

# **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

Crystal Grippin  
*Scientific Program Manager*

Jesse Erandio  
*Biologist*

Mark Nakata  
*Biologist*

Javier Valdivias  
*Biologist*

**DATE:** Friday, November 6, 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:** Tuesday, November 10, 2020 at 4:30 p.m.

**PLACE:** District Boardroom, 1737 West Houston Avenue, Visalia

## **AGENDA:**

**1. Roll Call**

**2. New Employee Introduction**

The General Manager will introduce Mr. Javier Valdivias to the Board of Trustees.

**ACTION**

**3. Enterprise Fleet Management**

The General Manager will introduce Mr. Timothy Plummer, Account Manager at Enterprise Fleet Management to discuss the Vehicle Lease Agreement and seek its approval.

**ACTION**

**4. Assessment Proposal for Comprehensive Funding to Respond to the Invasive Mosquito, *Aedes aegypti***

The General Manager will discuss the proposal and seek its approval.

**5. Building Project**

The General Manager will provide an update on the new fish hatchery building project progress and calendar timeline.

**ACTION**

**6. Consent Calendar**

- a. October Minutes
- b. October Bills (Board Order #10 & #11)
- c. November Payroll (Board Order #12)

**7. Public Forum**

Members of the public may address the Board.

**8. Staff Report**

The General Manager will report on items of operational interest.

**ACTION 9. Oxitec Collaboration**

The General Manager will make a request to collaborate with Oxitec's 2<sup>nd</sup> Generation Friendly Self-limiting Mosquitoes Control Technique and seek its approval.

**ACTION 10. Salary Schedule and Chain of Command**

The General Manager will present the updated Chain of Command and Salary Schedule to conform to CalPERS and 2021 minimum wage requirements.

**ACTION 11. Price, Paige & Company**

The Manager will present an Audit Services Proposal from Price Paige & Company for years ending June 2021, 2022, and 2023.

**ACTION 12. Cooperative Agreement**

The General Manager will review the Cooperative Agreement prepared by the California Department of Public Health for the year 2021.

**ACTION 13. Staff Luncheon**

The General Manager will make a request to have lunch catered in recognition of a heroic effort this past mosquito season.

**14. Adjournment**

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, December 9, 2020 at 4:30 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.

# **1. Roll Call**

## **2. New Employee Introduction**

The General Manager will introduce Mr. Javier Valdivias to the Board of Trustees.

### **3. Enterprise Fleet Management**

The General Manager will introduce Mr. Timothy Plummer, Account Manager at Enterprise Fleet Management to discuss the Vehicle Lease Agreement and seek its approval.

**Prepared For:** Delta Vector Control District

**Date** 10/28/2020  
**AE/AM** J4L

**Unit #**

**Year** 2021 **Make** Chevrolet **Model** Colorado  
**Series** WT 4x2 Extended Cab 6 ft. box 128.3 in. WB

**Vehicle Order Type** Ordered **Term** 60 **State** CA **Customer#** 605532

\$ 22,006.50	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>0.0000%</u> <b>State</b> <u>CA</u>
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 390.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive ( Taxable Incentive Total : \$0.00 )

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b> (0 P) Summit White	
<b>Interior Color</b> (0 I) Jet Black/Dark Ash w/Vinyl Seat Trim	
<b>Lic. Plate Type</b> Unknown	
<b>GVWR</b> 0	

\$ 22,396.50	Total Capitalized Amount (Delivered Price)
\$ 302.35	Depreciation Reserve @ <u>1.3500%</u>
\$ 64.72	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 367.07</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management	Comp/Coll Deductible	<u>0 / 0</u>
\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>	OverMileage Charge	<u>\$ 0.00</u> Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>	# Tires <u>0</u>	Loaner Vehicle Not Included

**Additional Services SubTotal**

\$ 31.20	Sales Tax <u>8.5000%</u>	<b>State</b> <u>CA</u>
----------	--------------------------	------------------------

**\$ 398.27 Total Monthly Rental Including Additional Services**

\$ 4,255.50	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 10,000  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

**LESSEE** Delta Vector Control District

**BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**Other Totals**

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 140.00
Pricing Plan Delivery Charge	B	\$ 175.00
Courtesy Delivery Fee	C	\$ 250.00
<b>Total Other Charges Billed</b>		\$ 175.00
<b>Total Other Charges Capitalized</b>		\$ 390.00
<b>Other Charges Total</b>		\$ 565.00

**VEHICLE INFORMATION:**

2021 Chevrolet Colorado WT 4x2 Extended Cab 6 ft. box 128.3 in. WB - US

Series ID: 12M53

**Pricing Summary:**

	<b>INVOICE</b>	<b>MSRP</b>
Base Vehicle	\$24,292.8	\$25,200.00
Total Options	\$518.70	\$570.00
Destination Charge	\$1,195.00	\$1,195.00
<b>Total Price</b>	<b>\$26,006.50</b>	<b>\$26,965.00</b>

**SELECTED COLOR:**

Exterior: GAZ-(0 P) Summit White  
 Interior: H2Q-(0 I) Jet Black/Dark Ash w/Vinyl Seat Trim

**SELECTED OPTIONS:**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>MSRP</b>
2WT	Preferred Equipment Group 2WT	NC	NC
A91	Remote Locking Tailgate	Included	Included
AH6	Driver 4-Way Power Seat Adjuster	Included	Included
AR7	Front Bucket Seats	STD	STD
ATG	Extended Range Remote Keyless Entry	Included	Included
CHL	GVWR: 5,400 lbs (2,449 kgs)	STD	STD
GAZ_01	(0 P) Summit White	NC	NC
GT5	4.10 Rear Axle Ratio	STD	STD
H2Q_01	(0 I) Jet Black/Dark Ash w/Vinyl Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD
K34	Electronic Automatic Cruise Control	Included	Included
LCV	Engine: 2.5L I4 DI DOHC VVT	STD	STD
MYB	Transmission: 6-Speed Automatic, HMD, 6L50	Included	Included
PAINT	Monotone Paint Application	STD	STD
PCN	WT Convenience Package	\$482.30	\$530.00
PPA	EZ-Lift & Lower Tailgate	Included	Included
QHR	Tires: 255/65R17 AS BW	STD	STD
RAP	Wheels: 17" x 8" Ultra Silver Metallic Steel	STD	STD
STDTM	Vinyl Seat Trim	STD	STD
U2K	SiriusXM Radio	Included	Included
UQ3	6-Speaker Audio System Feature	Included	Included
UTJ	Unauthorized Entry Theft-Deterrent System	Included	Included
VK3	Front License Plate Kit	\$36.40	\$40.00
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC



## CONFIGURED FEATURES:

### Body Exterior Features:

Number Of Doors: 4  
Rear Driver Door: reverse opening rear passenger doors  
Rear Cargo Door Type: tailgate  
Driver And Passenger Mirror: manual folding side-view door mirrors  
Door Handles: black  
Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip  
Rear Step Bumper: rear step bumper  
Front License Plate Bracket: front license plate bracket  
Box Style: regular  
Body Material: galvanized steel/aluminum body material  
Grille: chrome grille

### Convenience Features:

Air Conditioning: manual air conditioning  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows with driver 1-touch down  
Remote Keyless Entry: keyfob (front doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Auto Locking: auto-locking doors  
Steering Wheel: steering wheel with manual tilting  
Day-Night Rearview Mirror: day-night rearview mirror  
Front Cupholder: front and rear cupholders  
Floor Console: full floor console with covered box  
Glove Box: glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Dashboard Storage: dashboard storage  
IP Storage: bin instrument-panel storage  
Rear Underseat Storage Tray: rear underseat storage tray  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 2 12V DC power outlets

### Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan  
Radio Data System: radio data system  
Audio Theft Deterrent: TheftLock  
Speakers: 6 speakers  
1st Row LCD: 1 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: integrated roof antenna

### Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
Cab Clearance Lights: cargo bed light  
Front Wipers: variable intermittent wipers  
Front Windshield Visor Strip: front windshield visor strip  
Tinted Windows: light-tinted windows  
Dome Light: dome light with fade  
Variable IP Lighting: variable instrument panel lighting  
Display Type: analog display  
Tachometer: tachometer  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Water Temp Gauge: water temp. gauge  
Clock: in-radio display clock  
Systems Monitor: systems monitor

Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Low Coolant Warning: low-coolant warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Turn Signal On Warning: turn-signal-on warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: compact spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
Side Impact Bars: side-impact bars  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Ignition Disable: immobilizer  
Security System: security system  
Panic Alarm: panic alarm  
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 2 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 4  
Front Bucket Seats: front bucket seats  
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Height Adjustment: power height-adjustable driver and passenger seats  
Driver Fore/Aft: power driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest  
Rear Seat Type: rear jump seat  
Rear Folding Position: rear seat fold-up cushion  
Leather Upholstery: vinyl front and rear seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full carpet floor covering  
Cabback Insulator: cabback insulator  
Shift Knob Trim: urethane shift knob  
Floor Mats: carpet front and rear floor mats

Standard Engine:

Engine 200-hp, 2.5-liter I-4 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



## FLEET MANAGEMENT

### Account Executive

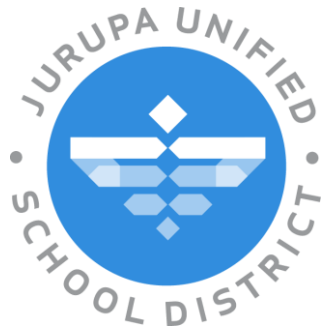
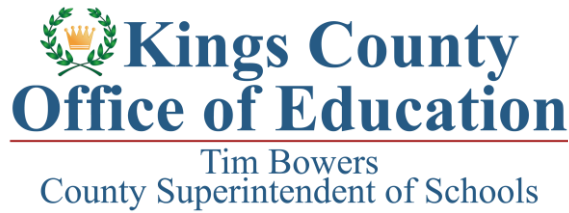
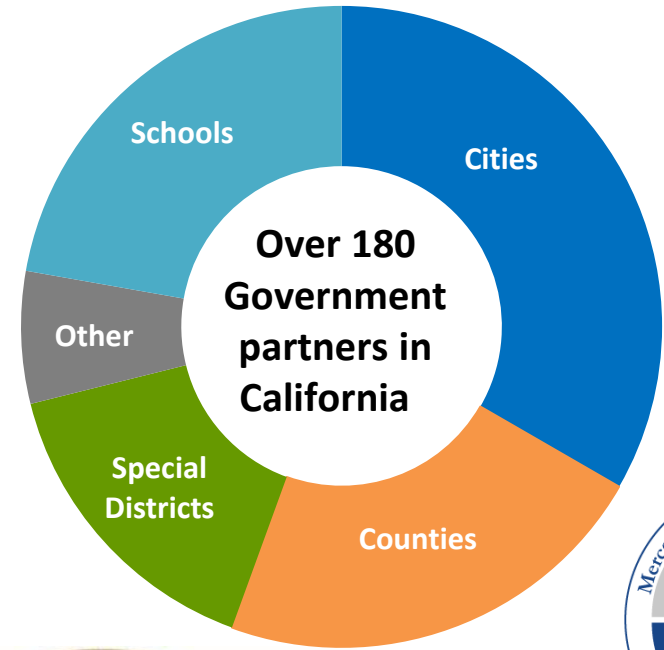
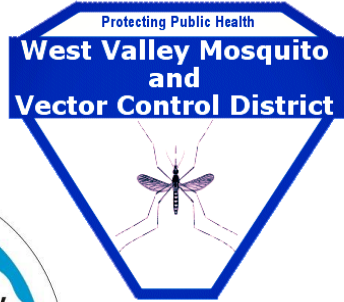
Allie Bonet

(828) 280-7910 – Cell

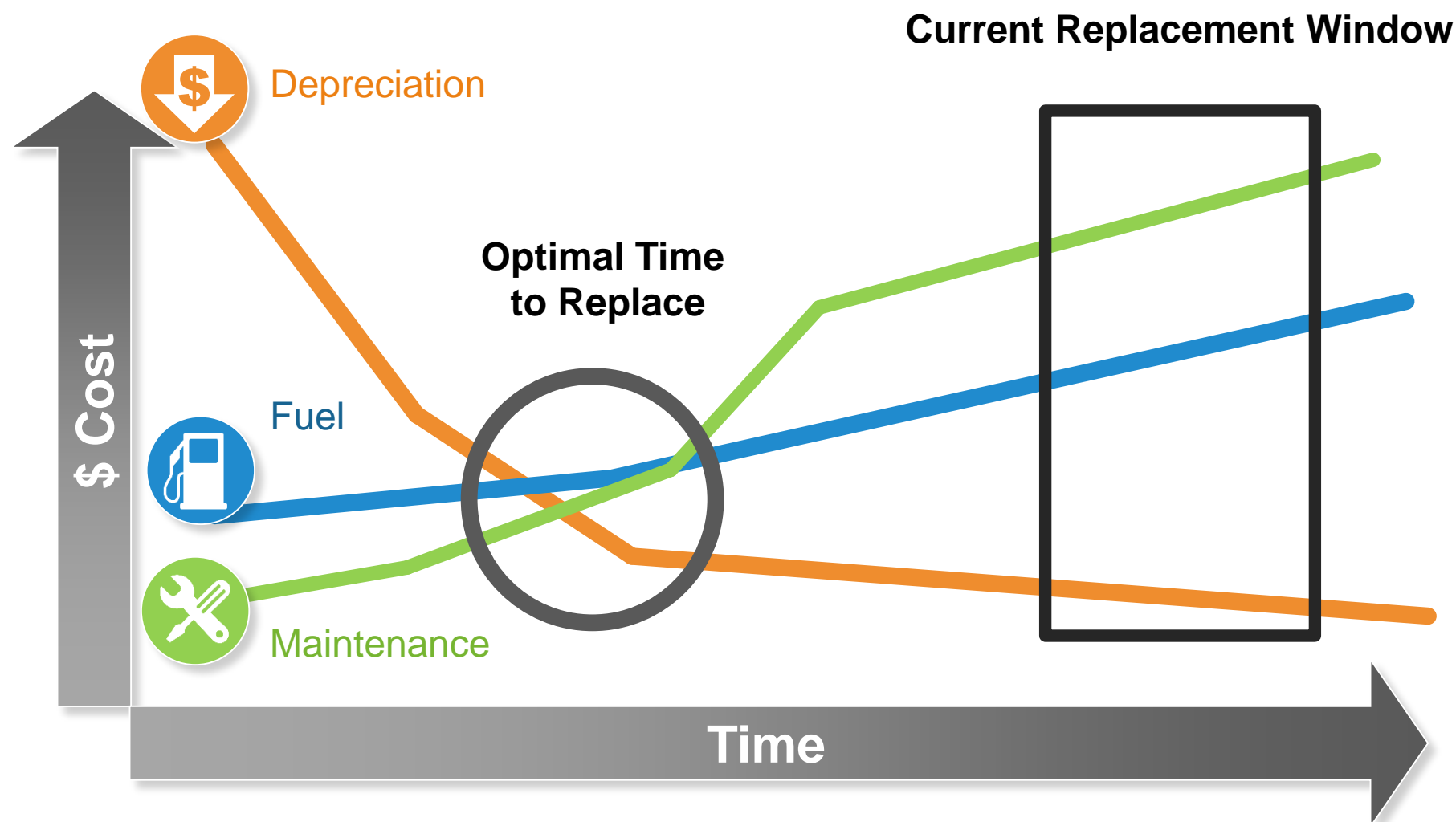
Allison.N.Bonet@efleets.com



# REFERENCES



# Effective Vehicle Lifecycle



Current Replacement Window

## Key Observations

- Maintenance costs rise substantially as vehicles age
- Fuel costs are 25% - 30% higher or more depending on vehicle type
- Resale values are 70% - 80% lower at your typical replacement interval vs. optimal
- Replacing vehicles at optimal time is cost usually neutral or less total cost than to hold

# Buying Power and Cycling



2020 SUPER DUTY  
F-250 XL

\$41,900 ⓘ  
Estimated Net Price <sup>55</sup>

← FORD'S WEBSITE

**State Contract** Price **\$28,985**

VEHICLE	Odometer	Sale Price	Capital Outlay
2019 Ford F-250 XL Crew Cab 4x4	10282	\$33,400	-\$4,415
2018 Ford F-250 XL Crew Cab 4x4	20655	\$30,300	- \$1,315
2015 Ford F-250 XL Crew Cab 4x4	57,636	\$21,000	\$7,985
2010 Ford F-250 XL Crew Cab 4x4	98,436	\$10,200	\$18,785

# VEHICLE DISPOSAL

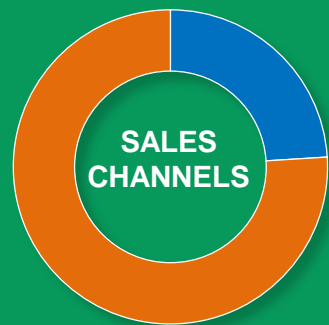
**700** DEDICATED  
REMARKETING EMPLOYEES



**150** REMARKETING  
LOTS IN NORTH AMERICA

IN 2019, ENTERPRISE  
**SOLD OVER**  
**1,100,000**  
VEHICLES.

