

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 17, 2015
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 20, 2015 regular meeting of the Board of Trustees
- b. Expenditure and financial reports for January 2015
- c. District activities report for January 2015
- d. Public Information & Outreach report for January 2015
- e. Manager's report
- f. Correspondence

4. RESOLUTION (DRAFT) OF THE BOARD OF TRUSTEES RESCINDING AND AUTHORIZING SIGNATURES OF CERTAIN TRUSTEES TO SIGN CHECKS, WARRANTS, AND OTHER OFFICIAL DOCUMENTS

5. AUTHORIZATION TO EXECUTE A THREE YEAR CONTRACT WITH SCI CONSULTING GROUP FOR THE PREPARATION AND IMPLEMENTATION OF THE SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICTS' MOSQUITO, VECTOR, AND DISEASE CONTROL BENEFIT ASSESSMENT

6. RESOLUTION 14/15-08 (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 2015-2016

7. 2014 ANNUAL STATEMENT OF ECONOMIC INTERESTS (FORM 700) FILINGS

8. STATUS ON SALE OF SURPLUS DISTRICT PROPERTY, 200 N BECKMAN RD., LODI, CA

9. REPORT OF ATTENDANCE AT THE MOSQUITO AND VECTOR CONTROL ASSOCIATION OF CALIFORNIA CONFERENCE AND BOARD OF DIRECTORS MEETING HELD JANUARY 25-28, 2015

10. COMMENTS FROM TRUSTEES AND STAFF ON NON-AGENDA ITEMS

11. 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 17, 2015**
- **Policy Committee Meeting prior to Board Meeting – 11:30 a.m. Tuesday, March 17, 2015**

12. ADJOURN

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015 BOT Meeting, Agenda Item 3

3. CONSENT CALENDER

- a. Draft minutes of the January, 2015 regular meeting of the Board of Trustees
- b. Expenditure and Financial reports for January, 2015
- c. District activities report for January, 2015
- d. Public Information and Outreach report for January, 2015
- 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 20, 2015

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 20, 2015, at the District's Stockton office. President Warmerdam called the meeting to order at 1:00 p.m.

Exchange of Gavel: Seating of Officers for the 2015 Board of Trustees

President Warmerdam introduced the new officers for 2015. President – Gary Lambdin, Vice President – Jay Colombini, Secretary – Joy Meeker

With the exchange of the gavel, incoming President Lambdin presented outgoing President Warmerdam with a plaque for his diligent service as President of the Board of Trustees for the past two years.

Trustees Present:

Francis Groen
Chet Miller
Jay Colombini
Jack Fiori
Marc Warmerdam
Omar Khweiss
Gary Lambdin
Joy Meeker
Mike Manna
Glenn Page

Staff Members Present:

Eddie Lucchesi, Manager
John Fritz, Asst. Manager
Emily Nicholas, Administrative Assistant
Jamie Newcomb, Secretary

Legal Advisor: Chris Eley, Attorney at Law

Other: Jeffery Peek, Croce & Company
Jim Martin, Lee & Associates

Trustees Absent: Greg O'Leary

Following the call to order and roll call, Manager Lucchesi recognized Mr. Glenn Page as the newly-appointed representative for the city of Manteca.

2. Public Comment Period

There was no public comment.

3. Consent Calendar

- a. **Minutes of the December, 2014 regular meeting of the Board of Trustees**
- b. **Expenditure and Financial Reports for December 2014.**
- c. **District activities report for December 2014.**
- d. **Public Information & Outreach report for December 2014.**
- e. **Manager's report**
- f. **Correspondence**

Following review and discussion of the Consent Calendar, it was moved by Trustee Groen, seconded by Trustee Meeker, to approve the Consent Calendar as presented; the motion was unanimously approved.

4. **Financial Statements and Independent Auditor's report for the year ending June 30, 2014.** Board to receive Croce & Company's financial review of District for consideration and action.

Manager Lucchesi introduced Jeffery Peek, CPA of Croce & Company, to the Board of Trustees. Mr. Peek presented to the Board the District's Financial Statement and Auditor's report for fiscal year 2013-14. He reviewed the Management's Discussion and Analysis and asked the Board if they had any questions. Trustee Colombini referenced the statement of the report regarding the District's VCJPA contingency fund account listed as uncollateralized; Manager Lucchesi said that he would inquire with the VCJPA regarding an explanation and whether a corrected statement is warranted. Following review and discussion of the Financial Statements and Auditor report, it was moved by Trustee Fiori, seconded by Trustee Colombini, to receive the Financial Statements and Independent Auditor's report for the year ending June 30, 2014; the motion was unanimously approved.

5. **Sale of surplus District property located at 200 N. Beckman Rd. (APN 049-050-31).** Broker/Staff to present bids to Board for consideration and action.

Manager Lucchesi briefed new Trustee Page with the history leading up to the sale of the surplus District property. He stated the Board set the minimum bid at \$700,000. Jim Martin of Lee & Associates presented the bids to the Board for the Beckman Rd. property. There were two bids received, one from Jason De Salvatore for \$700,001 and the second from Teresi Trucking for \$460,000. Since the bid of Teresi Trucking was less than the District's minimum bid amount, Jason De Salvatore was the only legitimate bid. Mr. Martin informed the Board that Mr. De Salvatore had proof of loan and met the payment terms as described in the District's "Offer to Purchase and Contract of Sale" agreement. Following review and discussion of the bid, it was moved by Trustee Groen, seconded by Trustee Miller, to accept the offer of \$700,001 from Jason De Salvatore as presented; the motion was unanimously approved.

6. **Comments from Trustees and staff on non-agenda items.**

Manager Lucchesi handed out the committee assignments for the Board of Trustees for 2015.

Manager Lucchesi reminded the Board there will be a short tour of the District's Lab facility immediately following the Board meeting.

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

- Manager Lucchesi announced the next regular meeting of the Board of Trustees will be 1:00 p.m. Tuesday, February 17, 2015.

8. Adjournment

There being no further business, it was moved by Trustee Warmerdam, seconded by Trustee Khweiss, to adjourn the meeting at 1:55 p.m.; the motion passed unanimously.

MS. JOY MEEKER, SECRETARY

MR. EDDIE LUCCHESI, MANAGER

San Joaquin County Mosquito & Vector Control District
Budget and Actual Comparison, revenues and expenses
July 2014 through January 2015

