

DELTA VECTOR CONTROL DISTRICT

Dr. Mustapha Debboun
General Manager

Post Office Box 310 * Visalia, California 93279-0310

Mir Bear-Johnson
Assistant Manager

1737 West Houston Avenue * Visalia, California 93291

Hector Cardenas
Operations Program Manager

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

Crystal Grippin
Scientific Program Manager

www.deltavcd.com

Sheri D. Davis
Administrative Assistant

Andrea Troupin
Biologist

Mark Dyngge
Systems Administrator

Mark Nakata
Biologist

DATE: Friday, April 9, 2021

TO: Board of Trustees, Delta Vector Control District

FROM: Dr. Mustapha Debboun, General Manager

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

TIME: Wednesday, April 14, 2021 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 Ms. Andrea Troupin and Mr. Hector Cardenas to the Board of Trustees.

ACTION

3. Consent Calendar

- a. March Minutes
- b. March Bills (Board Order #24, #25)
- c. April Payroll (Board Order #26)
- d. April Bills (Board Order #27)

4. Public Forum

Members of the public may address the Board.

5. Staff Report

The General Manager will report on items of operational interest.

ACTION

6. IT Management Services

The Assistant Manager will request approval to contract with EMD Networking Services, Inc. for IT Management for the District.

7. Quarterly Revenue/Expense Report

The Administrative Assistant will report on the financial status of the District.

ACTION

8. Other Post-Employment Benefits (OPEB)

The Administrative Assistant will go over the engagement letter received from MacLeod Watts, Inc. for the 2021 update to the biannual Actuarial Valuation and related reports on behalf of the District.

9. Assessment Benefit Analysis for Invasive *Aedes aegypti*

The General Manager will provide an update on the Assessment Benefit Analysis of the invasive Yellow fever mosquito, *Aedes aegypti*.

ACTION

10. Delta Vector Control District Name and Logo Update

The General Manager will seek approval to update the District name and logo to Delta Mosquito and Vector Control District.

ACTION

11. Delta Vector Control District 100-Year Celebration

The General Manager will request approval to plan a 100-year milestone celebration in 2022 to mark 100 years of DVCD's mosquito service.

ACTION

12. Social Media Policy

The Assistant Manager will present the Social Media Policy and request approval.

13. Board Travel Calendar

The Manager will discuss the meetings available for attendance in the 2021/22 fiscal year.

CSDA: August 30 - September 2, 2021 in Monterey, CA.

MVCAC: February 7-9, 2022 in Sacramento, CA.

14. Closed Session §54957

Public Employee Performance Evaluation – General Manager

ACTION

15. Adjournment

Adjourn meeting of the Board of Trustees to reconvene on Wednesday, May 12, 2021 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 Ms. Andrea Troupin and Mr. Hector Cardenas to the Board of Trustees.

3. Consent Calendar

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Minutes of the Board of Trustees – Wednesday, March 10, 2021

1. Roll Call:

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

Staff: Dr. Mustapha Debboun, General Manager; Sheri Davis, Administrative Assistant.

2. New Employee Introduction:

General Manager, Dr. Mustapha Debboun reported that the new Biologist, Andrea Troupin was unable to attend the meeting and will be introduced to the Trustees in April.

3. Consent Calendar:

The Administrative Assistant provided information on the following items:

Board Order #21 – 35019 Fastenal; Material to build fish feeders.

Board Order #22 – 35032 Frontier Precision; Field Seeker data collection subscription.

Board Order #23 – 35069 Dell Financial Services; 4 desktop computers.

Board Order #23 – WestAmerica Bank; Lease payment for fish facility and offices.

Following discussion, it was moved by Larry Roberts, seconded by Kevin Caskey, and the Board members unanimously approved the consent calendar as presented.

4. Public Forum:

Two Members of the public were present to express concerns regarding mosquitoes in their neighborhood. The General Manager addressed their concerns, and informed that they are welcome to contact him at his office to discuss their concerns at any time.

5. Staff Presentations:

Two recorded presentations by Scientific Program Manager, Crystal Grippin and Biologist, Javier Valdivias were viewed. The General Manager also reported that current posters are displayed in the laboratory hallway for viewing.

6. Agency Spotlight:

The General Manager discussed the submission process and application to Mosquito and Vector Control Association of California (MVCAC) to spotlight Delta Vector Control District's (DVCD) new mosquitofish rearing facility in the MVCAC website.

7. Staff Report:

The General Manager reported that employees are not mandated to take the COVID-19 vaccination but are given the option to take time off during work hours to obtain it if they choose to do so.

The District has 10 returning seasonal employees, and is currently interviewing for the remaining 11 employees needed for the 2021 mosquito season.

The General Manager discussed the new format of the 2020 DVCD Annual Report.

The General Manager informed the Board of Trustees that he was the 2021 recipient of the American Mosquito Control Association (AMCA) national and prestigious Meritorious Service Award during the 2021 AMCA Annual Conference on March 2, 2021.

8. Surveillance 2021:

The General Manager provided information on the new District's plan for the integrated Urban Vector Control Program to be implemented during the 2021 season to provide efficient and focused vector control with improved results and costs reduction.

9. Request to Increase Credit Card Limit:

The Administrative Assistant requested approval to increase the collective credit card limit from \$10,000 to \$25,000. The increase does not affect the budget, but will allow the necessary funds in heavy use months.

Following discussion, it was moved by Rosemary Hellwig, seconded by Belen Gomez, and the Board members unanimously approved increasing the collective credit card limit to \$25,000.

10. Proposed New Classification – Community Education and Outreach Coordinator:

The General Manager requested approval to add a new employee classification beginning January 1, 2022.

Following discussion, it was moved by Kevin Caskey, and seconded by Rosemary Hellwig to table and incorporate it into the 2021-2022 Budget for review in June.

11. Assessment Benefit Analysis for Invasive *Aedes aegypti*:

The General Manager reported that the survey has been finalized, and the District residents should be receiving the surveys in the mail soon, and SCI Group representative will attend the May Board Meeting to present survey results.

12. Enterprise Fleet Management:

The General Manager reported that there has been a delay in production of the vehicles. Delivery has been estimated to be late April or early May. Since the nearest dealership to receive the vehicles is in Clovis, the General Manager requested approval to pay a delivery fee of \$170 per vehicle from Clovis to Visalia.

Following discussion, it was moved by Michael Cavanagh, seconded by Larry Roberts, and the Board members unanimously approved to pay a delivery fee of \$170 per vehicle.

13. The meeting of the Board of Trustees was adjourned at 5:47 p.m.

Dr. Mustapha Debboun, Recording Secretary

CLAM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
35099	MARK DYNGE	Vacation Payout		6,410.14
35100	JORGE LOPEZ	Vector Control Tech II		790.80
35101	ALEXANDER WARD	Vector Control Tech II		670.94
35102	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		2,302.12
35103	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		283.92
35104	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		252.71
		TOTAL PAYROLL		\$10,710.63
35105	AT&T	Long Distance/Toll Free	Telephone/Cell Phones	22.35
35106	AT&T	Backup Internet	Telephone/Cell Phones	42.80
35107	HOME DEPOT			210.02
		Aluminum Flashing, Square Tubes (Insectary)	90.00 Lab Supplies	
		Electrical Box, Clamps	8.11 Bldg/Yard Supplies	
		Oil Markers, Tape, etc.	21.99 Office Supplies	
		Extension Poles (Dippers)	89.92 Sprayer Supplies	
35108	LOWE'S			292.00
		Square Tubes, Swivel Casters, 2x8x10 Lumber	197.25 Lab Supplies	
		Paint Supplies, Command Hooks, LED Lights	94.75 Bldg/Yard Supplies	
35109	MISSION LINEN			429.63
		Uniforms	271.75 Clothing	
		Janitorial	157.88 Janitorial	
35110	PAUL HARLIEN			408.00
		Motor for Jeep	300.00 Auto Supplies/Maint	
		Reimburse for Gasoline to Pick up Motor	108.00 Gasoline	
35111	SO CAL GAS COMPANY	Utilities		473.40
35112	US BANK			3,679.44
		3M - Respirator Evals	638.00 Professional Services	
		Google Suites	141.00 Subscriptions	
		Craig's List - Job Ads	30.00 Public Relations	
		Indeed - Job Ads	108.03 Public Relations	
		eBay - Jeep Tires	433.50 Auto Supplies/Maint	
		Microsoft - Office 365 (7 Subscriptions)	1,008.00 Subscriptions	
		Amazon - 3M Half Masks	162.78 Safety Supplies	
		Amazon - Stand up Desk, Clock, Printer Drum, Labels, etc.	316.48 Office Supplies	
		Amazon - iPhone Charging Cables	251.02 Telephone/Cell Phones	
		Amazon - Tripod Stands, Lactic Acid, Soldering Tips, etc.	97.77 Lab Supplies	
		Amazon - Sureflow Pumps, Carb Kits, Graduated Dispensers	498.16 Sprayer Supplies	
		UPS Store - Shipping Costs (Insectary)	27.82 Lab Supplies	
		Target - Cotton Balls, Sterile Boxes, Sponges, etc.	53.61 Lab Supplies	
		Target - First Aid Kit, Bandage Wrap	18.42 Safety Supplies	
		La Mejor - Lunch w/Greg	19.21 Travel	
		Michael's - Tulle Spool (Traps)	32.97 Lab Supplies	
		Sigma-Aldrich - Caproic Acid (Traps)	65.28 Lab Supplies	
		Panera - Bagels for Staff Appreciation	15.49 Misc. Expense	
		M&D Mower & Appliance - Maruyama Buffers	35.90 Sprayer Supplies	
		PSI - Drone Test (credit)	-96.00 Professional Services	
		Mini PCR - Pipette Set (credit)	-178.00 Lab Supplies	
35113	VALLEY INDUSTRIAL MEDICAL	Pre-Employment Exams	Professional Services	125.00
		TOTAL BILLS		\$5,682.64
		TOTAL BOARD ORDER #25		\$16,393.27

