Mosquito and Vector Management District of Santa Barbara County

Regular Meeting of the Board of Trustees
Hope School, Board Room, 3970 La Colina Road, Santa Barbara, CA

February 13, 2014, 2:00 PM

DIRECTIONS TO THE MEETING LOCATION: The building is on the north side of La Colina Road. The Board Room is located at the front of the building towards the street, and the Library is at the center of campus east of the flagpole.

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

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

AGENDA

1. ROLL CALL

2. CONFIRMATION OF AGENDA

3. STAFF ANNOUNCEMENTS regarding District business

4. CORRESPONDENCE

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

6. ITEMS OF GENERAL CONSENT. The following items can be approved by a single action of the Board. Items requiring additional discussion may be withdrawn from the listing and addressed in separate actions. [see attachments for each]
   A. Approval of the Minutes of the regular meeting held January 9, 2014. (pg. 1)
   B. Approval of the Financial Statements for County Fund 4160, for January 2014. (pg. 4)
   C. Approval of the Warrant Register, for January 2014. (pg. 9)
   D. Approval of the Disease Surveillance Report, for January 2014. (pg.16)
   E. Approval of the District Operations Report, for January 2014. (pg. 18)

7. OLD BUSINESS
   A. Update on the MVCAC Annual Conference in San Diego on February 18-21, 2014. Conference will be held at the Hilton San Diego Mission Bay.

   B. Update on recruitment process for General Manager.
C. Discussion and direction regarding reimbursement of expenses for Board Members. Resolution 08-08 attached, see Section 3. (pg. 19)

8. NEW BUSINESS.
   A. Discussion and consideration for acceptance of SCI’s Proposal for the Engineer’s Report and Renewal of District’s Zone 1 and Zone 2 Benefit Assessments. A Proposed Timeline is included. The Proposal covers Fiscal Year 2014-2015 with options to continue through Fiscal Year 2016-2017. (pg. 26)

   B. Discussion and consideration for acceptance of District’s Fiscal Year 2012-2013 Audit. The FY 2012-2013 annual audit has been completed. Approval from the Board is needed to finalize the document. Document included Management Representation and Management Analysis and Discussion letters. (pg. 49)

   C. Discussion and consideration for the District to attend the Santa Barbara Earth Day Festival at Alameda Park on April 26-27, 2014. The District would attend for only one of the two days with the cost for a booth being $105. Total costs would probably not exceed $200. Earth Day is the District’s largest public outreach event of the year.

9. MANAGER’S REPORT (pg. 83)

10. BOARD ANNOUNCEMENTS

11. CLOSED SESSION – Recruitment of General Manager
                                             -Public Comment on Closed Session Agenda Item
                                             Closed session pursuant to Section 54957
                                             Title: General Manager
                                             -Report on Action Taken in Closed Session

12. ADJOURNMENT (next scheduled meeting: Thursday, March 13th, 2014, 2pm)

CERTIFICATE OF POSTING

I, Kenneth Learned, Interim 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.

____________________________
Kenneth Learned
Interim General Manager
MOSQUITO AND VECTOR MANAGEMENT DISTRICT
of Santa Barbara County
MINUTES OF REGULAR MEETING OF TRUSTEES
January 9th, 2013

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, January 9th, 2013 at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. ROLL CALL.

TRUSTEES PRESENT:
President John Olson
Vice-President Susan Swarbrick
Secretary Ron Hurd
Trustee Cathy Schlottmann
Trustee Charlie Blair
Trustee Robert Williams

TRUSTEES ABSENT:
Trustee Patty DeDominic

IN ATTENDANCE:
Kenneth Learned, Interim General Manager
Jessica Sprigg, Administrative Assistant
Larry Fausett, Member of Public

2. CONFIRMATION OF AGENDA

-No changes requested.

3. STAFF ANNOUNCEMENTS regarding District business.

- The performance of the CERBT trust fund has been satisfactory, with a near five percent rate of return.

4. CORRESPONDENCE

- None.

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 Minutes of the Regular Meeting held December 12th, 2013.
b. Approval of Financial Statements for County Fund 4160, for December 2013.
c. Approval of the Warrant Register, for December 2013.

- Secretary Hurd made a motion to approve the Items of General Consent after discussion. Seconded by Trustee Williams. Trustee Blair will soon visit the District office to discuss with staff the information he learned at the recent fish pathology workshop in Orange County. Cold and dry weather has kept mosquito populations low. There was no credit card statement this month as it was not received in time to be placed on the agenda. Motion passed unanimously and Items of General Consent were approved.

7. OLD BUSINESS

A. Finalization of Board Member Attendance at the MVCAC Annual Conference in San Diego February 18-21, 2014. Conference will be held at the Hilton San Diego Mission Bay.

- Trustee Schlottmann moved to approve the attendance of Operations Manager Learned and Trustee Williams with the selection of the other two attendees to be made by these two individuals by the January 31st registration deadline. Seconded by Vice-President Swarbrick and passed unanimously.

B. Update on recruitment process for General Manager.

- President Olson discussed the interview process and background search status. Trustee Williams moved to give the General Manager Recruitment Committee authorization to make a selection and expedite the contract negotiating process. Secretary Hurd seconded, but the motion was withdrawn. Because the matter came up following the preparation of the agenda, Trustee Williams moved to hold a Closed Session at the end of the meeting to discuss the General Manager recruitment process and the possibility of authorizing the Recruitment Committee to negotiate with a potential candidate. Seconded by Trustee Schlottmann and passed unanimously.

8. NEW BUSINESS

A. Discussion and Board direction regarding reimbursement of expenses for Board Members. Relevant sections of the California Health and Safety Code and the California Government Code are provided.

Following a brief discussion, it was suggested that Secretary Hurd work with Operations Manager Learned to review the Travel Policy and bring the matter back to the Board with suggestions when appropriate.

B. Nomination and Election of Board Officers for 2014.

- Trustee Schlottmann nominated Ron Hurd for Board President. Seconded by Trustee Blair. Secretary Hurd accepted the nomination and it was unanimously approved.

- Trustee Schlottmann nominated Trustee Williams for Vice-President. Seconded by Trustee Blair. Nomination was accepted and approved unanimously.
President Hurd nominated Trustee Olson for Secretary. Seconded by Trustee Blair. Nomination was accepted and approved unanimously.

C. Board discussion and possible action for endorsement of a candidate for the regular special district representative to the LAFCO Board. As the candidate application process will still be ongoing at District Board meeting time, the General Manager will announce the names of the candidates at the Board Meeting.

-Trustee Swarbrick moved to approve the attendance of President Hurd and Trustee Schlottmann and to provide reimbursement for the cost of the meeting and mileage. Endorsement of a candidate shall be at their discretion based upon material presented at the meeting. Seconded by Trustee Blair and passed unanimously.

9. MANAGER’S REPORT

-Annual renewal of the Districts Operator Identification Number through the Agricultural Commissioner’s Office of San Luis Obispo County requires that Interim General Manager Learned travel to their facility in Arroyo Grande.

10. BOARD ANNOUNCEMENTS

- Trustee Blair gained insight into the care, feeding, diseases, and maintenance of Gambusia affinis at the workshop held by Orange County Vector Control District. He will soon arrange with staff to visit the District office and impart some of this knowledge.

11. CLOSED SESSION –Recruitment of General Manager

-Public Comment on Closed Session Agenda Item

Closed session pursuant to Section 54957
Title: General Manager

-Report on Action Taken in Closed Session

-The Board gave direction to the Recruitment Committee to develop an offer of employment and negotiate with a candidate on behalf of the Board after certain contingencies have been met.

12. ADJOURNMENT

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

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

BY:______________________________________ APPROVED:______________________________________

________________________________________________________
John Olson
Board President

________________________________________________________
Ron Hurd
Board Secretary
### Financial Status

**Selection Criteria:** Fund = 4160  
**Accounting Period:** CLOSED  
**Layout Options:** Summarized By = Fund, LinItemAccount; Page Break At = Fund

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

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2014 Fiscal Year Adjusted Budget</th>
<th>1/31/2014 Year-To-Date Actual</th>
<th>6/30/2014 Fiscal Year Variance</th>
<th>6/30/2014 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3010 -- Property Tax-Current Secured</td>
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<td>186,284.42</td>
<td>-133,715.58</td>
<td>58.21 %</td>
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<td>47.46 %</td>
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<td>3020 -- Property Tax-Current Unsecd</td>
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<td>-4,125.47</td>
<td>79.37 %</td>
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<td>3028 -- RDA Pass-through Payments</td>
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<td>896.32</td>
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<td>3029 -- RDA RPTTF Resid Distributions</td>
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<td>1,535.18</td>
<td>1,535.18</td>
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<td>3040 -- Property Tax-Prior Secured</td>
<td>0.00</td>
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<td>3050 -- Property Tax-Prior Unsecured</td>
<td>400.00</td>
<td>222.48</td>
<td>-177.52</td>
<td>55.62 %</td>
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<td>3054 -- Supplemental Pty Tax-Current</td>
<td>4,600.00</td>
<td>2,964.05</td>
<td>-1,635.95</td>
<td>64.44 %</td>
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<tr>
<td>3056 -- Supplemental Pty Tax-Prior</td>
<td>400.00</td>
<td>147.75</td>
<td>147.75</td>
<td>104.44 %</td>
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<td><strong>Taxes</strong></td>
<td><strong>350,500.00</strong></td>
<td><strong>209,438.25</strong></td>
<td><strong>-141,061.75</strong></td>
<td><strong>59.75 %</strong></td>
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<td>Use of Money and Property</td>
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<td></td>
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<tr>
<td>3380 -- Interest Income</td>
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<td>1,198.79</td>
<td>-1,201.21</td>
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<td>3381 -- Unrealized Gain/Loss Invstmnts</td>
<td>0.00</td>
<td>1,291.19</td>
<td>1,291.19</td>
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<td><strong>Use of Money and Property</strong></td>
<td><strong>2,400.00</strong></td>
<td><strong>2,489.98</strong></td>
<td><strong>89.98</strong></td>
<td><strong>103.75 %</strong></td>
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<td>Intergovernmental Revenue-State</td>
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<tr>
<td>4220 -- Homeowners Property Tax Relief</td>
<td>1,600.00</td>
<td>1,157.98</td>
<td>-442.02</td>
<td>72.37 %</td>
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<td><strong>Intergovernmental Revenue-State</strong></td>
<td><strong>1,600.00</strong></td>
<td><strong>1,157.98</strong></td>
<td><strong>-442.02</strong></td>
<td><strong>72.37 %</strong></td>
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<tr>
<td>Intergovernmental Revenue-Other</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4840 -- Other Governmental Agencies</td>
<td>8,000.00</td>
<td>4,711.60</td>
<td>-3,288.40</td>
<td>58.90 %</td>
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<tr>
<td><strong>Intergovernmental Revenue-Other</strong></td>
<td><strong>8,000.00</strong></td>
<td><strong>4,711.60</strong></td>
<td><strong>-3,288.40</strong></td>
<td><strong>58.90 %</strong></td>
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<tr>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4877 -- Other Special Assessments</td>
<td>508,729.00</td>
<td>304,926.81</td>
<td>-203,802.19</td>
<td>59.94 %</td>
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<tr>
<td><strong>Charges for Services</strong></td>
<td><strong>508,729.00</strong></td>
<td><strong>304,926.81</strong></td>
<td><strong>-203,802.19</strong></td>
<td><strong>59.94 %</strong></td>
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**County of Santa Barbara, FIN**  
**Last Updated:** 2/6/2014 3:40 AM  
**Page 1 of 4**
## Financial Status

**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>6/30/2014 Fiscal Year Adjusted Budget</th>
<th>1/31/2014 Year-To-Date Actual</th>
<th>6/30/2014 Fiscal Year Variance</th>
<th>6/30/2014 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Revenue</td>
<td>118,000.00</td>
<td>67,802.87</td>
<td>-50,197.13</td>
<td>57.46 %</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>118,000.00</td>
<td>67,802.87</td>
<td>-50,197.13</td>
<td>57.46 %</td>
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<tr>
<td>Revenues</td>
<td>989,229.00</td>
<td>590,527.49</td>
<td>-398,701.51</td>
<td>59.70 %</td>
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### Expenditures