| | <u>Jul '14 - Jan 15</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|-------------------------|------------------------|--------------------------|--------------------|
| Property tax and other misc. income | | | | |
| Income | | | | |
| 47000000-MISC. REVENUES | \$ 317,987.52 | \$ 628,016.00 | \$ (310,028.48) | 50.63% |
| 41000000 · PROPERTY TAX | \$ 2,293,259.13 | \$ 3,866,735.00 | \$ (1,573,475.87) | 59.31% |
| 44000000 · INTEREST INCOME | \$ 18,253.21 | \$ 22,205.00 | \$ (3,951.79) | 82.2% |
| 45000000 · AID FRM OTHER GOVT AGENCIES | \$ 40,335.76 | \$ 58,140.00 | \$ (17,804.24) | 69.38% |
| 46050000 · CHARGES FOR SERVICES | \$ 1,567,373.69 | \$ 2,935,210.00 | \$ (1,367,836.31) | 53.4% |
| Total Income | \$ 4,237,209.31 | \$ 7,510,306.00 | \$ (3,273,096.69) | 56.42% |
| Operation and maintenance | | | | |
| 60000000 · EE SALARIES & WAGES | \$ 1,433,992.23 | \$ 2,417,054.00 | \$ (983,061.77) | 59.33% |
| 60100000 · EMPLOYEE BENEFITS | \$ 1,245,544.96 | \$ 2,286,930.00 | \$ (1,041,385.04) | 54.46% |
| 62000000 · GEN SRVS&SUPPLIES | \$ 1,377,277.72 | \$ 2,626,145.00 | \$ (1,248,867.28) | 52.45% |
| Total Expense | \$ 4,056,814.91 | \$ 7,330,129.00 | \$ (3,273,314.09) | 55.34% |
| Other Expense | | | | |
| 63000000 · OTHER CHARGES | \$ 38,272.84 | \$ 41,600.00 | \$ (3,327.16) | 92.0% |
| 64000000 · CAPITAL EXPENSE | \$ 22,871.69 | \$ 179,500.00 | \$ (156,628.31) | 12.74% |
| Total Other Expense | \$ 61,144.53 | \$ 221,100.00 | \$ (159,955.47) | 27.66% |
| Total operation and maintenance, other expenses | \$ 4,117,959.44 | \$ 7,551,229.00 | \$ (3,433,269.56) | 54.53% |
| Increase (decrease) | \$ 119,249.87 | \$ (40,923.00) | \$ 160,172.87 | |

San Joaquin County Mosquito & Vector Control District
FUND BALANCE REPORT
 January 2015

| | SJC-55401 GEN FUND | SJC-55402 BEN ASSESSMENTS | SJC-55411 CONTINGENT | SJC-55412 GEN RESERVE | ALL FUNDS TOTAL |
|--|------------------------|------------------------------|-------------------------|--------------------------|-------------------------|
| DISTRICT OPERATIONS | | | | | |
| REVENUES | 101,327.29 | 295.00 | 733.00 | 1,327.00 | |
| TRANSFER IN | - | - | - | - | |
| NET REVENUES | \$ 101,327.29 | \$ 295.00 | \$ 733.00 | \$ 1,327.00 | |
| EXPENSES | 522,882.43 | - | - | - | |
| TRANSFER OUT | - | - | - | - | |
| NET EXPENSES | \$ 522,882.43 | \$ - | \$ - | \$ - | |
| NET CHANGE | \$ (421,555.14) | \$ 295.00 | \$ 733.00 | \$ 1,327.00 | (419,200.14) |
| REVENUES: | | | | | |
| PROPERTY TAX | 44,674.43 | - | - | - | |
| STATE AID HOME OWNER PROPTY TAX | - | - | - | - | |
| INTEREST INCOME | 3,156.00 | 295.00 | 733.00 | 1,327.00 | |
| OTHER GOVT REDVLP PASS THROUGH | - | - | - | - | |
| SPECIAL ASSESSMENTS CURR | - | - | - | - | |
| MISC. REVENUES | - | - | - | - | |
| **MEDICAL REIMBURSEMENT | 53,496.86 | - | - | - | |
| TOTAL REVENUES | \$ 101,327.29 | \$ 295.00 | \$ 733.00 | \$ 1,327.00 | 103,682.29 |
| <hr/> | | | | | |
| BEGINNING BALANCE, On deposit w Auditor's, 12/31/14 | 5,684,979.38 | 984,912.33 | 1,133,457.00 | 2,051,443.00 | |
| ENDING BALANCE, On deposit w Auditor's, 01/31/15 | 5,370,144.17 | 985,207.33 | 1,134,190.00 | 2,052,770.00 | |
| <hr/> | | | | | |
| REVOLVING FUND BALANCE, 01/31/15 | 528,788.87 | - | - | - | |
| CALCRO PAYABLE | (5,110.99) | - | - | - | |
| ADJUSTED ENDING BALANCE, 01/31/15 | \$ 5,893,822.05 | \$ 985,207.33 | \$ 1,134,190.00 | \$ 2,052,770.00 | \$ 10,065,989.38 |
| ENDING FUND BALANCE, 01/31/14 | \$ 5,434,176.92 | \$ 933,137.32 | \$ 1,076,574.00 | \$ 2,114,175.00 | \$ 9,558,063.24 |

San Joaquin County Mosquito & Vector Control District
Expenses by Vendor Summary
January 2015

| | <u>Jan 15</u> |
|--|---------------|
| ACE Hardware | \$ 69.01 |
| ACME Saw N Industrial Supply | \$ 341.84 |
| Airgas | \$ 151.34 |
| Amazon Marketplace | \$ 98.08 |
| Applied Ind Tech | \$ 543.98 |
| AT&T | \$ 833.98 |
| Barnes Welding Supply | \$ 61.45 |
| Battery Bill, Inc | \$ 361.54 |
| Bay Alarm | \$ 234.00 |
| Big W Sales | \$ 379.74 |
| CA Employment Development Dept. | \$ 77.22 |
| California Aquaculture Association | \$ 100.00 |
| California Auto & Boat Upholstery | \$ 126.07 |
| CalPERS | \$ 51,435.09 |
| Capital Rubber Co., Ltd. | \$ 808.01 |
| Central Valley Motor-Napa Auto Parts | \$ 19.40 |
| Chase Chevrolet Co. | \$ 58.63 |
| Chevron and Texaco Card Services | \$ 644.24 |
| City of Lodi | \$ 367.70 |
| City of Stockton | \$ 168.14 |
| Clutch & Brake Xchange Inc. | \$ 59.40 |
| Creative Outdoor Environments, Inc. | \$ 300.00 |
| De Lage Landen Financial Services | \$ 671.37 |
| Delta Air | \$ 208.60 |
| Delta Dental | \$ 5,198.43 |
| Discount Pet | \$ 19.42 |
| Eley, Christopher K | \$ 598.00 |
| Entomological Society of America | \$ 144.00 |
| ESRI Inc. | \$ 6,296.27 |
| Farwest Steel | \$ 417.19 |
| FedEx | \$ 36.20 |
| French Camp Rd Self Storage-Tranz 330 | \$ 74.00 |
| G&K Services | \$ 835.71 |
| Glidden Professional/PPG Architectural | \$ 49.34 |
| Grainger | \$ 142.15 |
| Hewlett-Packard Financial Services Co. | \$ 259.58 |
| Imperial Building Maintenance | \$ 342.85 |
| Integrated DNA Technologies, Inc. | \$ 137.01 |
| Keith's Trophy Supply, Inc. | \$ 73.52 |
| London Fog, Inc. | \$ 324.39 |
| Lowe's | \$ 55.50 |
| Lucas Business Systems | \$ 171.16 |
| Mayaco, Marketing&Internet | \$ 175.00 |
| Corner Store Gas Station (conference) | \$ 26.80 |

