Procedures Manual. There was discussion involving the following sections of the Manual:
- Section 2.27 – after some discussion, it was moved by Trustee Schlootmann, seconded by Trustee Blair, and passed unanimously to give the general manager the authority to give District employee promotions and pay raises without Board approval.
- Section 2.10 (9/80 employee work schedule) – after discussion of the pros and cons of implementing a 9/80 schedule, the Board decided by general consensus to allow employees to take their every other week day off on any day of the week at the general manager’s discretion, if a 9/80 schedule is implemented.
- Section 2.13 (compensatory time) – the Manual currently states that the maximum amount of compensatory time an employee may accrue is 240 hours. It was moved by Trustee Olson, seconded by Trustee Fausett, and passed unanimously to change the maximum accruable compensatory time to 80 hours.
- Section 2.21 – to conform to State law, the Board agreed by general consensus to change the wording to “request” that employees give 2 weeks notice before leaving District employment rather than “require.”
- Section 3.6 (retiree health care) – PERS, the District’s current health care provider, will be requiring the District to fund retiree health care in the future. General Manager Passaro will do further research into the financial impact of this, then report back to the Board at a later date.
- Section 3.7 (cap on sick leave accrual) – after some discussion it was moved by Trustee Fausett, seconded by Trustee Schlootmann, and passed unanimously to remove the line that allows employees to convert sick time accrued into service credit for retirement and to ask General Manager Passaro to contact the County Retirement System for information on its policy and if necessary send a resolution to allow employees to convert sick time accrued into service credit for Board consideration.
- Section 3.9 (Holidays) – The proposed Policy Manual increases annual holidays from 11 to 13. After much discussion, it was moved by Trustee Schlootmann and seconded by Trustee Olson to retain the current policy of 11 holidays per year. The motion failed.
Apr 9, 2009 – A draft Manual with edits suggested by counsel was presented and recommended for approval by GM Passaro. A motion was made for approval but died for lack of a second. It was MSC to continue the item after counsel’s edits are incorporated into the manual.

May 14, 2009 – A final draft with all changes, as recommended by the Board and counsel, included was presented by GM Passaro. It was MSC to pay health care premiums for up to 30 days past the beginning of unpaid leave status (Policy section 4.12). The Board agreed by consensus to follow counsel’s recommendation to mediate rather than arbitrate employee-management disputes. **It was then MSC to adopt the Policy and Procedures Manual with the above amendments.**

May 20, 2009 – In this special Board meeting, it was MSC to change policy section 3.08 to pay an employee for 50% of up to 480 hours of accumulated sick leave if the employee leaves the District without retiring. This appears to be the 1st amendment to the Personnel Policy and Procedures Manual. **Click here to review the version of the Manual** that was provided to GM Chang after his hiring on March 17, 2016. For document control purposes, (140827) GM Chang arbitrarily named this version of the Manual as Version 1.

Sep 10, 2009 – MSC to approve hiring an administrative assistant and the associated pay scale and starting rate. While the position and pay scale was Board approved, this is an item that is potentially a policy revision, however no documentation exists that an addition to the approved positions or the pay scale was officially adopted for insertion into the Manual.

Feb 11, 2010 – MSC to approve Operations Manager Job Description. While the position was approved, the specific page within the Manual does not indicate dates of Board approval, effectiveness, or insertion in the Manual, nor does the manual indicate a revision.

Oct 14, 2010 – Salary Schedule with 2% COLA increase; division of steps into smaller increments; addition of two steps was discussed by the Board. The Salary Schedule presented was included in the supporting documents, and was referenced as "Draft October 2010".

Auditors had requested an updated Salary Schedule to include all current staff members. Board requested the schedule be further itemized in 1% increments to provide greater flexibility to management during the evaluation process. An overlap was noted between steps. The Board agreed to eliminate the “A” column of all steps and reduce the number of increments to five. The item was continued to November 2010.
Nov 9, 2010 – MSC to approve updated, subsequent to revisions, **Salary Schedule**, presented as “Draft November 2010” The Salary Schedule appears in the Manual as Appendix II. The Salary Schedule as presented is equivalent to the Salary Schedule contained in PPM v 2.01.3, except that the rates are different between the two schedules and the Salary Schedule contained in PPM v 1 was not dated.

