



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

TRUSTEES:

President Patty DeDominic, Santa Barbara County
Secretary Teri Jory, Santa Barbara County
Craig Geyer, Goleta
Bob Williams, Santa Barbara County

Vice-President Ronald Hurd, Carpinteria
Charles Blair, Santa Barbara County
Cathy Schlottmann, 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@mvmddistrict.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

MARCH 14, 2019, 2:00 PM

AGENDA

1. ROLL CALL
2. CONFIRMATION OF AGENDA
3. STAFF ANNOUNCEMENTS regarding District business
 - A. **Trustee training reminders will be emailed**
AB1825 harassment prevention and AB1234 ethics
 - B. **NPDES Annual Report and map completed**
Report: <https://www.mvmdistrict.com/files/130917437.pdf> Map: <https://bit.ly/2DYBcT9>
4. 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.
5. 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 Items requiring additional discussion may be withdrawn from the listing and addressed in separate actions.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 February 14, 2019 regular meeting (Page 3)
 - B. Approval of the February Financial Statements for County Fund 4160 (Page 6)
 - C. Approval of the February Disbursement Report (Page 11)
 - D. Approval of the February Disease Surveillance Report (Page 16)
 - E. Approval of the February District Operations Report (Page 18)
 - F. Approval of the SCI Engineer's Report benefit assessment schedule (Page 19)
6. OLD BUSINESS. The Board will discuss and may take action on the following items.
 - A. **Accounts receivable contracts' status (5909 Misc. Revenue)** (Page 21)
County of San Luis Obispo Mosquito Surveillance Plan (scope of work) revised to allow per diem for overnight lodging.
 - B. **Trustee appointments update**

C. General manager recruitment update (Page 22)

Fourteen applications received. General qualities of the applicants are described. Updated schedule is provided. Selection committee is requested to provide availability for second-round interviews, and prepare for selection of candidate to fill position and negotiation/offer.

D. Fiscal year 2019-20 preliminary budget (Page 24)

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

A. Consider/Approve pay out of vacation and sick leave balance to retiring general manager (Page 33)

<Policy summary> = Upon termination for employees with more than five years of employment with the District, sick leave is paid out at rate of 50% of up to 480 hours. Vacation leave – the employee will be paid for any unused accrued vacation hours. <...> Amount paid out will be according to balance remaining at pay period ending 3/23/19. As of pay period ending 2/23/19, GM Chang's calculated balance for payment is 352.38 hours.

B. Consider/Approve employment agreement to hire David Chang (Page 34)

Consider, negotiate, and approve retired employee Chang's scope of work and terms of employment, as temporary part-time employee, including employee compensation and fringe benefits, to assist with recruitment and hiring of new general manager.

C. Consider/Approve Resolution No. 19-01 to hire David Chang post-retirement (Page 38)

Consider/approve resolution to declare urgency and to hire retiree Chang before 180 days has elapsed, in compliance with Government Code § 7522.56 California Public Employees' Pension Reform Act of 2013. Certification of retiring employee is included. (page 41)

D. Consider/Approve appointment of Operations Manager Biologist Cabrera as Interim General Manager (Page 42)

Consider, negotiate, and approve appointment and pay increase to Interim General Manager Cabrera while general manager position is vacant.

E. Computer system audit (Page 43)

TechEase, at GM's request, audited the District's computer system and provided report with recommendations. GM's white paper on the topic is presented.

8. MANAGER'S REPORT – **State of the District** (Page 45)

9. BOARD ANNOUNCEMENTS

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

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT
of Santa Barbara County
MINUTES OF REGULAR MEETING OF TRUSTEES
February 14th, 2019**

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, February 14th, 2019 at the Hope School Board Room, 3970 La Colina Road, Santa Barbara, CA.

1. ROLL CALL.

TRUSTEES PRESENT:

President Patty DeDominic
Vice-President Ron Hurd
Secretary Teri Jory
Trustee Craig Geyer
Trustee Cathy Schlottmann

TRUSTEES ABSENT:

Trustee Charlie Blair

IN ATTENDANCE:

David Chang, General Manager
Brian Cabrera, Operations Manager Biologist
Jessica Sprigg, Administrative Assistant
Carrie Troup, CPA
Robert Williams

2. CONFIRMATION OF AGENDA

-No changes requested.

3. STAFF ANNOUNCEMENTS regarding District business.

A. Quorum

Counsel provided an analysis and determined that a quorum for the District is a majority of the fully authorized board (i.e. five of eight) and a majority of the quorum is empowered to act for the board. (I.e. three of five, four of six, four of seven, five of eight can pass an action)

B. Local workshop available on "Board Member Best Practices**"**

March 7 in Goleta, Presenter is David Aranda. Price is \$50.

4. PUBLIC COMMENT –

-Robert Williams reported that his reappointment is on the County Board of Supervisors' agenda.

5. 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 January 10, 2019 regular meeting
- B. Approval of the January Financial Statements for County Fund 4160
- C. Approval of the January Vendor Disbursement Report
- D. Approval of the January Disease Surveillance Report
- E. Approval of the January District Operations Report

-It was moved by Trustee Schlottmann and seconded by Vice-President Hurd to approve the Items of General Consent. Motion passed unanimously.

6. OLD BUSINESS

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

Review Santa Barbara Airport MOU and Mosquito Management Plan (scope of work)
Review County of San Luis Obispo Mosquito Surveillance Plan (scope of work)
-San Luis Obispo contract provides for surveillance and not treatments.

B. Confirm MVMSBC Board Vice-President for calendar year 2019

-Trustee Hurd accepts the position of Vice-President.

C. General Manager Recruitment Update

-Staff will confer with counsel about the eligibility of Larry Fausett to serve on the Recruitment Committee and/or interview panel.

D. General Manager Retirement Update

-A resolution will be drafted regarding GM Chang providing contract services following his retirement for the purpose of assisting with the hiring and training of a new general manager. A contract for these services will be presented for Board review and approval. Arrangements for the appointment of an interim general manager shall be made.

E. Trustee Vacancy Update

-The City of Santa Barbara will be interviewing applicants for the open District board position. Trustee Jory requests that another Board member attend or write a letter expressing their support for her appointment to the City seat.

7. NEW BUSINESS

A. Fiscal Year 2019-20 Preliminary Budget

-The ad-hoc budget committee (Trustee Schlottmann and President DeDominic) will meet with Carrie Troup and GM Chang to discuss budget considerations. A schedule for the budgeting and benefit assessment process will be presented at a future meeting.

B. Consider 7901 Operating Transfer Out to Fund 4161 for depreciation

\$21,050 was budgeted in this current fiscal year (FY 2018-19)

-It was moved by Trustee Schlottmann and seconded by Secretary Jory to approve the transfer of \$21,050 to Fund 4161. Motion passed unanimously.

9. MANAGER'S REPORT

-Operations Manager Cabrera attended the MVCAC Annual Conference with Trustee Blair.

10. BOARD ANNOUNCEMENTS

-Secretary Jory is running for Santa Barbara City Council.

11. 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

Teri Jory
Board Secretary

Financial Status (Real-Time)

As of: 2/28/2019 (66% 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	2/28/2019 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	1,754.37	254.37	116.96 %
3029 -- RDA RPTTF Resid Distributions	4,000.00	3,902.37	-97.63	97.56 %
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	258,172.67	-157,327.33	62.14 %
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	6,753.04	3,653.04	217.84 %
3381 -- Unrealized Gain/Loss Invstmnts	-2,000.00	4,214.20	6,214.20	-210.71 %
Use of Money and Property	1,100.00	10,967.24	9,867.24	997.02 %
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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As of: 2/28/2019 (66% Elapsed)
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Fund 4160 -- Mosquito & Vector Mgt District

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	2/28/2019 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	10,000.00	6,998.40	-3,001.60	69.98 %
4842 -- RDA Dissolution Proceeds	0.00	1,761.93	1,761.93	--
Intergovernmental Revenue-Other	10,000.00	8,760.33	-1,239.67	87.60 %
Charges for Services				
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 %
Miscellaneous Revenue				
5909 -- Other Miscellaneous Revenue	100,000.00	91,627.89	-8,372.11	91.63 %
Miscellaneous Revenue	100,000.00	91,627.89	-8,372.11	91.63 %
Revenues	1,128,600.00	758,070.76	-370,529.24	67.17 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	451,000.00	263,286.55	187,713.45	58.38 %
6210 -- Commissioner/Director/Trustee	9,600.00	5,300.00	4,300.00	55.21 %
6400 -- Retirement Contribution	153,500.00	98,486.04	55,013.96	64.16 %
6500 -- FICA Contribution	29,000.00	16,581.66	12,418.34	57.18 %
6550 -- FICA/Medicare	6,750.00	3,877.96	2,872.04	57.45 %
6600 -- Health Insurance Contrib	120,000.00	85,586.67	34,413.33	71.32 %
6700 -- Unemployment Ins Contribution	3,450.00	1,718.40	1,731.60	49.81 %
6900 -- Workers Compensation	26,000.00	21,333.00	4,667.00	82.05 %
Salaries and Employee Benefits	799,300.00	496,170.28	303,129.72	62.08 %
Services and Supplies				
7030 -- Clothing and Personal	6,000.00	3,368.93	2,631.07	56.15 %
7050 -- Communications	5,100.00	3,291.36	1,808.64	64.54 %

Financial Status (Real-Time)

As of: 2/28/2019 (66% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 4160

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Fund 4160 -- Mosquito & Vector Mgt District

