



## **Butte County Mosquito and Vector Control District**

5117 Larkin Road • Oroville, CA 95965-9250  
Phone: 530-533-6038 • Fax: 530-534-9916  
www.BCMVCD.com

**Matthew C. Ball**  
Manager

### **AGENDA**

#### ***Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District***

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting.

1. ***Regular Board of Trustees Meeting Time:*** 4:00 PM ***Date:*** December 8, 2021
2. ***Call to Order*** – 4:00 PM (Call Roll)
3. ***Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):***
4. ***Approval of Minutes of the Meeting of:*** November 10, 2021
5. ***Persons Wishing to Address the Board Pertaining to Closed Session Matters:***
6. ***Closed Session Announcement (District Legal Counsel Present):*** None
7. ***Reports: (7.1 – 7.2)***
  - 7.1 ***BCMVCD Annual Audit Report by Fedak & Brown LLP***

A representative from Fedak & Brown LLP will present a comprehensive summary and evaluation of the District's annual audit for the Board.
  - 7.2 ***District Manager's Report***

The District Manager will provide a brief report on current District business and activities. The Manager will also report on District employees, meetings attended, and current projects.
8. ***Policy Matters: (8.1 – 8.3)***
  - 8.1 ***Consider Approving an Early Retirement Incentive Program Applicant***

The Board will be asked to consider approving an application for the Early Retirement Incentive Program. The District Manager confirms that the eligibility requirements have been met.
  - 8.2 ***Consider Approving Amendments to Operations Policy, Policy 3090, Records Retention***

The Board will be asked to consider amendments to Operations Policy, Policy 3090, Retention Policy. The amendments are needed to be current with California Government Code §60200 through §60203 and with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code §12236.

**8.3 Consider Approving Amendments to Personnel Policy, Policy 7045, California Family Rights Act Leave**

The Board will be asked to consider amendments to Personnel Policy, Policy 7045, California Family Rights Act Leave. The amendments were discussed, reviewed, and recommended by the District's legal counsel.

**9. Topic of the Month:**

The Board will hear a report from the District's Vector Entomologist on the ticks of Butte County.

**10. Approve Payment of The Bills:**

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

**11. Personnel:**

Jeremy Edwards commenced employment on November 15, 2021, as a Mosquito and Vector Control Specialist.

**12. Correspondence:**

The Board will review a letter from Assistant Manager, Doug Weseman.

**13. Other Business:**

The District offices will be closed the week of December 20<sup>th</sup> and December 27<sup>th</sup>.

**14. Persons Wishing to Address the Board Pertaining to Closed Session Matters: N/A**

**15. Closed Session Matters (District Legal Counsel Not Present): N/A**

**16. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is January 12, 2022)**

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held November 10, 2021***

**Members Present:** President Dr. Albert Beck, Michael Barth, Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Assistant Secretary Melissa Schuster, Secretary Bo Sheppard, and Carl Starkey.

**Members Excused:** None.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Office Manager Maritza Sandoval, Entomologist Amanda Bradford, and Vector Ecologist/ Fish Biologist Ryan Rothenwander.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on November 10, 2021, at 444 Otterson Drive, Chico, CA 95928.
2. The November 10, 2021, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:09 PM by President Beck.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Beck proceeded to request approval of the minutes.
4. After review, it was then moved by Member Kirk, seconded by Member Starkey, and passed unanimously to approve the minutes of the Board of Trustees meeting held October 13, 2021, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters.
7. Reports (7.1 – 7.2)
  - 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported that on October 14, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. The District Manager met with all staff and presented and explained the District's proposal.

On October 15, 2021, the District Manager attended the AB 896 working group to discuss best management practices on state managed wetlands, costs, and possible funding mechanisms.

On October 18, 2021, the District Manager and Assistant Manager attended a meeting with Matson and Isom to discuss the company's annual performance and to provide updates on ongoing projects.

On October 19 and 20, 2021, District management interviewed applicants for the open Mosquito and Vector Control Specialist position.

On October 21, 2021, the District Manager attended via Zoom the Sac Valley Region meeting. The region discussed MVCAC Board action items, SIT, heard reports from MVCAC committees, other agencies, vendors, and Sac Valley Region districts. The District Manager met with representatives from Valent BioSciences to discuss new products in development, pricing, and to review the services provided during the past mosquito season.

On October 25, 2021, the District Manager and Assistant Manager attended a meeting with Matson and Isom to discuss current projects. Also, on this date, the District received confirmation that the California State Board of Equalization Boundary Change was approved, and the District was provided the acknowledgement form. This concludes OMAD's dissolution and annexation of OMAD's existing service area being incorporated to BCMVCD.

On October 26 and 27, 2021, the District Manager attended remotely the MVCAC Fall Quarterly meeting. During the meeting the District Manager attended various MVCAC Committee meetings, reported for the Legislative Committee, and the MVCAC Board meeting.

On November 2, 2021, the District had an above ground storage tank inspection. The District is amending its spill prevention control plan pursuant to Butte County Environmental Health's requirements. As of the Board meeting, the District passed its inspection.

On November 4, 2021, the District Manager was a guest lecturer for California State University, Chico, for the Butte County Public Health Director's Environmental Health class.

On November 9, 2021, all licensed District personnel attended a MVCAC Coastal continuing education session.

The District Manager reminded the Board that the District will be closed on November 11, 2021, in observance of Veteran's Day.

- 7.2 Under item 7.2 of reports, the department reports, the District Manager reported that the District's New Jersey light traps and gravid traps have continued catching mosquitoes. Gravid traps were pulled on November 8, 2021, and light traps were pulled on November 10, 2021. Sentinel chicken samples were taken through November 10, 2021. CO2 trapping has continued and traps are being deployed routinely. As of November 2, 2021, 436 pools (record submission) have been submitted for testing. The mosquito surveillance season is over as of now.

The District Manager reported that *Aedes aegypti* detections have continued and increased over the past month. Detections for 2021 include, Chico, Oroville, Thermalito, and Gridley. The District initiated the District's Response Plan for Detection of Invasive Aedes Mosquitoes for each detection.

The District Manager reported that West Nile virus (WNV) activity continues to increase throughout the State as well as within the District's service area. The District has WNV positive detections in 13 humans (1 fatality), 80 mosquito pools, 2 dead birds, and 27 sentinel chickens.

The District's four indoor fish tanks continue to operate normally. Currently, three tanks are working as rearing tanks with another tank holding the fry from the rearing tanks. Fry numbers continue to increase. Over 10,000 fry were produced in October, a greater than 2,000 fry increase from September. The Vector Ecologist / Fish Biologist maintained the stock in each rearing tank and will continue to test the tanks for optimal production. The public mosquitofish tanks have been pulled for the season. The public can still request fish and/or visit the District offices.

Mosquito and Vector Control Specialists (Specialists) have continued with fall surveillance and control operations. A third round of storm drain treatment has been completed. Agricultural, managed wetlands, ditches, drains, and pasture inspections and treatments continued through October. Service requests for inspections, fish, and treatments have continued to be taken and serviced. Many door-to-door inspections and treatments have been made to manage the invasive Aedes.

As of November 3, 2021, 714Y has treated 8,550 acres of managed wetlands. The acreage at this time last year was 9,027 acres. 6633K has treated 41,110 acres of rice. The acreage at this time last year was 43,404 acres. 606Y has made 19 ULV adulticide treatments this year. Last year at this time, 606Y had made 12 ULV treatments.

The Public Relations (PR) Department season for the most part is over. The PR Department will be releasing a press release soon when tick activity commences. The PR Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District mobile friendly website continues to be updated as needed. The District continued leaving door hangers in the area where the invasive mosquitoes were collected.

After this final item of reports, President Beck asked the District Manager to proceed to policy matters.

8. Policy matters (8.1 – 8.5)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider renewing membership with the California Special Districts Association (CSDA). CSDA's dues structure is based on an agencies/district's operating revenue. The dues for operating revenue between \$2.0 million and \$5.0 million are \$7,615.00 annually. The District rejoined the CSDA in April of 2017. It was moved by Member Sheppard, seconded by Member Schuster, and passed unanimously with a vote of 9 ayes 0 nays to renew membership with the California Special Districts Association (CSDA).
- 8.2 Under item 8.2 of policy matters, the Board was asked to consider approving and adopting Resolution No. 21-11, a Resolution Approving Revisions to the Early Retirement Incentive Program. It was then moved by Member Barth, seconded by Member Ostling, and passed unanimously with a vote of 9 ayes 0 nays to approve Resolution No. 21-11, a Resolution Approving Revisions to the Early Retirement Incentive Program.
- 8.3 Under item 8.3 of policy matters, the Board was asked to consider approving an application for the Early Retirement Incentive Program. The District Manager confirmed that the eligibility requirements have been met. It was then moved by Member Kirk, seconded by Member Barth, and

passed unanimously with a vote of 9 ayes 0 nays to approve an application for the Early Retirement Incentive Program for Ms. Vice.

- 8.4 Under item 8.4 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy 7020, Vacations. The amendments were discussed at the October 13, 2021, Board meeting and shared with District staff on October 14, 2021. It was then moved by Member Sheppard, seconded by Member Ostling, and passed unanimously with a vote of 9 ayes 0 nays to approve amendments to Personnel Policy, Policy 7020, Vacations to go into effect January 1, 2022.
- 8.5 Under item 8.5 of policy matters, the Board was asked to consider amendments to Personnel Policy, Policy 7040, Sick Leave. The amendments were discussed at the October 13, 2021, Board meeting, shared with District staff on October 14, 2021, and recommended by the District's legal counsel. It was then moved by Member Schuster, seconded by Member Starkey and passed unanimously with a vote of 9 ayes 0 nays to approve amendments to Personnel Policy, Policy 7040, Sick Leave to go into effect January 1, 2022.
9. Under topic of the month, the District's Vector Ecologist/Fish Biologist reported on the current status of the District's aquaculture program
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Schuster, seconded by Member LaRocca, and passed unanimously to authorize checks numbered 50043 through 50158 and 50183 be signed and distributed. Expenditures for the month totaled \$205,560.98.
11. Under personnel, the District Manager reported that Jeremy Edwards was conditionally offered the position of Mosquito and Vector Control Specialist on October 21, 2021 and will commence employment on November 15, 2021, pending approval of all the District's preemployment requirements being met.
12. Under correspondence, the Board reviewed and acknowledged receipt from the California State Board of Equalization and the District's 2022 Holiday schedule.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.
15. Closed session matters (15.1)
- 15.1 Under closed session matters, the District Manager informed the Board that 12 of 16 non-management employees had signed the proposal and that the District Manager and Assistant Manager were heavily in favor of the proposal making 14 of 18. With the majority pleased with the Board's offer, the Board then agreed to not go into closed session and it was then moved by Member Barth, seconded by Member Ostling, and passed unanimously with a vote of 9 ayes 0 nays to make the Board's offer the last, best, and final and directed the District Manager to ratify the Memorandum of Understanding (MOU).
16. President Beck announced adjournment at 4:54 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on December 8, 2021, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

James "Bo" Sheppard,  
Secretary



**Butte County Mosquito and  
Vector Control District  
Annual Financial Report  
For the Fiscal Year Ended June 30, 2021**



*Protecting the Public Health Since 1948*

**Board of Trustees as of June 30, 2021**

| <b>Name</b>              | <b>Area Represented</b> | <b>Title</b>               | <b>Term Expiration</b> |
|--------------------------|-------------------------|----------------------------|------------------------|
| <b>Dr. Albert Beck</b>   | <b>County at Large</b>  | <b>President</b>           | <b>12/31/2021</b>      |
| <b>Dr. Larry Kirk</b>    | <b>City of Chico</b>    | <b>Vice President</b>      | <b>12/31/2021</b>      |
| <b>James Bo Sheppard</b> | <b>City of Biggs</b>    | <b>Secretary</b>           | <b>12/31/2022</b>      |
| <b>Melissa Schuster</b>  | <b>Town of Paradise</b> | <b>Assistant Secretary</b> | <b>12/31/2022</b>      |
| <b>Carl Starkey</b>      | <b>County at Large</b>  | <b>Trustee</b>             | <b>12/31/2024</b>      |
| <b>Phil LaRocca</b>      | <b>County at Large</b>  | <b>Trustee</b>             | <b>12/31/2022</b>      |
| <b>Steve Ostling</b>     | <b>County at Large</b>  | <b>Trustee</b>             | <b>12/31/2021</b>      |
| <b>Michael Barth</b>     | <b>County at Large</b>  | <b>Trustee</b>             | <b>12/31/2023</b>      |
| <b>Bruce Johnson</b>     | <b>City of Gridley</b>  | <b>Trustee</b>             | <b>12/31/2023</b>      |