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

January 2015

| | <u>Jan 15</u> |
|---|-----------------------------|
| Hyatt Hotel Restuarants (conference) | \$ 174.59 |
| MoneySoft Inc | \$ 299.00 |
| Mosquito&Vector Control Association of Ca | \$ 155.00 |
| Nestle Pure Life Direct, Nestle Water | \$ 158.24 |
| O'Reilly Auto Parts | \$ 29.42 |
| Office Depot | \$ 79.83 |
| Pacific Gas&Electric Co. | \$ 2,221.92 |
| Peace & Justice Network | \$ 250.00 |
| Pickup Outfitters | \$ 1,500.00 |
| Raley's | \$ 6.49 |
| Rexel Electrical DataCom Supplies | \$ 19.17 |
| Safety-Kleen | \$ 77.00 |
| San Joaquin County Dept. of Public Works | \$ 14.50 |
| San Joaquin County Farm Bureau | \$ 500.00 |
| San Joaquin County, CDD/GIS | \$ 5,000.00 |
| Smart&Final | \$ 124.48 |
| Society for Vector Ecology | \$ 70.00 |
| Staples | \$ 54.77 |
| Stericycle Inc. | \$ 193.89 |
| Stockton Filter Supply Co., Inc. | \$ 122.67 |
| Stockton Scavengers Association, Inc | \$ 326.38 |
| Target (Retail Outlet) | \$ 37.76 |
| Target Specialty Products | \$ 143.82 |
| TelePacific (Arrival Communications) | \$ 352.03 |
| Tom Hillier Ford | \$ 519.22 |
| Tri-Valley Line X, Inc. | \$ 1,382.50 |
| United Air | \$ 304.60 |
| Unum Life Insurance | \$ 2,500.18 |
| US Health Works Medical Group | \$ 736.00 |
| Verizon Wireless | \$ 449.16 |
| Vision Service Plan CA | \$ 820.75 |
| VWR International | \$ 472.77 |
| Wal Mart | \$ 31.94 |
| Wilbur-Ellis | \$ 9,553.79 |
| TOTAL | <u>\$ 102,177.22</u> |

SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
District Activities Report

JANUARY 2015

Work Completed:

CONTINUATION OF SWIMMING POOL INSPECTIONS ON PROPERTIES IN FORECLOSURE

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 12 pools on the January pools list, up from 9 in December. Stockton and Tracy have continued to have the majority of pools but the totals remain considerably lower than previous years.

FIELD ACTIVITIES

The unseasonably dry conditions allowed District Technicians to work on source reduction projects throughout the entire month. Garlon spraying was initiated to reduce woody vegetation on difficult to access locations. Treehole applications were completed in January to minimize the emergence of *Aedes sierrensis* in the early spring. Technicians continued to inspect anonymous and known swimming pools. Many pools and backyard sources have been found to be breeding, likely due to another winter of mild temperatures.

NPDES

Staff completed the 2014 National Pollution Discharge Elimination Systems (NPDES) Permits annual report for Vector Control Applications. Completion of our report along with the MVCAC Coalition's report, will keep our compliance up to date. The annual report includes a list of all applications that impact or could potentially impact Waters of the U.S.

TOTAL TREATMENT WORK CONDUCTED DURING JANUARY

GROUND WORK

12.3 Acs Larvicided
0.12 Acs Adulticided
50.25 Acs Herbicided

AERIAL WORK

0 Acs Larvicided
0 Acs Adulticided

SERVICE REQUESTS

13 Mosquitoes

9 Fish Requests

19 Neglected Pools

WORK SCHEDULED FOR FEBRUARY

- CONTINUE GENERAL MAINTENACE ON VEHICLES, EQUIPMENT AND GROUNDS AS TIME PERMITS.
- CONTINUE GARLON APPLICATIONS FOR SOURCE ACCESS.
- CONTINUE BRUSH CLEARING FOR SOURCE ACCESS.
- BEGIN CEMETERY VASE INSPECTIONS AND SUBSEQUENT TREATMENTS IF NECESSARY.
- BEGIN SPORADIC ZONE INSPECTIONS BY TECHNICIANS.
- CONTINUE CHECKING KNOWN SWIMMING POOLS AND FISH PONDS.

PUBLIC INFORMATION & OUTREACH MONTH END REPORT
For month ending January, 2015

To: Ed Lucchesi, Manager

From: Aaron Devencenzi, PIO

Monthly Activities:

- The District attended Ag Venture held at the San Joaquin County Fair Grounds. Twenty-three 5-10 minute presentations were given to a total of 683 students and parents.
- Two school presentations were scheduled in February.
- The District participated in the Bugology event held at the World of Wonders museum in Lodi. Between 300-400 people visited the booth.
- An application was sent to Earth Day organizers for attendance at the April 26, 2015 event in Stockton.
- I applied to the Ag Venture program to be held in Lodi on March 3, 2015.
- The District's website was updated with Board minutes, Board agenda, 2015 NPDES notice, and the 2014 Financial Audit report. The website had 4,830 visitors averaging 161 visitors per day during January.
- The District's 2014 Annual Report was being created. The creation of this report includes; gathering accurate data from all District departments, gathering and editing photos, writing the text, creating supporting graphs, incorporating graphic design and creating the layout for the entire project.
- I contacted Cumulus radio for preliminary planning of 2015 advertisement campaign. Letters were sent to both mosquito control districts in Stanislaus County to share in the cost.
- West Nile virus horse vaccination reminders and mosquito prevention on the farm flyers are being handed out by District technicians in rural areas.
- I accessed the need for first aid cabinet supplies and for safety supplies. Updated/replacement supplies will be purchased in February.
- I attended the 2015 MVCAC Conference in Monterey.

Scheduled Tasks for February: The 2014 Annual report will be complete and given to the District Manager to be reviewed. Two schools are scheduled for presentations. I will be representing the District at the San Joaquin County Drought Task Force meeting. Additional letters will be sent out inviting teachers to schedule presentations. Work will begin on three quizzes to be incorporated into the District's website. I will be meeting with Cumulus radio for planning a 2015 campaign. Some additional safety training of technicians may be given in February.

MANAGER'S REPORT

For the period January 13, 2015 through February 10, 2015

- Following last month's Board meeting, work continued on the sale of 200 N. Beckman Rd. Jim Martin, assigned Broker of Lee & Associates, kept me updated on the progress with the sale, and I maintained correspondence with Chicago Title regarding receipt of funds as a deposit from the buyer. More detailed information will be discussed during the Board meeting. Agenda item # 8.
- The District continues its collaboration with the USDA-ARS Area Wide invasive weed project study of water hyacinth in the Sacramento / San Joaquin Delta. There was some concern the District may have to secure a separate permit for possession, propagation, and use of water hyacinth for the rearing of the water hyacinth plant hopper. The permit is issued by the California Department of Food and Agriculture (CDFA). The permit was secured by the USDA-ARS and included the District's Stockton facility as an additional location for rearing of the water hyacinth plant hoppers. An application letter for an amendment to the existing permit was issued by USDA, and fortunately CDFA agreed to the requested modifications to the existing permit. Contra Costa MVCD and our District were added to the permit (attached). The renewed permit will remain in effect to June 2016.