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	2/28/2019 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
7070 -- Household Supplies	2,700.00	1,738.00	962.00	64.37 %
7090 -- Insurance	16,000.00	16,162.00	-162.00	101.01 %
7120 -- Equipment Maintenance	3,800.00	504.94	3,295.06	13.29 %
7121 -- Operating Supplies	9,000.00	3,874.61	5,125.39	43.05 %
7124 -- IT Software Maintenance	11,000.00	2,258.08	8,741.92	20.53 %
7200 -- Structure & Ground Maintenance	2,500.00	395.00	2,105.00	15.80 %
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	3,832.93	467.07	89.14 %
7460 -- Professional & Special Service	52,000.00	42,826.05	9,173.95	82.36 %
7508 -- Legal Fees	50,000.00	22,124.25	27,875.75	44.25 %
7546 -- Administrative Expense	6,500.00	0.00	6,500.00	0.00 %
7650 -- Special Departmental Expense	72,200.00	51,046.31	21,153.69	70.70 %
7653 -- Training Fees & Supplies	3,000.00	626.52	2,373.48	20.88 %
7730 -- Transportation and Travel	4,000.00	247.97	3,752.03	6.20 %
7731 -- Gasoline-Oil-Fuel	9,500.00	5,562.33	3,937.67	58.55 %
7732 -- Training	0.00	0.00	0.00	--
7760 -- Utilities	4,500.00	3,204.66	1,295.34	71.21 %
Services and Supplies	275,600.00	175,931.94	99,668.06	63.84 %
Other Charges				
7860 -- Contrib To Other Agencies	42,700.00	28,464.00	14,236.00	66.66 %
Other Charges	42,700.00	28,464.00	14,236.00	66.66 %
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 %

Financial Status (Real-Time)

As of: 2/28/2019 (66% 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	2/28/2019 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Expenditures	1,185,600.00	700,566.22	485,033.78	59.09 %
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	41,050.00	-20,000.00	195.01 %
Other Financing Uses	21,050.00	41,050.00	-20,000.00	195.01 %
Other Financing Sources & Uses	57,000.00	-41,050.00	-98,050.00	-72.02 %
Mosquito & Vector Mgt District	0.00	16,454.54	16,454.54	--
Net Financial Impact	0.00	16,454.54	16,454.54	--

Cash Balances (Real-Time)

As of: 2/28/2019
Accounting Period: OPEN

Selection Criteria: Fund = 4160-4161

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

Fund	2/1/2019 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	2/28/2019 Ending Balance
4160 -- Mosquito & Vector Mgt District	1,092,964.18	37,611.56	103.70	18,278.89	58,496.20	1,053,904.35
4161 -- SB Vector-Cap Asset Reserve	554,305.22	0.00	21,050.00	0.00	0.00	575,355.22
Total Report	1,647,269.40	37,611.56	21,153.70	18,278.89	58,496.20	1,629,259.57

Vendor Disbursements (Real-Time)

From 2/1/2019 to 2/28/2019

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 000887 -- Charles Blair					
ACH - 627286	02/14/2019	880		REIMBURSE FOR SBCSDA MILEAGE & DINNER	61.80
Total Charles Blair					61.80
Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					
W - 09720072	02/06/2019	880		Vendor Account: 1836728662-001	3,558.00
Total CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					3,558.00
Vendor 006215 -- US BANK CORPORATE PAYMENT SYSTEM					
ACH - 626560	02/07/2019	880		Vendor Account:	1,235.37
Total US BANK CORPORATE PAYMENT SYSTEM					1,235.37
Vendor 008116 -- HOWELL MOORE & GOUGH LLP					
W - 09720152	02/08/2019	880		Vendor Invoice #: 40315; Vendor Account: 18472-0001	3,157.50
Total HOWELL MOORE & GOUGH LLP					3,157.50
Vendor 009136 -- TECHEASE COMPUTER SOLUTIONS LLC					
W - 09720780	02/22/2019	880		Vendor Invoice #: 37874	443.13
Total TECHEASE COMPUTER SOLUTIONS LLC					443.13
Vendor 050379 -- ADP INC					
EFT	02/01/2019	880		Vendor Invoice #: 529120500	53.88
EFT	02/08/2019	880		Vendor Invoice #: 529594768	177.65
Total ADP INC					231.53
Vendor 080067 -- ATKINSON ANDELSON LOYA RUUD ROMO					
W - 09720804	02/22/2019	880		Vendor Invoice #: 562251	181.13
Total ATKINSON ANDELSON LOYA RUUD ROMO					181.13
Vendor 086415 -- CITY EMPLOYEES ASSOC LLC					
ACH - 627199	02/13/2019	880		UNION DUES 2/9/19 Mosquito and Vector District	48.00
Total CITY EMPLOYEES ASSOC LLC					48.00

Vendor Disbursements (Real-Time)

From 2/1/2019 to 2/28/2019

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 - 626627	02/07/2019	880		Vendor Account: 07917-06145	971.74
				Total Allied Administrators for Delta Dental	971.74
Vendor 285433 -- MISSION UNIFORM SERVICE INC					
ACH - 626630	02/07/2019	880		Vendor Account: 242387	441.45
				Total MISSION UNIFORM SERVICE INC	441.45
Vendor 346888 -- CARRIE TROUP CPA					
ACH - 628168	02/22/2019	880		Vendor Invoice #: 0119V	1,550.00
				Total CARRIE TROUP CPA	1,550.00
Vendor 522736 -- McCormix Corporation					
ACH - 627243	02/13/2019	880		Vendor Account: 3581	662.26
				Total McCormix Corporation	662.26
Vendor 556712 -- MONTECITO WATER DISTRICT					
ACH - 627366	02/14/2019	880		Vendor Account: 20-1620-01	62.29
				Total MONTECITO WATER DISTRICT	62.29
Vendor 648390 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					
ACH - 628183	02/22/2019	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	02/14/2019	880		Vendor Account: 710175	18,047.36
				Total STATE/FEDERAL TAXES & DIRECT DEPOSITS	18,047.36
Vendor 740582 -- BIG GREEN CLEANING CO					
ACH - 628192	02/22/2019	880		Vendor Invoice #: 528839; Vendor Account: VE603	227.00
				Total BIG GREEN CLEANING CO	227.00
Vendor 767200 -- SOUTHERN CALIFORNIA EDISON					
ACH - 626532	02/06/2019	880		Vendor Account: 2-03-674-6246	135.40

Vendor Disbursements (Real-Time)

From 2/1/2019 to 2/28/2019

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
				Total SOUTHERN CALIFORNIA EDISON	135.40
Vendor 767800 -- THE GAS COMPANY					
ACH - 627277	02/13/2019	880		Vendor Account: 067 514 4833 0	63.82
				Total THE GAS COMPANY	63.82
Vendor 776537 -- COX COMMUNICATIONS - BUSINESS					
ACH - 627370	02/14/2019	880		Vendor Account: 001 3011 026941801	374.11
				Total COX COMMUNICATIONS - BUSINESS	374.11
Vendor 778083 -- STAPLES CREDIT PLAN					
W - 09720534	02/15/2019	880		Vendor Account:	103.70
				Total STAPLES CREDIT PLAN	103.70
Vendor 855111 -- Vision Service Plan-CA					
ACH - 628203	02/22/2019	880		Vendor Account: 30 011671 0001	195.18
				Total Vision Service Plan-CA	195.18
Vendor 999999 -- BRIAN CABRERA					
W - 09720697	02/20/2019	880		REIMBURSEMENT FOR MEALS	13.08
				Total BRIAN CABRERA	13.08
				Total Mosquito & Vector Mgt District	42,320.57

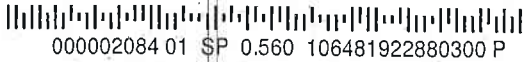


P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER _____
STATEMENT DATE 02-22-2019
AMOUNT DUE \$4,029.77
NEW BALANCE \$4,029.77

PAYMENT DUE ON RECEIPT



000002084 01 SP 0.560 106481922880300 P
MVM DISTRICT
DAVID CHANG
PO BOX 1389
2450 LILLIE AVE
SUMMERLAND CA 93067-1389

AMOUNT ENCLOSED
\$

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

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

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
MVM DISTRICT	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$1,871.12	\$4,029.77	\$0.00	\$0.00	\$0.00	\$0.00	\$1,871.12	\$4,029.77	

CORPORATE ACCOUNT ACTIVITY						
MVM DISTRICT						TOTAL CORPORATE ACTIVITY
						\$1,871.12 CR
Post Date	Tran Date	Reference	Number	Transaction Description	Amount	
01-31	01-31	7479826903	11000000000104	PAYMENT - 625664 00000 A	635.75 PY	
02-08	02-08	7479826903	99000000000015	PAYMENT - 626560 00000 A	1,235.37 PY	

NEW ACTIVITY					
VESNA IBARRA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$220.35	\$0.00	\$220.35
Post Date	Tran Date	Reference	Number	Transaction Description	Amount
01-23	01-22	2404083902	2900013300106	LA CUMBRE FEED SANTA BARBARA CA	118.65
02-21	02-20	2404083905	51900012000149	LA CUMBRE FEED SANTA BARBARA CA	101.70

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	1,871.12
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	02/22/19	.00	PURCHASES & OTHER CHARGES	4,029.77
	AMOUNT DUE		CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
	4,029.77		LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	1,871.12
		ACCOUNT BALANCE	4,029.77	



Company Name: MVM DISTRICT
Corporate Account Number:
Statement Date: 02-22-2019

NEW ACTIVITY						
JESSICA E SPRIGG		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$4.23	\$0.00	\$4.23	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
01-25	01-24	24445009025000649149064	USPS PO 0513320113 CARPINTERIA CA			2.63
02-11	02-09	24445009041000659104322	USPS PO 0513320113 CARPINTERIA CA			1.60
BRIAN J CABRERA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$647.05	\$0.00	\$647.05	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
02-06	02-05	24431069037898210114680	COSTCO GAS #0422 SOUTH SAN FRA CA			60.05
02-08	02-07	24492159038854264286597	SQ *LIGHTBORNE & RI 877-417-4551 CA			20.00
02-12	02-11	24492159042740232660183	SQ *DARE 2 DREAM FA 415-375-3176 CA			567.00
DAVID CHANG		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$2,959.62	\$0.00	\$2,959.62	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
01-25	01-25	24692169025100417299208	SANTABARBARAJOBS.NET 877-806-3372 NV			199.00
01-28	01-25	24055239026207593500019	SANTA BARBARA NEWS PRESS 805-564-5261 CA			784.60
01-28	01-25	24493989025026786471858	CRAIGSLIST.ORG 415-399-5200 CA			20.00
01-30	01-28	24767939029859400590301	THE SANTA BARBARA INDEPEN 805-9655205 CA			279.00
02-04	02-03	24431069034722798639467	HYATT REGENCY SAN FRAN A 8885884384 CA			224.13
			281842528885884384 ARRIVAL: 02-03-19			
02-04	02-03	24431069034722798640770	HYATT REGENCY SAN FRAN A 8885884384 CA			224.13
			281358998885884384 ARRIVAL: 02-03-19			
02-04	02-01	24692169032100883992964	INDEED 203-564-2400 CT			16.48
02-08	02-06	24431069038722791643363	HYATT REGENCY SAN FRAN A 8885884384 CA			497.56
			281358998885884384 ARRIVAL: 02-03-19			
02-08	02-06	24431069038722794024538	HYATT REGENCY SAN FRAN A 8885884384 CA			494.59
			281842528885884384 ARRIVAL: 02-03-19			
02-18	02-15	24692169046100900644121	LINKEDIN-361*9769926 LN:KD.IN/BILL CA			204.99
02-21	02-20	24692169051100288828876	VZWRLSS*MY VZ VB P 800-922-0204 FL			15.14
KAREN EGERMAN-SCHULTZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
		\$0.00	\$198.52	\$0.00	\$198.52	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
02-07	02-06	24040839037900010800341	LA CUMBRE FEED SANTA BARBARA CA			117.32
02-11	02-07	24692169039100707627955	THE HOME DEPOT 6623 GOLETA CA			81.20



