

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Mir Bear-Johnson
Assistant Manager

Sheri D. Davis
Administrative Assistant

Mark Dyngge
Systems Administrator

Post Office Box 310 * Visalia, California 93279-0310
1737 West Houston Avenue * Visalia, California 93291
Phone (559) 732-8606 * (877) 732-8606 * Fax (559)-732-7441
www.deltavcd.com

Jesse Erandio
Biologist

Crystal Grippin
Biologist

Mark Nakata
Biologist

Javier Valdivias
Biologist

DATE: Friday, October 9, 2020

TO: Board of Trustees, Delta Vector Control District

FROM: Dr. Mustapha Debboun, General Manager

SUBJECT: Regular Meeting of the District's Board of Trustees

TIME: Wednesday, October 14, 2020 at 7:00 p.m.

PLACE: District Boardroom, 1737 West Houston Avenue, Visalia

AGENDA:

1. Roll Call

2. New Employee Introduction

The General Manager will introduce Ms. Mary Ellen Gomez to the Board of Trustees.

ACTION 3. Presentation of Annexation and Invasive *Aedes aegypti* Assessment Process

The General Manager will introduce Mr. John Bliss, President of SCI Consulting Group to explain the Assessment process and seek its approval.

ACTION 4. Building Project

The General Manager will provide an update on the fish hatchery building project progress and calendar timeline, and seek approval for Change Order #3.

ACTION 5. Consent Calendar

- a. September Minutes
- b. September Bills (Board Order #8)
- c. October Payroll (Board Order #9)
- d. October Bills (Board Order #10)

6. Public Forum

Members of the public may address the Board.

7. Staff Report

The General Manager will report on items of operational interest.

8. Surveillance Report

Mir Bear-Johnson, Assistant Manager will report on surveillance information for the state, region and local community.

9. Price, Paige & Company

The Manager will present the engagement letter for the fiscal audit covering 2019/20.

10. Quarterly Expense/Revenue Report

The Administrative Assistant will present a financial report for the first quarter of fiscal year 2020/21.

11. Site Visit to Consolidated Mosquito Abatement District, Mosquito Control & Research Laboratory of University of California-Davis, and San Joaquin Valley Agricultural Sciences Center

The General Manager will report on his visit to Consolidated Mosquito Abatement District, Mosquito Control Research and Laboratory of the University of California-Davis, and San Joaquin Valley Agricultural Sciences Center in Parlier, CA.

ACTION

12. Operations Program Manager Job Description/Chain of Command

The General Manager will seek approval for an Operations Program Manager position/job description, and will present a restructured Chain of Command.

ACTION

13. Policies

Second reading of policies:

- Time Keeping Time Records
- Time Off to Vote
- Use of Makeup Time

ACTION

14. Proposed Board Meeting Time Change

The General Manager will seek approval to change the Board meeting time from 7:00 p.m. to 4:30 p.m. on the second Wednesday of each month.

ACTION

15. Request to Change November Board Meeting Date

The General Manager will ask to move the November Board meeting to November 12th due to Veteran's Day Holiday.

16. Adjournment

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, November 11, 2020 at 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.

Note: Items designated for information are appropriate for Board action if the Board wishes to take action.

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CM Construction Services, Inc.
 PO Box 8237
 Visalia, California 93290
 Phone: (559) 735-9556
 Fax: 559-735-9529

PCCO #003

Project: CM18011 - Delta Vector Office Addition and Fish Hatchery
 1737 W. Houston Ave
 Visalia, California

Prime Contract Change Order #003: Prime Contract Change Order #3

TO:	Delta Vector Control District P.O. Box 310 Visalia, California 93279-0310	FROM:	Carvalho Construction Inc. 22841 Grangeville Blvd Lemoore, California 93245
DATE CREATED:	10/08/2020	CREATED BY:	Chris Hale (CM Construction Services, Inc.)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	10/08/2020
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	0 days	EXECUTED:	No
CONTRACT FOR:	1:Delta Vector Office Addition and Fish Hatchery Prime Contract	TOTAL AMOUNT:	\$889.51

DESCRIPTION:
Add 2 humidistats

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
006	CE #007 - #10: RFI From American Inc.		\$889.51
Total:			\$889.51

CHANGE ORDER LINE ITEMS:

PCO # 006 : CE #007 - #10: RFI From American Inc.

#	Cost Code	Description	Type	Amount
1		Furnish and install 2 additional humidistats		\$889.51
Subtotal:				\$889.51
Grand Total:				\$889.51

The original (Contract Sum)	\$958,585.31
Net change by previously authorized Change Orders	\$34,032.52
The contract sum prior to this Change Order was	\$992,617.83
The contract sum will be increased by this Change Order in the amount of	\$889.51
The new contract sum including this Change Order will be	\$993,507.34
The contract time will not be changed by this Change Order by 0 days.	

Sady Hayashida (Hayashida Architects)
 832 Bancroft Way
 Berkeley, California 94710

Delta Vector Control District
 P.O. Box 310
 Visalia, California 93279-0310

Carvalho Construction Inc.
 22841 Grangeville Blvd
 Lemoore, California 93245

SIGNATURE DATE
 Oct 8, 20

SIGNATURE DATE
 10/8/20

SIGNATURE DATE

American Incorporated

1345 N. American Street
Visalia, CA 93291
Ph : 559-651-1776

Change Request

To: Joe Simonson
CARVALHO CONSTRUCTION, INC.
22841 GRANGEVILLE BLVD.
LEMOORE, CA 93245
Ph: (559) 582-1400 Fax: (559) 582-1496

Number: 2
Date: 10/8/20
Job: 12-05357 DVCD- OFFICE & FISH HATCHERY
Phone:

Description: 2 Humidistats

Reason: Change in Scope

Source: RFI # 1

We are pleased to offer the following specifications and pricing to make the following changes:

Two (2) additional DEH3000 Humidistats not shown on Mechanical floor plan M2.1

Work performed by us:				
Description	Material	Quantity	Unit Price	Price
(2) DEH3000 Humidistats (tax Included)				\$733.46
				Subtotal: \$733.46
				Subtotal: \$733.46
	Overhead	\$733.46	10.00%	\$73.35
	Profit	\$806.81	5.00%	\$40.34
	Subcontractor			\$0.00
				Total: \$847.15

If you have any questions, please contact me at (559)651-1776.

Submitted by: Clarence Schraa
AMERICAN INCORPORATED

Approved by: _____
Date: _____

5. Consent Calendar

DELTA VECTOR CONTROL DISTRICT

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Minutes of the Board of Trustees – Wednesday, September 9, 2020

1. Roll Call:

Present: Greg Gomez, President; Belen Gomez, Secretary; Kevin Caskey, Michael Cavanagh, Linda Gutierrez, Larry Roberts and Rosemary Hellwig.

Staff: Dr. Mustapha Debboun, General Manager; Sheri Davis, Administrative Assistant; Mir Bear-Johnson, Assistant Manager

2. New Employee Introduction:

The General Manager, Dr. Mustapha Debboun introduced Mr. Bryan Ferguson, Vector Control Technician III/Mechanic to the Board of Trustees. Bryan was hired in October 2019 and has been a great asset to the Delta Vector Control District (DVCD). Mr. Ferguson recently became certified by the California Department of Public Health in categories A & B of the Vector Control Technician Certification Program. He was born and raised in Porterville, CA and worked for Clevenger Ford and Porterville Ford for a substantial number of years. He moved to Northern California for a few years before returning to the Central Valley and settling in Visalia. Mr. Ferguson received a warm welcome from the Board of Trustees.

3. Fish Hatchery Building Project:

The General Manager invited the Board of Trustees to view the progress of the fish hatchery and offices following the Board meeting. The siding and glass doors and windows are currently being installed. The roof and the two offices will be completed by the end of September 2020. Despite the bench countertop being delayed by two weeks due to COVID-19, the building is still on schedule to be completed by the second week of October 2020. The final step of the project will be the installation of the fish rearing and holding tanks by Sacramento Koi personnel who have scheduled to install them on October 7, 8, and 9, 2020.

4. Consent Calendar:

Sheri Davis, Administrative Assistant, provided information on the following items:

Board Order #5 – 34554 DVCD EFTPS \$700.00 – Annual fee for CalPERS GASB-68 Reports.
Board Order #6 – Paul Jobe vacation payout and payroll taxes (Retired 8/31/2020)

Board Order #7 - Added overtime payroll to four employees.
34641 West America Bank – Lease payment for fish hatchery and offices.