**Butte County Mosquito and Vector Control District**  
**Matthew C. Ball, District Manager**  
**5117 Larkin Road**  
**Oroville, CA 95965 • (530) 533-6038**  
**[www.bcmvcd.com](http://www.bcmvcd.com)**

**Butte County Mosquito and Vector Control District**

**Annual Financial Report**

**For the Fiscal Year Ended June 30, 2021**



**Butte County Mosquito and Vector Control District  
Annual Financial Report  
For the Fiscal Year Ended June 30, 2021**

**Table of Contents**

|  | <b><u>Page No.</u></b> |
|--|------------------------|
| Table of Contents  | i                      |
| <b>Financial Section</b>   |                        |
| Independent Auditor’s Report   | 1-2                    |
| Management’s Discussion and Analysis   | 3-7                    |
| Basic Financial Statements:  |                        |
| Government-wide Financial Statements:  |                        |
| Statements of Net Position   | 8                      |
| Statements of Activities   | 9                      |
| Fund Financial Statements:   |                        |
| Governmental funds:  |                        |
| Balance Sheet  | 10                     |
| Reconciliation of the Balance Sheet of Governmental Type Funds to the<br>Statements of Net Position  | 11                     |
| Statement of Revenues, Expenditures, and Changes in Fund Balance   | 12                     |
| Reconciliation of the Statement of Revenues, Expenditures, and Changes<br>in Fund Balance of Governmental Type Funds to the Statements of<br>Activities  | 13                     |
| Fiduciary funds:   |                        |
| Statements of Fiduciary Net Position   | 14                     |
| Statements of Changes in Fiduciary Net Position  | 15                     |
| Notes to the Basic Financial Statements  | 16-37                  |
| <b>Required Supplementary Information Section</b>  |                        |
| Budgetary Comparison Schedule – General Fund   | 38                     |
| Notes to Required Supplementary Information  | 38                     |
| Schedules of the District’s Proportionate Share of the Net Pension Liability   | 39-40                  |
| Schedules of Pension Plan Contributions  | 41                     |
| <b>Report on Internal Controls and Compliance</b>  |                        |
| Independent Auditor’s Report on Internal Control Over Financial Reporting<br>and on Compliance and Other Matters Based on An Audit of<br>Financial Statements Performed in Accordance with<br><i>Government Auditing Standards</i> | 42-43                  |

# **Financial Section**





Charles Z. Fedak, CPA, MBA  
Christopher J. Brown, CPA, CGMA  
Andy Beck, CPA

## Fedak & Brown LLP

Certified Public Accountants

Cypress Office:  
6081 Orange Avenue  
Cypress, California 90630  
(657) 214-2307  
FAX (714) 527-9154

Riverside Office:  
1945 Chicago Avenue, Suite C-1  
Riverside, California 92507  
(951) 783-9149

### Independent Auditor's Report

Board of Trustees  
Butte County Mosquito and Vector Control District  
Oroville, California

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities of the Butte County Mosquito and Vector Control District (District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the 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. Accordingly, we express no such opinion. 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 financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Butte County Mosquito and Vector Control District as of June 30, 2021, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## Independent Auditor's Report, continued

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 7, and the required supplementary information on pages 38 through 41, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated December 8, 2021, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. This report can be found on pages 42 and 43.

*Fedak & Brown LLP*

**Fedak & Brown LLP**

Cypress, California

December 8, 2021

**Butte County Mosquito and Vector Control District**  
*Management's Discussion and Analysis*  
**For the Fiscal Year Ended June 30, 2021**

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the Butte County Mosquito and Vector Control District (District), provides an introduction to the financial statements of the District for the fiscal year ended June 30, 2021. We encourage readers to consider the information presented here with additional information that we have furnished in the accompanying basic financial statements and related notes, which follow this section.

**Financial Highlights**

- In 2021, the District's net position increased 13.10% or \$767,919 to \$6,629,628.
- In 2021, total revenues from all sources decreased 0.91% or \$47,368 to \$5,142,745.
- In 2021, total expenses increased 6.70%, or \$274,809 to \$4,374,826.

**Using This Financial Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies.

The Statement of Net Position includes all of the District's investments in resources (assets), deferred outflows of resources, the obligations to creditors (liabilities), and deferred inflows of resources. They also provide the basis for computing a rate of return, evaluating the capital structure of the District, and assessing the liquidity and financial flexibility of the District. All of the year's revenues and expenses are accounted for in the Statement of Activities. This statement measures the success of the District's operations over the past year and can be used to determine the District's net operating reserves and credit worthiness.

**District Activities**

The District was organized in June 1948, as the Butte County Mosquito Abatement District. The District covers 1,600 square miles, and includes all of Butte County, except for small areas served by the Durham and Oroville Mosquito Abatement District, which were formed earlier; however, on November 12, 2019, the Board of Directors of the Oroville Mosquito Abatement District passed and adopted a resolution of application to initiate the Butte Local Agency Formation Commission (LAFCo) to process the dissolution of the Oroville Mosquito Abatement District and annex its territory into the District. Subsequent to year end, the District received a certificate of completion and the territory of the dissolved Oroville Mosquito Abatement District was formally annexed into the District's jurisdiction. The District also includes the Hamilton City area of Glenn County and provides surveillance, abatement, and administrative activities under contract for the Oroville Mosquito Abatement District. In April of 1994, "Vector Control" was added to the District name to reflect the additional disease surveillance and information provided. The District utilizes an Integrated Vector Management approach consisting of vector surveillance, source reduction and/or elimination, public education, biological control, and chemical control. The District also provides public education as an important part in the success of combating diseases such as West Nile virus and Lyme disease. The District's education program consists of public appearances at local city and county fairs, participation in the state Mosquito and Vector Awareness week, and presentations to schools and local civic groups.

The District's mission is primarily to suppress mosquito-transmitted disease and to also reduce the annoyance levels of mosquitoes and diseases associated with ticks, fleas, and other vectors through environmentally compatible control practices and public education.

**Butte County Mosquito and Vector Control District**  
*Management's Discussion and Analysis, continued*  
**For the Fiscal Year Ended June 30, 2021**

**Government-wide Financial Statements**

**Statement of Net Position and Statement of Activities**

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes in it. Think of the District's net position – assets and deferred outflows of resources, less liabilities and deferred inflows of resources – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, such as changes in the District's property tax and assessment base to assess the *overall health* of the District.

**Governmental Fund Financial Statements**

**Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance**

*Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

**Fiduciary Fund Financial Statements**

**Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position**

The District is the trustee, or fiduciary, for its Underground Storage Tank Trust Account Fund (Fiduciary Fund). The Fiduciary Fund is to be used solely for the purpose of paying for corrective action and for compensating third parties for bodily injury and property damage caused by accidental release of rising petroleum from District owned underground storage tanks.

All of the District's fiduciary activities are reported in the separate Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position on pages 14 and 15. The District excludes these activities from its other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purpose.

**Butte County Mosquito and Vector Control District**  
**Management's Discussion and Analysis, continued**  
**For the Fiscal Year Ended June 30, 2021**

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 16 through 37.

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$6,629,628 as of June 30, 2021.

A large portion of the District's net position (48.92% or \$3,243,082), reflects its investment in capital assets (net of accumulated depreciation) less any debt used to acquire those assets that are still outstanding. The District uses these capital assets for operations; consequently, these assets are *not* available for future spending. At the end of fiscal year 2021, the District reflected a positive balance in its unrestricted net position of \$3,386,546 that may be utilized in future years. (See note 9 for further information)

**Condensed Statements of Net Position**

|                                       | <u>2021</u>         | <u>2020</u>      | <u>Change</u>   |
|---------------------------------------|---------------------|------------------|-----------------|
| <b>Assets:</b>                        |                     |                  |                 |
| Current assets                        | \$ 7,295,271        | 6,430,060        | 865,211         |
| Non-current assets                    | <u>3,243,082</u>    | <u>3,209,932</u> | <u>33,150</u>   |
| <b>Total assets</b>                   | <u>10,538,353</u>   | <u>9,639,992</u> | <u>898,361</u>  |
| <b>Deferred outflows of resources</b> | <u>699,076</u>      | <u>688,767</u>   | <u>10,309</u>   |
| <b>Liabilities:</b>                   |                     |                  |                 |
| Current liabilities                   | 217,151             | 205,014          | 12,137          |
| Non-current liabilities               | <u>4,315,751</u>    | <u>4,087,762</u> | <u>227,989</u>  |
| <b>Total liabilities</b>              | <u>4,532,902</u>    | <u>4,292,776</u> | <u>240,126</u>  |
| <b>Deferred inflows of resources</b>  | <u>74,899</u>       | <u>174,274</u>   | <u>(99,375)</u> |
| <b>Net position:</b>                  |                     |                  |                 |
| Net investment in capital assets      | 3,243,082           | 3,209,932        | 33,150          |
| Unrestricted                          | <u>3,386,546</u>    | <u>2,651,777</u> | <u>734,769</u>  |
| <b>Total net position</b>             | <u>\$ 6,629,628</u> | <u>5,861,709</u> | <u>767,919</u>  |

The statement of activities (see next page) shows how the District's net position changed during the fiscal year. In the case of the District, net position increased 13.10% or \$767,919 to \$6,629,628 from ongoing operations.

The District's total revenues from all sources decreased 0.91% or \$47,368 to \$5,142,745. Program revenues decreased \$185,915, primarily due to a decrease of \$230,834 in operating grants; which was offset by increases of \$30,776 in charge for services and \$14,143 in property benefit assessments. General revenues, net, increased \$138,547, primarily due to increases of \$205,144 in property taxes and \$107,517 in other revenues; which were offset by a decrease of \$174,114 in investment earnings(losses).



**Butte County Mosquito and Vector Control District**  
**Management's Discussion and Analysis, continued**  
**For the Fiscal Year Ended June 30, 2021**

**Government-wide Financial Analysis, continued**

The District's total expenses increased 6.70%, or \$274,809 to \$4,374,826, primarily due to increases of \$252,419 in materials and supplies and \$63,906 in depreciation; which were offset by a decrease of \$41,516 in salaries and benefits.

**Condensed Statements of Activities**

|  | <u>2021</u>         | <u>2020</u>      | <u>Change</u>    |
|--|---------------------|------------------|------------------|
| <b>Expenses:</b>                       |                     |                  |                  |
| Mosquito and vector control            | \$ 4,374,826        | 4,100,017        | 274,809          |
| <b>Total expenses</b>                  | <u>4,374,826</u>    | <u>4,100,017</u> | <u>274,809</u>   |
| <b>Program revenues</b>                | 1,291,601           | 1,477,516        | (185,915)        |
| <b>General revenues</b>                | <u>3,851,144</u>    | <u>3,712,597</u> | <u>138,547</u>   |
| <b>Total revenues</b>                  | <u>5,142,745</u>    | <u>5,190,113</u> | <u>(47,368)</u>  |
| <b>Changes in net position</b>         | 767,919             | 1,090,096        | (322,177)        |
| <b>Net position, beginning of year</b> | <u>5,861,709</u>    | <u>4,771,613</u> | <u>1,090,096</u> |
| <b>Net position, end of year</b>       | <u>\$ 6,629,628</u> | <u>5,861,709</u> | <u>767,919</u>   |

**Governmental Funds Financial Analysis**

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows, and balance of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resource for spending at the end of the fiscal year.

As of June 30, 2021, the District's General Fund reported a fund balance of \$7,188,770. An amount of \$553,250 has been assigned for District operations. The amount of \$6,020,606 constitutes unassigned fund balance which is available for future District operations. The remaining fund balance of \$614,914 is not available for future spending because it has already been used to pay for chemical and supplies inventory, and prepaid expenses.

**General Fund Budgetary Highlights**

The final actual expenditures for the General Fund at year-end were \$267,915 less than budgeted. The variance is due primarily to materials and supplies of \$172,057, salaries and benefits of \$85,382, and capital outlay of \$10,476 being less than the anticipated budget. Actual revenues were greater than the anticipated budget by \$774,558. (See Budgetary Comparison Schedule – General Fund under Required Supplementary Information section on page 38)

**Butte County Mosquito and Vector Control District**  
**Management's Discussion and Analysis, continued**  
**For the Fiscal Year Ended June 30, 2021**

**Capital Asset Administration**

|                           | <b>Balance<br/>2020</b> | <b>Additions</b> | <b>Deletions/<br/>Transfers</b> | <b>Balance<br/>2021</b> |
|---------------------------|-------------------------|------------------|---------------------------------|-------------------------|
| Non-depreciable assets    | \$ 615,403              | -                | -                               | 615,403                 |
| Depreciable assets        | 5,531,153               | 370,524          | -                               | 5,901,677               |
| Accumulated depreciation  | <u>(2,936,624)</u>      | <u>(337,374)</u> | -                               | <u>(3,273,998)</u>      |
| Total capital assets, net | <u>\$ 3,209,932</u>     | <u>33,150</u>    | <u>-</u>                        | <u>3,243,082</u>        |

At the end of fiscal year 2021, the District's investment in capital assets (net of accumulated depreciation) amounted to \$3,243,082. This investment in capital assets includes buildings and improvements, vehicles, equipment, machinery, and furniture and fixtures. Capital asset additions during the year included District equipment and vehicle purchases totaling \$370,524.

