



# MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

## TRUSTEES:

President Patty DeDominic, Santa Barbara County  
Secretary Ronald Hurd, Carpinteria  
Craig Geyer, Goleta  
Cathy Schlottmann, Santa Barbara County

Charles Blair, Santa Barbara County  
Teri Jory, Santa Barbara County  
Robert Williams, Santa Barbara County

Persons with disabilities who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the District's General Manager at least three (3) days prior to the meeting by telephone at (805) 969-5050 or by email at [gm@mvmdistrict.org](mailto:gm@mvmdistrict.org).

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at 2450 Lillie Avenue, Summerland, CA 93067.

## REGULAR MEETING OF THE BOARD OF TRUSTEES

HOPE SCHOOL BOARD ROOM, 3970 LA COLINA ROAD, SANTA BARBARA CALIFORNIA 93110

JANUARY 10, 2019, 2:00 PM

# AGENDA

1. ROLL CALL
2. CONFIRMATION OF AGENDA
3. NEW BUSINESS
  - A. **Nomination and election of MVMDSBC Board officers for calendar year 2019**
4. STAFF ANNOUNCEMENTS regarding District business
  - A. **Trustee training schedules:**

AB 1825 Harassment Prevention - due date for trustees:		
Patty DeDominic (4/4/19)	Craig Geyer (4/10/19)	Bob Williams (5/16/19)
AB 1234 Ethics - due date for trustees:		
Patty DeDominic (2/17/19)	Craig Geyer (3/10/19)	Ron Hurd (2/23/19)
Cathy Schlottmann (3/11/19)	Bob Williams (2/5/19)	
  - B. **IRS 2019 Standard Mileage Rate used to calculate the deductible costs of operating an automobile for business purposes is 58¢, up from 54.5¢ in 2018**
  - C. **Annual reminder: Form 700 – Statement of Economic Interest**  
Web access = <https://www.southtechhosting.com/SantaBarbaraCounty/eDisclosure/>
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 December 13, 2018 regular meeting (Page 3)
- B. Approval of the December Financial Statements for County Fund 4160 (Page 6)
- C. Approval of the December Vendor Disbursement Report (Page 11)
- D. Approval of the December Disease Surveillance Report (Page 14)
- E. Approval of the December District Operations Report (Page 16)

7. OLD BUSINESS. The Board will discuss and may take action on the following items.

- A. **Accounts receivable contracts' status (5909 Misc. Revenue)** (Page 17)  
Review City of Santa Barbara mosquito management plan (scope of work) (Page 18)

8. NEW BUSINESS. The Board will discuss and may take action on the following items.

**A. Approve general manager recruitment and selection process:**

- [Job description and recruitment document](#) (Page 24)
- Salary range and benefits
- Four step assessment process and calendar (Page 31) – 1. Application review; 2. First round interviews; 3. Second round interviews of top candidates; 4. Ranking and selection of top candidate
- Current GM involvement in assessment of applicants
- Current GM involvement in selection of candidates

9. MANAGER'S REPORT (Page 32)

10. BOARD ANNOUNCEMENTS

11. ADJOURNMENT (Next scheduled meeting: 2:00 PM; Thursday, February 14, 2019)

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT  
of Santa Barbara County  
MINUTES OF REGULAR MEETING OF TRUSTEES  
December 13<sup>th</sup>, 2018**

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, December 13<sup>th</sup>, 2018 at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. ROLL CALL.

TRUSTEES PRESENT:

President Patty DeDominic  
Vice-President Larry Fausett  
Secretary Ron Hurd  
Trustee Craig Geyer  
Trustee Cathy Schlottmann  
Trustee Robert Williams  
Trustee Teri Jory  
Trustee Charlie Blair

TRUSTEES ABSENT:

None.

IN ATTENDANCE:

David Chang, General Manager  
Brian Cabrera, Operations Manager Biologist  
Jessica Sprigg, Administrative Assistant  
Carrie Troup, CPA  
Vesna Ibarra, Vector Technician  
Donald Cram, Vector Technician

2. CONFIRMATION OF AGENDA

*-No changes requested.*

3. STAFF ANNOUNCEMENTS regarding District business.

**A. MVMDSBC Employees Association ratifies Memorandum of Understanding defining terms of employment.**

MOU fully implemented on November 13, 2018

*-MOU is a three year agreement. Vector Control Technicians salary increase is retroactive to July 1, 2018.*

4. CORRESPONDENCE

**A. VCJPA requests disposition of 2018 retrospective adjustments**

Total refund = \$11,665

*-Refund will be deposited into the District general fund.*

**B. Bickmore (VCJPA administrator) announces rebranding to York**

*-No changes to services.*

**C. County Auditor-Controller provides tax losses from Thomas Fire and Flood**

Total MVMDSBC tax losses claimed = \$1,887

**D. Letter written by GM to trustee's concerned constituent**

*-Trustee Jory will be meeting with the constituent to discuss their concerns.*

5. PUBLIC COMMENT –

*None.*

6. ITEMS OF GENERAL CONSENT. The following items are approved by a single action of the Board. Items requiring additional discussion may be withdrawn from the listing and approved in a separate action.

**A.** Approval of the Minutes of the November 8, 2018 regular meeting

**B.** Approval of the November Financial Statements for County Fund 4160

**C.** Approval of the November Vendor Disbursement Report

**D.** Approval of the November Disease Surveillance Report

**E.** Approval of the November District Operations Report

*-It was moved by Trustee Williams and seconded by Trustee Schlottmann to approve the Items of General Consent. Motion passed with Trustee Blair abstaining from approval of the minutes due to his absence from the meeting.*

7. OLD BUSINESS

**A. Accounts receivable contracts' status (5909 Misc. Revenue)**

Discuss cost – overhead analysis and services provided to San Luis Obispo county agencies

Consider approving the GM's cost of services schedule

*-It was moved by Trustee Geyer to adopt a rate schedule wherein overhead costs on contract services be placed at: 40% within the benefit assessment zones, 50% inside Santa Barbara County but outside of benefit assessment zones, and 60% for services outside of Santa Barbara County. Rate schedule to be implemented July 1, 2019.*

*Motion seconded by Trustee Williams and passed unanimously.*

8. NEW BUSINESS

**A. Consider approving the MVMSBC Personnel Policy and Procedures Manual Version 3**

Your board is requested to approve the revision of the MVMSBC's Personnel Policy and Procedures Manual. A summary of the differences between the previous Personnel Policy and Procedures Manual (PPM) v2.1.3 and the MVMSBC Employees' Association Memorandum of Understanding is included in your board's agenda supporting documents.

[Click here for the previous PPM version 2.1.3.](#) [Click here for the new PPM version 3.0.0.](#)

Three copies (with changes tracked) of the new PPM will be available for review at the board meeting.

