

**FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES MEETING
District Office, 2555 N Street, Firebaugh, California**

February 15, 2019 - 12:45 p.m.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. GENERAL CONSENT ITEMS

- a) MINUTES OF THE LAST MEETING
- b) CHECKS FOR RATIFICATION
- c) CHECKS FOR APPROVAL
- d) FINANCIAL REPORTS

5. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board on any public matter within the Board's jurisdiction. The Board President may impose a time limit on said comments.

6. APPROVAL OF ADDITIONAL ITEMS TO THE AGENDA

(Requires $\frac{2}{3}$ Board approval)

7. STAFF REPORTS AND INFORMATION

- a) OPERATIONS AND LEGISLATIVE REPORT

District staff will update the Board on District operations, legislative and regulatory issues, mosquito conditions, staffing and program plans for the oncoming season and other issues of importance to this District.

- b) MEETING REPORTS

The Manager will present an oral report of all meetings attended since the last board meeting.

- MVCAC Annual Conf., January 28th – 31st, Monterey, CA

- c) UPCOMING MEETINGS

The Manager will inform the Board of upcoming meetings. Decisions may be made regarding attendance by staff and/or trustees at these

meetings.

- AMCA Annual Mtg., February 25th–March 1st, Orlando, FL
- MVCAC Legislative Days/Spring Meeting, April 1st – 3rd, Sacramento, CA
- AMCA Washington Conf., May 13th – 16th, Washington, DC

8. ACTION – Action may be taken on any item on the agenda. Items in this section are expected to have action taken at this meeting.

a) AMCA SPRING WASHINGTON CONFERENCE

The Manager will present information on the AMCA Spring Washington Conference. The Board may approve Staff and Trustee attendance and travel today.

b) SDRMA CALL FOR BOARD OF DIRECTORS NOMINATIONS

The Board will review correspondence from the Special District Risk Management Authority calling for nominations for its board of directors. The Board may nominate a candidate for that Board.

c) MAXIMUM EMPLOYER DEPENDENT HEALTHCARE CONTRIBUTION

The Board will set the maximum premium contribution for 2019.

d) SCI AGREEMENT RENEWAL: BENEFIT ASSESSMENT

The Board will consider a contract for renewal with SCI for administration of the benefit assessment.

9. TRUSTEE ISSUES

a) TRUSTEE REPORTS AND QUESTIONS

The Trustees will report on mosquito conditions and public opinion in their respective areas. Any questions or problems will be presented to staff.

10. REQUEST FOR FUTURE AGENDA ITEMS - The Board President will entertain suggestions for future agenda items.

11. ADJOURNMENT - Next meeting will be held on March 14, 2019.

Accessible Public Meetings: Upon request, the Fresno Westside Mosquito Abatement District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least eight (8) days before the meeting. Requests should be sent to: Fresno Westside Mosquito Abatement District, 2555 N Street, Firebaugh, CA 93622

DISTRICT FRESNO WESTSIDE MOSQUITO ABATEMENT
2555 N Street - FIREBAUGH, CALIFORNIA, 93622

MINUTES: Board Meeting ----- January 10, 2018
Headquarters ----- Firebaugh, California

TRUSTEES PRESENT: Felker, Fickett, Fontana, Williams, Capuchino.

TRUSTEES ABSENT: Ram, Kenneson.

OTHERS PRESENT: Conlin Reis, Dist. Manager.

Vice President Capuchino called the meeting to order at 12:45 p.m.

* The Board considered officers for 2019. A motion was made, seconded, and passed unanimously to select Eric Fontana as Board President, Leo Capuchino as Vice President, and District Manager Conlin Reis as Secretary.

MOTION: Trustee Williams SECOND: Trustee Felker

* Trustee called for review of the General Consent items. Following discussion and review, a motion was made, seconded, and passed unanimously to approve the general consent items, as presented.

MOTION: Trustee Williams SECOND: Trustee Felker

The was no public comment.

* The Manager informed the Board that a contract for legal services needed to be considered at this meeting but was received too late for the posted agenda. The contract was a standard renewal of the District's previous contract. A motion was made, seconded, and passed unanimously to add approval of the contract to the agenda.

MOTION: Trustee Felker SECOND: Trustee Capuchino

The Manager provided an overview of mosquito and WNV activity in the region and state.

The Manager provided a brief oral report on District operations, legislative, regulatory and other issues of importance to this District.

The Manager provided an annual report highlighting surveillance and operations from the previous season.

The Manager presented the annual review of aircraft costs.

The Manager informed the Board of upcoming meetings and let them

know which meetings he and the staff plan to attend on behalf of the District.