#### Salaries and Employee Benefits

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<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2014</th>
<th>1/31/2014</th>
<th>Variance</th>
<th>Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100 -- Regular Salaries</td>
<td>415,000.00</td>
<td>223,182.16</td>
<td>191,817.84</td>
<td>53.78 %</td>
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<tr>
<td>6400 -- Retirement Contribution</td>
<td>103,000.00</td>
<td>55,226.58</td>
<td>47,773.42</td>
<td>53.62 %</td>
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<tr>
<td>6475 -- Retiree Medical OPEB</td>
<td>13,692.00</td>
<td>0.00</td>
<td>13,692.00</td>
<td>0.00 %</td>
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<tr>
<td>6500 -- FICA Contribution</td>
<td>26,000.00</td>
<td>13,978.04</td>
<td>12,021.96</td>
<td>53.76 %</td>
</tr>
<tr>
<td>6550 -- FICA/Medicare</td>
<td>6,000.00</td>
<td>3,269.04</td>
<td>2,730.96</td>
<td>54.48 %</td>
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<tr>
<td>6600 -- Health Insurance Contrib</td>
<td>109,354.00</td>
<td>53,401.08</td>
<td>55,952.92</td>
<td>48.83 %</td>
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<tr>
<td>6700 -- Unemployment Ins Contribution</td>
<td>2,500.00</td>
<td>1,658.58</td>
<td>841.42</td>
<td>66.34 %</td>
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<td><strong>Salaries and Employee Benefits</strong></td>
<td><strong>675,546.00</strong></td>
<td><strong>350,715.48</strong></td>
<td><strong>324,830.52</strong></td>
<td><strong>51.92 %</strong></td>
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</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2014</th>
<th>1/31/2014</th>
<th>Variance</th>
<th>Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7030 -- Clothing and Personal</td>
<td>5,000.00</td>
<td>3,341.49</td>
<td>1,658.51</td>
<td>66.83 %</td>
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<tr>
<td>7050 -- Communications</td>
<td>6,000.00</td>
<td>2,651.62</td>
<td>3,348.38</td>
<td>44.19 %</td>
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<tr>
<td>7070 -- Household Expense</td>
<td>3,000.00</td>
<td>1,260.00</td>
<td>1,740.00</td>
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<tr>
<td>7090 -- Insurance</td>
<td>37,000.00</td>
<td>35,939.40</td>
<td>1,060.60</td>
<td>97.13 %</td>
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<tr>
<td>7120 -- Maintenance - Equipment</td>
<td>6,000.00</td>
<td>3,915.22</td>
<td>2,084.78</td>
<td>65.25 %</td>
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<tr>
<td>7121 -- Operating Supplies</td>
<td>9,000.00</td>
<td>5,300.69</td>
<td>3,699.31</td>
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<tr>
<td>7124 -- IT Software Maintenance</td>
<td>1,500.00</td>
<td>210.00</td>
<td>1,290.00</td>
<td>14.00 %</td>
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<tr>
<td>7200 -- MTC-Struct/Impr &amp; Grounds</td>
<td>5,000.00</td>
<td>179.86</td>
<td>4,820.14</td>
<td>3.60 %</td>
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<tr>
<td>7400 -- Medical, Dental and Lab</td>
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<td>2,413.80</td>
<td>2,586.20</td>
<td>48.28 %</td>
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<tr>
<td>7430 -- Memberships</td>
<td>14,000.00</td>
<td>10,073.35</td>
<td>3,926.65</td>
<td>71.95 %</td>
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<tr>
<td>7450 -- Office Expense</td>
<td>8,000.00</td>
<td>2,960.23</td>
<td>5,039.77</td>
<td>37.00 %</td>
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</table>
### Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2014 Fiscal Year Adjusted Budget</th>
<th>1/31/2014 Year-To-Date Actual</th>
<th>6/30/2014 Fiscal Year Variance</th>
<th>6/30/2014 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7460 -- Professional &amp; Special Service</td>
<td>70,000.00</td>
<td>41,648.26</td>
<td>28,351.74</td>
<td>59.50 %</td>
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<tr>
<td>7506 -- Administration Fees</td>
<td>0.00</td>
<td>732.00</td>
<td>-732.00</td>
<td>--</td>
</tr>
<tr>
<td>7530 -- Publications &amp; Legal Notices</td>
<td>800.00</td>
<td>0.00</td>
<td>800.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>7630 -- Small Tools &amp; Instruments</td>
<td>1,000.00</td>
<td>89.19</td>
<td>910.81</td>
<td>8.92 %</td>
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<tr>
<td>7650 -- Special Departmental Expense</td>
<td>75,000.00</td>
<td>43,032.12</td>
<td>31,967.88</td>
<td>57.38 %</td>
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<tr>
<td>7653 -- Training Fees &amp; Supplies</td>
<td>4,000.00</td>
<td>206.59</td>
<td>3,793.41</td>
<td>5.16 %</td>
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<tr>
<td>7730 -- Transportation and Travel</td>
<td>7,000.00</td>
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<td>4,937.27</td>
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<td>7731 -- Gasoline-Oil-Fuel</td>
<td>13,000.00</td>
<td>5,957.06</td>
<td>7,042.94</td>
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<td>7760 -- Utilities</td>
<td>4,500.00</td>
<td>2,326.87</td>
<td>2,173.13</td>
<td>51.71 %</td>
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<tr>
<td>Services and Supplies</td>
<td>274,800.00</td>
<td>164,300.48</td>
<td>110,499.52</td>
<td>59.79 %</td>
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</tbody>
</table>

Other Charges

| 7860 -- Contrib To Other Agencies                     | 128,888.00                            | 104,724.00                    | 24,164.00                      | 81.25 %                             |

Expenditures

| 1,079,234.00                                          | 619,739.96                            | 459,494.04                    | 57.42 %                        |

Other Financing Sources & Uses

| Other Financing Sources                                | 128,888.00                            | 0.00                          | -128,888.00                    | 0.00 %                              |
| Other Financing Sources                                | 128,888.00                            | 0.00                          | -128,888.00                    | 0.00 %                              |
| Other Financing Sources                                | 128,888.00                            | 0.00                          | -128,888.00                    | 0.00 %                              |

Changes to Fund Balances

| Increase to Committed                                  | 38,883.00                             | 0.00                          | 38,883.00                      | 0.00 %                              |
| Increase to Committed                                  | 38,883.00                             | 0.00                          | 38,883.00                      | 0.00 %                              |
| Changes to Fund Balances                               | -38,883.00                            | 0.00                          | 38,883.00                      | 0.00 %                              |
## Fund 4160 -- Mosquito & Vector Mgt District

<table>
<thead>
<tr>
<th>Line Item Account</th>
<th>6/30/2014 Fiscal Year Adjusted Budget</th>
<th>1/31/2014 Year-To-Date Actual</th>
<th>6/30/2014 Fiscal Year Variance</th>
<th>6/30/2014 Fiscal Year Pct of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mosquito &amp; Vector Mgt District</td>
<td>0.00</td>
<td>-29,212.47</td>
<td>-29,212.47</td>
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<tr>
<td>Net Financial Impact</td>
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<td>-29,212.47</td>
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## Cash Balances

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

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<tr>
<th>Fund</th>
<th>1/1/2014 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>1/31/2014 Ending Balance</th>
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<tbody>
<tr>
<td>4160 -- Mosquito &amp; Vector Mgt District</td>
<td>914,805.17</td>
<td>17,131.51</td>
<td>10,072.17</td>
<td>27,120.81</td>
<td>47,255.14</td>
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<td><strong>17,131.51</strong></td>
<td><strong>10,437.78</strong></td>
<td><strong>27,120.81</strong></td>
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<td><strong>1,261,439.82</strong></td>
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As of: 1/31/2014  
Last Updated: 2/6/2014 3:40 AM
## Vendor Disbursements

**From 1/1/2014 to 1/31/2014**

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

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

<table>
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<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
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</thead>
</table>
| Vendor 000887 -- Charles Blair  
Vendor Link | 01/21/2014 | 880  | | REIMBURSEMENT FOR TRAVEL AND COURSE FEE | 453.31 |
| Total Charles Blair | | | | | 453.31 |
| Vendor 004369 -- STATE DISBURSEMENT UNIT, CA  
EFT | 01/09/2014 | 880  | | Vendor Account: 004369 | 296.77 |
| EFT | 01/23/2014 | 880  | | Vendor Account: 004369 | 296.77 |
| Total STATE DISBURSEMENT UNIT, CA | | | | | 593.54 |
| Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
W - 09579874 | 01/10/2014 | 880  | | Vendor Account: 1836728662-001 | 24,164.00 |
| Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM | | | | | 24,164.00 |
| Vendor 006215 -- US BANK CORPORATE PAYMENT SYSTEM  
Vendor Link | 01/23/2014 | 880  | | | |
| Total US BANK CORPORATE PAYMENT SYSTEM | | | | | 552.28 |
| Vendor 007927 -- STEPHEN PUCHLI PLUMBING  
W - 09581501 | 01/30/2014 | 880  | | Vendor Invoice #: 13406 | 179.86 |
| Total STEPHEN PUCHLI PLUMBING | | | | | 179.86 |
| Vendor 011287 -- PUBLIC HEALTH FOUNDATION ENTERPRISES INC  
W - 09580089 | 01/14/2014 | 880  | | Vendor Invoice #: INV-0000223343; Vendor Account: SBMVMD | 1,791.00 |
| Total PUBLIC HEALTH FOUNDATION ENTERPRISES INC | | | | | 1,791.00 |
| Vendor 026947 -- MEDICAL WASTE ENVIRONMENTAL ENGINEERS INC  
W - 09581617 | 01/31/2014 | 880  | | Vendor Invoice #: F12705 | 322.86 |
| Total MEDICAL WASTE ENVIRONMENTAL ENGINEERS INC | | | | | 322.86 |
| Vendor 050379 -- ADP INC  
EFT | 01/02/2014 | 880  | | Vendor Account: 00070-E95101 | 179.10 |
| EFT | 01/24/2014 | 880  | | Vendor Account: 00070-E95101 | 151.50 |
| Total ADP INC | | | | | 330.60 |
### Vendor Disbursements

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

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

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| **Vendor 194683 -- Allied Administrators for Delta Dental**  
Vendor Link  
01/09/2014  
880 |            |      | Vendor Account: 7917-6145                                                          | 768.91     |
| **Total Allied Administrators for Delta Dental**  
01/09/2014  
880 |            |      |                                                                                    | 768.91     |
| **Vendor 244645 -- AFLAC**  
W - 09581618  
01/31/2014  
880 |            |      | Vendor Invoice #: 349626; Vendor Account: BWN82                                     | 139.06     |
| **Total AFLAC**  
01/31/2014  
880 |            |      |                                                                                    | 139.06     |
| **Vendor 285433 -- Mission Uniform Service Inc**  
Vendor Link  
01/10/2014  
880 |            |      | Vendor Account: 242387                                                             | 427.89     |
| **Total Mission Uniform Service Inc**  
01/10/2014  
880 |            |      |                                                                                    | 427.89     |
| **Vendor 297454 -- VERIZON WIRELESS**  
Vendor Link  
01/21/2014  
880 |            |      | Vendor Invoice #: 9717730799; Vendor Account: 371411199-00001                      | 47.92      |
| **Total VERIZON WIRELESS**  
01/21/2014  
880 |            |      |                                                                                    | 47.92      |
| **Vendor 346888 -- CARRIE TROUP CPA**  
Vendor Link  
01/21/2014  
880 |            |      | Vendor Invoice #: 1213V; Vendor Account: mosquito vector dist                       | 1,325.00   |
| **Total CARRIE TROUP CPA**  
01/21/2014  
880 |            |      |                                                                                    | 1,325.00   |
| **Vendor 424150 -- JOY EQUIPMENT PROTECTION**  
Vendor Link  
01/31/2014  
880 |            |      | Vendor Invoice #: 53766                                                            | 40.00      |
| **Total JOY EQUIPMENT PROTECTION**  
01/31/2014  
880 |            |      |                                                                                    | 40.00      |
| **Vendor 509950 -- Marborg Industries**  
W - 09580586  
01/21/2014  
880 |            |      | Vendor Account: 1-19959 3                                                          | 109.70     |
| **Total Marborg Industries**  
01/21/2014  
880 |            |      |                                                                                    | 109.70     |
| **Vendor 522736 -- McCormix Corporation**  
Vendor Link  
01/13/2014  
880 |            |      | Vendor Account: 3581                                                              | 685.91     |
| **Total McCormix Corporation**  
01/13/2014  
880 |            |      |                                                                                    | 685.91     |
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### Fund 4160 -- Mosquito & Vector Mgt District

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<tr>
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Vendor Disbursements

Selection Criteria: Fund = 4160

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

Fund 4160 -- Mosquito & Vector Mgt District

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<tr>
<th>Disbursement</th>
<th>Disbursement Date</th>
<th>Dept</th>
<th>Purchase Order</th>
<th>Remit Description</th>
<th>Amount</th>
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Total VECTOR CONTROL JOINT POWERS AGENCY

95.34

Total Vision Service Plan-CA

125.01

Total Mosquito & Vector Mgt District

63,140.92
**CORPORATE ACCOUNT SUMMARY**

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<tr>
<th>MVM DISTRICT</th>
<th>Previous Balance</th>
<th>Purchases And Other Charges</th>
<th>Cash Advances</th>
<th>Advance Fees</th>
<th>Late Payment Charges</th>
<th>Credits</th>
<th>Payments</th>
<th>New Balance</th>
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<tbody>
<tr>
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<td>$0.00</td>
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<td>$0.00</td>
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**CORPORATE ACCOUNT ACTIVITY**

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<th>Reference Number</th>
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**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

- **STATEMENT DATE**: 12-23-2013
- **AMOUNT DUE**: 552.28
- **NEW BALANCE**: 552.28

**ACCOUNT SUMMARY**

- **PREVIOUS BALANCE**: 2,094.17
- **PURCHASES & OTHER CHARGES**: 552.28
- **CASH ADVANCES**: 0.00
- **CASH ADVANCE FEES**: 0.00
- **LATE PAYMENT CHARGES**: 0.00
- **CREDITS**: 0.00
- **PAYMENTS**: 2,094.17

**ACCOUNT BALANCE**: 552.28

Please tear payment coupon at perforation.
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<tr>
<th>Post Date</th>
<th>Tran Date</th>
<th>Reference Number</th>
<th>Transaction Description</th>
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**CORPORATE ACCOUNT SUMMARY**

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<th>MVM DISTRICT</th>
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<th>Cash Advance Fees</th>
<th>Late Payment Charges</th>
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**NEW ACTIVITY**

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**KENNETH W LEARNED**

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**ROBBY R SHARP**

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**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

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**AMOUNT DUE**

864.40

**ACCOUNT BALANCE**

864.40
West Nile Virus Activity

No West Nile Virus (WNV) activity has been detected in Santa Barbara County in 2014 to date. However, one dead bird and a sentinel chicken have already tested positive for the disease in other parts of California. The dead bird was a Crow collected on January 22, 2014 in Santa Clara County. The sentinel chicken was from El Segundo, Los Angeles County and became infected sometime between bleedings on December 10, 2013 and January 2, 2014. These are some of the earliest detections of WNV on record in California.

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

Sentinel Chicken Flocks

District personnel took blood samples from the District’s sentinel chicken flocks in Carpinteria, Goleta, and Solvang once during the month of January 2014. These will be the last sentinel chicken samples taken for the 2013 season. All samples tested negative for WNV and other mosquito-borne viruses.

District personnel picked up 30 new chickens from Demler Egg Ranch in San Jacinto, California on January 9, 2014. Ten of these chickens have already replaced the two year old chickens at the Mission Hills Community Services District. A Mission Hills CSD employee adopted the old chickens. The chickens at the Goleta Sanitary District will be replaced in February 2014. The Paradise Road flock will be re-established in spring 2014. The chickens at Carpinteria and Solvang will serve for another season. The 2014 sentinel chicken bleeding season will begin the first week of April 2014.