**Conditions Affecting Current Financial Position**

The COVID-19 outbreak in the United States has caused business disruption through labor shortages closing of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the disruption. However, the related financial impact on the District and the duration cannot be estimated at this time.

Management is unaware of any other conditions, which could have a significant impact on the District's current financial position, net position, or operating results in terms of past, present, and future.

**Requests for Information**

The financial report is designed to provide the District's present users with a general overview of the District's basic finances and to demonstrate the District's accountability with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional information, please contact the District Manager, Matthew Ball, at the Butte County Mosquito and Vector Control District, 5117 Larkin Road, Oroville, California 95965 or (530) 533-6038.

# **Basic Financial Statements**

**Butte County Mosquito and Vector Control District**  
**Statements of Net Position**  
**June 30, 2021**  
*With comparative amounts for June 30, 2020*

|  | <b>2021</b>         | <b>2020</b>      |
|--|---------------------|------------------|
| <b>Current assets:</b>                             |                     |                  |
| Cash and cash equivalents (note 2)                 | \$ 6,654,786        | 5,872,997        |
| Accrued interest receivable                        | -                   | 20,959           |
| Accounts receivable – charges for services         | 25,571              | 33,518           |
| Materials and supplies inventory                   | 586,445             | 478,043          |
| Prepaid expenses                                   | 28,469              | 24,543           |
| <b>Total current assets</b>                        | <b>7,295,271</b>    | <b>6,430,060</b> |
| <b>Non-current assets:</b>                         |                     |                  |
| Capital assets, not being depreciated (note 3)     | 615,403             | 615,403          |
| Capital assets, being depreciated (note 3)         | 2,627,679           | 2,594,529        |
| <b>Total non-current assets</b>                    | <b>3,243,082</b>    | <b>3,209,932</b> |
| <b>Total assets</b>                                | <b>10,538,353</b>   | <b>9,639,992</b> |
| <b>Deferred outflows of resources:</b>             |                     |                  |
| Deferred pension outflows (note 7)                 | 699,076             | 688,767          |
| <b>Total deferred outflows of resources</b>        | <b>699,076</b>      | <b>688,767</b>   |
| <b>Current liabilities:</b>                        |                     |                  |
| Accounts payable and accrued expenses              | 79,922              | -                |
| Accrued salaries and benefits                      | 26,579              | 87,211           |
| Long-term liabilities – due within one year:       |                     |                  |
| Compensated absences (note 4)                      | 110,650             | 117,803          |
| <b>Total current liabilities</b>                   | <b>217,151</b>      | <b>205,014</b>   |
| <b>Non-current liabilities:</b>                    |                     |                  |
| Long-term liabilities – due in more than one year: |                     |                  |
| Compensated absences (note 4)                      | 442,600             | 471,212          |
| Net pension liability (note 7)                     | 3,873,151           | 3,616,550        |
| <b>Total non-current liabilities</b>               | <b>4,315,751</b>    | <b>4,087,762</b> |
| <b>Total liabilities</b>                           | <b>4,532,902</b>    | <b>4,292,776</b> |
| <b>Deferred inflows of resources:</b>              |                     |                  |
| Deferred pension inflows (note 7)                  | 74,899              | 174,274          |
| <b>Total deferred inflows of resources</b>         | <b>74,899</b>       | <b>174,274</b>   |
| <b>Net position:</b>                               |                     |                  |
| Net investment in capital assets                   | 3,243,082           | 3,209,932        |
| Unrestricted (note 9)                              | 3,386,546           | 2,651,777        |
| <b>Total net position</b>                          | <b>\$ 6,629,628</b> | <b>5,861,709</b> |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Statements of Activities**  
**For the Fiscal Year Ended June 30, 2021**  
*With comparative amounts for June 30, 2020*

|  | 2021                | 2020               |
|--|---------------------|--------------------|
| <b>Expenses:</b>                                   |                     |                    |
| Mosquito and vector control:                       |                     |                    |
| Salaries and benefits                              | \$ 2,493,949        | 2,535,465          |
| Materials and supplies                             | 1,543,503           | 1,291,084          |
| Depreciation                                       | 337,374             | 273,468            |
| <b>Total expenses</b>                              | <b>4,374,826</b>    | <b>4,100,017</b>   |
| <b>Program revenues:</b>                           |                     |                    |
| Charge for services – property benefit assessments | 765,318             | 751,175            |
| Charge for services                                |                     |                    |
| Oroville Mosquito Abatement District               | 200,000             | 154,510            |
| Others   | 246,683             | 261,397            |
| Operating grants                                   | 79,600              | 310,434            |
| <b>Total program revenues</b>                      | <b>1,291,601</b>    | <b>1,477,516</b>   |
| <b>Net program expense</b>                         | <b>(3,083,225)</b>  | <b>(2,622,501)</b> |
| <b>General revenues:</b>                           |                     |                    |
| Property taxes                                     | 3,634,228           | 3,429,084          |
| Investment earnings(losses)                        | (11,829)            | 162,285            |
| Other  | 228,745             | 121,228            |
| <b>Total general revenues</b>                      | <b>3,851,144</b>    | <b>3,712,597</b>   |
| <b>Changes in net position</b>                     | <b>767,919</b>      | <b>1,090,096</b>   |
| <b>Net position, beginning of year</b>             | <b>5,861,709</b>    | <b>4,771,613</b>   |
| <b>Net position, end of year</b>                   | <b>\$ 6,629,628</b> | <b>5,861,709</b>   |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Balance Sheet**  
**June 30, 2021**

|  | <b>General<br/>Fund</b> | <b>Reclassifications<br/>&amp; Eliminations</b> | <b>Statements of<br/>Net Position</b> |
|--|-------------------------|---|---------------------------------------|
| <b>Current assets:</b>                             |                         |   |                                       |
| Cash and cash equivalents (note 2)                 | \$ 6,654,786            | -   | 6,654,786                             |
| Accounts receivable – charge for services          | 25,571                  | -   | 25,571                                |
| Materials and supplies inventory                   | 586,445                 | -   | 586,445                               |
| Prepaid expenses                                   | 28,469                  | -   | 28,469                                |
| <b>Total current assets</b>                        | <b>7,295,271</b>        | <b>-</b>  | <b>7,295,271</b>                      |
| <b>Non-current assets:</b>                         |                         |   |                                       |
| Capital assets, not being depreciated (note 3)     | -                       | 615,403   | 615,403                               |
| Capital assets, being depreciated (note 3)         | -                       | 2,627,679                                       | 2,627,679                             |
| <b>Total non-current assets</b>                    | <b>-</b>                | <b>3,243,082</b>                                | <b>3,243,082</b>                      |
| <b>Total assets</b>                                | <b>7,295,271</b>        | <b>3,243,082</b>                                | <b>10,538,353</b>                     |
| <b>Deferred outflows of resources:</b>             |                         |   |                                       |
| Deferred pension outflows (note 7)                 | -                       | 699,076   | 699,076                               |
| <b>Total deferred outflows of resources</b>        | <b>-</b>                | <b>699,076</b>                                  | <b>699,076</b>                        |
| <b>Current liabilities:</b>                        |                         |   |                                       |
| Accrued salaries and benefits                      | 26,579                  | -   | 26,579                                |
| Long-term liabilities – due within one year:       |                         |   |                                       |
| Compensated absences (note 4)                      | -                       | 110,650   | 110,650                               |
| <b>Total current liabilities</b>                   | <b>106,501</b>          | <b>110,650</b>                                  | <b>217,151</b>                        |
| <b>Non-current liabilities:</b>                    |                         |   |                                       |
| Long-term liabilities – due in more than one year: |                         |   |                                       |
| Compensated absences (note 4)                      | -                       | 442,600   | 442,600                               |
| Net pension liability (note 7)                     | -                       | 3,873,151                                       | 3,873,151                             |
| <b>Total non-current liabilities</b>               | <b>-</b>                | <b>4,315,751</b>                                | <b>4,315,751</b>                      |
| <b>Total liabilities</b>                           | <b>106,501</b>          | <b>4,426,401</b>                                | <b>4,532,902</b>                      |
| <b>Deferred inflows of resources:</b>              |                         |   |                                       |
| Deferred pension inflows (note 7)                  | -                       | 74,899  | 74,899                                |
| <b>Total deferred inflows of resources</b>         | <b>-</b>                | <b>74,899</b>                                   | <b>74,899</b>                         |
| <b>Fund balance:</b> (note 8)                      |                         |   |                                       |
| Non-spendable                                      | 614,914                 | (614,914)                                       | -                                     |
| Assigned   | 553,250                 | (553,250)                                       | -                                     |
| Unassigned   | 6,020,606               | (6,020,606)                                     | -                                     |
| <b>Total fund balance</b>                          | <b>7,188,770</b>        | <b>(7,188,770)</b>                              | <b>-</b>                              |
| <b>Total liabilities and fund balance</b>          | <b>\$ 7,295,271</b>     |   |                                       |
| <b>Net position:</b>                               |                         |   |                                       |
| Net investment in capital assets                   |                         | 3,243,082                                       | 3,243,082                             |
| Unrestricted                                       |                         | 3,386,546                                       | 3,386,546                             |
| <b>Total net position</b>                          |                         | <b>6,629,628</b>                                | <b>6,629,628</b>                      |

Continued on next page

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Reconciliation of the Balance Sheet of Governmental Type Funds**  
**to the Statements of Net Position**  
**June 30, 2021**

**Reconciliation:**

|  |           |                                |
|--|-----------|--------------------------------|
| <b>Fund balance of governmental funds</b>  | \$        | 7,188,770                      |
| Amounts reported for governmental activities in the statements of net position are different because:  |           |                                |
| Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental fund balance sheet.  |           |                                |
| Capital assets, net  |           | 3,243,082                      |
| Deferred outflows of resources   |           | 699,076                        |
| Long-term liabilities applicable to the District are not due and payable in the current period and, accordingly, are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statements of net position as follows: |           |                                |
| Compensated absences   |           | (553,250)                      |
| Net pension liability  |           | (3,873,151)                    |
| Deferred inflows of resources  |           | <u>(74,899)</u>                |
| <b>Net position of governmental activities</b>   | <b>\$</b> | <b><u><u>6,629,628</u></u></b> |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Fiscal Year Ended June 30, 2021**

|   | <b>General<br/>Fund</b> | <b>Reclassifications<br/>&amp; Eliminations</b> | <b>Statements of<br/>Activities</b> |
|---|-------------------------|---|-------------------------------------|
| <b>Expenditures/Expenses:</b>                         |                         |   |                                     |
| Mosquito and vector control operations:               |                         |   |                                     |
| Salaries and benefits                                 | \$ 2,382,797            | 111,152   | 2,493,949                           |
| Materials and supplies                                | 1,543,503               | -   | 1,543,503                           |
| Capital outlay  | 370,524                 | (370,524)                                       | -                                   |
| Depreciation expense                                  | -                       | 337,374   | 337,374                             |
| <b>Total expenditures/expenses</b>                    | <b>4,296,824</b>        | <b>78,002</b>                                   | <b>4,374,826</b>                    |
| <b>Program revenues:</b>                              |                         |   |                                     |
| Charge for services – property assessments            | 765,318                 | -   | 765,318                             |
| Charge for services                                   |                         |   |                                     |
| Oroville Mosquito Abatement District                  | 200,000                 | -   | 200,000                             |
| Others  | 246,683                 | -   | 246,683                             |
| Operating grants                                      | 79,600                  | -   | 79,600                              |
| <b>Total program revenues</b>                         | <b>1,291,601</b>        | <b>-</b>  | <b>1,291,601</b>                    |
| <b>Net program expense</b>                            |                         |   | <b>3,083,225</b>                    |
| <b>General revenues:</b>                              |                         |   |                                     |
| Property taxes  | 3,634,228               | -   | 3,634,228                           |
| Interest losses                                       | (11,829)                | -   | (11,829)                            |
| Other   | 228,745                 | -   | 228,745                             |
| <b>Total general revenues</b>                         | <b>3,851,144</b>        | <b>-</b>  | <b>3,851,144</b>                    |
| <b>Total revenues</b>                                 | <b>5,142,745</b>        | <b>-</b>  | <b>5,142,745</b>                    |
| <b>Excess of revenues<br/>over expenditures</b>       | 845,921                 | (78,002)  | -                                   |
| <b>Changes in net position</b>                        | -                       | 78,002  | 767,919                             |
| <b>Fund balance/Net position, beginning of period</b> | <b>6,342,849</b>        | <b>-</b>  | <b>5,861,709</b>                    |
| <b>Fund balance/Net position, end of period</b>       | <b>\$ 7,188,770</b>     | <b>-</b>  | <b>6,629,628</b>                    |