VOUCHER	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
35114	MUSTAPHA DEBBOUN	MANAGER		7,434.89
35115	MIR BEAR-JOHNSON	ASSISTANT MANAGER		4,649.26
35116	CRYSTAL GRIPPIN	SCIENTIFIC PROGRAM MANAGER		4,614.37
35117	HECTOR CARDENAS	OPERATIONS PROGRAM MANAGER		5,081.36
35118	MARK NAKATA	BIOLOGIST		5,166.37
35119	JAVIER VALDIVIAS	BIOLOGIST		4,231.49
35120	ANDREA TROUPIN	BIOLOGIST		4,618.00
35121	SHERI DAVIS	ADMINISTRATIVE ASSISTANT		5,042.16
35122	MARY ELLEN GOMEZ	ADMINISTRATIVE ANALYST		3,875.08
35123	PAUL HARLIEN	FOREMAN		4,967.90
35124	RICK ALVAREZ	VECTOR CONTROL SUPERVISOR		5,136.20
35125	BRYAN RUIZ	VECTOR CONTROL TECHNICIAN III		5,095.11
35126	BRYAN FERGUSON	VECTOR CONTROL TECHNICIAN III/MECHANIC		4,250.25
35127	MARIO SANCHEZ	VECTOR CONTROL TECHNICIAN III/MECHANIC		3,698.03
35128	BELEN GOMEZ	TRUSTEE PAYROLL - QUARTERLY		184.70
35129	MICHAEL CAVANAGH	TRUSTEE PAYROLL - QUARTERLY		184.70
35130	LARRY ROBERTS	TRUSTEE PAYROLL - QUARTERLY		184.70
35131	ROSEMARY HELLWIG	TRUSTEE PAYROLL - QUARTERLY		184.70
35132	KEVIN CASKEY	TRUSTEE PAYROLL - QUARTERLY		184.70
35133	GREG GOMEZ	TRUSTEE PAYROLL - QUARTERLY		184.70
35134	LINDA GUTTIERREZ	TRUSTEE PAYROLL - QUARTERLY		184.70
		<i>Sub-Total Full-Time Payroll</i>		<i>\$69,153.37</i>
35135	VSP	Vision Plan Premium for April 2021		426.97
35136	DELTA DENTAL PLAN	Dental Plan Premium for April 2021		1,419.48
35137	LINCOLN FINANCIAL GROUP	Life/STD & LTD Insurance for April 2021		1,073.15
35138	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Health Insurance Premium for April 2021		23,110.77
35139	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax	Employee 71% - District 29%	27,645.76
35140	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax	Employee 100%	4,155.52
35141	DELTA VECTOR CONTROL DIST - EFTPS	Quarterly UI		6,801.31
35142	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement	Employee 40% - District 60%	18,915.67
35143	DELTA VECT CONT DIST	Flex Benefit Plan	Employee 100%	1,022.63
35144	ICMA RETIREMENT TRUST	Deferred Retirement Trust	Employee 77% - District 23%	1,172.80
		<i>Sub-Total for Payroll Taxes & Benefits</i>		<i>\$85,744.06</i>
		<i>Total Regular Payroll & Benefits</i>		<i>\$154,897.43</i>
35145	JORGE LOPEZ			988.51
35146	ADRIAN SIFUENTES			702.87
35147	ALEX WARD			821.46
35148	ALEJANDRA GILL			318.58
35149	SABRINA GALBAN			465.44
35150	MADISON LAWTON			413.72
35151	LUIS GONZALEZ			413.72
35152	JAYSON CABRAL			206.86
35153	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		867.96
35154	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		8.14
35155	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		434.80
		<i>Sub-Total for Seasonal Payroll & Taxes</i>		<i>\$5,642.06</i>
		<i>Total All Payroll and Benefits</i>		<i>\$160,539.49</i>
35156	ADMINISTRATIVE SOLUTIONS INC	Flexible Benefit Plan Admin Fee	Professional Services	91.00
35157	AWARDS & SIGNS UNLIMITED	Retirement Plaque - Mark Dyrge	Misc. Expense	86.80
35158	CITY OF VISALIA	Solid Waste Disposal	Utilities	126.85
35159	COMCAST BUSINESS	Internet	Telephone/Cell Phones	210.73
35160	DELTA VCD REVOLVING FUND			366.80
		AT&T Backup Internet	62.78 Telephone/Cell Phones	
		Winco - Yeast for Traps	99.40 Lab Supplies	
		Postmaster - Stamps	165.00 Office Supplies	
		Re-Order Printed Checks	39.62 Misc. Expense	
35161	PACIFIC WEST CONTROLS	Monthly Service Contract	Maint Contracts	250.00
35162	SBC	Office Phone/Fax	Telephone/Cell Phones	203.75
35163	SO CALIF EDISON	Utilities	Utilities	1,105.97
35164	VALLEY INDUSTRIAL MEDICAL CLINIC	Pre-Employment Exams	Professional Services	125.00
35165	VERIZON	Cell Phones	Telephone/Cell Phones	1,022.85
35166	WALMART			66.24
		Car Chargers and Phone Mounts	58.25 Telephone/Cell Phones	
		Lysol Wipes	7.99 Bldg/Yard Supplies	
		<i>Total Bills</i>		<i>\$3,655.99</i>
		TOTAL BOARD ORDER #26		\$164,195.48

CLAM #	PAYEE	DESCRIPTION	Budget Line Item	AMOUNT
	JORGE LOPEZ	Vector Control Tech II		1,924.02
	ALEXANDER WARD	Vector Control Tech II		1,533.77
	ADRIAN SIFUENTES	Vector Control Tech II		1,672.43
	ALEJANDRA GILL	Lab Tech I		1,112.57
	SABRINA GALBAN	Lab Tech I		1,085.24
	JAYSON CABRAL	Lab Tech I		1,040.99
	LUIS GONZALEZ	Lab Tech I		999.44
	MADISON LAWTON	Lab Tech I		999.44
	PATRICIA BIENIEMY	Lab Tech I		439.74
	ADRIENNE CANTU	Lab Tech I		439.74
	AYLSIA INGRIM	Vector Control Tech I		439.74
	JACKIE JACKSON	Vector Control Tech I		439.74
	ROSEMARIE ANTUNA	Vector Control Tech I		224.00
	AARON WINSTON	Vector Control Tech I		224.00
	PAUL RAPER	Vector Control Tech I		465.44
	KORY WILSON	Vector Control Tech I		470.45
	DELTA VECTOR CONTROL DIST - EFTPS	Social Security/ Medicare/ Federal Income Tax		3,208.16
	DELTA VECTOR CONTROL DIST - EFTPS	State Income Tax		152.80
	DELTA VECTOR CONTROL DIST - EFTPS	CalPERS Retirement		929.04
		TOTAL PAYROLL		\$17,800.75
	AGUIRRE PRINTING & EMBROIDERY	Hats w/Delta logo	Clothing	697.04
	AUTOZONE	Starter, Brake Cables, Water Pump	Auto Supplies/Maint	170.08
	BIOQUIP	BG Lures	Lab Supplies	1,187.09
	CENTRAL VALLEY BUSINESS FORMS	Printed Security Window Envelopes	Office Supplies	334.94
	EMD NETWORKING SERVICES, INC.	IT Management Services	Maint Contracts	3,033.00
	HARBOR FREIGHT			91.42
		Aluminum Springs,		51.21
		Magnets, Digital Scale	Auto Supplies/Maint	40.21
			Lab Supplies	
	NACCHO	Membership Dues - Dr. Debboun	Dues	65.00
	NAPA AUTO PARTS			1,101.34
		Batteries, Spark Plugs, Hose & Clamps, Thermostat, etc.		424.55
		Mask Air Filters, Safety Readers, Hand Sanitizers, etc.		676.79
	N & R PUBLICATIONS	Newspaper Inserts - Printing and Insertion	Public Relations	2,828.74
	RUSSELL BROYLES	Backflow Prevention Annual Test & Report	Bldg/Yard Maint	55.00
	SOVE	Membership Dues - Dr. Debboun & Mir	Dues	140.00
	TARGET SPECIALTY PRODUCTS	Altosid and SumiLarv	Spray Material	2,985.66
	VALLEY PACIFIC PETROLEUM	Gasoline	Gasoline	880.86
	VERIZON	Cell Phones	Telephone/Cell Phones	635.91
		TOTAL BILLS		\$14,206.08
		TOTAL BOARD ORDER #27		\$32,006.83