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 viruses.

West Nile Virus Dead Bird Submissions

The District did not submit any dead bird samples in January 2014.

Negotiations are continuing between the Mosquito and Vector Control Association of California and the California Department of Public Health over the future of the Dead Bird program. Due to funding cuts to state health agencies by the National Centers for Disease Control and Prevention, local agencies may have to help finance live staffing of the program’s Dead Bird Hotline.

The dead bird submission protocol has changed as of September 1, 2013. The California Animal Health and Food Safety Laboratory will no longer accept dead bird carcasses. Citizens can still report dead birds to the California Department of Public Health’s (DPH) toll free West Nile Virus Dead Bird Hotline (1-877-968-2473 or 1-877-WNV-BIRD) or online at www.westnile.ca.gov. However, only Corvids (Crows, Ravens, Jays, and Magpies) will be authorized for testing. Local agencies will pick up the dead birds and collect samples via oral swabs that are transferred to RNase cards. The RNase cards are dried outdoors for at least two hours then mailed to the U.C. Davis Center for Vector-Borne Diseases where the samples will be analyzed for West Nile Virus.
Live Mosquito-Borne Virus Surveillance
Live Mosquito-Borne Virus Surveillance trapping will resume in March 2014.

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

PACIFIC COAST DOG TICK (*Dermacentor occidentalis*)

This tick species is very common along local roadsides and trails, especially during the cooler months of the year. It is not known to be a vector of human disease. However, researchers are now looking into the possibility that this species along with other tick species may harbor unknown microbes that in fact can affect human health.

<table>
<thead>
<tr>
<th>Location</th>
<th>Mosquito</th>
<th>Bees &amp; Wasps</th>
<th>Rats &amp; Mice</th>
<th>Surveillance</th>
<th>Other</th>
<th>Location Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inspection Hours</td>
<td>Treatment Hours</td>
<td>Service Requests</td>
<td>Mosquitofish Requests</td>
<td>Standing Water Reports</td>
<td>Inspection Hours</td>
</tr>
<tr>
<td>City of Goleta</td>
<td>38.0</td>
<td>3.0</td>
<td>2</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goleta Valley</td>
<td>54.0</td>
<td>8.5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rancho Embarcadero</td>
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<td>2.0</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Isla Vista</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>UCSB</td>
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</tr>
<tr>
<td>Hope Ranch</td>
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</tr>
<tr>
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<tr>
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<td></td>
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<td>Mission Canyon</td>
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<tr>
<td>Montecito</td>
<td>1.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Summerland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Carpinteria</td>
<td>4.5</td>
<td>0.5</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Carpinteria Valley</td>
<td>9.5</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Carpinteria Salt Marsh</td>
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<td></td>
<td></td>
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<tr>
<td>South County</td>
<td>153.5</td>
<td>19.5</td>
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<td>5</td>
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<td>North County</td>
<td></td>
<td></td>
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<tr>
<td>Monthly Totals</td>
<td>153.5</td>
<td>19.5</td>
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<tr>
<td>Year to Date</td>
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<td>19.5</td>
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<td>5</td>
<td>1</td>
<td>1.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>This Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Inspection Hours</td>
<td>168.0</td>
<td>168.0</td>
</tr>
<tr>
<td>Total Treatment Hours</td>
<td>19.5</td>
<td>19.5</td>
</tr>
<tr>
<td>Total Mileage</td>
<td>3,415.0</td>
<td>3,415.0</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 08-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY ESTABLISHING COMPLIANCE WITH AB 1234 AND ADOPTING A REVISED TRAVEL AND EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Legislature has enacted Assembly Bill 1234 (Salinas) as Chapter 700 of the 2005 Statutes, which has commonly been referred to as the Local Government Sunshine Law ("AB 1234"); and

WHEREAS, in the case of a local agency that provides any expense reimbursements to any Board member, AB 1234 provides that (i) all Board members shall attend ethics training classes, (ii) the agency must adopt an expense reimbursement policy, and (iii) the Board members must provide reports on information obtained at meetings attended at the expense of the agency; and

WHEREAS, the Mosquito and Vector Management District of Santa Barbara County (the "District") passed Resolution No. 06-03 on May 11, 2006 which established compliance with AB 1234 and adopted a comprehensive travel and expense reimbursement policy; and

WHEREAS, the Board of Trustees of the District deems it to be in the District’s best interests to adopt a revised travel and expense reimbursement policy to update and supersede Resolution No. 06-03.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the District hereby adopts the following policies:

Section 1. Ethics Training. The Board does hereby establish an ethics training schedule in compliance with AB 1234. Each Trustee is required to receive two hours of such training every two years. New Board members shall receive the required ethics training no later than one year from the first day of service with the District. The General Manager shall advise the Trustees of eligible training events at least once annually and shall assist in compliance. The General Manager shall also maintain records indicating (i) the dates that each Trustee satisfied the ethics training requirements, and (ii) the entity that provided the training. These records shall be maintained for at least five years after the training has been completed.

Section 2. Compensation Policies Not Applicable. Since the Trustees serve without compensation, the Board is not required to adopt regulations pertaining to compensation.

Section 3. Expense Reimbursement. As provided in Health and Safety Code Section 2051, the Board may authorize Trustees to attend professional, educational, or vocational meetings ("Authorized Meetings"), and may pay their actual and necessary traveling and incidental

Resolution 08-07
expenses while on official business in connection therewith, as more specifically set forth below. The payment of expenses for Authorized Meetings hereunder shall be in addition to the payments of one hundred dollars ($100.00) per month to Trustees for expenses incurred while on official business in lieu of payment for actual expenses pursuant Resolution No. 06-02 adopted by the Board of Trustees on February 9, 2006. Resolution No. 06-02 is intended to apply only to expenses incurred by Trustees in connection with attendance at District Board meetings and similar District business, while the Authorized Meetings defined in this Resolution are intended to include professional, educational, vocational, and other pertinent meetings.

**Section 4. Expense Report Forms.** The District shall provide expense report forms to be filed by the Trustees for reimbursement for actual and necessary expenses incurred in connection with Authorized Meetings and to be filed by employees for reimbursement for actual and necessary expenses incurred in connection with travel authorized in accordance with the policies contained herein. Expense reports shall document that expenses meet the policies set forth in this Resolution. Expense reports shall be submitted within a reasonable time after incurring the expense, as determined by the Board of Trustees, and the reports shall be accompanied by the receipts documenting each expense.

**Section 5. Reports.** Each Trustee attending an Authorized Meeting shall provide a brief report on the Authorized Meeting at the next regular meeting of the Board of Trustees.

**Section 6.** The District’s travel policy shall be as follows:

A. **Management Control of Travel Mode:** The General Manager shall direct the mode of travel by District Trustees and employees and is hereby directed to require the most economical means of transportation consistent with the purpose of travel and needs of the District.

B. **Forms:** All expense reimbursement requests by District Trustees and employees shall be processed on District forms and shall have appropriate receipts.

C. **Travel for One Day:** Travel to meetings, conferences, workshops, continuing education training programs and seminars requiring up to One Travel Day (as defined below) by District employees, including the General Manager, may be approved by either the General Manager or by the Board of Trustees. Such travel by Trustees shall require the approval of the Board of Trustees. “One Travel Day” shall be defined as travel which can be completed within a twelve (12) hour time frame inclusive of travel time to and from the destination and time spent at the destination for the meeting, conference, workshop, continuing education training program, or seminar (“One Travel Day”). Such travel shall be subject to the following requirements:

<table>
<thead>
<tr>
<th>Allowable Expenses</th>
<th>Reimbursement Limitation and Conditions Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Vehicle</td>
<td>When District vehicle is used, reimbursement shall be provided for purchase of gasoline, oil, and emergency repairs when receipts are submitted with expense report, and District</td>
</tr>
</tbody>
</table>

Resolution 08-07 2
credit card is not assigned. Vehicles shall only be made available to employees and Trustees of the District.

**Public Transportation**

Actual cost, or the Internal Revenue Service rates for reimbursement of travel expenses as established in Publication 463, or any successor publication, whichever is less.

**Private Auto Mileage**

Trustees and Employees are generally required to travel in District vehicles. The General Manager’s approval must be obtained if private auto is used for travel. When private auto is approved, mileage reimbursement shall be paid based on the United States IRS prevailing rate. (See Section E for additional requirements pertaining to private auto use.)

**Group Travel**

When two or more employees or Trustees travel together, each will be reimbursed only for his/her actual expenses.

**Car Rental**

Actual cost. It may be necessary for an employee or Trustee to rent an automobile at his/her destination point because commercial sources of transportation are impractical. Group or government rates shall be sought. **General Manager approval shall be obtained prior to departure to arrange for an auto rental.** If the need for a rental car is not determined until the individual arrives at his/her destination, then he/she should indicate the justification for such expense on his/her expense report. District employees and Trustees are covered by Vector Control Joint Powers Agency for property, third party, and bodily injury liability, when signing the rental agreement. Rental car insurance should be declined.

**Parking and Business Related Telephone Calls**

Actual cost.

**Registration - Tuition**

Actual cost.

**Lodging**

No reimbursement for travel requiring One Travel Day or less.

**Meals**

Reimbursement for meals may be given only by pre-approval of the General Manager, and shall conform to the Per Diem Rate Schedule for Santa Barbara, Publication 1542 or any successor publication, as issued by the Internal Revenue Service.
D. **Travel for More Than One Day**: Travel requiring more than One Travel Day by Trustees and employees, including the General Manager, to meetings, conferences, workshops, continuing education training programs and seminars shall require the approval of the Board of Trustees. Such travel shall be subject to the following requirements:

<table>
<thead>
<tr>
<th>Allowable Expenses</th>
<th>Reimbursement Limitation and Conditions Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Vehicle</td>
<td>Same as travel requiring One Travel Day or less.</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Actual cost, or the Internal Revenue Service rates for reimbursement of travel expenses as established in Publication 463, or any successor publication, whichever is less. Airline tickets shall be purchased at least 21 days prior to departure, when possible, and group or government rates shall be sought.</td>
</tr>
<tr>
<td>Private Auto Mileage</td>
<td>Trustees and Employees are generally required to travel in District vehicles. The General Manager’s approval must be obtained if private auto is used for travel. When private auto is approved, mileage reimbursement shall be paid based on the United States IRS prevailing rate. (See Section E for additional requirements pertaining to private auto use.) Reimbursement for private auto mileage shall be equivalent to or less than air coach fare to the destination or nearest available airport thereto. Also, mileage from home or departure point to airport and return shall be reimbursed at the United States IRS prevailing rate. If car is not left at airport parking, and is returned home, then reimbursement will not exceed two one-way trips.</td>
</tr>
<tr>
<td>Group Travel</td>
<td>When two or more employees or Trustees travel together, each will be reimbursed only for his/her actual expenses.</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Same as travel requiring One Travel Day or less.</td>
</tr>
<tr>
<td>Parking, Business Related</td>
<td>Same as travel requiring One Travel Day or less.</td>
</tr>
<tr>
<td>and Personal Telephone Calls</td>
<td>On overnight stays, the District will reimburse personal telephone calls of up to 10 minutes total time per day. Receipts showing length of phone calls must be submitted for reimbursement.</td>
</tr>
<tr>
<td>Registration - Tuition</td>
<td>Same as travel requiring One Travel Day or less.</td>
</tr>
</tbody>
</table>
Lodging

Actual cost. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, if lodging at that rate is available at the time of booking. If such group rate is not available, government and group rates shall be used, if available, or comparable lodging shall be used that is consistent with the requirements of the Internal Revenue Service rates for reimbursement of travel expenses as established in Publication 1542, or any successor publication.

Lodging charges shall be based on single occupancy rates. The District will only reimburse lodging expenses incurred for the single occupancy rate, or double occupancy rate for two persons per room. The District will not pay for guests. Receipts must be submitted for reimbursement.

Meals

Reimbursement for meals may be given only by pre-approval of the General Manager, and shall conform to the Per Diem Rate Schedule for Santa Barbara, Publication 1542 or any successor publication, as issued by the Internal Revenue Service.

General Manager may approve cash advances for meals to employees and Trustees in hardship situations.

It is the intent that the food allowance reimbursements cover the actual cost and tip of food expenditures. As such, actual cost shall be entered on the travel expense report and all receipts shall be submitted for food reimbursement.

For travel the day of departure and day of return on longer trips, the allowance is authorized only for the meals actually required. All meal allowances should be entered on the appropriate lines of the travel expense report.

When conference registration fees include one or more meals, or where individual meals are otherwise provided, a zero (0) should be entered for those meals on the travel expense report.

E. **Private Vehicle Use:** Employee(s), who in the course and scope of his or her employment, or Trustee(s), who in the course and scope of his or her duties as a Trustee for the District, use a vehicle not otherwise owned, rented, or leased by the District, (1) shall first obtain and keep in effect auto liability and property damage insurance with a carrier acceptable to the District’s insurance provider; namely providing coverage of at least the minimum amount required by law; and (2) shall have on file or shall submit at least five days prior to such use of said vehicle, proof of insurance attesting to the terms of coverage mentioned above and obtain approval on a permission form. The District shall not be responsible for the...
replacement or repair of said vehicle if said vehicle is damaged or destroyed during the course of such use.

**Emergency or Unanticipated Travel:** In the case attendance by a District employee or Trustee is required at meetings which are not specifically outlined in the District's budget and insufficient time is available for Board approval the following limitations are provided:

1. Travel shall only be within California.
2. Travel may be authorized by General Manager.

**G. Exceptions:** The Board of Trustees is cognizant that there will be exceptional circumstances that mandate higher costs, different travel requirements, and lodging conditions. All expenses that do not fall within the policy contained herein or the applicable Internal Revenue Service reimbursable rates shall be approved by the Board of Trustees in a public meeting before the expense is incurred.

**H. Non-reimbursable Expenses:** The following expenses shall not be reimbursable: Cost of alcoholic beverages, laundry, personal hygienic, medicinal, or other related personal items and personal telephone calls, (except as provided for in Section D. “Personal Telephone Calls”).