As stated before, the District's responsibility is to assist USDA personnel in sampling and recording (via GIS longitude / latitude) sites of mosquito populations in the water hyacinth project area, and the rearing of the "Plant-Hoppers" at the District's Stockton yard. There is an additional planning meeting scheduled for March at U.C. Davis

- I attended the Mosquito and Vector Control Association (MVCAC) 83rd Annual Conference held in Monterey, CA. January 25-28, 2015. The District's Assistant Manager, Entomologist, Public Information Officer, Fish Hatchery Manager, Assistant Entomologist, and Micro-Biologist were also in attendance. During the plenary session, Gordon Patterson PhD, *Professor of History, Florida Institute of Technology*, provided a lecture on the history of mosquito control in California. His talk was titled "Grace Under Pressure: California's Century of Vigilance Against the Insect Menace". Although from Florida, I found his knowledge of California geography to be very impressive, as he provided the timeline from the infancy of organized mosquito control in the late 1800's thru the established programs we have today. The Fish Hatchery Manager participated in the Aquaculture Workshop, and the Entomologist, Assistant Entomologist, and Micro-Biologist also contributed to the conference program by providing prepared presentations. Talks included "Evaluation of Reverse Transcription Loop-mediated Isothermal Amplification (RT-LAMP) for WNV Detection in Mosquito and Avian Samples" by Shaoming Huang, Ph.D; "Sensitivity and Stability of Dead Bird Sampling Methods for West Nile Virus Testing" by Sumiko De La Vega; and "A Five Year Analysis of Mosquito Adulticiding Efficacy in San Joaquin County" by David Smith. The presentations were very well done, and I received numerous compliments from fellow attendees. Full report Agenda Item # 9.
- The Fish Hatchery Manager, Assistant Manager, and I initiated an investigation on options that will best address the removal of sludge build up in the District's White Slough Ponds. Over the years, sludge build up on the bottom of the fish ponds has accumulated and the condition has impacted the efficiency in harvest operations. Although, we annually apply sludge prevention materials as a maintenance program, which has decreased the amount of sludge build-up over the years, we are now at a point where physical removal will be needed.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015 BOT Meeting, Agenda Item 4

4. RESOLUTION (DRAFT) OF THE BOARD OF TRUSTEES RESCINDING AND AUTHORIZING SIGNATURES OF CERTAIN TRUSTEES TO SIGN CHECKS, WARRANTS, AND OTHER OFFICIAL DOCUMENTS

Attached is a draft resolution (14/15-07), cancelling the signature of trustee Jack Snyder and authorizing the signature of trustee Glenn Page to sign checks, warrants, and other official documents of the District.

This item requires Board action.

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SAN JOAQUIN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
RESCINDING AND AUTHORIZING SIGNATURES OF CERTAIN TRUSTEES
TO SIGN CHECKS, WARRANTS, AND OTHER OFFICIAL DOCUMENTS

RESOLUTION 14/15-07

WHEREAS, Trustee Jack Snyder's term on the Board of Trustees expired 9/16/2014 and the City of Manteca took action on 12/16/2014 to appoint Mr. Glenn Page to the Board of Trustees; and,

NOW THEREFORE IT IS RESOLVED, that the authority for Jack Snyder to sign checks, warrants, and other official documents on behalf of the San Joaquin County Mosquito and Vector Control District is hereby rescinded; and

BE IT FURTHER RESOLVED, that Glenn Page is authorized to sign checks, warrants, and other official documents on behalf of the San Joaquin County Mosquito and Vector Control District.

Passed and adopted on this 17th day of February 2015 by the following vote of the Board of Trustees:

BOARD OF TRUSTEES
San Joaquin County Mosquito and Vector Control District

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

SIGNED: _____
Gary Lambdin, President

DATE: _____

ATTEST: _____
Joy Meeker, Secretary

DATE: _____

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015 BOT Meeting, Agenda Item 5

5. AUTHORIZATION TO EXECUTE A THREE YEAR CONTRACT WITH SCI CONSULTING GROUP FOR THE PREPARATION AND IMPLEMENTATION OF THE SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICTS' MOSQUITO, VECTOR, AND DISEASE CONTROL BENEFIT ASSESSMENT

The prior 3-year agreement with SCI Consulting Group to prepare and implement the District's benefit assessment has expired as of this year. The District has received a proposal from SCI for a successor contract; a copy of that proposal is attached for the Board's review and consideration.

Based on the past performance of SCI Consulting Group, and the requirement of the District to have this important function continue on an annual basis, it is recommended that the Board authorize the Manager to execute a new agreement with SCI Consulting Group to prepare and implement the District's Mosquito, Vector, and Disease Control Benefit Assessment per the attached proposal.

This item requires Board action.

Attachments



PROPOSAL FOR THE

**SAN JOAQUIN COUNTY MOSQUITO
AND VECTOR CONTROL DISTRICT**

TO PROVIDE

**PROFESSIONAL CONSULTING,
ENGINEER OF WORK AND LEVY
ADMINISTRATION**

FOR THE

**MOSQUITO AND VECTOR DISEASE
CONTROL ASSESSMENT DISTRICT**

FEBRUARY 2015

SUBMITTED BY

SCIConsultingGroup

4745 MANGELS BOULEVARD

FAIRFIELD, CA 94534

PHONE 707.430.4300

FAX 707.430.4319

www.sci-cg.com



SCI Consulting Group

4745 Mangels Boulevard • Fairfield, California 94534 • Tel: 707.430.4300 • Fax: 707.430.4319

Wednesday, January 28, 2015

Ed Lucchesi, District Manager
San Joaquin County Mosquito & Vector Control District
7759 S. Airport Way
Stockton, CA 95206

Re: Proposal for providing Professional Consulting, Engineer of Work and Levy Administration Services for the Mosquito and Vector Disease Control Assessment District

Dear Ed:

SCI Consulting Group ("SCI") is pleased to submit, for your review, the enclosed proposal and services agreement to serve as the Engineer of Work to provide professional consulting and levy administration services for the San Joaquin County Mosquito and Vector Control District ("District").

The scope of services within this proposal includes all tasks required for the year-round administration of the Mosquito and Vector Disease Control Assessment District for the San Joaquin County Mosquito and Vector Control District, as well as other value-added services.

Several recent court decisions have provided important legal guidance for benefit assessments and Proposition 218. In addition to the proposed assessment administration services, SCI will utilize our professional expertise and the collective input from numerous Proposition 218 specialized attorneys throughout the State to review and, if necessary, update the Engineer's Report and assessment methodology to be responsive to recent legal direction for benefit assessments.

Enclosed are two copies of the Agreement for assessment administration services. If the Agreement meets with your approval, please sign and return one copy to us and retain the second copy for your records.

Sincerely,



Arcelia Herrera
Consultant

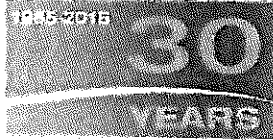
TABLE OF CONTENTS

| | |
|---|----|
| PROJECT UNDERSTANDING | 1 |
| SCOPE OF WORK | 3 |
| OVERVIEW OF THE SCOPE OF WORK | 3 |
| QUALIFICATIONS AND EXPERTISE | 5 |
| ABOUT SCI CONSULTING GROUP | 5 |
| ABOUT SCI SERVICES | 6 |
| TENTATIVE PROJECT TIMELINE | 7 |
| CONSULTANT SERVICES AGREEMENT | 8 |
| EXHIBIT A – SCOPE OF WORK | 11 |
| CONFIRMATION OF ASSESSABLE PARCELS AND LEVY CALCULATION.... | 11 |
| ENGINEER’S REPORT | 12 |
| QUALITY CONTROL AND LEVY RE-VERIFICATION | 13 |
| DISTRICT INFORMATION, LEVY CONFIRMATION AND DELINQUENCY MONITORING | 14 |
| MANUAL BILLING FOR CERTAIN PROPERTIES | 14 |
| RESPONDING TO PUBLIC INQUIRIES AND APPEALS | 14 |
| DEFENSE AND SUPPORT OF THE ASSESSMENTS | 15 |
| ADDITIONAL SERVICES INCLUDED | 15 |
| DELIVERABLES | 15 |
| EXHIBIT B – FEE SCHEDULE / MANNER OF PAYMENT | 17 |

PROJECT UNDERSTANDING

SCI Consulting Group ("SCI") is pleased to offer our professional consulting, engineering and levy administration services to the San Joaquin County Mosquito and Vector Control District, for the Mosquito and Vector Disease Control Assessment District

SCI Consulting Group ("Assessment District").



