



California Agricultural Commissioners and Sealers Association
AGREEMENT

COOPERATIVE AGREEMENT
SIGNATURE PAGE

AGREEMENT NUMBER

KB-1617- 10

1. This Agreement is entered into between the Association and the County named below:

Organization's name:
CALIFORNIA AGRICULTURAL COMMISSIONERS AND SEALERS ASSOCIATION

County name:
COUNTY OF FRESNO

2. The term of the Agreement is: July 1, 2016 through December 31, 2016

3. The maximum amount of this Agreement is: \$4,821.00
Four Thousand Eight Hundred Twenty one Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made part of the Agreement:

Exhibit A:	
• Recipient and Project Information	1 Page(s)
• Scope of Work	4 Page(s)
Exhibit B:	
• Payment Provisions and Budget	2 Page (s)
Exhibit C:	
• Example Monthly Invoice Monthly Trapping Summary	2 Page (s)

Name of Project: Khapra Beetle Detection
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (Organization's name)
COUNTY OF FRESNO

BY (Authorized Signature)

DATE SIGNED (Do not type)


PRINTED NAME AND TITLE OF PERSON SIGNING

8-24-16

Ernest Buddy Mendes, Chairman, Board of Supervisors
ADDRESS

ATTEST:

BERNICE E. SEIDEL, Clerk
Board of Supervisors

By 
Deputy

1730 S. Maple Avenue, Fresno, CA 93702

ORGANIZATION

CALIFORNIA AGRICULTURAL COMMISSIONERS AND SEALERS ASSOCIATION

BY (Authorized Signature)

DATE SIGNED (Do not type)


PRINTED NAME AND TITLE OF PERSON SIGNING

9/14/16

Tim Niswander, CACASA Executive Secretary
ADDRESS

680 Campus Drive, Hanford, CA 93230



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EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CACASA hereby awards an Agreement to the County for the project described herein:
2. The Managers for this Agreement are:

FOR CACASA	FOR RECIPIENT
Name: Tim Niswander	Name: Les Wright
Section/Unit: CACASA	Section/Unit: County of Fresno
Address: 680 Campus Drive	Address: 1730 S Maple Ave
City/State/Zip: Hanford, CA 93230	City/State/Zip: Fresno, CA 93702
Phone: 559-852-2843	Phone: 559-600-7510
Email Address: tim.niswander@co.kings.ca.us	Email Address: lwright@co.fresno.ca.us

3. For detailed description of activities to be performed and duties, see Scope of Work and Budget.



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SCOPE OF WORK

AGREEMENT SPECIFICATIONS FOR CACASA-COUNTY KHAPRA BEETLE DETECTION TRAPPING

Year 2016-2017

Effective Dates: July 1, 2016 to December 31, 2016

Section 1

The *California County Agricultural Commissioners and Sealers Association* shall:

- A. provide all traps, trap parts and lures;
- B. provide technical assistance and assure training to county agricultural commissioner personnel on the use of traps and detection procedures;
- C. provide county trappers with a copy of the USDA New Pest Response Guidelines (NPRG) for Khapra Beetle 2009;
- D. provide quality assurance of program through IPHIS reporting;
- E. ensure timely payment of invoices following confirmation of agreement compliance.

Section 2 --

The County Agricultural Commissioner shall:

- 1. hire and train personnel;
- 2. purchase supplies such as 70% ethanol vials, resealable bags, Sharpie markers, paper clips, etc.
- 3. provide and maintain trapping vehicles;
- 4. absorb all overhead costs;
- 5. develop an extensive list of potential high risk pathway location trap sites within his/her county prior to beginning survey;
- 6. identify a minimum of twenty high risk pathway locations to be trapped specific to local conditions based on the NPRG;
- 7. ensure trap sites consist of wholesale or retail outlet that deals with khapra beetle host material (see NPRG) that comes from a KB infested origin;



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8. ensure trapping at any location is conducted with the consent of the property owner/operator;
9. ensure that trapping procedures and all other guidelines contained in the USDA NPRG chapter 3 under Khapra beetle are followed; initial deployment to start July 1, 2016
10. ensure each site is trapped per the NPRG for a period of four weeks. **(The Pherocon II aerial trap will not be used under these guidelines)**. Khapra beetle development doesn't occur below 68°F. Do not place traps at sites that appear too cold. At the time of collection, the traps will be removed, specimens collected and trapping debris disposed of on site;
11. ensure specimen samples are free of debris and placed in an alcohol vial with 70% ethanol and submitted in accordance with USDA specimen submission protocol found in the NPRG to the USDA Area Identifier with a completed "Specimens for Determination" PPQ form 391 to:

Mr. Bobby Brown USDA, APHIS, PPQ
901 W. State Street Smith Hall
Purdue University
West Lafayette, IN 47907-2089

Phone: 765-496-9673
E-mail: robert.c.brown@aphis.usda.gov

Send copies of completed sample submission PPQ form 391 to CDFA Environmental Program Manager:

Stephen Gaimari CDFA
Plant Pest Diagnostics Center
3294 Meadowview Road
Sacramento, CA 95832-1437

Phone: 916-262-1100
E-mail: stephen.gaimari@cdfa.ca.gov

12. keep a record of all PPQ 391 forms submitted to the PPQ Area Identifier using the standard Excel file for recording information which is to be submitted to CACASA with the monthly report;
13. relocate trapping activity to another site and repeat the process. (Numerous sites can be trapped simultaneously);
14. continue in this manner until all committed twenty locations have been surveyed meeting the target end date of December 31, 2016;



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15. ensure that all documentation of work is complete and accurate;
16. submit/upload weekly reports into the USDA's database, Integrated Plant Health Information System (IPHIS);
17. complete a monthly Khapra Beetle Survey Report, documenting all traps deployed, added, removed and serviced during the month as well as any negative trapping information. A servicing is an inspection of the trap for the presence of the target pest. A copy of this form and the record of all PPQ 391 forms submitted must accompany the monthly invoice and be submitted by the 10th day of the month following the month in which the work was done;
18. keep a record of all facilities visited but consent was not given by the property owner/operator to conduct trapping activities;
19. provide one set of trapping records for all traps. (This set, in the form of either the "Trap Book" or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, baiting and removal. GPS coordinates are to be recorded for each site); and
20. submit monthly invoices and trap summary no later than 30 days past the end of the month in which the invoiced activity occurred. (Reimbursement will not occur unless trapping reports are submitted in a timely matter, within one month in arrears).

Section 3 – Description of Work

1. Trapping activities will be conducted by County personnel following the guidelines and direction found in the USDA New Pest Response Guidelines chapter 3 under Khapra Beetle.
2. Program field performance should be assured by the conduction of internal quality control inspections by Khapra beetle program supervisors.
3. Commercial or urban trapping not in conjunction with any other detection activity (stand-alone traps) will be fully reimbursed up to the value of the contract.
4. Delimitation trapping may be required upon detection of Khapra Beetle. Delimitation trapping will be under the direction of CDFA Pest Detection/Emergency Projects project management.
5. Maintain a Daily Trapping Summary (DTS) for each trapper. This form must be completed daily, signed by the individual who performed the work and submitted to the Khapra beetle program supervisor. The DTS must be available for immediate review and kept on file for the USDA audit office for three years. This applies to both hand completed and electronic copies.
6. Provide vehicle accountability in the form of a log to include vehicle license plate number (or other identifying number), dates vehicle used on the Khapra Beetle project, daily mileage, and employee name. Vehicle logs must be available for immediate review and



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kept on file for the USDA audit office for three years. This applies to both hand completed and electronic copies.



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EXHIBIT B

PAYMENT PROVISIONS AND BUDGET

1. Submit monthly invoices by postal mail or e-mail by the tenth of the month following the month in which the work was done to:

CACASA Executive Secretary

Tim Niswander

Kings County Agricultural Commissioner

680 Campus Drive

Hanford, CA 93230

OR: tim.niswander@co.kings.ca.us

2. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
3. Only authorized charges matching the Budget will be reimbursed; for example salaries, benefits, supplies, vehicle. These expenditures must be itemized on the invoice with documentation to support the charges in the event of an audit. Any expenditure that is not listed in the Budget is considered unauthorized and cannot be reimbursed.
4. A sample invoice is included with the agreement. The county may use this form or submit their own invoice, but the invoice must contain the following:
 - County name
 - County address
 - Remit to address
 - Date of submittal
 - Agreement name
 - Agreement number
 - Billing period
 - Allowable itemized charges as listed on the Budget.
 - Employee name (or other unique identifying number), classification, hours worked on the pest detection program, hourly rate, benefit rate. NOTE: The number of hours worked claimed on the invoice must match those documented on the Khapra Beetle Activity Report. Invoices received without an accurate Khapra Beetle Activity Report will not be paid.