LOCAL REMARKETING  
SALES EXCEEDED AT  
AN AVERAGE OF  
**113.7%**  
**OVER**  
**BLACK BOOK (CVI).**



■ AUCTION 15%  
■ DIRECT TO DEALER 85%

**19,000+**  
UNIQUE BUYERS



# SAFETY

2007

- Front/Side crash test
- Anti-lock brakes
  - Airbags

2012

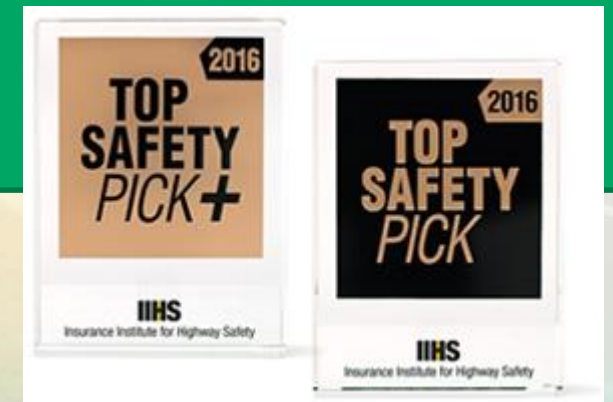
- Electronic Stability Control
- Lane Departure Warning
  - Rear Video

2017

- Forward Collision Warning
  - Blind Spot Warning
  - Offset-crash test



**5-Star Safety Ratings**  
*More Stars. Safer Cars.*



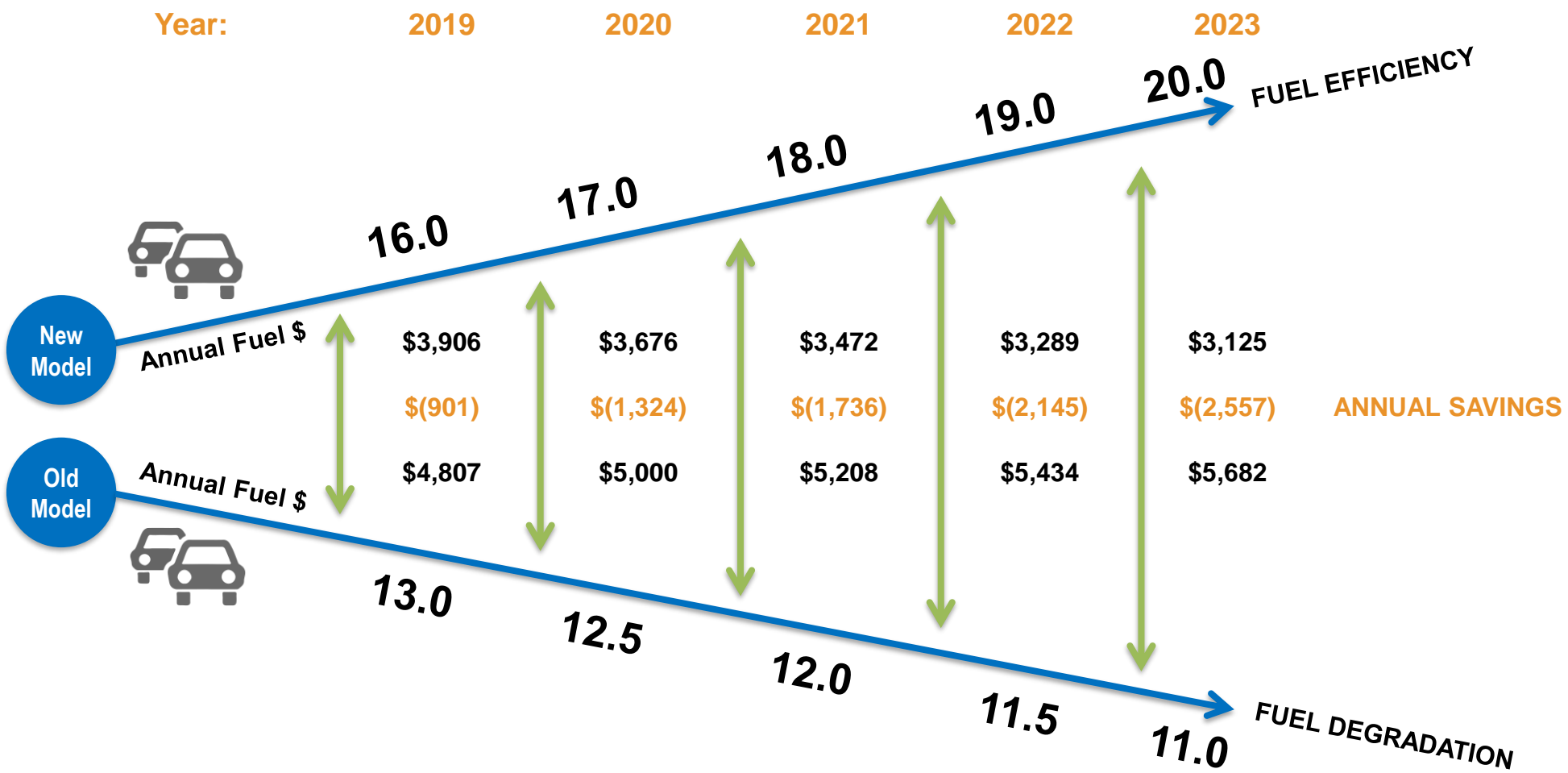


# OPERATING EXPENSES

# Fuel

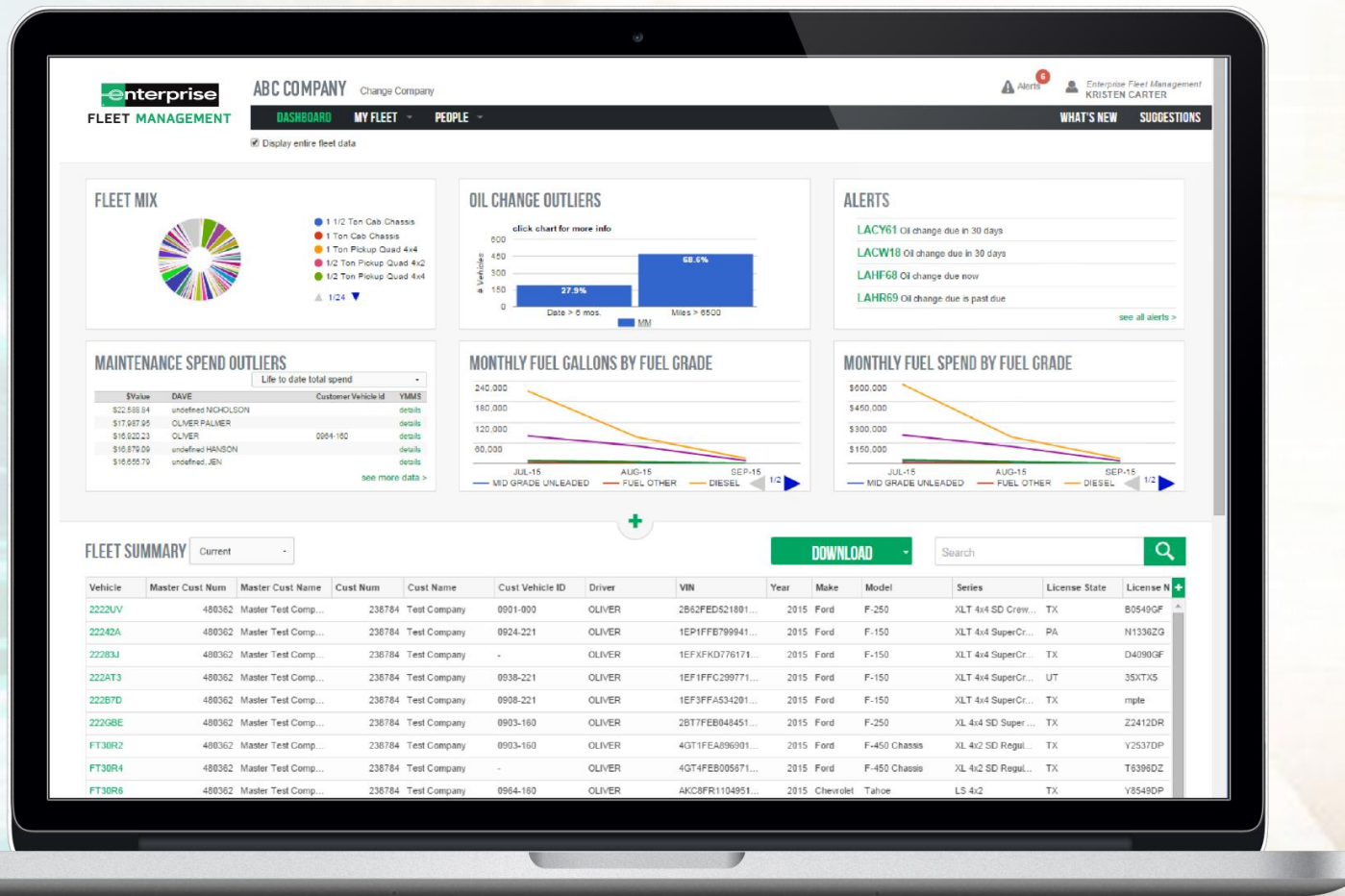
## Vehicle MPG Change

Effects of Newer Fuel-Efficient Models vs Fuel Degradation in Older Models



# RESOURCES

## Tracking your Fleet



- Operational Expenses
  - Fuel
  - Maintenance
  - Resale
  - Acquisition

- Do you know how much your fleet costs to operate??

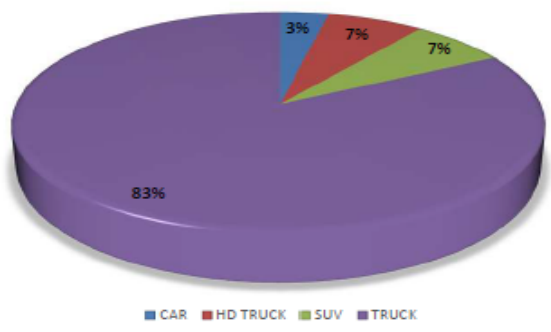
# FLEET PROFILE – Delta Vector Control District

## Fleet Profile      Fleet Replacement Schedule      Replacement Criteria

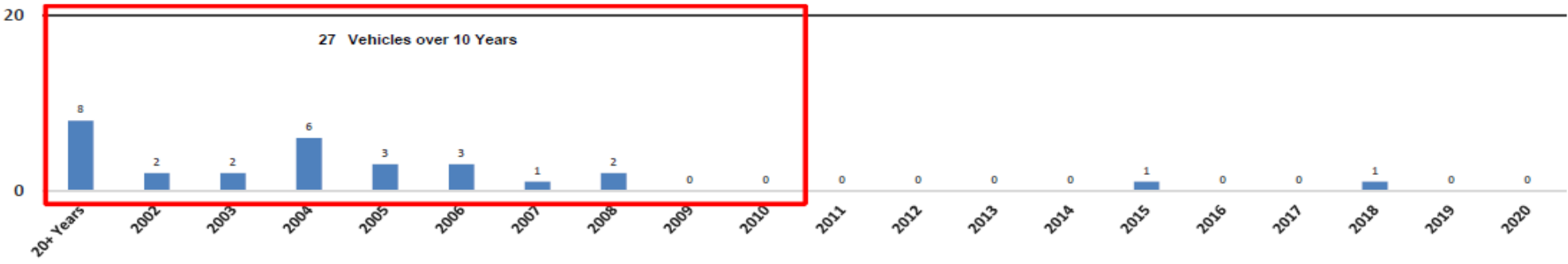
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2020	2021	2022	2023	2024	Under-Utilized
Hybrid Sedan	1	12.5	7,500	1	0	0	0	0	0
Compact SUV 4x4	2	56.7	1,700	0	0	0	0	0	2
Compact Pickup Reg 4x2	19	17.4	6,600	19	0	0	0	0	0
1/2 Ton Pickup Reg 4x2	1	2.3	5,500	0	0	0	0	1	0
1/2 Ton Pickup Reg 4x4	2	9.0	6,300	1	0	0	1	0	0
1/2 Ton Pickup Quad 4x2	2	18.1	5,100	2	0	0	0	0	0
3/4 Ton Pickup Reg 4x2	1	13.5	6,100	1	0	0	0	0	0
3/4 Ton Pickup Reg 4x4	1	19.6	3,900	1	0	0	0	0	0
<b>Totals/Averages</b>	<b>29</b>	<b>18.8</b>	<b>6,000</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>

- \* Fiscal Year 2020 = 10 years old and older, or odometer over 100,000
- \* Fiscal Year 2021 = 8 years old and older, or odometer over 80,000
- \* Fiscal Year 2022 = 6 years old and older, or odometer over 60,000
- \* Fiscal Year 2023 = 4 years old and older, or odometer over 40,000
- \* Fiscal Year 2024 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,500

### Vehicle Types



## Model Year Analysis



# FLEET ANALYSIS – Delta Vector Control District

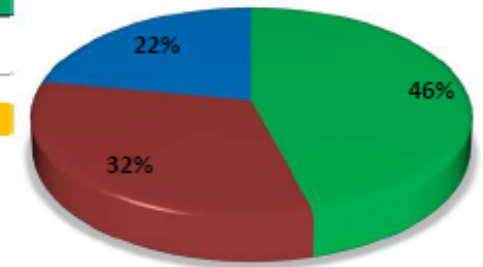


FLEET MANAGEMENT

Current Fleet	29	Fleet Growth	-1.58%	Proposed Fleet	27
Current Cycle	29.00	Annual Miles	6,400	Proposed Cycle	1.52
Current Maint.	\$105.00			Proposed Maint.	\$36.79
Maint. Cents Per Mile	\$0.20	Current MPG	10	Price/Gallon	\$3.00