Serving Public Agencies

SCI understands that the assessment revenues need to be annually reauthorized and collected in a manner that is legally compliant, accurate and efficient. We also have witnessed that if such assessment administration services are not performed with a comprehensive, intensive and professional approach that includes annually identifying every parcel that should be subject to the

assessments and recalculating and verifying the specific amount of assessment for each parcel in the Assessment District, the assessment revenues received by the District will not be maximized.

Specifically, our annual scope of services, which will maximize the revenues from the assessments, minimize the District's time and resources needed, and maximize the legal defensibility of the assessments, will include:

- Initial planning, property research and assistance with preparation of improvement/service plans and budgets.
- Acquisition of current property data from the County Assessor, other real property information vendors and title companies, comparison of the Assessor data with other property data sources and data accuracy validation services.
- Maximizing assessment revenues and accuracy with custom, hands-on identification of all parcels within the Assessment District boundaries and determination of the updated and current property characteristics for each parcel within the Assessment District boundaries.
- Maximizing assessment revenues and accuracy by using advanced Geographical Information System (GIS) software and current parcel layers to confirm that all parcels are included within the assessment rolls.
- Maximizing assessment revenues through comprehensive research and confirmation of all levies on a parcel-by-parcel basis. These services have proven to maximize revenues for every public agency for which we have provided levy administration services.
- Minimizing District time and resources by handling most tasks related to the administration and collection of the assessments.
- Periodic meetings and conferences with District staff to review findings, property base, budgets, and other relevant items.
- Preparation of the annual Engineer's Report for the Assessment District. These reports will meet all legal requirements and will provide continued justification

for the levies, budgets for levy expenditures by expenditure type, and specific levies for each parcel.

- Preparation of legal notices, resolutions, staff reports and District Board review items.
- Acquisition of the final lien date Tax Collector's property roll for all parcels to be included on the tax roll for the upcoming fiscal year.
- Each year, a full second round of research, identification and validation of all new and existing parcels within the Assessment District boundaries to conform with the final Tax Collector's parcel roll for all parcels to be included on the upcoming fiscal year tax roll.
- A full second round of identification of all parcels for which the property characteristics have changed (such as newly developed properties).
- Each year, a full second round of recalculation and confirmation of the final upcoming fiscal year's assessment amount for every parcel within the Assessment District boundaries.
- Submittal of the final assessment rolls to the County Auditor/Tax Collector and verification of the final assessment amounts for each parcel to be included on tax bills.
- Levy collection reports and confirmation of the accuracy of the Auditor's Tax Roll for each levy.
- Directly responding on our toll-free taxpayer assistance line to property owner inquiries year round regarding the assessments for their property, the basis for the assessments, the services funded or other questions.
- Providing a program developed specifically for the District that provides easy access and reporting of special assessment and property information.
- Assistance with the administration and collection of the assessment revenues.

SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the San Joaquin County Mosquito and Vector Control District.

Definitions

| | |
|----------------------|--|
| District: | San Joaquin County Mosquito and Vector Control District, its staff and board. |
| Assessment District: | The San Joaquin County Mosquito and Vector Control District Mosquito and Vector Disease Control Assessment District. |
| SCI or Consultant: | SCI Consulting Group, and any and all employees and subcontractors. |
| Administration: | Services related to the determination, levy and collection of assessment revenues. |

OVERVIEW OF THE SCOPE OF WORK

This Section shall serve to highlight our approach towards levy administration services and other value added services included within this Proposal.

One of the service elements that distinguishes SCI is our comprehensive approach for levy preparation. On a twice-yearly basis, we recalculate and confirm all of the District's assessments on a parcel-by-parcel basis for all properties within the assessment district. SCI has developed over fifty unique levy validation/checking queries that we run on each parcel. This approach, while more time consuming than simply relying on Assessor property characteristics and previous levy amounts has consistently proven to result in more accurate levies and higher overall assessment revenues.

The starting point for calculating and confirming the parcel levies for all parcels within the levy district is the current County Assessor's data. However, we do not simply rely on the County Assessor data alone. Rather, we utilize the County data as the initial basis for establishing the property information and parcel listings for property that will be subject to the assessments. As a next step, we acquire, compare and incorporate additional data and property information from other real property vendors, title company information vendors and other sources. More importantly, we extend and enhance this external property data with our internal proprietary Statewide parcel attribute and ownership data sets, including over ten years of parcel maps and historical parcel information.

The second foundation block for accurate assessment levies is the identification and verification of every parcel that should be included in the District's assessment roll. SCI has consistently found that the County Assessor's data often contains inaccurate information to identify parcels and property characteristics. Consequently, our approach begins with the County Assessor and State Board of Equalization information regarding parcels within the District's boundaries. However, we extend, enhance and confirm this information with several layers of other verification and parcel identification approaches. These approaches, which have consistently been proven to identify other parcels that should be included in the assessment rolls, include using updated and historical parcel maps, GIS layers and a comprehensive parcel-by-parcel research to identify all "child" parcels that were created from a source "parent" parcel after a subdivision or parcel reconfiguration.

Only after a comprehensive evaluation and confirmation of data from multiple sources will we begin calculating and confirming assessment levies. This multi-source approach has proven to maximize the annual benefit assessment proceeds by uncovering inaccuracies and outdated information.

After we have carefully identified and verified each parcel that should be included in the District's assessments and have calculated and determined the levies for each parcel, we will compare our calculated levies for each parcel with the previous year's levy rolls. Every discrepancy and variance with the historical levy data will be researched and confirmed. After this comprehensive research and assessment rate determination work is completed, SCI will develop reports listing each parcel with their upcoming year's assessment amounts.

Furthermore, our proposed scope of services includes periodic on-site meetings, preparation of notices and resolutions, periodic reports for levy submittals and collections, in person attendance at public meetings and the hearing, and taxpayer point of contact services via a toll-free phone number.

QUALIFICATIONS AND EXPERTISE

ABOUT SCI CONSULTING GROUP

SCI provides a broad range of planning, research, engineering, special district administration, revenue measure formation and financing services for local agencies. SCI has the expertise to assist in every phase of the assessment administration process, including inception, research and analysis, evaluation of assessment factors, documentation of findings, development of engineer's reports to meet all current legal requirements for annual assessment continuation, identification of all parcels that should be assessed, calculation and verification of the specific assessment amount for each parcel and levy collection and verification.

With 30 years of benefit assessment, special tax, civil engineering and planning experience, SCI also offers extensive expertise with the important legal and procedural issues involving benefit assessments, special taxes and fees. The principals at SCI are acknowledged experts on benefit assessments, special taxes and fees and were involved with the cleanup legislation for Proposition 218.