4. Public Forum

Members of the public may address the Board.

5. Staff Report

The General Manager will report on items of operational interest.

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REPORT OF THE MANAGER MARCH 2021

I. Water and Weather

The temperature remained low throughout the month of March. The average high temperature was 68.0°F with an average low of 43.7°F. Data from the Delta Vector Control District (DVCD) Weather Station reported 1.27 inches of rainfall. The National Oceanic and Atmospheric Administration 1981-2010 seasonal averages for high and low temperatures in March were 67.3°F and 46.1°F respectively, with average rainfall of 1.99 inches.

Water storage at Pine Flat Reservoir increased to 265,208 acre-feet by the end of the month. By March 31, 2021 Pine Flat Reservoir's inflow had increased to 796 cubic feet per second (CFS) and its release increased to 191 CFS. Lake Kaweah Reservoir ended the month with more water than the previous month, with 30,497 acre-feet on March 31, 2021. Lake Kaweah's inflow increased to 285 CFS and its release was increased to 37 CFS.

II. Narrative

Administrative and Laboratory staff attended the 2021 American Mosquito Control Association (AMCA) Annual Conference and presented three posters in early March. The conference was entirely virtual.

The California Department of Public Health (CDPH) proficiency panel for West Nile virus, St. Louis Encephalitis virus, and Western Equine Encephalitis virus was completed in early March and the results were sent in, with the preliminary assessment showing passing marks. The full report will be released by CDPH and the Davis Arbovirus Research and Training (DART) later this spring.

Seasonal vacancies in both the laboratory and operations continued to be filled during the month, with four known positions still open at the end of March. Full time staff went through their annual safety training in March. Additionally, the laboratory technicians and Field Zone Technician II's started in March and attended safety training. Safety training which occurred in batches to ensure COVID-19 compliance.

Preparation for the 2021 mosquito season has been completed. Mosquito traps were repaired, and surveillance routes have been updated. Seasonal laboratory technicians were trained to begin trap routes.

On March 25, 2021 Systems Administrator Mark Dynge gave his notice to retire on March 31, 2021 and was presented with his 17-year retirement plaque on April 1, 2021. To ensure no loss

of service at the District, EMD Networking Services was contracted to manage any IT needs while options are being considered.

Calibrations were completed in March, with droplet testing taking place on March 31, 2021 at Kings Mosquito Abatement District, led by Clarke. All trucks and equipment were finalized for the start of the season. Fieldseeker data system is being implemented in the field, with changes, corrections and queries taking place as staff experience it in real time.

Throughout February, employees continued to complete the online screening of COVID-19 survey and take paid time off to seek test results when required. 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. In March some staff received their second dose of the vaccine. Staff are encouraged to be vaccinated and are allowed to take work time to do so.

Due to the hold up by GM and the delay of delivering the 10 vehicles to the Enterprise Fleet Management (EFM) on time, the General Manager negotiated with both organizations to waive the delivery fee of \$1,700.

There were twenty-seven service requests in March:

2021 Service Request Summary

2021	Fish	Inspection	Mosquito	Source	Other	Inquiries	Total
January	0	0	1	2	0	0	3
February	0	0	0	2	0	0	2
March	0	0	7	17	1	2	27
Total	0	0	8	21	1	2	32

III. Vector and Disease Surveillance

Delta VCD Summaries

Humans: There were no human cases of an arbovirus reported by the local public health department for the month of March.

Birds: No dead birds were reported in the month of March. The Dead Bird Hotline will re-open April 12, 2021. Residents can still report dead birds online or directly to the District.

Mosquitoes: No mosquito testing was conducted in the month of March.

State Surveillance:

Humans: No new human cases of West Nile virus (WNV) or St. Louis encephalitis virus (SLEV) were reported in 2021. The California Department of Public Health updated the number of human infections in 2020 to 231 with 11 WNV-related fatalities.

Birds: No dead birds were reported in March.

Mosquitoes: No mosquito samples were reported in March.

IV. Expenditures & Revenues – 2020/21

TOTAL BUDGET \$3,516,071.89

EXPENDITURES – July 1, 2020 – March 31, 2021

Salaries	\$1,787,366.31
Services & Supplies	\$496,871.09
Tax Admin Fee	\$30,690.00
Capital	\$9,765.74
Building Improvements	\$351,882.69
TOTAL EXPENDITURES	\$2,676,575.83

REVENUE RECEIVED – July 1, 2020 – March 31, 2021

July	\$1,011.30
August	\$0.00
September	\$22,679.32
October	\$4,651.34
November	\$62.67
December	\$1,551,138.77
January	\$296,201.40
February	\$2,082.40
March	\$19,522.97
TOTAL REVENUE TO DATE	\$1,897,350.17

V. Time Sheet Summary

Month	Available Work Hrs	Sick Hrs Used	Total Hrs Available for Work	Pct. Of Hrs Avail for Work
July	5,632	50.25	5,581.75	99.10
August	5,376	133.25	5,242.75	97.53
September	4,816	99.75	4,716.25	97.93
October	3,520	123.25	3,396.75	96.50
November	2,016	132.00	1,884.00	93.46
December	1,960	100.00	1,860.00	94.90
January	1,950	146.00	1,804.00	92.52
February	2,100	30.25	2,069.75	98.55
March	2,576	93.25	2,482.75	96.38

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.

6. IT Management Services

The Assistant Manager will request approval to contract with EMD Networking Services, Inc. for IT Management for the District.



**Service Agreement Quote for:
*Delta Vector Control District***

Please take a moment to read this..

First, thank you for your interest in our service agreements. We appreciate the opportunity to earn your business and take care of your IT needs the "*EMD Way*"!

What exactly is the *EMD Way*? Well, we're not selling you individual services or products in our contracts, *we're selling end-results*. After all, that's what matters to our clients! We've been in the IT business for more than 25 years and we know what works and what doesn't. We know that if we standardize our proven methods, it produces the results our customers expect time after time. We've created processes and standards that we not only use for our customers, but for ourselves. When we do this we can prevent problems, predict the outcome and keep you and your staff productive. The result... happy customers that receive amazing service while being able to budget their IT needs AND ending up *saving* money overall. That's the *EMD Way*.

Our pricing may seem high at first, but we *know* what it takes to support you properly. We won't cut corners or settle for 'ok' - we shoot for Amazing every time. If we (or anyone else) charges less, we know that it won't be up to the standards that you expect (or EMD's standards) - we simply could not afford to provide the solutions that will produce successful end results. Ask our existing customers - we don't advertise because they do a great job of advertising for us. Our *3rd* Core Value is "Customers are everything!" (ask anyone at EMD what our first 2 are!).

If you are looking for someone to manage your IT systems the right way, someone that will live up to their promises and puts customers before profits, let us provide the relief you are looking for - the *EMD Way*.

