

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

13151 E. Industrial Dr., Parlier, CA 93648

559-896-1085 | www.mosquitobuzz.net

Board of Trustees Meeting

Monday, August 19, 2024

1:00PM

AGENDA

1. Roll Call:

2. Introduction of Visitors:

The public may address the Board on each agenda item during the consideration of that item.

3. Public Comments:

This is an opportunity for public comment on non-agenda items. The President reserves the right to limit the duration of each speaker to five (5) minutes. It is customary for the Board not to answer any questions impromptu.

4. Items of General Consent:

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

A. Approval of July Minutes

B. Approval of July Payroll

C. Approval of July Bills

D. Quarterly Investment Report

E. Approval of March 18, 2024 Policy Committee Minutes

F. Approval of August 9, 2024 Policy Committee Minutes

5. Resolution 05-2024 Conference Attendance and Meeting and Travel Reimbursement Policy Amendment:

The Board will consider the approval of Resolution 05-2024 to amend the Conference Attendance and Meeting and Travel Expense Reimbursement policies as recommended by the Policy Committee.

6. Grand Jury Report No. 5 “Fresno County Special District Website Transparency”

The Board will review Fresno County Grand Jury Report No. 5, “Fresno County Special District Website Transparency: Seeing Your Dollars at Work,” and consider a response.

7. Expense Reimbursement Disclosure Report:

The Manager will present the annual expense reimbursement disclosure report to the Board.

8. Biennial Review of Conflict of Interest Code:

The Board will review the District’s Conflict of Interest Code and consider if an amendment is required.

9. Board General Discussion:

This is an opportunity for Board Members to ask questions for clarification, provide information to staff, request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

10. Staff Reports:

This is an opportunity for staff to report on District activities.

11. Adjournment:

**Minutes of the Board of Trustees of the
Consolidated Mosquito Abatement District
July 15, 2024**

The regular meeting of the Board of Trustees of the Consolidated Mosquito Abatement District was held at the District Office in Parlier at 1:00 PM on July 15, 2024.

1. Roll Call:

Trustees Present:

Tokuo Fukuda	Kingsburg
Leonard Hammer	Fowler
Charles Lockhart	Orange Cove
Michelle Lopez	Parlier
Ward Scheitrum	Fresno
Charles Smith	Selma
Karen Steinhauer	Sanger
Bruce Taylor	County of Fresno
Jennifer Willems	Clovis

Trustees Absent:

Mary Anne Hill	County of Fresno
Abe Isaak	Reedley

Others Present:

Jodi Holeman	District Manager
Karan Cox	Office Administrator

2. President Lockhart called the meeting to order at 1:01 PM:

3. Public Comments: None.

4. Items of General Consent: The following items are routine and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

- A. Approval of June Minutes**
- B. Approval of June Payroll**
- C. Approval of June Bills**

A motion was made by Trustee Fukuda, seconded by Trustee Taylor, and passed by unanimous vote to approve the items of General Consent.

5. **District Professional Development Calendar 2024/2025:** A motion was made by Trustee Smith, seconded by Trustee Lopez, and passed by unanimous vote to approve the Professional Development calendar for the current fiscal year.

6. **Employee Health Benefits Plan:** The Board reviewed the scope of coverage and payment of premiums for the District's group health insurance plans. New premium rates for health plans through SDRMA will increase by 4.22% for medical premiums and 3.7% for dental and vision plans in 2025. A motion was made by Trustee Willems, seconded by Trustee Lopez, and passed by unanimous vote to continue to have the District cover the full cost of health insurance plan premiums and HSA payments for regular and probationary employees and their spouses and qualified dependents.

7. **Review of Lease Rate Quotes from Enterprise Fleet Management:** After discussion, a motion was made by Trustee Fukuda, seconded by Trustee Willems, and passed by unanimous vote to reject the open-end lease quotes provided by Enterprise Fleet Management for vehicles.

8. **Meeting Date for the Policy Committee:** President Lockhart scheduled a special meeting of the Policy Committee for August 9, 2024, at 1:00 PM.

9. **Meeting Reports:** Trustee Taylor submitted a written report on his attendance at the VCJPA Board of Directors meeting on June 13, 2024, in Sacramento, California.

10. **Board General Discussion:** None.

11. **Staff Reports:** District Manager Holeman presented the monthly program report and updated the Board on West Nile virus activity in Fresno County. The media spots developed with YourCentralValley.com were shared, and updates on the District's solar project and the purchase of new vehicles were also provided.

District Manager Holeman informed the Board that the Fresno County Grand Jury will post its findings on Special District websites on July 17th. Once released, the report will be emailed to trustees.

12. **Adjournment:** The meeting ended at 1:58 PM. The next Board meeting will be held on Monday, August 19, 2024.

Attested
Member, Board of Trustees

**Consolidated Mosquito Abatement District
Payroll Expenses
July 2024**

Check #	Gross Pay	Net Pay	Payee	Description
30782	\$100.00	\$0.00	Abraham Isaak	Trustee
30783	\$3,280.21	\$2,227.33	Amy Garcia	Full-Time Employee
30784	\$2,535.00	\$1,831.88	Anita Munoz	Seasonal Employee
30785	\$1,669.50	\$1,360.56	Anthony Marty Martinez	Seasonal Employee
30786	\$3,565.96	\$2,389.86	Brittany Deegan	Full-Time Employee
30787	\$200.00	\$184.70	Bruce Taylor	Trustee
30788	\$300.00	\$277.05	Charles Lockhart	Trustee
30789	\$300.00	\$277.05	Charles Smith	Trustee
30790	\$1,980.00	\$1,627.31	Cheng Vang	Seasonal Employee
30791	\$3,759.13	\$2,680.80	Chris Monis	Full-Time Employee
30792	\$1,980.00	\$1,473.86	Chulong Vang	Seasonal Employee
30793	\$1,892.00	\$1,556.26	David Rodriguez	Seasonal Employee
30794	\$3,946.29	\$1,624.89	Derek Hill	Full-Time Employee
30795	\$3,622.50	\$2,380.92	Devon Cornel	Full-Time Employee
30796	\$3,060.54	\$2,213.44	Donald McNiel	Full-Time Employee
30797	\$2,639.00	\$1,815.17	Eric Ferguson	Seasonal Employee
30798	\$3,430.00	\$2,479.59	Gha Vang	Full-Time Employee
30799	\$1,988.44	\$1,673.15	Heidi Hubbard	Seasonal Employee
30800	\$2,494.00	\$2,036.62	Jacob Uribe	Seasonal Employee
30801	\$6,041.67	\$3,863.15	Jodi Holeman	Full-Time Employee
30802	\$1,760.00	\$1,456.15	Joel Elorza	Seasonal Employee
30803	\$1,848.00	\$1,523.53	Jorge Rivas Maya	Seasonal Employee
30804	\$3,967.00	\$2,425.74	Jose Moreno	Full-Time Employee
30805	\$3,240.54	\$2,180.86	Jovana Benavides	Full-Time Employee
30806	\$1,800.00	\$1,487.33	Justin Lor	Seasonal Employee
30807	\$1,760.00	\$1,456.15	Kamaljit Bath	Seasonal Employee
30808	\$4,282.75	\$2,969.99	Karan Cox	Full-Time Employee
30809	\$300.00	\$277.05	Karen Steinhauer	Trustee
30810	\$3,359.83	\$2,289.16	Katherine Brisco	Full-Time Employee
30811	\$4,901.38	\$3,036.85	Katherine Ramirez	Full-Time Employee
30812	\$160.00	\$147.76	Kyleah Porter	Seasonal Employee
30813	\$1,760.00	\$1,518.15	Leng Xiong	Seasonal Employee
30814	\$300.00	\$277.05	Leonard Hammer	Trustee
30815	\$1,880.00	\$1,618.00	Lewis Nunes	Seasonal Employee
30816	\$300.00	\$277.05	Mary Anne Hill	Trustee
30817	\$1,804.00	\$1,489.85	McKay Cornelius	Seasonal Employee
30818	\$2,024.00	\$1,653.44	Melissa Thies	Seasonal Employee
30819	\$2,340.50	\$1,813.09	Michael Scotty Dunn	Seasonal Employee
30820	\$300.00	\$277.05	Michelle Lopez	Trustee
30821	\$1,804.00	\$1,489.85	Rachel Sherman Castanon	Seasonal Employee

**Consolidated Mosquito Abatement District
Payroll Expenses
July 2024**

Check #	Gross Pay	Net Pay	Payee	Description
30822	\$1,600.00	\$1,406.43	Richard Gordon	Seasonal Employee
30823	\$2,552.00	\$2,117.93	Robert Martinez	Seasonal Employee
30824	\$2,024.00	\$1,658.11	Rogelio Benavides	Seasonal Employee
30825	\$1,980.00	\$1,703.55	Roger Vang	Seasonal Employee
30826	\$1,804.00	\$1,496.46	Sabrina Winter	Seasonal Employee
30827	\$300.00	\$277.05	Tokuo Fukuda	Trustee
30828	\$1,880.00	\$1,426.63	Tracy Autrey	Seasonal Employee
30829	\$300.00	\$277.05	Ward Scheitrum	Trustee
30830	\$1,280.00	\$1,091.99	Yicherpe Vang	Seasonal Employee
30857	\$3,280.21	\$2,227.33	Amy Garcia	Full-Time Employee
30858	\$2,797.50	\$1,977.84	Anita Munoz	Seasonal Employee
30859	\$2,016.00	\$1,626.57	Anthony Marty Martinez	Seasonal Employee
30860	\$3,565.96	\$2,389.86	Brittany Deegan	Full-Time Employee
30861	\$100.00	\$92.35	Bruce Taylor	Trustee
30862	\$2,160.00	\$1,759.66	Cheng Vang	Seasonal Employee
30863	\$3,759.13	\$2,679.88	Chris Monis	Full-Time Employee
30864	\$2,160.01	\$1,592.27	Chulong Vang	Seasonal Employee
30865	\$1,924.25	\$1,579.90	David Rodriguez	Seasonal Employee
30866	\$3,946.29	\$1,624.20	Derek Hill	Full-Time Employee
30867	\$3,622.50	\$2,380.94	Devon Cornel	Full-Time Employee
30868	\$3,060.54	\$2,213.43	Donald McNeil	Full-Time Employee
30869	\$2,784.00	\$1,903.20	Eric Ferguson	Seasonal Employee
30870	\$3,622.50	\$2,563.93	Gha Vang	Full-Time Employee
30871	\$2,160.00	\$1,800.26	Heidi Hubbard	Seasonal Employee
30872	\$2,784.00	\$2,234.45	Jacob Uribe	Seasonal Employee
30873	\$6,041.67	\$3,863.16	Jodi Holeman	Full-Time Employee
30874	\$1,900.00	\$1,562.11	Joel Elorza	Seasonal Employee
30875	\$1,848.00	\$1,523.51	Jorge Rivas Maya	Seasonal Employee
30876	\$3,967.00	\$2,425.28	Jose Moreno	Full-Time Employee
30877	\$3,240.54	\$2,180.86	Jovana Benavides	Full-Time Employee
30878	\$2,160.00	\$1,753.06	Justin Lor	Seasonal Employee
30879	\$1,440.00	\$1,213.71	Kamaljit Bath	Seasonal Employee
30880	\$4,282.75	\$2,969.99	Karan Cox	Full-Time Employee
30881	\$3,359.83	\$2,289.16	Katherine Brisco	Full-Time Employee
30882	\$4,901.38	\$3,036.84	Katherine Ramirez	Full-Time Employee
30883	\$1,440.00	\$1,213.71	Kyleah Porter	Seasonal Employee
30884	\$1,920.00	\$1,638.26	Leng Xiong	Seasonal Employee
30885	\$1,880.00	\$1,618.00	Lewis Nunes	Seasonal Employee
30886	\$1,947.50	\$1,596.84	McKay Cornelius	Seasonal Employee
30887	\$2,208.00	\$1,789.23	Melissa Thies	Seasonal Employee
30888	\$2,604.00	\$2,012.64	Michael Scotty Dunn	Seasonal Employee

**Consolidated Mosquito Abatement District
Payroll Expenses
July 2024**

Check #	Gross Pay	Net Pay	Payee	Description
30889	\$1,968.00	\$1,612.43	Rachel Sherman-Castanon	Seasonal Employee
30890	\$2,537.50	\$2,106.30	Robert Martinez	Seasonal Employee
30891	\$2,208.00	\$1,804.96	Rogelio Benavides	Seasonal Employee
30892	\$2,160.00	\$1,843.82	Roger Vang	Seasonal Employee
30893	\$1,937.25	\$1,595.65	Sabrina Winter	Seasonal Employee
30894	\$1,950.50	\$1,474.15	Tracy Autrey	Seasonal Employee
30895	\$1,920.00	\$1,576.26	Yicherpe Vang	Seasonal Employee
Total	\$205,961.05	\$150,438.89		

Employee Deductions and Liabilities

Check #	Amount	Payee	Description
30831	\$3,129.04	EDD	State Income Tax
30833	\$16,847.72	CMAD	Federal, Social Security, Medicare
30835	\$4,925.00	CalPERS	Retirement - Employee portion
30836	\$2,150.00	Mission Square	457K Retirement
30837	\$200.00	Valley First Credit Union	Credit Union
30843	\$71.68	Aflac	Disability Insurance
30896	\$3,290.36	EDD	State Income Tax
30897	\$17,419.02	CMAD	Federal, Social Security, Medicare
30898	\$4,987.90	CalPERS	Retirement - Employee portion
30899	\$2,150.00	Mission Square	457K Retirement
30900	\$200.00	Valley First Credit Union	Credit Union
30918	\$151.44	Mutual of Omaha	Life Insurance - Employee portion
Total Deductions	\$55,522.16		
Total Net Pay	\$150,438.89		
Total Gross Pay	\$205,961.05		

