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
Ronald Hurd, Carpinteria
Teri Jory, Santa Barbara County
Cathy Schlottmann, Santa Barbara County

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

JULY 13, 2017, 2:00 PM

AGENDA

1. ROLL CALL

2. CONFIRMATION OF AGENDA

3. STAFF ANNOUNCEMENTS regarding District business
   A. MVMDSBC Resolutions are accessible via the GM’s google drive
      …to save paper, the index will not be printed for the meeting. The index is available on the internet as linked.

   B. Certain events of interest are posted on the MVMDSBC’s calendar of events
      Calendar accessed at home page – www.mvmdistrict.org – on FAQ drop down menu

   C. Reminder and determine trustee interest in online harassment prevention training

4. CORRESPONDENCE
   A. SBCPHD provides City of Santa Maria mosquito survey results (Page 15)

   B. ERMA provides 2017-36 Biannual Letter to Members and Quick Reference Handbook (Page 17)
      …to save paper, the handbook is included in the emailed and web-posted board packet. One printed copy of the handbook will be available at the board meeting.

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 Items requiring additional discussion may be withdrawn from the listing and addressed in separate actions.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 June 8, 2017 regular meeting (Page 32)
   B. Approval of the June Financial Statements for County Fund 4160 (Page 35)
   C. Approval of the June Vendor Disbursement Reports (Page 40)
   D. Approval of the June Disease Surveillance Reports (Page 45)
   E. Approval of the June District Operations Report (Page 48)
7. OLD BUSINESS. The Board will discuss and may take action on the following items.
   A. Accounts receivable contracts' status (5909 Misc. Revenue) (Page 49)
      • Provide an opportunity for the Board to discuss the status of mosquito control and monitoring services that are provided to certain public agencies and private entities for a fee.
      • Review new format of mosquito management plan
   B. Facilities Improvement Plan
   C. Confirm terms of engagement with Moss, Levy, Hartzheim to produce FYE 2017 Audit (Page 50)
      Audit Engagement Letter required for each audit.

8. NEW BUSINESS. The Board will discuss and may take action on the following items.
   A. Public hearing on the intent to levy benefit assessments for fiscal year 2017-18
   B. Staff Report recommending the continuation of assessments for fiscal year 2017-18 (Page 56)
   C. Consider Resolution 17-05 Approving the Engineer’s Report and Ordering the Continuation of Assessments for Fiscal Year 2017-18 for Service Zones No. 1 and No. 2 Mosquito and Disease Control Assessments (Page 59)
   D. Consider reimbursement of trustee expenses after attendance of regular board meeting
      Monthly trustee reimbursements are currently pre-paid. Switching to reimbursement after attendance of a board meeting would require trustees to go a month without a reimbursement.
   E. Consider itemizing trustee reimbursement (Page 63)
      Trustee reimbursements would be accounted in line item, 6210 Commissioner/Director/Trustee. The Object Level is still Salaries and Employee Benefits.
   F. Consider retaining and engaging the law firm of Atkinson, Andelson, Loya, Ruud, & Romo to provide legal services relating to union representation, collective bargaining, and other labor law matters (Page 64)
   G. Designate MVMDSBC representative(s) to MVMDSBCEA (Page 69)
      Vector control technicians have filed an MMBA Representation Petition
   H. Consider authorizing the general manager to sign contract renewing Delta Dental PPO Group Dental Service Contract (Page 70)

9. MANAGER’S REPORT (Page 71)

10. BOARD ANNOUNCEMENTS

11. CLOSED SESSION
   A. Public comment on closed session agenda item
   B. Pursuant to Government Code § 54957.6(a), commence closed session
      1. Subject: Vector control technicians petition for Meyers Milias Brown Act representation (Page 72)
   C. Reconvene open session to report action taken
12. ADJOURNMENT  (Next scheduled meeting: Thursday, August 10, 2017)

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
# Index to Resolutions of the Mosquito and Vector Management District of Santa Barbara County

This is a list of the resolutions adopted by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County. This is not meant to be exhaustive of all the resolutions adopted by the Board. The intent is to assist the governance of the District. The links contained herein are not active on the internet – The URLs will become active in a subsequent index. For more information, contact the general manager – gm@mvmdistrict.org, (805) 969-5050.

## Resolutions on the Internet

…ordered by year of resolution, oldest first (CMAD 1936)

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(75)-140</td>
<td>GVMAD Employee Coverage under California State Social Security Agreement of March 9, 1951 executed by Application and Agreement, Ret.– §32A. Excluded: elective legislative positions and part-time positions.</td>
</tr>
<tr>
<td>(79)-112</td>
<td>CMAD pursuant to Govt Code does not possess lands or air space in excess of its needs</td>
</tr>
<tr>
<td>(79)-148</td>
<td>GVMAD pursuant to Govt Code does not possess lands or air space in excess of its needs</td>
</tr>
<tr>
<td>(80)-148</td>
<td>GVMAD pursuant to Govt Code does not possess lands or air space in excess of its needs</td>
</tr>
<tr>
<td>(80)-113</td>
<td>CMAD pursuant to Govt Code does not possess lands or air space in excess of its needs</td>
</tr>
<tr>
<td>(82)-114</td>
<td>CMAD pursuant to Govt Code does not possess lands or air space in excess of its needs (a digital copy is not available, unsure if there is a filed hard copy)</td>
</tr>
<tr>
<td>(82)-115</td>
<td>CMAD authorizes CA Dept of Genl Svs to purchase items on behalf of the CMAD</td>
</tr>
<tr>
<td>(82)-151</td>
<td>GVMAD pursuant to Govt Code does not possess lands or air space in excess of its needs</td>
</tr>
<tr>
<td>(82)-152</td>
<td>GVMAD authorizes CA Dept of Genl Svs to purchase items on behalf of the GVMAD</td>
</tr>
<tr>
<td>90-107</td>
<td>GVMAD election to receive incremental property tax revenue per HSC §33676 that would otherwise be allocated to the Isla Vista Redevelopment Agency</td>
</tr>
<tr>
<td>(911014)</td>
<td>CMAD declares itself exempt from filing Annual Statement of Economic Interests as per exemption with the California Fair Political Practices Commission for agencies with annual budget of less than $70,000. (hard copy not in file)</td>
</tr>
<tr>
<td>(91112)</td>
<td>GVMAD authorized to apply for elective coverage for employee disability insurance with the Employment Development Dept for not less than two calendar years on form DE 1378M.</td>
</tr>
</tbody>
</table>
CMAD approves and supports application by GVMAD for elective coverage for employee disability insurance with the Employment Development Dept for not less than two calendar years.

GVMAD approves VCJPA Pooled Workers' Compensation coverage

CMAD/GVMAD requests inclusion in SBCERS.

GVMAD changes name to GVVCD

GVMAD implements Code of Civil Procedure §1094.6 setting forth a statute of limitations applicable to administrative mandates.

GVMAD annexes all of Santa Barbara County excluding the cities of Buellton, Guadalupe, Lompoc, Santa Maria, Solvang; the territory of CMAD; and the territory of the City of Santa Barbara lying outside of the GVMAD.

CMAD requests representation by LAFCO; and proposes no restrictions by LAFCO.

GVVCD adopts PEMHCA and sets the employer contribution for annuitants to $450 per month

CMAD notifies of the intent to convene public hearing on vector control service charges on the County Tax Roll.

GVVCD requests representation by LAFCO; and proposes no restrictions by LAFCO.

CMAD adopts levies and imposes a service charge for FY 94-95, and subsequent years, for vector surveillance and control projects on parcels within the District; charge not to exceed $16 per year; hearings required every year; the service charge is exempt from CEQA; service charge collected by Santa Barbara County Tax Collector in the same manner as ad valorem; sets the service charge at $7.91 per year.

GVVCD notifies of the intent to convene public hearing on vector control service charges on the County Tax Roll.

CMAD approves VCJPA Joint Exercise of Powers Agreement of 7/1/1979

GVVCD adopts levies and imposes a service charge for FY 94-95 for vector surveillance and control projects on parcels within the District; the service charge is exempt from CEQA; service charge collected by Santa Barbara County Tax Collector in the same manner as ad valorem; charge not to exceed $8 per year; sets the service charge at $6.17 per year; hearings required every year;.

GVVCD approves VCJPA Joint Exercise of Powers Agreement of 7/1/1979

GVVCD authorizes purchase of certain items via State General Services

GVVCD imposes a service charge for FY 95-96 at $6.17 per year
95-04  GM authorized on behalf of GVVCD to apply and obtain federal financial
natural disaster assistance for Cal Late Winter Storms 1995

96-01  CMAD imposes a service charge assessment and adopting an annual
schedule of charge for FY 96-97, not to exceed $16 per year; at $7.91 per
assessment unit per parcel per year.

96-01  GVVCD declares intent to conduct vector surveillance and control in the
GVVCD and levy assessments at $6.17 per assessment unit per parcel per
year; not to exceed $20.

96-02  GVVCD orders vector surveillance and control in the GVVCD and levies
assessments at $6.17 per assessment unit per parcel per year; not to exceed
$20.

96-02  CMAD authorizes General Manager to purchase 2450 Lillie Ave real estate.
96-03  GVVCD authorizes General Manager to purchase 2450 Lillie Ave real estate.

97-01  CMAD imposes a service charge assessment and adopting an annual
schedule of charge for FY 97-98, not to exceed $16 per year; at $7.91 per
assessment unit per parcel per year.

97-02  GVVCD orders vector surveillance and control in the GVVCD and levies
assessments at $6.17 per assessment unit per parcel per year; not to exceed
$20.

98-01  Changes the name of the GVVCD to Santa Barbara Coastal Vector Control
District

98-02  SBCVCD Rules for Proceedings (not found in file)

98-03  CMAD imposes a service charge assessment and adopting an annual
schedule of charge for FY 98-99, not to exceed $16 per year; at $7.91 per
assessment unit per parcel per year.

98-03  SBCVCD imposes a service charge assessment and adopting an annual
schedule of charge for FY 97-98, not to exceed $16 per year; at $6.17 per
assessment unit per parcel per year.

98-04  Merging of the two Districts

98-05  Enrolls the District into CalPERS

99-01  CMAD dissolves and trustees, assets & liabilities transferred to SBCVCD

99-02  SBCVCD completes reorganization, annexes CMAD territory, accepts
trustees, assets & liabilities, assumes receipt of assessments and taxes,

99-03  SBCVCD establishes two assessment zones to distinguish CMAD previous
territory (zone 2) and SBCVCD (zone 1) and reiterates maximum assessment
at $20 for zone 1 (96-02) and $16 for zone 2 (96-01).

99-04  SBCVCD to accept deed to principal office from CMAD
99-05  SBCVCD amends proceedings rules. Board makeup at seven total – four from Goleta and three from Carp. Trustee reimbursement at $50/month. Board meeting schedule and location.

99-06  SBCVCD authorized to acquire federal surplus property. Terms and conditions to use surplus property.

99-07  SBCVCD imposes a service charge assessment and adopting an annual schedule of charges for FY 99-2000, for zone 1 at $6.17 per SFR assessment unit parcel per year; and describing the maximum allowable assessment at $6.46 per SFR assessment unit parcel per year.

99-08  SBCVCD imposes a service charge assessment and adopting an annual schedule of charges for FY 99-2000, for zone 2 at $7.91 per SFR assessment unit parcel per year.

99-09  SBCVCD approves amendment to VCJPA Exercise of Powers Agreement to broaden the membership requirement to a duly organized mosquito district that is eligible to be a member of the MVCAC.

00-01  SBCVCD adopts CEQA Guidelines; Preliminary Assessment for Mosquito Control; approves mosquito program; finds that the program is exempt from CEQA; authorizes the General Manager, but reserves board approval of certain actions, to comply with CEQA

00-02  SBCVCD levies assessments for zone 1 at $6.17 per assessment unit per parcel per year; not to exceed $20; and describing the maximum allowable assessment at $6.68 per SFR assessment unit parcel per year; and authorizes and requests the Tax Collector to collect assessments on property tax bills.

00-03  SBCVCD levies assessments for zone 2 at $7.91 per assessment unit per parcel per year; not to exceed $16; and authorizes and requests the Tax Collector to collect assessments on property tax bills.

00-04  SBCVCD amends 94-1 to add COLA at 3% per year, retroactively and for the future, to the district's contribution towards employees' health insurance benefit, which at the time was $450 per month.

00-05  SBCVCD applies to annexation with SBLAFCo

01-01  SBCVCD establishes an accounting policy for order of expenditure of revenue: 1. first funds spent are deemed to be proceeds of special assessments in the respective Service Zone where they were collected; 2 the next fund spent are contracts and other miscellaneous income and 3 last funds spent are property tax proceeds.

01-02  SBCVCD levies assessment in Service Zone #1 for FY 01-02 at $6.17. Maximum allowable was $6.89.

01-03  SBCVCD levies assessment in Service Zone #2 for FY 01-02 at $7.91.

01-04  SBCVCD amends rules for proceedings as listed in Res. 98-2 to change the regular monthly meeting time to 3:00 PM
SBCVCD applies to annex all remaining unincorporated territory of the County of Santa Barbara.

SBCVCD staff hired prior to January 1999 converted to 2% at 57 retirement benefit formula.

SBCVCD agrees to property tax exchange in connection with annexation of territory.

SBCVCD establishes procedure for levy of assessment in pending and future annexations.

SBCVCD adopts assessment for FY 02-03 for service zone #1 at $6.17 per unit. The allowable assessment was $7.08.

SBCVCD adopts assessment for FY 02-03 for service zone #2 at $7.91 per unit.

SBCVCD changes retirement contributions to be pre-tax.

SBCVCD adopts assessment for FY 03-04 for service zone #1 at $6.17 per unit. The allowable assessment was $7.08.

SBCVCD adopts assessment for FY 03-04 for service zone #2 at $7.91 per assessment unit

SBCVCD declares mosquito larvae found at twelve sites owned by the County of Santa Barbara as a public nuisance (as described in a notice, unknown where the notice is)

SBCVCD proposes to extend the boundaries of service zone #1 to include Summerland, Montecito, Mission Canyon and Hidden Valley (reference to a map, unknown where the map is). Ordering the district manager to produce an Engineers Report.

SBCVCD initiates annexation of all remaining territory within the City of Santa Barbara not now in the District; designates CEQA exemption; authorize district manager to apply to LAFCO; declares compliance with Cortese/Knox and consistency with the District’s sphere of influence.

SBCVCD reduces the number of county trustees from 5 to 3 members; leaving the board with 3 members representing the unincorporated area and 2 representing the incorporated area.

