

**San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790
Board of Trustees Meeting**

**May 13, 2016
7:00 AM**

Agenda

1. Call to Order

Note: The public is requested to address an Agenda Item when the Board considers it.

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

4. Consent Calendar

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

A. List of Claims for April 2016*

B. Budget Status Report for April 2016*

C. Minutes of Board of Trustees Meeting April 2016 *

D. Operations Report will be available at the meeting.

E. Surveillance Report will be available at the meeting.

F. Education Program*

G. March 2016 Monthly Treasurer Report / District Working Balance for May 2016 *

5. Consider Developing a Request for Proposal to Provide an Electronic Data Collection System

(District Manager) (Action Required) (Approve / Disapprove)

6. Ballot Results for Candidate Representing Independent Special Districts on the Board of Los Angeles County Local Agency Formation Commission

(Board President) (Verbal Report) (No Action Required)

7. **District Administration**
(District Manager) (No Action Required)
 - A. **MVCAC Spring Meeting, April 28-29, 2016**
 - B. **Task Force Meeting April 13, 2016**
 - C. **Baldwin Park and South Pasadena Annexation**
 - D. **AMCA Washington DC Conference, May 9-11, 2016**
 - E. **Polling Site for Primary Elections, Tuesday, June 7, 2016**

8. **Disease Surveillance**
(Scientific Programs Manager) (Verbal Report) (No Action Required)

9. **Trustee Reports**
Opportunity for Trustees to request future agenda items
(Verbal)

10. **New Business**

11. **Adjournment**

The Finance Committee
will meet immediately after the Board Adjourns

Margaret Finlay, Chairperson Jamie Bissner Joseph Leon Henry M. Morgan	Joe Rocha Stephen Sham Andre Quintero
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The Personnel Committee
will meet in Closed Session Immediately after the
Finance Committee adjourns

Jamie Bissner, Chairperson Richard Barakat Roger Chandler Margaret Finlay Dan Kirby	Henry M. Morgan Robert Neher Janice Nelson Jeff Templeman
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CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted this ay May 6, 2016 and not less than 72 hours prior to said meeting.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$4,242.40
6210	Salaries, District Manager	\$5,346.40
6210	Salaries, Office Manager	\$3,468.00
6210	Salaries, Sci Program Manager	\$4,052.00
6210	Salaries, PIO	\$2,941.60
6212	Salaries, Admin Assistant	\$2,534.40
6212	Salaries, Exec Asst /Clerk of the Board	\$2,751.20
6212	Salaries, Vector Control Specialist II	\$2,631.20
6212	Salaries, Vector Control Specialist I	\$1,739.46
6212	Salaries, Vector Control Specialist II	\$1,647.20
6212	Salaries, Vector Control Specialist I	\$1,482.48
6212	Salaries, Vector Control Specialist I	\$1,899.36
6212	Salaries, Vector Control Specialist II	\$2,685.60
6212	Salaries, Mechanic	\$917.76
6212	Salaries, Vector Control Specialist I	\$1,673.82
6212	Salaries, Ops Asst	\$1,140.00
6212	Salaries, Ops Coordinator	\$2,898.26
6212	Salaries, Vector Control Specialist II	\$2,046.40
6212	Salaries, Bldg & Grounds Maint	\$1,268.00
6212	Salaries, Vector Control Specialist I	\$1,852.80
6212	Salaries, Ed Specialist	\$2,940.00
6212	Salaries, Sr Vector Ecologist	\$3,436.56
6212	Salaries, Vector Ecologist	\$3,000.00
6212	Salaries, Asst Vector Ecologist	\$2,322.40
6212	Salaries, Data Analyst	\$1,442.40
6230	Part-time Salaries, Ex Help CSS	\$900.00
6230	Part-time Salaries, Ex Help VE	\$1,277.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,080.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,200.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,080.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,026.00
6051	Bilingual compensation	
6051	Car allowance, Manager	\$500.00
6070	Car allowance, Sci Prog Mgr	\$300.00
6219	Employee Cash-out	\$3,386.19
6220	Salaries, Holiday	\$211.04
6218	Salaries, Sick Pay	\$704.72
6216	Salaries, Vacation	\$3,040.54
6140	Salaries, Overtime	
6240	Employer Medicare	\$1,078.45
	Employer Social Security	\$209.78
	Big Fish Payroll	\$229.05
	Total Payroll April 7, 2016	\$78,583.07

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

Accounts Payable Check#	April 7, 2016	Payee	Description	Amount
EFT	6070	Allied Administrators	Dental insurance premiums	\$2,003.19
EFT	-----	Nationwide Retirement	Employee liability	
EFT	6200	PERS	Employer contribution	\$5,300.32
	2100	Aramark Uniform Service	Employee benefit	
13729	6332		Uniforms	\$654.03
13729	6040		Mats and towels	\$227.36
13729	6302		Safety supplies	\$52.68
13730	6040	Athens Services	Refuse pick up	\$171.08
13731	6343	Azusa Light & Water	Water bill	\$110.05
13732	6074	CalPERS	Employer contribution	\$50,000.00
13733	6262	Chevron	Gasoline	\$2,192.23
13734	6040	Contractors Carpet Center	Carpets - Hallway	\$1,534.58
13735	6340	Edison	Electricity	\$1,912.43
13736	6007	Enterprise	Vehicle lease	\$3,642.16
13737	6070	Flex Account Admin	Flex account payment	\$958.34
13738	6232	Henry Morgan	Parking MVCAC ann mtg	\$55.24
13739	6232	Jason Farned	Per Diem CAPIO mtg	\$160.00
13739	6234	Jason Farned	Tuition Reimbursement	\$140.00
13740	6130	Jenkins & Hogan	Legal fees	\$122.50
13741	6046	Jesse Shelby	IT service and maintenance	\$3,500.00
13742	6232	Kenn K. Fujoka	Per Diem MVCAC Leg Day & CDC Zika Summit	\$120.00
13743	6192	Orange County MVCD	Research -Chris Barker	\$7,500.00
13744	6250	Praxair	Dry ice	\$250.51
13745	6170	Ready Fresh	Drinking water	\$165.10
13746	6250	Thermal Combustion Innovators	Blowwaste disposal	\$91.20
13747	6185	TotalFunds by Hasler	Postage	\$600.00
13748	6080	US Bank-Alba	HireRight Inc-background check(1)	\$74.95
13748	6332	US Bank-Brisco	Redwing - Safety Footwear (1)	\$152.75
13748	6232		Hyatt-lodging MVCAC ann mtg	\$374.20
13748	6170		Target - Vending supplies (reimbursable)	\$23.96
13748	6232		Vons - Vending supplies (reimbursable)	\$24.24
13748	6332		Redwing -Safety Footwear (2)	\$448.39
13748	6270	US Bank-Cook	Office Depot-office supplies	\$134.44
13748	6270	US Bank-Deacon	Amazon - Office supplies	\$325.30
13748	6270		Staples - Office supplies	\$174.78
13748	6332		Amazon -Uniforms	\$111.15
13748	6232	US Bank-Elliott	Southwest Air MVCAC leg day (1)	\$106.60
13748	6185		USPS-postage	\$13.48
13748	6030		Smart n Final-Board room supplies	\$24.54
13748	6290	US Bank-Farned	Facebook - Advertisemnt	\$26.15
13748	6290		Network Solutions-subscription	\$1.99
13748	6290		CAPIO- Award submission	\$125.00
13748	6290		Google-ad fee	\$140.48
13748	6232		Supershuffle MVCAC ann mtg	\$28.32
13748	6232		Ontario Parking MVCAC ann mtg	\$36.00
13748	6232		Hyatt-lodging MVCAC ann mtg	\$327.20
13748	6290		Constant Contact-subscription	\$40.00
13748	6232		Southwest-travel leg day	\$223.46

