



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@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

APRIL 11, 2019, 2:00 PM

AGENDA

1. ROLL CALL
2. CONFIRMATION OF AGENDA
3. NEW BUSINESS
 - A. **Oath of office** (Page 3)
[Government Code, Title 1, Div. 4, Ch. 2, Article 4, Oath of Office](#)
4. STAFF ANNOUNCEMENTS regarding District business
 - A. **SCI benefit assessment schedule** (Page 4)
...included in agenda packet for reference
 - B. **Administrative Assistant assigned to administer mandatory trustee training and vector technician continuing education**
5. CORRESPONDENCE
 - A. **Proposed LAFCo budget for FY 2019-2020** (Page 6)
6. 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.
7. 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 Items requiring additional discussion may be withdrawn from the listing and addressed in separate actions.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 March 14, 2019 regular meeting (Page 10)
 - B. Approval of the March Financial Statements for County Fund 4160 (Page 14)
 - C. Approval of the March Disbursement Report (Page 19)
 - D. Approval of the March Disease Surveillance Report (Page 25)
 - E. Approval of the March District Operations Report (Page 27)
 - F. Revision of Interim GM Salary (Page 28)
 - G. Revision of vacation sick payout to retired GM (Page 29)

8. OLD BUSINESS. The Board will discuss and may take action on the following items.
 - A. Accounts receivable contracts' status (5909 Misc. Revenue)** (Page 30)
Revised County of San Luis Obispo Mosquito Surveillance Plan (scope of work) submitted to San Luis Obispo County
 - B. Trustee appointments update**
 - C. General manager recruitment update** (Page 31)
Three candidates scheduled for round two interviews on April 22.
 - D. Fiscal year 2019-20 preliminary budget** (Page 32)
9. NEW BUSINESS. The Board will discuss and may take action on the following items.
 - A. Consider/Approve contract for services provided by CPA Carrie Troup** (Page 40)
 - B. Vector Control Joint Powers Authority target equity building plan** (Page 53)
VCJPA Board requests mosquito boards' desires on handling of future retrospective adjustment refunds to rebuild net position (equity) to sustainable target – VCJPA to retain either 50 or 100 per cent?
 - C. Vote for Santa Barbara Local Area Formation Commission regular and alternate special district member** (Page 54)
Notice of election included in agenda packet supporting documents. Candidate statements emailed to trustees with Friday distribution. Three copies of candidate statements will be printed for the board meeting for trustees to share
 - D. Consider/Approve trustee attendance of monthly California Special District Association Santa Barbara Chapter meetings**
Previous cost share for Trustee Blair's attendance no longer available.
 - E. Call for nominations: 2020-2022 California Special Districts Association Board of Directors** (Page 58)
10. MANAGER'S REPORT (Page 60)
11. BOARD ANNOUNCEMENTS
12. ADJOURNMENT (Next scheduled meeting: 2:00 PM; Thursday, May 9, 2019)

Oath of Office

FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Article XX, Section 3 as amended)

State of California)
) s.s.
County of Santa Barbara)

For the office of:

TRUSTEE, MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

I, _____ do solemnly swear (or affirm) that I
(Print name of employee)
will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signature of employee)

Subscribed and sworn to before me this _____ day of _____, _____.

Signed, _____

(Print name)

(Title)

**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 18	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.

LAFCO

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

April 4, 2019 (Agenda)

Local Agency Formation Commission

105 East Anapamu Street, Room 407

Santa Barbara CA 93101

Proposed LAFCO Budget for FY 2019-2020

Dear Members of the Commission:

RECOMMENDATION

It is recommended that the Commission:

1. Review the Proposed Budget for Fiscal Year 2019-20, accept all public testimony and approve the Proposed Budget as presented.
2. Direct the staff to distribute the approved Proposed Budget to cities, special districts and the County as required by Government Code Section 56381.
3. Schedule a public hearing for May 2, 2019 to consider and adopt the Final Budget.

DISCUSSION

Introduction

LAFCO is an independent commission established by the legislature to carry out specific duties and objectives. It is responsible for adopting its budget to fulfill the purposes described in the Cortese-Knox-Hertzberg Act. The law does not require approval of the Commission budget by the County or any other local agencies.

Government Code section 56381 states, "At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter."

Government Code Section 56381 requires LAFCO, after conducting public hearings, to:

Commissioners: Steve Lavagnino, Chair ♦ Roger Aceves ♦ Craig Geyer, Vice-Chair ♦ Joan Hartmann ♦ Holly Sierra ♦
Shane Stark ♦ Etta Waterfield ♦ Roger Welt ♦ Das Williams ♦ **Executive Officer: Paul Hood**

BUSINESS ITEM NO. 1

6

- Adopt a proposed budget for the next fiscal year not later than May 1. This is transmitted to the County, each city and each independent special district for their review and comment.
- Adopt the final budget for the next fiscal year by June 15.

Summary of Proposed Budget

The recommended Proposed Budget is \$385,750 a decrease of \$119,713 below the current year budget. The main reasons for the reduction are 1) Revenues from LAFCO processing fees increased by \$15,000 over budget, 2) the General Fund Cost Allocation (CAP) decreased by \$54,647 compared to the current year’s budget, and 3) there is no recommended contribution to contingency reserve because the reserve is now adequate to fund unanticipated expenses such as litigation and other legal services, professional services, and other unexpected and other unbudgeted expenses. Any year-end fund balance will also be added to reserves.

Following is a budget summary.

<u>Proposed Budget Summary</u>	<u>Adjusted Budget 2018-19</u>	<u>Proposed 2019-20</u>	<u>Change</u>
Salaries and Benefits	\$ 17 225	16 800	\$ -425
Contracted Staff Support	235 000	235 000	0
Services & Supplies	171 597	132 350	-39,247
Other Charges	<u>1 641</u>	<u>1 600</u>	<u>-41</u>
Total	425 463	385 750	119 713
Contingencies	80 000	0	-80 000
Total Appropriations	505 463	385 750	119 713
Revenues	505 463	385 750	119 713

Detailed Description of Individual Accounts

The proposed budget spreadsheet and specific line item accounts is attached as **Exhibit A**. The spreadsheet presents the Recommended Proposed 2019-20 Budget. There is also a column for current year-to-date revenues and expenditures, projected year-end revenues and expenditures, the increase/decrease between the current and proposed budget and percentage increase/decrease.

Designation for Contingency/Reserve

During 2018-19, \$80,000 was transferred to the contingency/reserve account. This was based on billings from the County Assessor and Elections Office and time spent on complex proposals. On June 30, 2019, the Commission's reserves will equal approximately \$200,000. In addition, appropriations not expended during one fiscal year become part of the available fund balance to finance the Commission in the following fiscal year.

During 2018-19, the Commission experienced a significant increase in revenues from processing fees. There will also be a significant reduction in the general fund cost allocation amount in 2019-20. A prudent reserve should be in the range 30-50 percent of the operating budget. Therefore, there is no recommended addition to contingency reserves for the 2019-20 Fiscal Year.

Contingency/Reserve History

Several questions were raised when the Commission considered the 2016-17 Year-End Report on August 3, 2017. In the 2016-17 Year-End Report, approximately \$80,000 was transferred from contingencies to the operating budget to cover overages in operating accounts. The transfer was based on several factors

- 1). In 2016-17 Expenditures for Salaries and Benefits were over by \$2,775, Legal Counsel and Clerk to the Board Services were over budget by \$56,177. This was mainly attributable to staff time spent on the hosting 2016 CALAFCO Annual Conference, processing complex proposals such as the West Santa Ynez and Museum of Natural History Annexations, and Formations of the Cuyama Basin Water District, and the Los Olivos Community Services District. Also, for the first time, the Commission was billed \$11,515 by the County Assessor and County Elections for signature verifications and legal notice lists.
- 2). In addition, in 2016-17 revenues from processing fees for LAFCO Applications were \$28,000 less than projected at year-end. This included an \$8,000 refund to the abandoned Santa Rita Hills Bridge and Highway District Reorganization.
- 3). As mentioned above, the situation was further exacerbated by the receipt of a 2016-17 claim on September 8, 2017, from the County Assessor and Elections for \$62,910.96. The billings were for land owner and registered voter validation for LAFCO Application petition verification, mailings list, and protest hearings. Although these charges have been mainly recovered from applicants, charges such as these make it extremely difficult to predict what occurs during the budget process for the next fiscal year.
- 4). Therefore, the 2016-17 SBLAFCO Budget was balanced by the transfer of contingency funds to the operating budget. The amount of contingency reduction for 2016-17 was \$81,100. The

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund # 5320, Santa Barbara LAFCO, Department # 815

PROPOSED 2019-20 BUDGET - April 4, 2019

Account Name and Number	2018-19 Final Budget	As of 3/21/2019	Projected Year-End	2019-20 Proposed Budget	Inc/Dec	% Inc/Dec
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Revenues

Interest Income - 3380	1,750	3,332	4,000	4,000	2,250	129%
Unrealized Gain/Loss - 3381	310	-404	-404	310	0	0%
Other Gov't Agencies - 4840	475,403	475,400	475,400	340,440	-134,963	-28%
Planning Studies Service - 5738	25,000	45,283	50,000	40,000	15,000	60%
Misc. Revenue - 5909	3,000	0	0	1,000	-2,000	-67%
Total Revenues	505,463	523,611	528,996	385,750	-119,713	-23.7%

Expenditures

Salaries and Benefits

Commissioner Salaries - 6210	15,000	9,073	12,500	15,000	0	0%
FICA Contribution - 6500	1,250	577	770	1,000	-250	-20%
FICA/Medicare - 6550	350	135	180	200	-150	-43%
Unemployment Insurance - 6700	625	464	600	600	-25	-4%
Total Salaries and Benefits	17,225	10,249	14,050	16,800	-425	-2.5%

Staff Support

Contractual Staff Services - 7510	235,000	164,998	219,997	235,000	0	0%
Total Staff Support	235,000	164,998	219,997	235,000	0	0%

Services and Supplies

Audit Fees - 7324	6,000	6,970	6,970	7,200	1,200	20%
Memberships - 7430	6,000	5,344	5,344	6,500	500	8%
Office Expense - 7450	1,500	962	1,250	1,500	0	0%
Prof & Special Services - 7460	45,000	4,494	40,000	45,000	0	0%
ADP Payroll Fees - 7507	1,750	886	1,181	1,750	0	0%
Legal Services -7508	35,000	22,790	27,500	50,000	15,000	43%
Pubs & Legal Notices 7530	2,500	103	500	1,200	-1,300	-52%
Gen Fund Cost Allocation -7669	47,847	24,104	47,847	-6,800	-54,647	-114%
Training and Travel- 7732	26,000	15,860	20,000	26,000	0	0%
Total Services and Supplies	171,597	81,513	150,592	132,350	-39,247	-22.9%

Other Charges

Electricity - 7801	700	318	700	600	-100	-14%
Natural Gas - 7802	100	107	120	100	0	0%
Water - 7803	200	99	150	100	-100	-50%
Refuse - 7804	0	89	120	100	100	100%
Utility Services - 7806	100	35	75	100	0	0%
Liability Insurance - 7895	181	0	181	200	19	10%
Telephone Services - 7897	360	270	360	400	40	11%
Total Other Charges	1,641	918	1,706	1,600	-41	-2.5%

Contingency Reserve - 9600	80,000	0	80,000	0	-80,000	-100%
Total Contingency Reserve	80,000	0	80,000	0	-80,000	-100.0%
Total Exp/Appropriations	505,463	257,677	466,345	385,750	-119,713	-23.7%

*No contingency will be added to reserves in FY 19/20. The estimated contingency reserve balance will be \$200,000

**MOSQUITO AND VECTOR MANAGEMENT DISTRICT
of Santa Barbara County
MINUTES OF REGULAR MEETING OF TRUSTEES
March 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, March 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
Trustee Robert Williams
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
Donny Cram, Vector Technician
Barbara Silver, Member of Public

2. CONFIRMATION OF AGENDA

-General Manager Chang requested that New Business Item 7D be the first topic discussed under new business.