*-It was moved by Trustee Hurd and seconded by Vice-President Fausett to approve the MVMSBC Personnel Policy and Procedures Manual Version 3. Motion passed unanimously.*

**B. Consider approving a trustee to attend 87th MVCAC Annual Meeting, not to exceed \$1,090**

Your board previously approved Operations Manager Biologist Brian Cabrera's attendance. Trustee Blair requests to attend. Cost not to exceed \$1,090.

Registration w banquet \$290; three nights lodging \$700; meals \$100; total ≈ \$1,090

Budget remaining after 2 attendees – 7653 Fees \$2,490; 7730 Travel \$2,259

*-It was moved by Trustee Geyer to approve attendance. Seconded by Secretary Hurd and passed unanimously.*

**C. General Manager announces retirement date**

Discuss GM's three month plan

*-An ad-hoc recruitment committee, consisting of Trustees Williams, Jory, and Hurd, will meet with General Manager Chang to discuss recruitment process and report back to full board.*

9. MANAGER'S REPORT

*-No discussion occurred for this item.*

10. BOARD ANNOUNCEMENTS

*-Trustee Blair reported that there will be no December meeting of the SBCCSDA.*

11. CLOSED SESSION

*-None.*

12. ADJOURNMENT

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

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

BY:

APPROVED:

-----  
Patty DeDominic  
Board President

-----  
Ron Hurd  
Board Secretary

# Financial Status (Real-Time)

As of: 12/31/2018 (50% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 4160

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

## Fund 4160 -- Mosquito & Vector Mgt District

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	12/31/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	386,000.00	237,168.61	-148,831.39	61.44 %
3011 -- Property Tax-Unitary	1,000.00	5.06	-994.94	0.51 %
3015 -- PT PY Corr/Escapes Secured	0.00	-9.25	-9.25	--
3020 -- Property Tax-Current Unsecd	19,000.00	15,863.02	-3,136.98	83.49 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	76.49	76.49	--
3028 -- RDA Pass-through Payments	1,500.00	0.00	-1,500.00	0.00 %
3029 -- RDA RPTTF Resid Distributions	4,000.00	0.00	-4,000.00	0.00 %
3040 -- Property Tax-Prior Secured	600.00	1.41	-598.59	0.24 %
3050 -- Property Tax-Prior Unsecured	400.00	-178.63	-578.63	-44.66 %
3054 -- Supplemental Pty Tax-Current	3,000.00	-463.44	-3,463.44	-15.45 %
3056 -- Supplemental Pty Tax-Prior	0.00	52.66	52.66	--
Taxes	415,500.00	252,515.93	-162,984.07	60.77 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	-114.07	-114.07	--
Fines, Forfeitures, and Penalties	0.00	-114.07	-114.07	--
Use of Money and Property				
3380 -- Interest Income	3,100.00	3,504.93	404.93	113.06 %
3381 -- Unrealized Gain/Loss Invstmnts	-2,000.00	382.63	2,382.63	-19.13 %
Use of Money and Property	1,100.00	3,887.56	2,787.56	353.41 %
Intergovernmental Revenue-State				
4160 -- State Aid for Disaster	0.00	1,887.64	1,887.64	--
4220 -- Homeowners Property Tax Relief	2,000.00	1,112.43	-887.57	55.62 %
Intergovernmental Revenue-State	2,000.00	3,000.07	1,000.07	150.00 %

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Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	12/31/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
<b>Intergovernmental Revenue-Other</b>				
4840 -- Other Governmental Agencies	10,000.00	0.00	-10,000.00	0.00 %
Intergovernmental Revenue-Other	10,000.00	0.00	-10,000.00	0.00 %
<b>Charges for Services</b>				
4877 -- Other Special Assessments	600,000.00	385,656.63	-214,343.37	64.28 %
Charges for Services	600,000.00	385,656.63	-214,343.37	64.28 %
<b>Miscellaneous Revenue</b>				
5909 -- Other Miscellaneous Revenue	100,000.00	38,942.49	-61,057.51	38.94 %
Miscellaneous Revenue	100,000.00	38,942.49	-61,057.51	38.94 %
Revenues	1,128,600.00	683,888.61	-444,711.39	60.60 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	451,000.00	193,409.34	257,590.66	42.88 %
6210 -- Commissioner/Director/Trustee	9,600.00	4,800.00	4,800.00	50.00 %
6400 -- Retirement Contribution	153,500.00	68,101.74	85,398.26	44.37 %
6500 -- FICA Contribution	29,000.00	12,275.42	16,724.58	42.33 %
6550 -- FICA/Medicare	6,750.00	2,870.87	3,879.13	42.53 %
6600 -- Health Insurance Contrib	120,000.00	62,139.39	57,860.61	51.78 %
6700 -- Unemployment Ins Contribution	3,450.00	401.21	3,048.79	11.63 %
6900 -- Workers Compensation	26,000.00	21,333.00	4,667.00	82.05 %
Salaries and Employee Benefits	799,300.00	365,330.97	433,969.03	45.71 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	6,000.00	2,028.22	3,971.78	33.80 %
7050 -- Communications	5,100.00	2,542.34	2,557.66	49.85 %
7070 -- Household Supplies	2,700.00	1,284.00	1,416.00	47.56 %

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## Fund 4160 -- Mosquito & Vector Mgt District

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	12/31/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
7090 -- Insurance	16,000.00	16,162.00	-162.00	101.01 %
7120 -- Equipment Maintenance	3,800.00	413.53	3,386.47	10.88 %
7121 -- Operating Supplies	9,000.00	3,383.46	5,616.54	37.59 %
7124 -- IT Software Maintenance	11,000.00	1,254.95	9,745.05	11.41 %
7200 -- Structure & Ground Maintenance	2,500.00	0.00	2,500.00	0.00 %
7400 -- Medical, Dental and Lab	0.00	0.00	0.00	--
7430 -- Memberships	13,500.00	14,868.00	-1,368.00	110.13 %
7450 -- Office Expense	4,300.00	2,834.49	1,465.51	65.92 %
7460 -- Professional & Special Service	52,000.00	38,153.42	13,846.58	73.37 %
7508 -- Legal Fees	50,000.00	18,720.62	31,279.38	37.44 %
7546 -- Administrative Expense	6,500.00	0.00	6,500.00	0.00 %
7650 -- Special Departmental Expense	72,200.00	50,981.06	21,218.94	70.61 %
7653 -- Training Fees & Supplies	3,000.00	578.00	2,422.00	19.27 %
7730 -- Transportation and Travel	4,000.00	213.09	3,786.91	5.33 %
7731 -- Gasoline-Oil-Fuel	9,500.00	4,250.84	5,249.16	44.75 %
7732 -- Training	0.00	0.00	0.00	--
7760 -- Utilities	4,500.00	2,545.25	1,954.75	56.56 %
Services and Supplies	275,600.00	160,213.27	115,386.73	58.13 %
Other Charges				
7860 -- Contrib To Other Agencies	42,700.00	21,348.00	21,352.00	50.00 %
Other Charges	42,700.00	21,348.00	21,352.00	50.00 %
Capital Assets				
8200 -- Structures&Struct Improvements	3,000.00	0.00	3,000.00	0.00 %
8300 -- Equipment	65,000.00	0.00	65,000.00	0.00 %
Capital Assets	68,000.00	0.00	68,000.00	0.00 %
Expenditures	1,185,600.00	546,892.24	638,707.76	46.13 %



