



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE
ORDER N-29-20 THIS MEETING WILL BE HELD AS A
TELECONFERENCE MEETING

BOARD OF TRUSTEES MEETING
THURSDAY JULY 15, 2021
3:00 P.M.

Observers may view the meeting on Zoom at:
<https://us02web.zoom.us/j/87408373507>

Or Telephone:
Dial: 888 475 4499 (Toll Free), 877 853 5257 (Toll Free) or 213 338 8477
Webinar ID: 874 0837 3507

Comments may be submitted via email to agenda-comments@ocvector.org up
to one hour prior to beginning of the meeting.

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hand and be recognized by the moderator.



Orange County Mosquito and Vector Control District

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PUBLIC REATIONS COMMITTEE JUNE 29 AT 11:30 AM
**JOINT COMMITTEE MEETING: BUDGET & FINANCE AND BUILDING, PROPERTY, &
EQUIPMENT COMMITTEES JULY 13 AT 11:30 AM**
POLICY & PERSONNEL COMMITTEE JULY 14 AT 11:30 AM
BUDGET & FINANCE COMMITTEE JULY 15 AT 1:30 PM

NOTICE AND AGENDA OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES THURSDAY JULY 15, 2021

893RD REGULAR MEETING 3:00 P.M.

13001 GARDEN GROVE BLVD.

GARDEN GROVE, CA 92843

WEBSITE ADDRESS: www.ocvector.org

REGULAR MEETING 3:00 P.M.

A. PLEDGE OF ALLEGIANCE, ROLL CALL, AND LATE COMMUNICATIONS

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Mike Posey	Huntington Beach
VICE-PRESIDENT:	James Gomez	La Habra
SECRETARY:	Peggy Huang	Yorba Linda

Aliso Viejo	Richard Hurt	Lake Forest	Vladimir Anderson
Anaheim	Lucille Kring	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Susan Sonne	Newport Beach	Joy Brenner
Costa Mesa	William Turpit	Orange	Michael Alvarez
Cypress	Jon Peat	Placentia	Craig Green
Dana Point	Richard Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Cheryl Brothers	San Clemente	Jim Dahl
Fullerton	Nick Dunlap	San Juan Capistrano	John Taylor
Garden Grove	Stephanie Klopfenstein	Santa Ana	Cecilia Aguinaga
Huntington Beach	Mike Posey	Seal Beach	Sandra Massa-Lavitt
Irvine	Tammy Kim	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Nitesh Patel	Villa Park	Crystal Miles
Laguna Beach	Susan Kempf	Westminster	Chi Charlie Nguyen
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Rischi Paul Sharma	County of Orange	Elizabeth Guillen-Merchant
Laguna Woods	Shari Horne		

4. Late/Other Communications

B. PUBLIC COMMENTS

(Individual Public Comments may be limited to a 3-minute or less time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS

1. Staff will give a presentation entitled "Finding Green Pools, Annual Aerial Flyover"

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES

1. **Public Relations Committee**
2. **Joint Committee Meeting: Budget & Finance and Building, Property, & Equipment**
3. **Policy & Personnel Committee**
4. **Budget & Finance Committee**

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

1. Approve the DRAFT Minutes for the regular meeting of June 17, 2021
2. Approve the Warrant Register for May 2021 (Exhibit A)
3. Approve the Monthly Financial Report for May 2021 (Exhibit A)
4. Authorize Purchase of Seven (7) Replacement Fleet Vehicles from Downtown Ford Motor Company for the Amount of \$210,849.83 (Exhibit A)
5. Approve Purchase Orders for Vector Control Products for the Period July 1, 2021 to June 30, 2022 (Exhibit A)
6. Approve Purchase Order to Life Technologies for the Period of July 1, 2021 to June 30, 2022 (Exhibit A)
7. Approve Purchase Order to Insight for Annual Software Licensing Renewals for the Period of July 1, 2021 to June 30, 2022 (Exhibit A)

F. BUSINESS ITEMS

1. Adopt Resolution No. 511 Revising Certain Job Descriptions (Exhibit A, B, C)

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Staff Presentation: Staff will give an update on vector activity in Orange County
2. Staff Presentation: Staff will give an update on outreach activity in Orange County
3. Staff Presentation: Staff will give an update on operations activity in Orange County
4. Receive and File Communication Letter from the Orange County Mosquito and Vector Control District's Independent Auditor Clifton Larson Allen, LLP (Exhibit A)
5. Receive and File Laboratory Reports – Included in agenda packet

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS

I. DISTRICT MANAGER'S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT – Discussion and Possible Action

K. CORRESPONDENCE – Discussion and Possible Action

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting on August 19, 2021 starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843



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PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE
ORDER N-29-20 THIS MEETING WILL BE HELD AS A
TELECONFERENCE MEETING

PUBLIC RELATIONS COMMITTEE
TUESDAY JUNE 29, 2021
11:30 A.M.

Observers may view the meeting on Zoom at:
<https://us02web.zoom.us/j/88666383152>

Or Telephone:

Dial: 888 475 4499 (Toll Free) 877 853 5257 (Toll Free) 213 338 8477
Webinar ID: 886 6638 3152

Comments may be submitted via email to agenda-comments@ocvector.org up
to one hour prior to beginning of the meeting.

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hand and be recognized by the moderator.



**PUBLIC RELATIONS COMMITTEE
MEETING NOTICE
TUESDAY, JUNE 29, 2021
11:30 A.M.**

TO: Public Relations Committee

Jon Peat	Cypress
Rick Viczorek	Dana Point
Stephanie Klopfenstein	Garden Grove
Tammy Kim	Irvine
Rischi Sharma	Laguna Niguel
Shari Horne	Laguna Woods
Bob Ruesch	Mission Viejo
Joy Brenner	Newport Beach
Charlie Nguyen	Westminster

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Public Relations Committee Meeting:
11:30 a.m., Tuesday, June 29, 2021
TELECONFERENCE MEETING

AGENDA

1. Call Meeting to Order and Roll Call
2. Select Committee Chair
3. Public Comments
4. Review and provide feedback on SIT Board Member Toolkit
5. Review 2021 Summer Awareness Campaign
6. Adjourn

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PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE
ORDER N-29-20 THIS MEETING WILL BE HELD AS A
TELECONFERENCE MEETING

JOINT COMMITTEE MEETING
BUDGET & FINANCE COMMITTEE AND
BUILDING, PROPERTY, & EQUIPMENT COMMITTEE
TUESDAY JULY 13, 2021
11:30 A.M.

Observers may view the meeting on Zoom at:

<https://us02web.zoom.us/j/82303446317>

Or Telephone:

Dial: 888 475 4499 (Toll Free) 877 853 5257 (Toll Free) 213 338 8477

Webinar ID: 823 0344 6317

Comments may be submitted via email to agenda-comments@ocvector.org up
to one hour prior to beginning of the meeting.

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hand and be recognized by the moderator.



**JOINT MEETING: BUDGET AND FINANCE COMMITTEE
AND
BUILDING, PROPERTY, & EQUIPMENT COMMITTEE
MEETING NOTICE
JULY 13, 2021
11:30 A.M.**

TO: Budget and Finance Committee
Richard Hurt
Mike Posey
Nitesh Patel
Vladimir Anderson
Bob Ruesch
Jim Dahl
Gary Taylor
Crystal Miles (Chair)
Liz Guillen-Merchant
Aliso Viejo
Huntington Beach
La Palma
Lake Forest
Mission Viejo
San Clemente
Stanton
Villa Park
County of Orange

Building, Property, & Equipment Committee
Lucille Kring
Cecilia Hupp
Bill Turpit
Cheryl Brothers
Erica Pezold
Craig Green (Chair)
Sandra Massa-Lavitt
Anaheim
Brea
Costa Mesa
Fountain Valley
Laguna Hills
Placentia
Seal Beach

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Joint Committee Meeting:
11:30 a.m., Tuesday July 13, 2021
Teleconference Meeting

AGENDA

1. Call to Order and Roll Call
2. Public Comments
3. Provide the Joint Committee with a project update and status report on the District's effort to identify a long-term solution for the District's facilities.
4. Adjourn

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PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE
ORDER N-29-20 THIS MEETING WILL BE HELD AS A
TELECONFERENCE MEETING

POLICY AND PERSONNEL COMMITTEE
WEDNESDAY JULY 14, 2021
11:30 A.M.

Observers may view the meeting on Zoom at:
<https://us02web.zoom.us/j/83788660494>

Or Telephone:
Dial: 888 475 4499 (Toll Free) 877 853 5257 (Toll Free) 213 338 8477
Webinar ID: 837 8866 0494

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to one hour prior to beginning of the meeting.

If you want to make a comment during the meeting, please hit *9 to raise your
hand and be recognized by the moderator.



**POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
JULY 14, 2021
11:30 A.M.**

TO: Policy and Personnel Committee
Tammy Kim
Sue Kempf
Shari Horne
Tanya Doby
Craig Green
April Josephson
Jim Dahl
Cecilia Aguinaga (Chair)
Rebecca Gomez
Irvine
Laguna Beach
Laguna Woods
Los Alamitos
Placentia
Rancho Santa Margarita
San Clemente
Santa Ana
Tustin

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Policy and Personnel Committee Meeting:
11:30 a.m., Wednesday, July 14, 2021
Teleconference Meeting

AGENDA

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve minutes from April 15, 2021, and May 5, 2021
4. Discuss updated job descriptions for staff positions: Biologist/Assistant Biologist, Communications Specialist, Fleet and Equipment Maintenance Coordinator, GIS Coordinator, Integrated Vector Management Compliance Officer, Operations Supervisor, Vector Ecologist/Assistant Vector Ecologist
5. Adjourn

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MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 1:30 P.M., April 15, 2021

PLACE: Zoom Teleconference, Remote Meeting

Policy and Personnel Committee Members Present:

Shari Horne	Laguna Woods
Tanya Doby	Los Alamitos
Craig Green	Placentia
Jim Dahl	San Clemente
Cecilia Aguinaga (Chair)	Santa Ana

Policy and Personnel Committee Members Absent:

Tammy Kim	Irvine
Sue Kempf	Laguna Beach
April Josephson	Rancho Santa Margarita
Rebecca Gomez	Tustin

Others Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Tina Pacific	Human Resources Manager
Amber Semrow	Director of Scientific Technical Services
Tawnia Pett	Executive Assistant/Clerk of the Board

The meeting was called to order at 1:33 P.M.

- 1. Called the Meeting to Order and Roll Call:** Five members of the committee were present out of nine members.
- 2. Select Committee Chair:** Trustee Doby nominated Trustee Aguinaga to be committee chair for 2021, Trustee Dahl seconded the nomination. Trustee Aguinaga was selected as committee chair by unanimous vote.
- 3. Public Comments:** None
- 4. Scientific and Technical Services (Laboratory) proposed staffing plan – Discussion and possible action:** Director of Scientific and Technical Services Semrow presented a proposed staffing plan that adds one full time position for the coming fiscal year. The new position would be an Assistant Vector Ecologist. On motion from Trustee Horne, seconded by Trustee Dahl, the committee unanimously voted to recommend staff to continue the process of adding this position to the department.
- 5. Adjourned:** Meeting adjourned at 2:00 P.M.

MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 11:30 A.M., May 5, 2021

PLACE: Zoom Teleconference, Remote Meeting

Policy and Personnel Committee Members Present:

Tammy Kim	Irvine
Sue Kempf	Laguna Beach
Tanya Doby	Los Alamitos
Craig Green	Placentia
April Josephson	Rancho Santa Margarita
Cecilia Aguinaga (Chair)	Santa Ana
Rebecca Gomez	Tustin

Policy and Personnel Committee Members Absent:

Shari Horne	Laguna Woods
Jim Dahl	San Clemente

Others Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Tina Pacific	Human Resources Manager
Amber Semrow	Director of Scientific Technical Services
Steve Shepherd	Director of Operations
Tawnia Pett	Executive Assistant/Clerk of the Board
Alan Burns	District Counsel
Keith Dobyns	District Counsel

The meeting was called to order at 11:34 A.M.

- 1. Called the Meeting to Order and Roll Call:** Seven members of the committee were present out of nine members.
- 2. Public Comments:** None
- 3. Scientific and Technical Services (Laboratory) proposed staffing plan – Discussion and possible action:** Director of Scientific and Technical Services Semrow presented a proposed staffing plan that adds one full time position for the coming fiscal year. On motion from Trustee Green, seconded by Trustee Josephson, the committee unanimously voted to recommend staff to continue the process of adding this position to the department. (Trustees Horne and Dahl absent).
- 4. Closed Session:** Committee Chair Aguinaga moved into closed session at 11:48 A.M. Conference with Legal Counsel – Pending Litigation – pursuant to paragraph (1) of subdivision (d) of Section 54956.9 of the Government Code: *Richard Arnold et al. v. Orange County Mosquito and Vector Control District*, PERB Charge No. LA-CE-1427-M

5. **Open Session:** The meeting was reconvened at 12:33 P.M. to open session. District Counsel Burns reported that no reportable action was taken in closed session.
6. **Adjourned:** Meeting adjourned at 12:35 P.M.



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ORDER N-29-20 THIS MEETING WILL BE HELD AS A
TELECONFERENCE MEETING

BUDGET AND FINANCE COMMITTEE
THURSDAY JULY 15, 2021
1:30 P.M.

Observers may view the meeting on Zoom at:
<https://us02web.zoom.us/j/81362945889>

Or Telephone:
Dial: 888 475 4499 (Toll Free) 877 853 5257 (Toll Free) 213 338 8477
Webinar ID: 813 6294 5889

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**BUDGET AND FINANCE COMMITTEE
MEETING NOTICE
JULY 15, 2021
1:30 P.M.**

TO: Budget and Finance Committee

Richard Hurt	Aliso Viejo
Mike Posey	Huntington Beach
Nitesh Patel	La Palma
Vladimir Anderson	Lake Forest
Bob Ruesch	Mission Viejo
Jim Dahl	San Clemente
Gary Taylor	Stanton
Crystal Miles (Chair)	Villa Park
Liz Guillen-Merchant	County of Orange

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Budget and Finance Committee Meeting:
1:30 p.m., Thursday, July 15, 2021
Teleconference Meeting

AGENDA

1. Call the meeting to order and Roll Call
2. Public Comments
3. Approve minutes of May 10, 2021
4. Review District Credit Card Program and Policy
5. Review Audit Communication Letter for Fiscal Year 2021-22
6. Adjourn

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MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 11:30 A.M., May 10, 2021

PLACE: Zoom Teleconference, Remote Meeting

Budget and Finance Committee Members Present:

Richard Hurt	Aliso Viejo
Mike Posey	Huntington Beach
Vladimir Anderson	Lake Forest
Bob Ruesch	Mission Viejo
Jim Dahl	San Clemente
Gary Taylor	Stanton
Crystal Miles (Chair)	Villa Park
Liz Guillen-Merchant	County of Orange

Budget and Finance Committee Members Absent:

Nitesh Patel	La Palma
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Others Present:

Richard Howard	District Manager
Tan Nguyen	Finance Manager
Steve Shepherd	Director of Operations
Amber Semrow	Director of Scientific Technical Services
Tina Pacific	Human Resources Manager
Tawnia Pett	Executive Assistant/Clerk of the Board

The meeting was called to order at 11:31 A.M.

- 1. Called the Meeting to Order and Roll Call:** Eight members of the committee were present out of nine members.
- 2. Public Comments:** None
- 3. Approved minutes of April 14, 2021:** On motion by Trustee Posey, seconded by Trustee Ruesch, and passed by unanimous vote, the committee approved the minutes April 14, 2021. (Trustee Patel absent).
- 4. Reviewed Proposed District Budget for FY 2021-22 and 22-23:** District Manager Howard gave a presentation to the committee on the proposed District budget.
- 5. Discussed District Benefit Assessment 1 and 2:** Chris Coulter, from SCI Consulting Group, gave a report to the committee on the District's benefit assessments.
- 6. Adjourned:** Meeting adjourned at 12:41 P.M.

MINUTES OF THE 892nd MEETING

**BOARD OF TRUSTEES
Orange County Mosquito and Vector Control District**

TIME: 3:00 P.M. June 17, 2021

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843
MEETING TOOK PLACE BY TELECONFERENCE

PRESIDENT:	Mike Posey	Huntington Beach
VICE-PRESIDENT:	James Gomez	La Habra
SECRETARY:	Peggy Huang	Yorba Linda

TRUSTEES PRESENT:

Aliso Viejo	Richard Hurt	Los Alamitos	Tanya Doby
Anaheim	Lucille Kring	Mission Viejo	Bob Ruesch
Buena Park	Susan Sonne	Newport Beach	Joy Brenner
Costa Mesa	Bill Turpit	Orange	Michael Alvarez
Cypress	Jon Peat	Placentia	Craig Green
Dana Point	Rick Viczorek	Rancho Santa Margarita	April Josephson
Fullerton	Nicholas Dunlap	San Clemente	Jim Dahl
Garden Grove	Stephanie Klopfenstein	San Juan Capistrano	John Taylor
Huntington Beach	Mike Posey	Santa Ana	Cecilia Aguinaga
Irvine	Tammy Kim	Seal Beach	Sandra Massa-Lavitt
La Habra	James Gomez	Stanton	Gary Taylor
Laguna Beach	Sue Kempf	Tustin	Rebecca Gomez
Laguna Hills	Erica Pezold	Villa Park	Crystal Miles
Laguna Niguel	Rischi Paul Sharma	Westminster	Chi Charlie Nguyen
Laguna Woods	Shari Horne	Yorba Linda	Peggy Huang
Lake Forest	Vladimir Anderson	County of Orange	Liz Guillen-Merchant

TRUSTEES ABSENT:

Brea	Cecilia Hupp
Fountain Valley	Cheryl Brothers
La Palma	Nitesh Patel

* Trustees Hupp and Patel had excused absences.

OTHERS PRESENT:

Rick Howard, District Manager
Amber Semrow, Director of Scientific Technical Services
Lora Young, Director of Communications
Steve Shepherd, Director of Operations
Tawnia Pett, Executive Assistant/Clerk of the Board
Alan Burns, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** President Posey called the meeting to order at 3:02 P.M.
2. **Pledge of Allegiance:** President Posey asked Trustee Peat to lead the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated 28 Trustees were present out of the current Board membership of 35. Trustees Pezold, Brenner, R. Gomez, and Guillen-Merchant arrived late to bring the total to 32 out of 35 trustees present.
4. **Late/Other Communications:**
Late Communications: None

Other Communications: None

B. Public Comments: None**C. Presentations:**

2. **Presentation C.1 was moved to the last presentation.** Staff gave a presentation entitled "Understanding Sterile Insect Technique (SIT): Communication Resources and Efforts"
3. Staff gave a presentation entitled "Protection and Relief: Wide Area Larvicide Spray (WALS) Mosquito Control Project in La Habra"
1. Staff gave a presentation entitled "OCMVCD West Nile Virus (WNV) Action Steps: What You Can Expect When Infected Mosquitoes are Detected in Your City"

D. OCMVCD Committee Reports to the Board of Trustees:

1. Operations Committee Meeting: Committee Chair Alvarez reported that the committee previewed the presentations given by Directors Shepherd and Semrow that were just presented to the full board.
2. Joint Committee Meeting, Budget & Finance Committee and Building, Property, & Equipment Committee: Joint Committee Chair Green reported the LPA presented options to building at the current District location.

E. Consent Calendar: Items for Approval by General Consent

On motion from Trustee Miles, seconded by Trustee Aguinaga, and passed by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.3. Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustee Anderson).

Ayes: Trustees Hurt, Kring, Sonne, Turpit, Peat, Viczorek, Dunlap, Klopfenstein, Posey, Kim, J. Gomez, Kempf, Sharma, Horne, Anderson, Doby, Ruesch, Brenner, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, R. Gomez, Miles, Nguyen, Huang, and Guillen-Merchant.

Noes: None.

Abstained: None.

Absent: Trustees Hupp, Brothers, Patel, Pezold, and Nguyen.

1. **Approval of Minutes:** Approved, without reading, the Minutes of the 891st Meeting of the Board of Trustees held May 20, 2021.
2. **Approved Warrant Register for April 2021: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for April 2021: (Exhibit A)** Received and filed.