-An additional new business item is necessary as the issue has an immediate need of approval. Trustee Schlottmann made a motion to add discussion of computer equipment replacement to Item 7E. Motion seconded by Trustee Williams and passed unanimously.

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>

C. District received call from County Sheriffs in regard to a rodent problem at a residence in Mission Hills

Sheriff was performing a welfare check and reported a severe infestation. Coordinated efforts are being made by District staff and several other county departments to address the problem.

4. PUBLIC COMMENT –

None.

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 February 14, 2019 regular meeting

B. Approval of the February Financial Statements for County Fund 4160

C. Approval of the February Vendor Disbursement Report

D. Approval of the February Disease Surveillance Report

E. Approval of the February District Operations Report

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

6. OLD BUSINESS

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

County of San Luis Obispo Mosquito Surveillance Plan (scope of work) revised to allow per diem for overnight lodging.

-Trustee Geyer made a motion for staff to negotiate full reimbursement for lodging from San Luis Obispo County when overnight accommodations are necessary for work performed there. Seconded by Trustee Schlottmann. Motion passed with Trustee Blair opposed.

B. Trustee appointments update

-Trustee Williams was reappointed to a County seat.

C. General manager recruitment update

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.

-First round interviews have been completed. The second round of interviews may be conducted by the full board or the ad-hoc Personnel Committee.

D. Fiscal year 2019-20 preliminary budget

-Budget considerations include salaries and replacement vehicles.

7. NEW BUSINESS

D. Consider/Approve appointment of Operations Manager Biologist Cabrera as Interim General Manager

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

-Trustee Geyer made a motion to approve the appointment of Operations Manager Biologist Cabrera as Interim General Manager and implement a ten percent pay increase during the time he is filling this position. Hourly rate will be \$44.95 and fringe benefits remain the same. Motion seconded by Trustee Williams and passed unanimously.

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

<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.

-Trustee Schlottmann made a motion to approve vacation/sick leave balance payout in accordance with District policy (amount will be approximately \$16,500). Motion seconded by Secretary Jory and passed unanimously.

B. Consider/Approve employment agreement to hire David Chang

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.

-Trustee Geyer made a motion to set compensation at \$52.00/hour. Motion seconded by Trustee Schlottmann and passed unanimously. Trustee Schlottmann made a motion to accept the employment agreement and authorize the board president to execute contract. Seconded by Trustee Williams and passed unanimously. Fringe benefits will not be available.

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

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.

-Trustee Geyer made a motion to adopt Resolution 19-01. Motion seconded by Trustee Blair and passed 7-0-0 by roll call vote.

E. Computer system audit and server breakdown

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.

-The Districts computer server broke on March 13, 2019. Trustee Hurd made a motion to spend up to six thousand dollars to purchase a server computer. Seconded by Trustee Blair and passed unanimously.

9. MANAGER'S REPORT

*-The probationary period for Operations Manager Biologist Cabrera will end 4/8/2019.
-New color printer was purchased and installed.*

10. BOARD ANNOUNCEMENTS

*-Trustee Jory will be attending the Santa Barbara City Council meeting in support of her application to the City seat on the District board.
-Trustee Blair attended the February SBCCSDA meeting featuring Harry Hagen, Treasurer-Tax Collector.*

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: 3/31/2019 (75% 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	3/31/2019 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 %

Financial Status (Real-Time)

As of: 3/31/2019 (75% 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	3/31/2019 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	296,472.91	154,527.09	65.74 %
6210 -- Commissioner/Director/Trustee	9,600.00	5,900.00	3,700.00	61.46 %
6400 -- Retirement Contribution	153,500.00	98,486.04	55,013.96	64.16 %
6500 -- FICA Contribution	29,000.00	18,756.48	10,243.52	64.68 %
6550 -- FICA/Medicare	6,750.00	4,386.58	2,363.42	64.99 %
6600 -- Health Insurance Contrib	120,000.00	86,558.41	33,441.59	72.13 %
6700 -- Unemployment Ins Contribution	3,450.00	1,753.91	1,696.09	50.84 %
6900 -- Workers Compensation	26,000.00	21,333.00	4,667.00	82.05 %
Salaries and Employee Benefits	799,300.00	533,647.33	265,652.67	66.76 %
Services and Supplies				
7030 -- Clothing and Personal	6,000.00	3,722.09	2,277.91	62.03 %
7050 -- Communications	5,100.00	3,836.21	1,263.79	75.22 %

Financial Status (Real-Time)

As of: 3/31/2019 (75% 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	3/31/2019 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	923.63	2,876.37	24.31 %
7121 -- Operating Supplies	9,000.00	4,880.48	4,119.52	54.23 %
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	5,341.23	-1,041.23	124.21 %
7460 -- Professional & Special Service	52,000.00	45,376.65	6,623.35	87.26 %
7508 -- Legal Fees	50,000.00	24,727.25	25,272.75	49.45 %
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	716.52	2,283.48	23.88 %
7730 -- Transportation and Travel	4,000.00	1,818.61	2,181.39	45.47 %
7731 -- Gasoline-Oil-Fuel	9,500.00	6,046.50	3,453.50	63.65 %
7732 -- Training	0.00	0.00	0.00	--
7760 -- Utilities	4,500.00	3,630.00	870.00	80.67 %
Services and Supplies	275,600.00	187,486.56	88,113.44	68.03 %
Other Charges				
7860 -- Contrib To Other Agencies	42,700.00	32,022.00	10,678.00	74.99 %
Other Charges	42,700.00	32,022.00	10,678.00	74.99 %
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: 3/31/2019 (75% 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	3/31/2019 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Expenditures	1,185,600.00	753,155.89	432,444.11	63.53 %
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	-36,135.13	-36,135.13	--
Net Financial Impact	0.00	-36,135.13	-36,135.13	--

Cash Balances (Real-Time)

As of: 3/31/2019
Accounting Period: OPEN

Selection Criteria: Fund = 4160-4161

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

Fund	3/1/2019 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	3/31/2019 Ending Balance
4160 -- Mosquito & Vector Mgt District	1,035,450.34	0.00	0.00	18,955.90	15,495.80	1,000,998.64
4161 -- SB Vector-Cap Asset Reserve	575,355.22	0.00	0.00	0.00	0.00	575,355.22
Total Report	1,610,805.56	0.00	0.00	18,955.90	15,495.80	1,576,353.86

Vendor Disbursements (Real-Time)

From 3/1/2019 to 3/31/2019

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 - 630657	03/14/2019	880		REIMBURSEMENT	40.00
Total Charles Blair					40.00
Vendor 005979 -- CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM					
W - 09722083	03/08/2019	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 - 631266	03/19/2019	880		Vendor Account:	4,029.77
Total US BANK CORPORATE PAYMENT SYSTEM					4,029.77
Vendor 008116 -- HOWELL MOORE & GOUGH LLP					
W - 09722340	03/14/2019	880		Vendor Invoice #: 40384; Vendor Account: 18472-0001	2,603.00
Total HOWELL MOORE & GOUGH LLP					2,603.00
Vendor 009500 -- DONALD CRAM					
W - 09722727	03/20/2019	880		REIMBURSEMENT Mileage 2/8/19	31.90
Total DONALD CRAM					31.90
Vendor 019355 -- JESSICA SPRIGG					
W - 09723161	03/28/2019	880		REIMBURSEMENT Mileage 3/20/19	38.28
Total JESSICA SPRIGG					38.28
Vendor 050379 -- ADP INC					
EFT	03/01/2019	880		Vendor Invoice #: 528262438; Vendor Account: 458521	204.40
EFT	03/01/2019	880		Vendor Invoice #: 530434974; Vendor Account: 458521	177.65
EFT	03/07/2019	880		Vendor Invoice #: 530923310	231.15
EFT	03/08/2019	880		Vendor Invoice #: 53166380	209.75
EFT	03/22/2019	880		Vendor Invoice #: 532053898	177.65
Total ADP INC					1,000.60
Vendor 086415 -- CITY EMPLOYEES ASSOC LLC					
ACH - 629556	03/06/2019	880		UNION DUES 2/23/19	48.00



Vendor Disbursements (Real-Time)

From 3/1/2019 to 3/31/2019

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
ACH - 630693	03/14/2019	880		UNION DUES 3/09/19 MVMDSBC	48.00
				Total CITY EMPLOYEES ASSOC LLC	96.00
Vendor 104018 -- APEX PLUMBING SERVICES					
W - 09721597	03/04/2019	880		MOSQUITO AND VECTOR OFFICE	200.00
				Total APEX PLUMBING SERVICES	200.00
Vendor 132153 -- MVCAC MOSQUITO & VECTOR CONTROL ASSOC OF CA					
W - 09722050	03/08/2019	880		Vendor Invoice #: 7360934	50.00
				Total MVCAC MOSQUITO & VECTOR CONTROL ASSOC OF CA	50.00
Vendor 194683 -- Allied Administrators for Delta Dental					
ACH - 629923	03/08/2019	880		Vendor Account: 07917-06145	971.74
				Total Allied Administrators for Delta Dental	971.74
Vendor 244645 -- AFLAC					
W - 09721603	03/04/2019	880		Vendor Invoice #: 526092; Vendor Account: BWN82	116.04
				Total AFLAC	116.04
Vendor 285433 -- MISSION UNIFORM SERVICE INC					
ACH - 629595	03/06/2019	880		Vendor Account: 242387	353.16
				Total MISSION UNIFORM SERVICE INC	353.16
Vendor 346888 -- CARRIE TROUP CPA					
ACH - 632244	03/28/2019	880		Vendor Invoice #: 0219V	1,550.00
				Total CARRIE TROUP CPA	1,550.00
Vendor 509950 -- MARBORG INDUSTRIES					
ACH - 631719	03/22/2019	880		Vendor Account: 1-19959 3	131.68
				Total MARBORG INDUSTRIES	131.68
Vendor 522736 -- McCormix Corporation					
ACH - 629955	03/08/2019	880		Vendor Account: 3581	484.17
				Total McCormix Corporation	484.17