**I. Conference Attendance by Trustees:** Since there is a large number of Trustees on the Board, it shall be the policy of the Board to limit Trustee attendance at out of town conferences. Attendance shall generally be limited to not more than two Trustees selected by the Board. The exceptions to this are Board Officers and Trustees who are officers and committee members of the California Mosquito and Vector Control Association and the Vector Control Joint Powers Agency.

**J. Conference Attendance by Staff:** The District shall pay for expenses incurred by authorized employees who attend approved conferences, seminars, or meeting “events.” Approved events shall be those included in the approved annual budget, and events not specifically itemized in the annual budget, providing the event will directly benefit the District and will not exceed the budgeted amount for travel.

**K. Travel and Business Expense Audits:** It is the policy of the District that the General Manager shall be charged with the responsibility to develop and carry out an internal audit program of incoming expense reports, which assures that expenses claimed by Trustees and District employees are reimbursed in accordance with District policies and procedures pertaining to such expenses. District forms shall be developed and used for all expense reimbursements and receipts shall be attached.

**L.** This Resolution supersedes and replaces all ordinances, resolutions, regulations, policies, procedures and administrative provisions adopted by the District prior to the date hereof, to the extent consistent with the terms of this Resolution, including Resolution No. 06-03 adopted May 11, 2006. This Resolution (i) supplements Resolution No. 06-02 adopted by the Board of Trustees on March 9, 2006.

Resolution 08-07
PASSED AND ADOPTED by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County on the 13th Day of November, 2008 by the following vote:

AYES: 6
NOES: 0
ABSENT: 1
ABSTAIN:

ATTEST:

[Signature]
Ron Hurd, Board Secretary

[Signature]
Larry Faussett, Board President

Resolution 08-07
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
SPECIAL ASSESSMENT ADMINISTRATION
FISCAL YEAR 2014-15
PROPOSED TIMELINE

<table>
<thead>
<tr>
<th>Tentative Date</th>
<th>Tasks to be Completed (Detailed List)</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-April</td>
<td>Create Engineer’s Reports</td>
<td>SCI</td>
</tr>
<tr>
<td>April 17</td>
<td>Complete and file Engineer’s Reports</td>
<td>SCI</td>
</tr>
<tr>
<td>April 24</td>
<td>Place Resolution on Board Agenda</td>
<td>District</td>
</tr>
<tr>
<td></td>
<td>Declaring Intention to Levy Assessments, Establishing a Cost of Living Increase, Preliminarily Approving the Engineer’s Report, and Providing Notice of a Public Hearing</td>
<td></td>
</tr>
<tr>
<td>May 8</td>
<td>Consider Resolution Declaring Board Intention to Levy Assessments, Establishing a Cost of Living Increase, Preliminarily Approving the Engineer’s Report, and Providing Notice of a Public Hearing</td>
<td>Board</td>
</tr>
<tr>
<td>June 19</td>
<td>Publish Notice of Public Hearing</td>
<td>SCI</td>
</tr>
<tr>
<td>June 26</td>
<td>Place Resolution on Board District Agenda Approving Engineer’s Report and Ordering the Levy of Assessments for FY 2014-15</td>
<td>Board</td>
</tr>
<tr>
<td>July 10</td>
<td>Public Hearing and Board consideration of Resolution</td>
<td>Board</td>
</tr>
</tbody>
</table>
Approving Engineer’s Report and Ordering the Levy of Assessments for FY 2014-15

July 25
Submission of assessments to SCI County

October
Confirmation of final levies SCI with County

September 2014 - June 2015
Answer property owner SCI inquiries. Assessment collection and delinquency monitoring.

SCI can meet this timeline; however, the District can also modify it as needed.

It is understood that all regular meetings of the District Board are on the second Thursday of each month at 2:00 p.m.
PROPOSAL FOR THE

MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

TO PROVIDE

PROFESSIONAL CONSULTING, ENGINEER OF WORK AND LEVY ADMINISTRATION

FOR THE

SERVICE ZONE NO. 1 AND SERVICE ZONE NO. 2 ASSESSMENT

JANUARY 2014

SUBMITTED BY

SCI Consulting Group
4745 MANGELS BOULEVARD
FAIRFIELD, CA 94534
PHONE 707.430.4300
FAX 707.430.4319
www.sci-cg.com
February 4, 2014

Kenneth Learned, Interim General Manager
Mosquito and Vector Management District of Santa Barbara County
PO Box 1389
Summerland, CA  93067

Re: Proposal for providing Professional Consulting, Engineer of Work and Levy Administration Services for the Service Zone No. 1 and Service Zone No. 2 Assessment

Dear Kenneth,

SCIConsultingGroup ("SCI") is pleased to submit, for your review, the enclosed proposal and services agreement to serve as the Engineer of Work to provide professional consulting and assessment administration services for the Mosquito and Vector Management District of Santa Barbara County ("District") Service Zone No. 1 and Service Zone No. 2 assessments.

The scope of services within this proposal includes all tasks required for the year-round administration of the District’s Service Zone No. 1 and Service Zone No. 2 assessments, as well as other value-added services.

Several recent court decisions have provided important legal guidance for benefit assessments and Proposition 218. In addition to the proposed assessment administration services, SCI will utilize our professional expertise and the collective input from numerous Proposition 218 specialized attorneys throughout the State to review and, if necessary, update the Engineer’s Report and assessment methodology to be responsive to recent legal direction for benefit assessments.

Enclosed are two copies of the Agreement for fiscal year 2014-15 assessment administration services, with an option to extend the agreement through fiscal year 2016-17. If the Agreement meets with your approval, please sign and return one copy to us and retain the second copy for your records.

Sincerely,

Angela Pagtalonia
Consultant
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  - **About SCI Services** .......................................................... 7

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SCI Consulting Group ("SCI") is pleased to offer our professional consulting, engineering and levy administration services to the Mosquito and Vector Management District of Santa Barbara County ("District"), for Service Zone No. 1 and Service Zone No. 2 ("Assessment District"). SCI understands that the assessment revenues need to be annually reauthorized and collected in a manner that is legally compliant, accurate and efficient. We also have witnessed that if such assessment administration services are not performed with a comprehensive, intensive and professional approach that includes annually identifying every parcel that should be subject to the assessments and recalculating and verifying the specific amount of assessment for each parcel in the Assessment District, the assessment revenues received by the District will not be maximized.

Specifically, our annual scope of services, which will maximize the revenues from the assessments, minimize the District’s time and resources needed, and maximize the legal defensibility of the assessments, will include:

- Initial planning, property research and assistance with preparation of improvement/service plans and budgets.
- Acquisition of current property data from the County Assessor, other real property information vendors and title companies, comparison of the Assessor data with other property data sources and data accuracy validation services.
- Maximizing assessment revenues and accuracy with custom, hands-on identification of all parcels within the Assessment District boundaries and determination of the updated and current property characteristics for each parcel within the Assessment District boundaries.
- Maximizing assessment revenues and accuracy by using advanced Geographical Information System (GIS) software and current parcel layers to confirm that all parcels are included within the assessment rolls.
- Maximizing assessment revenues through comprehensive research and confirmation of all levies on a parcel-by-parcel basis. These services have proven to maximize revenues for every public agency for which we have provided levy administration services.
- Minimizing District time and resources by handling most tasks related to the administration and collection of the assessments.
- Periodic meetings and conferences with District staff to review findings, property base, budgets, and other relevant items.
- Preparation of the annual Engineer’s Report for the Assessment District. These reports will meet all legal requirements and will provide continued
justification for the levies, budgets for levy expenditures by expenditure type, and specific levies for each parcel.

- Preparation of legal notices, resolutions, staff reports and District Board review items.
- Acquisition of the final lien date Tax Collector’s property roll for all parcels to be included on the tax roll for the upcoming fiscal year.
- Each year, a full second round of research, identification and validation of all new and existing parcels within the Assessment District boundaries to conform with the final Tax Collector’s parcel roll for all parcels to be included on the upcoming fiscal year tax roll.
- A full second round of identification of all parcels for which the property characteristics have changed (such as newly developed properties).
- Each year, a full second round of recalculation and confirmation of the final upcoming fiscal year’s assessment amount for every parcel within the Assessment District boundaries.
- Submittal of the final assessment rolls to the County Auditor/Tax Collector and verification of the final assessment amounts for each parcel to be included on tax bills.
- Levy collection reports and confirmation of the accuracy of the Auditor’s Tax Roll for each levy.
- Directly responding on our toll-free taxpayer assistance line to property owner inquiries year round regarding the assessments for their property, the basis for the assessments, the services funded or other questions.
- Providing a program developed specifically for the District that provides easy access and reporting of special assessment and property information.
- Assistance with the administration and collection of the assessment revenues.
Scope of Work

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the Mosquito and Vector Management District of Santa Barbara County.

Definitions

District: Mosquito and Vector Management District of Santa Barbara County, its staff and board.

Assessment District: The Mosquito and Vector Management District of Santa Barbara County Service Zone No. 1 and Service Zone No. 2 Assessment.

SCI or Consultant: SCI Consulting Group, and any and all employees and subcontractors.

Administration: Services related to the determination, levy and collection of assessment revenues.

Overview of the Scope of Work

This Section shall serve to highlight our approach towards levy administration services and other value added services included within this Proposal.

One of the service elements that distinguishes SCI is our comprehensive approach for levy preparation. On a twice-yearly basis, we recalculate and confirm all of the District’s assessments on a parcel-by-parcel basis for all properties within the assessment district. SCI has developed over fifty unique levy validation/checking queries that we run on each parcel. This approach, while more time consuming than simply relying on Assessor property characteristics and previous levy amounts has consistently proven to result in more accurate levies and higher overall assessment revenues.

The starting point for calculating and confirming the parcel levies for all parcels within the levy district is the current County Assessor’s data. However, we do not simply rely on the County Assessor data alone. Rather, we utilize the County data as the initial basis for establishing the property information and parcel listings for property that will be subject to the assessments. As a next step, we acquire, compare and incorporate additional data and property information from other real property vendors, title company information vendors and other sources. More importantly, we extend and enhance this external property data with our internal proprietary Statewide parcel attribute and ownership data sets, including over ten years of parcel maps and historical parcel information.
The second foundation block for accurate assessment levies is the identification and verification of every parcel that should be included in the District’s assessment roll. SCI has consistently found that the County Assessor’s data often contains inaccurate information to identify parcels and property characteristics. Consequently, our approach begins with the County Assessor and State Board of Equalization information regarding parcels within the District’s boundaries. However, we extend, enhance and confirm this information with several layers of other verification and parcel identification approaches. These approaches, which have consistently been proven to identify other parcels that should be included in the assessment rolls, include using updated and historical parcel maps, GIS layers and a comprehensive parcel-by-parcel research to identify all “child” parcels that were created from a source “parent” parcel after a subdivision or parcel reconfiguration.

Only after a comprehensive evaluation and confirmation of data from multiple sources will we begin calculating and confirming assessment levies. This multi-source approach has proven to maximize the annual benefit assessment proceeds by uncovering inaccuracies and outdated information.

After we have carefully identified and verified each parcel that should be included in the District’s assessments and have calculated and determined the levies for each parcel, we will compare our calculated levies for each parcel with the previous year’s levy rolls. Every discrepancy and variance with the historical levy data will be researched and confirmed. After this comprehensive research and assessment rate determination work is completed, SCI will develop reports listing each parcel with their upcoming year’s assessment amounts.

Furthermore, our proposed scope of services includes periodic on-site meetings, preparation of notices and resolutions, periodic reports for levy submittals and collections, in person attendance at public meetings and the hearing, and taxpayer point of contact services via a toll-free phone number.
QUALIFICATIONS AND EXPERTISE

About SCI Consulting Group

SCI provides a broad range of planning, research, engineering, special district administration, revenue measure formation and financing services for local agencies. The experts have the expertise to assist in every phase of the assessment administration process, including inception, research and analysis, evaluation of assessment factors, documentation of findings, development of tax reports to meet all current legal requirements for annual assessment continuation, identification of all parcels that should be assessed, calculation and verification of the specific assessment amount for each parcel and levy collection and verification.

With 25 years of benefit assessment, special tax, civil engineering and planning experience, SCI also offers extensive expertise with the important legal and procedural issues involving benefit assessments, special taxes and fees. The principals at SCI are acknowledged experts on benefit assessments, special taxes and fees and were involved with the cleanup legislation for Proposition 218.

In addition, SCI is a frequent presenter and columnist on ballot proceedings and special tax elections for the American Public Works Association, League of California Cities, California Special Districts Association, California Fire Chiefs Association, California Stormwater Quality Association, Coalition for Adequate School Housing, California Parks and Recreation Society, Mosquito and Vector Control Association of California, Institute for Local Self Government, California Association of Public Information Officers, Floodplain Management Association, Bay Area Open Space Coalition, California Conference of Directors of Environmental Health and other organizations.
ABOUT SCI SERVICES

SCI has been effectively serving the needs of public agencies, non-profits and private organizations for over 29 years. Our commitment to quality services is attested by the satisfaction of our clients, the long-term relationships we have developed, and that most of our new business comes through word-of-mouth from current clients.