# Financial Status (Real-Time)

As of: 12/31/2018 (50% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 4160

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

## Fund 4160 -- Mosquito & Vector Mgt District

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	12/31/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Other Financing Sources & Uses				
Other Financing Sources				
5911 -- Oper Trf (In)-Other Funds	78,050.00	0.00	-78,050.00	0.00 %
Other Financing Sources	78,050.00	0.00	-78,050.00	0.00 %
Other Financing Uses				
7901 -- Oper Trf (Out)	21,050.00	20,000.00	1,050.00	95.01 %
Other Financing Uses	21,050.00	20,000.00	1,050.00	95.01 %
Other Financing Sources & Uses	57,000.00	-20,000.00	-77,000.00	-35.09 %
Mosquito & Vector Mgt District	0.00	116,996.37	116,996.37	--
Net Financial Impact	0.00	116,996.37	116,996.37	--

# Cash Balances (Real-Time)

As of: 12/31/2018  
Accounting Period: OPEN

Selection Criteria: Fund = 4160-4161

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

Fund	12/1/2018 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	12/31/2018 Ending Balance
4160 -- Mosquito & Vector Mgt District	667,445.29	12,263.07	584,944.12	36,587.00	70,626.05	1,157,439.43
4161 -- SB Vector-Cap Asset Reserve	551,996.92	0.00	0.00	0.00	0.00	551,996.92
Total Report	1,219,442.21	12,263.07	584,944.12	36,587.00	70,626.05	1,709,436.35

# Vendor Disbursements (Real-Time)

From 12/1/2018 to 12/31/2018

Selection Criteria: Fund = 4160

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

## Fund 4160 -- Mosquito & Vector Mgt District

Disbursement	Disbursement Date	Dept	Purchase Order	Remit Description	Amount
Vendor 005477 -- CO SB RESOURCE RECOVERY & WASTE MANAGEMENT					
W - 09716786	12/07/2018	880		Vendor Invoice #: 24052	228.75
Total CO SB RESOURCE RECOVERY & WASTE MANAGEMENT					228.75
Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					
W - 09716906	12/07/2018	880		Vendor Account: 1836728662-001	3,558.00
W - 09717073	12/12/2018	880		Vendor Account: 1836728662-001	3,558.00
Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					7,116.00
Vendor 006215 -- US BANK CORPORATE PAYMENT SYSTEM					
ACH - 621245	12/18/2018	880		Vendor Account:	958.88
Total US BANK CORPORATE PAYMENT SYSTEM					958.88
Vendor 008116 -- HOWELL MOORE & GOUGH LLP					
W - 09717195	12/14/2018	880		Vendor Invoice #: 40040; Vendor Account: 18472-0001	260.00
Total HOWELL MOORE & GOUGH LLP					260.00
Vendor 009136 -- TECHEASE COMPUTER SOLUTIONS LLC					
W - 09717682	12/21/2018	880		Vendor Invoice #: 37460	140.00
Total TECHEASE COMPUTER SOLUTIONS LLC					140.00
Vendor 011287 -- HELUNA HEALTH					
W - 09717586	12/20/2018	880		Vendor Invoice #: 1000008; Vendor Account: 5868	1,623.55
Total HELUNA HEALTH					1,623.55
Vendor 050379 -- ADP INC					
EFT	12/14/2018	880		Vendor Invoice #: 525910647	197.45
Total ADP INC					197.45
Vendor 086415 -- CITY EMPLOYEES ASSOC LLC					
ACH - 620054	12/07/2018	880		UNION DUES 12/01/18	46.14
ACH - 621562	12/20/2018	880		UNION DUES 12/15/18 for Mosquito&Vector Mgmt	46.14
Total CITY EMPLOYEES ASSOC LLC					92.28

# Vendor Disbursements (Real-Time)

From 12/1/2018 to 12/31/2018

Selection Criteria: Fund = 4160

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

## Fund 4160 -- Mosquito & Vector Mgt District

Disbursement	Disbursement Date	Dept	Purchase Order	Remit Description	Amount
Vendor 194683 -- Allied Administrators for Delta Dental					
ACH - 620852	12/14/2018	880		Vendor Account: 07917-06145	1,168.49
				Total Allied Administrators for Delta Dental	1,168.49
Vendor 252027 -- Educated Car Wash					
ACH - 620861	12/14/2018	880		Vendor Invoice #: 851	19.95
				Total Educated Car Wash	19.95
Vendor 346888 -- CARRIE TROUP CPA					
ACH - 621446	12/19/2018	880		Vendor Invoice #: 1118V	1,550.00
				Total CARRIE TROUP CPA	1,550.00
Vendor 522736 -- McCormix Corporation					
ACH - 620894	12/14/2018	880		Vendor Account: 3581	594.83
				Total McCormix Corporation	594.83
Vendor 556712 -- MONTECITO WATER DISTRICT					
ACH - 620315	12/11/2018	880		Vendor Account: 20-1620-01	53.44
				Total MONTECITO WATER DISTRICT	53.44
Vendor 648390 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					
ACH - 621690	12/20/2018	880		Vendor Invoice #: 1800; Vendor Account: 1836728662	10,556.72
				Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM	10,556.72
Vendor 710175 -- STATE/FEDERAL TAXES & DIRECT DEPOSITS					
EFT	12/06/2018	880		Vendor Account: 710175	17,882.60
EFT	12/20/2018	880		Vendor Account: 710175	18,506.95
				Total STATE/FEDERAL TAXES & DIRECT DEPOSITS	36,389.55
Vendor 740582 -- BIG GREEN CLEANING CO					
ACH - 620988	12/14/2018	880		Vendor Invoice #: 525344; Vendor Account: VE603	214.00
				Total BIG GREEN CLEANING CO	214.00

# Vendor Disbursements (Real-Time)

From 12/1/2018 to 12/31/2018

Selection Criteria: Fund = 4160

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

## Fund 4160 -- Mosquito & Vector Mgt District

Disbursement	Disbursement Date	Dept	Purchase Order	Remit Description	Amount
Vendor 767200 -- SOUTHERN CALIFORNIA EDISON					
ACH - 620323	12/11/2018	880		Vendor Account: 2-03-674-6246	143.19
				Total SOUTHERN CALIFORNIA EDISON	143.19
Vendor 767800 -- THE GAS COMPANY					
ACH - 620324	12/11/2018	880		Vendor Account: 067 514 4833 0	28.24
				Total THE GAS COMPANY	28.24
Vendor 776537 -- COX COMMUNICATIONS - BUSINESS					
ACH - 620325	12/11/2018	880		Vendor Account: 001 3011 026941801	378.29
				Total COX COMMUNICATIONS - BUSINESS	378.29
Vendor 855111 -- Vision Service Plan-CA					
ACH - 621937	12/21/2018	880		Vendor Account: 30 011671 0001	195.18
				Total Vision Service Plan-CA	195.18
				Total Mosquito & Vector Mgt District	61,908.79



## MOSQUITO and VECTOR MANAGEMENT DISTRICT of Santa Barbara County

# DISEASE SURVEILLANCE REPORT

December 2018

### **Live Mosquito-Borne Virus Surveillance**

One trapping survey was conducted overnight on December 12 at the U.C. Santa Barbara bluffs overlooking the Santa Barbara Airport. Twelve EVS-CO<sub>2</sub> traps were set up but only a single southern house mosquito was caught. Staff conducted inspections at various sites in the southern coastal communities, especially following rains, and treated for mosquito larvae as needed.