Vendor Disbursements (Real-Time)

From 3/1/2019 to 3/31/2019

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 548522 -- KENNEDYS AUTOMOTIVE CTR INC					
W - 09723193	03/28/2019	880		Vendor Invoice #: 31720	418.69
				Total KENNEDYS AUTOMOTIVE CTR INC	418.69
Vendor 556712 -- MONTECITO WATER DISTRICT					
ACH - 631722	03/22/2019	880		Vendor Account: 20-1620-01	62.29
				Total MONTECITO WATER DISTRICT	62.29
Vendor 710175 -- STATE/FEDERAL TAXES & DIRECT DEPOSITS					
EFT	03/14/2019	880		Vendor Account: 710175	17,955.30
				Total STATE/FEDERAL TAXES & DIRECT DEPOSITS	17,955.30
Vendor 767200 -- SOUTHERN CALIFORNIA EDISON					
ACH - 631745	03/22/2019	880		Vendor Account: 2-03-674-6246	145.72
				Total SOUTHERN CALIFORNIA EDISON	145.72
Vendor 767800 -- THE GAS COMPANY					
ACH - 631750	03/22/2019	880		Vendor Account: 067 514 4833 0	85.65
				Total THE GAS COMPANY	85.65
Vendor 776537 -- COX COMMUNICATIONS - BUSINESS					
ACH - 631752	03/22/2019	880		Vendor Account: 001 3011 026941801	372.96
				Total COX COMMUNICATIONS - BUSINESS	372.96
Vendor 874582 -- BAY ALARM COMP					
W - 09721634	03/04/2019	880		Vendor Invoice #: 148552190215M; Vendor Account: 148552	156.75
				Total BAY ALARM COMP	156.75
				Total Mosquito & Vector Mgt District	34,451.70



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 03-22-2019
AMOUNT DUE \$1,277.88
NEW BALANCE \$1,277.88
PAYMENT DUE ON RECEIPT

000002095 01 SP 0.560 106481956823290 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	\$4,029.77	\$1,277.88	\$0.00	\$0.00	\$0.00	\$0.00	\$4,029.77	\$1,277.88	

CORPORATE ACCOUNT ACTIVITY					
MVM DISTRICT					TOTAL CORPORATE ACTIVITY
					\$4,029.77 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-20	03-20	74798269079000000000024	PAYMENT - 631266 00000 A		4,029.77 PY

NEW ACTIVITY					
VESNA IBARRA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$232.92	\$0.00	\$232.92
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-06	03-04	24692169064100509571334	THE HOME DEPOT 6623 GOLETA CA		81.70
03-19	03-18	24040839077900010100016	LA CUMBRE FEED SANTA BARBARA CA		151.22

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	4,029.77
03/22/19	.00	PURCHASES & OTHER CHARGES	1,277.88	
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		AMOUNT DUE		
		1,277.88		
		CASH ADVANCES	.00	
		CASH ADVANCE FEES	.00	
		LATE PAYMENT CHARGES	.00	
		CREDITS	.00	
		PAYMENTS	4,029.77	
		ACCOUNT BALANCE	1,277.88	



Company Name: MVM DISTRICT
Corporate Account Number:
Statement Date: 03-22-2019

NEW ACTIVITY					
JESSICA F SPRIGG		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$106.11	\$0.00	\$106.11
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-11	03-08	24445009068000763038901	USPS PO 0575840167 SUMMERLAND CA		1.60
03-14	03-13	24692169072100402263120	HP *HP.COM STORE 888-345-5409 CA		104.51
BRIAN J CABRERA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$50.67	\$0.00	\$50.67
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-11	03-08	24801979068839000287868	AMERIPAK SANTA CRUZ CA		50.67
DAVID CHANG		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$773.66	\$0.00	\$773.66
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-01	02-28	24493989060026428675383	ZOOM.US 888-799-9666 CA		14.99
03-04	03-01	24692169060100225587618	INDEED 203-564-2400 CT		83.19
03-05	03-04	24399009063503587025328	BESTBUYCOM805612351153 888-BESTBUY MN		269.36
03-11	03-08	24164059068378001637377	EXXONMOBIL 97614127 SANTA BARBARA CA		54.45
03-11	03-08	24906419067069508791094	WEB*NETWORKSOLUTIONS 888-6429675 FL		139.50
03-18	03-17	24692169076100796644444	LINKEDIN-368*7279846 LNKD.IN/BILL CA		212.17
ROBBY R SHARP		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$33.90	\$0.00	\$33.90
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-06	03-05	24040839064900013100331	LA CUMBRE FEED SANTA BARBARA CA		33.90
KAREN EGERMAN-SCHULTZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$21.85	\$0.00	\$21.85
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-14	03-13	24431069073091937002603	SANTA BARBARA HOME IMP SANTA BARBARA CA		21.85
DONALD CRAM		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$58.77	\$0.00	\$58.77



Company Name: MVM DISTRICT
Corporate Account Number:
Statement Date: 03-22-2019

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-14	03-12	24036289072016017991544	MCCORMIX OIL CORPORATION CARPINTERIA CA	58.77

Department: 00000 Total: \$1,277.88
Division: 00000 Total: \$1,277.88



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

DISEASE SURVEILLANCE REPORT

March 2019

Live Mosquito-Borne Virus Surveillance

No mosquito trapping surveys were conducted in March as the 2019 mosquito trapping season has not started. Favorable conditions for mosquito breeding were present in some areas because of accumulation of standing water after rains. Staff conducted 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. Three human cases of WNV infection in California have been reported in 2019 as of April 3.

St. Louis Encephalitis Virus Activity

As of April 1, the California Department of Public Health has not reported any cases of SLEV disease in California in 2019. 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 February but none were from Santa Barbara County. Updated information for the month of March was not yet available from the California Dept. of Public Health as of April 4. 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 from the four active flocks on March 4 and 5 and all samples tested negative for the presence of WNV, SLEV and WEE.



Black Salt Marsh Mosquito - *Aedes taeniorhynchus*

Locally, this mosquito species is commonly found at the Carpinteria Salt Marsh and Goleta Slough but adults can sometimes be found more than ten miles from their breeding sites. Mammals, including humans, are the main host. Female black salt marsh mosquitoes are active both day and night. Although they are aggressive biters they are not a major disease vector. Females lay their eggs on the soil in marshy areas which hatch when immersed during extra-high tides and when temperatures are warm enough (typically late April through October). During new or full moons, tides will rise above six feet leaving stagnant pools of water around the inland edges of the salt marshes. These pools provide excellent mosquito breeding sites. Our technicians inspect and treat these areas of the salt marshes a few days after each of these extra-high tides.

Mosquito and Vector Management District of Santa Barbara County

Report of District Operations - March 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	36.5	1.0			1							6.0				43.5
Goleta Valley	45.0	13.0	1	1					8.5	2						66.5
Rancho Embarcadero																0.0
Isla Vista	1.5	1.0														2.5
Hope Ranch	4.0	0.5	1													4.5
Hidden Valley	0.5															0.5
Santa Barbara area	21.5	2.5	4	1	2				12.5	3						36.5
Mission Canyon	0.5		1													0.5
Montecito	13.0	2.5		1												15.5
Summerland																0.0
Carpinteria	10.5											11.0				21.5
Carpinteria Valley																0.0
Carp Salt Marsh	9.0															9.0
Camino Real	1.5	0.5														2.0
Storke Ranch	1.0															1.0
Goleta Sanitary																0.0
Lake Los Cameros	7.5	20.0														27.5
UCSB	18.5	5.0														23.5
Santa Barbara Airport	19.0	6.0														25.0
City of Santa Barbara	6.0	0.5														6.5
SoCalGas																0.0
South County	195.5	52.5	7	3	3	0.0	0.0	0	21.0	5	0.0	17.0	0.0	0	0	286.0
North County									48.5			27.0				75.5
Pismo Beach																0.0
Oceano Dunes																0.0
San Luis Obispo																0.0
SLO County																0.0
Monthly Totals	195.5	52.5	7	3	3	0.0	0.0	0	69.5	5	0.0	44.0	0.0	0	0	361.5
Year to Date	588.5	141	14	13	10	0	0	0	98.5	11	0.0	136.5	2.0	0	0	

	This Month	Year to Date
Total Inspection Hours	265.0	687.0
Total Treatment Hours	52.5	141.0
Total Mileage	3,493.0	9,671.0



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

March 26, 2019
Carrie Troup CPA
1005 S Broadway
Santa Maria CA 93454

Carrie,

As documented in the attached letter, the MVMDSBC Board of Trustees appointed Operations Manager Biologist Brian Cabrera to be Interim General Manager and is to be provided an increased salary at \$44.95 per hour while he acts as Interim General Manager.

However, I mis-stated Brian's OMB salary, which created a mis-calculation of the Board's intended salary increase. During March's Board meeting, I recommended that the board increase Brian's interim GM salary to \$90,000 per year, which is the base salary for the future GM. I mistakenly told the board that his salary as Operations Manager Biologist, is \$85,000 per year, (= \$40.87/hr). The board directed that his salary is increased by 10%, which resulted in approval to increase his salary to \$93,496 per year or \$44.95 per hour, which is the same method that was applied to Kenny Learned when he was acting general manager.

Brian and I have agreed to correct the mistake using the General Manager's prerogative. Please increase Brian Cabrera's Interim General Manager salary to \$90,000 per year which equals \$43.27 per hour or \$3,461.54 per pay period 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, Brian's salary will revert to the salary paid to him during pay period ending March 23, 2019.

Please provide a salary to Dr. Brian Cabrera in the amount of \$43.27 per hour while he serves as Interim General Manager.

Sincerely,

David Chang
General Manager, Retired

Acknowledged

Brian Cabrera
Interim General Manager



MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

ENVIRONMENTAL MANAGEMENT OF HUMAN DISEASE VECTORS

April 1, 2019

Carrie Troup, CPA
1005 S Broadway
Santa Maria CA 93454

The MVMDSBC's Board of Trustees approved the pay out to David Chang of unused accrued vacation and sick leave as documented on the attached letter dated March 14, 2019. The attached letter included pay out of unused accrued sick leave; however it has been determined that Santa Barbara County Ordinance 27-10 Subsection (m) precludes sick leave pay out, since David Chang was paid out his unused sick leave balance upon his termination from the County of Santa Barbara Agricultural Commissioner's Office in 2014.

The request to pay out leave balances to David Chang is herewith modified.

Please pay David Chang for 184.43 hours of unused vacation leave accrued at the rate of \$47.04325 per hour, **for a total of \$8,676.19.**

This payout is non-pensionable.