SBCVCD proposes to extend Service Zone #1 from unincorporated Santa Barbara County; cities of Goleta; Carpinteria; portion of the city of Santa Barbara, including the Airport; unincorporated Goleta Valley, Carpinteria Valley, Hope Ranch, Isla Vista to include the rest of the city of Santa Barbara; unincorporated Montecito, Hidden Valley, Mission Canyon, Summerland, Carpinteria and the Goleta foothills.

SBCVCD adopts Proposition 218 Assessment Ballot Proceedings Procedures
04-04  SBCVCD repeals Resolution 04-01 regarding the number of trustees.
04-05  SBCVCD reports the results of protest election – 65.1% "Yes" assessment vs. 34.9% "No" assessment; and adds and includes Extension 1 in Service Zone #1
04-06  SBCVCD levies assessment for Service Zone #1, FY 04-05 at $6.17. Maximum allowable at $7.53
04-07  SBCVCD levies assessment for Service Zone #2, FY 04-05 at $7.91.

05-01  SBCVCD sets compositions and size of board at eight – five appointed by County of Santa Barbara Board of Supervisors, and one each by the cities of Goleta, Santa Barbara and Carpinteria. Cities forming or annexed to the District entitled to appoint a trustee.
05-02  SBCVCD initiates annexation of all remaining territory within the City of Santa Barbara not now in the District; designates CEQA exemption; authorize district manager to apply to LAFCO; declares compliance with Cortese/Knox and consistency with the District's sphere of influence.
05-03  SBCVCD establishes a public records policy, including a schedule for copying charges and when notification of the Board is required.
05-04  SBCVCD levies assessment for Service Zone #1, FY 05-06 at $6.17. Maximum allowable at $7.83
05-05  SBCVCD levies assessment for Service Zone #2, FY 05-06 at $7.91.
05-06  SBCVCD levies assessment for zone #1 at $6.17 per unit and zone #2 at $7.91 per unit for FY 05-06.

06-01  SBCVCD changes name to Mosquito and Vector Management District of Santa Barbara County.
06-02  MVMDSBC increases trustee stipend to $100.
06-03  MVMDSBC complies with AB1234 and adopts a travel and expense reimbursement policy. Per AB1234 each trustee is required to receive two hours of ethics training. Trustees may attend relevant training paid by the District. Payment for training is in addition to the $100 per month stipend. Processes to receive reimbursement defined. Reports from trustees on trainings. Extensive policy set forth, including:
   1. General manager to direct mode of travel by trustees and staff
   2. Any travel by trustees requires Board of Trustees approval.
   3. Travel requiring more than one travel day require approval by Board of Trustees.
   4. Reimbursable expenses defined.
   5. Meals at actual cost including tip not to exceed $60 per day. Receipts required.
06-04  MVMDSBC establishes its Rules for Proceedings. These essentially are the Board's by-laws for the operation of board of trustee meetings.
06-05  MVMDSBC adopts conflict of interest code
06-06  MVMDSBC levies assessments service zone #2 for FY 06-07 at $7.91 per unit.
06-07  MVMDSBC levies assessments service zone #1 for FY 06-07 at $6.46 per unit. Maximum allowable is $8.20.
06-08  MVMDSBC levies assessment for zone #1 at $6.46 per unit and zone #2 at $7.91 per unit for FY 06-07.
07-01A MVMDSBC levies assessments service zone #1 for FY 07-08 at $6.67 per unit. Allowable was $8.47 per unit.
07-01B MVMDSBC levies assessments service zone #2 for FY 07-08 at $7.91 per unit.
07-02  MVMDSBC levies assessment for zone #1 at $6.67 per unit and zone #2 at $7.91 per unit for FY 07-08.
07-03  MVMDSBC creates Fixed Asset Replacement Reserve Fund with $269,280 from accumulated depreciation.
08-01  MVMDSBC agreement with US Bank Cal-Card made April 2008.
08-02  MVMDSBC levies assessments service zone #1 for FY 08-09 at $6.89 per unit. Allowable was $8.74 per unit.
08-03  MVMDSBC levies assessments service zone #2 for FY 08-09 at $7.91 per unit.
08-04  MVMDSBC adopts conflict of interest code and updates disclosure categories.
08-05  MVMDSBC levies assessment for zone #1 at $6.89 per unit and zone #2 at $7.91 per unit for FY 08-09.
08-06  MVMDSBC provides workers' compensation coverage to District's Board of Trustees.
08-07  MVMDSBC updates its Rules for Proceedings and supersedes the rules from 06-04 of Board of Trustees. These essentially are the Board's by-laws for the operation of board of trustee meetings.
08-08  MVMDSBC complies with AB1234 and adopts a revised travel and expense reimbursement policy. Per AB1234 each trustee is required to receive two hours of ethics training. Trustees may attend relevant training paid by the District. Payment for training is in addition to the $100 per month stipend. Processes to receive reimbursement defined. Reports from trustees on trainings. Res. 06-03 is repealed. Extensive policy set forth, including:
   1. General manager to direct mode of travel by trustees and staff
   2. One travel day (including time in training/meeting) equals 12 hours.
   3. Any travel by trustees requires Board of Trustees approval.
   4. Travel requiring more than one travel day require approval by Board of Trustees.
   5. Reimbursable expenses defined.
   6. Meals at actual cost including tip. Receipts required. Reimbursement by IRS per diem rate schedule for Santa Barbara Publication 1542
   7. Private vehicle use requires auto liability on file.
MVMDSBC updates its acquisition (purchasing) rules and supersedes the rules from 05-01. The rules are summarized:

1. Proposed expenditures that exceed $15,000 shall be solicited through a formal request for bid/proposal process. The process is outlined. Award shall require approval by the Board.

2. Proposed expenditures between $5,000 and $15,000 shall be solicited through a minimum of three informal or formal RFPs.

3. Proposed expenditures less than $5,000 – the general manager may authorize the purchase and report the transaction to the Board of Trustees at the next regularly scheduled meeting without the RFP or approval by the Board of Trustees. The general manager is instructed to use his best judgment to minimize the expense.

4. Alternatively, the general manager may, on a case by case basis, request the State or County to make purchases on behalf of the District provided that acquisitions are achieved at a cost lower than can be achieved on its own.

5. The Board, in the event of an emergency, may pass a resolution to expend funds without soliciting bids. In the event that it is not feasible to obtain a resolution to respond to an emergency in a timely manner the general manager may expend funds without soliciting bids. The Board of Trustees shall review and ratify the action of the general manager by resolution after the acquisition.

6. Additional sections describe exceptions and violations to the policy.

MVMDSBC levies assessment for Service Zone #1 for FY 09-10 at $7.99. The maximum allowable assessment is $8.77.

MVMDSBC levies assessment for Service Zone #2 for FY 09-10 at $7.99.

MVMDSBC provides accumulated sick leave credit up to 2,088 hours added to term of service for purposes of calculating retirement benefits.

MVMDSBC levies assessment for fiscal year 09-10 for Service Zones #1 and #2 at $7.99.

MVMDSBC updates its acquisition (purchasing) rules and supersedes the rules from 08-09. The rules are summarized:

1. Proposed expenditures that exceed $15,000 shall be solicited through a formal request for bid/proposal process. The process is outlined. Preference may be given to bids from within Santa Barbara County or California. Award shall require approval by the Board.

2. Proposed expenditures between $5,000 and $15,000 shall be solicited through a minimum of three informal RFPs or proposals from readily available sources. The process is outlined. Preference may be given to bids from within Santa Barbara County or California. Award shall require approval by the Board.

3. Proposed expenditures less than $5,000 – the general manager may authorize the purchase and report the transaction to the Board of Trustees at the next regularly scheduled meeting without the RFP or approval by the Board of Trustees. The general manager is instructed to use his best judgment to minimize the expense.
4. Alternatively, the general manager may, on a case by case basis, request the State or County to make purchases on behalf of the District provided that acquisitions are achieved at a cost lower than can be achieved on its own.

5. Single source purchase may be authorized by the board for any amount. RFPs not required.

6. The Board, in the event of an emergency, may pass a resolution to expend funds without soliciting bids. In the event that it is not feasible to obtain a resolution to respond to an emergency in a timely manner the general manager may expend funds without soliciting bids. The Board of Trustees shall review and ratify the action of the general manager by resolution after the acquisition.

7. Additional sections describe exceptions and violations to the policy.

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<tbody>
<tr>
<td><strong>10-01</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 10-11 for Service Zone #1 at $8.14. Maximum allowable at $8.58.</td>
</tr>
<tr>
<td><strong>10-02</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 10-11 for Service Zone #2 at $8.14.</td>
</tr>
<tr>
<td><strong>10-03</strong></td>
<td>MVMDSBC levies assessment for fiscal year 12-13 for Service Zones #1 and #2 at $8.14.</td>
</tr>
<tr>
<td><strong>11-01</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 11-12 for Service Zone #1 at $8.58. Maximum allowable at $9.11.</td>
</tr>
<tr>
<td><strong>11-02</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 11-12 for Service Zone #2 at $8.58.</td>
</tr>
<tr>
<td><strong>11-03</strong></td>
<td>MVMDSBC levies assessment for fiscal year 12-13 for Service Zones #1 and #2 at $8.58.</td>
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<tr>
<td><strong>11-04</strong></td>
<td>MVMDSBC adopts GASB 54 establishing a fund balance policy.</td>
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<td><strong>11-05</strong></td>
<td>MVMDSBC adopts policy and procedures regarding credit card expenditures and reconciliation</td>
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<tr>
<td><strong>12-01</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 12-13 for Service Zone #1 at $8.92. Maximum allowable at $9.29.</td>
</tr>
<tr>
<td><strong>12-02</strong></td>
<td>MVMDSBC proposes assessment for fiscal year 12-13 for Service Zone #2 at $8.92.</td>
</tr>
<tr>
<td><strong>12-03</strong></td>
<td>MVMDSBC adopts retirement plan 7 for general members. Any District employee hired after July 1, 2012 is enrolled in plan 7. District employees hired after July 1, 2012 who were already SBCERS plan 5 enrollees retain plan 5.</td>
</tr>
<tr>
<td><strong>12-04</strong></td>
<td>MVMDSBC levies assessment for fiscal year 12-13 for Service Zones #1 and #2 at $8.92.</td>
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</table>

**** bookmark ****
MVMDSBC sets new maximum contribution at $1,910 for employees’ health insurance premiums, which shall be adjusted each year by the change in CPI. Excess costs deducted from the employee’s pay.

MVMDSBC proposes assessment for fiscal year 13-14 for Service Zone #1 at $9.04. Maximum allowable at $9.41.

MVMDSBC proposes assessment for fiscal year 13-14 for Service Zone #2 at $9.04.

MVMDSBC levies assessment for fiscal year 13-14 for Service Zones #1 and #2 at $9.04.

MVMDSBC fixes the employer’s contribution under PEMHCA. The employer’s contribution for each employee, retiree, survivor, shall be the amount necessary to pay the full cost of enrollment including family in a health benefits plan up to a maximum of the minimum employer contributions per month per Government Code § 22892(b)(1).

MVMDSBC sets new maximum contribution to health insurance premiums for employees hired after January 1, 2014 at $1,300 per month, which shall be adjusted each year by the change in CPI. Excess costs deducted from the employee’s pay.

MVMDSBC proposes assessment for fiscal year 14-15 for Service Zone #1 at $9.13. Maximum allowable at $9.51


MVMDSBC levies assessment for fiscal year 14-15 for Service Zones #1 and #2 at $9.13.

MVMDSBC adopts a revised conflict of interest code (added operations manager)

MVMDSBC proposes assessment for fiscal year 15-16 for Service Zone #1 at $9.18.

MVMDSBC proposes assessment for fiscal year 15-16 for Service Zone #2 at $9.18.

MVMDSBC levies assessment for fiscal year 15-16 for Service Zones #1 and #2 at $9.18.

MVMDSBC proposes assessment for fiscal year 16-17 for Service Zone #1 at $9.71.

MVMDSBC proposes assessment for fiscal year 16-17 for Service Zone #2 at $9.71.

MVMDSBC levies assessment for fiscal year 15-16 for Service Zones #1 and #2 at $9.71.
17-01  MVMDSBC sets the District's contribution to health insurance to pay the full
cost of employee's enrollment not to exceed the aggregate amount for all
employees, up to a maximum of $14,000

17-02  MVMDSBC authorized to deposit money into the County ofSanta Barbara
treasury.

17-03  MVMDSBC proposes assessment for fiscal year 17-18 for Service Zone #1 at
$9.97

17-04  MVMDSBC proposes assessment for fiscal year 17-18 for Service Zone #2 at
$9.97
As part of the City of Santa Maria mosquito abatement program, Althouse and Meade, Inc. surveyed standing water at 16 sites in the City on April 20, 2017. Specimens were collected at 12 locations where aquatic insect larvae were found. Samples were transported to Althouse and Meade lab where identification to species was conducted. Seven samples contained mosquito larvae: Grogan Park, Merrill Gardens-1, Merrill Gardens-2, Senior Center, Driftwood Gardens, Crossroads Basin, and Adam Basin. Two mosquito species were identified, *Culex pipiens* (house mosquito), and *Culiseta incidens* (cool weather mosquito). The predominant species was the house mosquito. Only one cool weather mosquito (*Culiseta incidens*) was identified from Adam Basin site along with house mosquito specimens. Overall, the number of specimens collected was low with only 1-5 specimens per site. The two high abundance sites were Adam's Basin and Driftwood Gardens with 10 specimens collected.

*Culex pipiens* occurs in at least 45 countries around the world, and throughout urban and agricultural areas in California. It can be a vector for West Nile virus. It is not known to transmit Zika virus.

*Culex incidens* occurs in western Canada and the US from the Pacific coast to Texas and the Mexican border to Alaska. It can be a vector for West Nile virus. It is not known to transmit Zika virus.

Specimens from 2 sites, Jim May Park and Cherrywood Basin were degraded and not identifiable.

Other insect larva identified from samples include aquatic crane fly larva (Tipulidae).
As part of the City of Santa Maria mosquito abatement program, Althouse and Meade, Inc. identified mosquito specimens from 10 sites surveyed in the City on May 31, 2017. Mosquito larvae specimens were collected at all 10 locations. *Culex pipiens* (house mosquito) was identified for all 10 samples. *Culiseta incidens* (cool weather mosquito) was identified along with the house mosquito at 4 sites; Food Maxx basin, Riverside Terrace basin, Target basin, and Wal-Mart basin. The predominant species was the house mosquito representing 90% of the collection. Overall, the number of specimens collected was higher than the previous survey. The lowest was the Kidney Dialysis Ctr. With only 3 specimens and the highest abundance was Merril Gardens 1 with over 50 specimens.