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

13748	6290		Creative Cloud-subscription	\$49.99
13748	6290		Quality logo products	\$1,432.78
13748	6290		Sitelock - webpage security	\$79.99
13748	6036	US Bank-Fujioka	Code 42 subscription	\$14.98
13748	6035		Newegg business	\$232.51
13748	6232		Supershuttle AMCA ann mtg	\$66.48
13748	6232		Hyatt-lodging MVCAC ann mtg	\$1,077.02
13748	6232		Unified Air-travel MVCAC ann mtg	\$182.20
13748	6232		Southwest Air MVCAC leg day	\$294.96
13748	6290	US Bank-Hagele	Home Depot- Display, supplies	\$20.92
13748	6232		Hyatt-lodging MVCAC ann mtg (2)	\$748.40
13748	6262		Exon mobil - gasoline	\$23.05
13748	6185		USPS-postage	\$6.80
13748	6232	US Bank-Nelson	Hyatt-lodging MVCAC ann mtg	\$323.20
13748	6232		Fairmont Hotel- Verbrate pest conf	\$10.00
13748	6250		Walmart-lab supplies	\$5.88
13748	6332		Redwing - Safety footwear (1)	\$152.73
13748	6185		FedEx-Lab shipment	\$62.13
13748	6250	US Bank-Niffenegger	Tool Shack of Azusa-lab supplies	\$106.68
13748	6040		Home Depot-bldg maint supplies	\$1,232.74
13748	6260		Alex Romo Auto - repairs	\$1,614.94
13748	6260		Southwest Automotive-auto supplies	\$13.06
13748	6260		Tool Shack of Azusa-auto supplies	\$19.61
13748	6260		IATN.net-subscription	\$19.00
13748	6260		Identifix-subscription	\$159.00
13748	6260		Greens Auto Tech-auto supplies	\$96.98
13748	6280		Home Depot-operation supplies	\$38.95
13748	6185	US Bank-Tanaka	USPS-postage	\$6.74
13748	6283		ADAPCO-pesticides	\$5,197.48
13748	6283		Clarke-pesticides	\$1,424.35
13748	6280		Petco-operations supplies	\$26.14
13748	6302		Catalytic Safety-safety supplies	\$670.77
13748	6302		Amazon-safety supplies	\$124.02
13748	6232		Parking-MVCAC ann mtg	\$40.00
13748	6232		Hyatt lodging-MVCAC ann mtg	\$323.20
13748	6232	US Bank-Wekesa	UCD Taps Davis	\$9.00
13748	6262		Unified Pacific-gas VCJPA ann mtg	\$14.70
13748	6232		Southwest Air-MVCAC ann mtg and leg day	\$459.94
13748	6232		Enterprise-transport VCJPA ann mtg	\$125.87
13748	6232		Supershuttle-MVCAC ann mtg	\$13.00
13748	6232		Hyatt-lodging MVCAC ann mtg	\$340.20

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

13748	6232	VCJPA	Renaissance Hotels-Animal care ann mtg	\$217.33
13748	6232	Western Weather Group	Fairmont Hotel- Veribrate pest conf	\$303.92
13749	6111		EAP	\$258.78
13750	6250		Weather station-qrtr fee	\$165.00
			Total Accounts Payable April 7, 2016	\$102,104.80

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$4,242.40
6210	Salaries, District Manager	\$5,346.40
6210	Salaries, Office Manager	\$3,468.00
6210	Salaries, Sci Program Manager	\$4,052.00
6210	Salaries, PIC	\$2,941.60
6212	Salaries, Admin Assistant	\$2,816.00
6212	Salaries, Exec Asst /Clerk of the Board	\$2,476.08
6230	Salaries, Vector Control Specialist II	\$2,631.20
6230	Salaries, Vector Control Specialist I	\$1,400.32
6230	Salaries, Vector Control Specialist II	\$1,482.48
6230	Salaries, Vector Control Specialist I	\$1,647.20
6230	Salaries, Vector Control Specialist I	\$1,899.36
6212	Salaries, Mechanic	\$2,685.60
6212	Salaries, Vector Control Specialist II	\$1,529.60
6230	Salaries, Vector Control Specialist I	\$1,575.36
6230	Salaries, Ops Asst	\$960.00
6212	Salaries, Ops Coordinator	\$2,821.12
6230	Salaries, Vector Control Specialist II	\$2,046.40
6230	Salaries, Bldg & Grounds Maint	\$1,268.00
6212	Salaries, Vector Control Specialist I	\$1,852.80
6212	Salaries, Ed Specialist	\$2,884.88
6212	Salaries, Sr Vector Ecologist	\$3,675.21
6230	Salaries, Vector Ecologist	\$2,400.00
6230	Salaries, Asst Vector Ecologist	\$2,322.40
6230	Salaries, Data Analyst	\$1,442.40
6230	Part-time Salaries, Ex Help CSS	\$900.00
6230	Part-time Salaries, Ex Help VE	\$1,277.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,080.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,200.00
6230	Part-time Salaries, Ex Help VC Tech	\$960.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,200.00
6230	Part-time Salaries, Ex Help VC Tech	\$1,026.00
6230	Bilingual compensation	\$450.00
6051	Car allowance, Manager	
6051	Car allowance, Sci Prog Mgr	\$3,386.19
6070	Employee Cash-out	
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	\$1,729.52
6218	Salaries, Vacation	\$2,719.68
6216	Salaries, Overtime	
6140	Employer Medicare	\$1,100.62
6240	Employer Social Security	\$284.19
6240	Big Fish Payroll	\$130.95
	Total Payroll April 21, 2016	\$79,311.56

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

Item 4A

Accounts Payable Check#	April 21, 2016	Payee	Description	Amount
EFT	6070	AFLAC	Supplemental insurance	\$522.50
EFT	6070	CalPERS	Medical insurance premiums	\$7,295.33
EFT	6072		Retired employee	\$125.00
EFT	6200	CalPERS	Unfunded accrued liability	\$5,299.00
EFT	-----		Employee liability	-----
EFT	6200	Nationwide Retirement		\$5,300.32
EFT	6070	PERs	Insurance premiums	\$2,212.56
13751	6070	American Fidelity	Trustee reimbursement	\$100.00
13752	6030	Andre Quintero	Reimbursement	\$1.16
13753	6270	Angela Brisco	Trustee reimbursement	\$1,888.21
13754	6030	Bill Alarcon	Trustee reimbursement	\$100.00
13755	6073	Canon	Copier leases	\$897.52
13756	6036	CDW	Computer software (electronic)	\$100.00
13757	6030	Charles Myers	Trustee reimbursement	\$100.00
13758	6030	Corey Calaycay	Trustee reimbursement	\$100.00
13759	6030	Cynthia Sternquist	Trustee reimbursement	\$100.00
13760	6030	Dan Holloway	Trustee reimbursement	\$100.00
13761	6030	Dan Kirby	Trustee reimbursement	\$100.00
13762	6030	Elliott Rothman	Trustee reimbursement	\$100.00
13763	6030	Jamie Bissner III	Trustee reimbursement	\$100.00
13764	6030	Henry Morgan	Trustee reimbursement	\$100.00
13764	6030		Board Secretary compensation	\$49.50
13765	6040	J & J Janitorial	Janitor service	\$1,211.00
13766	6030	Janice Nelson	Trustee reimbursement	\$100.00
13767	6030	Jeff Templeman	Trustee reimbursement	\$100.00
13768	6030	Joseph Leon	Trustee reimbursement	\$100.00
13769	6030	Joe Rocha	Trustee reimbursement	\$100.00
13770	6030	Juli Costanzo	Trustee reimbursement	\$100.00
13771	6185	Mail Finance	Posted machine lease	\$269.56
13772	6030	Manuel Garcia	Trustee reimbursement	\$100.00
13773	6030	Margaret Finlay	Trustee reimbursement	\$100.00
13774	6030	Mary Su	Trustee reimbursement	\$100.00
13775	6070	Medical Eye Service	Vision insurance premium	\$245.45
13776	6232	MVCAC Southern Region	CEU parking	\$85.00
13777	6040	Office & Ergonomic Solutions Inc	Office furniture	\$4,201.84
13778	6030	Richard Barakat	Trustee reimbursement	\$100.00
13779	6072	Robert Kennedy	Reimburse medical premium	\$172.23
13780	6030	Robert Neher	Trustee reimbursement	\$100.00
13781	6030	Roger Chandler	Trustee reimbursement	\$100.00
13782	6270	Rosalita Alba	Reimbursement	\$69.92
13783	6270	Staples Credit	Office supplies	\$333.84
13784	6030	Stephen Sham	Trustee reimbursement	\$100.00
13785	6315	Telepacific Communications	Internet charges	\$899.00
13785	6320		Office phones	\$827.64
13786	6010	TerryBerry	Service Pins	\$188.10
13787	6341	The Gas Co	Natural gas bill	\$162.01
13788	6040	United Air Conditioning	Service and repairs	\$473.83
13789	6312	Verizon Wireless	Field communications	\$1,744.57
Total Accounts Payable April 21, 2016				\$36,675.09