Following discussion, it was moved by Kevin Caskey, seconded by Michael Cavanagh, and the Board members unanimously approved the Consent Calendar.

5. Public Forum:

None

6. Staff Report:

The General Manager thanked and shared his appreciation for the excellent and hard work of the Assistant Manager, Administrative Assistant, and the rest of his staff. In addition, he discussed the implementation of awards and recognitions for past and future employees.

Mr. Paul Jobe retired on August 31, 2020 after 29 years of service to DVCD. Paul has been invited to join the DVCD staff at the end of season appreciation luncheon where he will be presented with a retirement plaque.

The General Manager nominated Mr. Javier Valdivias, our youngest Biologist to be featured in the National Spotlight for American Mosquito Control Association (AMCA) as an up and coming early career young professional. The AMCA will be contacting Javier for an interview prior to the publication of the next monthly AMCA Report.

The General Manager met with Jessica Ritter, Facility Solutions Specialist from Site Logic, a company that specializes in assessing cities and special districts for energy savings and thus discussed and explored solar and other energy cost cutting ideas to save DVCD money. Ms. Ritter will work and provide DVCD with various efficient and energy saving scenarios to consider implementing in the future.

The General Manager gave a presentation to the Lindsay City Council on September 8, 2020 about proposing the annexation of Lindsay to DVCD for the purpose of providing mosquito control services to protect Lindsay residents from discomfort of mosquito bites and mosquito-borne diseases. The Lindsay City Council was supportive of the proposal and requested from Mr. Joseph Tanner, the City Manager to contact Mr. Kuyler Crocker, Tulare County Supervisor District 1 and the Tulare County Local Agency Formation Commission (LAFCO) to get more information on how to fund the annexation and start the process of annexing Lindsay and Strathmore to DVCD.

The General Manager thanked all of the Board members for completing their required training that was due on August and September 2020.

7. Surveillance Report:

Assistant Manager, Mir Bear-Johnson, gave the Surveillance Report covering West Nile virus (WNV) in the District and in California, and mosquito abundance of both native and invasive species. While WNV human cases and mosquito samples have increased from last month, they are still significantly lower than this time last year. At the District, Gravid traps continue to be relatively low. Due to low trap counts, infection rate may seem slightly elevated, as it is based on

number of positive samples out of total number of samples. Minimum infection rate graph (using Bias-Corrected MLE) was added to illustrate this point.

The one morning of adulticide spraying, the height of the curve, was discussed. Rosemary asked about why we are not spraying as much as last year and years past? Mir and Dr. Debboun explained that last year the WNV was particularly high and required additional efforts. It was also discussed, as well, that in the past, spraying had been done for the *Aedes aegypti* but following increasing evidence that these mosquitoes are resistant to the adulticide, such activities had since decreased. The importance and necessity of larvicide were also highlighted, especially with the increased resistance to adulticide being detected.

The Assistant Manager then reported that results from larvicide treatments in the Visalia Cemetery were successful, and the number of adult mosquitoes was reduced significantly. The Visalia Cemetery agreed to pay for the cost of the chemical, and it is not yet determined if further treatments will take place this season.

8. Non-Elective Component:

The Administrative Assistant explained that the minimum employer contribution rate is adjusted annually prior to CalPERS open enrollment for health insurance. The District is required to set the dollar amount it will contribute toward retiree health premiums under CalPERS. We are in the unequal funding schedule, meaning we increase funding by 5% each year until we achieve 100% of the required contribution. Our retiree contribution in 2021 will be \$128.70/ month, which is 90% of the required minimum employer funding of \$143.00/ month. It was moved by Michael Cavanagh, seconded by Larry Roberts, and unanimously voted to approve the non-elective component as presented.

9. Reappointments:

The General Manager asked the Board of Trustees members: Belen Gomez, Kevin Caskey, and Larry Roberts if they wished to continue and to forward a letter to their respective appointing agencies for reappointments. Each of the three Board members expressed interest in continuing to serve in their current positions.

10. Kings Mosquito Abatement District Site Visit:

On August 26, 2020, Dr. Debboun, the General Manager visited the Kings Mosquito Abatement District (Kings MAD) staff and toured its facilities and discussed its operations and future collaborations with Mr. Michael Cavanagh, the General Manager of Kings MAD. Dr. Debboun informed the DVCD Board members that due to DVCD running out of operational space and his interest in relocating some of the DVCD facilities to a new location in Visalia, he also discussed with Mr. Cavanagh the process of moving and building Kings MAD facilities to the current location in Hanford, CA.

11. Initiation of Invasive Mosquito, *Aedes aegypti* Benefit Assessment:

The General Manager initiated the discussion of a need for DVCD to conduct a District Benefit Assessment to manage the invasive yellow fever mosquito, *Aedes aegypti*. Since the Board members were supportive of the Benefit Assessment, the General Manager has invited Mr. John

Bliss from SCI Consulting Group to give a presentation on the upcoming October 2020 Board meeting.

12. Policies:

The Assistant Manager provided the first reading of the following policies:

- Time Keeping Time Records
- Time Off to Vote
- Use of Makeup Time

The Trustees were in agreement that all of the policies were straight forward as written, and did not have any recommendations. The policies will be brought back to the Board in October for approval. It was noted that there was a mistake in the numbering of the last few policies presented, but the mistake was detected and corrected.

13. Adjournment:

The meeting of the Board of Trustees was adjourned at 7:46 p.m.

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34642	RYAN TONEY	Vector Control Tech II		1,574.03
34643	JORGE LOPEZ	Vector Control Tech II		1,922.55
34644	ZACARIAS LAZARO	Lab Intern		1,146.95
34645	ADRIENNE CANTU	Lab Tech I		672.32
34646	MARIA ANN MARISCAL	Lab Tech I		903.57
34647	PATRICIA MARTINEZ	Lab Tech I		865.06
34648	ALEJANDRA GILL	Lab Tech I		1,026.60
34649	SABRINA GALBAN	Lab Tech I		990.76
34650	BRENNA GEORGE	Lab Tech I		864.25
34651	DEXTER PATTON	Vector Control Tech I		1,058.82
34652	WALT STUTSMAN	Vector Control Tech I		1,165.55
34653	KORY WILSON	Vector Control Tech I		1,002.63
34654	PAUL RAPER	Vector Control Tech I		1,010.25
34655	ADRIAN SIFUENTES	Vector Control Tech I		1,020.29
34656	ALEXANDER WARD	Certified Vector Control Tech I		995.12
34657	PATRICIA BIENIEMY	Lab Tech I		985.56
34658	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		4,196.82
34659	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		245.40
34660	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34661	TUCOEMAS CREDIT UNION	Credit Union		250.00
			TOTAL PAYROLL	\$22,838.73
34662	ADAPCO	Vectobac 12AS	Spray Material	4,080.48
34663	AGILIS SYSTEMS LLC	GPS	GPS	539.73
34664	AT&T	Long Distance/Toll Free	Telephone/Cell Phones	24.48
34665	CALIF WATER SERVICE	Utilities	Utilities	155.60
34666	CENTRAL VALLEY BUSINESS FORMS	Invasive Aedes Flyers	Public Relations	161.43
34667	DELTA VCD - REVOLVING FUND			610.02
		Tulare Co. Sheriff - Live Scan (Sheri Notary)		63.00
		AT&T - Backup Internet		52.02
		Postmaster - Stamps		495.00
34668	HARBOR FREIGHT			55.68
		Rubber Casters		24.70
		Chisels, Flap Disc, Grinding Wheel		20.00
		Leather Gloves		10.98
34669	iHEART MEDIA	August Radio Ads	Public Relations	456.00
34670	LANDS END BUSINESS OUTFITTERS	Logo Apparel - Lab Staff	Uniforms	191.38
34671	LIFE TECHNOLOGIES CORP.	PCR System Maint Contract (year 3 of 3)	Professional Services	7,056.00
34672	LOZANO SMITH	Advise on District Warrant Usage	Professional Services	34.00
34673	SO CAL GAS	Utilities	Utilities	23.83
34674	US BANK			2,061.23
		Amazon - Sewing Machine, Autoclave Cleaner, Batteries & Charger, Elastic Cord, Meter Tester, etc.		764.77
		Amazon - Label Maker and Tape		50.86
		J&E Restaurant Supply - Soap & Rinse Aid for dishwasher		70.00
		FedEx - Ship Mosquito Samples		39.60
		Houston Ave Feed - Rabbit Pellets for Traps		16.00
		CSDA - Virtual Conferences Dr. Debboun & Sheri		675.00
		ESA - Virtual Conference Dr. Debboun		145.00
		CVS Pharmacy - Giftcards Rick & Sheri Anniversary		300.00
34675	VALLEY INDUSTRIAL MEDICAL GROUP	Pre Employment Exam	Professional Services	105.00
34676	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	2,450.02
34677	VWR INTERNATIONAL LLC	Cryo Boxes, Biohazard Bags, Cylinders, Vial Storage Box	Lab Supplies	273.41
			Total Bills	\$18,278.29
			TOTAL BOARD ORDER #8	\$41,117.02