F. Business and Action Items:

- 1. Election of Officers to the California Special Districts Association Board of Directors Seat A (Exhibit A, B, C):** President Posey made the motion to nominate Jo MacKenzie for Seat A, Vice President Gomez seconded the motion. Trustee Kring made the motion to close nominations and to vote for Jo MacKenzie, President Posey seconded the nomination. By majority vote, the Board of Trustees selected Jo MacKenzie as the Orange County Mosquito and Vector Control District's candidate for Seat A for the California Special District Association Board of Directors.

Ayes: Trustees Hurt, Kring, Sonne, Peat, Viczorek, Klopfenstein, Posey, Kim, J. Gomez, Kempf, Sharma, Horne, Anderson, Doby, Brenner, Alvarez, Green, Josephson, Dahl, J. Taylor, Aguinaga, Massa-Lavitt, G. Taylor, R. Gomez, Nguyen, Huang, and Guillen-Merchant.

Noes: None.

Abstained: Trustees Turpit, Pezold, and Miles.

Absent: Trustees Hupp, Brothers, Dunlap, Patel, and Ruesch.

G. Informational Items Only (NO ACTION NECESSARY):

- 1. Staff Presentation:** Director of Scientific Technical Services Semrow gave an update on vector activity in Orange County.
- 2. Staff Presentation:** Director of Communications Young gave an update on outreach activity in Orange County.
- 3. Staff Presentation:** Director of Operations Shepherd gave an update on operations activity in Orange County.
- 4. Laboratory Reports- included in agenda packet:** Received and filed.

H. President's Report and Trustee Comments:

- Trustee Aguinaga requested to have the presentations given at the board meeting sent to her.

I. District Manager's Report: District Manager Howard reported:

- In person meetings will start in October 2021 either at an alternate location or in the District board room.
- Staff from the City of New Orleans Vector Control District visited the District on June 17.
- Research Associate Dr. Xioaming Wang recently had a paper published in Nature magazine about her research on mosquito breeding in storm drains.

J. District Legal Counsel Report: District Counsel Burns reported:

- The District renewed its warrant today to enter properties for mosquito breeding sources.

K. Correspondence: None**L. Future Agenda Items: None****M. Adjournment:**

- President Posey adjourned the meeting at 4:29 p.m. to the next regularly scheduled meeting on Thursday, July 15, 2021.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held June 17, 2021.



Richard Howard, District Manager

Approved as written and/or corrected by the Board of Trustees at its _____

_____ meeting held _____

ATTEST: _____
Peggy Huang, Secretary



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.2

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Warrant Register for May 2021

Recommended Action:

Receive and file.

Executive Summary:

Receive and file payment of May warrant register dated July 15, 2021 in the amount of \$449,667.29 as presented by in-house check runs dated May 3, 6, 11, 13, 20, 27, and 31, 2021.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: May 2021 Warrant Report


ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS JULY 15, 2021

ACCOUNTS PAYABLE REGISTER

A/P Check Run	5/6/2021	64,430.02
A/P Check Run	5/13/2021	41,447.92
A/P Check Run	5/20/2021	57,860.92
A/P Check Run	5/27/2021	22,925.45
A/P Check Run	5/31/2021	17,657.92
P/R CalPERS1	5/3/2021	230.95
P/R EEASSOC	5/3/2021	817.50
P/R ICMA	5/3/2021	20,990.29
P/R NATION	5/3/2021	4,660.00
P/R USB	5/3/2021	1,319.08
P/R CalPERS1	5/3/2021	42,241.39
P/R EDD	5/3/2021	12,733.25
P/R IRS	5/3/2021	36,588.63
P/R STATE	5/3/2021	273.22
P/R TASC	5/3/2021	2,259.35
P/R EDD	5/11/2021	258.34
P/R IRS	5/11/2021	393.30
P/R CalPERS1	5/11/2021	365.99
P/R CalPERS1	5/13/2021	41,987.35
P/R EDD	5/13/2021	12,552.80
P/R IRS	5/13/2021	37,317.36
P/R STATE	5/13/2021	273.22
P/R TASC	5/13/2021	2,259.35
P/R EEASSOC	5/13/2021	817.50
P/R ICMA	5/13/2021	20,990.29
P/R NATION	5/13/2021	4,660.00
P/R USB	5/13/2021	1,355.90
TOTAL	\$	449,667.29

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to the accuracy and availability of funds for payment thereof. Subscribed and sworn on this 15TH day of July 2021.

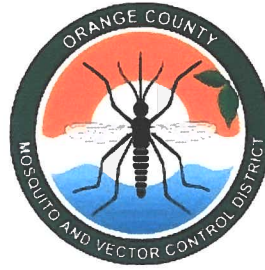

 Rick Howard, District Manager


 Tan Nguyen, Finance Manager

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	CalPERS1	CalPERS	05/03/2021	230.95
ACH	EEASSOC	OCVCD Employee Association	05/03/2021	817.50
ACH	ICMA	ICMA	05/03/2021	20,990.29
ACH	NATION	Nationwide Retirement Solutions	05/03/2021	4,660.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	05/03/2021	1,319.08
ACH	CalPERS1	CalPERS	05/03/2021	42,241.39
ACH	EDD	Employment Development Dept.	05/03/2021	12,733.25
ACH	IRS	Internal Revenue Service	05/03/2021	36,588.63
ACH	STATE	STATE DISBURSEMENT UNIT	05/03/2021	273.22
ACH	TASC	Total Administrative Services Corp.	05/03/2021	2,259.35
Total for 5/3/2021:				122,113.66
ACH	ADAPCO	ADAPCO, INC.	05/06/2021	6,895.47
ACH	AIRGAS	AIRGAS USA, LLC	05/06/2021	3,234.97
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	05/06/2021	1,752.49
ACH	IRON	Iron Mountain Records Mgmt, Inc.	05/06/2021	113.88
ACH	LIFE	Life Technologies	05/06/2021	9,616.50
ACH	PRAXAIR	Praxair Distribution, Inc	05/06/2021	1,517.11
ACH	SPECTRUM	Time Warner Cable/Spectrum	05/06/2021	826.01
ACH	STERI	STERICYCLE	05/06/2021	1,284.13
ACH	TARGET	Target Specialty Products	05/06/2021	8,870.16
ACH	ILAND	iLand Internet Solutions Corp.	05/06/2021	3,696.00
25769	AMAZON	AMAZON/SYNCB	05/06/2021	2,995.51
25770	ATT2	AT&T	05/06/2021	477.87
25771	BEL-AIR	Bel-Air Shells	05/06/2021	2,047.82
25772	CAGATE	California Gate & Entry System	05/06/2021	123.75
25773	CINTAS	Cintas Corporation No. 2	05/06/2021	1,019.09
25774	HARPER	Harper & Burns, LLP	05/06/2021	3,447.20
25775	PR	P & R Paper Supply Company, Inc.	05/06/2021	594.39
25776	PROACTIV	Proactive Work Health Medical Center, Inc	05/06/2021	320.00
25777	SCE	Southern Calif. Edison	05/06/2021	4,574.60
25778	STAPLES	Staples Business Advantage	05/06/2021	2,883.61
25779	TCP	TimeClock Plus	05/06/2021	2,867.07
25780	TOYOTAGG	Toyota Place	05/06/2021	528.82
25781	TT DEPOT	The Technology Depot, Inc.	05/06/2021	61.88
25782	UNIVAR	ES OPCO USA LLC	05/06/2021	4,681.69
Total for 5/6/2021:				64,430.02
ACH	EDD	Employment Development Dept.	05/11/2021	258.34
ACH	IRS	Internal Revenue Service	05/11/2021	393.30
ACH	CalPERS1	CalPERS	05/11/2021	365.99
Total for 5/11/2021:				1,017.63
ACH	CalPERS1	CalPERS	05/13/2021	41,987.35

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	EDD	Employment Development Dept.	05/13/2021	12,552.80
ACH	IRS	Internal Revenue Service	05/13/2021	37,317.36
ACH	STATE	STATE DISBURSEMENT UNIT	05/13/2021	273.22
ACH	TASC	Total Administrative Services Corp.	05/13/2021	2,259.35
ACH	EEASSOC	OCVCD Employee Association	05/13/2021	817.50
ACH	ICMA	ICMA	05/13/2021	20,990.29
ACH	NATION	Nationwide Retirement Solutions	05/13/2021	4,660.00
ACH	USB	PARS/U.S. Bank N.A. Minnesota	05/13/2021	1,355.90
ACH	LIFE	Life Technologies	05/13/2021	4,925.98
ACH	PRAXAIR	Praxair Distribution, Inc	05/13/2021	1,422.34
ACH	SPARK	Sparkletts	05/13/2021	564.59
ACH	SPECTRUM	Time Warner Cable/Spectrum	05/13/2021	1,494.00
ACH	VERIZON	Verizon Wireless Services LLC	05/13/2021	5,928.29
25783	ARCPOINT	Sarita Sadhwani	05/13/2021	375.00
25784	AT T	AT&T MOBILITY	05/13/2021	32.21
25785	AT&T	AT&T	05/13/2021	68.12
25786	CALPELRA	CALPELRA	05/13/2021	2,180.00
25787	CASH	CASH	05/13/2021	483.33
25788	GENEWIZ	Genewiz, LLC	05/13/2021	190.00
25789	GFS	Governmental Financial Services	05/13/2021	1,040.00
25790	HOME DEP	Acct 6035 3225 0389 2048 Home Depot Cr	05/13/2021	6,029.91
25791	INSIGHT	Insight Public Sector, Inc.	05/13/2021	16,543.15
25792	LIVESCAN	A Livescan Center OC Inc.	05/13/2021	171.00

Total for 5/13/2021:

163,661.69

ACH	ABBE	ROGER ABBE	05/20/2021	49.78
ACH	ARIASA	Adina Arias	05/20/2021	234.05
ACH	BENNETT	Stephen Bennett	05/20/2021	234.05
ACH	BOBBITT	Catherine Bobbitt	05/20/2021	234.05
ACH	CAMPBELL	JAMES CAMPBELL	05/20/2021	75.27
ACH	CUMMINGS	Robert F. Cummings	05/20/2021	234.05
ACH	DAIKER	John Daiker	05/20/2021	260.80
ACH	EDISON	SUZANNE R. EDISON	05/20/2021	297.00
ACH	ELLIOTT	MARGARET ELLIOTT	05/20/2021	49.78
ACH	EVER	GARY EVERINGHAM	05/20/2021	104.90
ACH	FOGARTY	Carrie Fogarty	05/20/2021	234.05
ACH	Goedhart	Gerard Goedhart	05/20/2021	234.05
ACH	HEARST	Michael Hearst	05/20/2021	434.05
ACH	Huff	Robert Huff	05/20/2021	234.05
ACH	KELLER	JUSTINE KELLER	05/20/2021	75.27
ACH	KIMBALL	Deborah Kimball	05/20/2021	234.05
ACH	KOENIG	Steve Koenig	05/20/2021	234.05
ACH	LACHANCE	Glenn LaChance	05/20/2021	341.30
ACH	LOUGHNER	LINDA LOUGHNER	05/20/2021	220.20
ACH	MCCARTY	Danny McCarty	05/20/2021	234.05
ACH	MILLER J	Jon Miller	05/20/2021	234.05
ACH	MONTANI	Karen Montani	05/20/2021	88.19
ACH	NIEWOLA	Urszula Niewola	05/20/2021	234.05
ACH	PARSONS	John Parsons	05/20/2021	234.05
ACH	POSPISIL	Terry Pospisil	05/20/2021	234.05
ACH	REES	JETTE REES	05/20/2021	112.00
ACH	Rehders	Renee Rehders	05/20/2021	234.05
ACH	REINIG	Allyson Reinig	05/20/2021	234.05
ACH	Reisin	Caroline Reisinger	05/20/2021	234.05
ACH	Reynolds	Thomas Reynolds	05/20/2021	49.78
ACH	RINCON	Claudio Rincon	05/20/2021	234.05

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	SHAW	LAWRENCE SHAW	05/20/2021	234.05
ACH	SIPE	Russell Sipe	05/20/2021	234.05
ACH	Velten	Robert K. Velten	05/20/2021	234.05
ACH	SBOE	California Department of Tax Fee Administ	05/20/2021	705.00
ACH	ARNOLD	Richard Arnold	05/20/2021	1,250.00
ACH	MORENO	Antonio J. Moreno	05/20/2021	150.00
ACH	ADAPCO	ADAPCO, INC.	05/20/2021	12,024.90
ACH	AIRGAS	AIRGAS USA, LLC	05/20/2021	1,617.48
ACH	TARGET	Target Specialty Products	05/20/2021	12,504.65
ACH	VZCONNEC	VERIZON CONNECT NWF, INC	05/20/2021	1,570.43
25793	AQUATIC	Pentair Aquatic Eco-Systems Inc.	05/20/2021	145.19
25794	ARCHIES	Archies Towing	05/20/2021	142.50
25795	ASBURY	World Oil Environmental Services	05/20/2021	734.26
25796	ATT2	AT&T	05/20/2021	478.83
25797	BEL-AIR	Bel-Air Shells	05/20/2021	198.70
25798	CINTAS	Cintas Corporation No. 2	05/20/2021	2,083.72
25799	CLARKE	Clarke Mosquito Control Prod Inc.	05/20/2021	1,394.23
25800	DOJ	State of California	05/20/2021	441.00
25801	DUBOSE	Michael DuBose	05/20/2021	400.04
25802	ENVIRO	Enviro Services, Inc.	05/20/2021	178.79
25803	FEED	Feed Barn	05/20/2021	41.98
25804	FM	F M CREDIT CARD	05/20/2021	8,070.15
25805	JUST	JUST TIRES	05/20/2021	1,893.11
25806	LAMPIRE	Lampire Biological Laboratories, Inc.	05/20/2021	326.50
25807	MARTIN D	Daniel Martinez	05/20/2021	575.00
25808	OCCJ	Orange Coast Chrysler Jeep	05/20/2021	232.89
25809	REDWING	Red Wing Business Advantage Account	05/20/2021	602.72
25810	SCG	Southern Calif. Gas Co.	05/20/2021	79.77
25811	TOMAHAW	Tomahawk Live Trap LLC	05/20/2021	2,945.71
Total for 5/20/2021:				57,860.92
ACH	DSC	Discovery Cube Orange County	05/27/2021	7,000.00
ACH	AGUINAGA	X. Cecilia Aguinaga	05/27/2021	100.00
ACH	ALVAREZ	Michael Alvarez	05/27/2021	100.00
ACH	BRENNER	JOY BRENNER	05/27/2021	100.00
ACH	BROTHERS	Cheryl Brothers	05/27/2021	100.00
ACH	DAHL	Jim Dahl	05/27/2021	100.00
ACH	DOBYT	Tanya Doby	05/27/2021	100.00
ACH	DUNLAP	NICHOLAS DUNLAP	05/27/2021	100.00
ACH	GOMEZ	James Gomez	05/27/2021	100.00
ACH	GOMEZR	REBECCA GOMEZ	05/27/2021	100.00
ACH	GREEN C	Craig S. Green	05/27/2021	100.00
ACH	HORNE	Shari Lucas Horne	05/27/2021	100.00
ACH	HUANG	Peggy Huang	05/27/2021	100.00
ACH	HUPP	Cecilia T. Hupp	05/27/2021	100.00
ACH	HURT	RICHARD HURT	05/27/2021	100.00
ACH	JOSEPH	April Josephson	05/27/2021	100.00
ACH	KEMPF	SUSAN KEMPF	05/27/2021	100.00
ACH	KIM	TAMMY KIM	05/27/2021	100.00
ACH	KLOPFEN	Stephanie L. Klopfenstein	05/27/2021	100.00
ACH	KRING	Lucille Kring	05/27/2021	100.00
ACH	MASSA-LA	Sandra Massa-Lavitt	05/27/2021	100.00
ACH	MILESC	Crystal Miles	05/27/2021	100.00
ACH	NGUYENC	CHI CHARLIE NGUYEN	05/27/2021	100.00
ACH	PATELN	Nitesh Patel	05/27/2021	100.00
ACH	PEATJ	Jon Peat	05/27/2021	100.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	PEZOLDE	Erica Pezold	05/27/2021	100.00
ACH	RUESCH	Robert J. Ruesch	05/27/2021	100.00
ACH	SHARMA	RISCHI SHARMA	05/27/2021	100.00
ACH	SONNE	SUSAN SONNE	05/27/2021	100.00
ACH	TURPIT	WILLIAM TURPIT	05/27/2021	100.00
ACH	ZTAYLORG	Gary Taylor	05/27/2021	100.00
25812	AMAZON	AMAZON/SYNCB	05/27/2021	3,602.87
25813	AQUATIC	Pentair Aquatic Eco-Systems Inc.	05/27/2021	988.89
25814	CAGATE	California Gate & Entry System	05/27/2021	225.54
25815	CINTAS	Cintas Corporation No. 2	05/27/2021	1,259.38
25816	CROWN	Crown Maintenance	05/27/2021	215.00
25817	EWING	Ewing Irrigation Products, Inc.	05/27/2021	290.36
25818	GENEWIZ	Genewiz, LLC	05/27/2021	130.00
25819	GRIFFIN	Griffin Hardware Company	05/27/2021	87.39
25820	HILLS	Hill's Bros. Lock & Safe, Inc.	05/27/2021	330.05
25821	PARS	Public Agency Retirement Svcs	05/27/2021	300.00
25822	R H	Robert Half International, Inc.	05/27/2021	1,887.90
25823	SAVAGE	John S. Savage	05/27/2021	150.00
25824	SPEX	SPEX SAMPLE PREP, LLC	05/27/2021	1,812.75
25825	STAPLES	Staples Business Advantage	05/27/2021	60.79
25826	TRUCPAR	Truck & Auto Supply, Inc.	05/27/2021	99.09
25827	TT DEPOT	The Technology Depot, Inc.	05/27/2021	568.82
25828	XEROX	Xerox Financial Services	05/27/2021	616.62
25829	POSEY	Mike Posey	05/27/2021	100.00
25830	TAYLOR	John Taylor	05/27/2021	100.00
25831	VICZOREK	Richard Viczorek	05/27/2021	100.00
Total for 5/27/2021:				22,925.45
ACH	ARCO	ARCO Business Solutions	05/31/2021	16,901.92
ACH	OC TOLL	OC Toll Roads	05/31/2021	756.00
Total for 5/31/2021:				17,657.92
Report Total (174 checks):				449,667.29



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.3

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Monthly Financial Report for May 2021

Recommended Action:

Receive and file

Executive Summary:

Accept for inclusion, the Orange County Mosquito and Vector Control District Monthly Financial Report for May 2021

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: Monthly Financial Report for May 2021

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending May 31, 2021

Fund No.	Fund	Cash Balance 4/30/2021	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 5/31/2021	Cash Balance 5/31/2020
10	Operating	\$ 10,784,621	\$ 726,445	\$ 937,658	\$ -	\$ (16,082)	\$ 10,557,326	\$ 8,734,471
20	Vehicle Replacement	558,542	4,659	-	-	-	563,201	550,690
30	Liability Reserve	371,147	-	-	-	-	371,147	357,650
40	Equipment Replacement	841,628	-	-	-	-	841,628	829,731
50	Emergency Vector Control	1,685,090	-	-	-	-	1,685,090	1,661,271
60	Facility Improvement	8,870,940	26,391	1,251	-	(1,119)	8,894,961	8,007,389
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	25,064	3,114	6,751	-	-	21,427	188,734
95	Retirement Contingency	254,808	-	-	-	-	254,808	251,106
99	Payroll Clearing	94,382	-	-	-	79,279	173,661	72,515
		\$ 23,586,224	\$ 760,609	\$ 945,660	\$ -	\$ 62,078	\$ 23,463,251	\$ 20,753,559

Cash & Investment Balances:		Monthly Yield
California LAIF	\$ 13,874,085	0.315%
O.C. Treasurer	1,731,757	0.503%
Stifel Brokerage account		
Money market (par)	2,411	0.01%
Fixed income - Muni (par)	2,370,000	2.41%
Fixed income - other (par)	2,725,000	2.20%
Unamortized premium/(discount) on investments	96,207	n/a
F&M Checking	2,146,462	n/a
Payroll Checking	361,003	n/a
F&M HBP	146,326	0.05%
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	\$ 23,463,251	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	\$ 4,379,260	4.38%
PARS Pension Trust	2,688,368	4.29%
Total PARS Trust Balances	\$ 7,067,628	