## Fleet Costs Analysis

Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	29	1.0	29	0	25,159	0			36,540	52,200	113,899	0
'20	27	25	2	25	0	129,994	-26,000	-72,888	13,558	34,075	78,739	35,160
'21	27	20	2	25	0	135,187	0	-89,062	13,558	34,075	93,758	20,141
'22	27	22	2	25	0	135,187	0	-72,888	13,558	34,075	109,932	3,967
'23	27	21	1	26	0	135,187	-6,500	-92,721	12,739	33,350	82,056	31,843
'24	27	24	0	27	0	140,380	-8,500	-110,802	11,921	32,625	65,624	48,274
'25	27	25	0	27	0	140,380		-96,419	11,921	32,625	88,507	25,391
'26	27	24	0	27	0	140,380		-80,246	11,921	32,625	104,681	9,218
'27	27	22	0	27	0	140,380		-96,419	11,921	32,625	88,507	25,391
'28	27	24	0	27	0	140,380		-80,246	11,921	32,625	104,681	9,218
'29	27	22	0	27	0	140,380		-126,976	11,921	32,625	57,951	55,948



■ Fuel ■ Maintenance ■ Purchase

10 Year Savings

\$264,550

Avg. Sustainable Savings

\$25,033

## Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024	Under-Utilized
QTY	25	0	0	1	1	2
Est \$	\$1,000	\$0	\$0	\$6,500	\$8,500	\$500
TOTAL	\$25,000	\$0	\$0	\$6,500	\$8,500	\$1,000
Estimated Current Fleet Equity**					\$41,000	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

## KEY OBJECTIVES

### Lower average age of the fleet

93% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

# ESTIMATED FLEET REPLACEMENT 10 VEHICLES



Spec #	Year	Make	Model	Trim Level
1	2021	Chevy	Colorado	WT 4x2

Quantity	Term	Estimated Annual Mileage	Monthly Lease Rate	Annual Lease Cost (Excluding Maintenance)	Annual Cost by Quantity
10	60	10,000	\$398.27	\$4,779.24	\$47,492.40

Estimated Return at Term	Net 5 Year Cost Including Equity (Per Vehicle)	Cost to Replace 10 Vehicles Paying Cash	Annual Lease Costs to Replace 10 Vehicles using EFM
\$11,000	\$12,896.20	\$228,960	\$47,492.40

5 Year Net Cost Including Equity	Cent Per Mile
<b>\$128,962</b>	0.65

## Key Observations

- Reduce overall vehicle age from current 18.8-year average for much lower capital outlay than cash purchases
- Maintenance costs will be reduced as older vehicles are removed from fleet
- Vehicle downtime reduced due to reduction of major mechanical repairs
- New vehicle fuel technologies will decrease annual fuel costs
- Vehicle safety technology greatly improved over the last 10-20 years lowering risk of the district
- Resale proceeds will be substantially increased at a shorter holding cycle
- Enterprise account manager will work with you every year to bring recommendations to continue to drive down total fleet costs

**4. Assessment Proposal for Comprehensive Funding to Respond to the Invasive Mosquito, *Aedes aegypti*.**

October 26, 2020

**Submitted electronically**  
[mdebboun@deltavcd.com](mailto:mdebboun@deltavcd.com)

Mustapha Debboun, Ph.D., BCE, Fellow ESA  
General Manager  
Delta Vector Control District  
1737 West Houston Avenue  
Visalia, CA 93291

**Re: Proposal for Comprehensive Funding to Respond to the Invasive Mosquito,  
*Aedes aegypti***

Dear Dr. Debboun:

**SCI Consulting Group** (“SCI”) is pleased to submit this proposal for comprehensive funding measure for the Delta Vector Control District (“District”) response to the invasive mosquito, *Aedes aegypti*.

Specifically, SCI would assist with the following primary tasks:

1. Funding Measure Feasibility Analysis and Survey
2. Public Outreach
3. Implementation of a Proposition 218-Compliant Benefit Assessment

We respectfully submit the following factors when considering our Proposal:

**BENEFIT ASSESSMENT SUCCESS AND EXPERTISE**

With over 35 years of experience in this specialized field, we are proud of our industry-leading record of success with assisting public agencies with increasing their revenues. For agency-wide revenue measures, including a survey, SCI has a success rate of over 91% with over 130 successful ballot measures.

**COMPREHENSIVE KNOWLEDGE OF DELTA VECTOR CONTROL DISTRICT AND TULARE COUNTY**

SCI Assisted the District with the successful implementation of a Proposition 218-compliant benefit assessment in 2010 and provided annual administration through 2019. We have also worked with the Tulare Mosquito Abatement District, the City of Woodlake, and CalFire Tulare County.

**SUCCESSFUL IMPLEMENTATION OF REVENUE MECHANISMS FOR MOSQUITO AND VECTOR CONTROL**

Below is a partial list of SCI’s successful ballot measures (both special taxes and benefit assessments) for mosquito and vector control services. SCI has formed more benefit



assessments or special taxes for mosquito and vector control than all other firms in California, combined.

<i>Agency</i>	<i>Rate</i>	<i>Annual Revenues</i>
Alameda County Mosquito Abatement District	\$2.50	\$1,135,175
Alameda County VCSD - annexation areas Fremont and Emeryville	\$10.00	\$671,552
Alameda County Vector Control Services District	\$4.08	\$1,600,847
Butte County Mosquito & Vector Control District	\$9.69	\$774,093
Delta Vector Control District	\$6.50	\$819,192
Fresno Mosquito & Vector Control District	\$5.00	\$568,374
Fresno Westside Mosquito Abatement District	\$44.91	\$532,674
Glenn County Mosquito Abatement Program	\$26.48	\$219,914
Inyo County - Owens Valley Mosquito Abatement Program, 1st Asmt	\$20.80	\$204,443
Inyo County - Owens Valley Mosquito Abatement Program, 2nd Asmt	\$24.22	\$200,436
Lake County Vector Control District <b>**(total rev includes 2 zones)</b>	\$15.36/\$7.68	\$539,497
Mosquito & Vector Mgmt District of Santa Barbara	\$9.97	\$579,008
Napa County Mosquito Abatement District	\$19.50	\$1,020,415
Northern Salinas Valley Mosquito Abatement District	\$5.96	\$494,706
Northwest Mosquito Vector Control - Riverside	\$10.16	\$544,998
Orange County VCD	\$6.75	\$5,684,286
Oroville Mosquito Abatement District	\$13.14	\$103,073
Placer Mosquito and Vector Control District - Perm. Facility Asmt	\$10.11	\$1,615,799
Placer Mosquito and Vector Control District - West & East	\$18.11	\$2,485,373
San Benito County Vector Control Program	\$11.22	\$211,923
San Diego County - Vector Control Program	\$7.07	\$6,464,771
San Joaquin County Mosquito & Vector Control Dist.	\$9.29	\$2,023,962
San Mateo County Mosquito Abatement Dist. - annexation	\$18.15	\$1,572,254.00
Santa Clara County - Vector Control District	\$8.36	\$4,310,181
Shasta Mosquito & Vector Control District	\$18.00	\$1,160,297
Shasta Mosquito & Vector Control District - annexation	\$25.14	\$146,741
Tehama County Mosquito & Vector Control Dist. - In District	\$7.36	\$136,789
Tehama County Mosquito & Vector Control District - annexation	\$24.58	\$232,241
Ventura County - Mosquito Abatement Program	\$5.22	\$1,241,800
West Valley Mosquito and Vector Control Dist.	\$13.12/\$20.70	\$2,996,782

### **PROPOSITION 218 BENEFIT ASSESSMENT EXPERTISE**

Through the process of designing and establishing so many new post-Proposition 218 benefit assessments and working on these projects with many of the leading Proposition 218 specialized attorneys in the State, we have gained unparalleled legal and Proposition 218 compliance expertise.

### **COMMUNITY OUTREACH EXPERTISE**

SCI has a long history of developing and implementing successful vector-related and other community outreach initiatives and programs for our clients, including the critical development of key branding and messaging. Our approach is based upon the distribution of key messages and supporting information as part of our comprehensive community outreach through talking points, FAQs, newsletters, mailers, e-mail, text, social media such as nextdoor.com, door-to-door

contact, website, hotline, small group meetings, community-wide open house meetings and public hearings.

Over the last two years, political communication and discourse have gone through a profound change throughout the United States, especially here in California. SCI has identified three major communication themes for this project:

◆ **Straightforward Messaging, but with Significant Supporting Detail and Analysis**

Rigorous engineering and financial analysis give much-needed strength and credibility to an effort to increase local revenues.

◆ **Authenticity and Credibility in Communication**

Authentic communication means communication should be professional but not slick, it should be honest and not overly rehearsed, and it should be passionate but not theatrical. The public does not demand perfection from the local government, but it now does demand absolute credibility and full truthfulness.

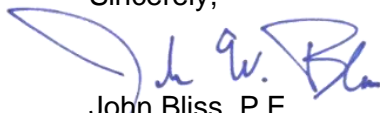
◆ **Direct Public Engagement**

Authenticity also means direct, expressive communication with the public, often in the form of face-to-face community meetings. E-mails and phone calls from known sources can also be effective.

This proposal and associated fees cover all the work described in the scope and is binding for 120 days from October 26, 2020. At November Meeting

We look forward to this opportunity in assisting the District with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me at (707) 430-4300 or via email at [john.bliss@sci-cg.com](mailto:john.bliss@sci-cg.com).

Sincerely,



John Bliss, P.E.  
President

---

## APPROACH AND SCOPE OF WORK

Our proposed approach to the project is segmented into three primary tasks outlined as follows.

*It should be noted this Proposal contains information and a description of services and project approaches and procedures that are trade secrets as defined by Government Code Section 6254.7. This Proposal contains a description of a unique process, approach, and procedures known only to SCI Consulting Group and are not known or used by other competitors. This Proposal should not be duplicated or distributed to parties other than the individuals in the District who will be involved with the project in whole or in part without the expressed written consent of SCI Consulting Group.*

---

### Funding Measure Feasibility Analysis

---

SCI would begin this project with a kickoff meeting with the District. At this meeting, the project goals and overall approach will be refined, along with required deliverables and project timelines for the project.

#### Initial Feasibility Analysis and Planning

Our approach for these services will begin with a comprehensive analysis of the desired improvements and services, property ownership, voter statistics, tax base, and demographic and political profiles in the District. We will also analyze various community factors that may affect the proposed funding measure, such as other local issues and funding measures. We perform these services by first collecting data from the District, the County Assessor, the Registrar of Voters, planning agencies, and other information sources. After this extensive data has been compiled, we will analyze it in context with the District's goals and other community factors in the District. This detailed research and analysis will provide SCI with a solid understanding of the factors used as the foundation for designing and evaluating the potential vector control services funding measure.

#### Public Opinion Research and Survey

SCI has developed a sophisticated research methodology for identifying voters or property owners' priorities and their support for a local funding measure and how best to package the measure for success. One of the primary strengths of the recommended approach is its proven ability to most accurately identify support for a property owner mailed ballot proceeding, not only on an overall basis, but also from different property owners, such as single-family residential, business, industrial, apartment, vacation property owners, and investment property owners. Moreover, the recommended approach and methodology have proven to provide accurate and reliable research findings in a wide range of socio and economic environments such as rural areas, urban communities, ranges of income, and various ethnic backgrounds.

The election environments, legal and logistical considerations, and the campaign opportunities for property owner mailed ballot proceedings are quite different from registered voter elections for special taxes (such as bonds or parcel taxes). Therefore, the research methodology must take these differences into account to ensure reliable results. The methodology developed by SCI does exactly that, and it has proven to be materially more accurate than phone surveys in predicting actual ballot results for benefit assessments.

---

Due to the demonstrated a higher level of accuracy and improved ability to reach all types of property owners and voters, SCI recommends a mailed survey approach specifically tailored to account for the unique aspects of the potential benefit assessment, services, and other specifics. This recommended approach is one of the keys to ensuring that the District will receive accurate, reliable data and advice regarding property owner, voter and residents' priorities and support for a local benefit assessment funding measure for vector control improvements and services.

For the feasibility of a benefit assessment to be evaluated, a scientific, stratified and randomized mailed survey is the recommended data collection technique. The mailed surveys would also be used as the primary tool to determine community priorities for vector control services. Once final drafts of the documents for the mailed survey meet the approval of the District, they will be printed. As a next step, the voter information and mailing address will be added, and the surveys will be packaged with the included information items and postage-paid return envelope. After the results of this survey have been obtained (which will be discussed in further detail in the following sections), they will be analyzed and provided to the District with the most accurate support prediction.

For this research project, SCI recommends a mailed survey to 16,000 property owners in the services area in the existing District Boundaries. This sample size will provide sufficient data to develop a participation model for all likely voters for a parcel tax. This phase should provide a confidence level of 95% with a typical margin of error of +/- 2.0%.

Once the surveys are returned, SCI will process the survey responses and prepare the data for analysis. SCI will also develop several filtering schemes and weighting matrices to simulate ballot measure outcomes for a parcel tax. After our analysis, we will prepare a comprehensive report summarizing findings from the opinion research and make recommendations regarding property owner-voters' priorities, and the feasibility of moving forward with a ballot measure to fund vector control services. The report will also include additional value-added elements, such as an outline of the recommended action plan for proceeding with a local funding measure, profiles of likely supporters and opponents for a ballot measure, priorities and funding support by type of project, and key messaging elements and strategies.

### **Staff and Stakeholder Interviews**

In addition to the mailed survey, SCI would conduct some one-on-one and group interviews, primarily with critical stakeholders (e.g., staff and community leaders, etc.) to further understand community preferences and goals.

Once the final report has been prepared, we recommend having a meeting with the District to discuss the results of the research and suggest the next steps for the District. In addition, the scope of services includes a formal presentation of the survey results, findings, and recommendations to the District.

### **Deliverables:**

- Initial kickoff meeting
- Analysis of voters and parcel tax base
- Preliminary parcel tax analysis and alternative parcel tax methodologies
- Mailed survey, accompanying informational item, outgoing and postage-prepaid return envelope to a randomized, stratified sample of all registered voters and property owners
- Interviews with critical stakeholders

- 
- A Survey Report of recommendations for implementing a successful revenue mechanism
- 

### **Public Outreach and Consensus-Building**

---

Clear, concise, and appropriate educational outreach is one of the most important elements for a successful ballot outcome. If the community is adequately informed about the issues, and the messaging and approach are based upon extensive experience with other successful property owner and voter ballot measures, the District's proposed assessments will have good prospects for a successful outcome.

SCI's unparalleled track record of success is, in large part, due to our extensive expertise in this area.

SCI shall assist with public informational and educational outreach strategies and property owner informational services. Our firm's informational outreach efforts, which will continue up to and throughout the ballot proceeding, include tasks necessary to ensure the property owners are adequately informed about the ballot proceeding and the proposed services/improvements in their area before mailing the ballots. Throughout this process, SCI will work closely with volunteers, District staff, and other stakeholders.

#### **Deliverables:**

- Development of outreach plan
  - Development of FAQs, e-mail text, talking points, scripts, PowerPoint presentations, etc. in support of community outreach
  - Staff training
- 

### **Assessment Engineering and Engineer's Report**

---

#### **Assessment Engineering**

For the benefit assessment engineering process, SCI will begin by integrating our findings from the previous feasibility analysis into the assessment engineering analysis. SCI will utilize the multi-year revenue and expense proformas developed in conjunction with the District as an important basis for the budgets and cost estimates provided within the Engineer's Report.

Comprehensive assessment engineering work will include defining the proportional assessment rate methodology along with the separation and quantification of special and general benefits from the proposed improvements and services. SCI will use its industry-leading benefit assessment engineering expertise to develop a benefit assessment methodology that fully complies with the legal and procedural requirements for a new, post-Proposition 218 benefit assessment, including the court's direction in *Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority*, *Dahms v. City of Pomona*, *Greene v. Marin County Flood Control and Water Conservation District* and *Robert Beutz v. County of Riverside* and other Proposition 218 decisions.