The Manager presented information on Form 700 disclosure requirements for 2019.

* The Board reviewed the current oversight for bank accounts and, after some discussion, a motion was made, seconded, and passed unanimously that no changes were currently needed.

MOTION: Trustee Felker SECOND: Trustee Capuchino

* The Board performed their annual review of Policy 3160: Investments and, after some discussion, a motion was made, seconded, and passed unanimously that no changes were needed at this time.

MOTION: Trustee Felker SECOND: Trustee Fickett

* The Board considered the options for renewal of health insurance for 2019. After considering several options, a motion was made, seconded, and passed unanimously to enroll in the Blue Shield 6500 plan and not to purchase overage insurance.

MOTION: Felker SECOND: Trustee Fickett

* After a brief discussion, a motion was made, seconded, and passed unanimously to the manager's California Bar Fees (approx. \$350).

MOTION: Trustee Williams SECOND: Trustee Felker

The maximum employer contribution for healthcare will be set at the next regular board meeting as the current premiums were not available.

The Trustees were asked to report on mosquito conditions and public opinions in their respective areas. No issues were reported.

There being no further business, the meeting was adjourned at 2:08 p.m. The next regular meeting of the Board will be held on February 15, 2019 at 10:00 am.

Because Friday was the scheduled Board Meeting we were not able to move up the time.

Chairman

Secretary

Fresno Westside Mosquito Abatement District
Checks for Ratification
January 16 through February 14, 2019

Date	Num	Name	Memo	Amount
Jan 16 - Feb 14, 19				
01/30/2019		QuickBooks Payroll Service	Created by Payroll Service on 01/16/2019	-10,672.59
02/13/2019		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-6,047.56
02/13/2019		QuickBooks Payroll Service	Created by Payroll Service on 02/07/2019	-4,819.29
02/04/2019	AutoPay	Pacific Gas & Electric Co.	Utilities	-795.30
02/14/2019	E_Pay	Fresno Westside M.A.D.	94-6037648	-5,463.46
01/17/2019	E-Pay	Mutual of Omaha	Life Ins. - January	-179.35
02/04/2019	E-Pay	Blue Shield of California	Health Ins. Premium - February 2019	-5,239.92
01/31/2019	E-Pay	Calpers 457	Def Comp	-1,705.00
01/31/2019	E-Pay	Fresno Westside M.A.D.	4649627650	-5,840.10
01/31/2019	E-Pay	Fresno Westside M.A.D.	4649627650	-1,695.94
01/31/2019	E-Pay	Fresno Westside M.A.D.	94-6037648	-5,365.32
01/31/2019	E-Pay	Fresno Westside M.A.D.	698-1686-6	-484.61
02/01/2019	E-Pay	Mutual of Omaha	Life Ins. - February	-179.35
02/14/2019	E-Pay	Fresno Westside M.A.D.	698-1686-6	-498.57
01/31/2019	DD1329	Quigley, Robert	Direct Deposit	0.00
01/31/2019	DD1330	Reis, Conlin	Direct Deposit	0.00
01/31/2019	DD1331	Rowan, Chance D	Direct Deposit	0.00
01/31/2019	DD1332	Verdugo, Alfredo J	Direct Deposit	0.00
01/31/2019	DD1333	Young, Brenda D	Direct Deposit	0.00
02/14/2019	DD1334	Fickett, Mark	Direct Deposit	0.00
02/14/2019	DD1335	Quigley, Robert	VOID: Direct Deposit Payroll Service funds ...	0.00
02/14/2019	DD1336	Reis, Conlin	Direct Deposit	0.00
02/14/2019	DD1337	Rowan, Chance D	Direct Deposit	0.00
02/14/2019	DD1338	Verdugo, Alfredo J	VOID: Direct Deposit Payroll Service funds ...	0.00
02/14/2019	DD1339	Young, Brenda D	VOID: Direct Deposit Payroll Service funds ...	0.00
02/14/2019	DD1340	Quigley, Robert	Direct Deposit	0.00
02/14/2019	DD1341	Verdugo, Alfredo J	Direct Deposit	0.00
02/14/2019	DD1342	Young, Brenda D	Direct Deposit	0.00
01/24/2019	8088	ASI Administrative Solutions	Check Run_15-Jan-2019	-87.06
01/24/2019	8089	Chance Rowan	Per Diem: MVCAC Annual Conference 201...	-164.50
01/24/2019	8090	Conlin D. Reis	Per Diem: C. Reis - MVCAC Annual Confer...	-186.00
01/31/2019	8091	Angela Patlan Diedrich	Case 12 CE FL 04871	-500.00
01/31/2019	8092	VOYA Institutional Trust Co.	Def Comp	-1,390.00
01/31/2019	8093	Burns, Richard	Pay Period 01/16/2019 - 01/31/2019	-1,669.38
01/31/2019	8094	Chapman, Brian	Pay Period 01/16/2019 - 01/31/2019	-1,459.00
01/31/2019	8095	Coffey, Kenneth	Pay Period 01/16/2019 - 01/31/2019	-1,412.84
01/31/2019	8096	Diedrich, Matt	Pay Period 01/16/2019 - 01/31/2019	-1,212.76
02/14/2019	8097	VOYA Institutional Trust Co.	Def Comp	-1,140.00
02/14/2019	8098	Angela Patlan Diedrich	Case 12 CE FL 04871	-500.00
02/14/2019	8099	Capuchino, S. Leo	Trustee in-lieu - January	-92.35
02/14/2019	8100	Felker, Robert	Trustee in-lieu - January	-92.35
02/14/2019	8101	Fontana, Eric	Trustee in-lieu - January	-92.35
02/14/2019	8102	Williams, Frank	Trustee in-lieu - January	-92.35
02/14/2019	8103	Burns, Richard	Pay Period 02/1/2019 - 02/15/2019	-1,669.37
02/14/2019	8104	Chapman, Brian	Pay Period 02/1/2019 - 02/15/2019	-1,458.99
02/14/2019	8105	Coffey, Kenneth	Pay Period 02/1/2019 - 02/15/2019	-1,494.26
02/14/2019	8106	Diedrich, Matt	Pay Period 02/1/2019 - 02/15/2019	-1,212.78
Jan 16 - Feb 14, 19				-64,912.70