October 2020 Payroll

Board Order No. 09
Consent Calendar Exhibit III

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34678	MUSTAPHA DEBBOUN	MANAGER		8,975.11
34679	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,643.37
34680	JESSE ERANDIO	BIOLOGIST		4,975.28
34681	CRYSTAL GRIPPIN	BIOLOGIST		4,344.15
34682	MARK NAKATA	BIOLOGIST		5,155.65
34683	JAVIER VALDIVIAS	BIOLOGIST		4,221.11
34684	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,665.09
34685	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,035.12
34686	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,864.92
34687	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,129.87
34688	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,614.07
34689	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,208.25
34690	PAUL HARLIEN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,535.29
34691	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,239.52
34692	BELEN GOMEZ	TRUSTEE PAYROLL - QUARTERLY		277.05
34693	MICHAEL CAVANAGH	TRUSTEE PAYROLL - QUARTERLY		277.05
34694	LARRY ROBERTS	TRUSTEE PAYROLL - QUARTERLY		277.05
34695	ROSEMARY HELLWIG	TRUSTEE PAYROLL - QUARTERLY		277.05
34696	KEVIN CASKEY	TRUSTEE PAYROLL - QUARTERLY		277.05
34697	GREG GOMEZ	TRUSTEE PAYROLL - QUARTERLY		277.05
34698	LINDA GUTTIERREZ	TRUSTEE PAYROLL - QUARTERLY		277.05
		<i>Sub-Total Full-Time Payroll</i>		<i>\$72,546.15</i>
34699	VSP	Vision Plan Premium for October 2020		369.28
34700	DELTA DENTAL PLAN	Dental Plan Premium for October 2020		1,066.95
34701	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for October 2020		1,136.75
34702	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for October 2020		16,768.41
34703	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	27,773.12
34704	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,361.20
34705	DELTA VECTOR CONTROL DIST - EFTPS	Quarterly Unemployment		1,994.36
34706	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,602.70
34707	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	857.13
34708	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,252.80
		<i>Sub-Total for Payroll Taxes & Benefits</i>		<i>\$75,182.70</i>
		<i>Total Regular Payroll & Benefits</i>		<i>\$147,728.85</i>
34709	RYAN TONEY	Vector Control Tech II		1,574.03
34710	JORGE LOPEZ	Vector Control Tech II		1,922.53
34711	ZACARIAS LAZARO	Lab Intern		1,146.95
34712	ADRIENNE CANTU	Lab Tech I		909.41
34713	PATRICIA MARTINEZ	Lab Tech I		440.85
34714	ALEJANDRA GILL	Lab Tech I		312.21
34715	SABRINA GALBAN	Lab Tech I		216.18
34716	BRENNA GEORGE	Lab Tech I		910.46
34717	PATRICIA BIENIEMY	Lab Tech I		913.90
34718	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		2,182.48
34719	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		138.56
34720	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34721	TUCOEMAS CREDIT UNION	Credit Union	Employee 100%	250.00
		<i>Sub-Total for Seasonal Payroll & Taxes</i>		<i>\$11,859.76</i>
		<i>Total All Payroll and Benefits</i>		<i>\$159,588.61</i>

6. Public Forum

Members of the public may address the Board.

7. Staff Report

The General Manager will report on items of operational interest.

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

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REPORT OF THE MANAGER SEPTEMBER 2020

I. Water and Weather

The temperature in September began to decrease, although at the end of the month, high temperatures began to climb again. The average high temperature for the month was 92.3°F, and the average low was 63.7°F, with 0.0 inches of rainfall reported as preliminary data from the Delta Vector Control District Weather Station. The 30-year seasonal averages for high and low temperatures in September were 87.7°F and 60.3 °F respectively, with the 30-year average rainfall reported as 0.15 inches by the National Oceanic and Atmospheric Administration.

Water storage at Pine Flat Reservoir decreased minutely to 206,781 acre-feet by the end of the month. By September 30th, Pine Flat Reservoir's inflow had decreased to 401 cubic feet per second (CFS) and its release decreased significantly, by over 77% to 347 CFS. The Lake Kaweah Reservoir ended the month with over 24% less water as the previous month, with 10,592 acre-feet on the 30th of September. Lake Kaweah's inflow decreased slightly to 24 CFS and its release was decreased by 50% to 54 CFS.

II. Narrative

The Delta Vector Control District laboratory staff continued its combined native mosquito and invasive mosquito surveillance programs to the best of their ability, with testing continuing for West Nile virus (WNV), St. Louis Encephalitis Virus (SLEV), and Western Equine Encephalitis Virus (WEEV). Gravid trap averages were significantly down from last year, at only 4 mosquitoes per trap per night, versus 8 mosquitoes per trap per night caught in 2019. Routed BG trap averages were also down, averaging around 8 mosquitoes per trap per night, versus 18 mosquitoes per trap per night in 2019. Strategic traps aren't directly comparable due to the lack of consistency in trap placement, but strategic BG traps had a higher average than last year and EVS traps had a lower average than last year.

Arbovirus screening for WNV, SLEV, and WEEV continued in September. A total of 61 mosquito samples tested positive for WNV in September, and 30 tested positive for SLEV, out of the 635 samples that were tested in September. So far, no mosquito samples have tested positive for WEEV.

The invasive *Aedes* have continued to be found across the District, with inspections from service requests and from high count trap areas already taking place. As of the end of September, a total of 2,616 inspections for the invasive *Aedes aegypti* have been conducted. Of these inspections, 2,249 were first time inspections, meaning the first time they were inspected this year, and 367 were re-inspections, i.e., that mosquito breeding was found at least once on the property. Over 1,015 of the inspections have been directly related to service requests, with the remainder attributed to high trap counts found in the area either from strategic traps or routed surveillance traps. Last year at this time, 1,721 inspections were completed, of which 1,504 were first inspections, and 941 related to service requests. This is not a count of individual properties, as some properties have required multiple inspections both during this and last year.

Aerial larvicide treatment of the Santa Fe Aggregates continued in September. The catch basins of outlying towns are being treated every 28 days to ensure no mosquito breeding occurs. The House mosquito crew is continuing to check known mosquito breeding sources and responding to service requests. To assist the House mosquito program, each of the field technicians has been assigned one day a week to assist in the urban areas within their zone. Service requests are not significantly elevated from last year.

Due to poor air quality in the month of September, some personnel were sent home early, and all were encouraged to use protective masks when outside for extended lengths of time. Throughout the month, employees continued to complete the online screening COVID-19 survey and to take paid time off to seek test results when required. All employees at this time have tested negative. The District will continue to be proactive in keeping employees and the public as safe, with no planned rollback of any of the safety precautions that have been put in place.

Weed control treatments and *Bacillus thuringiensis israelensis* (BTI) route continued through the 24th of September, at which time most of the Vector Control Technicians 1's completed their mosquito seasonal work. Weed control treatment need had slowed down due to seasonal slow growth. The Zone Technicians will be using the BTI truck and Oil truck once weekly, as needed, to treat sources, and will be assisting with catch basins until such a time the mosquito larvae are no longer actively breeding. All treatments remained on schedule. The laboratory is retaining seasonal staff for longer, due to a continued high number of service requests involving the *Aedes aegypti* mosquitoes.

The Mosquito and Vector Control Association of California (MVCAC) statewide biweekly virtual Zoom discussion on COVID-19 Pandemic and vector response related issues has become a monthly MVCAC check in call, which the Manager and Assistant Manager have been attending when possible.