Sincerely,

Brian J. Cabrera
Interim General Manager

**Acknowledged by
David Chang:**

Accounts Receivable Status April 3, 2019

							today	April 3, 2019
							FYE19 status as of	April 3, 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 wating for return	
		\$ 222,578	\$ 108,082	\$ 129,185				

	April 3, 2019	Budgeted
FYE 2019	\$ 94,034.53	\$ 100,000
FYE 2018	\$ 108,081.70	\$ 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							\$ 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

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.
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.
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		JUN 3 – New GM's first day of work (<i>4 months</i>)
MAR 14 – Update Board	APR 11 – Update Board - <i>Opportunity exists for full board to consider top candidates</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 Draft Budget FY 2019-20

	Actual 6/30/2017	Budget FY 2016-17	J/K	Previous Actual 6/30/2018	Previous Budget FY 2017-18	Performance	Current Year Actual as of 3/31/19 75% elapsed	Status	Current Year Budget FY 2018-19	Next Year's Budget FY 2019-20	Change
Revenues											
Taxes											
3010 -- Property Tax-Current	382,787	347,000	110%	400,098	376,000	106%	237,169	61%	386,000	397,580	103.0%
3011 -- Property Tax-Unitary	6,274	5,600	112%	6,135	6,250	98%	5	1%	1,000	1,030	103.0%
3015 -- PT PY Corr/Escapes	2,156	-		1,861			-9		-	-	
3020 -- Property Tax-Current	17,080	18,000	95%	17,559	18,200	96%	15,863	83%	19,000	19,570	103.0%
3023 -- PT PY Corr/Escapes	185			4,962			76		-	-	
3028 -- RDA Pass-through	2,462	-		2,957	2,000	148%	1,754	117%	1,500	2,000	133.3%
3029 -- RDA RPTTF Distributions	4,335	-		5,742	4,000	144%	3,902	98%	4,000	4,000	100.0%
3040 -- Property Tax-Prior Secured	618	-		-23	700	-3%	1	0%	600	618	103.0%
3050 -- Property Tax-Prior	159	250	63%	5,983	500	1197%	-179	-45%	400	412	103.0%
3054 -- Supplemental Pty Tax-	9,817	4,500	218%	9,968	8,000	125%	-463	-15%	3,000	3,090	103.0%
3056 -- Supplemental Pty Tax-Prior	8	250	3%	72	115	63%	53		-	-	
Taxes	425,880	375,600	113%	455,313	415,765	110%	258,173	62%	415,500	428,300	103.1%
Use of Money and Property											
3380 -- Interest Income	3,833	2,600	147%	7,892	3,000	263%	6,753	218%	3,100	4,650	150.0%
3381 -- Unrealized Gain/Loss	-2,765	-1,000	277%	-4,234	-2,000	212%	4,214	-211%	(2,000)	(2,000)	100.0%
Use of Money and Property	1,068	1,600	67%	3,657	1,000	366%	10,967	997%	1,100	2,650	240.9%
Intergovernmental Revenue-State											
4160 -- State Aid for Disaster							1,888				
4220 -- Homeowners Property Tax	2,209	2,350	94%	2,246	2,300	98%	1,112	56%	2,000	2,000	100.0%
Intergovernmental Revenue-	2,209	2,350	94%	2,246	2,300	98%	3,000	150%	2,000	2,000	100.0%
Intergovernmental Revenue-Other											
4840 -- Other Governmental	12,277	8,000	153%	13,713	11,000	125%	6,998	70%	10,000	10,000	100.0%
4842 -- RDA Dissolution Proceeds				1,363			1,762				
Intergovernmental Revenue-	12,277	8,000	153%	15,076	11,000	137%	8,760	88%	10,000	10,000	100.0%
Charges for Services											
4877 -- Other Special Assessments	561,191	559,383	100%	577,739	576,550	100%	385,657	64%	600,000	612,360	102.1%
Charges for Services	561,191	559,383	100%	577,739	576,550	100%	385,657	64%	600,000	612,360	102.1%
Miscellaneous Revenue											
5909 -- Other Miscellaneous	95,627	105,000	91%	134,118	70,000	192%	91,628	92%	100,000	105,000	105.0%
Miscellaneous Revenue	95,627	105,000	91%	134,118	70,000	192%	91,628	92%	100,000	105,000	105.0%
Revenues	1,098,252	1,051,933	104%	1,191,200	1,076,615	111%	758,071	67%	1,128,600	1,160,310	102.8%

Expenditures

Salaries and Employee Benefits

6100 -- Regular Salaries	430,906	432,720	100%	434,255	428,400	99%	314,294	70%	451,000	454,100	100.7%
6210 -- Trustee Exp Reimb				8,800	9,600	92%	6,600	69%	9,600	9,600	100.0%
6400 -- Retirement Contribution	134,658	139,800	96%	143,883	141,500	102%	110,640	72%	153,500	154,400	100.6%
6475 -- Retiree Medical OPEB									22,300	NEW	
6500 -- FICA Contribution	26,668	27,000	99%	27,434	27,000	102%	19,869	69%	29,000	28,800	99.3%
6550 -- FICA/Medicare	6,237	6,300	99%	6,416	6,350	101%	4,647	69%	6,750	6,750	100.0%
6600 -- Health Insurance Contrib	117,304	110,000	107%	116,151	135,000	86%	97,115	81%	120,000	138,116	115.1%
6700 -- Unemployment Ins	2,367	3,260	73%	2,023	3,300	61%	1,773	51%	3,450	2,800	81.2%
6900 -- Workers Compensation				25,256	20,900	121%	21,333	82%	26,000	23,300	89.6%
Salaries and Employee Benefits	718,140	719,080	100%	764,218	772,050	99%	576,270	72%	799,300	840,166	105.1%

Draft

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

April 9, 2019

Herewith is presented the MVMSBC's revenue and expenditure goals for fiscal year 2019-2020. Your board is requested to provide additional direction on your board's desires.

This year's FYE20 budget goals have been written to provide assistance to a future general manager. Links point to a document on the district's computer system or to the internet.

The Los Angeles/Riverside/Orange County area All Urban CPI figure for March has not been announced. The March CPI is used to determine the District's salary and benefit expenditures and benefit assessment revenues. The **February 2019 CPI is 2.06%**, which calculates to \$10.56 max rate for Zone 1 and \$13.54 max rate for Zone 2.

The **March 2019 CPI table indicates a CPI increase of *n.nn%***. This extrapolates to a maximum benefit assessment rate of ***\$nn.nn*** for Zone 1 and ***\$nn.nn*** for Zone 2.

This draft budget estimates an increase in all tax revenue by 3.0%. Three previous years' budget tax revenue estimates were increases of 1%. Tax revenues exceeded estimates by 13% in FYE17 and 10% in FYE18.

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. An actuarial study is pending for fiscal year ending 2018 that is anticipated to reduce the liability, therefore the budget for CERBT deposits has been set at \$52,000, which is a 22% increase over the current year's budget \$32,022 budget.

Two vehicles are scheduled for replacement at an estimated cost of \$65,000.

The District is primarily supported by ad valorem tax revenue, benefit assessments, and service contract income. Salaries and Employee Benefits remain the largest expenditure the budget. The following chart compares the broader categories of next year's budget, as currently proposed:

Revenue			Expenditures		
Taxes	\$ 428,300	37%	Salaries and Employee Benefits	\$ 840,166	69%
Benefit Assessments	\$ 612,360	53%	Services and Supplies	\$ 262,485	22%
Service Contracts	\$ 105,000	9%	Capital Assets	\$ 65,000	5%
Other Revenue	\$ 14,650	1%	OPEB - CERBT	\$ 52,000	4%
	\$ 1,160,310			\$ 1,219,651	
			Oper Transfer In CERBT	\$ 22,300	2%
			Oper Transfer In Cap.Assets & Reserve	\$ 65,000	5%
			Oper Transfer Out (depreciation)	\$ 27,959	2%
			Balance	\$0	

The District's year-end audited fund balances are illustrated below:

Audited Budgetary Comparison Schedule - Actuals

	2014	2015	2016	2017	2018
Revenue	\$ 1,016,037	\$ 1,022,086	\$ 1,016,254	\$ 1,103,205	\$ 1,196,030
Expenditure	\$ 1,036,599	\$ 957,903	\$ 1,004,091	\$ 1,047,366	\$ 1,053,816
Excess over/(under)	\$ (20,562)	\$ 64,183	\$ 12,163	\$ 55,839	\$ 142,214
Fund balance, June 30	\$ 1,372,978	\$ 1,436,261	\$ 1,448,424	\$ 1,504,263	\$ 1,646,477

Support for budget line items follows.

REVENUES

The District is primarily supported by ad valorem tax revenue (3010), benefit assessments (4877), and service contract income (5909).

3010 Property Tax – 3.0% Increase to \$397,580

This draft budget increases all tax revenue by 3.0%. Tax revenue budget changes are assisted by knowing the March CPI. The February 2019 CPI is 2.06%. Tax revenues exceeded estimates by 13% in FYE17 and 10% in FYE18.

The County of Santa Barbara Auditor-Controller-Tax Collector sends 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.

4877 Other Special Assessments – 2.06% Increase to \$612,360

Account 4877 Other Special Assessment is revenue from benefit assessments. The February 2019 CPI is 2.06%, which calculates to \$10.56 max rate for Zone 1 and \$13.54 max rate for Zone 2. The March CPI, if approved by the Board, becomes the multiplier for this revenue line item.

5909 Other Miscellaneous Revenue – 5% Increase to \$105,000

This line item is the revenue from fee for services contracts. The contracts income for FYE18 is \$108,082. The current FYE19's contracts revenue appears to be on track with or will exceed previous years' average revenue.

3380 Interest Income – 50% Increase to \$4,650

Interest income exceeded estimates in two previous and the current fiscal year by an average of 109%.

REVENUE OVERALL - 2.8% INCREASE TO \$1,159,975

EXPENDITURES

6100 Salaries – 0.7% Increase to \$454,100

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 and not be less than 1% or more than 3.25%. The February 2019 CPI was 2.06%. This budget proposal increased VCT salaries by 2.1%, is currently draft and **is expected to be revised** according to the March CPI. A buffer of 1.0% has been added to the salary expense.

The new general manager's annual salary, (to be determined), and merit increases for non-Association staff have been accommodated.

All the unanticipated salary costs of the hiring and transition to a new general manager was 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:

<u>Benefit</u>	<u>Multiplier</u>
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).

6475 Retiree Medical OPEB - \$22,300 (new line item)

Two retirees' health care insurance expenses are included in this line item. See itemization in description of

line item 6600. This cost will be recovered by reimbursement set at \$22,300 via line item 5911 Operating Transfer In from the OPEB-CERBTrust.

6600 Health Insurance Contribution - 15% increase to \$138,116

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 this line item budget.

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

The new general manager'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.

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

VCJPA's budget, becomes available in April on their website at <https://www.vcjpa.org/documents/reports-and-studies/> - go to documents, reports and studies, financials, budget, FYE20 budget (passwd req'd). (Also, VCJPA budgets are stored on the district computer at [VCJPA Correspondence](#), budget folders.)