Fresno Westside Mosquito Abatement District
Checks for Approval
February 15, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Feb 15, 19				
02/15/2019	8107	ASI Administrative Solutions	Claims and Admin	-691.11
02/15/2019	8108	AT&T - CALNET	Phone Bill	-75.03
02/15/2019	8109	Chance Rowan	Per Diem:C. Rowan - AMCA Annual Conference 201...	-278.50
02/15/2019	8110	Conlin D. Reis	Per Diem: C. Reis - AMCA Annual Conference 2019, ...	-344.50
02/15/2019	8111	Guthrie Petroleum	215 gallons gas	-606.41
02/15/2019	8112	Lozano Smith, LLP	Legal Services through December 31, 2018	-442.00
02/15/2019	8113	SCI Consulting Group	18-19 Assessment Admin	-6,100.00
02/15/2019	8114	SDRMA	Add Forklift	-107.90
02/15/2019	8115	TDC Aero Logistics Inc.	January	-175.00
02/15/2019	8116	US Bank Corporate Payment Systems	CalCard Payment	-2,755.60
02/15/2019	280978	Fresno Westside M.A.D.	Replenish revolving account	-73,000.00
02/15/2019	280978	Fresno Westside M.A.D.	Replenish revolving account	73,000.00
Feb 15, 19				-11,576.05

Fresno Westside Mosquito Abatement District

Profit & Loss

January 2019

02/13/19

Accrual Basis

	Jan 19	Jan 18
Ordinary Income/Expense		
Income		
District Deposits		
Retiree's	199.62	133.08
District Deposits - Other	3,729.54	0.00
Total District Deposits	3,929.16	133.08
Interest	561.62	406.05
Taxes - Property	11,145.64	16,431.47
Zika Funding Income	8,596.41	0.00
Total Income	24,232.83	16,970.60
Gross Profit	24,232.83	16,970.60
Expense		
5010 Salaries & Wages	50,021.26	51,647.01
5020 OASDI, Retirement		
5021 OASDI	3,826.63	4,231.23
5022 CalPERS Normal	4,185.32	4,043.82
Total 5020 OASDI, Retirement	8,011.95	8,275.05
5030 Gr. Ins., Unemp.	9,088.27	8,450.65
5040 Insecticide	0.00	305.03
5050 Clothing	226.46	253.91
5060 Communications	248.77	307.50
5090 Household	82.72	23.35
5100 Insurance		
5101 General, Liability, Auto	107.90	0.00
5103 Compensation	32.00	0.00
Total 5100 Insurance	139.90	0.00
5120 Equipment Maintenance		
5121 Gas & Oil	606.41	707.20
5122 Parts, Repairs	78.69	362.50
5123 Shop Expense	0.00	6.13
Total 5120 Equipment Maintenance	685.10	1,075.83
5130 Bldg and Grounds Maint.	84.28	269.98
5150 Membership and Dues	0.00	3,384.00
5170 Office Expense	0.00	179.14
5180 Professional Services	442.00	6,531.62
5230 District Special Expense		
5231 Miscellaneous	0.00	2,519.05
5232 Field Expenses	0.00	129.92
5236 Aerial Management	175.00	300.00
5237 Digital Field Data License	0.00	5,700.00
Total 5230 District Special Expense	175.00	8,648.97
5250 Transportation		