**San Gabriel Valley
Mosquito and Vector Control District List of Claims April 2016**

Peity Cash Check	April 2016 Account	Payee	Description	Amount
2450	6232	Wakoli Welkesa	Per diem MVCAC Leg Day	\$80.00
2451	6232	Jason Farned	Per diem MVCAC Leg Day	\$80.00
2452	6232	Dan Kirby	Per diem MVCAC Leg Day	\$128.00
2453	6232	Harold Bissner III	Per diem MVCAC Leg Day	\$128.00
2454	6330	Vectorborne Disease Acct	Cert exam registration	\$250.00
2455	6330	Vectorborne Disease Acct	Cert exam registration	\$125.00
2456	6130	LA County Records Office	Records search	\$37.00
		Total Petty Cash		\$828.00
		Total Payroll		\$157,894.63
		Total Accounts Payable		\$138,779.89
		TOTAL LIABILITIES		\$297,502.52
		Trust Warrant 651		\$297,502.52

Comparative YTD Actual to Full Year Budget
Current Period 84% of Year Completed
April 30, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	40,150.80	417,548.32	530,000.00	112,451.68	78.78
Salaries - Non Exempt	84,375.71	825,663.73	1,288,680.00	463,016.27	64.07
Salaries - Overtime	0.00	0.00	1,500.00	1,500.00	0.00
Salaries - Vacation	5,760.22	50,698.62	75,000.00	24,301.38	67.60
Salaries-Holiday	211.04	56,223.36	55,000.00	(1,223.36)	102.22
Salaries, Sick Pay	2,434.24	38,630.18	48,000.00	9,369.82	80.48
Salaries, Part-time - XH	14,357.20	156,321.39	160,000.00	3,678.61	97.70
Retirement, Employee	0.00	2,636.17	0.00	(2,636.17)	0.00
Management Car Allowance	800.00	7,200.00	9,600.00	2,400.00	75.00
Cafeteria Benefit	19,502.37	203,711.36	260,000.00	56,288.64	78.35
Hlth Benefits, Ret Emps	297.23	3,259.21	5,520.00	2,260.79	59.04
Medicare	2,179.07	22,940.38	32,000.00	9,059.62	71.69
Retirement - Employer	15,864.36	173,476.43	232,875.00	59,398.57	74.49
Social Security	493.97	3,376.13	7,500.00	4,123.87	45.02
Post Retirement Benefits	50,000.00	50,000.00	50,000.00	0.00	100.00
					One time expense
TOTAL PERSONNEL EXPENSES	236,426.21	2,011,685.28	2,755,675.00	743,989.72	73.00
OPERATING EXPENSES					
Awards	188.10	1,331.09	1,500.00	168.91	88.74
Bank Charges	175.32	2,212.58	9,800.00	7,587.42	22.58
Board expenses	2,459.71	22,491.22	29,200.00	6,708.78	77.02
Computer Hardware	232.51	28,627.47	20,000.00	(8,627.47)	143.14
Computer Software	912.50	7,537.20	11,000.00	3,462.80	68.52
Building maintenance	9,052.43	123,538.25	39,500.00	(84,038.25)	312.76
Maintenance, equipment	0.00	3,702.06	8,900.00	5,197.94	41.60
Maintenance, grounds	0.00	726.31	4,000.00	3,273.69	18.16
Computers ,Maintenance	3,500.00	31,192.97	35,000.00	3,807.03	89.12
Lease Equipment	1,888.21	14,992.69	38,000.00	23,007.31	39.45
Fees & Assessments	0.00	2,589.91	3,800.00	1,210.09	68.16
Hiring expenses	74.95	1,649.48	5,000.00	3,350.52	32.99
VCJPA General Fund	0.00	10,619.00	9,842.00	(777.00)	107.89
Insurance, liability	0.00	52,125.00	52,125.00	0.00	100.00
Workers Comp Insurance	0.00	69,983.00	95,488.00	25,505.00	73.29
					One time fee
					One time fee
					One time fee
					Server replacement
					Furniture/carpet
					New server equipment

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 84% of Year Completed
April 30, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Other Insurance	258.78	1,035.12	2,000.00	964.88	51.76
Insurance, property	0.00	2,664.00	2,914.00	250.00	91.42 One time fee
Insurance, unemployment	850.76	16,326.49	28,000.00	11,673.51	58.31
Legal	122.50	8,801.37	10,000.00	1,198.63	88.01 Publishing budget
Memberships	0.00	14,349.00	20,000.00	5,651.00	71.75
Miscellaneous expenses	286.08	2,056.62	3,000.00	943.38	68.55
Postage	869.39	2,811.38	3,500.00	688.62	80.33
Prof. Services, Auditor	0.00	12,412.50	16,000.00	3,587.50	77.58 One time fee
Professional Services	0.00	4,200.00	5,000.00	800.00	84.00
Research	7,500.00	7,500.00	8,000.00	500.00	93.75 Research expense for the year
Seminars and meetings	6,439.18	36,462.03	35,000.00	(1,462.03)	104.18 Travel season, conferences
Tuition Reimbursement	140.00	3,888.89	6,000.00	2,111.11	64.81
Supplies, laboratory	618.27	36,697.56	35,000.00	(1,697.56)	104.85 Traps, Grant monies recv'd last fly
Supplies, mechanical	1,922.59	13,911.42	30,000.00	16,088.58	46.37
Supplies, gasoline	2,229.98	32,186.87	55,000.00	22,813.13	58.52
Supplies, office	1,058.88	11,356.77	17,000.00	5,643.23	66.80
Supplies, operations	65.09	3,413.46	18,000.00	14,586.54	18.96
Supplies, pesticides	6,621.83	22,957.33	80,000.00	57,042.67	28.70
Supplies, public informat	1,920.58	24,824.91	35,000.00	10,175.09	70.93
Supplies, reference	0.00	1,093.79	2,000.00	906.21	54.69
Supplies, safety	847.47	8,561.13	10,000.00	1,438.87	85.61
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00
Tax Collection	0.00	98,162.48	100,000.00	1,837.52	98.16 One time fee
Communications, field	1,744.57	16,128.38	26,000.00	9,871.62	62.03
Telephone, Internet	899.00	8,990.00	10,000.00	1,010.00	89.90 Increase in fees
Telephone , Office	827.64	10,167.08	8,500.00	(1,667.08)	119.61 New equipment
Training , CEU's	375.00	4,835.00	4,500.00	(335.00)	107.44 Annual renewal
Uniforms and clothing	1,477.25	12,463.22	10,000.00	(2,463.22)	124.63 Uniforms for seasonals
Utilities, Electric	1,912.43	30,716.40	39,000.00	8,283.60	78.76
Utilities, Natural Gas	162.01	1,835.82	3,200.00	1,364.18	57.37
Utilities, Water	110.05	1,130.71	2,000.00	869.29	56.54
Automobile Lease	3,642.16	42,845.34	32,000.00	(10,845.34)	133.89 \$8k payment from previous fly
TOTAL OPERATING EXPENSES	61,385.22	868,103.30	1,034,769.00	166,665.70	83.89
TOTAL EXPENSES	297,811.43	2,879,788.58	3,790,444.00	910,655.42	75.97