The staff of the Delta Vector Control District congratulated and recognized Mr. Paul Harlien's 15-year work service milestone at the District on October 1, 2020.

The General Manager and Assistant Manager attended a two-hour virtual webinar presented by four lawyers from California Special District Association (CSDA) on navigating COVID-19 Pandemic employment issues, i.e. important steps to avoid new employment claims and best practices for managing COVID-19 issues.

The General Manager continued to work with Mr. Joe Tanner, the City Manager of Lindsay and Mr. Kuyler Crocker, Tulare County Supervisor District 1 to evaluate and secure support for the annexation of Lindsay and Strathmore to DVCD. In addition, the General Manager reached out to Mr. Ben Giuliani, the Executive Officer of Local Agency Formation Commission (LAFCO) to inform him of the annexation and seek guidance with the annexation process.

There were 262 service requests in September:

2020 Service Request Summary

2020	Fish	Inspection	Mosquito	Source	Other	Total
January	0	3	0	0	3	6
February	2	6	0	4	0	12
March	1	7	0	5	0	13
April	16	22	13	22	2	75
May	13	21	47	24	2	107
June	12	46	157	31	6	252
July	19	106	224	76	13	438
August	8	76	135	86	9	314
September	19	44	143	54	2	262
Total	90	331	719	302	37	1,479

III. Vector and Disease Surveillance

Delta VCD Summaries

Humans: There are five potential WNV positive human cases, reported from within Tulare County to date, two have been confirmed from the city of Lindsay and Porterville, and three are listed as probable. One of the confirmed cases from Tulare City was fatal. One of the probable cases is within Delta VCD boundaries. There have been no SLEV positive human cases or WEEV positive human cases reported within Delta VCD boundaries at this time.

Birds: In September 2020, five dead birds were reported to the District, only two of which were suitable for testing. Both tested positive for WNV. At this time, a total of 43 dead birds have been reported to the District, nine of which were viable for testing, and three of which have tested positive for WNV.

Mosquitoes: As of October 2nd, 2020, 2,615 mosquito samples from within the District have been tested for WNV, SLEV, and WEEV. 136 samples have tested positive for WNV and 37 samples have tested positive for SLEV. At this time last year, 3,691 samples were tested, with 771 testing positive for WNV and 86 testing positive for SLEV. No samples have tested positive for WEEV this year, or last year.

State Surveillance:

Humans: As of October 2nd, 2020, 93 human cases of WNV have been reported from 18 counties within the state of California. One human case of SLEV has been detected from

Madera County. At this time in 2019, 128 human cases of WNV were detected from 19 counties, and five human cases of SLEV were reported from three counties.

Birds: As of October 2nd, 2020, 273 WNV positive dead birds have been reported from 19 counties. At this time in 2019, 186 WNV positive dead birds were reported from 19 counties.

Mosquitoes: As of October 2nd, 2020, 2,388 WNV positive mosquito samples have been reported across the state of California, from 27 counties. Additionally, a total of 473 SLEV positive mosquito pools have been reported from nine counties. At this date in 2019, 3,206 WNV positive mosquito samples were reported from 24 counties, and 337 SLEV positive mosquito samples from 12 counties.

IV. Expenditures & Revenues – 2020/21

TOTAL BUDGET \$3,594,403.09

EXPENDITURES – July 1, 2020 – September 30, 2020

Salaries	\$850,195.03
Services & Supplies	\$252,238.78
Tax Admin Fee	0
Capital	\$6,394.99
Building Improvements	\$54,904.86
TOTAL EXPENDITURES	\$1,163,733.66

REVENUE RECEIVED – July 1, 2020 – September 30, 2020

July	\$1,011.30
August	\$0.00
September	\$22,679.32
TOTAL REVENUE TO DATE	\$23,690.62

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
July	5,632	50.25	5,581.75	99.10
August	5,376	133.25	5,242.75	97.53
September	4,816	99.75	4,716.25	97.93

The District has a vacation policy that requires 24 hour notice in order to ensure the operational integrity of the workforce. Sick leave for doctor, dentist and/or family medical necessity also requires advance notice- in so much as it is possible. Illness is unplanned and therefore unscheduled. Attendance records for the current year are shown in the table.

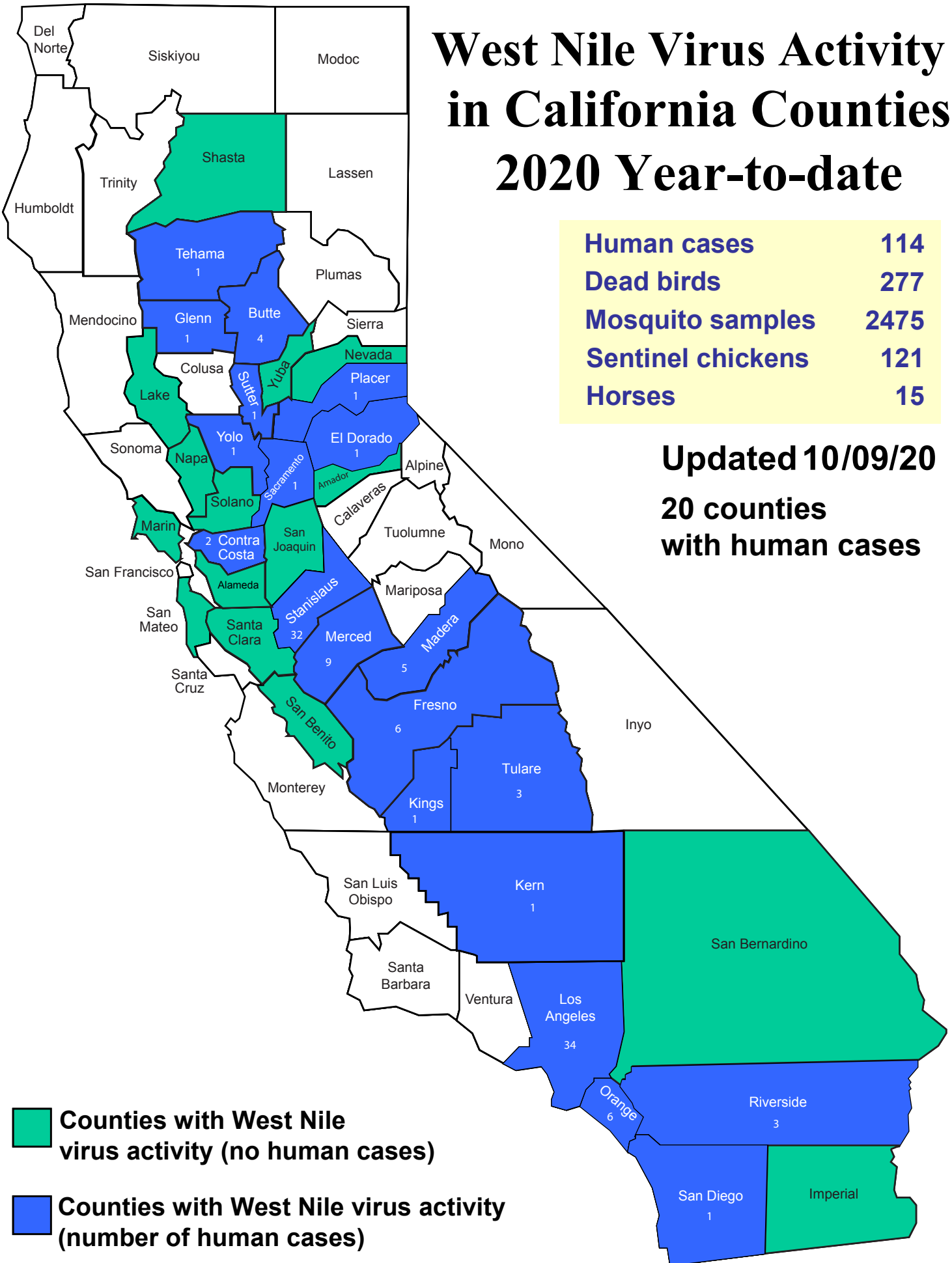
8. Surveillance Report

Mir Bear-Johnson, Assistant Manager will report on surveillance information for the state, region, and local community.