Fresno Westside Mosquito Abatement District

Profit & Loss

January 2019

02/13/19

Accrual Basis

	Jan 19	Jan 18
5251 Trustees	500.00	700.00
5252 Travel Expenses	2,932.49	3,156.96
Total 5250 Transportation	3,432.49	3,856.96
5260 Utilities	906.96	811.72
5380 Retiree's Insurance	66.54	66.54
5500 ZikaVirus Funding		
5504 PR/Outreach	0.00	6,501.83
Total 5500 ZikaVirus Funding	0.00	6,501.83
Void	0.00	-24,491.56
Total Expense	73,611.70	76,097.53
Net Ordinary Income	-49,378.87	-59,126.93
Net Income	-49,378.87	-59,126.93

Fresno Westside Mosquito Abatement District
Budget Comparison by Account
 July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
District Deposits				
Retiree's	532.32	850.00	-317.68	62.6%
District Deposits - Other	4,141.28	2,700.00	1,441.28	153.4%
Total District Deposits	4,673.60	3,550.00	1,123.60	131.7%
Interest	11,062.22	18,000.00	-6,937.78	61.5%
Other Charge	58,741.10	50,000.00	8,741.10	117.5%
Taxes - Benefit Assessment	281,043.99	533,000.00	-251,956.01	52.7%
Taxes - Property	438,292.85	831,000.00	-392,707.15	52.7%
Zika Funding Income	8,596.41	0.00	8,596.41	100.0%
Total Income	802,410.17	1,435,550.00	-633,139.83	55.9%
Gross Profit	802,410.17	1,435,550.00	-633,139.83	55.9%
Expense				
5010 Salaries & Wages	369,366.78	652,000.00	-282,633.22	56.7%
5020 OASDI, Retirement				
5021 OASDI	28,286.72	49,870.00	-21,583.28	56.7%
5022 CalPERS Normal	29,297.24	51,300.00	-22,002.76	57.1%
5023 Unfunded Accrued Liability	11,673.00	12,100.00	-427.00	96.5%
5020 OASDI, Retirement - Other	0.00	0.00	0.00	0.0%
Total 5020 OASDI, Retirement	69,256.96	113,270.00	-44,013.04	61.1%
5030 Gr. Ins., Unemp.	45,190.86	84,500.00	-39,309.14	53.5%
5031 Retiree's Insurance	0.00	0.00	0.00	0.0%
5040 Insecticide	25,253.52	100,000.00	-74,746.48	25.3%
5050 Clothing	1,596.16	3,900.00	-2,303.84	40.9%
5060 Communications	2,454.97	5,000.00	-2,545.03	49.1%
5090 Household	442.34	350.00	92.34	126.4%
5100 Insurance				
5101 General, Liability, Auto	29,335.68	29,885.00	-549.32	98.2%
5102 Aircraft	0.00	9,000.00	-9,000.00	0.0%
5103 Compensation	20,193.37	17,500.00	2,693.37	115.4%
5104 Deductibles	0.00	1,000.00	-1,000.00	0.0%
Total 5100 Insurance	49,529.05	57,385.00	-7,855.95	86.3%
5120 Equipment Maintenance				
5121 Gas & Oil	13,527.62	22,000.00	-8,472.38	61.5%
5122 Parts, Repairs	4,464.92	6,000.00	-1,535.08	74.4%
5123 Shop Expense	190.26	500.00	-309.74	38.1%
5124 Gas & Oil - Aircraft	95.02	5,400.00	-5,304.98	1.8%
5125 Parts & Repairs, Aircraft	5,541.64	9,000.00	-3,458.36	61.6%
Total 5120 Equipment Maintenance	23,819.46	42,900.00	-19,080.54	55.5%
5130 Bldg and Grounds Maint.	1,029.35	4,750.00	-3,720.65	21.7%
5140 Lab Expenses	259.41	1,000.00	-740.59	25.9%
5150 Membership and Dues	10,370.00	14,400.00	-4,030.00	72.0%
5170 Office Expense	1,342.73	2,000.00	-657.27	67.1%