*Culex pipiens* occurs in at least 45 countries around the world, and throughout urban and agricultural areas in California. It can be a vector for West Nile virus. It is not known to transmit Zika virus.

*Culex incidens* occurs in western Canada and the US from the Pacific coast to Texas and the Mexican border to Alaska. It can be a vector for West Nile virus. It is not known to transmit Zika virus.
July 5, 2017

TO: ERMA Members

FROM: Jennifer Jobe, Executive Director, & Kathy Maylin, Litigation Manager

SUBJECT: Important Information Regarding ERMA’s 2017/18 Program Year

As we enter into our 18th Program Year, we are pleased to announce that as the first and only state-wide public sector employment practices liability risk sharing pool, we currently represent over 200 public entities! Following are several important matters of interest to all ERMA members:

New Members
Please welcome the following new members to ERMA, effective July 1, 2017:

1. California Transit Indemnity Pool (CalTIP)
   - El Dorado County Transit Authority
   - Humboldt Transit Authority
   - Livermore Amador Valley Transit Authority
   - Mendocino Transit Authority
   - Morongo Basin Transit Authority
   - San Luis Obispo Regional Transit Authority
   - South County Area Transit
   - Tahoe Transportation District
   - Western Contra Costa Transit Authority
   - Yolo County Transportation District
2. Town of Corte Madera (BCJPIA underlying member)
3. City of Biggs (SCORE underlying member)

Financial Update
At the May 12, 2017, meeting, the Board of Directors declared a dividend in the amount of $3,000,000 and a contribution to the Capital Contribution Fund in the amount of $150,000. This dividend brings the total amount returned to ERMA members over the past five years to $16.5M. ERMA’s healthy financial position is a direct result of the strong focus by the membership on training and risk avoidance, as well as the strong business partnerships across the membership that assist in managing litigation when it occurs.

Policy Review Program
Watch your email inbox the week of July 17th for a notice regarding ERMA’s new Policy Review Program. The Board of Directors, along with ERMA staff, Liebert Cassidy Whitmore (LCW), Jackson Lewis and in2vate, worked together to develop a comprehensive policy review program that will begin rolling out in the coming weeks.
Through this program, members will be asked to respond to an online survey comprised of approximately 25 questions intended to gather information that will assist in identifying areas of necessary policy updates, training deficiencies and other risks. Survey responses will be reviewed by one of ERMA’s two attorney partner firms — LCW or Jackson Lewis. Following this initial evaluation, a review via telephone will take place between the member and the assigned firm to discuss any identified issues or suggestions. Lastly, a recommended action memorandum will be issued that will summarize the survey and telephone review, as well as provide any policy and training recommendations and estimated costs for any potential services.

The Board has approved an initial allocation of $2,500, per member, for costs associated with the review of the survey responses and the recommended action memorandum. The costs for Phase I of the Program will be borne by the Capital Contribution Fund (CCF); established from program dividends. The Board will, at a later date, consider additional allocations to the CCF in support of a second phase of the Program that will assist members in executing any recommended actions identified during Phase I.

2017/18 Training Program
A list of all scheduled trainings for the 2017/18 Program Year is available for viewing on the ERMA website. Each year, a slate of topical and relevant employment related trainings are offered to the membership. This year’s training topics include: AB 1825; Risk Management Skills for Front Line Supervisors; Retaliation in the Workplace; Managing the Injured or Disabled Employee and Return to Work Options; and A Guide to Implementing Public Employee Discipline and Performance Management – Evaluation & Documentation.

Email notifications are sent to your entity’s designated training contact(s) approximately one month prior to the scheduled training date. All pertinent information, along with a link to register for participation, is provided within these notifications. To view the 2017/18 Program Year training schedule, please refer to the Live Regional Training Sessions page on the ERMA website - TRAINING CALENDAR.

in2vate Training Modules
ERMA continues to partner with in2vate to offer online training modules on the Prevention of Harassment and Discrimination (AB 1825 compliant) and Ethics Training (AB 1234 compliant). in2vate also provides a suite of training modules related to human resource/supervisor topics, including Interviewing Strategies, Personnel Files, Sensitivity Basics, and Workplace Investigations. All online training may be accessed on www.in2vate.com/erma via an assigned username and password. If you have misplaced your username or password, please contact in2vate directly at (800) 205-5262 or helpdesk@in2vate.com.

*** Important Reminders Regarding AB 1825 Compliance ***

1) Participants in all ERMA sponsored trainings are provided with certificates of completion. ERMA does not maintain training records for its members; this is each individual member’s responsibility.

2) Members unable to provide documentation evidencing they have substantially complied with AB 1825 requirements will be subject to a 100% increase of their self-insured retention for the submitted claim. Substantial compliance is defined as having 90% of all manager, supervisors and elected officials trained as of the date of occurrence.

For additional information regarding the ERMA Training Program, please refer to the attached Training Program FAQ. Members may also contact ERMA directly at (800) 541-4591, ext. 10141, or info@ermajpa.org with any questions.
2017/18 Memorandum of Coverage
The ERMA Board of Directors adopted the Memorandum of Coverage (MOC) for the 2017/18 Program Year. The MOC may be viewed on the ERMA website at www.ermajpa.org, under the “Members Only” section. A few important reminders:

- ERMA’s MOC defines “Occurrence” as “an act, policy, or course of conduct by a Covered Party during the Coverage Period which results in a Claim for Wrongful Employment Practice during the Coverage Period if the first act, policy or course of conduct occurred during the Coverage Period.”
- As a condition of coverage, all claims must be reported to ERMA within 30 days of receipt of the written claim. “Oral” claims may also be memorialized in writing and submitted to ERMA to begin coverage. ERMA’s MOC states that “any claim reported after 30 days, except one which the Litigation Manager has discretion to accept, will be denied as untimely”. For all late-reported Claims for which the Covered Party’s appeal of the denial of coverage is granted, the Board shall increase the Covered Party’s Retained Limit as noted within the MOC.

If you have any questions regarding what constitutes a claim or other reporting requirements, please contact Kathy Maylin, Litigation Manager, at (800) 541-4591, ext. 19181 or kmaylin@bickmore.net.

Quick Reference Handbook
The attached Quick Reference Handbook provides information regarding the various services ERMA offers to its members, important information regarding AB 1825 compliance and claims reporting, and contact information for all ERMA staff.
Quick Reference Guide
WELCOME TO ERMA

On behalf of the Board of Directors of the Employment Risk Management Authority (ERMA), we would like to welcome you to ERMA. As set forth in our mission statement, ERMA is the premier authority for employment liability coverage protecting California public entities. ERMA reduces employment practices liability (EPL) risk through comprehensive and innovative training and the valuable resources it provides to its members.

This Quick Reference Guide contains information about the scope of services available to members, ERMA’s Litigation Management Program, Claim Reporting Procedures, and other important information about the program. We are also very pleased to offer an up-to-date and user-friendly website that allows members to view the ERMA training calendar, register for workshops, access ERMA governing documents, obtain claim reporting forms, and print agendas and minutes of the Board of Directors’ meetings. Staff is also available to answer any questions you may have.

Through its commitment to preventative training, member relationships, and active litigation management, ERMA is fulfilling its mission. We look forward to working with you!

Scott Ellerbrock, President
Jennifer Jobe, Executive Director
ABOUT ERMA

ERMA is a Joint Powers Authority (JPA) organized and existing in accordance with the laws of the State of California. For more information on ERMA, the services available to members, and the scope of the program, visit the ERMA website at www.ermajpa.org. To register for access to the Members Only area of the website, select “Register” under “Account Login” and fill out the requested fields.

ERMA Contacts:

Jennifer Jobe, Executive Director
(800) 541-4591, ext. 19141, jjobe@bickmore.net

VACANT, Analyst/Training Coordinator/Board Secretary
(800) 541-4591, ext. 19175,

Kathy Maylin, Litigation Manager
(800) 541-4591, ext. 19181, kmaylin@bickmore.net

Lance Gerber, Legal Analyst
(800) 541-4591, ext. 19039, lgerber@bickmore.net

Nancy Broadhurst, Finance Manager
(800) 541-4591, ext. 19171, nbroadhurst@bickmore.net

Chee Xiong, Senior Accountant
(800) 541-4591, ext. 19020, cxiong@bickmore.net
ERMA MEMBER SERVICES

ERMA is pleased to offer our members a variety of services to help them reduce and manage their EPL risk.

Attorney Hotline

ERMA partners with the law firms Liebert Cassidy Whitmore and Jackson Lewis LLP, both of which specialize in employment law, to provide ERMA’s Attorney Hotline Service. The Hotline provides members’ upper-level management with an avenue to ask questions and receive professional consultation regarding labor and employment law related issues. Each member is assigned to one of ERMA’s two contract law firms for Hotline Services and receives up to one hour of free legal advice per month.

Both contract law firms will assist ERMA members with day-to-day employment related issues. Hotline questions should be those of a routine nature regarding terminations, leaves of absence, harassment allegations, etc., and are restricted to the issues and areas of law that could become covered occurrences under the ERMA Memorandum of Coverage (MOC). The attorney will inform the caller if the subject of a Hotline call is not covered by the Hotline Service. The firms will not provide policy or handbook reviews, conduct legal research on more than a simple question, or write letters of opinion, etc., as part of the Hotline Service. The list of attorney firm assignments for each member, along with the contact information, can be found on the ERMA website at www.ermajpa.org. The direct link is: http://www.ermajpa.org/ProgramServices/AttorneyHotline.aspx

Attorney Hotline contact information for Liebert Cassidy Whitmore and Jackson Lewis, P.C.:

**Liebert Cassidy Whitmore**
Northern California:
(800) 585-4529

Southern California:
(800) 645-2696

**Jackson Lewis, P.C.**
(888) 375-3762
Training

Employment-related training is a hallmark of ERMA’s loss prevention program. ERMA offers live training through a combination of individual and regional workshops, as well as comprehensive and informative workshops on topical issues which are conducted by ERMA’s law firm partners. ERMA also provides members access to several online training modules.

Live Training (Individual/Regional)

During each program year, ERMA offers regional trainings throughout the state on harassment and discrimination prevention. The workshops are AB 1825 compliant and focus on preventing the behaviors that can lead to harassment and discrimination claims, as well the problem-solving skills necessary for creating positive workplace environments. A schedule of the regional dates and locations is distributed to the members at the beginning of each program year and is also available on ERMA’s website. Please consult the ERMA website for a complete list of all of the workshops offered for the current Program Year.

Additionally, to meet the needs of individual members to have workshops on harassment and discrimination, as well as other topics that meet ERMA’s loss prevention goals, conducted onsite, ERMA offers a limited number of individual trainings each program year. These workshops will be scheduled based on member requests, availability, and input from the Litigation Manager.

Finally, our attorney partner firms, (Liebert Cassidy Whitmore and Jackson Lewis, P.C.) present workshops at regional locations throughout California on specialized EPL topics. The topics vary from year to year and are designed to help our members respond to the rapidly evolving legal environment. We welcome your input on training topics.

Online Training

ERMA also offers several on-line training modules through our partner, in2vate. These include AB 1825 sexual harassment training, AB 1234 ethics training, and a suite of modules related to human resources and supervisory skills, including Interviewing Strategies, Personnel Files, Sensitivity Basics, and Workplace Investigation. All of the online trainings can be accessed by visiting www.in2vate.com/erma. Each entity is provided with a username and password by in2vate. The online training webinars are available to all ERMA members 24/7.
**Employee Reporting Line**

ERMA provides its members’ employees with a toll-free number to report incidents of employment-related workplace misconduct such as harassment, discrimination and retaliation. Posters have been provided to each member to display in an area accessible to employees. Additional posters are available on the ERMA website at [www.ermajpa.org](http://www.ermajpa.org) under: [http://www.ermajpa.org/ProgramServices/EmployeeReportingLine.aspx](http://www.ermajpa.org/ProgramServices/EmployeeReportingLine.aspx)

Each entity is assigned a code by *in2vate* for use with the Employee Reporting Line. Employees may make anonymous reports if they choose to do so, but need to report their entity code. The message will be transcribed and transmitted to the appropriate representative of the caller’s employer.

The toll-free Employee Reporting Line is (877) 651-3924.

Employees may also make a report via the web at [www.employeeprotectionline.com](http://www.employeeprotectionline.com).
Compliance with AB 1825

Pursuant to Government Code section 12950.1 (AB 1825), and ERMA Resolution No. 2010-02, all ERMA members are required to comply with state-mandated sexual harassment and discrimination prevention training AND training record retention requirements. ERMA members are required to maintain the required records of all AB 1825 training; ERMA does not separately maintain these records. Information regarding AB 1825 regulations can be accessed from the home page on ERMA’s website.

Effective July 1, 2010, for any claim that is submitted to ERMA which relates to sexual harassment, the member is required to provide ERMA with documentation evidencing they have substantially complied with sexual harassment training as mandated by Government Code Section 12950.1. Substantial compliance is defined as having 90% of all managers, supervisors and local agency officials trained as of the date of occurrence of the claim. For members with less than ten but more than one manager, supervisor or local agency official, substantial compliance is defined as having all but one manager, supervisor or local agency official trained. Any member that fails to comply with the mandated sexual harassment training or that fails to provide ERMA with documentation evidencing compliance will have its self-insured retention (SIR) increased by 100% for the submitted claim. In addition, the Board of Directors will have discretion to consider lack of compliance as a factor in determining whether a member should be subject to a risk assessment.

Since the live trainings are sponsored by ERMA, members are strongly encouraged to make an effort to attend regional trainings in their area.

Regular training of manager, supervisors and local agency officials in the area of EPL prevention has the positive effect of improving the identification, response, and prevention of wrongful employment conduct.

Please consult the ERMA website for other ERMA resources and services.
REPORTING CLAIMS

Notifying ERMA of a Claim

Members have a duty and obligation to notify ERMA in writing of a claim within thirty (30) days of receipt by the member of such notice by an employee. The definition of a Claim is set forth in ERMA’s Memorandum of Coverage in Section II. Claim is generally defined to mean a written demand or notice brought by an Employee, or an oral demand or notice by an Employee memorialized in writing by the member, which asserts allegations of Wrongful Employment Practices (including but not limited to harassment, discrimination, wrongful termination or demotion, invasion of privacy, violation of constitutional rights and defamation).

Claims include, for example, notice of an administrative charge filed with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission, the California Department of Labor, a Government Tort claim that alleges a Wrongful Employment Practice as defined in the MOC (such as harassment, discrimination, or wrongful termination), a letter from an attorney or other employee representative alleging a Wrongful Employment Practice, and internal claims by an employee of harassment, discrimination, retaliation, or other Wrongful Employment Practices. In general, union grievances and administrative appeals by employees are not covered by ERMA; however, if a grievance or appeal of a disciplinary decision alleges a Wrongful Employment Practice, it is advisable to notify the ERMA Litigation Manager for an evaluation as to whether the claim should be reported to ERMA.

