

SAN JOAQUIN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
7759 SOUTH AIRPORT WAY, STOCKTON, CA 95206
Telephone: (209) 982-4675 Fax: (209) 982-0120
Website: www.sjmosquito.org Email: district@sjmosquito.org

BOARD OF TRUSTEES MEETING

AGENDA

**Tuesday, February 21, 2017
1:00 P.M.**

All proceedings before the Board of Trustees are conducted in English. The District does not furnish interpreters and, if one is needed, it shall be the responsibility of the person needing one. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meetings of the District, please contact the Manager at (209) 982-4675 at least 48 hours prior to the meeting to enable the District to make reasonable arrangements to ensure accessibility.

1. CALL TO ORDER; ROLL CALL

- 2. PUBLIC COMMENT PERIOD** – This time is reserved for members of the public to address the Board of Trustees relative to matters within the jurisdiction of the San Joaquin County Mosquito & Vector Control District. No action may be taken on non-agenda items unless authorized by law. Speakers should hold comments on items listed as a Public Hearing until the Hearing is opened. Comments will be limited to five minutes per person.

3. CONSENT CALENDER

- a. Draft Minutes of the January 17, 2017 regular meeting of the Board of Trustees
- b. Expenditure and financial reports for January 2017
- c. District activities report for January 2017
- d. Public Information & Outreach report for January 2017
- e. Manager's report
- f. Correspondence

4. PROPOSAL FOR AUDITING SERVICES

Board will consider contract proposal from Croce, Sanguinetti, and Vender Veen (CSV) for auditing and financial review services

5. RESOLUTION 16/17-06 (DRAFT) OF THE BOARD OF TRUSTEES PROVIDING WORKER'S COMPENSATION COVERAGE FOR CERTAIN DISTRICT VOLUNTEERS

6. RESOLUTION 16/17-07 (DRAFT) OF THE BOARD OF TRUSTEES DIRECTING THE PREPARATION OF THE ENGINEER'S REPORT FOR THE MOSQUITO, VECTOR, AND DISEASE CONTROL BENEFIT ASSESSMENT FOR FISCAL YEAR 2017-2018

7. 2016 ANNUAL STATEMENT OF ECONOMIC INTERESTS (FORM 700) FILINGS

8. REPORT OF ATTENDANCE AT THE AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA) ANNUAL CONFERENCE HELD FEBRUARY 13 – 17, 2017.

9. REQUEST FOR AUTHORIZATION TO RE-ALLOCATE THE DUTIES OF LAB TECH II / MICROBIOLOGIST TO A NEW POSITION CLASSIFICATION OF VECTOR ECOLOGIST AND DEVELOP AN ELIGIBILITY LIST FOR THAT VACANT POSITION

10. OTHER BUSINESS; ANNOUNCEMENT OF FUTURE BOARD AND COMMITTEE MEETINGS

- **The next regular meeting of the Board of Trustees will be 1:00 p.m. Tuesday, March 21st, 2017**

11. ADJOURN

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/16/2017
Re: February 2017 BOT Meeting, Agenda Item 3

3. CONSENT CALENDER

- a. **Draft minutes of the January 17, 2017 regular meeting of the Board of Trustees**
- b. **Expenditure and Financial report for January 2017**
- c. **District activities report for January 2017**
- d. **Public Information and Outreach report for January 2017**
- e. **Manager's report**
- f. **Correspondence**

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and generally require no discussion. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar and discussed separately.

If there are no items that the Board would like to discuss separately, it is recommended that the Board of Trustees approve the Consent Calendar as presented.

Attachments

**SAN JOAQUIN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
7759 SOUTH AIRPORT WAY, STOCKTON, CALIFORNIA 95206**

MINUTES OF THE BOARD OF TRUSTEES MEETING

January 17, 2017

1. Call to Order

The regular meeting of the Board of Trustees of the San Joaquin County Mosquito and Vector Control District was held Tuesday, January 17, 2017, at the District's Stockton office. President Lambdin called the meeting to order at 1:05 p.m.

Seating of Officers for the 2017 Board of Trustees

President – Jay Colombini, San Joaquin County
Vice President – Omar Khweiss, City of Lathrop
Secretary – Greg Selna, City of Tracy

President Colombini presented a plaque of appreciation to past president Lambdin for his distinguished service as president for the past two years. Mr. Lambdin praised the Board for their dedicated service, and he complimented the District staff for the service they provide to the residents and property owners of San Joaquin County.

Trustees Present:

Marc Warmerdam
Glenn Page
Jay Colombini
Jack Fiori
Omar Khweiss
Gary Haskin
Gary Lambdin

Staff Members Present:

Eddie Lucchesi, Manager
John Fritz, Assistant Manager
Jamie Tuggle, Secretary
Emily Nicholas, Administrative Assistant

Other: None

Trustees Absent:

Greg Selna
Greg O'Leary
Mike Manna
Francis Groen

2. Public Comment Period

There was no public comment

3. Consent Calendar

- a. Minutes of the December 20, 2016 regular meeting of the Board of Trustees**
- b. Expenditure and Financial Reports for December 2016.**
- c. District activities report for December 2016.**
- d. Public Information & Outreach report for December 2016.**
- e. Manager's report**
- f. Correspondence**

Following review and discussion of the Consent Calendar, it was moved by Trustee Haskin, seconded by Trustee Khweiss, to approve the Consent Calendar as presented; motion passed unanimously.