Fresno Westside Mosquito Abatement District
Budget Comparison by Account
July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
5180 Professional Services	13,315.58	19,500.00	-6,184.42	68.3%
5200 Equipment Rentals	0.00	1,000.00	-1,000.00	0.0%
5220 Small Tools	0.00	500.00	-500.00	0.0%
5230 District Special Expense				
5231 Miscellaneous	4,491.22	6,000.00	-1,508.78	74.9%
5232 Field Expenses	810.86	3,500.00	-2,689.14	23.2%
5233 Research	54.16	1,500.00	-1,445.84	3.6%
5234 Surveillance	11,872.34	20,000.00	-8,127.66	59.4%
5235 Public Education	591.33	1,800.00	-1,208.67	32.9%
5236 Aerial Management	11,365.00	16,500.00	-5,135.00	68.9%
5237 Digital Field Data License	0.00	7,750.00	-7,750.00	0.0%
5230 District Special Expense - Other	28.00			
Total 5230 District Special Expense	29,212.91	57,050.00	-27,837.09	51.2%
5250 Transportation				
5251 Trustees	3,900.00	8,400.00	-4,500.00	46.4%
5252 Travel Expenses	5,409.84	15,400.00	-9,990.16	35.1%
Total 5250 Transportation	9,309.84	23,800.00	-14,490.16	39.1%
5260 Utilities	6,949.02	11,000.00	-4,050.98	63.2%
5340 Fees & Assessments	92.44	3,200.00	-3,107.56	2.9%
5360 Bldg & Grounds Improve.	8,641.50	5,000.00	3,641.50	172.8%
5370 Capital Outlay				
5372 Auto	0.00	15,000.00	-15,000.00	0.0%
5374 Shop	20,947.04	22,000.00	-1,052.96	95.2%
5375 Field	0.00	3,000.00	-3,000.00	0.0%
Total 5370 Capital Outlay	20,947.04	40,000.00	-19,052.96	52.4%
5380 Retiree's Insurance	465.78	850.00	-384.22	54.8%
5390 Long Term Debt	66,228.07	132,500.00	-66,271.93	50.0%
5500 ZikaVirus Funding				
5501 Zika Funding Equipment	6,409.32	0.00	6,409.32	100.0%
5503 Zika Funding Personnel	225.00	0.00	225.00	100.0%
5504 PR/Outreach	0.00	0.00	0.00	0.0%
5505 Fresno County Website	0.00	0.00	0.00	0.0%
Total 5500 ZikaVirus Funding	6,634.32	0.00	6,634.32	100.0%
Total Expense	761,708.09	1,375,855.00	-614,146.91	55.4%
Net Ordinary Income	40,702.08	59,695.00	-18,992.92	68.2%
Net Income	40,702.08	59,695.00	-18,992.92	68.2%

Fresno Westside Mosquito Abatement District
Year to Date Comparison
July 2018 through January 2019

	Jul '18 - Jan 19	Jul '17 - Jan 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
District Deposits				
Retiree's	532.32	4,596.32	-4,064.00	-88.4%
District Deposits - Other	4,141.28	1,910.84	2,230.44	116.7%
Total District Deposits	4,673.60	6,507.16	-1,833.56	-28.2%
Fresno County Zika Funding	0.00	123.75	-123.75	-100.0%
Interest	11,062.22	15,247.24	-4,185.02	-27.5%
Other Charge	58,741.10	43,351.76	15,389.34	35.5%
Taxes - Benefit Assessment	281,043.99	265,074.39	15,969.60	6.0%
Taxes - Property	438,292.85	418,866.67	19,426.18	4.6%
Zika Funding Income	8,596.41	11,671.12	-3,074.71	-26.3%
Total Income	802,410.17	760,842.09	41,568.08	5.5%
Gross Profit	802,410.17	760,842.09	41,568.08	5.5%
Expense				
5010 Salaries & Wages	369,366.78	370,703.66	-1,336.88	-0.4%
5020 OASDI, Retirement				
5021 OASDI	28,286.72	28,558.02	-271.30	-1.0%
5022 CalPERS Normal	29,297.24	28,306.74	990.50	3.5%
5023 Unfunded Accrued Liability	11,673.00	7,286.00	4,387.00	60.2%
Total 5020 OASDI, Retirement	69,256.96	64,150.76	5,106.20	8.0%
5030 Gr. Ins., Unemp.	45,190.86	53,019.63	-7,828.77	-14.8%
5040 Insecticide	25,253.52	65,414.60	-40,161.08	-61.4%
5050 Clothing	1,596.16	2,512.99	-916.83	-36.5%
5060 Communications	2,454.97	2,494.56	-39.59	-1.6%
5090 Household	442.34	97.73	344.61	352.6%
5100 Insurance				
5101 General, Liability, Auto	29,335.68	27,735.04	1,600.64	5.8%
5103 Compensation	20,193.37	17,219.06	2,974.31	17.3%
Total 5100 Insurance	49,529.05	44,954.10	4,574.95	10.2%
5120 Equipment Maintenance				
5121 Gas & Oil	13,527.62	12,967.81	559.81	4.3%
5122 Parts, Repairs	4,464.92	3,301.48	1,163.44	35.2%
5123 Shop Expense	190.26	167.91	22.35	13.3%
5124 Gas & Oil - Aircraft	95.02	2,711.42	-2,616.40	-96.5%
5125 Parts & Repairs, Aircraft	5,541.64	2,068.22	3,473.42	167.9%
Total 5120 Equipment Maintenance	23,819.46	21,216.84	2,602.62	12.3%
5130 Bldg and Grounds Maint.	1,029.35	898.59	130.76	14.6%
5140 Lab Expenses	259.41	495.38	-235.97	-47.6%
5150 Membership and Dues	10,370.00	13,184.00	-2,814.00	-21.3%
5170 Office Expense	1,342.73	1,573.68	-230.95	-14.7%
5180 Professional Services	13,315.58	19,100.29	-5,784.71	-30.3%
5220 Small Tools	0.00	194.27	-194.27	-100.0%
5230 District Special Expense				