The written notice to ERMA shall contain the following information and a Claim Reporting Form can be found on our website at: http://www.ermajpa.org/ProgramServices/ReportaClaimEmployerInitialReportForm.aspx

- Member entity
- Identity of the claimant employee(s) and the identity of any accused employee(s)
- Time, place and circumstances surrounding the incident
- Names and addresses of witnesses (if any)

Notifying ERMA of a Lawsuit

If a member is served with a lawsuit, in addition to the information above, the member is obligated to immediately forward to ERMA every demand, notice, summons, or other process received by it or its representative. In practically all circumstances, ERMA will be aware of potential litigation by a previously reported claim; however, ERMA must be immediately notified of any employment-related lawsuit filed against a member. Please email your notice to kmaylin@bickmore.net or lgerber@bickmore.net. If email is unavailable, please mail to:

ERMA, Litigation Manager
1750 Creekside Oaks Drive, Suite 200
Sacramento, California 95833
Late Reporting

Pursuant to ERMA’s MOC, failure to comply with the reporting requirements can result in a claim or lawsuit not being covered by ERMA. Therefore, it is important to notify ERMA of all claims within the 30-day time period. If a claim is deemed late, you will be notified by ERMA, and you will have a right to appeal the determination to ERMA’s Board of Directors. For further information, the MOC and other governing documents can be accessed by members at ERMA’s website (www.ermajpa.org).

In order to assist members in reporting claims on a timely basis and to answer questions you may have regarding what types of employee complaints are covered by ERMA, and how and when to report a claim, please contact the Litigation Manager.
INVESTIGATION AND DEFENSE OF A CLAIM

Investigations

In cases where investigation of a claim by an independent third party is warranted, members must first report the claim to ERMA and obtain approval from the Litigation Manager prior to engaging an investigator, in order for any expenses related to the investigation to count toward the member’s SIR. ERMA limits the hourly rate that may be charged by independent investigators. Please submit the desired investigator’s resume to the Litigation Manager prior to retention. Upon approval of the investigator by the Litigation Manager, the member will be provided a form “Scope of Investigation” letter which will set forth the parameters of the investigation. ERMA has a list of investigators on its website who have experience in employment-related investigations and who have agreed to ERMA’s contract rates. The ERMA Investigators list is provided as a resource for members when choosing a workplace investigator. This is not a pre-approved list, and approval for the use of an investigator is provided on a claim-by-claim basis. Please note that fees incurred for the use of a non-approved investigator will not apply to the member’s SIR for the claim.

Defense of the Claim

When a claim is reported to ERMA, ERMA will acknowledge the claim and open a file. The Litigation Manager will assign defense counsel to the claim after consulting with the member entity. ERMA maintains a panel of Approved Defense Counsel, all of whom are employment law experts. All panel defense firms have been appointed by the ERMA Board of Directors and have agreed to bill for their services at ERMA-approved billing rates. Members must use a member of the Defense Panel on all ERMA claims in order for any legal fees and costs to count toward the member’s SIR. ERMA’s governing documents provide that if a member retains its own counsel who is not one of the defense panel firms, the member shall be solely responsible for that counsel’s fees and costs, and the member shall be deemed to have waived any rights to defense and indemnity coverage from ERMA for that particular litigation.

Please contact the Litigation Manager for further information.
LITIGATION MANAGEMENT

Pursuant to ERMA’s MOC, claims and litigation are directed and managed by ERMA’s Litigation Manager. A Litigation Management Program (LMP) which establishes guidelines to ensure professional, competent, and cost-effective handling of the defense of claims and lawsuits has been established pursuant to Board Resolution 2014-3.

The following are some of the requirements of the LMP:

- Member must use ERMA-approved service providers.
- Assignment to defense counsel shall be made by the Litigation Manager after consultation with the entity.
- Member shall bear the financial responsibility of the defense expenses, including fees, until such time as its retained limit is exhausted.
- Defense Counsel must agree to and comply with the requirements of the LMP (status reports, billing guidelines, prior approval for certain expenses, self-performance evaluations, etc.).
- Settlements must have prior approval of both the entity and the Litigation Manager.
PROCEDURE FOR TRACKING EXHAUSTION OF SIRS (NON-VCJPA MEMBERS)

Every member has a self-insured retention (SIR) limit established each year at the time of the adoption of the MOC.

Each member is responsible for all fees, costs, and expenses associated with the defense of a claim until the member’s SIR has been satisfied. ERMA-approved defense firms are required to provide ERMA with copies of all billings, including those within the members’ SIR, in order to ensure that ERMA can properly track the expenditures on all claims. Once a member has satisfied their SIR, ERMA will begin making claim expense payments on behalf of the member. If a member is required to make a payment that exceeds the SIR in order to fully satisfy the SIR, ERMA will reimburse the member for any overpayments.

Expenses and costs incurred by a member will only be credited toward the member’s SIR if they used ERMA-approved service providers (e.g., investigators, defense counsel, etc.). Failure to use ERMA-approved counsel or service providers may not only result in no credit being given toward SIR satisfaction but also may result in loss of coverage for the claim.

PROCEDURE FOR TRACKING EXHAUSTION OF SIRS (VCJPA MEMBERS ONLY)

Participating VCJPA members have a self-insured retention (SIR) limit of $25,000, which is paid by the VCJPA general liability pool.

The VCJPA is responsible for all fees, costs, expenses, etc., associated with the defense of a VCJPA claim until the member’s SIR has been satisfied. ERMA-approved defense firms provide both the member district and ERMA with copies of all billings, including those within the members’ SIR, in order to ensure that ERMA can properly track the expenditures on all claims. Once the VCJPA SIR has been satisfied, ERMA will begin making claim expense payments on behalf of the member.

IT IS IMPORTANT TO NOTE THAT NO VCJPA MEMBER SHOULD PAY OUT OF POCKET FOR ANY ERMA-COVERED CLAIM.

Expenses and costs incurred by a member will only be credited toward the VCJPA SIR if the member used ERMA-approved service providers (e.g., investigators, defense counsel, etc.). Failure to use ERMA-approved counsel or service providers may not only result in no credit being given toward SIR satisfaction but also may result in loss of coverage for the claim.

ERMA staff will work with all members to resolve any SIR tracking issues and to answer any questions you may have.
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, June 8th, 2017 at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. **ROLL CALL.**

**TRUSTEES PRESENT:**
President Robert Williams  
Vice-President Patty DeDominic  
Secretary Larry Fausett  
Trustee Ron Hurd  
Trustee Charlie Blair (arrived 2:15, during discussion of Item 6)  
Trustee Craig Geyer  
Trustee Jory  
Trustee Cathy Schlottmann

**TRUSTEES ABSENT:**
None.

**IN ATTENDANCE:**
David Chang, General Manager  
Jessica Sprigg, Administrative Assistant  
Carrie Troup, CPA

2. **CONFIRMATION OF AGENDA**

   - No changes requested.

3. **STAFF ANNOUNCEMENTS** regarding District business.

   A. On May 24, SBCPHD reported a Santa Barbara County Zika infected patient, who had a travel history, to the district. This is the third 2017 human case; tenth cumulative case since first detection in 2016. Area had been treated and was trapped in response to the report – No invasive Aedes spp. were detected.

   B. MVCAC requests trustees' email addresses and interest in receiving E-blasts.  
      - Trustees Geyer declines receiving emails.

4. **CORRESPONDENCE**

   A. Delta Dental insurance provided their rates and term renewal information.  
      Two year contract term. Rates remain the same – Employee only @ $63.59; plus one dependent @ $127.13; two or more dependents @ $196.75. Total monthly charge = $774.99

5. **PUBLIC COMMENT**

   None.
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 the revision of the Minutes of the April 13, 2017 regular meeting  
   B. Approval of the Minutes of the May 11, 2017 regular meeting  
   C. Approval of the May Financial Statements for County Fund 4160  
   D. Approval of the May Vendor Disbursement Reports  
   E. Approval of the May Disease Surveillance Reports  
   F. Approval of the May District Operations Report  
   G. Agree to terms of engagement with Moss, Levy & Hartzheim to produce FYE 2017 Audit  
   H. Budget preparation and benefit assessment schedule  

   **July 13** ............ Public hearing and adopt resolution approving Engineer's Report and ordering the levy of assessments for FY 2017-18  

   -Trustee Schlottmann made a motion to approve the Items of General Consent A-H after discussion. Seconded by Trustee Geyer. Trustee Geyer modified the motion to exclude Item G from the general consent vote. Seconded by Trustee Blair. Motion passed with Trustee Schlottmann abstaining from approval of the May minutes. Trustee Geyer made a motion not to sign the engagement letter from Moss, Levy, & Hartzheim as a three year agreement is already in effect. It was the consensus of the Board that Item G be continued to July and that staff determine the difference between the three year agreement and the annual engagement letter.

7. **OLD BUSINESS**

   A. Accounts receivable contracts' status (5909 Misc. Revenue)  
      - Provide an opportunity for the Board to discuss the status of mosquito control and monitoring services that are provided to certain public agencies and private entities for a fee.  
      - Working on contract and mosquito management plan for with UCSB and City of Santa Barbara Airport Division.  
      - Streamlining format of mosquito management plan.  

   -District agreement with UCSB should come back to the Board as an action item. Board also requests review of insurance coverage return as an agenda time, potentially to include a representative from VCJPA to discuss plans and coverage.

   B. Facilities Improvement Plan status – CHP property 6465 Calle Real investigated.  
      Real estate sales handled by Real Estate Division, Asset Management Branch, California Dept of General Services. Status: CHP is performing site search. Listing is four-five years away. Sales priority: state agencies; cities, county and school districts; public. Special districts lumped with public unless partner with eligible local agency. Information added to Facilities Action Plan.  

      -Staff should continue to investigate real estate opportunities and continue this topic as a regular agenda item.

8. **NEW BUSINESS**

   None.

9. **MANAGER’S REPORT**

   -Monterey Park Police Department notified the District of attempted fraudulent use of one of District staffs credit cards. New credit card was issued.

10. **BOARD ANNOUNCEMENTS**
-Trustee Blair mentioned that there was no May SBCCSDA meeting and the June meeting will be held at Glen Annie Golf Course.

-Vice-President DeDominic received awards from both the National Women Business Owners Corporation and the Association for Women in Communications Santa Barbara.

-Trustee Fausett announced that his son has graduated from medical school.

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: 

Robert Williams
Board President

APPROVED:

Larry Fausett
Board Secretary
Revenues

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<td>3031 -- RDA RPTTF Resid Distributions</td>
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<td>4,335.28</td>
<td>4,335.28</td>
<td>--</td>
</tr>
<tr>
<td>3040 -- Property Tax-Prior Secured</td>
<td>0.00</td>
<td>617.62</td>
<td>617.62</td>
<td>--</td>
</tr>
<tr>
<td>3050 -- Property Tax-Prior Unsecured</td>
<td>250.00</td>
<td>158.52</td>
<td>-91.48</td>
<td>63.41 %</td>
</tr>
<tr>
<td>3054 -- Supplemental Pty Tax-Current</td>
<td>4,500.00</td>
<td>9,816.89</td>
<td>5,316.89</td>
<td>218.15 %</td>
</tr>
<tr>
<td>3056 -- Supplemental Pty Tax-Prior</td>
<td>250.00</td>
<td>8.36</td>
<td>-241.64</td>
<td>3.34 %</td>
</tr>
<tr>
<td>Taxes</td>
<td>375,600.00</td>
<td>425,880.43</td>
<td>50,280.43</td>
<td>113.39 %</td>
</tr>
</tbody>
</table>

Use of Money and Property

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 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>3380 -- Interest Income</td>
<td>2,600.00</td>
<td>3,832.88</td>
<td>1,232.88</td>
<td>147.42 %</td>
</tr>
<tr>
<td>3381 -- Unrealized Gain/Loss Investmts</td>
<td>-3,352.00</td>
<td>-2,765.16</td>
<td>586.84</td>
<td>82.49 %</td>
</tr>
<tr>
<td>Use of Money and Property</td>
<td>-752.00</td>
<td>1,067.72</td>
<td>1,819.72</td>
<td>-141.98 %</td>
</tr>
</tbody>
</table>

Intergovernmental Revenue-State

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 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>4220 -- Homeowners Property Tax Relief</td>
<td>2,350.00</td>
<td>2,208.88</td>
<td>-141.12</td>
<td>93.99 %</td>
</tr>
<tr>
<td>Intergovernmental Revenue-State</td>
<td>2,350.00</td>
<td>2,208.88</td>
<td>-141.12</td>
<td>93.99 %</td>
</tr>
</tbody>
</table>

Intergovernmental Revenue-Other

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 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>4840 -- Other Governmental Agencies</td>
<td>8,000.00</td>
<td>12,276.80</td>
<td>4,276.80</td>
<td>153.46 %</td>
</tr>
<tr>
<td>Intergovernmental Revenue-Other</td>
<td>8,000.00</td>
<td>12,276.80</td>
<td>4,276.80</td>
<td>153.46 %</td>
</tr>
</tbody>
</table>

Charges for Services

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 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>4877 -- Other Special Assessments</td>
<td>559,383.00</td>
<td>561,191.15</td>
<td>1,808.15</td>
<td>100.32 %</td>
</tr>
</tbody>
</table>
Financial Status (Real-Time)

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>6/30/2017 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>Charges for Services</td>
<td>559,383.00</td>
<td>561,191.15</td>
<td>1,808.15</td>
<td>100.32 %</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>95,626.55</td>
<td>-9,373.45</td>
<td>91.07 %</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>1,049,581.00</td>
<td>1,098,251.53</td>
<td>48,670.53</td>
<td>104.64 %</td>
</tr>
</tbody>
</table>

Expenditures
Salaries and Employee Benefits
6100 -- Regular Salaries            | 432,720.00                             | 430,906.40                     | 1,813.60                       | 99.58 %                            |
6400 -- Retirement Contribution    | 139,800.00                             | 134,658.01                     | 5,141.99                       | 96.32 %                            |
6500 -- FICA Contribution           | 27,000.00                              | 26,668.40                      | 331.60                         | 98.77 %                            |
6550 -- FICA/Medicare               | 6,300.00                               | 6,236.96                       | 63.04                          | 99.00 %                            |
6600 -- Health Insurance Contrib    | 110,000.00                             | 117,303.51                     | -7,303.51                      | 106.64 %                           |
6700 -- Unemployment Ins Contribution| 3,260.00                               | 2,366.89                       | 893.11                         | 72.60 %                            |
Salaries and Employee Benefits      | 719,080.00                             | 718,140.17                     | 939.83                         | 99.87 %                            |