Richard Howard
District Manager


Tan Nguyen
Finance Manager

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	\$ 40,367	\$ 1,511,848	\$ -	\$ 37,561	\$ (1,433,920)	\$ (935,740)
August	85,952	1,134,990	-	(7,739)	(1,056,777)	(1,501,829)
September	150,025	993,392	-	20,287	(823,080)	(864,577)
October	59,729	1,476,465	-	25,940	(1,390,796)	(1,419,021)
November	2,912,653	948,412	-	33,513	1,997,754	1,710,464
December	5,509,837	1,064,879	-	79,901	4,524,859	4,564,325
January	605,628	883,145	-	(106,537)	(384,054)	(267,536)
February	43,709	798,648	-	(20,728)	(775,667)	(785,792)
March	1,158,084	1,254,124	-	(20,391)	(116,431)	297,970
April	4,688,872	1,402,699	-	(10,531)	3,275,642	3,535,134
May	760,609	945,660	-	62,078	(122,973)	(368,295)
June					-	(944,530)
Total YTD	\$ 16,015,465	\$ 12,414,262	\$ -	\$ 93,354	\$ 3,694,557	\$ 3,020,573

Revenues: 92% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage
Property Taxes	\$ 6,329,449	\$ 6,675,104	105.5%
1996 Benefit Assessment	1,563,213	1,534,373	98.2%
2004 Benefit Assessment	6,682,713	6,564,992	98.2%
Interest and Concessions	65,000	52,346	80.5%
Miscellaneous	1,000	3,666	366.6%
Successor Agency Passthru/Residual	282,145	633,743	224.6%
Rent for Cell Sites	28,200	27,272	96.7%
VCJPA Pooled Services	72,000	63,123	87.7%
CDPH - CA State Grant	-	-	0.0%
Charges for Services	50,000	81,933	163.9%
Total Operating Fund Revenues	15,073,720	15,636,552	103.7%

The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May

Monies come through the County and are unpredictable

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	17,000	7,994	47.0%
30	Liability Reserve	4,000	2,175	54.4%
40	Equipment Replacement	9,000	5,026	55.8%
50	Emergency Vector Control	15,000	10,063	67.1%
60	Facility Improvement	380,000	320,661	84.4%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	38,760	31,371	80.9%
95	Retirement Contingency	4,000	1,623	40.6%
	Total Other Funds	446,760	378,913	84.8%
	Total Revenue	\$ 15,541,480	\$ 16,015,465	103.0%

Expenditures: 92% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage
110	Trustees	\$ 78,050	\$ 36,433	46.7%
120	District Manager	431,050	366,594	85.0%
130	Legal Services	124,000	81,869	66.0%
140	Non-Departmental	310,500	307,435	99.0%
	Executive	943,600	792,331	84.0%
210	Administrative Services	848,270	709,224	83.6%
220	Insurance	706,500	762,292	107.9%
	Administrative Services	1,554,770	1,471,516	94.6%
310	Technical Services	1,794,375	1,551,844	86.5%
	Scientific Technical Services	1,794,375	1,551,844	86.5%
410	Field Operations	7,160,400	5,668,360	79.2%
430	Vehicle Maintenance	861,700	694,245	80.6%
440	Building Maintenance	256,510	222,408	86.7%
	Operations	8,278,610	6,585,013	79.5%
510	Public Information	791,475	603,729	76.3%
520	Information Technology	766,640	649,557	84.7%
530	Public Service	171,000	151,646	88.7%
	Public Information	1,729,115	1,404,932	81.3%
	Total Operating Fund Expenditures	14,300,470	11,805,636	82.6%

Annual insurance premiums were paid in July.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	44,000	29,716	67.5%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	198,650	388,910	195.8%
95	Retirement Contingency	100,000	190,000	190.0%
	Total Other Funds	342,650	608,626	177.6%
	Total Expenditures	\$ 14,643,120	\$ 12,414,262	84.8%

\$200K contribution to the 115 Trust made in March; budget was zero.
\$190K contribution to the 115 Trust made in March; budget was \$100K.

STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D179753 SSNR00901

**ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT
13001 GARDEN GROVE BLVD
GARDEN GROVE CA 92843-2102**



Your Financial Advisor (LU04):

SANDRA WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:

999 MONTEREY ST. STE. 360
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income
RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

If you're switching jobs or preparing to retire, have you thought about what to do with the money you've saved in your employer-sponsored retirement plan? Your Stifel Financial Advisor can help you weigh your options so you can choose the one that's right for your goals.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

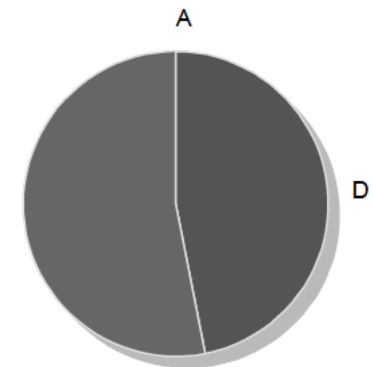
PORTFOLIO SUMMARY	May 31	April 30
Net Cash Equivalents **	2,410.84	5,323.70
Net Portfolio Assets held at Stifel	5,256,259.20	5,246,133.55
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$5,258,670.04	\$5,251,457.25
YOUR CHANGE IN PORTFOLIO VALUE	May 31	April 30
Net Cash Flow (Inflows/Outflows) ²		
Securities Transferred In/Out		
Income and Distributions	14,687.37	15,417.45
Change in Securities Value	-7,474.58	3,398.32
Net Change in Portfolio Value	\$7,212.79	\$18,815.77

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

² Does not include cost or proceeds for buy or sell transactions.
You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY

	Value on May 31, 2021 (\$)	Percentage of your account
A Net Cash Equivalents**	2,410.84	0.05%
D Fixed Income-Muni	2,461,363.65	46.81%
E Fixed Income-Other	2,794,895.55	53.15%
Total Assets	\$5,258,670.04	100.00%



ASSET SUMMARY

	Value as of May 31, 2021				Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized</i>	
						<i>This Period</i>	<i>Year-to-date</i>
Cash							
Cash Sweep**	2,410.84		2,410.84	0.05%			
Margin Balance							
A. Net Cash Equivalents	\$2,410.84		\$2,410.84	0.05%			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni	2,461,363.65		2,461,363.65	46.81%	10,308.69		167.06
E. Fixed Income-Other	2,794,895.55		2,794,895.55	53.15%	56,769.41		
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **							
Net Portfolio Assets	\$5,256,259.20	\$0.00	\$5,256,259.20	99.95%	\$67,078.10	\$0.00	\$167.06
Net Portfolio Value	\$5,258,670.04	\$0.00	\$5,258,670.04	100.00%	\$67,078.10	\$0.00	\$167.06

INCOME & DISTRIBUTION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt	2,025.00	2,025.00
	Taxable	50,861.33	12,662.37
Capital Gain Distributions			
Return of Principal			
Other			
Total Income & Distributions		\$52,886.33	\$14,687.37

INFORMATION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Accrued Interest Paid	Tax-Exempt		
	Taxable	2,772.48	2,707.88
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds		616,540.13	600,000.00
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged		28.08	

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

** Include balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.

ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	<i>Current value</i>	<i>Cost Basis</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
STIFEL FDIC INSURED	2,410.84	2,410.84	0.24	0.01%
Total Net Cash Equivalents	\$2,410.84	\$2,410.84	\$0.24	0.01%

STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your securities account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
OHIO ST WTR DEV AUTH XXX PARTIAL CALL 67766W-QH-8 B2 BABS B/E TXBL CPN 3.742% DUE 06/01/21 DTD 08/24/10 FC 12/01/10 CUSIP: 67766W938 <i>Original Cost: 77,686.01</i>	S&P: AAA Moody: Aaa Cash	75,000	100.0000 75,000.00	101.0053 75,753.97	N/A	-753.97	N/A	N/A
OHIO ST WTR DEV AUTH POLLTN CTL REV WTR QUAL B2 BABS B/E TXBL CPN 3.742% DUE 12/01/21 DTD 08/24/10 FC 12/01/10 CUSIP: 67766WQH8 <i>Original Cost: 77,685.99</i>	S&P: AAA Moody: Aaa Cash	75,000	100.8780 75,658.50	101.0049 75,753.66	1,403.25	-95.16	2,806.50	3.71%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
NORCO CA CMNTY REDEV AGY SUCCESS AGY REV TAX ALLOC RFDG B B/E TXBL CPN 2.715% DUE 03/01/22 DTD 12/20/17 FC 03/01/18 CUSIP: 655505BJ3 <i>Original Cost: 153,354.50</i>	S&P: AA- Cash	150,000	101.7670 152,650.50	100.9032 151,354.80	1,018.13	1,295.70	4,072.50	2.67%
OCEANSIDE CA PENSION OBLIG RFDG REV B/E TXBL CPN 3.839% DUE 08/15/22 DTD 08/11/15 FC 02/15/16 CUSIP: 675371AY4 <i>Original Cost: 104,986.00</i>	S&P: AA+ Cash	100,000	104.1390 104,139.00	102.6395 102,639.53	1,130.37	1,499.47	3,839.00	3.69%
HILLSBOROUGH CNTY FL AVIATION AUTH CUST FAC REV TAMPA INTL B/E TXBL CPN 3.549% DUE 10/01/22 DTD 09/03/15 FC 04/01/16 CUSIP: 432275AE5 <i>Original Cost: 205,191.00</i>	S&P: BBB+ Moody: A3 Cash	200,000	102.7440 205,488.00	101.4825 202,965.01	1,183.00	2,522.99	7,098.00	3.45%
WATAUGA CNTY NC RFDG B/E TXBL CPN 2.330% DUE 06/01/23 DTD 10/02/19 FC 06/01/20 CUSIP: 94109SAT8 <i>Original Cost: 113,363.30</i>	S&P: AA Cash	110,000	103.7270 114,099.70	102.0188 112,220.71	1,281.50	1,878.99	2,563.00	2.25%
FARRELL PA AREA SCH DIST AGM B/E TXBL CPN 1.270% DUE 08/15/23 DTD 08/18/20 FC 02/15/21 CUSIP: 311690HM6 <i>Original Cost: 50,930.00</i>	S&P: AA Moody: A2 Cash	50,000	101.3490 50,674.50	101.6716 50,835.81	186.97	-161.31	635.00	1.25%
CONNECTICUT ST SER A B/E TXBL CPN 1.998% DUE 07/01/24 DTD 06/11/20 FC 01/01/21 CUSIP: 20772KJW0 <i>Original Cost: 112,753.90</i>	S&P: A+ Moody: Aa3 Cash	110,000	104.5880 115,046.80	101.9236 112,115.94	915.75	2,930.86	2,197.80	1.91%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
KANSAS ST DEV FIN AUTH REV ATHLETIC FACS K ST SER B 2 B/E TXBL CPN 4.083% DUE 07/01/24 DTD 03/01/12 FC 07/01/12 CUSIP: 485429MF8 <i>Original Cost: 77,557.81</i>	S&P: A- Moody: A1 Cash	70,000	110.2430 77,170.10	109.3244 76,527.11	1,190.88	642.99	2,858.10	3.70%
MIAMI DADE CNTY FL AVIATION REV RFDG SER B B/E TXBL CPN 2.504% DUE 10/01/24 DTD 08/25/16 FC 10/01/16 CUSIP: 59333PV39 <i>Original Cost: 208,207.00</i>	S&P: A- Cash	200,000	105.6980 211,396.00	103.4037 206,807.45	834.67	4,588.55	5,008.00	2.37%
SAN DIEGO CA CONVNTN CTR EXPANSION FING AUTH LSE REV RFDG B/E TXBL CPN 1.677% DUE 04/15/25 DTD 07/08/20 FC 10/15/20 CUSIP: 79727LBS7 <i>Original Cost: 173,029.30</i>	S&P: AA- Cash	170,000	102.0430 173,473.10	101.6114 172,739.37	364.28	733.73	2,850.90	1.64%
NEW YORK NY CITY HSG DEV CORP MLTIFAM HSG REV SER E B/E CPN 3.000% DUE 05/01/25 DTD 09/24/14 FC 11/01/14 CALL 05/01/23 @ 100.000 CUSIP: 64972CBF9 <i>Original Cost: 143,952.29</i>	S&P: AA+ Moody: Aa2 Cash	135,000	104.5020 141,077.70	104.6840 141,323.40	337.50	-245.70	4,050.00	2.87%
SUFFOLK CNTY NY RFDG SER C AGM B/E TXBL CPN 1.607% DUE 06/15/25 DTD 11/18/20 FC 12/15/20 CUSIP: 86476PE20 <i>Original Cost: 252,280.00</i>	S&P: AA Cash	250,000	100.5420 251,355.00	100.8084 252,021.02	1,852.51	-666.02	4,017.50	1.60%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Muni	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
KENTUCKY HSG CORP REV SER B B/E TXBL CPN 3.312% DUE 07/01/25 DTD 12/01/16 FC 07/01/17 CUSIP: 49130TVJ2 <i>Original Cost: 216,995.00</i>	S&P: AAA Moody: Aaa Cash	200,000	107.2710 214,542.00	108.3593 216,718.52	2,760.00	-2,176.52	6,624.00	3.09%
CLEVELAND OH INCM TAX REV RFDG SUB LEIN SER A 1 B/E TXBL CPN 1.985% DUE 10/01/25 DTD 02/26/20 FC 10/01/20 CUSIP: 186387VE3 <i>Original Cost: 104,395.00</i>	S&P: AA Moody: A1 Cash	100,000	102.4700 102,470.00	103.8813 103,881.26	330.83	-1,411.26	1,985.00	1.94%
STEPHENSON CNTY IL SCH DIST 145 FREEPORT RFDG AGM B/E TXBL CPN 1.750% DUE 10/01/25 DTD 11/24/20 FC 04/01/21 CUSIP: 858892MD1 <i>Original Cost: 103,005.00</i>	S&P: AA Cash	100,000	102.0800 102,080.00	102.6913 102,691.29	291.67	-611.29	1,750.00	1.71%
BAY AREA TOLL AUTH CA TOLL BRDG REV SAN FRANCISO F 1 B/E TXBL CPN 2.425% DUE 04/01/26 DTD 09/26/19 FC 04/01/20 CUSIP: 072024WR9 <i>Original Cost: 133,472.85</i>	S&P: AA Moody: Aa3 Cash	125,000	106.8590 133,573.75	106.7338 133,417.29	505.21	156.46	3,031.25	2.27%
UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 CUSIP: 91412GE27 <i>Original Cost: 161,363.00</i>	S&P: AA Moody: Aa2 Cash	150,000	107.6460 161,469.00	107.5259 161,288.82	172.47	180.18	3,880.50	2.40%
Total Fixed Income-Muni		2,370,000	\$2,461,363.65	\$2,451,054.96	\$15,758.99	\$10,308.69	\$59,267.05	2.41%

Municipal Bonds held may or may not be tax free. Please consult with your tax advisor.



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
FEDL NATL MTG ASSN NOTE CPN 2.750% DUE 06/22/21 DTD 06/25/18 FC 12/22/18 CUSIP: 3135G0U35 <i>Original Cost: 255,015.78</i>	S&P: AA+ Moody: Aaa Cash	250,000	100.1590 250,397.50	100.0580 250,144.90	3,036.46	252.60	6,875.00	2.75%
FEDL NATL MTG ASSN NOTE CPN 2.000% DUE 01/05/22 DTD 01/09/17 FC 07/05/17 CUSIP: 3135G0S38 <i>Original Cost: 152,238.52</i>	S&P: AA+ Moody: Aaa Cash	150,000	101.1560 151,734.00	100.3820 150,573.06	1,216.67	1,160.94	3,000.00	1.98%
PFIZER INC NOTE CPN 2.800% DUE 03/11/22 DTD 03/11/19 FC 09/11/19 CUSIP: 717081ER0 <i>Original Cost: 101,548.00</i>	S&P: A+ Moody: A2 Cash	100,000	102.0670 102,067.00	100.4415 100,441.54	637.78	1,625.46	2,800.00	2.74%
U S TREASURY NOTE CPN 2.250% DUE 04/15/22 DTD 04/15/19 FC 10/15/19 CUSIP: 9128286M7 <i>Original Cost: 253,725.75</i>	Moody: Aaa Cash	250,000	101.9140 254,785.00	100.4816 251,203.88	722.34	3,581.12	5,625.00	2.21%
IBM CORP UNSECD NOTE CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/15/19 CUSIP: 459200JX0 <i>Original Cost: 151,274.50</i>	S&P: A- Moody: A2 Cash	150,000	102.5420 153,813.00	100.2329 150,349.36	190.00	3,463.64	4,275.00	2.78%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 10/15/19 CUSIP: 7954502X2	Cash	100,000	102.4170 " 102,417.00	100.0000 100,000.00	118.77	2,417.00	2,550.00	2.49%
ALLY BANK SANDY UT CD FDIC #57803 CPN 1.850% DUE 08/29/22 DTD 08/29/19 FC 02/29/20 CUSIP: 02007GLJ0	Cash	200,000	102.2220 " 204,444.00	100.0000 200,000.00	942.74	4,444.00	3,700.00	1.81%



ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	<i>Symbol/ Bond Rating/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Accrued Income⁶</i>	<i>Unrealized Gain/(-)Loss¹⁰</i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
UNITEDHEALTH GRP INC NOTE CPN 2.375% DUE 10/15/22 DTD 10/25/17 FC 04/15/18 CUSIP: 91324PDD1 <i>Original Cost: 153,461.00</i>	S&P: A+ Moody: A3 Cash	150,000	102.9870 154,480.50	101.1869 151,780.36	455.21	2,700.14	3,562.50	2.31%
JPMORGAN CHASE & CO SR NOTE CPN 3.200% DUE 01/25/23 DTD 01/25/13 FC 07/25/13 CUSIP: 46625HJH4 <i>Original Cost: 254,432.00</i>	S&P: A- Moody: A2 Cash	250,000	104.9010 262,252.50	100.8152 252,037.90	2,800.00	10,214.60	8,000.00	3.05%
MORGAN STANLEY BANK NA SALT LAKE CITY UT CD FDIC #32992 CPN 2.650% DUE 01/25/23 DTD 01/25/18 FC 07/25/18 CUSIP: 61747MH46 <i>Original Cost: 101,128.00</i>	Cash	100,000	104.2250" 104,225.00	100.5330 100,533.02	922.06	3,691.98	2,650.00	2.54%
SIMON PPTY GRP LP NOTE CPN 2.750% DUE 02/01/23 DTD 12/17/12 FC 08/01/13 CALL 11/01/22 @ 100.000 CUSIP: 828807CN5 <i>Original Cost: 151,146.50</i>	S&P: A- Moody: A3 Cash	150,000	103.5590 155,338.50	100.4365 150,654.76	1,375.00	4,683.74	4,125.00	2.66%
AMERICAN EXPRESS NATL BK SANDY UT CD FDIC #27471 CPN 1.450% DUE 03/31/23 DTD 03/31/20 FC 09/30/20 CUSIP: 02589AB50	Cash	100,000	102.4730" 102,473.00	100.0000 100,000.00	246.30	2,473.00	1,450.00	1.42%
CAPITAL ONE BANK USA NA GLEN ALLEN VA CD FDIC #33954 CPN 1.450% DUE 04/10/23 DTD 04/08/20 FC 10/08/20 CUSIP: 14042TDF1	Cash	240,000	102.5080" 246,019.20	100.0000 240,000.00	514.85	6,019.20	3,480.00	1.41%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income ⁶	Unrealized Gain/(-)Loss ¹⁰	Estimated Annualized Income	Estimated Yield %
MICROSOFT CORP NOTE CPN 2.375% DUE 05/01/23 DTD 05/02/13 FC 11/01/13 CALL 02/01/23 @ 100.000 CUSIP: 594918AT1 <i>Original Cost: 102,711.00</i>	S&P: AAA Moody: Aaa Cash	100,000	103.5990 103,599.00	101.4992 101,499.21	197.92	2,099.79	2,375.00	2.29%
BMW BANK OF NORTH AMER SALT LAKE CITY UT CD FDIC #35141 CPN 1.650% DUE 02/28/24 DTD 02/28/20 FC 08/28/20 CUSIP: 05580AVB7	Cash	200,000	103.9660" 207,932.00	100.0000 200,000.00	840.82	7,932.00	3,300.00	1.59%
ROGERS MEM HOSP INC BOND CPN 2.383% DUE 07/01/24 DTD 08/28/19 FC 01/01/20 CUSIP: 775200AE8 <i>Original Cost: 104,880.00</i>	S&P: A Cash	100,000	103.9170 103,917.00	103.9082 103,908.15	992.92	8.85	2,383.00	2.29%
FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 11/26/21 @ 100.000 CUSIP: 3130AMH39	S&P: AA+ Moody: Aaa Cash	135,000	100.0010 135,001.35	100.0000 135,000.00	17.63	1.35	1,269.00	0.94%
Total Fixed Income-Other		2,725,000	\$2,794,895.55	\$2,738,126.14	\$15,227.47	\$56,769.41	\$61,419.50	2.20%
Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.								
Total Portfolio Assets - Held at Stifel			\$5,256,259.20	\$5,189,181.10		\$67,078.10	\$120,686.55	2.30%
Total Net Portfolio Value			\$5,258,670.04	\$5,191,591.94		\$67,078.10	\$120,686.79	2.30%

FOOTNOTE DEFINITIONS

- ⁶ **Accrued Income:** Accrued Income amounts are provided for informational purposes only and are not included as part of the Net Portfolio Value. Accrued Income represents the sum of accrued interest and accrued dividends on securities positions, but which Stifel has not yet received. Stifel cannot guarantee the accuracy of the Accrued Income, which may be subject to change. Accrued Income amounts are not covered by SIPC and should not be relied upon for making investment decisions.
- ¹⁰ Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.
- " The price assigned to this instrument may have been provided by a national pricing service and is derived from a 'market-driven pricing model.'
This price may not be the actual price you would receive in the event of a sale prior to the maturity of the C.D. Additional information is available upon request.



ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	Activity	Year-to-date	This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents			\$5,323.70	\$0.00	\$5,323.70	\$0.00
Buy and Sell Transactions	Assets Bought	-700,533.33	-617,600.23	-617,600.23		
	Assets Sold/Redeemed	616,540.13	600,000.00	600,000.00		
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	52,886.33	14,687.37	14,687.37		
Cash Sweep Activity	Cash Sweep Activity			2,912.86	-2,912.86	
Margin Interest	Margin Interest Charged	-28.08				
Other	Other Transactions					
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
Closing Balance - Net Cash Equivalents			\$2,410.84	\$0.00	\$2,410.84	\$0.00
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS						CASH EQUIVALENTS			
						This period	Cash	Cash Sweep	Margin
Opening Balance - Net Cash Equivalents						\$5,323.70	\$0.00	\$5,323.70	\$0.00
Assets Bought									
Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin	
5/4/2021	Asset Bought	200,000.000	108.4950	KENTUCKY HSG CORP REV SER B B/E TXBL CPN 3.312% DUE 07/01/25 DTD 12/01/16 FC 07/01/17 CUSIP: 49130TVJ2	-219,295.00	-219,295.00			
5/17/2021	Asset Bought	135,000.000	100.0000	FEDL HOME LOAN BANK BOND CPN 0.940% DUE 05/26/26 DTD 05/26/21 FC 11/26/21 CALL 11/26/21 @ 100.000 CUSIP: 3130AMH39	-135,000.00	-135,000.00			



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Assets Bought continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
5/17/2021	Asset Bought	150,000.000	107.5720	UNIVERSITY CA REV RFDG GENL SER AS B/E TXBL CPN 2.587% DUE 05/15/26 DTD 04/20/16 FC 11/15/16 CUSIP: 91412GE27	-161,406.12	-161,406.12		
5/26/2021	Asset Bought	95,000.000	106.8730	BAY AREA TOLL AUTH CA TOLL BRDG REV SAN FRANCISO F 1 B/E TXBL CPN 2.425% DUE 04/01/26 DTD 09/26/19 FC 04/01/20 CUSIP: 072024WR9	-101,899.11	-101,899.11		
Total Assets Bought					-\$617,600.23	-\$617,600.23		

Assets Sold/Redeemed

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
5/6/2021	Redemption	-250,000.000		APPLE INC NOTE CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 CUSIP: 037833AR1	250,000.00	250,000.00		
5/17/2021	Redemption	-100,000.000		SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 CUSIP: 7954502W4	100,000.00	100,000.00		
5/17/2021	Redemption	-250,000.000		U S TREASURY NOTE CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 CUSIP: 9128284P2	250,000.00	250,000.00		
Total Assets Sold/Redeemed					\$600,000.00	\$600,000.00		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
5/3/2021	Interest		MICROSOFT CORP NOTE CPN 2.375% DUE 05/01/23 DTD 05/02/13 FC 11/01/13 CALL 02/01/23 @ 100.000 050121 100,000 CUSIP: 594918AT1	1,187.50	1,187.50		
5/3/2021	Interest		NEW YORK NY CITY HSG DEV CORP MLTIFAM HSG REV SER E B/E CPN 3.000% DUE 05/01/25 DTD 09/24/14 FC 11/01/14 050121 135,000 CUSIP: 64972CBF9	2,025.00	2,025.00		
5/6/2021	Interest		APPLE INC NOTE CPN 2.850% DUE 05/06/21 DTD 05/06/14 FC 11/06/14 050621 250,000 CUSIP: 037833AR1	3,562.50	3,562.50		
5/13/2021	Interest		IBM CORP UNSECD NOTE CPN 2.850% DUE 05/13/22 DTD 05/15/19 FC 11/15/19 051321 150,000 CUSIP: 459200JX0	2,137.50	2,137.50		
5/17/2021	Interest		SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.450% DUE 05/17/21 DTD 05/15/19 FC 11/15/19 051521 100,000 CUSIP: 7954502W4	1,228.36	1,228.36		
5/17/2021	Interest		SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 2.550% DUE 05/16/22 DTD 05/15/19 FC 10/15/19 051521 100,000 CUSIP: 7954502X2	1,264.52	1,264.52		



ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
5/17/2021	Interest		U S TREASURY NOTE CPN 2.625% DUE 05/15/21 DTD 05/15/18 FC 11/15/18 051521 250,000 CUSIP: 9128284P2	3,281.25	3,281.25		
5/28/2021	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 052821 2,410 CUSIP: 09999844	0.74	0.74		
Total Income and Distributions				\$14,687.37	\$14,687.37		

Cash Sweep Activity

<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
5/4/2021	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-3,212.50	3,212.50	
5/6/2021	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		8,536.20	-8,536.20	
5/7/2021	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-42,803.70	42,803.70	
5/14/2021	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-2,137.50	2,137.50	
5/18/2021	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-355,774.13	355,774.13	
5/19/2021	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		161,406.12	-161,406.12	
5/26/2021	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		135,000.00	-135,000.00	
5/28/2021	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		-0.74	0.74	
5/28/2021	Sale	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM		101,899.11	-101,899.11	
Total Cash Sweep Activity			\$0.00	\$2,912.86	-\$2,912.86	

ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Other Transactions

Date	Activity	Quantity	Price	Description	Total	Cash	Cash Sweep	Margin
5/5/2021	Exchange-Receive	75,000.000		OHIO ST WTR DEV AUTH XXX PARTIAL CALL 67766W-QH-8 B2 BABS B/E TXBL CPN 3.742% DUE 06/01/21 DTD 08/24/10 FC 12/01/10 CUSIP: 67766W938				
5/5/2021	Exchange-Deliver	-75,000.000		OHIO ST WTR DEV AUTH POLLTN CTL REV WTR QUAL B2 BABS B/E TXBL CPN 3.742% DUE 12/01/21 DTD 08/24/10 FC 12/01/10 CUSIP: 67766WQH8				

Total Other Transactions

\$0.00

	<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
Closing Balance - Net Cash Equivalents	\$2,410.84	\$0.00	\$2,410.84	\$0.00

REALIZED GAINS/(-)LOSSES

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

Fixed Income-Other	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
APPLE INC NOTE CUSIP: 037833AR1	REDEEMED	06/04/19	05/06/21	250,000	250,000.00	250,000.00	N/A (LT)
SALLIE MAE BANK SALT LAKE CITY UT CD CUSIP: 7954502W4	REDEEMED	05/08/19	05/17/21	100,000	100,000.00	100,000.00	N/A (LT)

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



REALIZED GAINS/(-)LOSSES continued

	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
Fixed Income-Other							
U S TREASURY NOTE CPN 2.625% DUE 05/15/21 CUSIP: 9128284P2	REDEEMED	05/13/19	05/17/21	250,000	250,000.00	250,000.00	N/A (LT)
Total Fixed Income-Other					\$600,000.00	\$600,000.00	\$0.00
Total Realized Gains/(-)Losses					\$600,000.00	\$600,000.00	\$0.00
Total Net Short-Term (ST)					\$0.00	\$0.00	\$0.00
Total Net Long-Term (LT)					\$600,000.00	\$600,000.00	\$0.00
Total Net Other-Term (OT)					\$0.00	\$0.00	\$0.00

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of \$0.74. The rate at month-end was 0.01%.

Description	Location	Previous Month Value	Current Month Value
Stifel Bank and Trust	St. Louis, MO	\$5,323.69	\$2,410.35
Stifel Trust Company NA	St. Louis, MO	\$0.00	\$0.02
Stifel Bank	Clayton, MO	\$0.01	\$0.00
JPMorgan Chase Bank NA	Columbus, OH	\$0.00	\$0.47
Closing Balance - Stifel Insured Bank Deposit Program			\$2,410.84

Your deposit balances at each Program Bank are eligible for insurance by the FDIC within applicable limits. The deposit balances are not insured by SIPC. Please refer to the Stifel Insured Bank Deposit Program Disclosure Statement and the Stifel Insured Bank Deposit Program for Retirement Accounts Disclosure Statement which are available at www.stifel.com/disclosures/account-agreement or from your Financial Advisor.

STIFEL

Certain Definitions

“Stifel” means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.

“Stifel Banks” means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation (“FDIC”); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a securities account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**

“Stifel Smart Rate Program” refers to a money market deposit account at Stifel Bank & Trust or Stifel Bank, each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your securities account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.

Account Disclosures

Errors and Inquiries – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.

Investment Objective – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.

Pricing and Rating of Securities – The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, “N/A” appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.

Cost Basis Information – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first in, first out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.

Transaction Dates – All securities transactions are reflected on a trade date basis. Settlement of trades will normally occur in three business days unless stated differently on your trade confirmation. Title to securities sold to you where Stifel has acted as principal shall remain with Stifel until the entire purchase price is received or until the settlement date, whichever is later.

Custody of Securities – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.

Assets Held Away – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets “not held” at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement. Assets held away are not covered by Stifel SIPC.

Estimated Annual Income and Yields – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.

Payment for Order Flow – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue, and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.

Additional information will be provided upon written request, and certain order routing information is available online at www.stifel.com/disclosures/best execution. On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer’s orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel’s trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel Attn: Equity Trading Compliance, 787 7th Avenue, New York, New York 10019.

Tax Information – Although your statement may describe certain items as Federally tax exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)

SIPC Protection – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org, or investors may contact SIPC at (202) 371 8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: www.stifel.com/disclosures/asset protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

Margin Accounts – If you have a margin account, this is a combined statement of your margin account and special memorandum account (“SMA”) maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the (“SMA”) as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel’s internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word “margin” on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm’s guidelines, market conditions, and regulatory margin requirements.

Margin Account Interest Charges – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the “Statement of Credit Terms” you have already received for further information.

STIFEL

Account Disclosures Continued

Late Charges – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

Free Credit Balances – Customer Free Credit Balances may be used in this Firm's business subject to the limitations of 17CFR Section 240, 15c3 3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) Any Free Credit Balances to which you are entitled, b) Any Fully Paid Securities to which you are entitled, c) Any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Stifel|Advantage or Stifel Prestige® Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, ATM Card, or Point of Sale transaction charges, or other debit card transactions.

Option Accounts – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

Complaints – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488 0970 or (314) 342 2000.

Lost Certificates – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

Dividend Reinvestment – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

Stifel Information – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

Investor Education and Protection – Under the Public Disclosure Program, the Financial Industry Regulatory Authority ("FINRA") provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA Regulation's BrokerCheck Hotline (toll free (800) 289 9999). Additional information may be obtained from the FINRA Regulation Web Site at www.finra.org, and an investor brochure describing FINRA BrokerCheck is available upon request.

Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board ("MSRB"). Additional information may be obtained from the MSRB web site at www.msrb.org, including an investor brochure that is posted on the web site describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

ERISA Section 408(b)(2) Notice – For Service Provider Fee Disclosures under ERISA 408(b)(2), please see www.stifel.com/disclosures/ERISA. Please direct any questions you may have to your Financial Advisor.

Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures –

In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your financial advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel's Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel's investment advisory services (available at: [www.stifel.com/disclosures/investment advisory services/program disclosures](http://www.stifel.com/disclosures/investment%20advisory%20services/program%20disclosures)), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.



COUNTY OF ORANGE
OFFICE OF THE TREASURER-TAX COLLECTOR

Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM
 P. O. BOX 4515
 SANTA ANA, CA 92702-4515



ocgov.com/ocinvestments
 May 31, 2021

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Attn: Richard Howard, District Manager
 13001 Garden Grove Blvd.
 Garden Grove, CA 92843

Fund Number : [REDACTED]

MAY 2021 STATEMENT

INVESTMENT BALANCE IN OCIP

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Authorized Signer</u>	<u>Amount</u>
05/03/2021	April 2021 Investment Admin Fee		\$ (84.03)
05/27/2021	February 2021 Interest Paid		\$ 1,066.72

Summary

Total Deposit:	\$ 1,066.72	Beginning Balance:	\$ 1,730,774.65
Total Withdrawal:	\$ (84.03)	Ending Balance:	\$ 1,731,757.34

ACCRUED INVESTMENT INCOME

<u>Description</u>	<u>Amount</u>
March 2021 Interest Accrued	\$ 917.80
April 2021 Interest Accrued	\$ 768.09
Total	<u>\$ 1,685.89</u>
May 2021 Interest to be accrued in June 2021	\$ 828.09

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

June 09, 2021

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

ORANGE COUNTY VECTOR CONTROL DISTRICT

DIRECTOR OF ADMINISTRATIVE SERVICES
 13001 GARDEN GROVE BLVD
 GARDEN GROVE, CA 92843

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

May 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/18/2021	5/17/2021	RD	1675185	N/A	TAN NGUYEN	4,500,000.00

Account Summary

Total Deposit:	4,500,000.00	Beginning Balance:	9,374,084.92
Total Withdrawal:	0.00	Ending Balance:	13,874,084.92



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.4

Prepared By: Steve Shepherd, Director of Operations
Submitted By: Rick Howard, District Manager

Agenda Title:

Authorize purchase of seven (7) replacement fleet vehicles from Downtown Ford Motor Company for the amount of \$210,849.83.

Recommended Action:

Authorize the purchase of two (2) replacement 2021 4X4 Ford Ranger pickup trucks; one (1) replacement 2021 Ford F150 pickup truck; and four (4) replacement 2021 4X2 Ford Ranger pickup trucks from Downtown Ford (Sacramento) for a total cost of \$210,849.83 pursuant to the California Statewide Commodity Contract 1-18-23-20A.

Executive Summary:

The Orange County Mosquito and Vector Control District operates a fleet of over 100 vehicles to effectuate the day-to-day operations of the District. The FY 2021-22 budget authorized the purchase of seven (7) replacement field vehicles. These vehicles will be assigned to Operations.

The District participates in the California Statewide Commodity Contract program (CSCCP). The program is administered by the California Department of General Services, Procurement Division (DGS-PD), and administers statewide commodity contracts for use by State and local governments. These Commodity Contracts provide for leveraged procurement and are used as one of the State's main procurement vehicles for leveraging its buying power. Under the CSCCP program, the District priced the five replacement vehicles through Ford Motor Company. This program ensures that the District receives the best price available and is used by local and state agencies throughout California to purchase vehicles.

The total purchase price of the two (2) replacement 2021 4X4 Ford Ranger pickup trucks; one (1) replacement 2021 Ford F150 pickup truck; and four (4) replacement 2021 4X2 Ford Ranger pickup trucks is \$210,849.83. The budgeted amount for the purchase is \$200,050. The difference between the budgeted amount and current pricing is the result of adding in factory installed strobe lighting to the vehicles, something that normally occurs in-house. However, the time to re-wire the vehicles when they arrive on site is time consuming. The factory installed lights provide the ability to get the vehicles on the road much sooner, and at a comparable cost to an in-house installation.

Fiscal Impact:

Amount Requested: \$210,849.83 (Budgeted \$200,050)

Sufficient Budgeted Funds Available: No - \$10,800 to be reconciled at mid-year budget review.

Category: Pers. Optg. Cap. X -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Adoption of the FY 2021-22 Operating Budget

Exhibits:

Exhibit A: 2021 Ford Ranger 4X4 Pickup Truck, 2021 F150 Pickup Truck and 2021 Ford Ranger 4X2 Pickup Truck purchase estimate

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

QUOTE# **OCVC-R1F-2+**

QUOTATION

Customer

Name DAVID MILLER - OC VECTOR CONTROL
Address 13001 GRADEN GROVE BLVD
City GARDEN GROVE CA 92834
Phone 714.971.2421 X 147

Date	<u>5/27/2021</u>
REP	<u>WIL</u>
Phone	<u>916.442.6931</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
2	NEW FORD RANGER 4X4 SUPERCAB R1F STATE OF CALIFORNIA CONTRACT 1-18-23-20A CLIN 3 FACTORY ORDER SALES TAX 8.750%	\$23,393.00	\$46,786.00
	OPTIONS WHITE IN COLOR		
2	XL 101A PACKAGE:	\$1,549.00	\$3,098.00
2	>BLUETOOTH, CRUISE-CONTROL		\$0.00
2	>CRUISE-CONTROL		\$0.00
2	>ALARM		\$0.00
2	>POWER MIRRORS		\$0.00
2	>REMOTE ENTRY		\$0.00
2			\$0.00
2			\$0.00
2			\$0.00
2	LED WARNING LIGHTS FRONT AND REAR - ULTRA	\$599.00	\$1,198.00
2			\$0.00
2	SPRAY IN LINER ULTRA	\$595.00	\$1,190.00
2			\$0.00
2			\$0.00
2			\$0.00
2	DOC FEE	\$85.00	\$170.00

Payment Details

- Cash
- Check
- Credit Card

Name _____
CC # _____
Expires _____

Subtotal	\$52,442.00
Delivery	\$1,500.00
SALES TAX	\$4,588.67
CA Tire Tax	\$17.50
TOTAL	\$58,548.17

Office Use Only

\$500 DISCOUNT IF PAID WITHIN 20DAYS OF DELIVERY

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

QUOTE# OCVC-F1E-101A

QUOTATION

Customer

Name DAVID MILLER-OC VECTOR CONTROL
Address 13001 GRADEN GROVE BLVD
City GARDEN GROVE CA 92834
Phone 714.971.2421 X 147 OFFICE / 714.876.3876 CELL

Date	<u>5/27/2021</u>
REP	<u>WIL</u>
Phone	<u>916.548.1075 C</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
1	NEW FORD F150 REGULAR CAB PICKUP 4X4 F1E STATE OF CALIFORNIA CONTRACT 1-18-23-20A CLIN 12 FACTORY ORDER SALES TAX 8.750%	\$24,899.00	\$24,899.00
OPTIONS	WHITE IN COLOR		
1	101A PACKAGE	\$2,280.00	\$2,280.00
1	CRUISE CONTROL		
1	REVERSE SENSING SYSTEM		\$0.00
1	XL SERIES		\$0.00
1	POWER GROUP		\$0.00
1			\$0.00
1	FX OFF ROAD PACKAGE 55A	\$1,005.00	\$1,005.00
1	PROTECTIVE SKIP PLATES		\$0.00
1			\$0.00
1	V6 ECOBOOST ENGINE 2.7 99P	\$1,195.00	\$1,195.00
1	>>>99P ENGINE IS REQUIRED FOR FX PACKAGE<<<		\$0.00
1			\$0.00
1	STEP IN TAIL (SAFTEY ITEM) 63T	\$380.00	\$380.00
1			\$0.00
1	AMBER COLOR LED LIGHTS 94S	\$733.00	\$733.00
1			\$0.00
1	LOCKING REAR AXLE 3:55 RATIO XL9	\$578.00	\$578.00
1			\$0.00
1	DOC FEE	\$85.00	\$85.00
1			\$0.00
1			\$0.00
1	ORDER FIN CODE QX696		\$0.00
1			\$0.00
1			\$0.00
1			\$0.00
1			\$0.00

Payment Details

Cash

Check

Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$31,155.00
Delivery	\$750.00
SALES TAX	\$2,726.06
CA Tire Tax	\$8.75
TOTAL	\$34,639.81

Office Use Only

THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

QUOTE# OCVC-R1E-4+

QUOTATION

Customer

Name DAVID MILLER - OC VECTOR CONTROL
Address 13001 GRADEN GROVE BLVD
City GARDEN GROVE CA 92834
Phone 714.971.2421 X 147

Date	<u>5/27/2021</u>
REP	<u>WIL</u>
Phone	<u>916.442.6931</u>
FOB	<u>SACRAMENTO</u>

Qty	Description	Unit Price	TOTAL
4	NEW FORD RANGER 4X2 SUPERCAB STATE OF CALIFORNIA CONTRACT 1-18-23-20A CLIN 10 FACTORY ORDER SALES TAX 8.750%	\$23,012.00	\$92,048.00
OPTIONS WHITE IN COLOR			
4	XL 101A PACKAGE:	\$1,549.00	\$6,196.00
4	>BLUETOOTH, CRUISE-CONTROL		\$0.00
4	>CRUISE-CONTROL		\$0.00
4	>ALARM		\$0.00
4	>POWER MIRRORS		\$0.00
4	>REMOTE ENTRY		\$0.00
4			\$0.00
4			\$0.00
4	TRAILER TOW PACKAGE	\$511.00	\$2,044.00
4			\$0.00
4	LED WARNING LIGHTS FRONT AND REAR - ULTRA	\$599.00	\$2,396.00
4			\$0.00
4	SPRAY IN LINER ULTRA	\$595.00	\$2,380.00
4			\$0.00
4			\$0.00
4			\$0.00
4	DOC FEE	\$85.00	\$340.00

Payment Details

Cash

Check

Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$105,404.00
Delivery	\$3,000.00
<small>SALES TAX</small>	\$9,222.85
CA Tire Tax	\$35.00
TOTAL	\$117,661.85

Office Use Only

\$500 DISCOUNT IF PAID WITHIN 20DAYS OF DELIVERY



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.5

Prepared By: Steve Shepherd, Director of Operations
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Purchase Orders for vector control products for the period July 1, 2021, to June 30, 2022.