Fresno Westside Mosquito Abatement District
Year to Date Comparison
July 2018 through January 2019

	Jul '18 - Jan 19	Jul '17 - Jan 18	\$ Change	% Change
5231 Miscellaneous	4,491.22	5,208.42	-717.20	-13.8%
5232 Field Expenses	810.86	555.21	255.65	46.1%
5233 Research	54.16	62.44	-8.28	-13.3%
5234 Surveillance	11,872.34	16,296.26	-4,423.92	-27.2%
5235 Public Education	591.33	964.72	-373.39	-38.7%
5236 Aerial Management	11,365.00	10,140.00	1,225.00	12.1%
5237 Digital Field Data License	0.00	5,700.00	-5,700.00	-100.0%
5230 District Special Expense - Other	28.00	0.00	28.00	100.0%
Total 5230 District Special Expense	29,212.91	38,927.05	-9,714.14	-25.0%
5250 Transportation				
5251 Trustees	3,900.00	4,100.00	-200.00	-4.9%
5252 Travel Expenses	5,409.84	5,192.30	217.54	4.2%
Total 5250 Transportation	9,309.84	9,292.30	17.54	0.2%
5260 Utilities	6,949.02	6,839.57	109.45	1.6%
5340 Fees & Assessments	92.44	89.80	2.64	2.9%
5360 Bldg & Grounds Improve.	8,641.50	0.00	8,641.50	100.0%
5370 Capital Outlay				
5374 Shop	20,947.04	0.00	20,947.04	100.0%
5375 Field	0.00	4,399.44	-4,399.44	-100.0%
Total 5370 Capital Outlay	20,947.04	4,399.44	16,547.60	376.1%
5380 Retiree's Insurance	465.78	4,529.78	-4,064.00	-89.7%
5390 Long Term Debt	66,228.07	66,228.07	0.00	0.0%
5500 ZikaVirus Funding				
5501 Zika Funding Equipment	6,409.32	38,076.26	-31,666.94	-83.2%
5503 Zika Funding Personnel	225.00	9,704.01	-9,479.01	-97.7%
5504 PR/Outreach	0.00	11,723.91	-11,723.91	-100.0%
5505 Fresno County Website	0.00	3,373.75	-3,373.75	-100.0%
Total 5500 ZikaVirus Funding	6,634.32	62,877.93	-56,243.61	-89.5%
5600 CRT Grant				
5601 Hardware	0.00	158.86	-158.86	-100.0%
Total 5600 CRT Grant	0.00	158.86	-158.86	-100.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Void	0.00	0.00	0.00	0.0%
Total Expense	761,708.09	853,353.88	-91,645.79	-10.7%
Net Ordinary Income	40,702.08	-92,511.79	133,213.87	144.0%
Net Income	40,702.08	-92,511.79	133,213.87	144.0%