The EMD Team

Company Name: Delta Vector Control District
Phone Number: 559-732-8606

Contact Name: Mir Bear-Johnson
Email Address: mirbearjohnson@deltavcd.com

Network Information	Backup information	For optional services
Number of physical locations: <input type="text" value="1"/>	Number of <u>existing</u> BDR's: <input type="text" value="0"/>	<u>New</u> BDR's recommended / quoted: <input type="text" value="0"/>
Number of physical servers: <input type="text" value="2"/>	<u>Workstations</u> to backup: <input type="text" value="0"/>	Workforce Productivity users: <input type="text" value="13"/>
Number of virtual servers: <input type="text" value="0"/>	Backup quota needed (GB): <input type="text" value="4000"/>	Addendum included? <input type="text" value="No"/>
Number of workstations: <input type="text" value="13"/>		

1 - Choose your level of service				
<p>(live signature required - please print and use a pen to fill out) You must initial one of the green boxes in this section to select the level of your agreement. See terms & conditions for all details on agreement levels and other details.</p>		Basic Care+	Net Care+	Total Care+
	Base monthly fee >	\$666	\$1,278	\$1,833
	Initial one option >	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 - Choose Your Options:		
- Advanced Backup / Disaster Recovery		
<p>You MUST initial one of the green boxes in this section to indicate your choice of using a BDR. Having a BDR can greatly reduce the amount of network downtime in the event that your production server fails - an average of 1-2 days. See terms & conditions for more information on BDR use.</p> <p style="text-align: right;"><small>BDR config (internal use): 1 2 3 2 1</small></p>	One time fee for cost of BDR and setup >	\$0
	Additional monthly fee for BDR(s) >	\$0
	I ACCEPT the BDR option >	<input type="text"/>
	I DECLINE the BDR option >	<input type="text"/>

- HIPAA / PCI Services		
<p>You MUST initial the green box or red box in this section to either accept PCI/HIPAA services or decline them. These services are combined and you get both for the one monthly fee. See terms & conditions for details about this service. Service fee is based on number of physical locations.</p>	Monthly fee (covers HIPAA and PCI compliance) >	\$199
	I ACCEPT the PCI/HIPAA services >	<input type="text"/>
	I DECLINE the PCI/HIPAA services >	<input type="text"/>

- Workforce Productivity Services				
<p>You MUST initial one of the green boxes or the red box to accept or decline Workforce Productivity Services. This service provides visibility into your user's work habits in real-time or historically. It also has reporting for individual or team productivity during any period and can also help to ensure your employees have the tools they need to be productive, as well as helping to keep your system secure and in compliance.</p>		With Basic Care+	With Net Care+	With Total Care+
	Monthly fee >	\$156	\$143	\$130
	Initial appropriate box >	<input type="text"/>	<input type="text"/>	<input type="text"/>
	or Initial here to decline >	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 - Sign & date in the green bar below, then initial all green boxes on the next 3 pages.

By signing below, customer agrees to all terms & conditions on the following pages.

X

Vector Control District	Print Name	Date
X	Print Name	Date

<i>Monitoring & Automated Services</i>	Basic Care+	Net Care+	Total Care+
OS Patch Management - Helps to keep systems secure by installing & managing critical patches.	✓	✓	✓
Disk Maintenance - Automatically performs scans, defrags and disk cleanups, keeping disks efficient.	✓	✓	✓
Antivirus Protection - Software & licenses included. Includes manual virus removal if necessary.	✓	✓	✓
24x7 monitoring on servers / workstations for disk space, memory, CPU and much more.		✓	✓
Automated Preventative Maintenance - Automated repairs for processes, services and more.		✓	✓
3rd Party Software Patching - Automates updates for common 3rd party software.			✓
<i>Security & Business Continuity Services</i>	Basic Care+	Net Care+	Total Care+
Backups - Local onsite backups w/hourly incremental updates.	✓	✓	✓
Offsite backup data storage - Automatic offsite replication of your data for safety during a disaster.	✓	✓	✓
Offsite data storage included with plan (additional fees if more storage is needed).	500GB	1TB	2TB
Access to EMD's spare server pool for temporary restore of your backups during a failure.		✓	✓
EMD Best Practices Application - Applies dozens of security best practices to help secure your network.		✓	✓
Security Assessment & Monitoring - Deep dive security scans / monitoring keeps your network secure and identifies internal and external vulnerabilities.			✓
<i>Premium Services ("Just take care of us!")</i>	Basic Care+	Net Care+	Total Care+
<u>All normal daily IT needs covered</u> - don't worry about getting invoiced for every ticket, and don't put off getting IT issues resolved. All IT issues covered at no additional charge (see terms for full details).			✓
Emergency after hours support - up to 2 incidents per month covered after hours (emergencies only).			✓
Vendor Liaison - We will handle communication with any of your software or other IT related vendors Our technicians will be professional, yet firm in getting vendors to help resolve issues fast on your behalf.			✓
Priority Response for declared emergency issues (max time during normal working hours).	N/A	4 hr	2 hr
Hardware problem resolution on all servers, PC's, monitors, switches, routers, etc. (labor).			✓
New workstation installation & configuration - Includes labor to setup new workstations.			✓
Mobile device email support (one per workstation, must be using same email account).			✓
<i>Additional Services & Options</i>	Basic Care+	Net Care+	Total Care+
OS Support - Labor covered to fix issues with Windows Operating Systems whether it's an issue with a new patch, an error or an incompatibility with your software. Includes reloading OS if needed.			✓
Network Connectivity Resolution - Any problem with simply "connecting" to server, internet, printers, etc.		✓	✓
Labor rate discount for out of scope work / projects.	N/A	5%	25%
Physical cleaning of servers & workstations, done annually to keep them running efficiently.			✓
Workforce Productivity Services - Provides visibility into your team's productivity in real-time & historically.	Opt	Opt	Opt

See detailed information about each service in Terms & Conditions on the following pages.

For the purposes of this agreement "EMD" shall refer to EMD Networking Services, Inc. and "Customer" shall refer to the customer defined at the top of page #1 of this document, and any of its employees. The terms & conditions below define the general scope of this agreement. This is a month to month agreement unless otherwise stipulated in an addendum or unless this agreement was purchased in conjunction with a discounted project. The services below only apply to Customer if the agreement option they chose on page #1 includes that service described on page #2. EMD cannot be held liable for loss of data, time or the security of Customer's network for situations where Customer disregards EMD's recommendations. This agreement is not valid unless both parties sign and date page #1.

Monitoring & Automated Services

OS Patch Management: Automatically updates high priority and critical patches and limits patches that are not necessary that could cause performance issues. In some cases EMD can also prevent specific patches from installing that have previously caused problems or that might be incompatible with your software, preventing further conflicts. Since OS patches are not created or tested by EMD, EMD shall not be held responsible for any problems they may cause, however EMD will resolve any issues they cause if the agreement option Customer selects includes the "OS Support" option.

Disk Maintenance: EMD's monitoring software will perform regular disk scans / cleanups to help keep servers & workstations running efficiently.

Antivirus: AV licenses are included for all covered workstations and servers. EMD will monitor these for any virus or malware activity and verify the AV protection blocks or removes these threats automatically. If a threat cannot be removed automatically, EMD will manually remove the threat as part of this agreement option. EMD shall not be held liable for threats that infect Customer's systems by actions of employees neglectfully downloading dangerous files or clicking on email attachments from unknown or unexpected sources.

24x7 Monitoring Service: Using our monitoring software, EMD will continually scan and monitor your servers and workstations for errors, alerts and the health of each computer, and can even predict when critical drives will run out of space allowing for planned upgrades with minimal downtime. If Customer's network devices such as switches and routers are compatible with monitoring technology, EMD will monitor those devices as well. EMD will receive alerts that allows us to take preventative action, very often preventing downtime for Customer.

Automated Preventative Maintenance: EMD's monitoring software will also provide automated repairs for many services, processes and alerts, preventing expensive downtime on servers and workstations.

Third Party Software Patching: Keeps common software such as Adobe Reader & Flash, Google Chrome, Firefox and others updated automatically.

Security & Business Continuity Services

Backups: Local backups provided for all covered servers that contain data or network support configurations. These backups are updated as frequently as every hour to keep your backups up to date and ready to go. Additionally, backups of specified workstations are optional if specified on page #1. EMD shall not be liable for data stored on devices or workstations that are not being backed up. EMD will redirect data paths / drives to servers that will be backed up, however if a user saves a file to a location that is not on a backed up server or workstation, that data will be in danger of being lost!

Offsite Backup: Replication of your backup data is encrypted and stored offsite on EMD's secure cloud servers to keep your data safe and accessible during disasters. Offsite replication of your data requires a high speed internet connection. Customer agrees to maintain such a connection sufficient to transfer backup files during the term of this agreement. Backup data is retained for a maximum of 28 days unless a specific agreement to store images longer is defined in an addendum to this agreement.