### **West Nile Virus Dead Bird Submissions**

Four calls were made to the Dead Bird Hotline. A sample was collected and submitted from one bird and results are pending. No West Nile virus (WNV) activity was detected in Santa Barbara County in 2018. As of Dec. 27, there were 203 human cases of WNV infection reported from 31 counties in California in 2018 including 14 new cases reported during the week ending December 14.

### **St. Louis Encephalitis Virus Activity**

Four new human cases of St. Louis encephalitis virus (SLEV) disease in California were reported in December - one each from Los Angeles, Kern, Stanislaus and Fresno counties. This brings the total number of SLEV disease cases in California to 5 in 2018. SLEV activity has never been confirmed in Santa Barbara County.

### **Zika Virus and Invasive *Aedes* Mosquito Update**

As of December 7, there have been 56 travel-associated Zika virus infections in California this year; none have been reported from Santa Barbara County. No yellow fever mosquitoes *Aedes aegypti*, or Asian tiger mosquitoes, *Ae. albopictus*, have ever been detected in Santa Barbara County, to date. (Updates are released on the first Friday of each month.)

### **Sentinel Chicken Flocks**

The District currently maintains four sentinel chicken flocks located at the Carpinteria Sanitary District, Goleta Sanitary District, Solvang City Wastewater Treatment Plant, and the Mission Hills Community Services District. The flock at the U.S. Forest Service ranger station was retired and adopted by a nearby resident in November.

The chicken flocks are on a 4 week sampling regime from November through March due to reduced mosquito activity. Blood samples were collected on December 10 and 11 and all samples tested negative for the presence of WNV, SLEV and WEE.



### **Bed bug, *Cimex lectularius***

For centuries the bed bug was a common indoor pest until DDT and other pesticides rendered them almost obsolete in the U.S and many other countries. However, in the late 1990s and early 2000s they made an unexplained resurgence. Bed bugs can now be found infesting houses, apartments, dorms, nursing facilities, cruise ships, hotels and motels, libraries, laundromats, movie theaters and other places where people live, congregate and rotate through. Adult bed bugs are about the size of an apple seed or lentil while newly hatched young are about the size of a poppy seed. Bed bugs spread through infested beds and furniture, luggage, laundry, books, backpacks, purses and other items transported from infested sites. Bed bugs crawl from their hiding places in the middle of the night and early morning hours and use their piercing-sucking mouthparts to draw blood from their sleeping hosts. The bed bug body swells like a water balloon as they become engorged with blood. Fortunately, bed bugs are not known to vector any diseases. However, their bites can produce welts, itching and physical discomfort. Persons living in infested premises may suffer mental and emotional trauma. Substantial time, labor, money and aggravation may be spent dealing with infestations. When traveling, inspecting your hotel room and keeping your luggage secure from bed bugs can be worth the time and effort if it can prevent you from picking up unwelcome hitchhikers.

# Mosquito and Vector Management District of Santa Barbara County

## Report of District Operations - December 2018

Location	Mosquito					Bees & Wasps			Rats & Mice		Surveillance			Other		Total
	Inspection Hours	Treatment Hours	Service Requests	Fish Requests	Standing Water Reports	Inspection Hours	Treatment Hours	Service Requests	Inspection Hours	Service Requests	WNV Bird	Chickens	Mosquito Pools	Bedbugs	Misc.	Total hours devoted to zone
Goleta	27.0	6.5							2.0			5.0				40.5
Goleta Valley	48.0	5.5		1					12.5				9.0			75.0
Rancho Embarcadero	2.0															2.0
Isla Vista	2.0	0.5														2.5
Hope Ranch				1												0.0
Hidden Valley																0.0
Santa Barbara area	14.0	1.5								1						15.5
Mission Canyon																0.0
Montecito	15.5	2.0							4.5							22.0
Summerland	3.0	1.5														4.5
Carpinteria	6.0											4.0				10.0
Carpinteria Valley	13.0	1.5		2												14.5
Carp Salt Marsh	14.0	1.0														15.0
Camino Real	3.0	1.5														4.5
Storke Ranch	2.5	1.0														3.5
Goleta Sanitary																0.0
Lake Los Cameros	2.5	1.0														3.5
UCSB	20.5	26.5														47.0
Santa Barbara Airport																0.0
City of Santa Barbara	8.5	2.0														10.5
SoCalGas	2.5															2.5
<b>South County</b>	<b>184.0</b>	<b>52.0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>19.0</b>	<b>1</b>	<b>0.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0</b>	<b>273.0</b>
<b>North County</b>												<b>22.0</b>				<b>22.0</b>
Pismo Beach																0.0
Oceano Dunes																0.0
San Luis Obispo																0.0
<b>SLO County</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>
<b>Monthly Totals</b>	<b>184.0</b>	<b>52.0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>19.0</b>	<b>1</b>	<b>0.0</b>	<b>31.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0</b>	<b>295.0</b>
<b>Year to Date</b>	<b>2,225.0</b>	<b>696.5</b>	<b>53</b>	<b>91</b>	<b>21</b>	<b>20.0</b>	<b>1.0</b>	<b>10</b>	<b>150.5</b>	<b>36</b>	<b>13.5</b>	<b>544.5</b>	<b>359.5</b>	<b>9.0</b>	<b>1</b>	

	This Month	Year to Date
Total Inspection Hours	203.0	2401.0
Total Treatment Hours	52.0	696.5
Total Mileage	2,683.0	34,155.0