Following is a summary of our services:

REVENUE MEASURES

- Assessment District Formation / Ballot Proceedings
- Property Related Fee Determination / Ballot Proceedings
- Mello-Roos Community Facilities District Formation / Ballot Proceedings
- Parcel Tax / Special Tax Measures

OPINION RESEARCH AND REVENUE MEASURE FEASIBILITY ANALYSIS

SPECIAL TAX / ASSESSMENT LEVY ADMINISTRATION SERVICES

PUBLIC FINANCE PROGRAMS AND ALTERNATIVES

- LAFCo Annexations and New District Formations
- Compliance with Proposition 218
- Continuing Disclosure & Dissemination Services
- Administrative Systems and Custom Software Solutions
- Parcel Audits and Tax Base Certification

PLANNING SERVICES

- School Facility Fee Justification Reports (Level 1)
- School Facility Needs Analysis (Level 2)
- Developer Fee Nexus Studies
- Developer Negotiations and Full Mitigation Fees
- Facilities Master Plans
- Financing Plans
- Attendance Boundary Studies
- Demographic Studies
- Quimby Land Dedication and In-Lieu Fee Studies
- Cost of Service Analysis and Fee Justification
- Utility Rate Studies
- Land Planning and Real Estate Services

For more information, please visit www.sci-cg.com
### Tentative Project Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks to be Completed (Detailed List)</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-April</td>
<td>Create Engineer’s Reports</td>
<td>SCI</td>
</tr>
<tr>
<td>April 17</td>
<td>Complete and file Engineer’s Reports with District</td>
<td>SCI</td>
</tr>
<tr>
<td>April 24</td>
<td>Place Resolution on Board Agenda Declaring Intention to Levy Assessments, Establishing a Cost of Living Increase, Prelimiarly Approving the Engineer’s Report, and Providing Notice of a Public Hearing</td>
<td>District</td>
</tr>
<tr>
<td>May 8</td>
<td>Consider Resolution Declaring Intention to Levy Assessments, Establishing a Cost of Living Increase, Preliminary Approving the Engineer’s Report, and Providing Notice of a Public Hearing</td>
<td>Board</td>
</tr>
<tr>
<td>June 19</td>
<td>Publish Notice of Public Hearing</td>
<td>SCI</td>
</tr>
<tr>
<td>June 26</td>
<td>Place Resolution on Board Agenda Approving Engineer’s Report and Ordering the Levy of Assessments for FY 2014-15</td>
<td>District</td>
</tr>
<tr>
<td>July 10</td>
<td>Public Hearing and consideration of Board Resolution Approving Engineer’s Report and Ordering the Levy of Assessments for FY 2014-15</td>
<td>Board</td>
</tr>
</tbody>
</table>
July 25         Submission of assessments to County SCI

October        Confirmation of final levies with County SCI

September 2014 – June 2015  Answer property owner inquiries. SCI
                        Assessment collection and delinquency monitoring.

SCI can meet this timeline; however, the District can also modify it as needed.

It is understood that all regular meetings of the District Board are on the second Thursday of each month at 2:00 p.m.
THIS AGREEMENT is made on ______________, 2014, between the Mosquito and Vector Management District of Santa Barbara County, a public agency, (“District”) and SCI Consulting Group (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work.** Consultant shall perform the work and render the services described in the attached Exhibit A and incorporated herein (the “Work”). Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. **Payment.**
   
   a. In exchange for the Work, District shall pay to Consultant a fee for completed phases of Work as described in Exhibit B. The total fee for the Work shall not exceed amounts set forth in Exhibit B. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant’s fee shall include all of Consultant’s costs and expenses related to the Work.
   
   b. At the completion of each phase of Work, Consultant shall submit to District an invoice for the Work performed during the preceding month. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. **Conflict of Interest.** Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant’s services under this agreement, and (b) in the performance of the Work under this Agreement no person having any such interest shall perform any portion of the Work.

5. **Insurance.**
   
   a. **Types & Limits.** Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$2,000,000 per occurrence</td>
</tr>
<tr>
<td></td>
<td>$4,000,000 aggregate</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$2,000,000 per accident</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory limits</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$2,000,000 per claim</td>
</tr>
</tbody>
</table>
b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name District, its officers and employees as additional insureds regarding liability arising out of the Work.

c. **Proof of Insurance.** Upon request, Consultant shall provide to District proof of insurance.

6. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Consultant’s performance of the Work and caused by any negligent act or omission, willful misconduct of or by Consultant or its employees, agents and subcontractors.

7. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

8. **Independent Contractor.** Consultant’s relationship to District is that of an independent contractor.

9. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

10. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

11. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

12. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

13. **Default.** In the event that Consultant defaults in the obligations of Consultant under this Agreement, or Consultant defaults in the performance of the terms and conditions of this Agreement, District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a.) enforce performance of the Agreement by Consultant; or b.) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by Consultant through the date of the termination.
14. **Cancellation.** District or Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by Consultant through the date of the notification of cancellation.

15. **Attorney’s Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney’s fees, expert witness and consulting fees, and litigation costs.

16. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

**Public Agency:**

Kenneth Learned  
Mosquito and Vector Management  
District of Santa Barbara County  
2450 Lillie Ave.  
PO Box 1389  
Summerland, CA  93067

**Consultant:**

John W. Bliss, Vice President  
SCI Consulting Group  
4745 Mangels Boulevard  
Fairfield, CA  94534

Any party may change its address by notifying the other party of the change in the manner provided above.

**Accepted:**

Kenneth Learned  
Interim General Manager  
Mosquito and Vector Management  
District of Santa Barbara County  
Date

John W. Bliss  
Vice President  
SCI Consulting Group  
Date

January 30, 2014
EXHIBIT A – SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the Mosquito and Vector Management District of Santa Barbara County.

DEFINITIONS

District: Mosquito and Vector Management District of Santa Barbara County, its staff and board.

Assessment District: The Mosquito and Vector Management District of Santa Barbara County Service Zone No. 1 and Service Zone No. 2 Assessment.

District Board: The Mosquito and Vector Management District of Santa Barbara County Board of Directors.

SCI or Consultant: SCI Consulting Group, and any and all employees and subcontractors.

Administration: Services related to the determination, levy and collection of assessment revenues.

CONFIRMATION OF ASSESSABLE PARCELS AND LEVY CALCULATION

1. Meet with District staff, District Board, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the Assessments.

2. Utilize SCI’s statewide data, including current parcel attributes and historical information for every parcel in the District.

3. Obtain current assessor data from the County Assessor and other sources for all parcels within the District and merge with SCI’s internal parcel data.

4. Perform a comprehensive audit to identify each parcel that is physically located within the boundaries of the Assessments. Research and reconcile any parcels that we find to be within the District’s boundary, but to be inaccurately identified by the County Assessor.

5. Create a complete and highly accurate database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments.

6. Determine the number of parcels in each land use category, excluding nontaxable parcels.

7. SCI maintains complete files of Assessor Parcel Maps for all parcels in the District. Obtain recently updated or revised maps as necessary. Utilize the maps to confirm current parcel attributes and research newly created parcels.

8. Meet with or contact District staff and contact property owners, County Assessor staff and other parties as needed to obtain information or verify Assessments.
9. Research and obtain all property characteristics that are needed to properly calculate the correct assessment amount, including location, property type and land area.

10. Update and maintain a database for each parcel within the Assessment District. The data for each parcel will include the owner name(s), site address, property values, parcel number, assessment factors, assessment amount, mailing address, site address, parcel type, notes and other useful or relevant data.

11. On a parcel-by-parcel basis, calculate the specific assessment amount for each parcel.

12. Obtain the assessment files for the previous fiscal year and structure this historical levy submittal data so it can be used to help compare and analyze the Assessments. Reconcile the assessment data for last year with the District’s assessment collections to confirm the accuracy of the data.

13. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District. Flag all parcels that require property research to determine the appropriate assessment.

14. Research all flagged parcels as well as those parcels or areas designated by District staff as requiring further research.

15. Research or field check those properties that are flagged for research and for which additional information is needed.

16. Obtain current fiscal year cost information from the District to use as a basis for the cost estimate in the Engineer’s Report and for the budget and cost estimate for each zone of benefit.

17. Project costs based on prior year estimates, actual costs, new or modified services and improvements and other factors. Establish budgets for the Assessments based on information provided by the District.

18. Review the budgets and cost estimates with the District and finalize the budget after incorporating District input.

19. Using the established assessment methodology, allocate the estimated cost of services, improvements and expenses to all assessed parcels within the boundaries of each zone of benefit within the assessment district.

20. Run custom-developed queries on the Assessment Roll to verify and check assessment accuracy for all parcels.

21. Prepare the preliminary Assessment Roll for the Assessment District.

**ENGINEER’S REPORT**

1. Work with District’s legal counsel to review the Assessment District’s compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. City of Pomona, and Greene v. Marin County Flood Control and Water Conservation District. SCI anticipates that the District’s assessments are fully compliant with these decisions and the requirements of Proposition 218. However, this additional review may result in some revisions and upgrades to the findings and determinations in the Engineer’s Report to more fully comply with recent court decisions and legal requirements for benefit assessments.

2. Carefully evaluate the previous Engineer’s Reports for the Assessment District. Make recommendations for upgrades to improve compliance with Proposition
218 and other legal requirements. Review proposed upgrades with District, District Counsel and other parties and incorporate comments as appropriate.

3. Prepare a comprehensive draft Engineer’s Report for the Assessment District including historical information, the basis of the assessment, the method of levy, the revenues raised and uses of the funds and the assessment amount for each parcel. The Engineer’s Report will be prepared by John Bliss, a licensed professional engineer certified in the State of California possessing unmatched expertise with post Proposition 218 benefit assessments for similar mosquito/vector control services/improvements. The Engineer’s Reports will fully comply with the provisions of the Government Code, the Health and Safety Code, Proposition 218, Articles XIIIIC and XIXID of the California Constitution and other relevant code sections.

4. Provide draft copies of the Engineer’s Report to the District and review the draft Report with the District and legal counsel.

5. As necessary, incorporate comments and suggestions.

6. File the final Engineer’s Report with the District.

7. Prepare any needed resolutions and staff reports for the Assessments.

8. Prepare and assist with the publication of any notices for the continuation of the Assessments.

9. Attend District Board meetings, including those at which the Engineer’s Report is approved and the public hearing is held.

10. Present the Assessment Roll to District Board, summarize the assessment methodology, answer all questions raised and assist in finalizing the project for Board approval.

QUALITY CONTROL AND LEVY RE-VERIFICATION

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor and Tax Roll from the County.

2. Identify all parcels that are in the Assessment district and subject to the Assessments. Create a new Parcel Roll based upon the final County lien roll data.

3. Identify all new or changed parcels that may require an updated or new assessment calculation.

4. Utilize other real property data information services to obtain additional property information, and to verify and confirm Assessments.

5. Research and update all property characteristics that may affect the assessment amounts for each parcel.

6. Recalculate the final Assessments on a parcel-by-parcel basis.

7. Perform all additional parcel research as necessary.

8. Compare the assessment amount calculated for each parcel with the Assessment Roll for the previous fiscal year and re-verify Assessments for all parcels for which the assessment amount has changed.

9. Prepare reports of parcels with usecode changes from the previous fiscal year to the current fiscal year, and verify the Assessments for such parcels.

10. Prepare reports of new and deleted parcels from the previous fiscal year to the current fiscal year, and verify the Assessments for new parcels.

11. Finalize the Assessment Roll, other documents and supporting materials for the Assessments.
12. After the Assessments and supporting documents have been finalized, another special levy administrator at SCI will perform a comprehensive peer review of all assessment calculations, all documentation and reports and the project schedule and deliverables. Any questions or issues raised are fully researched and resolved.

13. Next, a manager at SCI will perform another full review and quality assurance audit of each assessment district to ensure the highest level of accuracy and that all documents and materials needed for collection of the Assessments are in proper order.

14. After all reviews have been performed and all questions resolved, prepare the final Assessment Roll listing parcel number, owner name, property address, and assessment amount for each Assessor Parcel within the Assessment District. Print Assessment Roll sorted by Assessor Parcel Number and owner’s name.

**DISTRICT INFORMATION, LEVY CONFIRMATION AND DELINQUENCY MONITORING**

1. Develop and make available to the District an Internet based website or computer program that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.

2. Meet Santa Barbara County assessment roll submission requirements and perform tasks needed to submit the assessment levies.

3. File approved Assessment Roll with the County Auditor for inclusion of Assessments on current fiscal year tax bills.

4. Verify and validate Auditor’s levy data prior to the printing of tax bills.

5. Obtain information regarding delinquencies and unpaid assessments. Issue periodic reports detailing delinquent assessments.

**RESPONDING TO PUBLIC INQUIRIES AND APPEALS**

1. Provide the County Auditor/Tax Collector and the District with our toll-free 800 phone lines so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise, a review of specific levies, description of procedures and any other issues.

2. Provide the County Auditor/Tax Collector with our web site address to be used as another resource for property owner inquiries and information dissemination.

3. Provide the County Auditor/Tax Collector with a summary and overview of the Assessments and each zone of benefit for Auditor/Tax Collector staff use.

4. Directly and promptly respond to any property owner, staff or other agency inquiries on our toll free assessment assistance phone lines reached by the number: (800) 273-5167.

5. Throughout the fiscal year, research and, if necessary, revise any Assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are very minimal, if at all.)

6. If any property owners appeal the Assessments for their property, SCI shall investigate the assessment amount and basis for appeal and shall make a recommendation and finding for the District. In the event that the District finds that the Assessments or assessment rate should be adjusted, SCI will adjust the
Assessments according to the District’s final determination. (Such appeals are very rare.)

7. For any property owner appeals, SCI will coordinate with the District and property owners as appropriate.

**DEFENSE AND SUPPORT OF THE ASSESSMENTS**

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. Provide a full response to any questions or issues raised about the assessments.
3. In the event of any legal challenge or petition against the assessments, provide any and all professional, assessment engineering and technical support and defense of the assessments. If such services are required, they would be provided in close collaboration with the District.

**ADDITIONAL SERVICES INCLUDED**

1. Computer services to convert and compile Assessor data into database format and computer services to format and submit levy data for the County Auditor.
2. Duplication of up to 10 copies of the Engineer’s Report.
3. Computer services to convert assessment data into format required by the County Auditor.

**DELIVERABLES**

1. Updated Assessment Boundary Diagram and maps, as needed.
2. A review of the cost estimates, budgets and proposed services and improvements for the upcoming fiscal year.
3. Important updates and enhancements to the assessment justification and Engineer’s Report to address recent Proposition 218 and legal developments.
5. Final Assessment Roll and Engineer’s Report.
6. Resolutions, notices, draft staff reports and other supporting documents for the continuation of the Assessments.
7. Assistance with the public meetings and hearings for the continuation of the Assessments.
9. Forms and certifications required by the County Auditor/Tax Collector.
10. An electronic copy of the assessment data submitted to the County Auditor/Tax Collector.
11. Confirmation of the final Assessments prior to the issuance of tax bills.
14. Toll free taxpayer assistance telephone number to be provided to the District, the County Auditor and Tax Collector.
15. Prompt and direct response to taxpayer questions throughout the term of this proposal.
16. Summary information about the Assessments, District and services funded, to be provided to the County Auditor and Tax Collector.