We will present these fiscal plans, our data review and analysis, and the proposed assessment methodology, levies, and budgets to the District in a review session. Issues uncovered by the review will be highlighted, and remedies suggested. After the District and District Counsel have reviewed the data and information, we will prepare an Engineer's Report that fully meets the requirements of Articles XIIC and XIID of the California Constitution (Proposition 218), the Government Code, and other relevant code sections.

The Engineer's Report will be prepared by Jerry Bradshaw, P.E., and John Bliss, P.E., both assessment engineers with extensive benefit assessment engineering experience for infrastructure assessments. The report will include a detailed description of the assessment plans for the improvements and services, future capital and facility improvement needs, a detailed cost estimate, an analysis of special and general benefits, the rationale used for the assessment apportionment, the method of assessment apportionment, calculation of the specific proposed assessment amount for each parcel in the proposed Study Area district, an assessment diagram, and other elements.

After the Engineer's Report has been prepared, it will be reviewed with District staff and, if necessary, shall be revised to reflect any relevant comments or issues identified. SCI shall also finalize the assessment levies, assessment roll, assessment diagrams, and other information for preliminary District approval. SCI will also prepare draft resolutions, notices and other materials and documents required or recommended for the proposed assessments. Such documents shall be finalized in conjunction with the District Counsel.

At the culmination of these services, SCI shall present the findings, proposed assessment levies and Engineer's Report to the District staff and the District Trustees.

### **Assessment Ballot Process**

Services under this Task would include designing, printing, addressing and mailing of the notice and assessment ballots to all property owners in the served portion of the District. The design of the official notice and assessment ballot and supporting informational items and mailers is one of the most important elements of a successful ballot outcome. SCI will utilize its unmatched expertise and track record to design a notice and ballot and informational items that clearly and concisely explain the reason for the mosquito and vector control services and that meet all legal requirements.

After the draft notice and ballot are prepared, they will be provided to the District and District Counsel for review and comment. Feedback and comments will be incorporated before the documents are finalized.

After the notice and ballot are finalized, SCI will oversee the printing and addressing of the ballots. This work may be performed by printing and mailing firms with industry-leading experience with Registered Voter elections and assessment ballot proceedings. After the notices and ballots are printed and addressed, they will be mailed, pursuant to the California Constitution and the Government Code, to all property owners in the proposed district annexation area with a proposed assessment.

SCI will employ its well-proven barcoded Ballot ID system on this balloting, which will facilitate efficient and effective tabulation. (Tabulation will be performed by others.)

---

Throughout the balloting, SCI will also field and respond to property owner inquiries, will research and confirm new owners that are not reflected on the official county property ownership records, and will issue replacement ballots. SCI will also prepare resolutions, documents, and information for the public hearing and will assist the District and District Counsel with responding to property owner testimony at the public hearing.

**Deliverables:**

- Development of Proposition 218-compliant Engineer's Report
- Design and development of notice, ballot, envelopes, resolutions, and all supporting documents for a Proposition 218 balloting
- Printing, mailing, addressing and postage for Proposition 218 balloting within the service area
- Balloting process support
- Tabulation process support, but not staffing
- First-year levy submittal to the County Auditor
- First-year manual billing as needed to non-taxable parcels

**FIRM OVERVIEW**

Established in 1985, SCI is a widely recognized public finance consulting firm with leading expertise in assisting public agencies in California to fund new services and improvements. For local funding measures encompassing entire cities, counties or special districts, SCI has a success rate of about 90% with over 130 successful local funding revenue measures. In fact, SCI has formed more successful agency-wide post-Proposition 218 benefit assessments than all other assessment engineering firms in California, combined. Our success is attributed to our unique capability to assist public agencies in evaluating the feasibility of and voter support for a local funding measure before an agency makes the crucial decision to proceed.

Since Proposition 218 was passed in 1996, SCI has successfully established over 100 new agency-wide assessments in California, including 30 new benefit assessments for mosquito and vector control that encompass entire cities or agency boundaries. This is more expertise with agency-wide Proposition 218 benefit assessments than all other firms in the State, combined. Through the process of designing and establishing so many new post-Proposition 218 benefit assessments and working on these projects with many of the leading Proposition 218 specialized attorneys in the State, we have gained extensive legal and Proposition 218 compliance expertise.

**PROJECT STAFFING****SUSAN BARNES, SENIOR CONSULTANT**

Susan Barnes specializes in and leads opinion research and new local revenue measure balloting projects, including both benefit assessments and special taxes. She also manages the annual administration of several local funding measures. She uses her excellent facilitation and public speaking experience when working with staff and board members, as well as with constituent groups. Susan's diligent work enables agencies to raise funds needed to obtain and maintain the facilities and services their communities' desire. She also utilizes her broad project management experience to deliver her projects on time and on budget. Susan earned a Bachelor of Science degree in Business Administration from UC Berkeley and a master's degree in Organizational Development from Sonoma State University.

If selected, Susan will serve as the Project Manager.

---

**JERRY BRADSHAW, P.E., SENIOR ENGINEER, LICENSE No. C45884**

Jerry Bradshaw brings over 20 years of civil engineering experience, working as a City Engineer and Public Works Director for two Bay Area cities, including 12 years for San Bruno in San Mateo County. During that time, he has been very active in engineering, construction and operations and maintenance of public facilities such as storm drainage and flood control. He has also been involved in numerous ballot measures. While at SCI, Mr. Bradshaw has worked on several projects involving ballot measures and new assessment formations. This includes the recent efforts in the cities of Orange and Placentia, where he was the project manager for the formation of new landscape maintenance districts in Proposition 218 ballot proceedings. He is also assisting the City of Sacramento with a storm drainage measure and the San Mateo County Countywide Water Pollution Prevention Program (C/CAG) on a possible county-wide funding measure.

**JOHN BLISS, M.ENG., P.E., PRESIDENT AND SENIOR ENGINEER, LICENSE No. C52091**

John Bliss, a professional engineer and President of SCI, specializes in special tax consulting, assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer's Reports, assessment administration, cost estimating and budgeting, database design and implementation, regulatory compliance, and revenue measure formations. He has 17 years of experience in this field of expertise. Mr. Bliss graduated from Brown University with a Bachelor of Science Degree in Engineering and holds a master's degree in Civil Engineering from The University of California, Berkeley, where he was a Regent's Scholar. He is a licensed Professional Civil Engineer in the State of California and is a LEED accredited professional.

**SIMILAR PROJECTS**

Below are summaries of some of the relevant projects for your review. We encourage you to contact these clients regarding our experience and approach.

**Placer Mosquito and Vector Control District**

2021 Opportunity Drive

Roseville, CA 95678

(916) 380-5444

**CONTACT:** Joel Buettner, General Manager

**EMAIL:** joelb@placermosquito.org

SCI helped the District with the annexation and successful assessment ballot measure of the eastern portion of the County in 2004, and again in 2007 for a county-wide assessment (except the community of Sheridan) to support expanded services and a permanent facility. Again, SCI effectively guided the District on providing useful information to residents and property owners about the District and the proposed services. We continue to administer these benefit assessments.

**Santa Clara County Mosquito and Vector Control Program**

1580 Berger Drive

San Jose, CA 95112

(408) 918-1955

**CONTACT:** Nayer Zahiri, District Manager

**EMAIL:** nayer.zahiri@cep.sccgov.org



SCI accurately and successfully handled a county-wide new mosquito and vector control assessment for Santa Clara County, encompassing over 460,000 parcels. We currently administer this large and important benefit assessment. As a crucial component of our professional services, we have made yearly enhancements to the assessment methodology and legal justification to improve Proposition 218 compliance.

### **Northwest Mosquito and Vector Control District**

1966 Compton Avenue  
Corona, CA 92881-3318  
(951) 340-9792

**CONTACT:** Mark Breidenbaugh, Ph.D., District Manager

**EMAIL:** MBreidenbaugh@northwestmcd.org

SCI helped the District with the annexation of and successful assessment ballot measure in the City of Canyon Lake in 2010, and again in 2013 with the annexation/ballot measure of the City of Riverside, doubling the number of residents served by the District. SCI effectively guided the District and the City of Riverside on providing useful information to residents and property owners about the District and the proposed services. We continue to administer these benefit assessments.

## **FEE SCHEDULE**

In consideration of the work accomplished, as outlined in this Proposal, SCI's work shall be compensated as detailed below:

<b><u>Work Plan</u></b>	<b><u>Fee</u></b>
Funding Measure Feasibility Analysis and Survey	\$ 37,500
Public Outreach	\$ 9,500
Implementation of a Proposition 218-Compliant Benefit Assessment	\$ 138,250*

\*Please note this fee includes all costs associated with balloting other than legal review and staffing of tabulation. (For tabulations, SCI will provide training, software, barcode scanners, etc., and recommends the District budget \$6,500 for tabulation costs.) This fee also includes the levy administration work, submittal of the levy roll to the Tulare County Auditor, and manual billing of non-taxable parcels for the first year.

Incidental costs incurred by SCI for the purchase of travel and other out-of-pocket expenses will be reimbursed at actual cost, with the total not to exceed \$3,500 without prior authorization from the District. The scope of services includes three in-person staff meetings.

Any additional staff meetings, if required, shall be billed at the rate of \$1,050 per person, per meeting.

## **ADDITIONAL INFORMATION**

### **EMPLOYMENT POLICIES**

SCI does not and shall not discriminate against any employee in the workplace or any applicant for such employment or any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis. SCI ensures compliance with all civil rights laws and other related statutes.

**CONFLICT OF INTEREST STATEMENTS**

SCI has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work, or any other service for this Project.

**INSURANCE**

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance for \$2 million per occurrence and \$4 million aggregate.

**INDEPENDENT CONTRACTOR**

If selected, SCI shall perform all services included in this Proposal as an independent contractor.

**SCOPE OF WORK**

In the event the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an addendum to the agreement for these additional services.

**RESPONSIBILITIES OF DISTRICT**

SCI will make every effort to minimize the workload on the District but may need assistance, iteratively, with project overview and history, scheduling, and budgeting.

**COORDINATION WITH DISTRICT**

SCI will coordinate services with District staff through frequent and concise communications, including face-to-face meetings, telephone calls, and e-mails.

## **5. Building Project**

The General Manager will provide an update on the new fish hatchery building project progress and calendar timeline.

### FISH HATCHERY BANK ACCOUNT

Number	Date	Description of Transaction	Payment/Debit or Fee (-)	Deposit or Credit(+)	Balance
	5/21/2020	Wire Transfer from WestAmerica Bank		1,000,000.00	1,000,000.00
	5/21/2020	Wire Transfer fee	15.00		999,985.00
101	5/22/2020	Sacramento Koi - 50% deposit on tanks	47,623.34		952,361.66
102	5/22/2020	Hayashida Architects - Const. Admin phase	2,430.00		949,931.66
103	5/22/2020	Technicon - Compaction Testing	2,683.50		947,248.16
104	5/22/2020	CM Construction - Const. phase	6,000.00		941,248.16
105	5/22/2020	DVCD - multiple invoices for reimbursement	94,483.72		846,764.44
106	5/22/2020	Carvalho Construction - Pay App#2	123,125.61		723,638.83
	5/28/2020	Printed check order	20.90		723,617.93
1001	6/2/2020	Technicon - Steel and Concrete Inspection	730.50		722,887.43
1002	6/8/2020	Hayashida Architects - Const. Admin phase	685.48		722,201.95
1003	6/8/2020	CM Construction - Const. phase	6,000.00		716,201.95
1004	6/24/2020	Carvalho Construction - Pay App#3	271,895.61		444,306.34
1005	6/24/2020	Technicon - Concrete Sample pick up	292.00		444,014.34
1006	7/10/2020	CM Construction - Const. phase	6,000.00		438,014.34
1007	8/21/2020	Carvalho Construction - Pay App #4	154,109.67		283,904.67
1008	10/22/2020	Sacramento Koi - balance due	53,990.56		229,914.11
1009	10/29/2020	Carvalho Construction - Pay App #5 \$290,462.50 (\$60,548.39 from budget)	229,914.11		0.00

## **6. Consent Calendar**

# **DELTA VECTOR CONTROL DISTRICT**

Dr. Mustapha Debboun  
*General Manager*

Post Office Box 310 \* Visalia, California 93279-0310

Jesse Erandio  
*Biologist*

1737 West Houston Avenue \* Visalia, California 93291

Mir Bear-Johnson  
*Assistant Manager*

Phone (559) 732-8606 \* (877) 732-8606 \* Fax (559)-732-7441

Crystal Grippin  
*Biologist*

www.deltavcd.com

Sheri D. Davis  
*Administrative Assistant*

Mark Nakata  
*Biologist*

Mark Dyngge  
*Systems Administrator*

Javier Valdivias  
*Biologist*

Minutes of the Board of Trustees – Wednesday, October 14, 2020

## **1. Roll Call:**

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

Absent: Kevin Caskey, Larry Roberts

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

Guests: John Bliss, President of SCI Consulting Group.

## **2. New Employee Introduction:**

The General Manager, Dr. Mustapha Debboun, introduced Ms. Mary Ellen Gomez, Administrative Analyst to the Board of Trustees. Mary Ellen was hired in January 2020 and has been a great addition to the Delta Vector Control District (DVCD). She was born in Lake Tahoe and was raised in Visalia where she attended Redwood High School and College of the Sequoias. She worked at Armstrong Property Management for over 10 years, where she gained excellent skills in customer service. Ms. Gomez received a warm welcome from the Board of Trustees.

## **3. Building Project:**

The General Manager announced that the final walkthrough of the fish hatchery building has been scheduled to take place on Monday, October 19, 2020. Sacramento Koi will be delivering the fish tanks on October 15, and their installation is scheduled on October 19. Once the tanks are installed, the fish hatchery building project will be completed. There is a final Prime Contract Change Order #3 in the amount of \$889.51, to purchase two needed additional humidistats.

Following discussion, it was moved by Rosemary Hellwig, seconded by Michael Cavanagh, and the Board members unanimously approved Prime Contract Change Order #3.

## **4. Consent Calendar:**

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

Board Order #9 – 34722 Airtech \$938.75 – Installation for Laboratory dishwasher.

34740 – N&R Publications \$2,492.17 – Newspaper insert .

Price Paige & Company \$3,080.00 – First invoice for work in progress on 6/30/2020 audit.

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

**5. Presentation of Annexation and Invasive *Aedes aegypti* Assessment Process:**

The General Manager introduced Mr. John Bliss, President of SCI Consulting Group which provides engineering and consultation services in support of revenue to most of California's mosquito and vector control districts. Historically, SCI Consulting Group assisted Delta Vector Control District with the successful implementation and administration of a Proposition 218-compliant assessment, which was collected from 2010 to 2019 to fund the construction of our new state of the art laboratory.

Mr. Bliss gave a concise overview of the two different benefit assessment processes: one for the invasive *Aedes aegypti*, and the other for annexation of Lindsay and Strathmore cities. The priority will be to conduct *Aedes aegypti* assessment to protect the residents of Delta Vector Control District by conducting a survey to determine from the District residents where they stand on supporting the need for more additional resources. The results of the survey would help the District to decide whether to proceed with a ballot or not. If the ballot is approved favorably by 50% or more, then a levy would be submitted to the Tulare County Tax Collector no later than August 10, 2021. Tax dollars would be deposited to the District's General Fund when property tax revenue is received in December 2021 and April 2022.