## Contracts – Accounts Receivable Status January 10, 2019

								today	January 8, 2019
								FYE19 status as of January 8, 2019	
Account		MOU Maximum	Currently cash basis	Income Average	MMP	MOU expiry	MOU Status		
<a href="#">1</a>	Wynmark	\$ 1,630	\$ 1,365	\$ 980	FYE20	<a href="#">none</a>	FYE20 COMPLETE		
<a href="#">3</a>	Goleta Sanitary District	\$ 4,082	\$ 4,044	\$ 1,225	FYE20	<a href="#">none</a>	FYE20 COMPLETE		
<a href="#">4</a>	Goleta, City of	\$ 20,124	\$ 2,231	\$ 2,380	FYE19	<a href="#">none</a>	FYE19 waiting for return		
<a href="#">5</a>	Oceano Dunes District	\$ 30,000	\$ 16,262	\$ 15,000	2019	<a href="#">2018-19</a>	2018-19 COMPLETE		
<a href="#">6</a>	Pismo Beach, City of	\$ 11,854	\$ 5,038	\$ 4,000	FYE19	<a href="#">none</a>	FYE19 COMPLETE		
<a href="#">7</a>	Santa Barbara Airport	\$ 74,000	\$ 51,443	\$ 74,000	FYE18	<a href="#">draft</a>	current - PO for FYE20		
<a href="#">8</a>	Santa Barbara, City of	\$ 11,948	\$ 5,863	\$ 10,000	FYE18	<a href="#">none</a>	MOU FYE21 ready to implement		
<a href="#">9</a>	SoCalGas	\$ 200	\$ 1,015	\$ 200	FYE19	<a href="#">draft</a>	current - No contract		
<a href="#">10</a>	Cal-Storke, LLC	\$ 1,400	\$ 1,540	\$ 1,400			current - Agreement 1998		
<a href="#">11</a>	UCSB	\$ 41,000	\$ 11,439	\$ 20,000	FYE20	<a href="#">200630</a>	FYE20 COMPLETE		
<a href="#">12</a>	San Luis Obispo, County	\$ 26,340	\$ 7,842	\$ -	FYE19	<a href="#">none</a>	FYE19 COMPLETE		
		\$ 222,578	\$ 108,082	\$ 129,185					
		August 8, 2018		Budgeted		needs work - priority			
		FYE 2019	\$ 47,319.44	\$ 100,000	needs work - partially complete				
		FYE 2018	\$ 102,206.83	\$ 70,000	valid, but needs work				
		FYE 2017	\$ 87,923.06	\$ 105,000	valid, complete but waiting				
		FYE 2016	\$ 58,114.04	\$ 115,000	valid, complete				
		FYE 2015	\$ 99,346.50	\$ 120,000					

Account	Labor Rates									Material Costs (**)										
	OM	VT2	VT1	dc	vi	ks	rs	Flat		DART	mileage (2019)	dry ice	Altosid (30 day) Briquets	Altosid XR Briquets	Altosid pellets	Natular XRT	Natular T30	Vecto Bac G	Vecto Lex FG	
<a href="#">1</a> Wynmark		\$ 70.33	\$ 62.06																\$ 2.81	
<a href="#">3</a> Goleta Sanitary District	\$ 77.28			\$ 61.76	\$ 70.33	\$ 69.41	\$ 68.88						\$ 99.82		\$ 27.59				\$ 2.73	\$ 6.96
<a href="#">4</a> Goleta, City of	\$ 77.28			\$ 61.76	\$ 70.33	\$ 69.41	\$ 68.88						\$ 99.82				\$ 119.23		\$ 2.79	\$ 6.96
<a href="#">5</a> Oceano Dunes District	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88			\$ 20.00	\$ 0.580	\$ 1.62							\$ 2.79	\$ 6.96
<a href="#">6</a> Pismo Beach, City of	\$ 77.28	\$ 70.33	\$ 62.06							\$ 20.00	\$ 0.580	\$ 1.62	\$ 99.82						\$ 2.81	\$ 6.96
<a href="#">7</a> Santa Barbara Airport	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88						\$ 99.82		\$ 27.59				\$ 2.73	\$ 6.81
<a href="#">8</a> Santa Barbara, City of	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88						\$ 99.82		\$ 27.59				\$ 2.81	\$ 6.96
<a href="#">9</a> SoCalGas								\$ 70												
<a href="#">10</a> Cal-Storke, LLC								\$ 70												
<a href="#">11</a> UCSB	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88								\$ 27.59				\$ 2.81	\$ 6.96
<a href="#">12</a> San Luis Obispo, County	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88			\$ 20.00	\$ 0.580	\$ 1.62			na				na	na

MOSQUITO MANAGEMENT PLAN  
 CITY OF SANTA BARBARA  
 FISCAL YEARS 2019-20 AND 2020-21  
 EXHIBIT B

Date prepared: January 3, 2019

Prepared by: Brian Cabrera, Operations Manager Biologist

For the City of Santa Barbara:

Agreed: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print name

\_\_\_\_\_

Title

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**INTRODUCTION**

The Mosquito and Vector Management District of Santa Barbara County (the "MVMSDBC") provides the following scope of work, schedule of costs, and estimate for the annual cost of services by the MVMSDBC to provide mosquito and mosquito-borne disease surveillance and control for the City of Santa Barbara (the "City").

Upon regular maintenance, high numbers of adult mosquitoes captured in traps, complaints of nuisance biting by mosquitoes, or specific requests by the City, the MVMSDBC will inspect mosquito sources for larval mosquitoes and treat accordingly.

## SCOPE OF WORK

### METHODS AND MATERIALS.

All products are used in strict accordance with the product's label directions. Product labels and safety data sheets are available on request. Any deviation from this mosquito management plan will be discussed with the City of Santa Barbara before treatments are applied.

Pre-treatment is used on large habitats that experience seasonal wet/dry cycles, especially where subsequent aquatic vegetation growth hinders effective placement of post-treatment larvicides. Pre-treatment larvicides are applied before the habitat is flooded. Flooding activates the larvicide and controls mosquito larvae that are expected to appear in the habitat. Larvicides used for pre-treatments often are extended release products. Pre-treat larvicides can also be used after a site floods to extend the effectiveness of treatment. Altosid and/or Natular products are used for pre-treatment applications

All products may be used in habitats where mosquito larvae are actively developing. Post-treatment is useful for quick suppression of active infestations of larvae. Pre- and post treatment products are used as applicable. All larvicide applications are applied by ground.

Mosquito species, larval growth stages, water conditions and cost are factors that affect the method and materials used. The City of Santa Barbara may assist in determining the products desired for use.

Table 1. Products used for pre- and post- mosquito larvae treatments.

Product	Active Ingredient	EPA Reg. No.	Signal Word
Altosid Briquets	methoprene	2724-375-AA	caution
Altosid Pellets	methoprene	2724-448-ZA-64833	caution
Altosid P35	methoprene	89459-95	caution
Altosid XR	methoprene	2724-421-AA-50809	caution
Natular T30	spinosad	8329-85-AA	caution
Natular XRT	spinosad	8329-84-AA	caution
VectoBac G	Bti	73049-10-AA	caution
VectoBac GS	Bti	73049-10-ZA	caution
VectoLex FG	Bs	73049-20	caution

## **SITES**

The MVMDSBC surveys sites to determine the degree of infestation and treats accordingly. The frequency of surveys and treatments of a site depends on the presence of water, temperature, weather conditions, the presence of mosquito larvae and staff workloads.