MOSQUITO and VECTOR MANAGEMENT DISTRICT of Santa Barbara County

DISEASE SURVEILLANCE REPORT

February 2019

Live Mosquito-Borne Virus Surveillance

No mosquito trapping surveys were conducted in February as the 2019 mosquito trapping season has not started. Favorable conditions for mosquito breeding developed in some areas because of flooding and accumulation of standing water due to increased rain activity. Staff performed inspections within our enhanced services areas in the southern coastal communities and treated for mosquito larvae when necessary.

West Nile Virus Dead Bird Submissions

There were no Dead Bird Hotline notifications and no West Nile virus (WNV) activity was detected in Santa Barbara County. Twelve human cases of WNV infection in California were reported between December 27, 2018 and January 31, 2019.

St. Louis Encephalitis Virus Activity

As of March 6, 2019, the California Department of Public Health has not reported any cases of SLEV disease in California this year. SLEV activity has never been confirmed in Santa Barbara County.

Zika Virus and Invasive *Aedes* Mosquito Update

As of March 1, 2019, there have been 708 travel-associated Zika virus infections in California since 2015. Six new infections were reported in the last month but none were from Santa Barbara County. Neither yellow fever mosquitoes *Aedes aegypti*, nor Asian tiger mosquitoes, *Ae. albopictus*, have ever been detected in Santa Barbara County, to date.

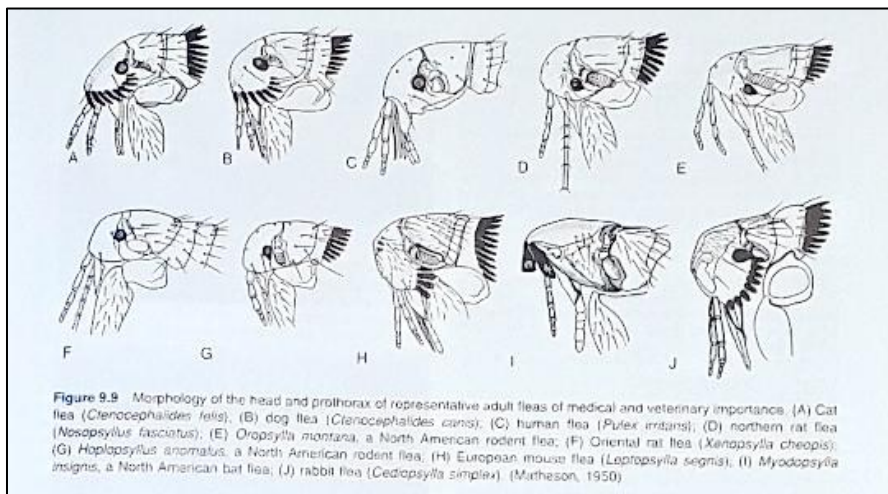
Sentinel Chicken Flocks

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. There is no flock at the U.S. Forest Service ranger station during the winter. Blood samples were collected on February 6 and 7 and all samples tested negative for the presence of WNV, SLEV and WEE.



Oriental rat flea, *Xenopsylla cheopis*

For centuries, this pest has been a major, worldwide problem for humankind. The oriental rat flea has played a significant role in history as the vector of the Black Death (bubonic plague). Oriental rat fleas can vector several harmful bacteria including *Yersinia pestis*, which is responsible for bubonic plague, and the two different species of *Rickettsia*, *R. typhi* and *R. felis*, that cause murine typhus. Oriental rat fleas and their close relative, the cat flea, have been implicated in recent years for outbreaks of typhus among homeless populations in Los Angeles. Although this flea is most commonly associated with domestic rats, they will also feed on dogs, cats, house mice, squirrels, cottontail rabbits, other urban animals, and humans. Rat control is critical in reducing oriental rat flea populations and outbreaks of diseases vectored by fleas.



Mosquito and Vector Management District of Santa Barbara County

Report of District Operations - February 2019

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	29.0	1.0		3								11.0				41.0
Goleta Valley	44.0	13.5		3					10.5	1			1.0			69.0
Rancho Embarcadero																0.0
Isla Vista	1.5	0.5														2.0
Hope Ranch	2.5	0.5														3.0
Hidden Valley	0.5															0.5
Santa Barbara area	23.0	1.0		1	1											24.0
Mission Canyon																0.0
Montecito	28.0	5.0			1				1.0							34.0
Summerland																0.0
Carpinteria	7.0	1.5										11.0				19.5
Carpinteria Valley	4.5															4.5
Carp Salt Marsh	3.0	2.0														5.0
Camino Real	0.5															0.5
Storke Ranch	1.5															1.5
Goleta Sanitary																0.0
Lake Los Cameros	6.5	1.0														7.5
UCSB	8.0	2.0														10.0
Santa Barbara Airport	7.0	1.5														8.5
City of Santa Barbara	9.0															9.0
SoCalGas	1.0															1.0
South County	176.5	29.5	0.0	7.0	2.0	0.0	0.0	0.0	11.5	1.0	0.0	22.0	1.0	0.0	0.0	240.5
North County									4.0			27.5				31.5
Pismo Beach																0.0
Oceano Dunes																0.0
San Luis Obispo																0.0
SLO County																0.0
Monthly Totals	176.5	29.5	0	7	2	0.0	0.0	0	15.5	1	0.0	49.5	1.0	0.0	0	272.0
Year to Date	393	88.5	0	10	7	0	0	0	29	6	0	92.5	2	0	0	

	This Month	Year to Date
Total Inspection Hours	192.0	422.0
Total Treatment Hours	29.5	88.5
Total Mileage	3,058.0	6,178.0

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY
SPECIAL ASSESSMENT ADMINISTRATION
FISCAL YEAR 2019-20
PROPOSED TIMELINE**

2019

January '19							February '19							March '19							April '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	3	4	5	6	7	8	9	7	8	9	10	11	12	13
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
20	21	22	23	24	25	26	24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
27	28	29	30	31										31													

May '19							June '19							July '19							August '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31

September '19							October '19							November '19							December '19						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

<u>TENTATIVE DATE</u>	<u>TASKS TO BE COMPLETED (DETAILED LIST)</u>	<u>RESPONSIBLE</u>
March-April	Create Engineer's Reports	SCI
April 11	Complete and file Engineer's Reports with District	SCI
April 25	Place Resolution on Board Agenda Declaring Intention to Levy Assessments, Establishing a Cost of Living Increase, Preliminarily Approving the Engineer's Report, and Providing Notice of a Public Hearing	District
May 9	Consider Resolution Declaring Intention to Levy Assessments, Establishing a Cost of Living Increase, Preliminarily Approving the Engineer's Report, and Providing Notice of a Public Hearing	Board
June 20	Publish Notice of Public Hearing	SCI

June 27	Place Resolution on Board Agenda Approving Engineer's Report and Ordering the Levy of Assessments for FY 2019-20	District
July 11	Public Hearing and consideration of Resolution Approving Engineer's Report and Ordering the Levy of Assessments for FY 2019-20	Board
July 19	Submission of assessments to County	SCI
October	Confirmation of final levies with County	SCI
September 2019 – June 2020	Answer property owner inquiries.	SCI

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.

Contract status remains the same for March 14, 2019

							today	February 7, 2019
							FYE19 status as of	February 7, 2019
Account		MOU Maximum	Currently cash basis	Income Average	MMP	MOU expiry	MOU Status	
1	Wynmark	\$ 1,630	\$ 1,365	\$ 980	FYE20	none	FYE20 COMPLETE	
3	Goleta Sanitary District	\$ 4,082	\$ 4,044	\$ 1,225	FYE20	none	FYE20 COMPLETE	
4	Goleta, City of	\$ 20,124	\$ 2,231	\$ 2,380	FYE19	none	FYE19 waiting for return	
5	Oceano Dunes District	\$ 30,000	\$ 16,262	\$ 15,000	2019	2018-19	2018-19 COMPLETE	
6	Pismo Beach, City of	\$ 11,854	\$ 5,038	\$ 4,000	FYE19	none	FYE19 COMPLETE	
7	Santa Barbara Airport	\$ 74,000	\$ 51,443	\$ 74,000	FYE21	none	FYE21 complete waiting for return	
8	Santa Barbara, City of	\$ 11,948	\$ 5,863	\$ 10,000	FYE21	none	FYE21 COMPLETE	
9	SoCalGas	\$ 200	\$ 1,015	\$ 200	FYE19	draft	current - No contract	
10	Cal-Storke, LLC	\$ 1,400	\$ 1,540	\$ 1,400			current - Agreement 1998	
11	UCSB	\$ 41,000	\$ 11,439	\$ 20,000	FYE20	200630	FYE20 COMPLETE	
12	San Luis Obispo, County of	\$ 26,340	\$ 7,842	\$ -	FYE20	none	FYE20 complete waiting for return	
		\$ 222,578	\$ 108,082	\$ 129,185				