Continued on next page

See accompanying notes to the basic financial statements



**Butte County Mosquito and Vector Control District**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balance of Governmental Type Funds to the Statements of Activities**  
**For the Fiscal Year Ended June 30, 2021**

**Reconciliation:**

|   |    |           |
|---|----|-----------|
| Net change in fund balance of governmental fund   | \$ | 845,921   |
| <p>Amounts reported for governmental activities in the statements of activities is different because:</p> <p>Governmental funds report capital outlay as expenditures. However, in the statements of activities, the cost of those assets are included as capital assets and allocated over their estimated useful lives as depreciation expense; and gain and losses resulting from the disposal of the capital assets are recognized. The effects of capital assets to the governmental funds are as follows:</p> |    |           |
| Capital outlay  |    | 370,524   |
| Depreciation expense  |    | (337,374) |
| <p>Some expenses reported in the statements of activities do not require the use of current financial resources and, therefore, are not reported as expenses in the governmental funds as follows:</p>  |    |           |
| Change in compensated absences  |    | 35,765    |
| Change in net pension liability   |    | (146,917) |
|   |    | 767,919   |
| Changes in net position of governmental activities  | \$ | 767,919   |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Statements of Fiduciary Net Position**  
**June 30, 2021**  
*With comparative amounts for June 30, 2020*

|   | <u>2021</u>         | <u>2020</u>         |
|---|---------------------|---------------------|
| <b>Current assets:</b>                              |                     |                     |
| Cash and cash equivalents (note 2)                  | \$ <u>5,000</u>     | <u>5,000</u>        |
| <b>Total assets</b>                                 | <u>5,000</u>        | <u>5,000</u>        |
| <b>Net position:</b>                                |                     |                     |
| Held in trust for underground storage tank facility | <u>5,000</u>        | <u>5,000</u>        |
| <b>Total net position</b>                           | <u><u>5,000</u></u> | <u><u>5,000</u></u> |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Statements of Changes in Fiduciary Net Position**  
**June 30, 2021**  
*With comparative amounts for June 30, 2020*

|  | 2021     | 2020  |
|--|----------|-------|
| <b>Additions:</b>                        |          |       |
| Total additions                          | \$ -     | -     |
| <b>Deductions:</b>                       |          |       |
| Total deductions                         | -        | -     |
| <b>Changes in net position</b>           | -        | -     |
| <b>Net position, beginning of period</b> | 5,000    | 5,000 |
| <b>Net position, end of period</b>       | \$ 5,000 | 5,000 |

See accompanying notes to the basic financial statements

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies**

**A. Organization and Operations of the Reporting Entity**

The Butte County Mosquito and Vector Control District (District) was formed by Resolution on May 7, 1948, and provides pest abatement for Butte County, except for areas covered by Oroville and Durham Mosquito Abatement Districts, and for Hamilton City located in Glenn County; however, on November 12, 2019, the Board of Directors of the Oroville Mosquito Abatement District passed and adopted a resolution of application to initiate the Butte Local Agency Formation Commission (LAFCo) to process the dissolution of the Oroville Mosquito Abatement District and annex its territory into the District.

The District is an autonomous Special District of the State of California, formed in accordance with the Health and Safety Codes, Chapter 5, Article 2, Division 3, and is governed by an 11 member Board of Trustees. The Board of Trustees is comprised of five trustees representing Butte County, one trustee from each of the five incorporated Butte County cities, and one trustee representing the Hamilton City area of Glenn County. The trustees are appointed by the agency they represent.

The District's financial statements include all transactions for which the District is financially accountable. Financial accountability is defined as appointment of a majority of a component unit's Board and either the ability to impose the will of the District or the possibility that the component unit will provide a financial benefit to or impose a financial burden on the District. Based on these criteria, the District has determined that there are no component units that come under the criteria for inclusion. The District is not a component unit of any other government entity.

**B. Basis of Accounting and Measurement Focus**

The *basic financial statements* of the District are comprised of the following:

- Government-wide financial statements
- Governmental Fund financial statements
- Fiduciary Fund financial statements
- Notes to the basic financial statements

***Government-wide Financial Statements***

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets, are included in the accompanying Statements of Net Position. The Statements of Activities present changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statements of Activities demonstrate the degree to which direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The types of transactions reported as program revenues for the District are to be reported in three categories, if applicable: 1) charge for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charge for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**B. Basis of Accounting and Measurement Focus, continued**

***Governmental Fund Financial Statements***

These statements include the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. Incorporated into these statements is a schedule to reconcile and explain the difference in fund balance as presented in these statements to the net position presented in the Government-wide Financial Statements. The District has presented its General Fund as its major fund in these statements to meet the qualifications of GASB Statement No. 34.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) of net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except those revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the District are property taxes and assessments, interest earnings, investment revenue, and operating and capital grant revenues. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

The District reports the following major governmental fund:

**General Fund** – is a government’s primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund when necessary.

***Fiduciary Fund Financial Statements***

These statements include the Statements of Fiduciary Net Position and the Statements of Changes in Fiduciary Net Position for all funds held by a governmental unit in a trustee or agent capacity for others. Fiduciary funds should be used to report assets held in a trustee or agency capacity for others and, therefore, cannot be used to support the government’s own programs. Fiduciary activities, whose resources are not available to finance the government’s programs, should be excluded from the Government-wide Financial Statements. The District has presented its Trust Fund, as its major fund to account for resources legally held in trust by the District in a trustee capacity, in these statements to meet the qualifications of GASB Statement No. 34. The District’s trust fund was established to account for the underground tank facility pursuant to 40 CFR 280.93.

Fiduciary funds are accounted for on an *economic resources* measurement focus and the accrual basis of accounting. *Fiduciary fund* reporting focuses on net position and changes in net position. Fiduciary fund financial statements should include information of all fiduciary funds of the primary government, as well as component units that are fiduciary in nature.

**C. Financial Reporting**

The District’s basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**C. Financial Reporting, continued**

The District has adopted the following GASB pronouncements in the current year:

In January 2017, the GASB issued Statement No. 84 – *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

In August 2018, the GASB issued Statement No. 90 – *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government’s holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance**

**1. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources, and disclosures of contingent assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements and the reported changes in District net position during the reporting period. Actual results could differ from those estimates.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**2. Uncertainty**

The COVID-19 outbreak in the United States has caused business disruption through labor shortages and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the disruption. However, the related financial impact on the District and the duration cannot be estimated at this time.

**3. Cash and Cash Equivalents**

Substantially all of the District's cash is invested in interest bearing cash accounts. The District considers all highly liquid investments, with initial maturities of three months or less, to be cash equivalents.

**4. Investments and Investment Policy**

The District has adopted a formal investment policy as required by Section 53600, et al. seq., of the California Government Code. The District's investments are as follows:

- Checking and savings account held with financial institutions
- Butte County Treasurer investment pool

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

**5. Property Taxes and Assessments**

The Butte County Assessor's Office assesses all real and personal property within the County each year. The Butte County Tax Collector's Office bills and collects the District's share of property taxes and assessments. The Butte County Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and special assessments receivable at year-end are related to property taxes collected by Butte County which have not been credited to the District's cash balance as of June 30<sup>th</sup>. The property tax calendar is as follows:

|                  |                          |
|------------------|--------------------------|
| Lien date        | January 1                |
| Levy date        | July 1                   |
| Due dates        | November 1 and March 1   |
| Collection dates | December 10 and April 10 |

**6. Materials and Supplies Inventory**

Materials and supplies inventory consists primarily of pesticides and chemicals used to eradicate certain vectors. Inventory is valued at cost using the first-in, first-out (FIFO) cost method. Inventory items are charged to expense at the time that individual items are withdrawn from inventory or consumed.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**7. Prepaid Expenses**

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

**8. Capital Assets**

Capital assets are recorded in the government-wide financial statements. Included in capital assets are land, structures, improvements, equipment, and vehicles. District policy has set the capitalization threshold for reporting capital assets at \$2,500. Donated assets are recorded at estimated fair market value at the date of donation. Capital outlay is recorded as expenditures of the General Fund and as assets in the government-wide financial statements to the extent the District's capitalization threshold is met. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

- Structures and improvements – 10 to 30 years
- Equipment and vehicles – 5 to 20 years

**9. Deferred Outflows of Resources**

Deferred outflows of resources represent the consumption of resources that is applicable to future periods.

**10. Compensated Absences**

The District's compensated leave policy allow full-time employees to accumulate vacation and sick leave. Vacation leave may be accumulated to a maximum of 400 hours. Vacation is accrued at varying rates depending on the employee's years of service. At termination, an employee shall only be paid for that portion of accumulated vacation time which the employee has not been given an opportunity to use. Payment for unused vacation will be based on salary rate at the time of the employee's termination. The outstanding liability for compensated absences is reported as a long-term liability in the statements of net position.

Sick leave, for full-time employees, may be accumulated on an unlimited basis. Upon termination of employment, full-time employees with more than 240 hours of accrued sick leave may be compensated for the portion of time in excess of 240 hours at the current rate of pay, up to a maximum of \$2,500. At the time of retirement, accumulated sick leave shall be determined and the hours of sick leave shall be multiplied by the employees' then existing straight-time wage rate. The balance, net of withheld taxes, will represent a fund to be held and paid out by the District to the retired employee, in equal annual installments with a maximum annual payment of no more than \$5,000, until the calculated amount is paid or the employee becomes eligible for Medicare, whichever comes sooner. Sick leave not exchanged for cash credit under this option, may be used under the final option, in which employees may convert any remaining sick leave into PERS service time credit according to a PERS formula.



**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**11. Deferred Inflows of Resources**

Deferred inflows of resources represent the acquisition of resources that is applicable to future periods.

**12. Pension**

For the purpose of measuring net pension liability and deferred outflows/inflows of resources related to pension and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and addition to/deduction from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

GASB 68 requires that the reported results must pertain to the liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

- Valuation Date: June 30, 2019
- Measurement Date: June 30, 2020
- Measurement Period: July 1, 2019 to June 30, 2020

**13. Net Position**

The government-wide financial statements utilize a net position presentation. Net position is categorized as follows:

- **Net investment in capital assets** – consists of capital assets, net of accumulated depreciation and reduced by any debt outstanding against the acquisition, construction, or improvement of those assets.
- **Restricted** – consists of external constraints placed on net position use imposed by creditors, grantors, contributors, laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted** – consists of the net amount of assets and deferred outflows of resources, less liabilities and deferred inflows of resources that are not included in the determination of the *net investment in capital assets* or *restricted* components of net position.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position/Fund Balance, continued**

**14. Fund Balance**

The governmental fund financial statements report fund balance as non-spendable, restricted, committed, assigned, or unassigned, based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent. In the fund financial statements, the District has implemented the requirements of *GASB No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions*. The Board of Trustees formally adopted the following fund balance classifications:

- **Non-spendable** – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- **Restricted** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed** – amounts that can only be used for specific purposes determined by formal action of the District’s highest level of decision-making authority (the Board of Trustees) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned** – amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District’s special revenue funds.
- **Unassigned** – the residual classification for the District’s general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

***Fund Balance Policy***

The Board of Trustees establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

The District believes that sound financial management principles require sufficient funds to be retained by the District, to provide a stable financial base at all time. To retain this stable financial base, the District needs to maintain an unrestricted fund balance sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned, and unassigned fund balance classifications are considered unrestricted.

The purpose of the District’s fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(2) Cash and Cash Equivalents**

Cash and cash equivalents as of June 30, are classified in the accompanying financial statements as follows:

|                                       | <b>2021</b>  |
|---------------------------------------|--------------|
| Statements of Net Position:           |              |
| Cash and cash equivalents             | \$ 6,654,786 |
| Statements of Fiduciary Net Position: |              |
| Cash and cash equivalents             | 5,000        |
| Total cash and cash equivalents       | \$ 6,659,786 |

Cash and cash equivalents for governmental activities as of June 30, consist of the following:

|   | <b>2021</b>  |
|---|--------------|
| Statements of Net Position:               |              |
| Deposits held with financial institutions | \$ 2,500     |
| Deposits held with Butte County Treasury  | 6,652,286    |
| Total cash and cash equivalents           | \$ 6,654,786 |

Cash and cash equivalents for fiduciary activities as of June 30, consist of the following:

|   | <b>2021</b> |
|---|-------------|
| Statements of Net Position:                         |             |
| Held in trust for underground storage tank facility | \$ 5,000    |
| Total cash and cash equivalents                     | \$ 5,000    |

***Authorized Deposits and Investments***

Under the provision of the District's investment policy, and in accordance with Section 53601 of the California Government Code, the District invests in certain types of investments as listed in Note 1(D)(4) to the financial statements.