4. Financial report and independent auditor's report for the year ending June 30, 2016. Board will consider final version of the Financial Audit Report.

Manager Lucchesi reviewed with the Board the Financial Audit Report. He stated that CSV received the letter of confirmation from Nationwide and the report was now complete. Following review and discussion of the final version of the financial audit report, it was moved by Trustee Fiori, seconded by Trustee Page, to approve the Financial Statements and Independent Auditor's report for the year ending June 30, 2016; the motion was unanimously approved

5. Request for authorization to attend the MVCAC Conference, March 26th - March 29th, 2017.

Manager Lucchesi requested authorization for designated staff and interested trustees to attend the upcoming Mosquito and Vector Control Association of California (MVCAC) Annual Conference scheduled for March 26th - March 29th, 2017 in San Diego, CA. Following review and discussion, it was moved by Trustee Warmerdam, seconded by Trustee Lambdin, to authorize interested trustees and designated staff to attend the March 26th - March 29th, 2017 MVCAC annual conference; the motion was unanimously approved.

6. Executive Committee report.

Legal Advisor Eley reported that the Executive Committee met prior to the regular BOT meeting in closed session pursuant to CGC § 54597 to review the performance of the Manager for the time period of July 2015 thru December 2016 as per contract language with the Manager. Mr. Eley than suggested that the Board move on to Agenda Item 7, to discuss the Manager's performance with the full Board.

7. CLOSED SESSION (Pursuant to CGC §54957)

**A. Public Employee Performance Evaluation (§54957)
Title: Manager**

Prior to convening to closed session, President Colombini announced the reason for the closed session. The Board convened to closed session at 1:20 p.m. and reconvened to open session at 1:45 p.m.

REPORT OF CLOSED SESSION:

President Colombini called upon Legal Counsel Eley to provide a report of the closed session. Legal Counsel Eley reported that the Board of Trustees had met in closed session to discuss the performance evaluation of the Manager. The Board concluded they were pleased with the Manager's performance thru this evaluation period and to provide a 5% increase in compensation effective 1/1/2017, and that Legal Counsel Eley provide Manager Lucchesi a written report for his personnel file. Following the report, it was moved by Trustee Fiori and seconded by Trustee Page to accept the performance evaluation and compensation increase of the Manager. The motion was unanimously approved.

8. Comments from Trustees and Staff on non-agenda items

None

9. Other Business; Announcement of future Board and Committee meetings.

- Manager Lucchesi announced there will be an in-house AB1234 Ethics Training for the full Board, February 21, 2017 @ 11:00 a.m. prior to the regular BOT meeting.
- The next regular meeting of the Board of Trustees will be 1:00 p.m. Tuesday, February 21, 2017.

10. Adjournment

There being no further business, it was moved by Trustee Fiori, seconded by Trustee Lambdin, to adjourn the meeting at 1:50 p.m.; the motion passed unanimously.

MR. OMAR KHWEISS, BOARD SECRETARY

MR. EDDIE LUCCHESI, MANAGER

San Joaquin County Mosquito & Vector Control District
Budget and Actual Comparison
 July 2016 through January 2017

	<u>Jul '16 - Jan 17</u>	<u>Budget</u>	<u>% of Budget</u>
GENERAL REVENUES AND EXPENDITURES			
Revenues			
MISC. REVENUES	429,569.45	588,252.02	73.03%
PROPERTY TAX	2,583,681.88	4,805,972.06	53.76%
INTEREST INCOME	35,246.19	49,520.01	71.18%
AID FRM OTHER GOVT AGENCIES	47,149.89	95,020.04	49.62%
CHARGES FOR SERVICES	1,586,249.98	3,018,644.00	52.55%
Total revenues	<u>4,681,897.39</u>	<u>8,557,408.13</u>	<u>54.71%</u>
Expenditures			
EE SALARIES & WAGES	1,374,786.78	2,591,474.03	53.05%
EMPLOYEE BENEFITS	1,257,003.28	2,363,570.08	53.18%
GEN SRVS&SUPPLIES	1,591,531.56	2,825,500.01	56.33%
Total expenditures	<u>4,223,321.62</u>	<u>7,780,544.12</u>	<u>54.28%</u>
Net change before Other Expenditures	458,575.77	776,864.01	59.03%
Other Expenditures			
OTHER CHARGES	8.42	42,100.00	0.02%
CAPITAL EXPENSE	49,303.36	442,500.00	11.14%
Total Other Expenditures	<u>49,311.78</u>	<u>484,600.00</u>	<u>10.18%</u>
Net Change Over (under)	<u>409,263.99</u>	<u>292,264.01</u>	<u>140.03%</u>