Services and Supplies
7030 -- Clothing and Personal       | 5,000.00                               | 5,543.45                       | -543.45                        | 110.87 %                           |
7050 -- Communications              | 4,500.00                               | 4,623.45                       | -123.45                        | 102.74 %                           |
7070 -- Household Supplies          | 3,000.00                               | 2,504.89                       | 495.11                         | 83.50 %                            |
7090 -- Insurance                   | 37,000.00                              | 36,674.00                      | 326.00                         | 99.12 %                            |
7120 -- Equipment Maintenance       | 6,000.00                               | 2,881.44                       | 3,118.56                       | 48.02 %                            |
7121 -- Operating Supplies          | 8,000.00                               | 7,002.48                       | 997.52                         | 87.53 %                            |
7124 -- IT Software Maintenance     | 8,400.00                               | 140.00                         | 8,260.00                       | 1.67 %                             |
7200 -- Structure & Ground Maintenance| 2,500.00                               | 5,481.67                       | -2,981.67                      | 219.27 %                           |
7400 -- Medical, Dental and Lab     | 5,000.00                               | 3,372.69                       | 1,627.31                       | 67.45 %                            |
7430 -- Memberships                 | 14,000.00                              | 12,582.89                      | 1,417.11                       | 89.88 %                            |
7450 -- Office Expense              | 8,000.00                               | 6,198.62                       | 1,801.38                       | 77.48 %                            |
## Financial Status (Real-Time)

**As of: 6/30/2017 (100% 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>6/30/2017 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>7460 -- Professional &amp; Special Service</td>
<td>69,375.00</td>
<td>64,885.33</td>
<td>4,489.67</td>
<td>93.53 %</td>
</tr>
<tr>
<td>7546 -- Administrative Expense</td>
<td>0.00</td>
<td>6,000.00</td>
<td>-6,000.00</td>
<td>--</td>
</tr>
<tr>
<td>7650 -- Special Departmental Expense</td>
<td>75,000.00</td>
<td>86,317.88</td>
<td>-11,317.88</td>
<td>115.09 %</td>
</tr>
<tr>
<td>7653 -- Training Fees &amp; Supplies</td>
<td>4,000.00</td>
<td>2,791.60</td>
<td>1,208.40</td>
<td>69.79 %</td>
</tr>
<tr>
<td>7730 -- Transportation and Travel</td>
<td>7,000.00</td>
<td>3,500.26</td>
<td>3,499.74</td>
<td>50.00 %</td>
</tr>
<tr>
<td>7731 -- Gasoline-Oil-Fuel</td>
<td>10,000.00</td>
<td>7,464.31</td>
<td>2,535.69</td>
<td>74.64 %</td>
</tr>
<tr>
<td>7760 -- Utilities</td>
<td>4,500.00</td>
<td>4,269.57</td>
<td>230.43</td>
<td>94.88 %</td>
</tr>
</tbody>
</table>

**Services and Supplies**  
271,275.00  
262,234.53  
9,040.47  
96.67 %

**Other Charges**  
7860 -- Contrib To Other Agencies  
36,000.00  
36,000.00  
0.00  
100.00 %

**Capital Assets**  
8200 -- Structures&Struct Improvements  
20,000.00  
0.00  
20,000.00  
0.00 %

8300 -- Equipment  
29,000.00  
28,122.83  
877.17  
96.98 %

**Capital Assets**  
49,000.00  
28,122.83  
20,877.17  
57.39 %

**Expenditures**  
1,075,355.00  
1,044,497.53  
30,857.47  
97.13 %

**Other Financing Sources & Uses**

**Other Financing Sources**  
5911 -- Oper Trf (In)-Other Funds  
54,422.00  
0.00  
-54,422.00  
0.00 %

**Other Financing Sources**  
54,422.00  
0.00  
-54,220.00  
0.00 %

**Other Financing Uses**  
7901 -- Oper Trf (Out)  
31,000.00  
31,000.00  
0.00  
100.00 %

**Other Financing Uses**  
31,000.00  
31,000.00  
0.00  
100.00 %

**Other Financing Sources & Uses**  
23,422.00  
-31,000.00  
-54,422.00  
-132.35 %

---

County of Santa Barbara, FIN  
Last Updated: 7/2/2017 6:35 PM  
Page 3 of 4
## Changes to Fund Balances

**Decrease to Nonspendables**

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 Fiscal Year 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>9602 -- Receivables</td>
<td>0.00</td>
<td>1,349.00</td>
<td>1,349.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Decrease to Nonspendables</strong></td>
<td><strong>0.00</strong></td>
<td><strong>1,349.00</strong></td>
<td><strong>1,349.00</strong></td>
<td><strong>--</strong></td>
</tr>
<tr>
<td><strong>Decrease to Restricted</strong></td>
<td><strong>2,352.00</strong></td>
<td><strong>2,351.24</strong></td>
<td><strong>-0.76</strong></td>
<td><strong>99.97 %</strong></td>
</tr>
</tbody>
</table>

**Increase to Nonspendables**

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 Fiscal Year 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>9602 -- Receivables</td>
<td>0.00</td>
<td>3,409.00</td>
<td>-3,409.00</td>
<td>--</td>
</tr>
<tr>
<td><strong>Increase to Nonspendables</strong></td>
<td><strong>0.00</strong></td>
<td><strong>3,409.00</strong></td>
<td><strong>-3,409.00</strong></td>
<td><strong>--</strong></td>
</tr>
<tr>
<td><strong>Changes to Fund Balances</strong></td>
<td><strong>2,352.00</strong></td>
<td><strong>291.24</strong></td>
<td><strong>-2,060.76</strong></td>
<td><strong>12.38 %</strong></td>
</tr>
</tbody>
</table>

**Mosquito & Vector Mgt District**

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2017 Fiscal Year Adjusted Budget</th>
<th>6/30/2017 Fiscal Year 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><strong>Net Financial Impact</strong></td>
<td><strong>0.00</strong></td>
<td><strong>23,045.24</strong></td>
<td><strong>23,045.24</strong></td>
<td><strong>--</strong></td>
</tr>
</tbody>
</table>
### 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>6/1/2017 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>Month-To-Date Treasury Debits (-)</th>
<th>6/30/2017 Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4160 -- Mosquito &amp; Vector Mgt District</td>
<td>1,027,403.82</td>
<td>5,903.11</td>
<td>1,037,714.07</td>
<td>34,290.78</td>
<td>1,130,697.24</td>
<td>906,032.98</td>
</tr>
<tr>
<td>4161 -- SB Vector-Cap Asset Reserve</td>
<td>491,420.18</td>
<td>0.00</td>
<td>31,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>522,420.18</td>
</tr>
<tr>
<td><strong>Total Report</strong></td>
<td><strong>1,518,824.00</strong></td>
<td><strong>5,903.11</strong></td>
<td><strong>1,068,714.07</strong></td>
<td><strong>34,290.78</strong></td>
<td><strong>1,130,697.24</strong></td>
<td><strong>1,428,453.16</strong></td>
</tr>
</tbody>
</table>

- **County of Santa Barbara, FIN**
- **Last Updated:** 7/2/2017 6:41 PM
- **Page 1 of 1**
## Vendor Disbursements (Real-Time)

**From 6/1/2017 to 6/30/2017**

**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>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Vendor 002205 -- KAREN EGERMAN SCHULTZ  
ACH - 562802 06/02/2017 880 | REIMBURSE FOR OIL CHANGE FOR MOSQUITO AND VECTOR | 30.03 |
| Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
W - 09678060 06/05/2017 880 | Vendor Account: 1836728662-001 | 3,000.00 |
| Vendor 006215 -- US BANK CORPORATE PAYMENT SYSTEM  
ACH - 566367 06/30/2017 880 | Vendor Account: | 1,287.46 |
| Vendor 019355 -- JESSICA SPRIGG  
W - 09679799 06/23/2017 880 | REIMBURSEMENT | 23.54 |
| Vendor 032624 -- SANTA BARBARA ICE & PROPANE  
W - 09678936 06/15/2017 880 | Vendor Account: VECTOR | 554.36 |
| Vendor 084422 -- SANTA MARIA NISSAN MAZDA  
W - 09679046 06/16/2017 880 | CONTRACT #37967 | 26,718.83 |
| Vendor 132153 -- MVCAC MOSQUITO & VECTOR CONTROL ASSOC OF CA  
W - 09678937 06/15/2017 880 | Vendor Invoice #: 7328444 | 600.00 |
| Vendor 194683 -- Allied Administrators for Delta Dental  
ACH - 566442 06/30/2017 880 | Vendor Account: 07917-06145 | 774.99 |
| Vendor 244645 -- AFLAC  
W - 09679658 06/22/2017 880 | Vendor Invoice #: 552233; Vendor Account: BWN82 | 139.06 |

Total KAREN EGERMAN SCHULTZ: 30.03  
Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM: 3,000.00  
Total US BANK CORPORATE PAYMENT SYSTEM: 1,287.46  
Total JESSICA SPRIGG: 23.54  
Total SANTA BARBARA ICE & PROPANE: 554.36  
Total SANTA MARIA NISSAN MAZDA: 26,718.83  
Total MVCAC MOSQUITO & VECTOR CONTROL ASSOC OF CA: 600.00  
Total Allied Administrators for Delta Dental: 774.99  
Total AFLAC: 139.06
Vendor Disbursements (Real-Time)

From 6/1/2017 to 6/30/2017

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

<table>
<thead>
<tr>
<th>Fund 4160 -- Mosquito &amp; Vector Mgt District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disbursement</strong></td>
</tr>
<tr>
<td>W - 09680500</td>
</tr>
<tr>
<td><strong>Total AFLAC</strong></td>
</tr>
<tr>
<td>Vendor 252027 -- Educated Car Wash</td>
</tr>
<tr>
<td>ACH - 564099</td>
</tr>
<tr>
<td><strong>Total Educated Car Wash</strong></td>
</tr>
<tr>
<td>Vendor 275268 -- FEDEX</td>
</tr>
<tr>
<td>ACH - 562714</td>
</tr>
<tr>
<td>ACH - 565236</td>
</tr>
<tr>
<td><strong>Total FEDEX</strong></td>
</tr>
<tr>
<td>Vendor 285433 -- MISSION UNIFORM SERVICE INC</td>
</tr>
<tr>
<td>ACH - 563074</td>
</tr>
<tr>
<td><strong>Total MISSION UNIFORM SERVICE INC</strong></td>
</tr>
<tr>
<td>Vendor 346888 -- CARRIE TROUP CPA</td>
</tr>
<tr>
<td>ACH - 565252</td>
</tr>
<tr>
<td>ACH - 565252</td>
</tr>
<tr>
<td><strong>Total CARRIE TROUP CPA</strong></td>
</tr>
<tr>
<td>Vendor 522736 -- McCormix Corporation</td>
</tr>
<tr>
<td>ACH - 566485</td>
</tr>
<tr>
<td><strong>Total McCormix Corporation</strong></td>
</tr>
<tr>
<td>Vendor 556712 -- MONTECITO WATER DISTRICT</td>
</tr>
<tr>
<td>ACH - 564143</td>
</tr>
<tr>
<td><strong>Total MONTECITO WATER DISTRICT</strong></td>
</tr>
<tr>
<td>Vendor 648390 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM</td>
</tr>
<tr>
<td>W - 09679659</td>
</tr>
<tr>
<td><strong>Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM</strong></td>
</tr>
</tbody>
</table>
## 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 740582 -- BIG GREEN CLEANING CO</td>
<td>06/15/2017</td>
<td>880</td>
<td></td>
<td>Vendor Invoice #: 496679; Vendor Account: VE603</td>
<td>206.00</td>
</tr>
<tr>
<td>ACH - 564334</td>
<td></td>
<td></td>
<td></td>
<td>Total BIG GREEN CLEANING CO</td>
<td>206.00</td>
</tr>
<tr>
<td>Vendor 767200 -- SOUTHERN CALIFORNIA EDISON</td>
<td>06/15/2017</td>
<td>880</td>
<td></td>
<td>Vendor Account: 2-03-674-6246</td>
<td>170.98</td>
</tr>
<tr>
<td>ACH - 564338</td>
<td></td>
<td></td>
<td></td>
<td>Total SOUTHERN CALIFORNIA EDISON</td>
<td>170.98</td>
</tr>
<tr>
<td>Vendor 767800 -- THE GAS COMPANY</td>
<td>06/16/2017</td>
<td>880</td>
<td></td>
<td>Vendor Account: 067 514 4833 0</td>
<td>24.34</td>
</tr>
<tr>
<td>ACH - 564481</td>
<td></td>
<td></td>
<td></td>
<td>Total THE GAS COMPANY</td>
<td>24.34</td>
</tr>
<tr>
<td>Vendor 776537 -- COX COMMUNICATIONS - BUSINESS</td>
<td>06/14/2017</td>
<td>880</td>
<td></td>
<td>Vendor Account: 001 3011 026941801</td>
<td>331.37</td>
</tr>
<tr>
<td>ACH - 564181</td>
<td></td>
<td></td>
<td></td>
<td>Total COX COMMUNICATIONS - BUSINESS</td>
<td>331.37</td>
</tr>
<tr>
<td>Vendor 778083 -- STAPLES CREDIT PLAN</td>
<td>06/16/2017</td>
<td>880</td>
<td></td>
<td>Vendor Account:</td>
<td>89.41</td>
</tr>
<tr>
<td>W - 09679047</td>
<td></td>
<td></td>
<td></td>
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<td>06/27/2017</td>
<td>880</td>
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<td>Purchase + Other Charges</td>
<td>Cash Advances</td>
<td>Cash Advance Fees</td>
<td>Late Payment Charges</td>
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**NEW ACTIVITY**

**VESNA IBARRA**

<table>
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<tr>
<th>Post Date</th>
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<th>Reference Number</th>
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<td>05-23</td>
<td>05-22</td>
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<td>136.03</td>
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<tr>
<td>05-25</td>
<td>05-24</td>
<td>24224437145101040353761</td>
<td>BIG BRAND TIRE #1 SANTA BARBARA CA</td>
<td>30.03</td>
</tr>
<tr>
<td>06-01</td>
<td>06-01</td>
<td>247554427152281523542276</td>
<td>FAST LANE 2015 GOLETA CA</td>
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<td>244977871578000123032202</td>
<td>LA CUMBRE FEED 805-6871860 CA</td>
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**JESSICA E SPRIGG**

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<td>2444500716700005803741</td>
<td>USPS PO 057240167 SUMMERLAND CA</td>
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**ACCOUNT SUMMARY**

- **AMOUNT DUE:** $3,848.74
- **ACCOUNT BALANCE:** $3,848.74

**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 6343
Fargo, ND 58125-6343

**U.S. BANK CORPORATE PAYMENT SYSTEM**
P.O. Box 790428
St. Louis, MO 63179-0428
## NEW ACTIVITY

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<th>CASH ADV</th>
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Department: 060000 Total: $2,581.28
Division: 060000 Total: $2,581.28
**MOSQUITO and VECTOR MANAGEMENT DISTRICT of Santa Barbara County**

**DISEASE SURVEILLANCE REPORT**

**June 2017**

**West Nile Virus Activity**

No West Nile virus (WNV) activity has been detected in Santa Barbara County in 2017 to date. There is WNV activity in other areas of California, but activity levels are mostly down from the same time in 2016. Three human cases (none fatal) have been confirmed in Kings, Kern, and Los Angeles counties. Thirty-nine WNV positive dead birds have been reported from 12 counties along with 412 WNV positive mosquito pools from 14 counties. Three human cases have been confirmed in Kings, Kern, and Los Angeles counties. One WNV positive sentinel chicken has been reported from Los Angeles County.