The benefit assessment for annexing Lindsay and Strathmore cities would include support and agreement from their City Council members and the Tulare County Local Agency Formation Commission (LAFCO) who will draw the boundary lines for the two cities annexation.

Following discussion, the General Manager asked for approval to obtain a proposal from SCI Consulting Group and move forward with the two assessments. It was moved by Michael Cavanagh, seconded by Linda Guttierrez, and unanimously approved to initiate working with SCI, obtain a proposal from SCI Consulting Group, and move forward with conducting the two assessments.

**6. Public Forum:**

None

**7. Operations Program Manager Job Description/Chain of Command:**

Assistant Manager, Mir Bear-Johnson requested that the Board approve the newly created position of Operations Program Manager (OPM), which will allow the *Aedes aegypti* inspection program to be moved from the purview of the laboratory to that of operations. This will allow the laboratory to focus on achieving pesticide resistance testing competencies and makes more operational logical sense.

Following discussion, it was moved by Belen Gomez, seconded by Rosemary Hellwig, and the Board members unanimously approved the job description and hiring of an OPM.

#### **8. Policies:**

The Assistant Manager provided the following policies for approval:

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

Trustees were in agreement that all of the policies were straight forward as written. It was moved by Michael Cavanagh, seconded by Belen Gomez, and the Board members unanimously approved the policies as presented.

#### **9. Proposed Board Meeting Time Change:**

The General Manager polled the Trustees in regard to changing the Board meeting time from 7:00 p.m. to 4:30 p.m. All members in attendance were in favor of the time change. It was moved by Rosemary Hellwig, seconded by Michael Cavanagh, and unanimously approved to change the Board meeting time to 4:30 pm instead of the 7:00 pm.

#### **10. Request to Change November Board Meeting Date:**

The General Manager explained that the normal scheduled meeting date in November falls on Veteran's Day and since it's an observed holiday, he requested to move the meeting date. Following discussion, the meeting date was changed to Tuesday, November 10, 2020 at 4:30 p.m. It was moved by Michael Cavanagh, seconded by Linda Gutierrez and unanimously approved to move the November meeting date from November 11 to November 10, 2020.

#### **11. Staff Report:**

The General Manager reported that a call from the public was received praising the efforts of Administrative Assistant, Sheri Davis and Vector Control Technician, Jorge Lopez for providing courteous, professional, and exceptional service.

In response to a recent call from a member of the public, the General Manager requested from the Trustees how they would prefer to handle requests from the public to speak to a Board member. After discussion, it was decided that all future requests from the public to speak to a Board member would be referred to the Board as a whole by attending a Board of Trustees meeting.

The General Manager reported that employee Bryan Ferguson has passed three additional Automotive Service Excellence (ASE) certificates resulting in the completion of the series of nine certificates required to be a Master Automotive Technician.

#### **12. 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. Five positive human cases have been reported from within Tulare County, only one of



which was within District boundaries. Routed trapping has ended for the year, as expected, while strategic trapping will continue into November depending on trap counts and service requests. High numbers of the invasive *Aedes aegypti* mosquito continue to be collected.

**13. Price Paige & Company:**

The Administrative Assistant provided the engagement letter from Price Paige & Company to perform the June 30, 2020 audited financial statements. This is year three of a 3-year contract with Price Paige & Company.

**14. Quarterly Expense/Revenue Report:**

The Administrative Assistant provided a summary of quarterly expenses and revenue as of September 30<sup>th</sup>. Expenses are on track and within the budget. We will have a better idea of where we stand on revenue at the end of next quarter after we receive the December tax revenue.

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

On Friday, September 25, 2020, the General Manager visited and toured the facilities of Consolidated Mosquito Abatement District, Mosquito Control and Research Laboratory of University of California-Davis and San Joaquin Valley Agricultural Sciences Center all located in Parlier, California and discussed their operations and future collaborations with the three organizations.

**16. Adjournment:**

The meeting of the Board of Trustees was adjourned at 8:17 p.m.

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34741	TIM CHRISTIAN	Overtime		311.35
34742	BRYAN FERGUSON	Overtime		280.59
34743	PAUL HARLIEN	Overtime		292.21
34744	BRYAN RUIZ	Overtime		293.35
34745	RYAN TONEY	Vector Control Tech II		1,574.02
34746	JORGE LOPEZ	Vector Control Tech II		1,922.54
34747	ZACARIAS LAZARO	Lab Intern		1,042.59
34748	ADRIENNE CANTU	Lab Tech I		882.40
34749	BRENNA GEORGE	Lab Tech I		864.26
34750	PATRICIA BIENIEMY	Lab Tech I		1,011.08
34751	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		2,117.18
34752	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		137.35
34753	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		942.20
34754	TUCOEMAS CREDIT UNION	Credit Union		250.00
			<b>TOTAL PAYROLL</b>	<b>\$11,921.12</b>
34755	AGILIS	GPS	GPS	539.73
34756	CALIF WATER SERVICE	Utilities	Utilities	138.33
34757	DELTA VCD - REVOLVING FUND			455.00
		Russell Broyles - reissue lost warrant for Backflow Test	55.00	Bldg/Yard Maint
		Vector-Borne Disease Acct - Cert Test Apps	341.00	Continuing Ed
		Tulare Co. Clerk - File Oath & Bond for Notary (Sheri)	59.00	Continuing Ed
34758	HARBOR FREIGHT	4-Drawer Tool Boxes (3)		488.22
34759	LOZANO SMITH	Advise Staff on Public Inquiries		68.00
34760	PRICE PAIGE & COMPANY	Work in Progress - 6/30/2020 Audit		3,080.00
34761	SBC	Office Phone/Fax		203.10
34762	SO CAL GAS	Utilities		23.97
34763	VALLEY PACIFIC PETROLEUM	Gasoline		1,602.77
34764	AWARDS & SIGNS UNLIMITED			227.85
		Desktop Nameplate - Crystal	54.25	Office Supplies
		Retirement Plaques - Tim and Paul	173.60	Misc. Expense
			<b>TOTAL BILLS</b>	<b>\$6,826.97</b>
			<b>TOTAL BOARD ORDER #10</b>	<b>\$18,748.09</b>

CLAIM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34765	RYAN TONEY	Vector Control Tech II		638.15
34766	JORGE LOPEZ	Vector Control Tech II		988.51
34767	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		345.38
34768	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		3.75
34769	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		346.14
			<b>TOTAL PAYROLL</b>	<b>\$2,321.93</b>
34770	AT&T	Long Distance/ Toll Free	Telephone/Cell Phones	27.61
34771	CARVALHO CONSTRUCTION, INC.	Balance due on Pay App #5	Building Improvements	60,548.39
34772	CENTRAL VALLEY BUSINESS FORMS	Business Cards - Crystal	Office Supplies	87.37
34773	LOWE'S			701.34
		Rubber Mats, Buckets, Screws, Ball Valves, Paint, PVC, Outlet Covers, Gamma Lids, Elbows, etc.		600.87
		Grinding Wheels, Rust Neutralizer, Batteries	Fish Supplies	55.59
		Concrete Patch, Spray Paint, Sponge, Towels, etc.	Auto Supplies	44.88
34774	SMART & FINAL	Paper Products	Bldg/Yard Supplies	111.67
34775	SACRAMENTO KOI, INC.	Replace Fish Tanks	Building Improvements	31,618.10
34776	US BANK			862.86
		Amazon - Aligator Clips, DC Power Supply, Clamps, etc	Lab Supplies	222.03
		Amazon - Pen Refills, Multi-color Pens	Office Supplies	21.81
		Little Cesars - End of Season for Seasonals	Misc. Expense	111.84
		Coast Pneumatics - Festo QBS (traps)	Lab Supplies	50.56
		Open Sprinkler - Sprinkler & Zone Expander	Fish Supplies	206.15
		Panera Bread - Staff Appreciation	Misc. Expense	31.57
		El Jardin Restaurant - Dr. Debboun	Travel	28.70
		Super Taco - Harlien Anniversary Lunch	Misc. Expense	22.21
		Harbor Freight Tools - Harlien Gift Card	Misc. Expense	150.00
34777	WALMART	Measuring Cups, Scissors, Bobbin, Needles	Lab Supplies	12.08
34778	WEST COAST BIO-TECH	Bio-Hazard Waste Disposal	Lab Supplies	135.00
			<b>TOTAL BILLS</b>	<b>\$94,104.42</b>
			<b>TOTAL BOARD ORDER #11</b>	<b>\$96,426.35</b>

November 2020 Payroll

Board Order No. 12  
Consent Calendar Exhibit IV

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
34779	MUSTAPHA DEBBOUN	MANAGER		8,975.13
34780	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,643.37
34781	CRYSTAL GRIPPIN	SCIENTIFIC PROGRAM MANAGER		4,654.06
34782	JESSE ERANDIO	BIOLOGIST		4,975.28
34783	MARK NAKATA	BIOLOGIST		5,155.65
34784	JAVIER VALDIVIAS	BIOLOGIST		4,221.12
34785	MARK DYNGE	SYSTEMS ADMINISTRATOR		6,665.08
34786	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,035.11
34787	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,864.94
34788	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,129.87
34789	TIM CHRISTIAN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,614.06
34790	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		4,995.10
34791	PAUL HARLIEN	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,535.30
34792	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,239.52
		<i>Sub-Total Full-Time Payroll</i>		<i>\$71,703.59</i>
34793	VSP	Vision Plan Premium for November 2020		411.40
34794	DELTA DENTAL PLAN	Dental Plan Premium for November 2020		1,199.84
34795	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for November 2020		1,136.75
34796	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for November 2020		15,460.33
34797	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	27,135.04
34798	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,143.52
34799	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	19,683.42
34800	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	749.97
34801	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,172.80
		<i>Sub-Total for Payroll Taxes &amp; Benefits</i>		<i>\$71,093.07</i>
		<i>Total Regular Payroll &amp; Benefits</i>		<i>\$142,796.66</i>
34802	ZACARIAS LAZARO	Lab Intern		1,146.95
34803	ADRIENNE CANTU	Lab Tech I		678.31
34804	BRENNA GEORGE	Lab Tech I		905.90
34805	PATRICIA BIENIEMY	Lab Tech I		204.06
34806	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		679.54
34807	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		26.48
		<i>Sub-Total for Seasonal Payroll &amp; Taxes</i>		<i>\$3,641.24</i>
		<i>Total All Payroll and Benefits</i>		<i>\$146,437.90</i>
34808	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee	Professional Services	65.00
34809	AT&T	Backup Internet	Telephone/Cell Phones	52.05
34810	AWARDS & SIGNS UNLIMITED	Fish Hatchery Lettering	Misc. Expense	870.96
34811	BIOQUIP PRODUCTS	Trap Parts, Bags, Forceps, Needles, Propellers, etc.	Lab Supplies	2,281.28
34812	CALIF SPECIAL DISTRICT ASSOC	Membership Dues 2021	Dues	7,253.00
34813	CITY OF VISALIA	Solid Waste Disposal	Utilities	126.85
34814	COMCAST BUSINESS	Internet	Telephone/Cell Phones	210.73
34815	FRESNO OXYGEN	Dry Ice	Lab Supplies	270.82
34816	HARBOR FREIGHT	Gloves	10.84 Safety Supplies	125.08
		Pliers, L-Shape Hangers, Outlet Strip	114.24 Fish Supplies	
34817	HAYASHIDA ARCHITECTS	Final Invoice - Construction Administration	Professional Services	1,259.00
34818	HOME DEPOT	Ball Valve, Elbows, Couplings, PVD, Washers, Metal Straps, Strap Wrench, etc.	96.28 Fish Supplies	222.51
		Multimeter	53.66 Lab Supplies	
		Box Fans & Filters	72.57 Safety Supplies	
34819	JENSEN & PILEGARD	Primer Bulbs for Lawnmower	Bldg/Yard Supplies	6.23

November 2020 Payroll

Board Order No. 12  
Consent Calendar Exhibit IV

34820	MISSION LINEN SUPPLY				587.02
		Uniforms	369.17	Clothing	
		Janitorial	217.85	Janitorial	
34821	NAPA AUTO PARTS	Bench Grinder, Parts Cleaner, Antifreeze, Car Wash, Oil Absorbent, etc.		Auto Supplies/Maint	671.97
34822	OFFICE DEPOT	Printer (Dr. Debboun), USB Extension, Copy Paper, Planner		Office Supplies	356.88
34823	PACIFIC WEST CONTROLS	Monthly Service Contract		Maint Contracts	250.00
34824	SO CALIF EDISON	Utilities		Utilities	1,573.50
34825	VALLEY PACIFIC PETROLEUM	Gasoline		Gasoline	1,357.09
34826	VERIZON	Cell Phones		Telephone/Cell Phones	730.57
		<i>Total Bills</i>			<b>\$18,270.54</b>
		<b>TOTAL BOARD ORDER #12</b>			<b>\$164,708.44</b>

## **7. Public Forum**

Members of the public may address the Board.

## **8. Staff Report**

The General Manager will report on items of operational interest.

# **DELTA VECTOR CONTROL DISTRICT**

Dr. Mustapha Debboun  
*General Manager*

Post Office Box 310 \* Visalia, California 93279-0310

Crystal Grippin  
*Scientific Program Manager*

1737 West Houston Avenue \* Visalia, California 93291

Mir Bear-Johnson  
*Assistant Manager*

Phone (559) 732-8606 \* (877) 732-8606 \* Fax (559)-732-7441

Jesse Erandio  
*Biologist*

www.deltavcd.com

Sheri D. Davis  
*Administrative Assistant*

Mark Nakata  
*Biologist*

Mark Dyngge  
*Systems Administrator*

Javier Valdivias  
*Biologist*

## **REPORT OF THE MANAGER OCTOBER 2020**

### **I. Water and Weather**

The temperature in October began to decrease, although temperatures were unusually high for the entire month. The average high temperature for the month was 85.4°F, and the average low was 55.2°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 October were 78.2°F and 52.5°F respectively, with the 30-year average rainfall reported as 0.61 inches by the National Oceanic and Atmospheric Administration.

Water storage at Pine Flat Reservoir decreased minutely to 204,865 acre-feet by the end of the month. By October 30<sup>th</sup>, Pine Flat Reservoir's inflow had decreased to 324 cubic feet per second (CFS) and its release decreased significantly, by over 57% to 146 CFS. The Lake Kaweah Reservoir ended the month with less water than the previous month, with 9,414 acre-feet on the 30<sup>th</sup> of October. Lake Kaweah's inflow decreased by 95% to 1 CFS and its release was decreased by 57% to 23 CFS.

### **II. Narrative**

The Delta Vector Control District laboratory staff stopped its combined native mosquito and invasive mosquito surveillance programs in the beginning of October, following low mosquito abundance numbers and a lack of positive samples from routed traps. Strategic trapping continued throughout the month. Half of the seasonal laboratory staff ended their term for the season, while the rest remained to assist with the increased number of service requests, particularly those involving the invasive *Aedes aegypti* mosquitoes.

Arbovirus screening for West Nile virus (WNV), St. Louis Encephalitis Virus (SLEV), and Western Equine Encephalitis Virus (WEEV) continued for October, with the last positive on the 20th. A total of 14 mosquito samples tested positive for WNV in October, and 6 tested positive for SLEV, out of the 333 samples that were tested in October. So far, no 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 October, a total of 3,111 inspections for the invasive *Aedes aegypti* have been conducted. Of these



inspections, 2,710 were first time inspections, meaning the first time they were inspected this year, and 401 were re-inspections, i.e. that breeding had been found at least once on the property. Over 1,116 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, 1,899 inspections were completed, of which 1,653 were first inspections and 1,017 related to service requests. This is not a count of individual properties, as some properties have required multiple inspections.