Recommended Action:

Approve purchase orders for the Fiscal Year beginning July 1, 2021, to ADAPCO®, in the amount of \$373,406 for mosquito control products; to CLARKE in the amount of \$190,934 for mosquito control products; to Target Specialty Products in the amount of \$170,897 for fire ant control products; and to Vesaris (formerly Univar) in the amount of \$67,779 for mosquito control products.

Executive Summary:

Staff recommends that the Board of Trustees authorize the issuance of purchase orders to ADAPCO®, in the amount of \$373,406 for mosquito control products; to CLARKE in the amount of \$190,934 for mosquito control products; to Target Specialty Products in the amount of \$170,897 for fire ant control products; and to Vesaris in the amount of \$67,779 for mosquito control products, for a total of \$803,014. The budget for FY 2021-22 is \$800,000. These figures were based upon FY 2020-21 costs and are adequate to perform the primary functions of the District. In the event of a disease outbreak, these costs would likely increase. The products to purchase are proprietary and there are no alternative vendors. Subsequently, these are sole-sourced purchases. A list of control products by vendor is attached.

Fiscal Impact:

Amount Requested: \$803,014 (Budget for FY 2020-21 is \$800,000)

Sufficient Budgeted Funds Available: YES

Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

May 20, 2021 Adoption of the FY 2021-22 Operating Budget

Exhibits:

Exhibit A: Product Price Sheet

PESTICIDE	AMOUNT NEEDED	UNIT	PRICE PER	TOTAL PRICE	WITH TAX	Column1
VECTOMAX FG	177	BAGS	\$356.80	\$63,153.60	\$68,679.54	ADAPCO
VECTOBAC GS	194	BAGS	\$110.00	\$21,340.00	\$23,207.25	ADAPCO
VECTOBAC G	450	BAGS	\$110.00	\$49,500.00	\$53,831.25	ADAPCO
HELICOPTER VECTOBAC G	540	BAGS	\$110.00	\$59,400.00	\$64,597.50	ADAPCO
DELTAGARD	10	CASES	\$1,006.50	\$10,065.00	\$10,945.69	ADAPCO
VECTOBAC WDG	36	DRUMS	\$989.00	\$35,604.00	\$38,452.32	
BVA-2	32	TOTES	\$3,267.00	\$104,544.00	\$113,691.60	ADAPCO
TOTALS					\$373,405.15	ADAPCO
NATULAR XRT	128	CASES	\$1,025.25	\$131,232.00	\$142,714.80	CLARKE
NATULAR T30	12	CASES	\$796.00	\$9,552.00	\$10,387.80	CLARKE
NATULAR G30	29	BAGS	\$679.60	\$19,708.40	\$21,432.89	CLARKE
					#VALUE!	CLARKE
AQUA DUET	5	CASES	\$1,388.15	\$6,940.75	\$7,496.00	CLARKE
PRODURA DISP SLEEVES	20	PACKS	\$131.90	\$2,638.00	\$2,871.22	CLARKE
NATULAR DT	4	CASES	\$1,386.00	\$5,544.00	\$6,030.48	CLARKE
TOTALS					\$190,933.18	CLARKE
VICTOR SNAP TRAPS	200	EACH	\$15.17	\$3,034.00	\$3,299.48	TARGET
SIESTA	35	BAGS	\$188.78	\$6,607.30	\$7,185.44	TARGET
EXTINGUISH PLUS	342	BAGS	\$178.98	\$61,211.16	\$66,567.14	TARGET
ESTEEM	245	BAGS	\$196.47	\$48,135.15	\$52,346.98	TARGET
AMDRO	72	BAGS	\$349.97	\$25,197.84	\$27,402.65	TARGET
SUMILARV	30	CASES	\$363.25	\$10,897.50	\$11,769.30	TARGET
ADVION	8	BAGS	\$267.35	\$2,138.80	\$2,325.95	TARGET
TOTALS					\$170,896.92	TARGET
ALTOSID XR INGOTS 2.1%	20	CASES	\$759.00	\$15,180.00	\$16,508.25	UNIVAR
ALTOSID P35	30	BAGS	\$720.00	\$21,600.00	\$23,490.00	UNIVAR
ALTOSID BRIQUETS 8.62%	20	CASES	\$480.00	\$9,600.00	\$10,440.00	UNIVAR
ALTOSID PELLETS 4.25%	8	CASES	\$1,124.20	\$8,993.60	\$9,780.54	UNIVAR
IN2MIX	40	BAGS	\$175.00	\$7,000.00	\$7,560.00	UNIVAR
TOTALS					\$67,778.79	UNIVAR

TOTAL \$803,014.04



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.6

Prepared By: Amber Semrow, Director of Scientific Technical Services
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Purchase Order to Life Technologies for the Period of July 1, 2021 to June 30, 2022.

Recommended Action:

Approve purchase order in the amount of \$57,508.97 for the Fiscal Year beginning July 1, 2021, to Life Technologies for annual supplies of laboratory reagents, chemicals, and test kits for disease surveillance.

Executive Summary:

Life Technologies provides the District's laboratory supplies for most of the materials that the District uses in testing for vector-borne diseases, including West Nile virus, St. Louis encephalitis virus, dog heartworm, and others.

Staff recommends that the Board authorize the issuance of purchase order to Life Technologies in the amount of \$57,508.97 for these services and supplies. This item is included in the FY 2021-22 Operating Budget.

Fiscal Impact:

Amount Requested \$ 57,508.97 (Budget for FY 2021-22)

Sufficient Budgeted Funds Available:

Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

May 20, 2021- Adoption of the FY 2021-22 Operating Budget

Exhibits:

Exhibit A: Product Price Sheet

Life Technologies

	Qty	Amount	Tax + SHH	Total
MagMax 96 Viral RNA Isolation Kit	6	\$ 1,466.73	\$ 100.00	\$ 8,900.38
PCR Systems	12	\$ 516.67	\$ -	\$ 6,200.04
5X Magmax 96 Viral 1 Kit	5	\$ 1,553.82	\$ 634.88	\$ 8,403.98
PATH-ID QPCR	10	\$ 667.35	\$ 276.30	\$ 6,949.80
Taqman QSY Probes	16	\$ 276.00	\$ 363.80	\$ 4,779.80
DNA OLIGO, 50N	8	\$ 8.00	\$ 68.62	\$ 132.62
7500 FAST Real Time PCR Assurance (yearly)	1	\$ 6,200.04		\$ 6,200.04
FG, Optical Adhesive Covers	1	\$ 212.90	\$ 167.18	\$ 380.08
MagMax Express Tip Comb	10	\$ 69.25	\$ 182.29	\$ 874.79
MagMax Express Plate 200	12	\$ 294.00	\$ 357.43	\$ 3,885.43
Prepman Ultra	10	\$ 154.00	\$ 184.43	\$ 1,724.43
Taqman Fast Virus 1-Step Mmix	3	\$ 2,729.30	\$ 625.89	\$ 8,813.79
MagMax Lysis/Binding Soln.	1	\$ 168.29	\$ 95.50	\$ 263.79
Total			\$ 3,056.32	\$ 57,508.97



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM E.7

Prepared By: Luan Ngo, Information Technology Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Approve Purchase Order to Insight for annual software licensing renewals for the period July 1, 2021 to June 30, 2022.

Recommended Action:

Approve purchase order in the amount of \$134,000 for the Fiscal Year beginning July 1, 2021 to Insight for annual software licensing renewals and data center infrastructure project.

Executive Summary:

To track and successfully manage the District's Information Technology functions, the District contracts with Insight, for a variety of software, hardware and associated services. Insight is the preferred government provider of these services and their products are competitively bid through state of California GSA contracts. Staff recommends that the Board authorize the issuance of purchase orders to Insight in the amount of \$134,000 for annual software renewals and infrastructure upgrade.

This item is included in the FY 2021-22 Operating Budget.

Fiscal Impact:

Amount Requested \$134,000

Sufficient Budgeted Funds Available: Yes

Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

May 20, 2021- Adoption of the FY 2021-22 Operating Budget

Exhibits:

Exhibit A: List of software renewals and infrastructure upgrade for FY 21/22

Insight Vendor Purchases

10.520.7024 New Software & Licensing			
Microsoft SQL Server CALs (25 Licenses)			6,000
Adobe Acrobat Only Licensing			2,000
10.520.7511 Software Licensing & Maintenance Renewals			
Adobe Renewal Licensing	Jul	10 Licenses	7,500
Airwatch	Aug	MDM	4,000
Exagrid Appliance 1 (1 Year)	Mar	Maint., Support, Extended Warranty	2,500
Meraki Licensing	Jun	12 APs	1,300
Microsoft SQL Cal SA HV-SQL-S1	Jun	SQL Database Server Year 3/3 (125 lic.)	5,500
Microsoft SQL Server	Sep		1,000
Microsoft Office 365 - 3YR Sub.	Aug.	Year 3 of 3 (81 E3, 19 E2, 4 E1 licenses)	18,000
Microsoft Office365 Adv Threat Protect	Aug	Year 3 of 3 (100 licenses)	2,500
Microsoft Server 2016 Datacenter R2	Nov	3 Servers w/ 2 cores licenses	4,200
Microsoft Visio for Office 365	Aug	Year 3 of 3 (2 Licenses)	300
Palo Alto	Nov	Firewall (2 Licenses)	7,000
SentinelOne	Dec	Annual	3,900
Veeam Backup	Dec		2,700
Veeam Office365 Support	Dec		1,600
Windows Server User CALs	Sep		2,000
10.520.8100 Capital Outlay (Infrastructure)			
Nimble SAN Storage		Storage for Data Center VM Infrastructure	70,000
		TOTAL	134,000



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM F.1

Prepared By: Rick Howard, District Manager

Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 511 Revising Certain Job Descriptions

Recommended Action:

The Board of Trustees adopt Resolution No. 511 revising certain job descriptions to correct and clarify certain duties and/or experience requirements.

Executive Summary:

On April 18, 2019, the Board of Trustees approved the findings and recommendations that were included in a Class and Compensation study (C&C) that was conducted by Koff and Associates which had been completed in February of 2019. The purpose of the C&C study was to evaluate all of the District's job descriptions, make any necessary adjustments, and properly identify each employee's job functions.

Since that time, and during the employee annual performance review process, it was noted that certain job descriptions have changed and there are components to those descriptions are no longer relevant. The job descriptions are attached; however, the positions are as follows:

- Communications Specialist
- Fleet and Equipment Maintenance Coordinator
- GIS Coordinator

Additionally, staff recommends that the following job descriptions be updated to include duties that were absent and clarify experience requirements within the job descriptions (Job Descriptions are attached). The position titles are as follows:

- Biologist / Assistant Biologist
- Integrated Vector Management Compliance Officer
- Operations Supervisor
- Vector Ecologist / Assistant Vector Ecologist

The Board Policy and Personnel committee has met and discussed these proposed changes July 14, 2021 and recommends that the changes be authorized and incorporated into the revised Job Descriptions.

The attached job descriptions and accompanying resolution formally approve these changes.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available: Yes

Category: Pers. X Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

April 18, 2019, adoption of Class and Compensation Study

Exhibits:

Exhibit A: Job Descriptions Redline Version

Exhibit B: Job Descriptions Clean Version

Exhibit C: Resolution No. 511



January 2019
Updated July 2021

Formatted

Class Code: A-44
FLSA: Non-Exempt

COMMUNICATION SPECIALIST

DEFINITION

Serves as Communications Specialist under the general direction of the Director of Communications; assists other managerial staff as well as the Public Outreach Coordinator and the Executive Assistant/Clerk of the Board by relieving them of various administrative and clerical duties; to perform website maintenance, graphic design, provide secretarial assistance and to do other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents of positions in this class work without close supervision and within a framework of established procedures. This person must be able to perform clerical and graphic arts duties with only occasional instruction or assistance. The use of typing and a variety of computer skills is essential to the satisfactory performance of the work of all positions in this class. The use of independent judgment in situations dealing with District staff or the general public is extremely important. Incumbents in this class may have frequent public contact which requires them to have knowledge of specific laws, rules, and policies related to the operation of their department. The Communications Specialist position requires the use of sound judgment and discretion. This position works with the Director of Communications and other managerial staff to assist with District needs and various projects as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Director of Communications, Public Outreach Coordinator and Executive Assistant/Clerk of the Board as needed.
- Serves as back-up support for Customer Service Representatives as necessary.
- Coordinates staffing and materials for outreach events.
- Designs and prepares material for print, web, and other media for distribution to the public.
- Prepares finished copy from a variety of written documents including rough drafts, letters, memos, reports, agendas and minutes from handwritten notes, instructions, drafts, and other written and verbal sources.

- Works with the Director of Communications on District website.
- ~~Assists the Director of Communications with GIS applications and maintenance.~~
- Assists the Director of Communications with the preparation and distribution of press releases.
- Assists the Director of Communications with video production and photography.
- Assists with social media content.

QUALIFICATIONS

Knowledge of:

- Microsoft Office Suite ®
- Graphic design software such as the Adobe ® Creative Suite software, website development and website maintenance software, ~~such as Dreamweaver®.~~
- Database and data management software.
- Developing and designing materials for distribution.
- Principles of composition for business correspondence, report writing, and preparation of a variety of written documents.
- Outstanding English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Recognize problems and gather information, organize, analyze information, and offer feasible solutions.
- Work with a high degree of independence.
- Communicate with the public in a tactful, courteous, and professional manner.
- Produce letters, memos, reports, and other written informational materials that meet business standards.
- Develop brochures, flyers, and presentations.
- Under supervision, assist with GIS field management solutions.
- Effectively communicate with the public in person and on the phone.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Two years of work experience in the field of communications. Bachelor's Degree in Communications or closely related field.

Licenses and Certifications:

- Possession of a valid California Driver's License with the ability to use a District approved means of transportation.
- Must acquire within the first year of employment a State of California Department of Public Health Vector Control Technician Certification Gold Card.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-55
FLSA: Non-Exempt

FLEET AND EQUIPMENT MAINTENANCE COORDINATOR

DEFINITION

Under direction plans and provides routine to difficult maintenance and repair of the District's fleet of vehicles, heavy equipment, and pesticide application equipment; prepares and administers the section budget; develops, maintains, repairs, designs, and fabricates a variety of tools and equipment used for mosquito control and surveillance activities; provides technical assistance and training to lower-level staff; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Fleet and Equipment Maintenance series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Schedules and performs servicing, preventive maintenance, inspection, diagnostic troubleshooting, and repairs on a variety of District owned vehicles and equipment.
- Performs routine vehicle repairs including major tune-ups, ~~minor engine overhauls~~, ~~carburetor rebuilding and adjustment~~ fuel system calibration, miscellaneous repairs, and tire ~~services~~ repairs.
- Conducts diagnostic troubleshooting of faulty equipment: locates and corrects malfunction by disassembly, adjustment, repair and overhaul for replacement of defective systems.
- Makes emergency field repairs as required; determines need for and arranges repair work to be done by outside vendors when work in District facilities is not feasible.
- Modifies, develops, designs and fabricates specialized equipment for the District; performs light welding and fabrication of parts such as tanks, brackets, mountings, tubing and nozzles; modifies

commercial spraying equipment to District requirements; calibrates air systems in accordance with existing regulations and safety standards; installs equipment on vehicles.

- Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field and/or shop personnel; inspects work in progress and repair activities to assure completion and compliance with standard operating procedures and practices.
- Maintains service records, fuel and operational materials supply, parts, and shop equipment inventory; keeps records of supplies issued and received; requisitions items as required; receives, inspects and stores delivered materials; issues and controls pesticide inventory.
- Prepares summary reports of maintenance activities; submits equipment and maintenance supply requirements for annual fiscal year budget; develops and recommends specifications for equipment and facilities to meet District requirements.
- Provides work leadership to assigned staff; assigns tasks, provides on-the-job training and instructs in proper procedures and methods; reviews work for adequacy and completeness.
- Attends training courses offered by automotive vendors to learn new repair methods and maintenance procedures; presents information received at training classes, to assigned staff in maintenance shop.
- ~~Coordinates with Director regarding special projects concerning fleet facility upgrades or repairs~~
- Coordinates issuance and management of fuel cards for District staff and toll road transponders for select field employees/vehicles.
- Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals, [lubricants](#), and motor oil.
- Reads, interprets and works from manuals, diagrams and written instructions.
- Coordinates ~~in~~ maintenance and repair of District owned [fleet](#) facilities [or major equipment.](#)
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
- Operational characteristics of a diverse range of systems and components in light and heavy vehicles and equipment.
- Methods and techniques of using specialized light and heavy vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.
- Thorough knowledge of lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to adjust vehicles and equipment.
- Methods and techniques of safely handling chemicals and other hazardous materials used in District operations.
- Methods and techniques used to calibrate and/or repair small engines, blowers, pumping systems and chemical application equipment such as sprayers and other related items.

- Practices and procedures of shop and field welding including the operation of oxyacetylene and electric arc welding equipment; welding properties of various metals and alloys.
- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facilities and related equipment.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- District and mandated safety rules, regulations, and protocols.
- Shop mathematics.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and implement training programs.
- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles.
- Operate and maintain a wide variety of hand, power and shop tools, and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in automotive technology, automotive mechanics, or a related field and five (5) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment. Two (2) years of supervisory experience is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Automotive Service Excellence (ASE) Master Certification in either Automotive or Heavy Truck repair is desirable.
- Automotive Service Excellence (ASE) certifications in the field for which the incumbent does not possess a Master Certification is desirable.
- Automotive Painting certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a shop environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 70 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in shop and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-55
FLSA: Non-Exempt

GIS COORDINATOR

DEFINITION

Under direction, provides technical support to the District's Geographic Information Systems (GIS) program; collects, assembles, verifies and interprets current and historical source records; plans, produces, and maintains electronic and paper maps; generates reports and supporting documentation; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for performing the full range of technical support duties for the District's GIS program, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, publishes, and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating routes, sources and material use records using District GIS applications and databases.
- Collects, assembles, verifies and interprets current and historical database records, surveys, demographics and source documents; analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs; generates reports for use by District staff and management in evaluating vector control sites.
- Coordinates activities with various departments and public agencies to facilitate continual sharing and exchange of digital data and resources to expand database and mapping capabilities.
- Provides technical assistance to staff related to the operation of geographic information system applications.
- Produces daily and monthly reports such as but not limited to, source identification and location, equipment use, material and pesticide use, employee field activities and other GIS related summary reports.