Statistics for California WNV activity can be found online at [www.westnile.ca.gov](http://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](http://www.cdc.gov).

**St. Louis Encephalitis Virus Activity**

In 2017 to date, four mosquito pools have tested positive for St. Louis encephalitis, two each from Fresno and Kern counties. St. Louis encephalitis is a native mosquito-borne virus that is in the Family Flaviviridae (as is WNV) and has symptoms similar to WNV.

**Zika Virus and Invasive Aedes Mosquito Update**

The Santa Barbara County Public Health Department has reported a total of 10 travel related cases of Zika infection in Santa Barbara County to date, three in calendar year 2017. No invasive *Aedes* sp. mosquitoes have been found in Santa Barbara County to date. There have been 573 imported cases of Zika virus into 36 California counties as of June 30, 2017, but no local mosquito transmitted cases. However, at least one locally acquired case of Zika has been reported in Ensenada, Baja California, Mexico. Local mosquito transmitted cases of Zika infections have also been reported in southern Florida and southern Texas. Invasive yellow fever mosquitoes (*Aedes aegypti*) and Asian tiger mosquitoes (*Aedes albopictus*) have now been found in 131 cities and communities in 12 California counties. A third species, the Australian backyard mosquito (*Aedes notoscriptus*) appears to be getting established in parts of Los Angeles County. *Ae. aegypti* and *Ae. albopictus* can transmit dengue, chikungunya, and yellow fever viruses as well as Zika virus. *Ae. notoscriptus* is an excellent vector of dog heartworm.

Zika virus information can be found at [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Zika.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Zika.aspx) and at [http://www.cdc.gov/zika/](http://www.cdc.gov/zika/).

**Live Mosquito-Borne Virus Surveillance**

The District conducted 17 mosquito trapping surveys in June 2017. Fairly high numbers of mosquitoes were collected at the UCSB/Santa Barbara Airport bluffs, Lake Los Carneros, and the City of Santa Barbara's El Estero Wastewater Plant. However, the greatest number of mosquitoes were collected in San Luis Obispo County's 5 Cities locations. Winter and spring species such as the univoltine (one generation per year) floodwater mosquitoes (*Aedes washinoi*) and multivoltine (multiple generations per year) winter mosquitoes (*Culiseta inornata*) are still very active in San Luis Obispo County, but are mostly finished in southern Santa Barbara County. *Culex* species and malaria mosquitoes (*Anopheles* spp.), all multivoltine, are becoming more numerous with the warmer summer weather. Cool-weather mosquitoes (*Culiseta incidens*) and cold-weather mosquitoes (*Culiseta particeps*) are still very active, particularly in San Luis Obispo County. The District has submitted 127 sample pools of mosquitoes for laboratory analysis in 2017 to date. All have tested negative for WNV and other mosquito-borne encephalitis viruses.
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DATE</th>
<th>NUMBER of MOSQUITOES</th>
<th>NUMBER of TRAPS(^\wedge)</th>
<th>MOSQUITOES PER TRAP NIGHT(^*)</th>
<th>POOLS SUBMITTED</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Coast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCSB/Santa Barbara Airport Bluffs</td>
<td>6/8-9/17</td>
<td>798</td>
<td>12 EVS</td>
<td>66.5</td>
<td>17</td>
<td>Negative</td>
</tr>
<tr>
<td>UCSB Main Campus</td>
<td>6/8-14/17</td>
<td>62</td>
<td>2 BG</td>
<td>4.4</td>
<td>0</td>
<td>N.A.</td>
</tr>
<tr>
<td>El Estero Wastewater Plant, Santa Barbara</td>
<td>6/13-14/17</td>
<td>236</td>
<td>11 EVS</td>
<td>21.5</td>
<td>6</td>
<td>Negative</td>
</tr>
<tr>
<td>El Estero Wastewater Plant, Santa Barbara</td>
<td>6/13-20/17</td>
<td>~100</td>
<td>2 BG</td>
<td>~7.1</td>
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<tr>
<td>Carpinteria Cemetery, Cravens Ln., Carpinteria</td>
<td>6/13-21/17</td>
<td>0</td>
<td>1 BG</td>
<td>0</td>
<td>0</td>
<td>N.A.</td>
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<tr>
<td>Lake Los Carneros, Goleta City</td>
<td>6/20-21/17</td>
<td>461</td>
<td>10 EVS</td>
<td>46.1</td>
<td>8</td>
<td>Negative</td>
</tr>
<tr>
<td>Andree Clark Bird Refuge, Santa Barbara City</td>
<td>6/27-28/17</td>
<td>32</td>
<td>12 EVS</td>
<td>2.7</td>
<td>2</td>
<td>Pending</td>
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<tr>
<td>North County</td>
<td></td>
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<tr>
<td>Lake Marie subdivision, Orcutt</td>
<td>6/22-23/17</td>
<td>86</td>
<td>8 EVS/2 BG</td>
<td>8.6</td>
<td>2</td>
<td>Negative</td>
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<tr>
<td>Leroy Park, Guadalupe</td>
<td>6/22-23/17</td>
<td>99</td>
<td>6 EVS</td>
<td>16.5</td>
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<td>Negative</td>
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<tr>
<td>San Luis Obispo County</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Producers’ Ditch, San Luis Obispo City</td>
<td>6/6-7/17</td>
<td>167</td>
<td>5 EVS</td>
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<td>4</td>
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<tr>
<td>Islay Park, San Luis Obispo City</td>
<td>6/6-7/17</td>
<td>66</td>
<td>4 EVS</td>
<td>16.5</td>
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<td>Negative</td>
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<td>Spanish Oaks (Islay Park), San Luis Obispo City</td>
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<td>3 EVS</td>
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<tr>
<td>Rancho San Luis Mobile Home Park, SLO City</td>
<td>6/6-14/17</td>
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<td>1 BG</td>
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<td>0</td>
<td>N.A.</td>
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<tr>
<td>Creekside Mobile Home Comm., SLO City</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>N.A.</td>
</tr>
<tr>
<td>Chumash Park, Pismo Beach City</td>
<td>6/14-15/17</td>
<td>~397</td>
<td>4 EVS</td>
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<td>North Beach Campground, Pismo State Beach</td>
<td>6/14-15/17</td>
<td>~749</td>
<td>4 EVS</td>
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<td>Negative</td>
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<tr>
<td>Oceano Dunes Wetland, Pismo State Beach</td>
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<td>~2,007</td>
<td>4 EVS</td>
<td>~501.8</td>
<td>6</td>
<td>Negative</td>
</tr>
</tbody>
</table>

\(^*\) Mosquitoes Per Trap Night = Number of Mosquitoes ÷ (Number of Traps x Number of Nights)  
\(^\wedge\) EVS = CO\(_2\) 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, sorted by species, 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. The BG-Sentinel traps are deployed to survey for invasive *Aedes* mosquito species that are known vectors of Zika virus and other diseases.

**Sentinel Chicken Flocks**

District personnel are obtaining samples from each chicken in the five sentinel flocks every two weeks. All samples submitted in 2017 to date have been negative for WNV and other mosquito-borne encephalitis 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 submitted one dead bird in June 2017, a crow from Santa Ynez. Laboratory results on the crow are pending. All other dead birds submitted for testing in 2017 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 46 hours before being submitted to the laboratory.
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.

<table>
<thead>
<tr>
<th>MITES</th>
<th>Class Arachnida</th>
<th>Order Acari</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Dorsal View" /></td>
<td><img src="image2" alt="Ventral View" /></td>
<td><img src="image3" alt="A predatory mite species. Probably Family Cunaxidae." /></td>
</tr>
</tbody>
</table>

**Tropical Rat Mite** (*Ornithonyssus bacoti*)

Family *Macronyssidae*

Ventral view of specimen engorged

Mites are not insects, but are arachnids along with spiders, scorpions, solfugids, etc. They are further classified in the Order Acari along with ticks. Recently the District has received a number of complaints from citizens regarding biting insects or mites. One mobile home in the City of Goleta actually was infested with tropical rat mites (*Ornithonyssus bacoti*). This blood-feeding species is parasitic on rats and other mammals and often infests human dwellings when rats are present. They will attack humans, especially after a rodent infestation has been removed. District personnel are working with the resident to control the rat problem. The cunaxid mite is not a blood feeder, but is predatory on minute insects, mites, etc. The specimen illustrated here was trapped on a glue board at a City of Santa Barbara residence where the resident has been complaining of “bites” for some time. No vectors have so far been found at that residence.
## Report of District Operations - June 2017

<table>
<thead>
<tr>
<th>Location</th>
<th>Mosquito Inspection Hours</th>
<th>Mosquito Treatment Hours</th>
<th>Mosquito Service Requests</th>
<th>Mosquito Fish Requests</th>
<th>Standing Water Reports</th>
<th>Bees &amp; Wasps Inspection Hours</th>
<th>Bees &amp; Wasps Treatment Hours</th>
<th>Bees &amp; Wasps Service Requests</th>
<th>Rats &amp; Mice Inspection Hours</th>
<th>Rats &amp; Mice Service Requests</th>
<th>Surveillance WNV Bird</th>
<th>Surveillance Chickens</th>
<th>Surveillance Mosquito Pools</th>
<th>Other Bedbugs</th>
<th>Misc.</th>
<th>Total hours devoted to zone</th>
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### Year to Date Totals

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<th>Total Inspection Hours</th>
<th>Total Treatment Hours</th>
<th>Total Mileage</th>
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<td>246.0</td>
<td>451.0</td>
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<td>1314.0</td>
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<td>22,545.0</td>
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Contracts – Accounts Receivable Status
June 15, 2017

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<tr>
<th>Account</th>
<th>Income Average</th>
<th>MMP Year</th>
<th>Current Status</th>
<th>Labor Rates</th>
<th>Material Costs (**)</th>
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<tr>
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<td>today status as of June 15, 2017</td>
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<td>DART mileage (2017)</td>
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<td>Wynmark</td>
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<td>current - Agreement 1998</td>
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<tr>
<td>Santa Barbara, City of</td>
<td>$ -</td>
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<td>inactive, see comments</td>
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<tr>
<td>Goleta Sanitary District</td>
<td>$1,225</td>
<td>2017</td>
<td>current - FYE 2017</td>
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<td>Oceano Dunes District</td>
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<td>FYE17 complete</td>
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$129,185

(*) needs work priority
(*2) needs work - partially complete
(*3) valid, but needs work
(*4) valid, complete
May 26, 2017
The Board of Directors
Mosquito and Vector Management District
PO Box 1389
Summerland, CA 93067

We are pleased to confirm our understanding of the services we are to provide Mosquito and Vector Management District for the fiscal year ending June 30, 2017. We will audit the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Mosquito and Vector Management District as of and for the fiscal year ending June 30, 2017. We will also perform the additional service of preparing the District's Special Districts Financial Transactions Report in accordance with the records provided to us by the District's management. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mosquito and Vector Management District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mosquito and Vector Management District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Budgetary Comparison Schedules
3) OPEB
4) Proportionate Share of Net Pension Liability
5) Schedule of Pension Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Mosquito and Vector Management District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Mosquito and Vector Management District's financial statements. Our report will be addressed to Board of Directors of Mosquito and Vector Management District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in
advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Mosquito and Vector Management District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. Generally Accepted Auditing Standards and the Standards for Financial Audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. Generally Accepted Auditing Standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.
Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mosquito and Vector Management District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Other Services

We will also assist in preparing the financial statements and related notes of Mosquito and Vector Management District in conformity with U.S. Generally Accepted Accounting Principles based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. In addition, we will prepare the Financial Transactions Report of Mosquito and Vector Management District.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally Accepted Accounting Principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements
aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. Generally Accepted Accounting Principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.
Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy & Hartzheim personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of California. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 1, 2017 and to issue our reports no later than December 15, 2017. The preparation of the District’s Special District Financial Transactions Report will be completed no later than January 31, 2018 of each year. Ronald A. Levy is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $10,450 for fiscal year ending June 30, 2017. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.
We appreciate the opportunity to be of service to Mosquito and Vector Management District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Ronald A. Levy, CPA

RESPONSE:

This letter correctly sets forth the understanding of Mosquito and Vector Management District.

Management signature: __________________________

Title: _________________________________________

Date: __________________________________________

Governance signature: __________________________

Title: _________________________________________

Date: __________________________________________
STAFF REPORT

DATE: July 13, 2017

TO: The Board of Trustees

FROM: David Chang, General Manager

SUBJECT: Public Hearing and Resolution Approving Engineer’s Report, and Ordering the Continuation of Assessments for Fiscal Year 2017-18 for the Mosquito and Vector Management District of Santa Barbara County, Service Zone No. 1 and Service Zone No. 2 Mosquito and Disease Control Assessments

RECOMMENDATION

It is recommended that the Board hold a public hearing, consider all public comments, and subsequently approve Resolution 17-05 that would approve the Engineer’s Report, and order the continuation of assessments for fiscal year 2017-18 as the final step in levying the assessments, at the increased rate of $9.97 per SFE for the Service Zone No. 1 and Service Zone No. 2 Assessments.

RESULT OF RECOMMENDED ACTION

The Board will order the levy of the assessments for fiscal year 2017-18, and will cause those levies to be submitted by SCI Consulting Group to the County Auditor to be included on the 2017-18 property tax bills.

BACKGROUND

Since the early 1990’s, the Mosquito and Vector Management District of Santa Barbara County (“District”) has been responsible for Enhanced Vector Control Services for the City of Goleta, the City of Santa Barbara Municipal Airport, and most of the unincorporated territory of the Goleta Valley including the communities of Hope Ranch and Isla Vista, which are all included in Service Zone No. 1 (Goleta area) & Service Zone No. 2 (Carpinteria area), including the City of Carpinteria and the Carpinteria Valley.