Zone Technicians assisted with catch basin treatments in all towns during the month of October, due to the unusually warm temperatures. Weed treatments ended, but Oil and *Bacillus thuringiensis israeliniensis* (BTI) treatments continued throughout the month.

Throughout October, employees continued to complete the online screening of 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 safe, with no planned rollback of any of the safety precautions that have been put in place.

The Mosquito and Vector Control Association of California (MVCAC) Quarterly Meeting took place virtually this year, with Delta Vector Control District (DVCD) staff attending committee meetings as much as they were able. Due to changes in MVCAC guidelines, requirements for committee membership have changed, requiring written statements of interest. The DVCD staff have been encouraged to submit the requested interest statements. Additionally, all laboratory staff have submitted abstracts for the annual meeting of MVCAC, and some have also submitted abstracts for the American Mosquito Control Association (AMCA) annual meeting. Both of these annual meetings will be taking place virtually in 2021.

Javier Valdivias, our newest Biologist was selected as the American Mosquito Control Association Young Professional Spotlight in the national monthly News & Updates of October, 2020.

Crystal Grippin, one of our Biologists was promoted to the position of Scientific Program Manager effective November 1, 2020 and Paul Harlien, one of our Vector Control Tech III/Mechanic was promoted to the position of Foreman effective December 1, 2020.

Mir Bear-Johnson, the Assistant Manager was appointed to serve as the Chair of the MVCAC Vector and Vector-Borne Disease Committee starting in January 2021.

Dr. Mustapha Debboun, the General Manager was interviewed by the reporter Dennis Valera from the TV Eyewitness News 24 on Delta Vector Control District mosquito surveillance and control operations. In addition, he continued to work with John Bliss, the President of SCI Consulting Group on the Assessment Proposal for Comprehensive Funding to respond to the invasive mosquito, *Aedes aegypti* and with Jessica Ritter, the Facility Solutions Specialist from Sitelogic on the Solar Proposal.

The General Manager was also reappointed to the Baylor College of Medicine and the University of Houston School of Public Health Faculty as Adjunct Associate Professor to be part of the advancement of their institutional instruction mission, particularly in public health entomology and vector-borne diseases.

There were one-hundred and eighty-two service requests in October:

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	77	134	86	9	314
September	19	51	116	73	3	262
October	5	22	103	50	2	182
<b>Total</b>	<b>95</b>	<b>361</b>	<b>794</b>	<b>371</b>	<b>40</b>	<b>1,661</b>

### III. Vector and Disease Surveillance

#### Delta VCD Summaries

Humans: One probable case of WNV has been reported in 2020 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 last year, 2 confirmed human cases of neuroinvasive WNV, 5 probable cases of neuroinvasive WNV and 6 probable cases of non-neuroinvasive WNV were reported from within District boundaries.

Birds: In October 2020, one dead bird was reported to the District, which was suitable for testing. It tested positive for WNV. At this time, a total of 44 dead birds have been reported to the District, 10 of which were viable for testing, and four of which have tested positive for WNV.

Mosquitoes: As of October 30<sup>th</sup>, 2020, 2,785 mosquito samples from within the District have been tested for WNV, SLEV and WEEV. 139 samples have tested positive for WNV and 37 samples have tested positive for SLEV. At this time last year, 3,767 samples were tested, with 772 testing positive for WNV and 89 testing positive for SLEV. No samples have tested positive for WEEV this year, or last year. The last mosquito positive sample was detected on the 20<sup>th</sup> of October and testing has been completed for the year due to low abundance and temperature conditions.

#### State Surveillance:

Humans: As of October 30<sup>th</sup>, 2020, 155 human cases of WNV have been reported from 21 counties within the state of California. Three human cases of SLEV have been detected from three counties. At this time in 2019, 178 human cases of WNV were detected from 20 counties, and five human cases of SLEV were reported from three counties.

Birds: As of October 30<sup>th</sup>, 2020, 336 WNV positive dead birds have been reported from 20 counties. At this time in 2019, 210 WNV positive dead birds were reported from 21 counties.

Mosquitoes: As of October 30<sup>th</sup>, 2020, 2,617 WNV positive mosquito samples have been reported across the state of California, from 28 counties. Additionally, a total of 509 SLEV positive mosquito pools have been reported from nine counties. At this date in 2019, 3,269 WNV positive mosquito samples were reported from 25 counties, and 355 SLEV positive mosquito samples from 12 counties.

**IV. Expenditures & Revenues – 2020/21**

TOTAL BUDGET \$3,516,071.89

EXPENDITURES – July 1, 2020 – October 31, 2020

Salaries	\$1,021,704.76
Services & Supplies	\$269,654.02
Tax Admin Fee	0
Capital	\$7,333.74
Building Improvements	\$54,904.86
<b>TOTAL EXPENDITURES</b>	<b>\$1,353,597.38</b>

REVENUE RECEIVED – July 1, 2020 – October 31, 2020

July	\$1,011.30
August	\$0.00
September	\$22,679.32
October	\$3,896.34
<b>TOTAL REVENUE TO DATE</b>	<b>\$23,690.62</b>

**V. Time Sheet Summary**

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
<b>July</b>	<b>5632</b>	<b>50.25</b>	<b>5581.75</b>	<b>99.10</b>
<b>August</b>	<b>5376</b>	<b>133.25</b>	<b>5242.75</b>	<b>97.53</b>
<b>September</b>	<b>4816</b>	<b>99.75</b>	<b>4716.25</b>	<b>97.93</b>
<b>October</b>	<b>3520</b>	<b>123.25</b>	<b>3396.75</b>	<b>96.50</b>

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.

## **9. Oxitec Collaboration**

The General Manager will make a request to collaborate with Oxitec's 2<sup>nd</sup> Generation Friendly Self-limiting Mosquitoes Control Technique and seek its approval.

## **10. Salary Schedule and Chain of Command**

The General Manager will present the updated Chain of Command and Salary Schedule to conform to CalPERS and 2021 minimum wage requirements.

RESOLUTION 20-03  
SALARY SCHEDULE POLICY No. 2130 FOR INDIVIDUALS WITH FULL-TIME EMPLOYMENT

DELTA VECTOR CONTROL DISTRICT  
FISCAL YEAR 2020/2021 SALARY SCHEDULE

Effective December 1, 2020

GENERAL MANAGER	PER CONTRACT					153,750.00
	ANNUAL					
PAY STEPS: ANNUAL, MONTHLY & HOURLY – FULL-TIME & PART-TIME						
	STEP	1	2	3	4	5
ASSISTANT MANAGER	ANNUAL	86,100.00	91,481.25	96,862.50	102,243.75	107,625.00
	PER MONTH	7,175.00	7,623.44	8,071.88	8,520.31	8,968.75
	PER HOUR			EXEMPT		
PROGRAM MANAGER	ANNUAL	77,367.00	82,202.40	87,037.92	91,873.32	96,708.75
	PER MONTH	6,447.25	6,850.20	7,253.16	7,656.11	8,059.06
	PER HOUR			EXEMPT		
BIOLOGIST	ANNUAL	72,016.52	76,517.55	81,018.58	85,519.61	90,020.64
	PER MONTH	6,001.38	6,376.46	6,751.55	7,126.63	7,501.72
	PER HOUR			EXEMPT		
SYSTEMS ADMINISTRATOR	ANNUAL	72,016.52	76,517.55	81,018.58	85,519.61	90,020.64
	PER MONTH	6,001.38	6,376.46	6,751.55	7,126.63	7,501.72
	PER HOUR			EXEMPT		
FOREMAN	ANNUAL	70,725.00	75,145.32	79,565.64	83,985.96	88,406.25
	PER MONTH	5,893.75	6,262.11	6,630.47	6,998.83	7,367.19
	PER HOUR	34.01	36.14	38.26	40.38	42.51
ADMINISTRATIVE ASSISTANT	ANNUAL	64,021.54	68,022.89	72,024.23	76,025.58	80,026.92
	PER MONTH	5,335.13	5,668.57	6,002.02	6,335.46	6,668.91
	PER HOUR			EXEMPT		
ADMINISTRATIVE ANALYST I	ANNUAL	60,823.59	64,625.06	68,426.54	72,228.01	76,029.48
	PER MONTH	5,068.63	5,385.42	5,702.21	6,019.00	6,335.79
	PER HOUR	29.25	31.07	32.90	34.73	36.56
V.C. SUPERVISOR	ANNUAL	58,732.52	62,403.30	66,074.08	69,744.86	73,415.64
	PER MONTH	4,894.38	5,200.27	5,506.17	5,812.07	6,117.97
	PER HOUR	28.24	30.01	31.77	33.54	35.30
V.C. TECHNICIAN III	ANNUAL	53,382.05	56,718.43	60,054.81	63,391.19	66,727.56
	PER MONTH	4,448.50	4,726.54	5,004.57	5,282.60	5,560.63
	PER HOUR	25.67	27.27	28.88	30.48	32.08
V.C. TECH III/ MECHANIC	ANNUAL	53,382.05	56,718.43	60,054.81	63,391.19	66,727.56
	PER MONTH	4,448.50	4,726.54	5,004.57	5,282.60	5,560.63
	PER HOUR	25.67	27.27	28.88	30.48	32.08
CERTIFIED V.C. TECHNICIAN II	PER HOUR	25.66	27.27	28.87	30.48	32.08
CERTIFIED V.C. TECHNICIAN I	PER HOUR	15.20	16.15	17.10	18.05	19.00
V.C. TECHNICIAN I	PER HOUR	14.00	14.88	15.75	16.63	17.50
LAB TECHNICIAN I	PER HOUR	14.00	14.88	15.75	16.63	17.50

NOTE 1: INDICATED SALARY RATES DO NOT INCLUDE LONGEVITY PAY  
LONGEVITY PAY IS: 10 YEARS OF SERVICE = 5%, 20 YEARS OF SERVICE = 10%, 30 YEARS OF SERVICE = 15%.

11/10/2020

**General Manager**

\* #

↓

**Assistant Manager**

\* #

↓

**Administrative Assistant**

\* #

↓

**Administrative Analyst**

#

↓

**Systems Administrator**

\*

↓

**Scientific Prog. Mgr.**

\*

↓

**Operations Prog. Mgr.**

Vacant \*

**Biologist**

\*

↓

**VC Supervisor**

↓

**Foreman**

↓

**Zone 60**

5 - VC Tech I  
(*Aedes inspection*)

**Biologist**

\*

**Zone 15**

VC Tech I

Dec. 1 Start date

**Zone 1**

VC Tech II

**Biologist**

\*

**Zone 16**

VC Tech I

**Zone 2**

VC Tech III/Mechanic

**Biologist**

Vacant \*

**Zone 17**

VC Tech I

**Zone 4**

VC Tech II

**Lab Assistants**

5 - Lab Tech I

**Zone 19**

VC Tech I

**Zone 5**

Dec. 1 Vacant

**Zone 40**

VC Tech I

VC Tech III/Mechanic

**Zone 6**

VC Tech III

**Zone 7**

Jan. 1 Vacant

VC Tech III/Mechanic

**Zone 20**

2 - VC Tech I  
Larval

**Zone 30**

2 - VC Tech I

Weeds

\* Exempt

# Confidential

## **11. Price Paige & Company**

The General Manager will present an Audit Services Proposal from Price Paige & Company for years ending June 2021, 2022, and 2023.





**PRICE PAIGE & COMPANY**  
*Accountancy Corporation*

## **AUDIT SERVICES PROPOSAL**

FOR THE

# **DELTA VECTOR CONTROL DISTRICT**

FOR THE YEARS ENDING  
JUNE 30, 2021, 2022, AND 2023

Submitted  
October 19, 2020

By

**Fausto Hinojosa, CPA, CFE**  
**Price Paige & Company**  
**Accountancy Corporation**

570 N. Magnolia Avenue  
Suite 100  
Clovis, California 93611  
Phone: 559-299-9540  
Fax: 559-299-2344  
Email: [fausto@ppcpas.com](mailto:fausto@ppcpas.com)  
Website: [www.ppcpas.com](http://www.ppcpas.com)  
License No: 66479  
Federal ID No: 77-0203007

# TABLE OF CONTENTS

	Page
LETTER OF TRANSMITTAL.....	1
FIRM HISTORY AND QUALIFICATIONS.....	2
VALUE ADDED SERVICES AND SUPPORT .....	4
SUMMARY OF THE AUDITORS' QUALIFICATIONS.....	5
AUDITOR RESUMES .....	6
REFERENCES.....	10
SCOPE OF SERVICES .....	11
AUDIT APPROACH .....	12
PROPOSED FEES .....	15
PEER REVIEW REPORT .....	16



October 19, 2020

Dr. Mustapha Debboun  
Delta Vector Control District  
P.O. Box 310  
Visalia, CA 93279-0310

It is our pleasure to present our proposal to continue providing professional auditing services to the Delta Vector Control District (the "District") for the years ending June 30, 2021, 2022, and 2023. Over the past thirty years, we have developed significant expertise in governmental audit and accounting. Our knowledge of the governmental environment and more specifically, the District's operations has allowed us to develop more robust audit plans, which enhance the quality of our audits.

Our audit professionals are highly qualified and have extensive experience and expertise in governmental auditing and accounting. The firm has been a member of the AICPA Government Audit Quality Center for several years and all of our auditors take a minimum of 80 hours of continuing professional education every two years specifically related to the auditing and accounting services we provide. This commitment to learning yields a direct benefit to the clients we work with. Additionally, our firm has a well-earned reputation for ensuring the audit not only gets done right but, just as importantly, on time. We are committed to communicating effectively to ensure that your questions are addressed comprehensively. As demonstrated by our resumes and considerable involvement by the audit partners and managers, we know that our firm has the resources, knowledge and expertise to meet and service the needs of the District. We can assure you that we fully understand the work to be performed and we wish to emphasize our continued commitment to meeting or exceeding all of the District's expectations. We are committed to providing these services in accordance with the District's required timelines. Additional information about our firm's audit department and services we offer may be found on our website at [www.ppcpas.com](http://www.ppcpas.com).

I trust that this proposal will adequately summarize our approach to client service and identify those attributes which set our firm apart from others. We appreciate the opportunity to submit this proposal to continue to serve the District and would be pleased to furnish any additional information regarding our firm or answer any other specific questions or concerns the District may have. I am an audit principal for our firm, and I am authorized to make representations for the firm with regard to this proposal. I may be reached at (559) 299-9540 or via email at [fausto@ppcpas.com](mailto:fausto@ppcpas.com).

Sincerely,

Fausto Hinojosa, CPA, CFE  
Audit Principal  
Price Paige & Company

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

tel 559.299.9540  
fax 559.299.2344

## FIRM HISTORY AND QUALIFICATIONS

---

Established in 1976 and located in Clovis, California, Price Paige & Company consists of three owners (principals), Fausto Hinojosa, Mitchell Buckley, and Henry Oum, each of whom is a Certified Public Accountant. The principals of the firm have over 75 years of combined experience in public accounting. Our firm is comprised of thirteen CPAs and sixteen CPA candidates, as well as full and part-time accounting, bookkeeping and clerical staff. Over 50% of Price Paige & Company's practice is in auditing and attest services, primarily in the not-for-profit and governmental sectors. In addition, we provide services to many businesses in accounting, tax, and management consultation in all areas.

Price Paige & Company is recognized in the community and by our peers as experts in the areas of not-for-profit and governmental audit and accounting. Our proven commitment to excellence allows us to work with you in the most time and cost-effective manner possible. Our auditors are not seasonal; what we mean by this is that they are not "tax accountants" who perform audits in the "off-season". They focus exclusively on providing audit services and they receive over 80 hours of continuing education every two years, specifically related to improving their audit skills. The experience of our team allows us to conduct very efficient and effective audits.