17. Online or computer based software program to view status of the Assessments, parcels and property information within the assessment district and each zone of benefit.

18. Periodic reports to the District regarding the Assessments, assessment collections and other developments that may affect the Assessments.
In consideration for the performance of the Scope of Work, SCI shall be compensated as follows:

1. The total compensation for the Scope of Work for fiscal year 2014-15 shall be $10,500, payable as follows:
   a. Upon the filing of the Engineer’s Report for District Board consideration, the sum of $5,000 shall be due.
   b. Upon submittal of the special assessment levies to the County Auditor, the sum of $5,500 shall be due.

2. The total compensation for the Scope of Work for fiscal year 2015-16 shall be $10,500, payable as follows:
   c. Upon the filing of the Engineer’s Report for District Board consideration, the sum of $5,000 shall be due.
   d. Upon submittal of the special assessment levies to the County Auditor, the sum of $5,500 shall be due.

3. The total compensation for the Scope of Work for fiscal year 2016-17 shall be $10,500, payable as follows:
   e. Upon the filing of the Engineer’s Report for District Board consideration, the sum of $5,000 shall be due.
   f. Upon submittal of the special assessment levies to the County Auditor, the sum of $5,500 shall be due.

4. Payments shall be due and payable upon submission of an invoice for each portion of the work completed.

5. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost by the District with total cost not to exceed $2,500 per year, without prior authorization from the District.

Note: All costs associated with this proposal and the scope of services can be financed or refunded by the assessment proceeds.
January 14, 2014

Mosquito and Vector Management District
P.O. Box 1389
Summerland, CA 93067

Attached is a draft copy of your audit for your review. After reviewing and upon your approval, please sign and fax back this letter to our office. We will not finalize the audit until we receive your response, a signed and dated Management Representation Letter (to be prepared by you), a written response from your attorney to the legal representation letter or a letter from you stating that no legal counsel was retained.

Sincerely,

MOSS, LEVY & HARTZHEIM LLP

[Signature]
Ron A. Levy, CPA

RESPONSE:

I have reviewed the draft copy of the audit for Mosquito and Vector Management District and give my approval.

By: ____________________________________________
Title: ___________________________________________
Date: ___________________________________________
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Mosquito and Vector Management District of Santa Barbara County
Summerland, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Mosquito and Vector Management District of Santa Barbara County (District) as of and for the fiscal year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Mosquito and Vector Management District of Santa Barbara County, as of and for the fiscal year ended June 30, 2013, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.
Emphasis of Matter


Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis on pages 3 through 6, the schedule of funding progress for postemployment benefits on page 25, and the budgetary information on page 26 be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated DATE, 2014, on our consideration of the Mosquito and Vector Management District of Santa Barbara County’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District’s internal control over financial reporting and compliance.

Santa Maria, California
January XX, 2014
FINANCIAL SECTION

DRAFT
# MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

## STATEMENT OF NET POSITION

June 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>Governmental Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Cash and investments</td>
<td>$1,284,983</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>37,182</td>
</tr>
<tr>
<td>Property tax impound receivable</td>
<td>2,539</td>
</tr>
<tr>
<td>Interest receivable</td>
<td>1,034</td>
</tr>
<tr>
<td>Inventory</td>
<td>16,215</td>
</tr>
<tr>
<td>Prepaid insurance</td>
<td>8,181</td>
</tr>
<tr>
<td>Deposits</td>
<td>50,234</td>
</tr>
<tr>
<td>Capital assets:</td>
<td></td>
</tr>
<tr>
<td>Nondepreciable</td>
<td>175,000</td>
</tr>
<tr>
<td>Depreciable, net</td>
<td>141,104</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>1,716,472</td>
</tr>
</tbody>
</table>

| **LIABILITIES**      |                         |
| Salaries payable     | 7,728                   |
| Noncurrent liabilities|                         |
| Due in more than one year | 86,131 |
| **Total liabilities**| 93,859                  |

| **NET POSITION**     |                         |
| Net investment in capital assets | 316,104 |
| Unrestricted         | 1,306,509               |
| **Total net position**| $ 1,622,613             |

The notes to basic financial statements are an integral part of this statement.
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Program Revenues</th>
<th>Net (Expense) Revenue and Changes in Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating Charges for Services</td>
<td>Capital Contributions and Grants</td>
</tr>
<tr>
<td>Governmental activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vector control</td>
<td>$ 934,745</td>
<td>$ 127,162</td>
</tr>
<tr>
<td>Total governmental activities</td>
<td>$ 934,745</td>
<td>$ 127,162</td>
</tr>
</tbody>
</table>

General Revenues
Taxes:
- Secured and unsecured property taxes: $354,452
- Special assessments: $508,742
- Investment income: $(2,927)
- Intergovernmental: $13,708
- Other revenue: $69

Total general revenues: $874,044

Change in net position: $66,461

Net position, beginning of fiscal year: $1,556,152

Net position, end of fiscal year: $1,622,613

The notes to basic financial statements are an integral part of this statement.
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
GOVERNMENTAL FUND
BALANCE SHEET
June 30, 2013

<table>
<thead>
<tr>
<th>General Fund</th>
</tr>
</thead>
</table>

**ASSETS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and investments</td>
<td>$1,284,983</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>37,182</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Prepaid insurance</td>
<td>8,181</td>
</tr>
<tr>
<td>Deposits</td>
<td>50,234</td>
</tr>
</tbody>
</table>

**Total assets**

$1,400,368

**LIABILITIES AND FUND BALANCE**

**Liabilities:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries payable</td>
<td>7,728</td>
</tr>
</tbody>
</table>

**Total liabilities**

7,728

**Fund Balance:**

<table>
<thead>
<tr>
<th>Nonspendable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory</td>
</tr>
<tr>
<td>Prepaid insurance</td>
</tr>
<tr>
<td>Deposits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital projects</td>
</tr>
<tr>
<td>Unassigned</td>
</tr>
</tbody>
</table>

**Total fund balance**

1,392,640

**Total liabilities and fund balance**

$1,400,368

The notes to basic financial statements are an integral part of this statement.
Total fund balance - governmental fund $1,392,640

Amounts reported for governmental activities in the statement of net position are different because:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

| Capital assets at historical cost | $730,415 |
| Accumulated depreciation          | (414,311) |

Net 316,104

Long-term debt and compensated absences have not been included in the governmental funds activity:

| Compensated absences | 29,266 |
| OPEB Payable         | 56,865 |

Total (86,131)

Total net position - governmental activities $1,622,613

The notes to basic financial statements are an integral part of this statement.
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Fiscal Year Ended June 30, 2013

Revenues:
- Taxes $380,790
- Special assessments 508,742
- Revenue from contract services 127,162
- Intergovernmental revenue 13,708
- Investment income (loss) (2,927)
- Other revenue 69

Total revenues 1,027,544

Expenditures:
- Salaries and benefits 532,479
- Uniforms 5,034
- Communications 4,652
- Household expense 2,205
- Insurance 30,445
- Maintenance and repairs 5,027
- Operating supplies 7,309
- Lab supplies 4,301
- Memberships 10,264
- Office and miscellaneous expenses 5,675
- Professional fees 56,497
- Chemicals 89,005
- Training 2,341
- Transportation and travel 4,007
- Fuel 11,679
- Utilities 3,522

Total expenditures 874,442

Excess of revenues over (under) expenditures 153,102

Fund balance, July 1 1,239,538

Fund balance, June 30 $1,392,640

The notes to basic financial statements are an integral part of this statement.
MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

Net change in fund balance - governmental fund $ 153,102

Amounts reported for governmental activities in the statement of
activities are different because:

Capital assets are reported in governmental funds as expenditures.
However, in the statement of activities, the cost of those assets
is allocated over their estimated useful lives as depreciation
expense. This is the amount by which additions to capital
assets of $0 is less than depreciation expense $22,074 in
the period. (22,074)

In the statement of activities, compensated absences are measured
by the amounts earned during the fiscal year. In governmental
funds, however, expenditures for these items are measured by
the amount financial resources used (essentially the amounts
paid). This fiscal year, vacation earned exceeded the amount
used by $6,442. (6,442)

Certain revenues in the governmental funds are deferred because the revenues
are not collected within the prescribed time period after fiscal year-end.
However, the revenues are included on the accrual basis used in the
government-wide financial statements. (26,338)

In governmental funds, OPEB costs are recognized when employer contributions
are made. In the statement of activities, OPEB costs are recognized on the
accrual basis. This fiscal year, the difference between OPEB costs and
actual employer contributions was: (31,787)

Change in net position - governmental activities $ 66,461

The notes to basic financial statements are an integral part of this statement.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Mosquito and Vector Management District of Santa Barbara County (the District), originally named Isla Vista Mosquito Abatement District, changed in 1961 to Goleta Valley Mosquito Abatement District, changed in 1994 to Santa Barbara Coastal Vector Management District, and in 2006, to its current name, was formed in 1959 by the action of the Santa Barbara County Board of Supervisors. In 1996, the Local Agency Formation Commission (LAFCO) increased the District’s sphere of influence to include the entire county except for the territory within the Carpinteria Mosquito Abatement District, the city of Santa Barbara and the remainder of the unincorporated area of Santa Barbara County. Through reorganization, effective January 1, 1999, the District annexed the Carpinteria District. The District receives its funding via property taxes paid for the Goleta and Carpinteria, California areas.

In 2002, the District received approval from the County Board of Supervisors and the Local Area Formation Commission to form a Countywide District that would add to its current service areas, all incorporated cities and unincorporated areas in Santa Barbara County. The implementation of Countywide District is pending during examination of the funding mechanisms required to service the District.

B. Reporting Entity

The reporting entity is the Mosquito and Vector Management District of Santa Barbara County. There are no component units included in this report which meets the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, The Financial Reporting Entity, as amended by GASB Statements No. 39 and No. 61.

C. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the District. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) the annual benefit assessment that is assessed to all property owners within the District’s service area and is reported as charges for services, and 2) contract services that represent Service Zones for service to other agencies or entities for service outside the District’s current service area. Taxes and other items not properly included among program revenues are reported instead as general revenues.

 Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

D. Basis of Presentation

Government-wide Financial Statements:

The government-wide statements are prepared using the economic resources measurement focus. This approach differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District’s governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Presentation (Continued)

Fund Financial Statements:

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all nonmajor funds are aggregated into one column.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases, (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

E. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting.

Revenues – exchange and non-exchange transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. “Available” means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, “available” means collectible within the current period or within 60 days after fiscal year-end.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes and grants. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the fiscal year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue:

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as unearned revenue.

Expenses/expenditures:

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first then unrestricted resources as they are needed.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance or net position, revenues, and expenditures. The District's resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into one major fund as follows:

Major Governmental Funds:

The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

One fund currently defined as a capital projects fund does not meet the GASB Statement No. 54 Capital Projects Fund definition. The Capital Reserve Fund is not substantially composed of restricted or committed revenue sources. While the fund is authorized by statute and will remain open for internal reporting purposes, the fund functions effectively as extension of the General Fund, and accordingly has been combined with the General Fund for presentation in these audited financial statements.

G. Budgets and Budgetary Accounting

The District adopts an annual budget on or before August 30 of each fiscal year. From the effective date of the budget, the amounts stated as proposed expenditures become appropriations.

The Board of Trustees may amend the budget by motion during each fiscal year. The original and revised budgets are presented for the General Fund.

All appropriations lapse at the end of the fiscal year to the extent that they have not been expended. Lease contracts entered into by the District are subject to annual review by the Board of Trustees; hence, they legally are one year contracts with an option for renewal for another fiscal year.

H. Investments

Investments are stated at fair value.

I. Inventory and Prepaid Items

Inventory is recorded using the purchase method in that the cost is recorded as an expenditure at the time individual inventory items are purchased. Inventory is valued at the lower of cost (first-in, first-out) or market and consists of expendable supplies held for consumption. Reported inventories are equally offset by a fund balance reserve which indicates that these amounts are not "available for appropriation and expenditure" even though they are a component of net current assets.

The District has the option of reporting expenditures in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditure during the period benefited.

J. Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is not utilized by the District.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Capital Assets

Capital assets (including infrastructure) are recorded at cost where historical records are available and at an estimated original cost where no historical records exist. Contributed capital assets are valued at their estimated fair value at the date of the contribution. Capital assets are defined by the District as assets with an initial, individual cost of more than $5,000 and estimated useful life in excess of two years.

Capital assets used in operations are depreciated over their estimated useful lives using the straight-line method in the governmental column in the government-wide financial statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the statement of net position. The estimated useful lives are as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>7 to 10 years</td>
</tr>
<tr>
<td>Structures</td>
<td>10 to 50 years</td>
</tr>
</tbody>
</table>

L. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the American Institute of Certified Public Accountants, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

M. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

N. Compensated Absences

The District's policy permits employees to accumulate earned but unused vacation. Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and fund liability of the governmental fund from which it will be paid. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the government-wide financial statements.

O. Fund Balances

Fund balance of the governmental fund is classified as follows:

- Nonspendable Fund Balance – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

- Restricted Fund Balance – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

- Committed Fund Balance – represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

O. Fund Balances (Continued)

Assigned Fund Balance – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund’s primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purpose of the District.

Unassigned Fund Balance – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

P. New Accounting Pronouncements

Governmental Accounting Standards Board Statement No. 60

For the fiscal year ended June 30, 2013, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 60, “Accounting and Financial Reporting for Service Concession Arrangements.” This Statement is effective for periods beginning after December 15, 2011. The objective of this Statement is to improve financial reporting by addressing issues related to Service Concession Arrangements. This Statement improves consistency in reporting and enhances the comparability of the accounting and financial reporting of Service Concession Arrangements among state and local governments. Implementation of the GASB Statement No. 60, did not have an impact on the District’s financial statements for the fiscal year ended June 30, 2013.