San Joaquin County Mosquito & Vector Control District
FUND REPORT
 January 2017

	SJC-55401 GEN FUND	SJC-55402 BEN ASSESSMENTS	SJC-55411 CONTINGENCIES	SJC-55412 GEN RESERVE	SJC-55413 Comp Absences	ALL FUNDS TOTAL
DISTRICT OPERATIONS						
TOTAL REVENUES	\$ 61,897.60	\$ 922.00	\$ 2,405.00	\$ 4,128.00	\$ 827.00	\$ 70,179.60
TOTAL EXPENDITURES	\$ 409,981.37	\$ -	\$ -	\$ -	\$ -	\$ 409,981.37
NET CHANGE	\$ (348,083.77)	\$ 922.00	\$ 2,405.00	\$ 4,128.00	\$ 827.00	\$ (339,801.77)
REVENUES:						
INTEREST INCOME	\$ 11,412.00	\$ 922.00	\$ 2,405.00	\$ 4,128.00	\$ 827.00	\$ 20,674.00
GENERAL REVENUES, TAXES	\$ 12,169.51	\$ -	\$ -	\$ -	\$ -	\$ 12,169.51
CHARGES FOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTERGOV'T REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC REVENUES	\$ 38,316.09	\$ -	\$ -	\$ -	\$ -	\$ 38,316.09
TOTAL REVENUES	\$ 61,897.60	\$ 922.00	\$ 2,405.00	\$ 4,128.00	\$ 827.00	\$ 70,179.60
OTHER FINANCING SOURCES						
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING BALANCE, On deposit w Auditor's, 12/31/16	\$ 6,967,207.88	\$ 996,926.21	\$ 1,238,449.00	\$ 2,125,288.00	\$ 426,218.90	\$ 11,754,090.99
ENDING BALANCE, On deposit w Auditor's, 01/31/17	\$ 6,726,920.39	\$ 997,848.21	\$ 1,240,854.00	\$ 2,129,416.00	\$ 427,045.90	\$ 11,495,084.50
REVOLVING FUND BALANCE, 01/31/17	542,412.57					542,412.57
CALCRD PAYABLE	(8,152.30)					(8,152.30)
ADJUSTED ENDING BALANCE, 01/31/17	\$ 7,261,180.66	\$ 997,848.21	\$ 1,240,854.00	\$ 2,129,416.00	\$ 427,045.90	\$ 12,056,344.77
ENDING FUND BALANCE, 01/31/16	\$ 6,823,329.51	\$ 1,000,927.22	\$ 1,171,133.00	\$ 1,966,485.00	\$ 344,460.90	\$ 11,306,335.63

San Joaquin County Mosquito & Vector Control District Expenses by Vendor Summary

January 2017

	<u>Jan 17</u>
ACE Hardware	19.17
Airgas	126.57
Amazon Marketplace	8.75
AT&T	1,484.40
Bay Alarm	234.00
Big Valley Ford	69.89
Big W Sales	158.44
CA Employment Development Dept.	116.22
CA Society of Muni Finance	110.00
California Auto & Boat Upholstery	179.50
CalPERS	50,995.45
Central Valley Motor-Napa Auto Parts	172.08
Chase Chevrolet Co.	67.14
Chevron and Texaco Card Services	620.86
City of Lodi	220.71
City of Stockton	189.40
Clutch & Brake Xchange Inc.	252.66
Delta Dental	4,567.95
Eley, Christopher K	500.00
Entomological Society of America	146.00
Ever Bank (printer copier lessor)	397.48
FedEx	27.57
G&K Services	1,014.14
Golden Bear Fire Extinguisher Co.	441.21
Grainger	192.45
Imperial Building Maintenance	342.85
Iron Circle	580.00
J. Milano Co., Inc.	457.10
Keith's Trophy Supply, Inc.	55.68
Life Technologies Corp (Invitrogen)	317.19
Mayaco, Marketing&Internet	525.00
Nationalwide Retirement Solutions	30.00
Nestle Pure Life Direct, Nestle Water	209.55
Office Depot	145.59
Pacific Gas&Electric Co.	2,762.72
Peace & Justice Network (Earth Day Festival)	25.00
Rain for Rent	278.61
Rexel Norcal Valley	100.16
Sacramento-Yolo Mosquito&Vector Control	16,800.00
Safety-Kleen	516.38
San Joaquin County ISD	317.29
SJC Mosquito and Vector Control District (Benefit Assessment)	8.42
Smart&Final	122.81
Spark Creative Design	87.00
Stericycle Inc.	204.24
Stockton Scavengers Association, Inc	408.88
Target Specialty Products	5,309.92
TelePacific (Arrival Communications)	398.02
TerryBerry (Service Awards)	909.34
The Home Depot CRC/GECF	29.24
Tom Hillier Ford	87.32
Tri-Valley Line X, Inc.	2,018.14
Unum Life Insurance	2,705.99
Verizon Wireless	488.98
Vision Service Plan CA	698.85
Wilbur-Ellis	2,007.45
Yosemite Meat & Deli (Executive Committee meeting)	40.00
TOTAL	<u>101,299.76</u>

SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
District Activities Report

January 2017

Work Completed:

CONTINUATION OF SWIMMING POOL INSPECTIONS

The District continues to work with the County Assessor's office and the County GIS department to develop a list of properties with swimming pools that are either in default or full foreclosure. There were 11 pools identified on the December list which is up from 6 in December.

TREEHOLE TREATMENTS

Technicians completed a majority of the tree *Aedes sierrensis*, western treehole mosquito, treatments throughout the county. A modified extension pole is used to place methoprene briquets in the cavities of trees which serve as the primary breeding source for the mosquito. Treehole mosquitoes are an aggressive day biter in the spring and early summer and are a significant vector of canine heartworm. Wet winters have the potential to produce large populations of treehole mosquitoes due to ample water in the tree cavities.

GENERAL ACTIVITIES

In addition to the monthly pool list received from the County, technicians worked to inspect known pools and fish ponds. Mosquitofish are introduced to those pools and ponds that are not going to be maintained. Maintenance work continued on trucks and spray equipment to ensure they are in proper working condition. Access brushing work was completed when gaps in precipitation occurred. Staff began compiling information for the Districts annual NPDES report and will have that report completed in February.