- Recommends updates and upgrades to computer systems as needed to maintain optimum District productivity and performance in the field of GIS applications.
- Attends training courses, professional organization meetings, conferences and seminars to maintain skill levels in an ever-changing electronic, data, and information field.
- Orders and maintains uniforms for all District employees; ~~orders and maintains protective personal equipment for district employees including masks, safety goggles, eye wash, etc.~~
- Manages security access control system for District employees; creates access control badges for employees and updates their access dependent on their work status; work with security system vendor to create and maintain a safe work environment.
- ~~Manages all mobile telephone purchases and disbursements for all District employees; works with vendor to resolve service issues that may arise.~~
- Oversees ~~the daily activities of seasonal spray route employees including approving time off requests and~~ scheduling of overtime to accommodate the District's after-hours spray events.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of GIS data collection and use within the program.
- Geographic and topographic principles as they relate to mapping within GIS programs.
- Methods and techniques of preparing digital and paper maps.
- Operational characteristics of software used in mapping processes.
- Database principles as they relate to GIS programs.
- Sources for obtaining data which enhance database and mapping capabilities.
- Methods and techniques of interpreting layers of data and providing summary of findings.
- Mathematic principles.
- District and mandated safety rules, regulations, and protocols.
- Basic research and report writing techniques.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Collect, compile and evaluate data for use within the GIS system.
- Publish concise and accurate maps.
- Prepare presentations for GIS data including maps, graphics and related visual tools.
- Review and analyze GIS data for a diverse range of factors used in evaluating the District's surveillance program efforts.
- Maintain large databases and transform data into useable maps.

- Oversee the District's uniform programs.
- Coordinate the District's security program with vendors, and ensure staff have appropriate access to facilities.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree with major coursework in geographical information systems, geography, computer science, or a related field and two (2) years of experience in the operation of a computerized mapping and/or geographical information system; experience in mosquito and vector control is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and operate a motor vehicle to visit District sites.; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment including assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outside in District facilities, may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures~~ss-~~



January 2019
Updated July 2021
Class Code: A-53 / A-58

FLSA: NON-EXEMPT

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ASSISTANT BIOLOGIST/BIOLOGIST

DEFINITION

Under general supervision (Assistant Biologist) or direction (Biologist), ~~performs plans, provides, and assists with professional biological, environmental management/regulatory and professional and Fisheries services; work related to the surveillance and control of vertebrate and terrestrial invertebrate vectors which impact public health; plans, organizes and administers assigned biological, environmental management/regulatory, fisheries/biological control programs; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in and monitors research and projects; and performs related work as required.~~

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SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Biologist) or direction (Biologist) from the Director of Scientific Technical Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Biologist: This is the entry-level classification in the Biologist series. Initially under close supervision, incumbents ~~with basic vector biology/ecology and fish biology/ecology knowledge learn and perform routine biological, learn the full extent of the District's, environmental management/regulatory, and routine~~ fisheries services and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Biologist level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Biologist: This is the fully qualified journey-level classification in the Biologist series. Positions at this level are distinguished from the Assistant Biologist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Biologist class series are flexibly staffed; positions at the Biologist level are normally filled by advancement from the Assistant Biologist; progression to the Biologist level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Biologist level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Biologist level may perform some of these duties and responsibilities in a learning capacity.

- Conducts a variety of research, participates in studies and surveys; develops, modifies, and provides assistance in the introduction of new methods and operational techniques; performs data interpretation and analysis, prepares reports, permits, and other technical or scientific documents.
- Works with and provides consultation in biology/ecology of vectors, environmental/regulatory laws and policies, and biological control agents/fisheries to District personnel, as well as public and private organizations involved in activities which have a bearing on vector control and surveillance activities.
- Plans and conducts training for District personnel on topics such as, but not limited to, the biology and identification of mosquitoes, ticks, fleas and other vectors and endangered and threatened species and habitats, mosquito fish and invasive species; performs general identification of organisms submitted by the public brought into the laboratory by member of the public; may assist Communication department with preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director ~~Lab Director~~ to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs and activities related to invasive or potentially invasive species such as, but not limited to, *Aedes aegypti*, *Aedes albopictus*, or other species as the need develops.
- Responsible for the evaluation and production of biological control agents and/or organisms including mosquito fish and other fish species.
- Performs biological and environmental fields surveys and monitoring, jurisdictional delineations, complete reports and other related documents for endangered and/or threatened species and habitats concerned with vector-borne disease prevention surveillance, and control activities/measures; works with Operations department on surveys and associated documents and/or permits as required.
- Produces a variety of reports and correspondence using word processing, database, spreadsheets, and map based applications, and other District software as required.
- Keeps informed of current developments in vector control and vector surveillance, as well biological, environmental, and regulatory changes to maintain skill and expertise.
- Performs other administrative and/or filed work related to mosquito/vector control and surveillance as required; may perform other related essential tasks as necessary to maintain operations in the absence of the Vector Ecologist(s) or Scientific Technical Services Director.
- Oversees the implementation of the District's fisheries program including operation and maintenance of the fish facility and the distribution of mosquitofish to the public.
- Manages and participates in vector population measurements and the collection of mosquitofish to identify new field sources; reviews and analyzes fish production.
- Performs surveillance on assigned vector monitoring sites; identifies and treats mosquitofish diseases; maintains site data and files to provide analyses and recommendations.

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~~Oversees the coordination of staff education and training related to the Mosquitofish program, Environmental Awareness Training, and other environmental programs.~~

- ~~Ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.~~
- Oversees the development and direction of environmental management programs to reduce or eliminate factors that are conducive to vector production; prepares surveys of land and water use that promote vector production; conducts studies and investigations to evaluate effectiveness of the District's source reduction program.
- Ensures regulatory compliance with environmental resource agencies and other jurisdictions in the development of environmental program workshops, guidance, and policies.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers policies and procedures.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and District policy.
- Conducts plan reviews, project consultations and evaluations; prepares evaluation letters; serves as a liaison with local and state agencies to ensure vector control requirements are incorporated into plan checks and permits.
- Investigates vector reduction cases for remediation or corrective actions; coordinates and facilitates site inspections; recommends and negotiates compliance and vector abatement terms and conditions.
- Leads the review of planning documents and environmental impact reports submitted by local jurisdictions or other sources; provides guidance in data collection, analyses, and management.
- Participates in public education and outreach projects and activities with the community; assists and participates in educating the public regarding a variety of environmental, vector and biological control related programs and services; makes presentations and leads participatory discussions as the District representative.
- Provides general information regarding department policies, procedures, and regulations, including responding to complaints and requests for information and services.

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- ~~• Attends and participates in emergency management meetings; plans and implements emergency management exercises with other agencies; facilitates meetings and related trainings; serves as the District liaison.~~
- ~~• Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in fisheries and environmental management; researches professional literature, emerging products relevant to District needs.~~
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
-
- Performs other duties as assigned.
-

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QUALIFICATIONS

Positions at the Assistant Biologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Concepts and principles of ~~fish~~-vector biology/~~and~~-ecology, environmental management/regulatory, and fish biology/ecology.
- Principles and practices vector, environmental/regulatory and fisheries management.
- Methods and techniques of implementing a comprehensive fisheries program.
- Scientific methods and protocols used to detect, determine the cause of, ~~and~~ treat mosquitofish disease.
- Surveillance and investigative methods and techniques.
- Insecticides and the effects on fish and aquatic life including water quality measurement and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Research techniques and investigative methods including data interpretation and biostatistics.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and implement a comprehensive fisheries management program.
- Evaluate program effectiveness and adjust as necessary.
- Coordinate services with local government to ensure vector control methods are incorporated into the planning and permitting process.
- Conduct surveillance and investigations on program operations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Conduct research and prepare findings and recommendations.
- Read and interpret grading/development plans and blueprints.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Assistant Biologist/Biologist: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological or environmental sciences or a related field.

Experience:

Assistant Biologist: Two (2) years of field experience in [fisheries-vector](#) biology or a related scientific program area.

Biologist: Five (5) years of field experience in [fisheries-vector](#) biology or a related scientific program area [in a vector control or similar agency.](#)

Licenses and Certifications:

- Possession of, or ability to obtain by time of appointment, a valid California driver's license.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, biological infectious agents, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021

Class Code: A-58
FLSA: Non-Exempt

INTEGRATED VECTOR MANAGEMENT COMPLIANCE OFFICER

DEFINITION

Under direction, acts as the District's technical advisor on pesticide safety; reviews and recommends pesticide uses by the District; calibrates equipment, recommends new equipment and pesticide purchases; performs maintenance on adulticiding equipment; prepares required reports; coordinates safety training; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for District wide safety operations with an emphasis on pesticide safety, pesticide inventories, and safety training. This class provides assistance to the Director of Operations, in a variety of administrative and coordinative capacities. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends program and policy changes to the Director of Operations, to improve the safety level, cost effectiveness, operational procedures and activities.
- Researches and recommends the use of specific pesticides for approval by the Director of Operations.
- Maintains adulticiding equipment; calibrates and checks calibration of equipment; calibrates and checks calibration of underground trucks; assists field technicians with calibration of equipment.
- Plans adulticiding use at field sites; creates maps and routes for field sites including the use of a drone; calculates pesticide use amounts at field sites.
- Develops and implements a pesticide safety training program and ensures the District is in compliance of all laws.

- Conducts and provides training for the safe and effective application of pesticides to District staff; prepares training materials and trains seasonal staff on pesticide usage.
- Procures, Maintains, and distributes personal protective equipment (PPE) for to District employees including including masks, safety goggles, eye wash, etc. as necessary.
- Coordinates outside safety training as needed.
- Attends a variety of District meetings.
- Reviews and prepares monthly pesticide use reports for submission to required entities.
- Provides technical information to the staff and to the public and other government entities.
- Reviews the checking out, inventory and purchase of pesticides.
- Provides leadership as the District's Safety Committee Chair; ensures the District is in compliance with all safety requirements.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques of vector control field operations including the use of insecticides.
- Safety precautions and effectiveness of the different types of spray applications under various conditions at an advanced level.
- Principles and practice of addressing source reduction problems.
- Principles and practices of vector ecology and habits.
- The use and effects of pesticides.
- Calibration of equipment used.
- Operating a drone.
- Fundamentals of instruction and training.
- Applicable laws and regulations that apply to pesticide use and general safety.
- District and mandated safety rules, regulations, and protocols.
- Research methods and analysis techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Mathematical principles for calculating dosages of pesticides.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Calibrate equipment used in the course of work.
- Calculate pesticide dosage rates to ensure proper application.
- Train others in use and understanding of pesticides, pesticide labels, and pesticide application methods.
- Safely use a drone.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed including pesticide application labels.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Entomology, Biology, Zoology, Chemistry or a related field is highly desirable and five (5) years of experience providing technical support to vector control program, two (2) of which should be in a safety training capacity.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.
- Possession of, or ability to obtain, certification in Qualified Applicators License Categories A, B, F, K, as required by the California Department of Pesticide Regulation, within one year of appointment and maintained throughout employment with the District.
- Remote Pilot License, in order to operate a drone, as required by the California Department of Pesticide Regulation in order to treat infected areas, within one year of appointment and maintained throughout employment with the District.
- Certification in the National Incident Management System, State Incident Management System and Incident Command System is desirable.

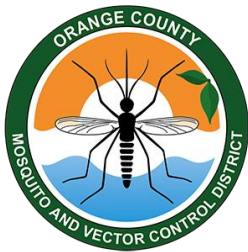
PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



September 2018
Updated February 2019
Updated July 2021

Class Code: A-58
FLSA: NON-EXEMPT

OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing vector inspection and control operations; prepares property owner correspondence and site documentation for legal abatement actions; provides field instruction, inspection and policy compliance of the work performed by staff; provides technical assistance to the Director of Operations on program activities and services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Vector Control Inspector series that exercises independent judgment on diverse and specialized inspection and control operations with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and is responsible for providing technical level support to the Director of Operations in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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- Participates in the selection, training, supervision and evaluation of assigned staff; participates in the establishment of performance requirements and personal development goals and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership to and provides training in techniques and methods of inspection, evaluation, and spray application, safety procedures and precautions. Includes updating safety materials for employees (IIPP, SOPs etc.) as needed.
- Inspects and evaluates work being performed to ensure District standards are met; identifies problem areas and directs remedial action.

- Responds to inquiries and complaints from the public; assists assigned staff in gaining entrance to private property and in obtaining the cooperation of property owners; works with property owners to obtain cooperation in source reduction activity not requiring appreciable construction; reviews and maintains property owner contact documentation. May include-obtaining warrants.
- Makes recommendations and consults with the Director of Operations and other management staff regarding ongoing projects, reports, and specified conditions requiring legal abatement action to correct. Recommends program and policy changes to management to improve the service level, cost effectiveness, operational procedures and activities of the Department and District.
- Works with Laboratory staff to provide written content and review of District documents such as area-wide warrants, response protocols, and larger scale field operation planning.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests and requisitions for section activities.
- Interacts with contractors and vendors who are performing improvements to District facilities; creates scope of work, scheduling of work, reviews quotes, solicits feedback and clarification when needed and submits recommendations to department heads and administration staff for approval.
- Requisitions necessary tools, supplies, materials and equipment.
- Provides field supervision for larger-scale operations; collects data and confirms cases of vector-borne disease; interacts with citizens within the treatment area to explain operations procedures.
- Consults with District's Information Technology Manager regarding data management system, facilitating clear communication with subordinate staff regarding any changes or improvements to District's data system including items in need of correction.
- Attends meetings with other departments and District staff and other public or private organizations involved in vector control matters.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of vector control field operations including the use of insecticides, safety precautions and effectiveness of the different types of spray applications under various conditions.
- Familiarity with breeding and living habits of vectors.
- Methods and techniques of identifying the various life cycles of vectors.
- Methods and techniques of preparing reports on operational activities.
- Methods and techniques of reading and interpreting maps.
- Methods and techniques of preparing materials and conducting training.
- District and mandated safety rules, regulations, and protocols.
- Office and records management practices and procedures.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques of preparing technical reports and business documentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and coordinate the work of assigned staff; work with subordinate staff to deliver cost effective District wide comprehensive vector control services.
- Effectively provide staff leadership and work direction.
- Organize and conduct vector control field operations.
- Prepare concise and effective property owner correspondence to correct conditions which contribute to vector transmitted disease and pest annoyance.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with property owners and members of the public.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, and five (5) years of increasingly responsible experience performing technical work within a vector control program, two (2) of which should be in a lead capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health at time of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards and/or collect samples. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, vectors and vector-borne diseases, wild and domestic animals, and poisonous plants and animals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-53 / A-58
FLSA: NON-EXEMPT

ASSISTANT VECTOR ECOLOGIST/VECTOR ECOLOGIST

DEFINITION

Under direction (Assistant Vector Ecologist) or direction (Vector Ecologist), performs professional biological, ornithological, mammalogical, and entomological work related to the surveillance and control of vertebrate and ~~terrestrial~~-invertebrate vectors which impact public health; plans, organizes and administers assigned vector control and related disease detection/management programs; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision direction (Assistant Vector Ecologist) or direction (Vector Ecologist), from the Director of Scientific Technical Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Vector Ecologist: This is the entry-level classification in the Vector Ecologist series. Initially under close supervision, incumbents with basic vector ecology knowledge learn and perform routine biological, ornithological, mammalogical, and entomological work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Vector Ecologist level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Vector Ecologist: This is the fully qualified journey-level classification in the Vector Ecologist series. Positions at this level are distinguished from the Assistant Vector Ecologist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Vector Ecologist class series are flexibly staffed; positions at the Vector Ecologist level are normally filled by advancement from the Assistant Vector Ecologist level; progression to the Vector Ecologist level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Vector Ecologist level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Vector Ecologist level may perform some of these duties and responsibilities in a learning capacity.

- Conducts a variety of research, participates in studies and surveys; develops, modifies, and provides assistance in the introduction of new methods and operational techniques; performs data interpretation and analysis, prepares reports, permits, and other technical or scientific documents.
- Collaborates with the Director of Operations in the evaluation of the impact and efficacy of, and resistance to control products in laboratory and field settings to improve District operations.
- Works with and provides consultation in entomology and ecology of vectors to District personnel, as well as public and private organizations involved in activities which have a bearing on vector control and surveillance activities.
- Plans and conducts training for District personnel on topics such as, but not limited to, the biology and identification of mosquitoes, ticks, and fleas other vectors and endangered and threatened species and habitats, mosquito fish and invasive species; performs general identification of organisms—organisms by the public submitted brought into the laboratory by member of the public; may assist Communications department with preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director ~~Lab Director~~ to assist with the organization and coordination of mosquito-borne disease surveillance program and activities related to invasive or potentially invasive species such as, but not limited to, *Aedes aegypti*, *Aedes albopictus*, or other species as the need develops.
- Responsible for the evaluation and production of multiple mosquito species and/or other for testing, evaluation, and control. Maintain insectary.
- Produces a variety of reports and correspondence using word processing, database, spreadsheets, and map based applications, and other District software as required.
- Keeps informed of current developments in vector control and vector surveillance, as well biological, environmental, and regulatory changes to maintain skill and expertise.
- Performs other administrative and/or filed work related to mosquito/vector control and surveillance as required; may perform other related essential tasks as necessary to maintain operations in the absence of the Biologist(s) or Scientific Technical Services Director.
- Develops implements and manages a variety of programs related to vector ecology and disease control including the vertebrate pathology laboratory, and flea-borne typhus control program.
- Procures, designs, constructs and maintains devices used to trap mosquitoes, rodents, birds and other organisms.

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- Develops procedures for the placement of traps and the collection and handling of specimens collected.
- Develops procedures for and monitors the processing of organisms/animals, laboratory work and the submission of specimens and blood sera for analysis; ~~investigates resistance of vectors to pesticides and related materials.~~
- Identifies and examines organisms submitted to the laboratory by District staff, hospitals and the public; provides results and consultation to control and eliminate problems; educates District staff on the status, biology and control of pests in the county.
- Manages the dead bird program; performs necropsies ~~and~~ tissue collection, swabs or other sampling methods; communicates requests for samples to the public.
- Conducts mosquito, tick and flea surveillance; responds to human cases of mosquito-borne viruses and flea-borne typhus; investigates public health problems and prepares documentation for abatement proceedings.
- Investigates possible poisonings; consults with veterinarians and physicians on poisoning diagnoses and treatment protocols.
- Formulates, tests and evaluates vector control materials and methods; conducts calibrations and equipment performance evaluations ensuring compliance with federal and state laws.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Provides training, workshops and technical consultation service to District staff, agencies and the public; coordinates external classes to prepare technicians for state examinations and to fulfill continuing education accreditation requirements.
- Participates in joint agency special and research projects.
- Compiles and evaluates data accrued from the programs managed and generates technical reports and program recommendations.
- Reviews scientific journals, research and technical reports and attends scientific conventions to obtain state of the art information related to vector ecology.
- Submits written and oral reports for management to present to the Board of Trustees on technical matters and program status.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
-
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Assistant Vector Ecologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Insects, pathogens, ecology, and epidemiologic principles related to vector-borne diseases of the region.
- Principles, practices and methods of pesticides application and effects and hazards to animal and plant life.
- Methods and techniques of implementing a comprehensive vector ecology and disease prevention

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program.

- Scientific methods and protocols used to detect and determine the cause of a diverse range of vector transmitted diseases.
- Surveillance and investigative methods and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Current and state-of-the-art theories and practices of vector and related disease control and surveillance and long-range issues related to vector control.
- Principles and practices of biological, chemical and physical sciences.
- Research techniques and investigative methods including data interpretation and biostatistics.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles of mathematics and biostatistics.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and implement a comprehensive vector ecology and disease detection and prevention program.
- Evaluate program effectiveness and adjust as necessary.
- Coordinate services with local government to an integrated approach to vector transmitted diseases.
- Conduct surveillance and investigations on program operations.
- Perform laboratory testing on a diverse range vector transmitted diseases which impact public health.
- Conduct research and prepare findings and recommendations.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Assistant Vector Ecologist/Vector Ecologist: Equivalent to a bachelor's degree from an accredited college or university with major coursework in entomology, zoology, biologist or a related field.