Governmental Accounting Standards Board Statement No. 61

For the fiscal year ended June 30, 2013, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 61 “The Financial Reporting Entity: Omnibus.” This statement is effective for periods beginning after June 15, 2012. The objective of this Statement is to improve financial reporting for component units. The Statement modifies certain requirements for inclusion of component units in the financial reporting entity and clarifies the reporting of equity interests in legally separate organizations. Implementation of the GASB Statement No. 61, did not have an impact on the District’s financial statements for the fiscal year ended June 30, 2013.

Governmental Accounting Standards Board Statement No. 62

For the fiscal year ended June 30, 2013, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 62 “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.” This Statement is effective for periods beginning after December 15, 2011. The objective of this Statement is to incorporate into the GASB’s authoritative literature certain accounting and financial reporting guidance that is included in the FASB and AICPA pronouncements issued on or before November 30, 1989. This Statement specifically identifies and consolidates the accounting and financial reporting provisions that apply to state and local governments. Implementation of the GASB Statement No. 62, did not have an impact on the District’s financial statements for the fiscal year ended June 30, 2013.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

P. New Accounting Pronouncements (Continued)

Governmental Accounting Standards Board Statement No. 63

For the fiscal year ended June 30, 2013, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position." This Statement is effective for periods beginning after December 15, 2011. The objective of this Statement is to establish guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position. This Statement sets forth framework that specifies where deferred outflows of resources and deferred inflows of resources, as well as assets and liabilities should be displayed. This Statement also specifies how net position, no longer referred to as net assets, should be displayed. Implementation of the Statement and the impact of the District's financial statements are explained in Note 8-Net Position.

NOTE 2 - CASH AND INVESTMENTS

The District maintains all of its cash in the Santa Barbara County Treasury. The County Treasurer pools and invests the District's cash with other funds under his control. Interest earned on pooled investments is apportioned quarterly into participating funds based upon each fund's average daily deposit balance. Any investment gains or losses are proportionately shared by all funds in the pool.

Investments are carried at fair value. On June 30, 2013, the District had the following cash and investments on hand:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and investments on deposit with County Treasurer</td>
<td>$ 1,284,983</td>
</tr>
<tr>
<td>Total cash and investments</td>
<td>$ 1,284,983</td>
</tr>
</tbody>
</table>

Cash and investments are presented on the accompanying basic financial statements, as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and investments, statement of net position</td>
<td>$ 1,284,983</td>
</tr>
<tr>
<td>Total cash and investments</td>
<td>$ 1,284,983</td>
</tr>
</tbody>
</table>

Investments Authorized by the District's Investment Policy

The District's investment policy only authorizes investment in the local government investment pool administered by the County of Santa Barbara. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.
NOTE 2 - CASH AND INVESTMENTS (Continued)

Disclosures Relating to Interest Rate Risk (Continued)

Information about the sensitivity of the fair values of the District’s investments (including investments held by fiscal agents) to market interest rate fluctuations is provided by the following table that shows the distribution of the District’s investments by maturity:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Carrying Amount</th>
<th>12 Months Or Less</th>
<th>13-24 Months</th>
<th>25-60 Months</th>
<th>More than 60 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Barbara County Investment Pool</td>
<td>$ 1,284,983</td>
<td>$ 1,284,983</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Total</td>
<td>$ 1,284,983</td>
<td>$ 1,284,983</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below, is the minimum rating required by (where applicable) the California Government Code, the District’s investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Carrying Amount</th>
<th>Minimum Legal From Disclosure Rating</th>
<th>Rating as of Fiscal Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Barbara County Investment Pool</td>
<td>$1,284,983</td>
<td>N/A</td>
<td>AAA</td>
</tr>
<tr>
<td>Total</td>
<td>$1,284,983</td>
<td></td>
<td>$1,284,983</td>
</tr>
</tbody>
</table>

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total District investments.

Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District’s investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools (such as Santa Barbara County Investment Pool).

Investment in Santa Barbara County Investment Pool

The District is a participant in the Santa Barbara County Investment Pool that is regulated by the California Government Code. The fair value of the District’s investment in this pool is reported in the accompanying basic financial statements at the amounts based upon the District’s pro-rata share of the fair value provided by the Santa Barbara County Investment Pool for the entire Santa Barbara County Investment Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Santa Barbara County Investment Pool, which are recorded on an amortized cost basis.
NOTE 3 - PROPERTY TAXES

Property taxes in the State of California are administered for all local agencies at the County level, and consist of secured, unsecured, and utility tax rolls. The following is a summary of major policies and practices relating to property taxes:

Property Valuations - are established by the Assessor of the County of Santa Barbara for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under the provision of Article XIII A of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. From the base assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Tax Levies - are limited to 1% of full value which results in a tax rate of $1.00 per $100 assessed valuation, under the provisions of Proposition 13. Tax rates for voter-approved indebtedness are excluded from this limitation.

Tax Levy Dates - are attached annually on January 1, preceding the fiscal year for which the taxes are levied. The fiscal year begins July 1 and ends June 30 of the following year. Taxes are levied on both real and unsecured personal property as it exists at the time. Liens against real estate, as well as the tax on personal property, are not relieved by subsequent renewal or change in ownership.

Tax Collections - are the responsibility of the County Tax Collector. Taxes and assessments on secured and utility rolls which constitute a lien against the property, may be paid in two installments: the first is due on November 1 of the fiscal year and is delinquent if not paid by December 10; and the second is due on March 1 of the fiscal year and is delinquent if not paid by April 10. Unsecured personal property taxes do not constitute a lien against real property unless the taxes become delinquent. Payment must be made in one installment, which is delinquent if not paid by August 31 of the fiscal year. Significant penalties are imposed by the County for late payments.

Tax Levy Apportionments - Due to the nature of the District-wide maximum levy, it is not possible to identify general purpose tax rates for specific entities. Under State legislation adopted subsequent to the passage of Proposition 13, apportionments to local agencies are made by the County Auditor-Controller based primarily on the ratio that each agency represented of the total District-wide levy for the three years prior to fiscal year 1979.

Property Tax Administration Fees - The State of California FY 90-91 Budget Act, authorized Counties to collect an administrative fee for collection and distribution of property taxes.
NOTE 4 – CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2013, was as follows:

<table>
<thead>
<tr>
<th>Governmental activities</th>
<th>Balance July 1</th>
<th>Increases</th>
<th>Deletions</th>
<th>Balance June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nondepreciable capital assets</td>
<td>$ 175,000</td>
<td>-</td>
<td>-</td>
<td>$ 175,000</td>
</tr>
<tr>
<td>Land</td>
<td>$ 175,000</td>
<td>-</td>
<td>-</td>
<td>$ 175,000</td>
</tr>
<tr>
<td>Total nondepreciable capital assets</td>
<td>$ 175,000</td>
<td>-</td>
<td>-</td>
<td>$ 175,000</td>
</tr>
<tr>
<td>Depreciable capital assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings and improvements</td>
<td>$ 230,978</td>
<td>-</td>
<td>-</td>
<td>$ 230,978</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ 324,437</td>
<td></td>
<td></td>
<td>$ 324,437</td>
</tr>
<tr>
<td>Total depreciable capital assets</td>
<td>$ 555,415</td>
<td></td>
<td></td>
<td>$ 555,415</td>
</tr>
<tr>
<td>Less accumulated depreciation</td>
<td>$ 392,237</td>
<td>$ 22,074</td>
<td></td>
<td>$ 414,311</td>
</tr>
<tr>
<td>Net depreciable capital assets</td>
<td>$ 163,178</td>
<td>($22,074)</td>
<td>-</td>
<td>$ 141,104</td>
</tr>
<tr>
<td>Net capital assets</td>
<td>$ 338,178</td>
<td>($22,074)</td>
<td>-</td>
<td>$ 316,104</td>
</tr>
</tbody>
</table>

NOTE 5 – LONG-TERM DEBT

Changes in long-term liabilities

The following is a summary of long-term liability activity for the fiscal year ended June 30, 2013:

<table>
<thead>
<tr>
<th>Governmental activities:</th>
<th>Balance July 1</th>
<th>Additions</th>
<th>Reductions</th>
<th>Balance June 30</th>
<th>Due Within One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensated absences</td>
<td>$ 22,824</td>
<td>$ 27,853</td>
<td>$ 21,411</td>
<td>$ 29,266</td>
<td>$ -</td>
</tr>
<tr>
<td>OPEB payable</td>
<td>$ 25,078</td>
<td>$ 47,890</td>
<td>$ 16,103</td>
<td>$ 56,865</td>
<td></td>
</tr>
<tr>
<td>Governmental activities</td>
<td>$ 47,902</td>
<td>$ 75,743</td>
<td>$ 37,514</td>
<td>$ 86,131</td>
<td>$ -</td>
</tr>
</tbody>
</table>

NOTE 6 – DEFINED BENEFIT PENSION PLAN

Plan Description

The Santa Barbara County Public Employees' Retirement System (Retirement System) was organized under the provisions of the 1937, County Employees' Retirement Act on January 1, 1944. The Retirement System operates a cost sharing multiple employer defined benefit plan. Members include all permanent employees working full time or, at least 50% part time for the County, Carpinteria-Summerland Fire Protection District, Mosquito and Vector Management District of Santa Barbara County, Goleta Cemetery District, Santa Maria Cemetery District, Oak Hill Cemetery District, Carpinteria Cemetery District, Summerland Sanitary District, Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments.
NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

Plan Description (Continued)

The Retirement System has eight retirement plans, five are currently available to new employees. All new general member employees (except those of APCD) are enrolled in the contributory General Plan 7. All new Safety members are enrolled in the contributory Safety Plan 4b. All open plans provide benefits as defined by law upon retirement, death, or disability of members based on age, years of service, final average salary (generally 12 highest consecutive months), and the benefit options selected. Cost of living adjustments after retirement are provided in all plans except General Plan 2.

Fiduciary Responsibility

The Retirement System is controlled by its own board, the Board of Retirement, which acts as a fiduciary agent for the accounting and control of member and employer contributions and investment income. The Retirement System publishes its own Comprehensive Annual Financial Report and receives its own independent audit. The Retirement System is also a legally separate entity from the County and not a component unit.

Additional detailed information and financial statements of the Retirement System can be obtained from the Santa Barbara County Employees’ Retirement System, located at 3916 State Street, Santa Barbara, California 93105.

Funding Policy

Contributions are made by members and employer at rates recommended by an independent actuary, approved by the Board of Retirement, and adopted by the County Board of Supervisors. Employee contributions are based upon age of entry to the System. Member contributions cannot be withdrawn until separation from employment. Member contributions forfeit to the Retirement System after five years if the member does not request a refund and is not vested.

Active members contribute a certain percentage of their salary based on the member’s age on the date of entry into the Plan and the District is required to contribute an amount based on an actuarially determined rate. The required employer contribution rate for the fiscal year ended June 30, 2013, was 29.75% of annual payroll. The District’s contributions to the Plan for the fiscal years ending June 30, 2013, 2012, and 2011, were $91,603, $99,370, and $104,614, respectively, and equal 100% of the required contributions for each fiscal year.

NOTE 7 – RISK MANAGEMENT

The District participates with thirty-five (35) mosquito abatement and vector control districts in California in a joint venture under a joint powers agreement which establishes the Vector Control Joint Powers Agency (VCJPA) under the provisions of California Government Code Section 6500 et. seq. The relationship between the District and VCJPA is such that VCJPA is not a component unit of the District for financial reporting purposes. The VCJPA is governed by a Board of Directors, which meets four times per year. The day-to-day business is handled by a management group employed by the VCJPA.

The District is covered for the first $1,000,000 of each general liability claim, and $250,000 of each workers’ compensation claim through the VCJPA. The District has the right to receive dividends or the obligation to pay assessments based on a formula which, among other expenses, charges the District’s account for liability losses under $2,500, and workers’ compensation losses under $5,000. The VCJPA participates in an excess pool which provides general liability coverage from $1,000,000 to $15,000,000. The VCJPA participates in an excess pool which provides workers’ compensation coverage from $350,000 to $100,000,000.
NOTE 8 – NET POSITION

The government-wide financial statements utilize a net position presentation. GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is categorized as either net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets – This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District, not restricted for any project or other purpose.

NOTE 9 – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description
The District provides post-retirement health benefits to all retirees with ten years of service who retire from the District, and must have reached the minimum age of 50. Benefits continue for the lifetime of the retiree with survivor benefits extended to surviving spouses.

Funding Policy
The District is required to contribute the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of the GASB Statement No. 45. The District used the actuarial cost method as allowed under GASB Statement No. 45. The ARC represents a level of funding that if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

Annual OPEB Cost and Net OPEB Obligation/(Asset)

The following table shows the components of the District’s Annual OPEB cost for the fiscal year ended June 30, 2013, the amount actually contributed to the plan (including administrative costs), and changes in the District’s Net OPEB Obligation/(Asset):

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Annual Required Contributions</th>
<th>Interest on Net OPEB Obligation/(Asset)</th>
<th>Annual OPEB costs (expense)</th>
<th>Contributions made</th>
<th>Increase in Net OPEB Obligation/(Asset)</th>
<th>Net OPEB Obligation/(Asset) - beginning of fiscal year</th>
<th>Net OPEB Obligation/(Asset) - end of fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ended June 30, 2013</td>
<td>$46,072</td>
<td>$1,818</td>
<td>$47,890</td>
<td>$16,103</td>
<td>$31,787</td>
<td>$25,078</td>
<td>$56,865</td>
</tr>
</tbody>
</table>

The District’s Annual OPEB Cost, the percentage of Annual OPEB Cost contributed to the plan, and the Net OPEB Obligation/(Asset) are as follows:

<table>
<thead>
<tr>
<th>Fiscal Year Ended</th>
<th>Annual OPEB Cost</th>
<th>Actual Contribution</th>
<th>Percentage of OPEB Cost Contributed</th>
<th>Net OPEB Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2011</td>
<td>$8,353</td>
<td>$0</td>
<td>0%</td>
<td>$16,308</td>
</tr>
<tr>
<td>June 30, 2012</td>
<td>$8,770</td>
<td>$0</td>
<td>0%</td>
<td>$25,078</td>
</tr>
<tr>
<td>June 30, 2013</td>
<td>$47,890</td>
<td>$16,103</td>
<td>34%</td>
<td>$56,825</td>
</tr>
</tbody>
</table>
NOTE 9 – POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Funded Status and Funding Progress

The funded status of the plan was as follows:

<table>
<thead>
<tr>
<th>Valuation Date</th>
<th>Value of Assets</th>
<th>Accrued Liability</th>
<th>Unfunded AAL (UAAL)</th>
<th>Funded Ratio</th>
<th>Covered Payroll</th>
<th>UAAL as a Percentage of Covered Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2009</td>
<td>$0</td>
<td>$41,844</td>
<td>$41,844</td>
<td>0.00%</td>
<td>$364,350</td>
<td>11.48%</td>
</tr>
<tr>
<td>June 30, 2013</td>
<td>$16,103</td>
<td>$236,585</td>
<td>$220,482</td>
<td>6.81%</td>
<td>$401,882</td>
<td>54.86%</td>
</tr>
</tbody>
</table>

Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The methods and assumptions used include techniques that are designed to reduce short-term volatility in accrued liabilities and the value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2013, valuation, the level percentage of payroll method was used. The assumptions included a 7.25 percent investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate of 4 percent, with an ultimate trend rate of 4 percent in 2013. The Plan unfunded accrued liability is being amortized over a 30-year amortization period.