Feb 12, 2011 – Discussion of a Vehicle Use Policy continued to the next meeting. Apparently, a draft policy was distributed during this meeting, but it was not found in the file.

Mar 10, 2011 – MSC to approve, subsequent to revisions, **the Vehicle Use Policy**, which appears in the Manual as Appendix VI.

Sep 8, 2011 – A Credit Card Expenditure Policy was discussed. GM Passaro had informed the Board that the County and ML&H auditors recommended that the District adopt a formal credit card use policy. A draft policy was apparently presented, but is not available in the file.

A draft Resolution 2011-05 to implement a credit card policy was apparently presented in this meeting, but was not acted upon. The draft is available in the file.

Oct 14, 2011 – MSC to approve Resolution 2011-05 to implement the **Credit Card Expenditure Policy** when the policy is finalized and approved. A policy was found attached to the Resolution.

GM Passaro apparently attempted to obtain, but was not provided with, other local agency's credit policies to use as a model. GM Passaro stated that other vector control agencies have no policy other than to make credit card use "at the general manager's discretion".

Also at this meeting it was moved to adopt, but failed to be seconded, a 3% COLA for District staff. GM Passaro was directed to research COLAs provided by other South Coast special districts. The item was continued to November.

Oct 28, 2011 – GM Passaro presented the Board presented information on COLAs provided by SB county entities. A motion to approve a 3% COLA failed for lack of a second. It was MSC to provide 2% COLA.

The Board accepted notice of GM Passaro's resignation effective November 1, 2011.

Nov 10, 2011 – Operations Manager Kenneth Learned was designated Interim General Manager.

Dec 8, 2011 – Minutes indicate that a general manager job description was written for use in the recruitment of a new general manager, but no official action is noted within the minutes.

Jan 12, 2012 – Trustee Larry Fausett hired as general manager.

Feb 9, 2012 – Resolution 2012-01 Monthly payments to trustees contingent upon attendance failed to be adopted.

MSC to adopt **Credit Card Expenditure Policy**. The draft District Credit Card Usage and Reporting Policy is found in the supporting documents of this agenda.

May 10, 2012 – Discussion of employee health benefits.

Mar 8, 2012 – MSC to adopt final revisions to **Credit Card Expenditure Policy**

Jun 14, 2012 – MSC to adopt Resolution 2012-03 implementing SBCERS retirement General Plan 7

Nov 8, 2012 – Discussion of Retiree Medical Benefit through SBCERS

Sep 13, 2012 – A letter written by the District's four technicians regarding health care benefit was read to the Board. GM Fausett informed the Board about health care plans administered by the SDRMA that are roughly equivalent to CalPERS but without the requirement to pre-fund OPEB liabilities. MSC to continue [providing employees with retiree medical] benefits as-is [CalPERS] and have the Benefits Committee continue to work on their review to continue discussions to a later agenda.

Nov 8, 2012 – Retiree Medical Benefit through SBCERS – MSC to obtain legal opinion on funding post retirement health care benefits through SBCERS.
Dec 13, 2012 – MSC to continue discussion of Retiree Medical Benefits through SBCERS to the next Board meeting.

MSC to approve 2% COLA increase for staff.

Feb 14, 2013 – MSC to not participate in Retiree Medical Benefit through SBCERS

Apr 11, 2013 – Benefits Committee recommends setting new maximum and accommodating COLA in setting the District's contribution to health care benefits, which is eventually presented as Resolution 13-01 at the May Board meeting.

May 9, 2013 – MSC to adopt Resolution 13-01.

Jul 25, 2013 – Benefits offered by other local agencies presented to Board. Board directed the GM to provide recommendations for consideration in future discussions.

Sep 12, 2013 – The Board directed the GM to produce cost comparisons for benefits to include the employee and one dependent for the consideration of benefits for new employees hired after a specific date.