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- Vehicles license plate number (or unique identifying number), driver name, ownership of the vehicle (county, state, or leased), allowable mileage rate for the vehicle, and if leased, the monthly lease rate for the vehicle.
5. Payment is contingent upon receiving monthly reports and listing the names of staff receiving payment on the invoice.
 6. Payment will be made monthly, in arrears, upon receipt and approval of invoice.
 7. Continue to send monthly invoices even if the fiscal year contract funds are depleted.
 8. All invoices, including any amendments, must be received within 45 days of the expiration date of the contract. Invoices received more than 45 days after expiration of the contract will not be paid.

CACASA

California Agricultural Commissioners and Sealers Association
 Attn: Tim Niswander
 Kings County Agricultural Commissioner
 680 Campus Drive
 Hanford, CA 93230
tim.niswander@co.kings.ca.us

Kaphra Beetle Detection Program

County of Fresno
 1730 S Maple Avenue, Fresno CA 93702
 Agreement # KB-1617-10
 Budget Display FY 2016-2017

A. PERSONNEL**SALARY - Detection Trappers**

	Employee Name	Title	Hours	Hourly rate w/o benefits	Total
1	Ag Field Aide I	Ag Field Aide	100.00	\$12.28	\$1,228.00
2			0.00	\$0.00	\$0.00
3			0.00	\$0.00	\$0.00
4			0.00	\$0.00	\$0.00
SALARY SUBTOTAL:					\$1,228.00

	BENEFITS	Title	Benefit rate %	Salary	Benefit Cost
1	Ag Field Aide I	Ag Field Aide	94.9000%	\$1,228.00	\$1,165.00
2			0.0000%	\$0.00	\$0.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:					\$1,165.00

SALARY - Non-Detection

	Employee Name	Title	Hours	Hourly rate w/o benefits	Total
1	Entomologist	Entomologist	24.00	\$38.80	\$931.00
2	OA I	Office Assistant	6.00	\$16.34	\$98.00
3			0.00	\$0.00	\$0.00
4			0.00	\$0.00	\$0.00
SALARY SUBTOTAL:					\$1,029.00

	BENEFITS	Title	Benefit rate %	Salary	Benefit Cost
1	Entomologist	Entomologist	79.1000%	\$931.00	\$736.00
2	OA I	Office Assistant	92.5000%	\$98.00	\$91.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:					\$827.00

SALARIES	BENEFITS
\$2,257.00	\$1,992.00

TOTAL PERSONNEL COST: \$4,249.00

B. SUPPLIES (Itemized such as: trapping poles, office supplies, etc.,)

	Description	Cost	Total
1	Office Supplies	\$50.00	\$32.00
2		\$0.00	\$0.00
3		\$0.00	\$0.00
4		\$0.00	\$0.00
TOTAL SUPPLY COST:			\$32.00

C. VEHICLE OPERATIONS

	License #	Owned by (County or Other)	Mileage	Rate**	Total
	Various	County	1,000.00	\$0.540	\$540.00
			0.00	\$0.000	\$0.00
			0.00	\$0.000	\$0.00
VEHICLE SUBTOTAL					\$540.00

** Mileage rates: County vehicle = Not to exceed \$0.54 per mile. Per federal audit guidelines, this rate cannot be exceeded.
 However, if your county's internal policy uses a lower rate, that rate may be applied.
 State-owned vehicle = \$0.285 per mile.

TOTAL BUDGET:	\$4,821.00
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EXHIBIT C
MONTHLY INVOICE

CACASA
California Agricultural Commissioners and Sealers Association
John Tim Newlander
Kings County Agricultural Commissioner
618 Campus Drive
Hanford, CA 93230
tel: 559/4610200 fax: 559/4610200

Kaphra Beetle Detection Program
County of XXXXXXXXXX
County Address
Agreement # KBT-1511-YOUR COUNTY NUMBER
Budget Display FY 2016-2017
Invoice for Period from 07/01/2016 to 07/31/2016
Date of submission

A. PERSONNEL

SALARY - Detection Trappers				
Employee Name	Title	Hours	Hourly rate w/o benefits	Total
1		0.00	\$0.00	\$0.00
2		0.00	\$0.00	\$0.00
3		0.00	\$0.00	\$0.00
4		0.00	\$0.00	\$0.00
SALARY SUBTOTAL:				\$0.00

BENEFITS	Title	Benefit rate %	Salary	Benefit Cost
1		0.0000%	\$0.00	\$0.00
2		0.0000%	\$0.00	\$0.00
3		0.0000%	\$0.00	\$0.00
4		0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:				\$0.00