***Custodial Credit Risk***

The custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The custodial credit risk for *investments* is the risk that, in the event of failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(2) Cash and Cash Equivalents, continued**

***Custodial Credit Risk, continued***

The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision: The California Government Code requires that a financial institution secures deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. Of the District's bank balance, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District's name.

***Interest Rate Risk***

Interest rate risk is the risk that the change in market interest rates will adversely affect the fair value of an investment. The longer the maturity an investment has the greater its fair value has sensitivity to the change in market interest rates. The District's investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The District's investment in the Butte County Treasurer investment pool had an average maturity of 651 days.

***Credit Risk***

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by an assignment of a rating by a nationally recognized statistical rating organization. The investments of the District do not have a rating provided by a nationally recognized statistical rating organization.

***Concentration of Credit Risk***

The District's investment policy contains no limitations on the amounts that can be invested in any one issuer beyond that stipulated by the California Government Code. There were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and/or external investment pools) that represent 5% or more of the District's total investments as of June 30, 2021.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(3) Capital Assets**

|                                | <u>Balance<br/>2020</u> | <u>Additions</u> | <u>Deletions/<br/>Transfers</u> | <u>Balance<br/>2021</u> |
|--------------------------------|-------------------------|------------------|---------------------------------|-------------------------|
| Non-depreciable assets:        |                         |                  |                                 |                         |
| Land                           | \$ 615,403              | -                | -                               | 615,403                 |
| Total non-depreciable assets   | <u>615,403</u>          | <u>-</u>         | <u>-</u>                        | <u>615,403</u>          |
| Depreciable assets:            |                         |                  |                                 |                         |
| Structures and improvements    | 2,551,332               | 191,556          | -                               | 2,742,888               |
| Equipment and vehicles         | <u>2,979,821</u>        | <u>178,968</u>   | <u>-</u>                        | <u>3,158,789</u>        |
| Total depreciable assets       | <u>5,531,153</u>        | <u>370,524</u>   | <u>-</u>                        | <u>5,901,677</u>        |
| Less accumulated depreciation: |                         |                  |                                 |                         |
| Structures and improvements    | (1,156,989)             | (86,616)         | -                               | (1,243,605)             |
| Equipment and vehicles         | <u>(1,779,635)</u>      | <u>(250,758)</u> | <u>-</u>                        | <u>(2,030,393)</u>      |
| Total accumulated depreciation | <u>(2,936,624)</u>      | <u>(337,374)</u> | <u>-</u>                        | <u>(3,273,998)</u>      |
| Total depreciable assets, net  | <u>2,594,529</u>        | <u>33,150</u>    | <u>-</u>                        | <u>2,627,679</u>        |
| Total capital assets, net      | <u>\$ 3,209,932</u>     |                  |                                 | <u>3,243,082</u>        |

Major capital asset additions during the year include equipment and vehicles of \$370,524.

**(4) Compensated Absences**

The change to compensated absence balances at June 30 was as follows:

|    | <u>Balance<br/>2020</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance<br/>2021</u> | <u>Due Within<br/>One Year</u> | <u>Due in more<br/>than one year</u> |
|----|-------------------------|------------------|------------------|-------------------------|--------------------------------|--------------------------------------|
| \$ | <u>589,015</u>          | <u>185,479</u>   | <u>(221,244)</u> | <u>553,250</u>          | <u>110,650</u>                 | <u>442,600</u>                       |

**(5) Deferred Compensation Savings Plan**

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program (Program). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death, or unforeseeable emergency. Until the funds are paid or otherwise made available to employees, employees are not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District and are not subject to claims of the District's general creditors. Market value of all plan assets held in trust at June 30, 2021, was \$420,304.

The District has implemented GASB Statement No. 32 – *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statements of net position.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(6) Operating Lease**

The District’s main headquarters and facilities are located on real property leased from the City of Oroville. The lease term and payment provisions of the original lease agreement were amended on February 17, 2015, as follows:

1. The term of the lease shall be for a period of thirty (30) years, commencing February 17, 2015, and ending February 17, 2045.
2. The District shall pay \$350 per month rent to the City.

During the fiscal year ended June 30, 2021, the District paid the City of Oroville rent totaling \$4,200.

Future minimum rental payments are as follows:

| <u>June 30,</u> | <u>Amount</u> |
|-----------------|---------------|
| 2022            | \$ 4,200      |
| 2023            | 4,200         |
| 2024            | 4,200         |
| 2025            | 4,200         |
| 2026            | 4,200         |
| 2026-2030       | 21,000        |
| 2031-2035       | 21,000        |
| 2036-2040       | 21,000        |
| 2041-2045       | 19,600        |

**(7) Defined Benefit Pension Plan**

***Plan Description***

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Pension Plan (Plan or PERF C) administered by the California Public Employees’ Retirement System (CalPERS). The Plan consists of a miscellaneous risk pool and a safety risk pool, which are comprised of individual employer miscellaneous plan and safety plan, respectively. Benefit provisions under the Plan are established by State statute and the District’s resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information and can be found on the CalPERS website.

***Benefits Provided***

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. Cost of living adjustments for the Plan are applied as specified by the Public Employees’ Retirement Law.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(7) Defined Benefit Pension Plan, continued**

***Benefits Provided, continued***

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The new legislation closed the District's CalPERS 2.5% at 55 Miscellaneous Risk Pool Retirement Plan to new employee entrants effective December 31, 2012. All employees hired after January 1, 2013, are eligible for the District's CalPERS 2.0% at 62 Miscellaneous Risk Pool Retirement Plan under PEPRA.

The District participates in the Plan's miscellaneous risk pool. The Plan's provision and benefits in effect at June 30, 2021, are summarized as follows:

|  | <b>Miscellaneous Pool</b>      |                                   |
|--|--------------------------------|-----------------------------------|
|  | <b>Classic</b>                 | <b>PEPRA</b>                      |
|  | Prior to<br>January 1,<br>2013 | On or after<br>January 1,<br>2013 |
| Hire date  |                                |                                   |
| Benefit formula                                      | 2.5% @ 55                      | 2.0% @ 62                         |
| Benefit vesting schedule                             | 5 years of service             |                                   |
| Benefit payments                                     | monthly for life               |                                   |
| Retirement age                                       | 50 - 55                        | 52 - 67                           |
| Monthly benefits, as a % of eligible<br>compensation | 2.0% to 2.5%                   | 1.0% to 2.5%                      |
| Required employee contribution rates                 | 7.95%                          | 6.75%                             |
| Required employer contribution rates                 | 10.82%                         | 6.99%                             |

***Contributions***

Section 20814(c) of the California Public Employees' Retirement Law requires that employer contribution rates for all public employers be determined on an annual basis by an actuary and shall be effective on July 1, following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30, by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2021, contributions recognized as part of pension expense for the Plan was as follows:

|                          |             |
|--------------------------|-------------|
|                          | <b>2021</b> |
| Contributions – employer | \$ 345,724  |

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(7) Defined Benefit Pension Plan, continued**

***Net Pension Liability***

As of the fiscal year ended June 30, 2021, the District reported net pension liabilities for its proportionate share of the net pension liability of the Plan as follows:

|   |             |
|---|-------------|
|   | <b>2021</b> |
| Proportionate share of net pension liability \$ | 3,873,151   |

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2020 (the measurement date), and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 (the valuation date), rolled forward to June 30, 2020, using standard update procedures. The District's proportion of the fiduciary net position was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for the Plan as of the measurement date June 30, 2020, was as follows:

|                            |                      |
|----------------------------|----------------------|
|                            | <b>Miscellaneous</b> |
| Proportion – June 30, 2019 | 0.03529%             |
| Changes in proportion      | 0.00030%             |
| Proportion – June 30, 2020 | 0.03560%             |

***Deferred Pension Outflows(Inflows) of Resources***

For the fiscal year ended June 30, 2021, the District recognized pension expense of \$531,339.

At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

| <b>Description</b>   | <b>Deferred<br/>Outflows of<br/>Resources</b> | <b>Deferred<br/>Inflows of<br/>Resources</b> |
|--|---|--|
| Pension contributions subsequent to measurement date                     | \$ 384,422                                    | -  |
| Differences between actual and expected experience                       | 199,596                                       | -  |
| Change in assumptions  | -   | (27,625)                                     |
| Net difference between projected and actual earnings on plan investments | 115,058                                       | -  |
| Adjustment due to differences in proportions of net pension liability    | -   | (47,274)                                     |
| Total  | \$ 699,076                                    | (74,899)                                     |



**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(7) Defined Benefit Pension Plan, continued**

*Deferred Pension Outflows(Inflows) of Resources, continued*

For the year ended June 30, 2021, the District's deferred outflows of resources related to contributions subsequent to the measurement date totaled \$384.422 and other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized as pension expense as follows:

| <b>Fiscal Year<br/>Ending<br/>June 30,</b> | <b>Deferred<br/>Outflows/<br/>(Inflows) of<br/>Resources</b> |
|--|--|
| 2022                                       | \$ 4,223   |
| 2023                                       | 97,544   |
| 2024                                       | 82,801   |
| 2025                                       | 55,187   |

*Actuarial Assumptions*

The total pension liabilities in the June 30, 2019 and 2018, actuarial valuations were determined using the following actuarial assumptions and methods:

|  |  |
|--|--|
| Valuation dates  | June 30, 2019 and 2018   |
| Measurement dates  | June 30, 2020 and 2019   |
| Actuarial cost method  | Entry Age Normal in accordance with the requirements of GASB Statement No. 68            |
| Actuarial assumptions  |  |
| Discount rate  | 7.15%  |
| Inflation  | 2.50%  |
| Salary increase  | Varies by entry age and service  |
| Mortality Table*   | Derived using CalPERS membership data  |
| Period upon which actuarial<br>Experience survey assumptions were<br>based | 1997 – 2015  |
| Post-retirement benefit increase   | Contract COLA up to 2.50% until PPPA floor on purchasing power applies; 2.50% thereafter |

\* The mortality table was developed based on CalPERS specific data. The table includes 15 years of mortality improvement using the Society of Actuaries 90 percent of scale MP 2016. For more details on this table, please refer to the December 2017, experience study report (based on CalPERS demographic data from 1997 to 2015) available online on the CalPERS website.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(7) Defined Benefit Pension Plan, continued**

***Discount Rate***

The discount rate used to measure the total pension liability as of June 30, 2020 and 2019, for the PERF C was 7.15%. This discount rate is not adjusted for administrative expenses.

The PERF C fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return for those pension plans' investments were applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical and forecasted information for all funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rates of return by asset class. The rates of return were calculated using the capital market assumptions applied to determine the discount rate.

| <b>Asset Class</b> | <b>Assumed<br/>Asset<br/>Allocation</b> | <b>Real Return<br/>Years 1-10</b> | <b>Real Return<br/>Years 11+</b> |
|--------------------|---|-----------------------------------|----------------------------------|
| Global equity      | 50.00 %                                 | 4.80 %                            | 5.98 %                           |
| Fixed income       | 28.00                                   | 1.00                              | 2.62                             |
| Inflation assets   | 0.00                                    | 0.77                              | 1.81                             |
| Private equity     | 8.00                                    | 6.30                              | 7.23                             |
| Real assets        | 13.00                                   | 3.75                              | 4.93                             |
| Liquidity          | 1.00                                    | 0.00                              | (0.92)                           |
|                    | <u>100.00 %</u>                         |                                   |                                  |

***Sensitivity of the Proportionate Share of Net Pension Liability to Changes in the Discount Rate***

The following table presents the District's proportionate share of the net position liability for the Plan calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one-percentage point lower or one-percentage point higher than the current rate.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(7) Defined Benefit Pension Plan, continued**

*Sensitivity of the Proportionate Share of Net Pension Liability to Changes in the Discount Rate, continued*

As of June 30, 2021, the District's net pension liability at the current discount rate, using a discount rate that is one-percentage point lower, and using a discount rate that is one-percentage point higher, are as follows:

|                                  | <b>Discount<br/>Rate - 1%<br/>6.15%</b> | <b>Current<br/>Discount<br/>Rate<br/>7.15%</b> | <b>Discount<br/>Rate + 1%<br/>8.15%</b> |
|----------------------------------|---|--|---|
| District's net pension liability | \$ <u>4,226,997</u>                     | <u>3,873,151</u>                               | <u>2,451,600</u>                        |

***Pension Plan Fiduciary Net Position***

Detailed information about the Plan's fiduciary net position is available in separately issued CalPERS financial reports. See pages 39 through 41 for the Required Supplementary Information.