In addition, SCI is a frequent presenter and columnist on ballot proceedings and special tax elections for the American Public Works Association, League of California Cities, California Special Districts Association, California Fire Chiefs Association, California Stormwater Quality Association, Coalition for Adequate School Housing, California Parks and Recreation Society, Mosquito and Vector Control Association of California, Institute for Local Self Government, California Association of Public Information Officers, Floodplain Management Association, Bay Area Open Space Coalition, California Conference of Directors of Environmental Health and other organizations.

ABOUT SCI SERVICES

SCI has been effectively serving the needs of public agencies, non-profits and private organizations for over 30 years. Our commitment to quality services is attested by the satisfaction of our clients, the long-term relationships we have developed, and that most of our new business comes through word-of-mouth from current clients.

Following is a summary of our services:

REVENUE MEASURES

- Assessment District Formation / Ballot Proceedings
- Property Related Fee Determination / Ballot Proceedings
- Mello-Roos Community Facilities District Formation / Ballot Proceedings
- Parcel Tax / Special Tax Measures

OPINION RESEARCH AND REVENUE MEASURE FEASIBILITY ANALYSIS

SPECIAL TAX / ASSESSMENT LEVY ADMINISTRATION SERVICES

PUBLIC FINANCE PROGRAMS AND ALTERNATIVES

- LAFCo Annexations and New District Formations
- Compliance with Proposition 218
- Continuing Disclosure & Dissemination Services
- Administrative Systems and Custom Software Solutions
- Parcel Audits and Tax Base Certification

PLANNING SERVICES

- School Facility Fee Justification Reports (Level 1)
- School Facility Needs Analysis (Level 2)
- Developer Fee Nexus Studies
- Developer Negotiations and Full Mitigation Fees
- Facilities Master Plans
- Financing Plans
- Attendance Boundary Studies
- Demographic Studies
- Quimby Land Dedication and In-Lieu Fee Studies
- Cost of Service Analysis and Fee Justification
- Utility Rate Studies
- Land Planning and Real Estate Services

For more information, please visit www.sci-cg.com

TENTATIVE PROJECT TIMELINE

Following is a draft timeline for the annual levy administration. SCI can meet this timeline; however, the District can also modify it as needed.

| <u>TENTATIVE DATE</u> | <u>TASKS TO BE COMPLETED</u> |
|-----------------------|---|
| February 2015 | District receives SCI proposal |
| February | Approval of Services Agreement/Contract |
| Feb17 | Board - Passage of resolution directing the preparation of the Engineer's Report |
| May 13 | District - submit budget numbers to SCI |
| May 20 | SCI - Engineer's Report submitted to District for review |
| June 2 | Complete and file Engineer's Report with District |
| June 16 | Board - Passage of resolution of intention to levy annual assessment, preliminarily accepting Engineer's Report and scheduling the Public Hearing |
| July 10 | SCI - Publish notice of public hearing (Publish Resolution of Intention, must occur 10 days before Public Hearing) |
| July 21 | Board - Public Hearing and approval of Resolution approving Engineer's Report and levying annual assessments |
| August 10 | Submission of assessments to County |
| October | Confirmation of final levies with County |

It is understood that all regular meetings of the District Board are generally held every 3rd Tuesday of each month at 1pm.

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made on _____, 2015, between the San Joaquin County Mosquito and Vector Control District, a public agency, ("District") and SCI Consulting Group ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work.** Consultant shall perform the work and render the services described in the attached Exhibit A and incorporated herein (the "Work"). Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to Consultant a fee for completed phases of Work as described in Exhibit B. The total fee for the Work shall not exceed amounts set forth in Exhibit B. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant's fee shall include all of Consultant's costs and expenses related to the Work.
 - b. At the completion of each phase of Work, Consultant shall submit to District an invoice for the Work performed during the preceding month. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Conflict of Interest.** Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) in the performance of the Work under this Agreement no person having any such interest shall perform any portion of the Work.
5. **Insurance.**
 - a. **Types & Limits.** Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

| | |
|------------------------------|---|
| Commercial General Liability | \$2,000,000 per occurrence \$4,000,000 aggregate |
| Automobile Liability | \$2,000,000 per accident |
| Workers' Compensation | Statutory limits |
| Professional Liability | \$2,000,000 per claim |

- b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name District, its officers and employees as additional insureds regarding liability arising out of the Work.
- c. **Proof of Insurance.** Upon request, Consultant shall provide to District proof of insurance.
6. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Consultant's performance of the Work and caused by willful misconduct of or by Consultant or its employees, agents and subcontractors.
7. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
8. **Independent Contractor.** Consultant's relationship to District is that of an independent contractor.
9. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.
10. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
11. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
12. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
13. **Default.** In the event that Consultant defaults in the obligations of Consultant under this Agreement, or Consultant defaults in the performance of the terms and conditions of this Agreement, District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a.) enforce performance of the Agreement by Consultant; or b.) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by Consultant through the date of the termination.

14. Cancellation. District or Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by Consultant through the date of the notification of cancellation.

15. Attorney's Fees. In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

16. Notice. Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

Public Agency:

Ed Lucchesi
San Joaquin County MVC District
7759 S. Airport Way
Stockton, CA 95206

Consultant:

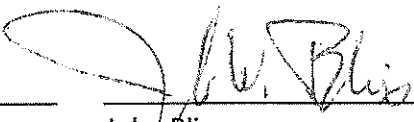
John Bliss, Vice-President
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided above.

Accepted:

Ed Lucchesi
District Manager
San Joaquin County MVC District

Accepted:



John Bliss
Vice-President
SCI Consulting Group

Date

1-29-15

Date

EXHIBIT A – SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the San Joaquin County Mosquito and Vector Control District.

Definitions

| | |
|----------------------|--|
| District: | San Joaquin County Mosquito and Vector Control District, its staff and board. |
| Assessment District: | The San Joaquin County Mosquito and Vector Control District Mosquito and Vector Disease Control Assessment District. |
| District Board: | The San Joaquin County Mosquito and Vector Control District Board of Directors. |
| SCI or Consultant: | SCI Consulting Group, and any and all employees and subcontractors. |
| Administration: | Services related to the determination, levy and collection of assessment revenues. |

CONFIRMATION OF ASSESSABLE PARCELS AND LEVY CALCULATION

1. Meet with District staff, District Board, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the Assessments.
2. Utilize SCI's statewide data, including current parcel attributes and historical information for every parcel in the District.
3. Obtain current assessor data from the County Assessor and other sources for all parcels within the District and merge with SCI's internal parcel data.
4. Perform a comprehensive audit to identify each parcel that is physically located within the boundaries of the Assessments. Research and reconcile any parcels that we find to be within the District's boundary, but to be inaccurately identified by the County Assessor.
5. Create a complete and highly accurate database including every parcel in the boundaries of the Assessment District; including the parcel attributes necessary for calculating the Assessments.
6. Determine the number of parcels in each land use category, excluding nontaxable parcels.
7. SCI maintains complete files of Assessor Parcel Maps for all parcels in the District. Obtain recently updated or revised maps as necessary. Utilize the maps to confirm current parcel attributes and research newly created parcels.
8. Meet with or contact District staff and contact property owners, County Assessor staff and other parties as needed to obtain information or verify Assessments.