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
July 2024**

Bank of the West Checks

Check #	Amount	Payee	Description
30832	\$10,353.48	EDD	Unemployment insurance - quarterly
30833	\$7,845.37	CMAD	Social Security & Medicare - District portion
30834	\$2,350.28	Verizon Wireless	Cell phones / tablets
30835	\$5,921.34	CalPERS	Retirement - District portion
30838	\$750.00	Donald McNeil	H S A Deductible
30839	\$750.00	Chris Monis	H S A Deductible
30840	\$1,500.00	Jose Moreno	H S A Deductible
30841	\$1,500.00	Gha Vang	H S A Deductible
30842	\$6,000.00	First American Bank	H S A Deductible
30844	\$131,074.14	Fahrney Ford	Purchase of 3 new vehicles
30845	\$6,750.00	Jaribu W Nelson	Partial payment for 2023 - 2024 audit
30846	\$122.63	PG&E	Electric & gas charges - Selma facility
30847	\$15.35	PG&E	Electric charges - Selma facility
30848	\$7.84	PG&E	Gas charges - Clovis facility
30849	\$1,171.73	PG&E	Electric charges - Clovis facility
30850	\$63.01	SoCal Gas	Gas charges - Parlier facility
30851	\$15.39	SoCal Gas	Gas charges - Caruthers facility
30852	\$9,056.32	TeamBuilders, Inc.	Aerial photographic survey
30853	\$2,280.00	Vectorborne Disease Account	Mosquito technician recertification fee
30854	\$186,026.00	Vector Control JPA	Worker's comp, liability & auto insurance premium
30855	\$2,403.48	Verizon Connect	GPS systems on vehicles
30856	\$15,138.21	Wex Bank - Valero	Fuel
30897	\$7,933.02	CMAD	Social Security & Medicare - District portion
30898	\$6,070.43	CalPERS	Retirement - District portion
30901	\$3,030.08	AMCA	National association - yearly dues
30902	\$40.19	AT&T	800 Number
30903	\$661.47	AT&T	Telephone / internet - Clovis facility
30904	\$363.33	Bruce Taylor	Travel expenses - VCJPA
30905	\$719.00	CalPERS	Required UAL payment - PEPR
30906	\$6,916.00	CalPERS	Required UAL payment - Classic
30907	\$46.39	California Water Service	Water - Selma facility
30908	\$43.95	DoorKing, Inc.	Monthly gate cell service
30909	\$87,382.76	Fahrney Ford	Purchase of 2 new vehicles
30910	\$204.00	Fedor Plumbing	Backflow testing - Clovis & Sanger facilities
30911	\$389.50	Matson Alarm	Alarm systems - Clovis, Parlier, Selma & Caruthers
30912	\$11,500.00	MVCAC	California association - yearly dues
30913	\$961.18	City of Parlier	Water, sewer & disposal - Parlier facility
30914	\$17.09	PG&E	Electric & gas charges - Sanger facility
30915	\$4,117.24	PG&E	Electric charges - Parlier facility
30916	\$38.72	Republic Services	Disposal - Clovis facility
30917	\$15,093.20	SDRMA	Health, dental & vision premium

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
July 2024**

Check #	Amount	Payee	Description
30918	\$136.01	Mutual of Omaha	Life insurance - District portion
30919	\$118,403.50	Adapco	Insecticides
30920	\$600.00	All-Pro Janitorial	June & July janitorial services
30921	\$992.79	AT&T	Telephone / internet - Parlier facility
30922	\$775.58	AutoZone, Inc.	Repair parts
30923	\$490.88	Battery Systems	Batteries - surveillance & operations
30924	\$106.02	California Industrial Rubber	Rubber boots for field work
30925	\$77,541.60	Clarke Mosquito Control	Insecticides
30926	\$11,760.00	ESRI, Inc.	ARC GIS yearly maintenance
30927	\$183.42	FedEx	Mosquito sample shipping
30928	\$179.55	Kimball Midwest	shop supplies
30929	\$6,150.48	Linde Gas & Equipment	Dry Ice
30930	\$382.50	Lozano Smith	Legal fees
30931	\$1,018.00	Mission Uniform Service	Uniforms & safety / shop towels
30932	\$5,434.00	MVCAC	Mosquito sample testing - 2nd quarter
30933	\$106.21	Napa	Repair parts
30934	\$625.44	Nelson's Ace Hardware	Field equipment / shop & vehicle supplies
30935	\$595.40	O'Reilly Auto Parts	Repair parts
30936	\$87.17	PBM Supply & Mfg, Inc.	Field equipment
30937	\$198.00	Starace Mechanical Heating & AC	A/C system service call
30938	\$672.18	SPEX Sample Prep	Lab Supplies
30939	\$2,988.00	Streamline	Yearly website design & maintenance fee
30940	\$3,766.46	U.S. Bank Corporate Payment	Credit card statement - see transaction list
30941	\$2,403.48	Verizon Connect	Vehicle GPS tracking & cameras
30942	\$2,382.89	Veseris	Insecticides
30943	\$15,221.94	Wex Bank - Valero	Fuel
30944	\$113.22	Wizix Technology Group	Copier maintenance & repair
Total	\$789,936.84		

County of Fresno Checks

Check #	Amount	Payee	Description
306549	\$493,451.95	Consolidated Mosquito	Transfer funds to checking
306550	\$248,979.78	Consolidated Mosquito	Transfer funds to checking
306551	\$253,466.16	Consolidated Mosquito	Transfer funds to checking
	\$995,897.89		

Summary of July Expenses

July 2024 Salaries & Wages	\$205,961.05
July 2024 Maintenance & Operations	\$789,936.84
Total July 2024 Expenditures	\$995,897.89

**Consolidated Mosquito Abatement District
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2024/2025	SPENT TO DATE	BALANCE JULY 31, 2024
<u>SALARIES, WAGES & EMPLOYEE BENEFITS</u>				
6101-01	Salaried Wages	\$1,340,000.00	\$103,958.10	\$1,236,041.90
6101-06	Hourly Wages & Extra Help	\$750,000.00	\$102,052.95	\$647,947.05
6101-02	FICA Employers Contribution	\$162,000.00	\$15,778.39	\$146,221.61
6101-03	Unemployment Insurance	\$24,000.00	\$1,031.15	\$22,968.85
6101-04	Retirement District's Payment	\$150,000.00	\$11,941.77	\$138,058.23
6101-08	CalPERS UAL Payment	\$26,000.00	\$7,635.00	\$18,365.00
6101-05	Group Health Insurance	\$300,000.00	\$25,729.21	\$274,270.79
6101-07	Pre-Employment & Misc. Expenses	\$9,000.00	\$0.00	\$9,000.00
	TOTALS	\$2,761,000.00	\$268,126.57	\$2,492,873.43
<u>OPERATING & MAINTENANCE SUPPLIES & EXPENSE</u>				
6102-01	Insecticides & Herbicides	\$500,000.00	\$198,327.99	\$301,672.01
6102-02	Power Spray & Field Equipment	\$30,000.00	\$310.47	\$29,689.53
6102-03	Misc Operating Supplies & Expense	\$7,000.00	\$94.70	\$6,905.30
6102-04	Fish Program	\$10,000.00	\$0.00	\$10,000.00
6102-05	Building & Ground Maintenance	\$30,000.00	\$1,435.45	\$28,564.55
6102-06	Airplane Expense	\$1,000.00	\$0.00	\$1,000.00
	TOTALS	\$578,000.00	\$200,168.61	\$377,831.39
<u>MOTOR VEHICLE SUPPLIES & EXPENSE</u>				
6103-01	Fuel & Lubricants	\$180,000.00	\$30,470.59	\$149,529.41
6103-02	Repairs & Shop Tools	\$45,000.00	\$3,772.00	\$41,228.00
6103-03	Tires & Batteries	\$15,000.00	\$321.41	\$14,678.59
6103-04	Fleet Lease	\$120,000.00	\$0.00	\$120,000.00
	TOTALS	\$360,000.00	\$34,564.00	\$325,436.00
<u>UTILITIES & COMMUNICATIONS</u>				
6104-01	Heat, Light & Power	\$50,000.00	\$5,530.28	\$44,469.72
6104-04	Water Sewer & Disposal	\$19,000.00	\$1,046.29	\$17,953.71
6105-01	Telephone & Internet	\$25,000.00	\$1,694.45	\$23,305.55
6105-02	Cellular Phones & Tablets	\$30,000.00	\$2,350.28	\$27,649.72
	TOTALS	\$124,000.00	\$10,621.30	\$113,378.70
<u>OFFICE SUPPLIES & EXPENSE</u>				
6106-02	Postage, Printing & Stationery	\$6,000.00	\$101.96	\$5,898.04
6106-04	Repairs & Maintenance	\$6,000.00	\$113.22	\$5,886.78
6106-05	Misc Office Supplies	\$14,000.00	\$161.88	\$13,838.12
6106-06	Office Equipment & Furniture	\$10,000.00	\$0.00	\$10,000.00
	TOTALS	\$36,000.00	\$377.06	\$35,622.94
<u>INSURANCE</u>				
6107-01	Liability, Property & Auto	\$125,000.00	\$112,192.00	\$12,808.00
6107-02	Workers Compensation	\$80,000.00	\$73,834.00	\$6,166.00
	TOTALS	\$205,000.00	\$186,026.00	\$18,974.00

**Consolidated Mosquito Abatement District
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2024/2025	SPENT TO DATE	BALANCE JULY 31, 2024
<u>TRAVEL & SUBSISTENCE EXPENSE</u>				
6108-01	Meetings & Travel Allowance	\$75,000.00	\$1,470.24	\$73,529.76
6108-02	Trustee Allowance	\$1,000.00	\$0.00	\$1,000.00
6108-03	Meal Allowance	\$5,000.00	\$18.08	\$4,981.92
	TOTALS	\$81,000.00	\$1,488.32	\$79,511.68
<u>MISCELLANEOUS EXPENDITURES</u>				
6109-01	Rent: Land, Buildings and Equipment	\$2,000.00	\$0.00	\$2,000.00
6109-02	Dues, Subscriptions and Fees	\$30,000.00	\$14,530.08	\$15,469.92
6109-03	Education & Publicity	\$35,000.00	\$5,322.79	\$29,677.21
6109-04	Accounting	\$15,000.00	\$6,750.00	\$8,250.00
6109-05	Legal	\$12,000.00	\$382.50	\$11,617.50
6109-06	County Service Charge	\$65,000.00	\$0.00	\$65,000.00
6109-07	Uniforms, Safety Apparel & Equipment	\$25,000.00	\$1,124.02	\$23,875.98
6109-08	Surveillance & Research	\$70,000.00	\$12,755.94	\$57,244.06
6109-09	Other Miscellaneous Expenditures	\$18,000.00	\$233.19	\$17,766.81
6109-10	GIS & GPS	\$72,000.00	\$25,648.28	\$46,351.72
	TOTALS	\$344,000.00	\$66,746.80	\$277,253.20
TOTAL OPERATIONAL EXPENDITURES		\$4,489,000.00	\$768,118.66	\$3,720,881.34
<u>CAPITAL OUTLAY</u>				
6110-01	Office & Lab Furniture & Equipment	\$25,000.00	\$0.00	\$25,000.00
6110-02	Auto Equipment	\$350,000.00	\$218,456.90	\$131,543.10
6110-03	Shop Equipment	\$15,000.00	\$0.00	\$15,000.00
6110-04	Field Equipment	\$150,000.00	\$0.00	\$150,000.00
6110-05	Building & Ground Improvement	\$700,000.00	\$0.00	\$700,000.00
6110-06	Loan & Lease Purchase Payments	\$290,000.00	\$0.00	\$290,000.00
	TOTAL CAPITAL OUTLAY EXPENDITURE	\$1,530,000.00	\$218,456.90	\$1,311,543.10
TOTAL EXPENDITURES		\$6,019,000.00	\$986,575.56	\$5,032,424.44
<u>Special Projects Reserve</u>		\$150,000.00	\$0.00	\$150,000.00
<u>MVCAC SSJVR Mutual Aid Reserve</u>		\$100,000.00	\$0.00	\$100,000.00
<u>Contingency Reserve</u>		\$1,000,000.00	\$0.00	\$1,000,000.00
<u>Building Reserve</u>		\$2,000,000.00	\$0.00	\$2,000,000.00
<u>Equipment Reserve</u>		\$500,000.00	\$0.00	\$500,000.00
<u>General Reserve</u>		\$3,208,000.00	\$0.00	\$3,208,000.00
	TOTAL RESERVES	\$6,958,000.00	\$0.00	\$6,958,000.00
TOTAL EXPENDITURES AND RESERVES		\$12,977,000.00	\$986,575.56	\$11,990,424.44

**Consolidated Mosquito Abatement District
Monthly Expenditures**

FRESNO COUNTY ACCOUNT- BANK OF THE WEST	
CASH ON HAND, JUNE 30, 2024	\$10,069,326.97
PROPERTY TAXES WITHHELD BY FRS COUNTY	\$0.00
JULY REVENUE	\$0.00
JULY INTEREST	\$1,831.88
TAXES - FRESNO COUNTY / KINGS COUNTY	\$19,335.03
TOTAL REVENUE FOR JULY	<u>\$21,166.91</u>
SUB-TOTAL	\$10,090,493.88
COUNTY ADMIN COST FOR FY WITHHELD BY COUNTY	\$0.00
MONEY TRANSFERRED TO CHECKING	<u>(\$995,897.89)</u>
CASH ON HAND, JULY 31, 2024	\$9,094,595.99

YEARLY REVENUE THROUGH 07-01-24	\$0.00
JULY REVENUE	<u>\$21,166.91</u>
YEARLY REVENUE THROUGH 07-31-24	\$21,166.91

CMAD CHECKING ACCOUNT - BANK OF THE WEST	
CASH ON HAND, JUNE 30, 2024	\$135,000.00
MONEY TRANSFERRED FROM FRS CO ACCT	\$995,897.89
JULY EXPENDITURES	<u>(\$995,897.89)</u>
CASH ON HAND, JULY 31, 2024	\$135,000.00

SALE OF REEDLEY DEPOT	\$185,000.00
DOWN PAYMENT	(\$25,000.00)
MONTHLY PAYMENTS PAID TO DATE	<u>(\$46,438.00)</u>
BALANCE DUE AS OF JULY 31, 2024	\$113,562.00



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 08-06-2024
AMOUNT DUE \$3,766.46
NEW BALANCE \$3,766.46
PAYMENT DUE ON RECEIPT



000000338 01 SP 106481100925024 S
CONSOLIDATED MOSQUITO
ATTN KARAN COX
13151 E. INDUSTRIAL DR.
PARLIER CA 93648-9661

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CONSOLIDATED MOSQUIT	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges +	- Credits	- Payments	New Balance =
Company Total	\$9,719.87	\$3,766.46	\$0.00	\$0.00	\$0.00	\$0.00	\$9,719.87	\$3,766.46