**(8) Fund Balance**

Fund balance is presented in the following categories: nonspendable, restricted, committed, assigned, and unassigned.

A detailed schedule of fund balance and their funding composition at June 30 is as follows:

|                                  | <b>2021</b>  |
|----------------------------------|--------------|
| Fund balance:                    |              |
| Non-spendable:                   |              |
| Materials and supplies inventory | \$ 586,445   |
| Prepaid expenses                 | 28,469       |
| Total non-spendable              | 614,914      |
| Assigned:                        |              |
| Compensated absences             | 553,250      |
| Total assigned                   | 553,250      |
| Unassigned                       | 6,020,606    |
| Total fund balance               | \$ 7,188,770 |

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(9) Unrestricted Net Position**

Calculation of the unrestricted net position as of June 30 was as follows:

|                                  | <b>2021</b>  |
|----------------------------------|--------------|
| Non-spendable net position:      |              |
| Materials and supplies inventory | \$ 586,445   |
| Prepaid expenses                 | 28,469       |
| Total non-spendable net position | 614,914      |
| Spendable net position:          |              |
| Designated for vector control    | 2,771,632    |
| Total spendable net position     | 2,771,632    |
| Total unrestricted net position  | \$ 3,386,546 |

**(10) Risk Management**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District, as a member of the Vector Control Joint Powers Authority (VCJPA), has purchased various insurance policies to manage the potential liabilities that may occur from the previously named sources.

The VCJPA was established in 1979, for the purpose of funding and developing programs to provide various insurance coverages for its member mosquito abatement and vector control districts in California. The VCJPA is a public entity risk pool operating a common risk management insurance program and organized pursuant to the provisions of the California Government Code for the purpose of providing insurance coverage for member districts. VCJPA is a Joint Powers Agency of 35 mosquito abatement and/or vector control districts in the State of California.

At June 30, 2021, the District participated in the liability and property programs of the VCJPA as follows:

- Commercial general and automobile liability, public officials and employees' errors and omission insurance
- Property insurance
- Fidelity insurance
- Workers' compensation insurance

*Commercial General and Automobile Liability, Public Officials and Employees' Errors and Omission Insurance:* Annual deposits are paid by member agencies and are adjusted retrospectively to cover costs. There is a \$25,000 self-insured retention under this program. The first \$1 million in coverage is pooled in a risk sharing plan with other agencies in the VCJPA. Additional coverage purchased by the VCJPA includes \$14 million in excess liability coverage and \$2 million in employment practice liability coverage.

*Property Insurance:* The District has a \$500 deductible for personal property, \$2,500 to \$350,000 deductible for boiler and machinery coverage, a \$10,000 deductible for all-risk property insurance coverage, and a \$500 deductible for auto physical damage coverage. The following insurance limits apply: personal property - \$10,000 for any one loss; boiler and machinery - \$100 million per occurrence limit; all-risk property - \$1 billion per occurrence; and auto physical damage - \$35,000 per accident. The District purchases airplane liability and property coverage directly through an independent insurance agent.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(10) Risk Management, continued**

*Fidelity Insurance:* The District has a \$2,500 deductible for public employees' fidelity insurance coverage. The coverage limit is \$1 million for each loss.

*Worker's Compensation Insurance:* Annual deposits are paid by member agencies and are adjusted retrospectively to cover costs. The first \$500,000 in coverage is pooled under a risk sharing plan with other agencies in the VCJPA. Additional statutory coverage is purchased by the VCJPA.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the year ended June 30, 2021. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There was no IBNR claims payable as of June 30, 2021.

**(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to the issue date, that have effective dates that may impact future financial presentations.

***Governmental Accounting Standards Board Statement No. 87***

In June 2017, the GASB issued Statement No. 87 – *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2019; however, in light of the COVID-19 pandemic, the effective date has been postponed by 18 months. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 89***

In June 2018, the GASB issued Statement No. 89 – *Accounting for Interest Cost incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 89, continued***

The requirements of this Statement were effective for reporting periods beginning after December 15, 2019; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

***Governmental Accounting Standards Board Statement No. 91***

In May 2019, the GASB issued Statement No. 91 – *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2020; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 92***

In January 2020, the GASB issued Statement No. 92 – *Omnibus 2020*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

The requirements of this Statement were as follows: (1) The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance; (2) The requirements related to intra-entity transfers of assets and those related to the applicability of Statements 73 and 74 are effective for fiscal years beginning after June 15, 2020; (3) The requirements related to application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities are effective for reporting periods beginning after June 15, 2020; and (4) The requirements related to the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2020; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged and is permitted by topic.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 93***

In March 2020, the GASB issued Statement No. 93 – *Replacement of Interbank Offered Rates*. The objective of this Statement is to address accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by: (1) Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument’s variable payment; (2) Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate; (3) Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable; (4) Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap; (5) Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap; (6) Clarifying the definition of reference rate, as it is used in Statement 53, as amended; and (7) Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend.

The requirements of this Statement were effective as follows: (1) The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021; and (2) All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020; however, in light of the COVID-19 pandemic, the effective dates have been postponed by one year. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 94***

In March 2020, the GASB issued Statement No. 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 96***

In May 2020, the GASB issued Statement No. 96 – *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 97***

In June 2020, the GASB issued Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 41 and No. 84, and a supersession of GASB Statement No. 32*. The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately. The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement. The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.



**Butte County Mosquito and Vector Control District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2021**

**(12) Contingencies**

*Litigation*

The District accounts for material liability claims and judgments in accordance with GASB standards. When it is probable that a claim liability has been incurred at year end, and the amount of the loss can be reasonably estimated, the District records the estimated loss net of insurance coverage. The District had no material claims that would require loss provision in the financial statements during this reporting period.

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

**(13) Subsequent Event**

Subsequent to year end, the District received a certificate of completion and the territory of the dissolved Oroville Mosquito Abatement District was formally annexed into the District's jurisdiction.

Events occurring after June 30, 2021, have been evaluated for possible adjustment to the financial statements or disclosure as of December 8, 2021, which is the date the financial statements were available to be issued. The District is not aware of any other subsequent events that would require recognition or disclosure in the financial statements.

## **Required Supplementary Information**



**Butte County Mosquito and Vector Control District  
Budgetary Comparison Schedule – General Fund  
For the Year Ended June 30, 2021**

|   | <u>Adopted<br/>Original<br/>Budget</u> | <u>Board<br/>Approved<br/>Changes</u> | <u>Revised<br/>Budget</u> | <u>Actual<br/>Budgetary<br/>Basis</u> | <u>Variance<br/>Positive<br/>(Negative)</u> |
|---|--|---------------------------------------|---------------------------|---------------------------------------|---|
| <b>Expenditures/Expenses:</b>                   |  |                                       |                           |                                       |   |
| Mosquito and vector control operations:         |  |                                       |                           |                                       |   |
| Salaries and benefits                           | \$ 2,428,179                           | 40,000                                | 2,468,179                 | 2,382,797                             | 85,382                                      |
| Materials and supplies                          | 1,651,200                              | 64,360                                | 1,715,560                 | 1,543,503                             | 172,057                                     |
| Capital outlay                                  | 261,000                                | 120,000                               | 381,000                   | 370,524                               | 10,476                                      |
| <b>Total expenditures</b>                       | <u>4,340,379</u>                       | <u>224,360</u>                        | <u>4,564,739</u>          | <u>4,296,824</u>                      | <u>267,915</u>                              |
| <b>Program revenues:</b>                        |  |                                       |                           |                                       |   |
| Charges for services – property assessments     | 764,162                                | -                                     | 764,162                   | 765,318                               | 1,156                                       |
| Charge for services                             |  |                                       |                           |                                       |   |
| Oroville Mosquito Abatement District            | -                                      | -                                     | -                         | 200,000                               | 200,000                                     |
| Others  | 415,000                                | -                                     | 415,000                   | 246,683                               | (168,317)                                   |
| Operating grants                                | -                                      | -                                     | -                         | 79,600                                | 79,600                                      |
| <b>Total program revenues</b>                   | <u>1,179,162</u>                       | <u>-</u>                              | <u>1,179,162</u>          | <u>1,291,601</u>                      | <u>112,439</u>                              |
| <b>General revenues(expenses):</b>              |  |                                       |                           |                                       |   |
| Property taxes                                  | 3,169,025                              | -                                     | 3,169,025                 | 3,634,228                             | 465,203                                     |
| Investment losses                               | -                                      | -                                     | -                         | (11,829)                              | (11,829)                                    |
| Other   | 20,000                                 | -                                     | 20,000                    | 228,745                               | 208,745                                     |
| <b>Total general revenues</b>                   | <u>3,189,025</u>                       | <u>-</u>                              | <u>3,189,025</u>          | <u>3,851,144</u>                      | <u>662,119</u>                              |
| <b>Total revenues</b>                           | <u>4,368,187</u>                       | <u>-</u>                              | <u>4,368,187</u>          | <u>5,142,745</u>                      | <u>774,558</u>                              |
| <b>Excess of revenues<br/>over expenditures</b> | 27,808                                 | <u>(224,360)</u>                      | (196,552)                 | 845,921                               | <u>1,042,473</u>                            |
| <b>Fund balance – beginning of year</b>         | <u>6,342,849</u>                       |                                       | <u>6,342,849</u>          | <u>6,342,849</u>                      |   |
| <b>Fund balance – end of year</b>               | <u>\$ 6,370,657</u>                    |                                       | <u>6,146,297</u>          | <u>7,188,770</u>                      |   |

**Notes to Required Supplementary Information**

**(1) Budgets and Budgetary Data**

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District’s District Manager and Office Manager prepare and submit an operating budget to the Board of Trustees for the General Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Trustees must approve all supplemental appropriations to the budget and transfers between major accounts. The District’s annual budget is presented as a balanced budget (inflows and reserves equal outflows and reserves) adopted for the General Fund at the detailed expenditure-type level.

The District presents a comparison of the annual budget to actual results for the General Fund at the functional expenditure-type major object level for financial reporting purposes. The budgeted expenditure amounts represent the adopted budget plus supplemental appropriations, if any.

**Butte County Mosquito and Vector Control District**  
**Schedules of the District's Proportionate Share of the Net Pension Liability**  
**As of June 30, 2021**  
**Last Ten Years\***

| Description  | Measurement Dates |              |              |              |              |              |              |  |  |  |
|--|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|--|--|
|  | 6/30/20           | 6/30/19      | 6/30/18      | 6/30/17      | 6/30/16      | 6/30/15      | 6/30/14      |  |  |  |
| District's proportion of the net pension liability (asset)   | 0.03560%          | 0.03529%     | 0.03485%     | 0.03437%     | 0.03440%     | 0.03483%     | 0.02898%     |  |  |  |
| District's proportionate share of the net pension liability (asset)  | \$ 3,873,151      | \$ 3,616,550 | \$ 3,358,334 | \$ 3,408,628 | \$ 2,390,965 | \$ 2,390,965 | \$ 1,803,155 |  |  |  |
| District's covered-employee payroll  | \$ 1,264,768      | \$ 1,223,709 | \$ 1,238,109 | \$ 1,132,447 | \$ 1,079,612 | \$ 1,004,604 | \$ 1,142,950 |  |  |  |
| District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll | 306.23%           | 295.54%      | 271.25%      | 301.00%      | 221.47%      | 238.00%      | 157.76%      |  |  |  |
| Plan's fiduciary net position as a percentage of the total pension liability                               | 75.10%            | 75.26%       | 75.26%       | 73.31%       | 74.06%       | 78.40%       | 79.82%       |  |  |  |

**Notes to the Schedules of the District's Proportionate Share of the Net Pension Liability**

***Changes in Benefit Terms***

Public agencies can make changes to their plan provisions, and such changes occur on an ongoing basis. A summary of the plan provisions that were used for a specific plan can be found in the plan's annual valuation report.

***Change of Assumptions and Methods***

The CalPERS Board of Administration adopted a new amortization policy effective with the June 30, 2019, actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed as a level dollar amount. In addition, the new policy does not utilize a five-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy also does not utilize a five-year ramp-down on investment

gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019. In fiscal year 2020, no changes have occurred to the actuarial assumptions in relation to financial reporting.

In fiscal year 2020, CalPERS implemented a new actuarial valuation software system for the June 30, 2018 valuation. This new system has refined and improved calculation methodology.