The following sites are proposed for treatment by the Mosquito and Vector Management District of Santa Barbara County. These sites are recognized as larval habitats that are sources of nuisance and disease vector mosquitoes. Additional notes are added where necessary.

1. **Andree Clark Bird Refuge.**
2. **Lighthouse Creek at La Mesa Park**
3. **Honda Preserve**  
Mosquito habitat seasonally exists in and near the storm drain at 1205 Miracañon Lane
4. **Ditch between the municipal tennis courts and Old Coast Highway**
5. **Culvert at the northwest corner of Dwight Murphy Field**
6. **San Roque Creek at Stevens Park**
7. **Gutters in front of 903 Alston Road and 500-600 Alston Road**
8. **Creek at city yard east of the municipal tennis courts**
9. **Curbside drain at 3340 Richland Dr. and catch basin at SW corner of back lot behind Harry's Plaza Café and Gelson's Market**
10. **Ditch on east side of 3015 Calle Noguera**
11. **Curbside at end of driveway at 1128 Bath St.**
12. **Gutter in front of 411 Anacapa St.**
13. **Storm drains on Anacapa St. at Cabrillo Blvd.**
14. **Gutter between 1114 and 1120 Del Mar Ave.**
15. **"Cascade Pools" at Sylvan Park**

These sites are a winter mosquito breeding source.

16. **Alice Keck Park Memorial Gardens**
17. **Drain at City Parking Lot 9**
18. **Santa Barbara Golf Club municipal golf course**
19. **Bohnett Park**
20. **Mackenzie Park**

## SCHEDULE OF COSTS

The MVMDSBC will charge on a time and materials basis. Following are the costs:

### Labor rates:

Vector Control Technician I	\$71.22 per hour
Vector Control Technician II	\$77.13 per hour
Vector Control Technician II	\$78.12 per hour
Vector Control Technician II	\$78.61 per hour

### Materials:

Product	Active Ingredient	Cost per pound
Altosid Briquets	methoprene	\$105.03
Altosid Pellets	methoprene	\$27.53
Altosid P35	methoprene	\$18.59
Altosid XR	methoprene	\$43.85
Natular T30	spinosad	\$140.94
Natular XRT	spinosad	\$53.88
VectoBac G	Bti	\$2.96
VectoBac GS	Bti	\$2.96
VectoLex FG	Bs	\$7.20

## ESTIMATE OF COSTS

Materials (at cost): \$565.94

Labor: \$8,069.24

Total: \$8,635.18

This estimate is based on historical average uses over five years. An itemized breakdown of material and labor costs is available upon request.

Vector control technicians (VCT) perform the majority of the field work which includes monitoring sites and applying larvicides. Charges will be made at the rate of the technician performing the work.

**The grand total of all costs is not to exceed \$8,650 per fiscal year.**

The Mosquito and Vector Management District of Santa Barbara County welcomes the opportunity of provide its services to the City of Santa Barbara. We appreciate the City of Santa Barbara's commitment to protecting the public's health and quality of life.



# MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

**DRAFT**

## **General Manager Recruitment and Job Description**

**The Opportunity.** The Mosquito and Vector Management District of Santa Barbara County is seeking an experienced administrator who can lead the district and advance its mission and goals. The ideal candidate will have a broad background in public agency management with knowledge in budget, finance, and facility and personnel management. Knowledge of various aspects of vector control and surveillance is a plus but not required. The successful candidate will have a track record of success in managing and leading an organization, business, department, or project; and have experience working with a governing board, unionized staff, regional partners, clients, and community stakeholders. The district desires an executive who is well-grounded in management and has superior interpersonal and communication skills.

**Great Place to Work and Live.** Nestled on the coast between the Pacific Ocean and the Santa Ynez Mountains in Southern California, Santa Barbara's top rated climate and idyllic setting make Santa Barbara an ideal place to live and work. The greater Santa Barbara area with a population of 220,000 enjoys big city amenities while still having a small town feel within a relatively sparsely populated county – over half the county is undeveloped. Santa Barbara is a tourist destination where cruise ships often disembark passengers to enjoy its many fun and scenic recreational opportunities.

In addition to Santa Barbara itself, numerous recreational opportunities exist in the Channel Islands National Park and the Los Padres National Forest. Prestigious educational opportunities are available at the University of California Santa Barbara, Westmont College, and Santa Barbara City College. A full-service hospital with Level 1 Trauma Center designation is available at Cottage Hospital.

**The District.** The Mosquito and Vector Management District of Santa Barbara County is an independent special district that was formed in 1936. The district's office is located in Summerland, a small town six miles east of Santa Barbara. The district mainly serves the cities and communities of Santa Barbara, Goleta, Carpinteria, Summerland, Isla Vista, Montecito and Hope Ranch. Limited services are provided to the unincorporated portions of Santa Barbara County north of the Santa Ynez Mountains.

P.O. BOX 1389 • 2450 LILLIE AVE • SUMMERLAND, CA 93067  
PHONE: (805) 969-5050 • FAX: (805) 969-5643 • WWW.MVMDISTRICT.ORG

The district is committed to providing effective, efficient, environmentally compatible management of mosquitoes and other public health vectors to prevent their public nuisance and prevent outbreaks of vector-borne diseases. The district has seven full-time employees – 3 administrative and 4 technician positions – and is governed by an eight-member board of trustees.

The district's fiscal year ending 2019 budget is \$1.15 million. The district's revenue is primarily ad valorem property taxes, benefit assessments, and contract fees for services.

**The General Manager.** The general manager is an "at will" position appointed by and serving at the pleasure of the board of trustees. The general manager is the chief administrative officer who plans, organizes, and directs a comprehensive mosquito and vector control program in accordance with current industry standards and practices. Additionally, the general manager is responsible for:

- preparing and administering the district's budget, including analysis and justifications;
- ensuring compliance with local, state and federal laws and regulations that govern pesticide use, equal opportunity, harassment prevention, and safe work;
- creating, implementing and enforcing district policies;
- administering financial activities, such as accounts receivable and payable, risk management, and payroll;
- directing studies of vector occurrences and reporting results and recommendations to the board;
- enforcing the California Health and Safety Code to protect the community from vector issues;
- performing human resource functions, including hiring, evaluations, benefits, discipline, negotiation with the employees' association, and terminations;
- promoting employee morale and relations;
- ensuring vector control technician certification requirements are met;
- preparing and monitoring service contracts,
- ensuring the proper maintenance and use of facilities and equipment, including the district's internet presence and communications;
- conducting public outreach, including maintenance of the district's website;
- staying informed of the latest developments in the vector control field, and;
- other tasks as applicable.