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 84% of Year Completed
April 30, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
Reserve, Unallocated Gene	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00
Reserve, Capital & Asset	0.00	0.00	612,923.00	612,923.00	0.00
TOTAL RESERVES	0.00	0.00	2,039,123.00	2,039,123.00	0.00

San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting

April 8, 2016

7:00 AM

MINUTES

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joe Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Henry Morgan (Covina)
- 6 Corey Calaycay (Claremont)
- 7 Harold Bissner (Co. of LA)
- 8 Margaret Finlay (Duarte)
- 9 Andre Quintero (El Monte)
- 10 Manuel Garcia (Irwindale)
- 11 Charles Myers (Glendora)
- 12 Dan Holloway (La Puente)
- 13 Robert Neher (La Verne)
- 14 Dan Kirby (Monrovia)
- 15 Joseph Leon (Monterey Park)
- 16 Elliott Rothman (Pomona)
- 17 Bill Alarcon (Rosemead)
- 18 Jeffrey Templeman (San Dimas)
- 19 Juli Costanzo (San Gabriel)
- 20 Janice Nelson (Sierra Madre)
- 21 Cynthia Sternquist (Temple City)
- 22 Mary Su (Walnut)
- 23 Mike Spence (West Covina)

Trustees Absent

- 1 Vacant (Industry)

Staff Attending

- Kenn Fujioka
- Mel Cook
- Rose Alba
- Wakoli Wekesa
- Esther Elliott
- Kim Nelson
- Carol Anne Hagele
- Ramona Deacon
- Marta Tanaka

1. Call to Order

President Jamie Bissner called the meeting to order at 7:00 AM

2. Pledge of Allegiance and Silent Roll Call

President Bissner led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A motion by Trustee Chandler to approve the Consent Calendar as submitted was seconded and unanimously approved.

- A. List of Claims for March 2016
- B. Budget Status Report for March 2016
- C. Minutes of Board of Trustees Meeting March 2016

- D. Surveillance and Vector Report
- E. Operations Report
- F. Education Program
- G. February 2016 Monthly Treasurer Report / District Working Balance Report for April 2016

5. Legislative Report

District Manager Kenn Fujioka was directed by the Board in March to place SB 1246 (Nguyen) on the April agenda for discussion.

The bill requires at least seven days' notice to affected residents, Government agencies, school districts and other similar entities before applying pesticides by aerial or unmanned aerial vehicle or face criminal charges.

Kenn stated that the bill was forwarded to the Senate's Environmental Quality Committee and reported that the MVCAC had already sent a letter to the Chair's committee strongly opposing it.

Kenn cited several examples of the adverse effects of a seven day delay of the application of pesticides including unpredictable environmental conditions such as the weather; increased mosquito development since it only takes five days for a mosquito to develop from egg to adults; and a wider disbursement of the pathogens vectors transmit which would increase the amount of pesticides needed to be applied.

AB 1362 (Changing the composition of vector control district's board) was referred to the Assembly but is not scheduled to be heard until June 2016.

AB 2596 (Bloom) seeks a ban statewide of anticoagulants as pesticides. Trustees Myers and Nelson questioned the accuracy of the information used to justify the bill.

The MVCAC's legislative advocates initiated a dialogue with Assembly member Bloom's staff and the bill will either be amended to include a public health exemption or be pulled.

6. District Administration

7. Disease Surveillance

Scientific Program Manager Wakoli Wekesa reported they (surveillance team) are preparing for increased *Aedes albopictus* this year which are already biting people. They believe *Ae. aegypti* is in this District but have yet to identify it. They anticipate *Ae. albopictus* will cover the entire District and staff will focus surveillance on the diseases they transmit such as chikungunya, dengue, and Zika virus.

Wakoli cautioned we must also remember just how bad West Nile virus (WNV) was in 2015, a continuing pattern since 2012. In 2015 there were

39 cases of WNV in this District with three fatalities; Los Angeles County reported 300 WNV cases with 24 deaths; and statewide 860 WNV cases were reported with 53 fatalities.

We will be paying close attention to WNV. This year we anticipate activity to remain high and will keep the Board informed accordingly.

District Manager Kenn Fujioka mentioned that indoor bites from mosquitoes were reported in the city of Baldwin Park; the call was received by West Valley MVCD and shared with us. The question was whether this was an indication of *Ae. aegypti*?

Trustee Finlay asked about the risk of Zika in returning travelers.

Wakoli stated that this is a possibility since we have *Ae. albopictus* and *Ae. aegypti* in our County. We have had one or two cases of Zika among returning travelers and we are paying attention not to miss any. Since Zika could be sexually transmitted is a concern we need to note.

In response to Trustee Myers' question, Wakoli reported that we are not seeing the high number of cases of chikungunya in the Americas as in 2013 and 2014 which got into the thousands in a very short period of time. We are seeing a very small fraction of that number in 2015 and 2016.

8. Trustee Reports

Kenn reported that Trustees Bissner and Kirby joined him, Jason, and Wakoli at the MVCAC Legislative Day in March. They visited six legislative offices with idea of spreading the word on SB 1246. Jamie commented that the contacts over the years have paid off.

Kenn gave kudos to MVCAC's staff for the excellent preparation for this event.

Trustee Costanzo thanked District's staff for the excellent vector control workshop offered to cities of the District. The workshop was well attended and received by the participants.

9. New Business

President Bissner announced that the Personnel Committee would meet immediately after the Board adjourns.

10. Adjournment

A motion by Trustee Calaycay to adjourn the meeting was seconded and unanimously approved. The meeting was adjourned at 7:13 am.

Status of Education Program

April 2016

Website

Our site had 2,896 visits in April. This is an 78% increase over the same time period last year.

Social Media

See attached report

Local Government Outreach

This month we presented vector control updates at the offices of:

- Bob Huff
- Ed Hernandez
- Ed Chau
- Roger Hernandez
- Chris Holden
- Ling-Ling Chang

Local government events:

- MVCAC Leg Day

Outreach Activities

To say we were busy in April seems to be an understatement. Our list of activities illustrates the number and diversity of outreach activities our department was involved in this past month. Despite the hectic schedule, we are always grateful for new opportunities to interact with the public like we did at recent Neighborhood Watch meetings in Duarte, the Map Conference and Code Enforcement Continuing Education Classes in Monrovia.