CORPORATE ACCOUNT ACTIVITY

CONSOLIDATED MOSQUITO				TOTAL CORPORATE ACTIVITY	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-19	07-19	74798264201420100010826	PAYMENT-THANK YOU Q	9,719.87	CR

NEW ACTIVITY

KATHERINE RAMIREZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
				\$0.00	\$287.98
07-11	07-10	24492164192000034620960	STICKER MULE STICKERMULE.C NY		124.23
07-12	07-11	24692164193101699713251	AMAZON MKTPL*RY9L291Q1 AMZN.COM/BILL WA		108.96
07-26	07-24	24427334207710039256501	SAVEMART #654 KINGS KINGSBURG CA		14.79
07-31	07-29	24198804212430569811250	PAYPAL *CPDFOUNDATI 4029357733 CA		40.00

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696		PREVIOUS BALANCE	9,719.87
		PURCHASES & OTHER CHARGES	3,766.46	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	08/06/24	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CREDITS	.00
U.S. Bank National Association				PAYMENTS
C/O U.S. Bancorp Purchasing Card Program	3,766.46		ACCOUNT BALANCE	3,766.46
P.O. Box 6335				
Fargo, ND 58125-6335				



Company Name: CONSOLIDATED MOSQUITO
Corporate Account Number:
Statement Date: 08-06-2024

NEW ACTIVITY

KARAN COX					CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
					\$0.00	\$1,052.53	\$0.00	\$1,052.53
Post Date	Tran Date	Reference Number	Transaction Description	Amount				
07-11	07-10	24137464193001670978807	USPS PO 0558560648 PARLIER CA	83.25				
07-15	07-12	24692164194102285301435	AMAZON MKTPL*RY5CU6VP1 AMZN.COM/BILL WA	47.00				
07-15	07-14	24692164196101487215136	AMAZON MKTPL*RY84F4UQ2 AMZN.COM/BILL WA	21.55				
07-17	07-15	24427334198710038455360	SAVEMART #654 KINGS KINGSBURG CA	18.08				
07-22	07-21	24692164203107798023789	AMAZON.COM*RJ3XZ0A62 AMZN.COM/BILL WA	14.16				
07-23	07-22	24231684204036465005304	CALPERS CVENT 916-795-3433 CA	549.00				
07-26	07-24	24000974207035000501612	TOWN AND COUNTRY - LOD SAN DIEGO CA 0000151611 ARRIVAL: 07-23-24	261.70				
07-30	07-29	24137464212001588875472	USPS PO 0558560648 PARLIER CA	1.01				
08-02	08-01	24692164214107274474305	AMAZON MKTPL*RV4077UZ1 AMZN.COM/BILL WA	39.08				
08-05	08-02	24137464216001720045253	USPS PO 0558560648 PARLIER CA	17.70				

JOSE MORENO					CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
					\$0.00	\$1,969.95	\$0.00	\$1,969.95
Post Date	Tran Date	Reference Number	Transaction Description	Amount				
07-11	07-10	24692164192101085795988	LOWES #01541* CLOVIS CA	430.82				
07-15	07-13	24692164195100580242493	AMAZON MKTPL*RY9Y286W1 AMZN.COM/BILL WA	78.80				
07-19	07-18	24692164201105162313069	LOWES #01541* CLOVIS CA	343.79				
07-19	07-17	24943014200010192310546	THE HOME DEPOT #8529 SELMA CA	146.39				
07-29	07-25	24643724208030011933525	ARGO ADVENTURE 605-775-2917 SD	39.17				
08-01	07-31	24692164213106321261849	LOWES #01541* CLOVIS CA	861.64				
08-05	08-02	24692164215107634649165	AMAZON MKTPL*RF10V4LI0 AMZN.COM/BILL WA	22.62				
08-06	08-05	24755424219732198547881	GAR BENNETT SELMA CA	46.72				

JODI HOLEMAN					CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
					\$0.00	\$456.00	\$0.00	\$456.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount				
07-10	07-09	24692164191109835536165	AMAZON.COM*RY0K45AB0 AMZN.COM/BILL WA	26.14				
07-15	07-12	24445004195001104428295	DOLLAR GENERAL #18220 PARLIER CA	26.15				
07-18	07-17	24692164199104180277103	IN *ALLWEBCO. INC. 251-6544124 AL	25.00				
07-24	07-22	24431064205023620792523	ALASKA AIR 0277114413128 SEATTLE WA HOLEMAN/JODI 10-21-24 FAT AS Q SEA AS O FAT	296.21				
07-25	07-24	24430994206037989188451	MSFT * E0700T5JV7 MSBILL.INFO WA	82.50				

Department: 00000 Total: \$3,766.46
Division: 00000 Total: \$3,766.46

Name	Date	Reference Number	Merchant Name	Amount	Item Description	CMAD Account #	Purchase Purpose
K. Ramirez	2024/07/10	24492164192000034620960	STICKER MULE	\$124.23	1x Custom t-shirts	6109-09	Employee appreciation gift
K. Ramirez	2024/07/11	24692164193101699713251	AMAZON MKTPL*RY9L29	\$108.96	Tumbler with lid and straw	6109-09	Employee appreciation gift
K. Ramirez	2024/07/24	24427334207710039256501	SAVEMART #654 KINGS	\$14.79	raffle prize	6109-03	Clovis Senior Fair
K. Ramirez	2024/07/29	24198804212430569811250	PAYPAL *CPDFFOUNDATI	\$40.00	Clovis PD - National Night Out	6109-03	Informational booth
K. Cox	2024/07/10	24137464193001670978807	USPS PO 0558560648	\$83.25	Priority mail	6106-02	Mail Board packet
K. Cox	2024/07/12	24692164194102285301435	AMAZON MKTPL*RY5CU6	\$47.00	LITOPAK 100 Pack 16 oz Kra	6102-03	break room supplies
K. Cox	2024/07/14	24692164196101487215136	AMAZON MKTPL*RY84F4	\$21.55	Coffee mate Original 3 Gra	6102-03	break room supplies
K. Cox	2024/07/15	24427334198710038455360	SAVEMART #654 KINGS	\$18.08	pastries	6108-03	Board meeting refreshment
K. Cox	2024/07/21	24692164203107798023789	AMAZON.COM*RJ3XZ0A6	\$14.16	Logitech Wireless Mouse	6106-05	office equipment
K. Cox	2024/07/22	24231684204036465005304	CALPERS CVENT	\$549.00	CalPERS Educational Forum	6108-01	Event registration - Karan
K. Cox	2024/07/24	24000974207035000501612	TOWN AND COUNTRY	\$261.70	lodging - CalPERS event	6108-01	1st night's lodging - Karan
K. Cox	2024/07/29	24137464212001588875472	USPS PO 0558560648	\$1.01	First-Class Letter	6106-02	postage
K. Cox	2024/08/01	24692164214107274474305	AMAZON MKTPL*RV407	\$39.08	EasyView Angled D-ring binder	6106-05	office supplies
K. Cox	2024/08/02	24137464216001720045253	USPS PO 0558560648	\$17.70	First-Class Lg Env	6106-02	postage to mail Board packet
J. Moreno	2024/07/10	24692164192101085795988	LOWES #01541*	\$430.82	CM SLVR FULL SIZE SADDLE	6103-02	Tool box for new truck
J. Moreno	2024/07/13	24692164195100580242493	AMAZON MKTPL*RY9Y28	\$78.80	center console cup holder insert	6103-02	new vehicle equipment
J. Moreno	2024/07/17	24943014200010192310546	THE HOME DEPOT #8529	\$146.39	HDX D BATTER	6109-08	batteries for surveillance
J. Moreno	2024/07/18	24692164201105162313069	LOWES #01541*	\$343.79	BLK FULL SZ LO PRO SADDLE	6103-02	Tool box for new truck
J. Moreno	2024/07/25	24643724208030011933525	ARGO ADVENTURE	\$39.17	replacement bolts Argo	6103-02	equipment repair
J. Moreno	2024/07/31	24692164213106321261849	LOWES #01541*	\$861.64	CM SLVR FULL SIZE SADDLE	6103-02	2 tool boxes for new trucks
J. Moreno	2024/08/02	24692164215107634649165	AMAZON MKTPL*RF1OV	\$22.62	200W Car Power Inverter, P	6102-02	vehicle charger
J. Moreno	2024/08/05	24755424219732198547881	GAR BENNETT	\$46.72	8" PVC COUPLER	6103-02	new vehicle equipment
J. Holeman	2024/07/09	24692164191109835536165	AMAZON.COM*RY0K45	\$26.14	Lenovo HD 1080p Webcam	6106-05	replace faulty office equipment
J. Holeman	2024/07/12	24445004195001104428295	DOLLAR GENERAL	\$26.15	5 pack air fresheners	6102-03	bathrooms
J. Holeman	2024/07/17	24692164199104180277103	IN *ALLWEBCO, INC.	\$25.00	DOMAIN NAME RENEWAL	6109-10	yearly domain renewal
J. Holeman	2024/07/22	24431064205023620792523	ALASKA AIR 0277114413	\$296.21	airline ticket	6108-01	NWMVCA annual meeting
J. Holeman	2024/07/24	24430994206037989188451	MSFT * E0700T5JV7	\$82.50	Microsoft subscription	6106-05	mntly Microsoft subscription

\$3,766.46

6102-02	Spray Equipment	\$22.62
6102-03	Misc Operating Supplies	\$94.70
6103-02	Repairs & Shop Tools	\$1,800.94
6106-02	Postage	\$101.96
6106-05	Misc Office Supplies	\$161.88
6108-01	Meetings & Travel	\$1,106.91
6108-03	Meals	\$18.08
6109-03	Education & Publicity	\$54.79
6109-08	Surveillance & Research	\$146.39
6109-09	Other Misc Expenditures	\$233.19
6109-10	GIS & GPS	\$25.00
Total		\$3,766.46

Consolidated Mosquito Abatement District

Investment Report

Quarter Ending June 30, 2024

A review of the financial statements indicates there are sufficient funds to meet the expected requirements for the next six months.

The County of Fresno Treasury is the primary investment instrument for District funds, including the District's unobligated funds maintained by the Central California Vector Control Joint Powers Agency (CCVCJPA). A business checking account at BMO (recent name change) is maintained by the District for payment of District payroll and bills. District funds are also invested as member contingency funds in the Vector Control Joint Powers Agency (VCJPA). Copies of the most recent financial statements from these institutions are attached.

The foregoing accounts, cash and investments of the Consolidated Mosquito Abatement District are in conformity with the District's Investment Policy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Holeman', with a long horizontal line extending to the right.

Jodi Holeman
District Manager

Report ID: GLSF9109
 Program: GLSF9109

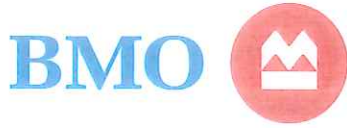
PeopleSoft
 MONTHLY GENERAL LEDGER TRIAL BALANCE

Fiscal Year 2024
 Through Period 12

Page No. 1
 Run Date 07/29/2024
 Run Time 11:40:19

Fund:	4580	Beginning Balance		Year-to-Date		Transaction		Current Balances	
Subclass:	10000	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts	Debits Accts	Credit Accts
General Subclasses									
0110	Cash In Treasury	8,904,523.61	0.00	478,359.86	0.00	9,382,883.47	0.00		
0315	Interest Receivable	57,285.38	0.00	8,828.62	0.00	66,114.00	0.00		
1435	Due To Other Governmental	0.00	8,169,610.01	0.00	33,922.16	0.00	8,203,532.17	0.00	
1450	Deposits Held For Others-T	0.00	1,668.49	0.00	0.00	0.00	1,668.49	0.00	
1480	Fiduciary Closing	0.00	31,453,437.37	0.00	0.00	0.00	31,453,437.37	0.00	
2230	Fund Balance - Unassigned	0.00	-30,662,906.88	4,906,213.67	0.00	0.00	-35,569,120.55	0.00	
3005	RDA ABX1 26 Property Tax	0.00	0.00	0.00	206,241.49	0.00	206,241.49	0.00	
3006	Redev Tax Increm Reimb	0.00	0.00	0.00	92,729.78	0.00	92,729.78	0.00	
3008	Suppl-Prior Secured	0.00	0.00	0.00	11,799.43	0.00	11,799.43	0.00	
3009	Suppl-Current Unsecured	0.00	0.00	0.00	945.44	0.00	945.44	0.00	
3010	Property Taxes-Current Sec	0.00	0.00	0.00	4,419,908.14	0.00	4,419,908.14	0.00	
3011	Suppl-Current Secured	0.00	0.00	0.00	122,647.69	0.00	122,647.69	0.00	
3013	Supplemental-Curr Unsec Pr	0.00	0.00	0.00	283.15	0.00	283.15	0.00	
3015	Property Taxes-Current Uns	0.00	0.00	0.00	213,365.41	0.00	213,365.41	0.00	
3017	Property Taxes-Curr Unsec	0.00	0.00	0.00	11,815.49	0.00	11,815.49	0.00	
3025	Property Taxes-Prior Unsec	0.00	0.00	0.00	4,390.65	0.00	4,390.65	0.00	
3030	Penalties & Costs-Delinq T	0.00	0.00	0.00	3,119.84	0.00	3,119.84	0.00	
3046	Joint County Funds	0.00	0.00	0.00	10,687.62	0.00	10,687.62	0.00	
3380	Interest	0.00	0.00	0.00	231,752.52	0.00	231,752.52	0.00	
3565	State-I/L Homeowners Prop	0.00	0.00	0.00	28,190.32	0.00	28,190.32	0.00	
4369	Federal In Lieu - Housing	0.00	0.00	0.00	738.96	0.00	738.96	0.00	
5804	ABX126 Other Revenue	0.00	0.00	0.00	864.06	0.00	864.06	0.00	
	SUB CLASS TOTAL	8,961,808.99	8,961,808.99	5,393,402.15	5,393,402.15	9,448,997.47	9,448,997.47		

End of Report



P.O. Box 4320
 Carol Stream, Illinois 60197-4320

BMO BANK N.A.
 P.O. BOX 94033
 PALATINE, IL 60094-4033

14954

ACCOUNT NUMBER: 0097005029

000017

01 05648

Statement Period
 06/01/24 TO 06/30/24
 IM0099002900000000

CONSOLIDATED MOSQUITO DISTRICT
 P O BOX 784
 PARLIER CA 93648-0784

PAGE 1 OF 19

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EFFECTIVE 6/3/2024: DELUXE IS PROVIDING A ONE-TIME OFFER OF 50% OFF AN INITIAL BUSINESS CHECKING ACCOUNT ORDER THROUGH THE DELUXE BUSINESS ADVANTAGE PROGRAM. THIS OFFER ENDS ON 10/31/2027. CONDITIONS AND RESTRICTIONS APPLY. FOR DETAILS OR TO TAKE ADVANTAGE OF THIS OFFER, TALK TO YOUR BMO BANKER OR CALL DELUXE AT 800-252-3414. PROVIDE PROMO CODE 4333 TO THE DELUXE REPRESENTATIVE WHEN PLACING YOUR ORDER.