**The Ideal Candidate.** The general manager must be both an inspirational leader and an experienced executive. The general manager is expected to have:

- a thorough knowledge of administrative practices, principles of organization, and personnel management;
- excellent English written and verbal communication skills, including appropriate technology (computers and internet) skills to manage the district;
- general knowledge of entomology, agriculture, or other scientific and technical fields related to effective vector management programs;
- thorough knowledge of local, state, and federal laws governing employment, worker safety, public safety, and environmental protection;
- working knowledge of the role that the local health department, flood control, assessor, tax collector, regulatory agencies, and other public and private organizations have in the activity of the district, and;
- the ability to establish and maintain effective working relationships with staff, the public, the board of trustees, the media, and the various local, state, and federal government officials that interact with the district.

**Education.** A bachelor's degree is a minimum requirement. A master's degree or PhD is a plus. The desirable candidate will have graduated from a college or university with a bachelor's degree in entomology, biology, agriculture, business or related field, or have any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

**Experience.** A minimum of two years of supervisory or management experience is required. Five years experience in entomology, vector management or related field is desired.

**Licensing and Certification.** A current valid driver's license is required. Within the first year of employment the general manager will be required to become certified as a vector control technician in pesticides-category "A" and mosquitoes-category "B". Other arthropods-category "C" and vertebrate vectors-category "D" must be completed within two years of employment.

**Compensation.** Salary range is \$ to \$ per year, commensurate with qualifications and experience. *The district's board is currently considering the salary range. Re-visit this job announcement after Jan. 10, 2019.* The salary is supplemented with benefits that include a monthly health insurance subsidy currently set at \$1,449, and 2% at age 62 retirement benefits administered by the Santa Barbara County Employees' Retirement System (SBCERS). Employees enjoy thirteen days of paid holiday leave. Vacation leave is awarded at rates between 96 hours per year and up to 200 hours (5 weeks) per year,



depending on the years of service. An additional 8 hours of vacation leave is awarded annually to full-time employees.

**Application procedure.** Interested persons are requested to apply for the position by submitting a completed application, résumé, and compelling cover letter.

**The application form is available on the internet at**  
[www.mvmdistrict.com/files/130338978.pdf](http://www.mvmdistrict.com/files/130338978.pdf)

Please be aware that application and résumé review will begin on February 10, 2019. Successful applicants will be invited to first-round interviews anticipated to be scheduled beginning March 1, 2019. At the discretion of the selection committee, this schedule might be shortened or extended. Applications submitted after first-round interviews begin may be invited for interviews at the discretion of the selection committee.

**Submit your completed application and résumé to:**

[gm@mvmdistrict.org](mailto:gm@mvmdistrict.org)

OR

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

Approved applicants will be invited to first-round interviews with the board's selection committee. Off-site interviews, via Zoom videoconferencing, will be available for non-local applicants. At the discretion of the selection committee, top candidates will be invited for a second-round interview.

We hope to have a new general manager selected and onboard by June 1, 2019.

General Manager David Chang, at (805) 969-5050 or [dchang@mvmdistrict.org](mailto:dchang@mvmdistrict.org), is available for inquiries about the position or the recruitment process.

We appreciate your interest in employment with the district.

**The Mosquito and Vector Management District of Santa Barbara County is an  
equal opportunity employer.**

## **Mosquito and Vector Management District of Santa Barbara County Position Description**

Position: General Manager  
Reports to: Board of Trustees  
Provides Direction to: All District Staff  
Wage Status: Exempt, Administrative Management

### General Description.

Under policy direction of the Board of Trustees, the General Manager acts as executive officer of the District; he/she plans, organizes and directs operations of the District; represents the District and the Board of Trustees in its relations with the community, other public and private entities, the media, and the public; manages a wide variety of complex managerial and technical vector ecology functions and programs. The General Manager is responsible for managing and directing the operation of the District in compliance with District policy, State of California and County of Santa Barbara regulations, and performs other related work as required.

### Essential Functions.

The list below contains the essential duties that must be performed in this position:

- Plan, organize and direct a comprehensive program of vector management for the District, including vector surveillance and implementation of a program in accordance with current industry standards and practices.
- Act as chief administrative officer for the Board of Trustees and the District, ensuring compliance with State and Federal laws and regulations.
- Prepare and administer annual District budget, including analysis and justifications, for presentation to the Board for consideration, including securing funding for special projects.
- Establish and monitor financial record keeping and reporting procedures to protect the assets of the District in accordance with regulations pertaining to public funds.
- Direct the studies of vector occurrences and problems and develop reports and recommendations on programs and priorities for vector abatement, and present reports to the governing board.
- Perform human resource functions, including annual evaluations of employees, disciplinary functions and termination and hiring of employees, in compliance with applicable federal and state laws or regulations and adopted District policy.
- Promote employee morale and relations.
- Ensure continuing education requirements of employees, as required by the State of California, are met.
- Recommend specific services, organizational changes, and procedural improvements.
- Advise and consult with the Board of Trustees regarding the long range planning for the District.
- Prepare, negotiate and oversee service contracts and related documents.
- Monitor multiple program operations.
- Prepare policies and procedures for District operation.
- Perform or direct accomplishment of all other tasks necessary for the operation of the District.
- Stay informed of latest developments in vector control practices and attend conferences and meetings as required.

#### Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

#### Knowledge, Ability and Skills.

- Thorough knowledge of administrative practices, principles of organization and personnel management.
- Excellent written and verbal communication skills
- General knowledge of entomology, agriculture, and other scientific/technical fields related to effective vector management programs.
- Thorough knowledge of Federal, State, and local laws including codes and legislation that may influence governmental law, rules and regulations affecting vector activities and local government.
- Working knowledge of the programs of health departments, flood control, reclamation district, and other public and private organizations whose functions are related to or impact vector management.
- Ability to establish and maintain effective working relationships with various State, County, and local governmental officials, District employees, the Board of Trustees, the media and the general public.
- Ability to write and speak English effectively.

#### Education.

Desirable candidate will be a graduate of college or university with a B.A. or B.S. in entomology, biology, agriculture, business, or related field, or any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

#### Experience.

Minimum five (5) years experience in vector management or related field, including two (2) years in responsible supervisory role.

#### Certification.

California Department of Health Certified Technician in categories "A" and "B" or attainment within one (1) year from date of hire. Within two (2) years from date of hire, attain certification in State Health Department categories "C" and "D" and maintain active certification in all categories thereafter.

#### Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the District's insurance carrier.

#### Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.

- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift forty (40) pounds.

Constant (activity or condition exists 2/3 or more of the time): sit and stand in an office environment, operate various office machines, converse with others both in person and electronically.

Frequent (activity or condition exists 1/3 to 2/3 of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions.

Occasionally (activity or condition exists up to 1/3 of the time): possible exposure to pesticides and other health hazards, perform treatments for vectors, perform equipment maintenance, assist in vector monitoring, may have to interact with irate and antagonistic members of the public.