The District did pre-fund retiree healthcare costs and the District did establish an irrevocable trust for retiree healthcare costs with CERBT.
The following table provides required supplementary information regarding the District's postemployment benefits.

**SCHEDULE OF FUNDING PROGRESS**

<table>
<thead>
<tr>
<th>Valuation Date</th>
<th>Actuarial Asset Value</th>
<th>Actuarial Accrued Liability (AAL)</th>
<th>Unfunded Liability (Excess Assets)</th>
<th>Funded Ratio</th>
<th>Annual Covered Payroll</th>
<th>UAAL as a % of Covered Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2009</td>
<td>$ -</td>
<td>$41,844</td>
<td>$41,844</td>
<td>0.00%</td>
<td>$364,350</td>
<td>11.48%</td>
</tr>
<tr>
<td>6/30/2013</td>
<td>$16,103</td>
<td>$236,585</td>
<td>$220,482</td>
<td>6.81%</td>
<td>$401,882</td>
<td>54.86%</td>
</tr>
</tbody>
</table>
## MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

### BUDGETARY COMPARISON SCHEDULE

#### GENERAL FUND

For the Fiscal Year Ended June 30, 2013

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Budgeted Amounts</th>
<th>Variance with Final Budget Positive (Negative)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Final</td>
</tr>
<tr>
<td>Taxes</td>
<td>$340,650</td>
<td>$340,650</td>
</tr>
<tr>
<td>Special assessments</td>
<td>488,000</td>
<td>488,000</td>
</tr>
<tr>
<td>Revenue from contract services</td>
<td>134,000</td>
<td>134,000</td>
</tr>
<tr>
<td>Intergovernmental revenue</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Interest</td>
<td>2,250</td>
<td>908</td>
</tr>
<tr>
<td>Other revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>966,900</td>
<td>965,558</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and benefits</td>
<td>688,000</td>
<td>688,000</td>
</tr>
<tr>
<td>Uniforms</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Communications</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Household expense</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>Insurance</td>
<td>36,000</td>
<td>36,000</td>
</tr>
<tr>
<td>Maintenance and repairs</td>
<td>14,800</td>
<td>14,800</td>
</tr>
<tr>
<td>Operating supplies</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Lab supplies</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>Memberships</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Office and miscellaneous expenses</td>
<td>8,500</td>
<td>8,500</td>
</tr>
<tr>
<td>Professional fees</td>
<td>68,000</td>
<td>68,000</td>
</tr>
<tr>
<td>Chemicals</td>
<td>77,500</td>
<td>77,500</td>
</tr>
<tr>
<td>Training</td>
<td>4,100</td>
<td>4,100</td>
</tr>
<tr>
<td>Transportation and travel</td>
<td>14,000</td>
<td>14,000</td>
</tr>
<tr>
<td>Fuel</td>
<td>14,000</td>
<td>14,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>4,500</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>966,900</td>
<td>966,900</td>
</tr>
</tbody>
</table>

| Excess of revenues over (under) expenditures | (1,342) | 153,102 | 154,444 |

<table>
<thead>
<tr>
<th>Fund balance, July 1</th>
<th>$1,239,538</th>
<th>$1,239,538</th>
<th>$1,239,538</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund balance, June 30</td>
<td>$1,239,538</td>
<td>$1,238,196</td>
<td>$1,392,640</td>
</tr>
</tbody>
</table>

26
February 6, 2014
Moss, Levy & Hartzheim LLP
2400 Professional Parkway
Suite 205
Santa Maria, CA 93455

This representation letter is provided in connection with your audit(s) of the financial statements of Mosquito and Vector Management District of Santa Barbara County, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows for the fiscal year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 14 2014, the following representations made to you during your audit.

Financial Statements

1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 5 2013, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.

2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5) Significant assumptions we used in making accounting estimates are reasonable.
6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements [or in the schedule of findings and questioned costs].

8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

9) Guarantees, whether written or oral, under which the Independent Special District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10) We have provided you with:
   a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
   b) Additional information that you have requested from us for the purpose of the audit.
   c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
   d) Minutes of the meetings of the Mosquito and Vector Management District of Santa Barbara County or summaries of actions of recent meetings for which minutes have not yet been prepared.

11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
   a) Management,
   b) Employees who have significant roles in internal control, or
   c) Others where the fraud could have a material effect on the financial statements.

14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity’s financial statements communicated by employees, former employees, regulators, or others.
15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

17) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

18) We have made available to you all financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.

19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

21) The Mosquito and Vector Management District of Santa Barbara County has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

23) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

24) As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

25) The Mosquito and Vector Management District of Santa Barbara County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

26) The Mosquito and Vector Management District of Santa Barbara County has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

27) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
28) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

29) The financial statements properly classify all funds and activities.

30) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

31) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

32) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

33) Provisions for uncollectible receivables have been properly identified and recorded.

34) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

35) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

36) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

37) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

38) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

39) We have appropriately disclosed the Mosquito and Vector Management District of Santa Barbara County's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

40) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
The Mosquito and Vector Management District of Santa Barbara County General Manager and District staff worked with the audit team in mid-August 2013 to perform the data acquisition portion of this year’s audit. In addition the District’s staff had done an inventory at the end of June to establish the value of expendable materiel on hand at the end of the fiscal year.

The sections below present historical information and discuss specific topics that occurred during the fiscal year ending June 30, 2013. Readers are encouraged to peruse this information in conjunction with the accompanying financial statements.

Summary of Organization – an Overview

The District was formed in 1959, under the statutes of the State of California Health and Safety Code Sections 2000-2093, for the purpose of protecting the public health from various stipulated disease vectors. The District’s boundaries include all of the unincorporated areas of Santa Barbara County plus the cities of Carpinteria, Goleta, and Santa Barbara. The incorporated cities of Santa Maria, Guadalupe, Lompoc, Buellton and Solvang are not currently served by the District. Approximately 235,000 people live in the area served by the District. The District currently has a staff of seven people.

The cities of Carpinteria, Goleta and Santa Barbara as well as the unincorporated areas in between them i.e. the areas of Summerland, Montecito, Mission Canyon and the area between Santa Barbara and Goleta, receive enhanced vector services as a result of the public’s approval of two benefit assessments in these areas. The distinction between enhanced vector services and the basic services received by the remainder of the District’s service area are detailed annually in an Engineer’s Report typically released in the month of May. That report has a wealth of information about the mission and history of the District as well as details of the District’s funding sources.

Since the spring of 2008 the District’s staff has been conducting increased surveillance for vector borne disease in Northern Santa Barbara County in an effort to ascertain the need to provide vector services to those areas not currently serviced by the District. A draft report detailing the species composition and abundance data from 18 trapping sites over a five year period has been presented to the Board of Trustees. Their suggestions for revision are being incorporated in a final report. Additionally, at the request of the City of Pismo Beach and the Oceano Dunes District of the California Department of Parks and Recreation the District has entered into a contractual agreement to provide mosquito surveillance and control services in specific areas of San Luis Obispo County. Out-of-County service is allowed under a provision of the Health and Safety Code. The District also contracts with cities and other public entities within Santa Barbara County for mosquito and vector services on publicly owned properties which are not on the ad valorem tax roll and have been specifically excluded from the District’s benefit assessment zones.

Overview of the Financial Statements
The basic financial statements in this audit include: 1) Government-wide Financial Statements, including a statement of Net Assets and Activities; 2) Fund Financial Statements, including a Balance Sheet, Statement of Revenues, Expenditures, and Changes in Fund Balance, and Reconciliations of these Statements to the Government-wide Statements; 3) Notes to Basic Financial Statements; and 4) Required Supplementary Information. The Notes provide detailed information pertaining to significant accounting policies, cash and investments, property taxes, insurance, net assets, and contingencies. The District manages its finances in two funds. The General Fund which contains monies allocated to the routine operations of the District, and the Capital Reserve Fund which includes monies designated for future use such as significant improvement to the District headquarters or acquisition of another facility.

Financial Highlights

Fiscal year 2012-2013, was the eighth fiscal year in which the District provided enhanced vector control services in the expanded Benefit Assessment Service Zone 1. Formerly consisting only of the City of Goleta, Hope Ranch, and other areas of the Goleta Valley, Zone 1 was expanded in 2004 to include the City of Santa Barbara and the communities of Mission Canyon, Montecito, and Summerland. The Zone 1 expansion was accompanied by a corresponding increase in revenues due to the Benefit Assessment now in place in that area. The District also provides enhanced vector control in Benefit Assessment Service Zone 2 which is the Carpinteria area. The increased revenues from Benefit Assessment funded two additional Vector Control Technician positions required to provide services to the new areas.

With regard to note 10 on page 23 of the Audit Report concerning Post Employment Benefits Other Than Pensions (Commonly referred to as OPEB – Other Post Employment Benefits using GASB 45 terminology), the Mosquito and Vector Management District of Santa Barbara County only has one obligation under the requirement of GASB 45 and that is for post-employment health benefits. While the District currently has no retired employees collecting this benefit the District Board of Trustees has received a new actuarial report and has selected a Trust Agency to take the funds in to a trust as required by GASB 45. The actual transfer of funds began on the 19 of June 2013. The entire amount necessary to fund the obligation that has accrued since 1994 when the District joined PERS for employee health care coverage will be paid into the Trust by March of 2014. The District Board of Trustees is committed to putting the necessary funds into the Trust each year as determined by the actuarial report in order to fully fund the District’s obligation.

The District made no large purchases in fiscal year 2012-2013. Timely maintenance of the District’s vehicles has kept us from needing to replace any since 2010.

Summary

The District has been conducting increased surveillance of the mosquito populations in the unincorporated portions of Santa Barbara County north of the Santa Ynez Mountains. A draft report
detailing the results of five years of this surveillance has been prepared and submitted to the Board of Trustees. The District added a sentinel chicken flock in the Santa Ynez Valley which provides more complete coverage for disease surveillance. The District continues to use biorational mosquito suppression methods and materials that are more environmentally friendly as part of an overall integrated pest management program. District staff frequently attends training sessions to insure that the latest and best materials and techniques are used in the work of vector management.

The District continues to monitor and treat two sources of mosquitoes in the City of Pismo Beach under a contract with the City. A similar contract is still in place with the California Department of Parks and Recreation for services at three sites in Oceano Dunes State Recreational Vehicle Area. This occurred because the San Luis Obispo County Agricultural Commissioner’s Office which had previously provided vector management service to those areas, stopped doing so in 2009. All mosquito control services performed within San Luis Obispo County are funded by these entities. No tax dollars from Santa Barbara County have been used to provide the services to the areas in San Luis Obispo County.

The District continues to increase its public relations program through attendance at local events, such as the Earth Day Festival, where the District’s staff has the opportunity to meet with Santa Barbara County residents, discuss vector issues and provide information on services offered. The District also continues to maintain an updated and modernized website where constituents can view up to date information about the District.

Lastly, discussions with the Carpinteria – Summerland Fire Protection District are on hold. These discussions had evolved from the concept of a single facility combining both the Vector District and a Fire Station to a signed real estate agreement, whereby the Carpinteria – Summerland Fire District would purchase the District’s property pending passage of a Bond Measure that they planned to put before the voters in June 2013. In early spring 2013 the Fire District conducted a poll of the voters and determined that there might not be sufficient support to pass the measure therefore they are reevaluating their plans. Currently, the Vector District is in search of a suitable home for its headquarters preferably in or near the City of Goleta.
MANAGER’S REPORT

1. Mailed documents for 2013 Altosid Rebate Program to Central Life Sciences. District’s rebate totaled $995.29 and has been received.

2. On January 1, 2014 a new management company, Advocacy and Management Group, Inc., took over managing the administration of MVCAC.

3. Renewed Airport Operations Area badge and Signatory Authority for access to Santa Barbara Airport property. Returned Airport badge audit to Airport Badging Office.

4. Stephen Puchli Plumbing repaired two leaking water pipes at the District’s Summerland facility.


6. Spoke with Bob Morgenstern, City of Goleta Parks and Open Spaces Director about Lake Los Carneros. Tule management is scheduled to begin on January 20, 2014. Permits took city 7 months to acquire.

7. District field staff calibrated all pesticide application equipment.

8. Registered for VCJPA Annual Workshop in Walnut Creek, California on March 6-7, 2014.


10. Completed a survey regarding the future of the West Nile Virus Dead Bird program for the MVCAC Southern California regional representative. The District supports the continuation of the WNV Dead Bird Hotline.

11. Verizon Wireless replaced the Interim General Manager’s “obsolete” cellular telephone. A new battery was no longer available for the old one. The District was charged only for the tax on the new phone and for a carrying case (about $25 total).

12. The District’s Ford Fusion vehicle had its rear shock absorbers replaced at Kennedy Automotive. Kennedy Automotive also serviced the District’s two full-sized Chevrolet pickups.

13. Techease repaired Interim General Manager’s computer.