IF YOU HAVE QUESTIONS ABOUT ANY OF YOUR BMO ACCOUNTS, PLEASE CALL US TOLL-FREE AT 1-888-340-2265. BMO BANK N.A. MEMBER FDIC EQUAL HOUSING LENDER. NMLS 401052 VISIT US ONLINE AT WWW.BMO.COM.

CHECKING ACCOUNTS

PUBLIC FUNDS CHECKING ACCOUNT NUMBER 0097005029 (Checking) CONSOLIDATED MOSQUITO DISTRICT

DEPOSIT ACCOUNT SUMMARY

Previous Balance as of May	31, 2024	133,592.75
3 Deposits	(Plus)	410,071.10
153 Withdrawals	(Minus)	347,726.92
Ending Balance as of June	30, 2024	195,936.93

Deposits and Other Credits

Date	Amount	Description
Jun 05	32,261.26	TELLER DEPOSIT
Jun 06	132,213.55	TELLER DEPOSIT
Jun 21	245,596.29	TELLER DEPOSIT

Withdrawals and Other Debits

Date	Amount	Description
Jun 05	23,567.12	ACH DEBIT CCD IRS
Jun 06	90.42	ACH DEBIT WEB PGANDE
Jun 06	2,903.95	ACH DEBIT CCD EMPLOYMENT DEVEL EDD EFTPMT



Vector Control Joint Powers Agency

Member Contingency Fund

For the Quarter Ended
June 30, 2024

Member District	Balance at Beginning of Quarter	Contribution	(Withdrawals)	Interest Earned	Allocated Admin.	Balance at End of Quarter
Alameda County	321,595			2,995	(7)	324,583
Burney Basin	36,933			344	(1)	37,276
Butte County	374,914			3,492	(8)	378,398
Coachella Valley	996,668			9,283	(21)	1,005,930
Coalinga-Huron	8,359			78	0	8,437
Colusa	96,829			902	(2)	97,729
Compton Creek	69,153			644	(1)	69,796
Consolidated	417,238			3,886	(9)	421,115
Contra Costa	1,275,940		(276)	11,882	(27)	1,287,519
Durham	4,925			46	0	4,971
Fresno	233,217			2,172	(5)	235,384
Glenn County	42,736			398	(1)	43,133
Greater Los Angeles County	1,639,898	103,153		15,753	(36)	1,758,769
Lake County	154,281			1,437	(3)	155,715
Los Angeles County West	743,024			6,920	(16)	749,928
Marin-Sonoma	842,967	53,683		8,101	(19)	904,732
Monterey County	30,635			285	(1)	30,919
Napa County	1,374,790			12,804	(29)	1,387,565
Northwest	291,370		(198)	2,713	(6)	293,879
Orange County	560,280			5,218	(12)	565,486
Pine Grove	33,398			311	(1)	33,708
Placer	269,151			2,507	(6)	271,652
Sacramento-Yolo	1,821,342			16,963	(39)	1,838,266
San Gabriel Valley	154,890			1,443	(3)	156,330
San Joaquin County	417,720			3,890	(9)	421,601
San Mateo County	496,336			4,623	(11)	500,948
Santa Barbara County	83,981			782	(2)	84,761
Shasta	257,708			2,400	(5)	260,103
Sutter-Yuba	306,013			2,850	(7)	308,856
Tehama County	277,233			2,582	(6)	279,809
Turlock	21,870			204	0	22,074
West Valley	323,869			3,016	(7)	326,878
Total	13,979,262	156,836	(474)	130,924	(300)	14,266,249

Notes:

Yield to maturity rate on the VCJPA portfolio is 3.07% as of the above date. As required by GASB 31, the allocated interest shown also reflects market value changes to the securities held in the portfolio. Therefore, the actual interest allocated to this fund, and all program year funds, may or may not equal the yield to maturity rate from quarter to quarter. However, the average overall allocated interest, over the life of this fund, should provide a close approximation.

CENTRAL CALIFORNIA VECTOR CONTROL JOINT POWERS AGENCY									
UNOBLIGATED FUNDS				3rd Quarter 2024 (Ending 3/31/24)					
	BEG. BAL.	ACTIV.	END. BAL.	(End Bal.)	FUND SHARE				
CONSOLIDATED-10	\$134,236.76	\$978.55	\$135,215.31		7.773087352				
FWMAD-19	\$552,838.40	\$4,030.06	\$556,868.46		32.0125523				
KINGS-23	\$222,620.55	\$1,622.85	\$224,243.40		12.891022				
MADERA-27	\$0.00	\$0.00	\$0.00		0				
MERCED-29	\$95,346.26	\$695.05	\$96,041.31		5.521101804				
West Side - 47	\$719,630.06	\$5,245.93	\$724,875.99		41.67075747				
OPER. - 60	\$8,227.15	(\$5,940.03)	\$2,287.12		0.131479072				
TOTAL	\$1,732,899.18	\$6,632.41	\$1,739,531.59		100.00				
DETAIL SUMMARY OF ACTIVITY (operational fund & life funds)									
CMAD	FWMAD	KINGS	MADERA	MERCED	WEST SIDE	OP FUND			
\$ 978.55	\$ 4,030.06	\$ 1,622.85	\$ -	\$ 695.05	\$ 5,245.93	\$ 59.97	Interest		
						\$ -	Dues		
						\$ (6,000.00)	Audit		
\$978.55	\$4,030.06	\$1,622.85	\$0.00	\$695.05	\$5,245.93	(\$5,940.03)			

**Minutes of the Board of Trustees of the
Consolidated Mosquito Abatement District
March 18, 2024**

A special meeting of the Board of Trustees of the Consolidated Mosquito Abatement District was held at the District Office in Parlier, at 11:00AM on March 18, 2024.

1. **Roll Call:**

Trustees Present:

Leonard Hammer	Fowler (Committee Member)
Charles Lockhart	Orange Cove (Committee Member)
Karen Steinhauer	Sanger (Committee Member)
Bruce Taylor	County of Fresno (Committee Member)
Jennifer Willems	Clovis (Committee Member)
Tokuo Fukuda	Kingsburg
Charles Smith	Selma

Committee Members Absent:

Others Present:

Jodi Holeman	District Manager
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2. **President Lockhart called the meeting to order at 11:05 AM:**

3. **Public Comments:** None.

4. **Policy Review:** The Committee discussed the Conference Attendance and the Meeting and Travel Expense Reimbursement policies. The Manager was directed to present to the committee an updated policy at the next committee meeting.

5. **Adjournment:** The meeting was adjourned at 12:21 PM.

Attested
Member, Board of Trustees

**Minutes of the Board of Trustees of the
Consolidated Mosquito Abatement District
August 9, 2024**

A special meeting of the Board of Trustees of the Consolidated Mosquito Abatement District was held at the District Office in Parlier, at 1:00 PM on August 9, 2024.

1. **Roll Call:**

Trustees Present:

Leonard Hammer	Fowler
Charles Lockhart	Orange Cove
Karen Steinhauer	Sanger
Bruce Taylor	County of Fresno
Jennifer Willems	Clovis

Committee Members Absent:

Others Present:

Jodi Holeman	District Manager
Karan Cox	Office Administrator

2. **President Lockhart called the meeting to order at 1:00 PM:**

3. **Public Comments:** None.

4. **Policy Review:** A motion was made by Trustee Hammer, seconded by Trustee Willems, and passed by unanimous vote to recommend to the full Board the proposed Travel, Expense, and Reimbursement Policy with discussed amendments.

5. **Adjournment:** The meeting was adjourned at 2:53 PM.

Attested
Member, Board of Trustees

***Agenda Item 5: Resolution 05-2024 Conference Attendance and Meeting
and Travel Reimbursement Policy Amendment:***

Background:

Resolution 05-2024 consolidates the “Conference Attendance” and “Meeting, and Travel Expense Reimbursement” policies into a single policy for clarity and consistency. In addition to combining the policies, updates have been made to the overall policy to clarify relevant items such as scope, applicability, travel guidelines and allowable expenses.

Action requested:

The Board is asked to approve Resolution 05-2024, consolidating the Conference Attendance and Meeting and Travel Expense Reimbursement Policies into a single Travel, Expense, and Reimbursement Policy as presented and recommended by the Policy Committee.

RESOLUTION NO. 5-2024

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
AMENDING “CONFERENCE ATTENDANCE” AND “MEETING AND TRAVEL EXPENSE
REIMBURSEMENT” POLICIES**

WHEREAS, the BOARD OF TRUSTEES (Board) of the CONSOLIDATED MOSQUITO ABATEMENT DISTRICT (District) is determined to regularly review District policies and to update and amend policies when deemed necessary; and

WHEREAS, the District currently has separate policies for Conference Attendance and Meeting and Travel Expense Reimbursement, which may lead to inconsistencies and inefficiencies in policy administration and application;

WHEREAS, it is deemed beneficial to streamline and simplify these policies to enhance clarity and ensure consistent application across all travel, expense, and reimbursement processes;

WHEREAS, the District’s existing policies require updates to reflect current practices, enhance clarity, and ensure compliance with regulations and organizational needs;

WHEREAS, it is important to maintain a policy that aligns with best practices and provides clear guidelines for employees and trustees regarding travel, expense reporting, and reimbursement procedures;

NOW, THEREFORE, BE IT RESOLVED, that the BOARD OF TRUSTEES of the CONSOLIDATED MOSQUITO ABATEMENT DISTRICT does hereby approve the consolidation of the existing “Conference Attendance Policy” and “Meeting and Travel Expense Reimbursement Policy” into a new, unified policy titled "Travel, Expense, and Reimbursement Policy." attached and incorporated herein as Exhibit A.

PASSED AND ADOPTED by the BOARD OF TRUSTEES OF THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT on the 19th day of August 2024, by the following vote:

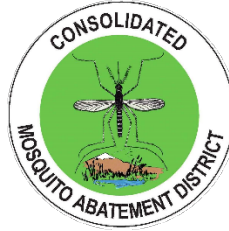
AYES:

NOES:

ABSENT:

Board of Trustees
Consolidated Mosquito Abatement District

Board of Trustees
Consolidated Mosquito Abatement District



Consolidated Mosquito District Travel, Expense and Reimbursement Policy

Policy #	Established:	Dates Amended:	Resolution #
2045	01/16/2006 Resolution 01-06	8/19/2024 08/20/2018 (Res No 6-2018) 02/21/2012 (Res No 1-2012) 01/19/2009 (Res No 1-2009)	05-2024

PURPOSE: This Policy establishes the District’s Travel, Expense, and Reimbursement Policy for travel to conferences, seminars, and other District meetings. This Policy is adopted by Resolution No. 05-2024 and complies with Government Code Section 53232 et seq. The Consolidated Mosquito Abatement District is committed to the wise and prudent use of its entrusted public funds to conserve District resources and to keep expenses within community standards. The District is also committed to providing effective and responsive services to its constituents. Further, the District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and trustees to attend meetings and to travel in order to conduct District business. This policy sets forth guidelines for travel and meeting attendance on District business and for the reimbursement of expenses.

SCOPE: This policy applies to the Board of Trustees and District Staff.

POLICY:

2045.1 Trustee Allowance in Lieu of Actual Expense: Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses and consistent with the Health and Safety Code Section 2030, the Board of Trustees has provided for the allowance and payment to each trustee a sum of one hundred dollars (\$100) per month to attend regular or special meetings of the Board or special meetings of standing committees of the Board. A Trustee may waive the payments permitted by this subdivision.

2045.2 Travel Authorization for Trustees: The District Manager is responsible for approving individual Trustee attendance at all conferences, training, and non-conference meetings for which travel and incidental costs will be incurred.

2045.2.1 Approved Events: The District will pay for expenses incurred by Trustees authorized to attend approved events. Approved events shall be those conferences,

training, and non-conference meetings included in the approved professional development calendar and annual budget. Any events not listed in the professional development calendar but will directly benefit the District require advance approval by the Board of Trustees prior to travel and will not exceed the budgeted amount for travel.

2045.2.1.1 Advance Approval Required to Attend: Except as noted in subsection 2045.2.1.2 (below), Trustees desiring to attend conferences, training, and non-conference meetings for which travel and incidental costs will be incurred shall submit to the District Manager no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.

2045.2.1.2 Exceptions: Board Officers and committee members of the Mosquito and Vector Control Association of California, the Vector Control Joint Powers Agency, the American Mosquito Control Association or the California Special Districts Association are not required to submit a written request to attend the conferences of these organizations, nor obtain the approval of the District Manager, as their attendance is required as a part of their respective position. Nevertheless, conference registration for these events should be submitted no less than 30 days prior to the close of registration.

2045.2.1.3 Serving as a board officer or committee member requires advanced approval from the Board of Trustees.

2045.2.2 Conference Attendance Limitations. Trustee attendance at conferences is as follows:

2045.2.2.1 Mosquito and Vector Control Association of California (MVCAC) Trustee attendance is open to all trustees upon receipt of their written request to attend.

2045. 2.2.2 American Mosquito Control Association (AMCA), Trustee attendance is limited to the Board President and up to three additional trustees, selected in order of the rotation schedule and upon receipt of their written request to attend.

2045. 2.2.3 California Special Districts Association (CSDA) Trustee attendance is limited to the Board President and up to six additional trustees selected in order of the rotation schedule upon receipt of their written request to attend.

2045. 2.2.4 For attendance of other conferences that are related to the District's function and/or role as a special district, Trustee attendance is limited to the Board President and Vice President/Secretary with Board approval.

2045.2.3 Rotation:

2045.2.3.1 Rotation will commence by order of seniority on the Board, and the order of rotation will be kept by the District's Office Administrator.