In order to allow property owners to ultimately decide whether the District should extend its Service Zone No. 1 to include the unincorporated areas of Montecito, Mission Canyon, Summerland, Hidden Valley, and the Goleta and Carpinteria Foothills in southern Santa Barbara County as well as to the non-serviced portions of the City of Santa Barbara, the Board, on January 29, 2004, authorized the initiation of proceedings for a benefit assessment. This new area is referred to as the “Service Zone No. 1 Extension 1” or the “Extension Areas.”

- Balloting Conducted: February to April, 2004
- Ballot Results: 65.1% of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1st Year Assessment Levies (Extension Areas): May 13, 2004
- Service Zone 1 Fiscal Year 1996 Approved Rate: $6.17 per single family equivalent benefit unit (SFE)
- Service Zone 1 Fiscal Year 2004-05 Approved Rate (Extension Areas): $6.17 per single family equivalent benefit unit (SFE)
- Service Zone 1 Fiscal Year 2016-17 Approved Rate: $9.71 per single family equivalent benefit unit (SFE)
Service Zone 1 Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed $20.00 per single family equivalent benefit unit (SFE)

Service Zone 2 Rate Established in 1996: $7.91 per single family equivalent benefit unit (SFE)

Service Zone 2 Fiscal Year 2016-17 Approved Rate: $9.71 per single family equivalent benefit unit (SFE)

Service Zone 2 Annual CPI: The maximum assessment rate is not to exceed $16.00 per single family equivalent benefit unit (SFE)

SCI Consulting Group prepared the Engineer’s Report that includes the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2017-18, the updated proposed assessments for each parcel in the District, and the proposed assessments per single family equivalent benefit unit for the fiscal year. At the May 11, 2017 Board meeting, the Board reviewed the Engineer’s Report and adopted resolutions to declare its intention to continue the assessments, preliminarily approve the Engineer’s Report, and provide for notice of the annual public hearing for Service Zone 1 and Service Zone 2.

Each year, in order to continue to levy the assessments for the coming fiscal year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund. After hearing the public testimony, the Board may take final action on setting the assessment rates, establishing the services and improvements to be funded and ordering the levy of the continued assessments for fiscal year 2017-18.

PROPOSED RATE AND CPI HISTORY

The assessments can be levied annually and can be increased by an amount equal to the change in the Los Angeles-Riverside-Orange County Consumer Price Index. (Note: Unused CPI increases may be cumulatively reserved to increase the maximum rate in future years.) The following table summarizes the CPI history and the rates assessed, as well as the proposed rates for the upcoming fiscal year:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>LA Area CPI</th>
<th>CPI Increase</th>
<th>Zone 1 Rate/SFE</th>
<th>Zone 2 Rate/SFE</th>
<th>Annual Assessment Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 04-05</td>
<td>1.75%</td>
<td>0.00%</td>
<td>$6.17</td>
<td>$7.91</td>
<td>$355,230</td>
</tr>
<tr>
<td>FY 05-06</td>
<td>4.02%</td>
<td>0.00%</td>
<td>$6.17</td>
<td>$7.91</td>
<td>$356,046</td>
</tr>
<tr>
<td>FY 06-07</td>
<td>4.67%</td>
<td>4.70%</td>
<td>$6.46</td>
<td>$7.91</td>
<td>$372,663</td>
</tr>
<tr>
<td>FY07-08</td>
<td>3.84%</td>
<td>3.25%</td>
<td>$6.67</td>
<td>$7.91</td>
<td>$383,707</td>
</tr>
<tr>
<td>FY 08-09</td>
<td>3.28%</td>
<td>3.30%</td>
<td>$6.89</td>
<td>$7.91</td>
<td>$396,355</td>
</tr>
<tr>
<td>FY 09-10</td>
<td>-1.00%</td>
<td>15.97%</td>
<td>$7.99</td>
<td>$7.99</td>
<td>$454,286</td>
</tr>
<tr>
<td>FY 10-11</td>
<td>1.86%</td>
<td>1.88%</td>
<td>$8.14</td>
<td>$8.14</td>
<td>$462,979</td>
</tr>
<tr>
<td>FY 11-12</td>
<td>3.00%</td>
<td>5.41%</td>
<td>$8.58</td>
<td>$8.58</td>
<td>$487,599</td>
</tr>
<tr>
<td>FY 12-13</td>
<td>2.02%</td>
<td>3.96%</td>
<td>$8.92</td>
<td>$8.92</td>
<td>$508,730</td>
</tr>
<tr>
<td>FY 13-14</td>
<td>1.29%</td>
<td>1.35%</td>
<td>$9.04</td>
<td>$9.04</td>
<td>$517,350</td>
</tr>
<tr>
<td>FY 14-15</td>
<td>1.04%</td>
<td>1.00%</td>
<td>$9.13</td>
<td>$9.13</td>
<td>$523,560</td>
</tr>
<tr>
<td>FY 15-16</td>
<td>0.51%</td>
<td>0.55%</td>
<td>$9.18</td>
<td>$9.18</td>
<td>$528,646</td>
</tr>
<tr>
<td>FY 16-17</td>
<td>1.69%</td>
<td>5.77%</td>
<td>$9.71</td>
<td>$9.71</td>
<td>$561,391</td>
</tr>
<tr>
<td>FY 17-18</td>
<td>2.68%</td>
<td>2.68%</td>
<td>$9.97</td>
<td>$9.97</td>
<td>$576,550</td>
</tr>
</tbody>
</table>
PROPOSED FY 2017-18 BUDGET, SERVICES & IMPROVEMENTS

<table>
<thead>
<tr>
<th>Summary of revenue and total cost</th>
<th>FY 2017-18</th>
<th>FY 2016+17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$1,083,115</td>
<td>$1,053,941</td>
</tr>
<tr>
<td>Costs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>$1,052,650</td>
<td>$1,039,355</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$72,275</td>
<td>$72,261</td>
</tr>
</tbody>
</table>

Services to be performed by the Mosquito and Vector Management District this fiscal year include:

- Mosquito control
- Rodent inspections and source reduction
- Bee Inspections
- Enhanced Disease Surveillance
- Door-to door mosquito inspections
- Mosquitofish for backyard fish ponds
- Public education outreach

Respectfully submitted,

David Chang
General Manager
RESOLUTION NO. 17-05


WHEREAS: In the reorganization of the Mosquito and Vector Management District of Santa Barbara County (“District”) and the Carpinteria Mosquito Abatement District (CMAD), it was ordered by the Santa Barbara County Local Agency Formation Commission and Board of Supervisors that CMAD be dissolved and its territory be annexed to this District, that this District then create two separate zones for purposes of levying assessments consisting of the territory of CMAD and of this District before the reorganization, respectively, and that the assessments of the said two prior districts continue in the reorganized district; and

WHEREAS: By Resolution 96-01, which is incorporated herein by this reference, this District adopted a vector surveillance and control project for a zone of benefit encompassing the entire territory of the District as it then existed; and

WHEREAS: By Resolution 96-01, which is incorporated herein by this reference, the Board of Trustees of CMAD adopted an assessment scheme for annual levy of an assessment to pay for the cost of vector surveillance and control within the District’s Service Zone No. 2; and

WHEREAS: Said CMAD Resolution 96-01 established an assessment of $7.91 per benefit unit for the 1996-1997 fiscal year, as defined in the Staff Report on the Need for Implementing the Service Charge Assessment Funding Mechanism Based on Land Use (the "Staff Report"), which is on file at the office of the District, established a maximum assessment of $16.00 per benefit unit and further established a schedule of assessments for various land uses within the District for the 1996-1997 fiscal year; and

WHEREAS: Said CMAD Resolution 96-01 provides for an annual evaluation of the amount of the assessment per benefit unit and the schedule of assessments by land use derived therefrom, not to exceed $16.00 per benefit unit; and

WHEREAS: By Resolution 99-03 this District created Service Zone No. 1, consisting of the territory of this District prior to reorganization, and Service Zone No. 2, consisting of the territory of CMAD prior to its dissolution, and adopted the assessments levied by resolutions of the prior districts; and

WHEREAS: By Resolution 04-04 this District extended Service Zone No. 1 by adding territory,
including the area of the City of Santa Barbara, not previously a part of Service Zone No. 1 and certain unincorporated areas of south Santa Barbara County, to Service Zone No. 1, thereby making property in the extension area subject to the annual levy of said assessment, and this Assessment was authorized by an assessment ballot proceeding conducted in 2004 and approved by 65.1% of the weighted ballots returned by property owners; and

WHEREAS, the District is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIIID of the California Constitution, to levy assessments for mosquito, vector and disease control projects and services; and

WHEREAS, the purpose of Service Zone No. 1 and Service Zone No. 2 Assessments is to provide vector surveillance, prevention, abatement, and control services in properties in the District to ensure protection of property owners and residents from vector annoyance and vector-borne diseases; and

WHEREAS, such vector surveillance and control projects and services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties with the areas of service; and

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

SECTION 1. The above recitals are true and correct.

SECTION 2. SCI Consulting Group, the Engineer of Work, prepared an Engineer's Report in accordance with Article XIIID of the California Constitution and Section 2082, et seq., of the Health and Safety Code for the Assessment (the "Report"). The Report has been made, filed with the secretary of the board and duly considered by the Board and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

SECTION 3. This Board adopted Resolution No. 17-03 for Service Zone No. 1 to continue to levy and collect Assessments, including a cost of living increase for fiscal year 2017-18.

SECTION 4. This Board adopted Resolution No. 17-04 for Service Zone No. 2 to continue to levy and collect Assessments, including a cost of living increase for fiscal year 2017-18.

SECTION 5. The public interest, convenience and necessity require that the levy be made.
SECTION 6. The Engineer's Report for the Assessment together with the proposed assessment roll for fiscal year 2017-18 is hereby confirmed and approved.

SECTION 7. That based on the oral and documentary evidence, including the Engineer's Report offered and received at the public hearing, the Board expressly finds and determines that: (a) each of the several lots and parcels of land subject to the Assessment will be specially benefited by the services to be financed by the assessment proceeds in at least the amount of the assessment apportioned against such lots and parcels of land, respectively; and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, said finding and determination as to special benefit to property from the mosquito vector and disease control services to be financed with assessment proceeds.

SECTION 8. That the assessment is levied without regard to property valuation.

SECTION 9. That assessments for fiscal year 2017-18 shall be levied at the rate of nine dollars and ninety-seven cents ($9.97) per single family equivalent benefit unit in Service Zone No. 1 and nine dollars and ninety-seven cents ($9.97) per single family equivalent benefit unit in Service Zone No. 2 as specified in the Engineer's Report for fiscal year 2017-18 with estimated total annual assessment revenues as set forth in the Engineer's Report; and

SECTION 10. That the mosquito and disease control services to be financed with assessment proceeds described in the Engineer's Report are hereby ordered.

SECTION 11. No later than August 10th following such adoption, the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Santa Barbara (“County Auditor”). Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all the laws providing for collection and enforcement shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Mosquito and Disease Control Assessment.
SECTION 12. All revenues from Assessments shall be deposited in a separate fund established under the distinctive designation of the Mosquito and Vector Management District of Santa Barbara County Service Zone No. 1 and Mosquito and Vector Management District of Santa Barbara County Service Zone No. 2, accordingly.

SECTION 13. The Assessment, as it applies to any parcel, may be corrected, cancelled or a refund granted as appropriate, by order of the Board of Trustees of the District. Any such corrections, cancellations or refunds shall be limited to the current fiscal year.

SECTION 14. The Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County hereby certifies that the assessments to be placed on the fiscal year 2017-18 property tax bills meet the requirements of Proposition 218 that added Article XIIID to the California Constitution.

The foregoing Resolution was 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 July 13, 2017.

AYES:

NOES:

ABSTAINED:

ABSENT:

__________________________________________
President, Board of Trustees
Mosquito and Vector Management District of Santa Barbara County

Attest

__________________________________________
Secretary to the Board of Trustees
New Business Agenda Item 8E. Consider itemizing trustee reimbursement

An example of the accounting:

![Financial Status (Real-Time) chart]

Partial list of LIA codes:
ATTORNEY REPRESENTATION AGREEMENT

I. PARTIES

This Attorney Representation Agreement ("Agreement") is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as "Attorney" or the "Law Firm" and the MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY, hereinafter referred to as "Client."

II. PURPOSE

Client desires to retain and engage Law Firm to provide legal services and consultation relating to union representation, collective bargaining and other labor law matters as requested by the Client. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Fees for Services

1. Hourly Rate Services

Client agrees to pay the Law Firm at the following standard hourly rates:

- Partners: $325.00
- Of Counsel and Senior Associates: $275.00
- Junior Associates: $225.00
- Paralegals/Litigation Support: $175.00

It is contemplated that the Firm will, and the Firm reserves the right to, raise its hourly rates by $10.00 each year effective January 1, 2018, and each January 1 thereafter unless the Agreement is canceled or this provision is modified in writing.

2. Costs and Expenses

In addition to the fees described above, Client agrees to pay a five percent (5%) "administrative fee" calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to Client. This administrative fee is in lieu of the Law Firm charging Client for telephone charges ($0.07 per minute), incoming and outgoing faxes ($2.00 per page), photocopies ($0.20 per page), mailing fees, messenger services, computer database (e.g. Westlaw) searches (billed at vendor’s standard retail rate), word processing ($40.00 per hour), and travel expenses including mileage at IRS rate, parking, meals, and lodging (excluding airfare).
Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm’s representation of Client are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of Client; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of Client with Client's prior approval in the event a particular cost item exceeds $2,000.00 in amount, and without the prior approval of Client in the event a particular cost item totals $2,000.00 or less.

B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to Client on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from Client by the 10th of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of Client in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

2. Hourly rate services shall be charged to Client at a minimum increment of one-tenth hour, including reasonable travel time billed portal-to-portal. When time spent by Attorney on a particular service exceeds one-tenth hour, the charge will be rounded up to the next one-tenth hour increment.

3. Law Firm may charge the full hourly rate to more than one client for the same time period. Examples include, but are not limited to: (a) Law Firm charges Client for telephone advice rendered while Attorney is traveling in connection with a matter for another client, (b) Law Firm charges Client for written e-mail advice provided while Attorney is performing labor negotiation services for another client, rendered during a break in those negotiations, etc.