Fresno Westside Mosquito Abatement District
Balance Sheet Comparison
As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CCVCJPA Deposit	503,259.52	494,134.35	9,125.17	1.9%
Fresno Co. Treasury	1,462,485.12	1,165,507.85	296,977.27	25.5%
Petty Cash	156.38	193.68	-37.30	-19.3%
Westamerica Bank	64,997.94	52,137.95	12,859.99	24.7%
Total Checking/Savings	2,030,898.96	1,711,973.83	318,925.13	18.6%
Accounts Receivable				
Accounts Receivable	0.00	45,091.36	-45,091.36	-100.0%
Total Accounts Receivable	0.00	45,091.36	-45,091.36	-100.0%
Total Current Assets	2,030,898.96	1,757,065.19	273,833.77	15.6%
TOTAL ASSETS	2,030,898.96	1,757,065.19	273,833.77	15.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	8,140.51	7,053.63	1,086.88	15.4%
Total Accounts Payable	8,140.51	7,053.63	1,086.88	15.4%
Credit Cards				
US Bank Cal Card	3,428.36	18,293.25	-14,864.89	-81.3%
Total Credit Cards	3,428.36	18,293.25	-14,864.89	-81.3%
Other Current Liabilities				
Accrued vacation	49,935.10	52,224.47	-2,289.37	-4.4%
CA-Unemp.	2,913.08	3,279.29	-366.21	-11.2%
Payroll Liabilities	-1,199.17	-212.17	-987.00	-465.2%
Total Other Current Liabilities	51,649.01	55,291.59	-3,642.58	-6.6%
Total Current Liabilities	63,217.88	80,638.47	-17,420.59	-21.6%
Total Liabilities	63,217.88	80,638.47	-17,420.59	-21.6%
Equity				
Opening Bal Equity	886,698.38	886,698.38	0.00	0.0%
Retained Earnings	1,040,280.62	882,240.13	158,040.49	17.9%
Net Income	40,702.08	-92,511.79	133,213.87	144.0%
Total Equity	1,967,681.08	1,676,426.72	291,254.36	17.4%
TOTAL LIABILITIES & EQUITY	2,030,898.96	1,757,065.19	273,833.77	15.6%

Fresno Westside Mosquito Abatement District

Reconciliation Detail

US Bank Cal Card, Period Ending 01/22/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,247.06
Cleared Transactions						
Charges and Cash Advances - 14 items						
Bill Pmt -CCard	12/06/2018	Rowan	Ramon's Tire & Auto...	X	-40.00	-40.00
Credit Card Charge	12/27/2018	Reis	MVCAC	X	-290.00	-330.00
Credit Card Charge	12/27/2018	Reis	Intuit	X	-65.00	-395.00
Credit Card Charge	01/02/2019	Rowan	MVCAC	X	-235.00	-630.00
Bill Pmt -CCard	01/05/2019		Verizon Wireless	X	-97.62	-727.62
Bill Pmt -CCard	01/06/2019		City of Firebaugh	X	-111.66	-839.28
Credit Card Charge	01/07/2019	Reis	American Airlines	X	-465.99	-1,305.27
Credit Card Charge	01/07/2019	Reis	AMCA, INC	X	-435.00	-1,740.27
Credit Card Charge	01/07/2019	Rowan	AMCA, INC	X	-435.00	-2,175.27
Credit Card Charge	01/07/2019	Rowan	AutoZone	X	-26.94	-2,202.21
Bill Pmt -CCard	01/10/2019		Mid Valley Disposal	X	-76.26	-2,278.47
Credit Card Charge	01/16/2019	Reis	Sam's Club	X	-82.72	-2,361.19
Credit Card Charge	01/16/2019	Rowan	Tractor Supply Com...	X	-6.41	-2,367.60
Credit Card Charge	01/30/2019	Rowan	American Airlines	X	-388.00	-2,755.60
Total Charges and Cash Advances					-2,755.60	-2,755.60
Payments and Credits - 1 item						
Check	12/14/2018	280974	US Bank Corporate ...	X	10,587.31	10,587.31
Total Cleared Transactions					7,831.71	7,831.71
Cleared Balance					-7,831.71	16,415.35
Uncleared Transactions						
Payments and Credits - 1 item						
Check	01/10/2019	280976	US Bank Corporate ...		13,659.75	13,659.75
Total Uncleared Transactions					13,659.75	13,659.75
Register Balance as of 01/22/2019					-21,491.46	2,755.60
New Transactions						
Charges and Cash Advances - 2 items						
Bill Pmt -CCard	01/23/2019	Rowan	Tharps Farm Supply...		-496.00	-496.00
Bill Pmt -CCard	01/23/2019	Rowan	UniFirst Corporation		-176.76	-672.76
Total Charges and Cash Advances					-672.76	-672.76
Total New Transactions					-672.76	-672.76
Ending Balance					-20,818.70	3,428.36