2045.2.3.2 Any Board member who is replaced by another representative because of resignation or other reasons will be put on the rotation list after one year of serving on the Board and will be placed at the bottom of the rotation list.

2045.2.3.3 The Board President will be eligible to attend all conferences exclusive of the rotation schedule. And if the President cannot attend, the VP/Secretary can attend in their place without loss of their position on the rotation list.

2045.2.3.4 Eligible members on the rotation schedule who elect not to attend a conference will stay at the top of the rotation schedule, and the next member on the list will become eligible up to the maximum attendance number for that event.

2045.2.3.5 Two consecutive absences and/or a total of three absences from regular Board meetings in the (12) twelve months prior to an out-of-state conference will cause a member to become ineligible to participate in that event.

2045.2.4 Reports of Meetings: Pursuant to Government Code section 53232.3(d), each Trustee attending an event for which travel or incidental expenses are incurred shall provide a brief report on the event to the Board of Trustees at the next regular meeting. The report will state the benefits to the District directly resulting from the Trustee's attendance at the event.

2045.2.5 Failure to Attend: Trustees are encouraged to attend professional, educational, and vocational meetings when the purpose of such activities is to improve District operations. Attendance at such meetings is considered part of an official's performance of their official duties for the District. In connection with professional, educational, and vocational meetings and conferences for which the District has prepaid for a Trustee's attendance, the Trustee shall attend such meeting or conference. The District will keep the Trustee informed via email/phone about upcoming travel schedules and requirements. In the event the Trustee is not able to attend, the Trustee shall immediately notify the District. If the District cannot obtain a refund of fees paid, unless the Trustee's failure to notify the District arises beyond the control of the Trustee, the District may bill the Trustee and notify the appointing agency on the second occurrence within a two-year period.

2045.3 Travel Authorization for Staff: The District Manager shall pre-approve all staff travel, both local and out-of-town, that is necessary to conduct District business.

2045.3.1 Approved Events: The District shall pay for expenses incurred by employees authorized to attend approved events. Approved events shall be those conferences, training, and non-conference meetings included in the approved professional development calendar and annual budget. Any events not listed in the professional development calendar but will directly benefit the District require advance approval by the Board of Trustees prior to travel and will not exceed the budgeted amount for travel. Staff attendance at conferences, training, and non-conference meetings held outside the immediate Central Valley area or lasting more than one day, which were not included in the approved annual budget and for which budgeted funds for travel are not available, shall require the additional approval of the Board of Trustees. Registration to attend approved events shall be submitted no less than 30 days prior to the close of registration.

2045.3.1.1 Advance Approval Required to Attend: Staff desiring to attend conferences, training, and non-conference meetings for which travel and incidental costs will be incurred shall submit to the District Manager no less than 30 days prior to the close of registration a brief written request expressing interest and how their attendance will benefit the District.

2045.3.2 Reports of Meetings: All employees attending an event for which travel or incidental expenses are incurred shall provide a brief report on the event to the Board of Trustees at the next regular meeting. The report will state the benefits to the District directly resulting from the employee's attendance at the event.

2045.3.3 Failure to Attend: In connection with professional, educational, and vocational meetings and conferences for which the District has prepaid for staff to attend, the staff member shall attend such meeting or conference. Staff are responsible for keeping track of their travel arrangements and schedules. In the event a staff member is not able to attend, the staff member shall immediately notify the District Manager. If the District cannot obtain a refund of fees paid, unless the staff member's failure to notify the District Manager arises beyond the control of the staff member, the District may bill the staff member, and future meeting or conference attendance privileges may be revoked.

The immediate Central Valley Area includes the counties of Fresno, Kern, Kings, Madera, Tulare, Merced, and San Joaquin.

2045.4 Reimbursable and Non-reimbursable Expenses

2045.4.1 Reimbursable Expenses: To conserve District resources and keep expenses within community standards for public officials and staff, expenditures should adhere to the guidelines in this section.

2045.4.2 Non-Reimbursable Expenses: Examples of non-reimbursable expenses include, but are not limited to: the cost of alcoholic beverages and hotel mini-bars; the personal portion of any trip, such as laundry and personal telephone calls; political or charitable contributions or events; family expenses, including partner's expenses when accompanying official on agency-related business; entertainment expenses, including theater, movies (either in-room or at the theater), massage, gambling, sporting events (including gym and/or golf related expenses), conference sponsored or unsponsored events that are essentially entertainment or non-business and not included in the cost of registration, cultural events; non-mileage personal automobile expenses, including repairs, traffic or parking citations, insurance or gasoline; and personal losses incurred while on District business.

2045.4.3 Exceptions: The Board of Trustees is cognizant that there will be exceptional circumstances that mandate higher costs, different travel requirements and/or different lodging conditions from those specified in this section. Travel expenses for Trustees that do not fall within the policies in this section shall be approved by the Board of Trustees in a public meeting before the expense is incurred. Travel expenses for employees that do not fall within the policies in this section may be allowed under limited circumstances, provided approval of the District Manager is obtained before the expense is incurred. If a Trustee or employee chooses to incur additional costs that do not conform to the policies in this section and those costs have not been approved by the Board of Trustees or District Manager, as appropriate, before the expense is incurred, then that individual may do so at their own expense.

2045.5 Transportation: District personnel are expected to use the most economical mode and a class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. In the event that a more expensive mode of transportation is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient, and reasonable mode of transportation. Government and group rates shall be used when available. Time efficiencies shall include considerations for productive work time.

2045.5.1: Allowable Expenses:

<u>Expense</u>	<u>Reimbursement Limitation and Conditions Applicable</u>
District Vehicle	<p>When a District vehicle is used, reimbursement shall be provided for the purchase of gasoline, oil, and emergency repairs when receipts are submitted with the expense report, and a District credit card is not assigned.</p> <p>Travel to and from the destination by District vehicle in lieu of air travel must be approved in advance by the District Manager. In such circumstances, reimbursement shall be provided as noted in the preceding paragraph, and be no greater than the lowest economy class fare from local airports to the destination or nearest available airport thereto priced at least 14 days in advance of the travel date(s).</p>
Private Auto	<p>The District Manager's approval must be obtained if a private auto is used for employee travel. Within the immediate Central Valley Area, employees are encouraged to travel in District vehicles. Outside the immediate Central Valley Area, if auto travel is authorized, employees are also encouraged to travel in District vehicles.</p> <p>Trustees and employees must comply with the additional requirements as specified in subsection 2045.10 (below), to use their private auto for District business.</p> <p>When a private auto is used, mileage will be reimbursed at the Internal Revenue Service rate in effect at the time of travel.</p> <p>Travel to and from the destination by private auto in lieu of air travel must be approved in advance by the District Manager. In such circumstances, private auto mileage shall be reimbursed at the Internal Revenue Service rate in effect at the time of travel, and be no greater than the lowest economy class fare from local airports to the destination or nearest available airport thereto priced at least 14 days in advance of the travel date(s).</p>

When traveling by air, mileage from home or departure point to the airport and return shall be reimbursed at the Internal Revenue Service rate currently in effect. If a car is not left at airport parking and is returned home, then reimbursement will not exceed two two-way trips.

Reimbursed mileage limit will be from the District to the airport, or residence to airport, whichever is less.

Airfare

Air travel shall be authorized and reimbursed at the lowest economy class fare. Airline tickets shall be purchased at least 14 days prior to departure, when possible, and group or government rates shall be sought when available.

Rail/Bus

Actual rail and bus fares will be reimbursed, provided they are equal to or less than the least expensive alternative method of transportation.

Taxis/Shuttles/Rideshares

Taxi, shuttle and rideshare service (e.g., Uber, Lyft) fares may be reimbursed, including a 15% maximum gratuity per fare, when no other convenient, less costly transportation is available.

Car Rental

It may be necessary to rent an automobile at the destination point when commercial sources of transportation are impractical. Group or government rates shall be sought when available. For employee travel, District Manager approval to arrange for an auto rental should be obtained by staff prior to departure. If the need for a rental car is not determined until the individual arrives at his/her destination, then he/she should indicate the justification for such expense on his/her expense report. Rental rates shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Compact and Economy rates should be used unless multiple employees/trustees will be ridesharing the rental. District employees and Trustees should purchase Loss Damage Waiver (LDW) coverage (also known as Collision Damage Waiver [CDW] coverage) when renting vehicles for District business.

Parking and Tolls

Actual parking and toll charges are reimbursable, except for the following restrictions. Airport parking expenses shall not exceed the number of days required for District business. Short-term airport parking must not be used for travel exceeding 24 hours. Airport and hotel valet parking is not reimbursable unless self-parking is not available.

2045.6 Lodging: Lodging expenses will be reimbursed or paid for when travel on official District business for events held outside the Central Valley area and reasonably requires an overnight stay. For events of one day or less, District Manager approval is required in advance for lodging reimbursement.

Hotel and motel charges shall be based on single occupancy rates. The District will only reimburse Trustees and employees for lodging expenses incurred for the single occupancy rate, or double occupancy rate if two Trustees/employees share a room.

2045.6.1: Allowable Expenses:

<u>Expense</u>	<u>Reimbursement Limitation and Conditions Applicable</u>
Conferences/Meetings	If lodging is connected with a conference or meeting, lodging expenses must not exceed the maximum group rate published by the conference or meeting sponsor if such rate is available at the time of booking. If it is not available, travelers must request the government rate or the lowest available rate if it is less than the government rate. If government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see https://www.gsa.gov/travel?topnav=travel) are presumed reasonable and hence reimbursable.
Other Lodging	Travelers must request the government rate or the lowest available rate if it is less than the government rate. If government rates are not available, lodging rates that do not exceed the Federal per diem rates for a given area (see https://www.gsa.gov/travel?topnav=travel) are presumed reasonable and hence reimbursable. See subsection 2045.4 (above), for non-reimbursable lodging-related expenses. Receipts must be submitted for reimbursement.

2045.7 Registration Fees and Tuition: Registration fees charged for any authorized conference, training or non-conference meeting are reimbursable and should be paid in advance.

2045.8 Meals and Incidental Expenses: Meals and incidental expenses (M&IE) shall be reimbursed at the actual cost when accompanied by a receipt, provided that the expense is reasonable. In lieu of actual expense reimbursement, a per diem for M&IE is allowed. The per diem rate will be based on those rates established by the United States (U.S.) Internal Revenue Service (IRS) in Publication 463, or successor; and, by reference, those rates established and posted by U.S. General Services Administration, U.S. Department of Defense or U.S. Department of State for M&IE (see <https://www.gsa.gov/travel?topnav=travel>). The rate for individual meals, or for discounting from the per diem any meals provided with meeting registration, will be based on the allocation of individual meal rates in making deductions from the M&IE allowance.

Incidental expenses include all other allowable business-related expenses incurred while traveling (e.g., water/snacks, baggage handling, etc.), except that communication expenses are not included in incidental expenses. Maximum reimbursable incidental expenses are based on Federal guidelines. Incidental expenses will be reimbursed at actual cost, subject to a maximum daily total of \$5.00 per day (as of 8/19/2024). This maximum amount will be automatically adjusted annually to equal the maximum incidental expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/portal/content/101518>). Itemized receipts should be obtained whenever possible.

Meals will be reimbursed at actual cost, subject to the following limitations. Maximum reimbursable meal expenses are based on Federal guidelines and will not exceed the following amounts per person, including a maximum 15% gratuity.

The reimbursement for a particular meal may exceed the individual limit noted above for that meal, provided that the reimbursement for the total of all meals requested for reimbursement for that day does not exceed the combined individual limits indicated above for those meals eligible for reimbursement.

Reimbursement for a meal will not be allowed when conference/meeting registration fees include the cost of that meal. Breakfast reimbursement will not be allowed when lodging includes a complimentary breakfast.

Lunch costs incurred by Trustees and employees at off-site events lasting more than a half-day are reimbursable, provided the cost of the meal is not included in the registration fee. If attending a single-day event where lunch is not provided and lunch is the only meal subject to reimbursement.

The above amounts will be automatically adjusted annually to equal the maximum meal expense per diem rate in California as issued by the U.S. General Services Administration (see <https://www.gsa.gov/travel?topnav=travel>)

Itemized receipts are required for meal expense reimbursements in all instances when they are available.

The District Manager may approve cash advances for meals during employee travel outside the immediate Central Valley area or for travel lasting for more than one day.

2045.9 Communication Expenses: If required to conduct District business, Trustees and employees may be reimbursed for actual internet connection, telephone and fax expenses incurred while on District business. Telephone/fax bills should identify which calls were made on District business. If required to conduct District business, Trustees and employees may be reimbursed for internet access connection and/or usage fees not to exceed \$15.00 per day.

2045.10 Private Auto Use – Additional Requirements:

2045.10.1 Insurance Employee(s) in the course and scope of his/her employment, or Trustee(s) in the course and scope of his/her duties as a Trustee for the District, who use a vehicle not otherwise owned, rented, or leased by the Consolidated Mosquito Abatement District: (1) shall, at their own expense, first obtain and keep in effect auto liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage; and (2) shall have on file, or submitted at least five days prior to such use of said vehicle, proof of insurance attesting to the terms of coverage mentioned above and obtain approval on a permission form.

2045.10.2 Indemnification Further, the Consolidated Mosquito Abatement District hereby resolves and establishes that the District shall not be responsible for the replacement or repair of said vehicle if said vehicle is damaged or destroyed during the course of such use. Trustees and employees shall be required to sign a release of the District's liability and will be required to agree to indemnify, defend, and hold the District harmless from any claim, loss, or litigation arising out of such vehicle use.

2045.11 Emergency or Unanticipated Travel: Attendance by Trustees and employees at conferences or workshops not approved on the professional development calendar held outside the immediate Central Valley area or lasting more than one day for which insufficient time is available to obtain Board approval may be authorized by the District Manager.

2045.12 Credit Card Use: The District does not issue credit cards to individual Trustees but does have credit cards for select District expenses. Trustees may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the District card and compliance with the policy must be submitted within five business days of use. The District credit cards should not be used for personal expenses, even if the Trustee or employee subsequently reimburses the District.