SALARIES AND BENEFITS OVERALL – 5.1% INCREASE TO \$840,166

7030 Clothing and Personal – no change \$6,000

FYE19 uniform cost to date through April 7 is \$3,685: average cost = \$744 per month. Add 2 months of average costs and FYE19's annual cost is estimated at \$5,173. Annual uniform maintenance costs: FYE18 = **\$4,488**; FYE17 = \$5,553; and FYE16 = \$5,714. Shoe allowance for five employees is budgeted at **\$750**. The 7030 budget is set at \$6,000.

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.

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

This 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 – 1.3% increase to \$16,200

The Vector Control Joint Powers Authority provides insurance coverages to the District. VCJPA's FYE20 budget has not been received yet. VCJPA's budget, becomes available in April on their website at <https://www.vcjpa.org/documents/reports-and-studies/> - go to documents, reports and studies, financials, budget, FYE20 budget (passwd req'd). (Also, VCJPA budgets are stored on the district computer at [VCJPA Correspondence](#), budget folders.)

Beginning in FYE18, Workers' Compensation has been budgeted in LIA 6900. The remaining coverages are budgeted in LIA 7090.

This budget is estimated at \$16,200, which is approximately FYE19's actual cost.

7120 Equipment Maintenance – 5.3% increase to \$4,000

Equipment Maintenance covers primarily vehicle maintenance and repair, oil changes, new tires, car washes etc. The previous complete three years, and current year's equipment maintenance costs have not exceeded \$4,000. Over the past three years, the average annual cost is approximately \$3,200.

The District's Argo off-road vehicle is in need of repair. A repair estimate has not been achieved. A mid-year repair of the Argo may cause the FYE20's equipment maintenance budget to be exceeded.

7121 Operating Supplies – no change \$9,000

This is the budget for miscellaneous supplies such as chicken feed, dry ice, safety supplies, and lab supplies. Vector technician certificate renewals will be due in FYE20, at an approximate cost of \$. Dry ice was subsumed in current year's FYE19 budget. Previous years' annual cost of operating supplies and dry ice: FYE18 = \$8,479; FYE17 = \$10,375; FYE16 = \$11,401. Current year FYE19's operating supplies is trending similar to FYE18's expenditure. FYE20's expenditure set to the same as FYE19.

7124 IT Software Maintenance – no change \$11,000

This budget is used for computer and software maintenance performed by TechEase. A computer server, replaced in FYE19 at a parts and labor cost of approximately \$6,000, and preparing for a new general manager were unanticipated IT maintenance costs, that can be accommodated by the current IT software maintenance budget and office expense budget, as GIS was not implemented. Regular IT maintenance costs are relatively small and FYE20 costs are estimated at \$2,500.

This budget includes the annual cost to implement an ongoing 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 \$8,500, annually.

Computer breakdowns are unanticipated costs and have only been minimally considered in this line item FYE20 budget. New computers are not considered for FYE20; however, consideration for replacement as they are getting older should be considered in FYE21 and future years. Computer purchases have come out of the office expense budget as funds are available.

The 7124 budget is set at \$11,000.

7200 Structure & Ground Maintenance – 40% increase to \$3,500

This budget is used primarily for facilities maintenance such as gardening, painting, and building equipment, and maintenance needs. This is an unpredictable line item where costs can increase if equipment such as the HVAC or water heater breaks or facility improvements are desired.

After three quarters, FYE19's facilities maintenance costs are only \$395. Previous years' annual costs: FYE18 = \$777; FYE17 = \$5,482; FYE16 = \$3,147. Regular maintenance needs for FYE20 are estimated at **\$2,000**.

Facilities maintenance has been deferred over the years because of the uncertainty of whether the district will remain in its current location. Further consideration should be given to maintenance items that should no longer be deferred. Maintenance costs for consideration in FYE20 include:

- Refinishing the bathroom floor, **\$1,200**
- Painting office exterior, **≈ \$1,000**

The cost for refinishing the bathroom floor was roughly estimated by a vendor. The exterior painting costs are roughly estimated materials costs not including labor. Utilizing district staff to accomplish painting the office exterior can reduce labor costs.

To accomplish regular maintenance, refinishing the bathroom floor and painting the office exterior the cost for facilities maintenance is set to **\$3,500**.

7430 Memberships – 7.4% increase to \$14,500

This budget is the cost of membership in AMCA, CSDA, SBCCSDA, and MVCAC. FYE 19 costs are

- MVCAC Corporate Membership - **\$9,500**
- AMCA Membership - **\$1,050**
- CSDA Membership - **\$3,587**
- SBC CSDA Membership - **\$300**
- Lorman Educational Services - \$431 (This cost should have been categorized as 7653 training.)

This budget is set to \$14,500.

7450 Office Expense – 27.9% increase to \$5,500

This budget is the cost of paper, postage, other office supplies, and occasional purchases of computers, appliances, and software. Average cost over the past five previous fiscal years (2013-2018) is \$5,769. Current year expenditure is \$5,431, with one quarter remaining.

The FYE20 Office Expense budget is set to \$5,500.

7460 Professional & Special Service – 15% increase to \$59,785

The estimated costs of professional services is itemized, as follows:

Service	Estimated costs FYE20	Service	Estimated costs FYE20
C. Troup (accountant)	\$28,900	ADP (payroll)	\$5,400
Moss, et al (auditor)	\$10,610	TCS (actuary)	\$2,700
SCI (engineer)	\$11,400	Montecito Water	\$775
TOTAL	\$59,785		

Notes:

- Carrie: new contract at \$27,900 plus \$1,000 for budget prep assistance
- 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 FYE18 annual cost was \$5,252. ADP FYE19 costs as of April 8, 2019 is 3,967. ADP annual costs are estimated at \$5,400.
- TCS: set at FYE18 cost according to [engagement letter](#) plus 7%

7508 Legal Fees – 46% decrease to \$23,000

The negotiations for the Memorandum of Understanding with the MVMDSBC Employees' Association were completed in FYE19. Legal fees (HMG, etc.) not involving Association negotiations have averaged roughly \$15,000 annually over the previous four years. The 7508 budget is set to \$23,000.

7546 Administrative Expense – 12.3% decrease to \$5,700

The County of Santa Barbara Auditor-Controller's quarterly fee for FIN administration in FYE19 was \$943 for an annual cost of **\$3,772**. The Summerland Sanitary Service Charge FYE19 cost, billed via Treasurer-Tax Collector property tax, was **\$1,061**. The Montecito Water Availability Fee FYE19 cost, billed via property tax, was **\$31**. FYE18's actual administrative expense was \$5,598.

This budget is set at **\$5,700**.

7650 Pesticides (Spcl Dept Expense) – 3.9% increase to \$75,000

This is the budget for pesticide purchases. The annual average over the previous six years has been \$74,105. This budget is increased to \$75,000.

7653 Training Fees & Supplies – no change \$3,000

This budget is used to pay fees for webinars, management/supervision workshops, and continuing education registrations, etc. ([Click here](#) for the spreadsheet on the district computer that was used to assist in estimating the training and travel budget)

Vector control technicians are required to obtain live and remote continuing education to maintain their biennially renewed technician certificates. Live CE trainings are conducted by the MVCAC every even-numbered year. The MVCAC and the CDPH reduced the live CE required from 10 to 6 hours. The intent is to reduce the overnight lodging needs. Overnight lodging is categorized in line item account 7730.

Five staff will be sent to live CE training in spring 2020. Historically, fees have been \$50 per employee. Live training fees needed for five employees in FYE20 is estimated at \$300. Lodging is discussed in the 7730 category description

Training budget annual average between 2013 and 2018 is \$3,775.

This budget and the travel budget can accommodate five certified technicians to attend live training; two employees (or one employee and one trustee) to attend the MVCAC annual conference; seven mandatory trainings; and one all-year Lorman training pass. A buffer of \$1,000 for additional workshops is included.

The budget is set at \$3,000.

The following costs are included here for reference:

- 2018 VCT exam fees - \$28 per exam
- 2018 VCT CE renewal fee - \$134 per certificate per year (unlimited status)

Total VCT CE training required biennially is included here for reference:

- A – regulations: 12 hours total, 2 hours from live attendance
- B – mosquitoes: 8 hours total, 2 hours from live attendance
- C – other inverts: 8 hours total, 1 hour from live attendance
- D – verts: 8 hours total, 1 hour from live attendance.
- 36 hours total

[Click here](#) for trustee and manager mandatory training tracking.

7730 Transportation and Travel – no change \$4,000

See the discussion for line item 7653. This budget is maintained at \$4,000

7731 Gasoline-Oil-Fuel – no change \$9,500

A brief look at the [U.S. Energy Information Administration](#) appears to indicate that oil price will be roughly the same in 2020 as it was in 2019. Currently, actual spending is 64% of the budget with 75% of the year elapsed. This budget annual average expense between 2013 and 2018 is \$8,941. This budget is maintained at \$9,500

7760 Utilities – 6.7% increase to \$4,800

This budget was increased by 6.7% to \$4,700 to approximately the same as estimated actual spending for FYE19.

CAPITAL ASSETS

8200 Structures and Structural Improvements – reduced to \$0.00

Capital asset building improvements or real estate purchases can be accommodated by 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 a shared truck.

OVERALL, THE EXPENDITURE BUDGET IS INCREASED BY 2.2% TO \$1,167,400.

OTHER EXPENDITURES

7860 Contributions to other agencies, CERBT-OPEB – 22% increase to \$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 \$52,000, slightly less than the recommended ARC. FYE20's monthly deposit to CERBT becomes \$4,333.

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 LIA 7860 Contributions to other agencies is subject to change.

TRANSFERS IN/OUT

5911 Operating Transfer In (CERBT, etc) – 22% increase to \$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 \$65,000.

7901 Operating Transfer Out (depreciation)

This budget is set at \$27,959.

Respectfully,
David Chang
General Manager, Retired

April 4, 2019

Mosquito and Vector Management District of Santa Barbara County
2450 Lillie Ave
150 Summerland, CA 93067

Dear Board of Directors:

I enjoy working for the Mosquito and Vector Management District of Santa Barbara County. It is a privilege to assist the District by helping to ensure that government accounting standards for Mosquito and Vector Management District of Santa Barbara County are maintained.

The services I provide are implemented through consultation, coordination, recordkeeping, reporting, maintenance and monitoring tasks, and through a combination thereof.

Listed below is a short summary of the specific actions involved in achieving these goals. Feel free to contact me if you have any questions. I am eager to continue to serve the Board of the Mosquito and Vector Management District of Santa Barbara County.