9. Research and obtain all property characteristics that are needed to properly calculate the correct assessment amount, including location, property type and land area.
10. Update and maintain a database for each parcel within the Assessment District. The data for each parcel will include the owner name(s), site address, property values, parcel number, assessment factors, assessment amount, mailing address, site address, parcel type, notes and other useful or relevant data.
11. On a parcel-by-parcel basis, calculate the specific assessment amount for each parcel.
12. Obtain the assessment files for the previous fiscal year and structure this historical levy submittal data so it can be used to help compare and analyze the Assessments. Reconcile the assessment data for last year with the District's assessment collections to confirm the accuracy of the data.
13. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District. Flag all parcels that require property research to determine the appropriate assessment.
14. Research all flagged parcels as well as those parcels or areas designated by District staff as requiring further research.
15. Research or field check those properties that are flagged for research and for which additional information is needed.
16. Obtain current fiscal year cost information from the District to use as a basis for the cost estimate in the Engineer's Report and for the budget and cost estimate for each zone of benefit.
17. Project costs based on prior year estimates, actual costs, new or modified services and improvements and other factors. Establish budgets for the Assessments based on information provided by the District.
18. Review the budgets and cost estimates with the District and finalize the budget after incorporating District input.
19. Using the established assessment methodology, allocate the estimated cost of services, improvements and expenses to all assessed parcels within the boundaries of each zone of benefit within the assessment district.
20. Run custom-developed queries on the Assessment Roll to verify and check assessment accuracy for all parcels.
21. Prepare the preliminary Assessment Roll for the Assessment District.

ENGINEER'S REPORT

1. Work with District's legal counsel to review the Assessment District's compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. City of Pomona, and Greene v. Marin County Flood Control and Water Conservation District. SCI anticipates that the District's assessments are fully compliant with these decisions and the requirements of Proposition 218. However, this additional review may result in some revisions and upgrades to the findings and determinations in the Engineer's Report to more fully comply with recent court decisions and legal requirements for benefit assessments.
2. Carefully evaluate the previous Engineer's Reports for the Assessment District. Make recommendations for upgrades to improve compliance with Proposition 218

- and other legal requirements. Review proposed upgrades with District, District Counsel and other parties and incorporate comments as appropriate.
3. Prepare a comprehensive draft Engineer's Report for the Assessment District including historical information, the basis of the assessment, the method of levy, the revenues raised and uses of the funds and the assessment amount for each parcel. The Engineer's Report will be prepared by John Bliss, a licensed professional engineer certified in the State of California possessing unmatched expertise with post Proposition 218 benefit assessments for similar mosquito and vector control services. The Engineer's Reports will fully comply with the provisions of the Government Code, the Health and Safety Code, Proposition 218, Articles XIII C and XIII D of the California Constitution and other relevant code sections.
 4. Provide draft copies of the Engineer's Report to the District and review the draft Report with the District and legal counsel.
 5. As necessary, incorporate comments and suggestions.
 6. File the final Engineer's Report with the District.
 7. Prepare any needed resolutions and staff reports for the Assessments.
 8. Prepare and assist with the publication of any notices for the continuation of the Assessments.
 9. Attend District Board meetings, including those at which the Engineer's Report is approved and the public hearing is held.
 10. Present the Assessment Roll to District Board, summarize the assessment methodology, answer all questions raised and assist in finalizing the project for Board approval.

QUALITY CONTROL AND LEVY RE-VERIFICATION

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor and Tax Roll from the County.
2. Identify all parcels that are in the Assessment district and subject to the Assessments. Create a new Parcel Roll based upon the final County lien roll data.
3. Identify all new or changed parcels that may require an updated or new assessment calculation.
4. Utilize other real property data information services to obtain additional property information, and to verify and confirm Assessments.
5. Research and update all property characteristics that may affect the assessment amounts for each parcel.
6. Recalculate the final Assessments on a parcel-by-parcel basis.
7. Perform all additional parcel research as necessary.
8. Compare the assessment amount calculated for each parcel with the Assessment Roll for the previous fiscal year and re-verify Assessments for all parcels for which the assessment amount has changed.
9. Prepare reports of parcels with usecode changes from the previous fiscal year to the current fiscal year, and verify the Assessments for such parcels.
10. Prepare reports of new and deleted parcels from the previous fiscal year to the current fiscal year, and verify the Assessments for new parcels.
11. Finalize the Assessment Roll, other documents and supporting materials for the Assessments.

12. After the Assessments and supporting documents have been finalized, another special levy administrator at SCI will perform a comprehensive peer review of all assessment calculations, all documentation and reports and the project schedule and deliverables. Any questions or issues raised are fully researched and resolved.
13. Next, a manager at SCI will perform another full review and quality assurance audit of each assessment district to ensure the highest level of accuracy and that all documents and materials needed for collection of the Assessments are in proper order.
14. After all reviews have been performed and all questions resolved, prepare the final Assessment Roll listing parcel number, owner name, property address, and assessment amount for each Assessor Parcel within the Assessment District. Print Assessment Roll sorted by Assessor Parcel Number and owner's name.

DISTRICT INFORMATION, LEVY CONFIRMATION AND DELINQUENCY MONITORING

1. Meet San Joaquin County assessment roll submission requirements and perform tasks needed to submit the assessment levies.
2. File approved Assessment Roll with the County Auditor for inclusion of Assessments on current fiscal year tax bills.
3. Verify and validate Auditor's levy data prior to the printing of tax bills.

MANUAL BILLING FOR CERTAIN PROPERTIES

1. For any parcels that cannot be collected on County tax bills, prepare a listing of property owners, addresses, property information, current assessment amount and delinquent Assessments.
2. Directly invoice any such property owners for the assessment amounts due for their property.
3. Record payments received in a payment tracking database.
4. Assist the District with collection of delinquent Assessments from these properties.
5. Produce periodic reports for the District of bills paid and those still outstanding.

RESPONDING TO PUBLIC INQUIRIES AND APPEALS

1. Provide the County Auditor/Tax Collector and the District with our toll-free 800 phone lines so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise, a review of specific levies, description of procedures and any other issues.
2. Provide the County Auditor/Tax Collector with our web site address to be used as another resource for property owner inquiries and information dissemination.
3. Provide the County Auditor/Tax Collector with a summary and overview of the Assessments and each zone of benefit for Auditor/Tax Collector staff use.
4. Directly and promptly respond to any property owner, staff or other agency inquiries on our toll free assessment assistance phone lines reached by the number: (800) 273-5167.
5. Throughout the fiscal year, research and, if necessary, revise any Assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our

comprehensive levy validation procedures, actual revisions are very minimal, if at all.)

6. If any property owners appeal the Assessments for their property, SCI shall investigate the assessment amount and basis for appeal and shall make a recommendation and finding for the District. In the event that the District finds that the Assessments or assessment rate should be adjusted, SCI will adjust the Assessments according to the District's final determination. (Such appeals are very rare.)
7. For any property owner appeals, SCI will coordinate with the District and property owners as appropriate.

DEFENSE AND SUPPORT OF THE ASSESSMENTS

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. Provide a full response to any questions or issues raised about the assessments.