2045.13 Travel Expense Form: All expense reimbursements shall be documented on the District's Travel Expense Form. Receipts should be obtained whenever available and attached. Travel Expense reports and all accompanying receipts shall be submitted within 30 days after incurring the expense. The inability to provide such documentation in a timely fashion may result in the individual bearing the expense. All forms must be signed by the employee or trustee who incurred the expenses, certifying that all expenses were actual and necessary. Claims: The Manager or their designee has the discretion to approve reasonable business-related expenses, excluding items listed in subsection **2045.4.2** (above). In the event a travel expense is not covered or exceeds this policy, the claim and item in question shall be referred to the Board of Trustees for specific approval with a statement of justification furnished by the employee or Trustee claiming the expense. Claims shall be filed within thirty (30) days after a return from travel or for non-travel related **expenses** within thirty (30) days of incurring the expense.

2045.14 Travel and Business Expense Audits and Laws: It is the policy of the District that the Office Administrator shall be charged with the responsibility to develop and carry out an internal audit program of incoming expense reports, which assures that expenses claimed by Trustees and District employees are reimbursed in accordance with District policies and procedures pertaining to such expenses. District officials should keep in mind that some expenses may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records and subject to disclosure by the Public Records Act.

2045.15 Violation of This Policy: Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. Loss of reimbursement privileges,
2. Restitution to the District,
3. Civile penalties for misuse of public resources, and
4. Prosecution for misuse of public resources.

(Adopted by Resolution No 05-2024)

DRAFT

Agenda Item 6: Grand Jury Report No. 5 “Fresno County Special District Website Transparency”

Background:

On July 17th, the Fresno County Grand Jury released Report No. 5, “Fresno County Special District Website Transparency: Seeing Your Dollars at Work”. The Grand Jury evaluated 57 of the 80 independent special districts in Fresno County for their Compliance with SB929. While the District has always complied with SB929, the Fresno County Grand Jury incorporated non-statutory criteria into its evaluation. Criteria from the Special District Leadership Foundation (SDLF), a 501(c)(3) organization that was formed to provide recognition and certification opportunities to special district officials and employees to enhance service to the public, were used for the evaluation. In total, the Grand Jury evaluated fifteen criteria, of which five are statutory requirements. The District was compliant with all five statutory requirements; however, it did not have all items listed on the SDLF checklist used to calculate “Total Transparency Points.”

Special District Total Transparency Scoring					
	Special District Name	Website meets all 5 Posting requirements	Posting Requirement Points (5 possible)	Total Transparency Points (15 possible)	Fiscal Year 2021-2022 Revenue \$'s
17	Consolidated Mosquito Abatement District	Compliant	5	10	\$4,187,511

The District has updated its website to include all items on the SDLF checklist.

Action requested:

The Board will review the Fresno County Grand Jury Report No 5 and consider a response as presented and required by California Penal Code, Section 933.5.



July 12, 2024

Sent Via Email: info@mosquitobuzz.net

Karan Cox

**Subject: Grand Jury Report No. 5 “Fresno County Special District Website
Transparency: Seeing Your Dollars at Work”**

Dear Karan Cox,

The enclosed Grand Jury Report No. 5 for Fiscal Year 2023-24 is provided to you by the Fresno County Grand Jury pursuant to California Penal Code, section 933.05, subdivision (f), which states as follows:

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.** (Emphasis added).

The public release of Report No. 5 will be on July 17, 2024. The report will be available at <https://www.fresno.courts.ca.gov/divisions/jury-service/report-response>, the Fresno County Superior Court Web site.

The Report requires a response from the Board of Directors of the Consolidated Mosquito Abatement District regarding Finding F4 and Recommendation R3, which are listed below:

FINDINGS

F4. Not all the websites are as transparent as they could be and only ten special districts:

- Biola Community Services District
- Clovis Memorial District
- Fresno Metropolitan Flood Control District
- Fresno-Westside Mosquito Abatement District
- Laton Community Services District
- Panoche Water District
- Pleasant Valley Water District
- Sanger-Del Rey Cemetery District
- Selma Cemetery District
- Selma – Kingsburg – Fowler County Sanitation District

received a perfect transparency score based on the “District Transparency Certificate of Excellence” Checklist.

RECOMMENDATIONS

R3. All special district Board of Directors that are not exempt should use the “District Transparency Certificate of Excellence” Checklist to improve their website transparency by December 31, 2024. (F4)

The required respondents include the Board of Directors of each district listed below:

1. Calwa Recreation and Park District
2. Central Valley Pest Control District
3. Coalinga Healthcare District
4. Coalinga-Huron Cemetery District
5. Coalinga-Huron Library District
6. Coalinga-Huron Recreation and Park District
7. Consolidated Irrigation District
8. Consolidated Mosquito Abatement District
9. Del Rey Community Services District
10. Farmers Water District
11. Fig Garden Police Protection District
12. Firebaugh Canal Water District
13. Fowler Cemetery District
14. Fresno County Fire Protection District
15. Fresno Irrigation District
16. Fresno Mosquito and Vector Control District
17. Garfield Water District
18. Hills Valley Irrigation District
19. James Irrigation District
20. Kings River Conservation District
21. Kings River Water District
22. Kingsburg Cemetery District
23. Laguna Irrigation District
24. Mercy Springs Water District
25. North Central Fire Protection District
26. Oak Grove Cemetery District (Fresno)
27. Orange Cove Fire Protection District
28. Orange Cove Irrigation District
29. Panoche Drainage District (Fresno)
30. Parlier Cemetery District
31. Pinedale Public Utility District
32. Reedley Cemetery District
33. Riverdale Irrigation District
34. Riverdale Public Utility District
35. Sierra Cedars Community Services District
36. Sierra Kings Health Care District
37. Sierra Resource Conservation District
38. Tranquility Irrigation District
39. Tri Valley Water District
40. Washington Colony Cemetery District
41. Westlands Water District

Pursuant to California Penal Code, section 933.05, the Fresno County Grand Jury requests responses to each specific findings and recommendations. It is required under California Penal Code, section 933(c), that **responses from elected County officials or agency heads are due within 60 days of receiving this report and 90 days for the governing bodies of public agencies.**

This letter, with enclosure, is the only notice that you will receive of the Grand Jury’s Report No. 5 and your legal obligations. Responses are to be drafted in accordance with Penal Code, section 933.05 and addressed to:

The Honorable Houry A. Sanderson, Presiding Judge
Fresno County Superior Court
1100 Van Ness Avenue
Fresno, CA 93724-0002

Please send a copy of your response to the Fresno County Administrative Office, Attention: Ron Alexander at ronalexander@fresnocountyca.gov.

If you have any questions, you may contact me by calling (559) 600-1234.

Respectfully,

A handwritten signature in blue ink, appearing to read "Ronald W. Alexander, Jr.", written in a cursive style.

Ronald W. Alexander, Jr.
Senior Administrative Analyst
County Administrative Office

Enclosure

Fresno County Special District Website Transparency:
Seeing Your Dollars At Work

Fresno County Civil Grand Jury 2023-2024



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Summary

The Fresno County Civil Grand Jury received a complaint from a Fresno County citizen regarding an expressed lack of transparency by special districts on their required websites. California Senate Bill 929 (SB 929), which was approved by the Governor on September 14, 2018 and became effective on January 1, 2020, updated the California Government Code by requiring all independent special districts to have websites that provide specific information unless granted an exemption by their boards. The Grand Jury has the authority to investigate the functions of special districts within Fresno County under Penal Code §933.5 and consequently reviewed 57 of the 80 independent special districts within the County for their compliance with SB 929. These 57 districts had combined revenues of over \$492 million for the fiscal year 2021-2022 (as reported in the California State Controller’s Office (CSCO), Special Districts Financial Data website), revenue generated through property taxes, special assessments, and fees. Our objectives were to answer three questions:

- 1) Does the independent special district have a website?
- 2) Does the website meet legal requirements?
- 3) Is the website transparent, meaning is the required information accessible and easily identified?

In response to the first question, the Grand Jury found that 11 independent special districts had no website; however, 3 of the 11 did have an exemption.

In response to the second question, the Grand Jury used a portion of the “District Transparency Certificate of Excellence” Checklist (Checklist) published by the Special District Leadership Foundation (SDLF), and part of their “Transparency Certification” program ([2023_SDLF_District-Transparency-Application.pdf](https://higherlogicdownload.s3.amazonaws.com/CSDA/feaaf941-6df6-4428-a23c-583379a09704/UploadedImages/PDfs/2023_SDLF_District-Transparency-Application.pdf) or https://higherlogicdownload.s3.amazonaws.com/CSDA/feaaf941-6df6-4428-a23c-583379a09704/UploadedImages/PDfs/2023_SDLF_District-Transparency-Application.pdf) for

evaluating special districts. The Grand Jury found that 24 special districts met all the legal requirements and 19 special districts were partially compliant.

In response to the third question, the Grand Jury learned that only ten special districts earned a perfect score using the Checklist.

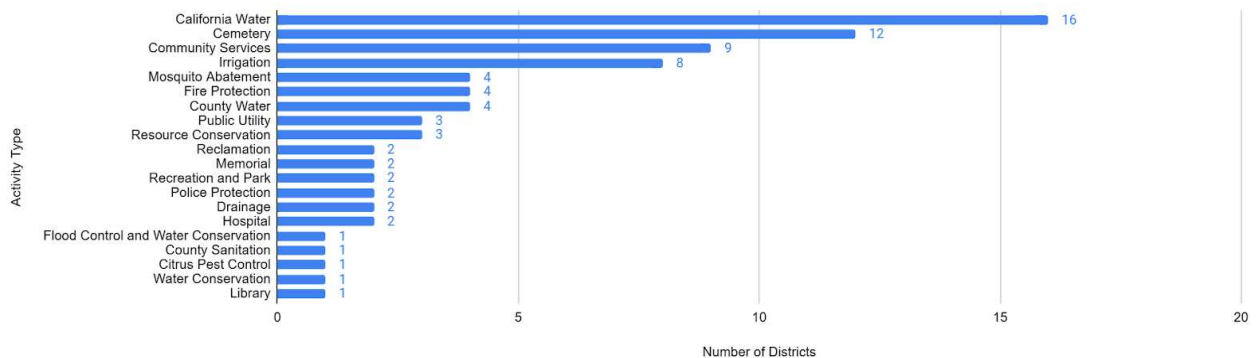
With nearly half a billion dollars of annual revenue acquired from customers of provided services, special district financial and operational transparency is crucial. Citizens should be able to easily monitor how taxpayer dollars are spent and how well the districts are providing services. The Grand Jury’s goal with this report is to increase awareness of special district websites, to foster district transparency and to advocate for the use of a simple checklist that evaluates the transparency of special district websites.

Background

What are Special Districts?

Special districts are local governments created by communities to deliver specialized services essential to the community’s health, safety, economy and well-being. Examples of services provided by special districts include sewage treatment, water delivery, fire protection, mosquito abatement, sanitation, utilities, and cemetery operations. Some districts, such as water districts, offer a single primary service and others meet a wide range of needs, such as in the case of community services districts, which can deliver up to 32 services. The following graph shows the services provided by the 80 independent special districts in Fresno County:

Independent Special District Activity Type Breakdown
For Fresno County



Special District Organization

Special districts are either *independent* or *dependent* depending on their organizational structure. Independent special districts are self-governed by their own elected board. They are not part of state or county governments. They are only directly accountable to the people residing within the districts' boundaries, and are governed by an elected board which oversees the functions and finances of the district. Dependent special districts are governed by other governmental entities. For instance, if a county board of supervisors or city council controls a special district, it is a dependent district. Fresno County has 48 dependent special districts (per CSCO report). The focus of this report is on *independent* special districts.

Special District Website Legal Requirement

California SB 929 took effect on January 1, 2020 and requires that absent a resolution from their governing board declaring a hardship, every independent special district "shall maintain an Internet Web site" that "shall clearly list contact information for the independent special district." A Facebook page does not qualify as an Internet website. Other California laws relative to special district website requirements also exist. These include the following:

- California Government Code § 7922.700 - 7922.725 - each local agency, except a local educational agency, shall create a catalog of enterprise systems.
- California Government Code § 54954.2 (a) (1) and California Government Code § 54956 (a) - Agendas are required to be posted to the special district website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings.
- California Government Code § 54957.5 - requires agendas and supporting documents to be "available upon request" and "available for public inspection" in person. This requirement is not necessary if a number of conditions are met, including that the agendas and supporting documents are posted on the agency's website.

- Compensation Report – California Government Code § 53908 - states that a local agency can post its compensation information on its website or it can link to the Controller's "Government Compensation in California" website.
- Financial Transaction Report – California Government Code § 53891 (a) - requires local agencies to submit to the Controller a report of financial transactions from the preceding fiscal year.
- California Government Code § 7922.680 (a) and (b) - All information on a special district website, except for a school district, defined as “open data” must be “retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable.”
- California Government Code § 7405 – Special districts, as governmental entities, must comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 (ADA Compliance).
- California Health and Safety Code § 32139(b) - Healthcare special districts are required to maintain a website that includes all items above, plus additional requirements. These requirements include budget, board members, Municipal Service Review, grant policy and recipients, and audits.

Special districts requesting a hardship exemption have to go through numerous steps for approval. A special district does not have to have a website if, with a majority vote of its governing body at a regular meeting, the district adopts a resolution declaring that a hardship exists that prevents it from establishing or maintaining a website. The resolution adopted under this exception must include detailed findings based on evidence included in the meeting’s minutes that support the board’s determination. Examples of hardship include inadequate access to broadband network facilities, significantly limited financial resources, or insufficient staff resources. Finally, the resolution is only valid for one year. To continue the exemption, the special district governing body must adopt a resolution pursuant to this exception every year so long as the hardship exists.

Methodology

Since other California Grand Juries, including Placer and Tulare Counties, have recently written reports on special district website transparency, the Fresno County Grand Jury used their reports as models for its own investigation. Due to the large number of independent special districts, the Grand Jury investigated only those independent special districts that had revenues greater than \$200,000 listed on the fiscal year 2021-2022 CSCO, Special Districts Financial Data website (<https://www.bythenumbers.sco.ca.gov>). Fifty-seven of the 80 listed independent special districts met the \$200,000 threshold. The Fresno County Local Agency Formation Committee (LAFCo) directory (<https://www.fresnolafo.org/special-district-information>) was then consulted as a source for the special district website links. The Grand Jury also performed an internet search for those districts that did not have a website listed on the LAFCo directory. To maintain objectivity and simplify the website review process, the Grand Jury used the first 15 items on page 2 of the Checklist from the SDLF to score each district's website. SDLF promotes special district transparency through its Transparency Excellence program (www.sdlf.org). The portion of the SDLF checklist used by the Grand Jury for its review is shown below:

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

*Excerpt from Special District Leadership Foundation District Transparency Certificate of Excellence Application

The Checklist contains the legally required website items (those items highlighted in light red and ending with a Government Code), along with many of the items SDLF

considers important for special district transparency excellence. Thus, the Grand Jury website review focused on public transparency and did not review compliance of California Government Code § 7922.680 (a) and (b) relevant to machine retrieval of website open data, California Government Code § 7405 associated with website ADA compliance, and California Health and Safety Code § 32139(b) having other specific requirements for healthcare special districts.