Experience:

- Assistant Vector Ecologist: Two (2) years of experience in vector ecology in a Vector Control (or similar) Agency.
- Vector Ecologist: Five (5) years of experience in vector ecology in a Vector Control (or similar) Agency with at least three (3) years as an Assistant Vector Ecologist or equivalent.

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Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the Calif. Department of Public Health, within one year of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-44
FLSA: Non-Exempt

COMMUNICATION SPECIALIST

DEFINITION

Serves as Communications Specialist under the general direction of the Director of Communications; assists other managerial staff as well as the Public Outreach Coordinator and the Executive Assistant/Clerk of the Board by relieving them of various administrative and clerical duties; to perform website maintenance, graphic design, provide secretarial assistance and to do other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents of positions in this class work without close supervision and within a framework of established procedures. This person must be able to perform clerical and graphic arts duties with only occasional instruction or assistance. The use of typing and a variety of computer skills is essential to the satisfactory performance of the work of all positions in this class. The use of independent judgment in situations dealing with District staff or the general public is extremely important. Incumbents in this class may have frequent public contact which requires them to have knowledge of specific laws, rules, and policies related to the operation of their department. The Communications Specialist position requires the use of sound judgment and discretion. This position works with the Director of Communications and other managerial staff to assist with District needs and various projects as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Director of Communications, Public Outreach Coordinator and Executive Assistant/Clerk of the Board as needed.
- Serves as back-up support for Customer Service Representatives as necessary.
- Coordinates staffing and materials for outreach events.
- Designs and prepares material for print, web, and other media for distribution to the public.
- Prepares finished copy from a variety of written documents including rough drafts, letters, memos, reports, agendas and minutes from handwritten notes, instructions, drafts, and other written and verbal sources.

- Works with the Director of Communications on District website.
- Assists the Director of Communications with the preparation and distribution of press releases.
- Assists the Director of Communications with video production and photography.
- Assists with social media content.

QUALIFICATIONS

Knowledge of:

- Microsoft Office Suite ®
- Graphic design software such as the Adobe ® Creative Suite software, website development and website maintenance software.
- Database and data management software.
- Developing and designing materials for distribution.
- Principles of composition for business correspondence, report writing, and preparation of a variety of written documents.
- Outstanding English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Recognize problems and gather information, organize, analyze information, and offer feasible solutions.
- Work with a high degree of independence.
- Communicate with the public in a tactful, courteous, and professional manner.
- Produce letters, memos, reports, and other written informational materials that meet business standards.
- Develop brochures, flyers, and presentations.
- Under supervision, assist with GIS field management solutions.
- Effectively communicate with the public in person and on the phone.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Two years of work experience in the field of communications. Bachelor's Degree in Communications or closely related field.

Licenses and Certifications:

- Possession of a valid California Driver's License with the ability to use a District approved means of transportation.
- Must acquire within the first year of employment a State of California Department of Public Health Vector Control Technician Certification Gold Card.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-55
FLSA: Non-Exempt

FLEET AND EQUIPMENT MAINTENANCE COORDINATOR

DEFINITION

Under direction plans and provides routine to difficult maintenance and repair of the District's fleet of vehicles, heavy equipment, and pesticide application equipment; prepares and administers the section budget; develops, maintains, repairs, designs, and fabricates a variety of tools and equipment used for mosquito control and surveillance activities; provides technical assistance and training to lower-level staff; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Fleet and Equipment Maintenance series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Schedules and performs servicing, preventive maintenance, inspection, diagnostic troubleshooting, and repairs on a variety of District owned vehicles and equipment.
- Performs routine vehicle repairs including major tune-ups, , fuel system calibration, miscellaneous repairs, and tire services.
- Conducts diagnostic troubleshooting of faulty equipment: locates and corrects malfunction by disassembly, adjustment, repair and overhaul for replacement of defective systems.
- Makes emergency field repairs as required; determines need for and arranges repair work to be done by outside vendors when work in District facilities is not feasible.
- Modifies, develops, designs and fabricates specialized equipment for the District; performs light welding and fabrication of parts such as tanks, brackets, mountings, tubing and nozzles; modifies

commercial spraying equipment to District requirements; calibrates air systems in accordance with existing regulations and safety standards; installs equipment on vehicles.

- Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field and/or shop personnel; inspects work in progress and repair activities to assure completion and compliance with standard operating procedures and practices.
- Maintains service records, fuel and operational materials supply, parts, and shop equipment inventory; keeps records of supplies issued and received; requisitions items as required; receives, inspects and stores delivered materials; issues and controls pesticide inventory.
- Prepares summary reports of maintenance activities; submits equipment and maintenance supply requirements for annual fiscal year budget; develops and recommends specifications for equipment and facilities to meet District requirements.
- Provides work leadership to assigned staff; assigns tasks, provides on-the-job training and instructs in proper procedures and methods; reviews work for adequacy and completeness.
- Attends training courses offered by automotive vendors to learn new repair methods and maintenance procedures; presents information received at training classes, to assigned staff in maintenance shop.
- Coordinates issuance and management of fuel cards for District staff and toll road transponders for select field employees/vehicles.
- Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals, lubricants, and motor oil.
- Reads, interprets and works from manuals, diagrams and written instructions.
- Coordinates maintenance and repair of District owned fleet facilities or major equipment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
- Operational characteristics of a diverse range of systems and components in light and heavy vehicles and equipment.
- Methods and techniques of using specialized light and heavy vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.
- Thorough knowledge of lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to adjust vehicles and equipment.
- Methods and techniques of safely handling chemicals and other hazardous materials used in District operations.
- Methods and techniques used to calibrate and/or repair small engines, blowers, pumping systems and chemical application equipment such as sprayers and other related items.
- Practices and procedures of shop and field welding including the operation of oxyacetylene and electric arc welding equipment; welding properties of various metals and alloys.

- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facilities and related equipment.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- District and mandated safety rules, regulations, and protocols.
- Shop mathematics.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and implement training programs.
- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles.
- Operate and maintain a wide variety of hand, power and shop tools, and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in automotive technology, automotive mechanics, or a related field and five (5) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment. Two (2) years of supervisory experience is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Automotive Service Excellence (ASE) Master Certification in either Automotive or Heavy Truck repair is desirable.
- Automotive Service Excellence (ASE) certifications in the field for which the incumbent does not possess a Master Certification is desirable.
- Automotive Painting certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a shop environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 70 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in shop and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-55
FLSA: Non-Exempt

GIS COORDINATOR

DEFINITION

Under direction, provides technical support to the District's Geographic Information Systems (GIS) program; collects, assembles, verifies and interprets current and historical source records; plans, produces, and maintains electronic and paper maps; generates reports and supporting documentation; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations.

CLASS CHARACTERISTICS

This fully qualified journey-level classification is responsible for performing the full range of technical support duties for the District's GIS program, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, publishes, and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating routes, sources and material use records using District GIS applications and databases.
- Collects, assembles, verifies and interprets current and historical database records, surveys, demographics and source documents; analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs; generates reports for use by District staff and management in evaluating vector control sites.
- Coordinates activities with various departments and public agencies to facilitate continual sharing and exchange of digital data and resources to expand database and mapping capabilities.
- Provides technical assistance to staff related to the operation of geographic information system applications.
- Produces daily and monthly reports such as but not limited to, source identification and location, equipment use, material and pesticide use, employee field activities and other GIS related summary reports.

- Recommends updates and upgrades to computer systems as needed to maintain optimum District productivity and performance in the field of GIS applications.
- Attends training courses, professional organization meetings, conferences and seminars to maintain skill levels in an ever-changing electronic, data, and information field.
- Orders and maintains uniforms for all District employees
- Manages security access control system for District employees; creates access control badges for employees and updates their access dependent on their work status; work with security system vendor to create and maintain a safe work environment.
- Oversees scheduling of overtime to accommodate the District's after-hours spray events.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of GIS data collection and use within the program.
- Geographic and topographic principles as they relate to mapping within GIS programs.
- Methods and techniques of preparing digital and paper maps.
- Operational characteristics of software used in mapping processes.
- Database principles as they relate to GIS programs.
- Sources for obtaining data which enhance database and mapping capabilities.
- Methods and techniques of interpreting layers of data and providing summary of findings.
- Mathematic principles.
- District and mandated safety rules, regulations, and protocols.
- Basic research and report writing techniques.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Collect, compile and evaluate data for use within the GIS system.
- Publish concise and accurate maps.
- Prepare presentations for GIS data including maps, graphics and related visual tools.
- Review and analyze GIS data for a diverse range of factors used in evaluating the District's surveillance program efforts.
- Maintain large databases and transform data into useable maps.
- Oversee the District's uniform programs.
- Coordinate the District's security program with vendors, and ensure staff have appropriate access to facilities.
- Make accurate mathematical computations.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree with major coursework in geographical information systems, geography, computer science, or a related field and two (2) years of experience in the operation of a computerized mapping and/or geographical information system; experience in mosquito and vector control is desirable.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and operate a motor vehicle to visit District sites.; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment including assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outside in District facilities, may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures



January 2019
Updated July 2021
Class Code: A-53 / A-58
FLSA: NON-EXEMPT

ASSISTANT BIOLOGIST/BIOLOGIST

DEFINITION

Under general supervision (Assistant Biologist) or direction (Biologist), performs professional biological, environmental management/regulatory and fisheries services work related to the surveillance and control of vertebrate and invertebrate vectors which impact public health; plans, organizes and administers assigned biological, environmental management/regulatory, fisheries/biological control programs; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Biologist) or direction (Biologist) from the Director of Scientific Technical Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Biologist: This is the entry-level classification in the Biologist series. Initially under close supervision, incumbents with basic vector biology/ecology and fish biology/ecology knowledge learn and perform routine biological, environmental management/regulatory, and fisheries services and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Biologist level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Biologist: This is the fully qualified journey-level classification in the Biologist series. Positions at this level are distinguished from the Assistant Biologist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Biologist class series are flexibly staffed; positions at the Biologist level are normally filled by advancement from the Assistant Biologist; progression to the Biologist level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Biologist level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Biologist level may perform some of these duties and responsibilities in a learning capacity.

- Conducts a variety of research, participates in studies and surveys; develops, modifies, and provides assistance in the introduction of new methods and operational techniques; performs data interpretation and analysis, prepares reports, permits, and other technical or scientific documents.
- Works with and provides consultation in biology/ecology of vectors, environmental/regulatory laws and policies, and biological control agents/fisheries to District personnel, as well as public and private organizations involved in activities which have a bearing on vector control and surveillance activities.
- Plans and conducts training for District personnel on topics such as, but not limited to, the biology and identification of mosquitoes, ticks, fleas and other vectors and endangered and threatened species and habitats, mosquito fish and invasive species; performs general identification of organisms submitted by the public ; may assist Communication department with preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne and other vector-borne disease surveillance programs and activities related to invasive or potentially invasive species such as, but not limited to, *Aedes aegypti*, *Aedes albopictus*, or other species as the need develops.
- Responsible for the evaluation and production of biological control agents and/or organisms including mosquito fish and other fish species.
- Performs biological and environmental fields surveys and monitoring, jurisdictional delineations, complete reports and other related documents for endangered and/or threatened species and habitats concerned with vector-borne disease prevention surveillance, and control activities/measures; works with Operations department on surveys and associated documents and/or permits as required.
- Produces a variety of reports and correspondence using word processing, database, spreadsheets, and map based applications, and other District software as required.
- Keeps informed of current developments in vector control and vector surveillance, as well biological, environmental, and regulatory changes to maintain skill and expertise.
- Performs other administrative and/or filed work related to mosquito/vector control and surveillance as required; may perform other related essential tasks as necessary to maintain operations in the absence of the Vector Ecologist(s) or Scientific Technical Services Director.
- Oversees the implementation of the District's fisheries program including operation and maintenance of the fish facility and the distribution of mosquitofish to the public.
- Manages and participates in vector population measurements and the collection of mosquitofish to identify new field sources; reviews and analyzes fish production.
- Performs surveillance on assigned vector monitoring sites; identifies and treats mosquitofish diseases; maintains site data and files to provide analyses and recommendations.

- Ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
- Oversees the development and direction of environmental management programs to reduce or eliminate factors that are conducive to vector production; prepares surveys of land and water use that promote vector production; conducts studies and investigations to evaluate effectiveness of the District's source reduction program.
- Ensures regulatory compliance with environmental resource agencies and other jurisdictions in the development of environmental program workshops, guidance, and policies.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental compliance programs; recommends and administers policies and procedures.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and District policy.
- Conducts plan reviews, project consultations and evaluations; prepares evaluation letters; serves as a liaison with local and state agencies to ensure vector control requirements are incorporated into plan checks and permits.
- Investigates vector reduction cases for remediation or corrective actions; coordinates and facilitates site inspections; recommends and negotiates compliance and vector abatement terms and conditions.
- Leads the review of planning documents and environmental impact reports submitted by local jurisdictions or other sources; provides guidance in data collection, analyses, and management.
- Participates in public education and outreach projects and activities with the community; assists and participates in educating the public regarding a variety of environmental, vector and biological control related programs and services; makes presentations and leads participatory discussions as the District representative.
- Provides general information regarding department policies, procedures, and regulations, including responding to complaints and requests for information and services.

- Observes and complies with all District and mandated safety rules, regulations, and protocols.
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- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Assistant Biologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Concepts and principles of vector biology/ecology, environmental management/regulatory, and fish biology/ecology
- Principles and practices vector, environmental/regulatory and fisheries management.
- Methods and techniques of implementing a comprehensive fisheries program.
- Scientific methods and protocols used to detect, determine the cause of, and treat mosquitofish disease.
- Surveillance and investigative methods and techniques.
- Insecticides and the effects on fish and aquatic life including water quality measurement and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Research techniques and investigative methods including data interpretation and biostatistics.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Principles of mathematics and biostatistics.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and implement a comprehensive fisheries management program.
- Evaluate program effectiveness and adjust as necessary.
- Coordinate services with local government to ensure vector control methods are incorporated into the planning and permitting process.
- Conduct surveillance and investigations on program operations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Conduct research and prepare findings and recommendations.
- Read and interpret grading/development plans and blueprints.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Assistant Biologist/Biologist: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological or environmental sciences or a related field.

Experience:

Assistant Biologist: Two (2) years of field experience in vector biology or a related scientific program area.

Biologist: Five (5) years of field experience in vector biology or a related scientific program area in a vector control or similar agency.

Licenses and Certifications:

- Possession of, or ability to obtain by time of appointment, a valid California driver's license.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, biological infectious agents, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021

Class Code: A-58
FLSA: Non-Exempt

INTEGRATED VECTOR MANAGEMENT COMPLIANCE OFFICER

DEFINITION

Under direction, acts as the District's technical advisor on pesticide safety; reviews and recommends pesticide uses by the District; calibrates equipment, recommends new equipment and pesticide purchases; performs maintenance on adulticiding equipment; prepares required reports; coordinates safety training; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Operations. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for District wide safety operations with an emphasis on pesticide safety, pesticide inventories, and safety training. This class provides assistance to the Director of Operations, in a variety of administrative and coordinative capacities. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends program and policy changes to the Director of Operations, to improve the safety level, cost effectiveness, operational procedures and activities.
- Researches and recommends the use of specific pesticides for approval by the Director of Operations.
- Maintains adulticiding equipment; calibrates and checks calibration of equipment; calibrates and checks calibration of underground trucks; assists field technicians with calibration of equipment.
- Plans adulticiding use at field sites; creates maps and routes for field sites including the use of a drone; calculates pesticide use amounts at field sites.
- Develops and implements a pesticide safety training program and ensures the District is in compliance of all laws.

- Conducts and provides training for the safe and effective application of pesticides to District staff; prepares training materials and trains seasonal staff on pesticide usage.
- Procures, Maintains, and distributes personal protective equipment (PPE) to District employees including masks, safety goggles, eye wash, etc. as necessary.
- Coordinates outside safety training as needed.
- Attends a variety of District meetings.
- Reviews and prepares monthly pesticide use reports for submission to required entities.
- Provides technical information to the staff and to the public and other government entities.
- Reviews the checking out, inventory and purchase of pesticides.
- Provides leadership as the District's Safety Committee Chair; ensures the District is in compliance with all safety requirements.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques of vector control field operations including the use of insecticides.
- Safety precautions and effectiveness of the different types of spray applications under various conditions at an advanced level.
- Principles and practice of addressing source reduction problems.
- Principles and practices of vector ecology and habits.
- The use and effects of pesticides.
- Calibration of equipment used.
- Operating a drone.
- Fundamentals of instruction and training.
- Applicable laws and regulations that apply to pesticide use and general safety.
- District and mandated safety rules, regulations, and protocols.
- Research methods and analysis techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Mathematical principles for calculating dosages of pesticides.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Calibrate equipment used in the course of work.
- Calculate pesticide dosage rates to ensure proper application.
- Train others in use and understanding of pesticides, pesticide labels, and pesticide application methods.
- Safely use a drone.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed including pesticide application labels.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Entomology, Biology, Zoology, Chemistry or a related field is highly desirable and five (5) years of experience providing technical support to vector control program, two (2) of which should be in a safety training capacity.

Licenses/Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.
- Possession of, or ability to obtain, certification in Qualified Applicators License Categories A, B, F, K, as required by the California Department of Pesticide Regulation, within one year of appointment and maintained throughout employment with the District.
- Remote Pilot License, in order to operate a drone, as required by the California Department of Pesticide Regulation in order to treat infected areas, within one year of appointment and maintained throughout employment with the District.
- Certification in the National Incident Management System, State Incident Management System and Incident Command System is desirable.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.



September 2018
Updated February 2019
Updated July 2021
Class Code: A-58
FLSA: NON-EXEMPT

OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing vector inspection and control operations; prepares property owner correspondence and site documentation for legal abatement actions; provides field instruction, inspection and policy compliance of the work performed by staff; provides technical assistance to the Director of Operations on program activities and services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Vector Control Inspector series that exercises independent judgment on diverse and specialized inspection and control operations with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and is responsible for providing technical level support to the Director of Operations in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the selection, training, supervision and evaluation of assigned staff; participates in the establishment of performance requirements and personal development goals and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership to and provides training in techniques and methods of inspection, evaluation, and spray application, safety procedures and precautions. Includes updating safety materials for employees (IIPP, SOPs etc.) as needed.
- Inspects and evaluates work being performed to ensure District standards are met; identifies problem areas and directs remedial action.
- Responds to inquiries and complaints from the public; assists assigned staff in gaining entrance to private property and in obtaining the cooperation of property owners; works with property owners to

obtain cooperation in source reduction activity not requiring appreciable construction; reviews and maintains property owner contact documentation. May include obtaining warrants.

- Makes recommendations and consults with the Director of Operations and other management staff regarding ongoing projects, reports, and specified conditions requiring legal abatement action to correct. Recommends program and policy changes to management to improve the service level, cost effectiveness, operational procedures and activities of the Department and District.
- Works with Laboratory staff to provide written content and review of District documents such as area-wide warrants, response protocols, and larger scale field operation planning.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests and requisitions for section activities.
- Interacts with contractors and vendors who are performing improvements to District facilities; creates scope of work, scheduling of work, reviews quotes, solicits feedback and clarification when needed and submits recommendations to department heads and administration staff for approval.
- Requisitions necessary tools, supplies, materials and equipment.
- Provides field supervision for larger-scale operations; collects data and confirms cases of vector-borne disease; interacts with citizens within the treatment area to explain operations procedures.
- Consults with District's Information Technology Manager regarding data management system, facilitating clear communication with subordinate staff regarding any changes or improvements to District's data system including items in need of correction.
- Attends meetings with other departments and District staff and other public or private organizations involved in vector control matters.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of vector control field operations including the use of insecticides, safety precautions and effectiveness of the different types of spray applications under various conditions.
- Familiarity with breeding and living habits of vectors.
- Methods and techniques of identifying the various life cycles of vectors.
- Methods and techniques of preparing reports on operational activities.
- Methods and techniques of reading and interpreting maps.
- Methods and techniques of preparing materials and conducting training.
- District and mandated safety rules, regulations, and protocols.
- Office and records management practices and procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques of preparing technical reports and business documentation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and coordinate the work of assigned staff; work with subordinate staff to deliver cost effective District wide comprehensive vector control services.
- Effectively provide staff leadership and work direction.
- Organize and conduct vector control field operations.
- Prepare concise and effective property owner correspondence to correct conditions which contribute to vector transmitted disease and pest annoyance.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with property owners and members of the public.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, and five (5) years of increasingly responsible experience performing technical work within a vector control program, two (2) of which should be in a lead capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health at time of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards and/or collect samples. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, vectors and vector-borne diseases, wild and domestic animals, and poisonous plants and animals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



January 2019
Updated July 2021
Class Code: A-53 / A-58
FLSA: NON-EXEMPT

ASSISTANT VECTOR ECOLOGIST/VECTOR ECOLOGIST

DEFINITION

Under direction (Assistant Vector Ecologist) or direction (Vector Ecologist), performs professional biological, ornithological, mammalogical, and entomological work related to the surveillance and control of vertebrate and invertebrate vectors which impact public health; plans, organizes and administers assigned vector control and related disease detection/management programs; serves as a technical advisor to District staff and the public in assigned program areas; designs, participates in and monitors research projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Vector Ecologist) or direction (Vector Ecologist), from the Director of Scientific Technical Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Vector Ecologist: This is the entry-level classification in the Vector Ecologist series. Initially under close supervision, incumbents with basic vector ecology knowledge learn and perform routine biological, ornithological, mammalogical, and entomological work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Vector Ecologist level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Vector Ecologist: This is the fully qualified journey-level classification in the Vector Ecologist series. Positions at this level are distinguished from the Assistant Vector Ecologist by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Vector Ecologist class series are flexibly staffed; positions at the Vector Ecologist level are normally filled by advancement from the Assistant Vector Ecologist level; progression to the Vector Ecologist level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Vector Ecologist level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Assistant Vector Ecologist level may perform some of these duties and responsibilities in a learning capacity.