MSC to approve a 1% COLA increase.

Oct 10, 2013 – The costs of benefits for new employees hired after a specific date was presented to the Board. GM Fausett discussed that CalPERS does not offer tiered system of health benefits according to hire dates. The Board requested modifications to the report.

Nov 14, 2013 – The costs of benefits, with GM recommendations, for new employees hired after a specific date was presented to the Board. The Board MSC to establish a new-hire maximum of $1,300 to be allocated at the employees' discretion between medical, dental, and vision insurance, for new hires without an employment contract.

Operations Manager Kenneth Learned was appointed Interim General Manager.

Dec 12, 2013 – MSC to adopt Resolution 13-06 setting $1,300 per month maximum contribution to health benefit premium for new employees hired after Jan. 1, 2014.

MSC to adopt Resolution 13-5 fixing the employer's contribution under PEMHCA.

Mar 17, 2014 – David Chang appointed as General Manager.

Jul 8, 2014 – Two different versions, the May 20, 2009 revised version and the Oct 14, 2011 version of the PPM existed among staff.

A printed Oct 14, 2011 dated manual existed. This Oct 14, 2011 manual was dated May 14, 2009, revised May 20, 2009, but contained policy sections dated Oct 14, 2011. This was the version presented to GM Chang to serve as his copy of the manual. For document control purposes, (140827) GM Chang arbitrarily named this version of the Manual as Version 1.

GM Chang decided that a more robust system to document Board approval of revisions of the PPM was needed, hence a system is pending completion to more formally track the PPM with the development of a single official copy of the PPM to be posted on the District's website.

A digital master copy of Version 1 of the PPM was not found. In response, GM Chang began creation of a digital master copy, to be numbered version 2.0, on August 27, 2014 by retyping a digital master version from the Oct 14, 2011 version.

GM Chang began development of:

- an Adoption and Revision History
- filing procedure for revisions, using folders named "Master" to contain the revisions as adopted by the Board; "Control" to hold versions under development; within an overall Personnel Policy & Procedures Manual folder.
- a Document Control Procedure, which is not completed at present (160822)

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2 The Document Control Procedures links in this section are not accessible off the District’s server, as they exist only on the District’s server.
Jul 10, 2014 – MSC to approve 1% COLA increase for staff.

Aug 27, 2014 – Version 2.0 master copy created by General Manager David Chang to standardize and properly document revisions. Minor changes were made to the Oct 14, 2011 version to correct grammar errors and to allow proper documentation of revisions.

Oct 9, 2014 – Version 2.0 was presented as new business for discussion and approval to the Board of Trustees. The Board continued approval pending review of the draft.

Policy 2.26 Bilingual Allowance was presented as new business for discussion and approval to the Board of Trustees. It was MSC to implement Policy 2.26 Bilingual Allowance. The Manual's version was renumbered to Version 2.01.

November 13, 2014 – Approval of implementation of PPM Version 2.0.1 was continued to the December Meeting.

The Board requested revisions to the draft Policy 3.09 Vacation Leave.

The Board rejected draft Policy 6.03 Revision Precedence, under the premise that there is no need to reference old manuals.

MSC to add Organizational Chart to the PPM.

December 11, 2014 – MSC to approve online implementation of Master Personnel Policy and Procedures Manual Version 2.01.2

MSC for Vacation Policy 3.09, "cash out" provision be modified to only allow cash out once per fiscal year per employee. (This modification has not been achieved.)

The Board directed (MSC) the GM to determine the mechanism to prevent the use of vacation cash out to inflate retirement benefits.

Jan 8, 2015 – The Board continued the discussion of Policy 3.09 Vacation Leave until the mechanism for preventing "spiking" is identified.


May 21, 2015 – Began revisions to Sick Policy to comply with AB 1522

Jul 9, 2015 – The Board continued the discussion of the revision of Policy 3.08 Sick Leave to comply with the Healthy Workplace Healthy Family Act of 2014.

August 13, 2015 – MSC to approve Sick Leave Policy 3.08 revision. PPM Version 2.01.3 posted on August 14, 2015

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