West Nile Virus Activity in California Counties 2020 Year-to-date

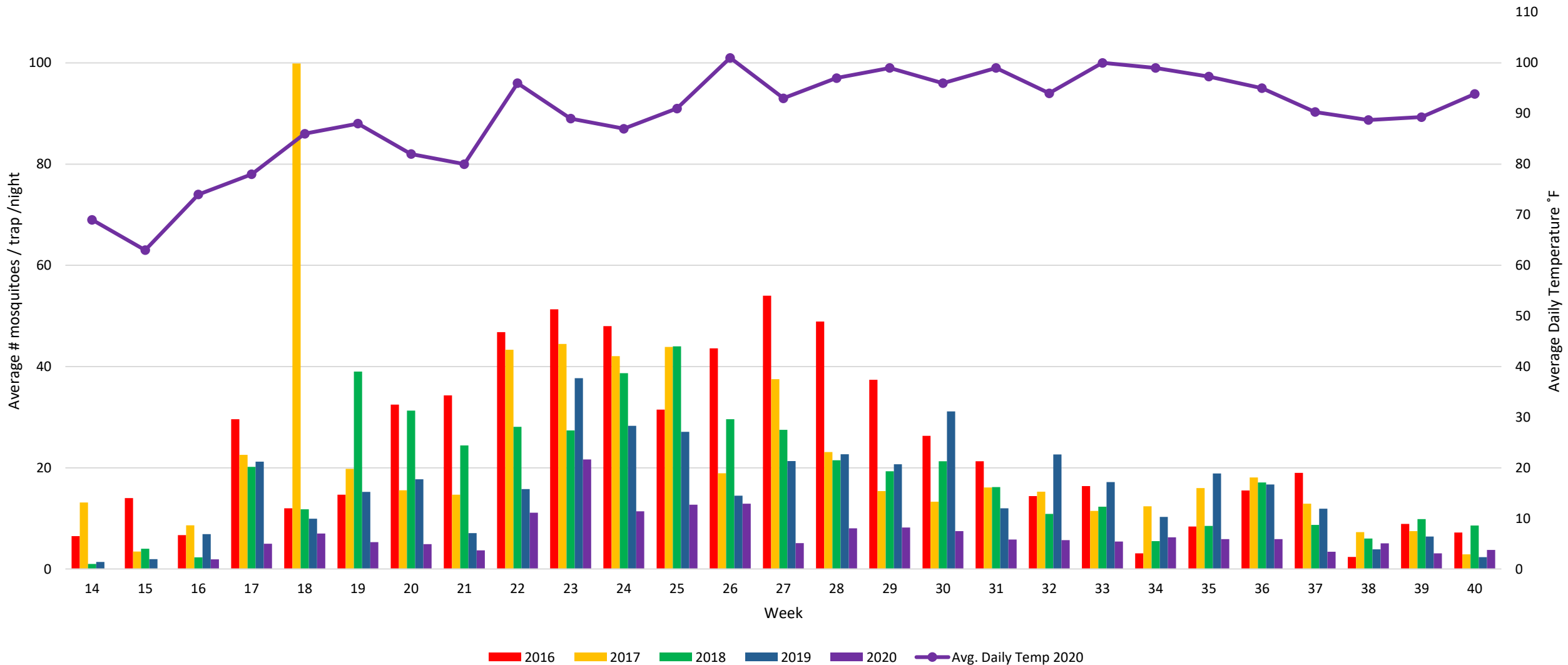
Human cases	114
Dead birds	277
Mosquito samples	2475
Sentinel chickens	121
Horses	15