We currently provide audit or review services to more than 35 not-for-profit organizations and 40 governmental agencies annually, many of which are federal single audits. The breadth and scope of single audits we have conducted is significant and we have experience auditing organizations with an excess of \$100 million dollars of federal funding.

We will assign a team of personnel from our firm to your account in order to provide the range of services you have requested. This team is kept abreast of any significant developments that arise through our normal association with you. The most important aspect of this approach is to provide continuity to the engagement. We understand that the audit process requires two-way communication and we accept our responsibility to listen and to deliver timely and effective solutions to the audit and accounting problems we encounter.

### **Mandatory Qualifications**

The associates of Price Paige & Company are licensed Certified Public Accountants, certified by the California State Board of Accountancy (License # COR 3442). All team members assigned to the audit comply with the 80-hour continuing education requirements promulgated by *Government Auditing Standards*.

### **Independence**

Our firm is independent with respect to the Delta Vector Control District as defined by auditing standards generally accepted in the U.S. Government Accountability Office's *Government Auditing Standards*.

### **Conflict of Interest**

Our firm's established policy is that we do not submit proposals for audit services if there is a known conflict of interest with the potential client. There are no current or potential conflicts of interest with anyone (employees, management, officers or trustees) within the Delta Vector Control District.

### **External Peer Review**

Our record of successful Peer Reviews and our Engagement Quality Control Review program serve as evidence of our commitment to meeting the standards of care and performance applicable to our audit practice and demonstrate the extra measures we take to ensure continued successful compliance with our client's expectations about our quality and competence.

Our peer review included a review of specific not-for-profit and governmental audit engagements. For your consideration, a copy of our most recent Peer Review Report is presented on page 16 of this proposal.

Price Paige & Company has **never had any disciplinary actions** taken nor are any pending with the Federal or State regulatory bodies or professional organizations. In addition, we are pleased to affirm that we have never had an unresolved dispute related to accounting or auditing matters that resulted in disengagements. We work closely with our clients to develop solutions that are consistent with the accounting rules and auditing standards.

### **We Conduct Peer Reviews**

In addition to having successful peer reviews, Price Paige & Company also conducts peer reviews of other accounting firms. Essentially, we “audit” other auditors to ensure auditing and accounting standards are met. Being a peer reviewer requires us to understand the technical accounting rules, especially in a not-for-profit environment. We leverage our experience as technical peer reviewers in our audit engagements so that we can perform effective and efficient audits making it much easier on our clients.

### **Proactive Rather than Reactive Approach to Client Service**

A primary objective of our client engagements is to make positive contributions to our client’s profitable operations, organizational efficiency and productivity. We work hard at anticipating problems and ensuring there are no surprises. We are creative and always present alternatives for your evaluation rather than insisting upon the “textbook solution”. We use frequent meetings and our management recommendation letters as tools for communication with you.

We strive to maintain a continuous involvement with our clients rather than just an annual one. We ask clients to forward copies of their interim financial statements, we review minutes of meetings throughout the year and we also schedule meetings with clients outside of the normal “audit cycle” to stay informed of changes that might impact the audit. We find this enables us to help our clients identify and solve problems on a timely basis and keeps us informed about their operations.

### **Smart Technologies**

We use sophisticated data analysis software (IDEA) that allows us to perform specific fraud detection tests on large amounts of data, in some cases, testing 100% of the transaction population. Some of the specific tests we perform include: duplicate payment tests, matching of employee and vendor addresses to identify potential conflicts, review of purchase orders to identify potential bid splitting. We believe that our creative use of this value-added software tool allows us to perform more effective audits and gives our clients increased confidence in their financial reporting. We have successfully implemented this data analysis software and testing at Fresno Unified School District, which is the fourth largest school district in the state with a budget in excess of \$800 million dollars.

All our audit engagements are performed utilizing a paperless and digital approach. Our auditing software allows us to increase our efficiency and provide a streamlined workflow. Documents and files can easily be retrieved and forwarded to our clients without the need for copying.

### **Additional Confirmations of Understanding**

We will provide the District with management letters providing reasonable counseling and guidelines with respect to more acceptable and effective methods of accounting.

We will retain working papers for seven years following the completion of the audit.

Price Paige & Company is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or other factor not applicable to their position. Employees are valued according to how well they perform their duties, and their ability and enthusiasm to maintain the Firm’s standards of service. We are also a minority owned, small business.

Price Paige & Company maintains comprehensive General Liability Coverage, as well as Errors and Omissions Insurance with a limit of at least \$3,000,000. All required certificates of insurance will be provided to management should our firm be the successful bidder.

# VALUE-ADDED SERVICES AND SUPPORT

---

## **Value Added Services and Support**

The role of auditors has evolved over time in response to client's needs. Our firm has made it a practice to be proactive with clients by providing value-added services, all of which are included as part of our audit engagement. Below are some of the value-added benefits that we provide to our clients at no additional charge.

### Consultation on Accounting Matters

We provide our clients with guidance on technical accounting matters. We encourage our clients to communicate with us regarding any technical accounting matter as it allows us to be proactive in the audit process. If the technical accounting questions are outside the scope of the audit or require significant research, we would communicate with management regarding the appropriate cost for their approval before proceeding with any additional services.

### Client Training

We believe it is important to give our clients access to a full range of information to help them stay aware of current accounting developments and financial reporting issues. As part of our client service program, we will periodically hold client training seminars and summary courses geared towards providing our clients an understanding of relevant issues. Training sessions that have been offered included understanding and mitigating the risk of fraud and reading and understanding governmental financial statements.

## **Approach to Communication and Expectations of Our Clients**

In order to meet and exceed your expectations, we are diligent about maintaining open communication throughout the entire engagement. In our experience, this results in a more effective engagement. Our approach depends on the timely response and assistance of the District. This cooperation will further ensure our work is completed in an efficient and cost-effective manner.

## **Other Services Offered by Our Firm**

In addition to financial statement audits we also offer the following services to the government sector: Internal Control Review, Forensic Accounting, Fraud Investigation, Agreed-Upon Procedures, Financial Statement Review, Financial Statement Compilation and preparation of State Controller's Reports.

## SUMMARY OF THE AUDITORS' QUALIFICATIONS

---

We have an outstanding team of professionals who have established themselves as qualified competent individuals. We can assure you that each of our auditors is experienced in governmental auditing, GASB accounting pronouncements and Single Audit requirements. Following is a brief overview of their experience. Detailed experience for each of these professionals is found on pages 6 through 9 of this proposal.

	<b>Years of Auditing / Accounting <u>Experience</u></b>
<b>Audit Partner:</b> Fausto Hinojosa, CPA, CFE	32
<b>Audit Manager:</b> Osvaldo Gutierrez, CPA	11
<b>Quality Control Partner:</b> Joshua Giosa, CPA	12
<b>Audit Senior:</b> Jasmine Logee, CPA	7

Each of these professionals has been the lead auditor/accountant for various governmental, not-for-profit and consulting engagements. They have commendable work ethics and principles, as well as outstanding skills and abilities. Should any of the above members of our audit team become unavailable, we would provide another equally qualified individual from our firm.

In addition to the above-listed professionals, we have other audit staff with several years of governmental audit and accounting experience who may be assigned to your audit.

### **Continuity of Professional Staff and Succession Planning**

Continuity of staff on engagements is as important to us as it is to our clients. Continuity promotes a thorough understanding of your needs and goals and helps us help you. A smooth auditor transition will be accomplished as follows:

- ♦ **Communication** – We stress transparent communication from the very beginning of the engagement through the audit report delivery. We schedule a planning meeting with your staff to determine expectations, timing, and extent and availability of assistance. We provide a comprehensive PBC list for both interim and year-end fieldwork which includes due dates and responsible parties.
- ♦ **Experience** – Members of our engagement team are experienced auditors, very familiar with the operational, administrative, and accounting and compliance issues related to the municipal sector and the federal single audit in particular.
- ♦ **Quality** – The firm maintains a rigorous quality control review process that includes not only a detailed review by a quality control manager and engagement partner but also an Engagement Quality Control Review (EQCR) as defined by AICPA standards.
- ♦ **Audit Approach** – Our audit approach emphasizes effective up-front planning to identify issues for timely resolution.

## AUDITOR RESUMES

---



### **FAUSTO HINOJOSA**

Certified Public Accountant  
Certified Fraud Examiner  
California License # 66479

#### **Present Position**

Audit Partner

#### **Education and Experience**

Fausto is the Partner in charge of all audit and forensic consulting engagements for Price Paige & Company. His practice is focused on governmental and not-for-profit audit and accounting, fraud investigation and consulting, and litigation support services. Fausto serves as the Managing Partner for the Firm and is responsible for providing strategic leadership. He has worked professionally in the accounting field since graduating from California State University, Fresno in 1990. He became a Certified Public Accountant in 1994 and a shareholder with Price Paige & Company in 1997. He is a Certified Fraud Examiner and has investigated numerous allegations of fraud and has been designated a fraud expert in various legal proceedings.

After more than twenty-five years in the profession, Fausto has developed significant expertise specifically in the areas of audit risk assessment, governmental and not-for-profit auditing, fraud detection and prevention, federal/state grant compliance, and internal controls.

Fausto is the former Chair of the local Government Accounting and Auditing Committee for the California Society of CPAs and currently serves on the state committee. In addition, Fausto is a **reviewer for the Government Finance Officers Association “Certificate of Achievement for Excellence in Financial Reporting” program**. As the former Chair for the State Board of Accountancy Qualifications Committee, Fausto conducted audit workpaper reviews of CPA candidates in order to make licensure recommendations to the Committee.

Fausto is a former Adjunct Professor at Fresno Pacific University where he taught an upper division auditing course. He is a frequent lecturer to the California Society of CPAs and other professional organizations, business and civic groups on governmental and not-for-profit accounting and auditing, preventative fraud measures, and the unique audit requirements for federal award programs under the Single Audit Act.

#### **Professional Organizations and Community Involvement**

State Board of Accountancy Qualifications Committee – Past Chair  
Fresno Chapter of California Society of CPAs – Past President  
Association of Certified Fraud Examiners – Member  
American Institute of Certified Public Accountants – Member  
Government Accounting and Auditing Committee of the Fresno Chapter – Past Chair  
State Government Accounting and Auditing Committee of the California Society of CPAs – Member  
Government Finance Officers Association – CAFR Reviewer





## **OSVALDO GUTIERREZ**

Certified Public Accountant  
California License # 122553

### **Present Position**

Audit Manager

### **Education and Experience**

Osvaldo began his accounting career after graduating with an accounting degree from California State University, Fresno in 2008 and became a Certified Public Accountant in 2014.

Prior to joining Price Paige & Company as an audit manager, Osvaldo worked with a large local public accounting firm at varying levels of responsibility up to and including audit manager, and also spent two years in the private industry.

Osvaldo's extensive governmental accounting experience includes over nine years working directly with some of the largest municipalities in the Central Valley, including various counties, cities, special districts, and transportation authorities. Osvaldo's specific experience includes managing multiple team members in the conducting of the financial statements and federal single audits. Osvaldo has extensive knowledge of new and existing GASB pronouncements, and prides himself on teaching and training clients as a part of the normal audit process. Osvaldo has performed audits and reviews for clients in a variety of industries ensuring that all aspects of the engagement are completed from the planning process through the drafting, review, and issuance of the financial statements.

### **Community and Affiliations**

Osvaldo is a member of the American Institute of Certified Public Accountants, the Government Finance Officers Association (GFOA) and the California Society of Certified Public Accountants where he serves as the Fresno chapter President (2020/2021).

### **Continuing Education**

Osvaldo is in compliance with the continuing education requirements of the AICPA and Government Auditing Standards. Recently attended courses include: *Advanced Governmental Accounting and Advanced Governmental Financial Reporting, Uniform Guidance update, Detecting and Presenting Top 10 Fraud Schemes, Governmental and Non-Profit Annual Update: GASB Activities.*



## **JOSHUA GIOSA**

Certified Public Accountant  
California License # 119801

### **Present Position**

Quality Control Manager

### **Education and Experience**

Joshua began his accounting career at Price Paige & Company in January 2007 after graduating from California State University, Fresno. In June 2005, he received a Bachelor of Science in Business Administration with an option in Accountancy and became a Certified Public Accountant in 2013.

Joshua serves as the audit supervisor for most of the firm's municipalities and has performed and overseen substantial grant compliance work on both federal and state programs. Although his government auditing background dates back to 2007, since 2011 he has worked almost exclusively planning, performing, reviewing and compiling financial statements for municipalities. He has conducted several single audits and has prepared numerous municipality State Controller reports. Joshua has extensive knowledge in the implementation of GASB 68. He recently conducted a GASB 68 training course for firm personnel and has also trained and assisted numerous finance directors on GASB 68 implementation and financial statement presentation. His background also includes significant experience auditing not-for-profit entities and 401(k) pension plans. Joshua has expertise in the use of IDEA data analysis software and has used this software to conduct fraud detection procedures as a part of the many municipal audits he supervises.

### **Community and Affiliations**

Joshua is a member of the American Institute of Certified Public Accountants, the California Society of CPAs and the Government Finance Officers Association. He is currently serving on the Board of Directors as the Treasurer for North Fresno Rotary Endowment and Bullard Youth Softball League. He was formerly on the Board of Directors as the Treasurer for Big Brothers Big Sisters of Central California, and Fresno's Rotary Storyland/Playland. Joshua is also an honorary member of the North Fresno Rotary Club.

### **Continuing Education**

Joshua is in compliance with the continuing education requirements of the AICPA and Government Auditing Standards. Recently attended courses include: *Avoiding Problems in Conducting Single Audits; Financial Statement, Tax and Government Fraud; Interpreting the Yellow Book; Intermediate Governmental Accounting; The GASB's Pension Standards Parts II: Considerations for Agent Plans and Participating Employers; Putting to Rest Governmental "Urban Legends"; and The Continued Complexities of Auditing Governmental Pension Plans and Participating Employees.*



**JASMINE LOGEE**  
Certified Public Accountant  
California License # 136473

**Present Position**

Audit Senior

**Education and Experience**

Jasmine began her accounting career after receiving a Bachelor of Science in Business Administration with an emphasis in Accounting and graduating from California State University, Fresno in December 2013. Jasmine practiced in private accounting prior to joining Price Paige & Company in February of 2017. She became a Certified Public Accountant in August 2018.

Jasmine has been a staff auditor for numerous governmental and not-for-profit audits, which include single audit compliance, State Controller's reports, and preparing financial statements that comply with Yellow Book and required GASB standards. In addition, Jasmine has been the in-charge auditor for various governmental and not-for-profit audit projects. Jasmine also has experience preparing and auditing calculations of pension-related liabilities, deferred outflows, and deferred inflows in accordance with GASB 68. Her background includes governmental, not-for-profit entities which are performed in accordance with GAAP and the Single Audits in accordance with OMB Uniform Guidance 2 CFR 200 Subpart F.

**Community and Affiliations**

Jasmine is a member of the American Institute of Certified Public Accountants and the California Society of CPAs.