Outreach Activities in April 2016		
	# Reached	City / Region
Literature, Fairs and Presentations		
1-2-3 Play with Me Parent/Infant Library Event	12	Rosemead
Industry Hills Rotary Club	18	Industry
City Council Meeting	20	San Gabriel
State Legislative Day	12	Sacramento
Neighborhood Watch Area Meeting (Royal Oaks)	18	Duarte
Sanitation Districts' Earth Day (w. GLCVCD)	1,000	Whittier
St. Thomas More School (TK and Kinder)	50	Alhambra
St. Martha's Health Fair (TK-8 th Grade)	111	La Puente
Temple City Christian Preschool	35	Temple City
Mt. SAC Home Gardening Class	100	Diamond Bar
Neighborhood Watch Area Meeting (Maxwell)	20	Duarte
Kiwanis Club Presentation	22	Claremont

Hakka Gardening Council/USC Lecture Nationals	1,300	El Monte
Map Your Neighborhood (MYN or Map) Conference	17	Monrovia
Map Workshop	100	Monrovia
Baldwin Park Health Fair	100	Baldwin Park
City Council Meeting	20	Alhambra
Gladstone Elementary (First Grade)	85	San Dimas
Update Chris Holden's Office	1	Claremont
L.A. Co. Code Enforcement Training	100	Monrovia
Bite Prevention Literature Delivery to Mayflower School	600	Monrovia
Bite Prevention Lit. Delivery to Arcadia Montessori	111	Arcadia
Literature Delivery to San Gabriel Nursery	111	San Gabriel
Literature for Kids' Program – US Forest Service	150	Glendora
Total # Reached For April		
Total Outreach	3,995	
Total Social Media Reach	69,700	

Upcoming Events for May:

1 May	Alhambra Famers Market (Eco Fair)	Alhambra
4 May	San Jose Charter Academy 7 th Grade Science	West Covina
5 May	San Jose Charter Academy 7 th Grade Science	West Covina
6 May	San Jose Charter Academy 7 th Grade VIP	West Covina
6-24 May	2 Insect Loan Boxes for Cherrylee Elementary	El Monte
9-11 May	AMCA National Legislative Day	Washington DC
9 May	Ekstrand Elementary 3 - 2 nd Grade Classes	San Dimas
10 May	Update Representative Mark Takai	Hawaii (in DC)
10 May	Update Representative Tulsi Gabbard	Hawaii (in DC)
10 May	Baldwin Park Public Meeting (Pre-recorded talk)	Baldwin Park
11 May	Pomona Valley USD Health Advisory Meeting	Pomona
11 May	City Council Meeting	Walnut
12 May	Baldwin Park Public Meeting (Pre-recorded talk)	Baldwin Park
13 May	SGVMVCD Board Meeting (7:00 AM)	West Covina
14 May	City of Pomona Rain Barrel Giveaway Event	Pomona
14 May	Baldwin Park Public Meeting (Pre-recorded talk)	Baldwin Park
18 May	Bassett High School Science Classes (TBD)	La Puente
20 May	Ekstrand Elementary 3–Kindergarten classes	San Dimas
23 May	Cherrylee Elementary 5–Kindergarten-3 rd Grade PPTs	El Monte
24 May	Cherrylee Elementary 5–Kindergarten-3 rd Grade PPTs	El Monte
27 May	California Turtle and Tortoise Club Meeting	Arcadia
30 May	Memorial Day - District Closed	West Covina



Twitter Report: April 2016

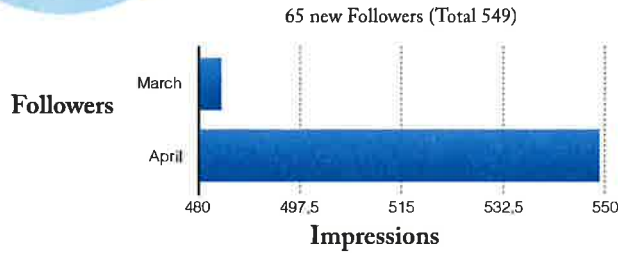
161 Tweets

Campaigns used: #MosquitoWeek, #SkeeterSmash and #DUMPandDRAIN

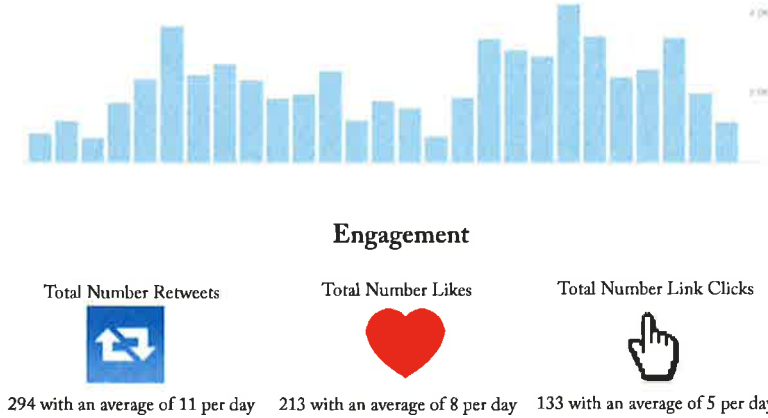
As of April 7, 2016 our Twitter account received verification & is officially a verified account.



Top 5 Tweets



Tweet	Content	Impressions	Engagement
What is the most effective way to eliminate mosquitoes? Eliminate sources and DUMP and DRAIN. #MosquitoWeek	DUMPandDRAIN GIF	1895	52
After the rain, take some time and eliminate any stagnant water around your home. #DUMPandDRAIN	DUMPandDRAIN GIF	1845	33
Did you know mosquitoes can breed in something as small as a bottle cap? Dump & drain after the rain. #DUMPandDRAIN	Bottle cap source image	1115	31
A live demo of how mosquito fish eat mosquito larvae. #SkeeterSmash	Skeeter Smash image	1118	27
Follow the conversation all week as we cover important mosquito topics every Californian should know. #MosquitoWeek	Mosquito Week Schedule image	1051	28



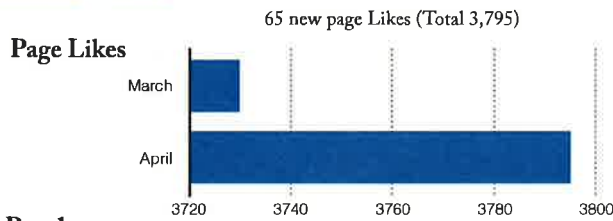
Facebook Report: April 2016

76 post

Campaigns used: #MosquitoWeek, #SkeeterSmash and #DUMPandDRAIN

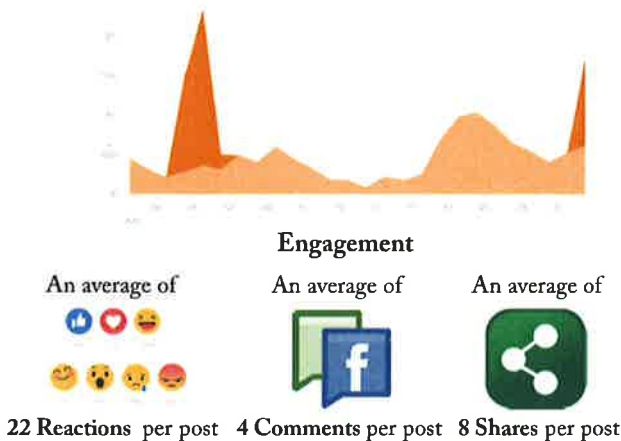


Paid Post



Post	Content	Reach	Engagement	Budget
What is mosquito and vector control? #SGVmosquito MORE INFO → http://goo.gl/1IV9Hj	District carousel	1,825	63	\$75