Updated 10/09/20
20 counties
with human cases



Native Mosquito Abundance Trap Count Data

Average Gravid Trap Counts 2016-2020 with 2020 Temperature



Infection Rate

WNV

2020

Total pools tested in
Sept. = 495

WNV+ Total = 136

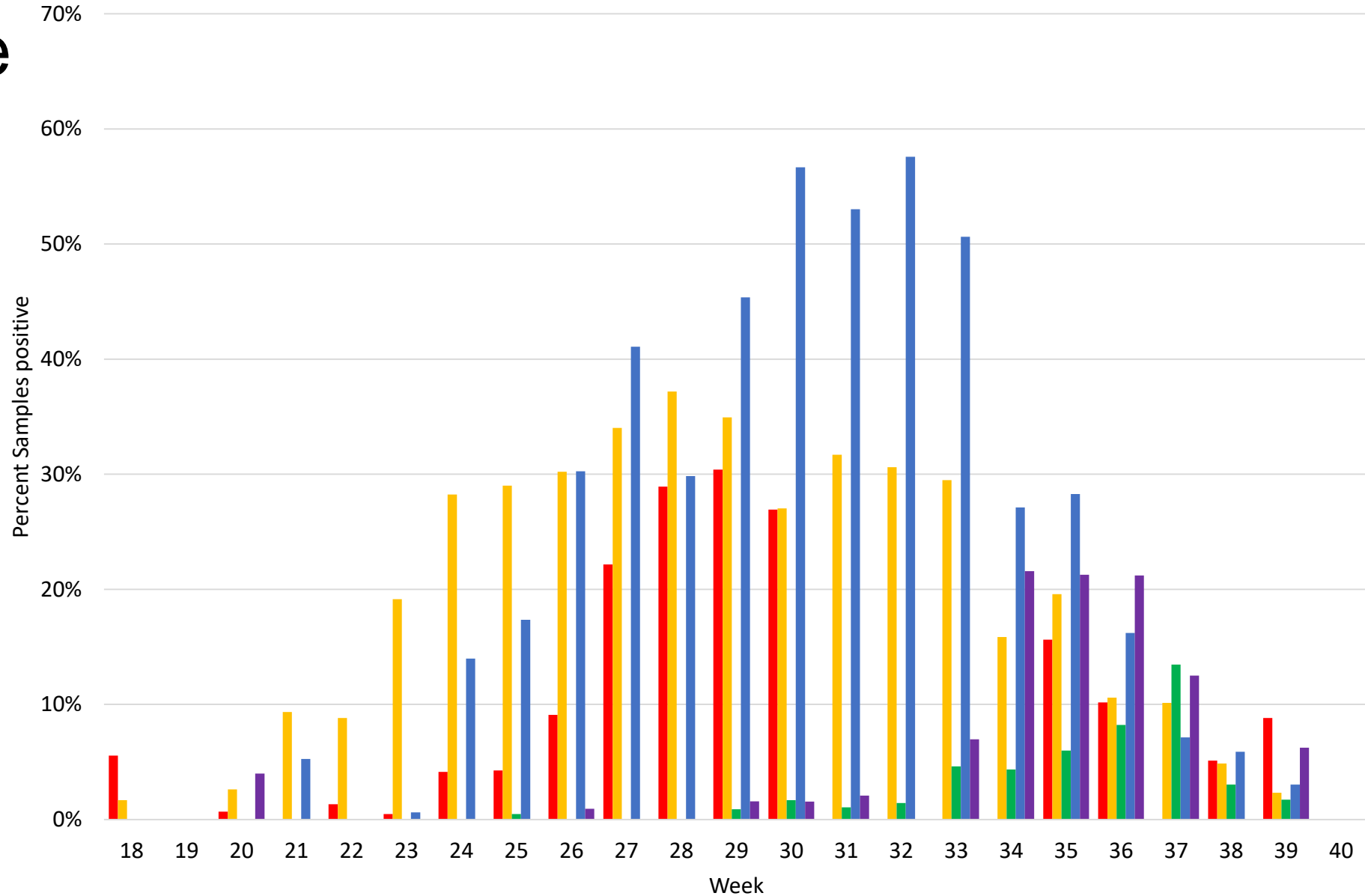
Total pools tested to
date = 2658

2019

Total pools tested in
Sept. = 568

WNV+ Total = 773

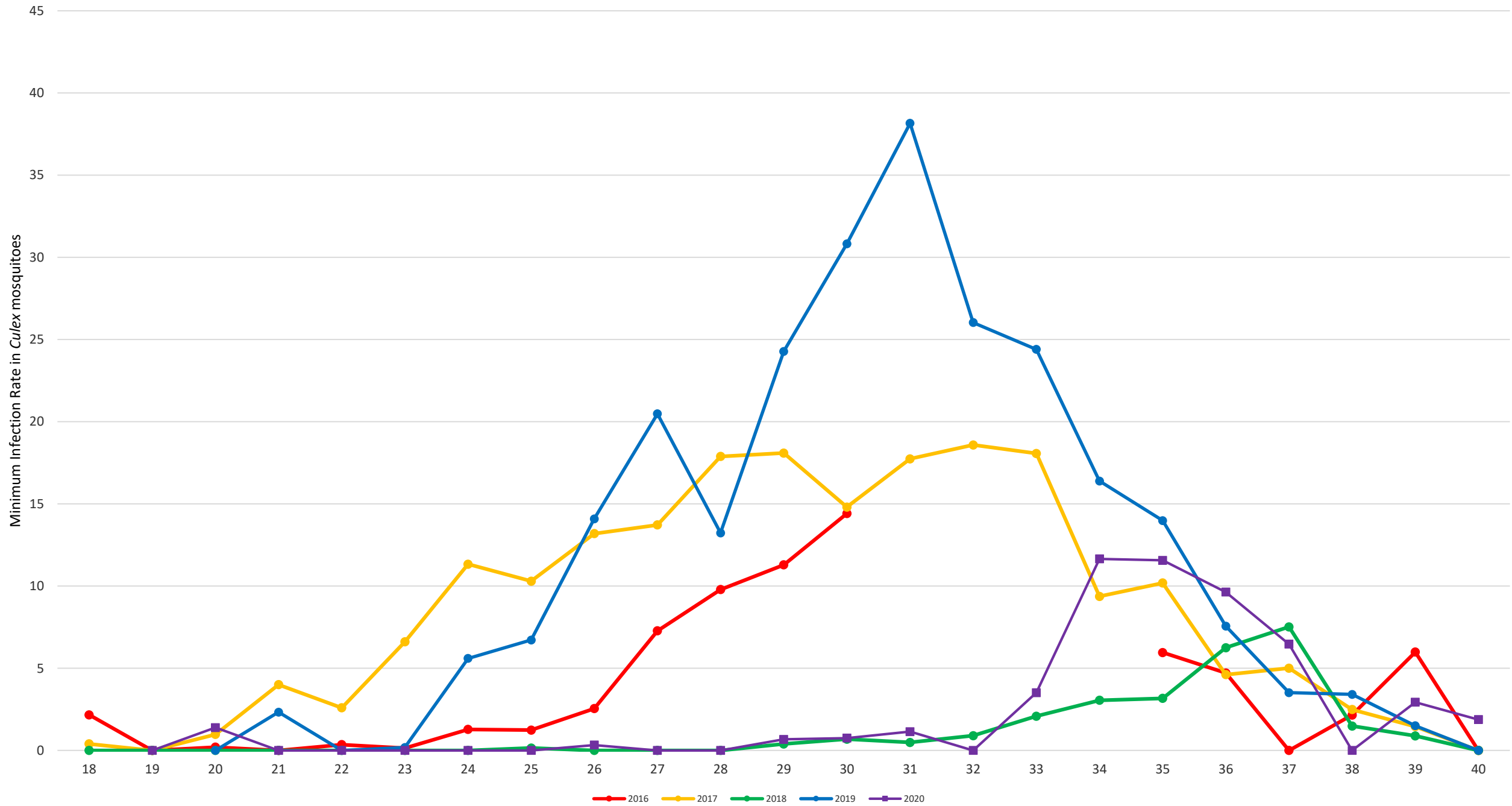
Total pools tested to
date* = 3717



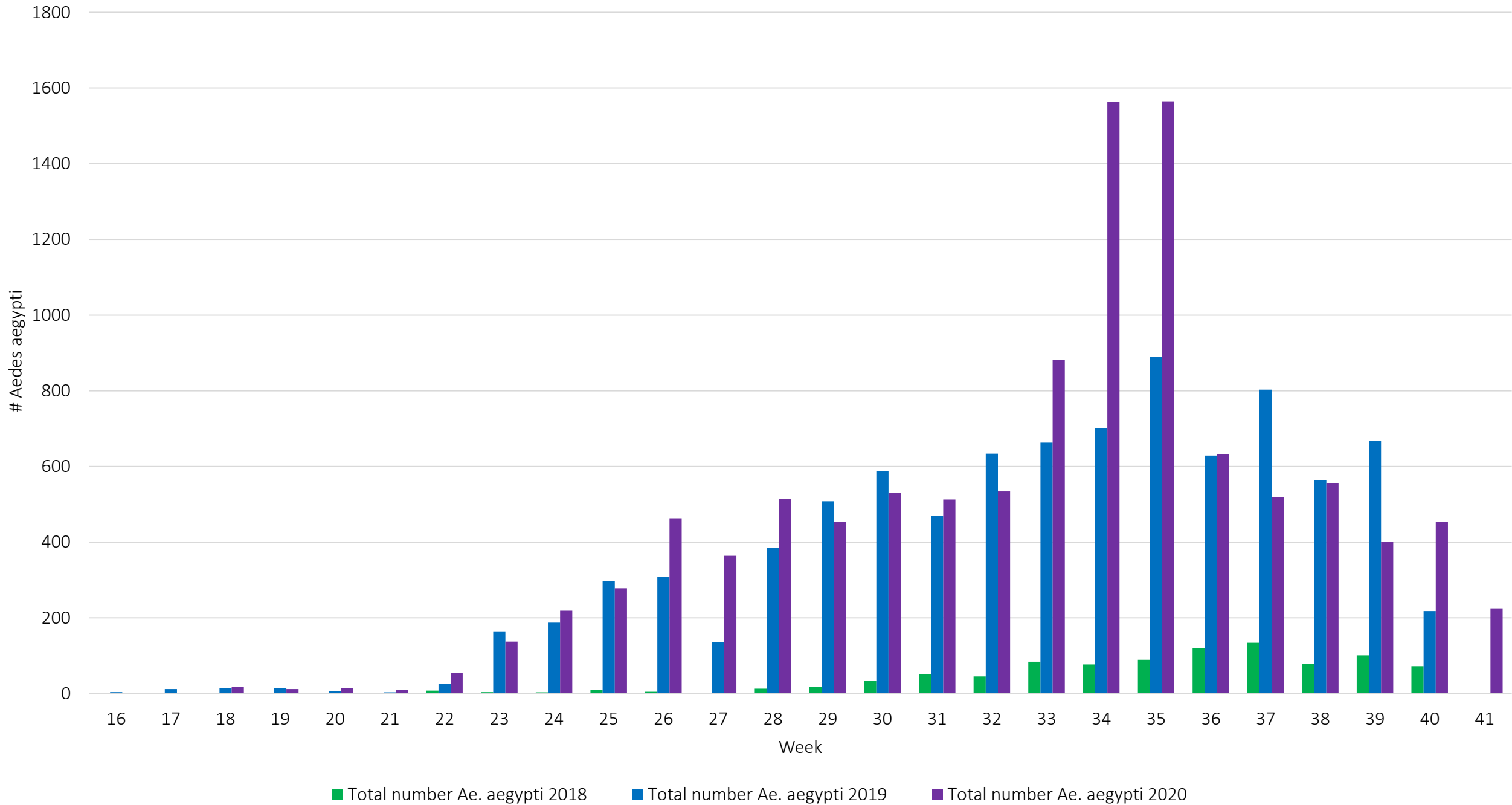
*Historic 'to date' estimation due to slight week variations

■ WNV Percent Positive 2016
 ■ WNV Percent Positive 2017
 ■ WNV Percent Positive 2018
■ WNV Percent Positive 2019
 ■ WNV Percent Positive 2020

DVCD Bias-Corrected MLE in Gravid Traps 2016-2020



Total number *Aedes aegypti* caught per week in routed BG traps 2018-2020



9. Price, Paige & Company

The Manager will present the engagement letter for the fiscal audit covering 2019/20.



September 11, 2020

Greg Gomez, Board President
Dr. Mustapha Debboun, General Manager
Delta Vector Control District
1737 West Houston Avenue
P.O. Box 310
Visalia, California 93279-0310

We are pleased to confirm our understanding of the services we are to provide Delta Vector Control District (the "District") for the year ended June 30, 2020. We will audit the financial statements of the District, including the related notes to the financial statements of the District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule
- 3) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 4) Schedule of Contributions – OPEB
- 5) Proportionate Share of Net Pension Liability
- 6) Schedule of Contributions - Pension

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon

570 N. Magnolia Avenue, Suite 100
Clovis, CA 93611

tel 559.299.9540

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completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of Delta Vector Control District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

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

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

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

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

Audit Procedures—Internal Control

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

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

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the Annual Report of Financial Transactions, GASB 68, and GASB 75 calculations for the District. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

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

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

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

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the

reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

Electronic Data Communication and Storage and Use of Third Party Service Provider

In the interest of facilitating our services to the District, we may communicate by facsimile transmission, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to the District may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation and document management software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees and Other

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

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement is the property of Price Paige & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Price Paige & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to your cognizant or its designee. The cognizant agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for these engagements will be retained for a minimum of seven years after the report release date.