- Conducts a variety of research, participates in studies and surveys; develops, modifies, and provides assistance in the introduction of new methods and operational techniques; performs data interpretation and analysis, prepares reports, permits, and other technical or scientific documents.
- Collaborates with the Director of Operations in the evaluation of the impact and efficacy of, and resistance to control products in laboratory and field settings to improve District operations.
- Works with and provides consultation in entomology and ecology of vectors to District personnel, as well as public and private organizations involved in activities which have a bearing on vector control and surveillance activities.
- Plans and conducts training for District personnel on topics such as, but not limited to, the biology and identification of mosquitoes, ticks, and fleas other vectors and endangered and threatened species and habitats, mosquito fish and invasive species; performs general identification of organisms by the public submitted ; may assist Communications department with preparing educational materials for distribution.
- Works closely with the Scientific Technical Services Director to assist with the organization and coordination of mosquito-borne disease surveillance program and activities related to invasive or potentially invasive species such as, but not limited to, *Aedes aegypti*, *Aedes albopictus*, or other species as the need develops.
- Responsible for the evaluation and production of multiple mosquito species and/or other for testing, evaluation, and control. Maintain insectary.
- Produces a variety of reports and correspondence using word processing, database, spreadsheets, and map based applications, and other District software as required.
- Keeps informed of current developments in vector control and vector surveillance, as well biological, environmental, and regulatory changes to maintain skill and expertise.
- Performs other administrative and/or filed work related to mosquito/vector control and surveillance as required; may perform other related essential tasks as necessary to maintain operations in the absence of the Biologist(s) or Scientific Technical Services Director.
- Develops implements and manages a variety of programs related to vector ecology and disease control including the vertebrate pathology laboratory, and flea-borne typhus control program.
- Procures, designs, constructs and maintains devices used to trap mosquitoes, rodents, birds and other organisms.
- Develops procedures for the placement of traps and the collection and handling of specimens collected.

- Develops procedures for and monitors the processing of organisms/animals, laboratory work and the submission of specimens and blood sera for analysis;
- Identifies and examines organisms submitted to the laboratory by District staff, hospitals and the public; provides results and consultation to control and eliminate problems; educates District staff on the status, biology and control of pests in the county.
- Manages the dead bird program; performs necropsies tissue collection, swabs or other sampling methods; communicates requests for samples to the public.
- Conducts mosquito, tick and flea surveillance; responds to human cases of mosquito-borne viruses and flea-borne typhus; investigates public health problems and prepares documentation for abatement proceedings.
- Investigates possible poisonings; consults with veterinarians and physicians on poisoning diagnoses and treatment protocols.
- Formulates, tests and evaluates vector control materials and methods; conducts calibrations and equipment performance evaluations ensuring compliance with federal and state laws.
- As assigned by management, provides technical and functional direction to part-time and seasonal staff; reviews and controls quality of work; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Provides training, workshops and technical consultation service to District staff, agencies and the public; coordinates external classes to prepare technicians for state examinations and to fulfill continuing education accreditation requirements.
- Participates in joint agency special and research projects.
- Compiles and evaluates data accrued from the programs managed and generates technical reports and program recommendations.
- Reviews scientific journals, research and technical reports and attends scientific conventions to obtain state of the art information related to vector ecology.
- Submits written and oral reports for management to present to the Board of Trustees on technical matters and program status.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.

- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Assistant Vector Ecologist level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Insects, pathogens, ecology, and epidemiologic principles related to vector-borne diseases of the region.
- Principles, practices and methods of pesticides application and effects and hazards to animal and plant life.
- Methods and techniques of implementing a comprehensive vector ecology and disease prevention program.
- Scientific methods and protocols used to detect and determine the cause of a diverse range of vector transmitted diseases.

- Surveillance and investigative methods and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Current and state-of-the-art theories and practices of vector and related disease control and surveillance and long-range issues related to vector control.
- Principles and practices of biological, chemical and physical sciences.
- Research techniques and investigative methods including data interpretation and biostatistics.
- Principles and procedures of technical report writing, and preparation of correspondence and presentations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles of mathematics and biostatistics.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and implement a comprehensive vector ecology and disease detection and prevention program.
- Evaluate program effectiveness and adjust as necessary.
- Coordinate services with local government to an integrated approach to vector transmitted diseases.
- Conduct surveillance and investigations on program operations.
- Perform laboratory testing on a diverse range vector transmitted diseases which impact public health.
- Conduct research and prepare findings and recommendations.
- Prepare clear and concise scientific and technical reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Assistant Vector Ecologist/Vector Ecologist: Equivalent to a bachelor's degree from an accredited college or university with major coursework in entomology, zoology, biologist or a related field.

Experience:

- Assistant Vector Ecologist: Two (2) years of experience in vector ecology in a Vector Control (or similar) Agency.
- Vector Ecologist: Five (5) years of experience in vector ecology in a Vector Control (or similar) Agency with at least three (3) years as an Assistant Vector Ecologist or equivalent.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the Calif. Department of Public Health, within one year of appointment and maintained throughout employment with the District.

PHYSICAL DEMANDS

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

RESOLUTION NO. 511

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

AMENDING AND REVISING CERTAIN JOB DESCRIPTIONS

WHEREAS, on April 18, 2019, the Board of Trustees adopted Resolution No. 476 adopting the Classification and Compensation study conducted by Koff & Associates; and

WHEREAS, the Classification and Compensation study included a review and update to each of the District's full-time job positions and corresponding job descriptions; and

WHEREAS, a number of positions require that their job descriptions be updated to more accurately reflect the duties performed by each position; and

WHEREAS, the job descriptions for the following full-time positions are being amended and revised; as follows: Communications Specialist, Fleet and Equipment Maintenance Coordinator, GIS Coordinator, Biologist / Assistant Biologist, Integrated Vector Management Compliance Officer, Operations Supervisor, and Vector Ecologist / Assistant Vector Ecologist.

NOW, THEREFORE, the Board of Trustees of the Orange County Mosquito and Vector Control District does hereby RESOLVE as follows:

SECTION 1. That the job descriptions for the positions of Communications Specialist, Fleet and Equipment Maintenance Coordinator, GIS Coordinator, Biologist / Assistant Biologist, Integrated Vector Management Compliance Officer, Operations Supervisor, and Vector Ecologist / Assistant Vector Ecologist are hereby amended.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 15th day of July 2021, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Mike Posey, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on July 15, 2021:

APPROVED AS TO FORM:

Peggy Huang, Secretary

Alan R. Burns, District Counsel



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

July 15, 2021

AGENDA REPORT

AGENDA ITEM G.4

Prepared By: Tan Nguyen, Finance Manager
Submitted By: Rick Howard, District Manager

Agenda Title:

Receive and File Communication Letter from the Orange County Mosquito and Vector Control District's Independent Auditor Clifton Larson Allen, LLP.

Recommended Action:

The Board of Trustees receive and file the engagement letter (Auditor's Communication with Those Charged with Governance).

Executive Summary:

White Nelson Diehl Evans, LLP (WNDE) has annually conducted the Orange County Mosquito and Vector Control District's annual independent audit and basic financial statements.

On November 1, 2020 WNDE joined national professional services firm CLA (Clifton Larson Allen, LLP). The engagement letter from CLA establishes standards and provides guidance on auditor's communication with those charged with governance in relation to an audit of financial statements. The attached letters (**Exhibit A**), dated May 5, 2021, is from the District's contracted accountant firm, CLA. The engagement letter is transmitted annually to the Board of Trustees and outlines the expectations, responsibilities, and engagement administration, fees, and timing of the audit for the year ending June 30, 2021.

This represents the second year of a five-year agreement for these services.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available: Yes

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Annual Adoption Audited Financials

Exhibits:

Exhibit A: Engagement letter between the Orange County Mosquito and Vector Control District and Clifton Larson Allen, LLP to conduct the District's annual audited financials for the year ending June 30, 2021



CliftonLarsonAllen LLP
2875 Michelle Drive Suite 300
Irvine, CA 92606
(714)-978-1300 | fax (714)-978-7893
CLAconnect.com

May 5, 2021

Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd.
Garden Grove, CA 92843

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Orange County Mosquito and Vector Control District (“District”, “you,” “your,” or “the entity”) for the year ending June 30, 2021.

Kassie Radermacher, CPA, CFE, Principal, is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the District as of and for the year ending June 30, 2021, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. GASB-required supplementary pension and OPEB schedules.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of a trial balance.
- Preparation of adjusting journal entries.
- Preparation of your financial statements and related notes.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions.

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We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any

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uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report,

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Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a trial balance for use during the audit. Our preparation of the trial balance is limited to formatting information into a working trial balance based on management's chart of accounts or general ledger. You will be required to review, approve, and accept responsibility for the trial balance.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- We will prepare a draft of your financial statements and related notes in conformity with U.S. GAAP based on information provided by you. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

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With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit in September 2021. We expect to issue our reports in October 2021.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California State Controller's Office, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge

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Orange County Mosquito and Vector Control District
Page 7

may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss or have not become aware of the existence or possible existence of a Dispute.

Fees

Our maximum annual not to exceed fee for the year ending June 30, 2021, is set forth in the below table. The below fees are based on anticipated cooperation from your personnel and their assistance with preparing

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 Orange County Mosquito and Vector Control District
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confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee and expense estimates. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Service	Amount
District Audit	\$16,450

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Changes in engagement timing and assistance by your personnel

The fee is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

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Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,
CliftonLarsonAllen LLP

DocuSigned by:
Kassie Radermacher
C4619D76CCE8443...

Kassie Radermacher, CPA, CFE
Principal
714-978-1300
Kassie.Radermacher@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Orange County Mosquito and Vector Control District.

DocuSigned by:
Richard J. Howard
1386E0CCB2AA436

Authorized signature: _____

District Manager

Title: _____

5/12/2021

Date: _____

Certificate Of Completion

Envelope Id: A7E01B8698C04B2DB22703F25E7DA6ED	Status: Completed
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Client Name: Orange County Mosquito and Vector Control District	
Client Number: 237-700541	
Source Envelope:	
Document Pages: 9	Signatures: 2
Certificate Pages: 5	Initials: 0
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 Kassie.radermacher@CLAconnect.com
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Signature

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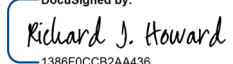
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 Signature Adoption: Pre-selected Style
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Timestamp

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 Signed: 5/5/2021 3:59:53 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/5/2021 3:59:41 PM
 ID: 90ae4fc5-693f-4404-ac23-c676452b547e

Richard J. Howard
 tnguyen@ocvector.org
 Security Level: Email, Account Authentication (None)

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 Signature Adoption: Pre-selected Style
 Using IP Address: 76.80.122.82

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 Signed: 5/12/2021 12:10:16 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/5/2021 4:00:40 PM
 ID: cabd37cd-9a69-4722-9fef-523ab51601a4

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	5/5/2021 4:00:40 PM
Signing Complete	Security Checked	5/12/2021 12:10:16 PM
Completed	Security Checked	5/12/2021 12:10:16 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.

Vector of the Month

Western Black-Legged Tick, *Ixodes pacificus*

Ixodes pacificus is a species of hard tick that has been recovered from a variety of hosts along the Pacific Coast from Washington and Oregon through California. Included in the host records are birds (quail), mammals (cats, dogs, deer, chipmunks, pocket mice, deer mice, horses, and man), and lizards (fence and alligator lizards). *Ixodes pacificus* is found mainly in wooded and grassy areas across the state.

In the early 1980s, *I. pacificus* was incriminated as a potential vector of the type of bacteria that causes Lyme disease. This disease was first recognized in 1975 in Lyme, Connecticut, and is characterized by annular skin lesions (erythema chronicum migrans) that may be followed by arthritic, neurologic, or cardiac symptoms several weeks or months later. The disease is caused by a microbe called a spirochete (scientifically referred to as *Borrelia burgdorferi*), which may be seen moving in a serpentine fashion under a microscope. People are most commonly exposed to the Lyme disease agent by the immature nymphal tick, which is active in the spring and early summer; an average of 5-15% of nymphal western black-legged ticks in California are infected with *B. burgdorferi*.¹

Relatively few cases of Lyme disease were diagnosed in California in the early 1980s; however, after recognition of this disease by the medical community, a significant increase in diagnosed cases has occurred. Typically, 80 – 100 cases are recognized each year in the state, with the highest

number of infections occurring in Trinity, Mendocino, Humboldt, Mono, Sierra, and Nevada Counties. Because the symptoms of this disease are variable, it is possible that some victims of Lyme disease go undiagnosed.

The Orange County Mosquito and Vector Control District initiated a monitoring and testing program for ticks and spirochetes in 1984, which continues to this day. In March of 1991, *B. burgdorferi* spirochetes were isolated from a male *I. pacificus* collected near San Clemente in February. Since that time, more than 5,000 *I. pacificus* from Orange County have been checked for spirochetes and all other specimens have tested negative for *B. burgdorferi*. Although some people have claimed to have acquired Lyme disease while residing in Orange County, most infections have been attributed to people visiting northern California and the eastern U.S., where Lyme disease is more common.

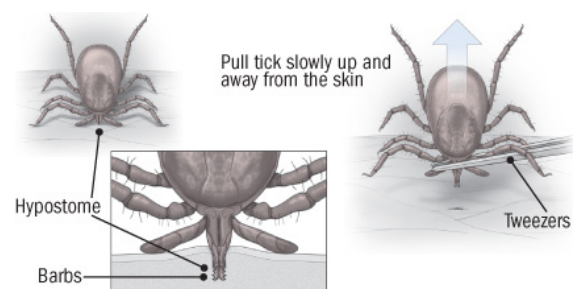
The principal protection against Lyme disease is awareness. Individuals are encouraged to avoid problems by learning more about the vector ticks and their natural habits and habitats. People are advised to avoid areas where ticks occur, or if potential exposure is unavoidable, use both protective clothing and tick repellents, check the entire body for ticks daily, and promptly remove attached ticks.

¹<http://www.cdph.ca.gov/healthinfo/LymeDisease.aspx>



Tick Removal

- Use Tweezers and grasp the tick's mouthparts as close to the skin as possible.
- Gently pull the tick straight out with steady pressure.
- Do not twist or jerk the tick.
- Do not try to remove the tick by burning it or applying ointment or lotion.
- Apply an antiseptic to the bite area after removing tick.
- Wash your hands with soap and water.



Prevention of tick-borne diseases: an overview

BY MARYANN DE PIETRO, MEDICAL NEWS TODAY Published on: December 3, 2020



Photo: Gray Freeman / iStock

Tick-borne diseases

Tick bites are not always harmful, but some can transmit certain diseases. These can lead to severe complications, but timely treatment with antibiotics will often resolve the problem.

A wide range of tick-borne diseases can occur in the U.S., including:

- Lyme disease
- babesiosis
- ehrlichiosis
- Rocky Mountain spotted fever (RMSF)
- anaplasmosis
- Southern tick-associated rash illness
- tick-Borne Relapsing Fever
- tularemia
- Colorado tick fever
- Powassan encephalitis
- Q fever

Spotting a tick

Ticks can be red, brown, or black. They range from around 0.5–3.0^{Trusted Source} millimeters (mm) in length, depending on the type of tick and stage in its life cycle. After feeding, the largest ticks may expand to 11 mm, which is around half an inch. They have eight legs. Unlike other bugs, a tick may stay attached to the skin for several days. Most people notice a tick bite when they find the tick still attached.

If a rash or other symptoms appear after a tick bite, this may indicate that the tick has transmitted an infection. It is worth noting that a person may receive a bite without realizing it. People who are in areas with ticks should check for them on their clothes and body daily.

When to consult a doctor

Many tick bites are harmless, but some transmit infections that need medical attention. A person should seek advice if they develop symptoms that may indicate a tick-borne disease. The symptoms will depend on the disease, but here are some common symptoms:

- body and muscle aches
- joint pain
- fever
- headaches
- fatigue
- a rash
- a stiff neck
- facial paralysis

If a person has symptoms of a tick-borne illness, a doctor will provide treatment as necessary. Often, this is with antibiotics.

If Lyme disease is common in the area, the doctor may recommend prophylactic antibiotic treatment. In other words, if a person knows a tick has bitten them, the doctor may give them antibiotics just in case, to prevent an infection. However, experts do not recommend prophylaxis for all tick-borne diseases.

Where to expect ticks

There are many types of tick, and not all of them bite people. Ticks live in most regions in the U.S., but the type depends on the region. Ticks usually live outdoors, in trees, grass, and shrubs. They can also be present in yards and even be found inside the house if they travel inside on pets or humans. Ticks do not fly or jump onto people. They wait on leaves or bushes for a person or animal to brush by and climb on them as they pass. Ticks are present all year, but they are most active from April to September, when the weather is warmer. People should check for likely activity in areas where they live or are planning to travel.

Prevention

Avoiding areas where ticks live can be difficult, but there are ways to prevent bites. Before they go outside here are some steps people can take to reduce the risk:

- Finding out where ticks are likely to be and take precautions.
- Wearing enclosed shoes, long-sleeved shirts, and tucking pants into socks.
- Tying up long hair.
- Avoiding sitting directly on the ground.
- Wearing light-colored clothing to make ticks easier to spot.

Insect repellent

Before going into an area where ticks may be present, people can apply insect repellents containing the following to skin and clothing:

- DEET
- picaridin
- ethyl butyl acetylamino propionate
- oil of lemon eucalyptus (OLE)
- para-menthane-diol (PMD)

Special considerations for children include:

- avoiding the use of OLE and PMD before the age of 3 years
- not using insect repellents before the age of 2 months
- avoiding products containing more than 30% DEET

Checking for ticks

When back indoors, people should check for ticks on all of their clothing, as well as on any gear and pets. People should also shower and check their body thoroughly.

When looking for ticks on the body, be careful to check:

- the hair
- the ears
- the armpits
- the belly button
- the waist
- behind the knees
- between the legs

Tick removal

It is essential to remove a tick from the skin as soon as possible. Here are some tips for how to do that:

- Use a fine-tipped tweezer.
- Grasp the tick as close to the surface of the skin as possible.
- Applying even pressure, pull upward away from the skin. Avoid bending the tick as this can separate the mouth, which may remain in the skin.
- If it is not possible to remove the tick's mouthpart, clean the area and leave it to heal.
- Clean the bite area and hands with rubbing alcohol or soap and water.
- Place a live tick in a sealed bag, put it in alcohol, wrap it in tape, or flush it down a toilet. Never crush a tick with the fingers.
- In some areas, doctors advise keeping the tick, and they will send it to a laboratory for testing. Check the recommendations for the area. Alternately, a person may want to take a picture of the tick, which can help their doctor identify the type of tick and determine their risk of a tick-borne disease

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Orange County Mosquito and Vector Control District at (714-971-2421), during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the District Office located at Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843 during normal business hours."