Top 4 Organic Post



Post	Content	Reach	Engagement
Take a tour of our booth and see what you can learn to help prevent mosquitoes. #SkeeterSmash	FIRST live video	861	155 views, 5 live views, and 20 engagements
What's really going on to your body when a mosquito bites you. #MosquitoWeek WATCH: http://goo.gl/wnaTyZ	SGV Mechanics of a Mosquito Bite	572	15
A live demo of mosquito fish eating mosquito larvae. #SkeeterSmash	Live video	555	117 views, 1 live view, and 11 engagements
In one month an unmaintained swimming pool could produce up to 3 million mosquitoes, enough to significantly impact the entire neighborhood. #MosquitoWeek MORE INFO → http://goo.gl/dUKQid	SGV pools article	537	28

22 Reactions per post 4 Comments per post 8 Shares per post

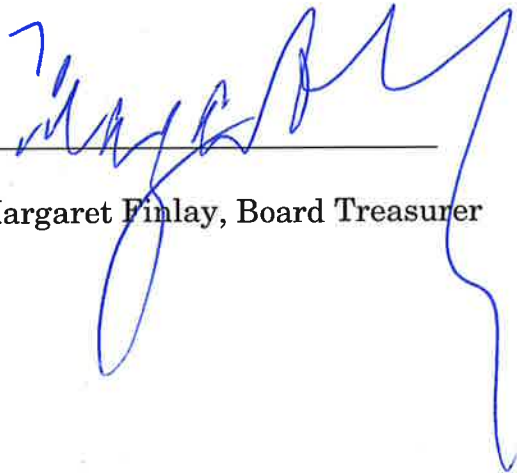
Treasurer's Report-March 2016
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for March 2016.

The Total of All Funds Balance is \$4,154,618.16

All investments that were made by the District comply with our current investment policy. The District can meet all expenditures for the next six months with funds from the revolving fund, Los Angeles County operating pool, and the LAIF.

I certify that the above statements and attached Treasurer's Report are true and accurate to the best of my knowledge.



Margaret Finlay, Board Treasurer

May 13, 2016

Item 4G

**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: May 1, 2016 District Working Fund Balance

April 1, 2016 balance:	\$4,154,618.16
April 1-30, 2016 expenditures:	\$297,502.52
May 1, 2016 Working Fund Balance:	\$3,857,115.64

Respectfully Submitted:



**Kenn Fujioka
District Manager**

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 9, FY 2016 received on April 14 2016)**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.46%	\$1,326,443.80	interest	\$1,531.13	LAIF Statement (Mar 2016)	\$1,327,974.93

Maturity Date: Perpetual
Interest rate as of Mar 31 2015

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.82%	\$2,546,762.14	interest Trust Warrant 649 assessment	\$954.20 (\$280,690.60) \$2.24	ND 24 Per 9 ND 24 Per 9 ND 24 Per 9	\$2,267,027.98

Maturity Date: Perpetual
Interest rate as of Mar 31 2016

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Eco Lab Account	\$5.23			CB Statement Mar 2016	\$5.23

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Mar 2016 Trust Warrant 649 Sweep R Alba-reimburse M Mitchell-insurance M Tanaka-reimburse K Nelson-jury duty US Bank-rebate Big Fish-return deposit	(\$568,989.20) \$280,690.60 \$286,803.42 \$148.46 \$507.38 \$47.54 \$8.16 \$300.58 \$483.06	CB Statement Mar 2016	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$374,816.28	Deb Activity-Mar 2016 Deposit	(\$286,803.42) \$271,597.16	CB Statement Mar 2016	\$359,610.02

Total Beginning Balance **\$4,448,027.45** **Total End Balance** **\$4,154,618.16**

San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: May 13, 2016 **Item 5**

Meeting of: San Gabriel Valley Mosquito and Vector Control District
Board of Trustees

Subject Consider Developing a Request for Proposal to Provide an
Electronic Data Collection System

Reference:

Background

Last December, the Board adjusted the budget for FY 2016 and approved placing \$147,903 of surplus funds into our capital reserve for purchasing an electronic data collection system that will improve our ability to manage vectors.

Our current system was purchased in FY 2010 and has reached the end of its useful life. The hardware is slow and expensive to replace, we are not receiving timely technical support, and we currently have four separate data bases (*Aedes*, inspections, surveillance, and service requests).

Invasive *Aedes* has changed the District's operations. We have spent considerable resources since 2011 attempting to eradicate *Ae. albopictus*, but anticipate that by the end of 2016 it will be present throughout the District. We also expect to find *Aedes aegypti* as well.

Since we cannot eradicate invasive *Aedes*, our volume of work will continue to increase. To address current and emerging vectors and the diseases they may transmit with our current staffing, we must be maximally efficient. A web-based system that integrates our data and allows them to be entered once and immediately by staff, and is accessible in real time by all staff will help accomplish this.

We have heard presentations from three companies that offer systems which will provide a solution. It will be costly to develop and implement an integrated system that addresses issues particular to our District (\$200,000 for development and hardware). We feel is necessary to address invasive *Aedes* and the diseases they can transmit, West Nile virus, emerging problems such as flea-borne typhus, and routing operations, fleet and pesticide inventory, timely reporting, and timekeeping.

It takes six to nine months to develop, test, and implement a system. One that is purchased in June-July this year will be ready to implement in Spring 2017.

Manager's Recommendation

Allow staff to develop and distribute a request for proposal to purchase an electronic data collection system

Alternatives

Do not allow staff to develop and distribute a request for proposal to purchase an electronic data collection system

Financial Impact

None at this time

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kenn Fujioka". The signature is stylized and cursive.

**Kenn Fujioka
District Manager**

San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Friday, May 13, 2016

The Finance Committee
will meet immediately after the Board Adjourns

Agenda

1. **Call to Order and Roll Call**
2. **Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment(s) to 5 minutes.
3. **Consider the Draft Budget for FY 2016-2017**
(Action Required) (Approve / Disapprove)
4. **Other Item for Discussion**
(District Manager)
5. **Adjourn**

Finance Committee

Margaret Finlay, Chairperson
Jamie Bissner
Joseph Leon
Henry Morgan

Andre Quintero
Joe Rocha
Stephan Sham

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted this ay May 6, 2016 and not less than 72 hours prior to said meeting.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: May 13, 2016

Item 3

Meeting of: San Gabriel Valley Mosquito & Vector Control District Board
of Trustees Finance Committee

Subject Consider Draft Budget for Fiscal Year 2016-2017

References: Attached

Background

The Board's Personnel Committee at its April 8 meeting approved the personnel expenses for the draft budget for Fiscal Year 2016-2017. The important components which impact the draft budget are discussed below.

Personnel Expenses

The line item for non-exempt salaries (6212) shows a considerable surplus which is due to hiring employees after the beginning of the fiscal year, and a full-time staff who is on an extended leave. We will be fully staffed in Fiscal Year 2017, so this surplus will not occur again.

The Personnel Committee approved adjusting the salary range of the Office Manager commensurate with the position's responsibilities. The increase represents a five percent increase in the incumbent's salary; the annual impact is \$4,305.

The Committee also approved hiring two extra-help vector control technicians for three months to expand further at a reasonable cost our underground storm drain program, and help us determine our future direction with regard to staffing and our operations.

The Committee approved a 2.4 percent Cost of Living Allowance based on the February Federal Consumer Price Index (CPI) for the Los Angeles-Orange-Riverside County area. The impact to the budget is approximately \$55,249.