## General Manager Job Recruitment Schedule – 2019

<b>JAN 10</b> – Board to consider job description; consider salary range; consider recruitment schedule & hire plan; consider D's post-retire involvement;	<b>MAR 4</b> – Begin first round interviews. Allot 2-3 weeks for first round interviews.	<b>APR 11</b> – Update Board. <b>APR 12</b> – Invite top candidates to second-round interviews
<b>JAN 11</b> – Announce job opening; Application period open;	<b>MAR 14</b> – Update Board.	<b>APR 22</b> – Begin second-round interviews to include assessment, and ranking.
<b>FEB 11</b> – (31 days) Application review. D will assess & rank applications, including rejection if MQs are not met. Applications will still be accepted after this date.	<b>MAR 22</b> – David's last day of work. Also, unofficial close of application period (10 weeks). Apps will still be accepted after this date, but first-round interview invites only offered to hi caliber applications	<b>MAY 9</b> – Board to consider/select top candidate
<b>FEB 14</b> – Update Board. <b>Feb 15</b> – D will begin scheduling first round interviews	<b>APR 1</b> – Rank applicants. Some number of top applicants will be invited to second-round of interviews (and become "candidates")	<b>MAY 10</b> – Begin hiring process
		<b>JUN 3</b> – New GM's first day of work (4 months)

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
March						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
July						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
August						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**General Manager's Report  
MVMSBC Board of Trustees Meeting  
January 10, 2019**

1. D attended webinar on SB929 website requirements (12/13/18)
2. TechEase completed data systems audit (12/18/18)
3. JS assigned to administer Vector Control Technician continuing education (Page 33)
4. Renewed CARMA Excess Liability coverage
5. Labor rate schedule implemented (Page 34)
6. D, BC attended Streamline webinar on website administration (1/2/19)
7. Floating holiday award converted to annual vacation award (Page 35)
8. Three-thousand five hundred and fifty eight dollars (\$3,558) was deposited in **CERBT** (1/5/19).

**Upcoming Events**

- Martin Luther King Day holiday, January 21, 2019
- MVCAC 87th Annual Conference, Burlingame CA, February 4-5, 2019
- Presidents' Day holiday, February 18, 2019
- AMCA Annual Meeting, Orlando, FL, February 25-March 1, 2019
- NPDES Annual Report due March 1, 2019
- GM Chang's last day of work March 22, 2019

**From:** David Chang  
**To:** [Jessica Sprigg](#)  
**Cc:** [Brian Cabrera](#)  
**Subject:** Continuing education administration  
**Date:** Thursday, December 20, 2018 3:53:00 PM  
**Attachments:** [Niemela Michael \(CDPH-CID-DCDC\).vcf](#)  
[Evan Wise.vcf](#)

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Jessica,

Thank you for agreeing to administer the continuing education program for the district's vector control technicians. The goal is for vector control technicians to obtain their continuing education hours and renew their certifications.

Budgeting, directing staff to attend, approving/rejecting attendance, arranging travel/lodging, and professional development remain the OMB's or GM's task.

Your tasks are to:

- **Stay up-to-date** on CDPH approved continuing education events and other pest management educational events of interest.
- **Post CE and pest mgmt educational events** on the event calendar with links to the event or to the archived webinar
- **Pay for webinars** upon direction of the GM or OMB
- **Prepare for viewing** the webinars as applicable. Either, you have to enter the URL directly in the browser or you can use the calendar event entry, if applicable, on the Microsoft Exchange Server (aka Outlook Web App) at <https://email.hostaccount.com>
- **Submit attendance documents** to (Evan) [mvcac@mvcac.org](mailto:mvcac@mvcac.org). Forms are provided by Michael Niemela, [Michael.Niemela@CDPH.ca.gov](mailto:Michael.Niemela@CDPH.ca.gov) or are available on our computer at <Z:\Forms\CE Sign In Sheet.xlsx>
- **Document attendance** – your method of choice. You may choose to solely use CDPH's attendance log which is accessible at <http://ce.calsurv.org/>. (However, having our own documentation will assist if there is a need to reconcile.)
- **Provide occasional updates** on CE units completed status to staff. Two to three times a year is enough. Eight months prior to the end of a VCT renewal cycle, provide notice to management if a technician is significantly short of completion.
- **Assist with certification renewals.** Administration documents are located in <Z:\CE & Training\Administration>
- **Assist with new certifications**, if needed.

I will assist in subscribing you to pest management educational resources – PAPA, CAPCA, EPA, Coop Ext, etc. Contact information for Michael and Evan are attached.

Thanks  
D

## Schedule of Labor Costs 2019

...approved by MVMDSBC Board of Trustees December 13, 2018  
for implementation beginning July 1, 2019

[Burdened labor rate table 2019](#)

### Within the District's Enhanced Services Zone (South Coast) - 40% overhead:

Position	Per hour
VCT VI	\$78.12
VCT RS	\$78.61
VCT KS	\$77.13
VCT DC	\$71.22
Ops Mgr Bio	\$95.30

Surveillance and mileage are not charged within the District

### Outside of the District's Enhanced Services Zone (North County) – 50% overhead

within Santa Barbara County

Position	Per hour
VCT VI	\$83.70
VCT RS	\$84.22
VCT KS	\$82.64
VCT DC	\$76.31
Ops Mgr Bio	\$102.11

Surveillance and mileage are not charged within the District

### Outside of the District's Sphere of Influence – 60% overhead

Position	Per hour
VCT VI	\$89.29
VCT RS	\$89.84
VCT KS	\$88.15
VCT DC	\$81.40
Ops Mgr Bio	\$108.91

Charge for surveillance, dry ice, and mileage outside the District



## MVMSDBC Memorandum



**To:** File

**From:** David

**Date:** January 4, 2019

**Subject:** Floating holiday leave converted to vacation leave  
**REVISED**

Please note that a regulation change changes the way the district will be awarding floating holiday leave. Leave awards are no longer allowed to be taken back if unused at the end of a designated period, which is the "use it or lose it" provision under which floating holiday was previously administered.

Your unused or used floating holiday leave as of PPE 181229, has been added to your vacation leave bank remaining or used YTD balance, as applicable. See below for your accounting of your leave before and after this discussed change.

Your first payroll in 2019 will show an additional 8 hours of vacation pay, in addition to your regular payroll vacation accrual. The maximum vacation leave accrual remains at 420 hours.

Before:

Pay Period	Beginning: 12/16/2018		Ending: 12/29/2018		
Chang	Prev Bal	Accrued	Used	Balance	Used YTD
Vacation	145.48	5.85	0	151.33	124.5
Sick	340.8	3.7	0	344.5	31
Float HOL	8	0	0	8	0

After:

Pay Period	Beginning: 12/16/2018		Ending: 12/29/2018		
Chang	Prev Bal	Accrued	Used	Balance	Used YTD
Vacation	145.48	13.85	0	159.33	124.5
Sick	340.8	3.7	0	344.5	31