The services include the following:

- Preparation review and submission of district warrants/EFT, using single and multiple invoice claims
- Ensuring warrants are approved and signed by District authorized signer
- Reconciling invoices paid to the financial statements and coding items to the general ledger
- Track vendor EINs with Form W-9 and Form 590 including new vendor template in the financial information network
- Participation in maintaining the internal control structure of the district
- Preparation and E-filing of State Controllers Compensation Report
- Maintain access to the Santa Barbara County Financial Information Network system and corresponding training
- Preparation and filing with Transparent California
- Monitoring employee garnishments, health insurance pre/post tax withholding payroll deduction, disability on a bi-weekly basis
- Tracking and submission of union dues on a bi-weekly basis
- Preparation of the bi-weekly retirement calculation spreadsheet and corresponding submission to Santa Barbara County Employees' Retirement System (SBCERS - including reconciliation to the payroll registers
- Correspondence with SBCERS auditors for completion of annual confirmations forms
- Automatic Data Processing payroll input based on management provided hours on a bi-weekly basis
- Input proper payroll detail and reconciliation of ADP payroll data to financial statements on a semi-monthly basis
- Ensure that the quarterly payroll tax reporting Forms 941, California DE9,

California DE9C reconcile to the general ledger.

- Preparation and submission of bi-weekly payroll related 'Electronic Fund Claims' & 'Journal Entries'
- Review of vacation accruals and accrued payroll expenditures
- Breakdown and general ledger journal entries for reclassification of director expense reimbursements
- Process other post-employment retirement benefits (OPEB reserve)funding as per Board direction on a monthly basis
- Prepare and review financial reports for Board meeting packets
- General Journal entries as needed
- Attend board meetings as needed
- Ensure financial statements are maintained in accordance with Government Accounting Standards
- Implementation of funding depreciation for reserve as per Board direction
- Separation and reclassification of retiree medical per general ledger budget line items
- Coordination with the independent auditor as needed
- Reconcile trial balance to the independent audit and enter general journal entries as needed
- Retained to address issues associated with the accounting/financial operations of the district
- Provide financial information to other entities as requested by management
- Interface with Santa Barbara County on behalf of the District

For All Work Performed:

- Utilize Contractor's specialized training and knowledge to provide competent and professional accounting services to MVMDSBC;
- Work independently, with minimal direct oversight, exercising independent judgment and discretion as appropriate;
- Complete all work in a timely manner;
- Maintain strict confidentiality of data and information and adhere to all applicable accounting and ethical requirements in connection with the performance of the Services;
- Continuously maintain appropriate licenses and qualifications;

Please find the formal agreement attached.

Sincerely,



Carrie Troup, C.P.A.
carrie@troupcpa.com

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This Independent Contractor Services Agreement ("Agreement") is entered into by and between Mosquito & Vector Management District of Santa Barbara County ("MVMSBC"), and Carrie Troup, CPA ("Contractor").

1. Term of Agreement. This Agreement will commence on the Effective Date. This Agreement will continue upon the completion of the Services (as defined below), and expire in accordance with Section 5 of this Agreement. (The period during which this Agreement is in effect, including any extensions agreed upon by the parties, is referred to as the "Term.")
2. Services. MVMSBC and Contractor agree that, during the Term, Contractor will provide the services set forth in Addendum A, as it may be modified from time to time in writing (the "Services"). Contractor will coordinate with the MVMSBC Manager as MVMSBC's contact for all purposes under this Agreement ("MVMSBC Contact").
3. Compensation and Terms of Payment.
 - a. Compensation for Services. Beginning 1, April, 2019, in compensation for the Services, MVMSBC will pay Contractor the sum of two thousand three hundred twenty five dollars (\$2,325) for each month of the services set forth in Addendum A pursuant to the invoicing procedure set forth below.
 - b. Expenses. Contractor will be responsible for any and all direct and indirect expenses that may be incurred in connection with the performance of the Services, including licensing fees, costs of continuing education, association and professional organization dues, insurance, parking fees, meals, travel, mileage, office lease, equipment expenses, telephone, cellphone and SmartPhone charges, copying expenses, internet fees, research costs and other overhead, except as otherwise expressly agreed in writing by MVMSBC in advance with respect to particular expenses.
 - c. Method of Payment.
 - i. Contractor must submit a monthly invoice to District Manager, or other such person as may be designated from time to time by MVMSBC.
4. Affirmation of Independent Contractor Status.

- a. Independent Contractor. MVMDSBC and Contractor each expressly understands, agrees and intends that Contractor is an independent contractor in the performance of each and every part of this Agreement, and is solely responsible for all costs and expenses arising in connection with the performance of the Services, except as expressly set forth herein. Contractor is responsible for obtaining any business permits or licenses required to enable it to operate as an independent contractor. Contractor is solely responsible for any and all claims, liabilities or damages or debts of any type whatsoever that may arise on account of the activities of Contractor and her agents. Contractor has and retains control of, and supervision over, the performance of its obligations hereunder, including scheduling and day-to-day control over the performance of the Services, and except as expressly provided herein, MVMDSBC will have no right to exercise any control whatsoever over the activities or operations of Contractor.
- b. Taxes and Related Matters. Contractor will be solely responsible for all tax and other government-imposed responsibilities relating to the performance of the Services, including payment of all applicable federal, state, local and social security taxes, unemployment insurance, and self-employment or other business taxes and licensing fees. Contractor will be solely responsible for payment of all applicable federal, state and local employment taxes, and will make deductions for all taxes and withholdings required by law. No federal, state or local taxes of any kind will be withheld or paid by MVMDSBC on behalf of Contractor or her agents. Contractor acknowledges that the compensation paid pursuant to this Agreement will not be considered "wages" paid by MVMDSBC for purposes of the Federal Insurance Contributions Act ("FICA"), unemployment or other taxes. MVMDSBC will issue to Contractor an IRS Form 1099 with respect to payments made under this Agreement. Contractor will be responsible for performing all payroll and record-keeping functions required by law. The compensation provided hereunder is not intended to constitute "nonqualified deferred compensation" within the meaning of Section 409A of the Internal Revenue Code of 1986, as it may be amended from time to time ("Section 409A"). No provision of this Agreement may be interpreted or construed to transfer any liability for failure to comply with any tax obligations, including failure to comply with the requirements of Section 409A, from Contractor to MVMDSBC.
- c. No Employee Benefits from MVMDSBC. As an independent contractor, neither Contractor nor her agents will be eligible for benefits from MVMDSBC or any related entity other than the compensation contemplated by this Agreement, including workers' compensation, unemployment insurance, health, dental, vision, life or disability insurance, paid holidays, sick leave, vacation or other paid time off, pension or 401(k) plans, educational assistance, or any other employee benefit that may be offered now or in the future.

5. Termination of Agreement. This Agreement will expire as follows:

- a. Termination upon Written Notice. The contractor or MVMSDBC board may terminate this Agreement during the Term by providing the other party with thirty (30) days' written notice of such termination. MVMSDBC may, in its sole discretion, provide compensation in lieu of all or a portion of the notice period, regardless of who initiates the termination, prorating the fees as appropriate. Payment in lieu of notice will be calculated based on the monthly contract rate.
- b. Termination for Cause by MVMSDBC. MVMSDBC board may terminate this Agreement immediately without prior notice for "Cause." Cause includes, but is not limited to, the following: (i) failure of Contractor to comply in any material respect with this Agreement (ii) professional misconduct by Contractor (including, but not limited to, dishonesty, fraud, misappropriation, ethical violations, criminal activity or gross or willful neglect of duty); (iii) breach of Contractor's duties to MVMSDBC; (iv) conduct that threatens public health or safety, or threatens to do immediate or substantial harm to MVMSDBC's business, including potentially subjecting MVMSDBC or its Board members to civil or criminal liability; (v) falsification by Contractor of any business-related document, including invoices (vi) the professional license(s), and/or qualifications of Contractor or her agents deemed necessary by MVMSDBC to perform the Services are not maintained or renewed (vii) an investigation that could have an adverse impact on MVMSDBC is commenced with respect to Contractor and/or her agents by a regulatory agency. MVMSDBC's exercise of its right to terminate for Cause will be without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement. In the event of termination for Cause by MVMSDBC, the only compensation due to Contractor will be payment up to the date of termination and outstanding reimbursable expenses, less appropriate offsets. MVMSDBC's exercise of its right to terminate for Cause will be without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement.
- c. Termination for Cause by the Contractor. The Contractor may terminate this Agreement immediately without prior notice for "Cause." Cause includes, but is not limited to, the following: (i) failure of MVMSDBC to comply in any material respect with this Agreement; (ii) non-communication by MVMSDBC such that Contractor is unable to perform Contractor's obligations; or, (iii) an investigation that could have an adverse impact on Contractor is commenced with respect to MVMSDBC and/or its agents by a regulatory agency. The Contractor's exercise of her right to terminate for Cause will be without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement.

6. Obligations of Contractor.

- a. Best Abilities. Contractor will proceed with diligence and perform the Services in accordance with the highest standards of professionalism, service and ethics in the field and to the satisfaction of MVMDSBC. If Contractor's performance does not conform to these standards, in the board of MVMDSBC's absolute discretion, and MVMDSBC so notifies Contractor, Contractor agrees immediately to take all action necessary to remedy the nonconformance.
- b. Compliance with Law and Policies. In the performance of the Services, Contractor will comply with all applicable federal, state and local laws, rules and regulations applicable to it and her agents, including applicable ethical rules and the Rules of Professional Conduct governing attorneys in the jurisdiction where the Services are performed, the Occupational Safety and Health Act ("OSHA"), non-discrimination laws, immigration law and work authorization requirements, and wage and hour requirements.
- c. Qualifications. During the Term, Contractor will continuously maintain in good standing all required and customary professional licenses and other qualifications and will cause her agents to do the same. Contractor must keep all licensure/certification records fully up to date.
- d. Use of Equipment, Resources and Technology. Except as may otherwise be agreed by MVMDSBC in writing, Contractor will be responsible for providing her own supplies (including postage, paper, computer equipment, telephone, internet access and research subscriptions), equipment and work location(s).
- e. Non-Contravention; No Improper Use of Materials. Neither Contractor nor her agents have entered into, or will enter into, any agreements inconsistent with this Agreement. Contractor certifies that neither she nor her agents will utilize or disclose any confidential, trade secret or proprietary information of any prior employer or other individual or entity in connection with this Agreement or the performance of the Services.
- f. No Conflict of Interest. Contractor confirms that her undertaking the Services contemplated hereunder will not pose any actual or perceived conflict of interest with respect to MVMDSBC, and will not pose any professional ethical issues. Contractor agrees that she will not, during the Term, perform any services for, or enter into an engagement with, any other individual or entity that poses an actual or potential conflict, or that may pose a perceived conflict, with MVMDSBC without MVMDSBC's prior written approval.
- g. Confidential Information. In connection with the performance of the Services, Contractor may have access to Confidential Information that has been developed by, created by or provided to MVMDSBC (including without limitation, information created or developed by Contractor and her

agents) that is not generally known to the public or others, or is otherwise required to be kept confidential by MVMDSBC.