There is a decrease of \$10,647 for the proposed budget for personnel expenses for FY 2017.

Non-Personnel Expenses

6007-Vehicles The proposed budget includes \$31,000 to lease four trucks. When *Aedes albopictus* arrived, we suspended temporarily our goal of replacing our aging fleet of

trucks. It is necessary to replace four vehicles that are over 15 years old and will cost more to keep them operating than they are worth.

6190-Professional Services The \$35,000 increase in this line item includes funds to possibly amend our sphere of influence to include the cities of Baldwin Park, South Pasadena, and Pasadena, and to conduct a manager search.

6250 Lab Supplies The amount budgeted for this line item has been increased by \$15,000 for several reasons:

1. Since 2011 when *Aedes albopictus* arrived, we have each year spent completely or overspent the amount budgeted for this line item.
2. The incidence of West Nile has changed. We have seen high levels of viral activity and human disease each year since 2012. To protect our residents, we must now conduct more surveillance for West Nile virus: The cost and amount of dry ice we use to survey for adult *Culex* has increased, and we have also increased the number of tests we conducted for infections with WNV in mosquitoes and dead birds.
3. For FY 2017, we must also test eggs of invasive *Aedes* to see if *Ae. aegypti* is present in the District, and also whether invasive *Aedes* are transmitting chikungunya, dengue, or Zika viruses. Since there is no animal reservoir for these viruses, it is challenging to find infected mosquitoes before they can transmit virus. There is great pressure to prevent locally acquired cases of chikungunya, dengue, and Zika. This will be difficult, because many infections have no symptoms and those infected remain unknown.

Equipment and Supplies to Perform In-House Real Time-Polymerase Chain Reaction (RT-PCR) Tests

Currently we send samples of adult mosquitoes and dead birds to outside agencies so they can be tested for infections with various viruses. We test our chickens for antibodies to St. Louis, West Nile, and western equine encephalomyelitis viruses with a commercially prepared assay.

We are proposing to use \$55,000 from the District's Capital Reserve (currently \$612,923) to purchase the necessary equipment and supplies so staff can conduct PCR tests in house. Below is a summary of the tests we intend to run in 2017 and their cost compared to that of doing them in-house.

Projected PCR Tests for FY 2017

Test	Quantity	Cost per Test	Total Cost	In-House Cost	Total In-House Cost	Difference
WNV-SLE-WEE	500	\$20	\$10,000	\$5	\$2,500	\$7,500
CHIK-DEN-ZIKA	100	\$20	\$2,000	\$5	\$500	\$1,500
Chicken Serology (WNV-SLE-WEE)	1300	\$9	\$11,700	\$5	\$6,500	\$5,200
Pesticide Resistance	250	\$10	\$2,500	\$5	\$1,250	\$1,250

Total \$26,200 \$10,750 \$15,450

As invasive *Aedes* become endemic and the risk of the diseases they can transmit increases, and if WNV and SLEv continue to increase in prevalence as they have since 2012, the number of tests we conduct will increase. We will also need to test more samples for resistance to pesticides. Being able to conduct tests in-house will also allow us to investigate in greater detail emerging diseases like flea-borne typhus, Lyme disease, and vector-borne roundworms like *Dirofilaria immitis* and *Onchocerca lupi*.

The capability to test in-house also will shorten our turnaround for results.

Assessment

The draft budget will increase the basic assessment by \$0.20 to \$12.00 for 99 percent of the District’s properties.

Manager’s Recommendation

Consider the draft budget, make necessary adjustments and forward it to the Board to consider at its June meeting

Alternative

Continue the draft budget to another meeting of this Committee

Respectfully submitted,

**Kenn Fujioka
District Manager**

**San Gabriel Valley Mosquito and Vector Control District
DRAFT Budget FY 2016-2017**

REVENUE

Account Number	Description	FY 2016 Actuals est Jun 30 2016	FY 2016 Budget	Difference 2016 Actuals - 2016 Budget	Proposed FY 2017	Difference 2017 Proposed - 2016 Actuals	Difference 2017 Proposed - 2016 Budget
1100	Benefit Estimate	\$3,767,224	\$3,723,044	\$44,180	\$3,783,200	\$15,976	\$60,156
1110	PY Income, LA County	\$59,528	\$50,000	\$9,528	\$55,000	-\$4,528	\$5,000
1410	Interest, LA County	\$17,000	\$15,500	\$1,500	\$17,000	\$0	\$1,500
1415	Interest, Citizens Sweep	\$657	\$900	-\$243	\$700	\$43	-\$200
1420	Interest, LAIF	\$4,061	\$1,000	\$3,061	\$4,100	\$39	\$3,100
Total Revenue		\$3,848,470	\$3,790,444	\$58,026	\$ 3,860,000	\$11,530	\$69,556

PERSONNEL EXPENSES

Account Number	Description	FY 2016 Actuals est Jun 30 2016	FY 2016 Budget	Difference 2016 Actuals - 2016 Budget	Proposed FY 2017	Difference 2017 Proposed - 2016 Actuals	Difference 2017 Proposed - 2016 Budget
Wages (Full Time)							
6210	Salaries, Exempt	\$517,700	\$530,000	-\$12,300	\$545,604	\$27,904	\$15,604
6212	Salaries, Non-Exempt	\$1,055,000	\$1,288,680	-\$233,680	\$1,209,138	\$154,138	-\$79,542
6216	Salaries, Overtime	\$0	\$1,500	-\$1,500	\$1,500	\$1,500	\$0
Sub Total		\$1,572,700	\$1,820,180	(\$247,480)	\$ 1,756,242	\$183,542	(\$63,938)

Wages (Temporary)

6230	Salaries	\$189,100	\$160,000	\$29,100	\$178,000	-\$11,100	\$18,000
6231	Salaries, Overtime	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total		\$189,100	\$160,000	\$29,100	\$ 178,000	(\$11,100)	\$18,000
Total Wages		\$1,761,800	\$1,980,180	(\$218,380)	\$ 1,934,242	\$172,442	(\$45,938)

Overhead

6140	Medicare	\$28,900	\$32,000	-\$3,100	\$32,500	\$3,600	\$500
6218	Salaries, Vacation	\$58,000	\$75,000	-\$17,000	\$70,000	\$12,000	-\$5,000
6219	Salaries, Holiday	\$61,200	\$55,000	\$6,200	\$69,400	\$8,200	\$14,400
6200	Retirement, Employer	\$218,000	\$232,875	-\$14,875	252,000	\$34,000	\$19,125
6220	Salaries, Sick Pay	\$45,500	\$48,000	-\$2,500	\$52,000	\$6,500	\$4,000
6240	Social Security	\$5,565	\$7,500	-\$1,935	7,766	\$2,201	\$266
Sub Total		\$417,165	\$450,375	(\$33,210)	\$ 483,666	\$66,501	\$33,291

Employee Benefits

6050	Retirement, Employee		\$0	\$0		\$0	\$0
6070	Cafeteria Plan	\$252,100	\$260,000	-\$7,900	\$260,000	\$7,900	\$0
6072	Hlth Benefits, Ret Employees	\$3,900	\$5,520	-\$1,620	\$5,520	\$1,620	\$0
6074	Post Retirement Benefits	\$50,000	\$50,000	\$0	\$50,000	\$0	\$0
6234	Tuition Reimbursement	\$5,000	\$6,000	-\$1,000	\$8,000	\$3,000	\$2,000
Sub Total		\$311,000	\$321,520	(\$10,520)	\$ 323,520	\$12,520	\$2,000