ADDITIONAL SERVICES INCLUDED

1. Computer services to convert and compile Assessor data into database format and computer services to format and submit levy data for the County Auditor.
2. Duplication of up to 10 copies of the Engineer's Report.
3. Computer services to convert assessment data into format required by the County Auditor.

DELIVERABLES

1. Updated Assessment Boundary Diagram and maps, as needed.
2. A review of the cost estimates, budgets and proposed services and improvements for the upcoming fiscal year.
3. Important updates and enhancements to the assessment justification and Engineer's Report to address recent Proposition 218 and legal developments.
4. Preliminary Assessment Roll and Engineer's Report.
5. Final Assessment Roll and Engineer's Report.
6. Resolutions, notices, draft staff reports and other supporting documents for the continuation of the Assessments.
7. Assistance with the public meetings and hearings for the continuation of the Assessments.
8. Final Assessment Roll for inclusion on the Tax Roll.
9. Forms and certifications required by the County Auditor/Tax Collector.
10. An electronic copy of the assessment data submitted to the County Auditor/Tax Collector.
11. Confirmation of the final Assessments prior to the issuance of tax bills.
12. A report confirming the final assessment levy amounts.
13. Toll free taxpayer assistance telephone number to be provided to the District, the County Auditor and Tax Collector.
14. Prompt and direct response to taxpayer questions throughout the term of this proposal.

15. Summary information about the Assessments, District and services funded, to be provided to the County Auditor and Tax Collector.

EXHIBIT B – FEE SCHEDULE / MANNER OF PAYMENT

In consideration for the performance of the Scope of Work, SCI shall be compensated as follows:

1. The total compensation for the Scope of Work for fiscal year 2015-16 shall be \$20,000 payable as follows:
 - a. A progress fee of \$3,500 shall be due on March 31, 2015.
 - b. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$3,500 shall be due.
 - c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$4,500 shall be due.
 - d. On January 31, 2016, the sum of \$8,500 shall be due.

The total compensation for the Scope of Work for fiscal year 2016-17 shall be \$20,000, payable as follows:

- a. A progress fee of \$3,500 shall be due on March 31, 2016.
- b. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$3,500 shall be due.
- c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$4,500 shall be due.
- d. On January 31, 2017, the sum of \$8,500 shall be due.

The total compensation for the Scope of Work for fiscal year 2017-18 shall be \$20,000 payable as follows:

- a. A progress fee of \$3,500 shall be due on March 31, 2017.
- b. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$3,500 shall be due.
- c. Upon submittal of the special assessment levies to the County Auditor, the sum of \$4,500 shall be due.
- d. On January 31, 2018, the sum of \$8,500 shall be due.

2. For the creation, mailing, collection and administration of hand-billed service charges (to public agencies and other owners that cannot be collected by the County Auditor), SCI shall be compensated \$3,300 for the mailing of 105 – 120 handbills. If the number of handbills exceeds 120 in any fiscal year, SCI shall be compensated at the rate of \$35 per bill in excess of 120 bills. (Note that one bill can contain multiple parcels owned by the same agency/owner)
3. Payments shall be due and payable upon submission of an invoice for each portion of the work completed.
4. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the scope of work shall be

reimbursed at actual cost by the District with total cost not to exceed \$1,500 per year, without prior authorization from the District.

Note: All costs associated with this proposal and the scope of services can be financed or refunded by the assessment proceeds.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015, 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 2015-16 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 2015-16 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 14/15-08 (draft) as presented.

This item requires Board action.

Attachment

RESOLUTION 14/15- 08

**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 2014/15
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 XIII D 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 XIII D 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 17th day of February, 2015 by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Gary Lambdin, President

Date

Joy Meeker, Secretary

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015 BOT Meeting, Agenda Item 7

7. 2014 ANNUAL STATEMENT OF ECONOMIC INTERESTS (FORM 700) FILINGS

Please find attached information from the San Joaquin County Registrar of Voters re: the 2014 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 2014.

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

This item requires Board action.

Attachment



COUNTY OF SAN JOAQUIN

Information Systems Division

44 North San Joaquin Street, Suite 455
Stockton, California 95202
Telephone: (209) 468-3940
Fax: (209) 468-2178

JERRY BECKER
DIRECTOR

DAVID NEWAJ
ASSISTANT DIRECTOR

AUSTIN ERDMAN
REGISTRAR OF VOTERS

February 4, 2015

TO: All Uniform Districts

FROM: Austin G. Erdman, Registrar of Voters

A handwritten signature in blue ink, appearing to be "A. Erdman", enclosed in a hand-drawn circle.

SUBJECT: 2014/2015 Statement of Economic Interests
Form 700 Annual Filing Notice

The Political Reform Act requires that public officials who are designated in an agency's Conflict of Interest Code file an annual statement of Economic Interest Form 700 disclosing assets and income which may be materially affected by their official actions.

The period covered by this annual statement is January 1, 2014 through December 31, 2014. Annual statements are due to be filed no later than **Wednesday, April 1, 2015.**

San Joaquin County is continuing to move forward with electronic filing. If you filed your statement electronically last year, you are familiar with the process and can do so again this year. Follow the instructions on the site to complete the form. The system logon link is <http://www.southtechhosting.com/SanJoaquinCounty/eDisclosure>

The 2014/2015 Form 700 and fact sheets are also 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. **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 Regs. §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 Regs. §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.

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 the Board of Trustees | 1,2,3,4,5 & 6 |
| Manager | 1,2,3,4,5 & 6 |
| Assistant Manager | 1,2,3,4,5 & 6 |
| Office Manager | 1,2,3,4,5 & 6 |
| District Legal Counsel | 1,2,3,4,5 & 6 |
| Consultant* | 1,2,3,4,5 & 6 |

II. Disclosure Categories.

1. 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.

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

3. Interests in real property which is or may be used for agricultural purposes, 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.

4. Investments and business positions in any business entity or income from any source which has an interest in real property which is or may be used for agricultural purposes.

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 MAY 11, 1993

ADOPTED JUNE 15, 1993

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/4/2015
Re: February 2015 BOT Meeting, Agenda Item 8

8. STATUS ON SALE OF SURPLUS DISTRICT PROPERTY, 200 N BECKMAN RD, LODI, CA
Report on progress as it pertains to sale of property.

The Board will receive updated information regarding the sale of the Lodi property. Since the January BOT meeting, the District received confirmation the buyer successfully deposited 5% of the purchase price into escrow with Chicago Title Company. Chicago Title also provided an updated preliminary title report for the District's review. Jim Martin will brief the Board on the most recent progress regarding sale of the property.

Board Meeting Information

To: Board of Trustees
From: Eddie Lucchesi, Manager
CC: Chris Eley, Legal Counsel
Date: 2/10/2015
Re: February 2015 BOT Meeting, Agenda Item 9

9. REPORT OF ATTENDANCE AT THE MOSQUITO AND VECTOR CONTROL ASSOCIATION OF CALIFORNIA CONFERENCE AND BOARD OF DIRECTORS MEETING HELD JANUARY 25-28, 2015

Trustees Meeker, Groen, and Miller, along with staff members Devencenzi, Huang, Lucchesi, Smith, De La Vega, Vignolo, and Fritz attended the annual conference of the Mosquito and Vector Control Association of California in Monterey, CA, January 25-28, 2015.

Conference attendees will provide either an oral or a written report re: their attendance at this meeting.

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