During the initial review of all 57 websites, all websites were reviewed several times by multiple Grand Jury members using a point scoring system to determine if A) the website met the legal requirements; and B) if the website exhibited transparency. An initial Transparency score was calculated on all 57 districts before contacting the special districts to review their score. Fifty-four of the 57 special districts were able to schedule a time to meet with the Grand Jury. Due to a report timeline and specific interview requirements, the Grand Jury was unable to meet with the remaining three special districts. Hence, those three special districts who did not meet with the Grand Jury are listed as not interviewed on the table below.

After meeting with the 54 special districts, the Grand Jury did review and re-score the districts' websites again before the report was finalized. This was done due to the overwhelming positive response of those interviewed who wanted to improve their district's Transparency scores as soon as possible. All of the districts interviewed understood the importance of government transparency and wanted to do better and achieve a better transparency score. Many of the special districts updated their websites within hours of the Grand Jury interviews. The results on the Special District Total Transparency Scoring table on pages 10-11 below reflect the re-scoring of the websites.

Scoring

A. Did the Website Meet the Legal Requirements?

The five items highlighted above (on page 7) in the Checklist all needed to be on the district's website for that special district to be compliant. One point was given for each legal requirement met on the website. There were five possible points available for this portion of the scoring. The below Posting Requirements Scoring Legend table

provides a review of the scoring shown on the Special District Total Transparency Scoring table shown below on pages 10-11.

Posting Requirements Scoring Legend	Special District Name	Website meets all 5 Posting requirements	Posting Requirement Points
If all five items were included, then the special district was listed as “Compliant” with a total of five points:	Fully Compliant District Name	Compliant	5
If some of the items were included on the website, but not others, then it was listed as “Partial” (partially compliant) with a point given for each item identified on the website:	Partially Compliant District Name	Partial	
If the special district had an exemption, then it was listed as “Exemption”:	Exempt District Name	Exemption	
If no website was found, then it was noted the district was “No Website”:	No Website District Name	No Website	

B. Is the Website Transparent?

While it is crucial to ensure the independent special districts are meeting legal requirements, transparency is also essential. All 15 items on the Checklist (shown on page 7 above) were included in the Special District Total Transparency scoring table. If the special district website exhibited a line item on the Checklist, it received a point. A perfect score for transparency would be 15. All requirements on the Checklist line item would have to be present for the point to be awarded. The first item on the Checklist, for example, requires the following: “Names of board members and their full terms of office to include start and end date.” If the special district website listed the board members, but did not include their term dates, no point was awarded. The Transparency scoring is shown in the column titled Total Transparency Points in the Special District Total Transparency Scoring table below.

Scoring Results

The Special District Total Transparency Scoring table below reflects the special districts current websites’ scoring (as of May 10, 2024). The data from the grand jurors’ website review were aggregated in a spreadsheet. Point totals given for a website’s legal requirements as well as its website transparency points are shown next to the name of the independent special district. The revenues are also shown for the special

districts to help provide a perspective on the size of the special districts. The table is sorted by legal posting requirement points first, followed by total transparency points.

Special District Total Transparency Scoring					
	Special District Name	Website meets all 5 Posting requirements	Posting Requirement Points (5 possible)	Total Transparency Points (15 possible)	Fiscal Year 2021-2022 Revenue \$'s
1	Fresno Metropolitan Flood Control District	Compliant	5	15	\$34,354,061
2	Panoche Water District**	Compliant	5	15	\$19,746,865
3	Selma - Kingsburg - Fowler County Sanitation District (Fresno)**	Compliant	5	15	\$12,751,386
4	Clovis Memorial District**	Compliant	5	15	\$4,982,812
5	Fresno-Westside Mosquito Abatement District**	Compliant	5	15	\$1,845,696
6	Sanger-Del Rey Cemetery District**	Compliant	5	15	\$1,670,600
7	Laton Community Services District**	Compliant	5	15	\$801,046
8	Selma Cemetery District	Compliant	5	15	\$701,899
9	Biola Community Services District**	Compliant	5	15	\$634,525
10	Pleasant Valley Water District**	Compliant	5	15	\$208,366
11	North Central Fire Protection District	Compliant	5	14	\$13,173,634
12	Fresno Mosquito and Vector Control District	Compliant	5	13	\$2,423,336
13	Fresno County Fire Protection District	Compliant	5	12	\$31,410,140
14	Calwa Recreation and Park District**	Compliant	5	11	\$789,658
15	Kingsburg Cemetery District**	Compliant	5	11	\$705,046
16	Oak Grove Cemetery District (Fresno)**	Compliant	5	11	\$302,387
17	Consolidated Mosquito Abatement District	Compliant	5	10	\$4,187,511
18	Sierra Resource Conservation District	Compliant	5	10	\$3,485,008
19	Panoche Drainage District (Fresno)	Compliant	5	9	\$7,819,577
20	Laguna Irrigation District	Compliant	5	9	\$1,848,572
21	Pinedale Public Utility District	Compliant	5	9	\$405,565
22	Coalinga-Huron Recreation and Park District	Compliant	5	8	\$3,319,407
23	Mercy Springs Water District	Compliant	5	7	\$365,826
24	Central Valley Pest Control District	Compliant	5	5	\$370,945
25	Coalinga Healthcare District** ##	Partial	4	14	\$1,815,438
26	Fresno Irrigation District**	Partial	4	13	\$23,890,061
27	Farmers Water District**	Partial	4	13	\$1,273,777
28	Kings River Conservation District**	Partial	4	12	\$14,231,595

Special District Total Transparency Scoring

	Special District Name	Website meets all 5 Posting requirements	Posting Requirement Points (5 possible)	Total Transparency Points (15 possible)	Fiscal Year 2021-2022 Revenue \$'s
29	Del Rey Community Services District**	Partial	4	10	\$1,560,332
30	Coalinga-Huron Library District	Partial	4	9	\$1,500,617
31	Reedley Cemetery District**	Partial	4	9	\$1,184,273
32	James Irrigation District	Partial	4	8	\$13,260,682
33	Consolidated Irrigation District**	Partial	4	8	\$7,536,688
34	Sierra Cedars Community Services District**	Partial	3	10	\$454,265
35	Westlands Water District	Partial	3	8	\$228,293,978
36	Tranquillity Irrigation District**	Partial	2	6	\$3,152,124
37	Parlier Cemetery District**	Partial	2	6	\$406,273
38	Orange Cove Irrigation District**	Partial	2	5	\$9,322,202
39	Riverdale Irrigation District	Partial	2	4	\$633,114
40	Firebaugh Canal Water District	Partial	2	2	\$8,779,911
41	Riverdale Public Utility District	Partial	2	2	\$1,784,290
42	Orange Cove Fire Protection District	Partial	0	3	\$1,579,525
43	Sierra Kings Health Care District	Partial	0	0	\$3,439,955
44	Widren Water District	Exemption	0	0	\$518,440
45	Camp 13 Drainage District	Exemption	0	0	\$417,869
46	Bald Mountain Fire Protection District	Exemption	0	0	\$213,132
47	Hills Valley Irrigation District	No Website	0	0	\$3,839,395
48	Tri Valley Water District	No Website	0	0	\$1,003,176
49	Fowler Cemetery District	No Website	0	0	\$617,784
50	Fig Garden Police Protection District	No Website	0	0	\$563,901
51	Garfield Water District	No Website	0	0	\$442,098
52	Coalinga-Huron Cemetery District	No Website	0	0	\$363,502
53	Washington Colony Cemetery District	No Website	0	0	\$352,734
54	Kings River Water District	No Website	0	0	\$240,848
55	Caruthers Community Services District	No Interview			\$4,474,321
56	Malaga County Water District	No Interview			\$3,683,113
57	Pinedale County Water District	No Interview			\$3,083,927

**Score Adjusted after contacting Special District

Previously listed as Coalinga Regional Medical Center on the Fiscal Year 2021-2022 CSCO, Special Districts Financial Data website

The Selma Cemetery District and Fresno Metropolitan Flood Control District were the only two special districts to receive perfect scores in the Grand Jury's initial review of the websites. However, other districts were able to update their websites quickly to achieve that perfect score. Some of the most common issues found during the reviews included the following:

- Board member terms with start and end dates were not shown;
- Meeting agendas rather than the required minutes were archived on district websites;
- Websites contained outdated information including former board members and terms and did not publish board member election procedures;
- Websites did not publish current budgets and;
- Websites lacked current financial audits.

Several of the special districts with no websites have already begun the process of developing a website. The Grand Jury recognizes the many challenges, including minimal staffing, staffing turnover, and website costs, that the smaller special districts face in creating and maintaining a website. These smaller districts don't have a dedicated Information Technology person and could have a "staff" made up of volunteers, so, it's understandable it may take a bit longer to see enhanced scores in these smaller districts. But as mentioned above, the districts were up to the challenge.

Conclusion

While independent special districts are not required by law to show all items on the "District Transparency Certificate of Excellence" Checklist on their websites, all items on the Checklist do serve an important purpose. If a citizen is paying taxes to a special district, then the ability to see the district's budget and financial audits is crucial to maintaining trust in the district's governing officials and managers. As evidence of their commitment to open government, special districts who did not receive a perfect score would be well-served by an effort to raise their transparency scores. The Grand Jury encourages all special districts to review the "District Transparency Certificate of Excellence" Checklist above (on page 7) and for those that did not achieve a perfect score to be proactive in adding missing transparency items to their websites. The Grand

Jury also recognizes the hard work, time and expense special districts invest in their public presence, and thank those that continue to work on refining their websites. The following table shows the results of the special districts’ hard work stemming from the investigation.

Overall Scoring Results	Before Interviews	After Interviews
Number of Districts with Perfect Transparency Score	2	10
Total Transparency Points	340	431
Number of Compliant Districts	18	24

District scores may generate discussion and even disagreement, and it should be noted the process was a subjective review and composite impression rather than a definitive judgment. However, the Grand Jury believes the overall scores are useful benchmarks, and the presence or absence of points is a useful touchstone for discussion of the work individual special districts need to complete. In the end, the goal is to create “Transparency Excellence” on all special district websites, and if information is clear enough that all reviewers agree on a perfect score of 15 there would be no doubt the websites meet public needs. From this investigation, it initially appeared that most Fresno County independent special districts had work to do in improving their website transparency. However, after the Grand Jury spoke to the districts, the special districts all agreed that they could do better and many did the work to make it better today. This work is achievable and we look forward to seeing the results in increasingly transparent special district websites.

Findings

F1 There were 11 special districts with no website although 3 of these districts had an exemption.

F2 There were 19 special districts with partially compliant websites.

F3 Twenty-four websites met the five legal website requirements noted on the “District Transparency Certificate of Excellence” Checklist.

F4 Not all the websites are as transparent as they could be and only ten special districts:

- Biola Community Services District
- Clovis Memorial District
- Fresno Metropolitan Flood Control District
- Fresno-Westside Mosquito Abatement District
- Laton Community Services District
- Panoche Water District
- Pleasant Valley Water District
- Sanger-Del Rey Cemetery District
- Selma Cemetery District
- Selma - Kingsburg - Fowler County Sanitation District

received a perfect transparency score based on the “District Transparency Certificate of Excellence” Checklist.

Recommendations

R1 All non-exempt special district Board of Directors with no website should create a dedicated website to ensure the district meets the requirements of SB 929 by December 31, 2024. (F1)

R2 All special district Board of Directors that are partially compliant should update their website to ensure they meet the requirements of SB 929 by December 31, 2024. (F2)

R3 All special district Board of Directors that are not exempt should use the “District Transparency Certificate of Excellence” Checklist to improve their website transparency by December 31, 2024. (F4)

Required Responses

Pursuant to Penal Code section §933.05, the following responses are required from the Board of Directors of each district listed below within 90 days of receipt of this report for the following Recommendations and Findings:

	Special District Name	Recommendations (Findings)		
		R1 (F1)	R2 (F2)	R3 (F4)
1	Calwa Recreation and Park District			X
2	Central Valley Pest Control District			X
3	Coalinga Healthcare District		X	
4	Coalinga-Huron Cemetery District	X		X
5	Coalinga-Huron Library District		X	X
6	Coalinga-Huron Recreation and Park District			X
7	Consolidated Irrigation District		X	X
8	Consolidated Mosquito Abatement District			X
9	Del Rey Community Services District		X	X
10	Farmers Water District		X	X
11	Fig Garden Police Protection District	X		X
12	Firebaugh Canal Water District		X	X
13	Fowler Cemetery District	X		X
14	Fresno County Fire Protection District			X
15	Fresno Irrigation District		X	X
16	Fresno Mosquito and Vector Control District			X
17	Garfield Water District	X		X
18	Hills Valley Irrigation District	X		X
19	James Irrigation District		X	X
20	Kings River Conservation District		X	X
21	Kings River Water District	X		X
22	Kingsburg Cemetery District			X
23	Laguna Irrigation District			X

	Special District Name	Recommendations (Findings)		
		R1 (F1)	R2 (F2)	R3 (F4)
24	Mercy Springs Water District			X
25	North Central Fire Protection District			X
26	Oak Grove Cemetery District (Fresno)			X
27	Orange Cove Fire Protection District		X	X
28	Orange Cove Irrigation District		X	X
29	Panoche Drainage District (Fresno)			X
30	Parlier Cemetery District		X	X
31	Pinedale Public Utility District			X
32	Reedley Cemetery District		X	X
33	Riverdale Irrigation District		X	X
34	Riverdale Public Utility District		X	X
35	Sierra Cedars Community Services District		X	X
36	Sierra Kings Health Care District		X	X
37	Sierra Resource Conservation District			X
38	Tranquillity Irrigation District		X	X
39	Tri Valley Water District	X		X
40	Washington Colony Cemetery District	X		X
41	Westlands Water District		X	X

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Appendix A

Website addresses of the 57 initially reviewed special districts:

	Special District Name	Website
1	Bald Mountain Fire Protection District	No Website
2	Biola Community Services District	https://www.biolacsd.org/
3	Calwa Recreation and Park District	https://www.calwarecreation.org/
4	Camp 13 Drainage District	No Website
5	Caruthers Community Services District	https://carutherscsd.com/index.html
6	Central Valley Pest Control District	https://centralpest.specialdistrict.org/
7	Clovis Memorial District	https://www.cvmdistrict.org/
8	Coalinga Healthcare District	https://coalingahd.org/
9	Coalinga-Huron Cemetery District	No Website
10	Coalinga-Huron Library District	https://coalingahuronlibrary.specialdistrict.org/
11	Coalinga-Huron Recreation and Park District	https://chrpd.org/
12	Consolidated Irrigation District	https://cidwater.com/
13	Consolidated Mosquito Abatement District	https://www.mosquitobuzz.net/
14	Del Rey Community Services District	https://www.delreycsd.com/

	Special District Name	Website
15	Farmers Water District	https://www.farmerswd.com/
16	Fig Garden Police Protection District	No Website
17	Firebaugh Canal Water District	https://firebaughcanal.com/
18	Fowler Cemetery District	No Website
19	Fresno County Fire Protection District	https://www.fresnocountyfire.org/
20	Fresno Irrigation District	https://www.fresnoirrigation.com/
21	Fresno Metropolitan Flood Control District	https://www.fresnofloodcontrol.org/
22	Fresno Mosquito and Vector Control District	https://www.fresnomosquito.org/
23	Fresno-Westside Mosquito Abatement District	https://www.fresnowestmosquito.com/
24	Garfield Water District	No Website
25	Hills Valley Irrigation District	No Website
26	James Irrigation District	https://www.jamesid.org/
27	Kings River Conservation District	https://krcd.org/
28	Kings River Water District	No Website
29	Kingsburg Cemetery District	https://kingsburgcemetery.specialdistrict.org/
30	Laguna Irrigation District	https://www.lagunaid.com/
31	Laton Community Services District	http://latoncsd.com/
32	Malaga County Water District	https://www.malagacwd.org/
33	Mercy Springs Water District	https://mercyspringswd.specialdistrict.org/
34	North Central Fire Protection District	https://www.northcentralfire.org/
35	Oak Grove Cemetery District (Fresno)	https://ogcd.specialdistrict.org/
36	Orange Cove Fire Protection District	https://www.orangecovefire.com/
37	Orange Cove Irrigation District	http://orangecoveid.org/
38	Panoche Drainage District (Fresno)	https://panochedrainage.specialdistrict.org/
39	Panoche Water District	https://panochewd.specialdistrict.org/
40	Parlier Cemetery District	https://parliercemetery.com/
41	Pinedale County Water District	http://www.pcwdonline.com/
42	Pinedale Public Utility District	https://ppud.specialdistrict.org/
43	Pleasant Valley Water District	https://pleasantvalleywaterdistrict.com/
44	Reedley Cemetery District	https://www.reedleycemetery.com/
45	Riverdale Irrigation District	https://www.riverdaleirrigationdistrict.org/
46	Riverdale Public Utility District	https://riverdalepublicutilitydistrict.com/
47	Sanger-Del Rey Cemetery District	https://www.sangerdelreycemetery.com/
48	Selma - Kingsburg - Fowler County Sanitation District (Fresno)	https://www.skfcsd.org/
49	Selma Cemetery District	https://www.selmacam1.com/
50	Sierra Cedars Community Services District	https://sierracedars.com/

	Special District Name	Website
51	Sierra Kings Health Care District	https://www.skhcd.org/
52	Sierra Resource Conservation District	https://sierrarc.com/
53	Tranquillity Irrigation District	https://trqid.com/
54	Tri Valley Water District	No Website
55	Washington Colony Cemetery District	No Website
56	Westlands Water District	https://wwd.ca.gov/
57	Widren Water District	No Website



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Valid

3 Years from date of award

Application Cost

FREE

Electronic Filing is preferable

info@sdlf.org

District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Current Harassment Prevention Training for Supervisory and Non-Supervisory Employees

(Government Code section 12950.1; 53237.1)

- Provide training log or certificates confirming completion along with dates completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products.

This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible

Timely Annual Filing of State Controller's Special Districts Financial Transactions Report and Compensation Report

(Government Code Section 53891, 53892)

- Provide copy of most recent filings

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy
- Records Retention Policy

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link to most recently filed FPPC forms

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms)

- Provide copy of the press release (and the printed article, if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
 - Provide proof of completion signed by individuals completing Community Transparency Review
- President of local Special Districts Chapter or the Chapter designee



Consolidated Mosquito Abatement District

13151 E Industrial Drive
Parlier, CA 93648
Phone: 559-896-1085
Fax: 559-896-6425
www.mosquitobuzz.net
info@mosquitobuzz.net

August 20, 2024

The Honorable Houry A. Sanderson, Presiding Judge
Fresno County Superior Court
1100 Van Ness Avenue
Fresno, CA 93724-0002

Subject: Grand Jury Report No. 5 “Fresno County Special District Website
Transparency: Seeing Your Dollars at Work”

The Consolidated Mosquito Abatement District appreciates the grand jury's review of the District's website for transparency and content accessibility. The District has taken action on all the recommendations listed in the report (see below).

FINDINGS

F4. Not all the websites are as transparent as they could be and only ten special districts: received a perfect transparency score based on the “District Transparency Certificate of Excellence” Checklist.

RECOMMENDATIONS

R3. All special district Board of Directors that are not exempt should use the “District Transparency Certificate of Excellence” Checklist to improve their website transparency by December 31, 2024. (F4)

Response: The District reviewed the “District Transparency Certificate of Excellence” checklist and updated its website to include all items listed.

While most items on the checklist are non-statutory, the District supports practices improving transparency, accountability, and accessibility.

Sincerely,

Jodi Holeman, District Manager
Consolidated Mosquito Abatement District

Agenda Item 7: Expense Reimbursement Disclosure Report

Background:

Per section 53065.5 of the Government Code, each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Action requested:

The Board will be asked to accept the expense reimbursement disclosure report as presented.

**Consolidated Mosquito Abatement District
Reimbursement Disclosure Report - Fiscal Year 2023 - 2024**

Date Paid	Name	Dates Incurred	Lodging	Meals	Transportation		Description
					Air / Mileage	Other	
9/25/2023	Tokuo Fukuda	10/02 - 10/04	\$458.38				MVCAC Fall Meeting - Palm Springs, Ca
9/25/2023	Bruce Taylor	10/02 - 10/04	\$458.38		\$410.03		MVCAC Fall Meeting - Palm Springs, Ca
1/16/2024	Tokuo Fukuda	01/21 - 01/24	\$579.10				MVCAC Annual Conference - Monterey, Ca
1/16/2024	Mary Anne Hill	01/21 - 01/24	\$579.10				MVCAC Annual Conference - Monterey, Ca
1/16/2024	Karen Steinhauer	01/21 - 01/24	\$579.10		\$229.14		MVCAC Annual Conference - Monterey, Ca
1/16/2024	Bruce Taylor	01/21 - 01/24	\$579.10		\$229.14		MVCAC Annual Conference - Monterey, Ca
1/16/2024	Jennifer Willems	01/21 - 01/24	\$579.10		\$229.14		MVCAC Annual Conference - Monterey, Ca
2/16/2024	Bruce Taylor	02/29 - 03/01			\$233.16		VCJPA Annual Workshop, Santa Cruz, Ca
2/27/2024	Tokuo Fukuda	03/04 - 03/08	\$1,177.70				AMCA Annual Meeting - Dallas, Tx
5/1/2024	Bruce Taylor	04/17	\$167.05		\$127.30		VCJPA Board of Directors Meeting - Sacramento, Ca

Agenda Item 8: Biennial Review of Conflict of Interest Code

Background:

The District received the 2024 Biennial Notice from the Fair Political Practices Commission (FPCC), which must be completed and submitted no later than October 1, 2024. The Political Reform Act requires every multi-county agency to review its conflict of interest code biennially and notify the FPCC as to whether or not the agency's code needs to be amended. Relevant documents received from the FPCC are attached. The Board last reviewed its conflict of interest code at its August 15, 2022, meeting and submitted amendments to the designated positions. The District's current Conflict of Interest Code (Code) was approved by the FPCC on December 21, 2022. The District Manager has reviewed the Code and has determined that an amendment is needed because "current designated positions need to be renamed or deleted." Specifically, the title for the designated position, "Superintendent of Operation," has been eliminated. The Code with recommended amendments and the 2024 Multi-County Agency Biennial Notice (Notice), filled in with responses recommended by the District Manager, are attached.

Action requested:

The Board is asked to review and approve the recommended changes to the Code and the Notice presented by the District Manager.

**CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code Section 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 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Consolidated Mosquito Abatement District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction (Gov. Code Section 81008). All statements will be retained by the **District**.

Consolidated Mosquito Abatement District
Conflict of Interest Code
Appendix A
Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Superintendent of Operations	3
Office Administrator	3
Mechanic	3
District Legal Counsel	1, 2
Consultants/New Position	*

Note: The position of District Legal Counsel is filled by an outside consultant, but acts in a staff capacity.

* Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Manager may determine in writing that a 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 in this section. Such written determination shall include a description of the consultant’s duties and, based upon that 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 (Gov. Code Sec. 81008).

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

Members of the Board of Trustees
District Manager

Consolidated Mosquito Abatement District
Conflict of Interest Code
Appendix B
Disclosure of Categories

Designated positions in these categories must report:

Category 1. Investments, business positions, and income, including loans, gifts and travel payments, from sources:

- that provide leased facilities, goods, vehicles, supplies, material, machinery, equipment or services, including consulting and public relations services of the type utilized by the District, or
- that produce, distribute or manufacture products and provide services used in pest abatement or control, or
- that have filed a claim or has a claim pending against the District during the previous two years.

Category 2. Interest in real property within 500 feet of any real property owned or leased by the District.

Category 3. Investments, business positions, and income, including loans, gifts and travel payments, from sources:

- that provide leased facilities, goods, vehicles, supplies, material, machinery, equipment or services, including consulting and public relations services, of the type utilized by the designated position's department, or
- that produce, distribute, or manufacture products and provide services used in pest abatement or control.

2024 Multi-County Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Counties within Jurisdiction, or for Charter Schools, Counties in which the School is Chartered:
(if more space is needed, include an attachment):

No. of Employees* _____ No. of Form 700 Filers* _____

**Including board and committee members*

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

Please identify which statement accurately describes your agency's status.

- This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that relate to the job duties of the respective positions. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.
- This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
 - New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest
 - Current designated positions need renaming or deletion
 - Statutorily required provisions of the code need to be addressed
 - Disclosure categories need revision

Verification (to be completed if no amendment is required)

This multi-county agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

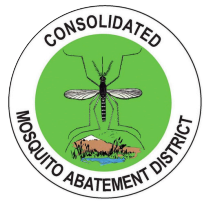
Signature of Chief Executive Officer

Date

All multi-county agencies must complete and return this notice, including those agencies whose codes are currently under review. Please return this notice no later than **October 1, 2024** to the FPPC at biennialnotice@fppc.ca.gov or 1102 Q Street, Suite 3050, Sacramento, CA 95811.

July

Summary Report 2024



General

In collaboration with the Fresno County Department of Public Health, a joint press release went out on July 10th reporting the first confirmed human infections of West Nile virus (WNV) in Fresno County. There was an increase in the number of WNV-positive mosquitoes in July, which is not uncommon. The District responds to indications of West Nile and Saint Louis Encephalitis viruses (SLEV) with ground-based ULV applications and area inspections.

The District launched its media collaboration with YourCentralValley.com in July. Two commercials were released and District Director of Science and Outreach, Katherine Ramirez was featured on a YourCentralValley.com (<https://www.yourcentralvalley.com/cvt/central-valley-today-mosquito-abatement/>) segment. District staff also participated in the Clovis Health Fair at the new Senior Center on July 24th.



Closing screen for commercial on YourCentralValley.com

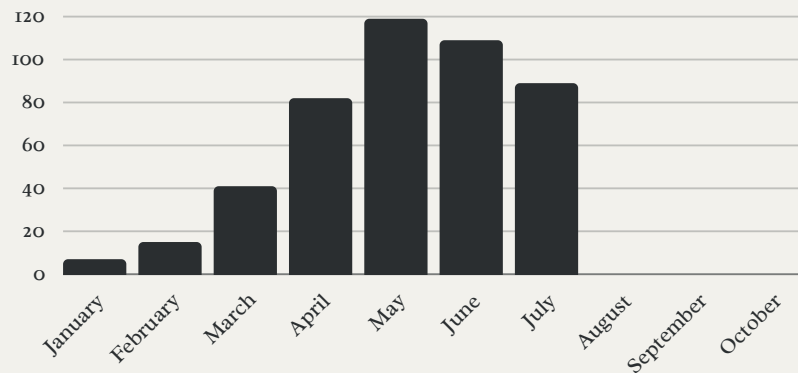
Surveillance

One hundred fifty-two (152) samples of mosquitoes were submitted to DART for disease testing. Fifty (50) samples came back positive for WNV and two(2) for SLEV. A total of ninety- nine (99) samples have tested positive for WNV and seven (7) for SLEV in 2024.

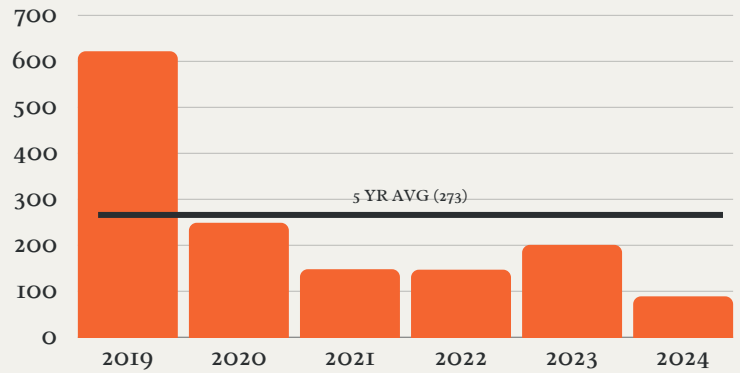


Outreach Assistant Rachel at the Clovis Health Fair.

2024 Service Requests



July Service Requests 2019-2024



6,460

Inspections

2,190

Treatments

34%

Percent of inspections requiring treatment