TOTAL TREATMENT WORK CONDUCTED IN JANUARY

GROUND WORK

**9.5 Acs Larvicided
.25 Acs Adulticided
72 Acs Herbicided**

AERIAL WORK

**0 Acs Larvicided
0 Acs Adulticided**

SERVICE REQUESTS

4 Mosquitoes

18 Fish Requests

17 Neglected Pools

0 Misc

WORK SCHEDULED FOR FEBRUARY

- **CONTINUE TO INSPECT NEGLECTED SWIMMING POOLS REPORTED FROM THE PUBLIC AND IDENTIFIED ON THE UPDATED LIST OF HOME FORECLOSURES.**
- **CONTINUE WINTER SOURCE REDUCTION AND ACCESS SITE WORK.**
- **BEGIN INSPECTING RIVER SEEPAGE AND FLOODING.**
- **COMPLETE NPDES ANNUAL REPORT.**

PUBLIC INFORMATION & OUTREACH MONTH END REPORT
For month ending January, 2017

To: Ed Lucchesi, Manager

From: Aaron Devencenzi, PIO

Monthly Activities:

- I developed a flyer "Mosquito Prevention after the Storms and Flooding". The flyer is placed on the District's website and was used in a social media distribution through OES. The flyer will be sent in March or April for a spring "Dump and Drain" campaign.
- Data was compiled by each department and added to the 2016 Annual Report.
- For the period of January 1, 2017 through January 31, 2017 there were 5,655 visitors to the District's website compared to 4,035 in December of 2016. The site averaged 182 visitors per day.
- Updates and repairs were made to the District's website pages.
- I continue to send District bi-weekly situational reports to SJC OES and represented the District at the January Agriculture Drought Task Force meeting sponsored by OES.
- During the month, two school presentations were given to four classes.
- I provided chainsaw training to the Stockton mosquito control technicians and provided educational materials for Lodi training.
- The District sent 51 invitational letters to schools in Tracy. Presentations were scheduled for February, March and April.
- I worked on a contract with San Joaquin Magazine for a full page ad in March and ½ page ads in April, May and June.
- The District attended San Joaquin AgVenture program at the SJC Fair ground. We provided 15 short presentations to 449 students and parents.
- I monitored the safety supply cabinets weekly and purchased replacement supplies for both Lodi and Stockton.



MOSQUITO PREVENTION AFTER RAIN STORMS AND FLOODING



HEAVY RAIN STORMS AND POTENTIAL FLOODING CAN LEAD TO INCREASED MOSQUITO DEVELOPMENT

With more rain, comes more mosquitos and a higher risk for mosquito-borne disease. Early prevention will reduce mosquitoes as the weather gets warmer. To reduce the ideal environments for mosquitoes to develop, we recommend the following mosquito control tips after storms and floods.

DRAIN WATER FROM YOUR PROPERTY

- Clear debris from drain ditches to allow water flow.
- Cut small ditches to drain water off your property.
- Remove rainwater from empty swim pools.

REMOVE DEBRIS FROM YOUR PROPERTY

- Mosquitoes can develop in less than a tablespoon of water.
- Remove tarps, tires, plastic containers, tin cans, jars, buckets, etc.
- Remove any standing water under your home and in your basement.

CHECK FOR OTHER MOSQUITO DEVELOPMENT SITES

- Repair broken pipes and sprinklers.
- Clean rain gutters.
- Dump water from items stored outside including kiddie pools, wheelbarrows, bird baths and plant saucers.
- Rain barrels need to be properly screened or capped and leak free.

AVOID MOSQUITO BITES

- Apply a repellent that contains DEET, Picaridan, IR3535®, or Oil of Lemon Eucalyptus. **Make sure to follow label instructions!**
- Wear protective clothing, such as long sleeved shirts and pants.
- Check and repair all screens and doors to keep mosquitoes out of your house.
- Minimize outdoor activities at dusk and dawn when mosquitoes are most active.

For additional help, contact the District at:
209.982.4675 or 1.800.300.4675 or visit our website www.sjmosquito.org

MANAGER'S REPORT

For the period January 18, 2017 through February 14, 2017

- Meetings attended during this period:
 1. MVCAC – Board of Directors meeting in Sacramento, CA re: approval of Budget Meeting Policy changes, approval of Dues deadline and late dues Policy addition, review and approve financial statements, mosquito prevention BMPs for State managed property, and legislative issues such as AB 526 Drone Bill - mosquito surveillance and pesticide application treatments, and SB 382 – invasive aedes funding bill.
 2. OES Special flood control meeting, Manteca, CA re: San Joaquin River flood watch and emergency preparedness.
 3. Spray Safe committee meeting San Joaquin County Ag Commissioner's Office in Stockton, CA re: final planning stages for the annual Spray Safe meeting to be held February 23, 2017 at the San Joaquin County Ag Commissioner's office.

- I am happy to announce that we have promoted Sumiko De La Vega to the position of Assistant Entomologist. In doing so, we have re-allocated some of the job duties of her former Lab Tech II / Micro-biologist position to that of the Assistant Entomologist position. We then conducted an analytical review of the needs of the District, regarding overall job duties relevant to laboratory / surveillance responsibilities and decided to re-classify the Lab Tech II / Micro-biologist position to that of a new classification of Vector Ecologist. This new allocation will be officially proposed to the Board at the BOT meeting. Agenda Item 9.