- i. Contractor agrees that, unless authorized in writing by MVMDSBC's board neither Contractor nor her agents will, directly or indirectly, disclose or use any Confidential Information for her/their own benefit or for the benefit of any other individual or entity, either during the Term or thereafter. In addition to complying with Contractor's contractual obligations under this Agreement, Contractor agrees to comply with any and all ethical obligations applicable to Contractor, including but not limited to Rules of Professional Conduct governing accountants, regarding the protection of Confidential Information and otherwise. To the extent there is any conflict between Contractor's obligations under this Agreement and Contractor's obligations under the applicable rules of professional conduct, the rules of professional conduct prevail.
 - ii. If, during the Term or at any time thereafter, Contractor receives a request to disclose any Confidential Information, whether under the terms of a subpoena, court order, or other governmental order or otherwise, Contractor will notify MVMDSBC immediately of the details of the request, including providing a copy thereof, and will consult with MVMDSBC on the advisability of taking legally available steps to resist or narrow such request. If disclosure of such Confidential Information is required to prevent Contractor from being held in contempt or subject to other penalty, Contractor will furnish only such portion of the Confidential Information as, in the written opinion of legal counsel satisfactory to MVMDSBC, Contractor is legally compelled to disclose, and Contractor will use her best efforts to assist MVMDSBC in obtaining an order or other reliable assurance that confidential treatment will be accorded to the disclosed Confidential Information.
- h. Duties upon Termination. Upon termination of this Agreement for any reason, or at such earlier time as MVMDSBC may request, Contractor will immediately (i) discontinue all representations or statements from which it might be inferred that any continuing relationship exists between Contractor and the Firm; (ii) promptly and permanently delete any Confidential Information (iii) provide MVMDSBC with any and all passwords, security codes, administrative access information and/or other information in the possession of Contractor necessary to enable MVMDSBC to get the benefit of the Services.
- i. Cooperation. During the Term and thereafter, Contractor will fully cooperate in the investigation by MVMDSBC of any issues, and the defense of any claims by, against or otherwise involving MVMDSBC that might arise that could involve Contractor or information within her knowledge, regardless of whether Contractor personally is named in the

action, without additional compensation for such cooperation other than reimbursement of reasonable costs related to such cooperation. Contractor agrees to notify MVMDSBC within three (3) business days if testimony, cooperation or information of Contractor or her agents is sought with respect to any claim or action against or otherwise involving, or any investigation with respect to, MVMDSBC or its employees, agents, Board members, or contractors.

- j. Insurance/Bonding. Contractor shall maintain professional liability insurance for California licensed Certified Public Accountants. In addition, Contractor shall maintain a bond in compliance with the provisions of MVMDSBC's adopted Investment Policy in conformance with the Health and Safety Code section 9077.

- 7. No Authority to Bind MVMDSBC. Contractor has no authority, right or ability to bind or commit MVMDSBC in any way or incur any debts or liabilities in the name of or on behalf of MVMDSBC and will not attempt to do so or imply that it may do so.

- 8. Indemnification; Limitation on Liability.

- a. By Contractor. Contractor agrees to indemnify, and hold harmless MVMDSBC and its affiliates, successors, agents, employees, insurers, clients, officers and directors (the "MVMDSBC Indemnified Parties") from and against any and all claims, demands, damages, costs, losses, taxes, penalties, assessments, judgments, interest payments, and expenses of whatever kind and nature, to the fullest extent permitted by law, including attorneys' fees and expert witness costs, directly or indirectly arising out of or resulting from or on account of: (i) any claim, demand, and/or determination that MVMDSBC is the employer (whether sole, joint and/or common law) of Contractor or any agent provided by Contractor, including any claims brought under employment laws by Contractor's agents, claims for discrimination, workers' compensation, unemployment, unpaid compensation, benefits, misclassification or failure to make required withholdings; (ii) subject to subsection (b) below, any claim, demand or charge based upon acts or omissions of Contractor in relation to the Services; (iii) any claim for negligence, misconduct or malpractice against any of MVMDSBC Indemnified Parties in connection with the engagement of Contractor and/or arising under or relating to this Agreement; (iv) any misappropriation, misuse or theft of Confidential Information, unfair competition, breach of contract, or other acts or omissions of Contractor or her agents that harm or damage (or threaten to harm or damage) any MVMDSBC Indemnified Parties or their business, goodwill or reputation.
- b. By the MVMDSBC. MVMDSBC agrees to defend, indemnify and hold Contractor harmless from and against any and all claims, demands, damages, costs, losses, taxes, penalties, assessments, judgments, interest payments, and expenses of whatever kind and nature, to the

fullest extent permitted by law, including attorneys' fees and expert witness costs, directly or indirectly arising out of or resulting from (i) MVMDSBC's gross negligence or willful misconduct relating to its performance under this Agreement, and (ii) claims brought against Contractor by a third party as a result of Contractor's activities as authorized by MVMDSBC and/or Contractor's activities that are within the course and scope of this Agreement, in each case only to the extent that such losses, costs, claims, demands, judgments or liability are not due in whole or in part to the negligence or wrongful act(s) of Contractor. MVMDSBC may, at its option, elect to provide a defense in lieu of indemnifying Contractor for attorneys' fees and related defense costs, subject to applicable conflict of interest considerations. In any proceeding in which defense and/or indemnification will be sought by Contractor, Contractor must give prompt written notice of such proceeding to MVMDSBC. As a condition to receiving indemnification, Contractor also must promptly cooperate with all reasonable requests by MVMDSBC in connection with the defense of such proceeding. The right to indemnification of Contractor does not apply to (i) any proceeding initiated by Contractor or its agents against MVMDSBC or any other person or entity, including counterclaims, unless the MVMDSBC Board has expressly agreed in writing to waive this provision with respect to the proceeding or claims at issue, (ii) any proceeding or claims initiated by MVMDSBC against Contractor and/or its agents, or, (iii) any proceeding or claims alleging or involving conduct by Contractor that MVMDSBC in its sole discretion determines was outside the course and scope of the Services, was in breach of this Agreement, constituted gross misconduct or was a violation of applicable law or Contractor's ethical duties.

- c. Limitation on MVMDSBC's Liability. MVMDSBC will not be liable to Contractor for any incidental, indirect, special, consequential, punitive or reliance damages of any nature whatsoever, regardless of the foreseeability thereof (including, but not limited to, any claim for loss of services, lost profits or lost revenues) arising under or related to this Agreement, whether based on breach of contract, tort, breach of warranty, negligence or any other theory of liability in law or in equity. Notwithstanding anything to the contrary in this Agreement, MVMDSBC's entire liability, and Contractor's ability to recover damages, at law or in equity, with respect to any and/or all claims, damages, losses, costs or causes of action arising from or related to this Agreement (other than any action for payment of the Services and invoices related thereto) may not exceed the aggregate dollar amount paid by MVMDSBC to Contractor under this Agreement.

9. General Provisions.

- a. Entire Agreement. This Agreement, along with the documents incorporated herein, constitutes the entire agreement between MVMDSBC and Contractor relating to the subject matter hereof and

supersedes all prior oral and written understandings, communications and agreements relating to such subject matter, whether verbal or written, implied or otherwise. In the event of a conflict between any provisions appearing in any other writing and in this Agreement, the provisions of this Agreement will be controlling.

- b. Assignment. This Agreement is not assignable by Contractor, and any purported transfer or assignment is void. This Agreement, or MVMDSBC's interest in this Agreement, may be assigned and transferred by MVMDSBC, temporarily or permanently, whether expressly, by operation of law or otherwise, and Contractor agrees to perform the Services for the benefit of any such assignee.
- c. Nonexclusive Nature of Agreement. This Agreement does not grant Contractor an exclusive privilege or right to supply Services to MVMDSBC. Other than as expressly set forth in this Agreement, MVMDSBC makes no representations or warranties as to a minimum or maximum procurement of Services hereunder. Nothing in this Agreement will be construed as limiting in any manner the ability of Contractor to procure other engagements consistent with their obligations to MVMDSBC hereunder, including the post-Term obligations.
- d. Amendments; Waiver. This Agreement may not be amended except in writing executed by all of the parties hereto. No waiver by either party of a right or remedy hereunder will be deemed to be a waiver of any other right or remedy or of any subsequent right or remedy of the same kind.
- e. Provisions Subject to Applicable Law; Modification; Severability. All provisions of this Agreement will be applicable only to the extent that they do not violate any applicable law. If any term, provision or condition of this Agreement is held to be invalid, illegal, or unenforceable by any court or arbitrator of competent jurisdiction, as to such jurisdiction that provision will be limited to the minimum extent necessary so this Agreement will otherwise remain enforceable in full force and effect. To the extent such provision cannot be so modified, the offending provision will, as to such jurisdiction, be deemed severable from the remainder of this Agreement.
- f. Notices. All notices, consents, waivers, and other communications under this Agreement will be deemed to have been duly given when (i) delivered by hand; (ii) when received by the addressee, if sent by registered mail (return receipt requested), a nationally recognized overnight delivery service (signature requested) or electronic mail, in each case to the addresses or mail addresses set forth below (or to such other addresses as either Party may designate upon written notice):

If to Contractor: Carrie Troup, CPA
1005 S Broadway
Santa Maria, CA 93454, Email:
Carrie@troupcpa.com

If to MVMSBC: 2450 Lillie Ave
Summerland, CA 93067

Construction. The Section headings throughout this Agreement are for convenience and reference only, and the words contained therein in no way will be held to explain, modify, amplify or aid in the interpretation, construction, or meaning of the provisions of this Agreement. The word "Agreement" refers to this Agreement as well as all documents incorporated herein. The word "including" will mean "including but not limited to." The word "agents" includes employees, contractors, subcontractors, agents, owners and other representatives. Both parties participated in the drafting of this Agreement, and each had the opportunity to consult with counsel of their own choosing in connection therewith. The rule that ambiguities in an agreement will be construed against the drafter does not apply to this Agreement.

- g. Governing Law and Forum. This Agreement is entered into and will be governed by and construed and enforced in accordance with the laws of the State of California. Any action brought to enforce any right or obligation under this Agreement will be subject to the exclusive jurisdiction of the courts of the State of California. The venue for such action shall be the Santa Barbara Superior Court (South County). The parties irrevocably consent to the exclusive jurisdiction of such courts (and of the appropriate appellate courts therefrom) in any such action, suit or proceeding.
- h. Legal and Equitable Remedies. Because Contractor's services are personal and unique, and because Contractor will have access to and become acquainted with the Confidential Information, MVMSBC will have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief.
- i. Counterparts. This Agreement may be executed in separate counterparts, each of which will be deemed an original but both of which taken together will constitute but one and the same instrument. A facsimile or emailed signature will have the same force and effect as an original signature.