In December 2017, the CalPERS Board adopted new mortality assumptions for plans participating in the PERF. The new mortality table was developed from the December 2017 experience study and includes 15 years of projected ongoing mortality improvement using 90% of scale MP 2016 published by the Society of Actuaries. The inflation assumption is reduced from 2.75% to 2.50%.

**Butte County Mosquito and Vector Control District**  
**Schedules of the District's Proportionate Share of the Net Pension Liability**  
**As of June 30, 2021**  
**Last Ten Years\***

**Notes to the Schedules of the District's Proportionate Share of the Net Pension Liability, continued**

***Change of Assumptions and Methods, continued***

The assumptions for individual salary increases and overall payroll growth are reduced from 3.00% to 2.75%. These changes will be implemented in two steps commencing in the June 30, 2017 funding valuation. However, for financial reporting purposes, these assumption changes are fully reflected in the results for fiscal year 2018.

In fiscal year 2017, the financial reporting discount rate for the PERF C was lowered from 7.65% to 7.15%. In December 2016, the CalPERS Board approved lowering the funding discount rate used in

the PERF C from 7.50% to 7.00%, which is to be phased in over a three-year period (7.50% to 7.375%, 7.375% to 7.25%, and 7.25% to 7.00%) beginning with the June 30, 2016, valuation reports. The funding discount rate includes a 15 basis-point reduction for administrative expenses, and the remaining decrease is consistent with the change in the financial reporting discount rate.

In fiscal year 2015, the financial reporting discount rate was increased from 7.50% to 7.65% resulting from eliminating the 15 basis-point reduction for administrative expenses. The funding discount rate remained at 7.50% during this period, and remained adjusted for administrative expenses.

\* The District has presented information for those years for which information is available until a full 10-year trend is compiled.

**Butte County Mosquito and Vector Control District**  
**Schedules of Pension Plan Contributions**  
**As of June 30, 2021**  
**Last Ten Years\***

| Description  | Fiscal Years |           |           |           |           |           |           |  |  |  |
|--|--------------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|
|  | 6/30/21      | 6/30/20   | 6/30/19   | 6/30/18   | 6/30/17   | 6/30/16   | 6/30/15   |  |  |  |
| Actuarially determined contribution                                  | \$ 384,422   | 345,724   | 302,194   | 272,334   | 239,072   | 210,560   | 147,809   |  |  |  |
| Contributions in relation to the actuarially determined contribution | (384,422)    | (345,724) | (302,194) | (272,334) | (240,340) | (154,620) | (147,809) |  |  |  |
| Contribution deficiency (excess)                                     | \$ -         | -         | -         | -         | (1,268)   | 55,940    | -         |  |  |  |
| District's covered payroll   | \$ 1,264,768 | 1,223,709 | 1,238,109 | 1,132,447 | 1,079,612 | 1,004,604 | 1,142,950 |  |  |  |
| Contribution's as a percentage of covered payroll                    | 30.39%       | 28.25%    | 24.41%    | 24.05%    | 22.26%    | 15.39%    | 12.93%    |  |  |  |

**Notes to the Schedules of Pension Plan Contributions**

\* The District has presented information for those years for which information is available until a full 10- year trend is compiled.

# **Report on Internal Controls and Compliance**







Charles Z. Fedak, CPA, MBA  
Christopher J. Brown, CPA, CGMA  
Andy Beck, CPA

## Fedak & Brown LLP

Certified Public Accountants

Cypress Office:  
6081 Orange Avenue  
Cypress, California 90630  
(657) 214-2307  
FAX (714) 527-9154

Riverside Office:  
1945 Chicago Avenue, Suite C-1  
Riverside, California 92507  
(951) 783-9149

### **Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Trustees  
Butte County Mosquito and Vector Control District  
Oroville, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Butte County Mosquito and Vector Control (District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 8, 2021.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

On November 17, 2021, the District's management team met for its biannual management meeting. Management discussed off season projects, new hire status, employee/employer issues, COVID procedures and protocols, and reviewed the past season.

On November 18, 2021, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee also met on this date. The District Manager met with all staff and presented and explained the District's proposal.

On November 30, 2021, the District Manager attended a meeting with representatives from U.C. Davis, Bird Haven Ranch, and the California Department of Fish and Wildlife to discuss the large multi-year project to implement best management practices to lower mosquito populations at Bird Haven Ranch. Bird Haven Ranch is a large piece of property that manages managed wetlands.

On December 2, 2021, the District Manager attended Butte LAFCOs public hearing for the formation of the Tuscan Water District.

On December 7, 2021, some District staff met to review and provide recommendations to amend the District's Invasive Aedes Response Plan. The District's Entomologist will be amending the plan during this off season.

As a reminder, the District was closed the Week of November 22<sup>nd</sup> and will be closed for the week of December 20<sup>th</sup> and 27<sup>th</sup>.

EARLY RETIREMENT INCENTIVE PROGRAM APPLICATION

BY: .....

Employee Name: DOUGLAS WESEMAN

Date: 11/15/2021

Employee Retirement: Classic / PEPRA

Planned Retirement Date: 05/05/2022

Employee Age by Planned Retirement Date: 63

Employee Salary Range and Step: 40/6

Employee Signature: [Signature]

NOTICE

Employees understand that applications for the Early Retirement Incentive Program are not automatically approved. The Board of Trustees shall have the final approval. The Board of Trustees may, by a majority of vote, accept or reject the application. The Board's determination shall be final.

Eligibility Requirements:

In order, to participate in the Early Retirement Incentive Program, the employee must satisfy each of the following eligibility requirements:

District Manager Initials:

- Yes The employee must be eligible for retirement for service under the District's CalPERS retirement plan.
- Yes The employee must, at the time of retirement, be at least 55 years of age.
- Yes The employee must not, at the time of retirement, be eligible for Medicare.
- Yes Cost savings must be demonstrated over the requested period of time.

District Manager Signature: [Signature]

By signing, the District Manager has ensured that all eligibility requirements have been met

---

# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Records Retention  
**POLICY NUMBER:** 3090

**3090.1** The purpose of this policy is to provide guidelines regarding the retention or disposal of Butte County Mosquito and Vector Control District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.3** The District Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records.

**3090.4** Pursuant to the provisions of California Government Code §60200 through 60203, and with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code Section 12236~~the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts~~, the following qualifications will govern the retention and disposal of records of the Butte County Mosquito and Vector Control District.

**3090.5** Government Code Section 60203 gives the District the authorization to destroy or dispose of any record, paper, or document which is not expressly required by law to be filed and preserved if the record, paper or document is photographed, micro-photographed, reproduced by electronically record video images on magnetic surfaces, recorded in the electronic data-processing system record, recorded on optical disk, reproduced on film or any other medium which does not permit additions, deletions, or changes to original document in compliance with the minimum standards or guidelines or both, as recommended by the American National Standards Institutes of the Association for Information and Image Management for recording of permanent records or non-permanent records, whichever applies.

**3090.6** These guidelines and procedures are designed to show the minimum document retention times~~;~~  
~~documents and files may be retained beyond those minimums.~~

**3090.7** It is the goal of this district to maintain useful records for a reasonable and prudent time.

**3090.8** District staff is greatly encouraged to see to the disposal of all outdated and unnecessary records in a timely manner to minimize storage space needed.

**3090.9** Records will be maintained in accordance to Records Retention ~~s~~Schedule (attached hereto as Appendix A).

**3090.10** District staff shall convert all retained records to an approved electronic format in accordance with State and Federal law, when feasible.

## APPENDIX A

### RECORDS RETENTION SCHEDULE:

| <u>Document Name</u>                                | <u>Minimum Retention Period</u> |
|---|---------------------------------|
| Agreements and Contracts                            | Permanent                       |
| Audits, State Controllers Report & Prop 4           | Permanent                       |
| <b>Board of Trustees:</b>                           |                                 |
| Agendas   | Permanent                       |
| Board Meeting Minutes                               | Permanent                       |
| Policy  | Permanent                       |
| Resolutions   | Permanent                       |
| Budgets, Annual                                     | 10 Years                        |
| Correspondence                                      | 5 Years                         |
| Conflict of Interest Statements & Codes             | 7 Years                         |
| Employment Applications                             | 3 Years                         |
| Fixed Assets, equipment & inventory records         | 7 Years                         |
| <b>Financial:</b>                                   |                                 |
| <b>Ledgers-</b>                                     |                                 |
| Appropriation                                       | Permanent                       |
| District  | Permanent                       |
| General   | Permanent                       |
| Reserves  | Permanent                       |
| <b>Banking-</b>                                     |                                 |
| Bank Statements                                     | 7 Years                         |
| Deposit Records                                     | 7 Years                         |
| Signature Authorization                             | 7 Years                         |
| Grand Jury and Special Reports                      | 7 Years                         |
| Health, Dental, Vision, Disability, Life Statements | 5 Years                         |
| <b>Insurance:</b>                                   |                                 |
| Memorandum of Coverage                              | Permanent                       |
| Policies  | Permanent                       |
| Endorsements  | Permanent                       |
| Certificate of Insurance                            | Permanent                       |
| Workers Compensation                                | Permanent                       |
| Invoices  | 7 Years                         |
| Personnel Files, active and inactive                | Permanent                       |
| Pesticide Use Reports                               | 3 Years                         |
| Retirement Records and Deferred Compensation        | Permanent                       |
| Salary Range Schedules                              | 5 Years                         |
| Time Reports  | Permanent                       |
| Service Requests                                    | 3 Years                         |
| Worksheets  | 3 Years                         |
| I.I.P.P. forms                                      | 5 Years                         |
| Training Records                                    | 3 Years                         |
| Calibration Records                                 | 3 Years                         |
| Pesticide Inventories                               | 3 Years                         |
| Abatement Notices, Orders, Records                  | Permanent                       |
| NPDES Permit Required Reports                       | 3 Years                         |

| <u>Records Retention Schedule</u> |                  |                 |                    |
|-----------------------------------|------------------|-----------------|--------------------|
| <u>RECORD SERIES</u>              | <u>RETENTION</u> | <u>CITATION</u> | <u>DESCRIPTION</u> |
| <b><u>Board Meetings</u></b>      |                  |                 |                    |
| <u>Agendas</u>                    | <u>CU + 2</u>    | <u>GC34090</u>  | <u>Agendas</u>     |

|  |               |  |  |
|--|---------------|--|--|
| <u>Minutes</u>   | <u>P</u>      | <u>GC34090(d); GC36814; GC40801</u>                            | <u>Official signed meeting minutes approved by District Board</u>                  |
| <u>Resolutions</u>   | <u>P</u>      | <u>GC34090(d); 40801</u>                                       | <u>Adopted resolutions</u>   |
| <b><u>Administration</u></b>   |               |  |  |
| <u>Agreements and Contracts (Excl. Capital Improvement)</u>          | <u>T + 5</u>  | <u>CCP 337.2,343, B&amp;P7042.5</u>                            | <u>Non-capital project agreements and contracts</u>                                |
| <u>Agreements and Contracts (Incl. Capital Improvement)</u>          | <u>P</u>      | <u>CCP 337.2,343, B&amp;P7042.5; PU7685; 48 CFR;2; GC53066</u> | <u>Capital project agreements and contracts</u>                                    |
| <u>Correspondence (If not attached to agreement or project file)</u> | <u>CU + 2</u> | <u>GC34090(d)</u>  | <u>Reports, files, general/ public, controlled</u>                                 |
| <u>Conflict of Interest Statements</u>                               | <u>CU + 5</u> | <u>FPPC Opinion</u>  | <u>Form 700</u>  |
| <b><u>Financial</u></b>  |               |  |  |
| <u>Ledger</u>  | <u>P</u>      | <u>GC34090; CCP 337</u>  | <u>General Ledgers</u>   |
| <u>Audit and Audit Reports</u>                                       | <u>P</u>      | <u>GC34090</u>   | <u>Fiscal Year audit report</u>  |
| <u>Financial Report</u>  | <u>AU + 7</u> | <u>GC34090</u>   | <u>Annual Financial Reports</u>  |
| <u>Adopted Budget</u>  | <u>P</u>      | <u>GC34090</u>   | <u>Annual Budget approved by District Board</u>                                    |
| <u>Fixed Asset Inventory Records</u>                                 | <u>AU + 4</u> | <u>GC34090; 26 CFR 301 65-1(F)</u>                             | <u>Capital asset logs for audit purposes</u>                                       |
| <u>Accounts Payable</u>  | <u>AU + 4</u> | <u>GC34090</u>   | <u>Invoices, check copies, supporting documentation</u>                            |
| <u>Accounts Receivable</u>   | <u>AU + 4</u> | <u>GC34090</u>   | <u>Invoices, maps, supporting documentation</u>                                    |
| <u>Bank Reconciliations</u>  | <u>AU + 5</u> | <u>GC34090; 26 CFR 16001-1</u>                                 | <u>Statements, receipts, disbursements, reconciliation, and applicable reports</u> |
| <u>Receipts</u>  | <u>AU + 4</u> | <u>GC 34090; CCP 337</u>                                       | <u>Checks, coin, currency receipts</u>   |
| <b><u>Grants</u></b>   |               |  |  |
| <u>Federal and State Grants</u>                                      | <u>CL + 5</u> | <u>GC34090</u>   | <u>Application and close out procedure documents</u>                               |
| <b><u>Personnel</u></b>  |               |  |  |
| <u>Personnel Files</u>   | <u>T + 7</u>  | <u>GC34090; 29 CFR 1627.3, Labor Relations Sections</u>        | <u>Personnel files</u>   |