- We completed the installation of, the Gambusia Solutions Elite Heating Filtration System. As stated last month, this unit was included in the 2016/17 Capital Improvements budget for the Stockton Yard. This system is now up and running and provides heated filtered water to our two 4,000 gallon above ground tanks used to hold Mosquitofish (*Gambusia affinis*). The unit produces heat using natural gas, and slowly warms the water through a recirculation system of intricate plumbing manifolds that connect both tanks. The ideal water temperature is 58 – 60 degrees during the winter months in order for the fish to remain viable. Typically, the tank water temperatures range from 48 – 55 degrees during this time of year. We are hopeful this addition will solve the problem of ensuring adequate mosquito fish inventory on a year round basis.

- I worked with the Assistant Manager in drafting a Request for Proposal (RFP) for the District's contracted aerial applicator needs. As you know, Precissi Flying Service has been under contract to complete the District's aerial larvicide work, primarily on rice fields. The contract agreement concluded on December 31, 2016; however, they would be available on a month to month basis leading up to a new contract. All interested commercial aerial pesticide applicators must be licensed to spray Public Health Pests (Category "K" rating) by the Department of Pesticide Regulations in order to meet the requirements of the contract language. RFPs were mailed out on 2/10/17. The RFP is for a new three year contract.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/14/2017
Re: February 2017 BOT Meeting, Agenda Item 4

4. PROPOSAL FOR AUDITING SERVICES

Attached is a proposal for auditing and financial review services from Croce, Sanguinetti, and Vender Veen for the three-year period 2017-18 through 2019-20.

The selection of an auditing firm to perform the annual audit and financial review is within the purview of the Board of Trustees. Per Health and Safety Code Section 2079, the Board of Trustees is required to provide for regular audits pursuant to Government Code Sections 26909 and 53890.

This item requires Board action.

Attachment



CROCE, SANGUINETTI, & VANDER VEEN

CERTIFIED PUBLIC ACCOUNTANTS

February 6, 2017

Mr. Eddie Lucchesi, General Manager
**San Joaquin County Mosquito
and Vector Control District**
7759 S. Airport Way
Stockton, California 95206

Dear Mr. Lucchesi:

We enclose two bound copies of the proposal to provide professional services for the San Joaquin County Mosquito and Vector Control District for the years ending June 30, 2017, 2018 and 2019.

If you have any questions or require additional information, please don't hesitate to call our office.

Very truly yours,

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

Pauline Sanguinetti
Certified Public Accountant

Donnie Hernandez
Certified Public Accountant

cml
Enclosure

COST PROPOSAL

Our fees are based upon the time expended on an engagement at hourly rates according to the levels of experience of the professional staff involved. Our experience with governmental entities enables us to assure you of optimum efficiency in the performances of our services resulting in a minimum amount of time being required.

We anticipate a continuing relationship of our organizations and, therefore, are excluding from our fees expenses which are normally incurred on first-year engagements. Fees for the June 30, 2017, 2018 and 2019 engagements are as follows:

	Year ending June 30,		
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Estimated fee for the Audit of the Annual Financial Statements, Management's Discussion and Analysis, Management Letter and presentation to the Board of Directors	\$ 16,100	\$ 16,595	\$ 17,100
Special Districts Financial Transactions Report	350	375	400
Out-of-pocket expenses	<u>No charge</u>	<u>No charge</u>	<u>No charge</u>
Total maximum fee	<u>\$ 16,450</u>	<u>\$ 16,970</u>	<u>\$ 17,500</u>

At Croce, Sanguinetti, and Vander Veen, Inc. we emphasize good client communication, as it is our belief that maintaining open communication with clients leads to a mutually beneficial relationship. Accordingly, the fees stated above anticipate that our clients will have questions throughout the year and we want to be a resource for those questions. We do not plan on billing for such routine questions. If your questions are extraordinary and require a significant amount of time from our staff you may be billed for those services.

The above stated fees are based on current regulatory requirements in effect for ensuing audits. Fee increases would be expected for any significant change in the scope of the work due to changes in the reporting entity and/or additional regulatory requirements as governed by Governmental Accounting Standards Board and Statement on Auditing Standards. We would review any proposed changes to the fee structure affecting ensuing audits with you prior to commencement of the engagement. Such revisions would be mutually agreed upon in advance.

In addition, our fees quoted above assume a reasonable level of participation on the District's part in preparing schedules, gathering data, etc. Providing this assistance is vital to a cost-effective relationship. We will give you sufficient advance notice of audit schedules needed in order to minimize the disruption of your operations.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/16/2017
Re: February 2017, BOT Meeting, Agenda Item 5

5. RESOLUTION (DRAFT) OF THE BOARD OF TRUSTEES OF THE SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PROVIDING WORKERS' COMPENSATION COVERAGE FOR CERTAIN DISTRICT VOLUNTEERS

Attached is a proposed resolution that directs the District to provide workers' compensation coverage for certain District volunteers.

The District receives inquiries regarding unpaid internship programs, primarily college students associated with a State or private university. Since there is a dual benefit, the District from time to time may want to engage those services. The unpaid internship would include on site and off site work within the service parameters of the District. Such work experience would include, mosquito surveillance (trapping, dipping, post-treatment inspections), laboratory, and assisting in the District's mosquito fish rearing program.