Fausto Hinojosa, CPA, CFE, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs. Our fees for these services will be billed at the hourly billing rates for the individual involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred.

Our fees for the 2020 audit for the District are summarized below:

Audit and Financial Statement Preparation	\$9,017
State Controller's Report	1,910
GASB 75 Additional Audit Work	1,500

If any dispute pertaining to our work product arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

All work will be suspended if your account becomes 90 days past due. No work will be resumed until your account is fully paid. You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please return a signed copy to us via email or regular mail at your earliest convenience.

Very truly yours,



Fausto Hinojosa, CPA, CFE
Price Paige & Company

RESPONSE:

This letter correctly sets forth the understanding of the **Delta Vector Control District**.

Management Signature *Title* *Date*

Governance Signature *Title* *Date*

10. Quarterly Expense/Revenue Report

The Administrative Assistant will present a financial report for the first quarter of fiscal year 2020/21.

MONTHLY EXPENSE REPORT 2020-21

20-21 FY Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Expense	Budget	Carry Over
Manager	12,812.50	12,812.50	12,812.50										38,437.50	153,750.00	115,312.50
Assistant Manager	8,968.75	8,968.75	8,968.75										26,906.25	107,625.00	80,718.75
Scientific Program Manager	0.00	0.00	0.00										0.00	48,354.38	48,354.38
Senior Foreman	7,860.74	7,860.74	23,635.89										39,357.37	94,328.88	54,971.51
Biologist	7,501.72	7,501.72	7,501.72										22,505.16	90,020.63	67,515.47
Biologist	7,501.72	7,501.72	7,501.72										22,505.16	90,020.63	67,515.47
Biologist	7,501.72	7,501.72	7,501.72										22,505.16	90,020.63	67,515.47
Biologist	6,001.38	6,001.38	6,001.38										18,004.14	72,016.56	54,012.42
Systems Administrator	7,501.72	7,501.72	7,501.72										22,505.16	90,020.63	67,515.47
Admin Assistant	6,668.91	6,668.91	6,668.91										20,006.73	80,026.88	60,020.15
Admin Analyst	5,385.42	5,385.42	5,385.42										16,156.26	64,625.04	48,468.78
VC Supervisor	6,117.97	6,117.97	6,117.97										18,353.91	73,415.63	55,061.72
VCT III/ Mechanic (3 employees)	15,847.80	15,847.80	15,847.80										47,543.40	190,722.52	143,179.12
VCT III (1 employee)	5,560.63	5,560.63	5,560.63										16,681.89	66,727.50	50,045.61
VCT II (2 employees)	14,930.18	10,021.50	10,009.60										34,961.28	87,598.00	52,636.72
VCT I (17 employees)	36,150.49	42,714.18	29,521.72										108,386.39	297,073.67	188,687.28
Over-Time	0.00	56.13	831.65										887.78	10,000.00	9,112.22
Trustee Payroll	2,000.00	0.00	0.00										2,000.00	8,400.00	6,400.00
Longevity	3,802.50	3,802.50	3,016.42										10,621.42	45,629.48	35,008.06
ASE Certificate	2,250.00	2,250.00	2,250.00										6,750.00	28,500.00	21,750.00
TOTAL WAGES	164,364.15	164,075.29	166,635.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	495,074.96	1,788,876.06	1,293,801.10
Social Security/Medicare	10,536.72	15,062.83	12,849.60										38,449.15	136,559.22	98,110.07
CalPERS - OPEB	0.00	0.00	0.00										0.00	0.00	0.00
Retirement - District 14.729% (PEPRA 7.732%)	12,529.35	13,103.73	11,951.65										37,584.73	159,746.45	122,161.72
PERS - UAL	132,655.00	0.00	0.00										132,655.00	132,655.00	0.00
Workers' Comp	71,079.00	0.00	0.00										71,079.00	71,320.00	241.00
Unemployment	5,909.04	0.00	0.00										5,909.04	18,662.00	12,752.96
Life/LTD/STD; Dental; Vision; Long Term Care	2,908.80	3,059.83	1,687.60										7,656.23	38,726.59	31,070.36
Health	20,698.71	20,698.71	20,389.50										61,786.92	263,042.68	201,255.76
BENEFITS	256,316.62	51,925.10	46,878.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355,120.07	820,711.94	465,591.87
TOTAL WAGES & BENEFITS	420,680.77	216,000.39	213,513.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850,195.03	2,609,588.00	1,759,392.97
Spray Materials	9,862.85	49,959.59	11,518.08										71,340.52	201,500.00	130,159.48
Uniforms	719.02	1,720.58	808.53										3,248.13	7,000.00	3,751.87
Lab Supplies	21,389.17	5,742.48	5,289.35										32,421.00	63,000.00	30,579.00
Fish Supplies	0.00	80.38	0.00										80.38	2,000.00	1,919.62
Sprayer Supplies & Repairs	325.37	10.03	0.00										335.40	2,000.00	1,664.60
Janitorial Supplies	155.66	185.10	147.16										487.92	2,000.00	1,512.08
Maint Contracts	1,077.53	797.83	800.00										2,675.36	5,000.00	2,324.64
Bldg/Yard Supplies & Maint	157.92	1,234.18	34.79										1,426.89	13,000.00	11,573.11
Auto Supplies & Maint	221.89	1,626.50	1,190.27										3,038.66	24,000.00	20,961.34
Gasoline	5,802.54	6,256.11	5,424.10										17,482.75	50,000.00	32,517.25
Utilities	2,567.63	3,264.11	3,197.39										9,029.13	23,500.00	14,470.87
GPS	539.73	539.73	539.73										1,619.19	6,600.00	4,980.81
Telephone & Cell Phone	1,112.49	1,427.41	1,104.67										3,644.57	16,325.00	12,680.43
Liability Ins.	59,446.76	0.00	0.00										59,446.76	59,446.76	0.00
Office Supplies	504.68	640.88	545.86										1,691.42	10,000.00	8,308.58
Travel	0.00	200.00	820.00										1,020.00	34,073.00	33,053.00
Dues	930.00	10,500.00	0.00										11,430.00	19,750.00	8,320.00
Safety Supplies	124.37	235.66	10.98										371.01	4,000.00	3,628.99
Subscriptions	13,261.64	1,687.41	0.00										14,949.05	19,050.00	4,100.95
Cont. Education	0.00	396.00	63.00										459.00	4,400.00	3,941.00
Professional Services	401.50	1,249.00	7,523.00										9,173.50	52,000.00	42,826.50
Public Relations	2,377.00	1,959.00	1,932.43										6,268.43	50,000.00	43,731.57
County Admin Fee	0.00	0.00	0.00										0.00	63,550.00	63,550.00
Misc	86.80	212.91	300.00										599.71	5,000.00	4,400.29
TOTAL SERVICES & SUPPLIES	121,064.55	89,924.89	41,249.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252,238.78	737,194.76	484,955.98
Lease Payment			54,904.86										54,904.86	113,818.89	58,914.03
TOTAL OTHER CHARGES - LONG TERM DEBT			54,904.86										54,904.86	113,818.89	58,914.03
Fence and Gates													0.00	35,000.00	35,000.00
Fishery Tanks etc.														31,387.44	31,387.44
Roof Repair (Office and Auto Shop)														60,000.00	60,000.00
TOTAL BLDG IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,387.44	126,387.44
Lab Equip		6,394.99											6,394.99	7,414.00	1,019.01
TOTAL CAPITAL	0.00	6,394.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,394.99	7,414.00	1,019.01
MONTHLY TOTAL	541,745.32	312,320.27	309,668.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,163,733.66	3,594,403.09	2,430,669.43