Contractor

**Mosquito & Vector Management
District of Santa Barbara County**

By: Carrie Troup, CPA

By: Brian Cabrera, Interim District Manager

Date: _____

Date: _____

ADDENDUM A: SCOPE OF WORK

The Services include the following:

Consultation, Coordination, Recordkeeping, Reporting, Maintenance and Monitoring Tasks:

- Preparation review and submission of warrants, using single & multiple invoice claims
- Ensuring warrants are approved and signed by District authorized signer
- Reconciling invoices paid to the financial statements and coding items to the general ledger
- Track vendor EINs with Form W-9 and Form 590 including new vendor template in the financial information network
- Participation in maintaining the internal control structure of the district
- Preparation and E-filing of State Controllers Compensation Report
- Maintain access to the Santa Barbara County Financial Information Network system and corresponding training
- Preparation and filing with Transparent California
- Monitoring employee garnishments, health insurance pre/post tax withholding payroll deduction, disability on a bi-weekly basis
- Tracking and submission of union dues on a bi-weekly basis
- Preparation of the bi-weekly retirement calculation spreadsheet and corresponding submission to Santa Barbara County Employees' Retirement System (SBCERS - including reconciliation to the payroll registers
- Correspondence with SBCERS auditors for completion of annual confirmations forms
- Automatic Data Processing payroll input based on management provided hours on a bi-weekly basis
- Input proper payroll detail and reconciliation of ADP payroll data to financial statements on a semi-monthly basis
- Ensure that the quarterly payroll tax reporting Forms 941, California DE9, California DE9C reconcile to the general ledger.
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- Review of vacation accruals and accrued payroll expenditures
- Breakdown and general ledger journal entries for reclassification of director expense reimbursements
- Process other post-employment retirement benefits (OPEB reserve) funding as per Board direction on a monthly basis
- Prepare and review financial reports for Board meeting packets
- General Journal entries as needed
- Attend board meetings as needed
- Ensure financial statements are maintained in accordance with Government Accounting Standards
- Implementation of funding depreciation for reserve as per Board direction
- Separation and reclassification of retiree medical per general ledger budget line items
- Coordination with the independent auditor as needed

- Reconcile trial balance to the independent audit and enter general journal entries as needed
- Retained to address issues associated with the accounting/financial operations of the district
- Provide financial information to other entities as requested by management
- Interface with Santa Barbara County on behalf of the District

For All Work Performed under this Agreement:

- Utilize Contractor's specialized training and knowledge to provide competent and professional accounting services to MVMDSBC;
- Work independently, with minimal direct oversight, exercising independent judgment and discretion as appropriate;
- Complete all work in a timely manner;
- Maintain strict confidentiality of data and information and adhere to all applicable accounting and ethical requirements in connection with the performance of the Services;
- Continuously maintain appropriate licenses and qualifications;

From: [Achterberg, Katie](#)

To:

Subject: VCJPA: Target Equity Building Plan Retrospective Adjustment Release Schedule - RESPONSE REQUESTED

Date: Monday, March 25, 2019 8:20:36 AM

Dear VCJPA Membership,

At the March 7, 2019, Annual Workshop, the membership was presented with equity building plans for both the Pooled Liability Program and Pooled Workers' Compensation Program. After discussion, staff was directed to survey the membership regarding whether they would prefer 50% or 100% of future retrospective adjustment refunds over the next five years be applied to the equity building plan. The results of the survey will be provided to the Board at their upcoming meeting when they discuss formal approval of the equity building plans. For more information regarding the equity building plans, please refer to the paragraph below the survey link.

. . . the survey is due no later than Friday, April 15, 2019.

Proposed Equity Building Plan:

The VCJPA has an established net position (equity) to self-insured retention (SIR) target ratio of $\geq 5:1$ for the Pooled Workers' Compensation Program and Pooled Liability Program. The target equity ratio calculations are reviewed annually by the VCJPA as well as by CAJPA once every three years. As of June 30, 2018, the Pooled Liability Program reflects equity of \$2.6 million. This Program as a whole has not met a target ratio of $\geq 5:1$ in the last ten years. The Workers' Compensation Program as a whole met the benchmark for the first time in 10 years at June 30, 2018, with an ending total Net Position to SIR ratio of 6.2:1. However, the mid-layer pool ratio was only 0.89:1 at June 30, 2018. This matter was first brought before the Board at the November 2018 meeting. At that time, the Board approved withholding \$250,000 of the eligible retrospective adjustments in the Pooled Liability Program, and \$450,000 of the eligible retrospective adjustments in the Workers' Compensation Program. The Board directed staff to develop equity building plans with the overall objective of increasing the net position of the Liability Program and Workers' Compensation Program in an attempt to avoid future assessments while maintaining rate stability for the membership.

Please don't hesitate to reach out with any questions.

Regards,

Katie

VCJPA

Analyst, Program Administration

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

March 11, 2019

TO: Presiding Officers of Independent Special Districts

Subject: Ballot for one Regular and one Alternate Special District Member to
Santa Barbara LAFCO

BALLOTS FOR ONE LAFCO REGULAR AND ONE ALTERNATE SPECIAL DISTRICT MEMBER

As a result of the November 6, 2018 General Election, there are two Special District vacancies on the Commission. Based on past experience, the LAFCO Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible and will conduct the business of the committee by mail. Two Ballots are attached to this notice.

- 1) **Ballots for the one LAFCO Regular and one Alternate Special District Member.** There is currently one vacancy for the Regular Special District Member and one vacancy for the Alternate Special District Member. The terms of office end on March 1, 2022 and March 1, 2020, respectively.
- 2) **Voting Requirements:** The Special District Selection Committee, comprised of the presiding officers, or designee, of the 38 independent special districts in Santa Barbara County, needs to elect one Regular and one Alternate LAFCO Special District member.
- 3) **Nomination Period:** The nomination period, ended on February 28, 2019. Seven nominations for the Regular Special District Member and three Alternate Special District Member, were submitted before the end of the nomination period. One person was nominated for both the Regular and Alternate member vacancy. The list of candidates and their statements, if submitted, are attached to this notice as **Exhibit A & Exhibit B.**
- 4) **Voting Period** Attached you will find two ballots, one for the Regular and one for the Alternate Special District member, containing the names of qualified nominees. Mailed ballots will also include voting instructions to each eligible district. **The voting period will be 60-days and will end on May 10, 2019 at 5:00 pm.** This will be followed by the tabulation of votes and the election of the top vote getters to the vacant seats. During the interim, LAFCO will operate with only one Regular Special District Member.

Local Agency Formation Commission
March 11, 2019
Page two

Voting Process: The Presiding Officer of each Independent Special District is authorized to vote for one Regular Special District Member and one Alternate Special District Member. The legislative body of the district shall authorize the presiding officer, or his or her designee as designated by the governing of the eligible district, to sign the ballot. For an election to be valid, at least a quorum of the special districts must submit valid ballots. A quorum is 19 or more of the 38 independent special districts.

Call for Ballots for one LAFCO Regular Special District Member and one Alternate Special District Member:

Completed ballots, one Regular Special District Member and one the Alternate Special District Member, should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed **no later than 5:00 pm, Friday, May 10, 2019.** Ballots are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Rm 407, Santa Barbara CA 93101
FAX 805/568-2249
Email Address: lafco@sblafco.org

Exhibits:

- Exhibit A LAFCO Regular Special District Member Candidates & Statements
- Exhibit B LAFCO Alternate Special District Member Candidates & Statements

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD
Executive Officer

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, May 10, 2019

OFFICIAL BALLOT

Election of Regular Special District Member on Santa Barbara LAFCO

Vote for one of the following **Regular Special District Member** nominees:

<input type="checkbox"/>	Cindy Allen – Santa Ynez River Water Conservation District
<input type="checkbox"/>	Jay Freeman – Isla Vista Community Services District
<input type="checkbox"/>	Myron Heavin -Mission Hills Community Services District
<input type="checkbox"/>	Judith Ishkanian – Montecito Fire District
<input type="checkbox"/>	Karen Jones - Santa Ynez Community Services District
<input type="checkbox"/>	Deborah Murphy – Carpinteria Sanitary District
<input type="checkbox"/>	David Novis – Summerland Sanitary District

Mosquito and Vector Management District of Santa Barbara County

Name of Independent Special District

Signature of Voting Delegate

Print Name of Voting Delegate

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, May 10, 2019

OFFICIAL BALLOT

Election of Alternate Special District Member on Santa Barbara LAFCO

Vote for one of the following **Alternate Special District Member** nominees:

<input type="checkbox"/>	Cindy Allen – Santa Ynez River Water Conservation District
<input type="checkbox"/>	David Beard – Santa Ynez Community Services District
<input type="checkbox"/>	Spencer Brandt – Isla Vista Community Services District

Mosquito and Vector Management District of Santa Barbara County
Name of Independent Special District

Signature of Voting Delegate

Print Name of Voting Delegate

From: [Neil McCormick](#)
To: [David Chang](#)
Subject: Call for Nominations for CSDA Board of Directors!
Date: Thursday, March 21, 2019 11:05:25 AM

California Special Districts Association



2020-2022 CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS

Deadline: April 17, 2019

In February, nomination information and forms were mailed to every CSDA voting member agency. The leadership of CSDA is elected from its six geographical networks. Each of the six networks have three seats on the board with staggered three-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing located within the [geographic network](#) they seek to represent.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the state administration.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. *(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- Complete all four modules of CSDA's Special District Leadership Academy within two years. *(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

NOMINATION PROCEDURES

Who is Eligible: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action along with the [Candidate Information Sheet](#) must accompany the [Nomination Form](#).**

Deadline for receiving nomination applications is April 17, 2019.

Nominations and supporting documentation will be accepted by mail and email. No faxes please. amberp@csla.net or

CSDA 2019 Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

Get Started

Like last year, we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district on the first day of the election (June 17, 2019).* All votes must be received through the system no later than 5:00 p.m. on August 9, 2019.

Districts can opt to cast a paper ballot instead, but you must contact the CSDA office by mail or [e-mail](mailto:amberp@csla.net) by **April 17, 2019** in order to ensure that you will receive a paper ballot on time. CSDA will mail paper ballots on June 17 per district request only. The ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 14, 2019.

All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

Expiring Terms

(See [network map](#) for regional breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*

Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *

Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*

Central Network Seat B-Tim Ruiz, GM, East Niles Community Services District

Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*

Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District

* = Incumbent is running for re-election

If you have any questions, please contact Executive Assistant Amber Phelen at 877-924-2732 or amberp@csla.net.



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csla.net
Unsubscribe

General Manager's Report
MVMSBC Board of Trustees Meeting
April 11, 2019

1. The District's computer **server broke**, stranding access to data. External backups allowed access as a temporary shared drive. (3/13/19)
2. General Manager David Chang's **retired** on March 22, 2019. He is continuing work to assist with hiring and training of successor, FYE20 budget, and transition.
3. RS attended EPA **webinar** on rodents (3/28/19)
4. JS, KS, BC attended USDA APHIS **webinar** on Newcastle's disease and poultry biosecurity (3/28/19)
5. TechEase installed **new computer server**. (4/1/19)
6. Three-thousand five hundred and fifty eight dollars (**\$3,558**) was deposited in CERBT (4/5/19).
7. Operations Manager Biologist **Brian Cabrera has successfully completed his six-month probationary period** on April 8, 2019. He is now a Full-time, Exempt, Regular employee of the District.

Upcoming Events

- Second-round interviews of three general manager job candidates April 22, 2019
- MVCAC Southern Region Managers' Meeting in Ontario April 24, 2019. BC anticipated to attend
- Memorial Day holiday May 27, 2019