This resolution would allow the District to participate in workers compensation coverage for volunteers through the Vector Control Joint Powers Association (VCJPA).

It is recommended that the Board adopt draft resolution 16/17-06 (draft) as presented.

This item requires Board action.

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PROVIDING
WORKERS' COMPENSATION COVERAGE FOR CERTAIN DISTRICT VOLUNTEERS
RESOLUTION 16/17-06

WHEREAS, the Board of Trustees desires to provide workers' compensation coverage for certain District volunteers pursuant to the provisions of Section 3363.5 of the Labor Code; and

WHEREAS, the Board of Trustees finds its best interests will be served by utilizing volunteers in the provision of certain District services; and

WHEREAS, said volunteers should be eligible for workers' compensation coverage while on duty;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Joaquin County Mosquito and Vector Control District hereby finds and determines:

1. that the public interest is best served by providing workers' compensation coverage to volunteers, un-paid college interns.
2. that the volunteers described above shall be deemed to be employees for the purposes of Division 4 of the California Labor Code while the person actually performs volunteer services, provided that the rights of volunteers shall be limited to those benefits set forth in the Labor Code.

PASSED AND ADOPTED by the Board of Trustees of the San Joaquin County Mosquito and Vector Control District at a regular meeting thereof held on February 21, 2017 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

SIGNED: _____
Jay Colombini, President

ATTEST: _____
Omar Khweiss, Secretary

DATE: _____

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/16/2017
Re: February 2017, BOT Meeting, Agenda Item 6

6. RESOLUTION (DRAFT) OF THE BOARD OF TRUSTEES OF THE SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2016-17 FOR THE SAN JOAQUIN COUNTY MOSQUITO, VECTOR AND DISEASE CONTROL BENEFIT ASSESSMENT

Attached is a proposed resolution that directs the preparation of the engineer's report for the District's 2017-18 benefit assessment.

SCI, the District's consultant and engineer of record for the benefit assessment will create the report and establish the benefit assessment process as agreed to in the current contract between the District and SCI.

It is recommended that the Board adopt draft resolution 16/17-07 (draft) as presented.

This item requires Board action.

Attachment

**TENTATIVE PROJECT TIMELINE FOR
SAN JOAQUIN COUNTY MOSQUITO, VECTOR AND DISEASE CONTROL
FISCAL YEAR 2017-18 LEVY**

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<u>Tentative Date</u>	<u>Tasks to be Completed (Detailed List)</u>	<u>Responsible</u>
Feb 21	Passage of resolution directing the preparation of the Engineer's Report	District
May 15	Submit budget numbers to SCI	District
May 26	Engineer's Report is submitted to District for review	SCI
Jun 9	Complete and file Engineer's Report with District	SCI
Jun 20	Passage of resolution of intention to levy annual assessment, preliminarily accepting Engineer's Report and scheduling the Public Hearing	Board/District
Jul 7	Publish notice of public hearing (Publish Resolution of Intention, must occur at least 10 days before Public Hearing)	SCI
Jul 18	Public Hearing and approval of resolution approving Engineer's Report and levying annual assessments	Board/District
Aug 10	Submission of assessments to County	SCI
September/October	Confirmation of final levies with County	SCI

SCI can meet this timeline; however, the District can also modify it as needed. It is understood that all regular meetings of the District Board are every 3rd Tuesday of each month.

DRAFT

RESOLUTION 16/17-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR THE CONTINUATION OF THE ASSESSMENTS FOR FISCAL YEAR 2017/18
FOR THE SAN JOAQUIN COUNTY MOSQUITO, VECTOR AND DISEASE CONTROL
ASSESSMENT**

RESOLVED, by the Board of Trustees (the "Board") of San Joaquin County Mosquito and Vector Control District (the "District"), County of San Joaquin, and State of California;

WHEREAS, on November 15, 2005 by its Resolution No. 05/06-5, this Board authorized the levy of assessments for the San Joaquin County Mosquito, Vector and Disease Control Assessment (the "Assessment") pursuant to the provisions of the Health and Safety Code Section 2080 et seq. and Article XIID of the California Constitution; and

WHEREAS, such mosquito and vector control services provide tangible health benefits, reduced nuisance benefits and other special benefits to the public and properties within the areas of such services; and

WHEREAS, the District provides vector control services which includes a system of public projects, programs, public improvements and services intended to provide for the surveillance, prevention, abatement and control of vectors throughout its boundaries (collectively "Services").

NOW, THEREFORE, BE IT RESOLVED, that SCI Consulting Group., is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with the provisions of the Health and Safety Code Section 2080 et seq. and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Report with the Secretary of the Board of Trustees for submission to the Board.

PASSED AND ADOPTED this 21st day of February, 2017 by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Jay Colombini, President

Date

Greg Selna, Secretary

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/14/2017
Re: February 2017 BOT Meeting, Agenda Item 7

7. 2016 ANNUAL STATEMENT OF ECONOMIC INTERESTS (FORM 700) FILINGS

Please find attached information from the San Joaquin County Registrar of Voters re: the 2016 Annual Statements of Economic Interest (Form 700) filings.

These forms need to be filled out by all trustees and designated employees and contractors for the year 2016.

Staff will prepare forms for trustee signatures and make the forms available at the BOT meeting.

This item requires Board action.

Attachment



SAN JOAQUIN
—COUNTY—
Wheat grows here.