Loaner Servers – EMD maintains a pool of servers specifically for use by our agreement Customers that choose this option. If needed, a loaner server will be setup on behalf of Customer, and their data restored to that loaner server until Customer's server is repaired or replaced. If Customer's server is not repaired or replaced within 45 days (because of Customer's delay on decision to do so), there will be rental fees assessed starting on the 46th day in the amount of \$25 per day per server. If the loaner server is needed beyond 45 days because of any delays on EMD's part, no rental fees will be assessed.

Security Assessment & Monitoring: Initial security assessment done upon execution of agreement. A comprehensive report is provided with recommended remediation actions. After all vulnerabilities are resolved, ongoing scans and maintenance will be performed to keep Customer's network as secure as possible. This valuable security service scans for inside and outside threats to protect from intruders accessing your network and data.

Backup & Disaster Recovery Appliance (BDR): If Customer purchases (or already owns) a BDR, EMD will manage that device with Customer's backups loaded and updated for instant use when needed. BDR's are updated frequently, allowing us to get you back up and running with up to date data within minutes instead of hours or days. This can significantly reduce Customer's downtime vs restoring to a new or loaner server.

Premium Services ("Just take care of us!")

All Normal Daily IT Support Needs Included: Unlimited support for all of your normal daily IT needs. If you want us to "Just take care of it!", this option is for you. It allows for quicker problem resolution, easier budgeting, less accounting time and far less frustration. Labor for all hardware support, application problem resolution, user assistance, new workstation setups, software updates, and any other normal daily IT support issue is included. Labor for new projects or any work done to fix issues caused by another IT provider or user not authorized by EMD is not included. Projects are defined as a new major software application install, new server installation, a major change or move of existing systems or any **new** IT system being added to your network. If we consider it a project, we will notify you **prior** to doing any work and we will provide a written quote for your approval **before** starting. Additions to existing systems, software updates and even any new additions that take less than 1 hour of time are not considered projects and will be covered.

Emergency After Hours Support: Provides up to 2 incidents per month for emergency issues that fall outside of EMD's normal business hours. Incidents are any service call that requires a technician to respond. Incidents can be a quick remote support call or a major 'downed server' incident, and there is no minimum or maximum labor time that defines an incident. Maximum of 2 are covered if Customer chooses agreement that includes this option. After 2 incidents, all after hours support is billable.

Vendor Liaison: EMD will act as a liaison between you and your IT vendors, such as software support, internet providers, contractors, etc. This can help to speed up problem resolution even when EMD isn't the one that can solve the problem directly. With our experience and expertise, we can work with your vendors and be the 'hands on' person at your site or on the phone and also help to make sure the vendor is keeping on top of the issue until it's resolved. Of course we do this for all customers when requested, but the time and labor is covered by agreement options with premium services included.

Priority Response: For all emergency requests, a priority response will be met according to agreement type. Emergency requests are defined as: Any service request for any inoperable vital network component such as a server, router, switch or other shared device, a mission critical workstation or application, a problem that affects multiple users with a critical component of the network, or any problem that stops your business functions completely. All non-critical issues are prioritized by contract type and nature of issue as well as time requested. Emergency requests MUST be identified as such when requesting service by phone. If a ticket is created via email and you wish to declare it an emergency, you must call and identify the ticket number and declare as an emergency.

Hardware Problem Resolution: Covers labor to diagnose and repair covered hardware. Does not include any parts or supplies for such repairs.

New Workstation Installs: Covers labor to install and configure new workstations. New workstation (unless a replacement) must be added to agreement.

Mobile Device Support: Covers email and connectivity support for one mobile device per user. Specifically, covers setup / support of the same email account that is used on the user's workstation, and connectivity to the email account including calendar / contact info if used in Outlook / Office 365.

Additional Services & Options

OS Support: Covers the labor required to diagnose and resolve issues involving server and workstation Operating Systems. Includes issues arising from patches, software conflicts or other OS problems. (OS Patch Management option does NOT include labor to fix issues even if caused by patching, as EMD has no control over the quality and accuracy of patches provided by vendors. This OS Support option, however, will cover that labor if included with agreement selection).

Network Connectivity Problem Resolution: This option covers problems related to connectivity of any network device, internet connectivity on any covered server, workstation or router, email connectivity, network resource access such as printers and access points, or any problem that restricts normal connections to your local network infrastructure.

Labor Rate Discounts: For projects or issues that are 'out of scope' of Customer's agreement, labor discounts are offered as indicated on agreement. Discount is for any work done for Customer that is not covered by agreement.

Physical Cleaning of Computers: Covers annual physical cleanings of servers and workstations. Although some cosmetic cleaning may be done, this cleaning is intended to keep the interior of the computer clean which can keep them running cooler and more efficiently, and can also reduce premature failures.

Workforce Productivity Services: Provides immediate visibility into how and what users do at work so you can boost productivity as well as enhance security and compliance. Allows managers to build a history of analytical information which also helps to identify what hinders their team's productivity. Easily generate detailed reports as well as view real-time or historical screenshots to gain true insight into productivity, work patterns and security vulnerabilities. Allows you to categorize any and all software, utilities, websites and anything else your users spend time on each day to provide accurate reports specific to your business. Although this system can be installed and ran 'silently' in the background, we encourage our customers to be transparent with their users which, in itself, provides an open and productive environment. This service has a minimum of 3 monitored users. Works on any computer local or remote.

HIPAA / PCI Compliance Services: If selected as part of an agreement, this option is provided by our partner company PCIHIPAA, and Customer agrees to pay PCIHIPAA directly for these services. EMD will work closely with Customer and PCIHIPAA to complete the initial assessment and to assist in helping Customer to stay compliant as directed by PCIHIPAA. The HIPAA services provide a comprehensive solution to the Privacy, Security and Breach Notification Rule requirements, including an initial assessment and everything Customer needs to help them be compliant. These services also include PCI compliance services for credit card processing requirements.

Billing, Payments and Other Terms

Submitting Service Requests: All normal service requests must be submitted via email to help@emdnet.com. This will get the ticket put into the service queue and properly prioritized in the fastest manner. If Customer is unable to use email, or if the issue is being declared as an emergency, Customer should call our office and follow the prompts. Requests are filtered through a triage system for escalation based on contract type, nature of problem, response priority and time received. We will communicate with the point of contact (whoever submits the ticket) via phone or email, depending on the nature of the problem.

Access to Customer Computers: By signing this agreement, Customer gives EMD permission to remotely access their servers, workstations and other network equipment to automatically and manually support Customer. When remoting to a user's workstation, EMD will attempt to give Customer previous notice before accessing the computer. Part of EMD's automated services requires users to leave computers on during certain times of the week, including overnight, so that we can keep computers up to date and also schedule maintenance during off hours so as to not affect the performance of computers during working hours. Failing to leave them on during these requested times will result in limited success of OS patching and other services. EMD will advise Customer of when to leave computers on during the week.

Billing & Payments: Agreements are billed in advance for the next calendar month. EMD bills this way to cover the cost of licenses and other commitments EMD must retain in advance for Customer so we can provide those services in the following month. Payment is due within 30 days of the invoice date. Late payment may result in services being suspended or cancelled. Service plan pricing and features subject to change without notice. Customer agrees to setup Auto Pay in EMD's payment portal, using ACH payment method to pay for monthly agreement fees. This is beneficial to both Customer and EMD because it will only transfer funds from Customer's account on the very last day before invoice is past due, leaving the funds in the Customer's account until the very last day, as well as reducing accounting time for both parties each month. If Customer fails to setup or maintain the Auto Pay using ACH feature, there will be an additional monthly accounting fee of \$35 per month. If Customer fails to pay agreement invoices within 30 days of invoice, all services may be suspended including backups and security maintenance.

Network Security / Access: Customer agrees to limit all IT support functions and access to EMD employees only, and no other IT company or user may add, remove or change any hardware, service or software related to IT support without EMD's written approval. No additional hardware, including workstations or servers, may be added without the written consent of EMD, and any added hardware must be added to be covered by this agreement. Customer also agrees to keep all administrative access and passwords secure and to allow EMD access to them at all times.

Problem Resolution Times: Although EMD's response time is prioritized based on agreement type and priority of tickets, EMD cannot guarantee resolution times for all issues. If EMD is unable to resolve an issue within a reasonable amount of time, or if the situation causes Customer to be down for an extended period of time, EMD will work with Customer to create a work-around, and/or use loaner equipment or other resources to help Customer return to functionality as quickly as possible. EMD will use "best efforts" to resolve customer issues in a timely manner.