**Continuing Education**

Jasmine is maintaining continuing professional education requirements to meet current standards of the General Accounting Office of the United States of America. Continuing professional education courses and seminars recently attended include: *Audits of States, Local Governments and Non-Profit Organizations; Accounting for Governmental Assets and Liabilities; Overview of Governmental Accounting; Fraud 101- Fraudulent Financial Reporting; Introduction to Fraud Auditing; Auditing Update; GASB 68 Preparation.*

## REFERENCES

---

After evaluating our relevant experience, we are certain you will agree that Price Paige and Company is qualified to serve you. We have been successfully performing audit engagements since 1976. Since then, we have continued to build on our reputation as a well-respected firm throughout the State of California, with the qualifications and experience necessary to provide unequalled performance. Following is a list of some of our audit clients and our primary contact for each:

**Reference Name:** Kings River Conservation District  
**Contact:** Brian Trevarrow, Finance Director  
**Address:** 4886 E. Jensen Avenue, Fresno, CA 93725  
**Phone:** (559) 237-5567  
**Email:** [btrevarrow@krcd.org](mailto:btrevarrow@krcd.org)  
**Service Provided:** Financial Statement Audit (GAAS)  
**Dates:** June 30, 2014 through present

**Reference Name:** San Joaquin Valley Air Pollution Control District  
**Contact:** Mehri Barati, Director of Administrative Services  
**Address:** 1990 E. Gettysburg Avenue, Fresno, CA 93726  
**Phone:** (559) 230-6021  
**Email:** [mehri.barati@valleyair.org](mailto:mehri.barati@valleyair.org)  
**Service Provided:** Financial Statement Audit (Single Audit/Uniform Guidance)  
**Dates:** June 30, 2009 through 2013 and 2019 through present

**Reference Name:** Orange Cove Fire Protection District  
**Contact:** Heather Alvarez, Office Manager  
**Address:** 550 Center Drive, Orange Cove, CA 93646  
**Phone:** (559) 626-7758  
**Email:** [h.alvarezorangecovefire@gmail.com](mailto:h.alvarezorangecovefire@gmail.com)  
**Service Provided:** Financial Statement Audit  
**Dates:** June 30, 2012 through present

**Reference Name:** City of Kingsburg  
**Contact:** Alma Colado, Finance Director  
**Address:** 1401 Draper Street, Kingsburg, CA 93631  
**Phone:** (559) 897-6527  
**Email:** [acolado@cityofkingsburg-ca.gov](mailto:acolado@cityofkingsburg-ca.gov)  
**Service Provided:** CAFR Audit (Single Audit/Uniform Guidance)  
**Dates:** June 30, 2012 through present

## SCOPE OF SERVICES

---

As our experience indicates, we clearly understand the scope of services to be provided. You can be assured that we will design a specific service approach to ensure compliance with all applicable standards and ensure that the District receives high quality, efficient and effective service.

### **Standards to be Followed**

The financial and compliance audits will be performed in accordance with the following auditing standards:

- ♦ Generally Accepted Auditing Standards (AICPA)
- ♦ *Government Auditing Standards* (U.S. Comptroller General)
- ♦ All other applicable federal, state and local laws and regulations

### **Services to be Performed**

The following services will be provided for the Delta Vector Control District for each respective year:

1. We will audit the books and records of the District and issue a report on the fair presentation of the annual financial statements in conformity with accounting principles generally accepted in the United States of America.

We will provide an “in-relation-to” opinion on the combining and individual fund and supporting schedules based on auditing procedures applied during the audit of the general purpose financial statements and the combining and individual fund financial statements and schedules.

2. We will prepare the Special District’s Annual Report of Financial Transactions for the State Controller.
3. We may provide management letters that would include findings, observations, opinions, comments and/or recommendations with regard to systems of internal control, accounting systems compliance with laws, rules and regulations, or any other matters that may come to our attention during the course of the examination.
4. We will prepare a written communication to the audit committee which will include the following information: (1) auditor’s responsibility under generally accepted auditing standards, (2) significant accounting policies, (3) management judgments and accounting estimates, (4) significant audit adjustments, (5) disagreements with management, (6) management consultation with other accountants, (7) difficulties encountered in performing the audit.

# AUDIT APPROACH

We are confident that we will provide high quality services based on our experience in dealing with organizations of similar size and scope to yours, our client satisfaction ratings and significant uniform guidance experience, and our audit software packages.

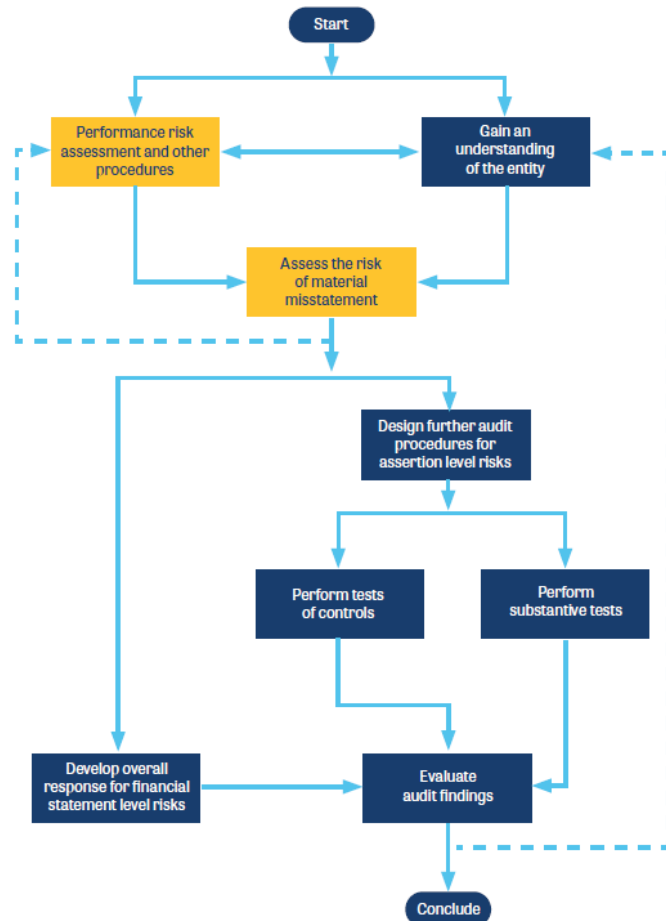
## Audit Procedures & Phases of the Engagement

Price Paige & Company provides value to our clients by creating a custom audit approach that is based on a client’s specific needs, risks and opportunities. Our audit approach under generally accepted audit standards is depicted in the graphic to the right.

Our professional responsibility is to obtain sufficient audit evidence before an opinion is rendered on any financial statements. To achieve this, we will conduct our work in the following phases:

- ♦ Audit Planning and Risk Assessment
- ♦ Year-end Fieldwork
- ♦ Reporting
- ♦ Closing Conferences and Formal Presentation

Details for each of these phases are listed on the following pages.



## Audit Planning and Risk Assessment

No other phase of the process affects the success of an engagement more than the time spent in planning the general scope and direction of the audit, including assessing the risks of financial statement misstatements. We will schedule audit planning and interim fieldwork to be done prior to final fieldwork with your personnel.

We will hold a planning session with the key members of our engagement team and your personnel.

During our planning session with management, we will also address Statement on Auditing Standards (SAS) No. 99, “Consideration of Fraud in a Financial Statement Audit.” This auditing standard requires that we conduct certain meetings and interviews and perform and document certain procedures for identifying and responding to fraud risks.

As part of the audit planning and risk assessment phase of the audit, we will request a meeting with District management and any key team members to discuss our planned audit approach, significant audit and accounting issues and to address any concerns.

As part of that process, we will conduct a pre-audit conference with appropriate management personnel to discuss the scope and timing of the audit.



The risk assessment audit standards require assessments based on an understanding of internal controls over your financial reporting and determination of the areas that present risks of material misstatement to your financial statements. We then design our audit approach to include tests of specific internal controls and substantive audit procedures which are tailored to the identified risks. Our risk assessment includes consideration of the factors depicted on the chart to the left.

### **Year-End Fieldwork**

During the year-end phase of our audit, we will complete our audit work based on the audit programs designed specifically for your organization. This will include the results of our risk assessment and interim testing results, and we will issue a report on the financial statements in a timely and efficient manner.

### **Reporting Phase**

This phase will include:

- ♦ Reviewing the financial statements and agreement to underlying audited records
- ♦ Evaluating the financial statements for compliance with GAAP requirements
- ♦ Formulating an opinion as to the fair presentation of the financial statements
- ♦ Preparing management letter with recommendations and communication letter to Management

We will submit an immediate written report of all irregularities and illegal acts or indications of illegal acts of which we become aware to the Director of Finance.

## **Audit Focus**

Based on our audit experience with similar organizations, the primary areas of audit focus in a typical year include:

- ♦ Cash and investments
- ♦ Governmental fund receivables/revenues
- ♦ Capital assets
- ♦ Accounts payable and expenditures
- ♦ Compliance with laws and regulations
- ♦ Commitments and contingencies
- ♦ Implementation of pronouncements of the Governmental Accounting Standards Board (GASB)

## **Closing Conferences and Formal Presentation**

We believe regular communication with management will be a critical part of the success of our audit engagement. Therefore, we will provide regular updates to management regarding the progress of the audit during meetings with key personnel.

Additionally, the engagement partner will meet with management to review any potential adjusting journal entries, drafts of the management and communication with those charged with governance (SAS 114) letters, and a draft of the financial statements.

We will complete our work in sufficient time to meet the applicable deadlines. If required, we will make a formal presentation of the District's audit results and reports to the Board of Trustees and be available to respond to their questions.



## PROPOSED FEES

---

All of the requested fee information is based upon our current understanding of the work to be performed and we have given you “not-to-exceed” fees for the services.

Description of Services	2021	2022	2023
General Purpose Financial Statements	\$ 9,300	\$ 9,300	\$ 9,500
State Controller's Report	1,950	1,950	2,000
GASB 75	1,500	1,500	1,500
<b>Total all-Inclusive not-to-exceed fees</b>	<b>\$ 12,750</b>	<b>\$ 12,750</b>	<b>\$ 13,000</b>

Staff Levels	Rates
Partner	250
Manager	175
Senior	135
Support Staff	110

This proposal is based on the current audit scope, and is made with the assumption that the District's books and records will be in a reasonably balanced condition and reconciled at the start of the audit and that the representations made to us during this proposal process will remain effective throughout our engagement.

In the event disclosures related to the scope of the engagement indicate extraordinary circumstances, which warrant more intensive and detailed services, we will provide all pertinent facts relative to the extraordinary circumstances, together with our fee basis for such additional services. This will be set forth in an addendum to the contract between the Delta Vector Control District and our firm.

# PEER REVIEW REPORT

---



2511 Garden Road  
Suite A180  
Monterey, CA 93940  
831-373-3337  
Fax 831-373-3437

379 West Market Street  
Salinas, CA 93901  
831-424-2737  
Fax 831-424-7936

3478 Buskirk Avenue  
Suite A1000  
Pleasant Hill, CA 94523  
831-373-3337  
Fax 831-373-3437

## Report on the Firm's System of Quality Control

September 11, 2018

To the Partners of Price, Paige and Company A C  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Price, Paige and Company A C (the Firm) in effect for the year ended April 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

---

Daniel M. McGilloway, Jr., CPA, CVA | Gerald C. Ray, CPA | Patricia M. Kaufman, CPA, CGMA | Larry W. Rollins, CPA | Jesus Montemayor, CPA

---

Sarita C. Shannon, CPA | Whitney Ernest, CPA | Devvyn MacBeth, CPA | Smriti Shrestha, CPA | Deanna Thomas, CPA

## PEER REVIEW REPORT (Continued)

---

Price, Paige and Company A C  
September 11, 2018  
Page 2 of 2

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Price, Paige and Company A C in effect for the year ended April 30, 2018, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Price, Paige and Company A C has received a peer review rating of *pass*.



McGilloway, Ray, Brown & Kaufman

## **12. Cooperative Agreement**

The General Manager will review the Cooperative Agreement prepared by the California Department of Public Health for the year 2021.



SANDRA SHEWRY, MPH, MSW  
Acting Director

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

October 6, 2020

TO: Agencies Signatory to the Cooperative Agreement with the California Department of Public Health

SUBJECT: COOPERATIVE AGREEMENT WITH THE DEPARTMENT OF PUBLIC HEALTH

Please find enclosed a copy of the Cooperative Agreement between local agencies applying pesticides for public health purposes and the California Department of Public Health. The current Cooperative Agreement between our agencies shall expire on December 31, 2020. If your agency is interested in renewing this Cooperative Agreement for another year (through December 31, 2021), please return the enclosed form by December 31, 2020 to the Vector-Borne Disease Section (VBDS). Include the agency manager's signature in the appropriate space and the operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2021. Please email the signed copy to Michael Niemela [Michael.Niemela@cdph.ca.gov](mailto:Michael.Niemela@cdph.ca.gov) or mail to:

Department of Public Health  
Vector-Borne Disease Section  
1616 Capitol Avenue, MS-7307  
P.O. Box 997377  
Sacramento, CA 95899-7377

VBDS will endorse the Cooperative Agreement and return a copy to your agency immediately. If your agency is not interested in continuing the Cooperative Agreement, please notify VBDS as soon as possible.

Thank you for your cooperation in this matter. If you require additional information or clarification, please contact your VBDS regional office or the Sacramento headquarters at (916) 552-9730.

Vicki L. Kramer, Ph.D., Chief  
Vector-Borne Disease Section

Enclosure



COOPERATIVE AGREEMENT  
(PURSUANT TO SECTION 116180, HEALTH AND SAFETY CODE)

Date \_\_\_\_\_

This Agreement between the California Department of Public Health and

\_\_\_\_\_  
(name and address of local vector control agency)

is effective on January 1, 2021 or on the subsequent date shown above, and expires December 31, 2021. It is subject to renewal by mutual consent thereafter.

Operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2021:

Operator ID # \_\_\_\_\_ License # \_\_\_\_\_

This agreement may be canceled for cause by either party by giving 30 days advance notice in writing, setting forth the reasons for the termination.

Part I. Pesticides

The vector control agency named herein agrees:

1. To calibrate all application equipment using acceptable techniques before using, and to maintain calibration records for review by the County Agricultural Commissioner.
2. To seek the assistance of the County Agricultural Commissioner in the interpretation of pesticide labeling.
3. To maintain for at least two years for review by the County Agricultural Commissioner a record of each pesticide application showing the target vector, the specific location treated, the size of the source, the formulations and amount of pesticide used, the method and equipment used, the type of habitat treated, the date of the application, and the name of the applicator(s).
4. To submit to the County Agricultural Commissioner each month a Pesticide Use Report, on Department of Pesticide Regulation form PR-ENF-060. The report shall include the manufacturer and product name, the EPA registration number from the label, the amount of each pesticide used, the number of applications of each pesticide, and the total number of applications, per county, per month.
5. To report to the County Agricultural Commissioner and the California Department of Public Health, in a manner specified, any conspicuous or suspected adverse effects upon humans, domestic animals and other non-target organisms, or property from pesticide applications.
6. To require appropriate certification of its employees by the California Department of Public Health in order to verify their competence in using pesticides to control pest and vector organisms, and to maintain continuing education unit information for those employees participating in continuing education.
7. To be inspected by the County Agricultural Commissioner on a regular basis to ensure that local agency activities are in compliance with state laws and regulations relating to pesticide use.

Part II. Environmental Modification

The vector control agency named herein agrees:

To comply with requirements, as specified, of any general permit issued to the California Department of Public Health as the lead agency, pertaining to physical environmental modification to achieve pest and vector prevention.

For California Department of Public Health

For Local Agency

\_\_\_\_\_  
Vicki Kramer, Ph.D.  
Chief, Vector-Borne Disease Section

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

### **13. Staff Luncheon**

The General Manager will make a request to have lunch catered in recognition of a heroic effort this past mosquito season.

#### **14. Adjournment**

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, December 9, 2020 at 4:30 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.