EXPENDITURES BY MONTH

MONTH	2016-17	2017-18	2018-19
JLY	\$134,176.98	\$186,255.48	\$154,099.84
AUG	\$108,092.61	\$122,053.35	\$107,716.60
SEP	\$97,816.28	\$91,999.25	\$85,893.32
OCT	\$136,872.19	\$193,464.84	\$173,001.71
NOV	\$67,173.71	\$107,057.28	\$84,078.06
DEC	\$68,150.54	\$76,426.15	\$83,306.86
JAN	\$75,042.29	\$76,097.53	\$73,611.70
FEB	\$121,575.23	\$127,080.65	
MAR	\$106,368.67	\$91,656.78	
APR	\$166,437.84	\$184,610.62	
MAY	\$76,331.34	\$140,921.06	
JUN	\$100,468.02	\$95,200.17	
YEAR	\$1,258,505.70	\$1,492,823.16	\$761,708.09

**SDRMA BOARD OF DIRECTORS
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday .
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

“The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

2019 Nomination/Election Schedule



TASK TIMELINE	
1/9	Board approves Election Schedule
1/24-25	Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1	Deadline to return Nominations
5/2	Tentative Election Comm. Reviews Nominations
5/16-17	Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21	Deadline to Receive Ballots
8/22	Tentative Election Comm. Counts Ballots
8/23	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7	Directors' Elect Invited to SDRMA Board Meeting
1/2020	Newly Elected Directors Seated and Election of SDRMA Board Officers

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
						1
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on _____, 20__, between the **Fresno Westside Mosquito Abatement District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

- 1. Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The 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 the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all of the Consultant's costs and expenses related to the Work.
 - b.** At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the 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. Insurance.**
 - a. Types & Limits.** The 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
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
 - b. Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

- 5. Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the 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 the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
- 6. 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.
- 7. Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
- 8. Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
- 9. 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.
- 10. 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.
- 11. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
- 12. Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the 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 the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
- 13. Cancellation.** The District or the 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 the Consultant through the date of the notification of cancellation.
- 14. 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.

15. 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 or by commercial delivery service, addressed as follows:

Public Agency:

Fresno Westside Mosquito Abatement
District
2555 N. St
Firebaugh, CA 93622

Consultant:

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 below:

_____	_____
_____	_____
_____	_____
_____	_____

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 Fresno Westside Mosquito Abatement District.

DEFINITIONS

District:	Fresno Westside Mosquito Abatement District, staff and Trustees
Assessment:	Mosquito and 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.

CONFIRMATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. In the first quarter of the year, create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
3. On a parcel-by-parcel basis, calculate and verify the proposed specific assessment amount for each parcel and prepare the preliminary assessment roll.

ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Update the previous Engineer's Report as necessary, including upgrades to improve compliance with Proposition 218 and other requirements.
2. File the final Engineer's Report with the District.
3. Prepare any needed resolutions and staff reports for the Assessment.
4. Prepare and assist with the publication of any notices for the continuation of the Assessment.
5. Attend District Board meetings as needed, including those at which the Engineer's Report is approved and the public hearing is held.

LEVY RE-CALCULATION, RE-VERIFICATION AND SUBMITTAL

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor Roll from the County and create an updated District database.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Finalize the Assessment Roll, other documents and supporting materials for the assessments.

4. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

DISTRICT INFORMATION AND LEVY CONFIRMATION

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

RESPONDING TO PUBLIC INQUIRIES AND APPEALS

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find 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 expected to be very minimal, if any.)

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. In the event of any legal challenge or petition against the assessments, provide professional, assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and District legal counsel.

FEE SCHEDULE

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

1. For Fiscal Year 2019-20, the total compensation for the Scope of Work shall be \$12,566 payable as follows:
 - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$6,250 shall be due.
 - b. On January 31 of the fiscal year, the remainder shall be due.
2. For Fiscal Year 2020-21, the total compensation for the Scope of Work shall be \$12,943 payable as follows:
 - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$6,250 shall be due.
 - b. On January 31 of the fiscal year, the remainder shall be due.
3. For Fiscal Year 2021-22, the total compensation for the Scope of Work shall be \$13,331 payable as follows:
 - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$6,250 shall be due.
 - b. On January 31 of the fiscal year, the remainder shall be due.
4. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.
5. If the District desires to extend the term of this agreement, the fee amount for each additional year will be the amount of the last fiscal year shown above, increased annually by 3%.
6. 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 \$500 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

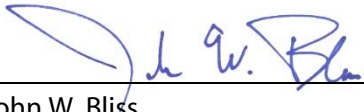
SIGNATURE PAGE

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Accepted:

Conlin Reis
District Manager
Fresno Westside MAD



John W. Bliss
President
SCI Consulting Group

Date

January 31, 2019
Date