Agreement Termination: Either party may terminate this contract with a 30 day written notice after the minimum term.

Agreement Fees: Fees are based on the number of servers, workstations, backup storage needs and other equipment used for Customer's network. As these quantities change during the course of this agreement, the monthly fees may increase or decrease based on those quantities.

Term: This is a month to month agreement with a minimum term of one month. If Customer was given discounts on projects based on the activation of this agreement at the same time as project quotes were accepted by Customer, the term then becomes 12 months minimum.

By initialing here, Customer agrees to the Billing & Payments terms above, including the requirement to setup Auto Pay via ACH in EMD's payment portal. If customer can not or does not wish to pay using this method, Customer agrees to pay a \$35 per month payment processing fee. We require this payment automation to keep our administrative costs down. Credit cards may NOT be used to pay any EMD agreement.

7. Quarterly Revenue/Expense Report

The Administrative Assistant will report on the financial status of the District.

MONTHLY REVENUE REPORT 2020-21

Revenue Source	Description	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Received	Budget	Balance
4001 Taxes - Current Secured							1,154,613.64	201,166.11	1.00					1,355,780.75	2,312,574.00	-956,793.25
4006 Taxes - Current Unsecured							142,614.46	1,132.22						143,746.68	135,116.00	8,630.68
4060 RDA Residuals							84,334.00							84,334.00	50,000.00	34,334.00
4075 & 4078 RD H&S 34188 OA										568.02				568.02	0.00	568.02
4008 Taxes - Prior Secured								27,051.60						27,051.60	42,402.00	-15,350.40
4009 Taxes- Prior Unsecured								821.04						821.04	1,818.00	-996.96
4030 Taxes - Supplemental Cur Sec							-33.81	13,941.44						13,907.63	36,571.00	-22,663.37
4033 Taxes - Supplemental Prior								7,721.32						7,721.32	5,253.00	2,468.32
4052 Other Taxes - Assessment		149.22				62.67	682.32	8,464.76						9,358.97	0.00	9,358.97
1440 Taxes - Timber Yield														0.00		0.00
1450 Aircraft														0.00		0.00
5050 Property Tax Relief								9,997.25						9,997.25	18,644.00	-8,646.75
Total Taxes														1,653,287.26	2,602,378.00	-949,090.74
4801 Interest Income			22,679.32				12,868.23			12,694.06				48,241.61	79,586.00	-31,344.39
4069 RDA PT Facilities																
City of Woodlake							2,910.00							2,910.00		
City of Dinuba							10,012.00							10,012.00		
City of Exeter														0.00		
City of Farmersville							2,337.00							2,337.00		
City of Lindsay							35.00							35.00		
City of Visalia							84,319.00							84,319.00		
County Pass Thru							56,419.00							56,419.00		
Total RDA														156,032.00	284,988.00	-128,956.00
5400 Current Services (Billing)					57.84			5,793.66	2,081.40	817.35				8,750.25	6,953.00	1,797.25
5835 Other Revenue					755.00									755.00	0.00	755.00
5401 Assessment Fee							-96.07							-96.07	0.00	-96.07
5805 Misc. Receipts																
Paul Jobe	Cell Phone	57.84			21.54									79.38		
US Bank	WSCA Contract Payment	190.83								109.58				300.41		
Tulare County	Re-deposit stale dated warrant	613.41												613.41		
Zacarias Lazaro	Cert Exams A,B,C,D				124.00									124.00		
Kory Wilson	Cert Exams A & B				62.00									62.00		
Walt Stutsman	Cert Exam B				30.00									30.00		
Visalia Public Cemetery	Vectobac WDG Treatments				3,600.96									3,600.96		
Jorge Lopez	ASE Tests						124.00							124.00		
VCJPA	2020 Retrospective Adjustment							19,812.00						19,812.00		
Special District Leadership Foundation	Dr. Debboun Eduaction Allowance							300.00						300.00		
Tulare MAD	Deposit for 2021 Testing									3,300.00				3,300.00		
Central Life Sciences	Altosid Rebate									2,033.96				2,033.96		
Misc. Revenue Total														30,380.12	0.00	30,380.12
Total All Revenue		1,011.30	0.00	22,679.32	4,651.34	62.67	1,551,138.77	296,201.40	2,082.40	19,522.97	0.00	0.00	0.00	1,897,350.17	2,973,905.00	-1,076,554.83