4. Client agrees to review the Law Firm’s monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement.

C. Termination of Representation

Client has the right, at any time, and either with or without good cause, to discharge the Law Firm as its attorneys. In the event of such a discharge of the Law Firm by Client, however, any and all unpaid attorneys' fees and costs owing to the Firm by Client shall be immediately due and payable.
The Law Firm reserves the right to discontinue the performance of legal services on behalf of Client on a particular matter upon the occurrence of anyone or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of Client to perform any of Client’s obligations with respect to the payment of the Law Firm’s fees, costs or expenses as reflected on the monthly bill; or,

4. Upon failure to cooperate with Law Firm as described in paragraph D.

In the event that the Law Firm ceases to perform legal services for Client, Client agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced. Further, the Client agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, Client will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Possible Third Party Conflicts

The Firm has a number of attorneys. The Firm may currently or in the future represent one or more other clients in matters involving Client. The Firm undertakes this engagement on the condition that the Firm may represent another client in a matter in which the Firm does not represent Client, even if the interests of the other client are adverse to those of Client (including appearance on behalf of another client adverse to Client in litigation or arbitration), provided the other matter is not substantially related to the Firm's representation of Client and in the course of representing Client attorneys of the Firm have not obtained confidential information of Client material to the representation of the other client (“Permitted Adverse Representation”). Client's consent to this arrangement is required because of its possible adverse effects on performance of the Firm's duties as attorneys to remain loyal and available to those other clients and to render legal services with vigor and competence. Also, if an attorney does not continue an engagement or must withdraw therefrom, the client may incur delay, prejudice or additional cost such as acquainting new counsel for the matter. Client agrees not to seek to disqualify the Firm from representing such other client in any Permitted Adverse Representation.

E. Client Cooperation

Client understands and agrees that, in order for the Law Firm to represent Client effectively, it is necessary for Client to assist and cooperate with the Law Firm during this engagement. Client agrees to: (1) make its employees and officials available to discuss issues as they arise; (2) attend and participate in meetings, preparation sessions and court proceedings, review drafts of documents, and perform other activities in connection with the representation; and (3) provide complete and accurate information and documents to us on a timely basis.
Noncooperation will be grounds for the Law Firm's withdrawal from representing Client on a particular matter. It is essential that Client and the Law Firm maintain open communications.

F. Arbitration: Waiver of Jury Trial

The parties agree that all disputes which arise between the Client and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. Each side shall bear their own costs and attorneys' fees. The parties agree to waive their right to a jury trial and to an appeal.

G. Protection of Client Confidences - High Tech Communication Devices

The Law Firm is aware of its important obligation to preserve the secrets and confidences of its clients which it holds in precious trust for them. To that end it is important that Client and the Law Firm agree from the outset what kinds of communications technology the Law Firm should employ in the course of representing Client. For example, the exchange of documents and other information using email or other types of electronic communications involves some risk that information will be retrieved by third parties with no right to see it. Even the use of facsimile machines can cause problems if documents are sent to numbers where the documents sit in open view.

Therefore, Client should only provide the Law Firm with cellular numbers, facsimile numbers and email addresses which are acceptable to Client for receiving confidential communications from the Law Firm. Client agrees that the Law Firm may use any of the cellular numbers, facsimile numbers and email addresses other than those which you specify in writing that the Law Firm should not use.

H. Document Retention and Destruction

After a file on a matter is closed, Client has a right to request the Law Firm to return the file to Client. Absent such a request, the Law Firm shall retain the file on Client's behalf for a period of five (5) years. Following this period of time, the Law Firm will destroy such files.

I. Miscellaneous

1. Law Firm and Client agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of Client.

2. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

J. Entire Agreement

This Agreement represents the entire agreement between Client and the Law Firm unless a particular matter is covered by a separate written agreement. By execution of this Agreement, Client certifies that it has carefully reviewed and understands the contents of this Agreement and agrees to be bound by all of its terms and conditions. Furthermore, Client acknowledges that the
Law Firm has made no representations or guarantees regarding the outcome, or the time necessary to complete or resolve a particular matter. No change or waiver of any of the provisions of this Agreement will be binding on either Client or the Law Firm unless the change is in writing and signed by both Client and the Law Firm.

IV. DURATION

This Agreement shall commence on April 20, 2017. The attorney-client relationship between the Firm and Client will cease at the conclusion of the matter(s) specified above. If the Firm is not asked by Client to provide advice for a period of one (1) year from the last date the Firm provided such advice, both Client and the Firm agree that the attorney-client relationship terminated on the last date the Firm provided advice without further action or notice by either party.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: ____________________________  By:__________________________
Nate Kowalski
Partner

“Client”

MOSQUITO AND VECTOR MANAGEMENT
DISTRICT OF SANTA BARBARA COUNTY

Dated: ____________________________  By:__________________________
David Chang,
General Manager
June 28, 2017

David Chang, General Manager
PO Box 1389
Summerland, CA 93067

Dear Mr. Chang,

As you may know, the general employees are seeking recognition of our own association, the Mosquito and Vector Management District of Santa Barbara County Employees Association, as our exclusive representative. Toward this end, we have retained the professional assistance of Director Robin Nahin, attorneys Vicky Barker, Jefferey Natke, Brian Niehaus, Oshea Orchid, labor representatives Nik Soukonnikov, Mary LaPlante, Marjeli Cruz, Rich Anderson, Joan Heithoff, Bruce Yarwood, and office manager Pat Marr at City Employees Associates.

CEA is a small labor relations consulting service in Long Beach. They currently represent about 160 city, county and special district employees associations, and we ask that you work with them as our legal representatives. If all goes well, CEA will be assisting us with labor relations, a newsletter, and other educational materials.

We think you will find our new staff cooperative and productive to our mutual interests, and we request that you consider them our authorized representatives. CEA’s office is at 2918 E. 7th Street, Long Beach, CA 90804; their phone number is (562) 433-6983; their fax is (562) 433-1264. Their email address is cea@cityemployees.net

Robin should be contacting you to say hello, to discuss the recognition procedure and to pick up any documents we may not have been able to provide. We look forward to a continued successful relationship with the District and want to thank you, in advance, for your assistance in familiarizing our staff with our workplace.

Sincerely,

Vesna Ibarra, Karen Schultz & Donny Cram
MOSQUITO AND VECTOR MANAGEMENT SBAR , ("Contractholder") has applied for a group dental insurance Contract with Delta Dental of California ("Delta Dental"). This Contract supersedes and replaces the previous dental contract issued by Delta Dental.

The following terms will apply:

I. Contractholder will pay Delta Dental the monthly Premium stated in this Contract.

II. When the Contractholder pays the first month’s Premium, the term of this Contract will begin at 12:01 a.m. Standard Time, on the Effective Date listed in Attachment C, Group Variables (Attachment C). The term of this Contract will end as stated in this Contract at the end of the Contract Term at 12:00 midnight Standard Time.

III. Contractholder will provide each Primary Enrollee electronic access to a Combined Evidence of Coverage and Disclosure Form booklet ("EOC") supplied by Delta Dental. Delta Dental will also furnish a hard copy to a Primary Enrollee or the Contractholder upon request. Contractholder will also distribute to its Enrollees any notice from Delta Dental which may affect their rights under this Contract. Delta Dental’s enrollment materials advise Enrollees that the EOC is available upon request, prior to enrollment by contacting Delta Dental’s Customer Service department. A matrix which describes the Plan’s major Benefits and coverage is included as Attachment D within this Contract. The EOC will disclose the terms and conditions of coverage, but will constitute only a summary of the Plan. As required by California Health & Safety Code, this Contract must be consulted to determine the exact terms and conditions of the coverage provided. A copy of this Contract will be furnished upon request. Enrollees should read the EOC carefully. Persons with special healthcare needs should read the section entitled “Special Needs.” Pursuant to California Health and Safety Code, the EOC provides Enrollees with information regarding the societal benefits of organ donation and the method whereby an Enrollee may elect to be an organ or tissue donor. Enrollees may also obtain information about Benefits by calling Delta Dental’s Customer Service department at 800-765-6003.

So long as Contractholder pays the Premiums as stated in Article 3, Delta Dental agrees to provide the Benefits described in this Contract including Attachment A Deductibles, Maximums and Contract Benefit Levels (Attachment A) and Attachment B Services, Limitations and Exclusions (Attachment B).

This Contract is issued and delivered in the State of California and is governed by its laws.

Executed this 13th day of July, 2017 for the Contractholder at: Summerland, California
City and State

By: David Chang, General Manager Signature: __________________________

Delta Dental of California

Anthony S. Barth, President & CEO
1. **City of Santa Maria staff person rode along with MVMDSBC staff to learn about mosquito control** on June 13, 2017.


3. **A district credit card was fraudulently used.** The card was cancelled. No losses occurred.

4. **Staff (D, JS) attended a CSDA webinar on Website Compliance** on June 15, 2017.

5. **Staff (D, KS) attended General Manager Leadership Summit, Newport Beach, June 26 & 27, 2017.**

6. **GM met, on July 3, with staff to discuss GM Leadership Summit.**

7. **GM met, on July 6, with AALRR counsel to discuss MMBA representation petition.**

8. **Three-thousand dollars ($3,000) was deposited in CERBT** on July 5, 2017.

**Upcoming Events**

- **David Chang vacation scheduled July 17-21, 2017**
- **CalPERS Health Insurance Open Enrollment 2017 starts September 11; closes October 6.** Changes made during Open Enrollment 2017 will take effect January 1, 2018.
**MMBA REPRESENTATION PETITION**

**DO NOT WRITE IN THIS SPACE:**

<table>
<thead>
<tr>
<th>Case No.:</th>
<th>Dated Filed:</th>
</tr>
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**INSTRUCTIONS:** A request for recognition or petition for certification may be filed with the appropriate PERB regional office, unless the employer has adopted local rules providing for an equivalent procedure. Proper filing includes concurrent service and proof of service of the MMBA Representation Petition as required by PERB Regulations 61210 et seq. Attach additional sheets if more space is required.

1. **EMPLOYER** (Name, address and telephone number)
   - Name: Mosquito and Vector Management District
   - Address: PO Box 1389
   - City, State, Zip: Summerland, CA 93067
   - Telephone: (805) 969-5050
   - Employer's agent to be contacted: David Chang
   - Title: General Manager

2. **TYPE OF PETITION** (Check all that apply)
   - REQUEST FOR RECOGNITION (RR)
   - PETITION FOR CERTIFICATION (PC)
   - SEVERANCE (Filed as PC)
   - SEVERANCE (Filed as RR)

3. **PROOF OF SUPPORT**
   - Majority support
   - 30% support

4. **DESCRIPTION OF PROPOSED UNIT**
   - General Employees Unit
   - Shall INCLUDE:
     - Vector Control Technician I, Vector Control Technician II
   - Shall EXCLUDE:

5. **NUMBER OF EMPLOYEES IN PROPOSED UNIT:**
   - 4

6. **IF A CURRENT MEMORANDUM OF UNDERSTANDING (MOU) EXISTS COVERING ANY EMPLOYEES PETITIONED FOR, INDICATE:**
   - MOU EFFECTIVE DATE:
   - MOU EXPIRATION DATE:
   - X NO AGREEMENT IS IN EFFECT

7. **ORGANIZATION(S) RECOGNIZED OR CERTIFIED AS THE EXCLUSIVE REPRESENTATIVE OF OR KNOWN TO HAVE AN INTEREST IN REPRESENTING ANY OF THE EMPLOYEES COVERED BY THIS PETITION:**
   - Name of Organization | Address | Date of Recognition/ Certification (if any)
   - ---------------------- | -------- | -------------------

8. **PETITIONER** (Name, address and telephone number)
   - Name: Mosquito and Vector Management District
   - Address: 2450 Lillie Ave, Summerland, CA 93067
   - Telephone: (805) 969-5050
   - Petitioner's agent to be contacted: Rich Anderson
   - Title: Labor Relations Representative, CEA

9. **DECLARATION**
   - I declare that the statements herein are true to the best of my knowledge and belief.

PETITIONER'S AUTHORIZED REPRESENTATIVE:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date: June 21, 2017</th>
</tr>
</thead>
</table>

Los Angeles Regional Office
760 N. Central Avenue, Suite 200
Glendale, CA 91203-3219
(818) 551-3822

Sacramento Regional Office
1531 18th Street
Sacramento, CA 95811-4124
(916) 322-3198

San Francisco Regional Office
1336 Broadway, Suite 1532
Oakland, CA 94012-3124
(510) 622-1016
NOTICE OF MMBA REPRESENTATION PETITION

PERB CASE NUMBER: LA-RR-1272-M DATE NOTICE WAS POSTED: June 29, 2017

ON June 23, 2017, THE PETITION INDICATED BELOW WAS FILED WITH THE PUBLIC EMPLOYMENT RELATIONS BOARD BY THE PETITIONER SHOWN ON THE MMBA REPRESENTATION PETITION.

_____ PETITION FOR CERTIFICATION

__X__ REQUEST FOR RECOGNITION

_____ SEVERANCE REQUEST

THE PETITION IS BASED ON THE CLAIM THAT (CHECK ONE) __X__ A MAJORITY ____AT LEAST 30% OF THE EMPLOYEES IN THE PROPOSED UNIT WISH TO BE REPRESENTED BY THE PETITIONER.

SEE THE MMBA REPRESENTATION PETITION FOR THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE EMPLOYER, THE INCUMBENT EXCLUSIVE REPRESENTATIVE (IF ANY), AND THE PETITIONER.

THIS NOTICE MUST REMAIN POSTED UNTIL: July 20, 2017

BY ________________________________
(SIGNATURE OF EMPLOYER’S AUTHORIZED AGENT)

PERB Regulation 61220 requires that this Notice be conspicuously posted on all employee bulletin boards in each facility of the employer in which members of the proposed unit are employed. The Notice should be posted as soon as possible but in no event later than 10 days following receipt of the petition. The Notice must remain posted for at least 15 workdays.
PROOF OF SERVICE

I declare that I am a resident of or employed in the County of Los Angeles, State of CA. I am over the age of 18 years. The name and address of my residence or business is City Employees Associates, 2918 E. 7th Street, Long Beach, CA 90804.

On 6/21/2017, I served the MMBA Representation Petition, Proof of Support (PERB only) (Description of document(s)) on the parties listed below (include name, address and, where applicable, fax number) by (check the applicable method or methods):

X placing a true copy thereof enclosed in a sealed envelope for collection and delivery by the United States Postal Service or private delivery service following ordinary business practices with postage or other costs prepaid;

personalf delivery;

facsimile transmission in accordance with the requirements of PERB Regulations 32090 and 32135(d).

(Include here the name, address and, where applicable, fax number of the Respondent and any other parties served.)

PERB
700 N. Central Ave, Ste. 200
Glendale, CA 91203

David Chang, General Manager
Mosquito and Vector Management District of Santa Barbara County
PO Box 1389
Summerland, CA 93067

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on June 21, 2017, at Long Beach, CA.

Rich Anderson
(Type or print name)