	February 7, 2019	Budgeted
FYE 2019	\$ 94,034.53	\$ 100,000
FYE 2018	\$ 102,206.83	\$ 70,000
FYE 2017	\$ 87,923.06	\$ 105,000
FYE 2016	\$ 58,114.04	\$ 115,000
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	
1 Wynmark		\$ 70.33	\$ 62.06															\$ 2.81	
3 Goleta Sanitary District	\$ 77.28			\$ 61.76	\$ 70.33	\$ 69.41	\$ 68.88					\$ 99.82		\$27.59				\$ 2.73	\$6.96
4 Goleta, City of	\$ 77.28			\$ 61.76	\$ 70.33	\$ 69.41	\$ 68.88					\$ 99.82				\$119.23		\$ 2.79	\$6.96
5 Oceano Dunes District	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88		\$ 20.00	\$ 0.580	\$1.62	\$ 99.82						\$ 2.79	\$6.96
6 Pismo Beach, City of	\$ 77.28	\$ 70.33	\$ 62.06						\$ 20.00	\$ 0.580	\$1.62	\$ 99.82						\$ 2.81	\$6.96
7 Santa Barbara Airport	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88					\$ 99.82		\$27.59				\$ 2.73	\$6.81
8 Santa Barbara, City of	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88					\$ 99.82		\$27.59				\$ 2.81	\$6.96
9 SoCalGas								\$ 70											
10 Cal-Storke, LLC								\$ 70											
11 UCSB	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88							\$27.59				\$ 2.81	\$6.96
12 San Luis Obispo, County of	\$ 77.28			\$ 62.06	\$ 70.33	\$ 69.41	\$ 68.88		\$ 20.00	\$ 0.580	\$1.62			na				na	na

APPLICATIONS SCORED

Name	Education		Experience		Cover Letter	Total Score	VCT License	Driver's License	Distinguishing quality
	Degree [^]	Major Field	Supv/Mgmt [#]	Related Field ^{&}					
	1.5	2	1	5	1	10.5	yes*	yes	
	1.5	2	1	5	1	10.5	yes*	yes	
	1.5	2	1	5	1	10.5	yes	yes	
	1.5	2	1	4	1	9.5	no	yes	
	1.5	2	0.5	4	1	9	no	yes	
	1	1	1	4	1	8	no	yes	
	1	1	1	4	0.7	7.7	no	yes	
	1	0	1	5	0.7	7.7	no	yes	
	1.5	1	1	3	1	6.5	no	yes	
	1.5	2	1	1.5	0	6	no	no	
	1.5	2	1	1	1	6.5	no	yes	
	1.5	2	0	2	0.7	6.2	no	no	
	1	1	1	0	1	4	no	yes	
	1	1	0.5	1.5	0	4	no	yes	

[^] = education minimum score is 1, requirement is four-year college degree

[#] = supv/mgmt minimum score is 1, requirement is two years supv/mgmt experience

[&] = related field desired quality minimum score is 2, quality is five years field or mgmt in vector, pest mgmt, agriculture

Minimum total score needed = 2.0

Highest total score possible = 10.5

Summary notes:

Fourteen applications have been received. Applications have been assessed and ranked based on an objective review of the qualities as they met or exceeded minimum and desired qualifications. More weight is given to relevant experience than grammar skills and advanced degrees.

Five applicants were rejected because of apparent lack of C-suite level executive experience or lack of district-relevant experience.

Nine applicants were invited for a first-round interview.

General Manager Job Recruitment Schedule – 2019

JAN 10 – Board to consider job description; consider salary range; consider recruitment schedule & hire plan; consider D's post-retire involvement;	MAR 18 & 19 – First round interviews. BC and D to assess and rank applicants.	APR 22 – Committee to conduct second-round interviews to include assessment and ranking. Originally scheduled for Apr 22, but can be scheduled as available.
JAN 11 – Announce job opening; Application period opens	MAR 22 – David's last day of work. Also, unofficial close of application period (<i>10 weeks</i>).	MAY 9 – Board to consider/select top candidate. A committee recommendation that committee selects top 2 candidates for presentation to full board for selection.
FEB 21 – (<i>41 days</i>) Application review	MAR 27 – Invite top candidates (2 – 4, depending) to second-round interviews.	MAY 10 – Begin hiring process, depending. . .
FEB 14 – Update Board. Feb 15 – D will begin scheduling first round interviews		
MAR 14 – Update Board	APR 11 – Update Board - <i>Opportunity exists for full board to consider top candidates</i>	JUN 3 – New GM's first day of work (<i>4 months</i>)

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			

MVMDSBC Budget FY 2019-20

	Previous Actual 6/30/2018	Previous Budget FY 2017-18	Performance	Current Year Actual as of 2/28/19 66% elapsed	Status	Current Year Budget FY 2018-19	Multiplier	Next Year's Budget FY 2019-20	Change
Revenues									
Taxes									
3010 -- Property Tax-Current	400,098	376,000	106%	237,169	61%	386,000	101.5%	391,790	101.5%
3011 -- Property Tax-Unitary	6,135	6,250	98%	5	1%	1,000	101.5%	1,015	101.5%
3015 -- PT PY Corr/Escapes	1,861			-9			101.5%	-	
3020 -- Property Tax-Current	17,559	18,200	96%	15,863	83%	19,000	101.5%	19,285	101.5%
3023 -- PT PY Corr/Escapes	4,962			76			101.5%	-	
3028 -- RDA Pass-through	2,957	2,000	148%	1,754	117%	1,500	101.5%	1,523	101.5%
3029 -- RDA RPTTF Distributions	5,742	4,000	144%	3,902	98%	4,000	101.5%	4,060	101.5%
3040 -- Property Tax-Prior Secured	-23	700	-3%	1	0%	600	101.5%	609	101.5%
3050 -- Property Tax-Prior	5,983	500	1197%	-179	-45%	400	101.5%	406	101.5%
3054 -- Supplemental Pty Tax-	9,968	8,000	125%	-463	-15%	3,000	101.5%	3,045	101.5%
3056 -- Supplemental Pty Tax-Prior	72	115	63%	53		-	101.5%	-	
Taxes	455,313	415,765	110%	258,173	62%	415,500		421,733	101.5%
Use of Money and Property									
3380 -- Interest Income	7,892	3,000	263%	6,753	218%	3,100		3,100	100.0%
3381 -- Unrealized Gain/Loss	-4,234	-2,000	212%	4,214	-211%	(2,000)		(2,000)	100.0%
Use of Money and Property	3,657	1,000	366%	10,967	997%	1,100		1,100	100.0%
Intergovernmental Revenue-State									
4160 -- State Aid for Disaster				1,888					
4220 -- Homeowners Property Tax	2,246	2,300	98%	1,112	56%	2,000		2,000	100.0%
Intergovernmental Revenue-State	2,246	2,300	98%	3,000	150%	2,000		2,000	100.0%
Intergovernmental Revenue-Other									
4840 -- Other Governmental	13,713	11,000	125%	6,998	70%	10,000		10,000	100.0%
4842 -- RDA Dissolution Proceeds	1,363			1,762					
Intergovernmental Revenue-Other	15,076	11,000	137%	8,760	88%	10,000		10,000	100.0%
Charges for Services									
4877 -- Other Special Assessments	577,739	576,550	100%	385,657	64%	600,000	103.0%	618,000	103.0%
Charges for Services	577,739	576,550	100%	385,657	64%	600,000		618,000	103.0%
Miscellaneous Revenue									
5909 -- Other Miscellaneous	134,118	70,000	192%	91,628	92%	100,000		100,000	100.0%
Miscellaneous Revenue	134,118	70,000	192%	91,628	92%	100,000		100,000	100.0%
Revenues	1,191,200	1,076,615	111%	758,071	67%	1,128,600		1,152,833	102.1%

(15,513)

Expenditures

Salaries and Employee Benefits

6100 -- Regular Salaries	434,255	428,400	99%	263,287	58%	451,000	454,800	100.8%
6210 -- Trustee Exp Reimb	8,800	9,600	92%	5,300	55%	9,600	9,600	100.0%
6400 -- Retirement Contribution	143,883	141,500	102%	98,486	64%	153,500	154,625	100.7%
6500 -- FICA Contribution	27,434	27,000	102%	16,582	57%	29,000	28,800	99.3%
6550 -- FICA/Medicare	6,416	6,350	101%	3,878	57%	6,750	6,750	100.0%
6600 -- Health Insurance Contrib	116,151	135,000	86%	85,587	71%	120,000	160,420	133.7%
6700 -- Unemployment Ins	2,023	3,300	61%	1,718	50%	3,450	3,500	101.4%
6900 -- Workers Compensation	25,256	20,900	121%	21,333	82%	26,000	23,300	89.6%
Salaries and Employee Benefits	764,218	772,050	99%	496,170	62%	799,300	841,795	105.3%

Services and Supplies

7030 -- Clothing and Personal	4,848	6,300	77%	3,369	56%	6,000	6,000	100.0%
7050 -- Communications	5,022	4,650	108%	3,291	65%	5,100	5,200	102.0%
7070 -- Household Expense	2,699	2,650	102%	1,738	64%	2,700	2,800	103.7%
7090 -- Insurance	15,809	16,400	96%	16,162	101%	16,000	16,000	100.0%
7120 -- Equipment Maintenance	2,638	4,200	63%	505	13%	3,800	3,800	100.0%
7121 -- Operating Supplies	5,527	8,000	69%	3,875	43%	9,000	9,000	100.0%
7124 -- IT Software Maintenance	3,215	10,300	31%	2,258	21%	11,000	11,000	100.0%
7200 -- Structure & Ground	777	3,000	26%	395	16%	2,500	2,500	100.0%
7400 -- Medical, Dental and Lab	2,952	3,200	92%	-	-	-	-	-
7430 -- Memberships	12,684	12,500	101%	14,868	110%	13,500	13,500	100.0%
7450 -- Office Expense	5,139	4,300	120%	3,833	89%	4,300	4,300	100.0%
7460 -- Professional & Special	103,920	70,000	148%	42,826	82%	52,000	52,000	100.0%
7508 -- Legal Fees				22,124	44%	50,000	50,000	100.0%
7546 -- Administrative Expense	5,598	7,000	80%	-	0%	6,500	6,500	100.0%
7650 -- Pesticides (Spcl Dept)	60,947	75,000	81%	51,046	71%	72,200	72,200	100.0%
7653 -- Training Fees & Supplies	3,933	3,750	105%	627	21%	3,000	3,000	100.0%
7730 -- Transportation and Travel	4,813	5,800	83%	248	6%	4,000	4,000	100.0%
7731 -- Gasoline-Oil-Fuel	7,835	9,250	85%	5,562	59%	9,500	9,500	100.0%
7760 -- Utilities	3,903	4,500	87%	3,205	71%	4,500	4,500	100.0%
Services and Supplies	252,258	250,800	101%	175,932	64%	275,600	275,800	100.1%

Capital Assets

8200 -- Structures & Struct		5,000	0%	-	0%	3,000	3,000	100.0%
8300 -- Equipment	2,155	36,000	6%	-	0%	65,000	65,000	100.0%
Capital Assets	2,155	41,000	5%	-	0%	68,000	68,000	100.0%

Expenditures

1,018,631	1,063,850	96%	672,102	59%	1,142,900	1,185,595	103.7%
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Other Expenditures

7860 -- Contrib to other agencies (O	36,000	36,000	100%	28,464	67%	42,700	52,000	121.8%
Total Other Exp	36,000	36,000	100%	28,464	67%	42,700	52,000	121.8%

Transfers in

5911 -- Oper Transfer In (OPEB,		2,235		-	0%	10,050	22,300	221.9%
5911 -- Oper Transfer In (fund 4160		41,000		-	0%	68,000	68,000	100.0%

Transfers out

7901 Oper Transfer Out		20,000		41,050	195%	21,050	21,050	100.0%
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Total

137,810	0	16,455	-	(15,513)
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Draft

on this budget goals document:

- blue formatted text comes from FYE19. leaving in as reminder of past processes. delete when confident of estimates for FYE20.
- black formatted text indicates that amounts, analysis, defense, and comments are hardening for FYE20. soft figures are likely to change as more information is gathered

on the budget spreadsheet:

- red formatted figures are copies of the FYE19 year budget
- blue formatted figures have been considered for FYE20, but likely to change when more information is known
- black formatted figures are fairly well considered for FYE20

Mosquito and Vector Management District of Santa Barbara County Fiscal Year 2019-20 Budget Proposal

March 5, 2019

This year's FYE20 budget goals document has been written to provide a bit more assistance to a future general manager. Links will point to a document on the district's computer system or to a web URL.

Two versions of the budget are presented for your consideration:

1. The Balanced version, column S, is my proposal for a balanced budget. It includes
 - a. The GM's recommendation for salary increases and other concessions subsequent to the MVMDSBC Employees' Association first counter-proposal. Salaries in this for VCTs are increased 3.25%.
 - b. Includes a transfer in of \$12,300 from reserves to balance the budget
 - c. Includes replacing two vehicles
 - d. Legal fees to assist in negotiations and defense are a significant cost
2. The Discussion Version, column W, will be used to demonstrate options as discussed during your board's meeting.
 - a. Does not transfer any money from reserves, but shows a deficit of \$18,000
 - b. Does not show the cuts used to attempt to balance the budget
 - c. Does not replace the shared truck. Not replacing the shared truck will keep approximately \$35,000 available for real estate.

The **March 2018 CPI table indicates a CPI increase of 3.78%**. This extrapolates to a maximum [4877] benefit assessment rate of \$10.35 for Zones 1 and 2. SCI's preliminary estimate for assessment income, including the impact of the Thomas Fire and Flood, has been inserted into the draft budget. SCI has preliminarily estimated the Thomas Fire and Flood will reduce assessment income by 0.86%.

Negotiation on the terms of employment with the MVMDSBC Employees' Association is currently occurring. The MVMDSBCEA has requested a 5% increase in salaries in each of three consecutive years. They have also requested merit increases to be automatic upon anniversary dates.

The **2017 Actuarial Study determined that the preliminary OPEB expense for FYE18 is \$48,506.**

The Annual Required Contribution is available upon request of TCS. The amortization period needs to be determined to pay off a liability of \$600,000 against assets of \$300,000.

Following are supporting details for budget proposals as detailed in the balanced version of the budget. Columns T and X in the budget spreadsheet indicate the percent change from last year's budget.

REVENUES

3010 Property Tax – 1.5% Increase to \$391,790

All tax revenue has been arbitrarily increased by 1.5%, to demo budget process (for training purposes). Tax revenue budget changes are assisted by knowing the March CPI. The County of Santa Barbara Auditor-Controller-Tax Collector will also send a letter – not yet seen for this upcoming fiscal year – that will project tax revenue changes. We have generally used a more conservative estimate than provided by the County. Consult with C.Troup on final figures to use.

The March 2018 table indicates a CPI increase of 3.78%. Property tax [3010] actual revenue has been increasing annually, between 2013 and 2017, at an average rate of 4.9%. The Thomas Fire and Flood disaster is expected to have a small negative effect on next year's property tax revenues.

Next year's [3010] property tax revenue budget has been increased by 2.7% over last year's budget to

\$386,000.

Taxes overall - 0.1% decrease to \$415,500

While the primary ad valorem tax received in the current year is currently 4.7% over budget, the overall tax budget surplus is currently only 1.4%. The budget for taxes is set at \$415,500.

4877 Other Special Assessments – 3% Increase to \$618,000

Account 4877 Other Special Assessment is revenue from benefit assessments. The somewhat arbitrary figure of 3% is used to estimate benefit assessment revenue. The March CPI is often recommended, and if approved by the Board becomes the multiplier for this revenue line item.

The March 2018 CPI table indicates a CPI increase of 3.78%. SCI’s Engineers’ Report sets the Zone 1 and 2 assessment per single family equivalent (SFE) unit at \$10.35 for a total assessment revenue of \$601,682. Your board has primary discretion on whether there is an increase in this budget.

5909 Other Miscellaneous Revenue – 21% Increase to \$100,000

The contracts income for FYE18 is \$113,998. Next year’s budget has been increased to reflect current year income.

Revenue overall - 4.8% increase to \$1,128,600

EXPENDITURES

6100 Salaries – 0.8% Increase to \$454,800

The increases in salaries for Vector Control Technicians have been scheduled by the Memorandum of Understanding governing the terms of employment with MVMDSBC Employees' Association members. Increases will be based upon the March Consumer Price Index to not be less than 1% or more than 3.25%. This budget proposal increased VCT salaries by 2.5%, is currently draft and **is expected to be revised** according to the March CPI. A buffer of 1.5% has been added to the salary expense.

The new general manager's annual salary has been estimated at \$90,000.

All the unanticipated salary costs of the hiring and transition to a new general manager were covered during the current fiscal year 2018-19. If hiring goes as planned, then the retired general manager's services and interim salary increases are not anticipated to be needed in the next fiscal year 2019-20.

Multipliers have been applied as follows for benefits:

Benefit	Multiplier
6400 Retirement	34%
6500 FICA	6.2%
6550 FICA/Medicare	1.45%
6700 Unemployment Ins	0.75%

Health insurance and workers compensation are not proportional to salaries and are defined separately.

6210 Trustee Expense Reimbursement – set to \$9,600

Trustee expense reimbursements are provided at \$100 per month per trustee, (8 X 12 X 100=9,600).

6600 Health Insurance Contribution - 15% increase to \$160,420

Health insurance costs increased in 2019. Annual health care cost is estimated at \$158,045. The costs are detailed below. A 1.5% buffer has been included in the budget.

CalPERS reports the health insurance costs by calendar year. CalPERS' calendar year 2020 cost announcement is expected in June 2019.

Two retirees' health care insurance expenses are included in this budget, but will be offset by reimbursement set at \$22,300 via 5911 Operating Transfer In from the OPEB-CERB Trust. The percent increase noted above includes the CERBT reimbursement, (reducing the overall increase).

One new employee's health insurance cost is set for the entire year at \$1,471, which is the FYE19 maximum benefit (\$1,449) plus a 1.5% buffer.

2019 Health Insurance Monthly Premiums

	Delta Dental	VSP	CalPERS	Total	Annual cost
Employees	2019	2019/20	2019	2019	
				1,471.00	
	196.75	48.33	1,203.05	1,448.13	
	196.75	26.95	1,976.10	2,199.80	
	63.59	18.59	1,520.08	1,602.26	
	196.75	26.95	1,976.10	2,199.80	
	127.13	18.59	1,520.08	1,665.80	
	63.59	18.59	669.75	751.93	
Subtotal	844.56	158.00	8,865.16	11,338.72	136,064.64
Retirees (OPEB)					
	63.59	18.59	907.29	989.47	
	63.59	18.59	760.04	842.22	
Subtotal	127.18	37.18	1,667.33	1,831.69	21,980.28
Fee			24.23		
Total	971.74	195.18	10,532.49	13,170.41	158,044.92

6900 Workers Compensation – 10.3% decrease to \$23,300

VCJPA has not provided a draft or final FYE20 budget, yet. I took FYE18 AND FYE19 WC actual costs and split the difference to guesstimate the FYE20 cost at \$23,300, just to demo budgeting process.

FYE18 Actual was \$25,256 and FYE19 Actual was \$21,333.

[VCJPA provides a draft budget around April and a final budget around June of VCJPA costs](#) (look in folder FYE19 budget for example of correspondence.) Also, the same report, VCJPA's budget, is available around April on their website at <https://www.vcjsa.org/documents/reports-and-studies/> - go to documents, reports and studies, financials, budget (passwd req'd).

7030 Clothing and Personal -2.4% decrease to \$6,150

FYE18 average monthly uniform cost is \$441. The Association has requested a shoe allowance of \$150 per VCT. Shoe allowance for five employees is anticipated to cost \$750. The 7030 budget is set at \$6,150.

7050 Communications - 2% increase to \$5,200

Cox's annual cost in FYE18 was \$4,186. In current fiscal year (FYE19) average monthly cost is \$367 as of 2/28/19. Current fiscal year annual cost is estimated at **\$4,400**. Cox Communications costs increased approximately 5% in current fiscal year over previous fiscal year. *(add buffer/inflation?)*

Verizon's annual cost in FYE18 was \$79. In current fiscal year (FYE19) average monthly cost is \$8 as of 2/28/19. Current fiscal year annual cost is estimated at \$93. The difference was split to set the budget for Verizon at **\$86**.

Bay Alarm annual cost current year and previous year = **\$627**.

The 7050 Communications budget is set to **\$5,200**.

7070 Household Supplies – 3.7% increase to \$2,800

The 7070 Household Supplies is the budget for janitorial services - Big Green. Big Green's monthly service for 1st half of FYE20 is \$227 per month. Big Green provides notice of price increases for the next calendar year, if prices are going to be increased. An assumed price increase of 6% is added for the 2nd half of the FYE20 resulting in a 3.7% increase over the current FYE19 budget. The 7070 budget is set at \$2,800.

7090 Insurance - 6.7% decrease to \$15,300

VCJPA provided FYE19 estimated cost at \$15,161. The 7090 budget is set at \$15,300.

7120 Equipment Maintenance - 5% decrease \$4,000

Equipment Maintenance needs - primarily vehicle maintenance, oil changes, new tires, car washes etc. The past three years, equipment maintenance costs have not exceeded \$4,000. Over the past three years, the average annual cost is approximately \$3,200. The 7120 budget is decreased to \$4,000.

7121 Operating Supplies - *** decrease 2% of \$8,000 plus \$3,000 = \$11,000 *** - added the

\$3,000 dry ice budget, which when considered together with the operating supplies budget makes this budget unchanged.

This is the budget for miscellaneous supplies such as chicken feed, safety supplies, and lab supplies. The average annual cost over the past three years is approximately \$7,250.

I decided to re-categorize the cost of dry ice as an operating supply cost. Previously, dry ice has been budgeted as a [7400] Medical, Dental and Lab cost, which seems to be a strange category for the cost.

The combined [7121] with the [7400] budget at \$11,000.

7124 IT Software Maintenance - 2.9% decrease to \$10,000

This budget has been primarily used for computer and software maintenance, primarily performed by TechEase. IT service needs have been minor, and FYE19 costs are estimated at \$1,000.

This budget includes the annual cost to implement a geographic information service, which has not yet been implemented. A GIS, while technically challenging, would benefit the district’s ability to track mosquito sources and infestations. The budget for GIS service is \$8,000, annually.

Computer breakdowns are unanticipated costs and have only been minimally considered in this line item FYE19 budget. New computers and new IT equipment have also not been specifically planned for. IT purchases have come out of the operating supplies or office expense budget as funds are available.

The 7124 budget is set at \$10,000.

7200 Structure & Ground Maintenance - no change \$3,000

This budget is used primarily for real estate maintenance, primarily gardening, painting, and building equipment maintenance needs. This is a somewhat unpredictable line item where costs can increase if equipment such as the HVAC or water heater breaks.

Over the past three years, costs were \$3,147; \$5,482; and \$753. The average then is \$3,127.

The 7200 budget is unchanged at \$3,000.

7400 Medical, Dental and Lab - recategorized as Operating Supplies

This budget has been used to pay the costs of dry ice. I consider dry ice to be an operating supply, so I have incorporated this budget with the operating supplies budget. This budget is set to \$0

7430 Memberships - 8% increase to \$13,500

This budget is the cost of membership in AMCA, CSDA, SBCCSDA, and MVCAC. I didn’t have time to check for potential cost increases, but added a \$1,000 buffer to anticipate higher costs.

7450 Office Expense - no change \$4,300

This budget is the cost of paper, postage, other office supplies, and occasional purchases of computers, appliances, and software. Average cost over the past three years is approximately \$4,600. However, current year expenditures are trending lower than budgeted. This is a line item that can be adjusted to balance the budget.

7460 Professional & Special Service - set at \$52,000

The budget committee requested that counsel costs are accounted separately from 7124 Professional & Special Service.

Service	Estimated costs FYE20	Service	Estimated costs FYE19
C. Troup (accountant)	\$22,000	ADP (payroll)	\$5,500
Moss, et al (auditor)	\$10,610	TCS (actuary)	\$2,520
SCI (engineer)	\$11,400	Summerland Sanitary	\$1,000
Montecito Water	\$775		

TOTAL	\$50,055		
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Notes:

- Carrie: if at current FYE19 costs would be around \$20,800. Buffer added for possible service cost increase to be \$22,000
- Moss: set at exact FYE20 cost according to [engagement letter](#)
- SCI: set at exact FYE20 cost according to [engagement letter](#)
- Montecito water average FYE19 monthly cost as of Mar 1, 2019 is \approx \$64, times 12 \approx \$765, budget FYE20 set at \$775, which includes a \approx 1% buffer
- ADP FYE19 average monthly cost appears, as of Mar 1, 2019, to be \$333.33, therefore annual cost would be \$4,000. Unsure why I budgeted \$5,500. Give this one more thought.

7508 Legal Fees - set new budget to \$50,000

The legal fees are estimated as follows. AALRR has been assisting with negotiations with the Association during this current fiscal year. The expenditure to date is \$20,520. The estimated cost of three more months to be billed within this current fiscal year is between \$15,000 and \$20,000. The total estimated cost of AALRR services in FYE18 is estimated at \$41,500.

This budget estimates negotiations will continue through the 2018 calendar year and conclude by the new 2019 year. The six-month cost of AALRR in FYE19 is estimated at between \$30,000 and \$40,000.

Legal fees (HMG, etc.) have averaged roughly \$15,000 annually over the past four years.

The 7508 budget is set to \$50,000.

7546 Administrative Expense - 7.1% decrease to \$6,500

The County of Santa Barbara Auditor-Controller's fees for property tax administration averages \$5,574 annually over the past three years. This budget is set at \$6,500.

7650 Pesticides (Spcl Dept Expense) - no change \$75,000

This is the budget for pesticide purchases. The annual average over the past three years is \$68,747. This budget is unchanged at \$75,000.

7653 Training Fees & Supplies - 47% decrease to \$2,000

This budget is primarily used to pay fees for webinars, management/supervision workshops, and continuing education registrations, etc. The MVCAC requires a certain amount of live workshops for VCT certification; and offers live training every other year. Live CE training by MVCAC will not occur in FYE19, and VCTs are nearly complete with continuing education for certifications that expire next fiscal year. Eight trainings are projected at \$100 each or \$800. Webinars will complete the CE training and are often no cost.

Trustees' and managers' mandatory training will be due in FYE19, and is expected to require 14 webinars at \$80 or \$1,120 annually.

The budget is maintained at \$2,000

7730 Transportation and Travel - 66% decrease to \$2,000

This budget is primarily used to pay for lodging and meals for attending management/supervision workshops, continuing education, and overtime meals, etc. The MVCAC requires a certain amount of live workshops for VCT certification; and offers live training every other year. Live CE training by MVCAC will not occur in FYE19, and VCTs are nearly complete with continuing education for certifications that expire next fiscal year.

This budget has been underspent the past three years at average of 54%.

VCTs are reimbursed for travel meals when tasks are in San Luis Obispo County

This budget is decreased to \$2,000

7731 Gasoline-Oil-Fuel - 2% increase to \$9,450

The U.S. Energy Information Administration forecasts Brent Crude Oil spot prices will average \$71/barrel in 2018 and \$66/barrel in 2019, which are \$7/b and \$3/b higher, respectively, than in the April Short Term Energy Outlook. Current year expenditures is projected at \$8,600. This budget is raised by 2% to accommodate possible price increases.

7760 Utilities - 4.4% increase to \$4,700

This budget was increased by 4.4% to \$4,700 to accommodate possible price increases.

CAPITAL ASSETS

8200 Structures and Structural Improvements – set at \$3,000

This amount is requested to pay for formal appraisal of real estate purchase. The cost of appraisal is estimated at \$3,000

Any infrastructure improvements or real estate purchases will require a mid-year budget adjustment.

8300 Equipment and Capital Assets - set at 65,000

This budget is in preparation to replace the GM’s vehicle and the shared truck. I proposed to replace the shared truck in FYE18. Because the OM position is currently vacant, I am postponing replacement and using the OM’s truck as the shared truck.

OTHER EXPENDITURES

7860 Contributions to other agencies, CERBT-OPEB – set at \$52,000

The District’s FYE2017 Actuarial Study, dated October 30, 2018 sets the preliminary OPEB expense at \$55,713. TCS provided an Annual Required Contribution figure of \$53,135. Your board clarified OPEB eligibility that is anticipated to reduce retiree health insurance liability, therefore the budget is set to slightly less than the recommended ARC. The District’s actuary, TCS, has been requested to provide a full valuation for fiscal year 2017-18. The new valuation might change the District’s ARC and therefore the 7860 contributions to other agencies is subject to change.

The District’s FYE 2017 draft Actuarial Study dated March 14, 2018 analyzes the OPEB liability based on investment strategy 1 for funds deposited in the CERBT. Your board requested, in Spring of 2017, that funds are invested according to investment strategy 3, a more conservative investment strategy than strategy 1. TCS provided a revised study, dated October 30, 2018 to reflect the change to investment strategy 3.

The two studies provide an opportunity to compare the impact on OPEB liability between the two investment strategies. The reduced return from investment strategy 3 increases the OPEB liability to make up for the reduced revenue. TCS provided separate letters that stated the annual required contribution (ARC) for the two different investment strategies.

The difference between the strategies is highlighted below:

	Strategy 1	Strategy 3	Difference
Pay-go 2018 retirees	\$3,000	\$3,000	~
Value of accrued benefits 2017	\$21,084	\$27,111	\$6,027
Total OPEB liability	\$600,268	\$702,987	\$102,719
Fiduciary Net Position CERBT fund	\$282,220	\$282,220	~
Net OPEB liability	\$318,048	\$420,767	\$102,719
OPEB expense FYE 2018	\$48,506	\$55,713	\$7,207
ARC	\$42,781	\$53,135	\$10,354
Monthly deposit to CERBT	\$3,565	\$4,428	\$863

FYE19’s monthly deposit to CERBT is \$3,558 per month or \$42,696 for the fiscal year.

TRANSFERS IN/OUT

Overall, the expenditure budget is increased by 7% to \$1,137,400.

5911 Operating Transfer In (CERBT, etc) – set at \$22,300

Retiree health insurance benefits are estimated at \$21,980. Reimbursement will be sought from the

CERBTrust; therefore 5911 Operating Transfer In is set at \$22,300. A 1.5% buffer was added.

5911 Operating Transfer In

To offset the cost of capital expenditure this budget is set at \$68,000.

7901 Operating Transfer Out (depreciation)

This budget is set at \$25,000.



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

March 14, 2019

Carrie Troup, CPA
1005 S Broadway
Santa Maria CA 93454

At today's regular meeting of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County, the Board approved the pay out, to David Chang, of unused accrued vacation and sick leave upon his termination of employment with the District.

The District's policy provides that unused accrued vacation leave and 50% of up to 480 hours of unused accrued sick leave is paid, upon termination of service, to employees with more than 5 years of continuous service.

General Manager David Chang first day of work was March 14, 2014 and his last day of work is March 22, 2019. Employee David Chang at the time of termination of service is earning \$47.04325 per hour. As of pay period ending March 23, 2019 the hours and the amount to be paid out are:

_____ hours of sick leave equals 50% of _____ hours unused sick leave accrued

_____ hours of unused vacation leave accrued

_____ **total hours available for pay out**

_____ equals \$47.04325 times the total hours

Please provide payment to David Chang in the amount of _____.

Sincerely,

Patty DeDominic
President
Board of Trustees

A motion was made by Trustee _____ seconded by Trustee _____ that this matter is approved. The motion carried by the following vote – Ayes:

Noes:

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

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (this "Agreement"), dated for reference purposes only as of March 14, 2019, is entered into by and between the **Mosquito and Vector Management District of Santa Barbara County**, a public agency, hereinafter referred to as "Employer," and **David Chang**, an individual, hereinafter referred to as "Employee." In consideration of the mutual promises made herein, Employer and Employee agree as follows:

1. Term

Employer agrees to employ Employee on the terms and conditions herein stated, and Employee accepts such employment, commencing on March 25, 2019. Unless terminated earlier as provided herein, Employee's employment hereunder shall continue until the completion of (i) the duties specified Section 2 below, and (ii) such revised duties as may be agreed to between Employer and Employee in writing pursuant to said Section 2. Employee and Employer agree that Employee is employed at-will, serves at the pleasure of Employer's Board of Trustees and is not guaranteed employment for any fixed term. This means that, as provided in Section 7 below, either Employee or Employer may terminate the employment relationship at any time, with or without cause, and nothing in this Agreement is intended to create an employment relationship for a specified term.

2. Duties of Employee

Employee shall during the term of employment perform the duties agreed to between Employer and Employee in writing. Unless and until revised by the parties in writing, Employee shall perform the duties marked below:

1. ___ Employee will manage the initial recruitment effort for job applicants to fill Employer's general manager vacancy. This includes assessment and ranking of applicants; scheduling and handling logistics of first-round interviews; assessment and ranking of first-round interviewees; presentation of top candidates for second-round interviews; scheduling and handling logistics of second-round interviews; and handling all communications with Employer, job applicants, job candidates, and staff. Employee's involvement in the recruitment process will cease upon completion of the initial recruitment effort as described above regardless of whether or not Employer appoints a new general manager at that point. Employer will negotiate the terms of employment with the general manager candidate selected by Employer.
2. ___ Employee will complete the post-offer assessment (background and medical check) and paperwork required to hire the general manager candidate selected by Employer.
3. ___ The Employee will spend at least ___ hours, but not to exceed ___ hours to onboard and train the new general manager. Employee's work schedule to complete this task will be mutually agreed to between the new general manager and Employee.

3. Representations of Employee

Employee represents that he is a United States citizen, has a Social Security number, and can present verification of his legal right to work in the United States if requested to do so by the Employer.

4. Obligations of Employer

4.1 General Description

Employer shall provide Employee with the compensation and benefits specified in this Agreement.

4.2 Office and Staff

Employer shall provide Employee with such staff assistance and other facilities and services as may be reasonably required for the performance of Employee's services hereunder.

5. Compensation of Employee

5.1 Part-time, temporary employee

As compensation for services to be performed hereunder, Employer shall pay Employee a rate per hour, according to the following schedule:

_____ for work provided prior to July 1, 2019;

_____ for work provided after July 1, 2019, and

_____ for work specifically required to onboard and train the new general manager.

The number of hours worked will not exceed 960 hours per fiscal year.

5.2 Severance Pay

Severance pay will not be available upon termination of Employee's employment hereunder.

5.3 Reimbursement by Employee

Pursuant to Article 2.6 (commencing with Section 53243) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, if Employee is convicted of a crime involving an abuse of Employee's office or position, Employee shall fully reimburse Employer for any (i) paid leave salary offered by Employer to Employee pending an investigation, (ii) funds for the legal criminal defense of Employee, and (iii) any cash settlement related to the termination of this Agreement. For purposes of this section, "abuse of Employee's office or position" means either of the following:

a) An abuse of public authority, including, but not limited to waste, fraud, and violation of the law under color of authority; or

b) A crime against public justice, including, but not limited to a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85), or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

5.4 Tax Withholding

Employer shall have the right to deduct or withhold from the compensation due to Employee hereunder any and all sums required for federal income and Social Security taxes and all state or local taxes now applicable or that may be enacted and become applicable in the future.

5.5 District Vehicle

Employee may use Employer's vehicles for purposes related to Employer's business.

6. Employee Benefits

6.1 Vacation

Paid vacation time off during the term of this Agreement will not be awarded to Employee.

6.2 Sick Leave

As a retired annuitant working for Employer, Employee is exempt from California's Paid Sick Leave law (AB 1522, operative January 1, 2015, and as amended in AB 304 effective July 13, 2015).

6.1 Holidays

Paid holiday time off during the term of this Agreement will not be awarded to Employee.

6.4 Additional Benefits

Employee shall be entitled to post-employment benefits in accordance with the policies adopted by Employer's Board of Trustees and in effect from time to time and described in the Employer's personnel policy manuals.

7. Termination of Employment

This Agreement may be terminated by Employer or Employee, with or without cause, at any time upon written notice to the other party. Upon termination, Employee shall have no further access to Employer's computer system and shall return all keys to Employer's premises and vehicles.

8. General Provisions

8.1 Attorneys' Fees

In the event litigation or arbitration is initiated to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its attorneys' fees from the non-prevailing party, in addition to any other relief to which the prevailing party may be entitled.

8.2 Modifications

Any modification of this Agreement, including but not limited to the modification of the at-will status of Employee's employment hereunder, will be effective only if it is in writing and signed by Employee and a duly authorized representative of Employer.

8.3 Effect of Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

8.4 Partial Invalidity

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

8.5 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

8.6 Records

All book, files, records, charts, agreements, documents and other data and similar items relating to the operations of Employer, whether prepared by Employee or otherwise coming into his possession during the term of this Agreement, shall remain the property of Employer and shall not be removed from the premises where the work of Employer is carried on, without prior consent of Employer.

8.7 Assignment

This Agreement is a personal employment contract and the rights and interests of Employee hereunder may not be sold, transferred, assigned, pledged or hypothecated.

8.8 Construction

Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part of this Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared the same. Unless otherwise indicated, all references to paragraphs and subparagraphs are to this Agreement. All exhibits referred to in this Agreement are attached and incorporated by this reference.

8.9 Entire Agreement/Amendments

This Agreement (including all exhibits attached hereto) is the final expression of and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and communications with respect thereto. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligations hereunder be waived, except by written instrument signed by the party to be charged. The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement as of the dates set forth below.

"Employer"

"Employee"

**MOSQUITO AND VECTOR MANAGEMENT
DISTRICT OF SANTA BARBARA COUNTY, A
PUBLIC AGENCY**

David Chang

By _____
Patty DeDominic, President
Board of Trustees

Date: _____

Date _____

RESOLUTION NO. 19-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MOSQUITO AND
VECTOR MANAGEMENT DISTRICT APPROVING HIRING OF RETIRED
EMPLOYEE AND SETTING FORTH FINDINGS AND CERTIFICATIONS
PURSUANT TO GOVERNMENT CODE § 7522.56**

WHEREAS, Government Code § 7522 et seq., known as the California Public Employees' Pension Reform Act of 2013 (PEPRA), applies to retirees from the Mosquito and Vector Management District of Santa Barbara County (the "District") whose employees are in the Santa Barbara County Employees' Retirement System (SBCERS), and;

WHEREAS, Government Code § 7522.56(c) specifies that a retired person may be hired by a public employer without reinstatement from retirement or loss or interruption of retirement benefits if the retired person has skills needed to perform work of limited duration, and;

WHEREAS, Government Code § 7522.56(d) specifies that the appointment of a person pursuant to Government Code § 7522.56 shall not exceed a total for all employers in that retirement system of 960 hours in a calendar or fiscal year, and;

WHEREAS, Government Code § 7522.56(d) specifies that the rate of pay for such retired person shall not be less than the minimum, nor exceed the maximum, paid by the employer to other employees performing comparable duties, and;

WHEREAS, Government Code § 7522.56(d) specifies that such retired person shall acquire no service credit or retirement rights unless he or she reinstates from retirement, and;

WHEREAS, Government Code § 7522.56(f)(1) specifies that a retired person shall not be employed by a public employer in the same public retirement system from which the person retired, for a period of 180 days following the date of retirement unless he or she meets certain conditions, and;

WHEREAS, General Manager David Chang is retiring from District employment, effective March 23, 2019.

WHEREAS, the Board of Trustees (the "Board") of the District desires to (i) re-hire David Chang following his retirement to perform work of a limited duration, as more specifically set forth herein, and (ii) make certain findings and certifications in connection therewith.

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

1. The Board finds, in accordance with Government Code § 7522.56(c), that David Chang has skills needed to perform work of limited duration, as more specifically set forth herein; and
2. The Board certifies, in accordance with Government Code § 7522.56(f)(1), that (i) retired District employee David Chang will be employed as a project manager and to provide assistance with the hiring of a new general manager for the District, and (ii) such appointment is necessary to fill a critically needed position before 180 days have passed from his date of retirement, and;

3. The Board appoints retired District employee David Chang as a part-time temporary employee, effective March 24, 2019, to provide project management services not to exceed 960 hours in any fiscal year, and;
4. The District will utilize retired District employee David Chang to hire his successor, including the recruitment and assessment of applicants, and the hiring, on-boarding, and training of the new general manager, and;
5. The Board finds that the process of hiring a new general manager of the District will be greatly enhanced by the skills and experience of former general manager David Chang, and;
6. The compensation paid to David Chang shall not be less than the minimum, nor exceed maximum, rate paid by the District to other employees performing comparable duties, and;
7. The Board finds that the hiring of David Chang as set forth herein will conform to all requirements of Government Code § 7522.56.

PASSED AND ADOPTED by the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County at a regular meeting thereof held on March 14, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

Teri Jory, Secretary
Board of Trustees
Mosquito and Vector Management
District of Santa Barbara County

CERTIFICATION

The undersigned Secretary of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County hereby certifies that the foregoing resolutions were duly adopted by the Board of Trustees, as a regular agenda item and not as part of the consent calendar, at a regular meeting held on March 14, 2019.

Dated: March 14, 2019

Teri Jory, Secretary
Board of Trustees
Mosquito and Vector Management
District of Santa Barbara County

Draft

CERTIFICATION OF RETIRING EMPLOYEE

In connection with my employment by the Mosquito and Vector Management District of Santa Barbara County (the "District") as a project manager and to provide assistance with the hiring of a new general manager for the District following my retirement on March 23, 2019, I hereby acknowledge, agree, confirm and certify as follows:

1. I will acquire no service credit or retirement rights with respect to said employment unless I reinstate from retirement.
2. During the 12-month period prior to such post-retirement hiring, I have not and will not receive any unemployment insurance compensation arising out of my prior employment with a public employer.
3. I have not and will not accept a retirement incentive upon my retirement from the District.

Executed this 14th day of March, 2019.

David Chang



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

March 14, 2019

Carrie Troup, CPA
1005 S Broadway
Santa Maria CA 93454

At today's regular meeting of the Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County, the Board appointed Operations Manager Biologist Brian Cabrera to serve as Interim General Manager, while the general manager position is vacant.

The District has negotiated a higher rate of pay for Operations Manager Biologist Brian Cabrera while he serves as Interim General Manager.

The salary as stated below will be paid to Operations Manager Biologist Brian Cabrera effective on March 24, 2019, the first day of pay period ending April 6, 2019. Upon the new General Manager's first day of employment, or as determined by the Board of Trustees, Dr. Cabrera's salary will revert to the salary paid to him during pay period ending March 23, 2019. All other fringe benefits shall remain unchanged.

Please provide a salary to Dr. Brian Cabrera in the amount of _____ per hour while he serves as Interim General Manager.

Sincerely,

Patty DeDominic
President
Board of Trustees

A motion was made by Trustee _____ seconded by Trustee _____ that this matter is approved. The motion carried by the following vote – Ayes:

Noes:

MVMDSBC Computer System Audit and Recommendations

At the GM's request, TechEase audited the District's computer system: inventoried software operating systems, cleared the system of viruses, checked data backup, and provided recommendations. Additionally, TechEase's assistance will be requested prepare for the transition to a new general manager. The following is a status of the District's computer system and recommendations.

The District's computer system is a local area network. The data and programs are mostly housed on a **server** computer that provides services and data to seven **workstation** computers.

Server – considered old; is running Windows Server 2008 r2. Mainstream support ended on 1/13/2015 and extended support ends on 1/14/2020. After extended support ends, Microsoft will no longer provide software fixes, without additional cost.

As the server ages, problems can occur. Occasional "dashboard" lights flash on, but were not investigated in this audit.

The District's server is 9.5 years old; purchased in August 2009.

Recommendation – TechEase recommends replacing the server and moving to the latest operating system. The opportunity exists to move to a **Network Attached Storage (NAS)**, which does not require a full server computer. (This intrigues me as it is a news-to-me computing paradigm that may reduce the cost of server replacement. Further investigation would be needed to determine whether an NAS is a workable solution for the District's computing needs.)

Back-ups – Two new 1 terabyte backup drives were purchased and implemented to enhance off-site backup storage security. These replaced five 1 gigabyte USB flash drives, which no longer had enough capacity. TechEase *recommended* online backup at an approximate cost of \$55 per 100 GB per month = \$660 annually. (However, I am not a fan of subscription services. I avoid them when I can.)

Workstation computers – The District's seven workstation computers are running the Windows 7 operating system. Mainstream support ended on 1/13/2015 and extended support will end on 1/14/2020.

Office 2007 is the District's word processing, spreadsheet, and data software. Extended support ended on 10/10/2017.

The District's seven workstations are approximately 4.5 years old; purchased in 2014, between May and October.

Recommendation – Upgrade hardware and software to Windows 10 and current version of Office.

Anti-virus – Symantec Endpoint, Sybase, and Security Essentials are installed, but are not operating optimally – not updating, not installed on workstations. Five of the District's seven workstations had 166 malware items that were deleted during the audit.

Recommended options and costs – *My recommendation is to budget, in FYE20, to purchase a new server. The cost of a server with installation is estimated at approximately \$5,200 (labor 2,380 + server 2,800 = 5,180).*

However, the possibility exists to implement Network Attached Storage (NAS). *The cost to implement a NAS is estimated at approximately \$2,700 (labor 2,100 + NAS 560 = 2,660).* The higher amount, \$5,200, could be budgeted, with consideration to implement NAS at a lower cost, after evaluation.

The new general manager would be tasked with implementation. Clarification with TechEase is needed on price and feasibility.

The other TechEase recommendations could be implemented at the following costs, at your board's discretion:

A. Seven workstations hardware and software upgrade:

1. Seven new workstations = \$4,550
 2. Windows 10 = \$3,000 (labor 1,540 + OS 1,400 = 2,940)
 - 3a. Office 365 Business recurring cost = \$693 per year (subscription)
 - OR
 - 3b. Office 2016 = \$1,610 (one-time cost)
- Total initial cost either 3a. \$8,243 or 3b. \$9,160.

However, this other recommendation could be deferred, at your board's discretion.

Respectfully,
David
March 7, 2019

**General Manager's Report
MVMSBC Board of Trustees Meeting
March 14, 2019**

1. D, BC, JS attended Lorman **webinar**, Legal Implications of Pre-Employment Testing (2/8/19)
2. D, BC attended Lorman **webinar**, 13 Hiring Hack in 30 Minutes (2/13/19)
3. Transfer of \$21,050 from general fund 4160 to capital reserve fund 4161 achieved (2/15/19)
4. Two 1 terabyte external hard drives were purchased and implemented to improve off-site data storage (\$443 parts and installation)
5. **Disbursement of \$6,340.66 requested from CERBT** (Page 46)
6. VCJPA Alliant Auto Physical Damage and Property Program **Insurance renewed** for FYE20 (3/4/19)
7. Three-thousand five hundred and fifty eight dollars (**\$3,558**) **was deposited in CERBT** (3/5/19).
8. JS purchased and installed a **new color laser printer** (\$250)
9. BC attended **VCJPA Annual Workshop** in Santa Cruz. Lodging and some meals paid by VCJPA. (3/7/19)
10. Operations Manager Biologist **Brian Cabrera will successfully complete his six-month probationary period** on April 8, 2019, whereupon he will be deemed a Full-time, Exempt, Regular employee of the District.
11. Staples credit card was hit with ≈\$2,500 of fraudulent charges – the third time in the last five years.
12. **State of the District** and Strategic Plan evaluation.

Upcoming Events

- First-round interviews of general manager job applicants March 18 and 19, 2019
- GM Chang's last day of work March 22, 2019



California Employers' Retiree Benefit Trust Disbursement Request

To request a disbursement from your California Employers' Retiree Benefit Trust (CERBT) employer account, please complete this form (see page 3 for instructions):

Employer Name	
CERBT Account #	
Street Address 1	
Street Address 2	
City/State/ZIP	

<u>OPEB Provider</u>	<u>OPEB Cost Paid</u>	<u>Payment Period</u>
Total CERBT Disbursement Requested		XXXXXXXXXXXXXXXXXXXX

Employer understands disbursements from the Prefunding Plan are governed by the terms of the *Agreement and Election to Prefund Other Post-Employment Benefits (Agreement)*. Authority to request disbursements has been delegated by the governing board of the agency to the undersigned.

California Employers' Retiree Benefit Trust Disbursement Request

The undersigned is/are authorized to request disbursements, under the terms of the *Agreement* from the CERBT. The undersigned certifies the payment information provided above is accurate, and reimbursement requested is for other post-employment benefit costs paid by the employer. **For amounts of ten thousand dollars (\$10,000) or more, signatures of two authorized employer representatives are required.** Reimbursement for expenses related to periods prior to July 1 can only be made if a properly executed disbursement request is received by CalPERS on or before July 31. After July 31, reimbursements can only be made for current fiscal year expenses (incurred on or after July 1) regardless of the employer's fiscal year end date.

Authorized Employer Representative Printed Name	Title	Telephone Number
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Signature	Email address	Date
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Authorized Employer Representative Printed Name	Title	Telephone Number
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Signature	Email address	Date
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Mail Completed CERBT Disbursement Request to the following address:

CalPERS
CERBT/OPEB
PO Box 1494
Sacramento, CA 95812-1494

**In addition, please email an electronic copy of this form to
CERBT4U@calpers.ca.gov to ensure timely processing of your disbursement.**

For CalPERS use only

Received by CERBT:		Confirmed Authorized Employer Representative:	
CERBT Contract Eff. Date:		OPEB retiree cost amounts confirmed as reasonable compared to projections:	
CalPERS Approved By:		Approval Date:	
FINO:			
FINO Approved by:		FINO Approval Date:	
Claim Schedule number:		Claim Schedule Date:	