MONTHLY REVENUE REPORT 2020-21

Revenue Source	Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Received	Budget	Balance
4001 Taxes - Current Secured														0.00	2,312,574.00	-2,312,574.00
4006 Taxes - Current Unsecured														0.00	135,116.00	-135,116.00
4060 RDA Residuals														0.00	50,000.00	-50,000.00
4075 & 4078 RD H&S 34188 OA														0.00		0.00
4008 Taxes - Prior Secured														0.00	42,402.00	-42,402.00
4009 Taxes- Prior Unsecured														0.00	1,818.00	-1,818.00
4030 Taxes - Supplemental Cur Sec														0.00	36,571.00	-36,571.00
4033 Taxes - Supplemental Prior														0.00	5,253.00	-5,253.00
4052 Other Taxes - Assessment		149.22												149.22	0.00	149.22
1440 Taxes - Timber Yield														0.00		0.00
1450 Aircraft														0.00		0.00
5050 Property Tax Relief														0.00	18,644.00	-18,644.00
Total Taxes														149.22	2,602,378.00	-2,602,228.78
4801 Interest Income				22,679.32										22,679.32	79,586.00	-56,906.68
4069 RDA PT Facilities																
City of Woodlake														0.00		
City of Dinuba														0.00		
City of Exeter														0.00		
City of Farmersville														0.00		
City of Lindsay														0.00		
City of Visalia														0.00		
County Pass Thru														0.00		
Total RDA														0.00	284,988.00	-284,988.00
5400 Current Services (Billing)														0.00	6,953.00	-6,953.00
5805 Misc. Receipts																
Paul Jobe	Cell Phone	57.84												57.84		
US Bank	WSCA Contract Payment	190.83												190.83		
Tulare County	Re-deposit stale dated warrant	613.41												613.41		
														0.00		
														0.00		
														0.00		
														0.00		
Misc. Revenue Total														862.08	0.00	862.08
Total All Revenue		1,011.30	0.00	22,679.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,690.62	2,973,905.00	-2,950,214.38

11. Site Visit to Consolidated Mosquito Abatement District, Mosquito Control & Research Laboratory of University of California-Davis, and San Joaquin Valley Agricultural Sciences Center

The General Manager will report on his visit to Consolidated Mosquito Abatement District, Mosquito Control & Research Lab of the University of California-Davis, and San Joaquin Valley Agricultural Sciences Center in Parlier, CA.

12. Operations Program Manager Job Description/Chain of Command

The General Manager will seek approval for an Operations Program Manager position/job description, and will present a restructured Chain of Command.

DELTA VECTOR CONTROL DISTRICT
OPERATIONS PROGRAM MANAGER

Position Characteristics:

The Operations Program Manager (OPM) is a management-level position. Under the Direction of the Assistant Manager, the OPM is in charge of the day-to-day operations of the District. The incumbent assists in planning and the organization of District programs, including, the planning, direction, and supervision of all vector control inspections and control activities. The OPM is a member of the safety committee, and enforces all District policies, programs and standards. Morale and discipline of employees, including, if necessary, the termination of an employee are among the responsibilities of this position, following written records and approval by the Assistant Manager and General Manager.

Examples of Duties:

May generally represent the District before the public, particularly in operationally related matters; may assist in reviews of District policies, budget preparation and preparation of written reports concerning District business; and consults with Management on matters concerning the District's vector control program.

Will cooperate with the Scientific Program Manager concerning District business, organization of duties, and any joint programs.

Responsible for the answering or assignment of operations service requests; pesticide, equipment and employee safety, inventory and maintenance; field operations and operational record keeping. May assist the Management in the recruitment, training, counseling, evaluation, and the discipline of personnel. Understands and enforces all District policies.

Alongside the Scientific Program Manager, makes evaluations, monitors, and evaluates efficacy of field applications of pesticides; investigates resistance of vectors to pesticides used and recommends changes as indicated; computes dosage and application rates of pesticides; determines pesticide use by vector species, season, environmental conditions, and available equipment.

Directs the source reduction effort of the District, through the reduction or elimination of environmental or cultural factors that are favorable to vector production. Supervises and coordinates invasive *Aedes* inspections, specifically.

Provides field training and instruction of personnel. Prepares training materials for in-service training and for operational purposes.

Maintains a thorough knowledge of all operational zones and problem areas; the ability to analyze situations and take a safe and efficient course of action; the ability to speak and write clearly and correctly; and, to provide a good example and high level of leadership at all times.

Job Description - Operations Program Manager

Works with the Management to ensure a harmonious integration of the activities of all District employees and programs to maintain the excellence of the Delta Vector Control District's service to the public. The OPM will know and adhere to all District rules, regulations and policies.

Minimum Qualifications:

Bachelor's degree (B.S.) from a four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret common scientific and technical journals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to respond to common inquiries or complaints, regulatory agencies, or members of the professional community. Ability to effectively present information to management, public groups, and board of directors.

Ability to relate mathematical concepts such as rate, ratio, percentages, area and volume to practical situations. Ability to comprehend and apply principles of modern algebra and statistics.

Ability to apply principles of logical or critical scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc..) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Must have a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the insurance provider.

Maintain certification by the State of California in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Vector Control.

Physical Demands:

Physical activity:

1/3 1/3-2/3 over 2/3

	<u>Amount of Time</u>		
Stand			X
Walk			X
Sit			X
Use hands to finger, feel or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl			X
Talk or hear			X
Taste or smell			X

Lifting or force exertion requirements:

1/3 1/3-2/3 over 2/3

	<u>Amount of Time</u>
Up to 10 pounds	X

Job Description - Operations Program Manager

Up to 25 pounds	X
Up to 50 pounds	X
Up to 100 pounds	X
Over 100 pounds	X

Vision requirements:

Close vision (clear vision at 20 inches or less):

Identification of species and stage of mosquito larval development.

Distance vision (clear vision at 20 feet or more):

Environmental evaluation, control of vector source and safety.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point):

Environmental evaluation, control of vector source and safety.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships):

Environmental evaluation, control of vector source and safety.

Work Environment:

	<u>Amount of time</u>		
	<u>1/3</u>	<u>1/3-2/3</u>	<u>over 2/3</u>
Wet or humid conditions	X		
Work near moving mechanical parts			X
Work in outdoor weather conditions		X	
Fumes of airborne particles	X		
Toxic or caustic chemicals		X	
Extreme heat		X	

The position typically experiences a moderate noise level consistent with an office with computers and printers, or light traffic. Occasionally the noise level is consistent with an automotive repair shop.

13. Policies

Second Reading of Policies:

- Time Keeping Time Records
- Time Off to Vote
- Use of Makeup Time

— MANUAL of POLICIES —

POLICY TITLE

TIME KEEPING AND TIME RECORDS POLICY

POLICY NUMBER

2136

It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties, less meal and break periods.

Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by a supervisor before it is performed. In accordance with Federal law, the District rounds this time to the nearest one-quarter hour/fifteen minutes.

It is the employee's responsibility to sign, under penalty of perjury, and submit on time his/her time records certifying the accuracy of all time recorded for compensation.

— MANUAL of POLICIES —

POLICY TITLE

TIME OFF TO VOTE POLICY

POLICY NUMBER

2137

The District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state or local governmental elections. In accordance with this philosophy, the District will grant its employees advance arranged and approved time off to vote and for periods of service as an election official.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the District Manager is authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.

MANUAL of POLICIES

POLICY TITLE

USE OF MAKEUP TIME POLICY

POLICY NUMBER

2138

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Use of makeup time is discretionary and subject to preapproval by the District Manager. Makeup time worked will not be paid at an overtime rate.

Subject to compliance with this policy, employees may take time off and then makeup the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to the District Manager, with the employee's signature. Requests will be considered for approval based on the legitimate business needs of District at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

Employees must submit requests at least 24 hours in advance of the desired time off. Makeup time request must be approved in writing before the employee takes the requested time off or works the makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. The District's seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If the employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the employee's supervisor may arrange another day to makeup the time if possible, based on scheduling needs. If the work makeup time is in advance of time the employee plans to take off, the employee must take that time off, even if the employee no longer needs the time off for any reason.

An employee's use of makeup time is completely voluntary and subject to the ability of the District to accommodate the employee. The District does not encourage, discourage, or solicit the use of makeup time off.

14. Proposed Board Meeting Time Change

The General Manager will seek approval to change the Board meeting time from 7:00 p.m. to 4:30 p.m. on the second Wednesday of each month.

15. Request to Change November Board Meeting Date

The General Manager will ask to move the November Board meeting to November 12th due to Veteran's Day Holiday.

16. Adjournment

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, November 11, 2020 at 7:00 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.