Total Personnel Expenses

\$2,489,965	\$2,752,075	-\$262,110	\$2,741,428	\$251,463	-\$10,647
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**San Gabriel Valley Mosquito and Vector Control District
DRAFT Budget FY 2016-2017**

NON-PERSONNEL EXPENSES

Account Number	Description	FY 2016 Actuals est Jun 30 2016	FY 2016 Budget	Difference 2016 Actuals - 2016 Budget	Proposed FY 2017	Difference 2017 Proposed - 2016 Actuals	Difference 2017 Proposed - 2016 Budget
6007	Vehicles	\$50,200	\$32,000	\$18,200	\$63,000	\$12,800	\$31,000
6010	Awards	\$1,300	\$1,500	-\$200	\$1,500	\$200	\$0
6020	Bank Charges	\$4,500	\$9,800	-\$5,300	\$9,800	\$5,300	\$0
6030	Board Expenses	\$27,850	\$29,200	-\$1,350	\$29,200	\$1,350	\$0
6035	Computers, Hardware	\$13,500	\$20,000	-\$6,500	\$20,000	\$6,500	\$0
6036	Computers, Software	\$9,500	\$11,000	-\$1,500	\$11,000	\$1,500	\$0
6040	Maintenance, Building	\$54,000	\$39,500	\$14,500	\$39,500	-\$14,500	\$0
6042	Maintenance, Equipment	\$5,200	\$8,900	-\$3,700	\$8,900	\$3,700	\$0
6044	Maintenance, Grounds	\$1,500	\$4,000	-\$2,500	\$4,000	\$2,500	\$0
6046	Maintenance, Computers	\$32,000	\$35,000	-\$3,000	\$35,000	\$3,000	\$0
6051	Manager Contract Expenses	\$9,600	\$9,600	\$0	\$9,600	\$0	\$0
6073	Lease Equipment	\$20,000	\$38,000	-\$18,000	\$38,000	\$18,000	\$0
6075	Fees and Assessments	\$3,400	\$3,800	-\$400	\$3,800	\$400	\$0
6080	Hiring Expenses	\$2,150	\$5,000	-\$2,850	\$5,000	\$2,850	\$0
6085	VCJPA General Fund	\$10,619	\$9,842	\$777	\$9,137	-\$1,482	-\$705
6100	Liability Insurance	\$52,125	\$52,125	\$0	\$55,863	\$3,738	\$3,738
6110	Workers Comp Insurance	\$69,983	\$95,488	-\$25,505	\$96,081	\$26,098	\$593
6111	Other Insurance	\$1,200	\$2,000	-\$800	\$2,000	\$800	\$0
6120	Property Insurance	\$2,664	\$2,914	-\$250	\$9,791	\$7,127	\$6,877
6122	Unemployment Insurance	\$17,700	\$28,000	-\$10,300	\$25,000	\$7,300	-\$3,000
6130	Legal	\$10,000	\$10,000	\$0	\$12,000	\$2,000	\$2,000
6150	Memberships	\$12,000	\$20,000	-\$8,000	\$20,000	\$8,000	\$0
6170	Miscellaneous Expenses	\$1,800	\$3,000	-\$1,200	\$3,000	\$1,200	\$0
6185	Postage	\$2,300	\$3,500	-\$1,200	\$3,500	\$1,200	\$0
6187	Professional Services, Audit	\$12,413	\$16,000	-\$3,587	\$16,000	\$3,587	\$0
6190	Professional Services	\$3,100	\$5,000	-\$1,900	\$40,000	\$36,900	\$35,000
6192	Research	\$8,000	\$8,000	\$0	\$8,000	\$0	\$0
6232	Seminars/Meetings	\$35,000	\$35,000	\$0	\$40,000	\$5,000	\$5,000
6250	Supplies, Lab	\$43,000	\$35,000	\$8,000	\$50,000	\$7,000	\$15,000
6260	Supplies, Mechanic	\$16,000	\$30,000	-\$14,000	\$30,000	\$14,000	\$0
6262	Supplies, Gas	\$46,500	\$55,000	-\$8,500	\$55,000	\$8,500	\$0
6270	Supplies, Office	\$16,500	\$17,000	-\$500	\$18,000	\$1,500	\$1,000
6280	Supplies, Operations	\$6,500	\$18,000	-\$11,500	\$18,000	\$11,500	\$0
6283	Supplies, Pesticides	\$45,000	\$80,000	-\$35,000	\$50,000	\$5,000	-\$30,000
6290	Supplies, Public Information	\$34,000	\$35,000	-\$1,000	\$35,000	\$1,000	\$0
6300	Supplies, Reference	\$1,400	\$2,000	-\$600	\$2,000	\$600	\$0
6302	Supplies, Safety	\$9,500	\$10,000	-\$500	\$10,000	\$500	\$0
6304	Surveillance, Aerial	\$15,000	\$15,000	\$0	\$15,000	\$0	\$0
6310	Tax Collection	\$98,200	\$100,000	-\$1,800	\$100,000	\$1,800	\$0
6312	Communications, Field	\$20,000	\$26,000	-\$6,000	\$26,000	\$6,000	\$0
6315	Telephone, Internet	\$10,800	\$10,000	\$800	\$12,000	\$1,200	\$2,000
6320	Telephone, Office	\$12,000	\$8,500	\$3,500	\$13,000	\$1,000	\$4,500
6330	Training, CEUs	\$4,600	\$4,000	\$600	\$5,000	\$400	\$1,000
6332	Uniforms and Clothing	\$15,700	\$12,000	\$3,700	\$16,500	\$800	\$4,500
6340	Utilities, Electric	\$33,600	\$39,000	-\$5,400	\$39,000	\$5,400	\$0
6341	Utilities, Natural Gas	\$2,400	\$3,200	-\$800	\$3,200	\$800	\$0
6343	Utilities, Water	\$1,550	\$2,000	-\$450	\$2,200	\$650	\$200
Total Non-Personnel Expenses		\$905,854	\$1,039,869	\$904,462	\$1,118,572	\$212,718	\$78,703
Total Budget		\$3,395,819	\$3,791,944	\$642,352	\$3,860,000	\$464,181	\$68,056

San Gabriel Valley Mosquito & Vector Control District

1145 N. Azusa Canyon Road, West Covina, CA 91790

May 13 2016

Board of Trustees

Personnel Committee

will meet immediately after the Finance Committee adjourns

Agenda

1. **Call to Order and Roll Call**
2. **Opportunity for Public Comment on Non-Agenda Items**
The public is requested to provide a name/address and limit comment (s) to 5 minutes.
3. **Convene in Closed Session: Anticipation of Litigation: Government code section 54956.9(d)(2) and (e)(5)**
4. **Adjournment**

Personnel Committee

Jamie Bissner, Chairperson	Henry M. Morgan
Richard Barakat	Robert Neher
Roger Chandler	Janice Nelson
Margaret Finlay	Jeff Templeman
Dan Kirby	

CERTIFICATE OF POSTING

I, Esther Elliott, Clerk of the Board of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury and the laws of the State of California that this agenda was posted pursuant to the Government Code commencing with Section 54950 this May 6, 2016, more than 72 hours prior to the meeting and is available on the District's website: www.sgvmosquito.org.

The public may view and inspect supporting documents for each item on this agenda (except confidential information allowed by State law) in the front lobby of the District's Administration Building. For further information regarding agenda items, please contact us at (626) 814-9466 or via email at district@sgvmosquito.org.

If you need special assistance to participate in this meeting please contact us 48 hours prior to the meeting so staff can make reasonable arrangements (28 CFR 34, 102, 104 ADA TITLE II).



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD