

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

Board of Trustees Meeting

January 8, 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. Election of 2016 Board of Trustee Officers

(Nominations Committee Chairperson, Trustee Henry Morgan)
(Action Required)

Election Procedure: To conduct the election, the Nominations Committee Chairman takes control of the meeting. The Chair presents the prospective nominees and accepts nominations from the floor. The Board votes for each office separately. Offices are President, Vice President, Secretary, and Treasurer. After the election is complete, the Chair turns control of the meeting to the new President.

2016 Slate of Officers:

President	Jamie Bissner, County of Los Angeles
Vice President	Corey Calaycay, Claremont
Treasurer	Margaret Finlay, City of Duarte
Secretary	Henry Morgan, City of Covina

4. Reappointed Trustees

(Board President)

Richard Barakat	City of Bradbury
Corey Calaycay	City of Claremont
Henry Morgan	City of Covina
Andre Quintero	City of El Monte
Charles Myers	City of Glendora
William Alarcon	City of Rosemead
Michael Spence	City of West Covina
Vacant	City of Industry

5. Presentation of Trustee Service Pins

(Board President)

Cynthia Sternquist, City of Temple City	5 years of service
Roger Chandler, City of Arcadia	15 years of service

6. Opportunity for Public Comment on Non-Agenda Items

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

7. 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 December 2015*

B. Budget Status Report for December 2015*

C. Minutes of Board of Trustees' Meeting December 2015*

D. The Surveillance Report will be available at the meeting.

E. The Abatement Report will be available at the meeting.

F. Education Program *

G. November 2015 Monthly Treasurer's Report / District Working Balance Report for January 2016*

8. Discussion Regarding Membership on the Board's Abatement Hearing Committee

(District Manager and Board President)

9. District Administration

(District Manager) (Verbal Report) (No Action Required)

10. Disease Surveillance

(Scientific Program Manager) (Verbal Report) (No Action Required)

11. Trustee Reports

(Verbal Report) (No Action Required)

12. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

13. Adjournment

**The Personnel Committee
will meet in Closed Session immediately after the Board adjourns**

**Board President, Chairperson
Richard Barakat
Roger Chandler
Margaret Finlay
Dan Kirby**

**Henry M. Morgan
Robert Neher
Janice Nelson
Jeff Templeman**

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 December 30, 2015, 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

**San Gabriel Valley
Mosquito and Vector Control District List of Claims December 2015**

Items 7A

Accounts Payable December 3, 2015

Check#	Payee	Description	Amount
EFT	Allied Administrators	Dental insurance premiums	\$1,907.56
EFT	Nationwide Retirement	Employee liability	
EFT	PERS	Employer contribution	\$5,545.73
		Employee benefit	
13484	Aramark Uniform Service	Uniforms	\$623.92
13484		Mats and towels	\$214.75
13484		Safety supplies	\$162.22
13485	Athens Services	Refuse pick up	\$171.08
13486	Azusa Light & Water	Water bill	\$113.07
13487	Chevron	Gasoline	\$2,427.99
13488	Flex Account Admin	Flex account payment	\$958.34
13489	Jesse Shelby	IT service and maintenance	\$2,873.18
13490	LA County Fire	Haz Mat Permit fee	\$953.00
13491	Praxair	Dry ice	\$629.42
13492	Ready Fresh	Drinking water	\$155.99
13493	Thermal Combustion Innovators	Biowaste disposal	\$91.46
13494	United Air Conditioning	HVAC repairs, 3 units	\$7,148.12
13495	US Bank-Alba	Stater Bros-refreshments for staff mtg	\$15.96
13495		Smart n Final-lab supplies	\$25.68
13495	US Bank-Brisco	Food4Less-vending supplies (reimbursable)	\$20.47
13495		WinTech-lab supplies	\$255.75
13495		San Dimas Grain-chicken feed	\$274.75
13495		FedEx-postage	\$85.35
13495		Smart n Final-lab supplies	\$19.58
13495	US Bank-Deacon	Amazon.com-safety supplies	\$113.67
13495		Amazon.com-office supplies	\$357.39
13495		Amazon.com-ops supplies	\$134.88
13495		Office Depot-office supplies	\$889.70
13495		Office Depot-ops supplies	\$122.04
13495		Amazon.com-safety supplies	\$113.67
13495	US Bank-Elliott	USPS-postage	\$74.94
13495		Staples-Board Room expenses	\$70.73
13495		Vons-Board Room expenses	\$25.37

**San Gabriel Valley
Mosquito and Vector Control District List of Claims December 2015**

13495	6232	US Bank-Farned	Chevron-gas MVCAC qtr mtg	\$49.03
13495	6232		Embassy Suites-lodging MVCAC qtr mtg	\$577.86
13495	6290		Network Solutions-subscription	\$1.99
13495	6290		Constant Contact-subscription	\$10.00
13495	6290		Adobe-monthly subscription	\$49.99
13495	6300		Facebook-advertisement	\$289.89
13495	6290		Google-ad fee	\$142.67
13495	6290		Amazon.com-ed supplies	\$27.12
13495	6036	US Bank-Fujioka	Code 42 subscription	\$29.96
13495	6232		Archdiocese LA-parking B of Spvsr mtg	\$18.00
13495	6232		Embassy Suites-MVCAC qtr mtg	\$879.56
13495	6300		Amazon.com-reference	\$53.62
13495	6290	US Bank-Hagele	Baja Ranch Market-display supplies	\$0.99
13495	6232		Baja Ranch Market-mtg supplies	\$22.98
13495	6232		El Super-mtg refreshments	\$20.99
13495	6185	US Bank-Nelson	USPS-postage	\$5.95
13495	6250		99 Cents Only-lab supplies	\$27.39
13495	6250		Home Depot-lab supplies	\$15.19
13495	6260	US Bank-Niffenegger	Greens Auto Tech-supplies	\$198.45
13495	6260		Tool Shack-tools	\$105.12
13495	6260		Barneys Locksmith-key and transponder	\$125.00
13495	6040		Plumbing Wholesale-bldg maint supplies	\$18.51
13495	6044		Home Depot-grounds maint supplies	\$50.08
13495	6260		Alex Romo-smog check and repair (6)	\$1,315.66
13495	6260		Harbor Products-auto supplies	\$30.00
13495	6260		Identifix-monthly subscription	\$159.00
13495	6260		IATN.net-subscription	\$19.00
13495	6040		Home Depot-bldg maint supplies	\$128.90
13495	6283	US Bank-Tanaka	Clark-pesticides	\$1,980.69
13495	6185		USPS-postage	\$13.48
13495	6232	US Bank-Wekesa	Embassy Suites-parking MVCAC qtr mtg	\$70.00
13495	6232		Chevron-gas MVCAC qtr mtg	\$46.66
13495	6232		UCR-parking, conference	\$3.50
13496	2110	Vehicles Registration Collection	Employee liability	
			Total Accounts Payable December 3, 2015	\$33,062.99

Payroll December 17, 2015

Account	Description	Amount
6210	Salaries, Operations Manager	\$4,242.40
6210	Salaries, District Manager	\$5,346.40
6210	Salaries, Office Manager	\$3,468.00

**San Gabriel Valley
Mosquito and Vector Control District List of Claims December 2015**

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	\$2,682.42
6230	Salaries, Vector Control Specialist II	\$2,368.00
6230	Salaries, Vector Control Specialist I	\$1,679.29
6230	Salaries, Vector Control Specialist II	\$1,616.32
6230	Salaries, Vector Control Specialist I	\$1,647.20
6230	Salaries, Vector Control Specialist II	\$2,031.26
6230	Salaries, Vector Control Specialist I	\$2,417.04
6212	Salaries, Vector Control Specialist I	\$2,584.89
6212	Salaries, Vector Control Specialist II	\$3,059.20
6212	Salaries, Mechanic	\$988.32
6230	Salaries, Vector Control Specialist I	\$1,080.00
6230	Salaries, Ops Asst	\$2,865.20
6212	Salaries, Ops Coordinator	\$1,944.08
6230	Salaries, Vector Control Specialist II	\$1,268.00
6230	Salaries, Bldg & Grounds Maint	\$1,852.80
6212	Salaries, Vector Control Specialist I	\$2,940.00
6212	Salaries, Ed Specialist	\$3,722.94
6212	Salaries, Sr Vector Ecologist	\$2,128.13
6212	Salaries, Vector Ecologist	\$1,857.92
6230	Salaries, Asst Vector Ecologist	\$1,009.68
6230	Salaries, Data Analyst	\$900.00
6230	Part-time Salaries, Ex Help VC Tech	\$350.00
	Bilingual compensation	
6051	Car allowance, Manager	
6051	Car allowance, Sci Prog Mgr	
6070	Employee Cash-out	\$3,850.86
6219	Salaries, Holiday	\$949.68
6220	Salaries, Sick Pay	\$2,105.07
6218	Salaries, Vacation	\$1,252.98
6216	Salaries, Overtime	\$1,045.18
6140	Employer Medicare	
6240	Employer Social Security	\$111.80
	Big Fish Payroll	
	Total Payroll December 17, 2015	\$74,893.06

**San Gabriel Valley
Mosquito and Vector Control District List of Claims December 2015**

Accounts Payable Check#	December 17, 2015	Payee	Description	Amount
EFT	6070	AFLAC	Supplemental insurance	\$783.75
EFT	6070	CalPERS	Medical insurance premiums	\$7,295.33
	6072		Retired employee	\$125.00
EFT	6200	CalPERS	Unfunded accrued liability	\$5,299.00
EFT		Nationwide Retirement	Employee liability	
EFT	6200	PERS	Employer contribution	\$5,323.10
13497	6030	Bill Alarcon	Trustee reimbursement	\$100.00
13498	6073	Canon	Copier leases	\$1,388.93
13499	6030	Charles Myers	Trustee reimbursement	\$100.00
13500	6290	Copies & Ink	Ed supplies	\$499.14
13501	6030	Corey Calaycay	Trustee reimbursement	\$100.00
13502	6030	Cynthia Sternquist	Trustee reimbursement	\$100.00
13503	6030	Dan Holloway	Trustee reimbursement	\$100.00
13504	6030	Dan Kirby	Trustee reimbursement	\$100.00
13505	6340	Edison	Electricity	\$1,912.43
13506	6036	Electronic Data Solutions	Tech support-electronic data collection sys	\$3,120.00
13507	6030	Elliott Rothman	Trustee reimbursement	\$100.00
13508	6007	Enterprise	Vehicle lease	\$3,642.16
13509	6290	Hamann Consulting	Web design	\$512.50
13510	6030	Jamie Bissner III	Trustee reimbursement	\$100.00
13511	6030	Henry Morgan	Trustee reimbursement	\$100.00
13511	6030		Board Secretary compensation	\$49.50
13512	6040	J&J Janitorial	Janitor service	\$1,211.00
13513	6030	Janice Nelson	Trustee reimbursement	\$100.00
13514	6030	Jeff Templeman	Trustee reimbursement	\$100.00
13515	6030	Joseph Leon	Trustee reimbursement	\$100.00
13516	6030	Joe Rocha	Trustee reimbursement	\$100.00
13517	6030	Juli Costanzo	Trustee reimbursement	\$100.00
13518	6030	Margaret Finlay	Trustee reimbursement	\$100.00
13519	6030	Mary Su	Trustee reimbursement	\$100.00
13520	6070	Medical Eye Service	Vision insurance premium	\$259.24
13521	6170	Metro Express Lanes	Citation (reimbursable)	\$25.75
13522	6030	Mike Spence	Trustee reimbursement	\$100.00
13523	6030	Richard Barakat	Trustee reimbursement	\$100.00
13524	6030	Robert Neher	Trustee reimbursement	\$100.00
13525	6030	Roger Chandler	Trustee reimbursement	\$100.00
13526	6040	SSD Systems	Building security and fire alarm qtr premium	\$487.80
13527	6270	Staples Credit	Office supplies	\$729.84

**San Gabriel Valley
Mosquito and Vector Control District List of Claims December 2015**

13528	6030	Stephen Sham	Trustee reimbursement	\$100.00
13529	6315	Telepacific Communications	Internet charges	\$899.00
13529	6320		Office phones	\$827.00
13530	6341	The Gas Co	Natural gas bill	\$247.12
13531	2110	Vehicles Registration Collection	Employee liability	
13532	6312	Verizon Wireless	Field communications	\$546.31
		Total Accounts Payable December 17, 2015		\$37,283.90

Payroll December 31, 2015

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	\$1,971.20
6212	Salaries, Exec Asst /Clerk of the Board	\$825.36
6230	Salaries, Vector Control Specialist II	\$1,894.40
6230	Salaries, Vector Control Specialist I	\$1,334.68
6230	Salaries, Vector Control Specialist II	\$1,153.04
6230	Salaries, Vector Control Specialist I	\$988.32
6230	Salaries, Vector Control Specialist I	\$1,688.32
6212	Salaries, Vector Control Specialist II	\$1,879.92
6212	Salaries, Vector Control Specialist II	\$1,342.80
6212	Salaries, Mechanic	\$2,447.36
6230	Salaries, Vector Control Specialist I	\$823.60
6230	Salaries, Ops Asst	\$600.00
6212	Salaries, Ops Coordinator	\$2,777.04
6230	Salaries, Vector Control Specialist II	\$1,452.48
6230	Salaries, Bldg & Grounds Maint	\$887.60
6212	Salaries, Vector Control Specialist I	\$1,482.24
6212	Salaries, Ed Specialist	\$1,470.00
6212	Salaries, Sr Vector Ecologist	\$2,672.88
6230	Salaries, Vector Ecologist	\$1,800.00
6230	Salaries, Asst Vector Ecologist	\$1,393.44
6230	Salaries, Data Analyst	\$144.24
6230	Part-time Salaries, Ex Help VC Tech	\$787.50
6230	Part-time Salaries, Ex Help VC Tech	\$480.00
	Bilingual compensation	
6051	Car allowance, Manager	
6051	Car allowance, Sci Prog Mgr	
6070	Employee Cash-out	\$3,850.86

Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2015

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Other Insurance	0.00	517.56	2,000.00	1,482.44	25.88
Insurance, property	0.00	2,664.00	2,914.00	250.00	91.42
Insurance, unemployment	4,033.65	6,329.25	28,000.00	21,670.75	22.60
Legal	1,750.00	6,855.86	10,000.00	3,144.14	68.56
Memberships	0.00	8,190.00	20,000.00	11,810.00	40.95
Miscellaneous expenses	401.21	1,278.47	3,000.00	1,721.53	42.62
Postage	179.72	1,405.91	3,500.00	2,094.09	40.17
Prof. Services, Auditor	0.00	12,412.50	16,000.00	3,587.50	77.58
Professional Services	0.00	2,600.00	5,000.00	2,400.00	52.00
Research	0.00	0.00	8,000.00	8,000.00	0.00
Seminars and meetings	1,704.54	8,591.80	35,000.00	26,408.20	24.55
Tuition Reimbursement	1,276.50	3,748.89	6,000.00	2,251.11	62.48
Supplies, laboratory	1,339.22	34,943.22	35,000.00	56.78	99.84
Supplies, mechanical	1,952.23	9,406.64	30,000.00	20,593.36	31.36
Supplies, gasoline	2,427.99	24,120.33	55,000.00	30,879.67	43.86
Supplies, office	2,640.19	6,273.82	17,000.00	10,726.18	36.90
Supplies, operations	256.92	2,971.53	18,000.00	15,028.47	16.51
Supplies, pesticides	1,980.69	9,254.20	80,000.00	70,745.80	11.57
Supplies, public informat	1,035.15	10,763.11	35,000.00	24,236.89	30.75
Supplies, reference	53.62	577.39	2,000.00	1,422.61	28.87
Supplies, safety	389.56	6,328.03	10,000.00	3,671.97	63.28
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00
Tax Collection	0.00	11,202.73	100,000.00	88,797.27	11.20
Communications, field	546.31	9,151.27	26,000.00	16,848.73	35.20
Telephone, Internet	899.00	5,394.00	10,000.00	4,606.00	53.94
Telephone , Office	827.00	6,856.50	8,500.00	1,643.50	80.66
Training , CEU's	0.00	2,570.00	4,500.00	1,930.00	57.11
Uniforms and clothing	623.92	6,876.17	10,000.00	3,123.83	68.76
Utilities, Electric	1,912.43	23,250.32	39,000.00	15,749.68	59.62
Utilities, Natural Gas	247.12	863.59	3,200.00	2,336.41	26.99
Utilities, Water	113.07	689.49	2,000.00	1,310.51	34.47
Automobile Lease	3,642.16	28,276.70	32,000.00	3,723.30	88.36
				\$8k payment from previous fly	
TOTAL OPERATING EXPENSES	32,335.16	481,602.44	1,034,769.00	553,166.56	46.54
TOTAL EXPENSES	292,680.27	1,706,589.74	3,790,444.00	2,083,854.26	45.02

Comparative YTD Actual to Full Year Budget
Current Period 50% of Year Completed
December 31, 2015

	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	365,020.00	365,020.00	0.00
TOTAL RESERVES	0.00	0.00	1,791,220.00	1,791,220.00	0.00

San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
December 11, 2015

Minutes

Trustees Attending

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

Trustees Absent

- Andre Quintero (El Monte)
 Manuel Garcia (Irwindale)

Staff Attending

- Kenn Fujioka
 Rose Alba
 Esther Elliott
 Jason Farned
 Carol Anne Hagele
 Marta Tanaka
 Ramona Deacon

1. Call to Order

President Dan Kirby called the meeting to order at 7:01 A.M.

2. Pledge of Allegiance and Silent Roll Call

President Dan Kirby led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A motion by Trustee Morgan approve the Consent Calendar was seconded and unanimously approved.

- A. List of Claims for November 2015**
- B. Budget Status Report for November 2015**
- C. Minutes of Board of Trustees Meeting November 2015**
- D. Surveillance and Vector Report**

- E. **Abatement Report**
- F. **Education Program**
- G. **October 2015 Monthly Treasurer Report / District Working Balance for December 2015**

5. Nomination Committee Report – Slate of Officers FY 2016

Committee Chairperson Trustee Morgan thanked the Committee for their help in preparing of the following Slate of Officers for FY 2016:

- Trustee Bissner: President
- Trustee Calaycay: Vice President
- Trustee Morgan: Secretary
- Trustee Finlay: Treasurer

There were no nominations from the floor.

6. Consider Adjustments to the FY 2015-2016 Budget

District Manager Kenn Fujioka reported that FY 2015 audit identified a budgetary surplus of \$419,403 and proposed the following adjustments to the District's FY 2015-2016 Budget:

1. \$20,000 to replace the carpet in the Administration Building
2. \$80,000 for an LED lighting system throughout our facility.
3. \$40,500 for additional work stations and office furniture.
4. \$100,000 to capital reserves for roof repairs if needed.
5. \$ 6,000 for switches to improve the District's computer network.
6. \$25,000 to purchase and install a server dedicated to back up data.
7. \$147,903 added to the District's capital reserves for an electronic data collection system.

A motion by Trustee Neher to approve the proposed adjustments to the FY 2015-2016 Budget was seconded and unanimously approved.

7. Consider Nominating a Candidate to Represent Independent Special Districts on the Board of the Los Angeles County Local Agency Formation Commission

The Board approved Trustee Bissner as a candidate to represent the Independent Special Districts on the Board of the Los Angeles County Local Agency Formation Commission

8. District Administration

A. District Holiday Schedule

District Manager Fujioka announced that District's offices will be closed on the following days:

1. Christmas Eve, Thursday, December 24, 2015
2. Christmas Day, Friday, December 25, 2015
3. New Year's Eve, Thursday, December 31, 2105
4. New Year's Day, Friday, January 1, 2016

B. MVCAC Planning Meeting, December 2-4, 2015

Kenn attended the MVCAC Planning Meeting on December 2nd and reported that our relationship between the Association and State's Office of Planning and Research continues to be developed.

Kenn announced he will be the MVCAC's President in 2016.

C Meeting with Baldwin Park City Council on Nov. 18, 2015 On November

Kenn reported that on November 18th he and Paul Novak of LAFCO gave a presentation to Baldwin Park's City Council regarding annexation. The Council decided to develop a poll to determine if the city's residents will support annexation to the District.

Kenn stated that we are in the same position as 25 years ago. He predicted that Baldwin Park's mosquito problem will be worse in 2016. Trustee Elliott suggested doing a presentation to the City Council during peak mosquito season.

9. Disease Surveillance

Reporting for Scientific Program Manager Wakoli Wekesa, Kenn stated that although there are 641 cases of West Nile virus (WNV) statewide this year and 704 in 2014 the numbers are above the five year average of 360. In our District we had a total of 39 cases. The number of cases should have tapered off by now but since it was very hot in October additional numbers would be reported. As the days get shorter and cooler the District has had fewer requests for services.

Kenn alerted the Board to the District's full page ad in the upcoming *Pasadena's Rose Magazine*.

For each year since 2011 the size of the area with *Aedes albopictus* has doubled. Now the uninfested area of the District is smaller than the infested area. We anticipate that the entire District will be infested with *Aedes albopictus* by the end of 2016.

Although uncertain of locations, Kenn says we can also expect to find *Aedes aegypti* in our District. *Aedes aegypti* behaves the same as *Aedes albopictus*.

Kenn stated that WNV will be unpredictable in 2016. From 2004 to 2012 an epidemic occurred every four years. Typically in 2016 we would expect an epidemic, but with 30-40 cases per year since 2012 there has been no lull.

The effect of El Niño also is not predictable, but 2016 will be a big year for us with both invasive *Aedes* and WNV.

Kenn announced that the Board will be holding its first Abatement Hearing since 2004 on Monday, December 14, 2015 at 7:00 PM.

President Kirby asked that the process of selecting members on the Abatement Committee be discussed at the next Board meeting.

10. Trustee Reports

Trustee Nelson thanked District staff for their ongoing support.

Trustee Myers offered his thanks for the support he received from the Board and staff last month.

11. New Business

None

12. Adjournment

No motion.

The meeting was adjourned at 7:26 A.M.

**Status of Education Program
December 2015**

Website

To date our website has seen a total of 2,433 unique visitors which is up 118% over the same period last year. Through our website our Invasive *Aedes* Special Report was shared 580 times.

Social Media

See attached report

Local Outreach

- Full page Tribune ad – Invasive *Aedes* Special Report
- Full Page Rose Magazine ad - Invasive *Aedes*
- Winter Scrub Down campaign

Outreach Activities in December 2015		
	# Reached	City/Region
Literature, Fairs and Presentations		
Valley View Elementary – 4 th Grade	68	Duarte
1-2-3 Play with Me Parent-Child Workshop	4	El Monte
Total # Reached For December		
Total Outreach	72	
Total Social Media Reach	68,900	

Upcoming Events for January:

31 Dec & 1 Jan	District Closed for New Year's	West Covina
8 Jan	SGVMVCD Board Meeting (7:00 AM)	West Covina
29 Jan	Think Together Afterschool Program	Azusa



Twitter Report: December 2015

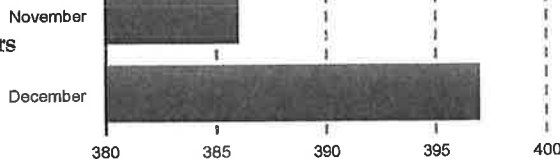
61 Tweets

Campaigns used: #SGVmosquito, #DUMPandDRAIN, & #WinterScrubDown,



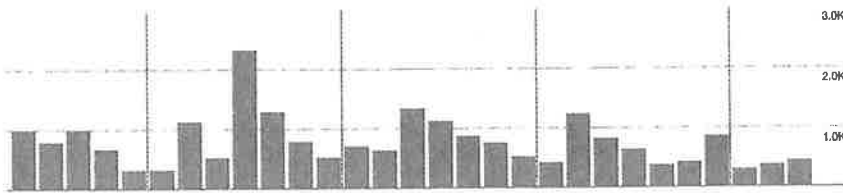
11 new Followers (Total 397)

Followers



Impressions

Tweets earned 22.9 K impressions over this 29 day period. During this 29 day period, 778 average impressions per day.



Tweets by Day Dec. 1-29

Engagement

Total Number Retweets



100 with an average of 3 per day

Total Number Likes



53 with an average of 2 per day

Total Number Link Clicks



50 with an average of 2 per day

Top 5 Tweets

Tweet	Content	Impressions	Engagement
Meet RoboBee. Via @science360 READ→ http://goo.gl/u2WfbJ	Science 360 article with Image	1,402	19
Invasive Aedes Mosquitoes in SGV. Get your copy in the @SGVTribune today #WinterScrubDown → http://goo.gl/	SGV mosquito Article	1,024	38
Can you become a Jedi from a mosquito bite? @Mozziebites explains. #StarWars	Dr. Webb article	690	7
Help keep your city mosquito free and DUMP and DRAIN stagnant water. #DUMPandDRAIN	DUMPandDRAIN graphic	646	11
Mosquito pupae up close and personal. #ThingsThatNeverGetOld Via @phil_torres	image retweet	558	26



Facebook Report: December 2015

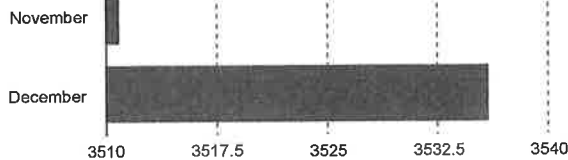
41 post

Campaigns used: #SGVmosquito, #DUMPandDRAIN, & #WinterScrubDown



25 new page Likes (Total 3,536)

Page Likes



Reach

Post reached 46K over this 29 day period. During this 29 day period, 2K average reaches per day.

Organic Paid

Top Paid Post

Post	Content	Reach	Engagement
Invasive Aedes mosquitoes are establishing themselves in the San Gabriel Valley, but you can help eliminate next years mosquitoes now. A special report on what you need to know about Aedes mosquitoes. #WinterScrubDown DOWNLOAD NOW! http://goo.gl/u6R57Y	article	29,234	529
El California Department of Public Health aconseja a los callifornianos que deben protegerse contra las picaduras de mosquitos si viajan a México o Latino América, donde han habido un aumento de enfermedades transmitidas por mosquitos llamadas chikungunya y dengue. #OutWithAedes Importante! http://goo.gl/n3RasR	article in spanish	3,678	130

Top 3 Organic Post

Post	Content	Reach	Engagement
The Big Island of Hawaii now confirms 145 cases of Dengue with 128 Hawaii Island residents and 17 visitors since September of 2015. Marking this the largest outbreak of Dengue in Hawaii since the 1940s. Read what you need to know if you plan on traveling to the Big Island anytime soon. #TravelersHealth Via The Huffington Post TRAVEL SAFE! http://goo.gl/#2ob2U	Huffington Post article	918	22
Brazilian health authorities are sounding the alarm about a mosquito-borne virus known as Zika. What you need to know. *This article is brought to you by one of our Facebook followers. If you see an article you think we should know about, tag us. https://goo.gl/6ZTP2j	Washington Post article	917	27
A mosquito-borne virus known as Chikungunya may be causing more serious symptoms than first thought. Via NPR http://bit.ly/1Y5609F	NPR article	608	17

Engagement

An average of



23 Likes per post

An average of



2 Comments per post

An average of



14 Shares per post

January 8, 2016

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

SUBJECT: January 1, 2016 District Working Fund Balance

December 1, 2015 balance:	\$3,164,647.79
December 1-31, 2015 expenditures:	\$314,183.39
January 1, 2016 Working Fund Balance:	\$2,850,464.40

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 5, FY 2016 received on December 18, 2015)**

Item 7G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.32%	\$1,325,217.26			LAIF Statement (Oct 2015)	\$1,325,217.26

Maturity Date: Perpetual
Interest rate as of Sep 30 2015

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.72%	\$1,508,097.82	interest trust warrant 645 assessment misc	\$1,344.99 (\$239,123.03) \$33,798.26 \$0.96	ND 24 Per 5 ND 24 Per 5 ND 24 Per 5 ND 24 Per 5	\$1,304,119.00

Maturity Date: Perpetual
Interest rate as of Nov 30 2015

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Eco Lab Account	\$12,429.88	Bldg supplies	(\$6,991.65)	CB Statement Nov 2015	\$5,438.23

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$201,500.00	Deb Activity-Nov 2015 Trust Warrant 645 Sweep VCJPA adjustment	(\$518,104.76) \$239,123.03 \$252,054.73 \$25,427.00	CB Statement Nov 2015	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$336,610.63	Deb Activity-Nov 2015 Deposit	(\$252,054.73) \$245,317.40	CB Statement Nov 2015	\$329,873.30

Total Beginning Balance	\$3,383,855.59			Total End Balance	\$3,164,647.79
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San Gabriel Valley Mosquito and Vector Control District District Manager's Report

Date: January 8, 2016 **Item 8**
Meeting of: San Gabriel Valley Mosquito and Vector Control District
Board of Trustees
Subject Discussion Regarding Membership on the Board's
Abatement Hearing Committee
Reference: Attached

Background

On December 12, 2014 the Board created a five member Abatement Hearing Committee (Committee) to represent it during abatement hearings. This was done to expedite the abatement process so the number of properties where we make repeated visits can be reduced. The Committee conducts its hearings on the second Monday of each month.

At your last meeting the Board instructed staff to place on the agenda a discussion about the length of time a Trustee serves on the Committee. The goal is to enact a policy that ensures:

1. participation by the entire Board
2. continuity of experienced Committee members

Several Trustees suggested that Committee members serve for a specific period of time, and that the Committee is replaced partially so continuity is ensured.

Staff was also asked to summarize how Trustees are compensated for expenses related to travel to and from meetings. The portion of the Health and Safety Code that defines the Trustees' stipend is Section 2030:

California Health and Safety Code 2030

(a) Members of the board of trustees shall serve without compensation.

(b) The members of the board of trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.

(c) Notwithstanding subdivision (a), the secretary of the board of trustees may receive compensation in an amount determined by the board of trustees.

(d) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

District Counsel Mike Jenkins opines that the Health and Safety Code unequivocally sets a maximum stipend of \$100, with no other mechanisms available.

Manager's Recommendation

Develop a policy for appointing members of the District's Abatement Hearing Committee that provides an opportunity for all Trustees to serve while ensuring a balance of experienced and new Committee members.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenn Fujioka". The signature is written in a cursive style with a large, stylized "K" and "F".

**Kenn Fujioka
District Manager**

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, CA 91790
Friday, January 8, 2016

Board of Trustees
Personnel Committee

will meet in Closed Session 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. **Convene in Closed Session under Government Code Section 54957: Public Employee Performance Evaluation. Title: District Manager ***
4. **Adjournment**

Personnel Committee

Board President, 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 December 30, 2015, 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 Mosquito & Vector Control District

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

Date **January 8, 2016**

Item 3

Subject **District Manager Evaluation**

Reference: **Attached**

Materials to evaluate the District Manager include:

The District Manager's job description

A list of accomplishments from the previous year and goals for the next year

Succession Plan

The Evaluation Form

The Personnel Committee typically meets in March each year to discuss items related to District personnel which will affect the budget for FY 2016-2017. The District Manager's evaluation may be addressed at this meeting in a closed session.

Respectfully submitted,



Kenn Fujioka
District Manager