Information Systems Division

Jerry Becker, Director


David Newaj, Assistant Director

Austin Erdman, Registrar of Voters

Tura Morice, Hospital CIO

January 27, 2017

TO: Boards & Commissions
Uniform Districts
Fire Districts
Reclamation Districts
School Districts

FROM: Austin Erdman, Registrar of Voters 

SUBJECT: 2016/2017 Statement of Economic Interests
Form 700 Annual Filing Notice

The Political Reform Act requires public officials who serve in positions designated by an agency's Conflict of Interest Code to file a *Statement of Economic Interest - Form 700* disclosing assets and income which may be materially affected by their official actions.

The time period covered by this year's Form 700 annual statement is January 1, 2016 through December 31, 2016. Annual statements are due to be filed no later than **Monday, April 3, 2017**.

The 2015/2016 Form 700 and fact sheets are available on the FPPC website at www.fppc.ca.gov.

When you have obtained all required filings from your designated employees or members, please complete and return the attached "**CERTIFICATE OF COMPLETION**" form to our office at 44 N. San Joaquin Street, Suite 350, Stockton, CA 95202. **Do not send original Form 700's to this office.** Original statements for designated positions that are required to file pursuant to your Districts Conflict of Interest Code must be filed and retained by your agency's filing official.

Should you have any questions, please contact the Fair Political Practices Commission (FPPC) Technical Assistance Division toll free at (866) 275-3772, or by email at advice@fppc.ca.gov

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.10 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regulations. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Joaquin County Mosquito and Vector Control District.

1020.20 Designated employees shall file statements of economic interests with the Clerk of the County of San Joaquin and representative City Clerks.

ADOPTED JUNE 15, 1993

AMENDED SEPT. 21, 2004

AMENDED NOV. 16, 2010

AMENDED SEPT. 20, 2016

SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
 CONFLICT OF INTEREST CODE
 APPENDIX OF DESIGNATED POSITIONS AND
 DISCLOSURE CATEGORIES

I. Designated Positions. The positions listed below includes those persons who are deemed to make, or participated in the making of, decisions which may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

DESIGNATED POSITIONS DISCLOSURE CATEGORY

Members of Trustees	2, 3, 5, & 6
Manager	1,3,4,5 & 6
Assistant Manager	2,3,4,5 & 6
Bookkeeper / Administrative Assistant	1, 3, 5 & 6
District Legal Counsel	2, 3, 4, &6
Consultant*	1, 2,3,4,5 & 6

II. Disclosure Categories.

1. Investments in business entities doing business in the District and which investment totals more than \$2,000.00.

2. Investments in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the District except for ownership of equity or debt securities which are publicly traded, regulated by the Securities Exchange Commission and of which the disclosing party does not hold greater than a 1% interest.

3. Investments, business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

4. Interests in real property which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District except for real property of 5 acres or less used as the principal residence of the reporting party.

5. Loans received by the reporting party or spouse, which loans exceed \$250.00 from a single source which source is a business entity or employee or a business entity which provides services, supplies, material, machinery or equipment of the type utilized by the District.

6. Gifts with an aggregate value of \$50.00 or more from a single source which source is a business entity or employee of a business entity which provides services, supplies, material, machinery or equipment of the type utilized by the District.

*Consultants - Consultants include independent contractors whose services to the District may include giving advice or recommendations to the District on matters which may have a material effect on the expenditures of the District, this will include the District auditor.

The Manager may determine in writing that particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon the description, a statement of the extent of disclosure requirements. The Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

DRAFT 1 MARCH 16, 1993

DRAFT 2 MARCH 11, 1993

ADOPTED JUNE 15, 1993

AMENDED SEPTEMBER 20, 2016

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/16/2017
Re: February 2017 BOT Meeting, Agenda Item 8

8. REPORT OF ATTENDANCE AT THE AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA) ANNUAL CONFERENCE HELD FEBRUARY 13 – 17, 2017, IN SAN DIEGO, CA

Trustees, Groen, Lambdin, and Warmerdam, along with staff members Fritz, Huang and De La Vega attended the annual conference of the AMCA in San Diego, Ca held February 13 - 17, 2017.

Meeting attendees will provide either an oral or a written report re: their attendance.

This item is for information only and does not require Board action.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/15/2017
Re: February 15, 2017 BOT Meeting, Agenda Item 9

9. REQUEST FOR AUTHORIZATION TO RE-ALLOCATE THE DUTIES OF LAB TECH II / MICROBIOLOGIST TO A NEW POSITION CLASSIFICATION OF VECTOR ECOLOGIST AND DEVELOP AN ELIGIBILITY LIST FOR THAT VACANT POSITION

Due the departure of former Assistant Entomologist David Smith, the District's Entomologist, Assistant Manager, and I were able to evaluate the overall needs of the District relative to factors such as preparedness for invasive aedes surveillance, maintenance of the laboratory mosquito colonies, and analytical data for ULV spray equipment. It was determined that a new classification be developed to better fit those needs. Some of the duties of the Lab Tech II / Micro-biologist position were re-allocated to the more appropriate classification of the Assistant Entomologist position, and in doing so, we re-allocated certain Assistant Entomologist responsibilities to a new proposed position of Vector Ecologist. By developing this new position, the District would then eliminate the need for the position of Lab Tech II / Micro-biologist, since those duties will be disseminated between the current Assistant Entomologist job description and the proposed Vector Ecologist job description.