|   |               |  |   |
|---|---------------|--|---|
|   |               | <u>1174</u>                                    |   |
| <u>Employee Time Sheets</u>             | <u>AU + 6</u> | <u>GC34090; 29 CFR 516.2</u>                   | <u>Processed employee timesheets</u>                              |
| <u>Training Records</u>                 | <u>CU + 3</u> | <u>PRA 6254, IPA 1798-40, CD.</u>              | <u>Training records</u>   |
| <u>Recruitment</u>                      | <u>CL + 3</u> | <u>29 CFR 1602.31; 29 CFR 1627.3; GC 12946</u> | <u>Applications, interview questions, applicant written exams</u> |
| <u>Motor Vehicle Pulls</u>              | <u>T + 7</u>  | <u>GC12946; CA 91009; 8 USC 1324 (a)</u>       | <u>DMV pull reports</u>   |
| <u>Negotiations</u>                     | <u>P</u>      | <u>29 USC Sections 211 ©, 203 (m), 207 (g)</u> | <u>Memorandums of Understanding (MOU)</u>                         |
| <b><u>Operations</u></b>                |               |  |   |
| <u>Worksheets</u>                       | <u>CU + 3</u> | -  | <u>Staff activity sheets</u>                                      |
| <u>Service Requests</u>                 | <u>CU + 3</u> | -  | <u>Request for service reports</u>                                |
| <u>Calibration Records</u>              | <u>CU + 3</u> | -  | <u>Calibration records</u>  |
| <u>Pesticide Use Report</u>             | <u>CU + 3</u> | -  | <u>County AG reports</u>  |
| <u>NPDES Permit Requirement Reports</u> | <u>CU + 3</u> | -  | <u>NPDES permit required reports and supporting documentation</u> |
| <u>Abatement Records</u>                | <u>P</u>      | -  | <u>Abatement notices, orders, and records</u>                     |
| <b><u>Public relations</u></b>          |               |  |   |
| <u>Press Release</u>                    | <u>CU + 2</u> | <u>GC34090</u>                                 | <u>Press releases</u>   |
| <u>Legal Advertising</u>                | <u>CU + 4</u> | <u>CCP 343 349 et seq.; GC911.2; GC34090</u>   | <u>Public Notices, Legal Publications</u>                         |
| <u>Public Records Request</u>           | <u>CL + 2</u> | <u>GC34090</u>                                 | <u>Public records request and supporting documentation</u>        |
| <u>Grand Jury Reports</u>               | <u>CL + 7</u> | -  | <u>Grand jury and special reports</u>                             |
| <b><u>Inventory</u></b>                 |               |  |   |
| <u>Inventory</u>                        | <u>CU + 3</u> | <u>GC34090</u>                                 | <u>Inventory logs and reconciliation</u>                          |
| <u>Fueling</u>                          | <u>AU + 3</u> | <u>CCP 337</u>                                 | <u>Meter readings, fuel consumption, fuel reconciliation</u>      |



|                                      |               |  |   |
|--------------------------------------|---------------|--|---|
| <u>Equipment Maintenance</u>         | <u>AC + 2</u> | <u>GC34090; CCP 337</u>                            | <u>Maintenance records</u>  |
| <u>Surplus Property</u>              | <u>AU + 4</u> | <u>GC34090; CCP 337</u>                            | <u>Auction and disposal</u>   |
| <b><u>Risk Management</u></b>        |               |  |   |
| <u>Safety Training</u>               | <u>CU + 7</u> | <u>PRA 6254, IPA 1798.40, CD.</u>                  | <u>Safety training records, applicable certifications, and signing logs</u>             |
| <u>Accident and Incident Reports</u> | <u>CL + 7</u> | <u>29 CFR 1904.2; 29</u>                           | <u>Reports and related records</u>  |
| <u>Insurance Certificates</u>        | <u>P</u>      | <u>GC34090</u>                                     | <u>Insurance certifications filed separately from contracts, including endorsements</u> |
| <u>Federal OSHA Forms</u>            | <u>CL + 5</u> | <u>OMB 1220-0029; 29 CFR 1904.4; GC 34090</u>      | <u>Federal OSHA forms</u>   |
| <u>Workers Compensation</u>          | <u>P</u>      | <u>CCR 14311; 15400.2; CA Labor Code 110-139.6</u> | <u>Claims filed and supporting documentation</u>  |
| <u>I.I.P.P. Records</u>              | <u>CU + 5</u> | <u>-</u>   | <u>I.I.P.P. records and reports</u>   |

**LEGEND**

AC- Active  
AU- Audit  
CU- Current  
P- Permanent  
T- Termination  
CL- Closed/ Completion  
S- Supersede

**CITATIONS**

GC- Government Code  
H&S- Health & Safety  
CAC- California Administrative Code  
CCP- Code of Civil Procedure  
OSHA- Occupational Safety & Health Act  
CCR- Code of California Regulations  
USC- United States Code

---

# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** California Family Rights Act (CFRA) Leave  
**POLICY NUMBER:** 7045

**7045.1** The CFRA provides up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period for eligible employees. Leave may be taken for any one, or for a combination, of the following reasons provided below.

**7045.2** Eligibility: In order to be eligible for this leave:

**7045.2.1** Employee must have been employed by the District for at least 12 months and have worked for at least 1250 hours during the 12-month period immediately preceding the commencement of the leave.

**7045.3** CFRA leave may be taken for any of the following reasons:

**7045.3.1** For the employee's own serious health condition (excluding pregnancy/childbirth).

**7045.3.2** To care for the employee's immediate family member, spouse, registered domestic partner, child, child of registered domestic partner, parent (~~but not in-law~~), parent-in-law, grandparent, grandchild, or sibling with a serious health condition.

**7045.3.3** Definitions:

**7045.3.3.1** A 'serious health condition' is an illness, injury, impairment, or physical or mental condition that involves (a) either (1) inpatient care in a hospital, hospice, or residential health care facility, or any subsequent treatment in connection with such inpatient care, and either (2) any period of incapacity or (3) a continuing treatment by a health care provider, including but not limited to treatment for substance abuse.

**7045.3.3.2** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or an adult dependent child.

**7045.3.4** To bond and/or care for the employee's newborn child, new child by adoption, or foster care placement with the employee.

**7045.3.5** Because of a qualifying exigency related to the covered call to order to covered active duty status of an employee's spouse, domestic partner, child, or parent of the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code, for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

**7045.4 Notice:** Employees must provide at least 30 days' advance notice before CFRA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be

required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

#### **7045.5 Certification:**

**7045.5.1** Employees requesting leave because of their own, or a covered family member's serious health condition, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

**7045.5.2** The District may require employees provide recertification of the medical conditions giving rise to the need for leave. If such recertification is required, the District will give the employee no less than 15 calendar days to provide medical recertification.

**7045.5.3** Employee requesting leave to bond or care for newborn child, new child by adoption, or foster care placement must supply certification establishing relationship and/ or placement.

**7045.5.43** For qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the employee must provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

#### **7045.6 Duration:**

**7045.6.1** Qualifying Leave may extend for the duration of up to 12 weeks during a 12-month period.

**7045.6.2** Leave can be taken for a period of consecutive days, weeks, or months.

**7045.6.3** Leave can be taken intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee, a serious health condition of a covered family member, or the serious injury or illness of a covered servicemember. Intermittent leave can also be taken for any qualifying exigency.

**7045.6.3.1** Employees must consult with the District Manager prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the District and the employees, subject to the approval of the applicable health care provider.

**7045.6.4** Employees are also eligible for intermittent leave for bonding with a child following birth, adoption, or placement. Intermittent leave for bonding purposes must be taken in two-week increments, when it is in the District's best interest. Agreement with District Manager must be set if leave is taken in intermittent increments ~~of two weeks~~.

**7045.6.4.1** Leave for bonding must be completed within one year of the birth, adoption, or placement.

**7045.6.6** If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more ~~or less~~ leave than originally anticipated, the employee must provide the District with 2 business days' notice of the employee's changed circumstances and new return to

work date. -If employee does not give the District unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the District's obligation to maintain health benefits and to restore their positions will cease.

7045.6.7 If an employee's anticipated return to work date changes and it becomes necessary for the employee to take less leave than originally anticipated, the employee must provide the District with 1 business days' notice of the employee's changed circumstances and new return to work date.

**7045.7** Salary: CFRA Leave shall be without pay. An employee on CFRA Leave is not eligible to receive holiday pay.

**7045.7.1** When the employee is receiving any wage replacement benefits, the employee may use available sick leave, vacation, or CTO to supplement the benefits received up to the employee's usual compensation.

**7045.7.1.1** Employee must provide Office Manager documentation of wage replacement to include period of payment and amount.

**7045.7.1.2** The use of sick leave, vacation, or CTO paid time off during CFRA leave time does not extend the length of any CFRA leave and the paid time off runs concurrently with any CFRA entitlement.

**7045.7.2** Employees can request to substitute or use accrued paid time off while taking an unpaid CFRA leave as follows:

**7045.7.2.1** If an employee requests CFRA leave because of their own serious health condition, the employee may use any accrued paid vacation, CTO, or sick leave during unpaid leave.

**7045.7.2.2** If an employee requests CFRA leave to care for a covered family member with a serious health condition or to bond with a new child ~~by birth or placement~~, the employee can use any accrued paid vacation and/or CTO during the unpaid family/medical leave. Once vacation is exhausted, upon request of an employee, the employee can decide to use paid sick leave during unpaid CFRA leave to care for a covered family member with a serious health condition but not to bond with the new child ~~by birth or placement~~.

**7045.7.2.3** If the employee requests military exigency leave, the employee may use vacation and/or CTO during the unpaid CFRA leave.

**7045.7.3** When leave is paid because the employee is receiving wage replacement benefits, the employee is not required to substitute/use vacation, sick leave, or CTO paid time off during the leave.

**7045.8** Insurance Benefits: The District shall maintain and pay for an employee's health coverage at the same level and under the same conditions as coverage would have been provided if the employee had not taken CFRA leave. Employee's contribution toward premiums must be delivered to the District Office no later than the 15th of each month.

**7045.9** Sick Leave/Vacation: Neither Sick Leave, Vacation, nor other paid time off will accrue while on CFRA.

**7045.10** Retirement Benefits: Upon return from Leave, the CalPERS member may elect to purchase service credit for the time the employee was on non-paid leave up to one year at the employees own expense as stated in the District contract with CalPERS. Costs of the service credit will be based on the CalPERS valuation.

**7045.11** Longevity: CFRA leave shall not constitute a break in service or cause the employee to lose seniority.

**7045.12** Return to Work: The District shall reinstate the employee to the same position, or unless (1) the employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reason unrelated to the employee taking CFRA Leave (such as lay-off) or (2) means of preserving the job or duties for the employee would substantially undermine the District's ability to operate safely and efficiently. In either of such cases the employee shall be reinstated to a comparable position, unless there is no comparable position available or, although a comparable position is available, the filling of such with the returning employee would substantially undermine the District's ability to operate safely and efficiently. The failure to return to work the next regular workday following the conclusion of CFRA Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies.

**7045.13** If business conditions require a reduction in force, an employee on CFRA Leave will be considered for layoff and treated as active employee for purpose of the layoff process.

11/17/2021

Board of Trustees  
Butte County Mosquito  
And Vector Control District

Dear Board of Trustees,

After 14 years of working for the Butte County Mosquito and Vector Control District (District), I will be retiring. My last day of work will be May 5, 2022.

I would like to take this opportunity to thank the Board all it has done for me, including approving COLA's and other benefits, approving vehicle and equipment purchases, approving projects that I have been involved with, and for just supporting me throughout my career with the District.

I will miss the friendships that were formed with the Board during the monthly meetings, and I wish my best to all of you in the future.

I will be retiring from the District thankful and blessed for the opportunity to serve the District.

Regards,

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

Douglas Weseman  
Assistant Manager  
Butte County Mosquito  
And Vector Control District

**Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*, continued**

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Fedak & Brown LLP*

**Fedak & Brown LLP**  
Cypress, California  
December 8, 2021