MONTHLY EXPENSE REPORT 2020-21

20-21 FY Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Expense	Budget	Carry Over
Manager	12,812.50	12,812.50	12,812.50	12,812.50	12,812.50	12,812.50	12,812.50	12,812.50	12,812.50				115,312.50	153,750.00	38,437.50
Assistant Manager	8,968.75	8,968.75	8,968.75	8,968.75	8,968.75	8,968.75	8,968.75	8,968.75	8,968.75				80,718.75	107,625.00	26,906.25
Operations Program Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,422.91				9,422.91	0.00	-9,422.91
Scientific Program Manager	0.00	0.00	0.00	0.00	8,059.06	8,059.06	8,059.06	8,059.06	8,059.06				40,295.30	48,354.38	8,059.08
Foreman	7,860.74	7,860.74	23,635.89	0.00	0.00	7,367.19	7,367.19	7,367.19	7,367.19				68,826.13	94,328.88	25,502.75
Biologist (Crystal/Andrea)	7,501.72	7,501.72	7,501.72	7,501.72	0.00	0.00	0.00	4,675.20	6,751.55				41,433.63	90,020.63	48,587.00
Biologist (Jesse)	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	17,888.92	0.00				70,400.96	90,020.63	19,619.67
Biologist (Mark N)	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72				67,515.48	90,020.63	22,505.15
Biologist (Javier)	6,001.38	6,001.38	6,001.38	6,001.38	6,001.38	6,001.38	6,001.38	6,001.38	6,001.38				54,012.42	72,016.56	18,004.14
Systems Administrator	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	7,501.72	15,580.91				75,594.67	90,020.63	14,425.96
Admin Assistant	6,668.91	6,668.91	6,668.91	6,668.91	6,668.91	6,668.91	6,668.91	6,668.91	6,668.91				60,020.19	80,026.88	20,006.69
Admin Analyst	5,385.42	5,385.42	5,385.42	5,385.42	5,385.42	5,385.42	5,385.42	5,385.42	5,385.42				48,468.78	64,625.04	16,156.26
VC Supervisor	6,117.97	6,117.97	6,117.97	6,117.97	6,117.97	6,117.97	6,117.97	6,117.97	6,117.97				55,061.73	73,415.63	18,353.90
VCT III/ Mechanic (3 employees)	15,847.80	15,847.80	15,847.80	15,847.80	15,847.80	26,405.46	4,726.54	4,726.54	9,175.04				124,272.58	190,722.52	66,449.94
VCT III (1 employee)	5,560.63	5,560.63	5,560.63	5,560.63	5,560.63	5,560.63	5,560.63	5,560.63	5,560.63				50,045.67	66,727.50	16,681.83
VCT II (2 employees)	14,930.18	10,021.50	10,009.60	11,972.97	0.00	0.00	0.00	0.00	1,744.96				48,679.21	87,598.00	38,918.79
VCT I (17 employees)	36,150.49	42,714.18	29,521.72	9,811.28	3,382.47	0.00	0.00	0.00	0.00				121,580.14	297,073.67	175,493.53
Over-Time	0.00	56.13	831.65	1,275.04	0.00	0.00	0.00	0.00	0.00				2,162.82	10,000.00	7,837.18
Trustee Payroll	2,000.00	0.00	0.00	2,100.00	0.00	0.00	1,700.00	0.00	0.00				5,800.00	8,400.00	2,600.00
Longevity	3,802.50	3,802.50	3,016.42	3,016.42	3,016.42	3,016.42	2,550.67	2,550.67	2,550.67				27,322.69	45,298.48	18,306.79
ASE Certificate	2,250.00	2,250.00	2,250.00	2,625.00	2,625.00	1,500.00	1,125.00	1,125.00	1,375.00				17,125.00	28,500.00	11,375.00
TOTAL WAGES	164,364.15	164,075.29	166,635.52	128,170.95	106,951.47	120,368.85	99,549.18	112,911.58	121,044.57	0.00	0.00	0.00	1,184,071.56	1,788,876.06	604,804.50
Social Security/Medicare	10,536.72	15,062.83	12,849.60	9,907.08	8,283.79	9,317.18	7,717.42	8,739.55	9,358.02				91,772.19	136,559.22	44,787.03
CalPERS - OPEB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	0.00
Retirement - District 14.729% (PEPRA 7.732%)	12,529.35	13,103.73	11,951.65	12,227.19	10,949.65	11,024.48	10,242.12	11,142.05	11,896.43				105,066.65	159,746.45	54,679.80
PERS - UAL	132,655.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				132,655.00	132,655.00	0.00
Workers' Comp	71,079.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				71,079.00	71,320.00	241.00
Unemployment	5,909.04	0.00	0.00	1,994.36	0.00	0.00	440.90	0.00	0.00				8,344.30	18,662.00	10,317.70
Life/LTD/STD; Dental; Vision; Long Term Care	2,908.80	3,059.83	1,687.60	2,572.98	2,795.60	2,555.37	2,103.64	2,591.42	2,583.95				22,859.19	38,726.59	15,867.40
Health	20,698.71	20,698.71	20,389.50	18,959.10	17,457.39	17,986.77	16,868.12	17,268.14	17,932.97				168,259.41	263,042.88	94,783.27
BENEFITS	256,316.62	51,925.10	46,878.35	45,660.71	39,486.43	40,883.80	37,372.20	39,741.16	41,771.37	0.00	0.00	0.00	600,035.74	820,711.94	220,676.20
TOTAL WAGES & BENEFITS	420,680.77	216,000.39	213,513.87	173,831.66	146,437.90	161,252.65	136,921.38	152,652.74	162,815.94	0.00	0.00	0.00	1,784,107.30	2,609,588.00	825,480.70
Spray Materials	9,862.85	49,959.59	11,518.08	0.00	0.00	0.00	45,020.30	0.00	24,935.19				141,296.01	201,500.00	60,203.99
Uniforms	719.02	1,720.58	808.53	368.29	369.17	536.35	156.64	160.00	439.27				5,277.85	7,000.00	1,722.15
Lab Supplies	21,389.17	5,742.48	5,289.35	765.19	3,624.20	73.21	827.07	596.00	12,055.60				50,362.27	63,000.00	12,637.73
Fish Supplies	0.00	80.38	0.00	0.00	155.05	0.00	0.00	0.00	0.00				235.43	2,000.00	1,764.57
Sprayer Supplies & Repairs	325.37	10.03	0.00	0.00	363.14	83.78	0.00	263.41	971.81				2,017.54	2,000.00	-17.54
Janitorial Supplies	155.66	185.10	147.16	172.5	217.85	182.00	161.63	157.88	315.76				1,695.54	2,000.00	304.46
Maint Contracts	1,077.53	797.83	800.00	250.00	250.00	250.00	262.00	250.00	428.64				4,366.00	5,000.00	634.00
Bldg/Yard Supplies & Maint	157.92	1,234.18	34.79	1,042.14	2,015.11	766.27	2,235.28	5,526.16	3,057.96				16,069.81	13,000.00	-3,069.81
Auto Supplies & Maint	221.89	1,626.50	1,190.27	967.88	1,585.46	4,072.69	2,592.15	2,750.62	2,331.43				17,338.89	24,000.00	6,661.11
Gasoline	5,802.54	6,256.11	5,424.10	4,097.23	1,776.94	72.07	243.08	297.74	584.96				24,554.77	50,000.00	25,445.23
Utilities	2,567.63	3,264.11	3,197.39	2,624.78	2,007.98	1,659.63	3,079.56	1,690.76	2,838.89				22,930.73	23,500.00	569.27
GPS	539.73	539.73	539.73	539.73	539.73	539.73	539.73	539.73	683.67				5,001.51	6,000.00	1,598.49
Telephone & Cell Phone	1,112.49	1,427.41	1,104.67	1,474.57	1,254.19	933.69	3,778.39	233.29	2,938.66				14,257.36	16,325.00	2,067.64
Liability Ins.	59,446.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				59,446.76	59,446.76	0.00
Office Supplies	504.68	640.88	545.86	279.12	630.40	391.52	1,056.47	909.12	4,742.89				9,700.94	10,000.00	299.06
Travel	0.00	200.00	820.00	28.70	136.02	450.00	0.00	1,095.00	19.21				2,748.93	34,073.00	31,324.07
Dues	930.00	10,500.00	0.00	0.00	7,253.00	0.00	0.00	201.00	145.00				19,029.00	19,750.00	721.00
Safety Supplies	124.37	235.66	10.98	13.65	482.72	0.00	197.21	87.30	1,205.47				2,357.36	4,000.00	1,642.64
Subscriptions	13,261.64	1,687.41	0.00	0.00	600.00	0.00	12.00	218.02	38,027.53				53,806.60	19,050.00	-34,756.60
Cont. Education	0.00	396.00	63.00	400.00	124.00	0.00	0.00	468.00	0.00				1,451.00	4,400.00	2,949.00
Professional Services	401.50	1,249.00	7,523.00	3,213.00	1,324.00	4,867.00	1,680.80	3,899.00	2,292.50				26,449.80	52,000.00	25,550.20
Public Relations	2,377.00	1,959.00	1,932.43	2,492.17	0.00	2,492.17	1,160.14	507.34	1,220.53				14,140.78	50,000.00	35,859.22
County Admin Fee	0.00	0.00	0.00	0.00	0.00	30,690.00	0.00	0.00	0.00				30,690.00	63,550.00	32,860.00
Misc	86.80	212.91	300.00	489.22	870.96	300.00	1,802.35	1,500.00	32.98				5,595.22	5,000.00	-595.22
TOTAL SERVICES & SUPPLIES	121,064.55	89,924.89	41,249.34	19,218.17	25,579.92	48,360.11	64,804.80	21,350.37	99,267.95	0.00	0.00	0.00	530,820.10	737,194.76	206,374.66
Lease Payment			54,904.86						58,914.03				113,818.89	113,818.89	0.00
TOTAL OTHER CHARGES - LONG TERM DEBT			54,904.86						58,914.03				113,818.89	113,818.89	0.00
Fence and Gates									0.00				0.00	35,000.00	35,000.00
Fishery Tanks etc.				31,618.10					31,618.10				31,618.10	31,387.44	-230.66
Roof Repair (Office and Auto Shop)							44,320.00	1,850.00					46,170.00	60,000.00	13,830.00
Bldg/Yard Improvements			0.00	60,548.39	2,619.41	51,432.53	45,675.37						160,275.70	0.00	-160,275.70
TOTAL CAPITAL & BLDG IMPROVEMENTS	0.00	0.00	0.00	92,166.49	2,619.41	51,432.53	89,995.37	1,850.00	0.00	0.00	0.00	0.00	238,063.80	126,387.44	-111,676.36
Spray Equipment									2,432.00				2,432.00	0.00	-2,432.00
Lab Equip		6,394.99	0.00	938.75					7,333.74				7,333.74	7,414.00	80.26
TOTAL CAPITAL	0.00	6,394.99	0.00	938.75	0.00	0.00	0.00	0.00	2,432.00	0.00	0.00	0.00	9,765.74	7,414.00	-2,351.74
MONTHLY TOTAL	541,745.32	312,320.27	309,668.07	286,155.07	174,637.23	261,045.29	291,721.55	175,853.11	323,429.92	0.00	0.00	0.00	2,676,575.83	3,594,403.09	917,827.26

8. Other Post-Employment Benefits (OPEB)

The Administrative Assistant will go over the engagement letter received from MacLeod Watt, Inc. for the 2021 update to the biannual Actuarial Valuation and related reports on behalf of the District.

MacLeod Watts

March 10, 2021

Dr. Mustapha Debboun
Manager
Delta Vector Control District
1737 West Houston Avenue
Visalia, CA 93279-0310

Re: Engagement Letter - OPEB Actuarial Valuation Services

Dear Dr. Debboun,

This letter serves as MacLeod Watts' proposal to prepare an updated actuarial valuation of other postemployment benefits (OPEB) liabilities for Delta Vector Control District. This valuation will assist with upcoming contribution levels and accounting requirements.

Although GASB 75 requires that updated calculations be prepared after the close of *every* fiscal year end, each valuation may generally be used for two years in the development of your plan accounting under GASB 75. We propose the following projects be completed to assist the District:

1. *Preparation of a new biennial actuarial valuation as of June 30, 2021.* This valuation will: (a) remeasure plan liabilities; (b) be applied to develop Actuarially Determined Contributions (ADCs) for plan funding; and (c) serve as the foundation of the GASB 75 reporting described below.
2. *FYE 2022 GASB 75 information* (measurement date June 30, 2021; uses June 30, 2021 valuation)
3. *FYE 2023 GASB 75 information* (measurement date June 30, 2022; uses June 30, 2021 valuation)

The **data request** for the June 30, 2021 valuation will include a file for gathering the employee data, a questionnaire about benefit eligibility and amounts, trust information, recent benefits paid and other documentation. **Benefits to be valued** will be based on the District's current plan provisions.