Once the Board authorizes the new job classification of Vector Ecologist, the District will develop an eligibility list of qualified candidates following exams (written and oral), interviews, and background reviews. The list will establish those qualified to be considered for appointment to the vacant position. This action will eliminate the need to keep the position of Lab Tech II / Micro-biologist, thereby, dissolving the position.

It is requested that the Board of Trustees authorize staff to remove the current position of Lab Tech II / Micro-biologist position and authorize the position of Vector Ecologist (Policy Number 2530), and to fill that newly created vacancy. A copy of the proposed Vector Ecologist position is attached.

This request is consistent with the requirements outlined in District Policy #2900.

This item requires Board Action

Attachments

**San Joaquin County Mosquito and Vector Control District
Job Description**

Job Title: Vector Ecologist

SUMMARY: Under the general direction of the Entomologist or his/her designee, the Vector Ecologist assists with a variety of routine and standard biological and entomological activities to support the District's vector surveillance and control program, vector-borne disease surveillance and prevention program, and relative research projects; and perform related laboratory and field work as required.

ILLUSTRATIVE TASKS include but are not limited to:

- Prepares, maintains, collects and analyzes vector surveillance traps; sorts, identifies and prepares vector specimen and other related biological materials.
- Assists in the District's pesticide resistance monitoring program.
- Assists in the calibration of pesticide application equipment, and in the operation of related instruments.
- Assists in the District's Invasive *Aedes* surveillance program.
- Assists in testing and evaluating new technology in vector-borne disease surveillance and control, as well as providing assistance and support to other District laboratory and vector control personnel.
- Assists in maintaining laboratory colonies of mosquitoes and other invertebrates used for scientific and operational purposes.
- Maintains detailed and accurate records of surveillance activities, testing, experimental and scientific results; compiles data for reports and scientific publications; uses computer for data input and analysis.
- Uses, maintains and cares for standard laboratory equipment, instruments, tools and facilities used in connection with the work.

MINIMUM QUALIFICATIONS:

Education / Experience: Bachelor's degree or other 4-year college degree in entomology, biology, ecology or other closely related fields, or

Graduation from an accredited college or university with completion of college-level laboratory courses in general biology, entomology or closely related fields and three (3) years vector-borne disease surveillance work experience.

License: Possession and maintenance of a valid California Department of Motor Vehicles Driver's License. Incumbent must be insurable and maintain insurability by the District's insurance provider during the course of employment.

Certificate: Possession and maintenance of California Department of Public Health Vector Control Certification in categories "B" (Mosquito Control) and "C" (Terrestrial Invertebrates); required within 12 months of initial employment.

Knowledge of: Basic principles and practices of vector and vector-borne disease surveillance and control; mosquito and vector biology; methods of collecting, rearing, and processing field and laboratory specimens, Biological principles; chemistry and Mathematics; techniques and terminology used in a laboratory; general principles and methodologies involved in scientific investigations; Laboratory hazards; proper safety procedures in both field and lab settings; Safe use and handling of pesticides and other job-related chemicals; use and care of laboratory equipment; quality assurance and quality control procedures; record keeping principles and techniques.

Ability to: Plan and perform the required tasks with minimal supervision and maintain detailed and accurate records; conduct field and laboratory tests and evaluations; maintain insect colonies; perform vector-borne disease surveillance and investigation; provide pesticide resistance testing assistance; operate and maintain lab equipment; follow written and oral direction; perform mathematical calculations and formulations to set and compile results in vector surveillance projects; communicate effectively in English with the public and fellow employees; establish and maintain effective working relationships; use PC-based computers and software (word processing, spreadsheet, database, presentation and statistical analysis). Perform other duties as required.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to frequently* lift and/or move up to 10 pounds, regularly* lift and /or move up to 25 pounds, periodically* lift and/or move up to 50 pounds, and occasionally* lift and/or move up to 75 pounds.
- Ability to demonstrate measurable visual depth perception and color vision and have a minimum of single ear aided hearing
- Ability to demonstrate physical stamina to frequently* operate a motor vehicle and show coordination of eye/hand/foot; use fine manipulation by hand
- Ability to regularly* stand for extended periods of time and sit for extended periods of time
- Ability to wear protective equipment such as hip waders, respirator, goggles, and rubber boots and gloves, as needed
- Ability to work alone at times and/or without direct supervision

- Ability to tolerate insect bites
- May be required to be vaccinated for various diseases to which employee may be exposed in the course of work
- Ability to regularly* walk on even surfaces
- Ability to regularly* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds perform repetitive motion associated with computer usage, may need to bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat, crouch, kneel, reach, climb, pull, and smell

*Occasionally – Activity or condition exists up to 25 percent of the time

Periodically – Activity or condition exists from 25 to 50 percent of the time

Regularly – Activity or condition exists from 50 to 75 percent of the time

Frequently – Activity or condition exists 75 percent or more of the time

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in field settings and is frequently exposed to wet and/or humid conditions, low and/or high temperatures, and other inclement weather conditions.

The employee may be exposed to hazards which include insect bites, toxic or caustic chemicals, fumes, dust, hazardous control materials, vectors and vector-borne diseases, rough terrain, vicious animals, poisonous plants and animals. The noise level in the work environment is usually moderate.

EXAMINATION AND SELECTION PROCESS

Selection of applicants for interviews will be based on evaluation of training, education and experience related to the class specification for this position. Those candidates selected for interviews will receive an oral interview and panel review to assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview and panel review.

All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation. Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.