SALARY - Non-Detection				
Employee Name	Title	Hours	Hourly rate w/o benefits	Total
1		0.00	\$0.00	\$0.00
2		0.00	\$0.00	\$0.00
3		0.00	\$0.00	\$0.00
4		0.00	\$0.00	\$0.00
SALARY SUBTOTAL:				\$0.00

BENEFITS	Title	Benefit rate %	Salary	Benefit Cost
1		0.0000%	\$0.00	\$0.00
2		0.0000%	\$0.00	\$0.00
3		0.0000%	\$0.00	\$0.00
4		0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:				\$0.00

SALARIES	BENEFITS
\$0.00	\$0.00

TOTAL PERSONNEL COST: \$0.00

B. SUPPLIES (Itemized such as: trapping poles, office supplies, etc.)

Description	Cost	Total
1	\$0.00	\$0.00
2	\$0.00	\$0.00
3	\$0.00	\$0.00
4	\$0.00	\$0.00
TOTAL SUPPLY COST:		\$0.00

C. VEHICLE OPERATIONS

License #	Owned by (County or Other)	Mileage	Rate*	Total
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
VEHICLE SUBTOTAL:				\$0.00

* Mileage rates: County vehicle = Not to exceed \$0.56 per mile. Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.
State-owned vehicle = \$0.295 per mile.

TOTAL MONTHLY INVOICE: \$0.00

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING



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MONTHLY TRAPPING SUMMARY

CACASA

COUNTY: _____

MONTHLY TRAPPING SUMMARY

NAME: _____

VEHICLE: _____

DATE: _____

ENDING MILEAGE: _____

ROUTE/BOOK: _____

BEGINNING MILEAGE: _____

HOURS: _____

MILES DRIVEN: _____

TRAP TYPE	MONTHLY SERVICING			TRAPS IN SERVICE			
	SERVICED	RELOCATED	TOTAL	PDT	PLACED (+)	REMOVED (-)	TOTAL IN SERVICE
TOTAL							

COMMENTS: _____

SERVICED _____ TRAPS SERVICED BUT NOT RELOCATED.

RELOCATED _____ TRAPS SERVICED AND RELOCATED.

PDT _____ PREVIOUS DAYS TOTAL OF ALL TRAPS, OF THAT TYPE, THAT ARE IN SERVICE IN YOUR ROUTE.

PLACED(+) _____ ANY TRAP THAT WILL ADD FROM THE TOTAL NUMBER OF TRAPS, OF THAT TYPE, IN YOUR ROUTE. THIS INCLUDES NEW PLACEMENTS, AND TRAPS GIVEN TO YOU FROM ANOTHER TRAPPER.

REMOVED _____ ANY TRAP THAT WILL SUBTRACT FROM THE TOTAL NUMBER OF TRAPS, OF THAT TYPE, IN YOUR ROUTE. THIS INCLUDES REMOVALS, LOST OR MISSING TRAPS NOT REPLACED AND TRAPS GIVEN FROM YOU TO ANOTHER TRAPPER.

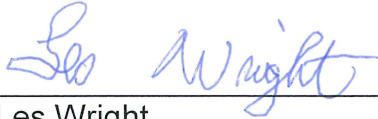
TOTAL IN SERVICE ADD TO OR SUBTRACT FROM PDT; THIS INDICATES THE TOTAL NUMBER OF TRAPS IN YOUR ROUTE AT THE END OF THE INDICATED DATE.

CONTRACT NAME: Khapra Beetle Detection Program

CACASA CONTRACT NUMBER: KB-1617-10

REVIEWED AND RECOMMENDED
FOR APPROVAL:

Department Head's Signature



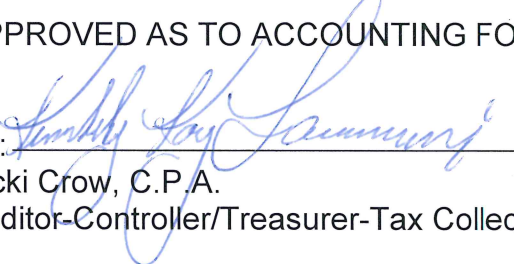
Les Wright
Agricultural Commissioner/Sealer

APPROVED AS TO LEGAL FORM:

Daniel C. Cederborg, County Counsel

By: 
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

By: 
Vicki Crow, C.P.A.
Auditor-Controller/Treasurer-Tax Collector

FOR ACCOUNTING INFORMATION ONLY:

Org: 40101001
Account: 4375
Fund: 0001
Program: 0
Subclass: 10000