Timing and fees: This proposal covers more than one project. The full 2021 valuation is expected to take 30 - 45 days to complete. Interim year GASB 75 reports are typically completed within 20 days after receiving all requested data. The fees we propose for each project are shown on the next page.

If you are comfortable with the projects as outlined and the fees quoted, please return a signed copy back to us by email. We appreciate the opportunity to work with the District on these assignments.

Cordially,



Catherine L. MacLeod, FSA, FCA, EA, MAAA
Principal & Consulting Actuary



Proposed Projects and Fees

June 30, 2021 Biennial Actuarial Valuation, Development of ADCs, and FYE 2022 GASB 75 Report

\$5,000

A new biennial valuation will be prepared to remeasure plan liabilities as of June 30, 2021 with results reconciled to the prior valuation. A single report will include the GASB 75 accounting information for fiscal year end June 30, 2022 and provide Actuarially Determined Contribution levels (ADCs) through the District's fiscal year end June 30, 2024. This fee also includes preparation of the CERBT actuarial forms and conference calls, as needed, to review valuation results with the District

It is our understanding that there have been no changes to benefits provided since the prior actuarial report and that District intends to contribute 100% or more of each year's ADC. If there have been changes to retiree benefits and/or OPEB funding, please let us know.

FYE June 30, 2023 GASB 75 Report

\$1,950

(Measurement Date: 6/30/2022; Val Date 6/30/2021)

The report will be issued after June 30, 2023 when all needed information will be available. If there are material changes in plan population, benefits, then a new valuation may be required in lieu of a roll forward of results from the 2021 valuation.

Out-of-Scope Services: The following are examples of work beyond the actuarial valuation and GASB 75 reports that we would consider out-of-scope and may result in additional fees:

- 1) breakout of results by subgroups other than as noted above;
- 2) required data analysis in excess of 4 hours;
- 3) material changes to benefits or eligible members;
- 4) in person meetings;
- 5) auditor assistance in excess of 2 hours;
- 6) GASB 75 discount rate tests if plan funding levels fall below the ADC;
- 7) consulting or actuarial projections relating to possible plan redesign, experience studies or long-term forecasting.

Our 2021 hourly rates for out-of-scope services are:

Consultant	2021 Rate per Hour
Senior Actuarial Consultants	\$370
Actuarial Consultants	290-340
Actuarial Analysts	155 - 260
Administrative Staff	105 - 130

If the fees and terms described above for this project(s) are acceptable, please sign and date below.

Accepted: _____ Date: _____

Printed Name: _____ Title: _____

9. Assessment Benefit Analysis for Invasive *Aedes aegypti*

The General Manager will provide an update on the Assessment Benefit Analysis of the invasive Yellow fever mosquito, *Aedes aegypti*.

10. Delta Vector Control District Name and Logo Update

The General Manager will seek approval to update the District name and logo to Delta Mosquito and Vector Control District.

11. Delta Vector Control District 100-Year Celebration

The General Manager will request approval to plan a 100-year milestone celebration in 2022 to mark 100 years of service.

12. Social Media Policy

The Assistant Manager will present the Social Media Policy and request approval.

POLICY TITLE: Social Media Use
POLICY NUMBER: XXXX

Purpose:

The policy outlines the protocol and procedures for use of social media by the Delta Vector Control District (“District”) as an additional means of conveying information to its residents, constituents, and community members and maximizing the promotion of District programs, services, and events. In addition, this policy addresses the responsibilities of employees and District officials in regards to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

The District has an overriding interest and expectation in protecting the integrity of information posted on its social media pages and deciding what is “said” on behalf of the District. This policy applies wholly to the District and all District employees or officials who use social media sites and/or technology on behalf of the District. Further, the District’s social media presence is intended to serve only as a limited public forum.

Definitions:

1.

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/bloggging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.
- c) “Posts” or “postings” means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

Policy:

2. No District social media site may be created without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services and events. Individual departments may not have their own pages/sites. Individual departments wishing to add content to District social media sites may submit a request to the General Manager or his/her designee. The District’s web site, <https://www.deltavcd.com>, will remain the primary location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. To the extent possible, District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

3. District employees and appointed and elected officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Therefore, Members of the Board, committees and/or legislative bodies must be careful to avoid engaging in serial meetings on social media. They shall not respond to, "like", "share", retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. They may interact with posts which do not fall within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

4. Posting/Commenting Guidelines:

- a) All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District.
- b) All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites.
- c) Officers, employees, and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies.
- d) All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitor, or post to a District social media platform.
- e) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law, consistent with Federal and State law.
- f) The District will only post photos for which it has copyright or the owner's permission.
- g) District social media platforms are subject to the California Public Records Act ("PRA" – Government Code §§ 6250 et. seq.). Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be maintained consistently with the PRA and the District's retention policy. PRA requests for the production of posts or deleted content on an approved District Social Media Site shall be referred to District Counsel for review and response.
- h) The District and its employees will not use chat functions on social media sites.
- i) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- j) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time, consistent with point (g) above. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform.
- k) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.

- l) District employees may post to city social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the District Manager or his or her designee.
- m) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- n) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- o) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or state or federal law.
- p) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District.
- q) Any content posted by external and authorized internal users on any approved District Social Media Site shall NOT contain, and may be subject to removal if it contains, any of the following:
 - 1) Comments that are not topically related to the information commented upon;
 - 2) Comments in support of, or opposition to, political campaigns, candidates, ballot measures, groups, or individuals;
 - 3) Profane, obscene, violent, threatening, or pornographic language or content;
 - 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
 - 5) Sexual content or links to sexual content;
 - 6) Solicitations of commerce or advertisements, including promotion or endorsement;
 - 7) Conduct or encouragement of illegal activity;
 - 8) Information that may tend to compromise the safety or security of the public or public systems; or
 - 9) Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement; or any content that is confidential, sensitive, or includes proprietary information, or that otherwise violates another person's right to privacy.
 - 10) Content intended to defame any person, group or organization;
 - 11) False, vicious or malicious statements concerning any employee, the District or its operations; and
 - 12) Confidential, sensitive or proprietary information, including personnel information such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers;

5. The above list is not necessarily exhaustive, and the District reserves the right to remove or restrict any post or comment on any Approved District Social Media Site that violates the purpose or spirit of this policy.

6. Unacceptable content and repeat individual violators shall be removed from the Approved District Social Media Site and/or individual violators may be prohibited from making any further or additional posts on any Approved District Social Media Site. The District's Counsel shall be consulted on any legal issues with respect to the removal of content or blocking of individual users.

7. Personal Use: All District employees may have personal social networking and media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. District employees must never use their District email account in conjunction with a personal social networking, website, or social media site. District employees who decide to comment on posts about official District business using their personal social networking accounts must use a disclaimer such as "The postings on this site are my own and do not reflect or represent the opinions of the agency for which I work."

Procedures:

8. The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.
9. The District may invite others to participate in its social media sites. Whether to permit public participation in social media sites will be based upon the best interests of the District, as determined by the General Manager or his or her designee, and the requirements of federal and state law.
10. Content deemed inappropriate or technically destructive shall be promptly documented (screenshot/printout), saved pursuant to District policies and procedures regarding record retention, and then be removed immediately from any Approved District Social Media Site. The District's Counsel should be consulted on any potential legal issues.
11. The District Manager and his or her designee shall maintain all login and password information related to any District Social Media Site.

Responsibilities:

12. It is the responsibility of employees and appointed and elected officials to understand the procedures as outlined in this policy.
13. Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.
14. The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.
15. All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.
16. All social media-based services to be developed, designed, managed by or purchased from any third-party source for District use requires appropriate budget authority and approval from the Board of Trustees.
17. The District reserves the right to change, modify, or amend all or part of this policy at any time.

13. Board Travel Calendar

The General Manager will discuss the meetings available for attendance in the 2021/22 fiscal year.

14. Closed Session §54957

Public Employee Performance Evaluation – General Manager.

15. Adjournment

Adjourn the meeting of the Board of Trustees to reconvene on Wednesday, May 12, 2021 at 4:30 p.m. in the Delta Vector Control District Boardroom, 1737 W. Houston Ave., Visalia, CA.