

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

**Board of Trustees Meeting  
November 9, 2018 at 7:00 AM**

**Agenda**

- 1. Call to Order**  
(Board President Corey Calaycay)
- 2. Pledge of Allegiance and Silent Roll Call**
- 3. Opportunity for Public Comment on Non-Agenda Items**  
*(Individual Public Comments may be limited to a 3-minute or less time limit)  
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.*
- 4. Consent Calendar**  
*All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.*
  - A. List of Claims for the month of October \***
  - B. Budget Status Report for October \***
  - C. Minutes of Board of Trustees Meeting October \***
  - D. Operations Report\***
  - E. Surveillance Report\***
  - F. Communications Report\***
  - G. September 2018 Monthly Treasurer Report / District Working Balance for November 2018 \***
- 5. Presentation: "Underground Storm Drain Mosquito Control Program"**  
*(Vector Control Specialist III, Gilbert Holguin)*
- 6. Consider Rescinding Resolution 2002-05 District Legislative Advocacy Policy as recommended by the Legislative Committee \***  
(District Manager) (Action Required) (Approve / Disapprove)
- 7. Consider Adopting Resolution 2018-03 District Legislative Advocacy Policy as recommended by the Legislative Committee \***  
(District Manager) (Action Required) (Approve / Disapprove)

8. **Consider Approving the 2019 Cooperative Agreement with the State of California Health and Human Services Agency, Department of Public Health\***  
(District Manager) (Action Required) (Approve/Disapprove)

9. **District's Administration**  
(District Manager Jared Dever)

- A. **Reappointment as MVCAC Southern Region Representative**
- B. **Southern Region Invasive *Aedes* Response Forum on December 11, 2018**
- C. **City of Pasadena Flea-borne Typhus Education Campaign Update**
- D. **Facility Security Enhancement Update – Security gate**
- E. **District Holiday Schedule: (*Resolution 92-11 Personnel and Salary, Article XIII, Holidays, Section 1, Holidays Observed, A*)**

Veteran's Day	Monday November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Day after Thanksgiving Day	Friday, November 23, 2018
<b>Board of Trustees' Meeting</b>	<b>Friday December 14, 2018</b>
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Eve Day	Monday, December 31, 2018
New Year's Day	Tuesday, January 1, 2018
<b>Board of Trustees' Meeting</b>	<b>Friday, January 11, 2018</b>

10. **Department Reports**  
(Verbal Reports)

- A. **Operations**
- B. **Surveillance**
- C. **Public Information**

11. **Trustee Reports**  
(Verbal Report)

12. **New Business**  
Opportunity for Trustees to request future agenda items  
(Verbal Report)

13. **The Finance Committee will convene immediately after the Board Adjourns.**

14. **Adjournment**

## Finance Committee

**Richard Barakat**  
**John Capoccia**  
**Roger Chandler**  
**Margaret Finlay, Chair**  
**Joseph Leon**

**Henry M. Morgan**  
**Tim Sandoval**  
**Becky Shevlin**  
**Mike Spence**

### CERTIFICATE OF POSTING

“This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.”

“Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.”



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Esther Elliott  
Clerk of the Board, San Gabriel Valley MVCD  
Board of Trustees

SAN GABRIEL VALLEY MVCD

Claims List

October 4, 2018

Num	Date	Name	Item	Original Amount
1085590-10001	10/04/2018	PRINCIPAL DENTAL	6070 CAFETERIA BENEFIT	86.95
			6070 CAFETERIA BENEFIT	352.61
			6070 CAFETERIA BENEFIT	1,465.76
			6070 CAFETERIA BENEFIT	306.55
			6070 CAFETERIA BENEFIT	265.66
				<u>2,477.53</u>
B807552	10/04/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance l	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance l	298.33
			6070 Premiums, life - Cafeter (Voluntary Insurance l	1,279.60
			6070 Premiums, life - Cafeter (Voluntary Insurance l	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance l	51.81
				<u>1,963.58</u>
00000015433525	10/04/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	558.13
			6070 Med premiums - Cafeteria (Medical premiums)	4,101.77
			6070 Med premiums - Cafeteria (Medical premiums)	2,924.85
			6070 Med premiums - Cafeteria (Medical premiums)	1,813.31
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	266.00
			6070 ADMIN FEE (Admin fee)	32.05
				<u>9,696.11</u>
3747408825	10/04/2018	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	306.74
			6070 Premiums, life - Cafeter (Voluntary Insurance l	356.00
				<u>662.74</u>
PR of 10/4/18	10/04/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90

Item 4A

SAN GABRIEL VALLEY MVCD

Claims List

October 4, 2018

Num	Date	Name	Item	Original Amount
			6201 RETIREMENT - PEPRA (Employer Contributic	1,981.47
			6201 RETIREMENT - PEPRA (Employer Contributic	442.98
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				6,866.42
15794	10/04/2018	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	262.50
2020637			6070 CAFETERIA BENEFIT	441.66
			6070 CAFETERIA BENEFIT	83.33
				1,008.32
15795	10/04/2018	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	740.34
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	270.28
79287099				1,010.62
15796	10/04/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	77.82
			6343 Meter # 45169724 (Meter # 45169724 Service	46.33
99172930, 45169724				124.15
15797	10/04/2018	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	588.00
				588.00
Exam fees				
15798	10/04/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	6,016.47
				6,016.47
7898688267				
15799	10/04/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
				6,148.86
407595				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 4, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15800	10/04/2018	ENVIRONMENT CONTROL	6040 Building Maintenance	1,100.00
				<u>1,100.00</u>
5267-411				
15801	10/04/2018	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163655380			6070 Vision Premiums (Vision Premiums)	249.40
			6070 Vision Premiums (Vision Premiums)	24.60
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>426.24</u>
15802	10/04/2018	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	1,179.08
			6260 SUPPLIES, MECHANICAL	3,029.62
48209,48374,48387			6260 SUPPLIES, MECHANICAL	627.59
				<u>4,836.29</u>
15803	10/04/2018	HARBOR FREIGHT TOOLS	6260 SUPPLIES, MECHANICAL	30.63
			6280 SUPPLIES, OPERATIONS	19.02
858085				<u>49.65</u>
15804	10/04/2018	IMS ICE SYSTEMS REFRIGERATION	6042 EQUIPMENT MAINTENANCE	267.97
				<u>267.97</u>
5141				
15805	10/04/2018	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	440.21
				<u>440.21</u>
Premium Reimburse				
15806	10/04/2018	KING OF SOUNDS	6260 SUPPLIES, MECHANICAL	350.00
				<u>350.00</u>
222				

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 4, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15807	10/04/2018	LAND'S END BUSINESS OUTFITTERS	6332 Uniforms (Uniforms)	<u>101.71</u> 101.71
SIN6676690				
15808	10/04/2018	LOS ANGELES COUNTY FIRE DEPT	6075 FEES & ASSESSMENTS	<u>1,186.00</u> 1,186.00
IN0291051				
15809	10/04/2018	NICO WILSON	6040 Building Maintenance	<u>392.35</u> 392.35
12				
15810	10/04/2018	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	<u>31.87</u> 31.87
85401077				
15811	10/04/2018	R. M. MOTORCYCLE SHOP	6260 SUPPLIES, MECHANICAL	<u>131.35</u> 131.35
4362				
15812	10/04/2018	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	<u>425.12</u> 425.12
1810024588535				
15813	10/04/2018	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	<u>183.34</u> 183.34
Premium Reimburse				
15814	10/04/2018	ROSALIA ALBA	6232 Per Diem (Per Diem)	<u>160.00</u> 160.00
Per Diem				

**SAN GABRIEL VALLEY MVCD**

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15815	10/04/2018	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	3,607.04
				<u>3,607.04</u>
2-03-760-7223				
15816	10/04/2018	TERRYBERRY	6010 AWARDS	782.29
				<u>782.29</u>
F30557				
15817	10/04/2018	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	95.99
				<u>95.99</u>
198011				
15818	10/04/2018	TIRE ZONE	6260 SUPPLIES, MECHANICAL	375.15
				<u>375.15</u>
45174				
15819	10/04/2018	US BANK	6270 OFFICE SUPPLIES	30.65
			6270 OFFICE SUPPLIES	30.65
Alba			6270 OFFICE SUPPLIES	9.39
			6030 BOARD EXPENSES	30.97
			6262 Fuel for Trucks (Fuel for Trucks)	35.00
			6170 MISCELLANEOUS EXPENSES	90.95
			6232 SEMINARS AND MEETINGS	29.48
Deacon			6036 COMPUTER SOFTWARE	29.97
Dever			6232 SEMINARS AND MEETINGS	48.88
			6232 SEMINARS AND MEETINGS	193.98
			6232 SEMINARS AND MEETINGS	8.00
			6232 SEMINARS AND MEETINGS	54.87
			6232 SEMINARS AND MEETINGS	12.00
			6250 LABORATORY SUPPLIES	7.67
			6250 LABORATORY SUPPLIES	489.08
Doyle			6232 SEMINARS AND MEETINGS	193.98



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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6250 LABORATORY SUPPLIES	54.72
			6250 LABORATORY SUPPLIES	467.46
			6185 POSTAGE	38.74
			6030 BOARD EXPENSES	20.97
			6030 BOARD EXPENSES	6.08
Elliott			6280 SUPPLIES, OPERATIONS	66.00
			6280 SUPPLIES, OPERATIONS	10.00
Farned			6280 SUPPLIES, OPERATIONS	15.01
			6232 SEMINARS AND MEETINGS	193.98
			6232 SEMINARS AND MEETINGS	248.76
			6305 EDUCATION PROGRAM SUPPLIES	33.60
			6332 Uniforms (Uniforms)	230.61
Hagele			6290 Supplies, Public Informati	16.97
			6260 SUPPLIES, MECHANICAL	78.83
			6280 SUPPLIES, OPERATIONS	131.28
Niffenegger			6260 SUPPLIES, MECHANICAL	38.30
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6232 SEMINARS AND MEETINGS	600.00
Sun			6290 Supplies, Public Informati	437.17
			6003 ADVERTISING	577.52
			6003 ADVERTISING	94.96
			6232 SEMINARS AND MEETINGS	193.98
			6185 POSTAGE	13.50
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6185 POSTAGE	27.35
			6030 BOARD EXPENSES	9.84
Tanaka			6170 MISCELLANEOUS EXPENSES	37.12
Van der Heyden			6270 OFFICE SUPPLIES	28.45
			6280 SUPPLIES, OPERATIONS	27.68
			6170 MISCELLANEOUS EXPENSES	41.76
			6270 OFFICE SUPPLIES	11.96
			6170 MISCELLANEOUS EXPENSES	24.76
			6170 MISCELLANEOUS EXPENSES	24.76

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 4, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6270 OFFICE SUPPLIES	11.96
				<u>5,119.58</u>
15821	10/04/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	288.91
			6073 EQUIPMENT LEASE	150.01
68832088			6073 EQUIPMENT LEASE	24.00
				<u>462.92</u>
15822	10/04/2018	ROSALIA ALBA	6232 Per Diem (Per Diem)	160.00
				<u>160.00</u>
Per Diem				
		<b>Total Accounts Payable for October 4, 2018</b>		<b>57,247.87</b>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	10/18/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015444687				<u>9,174.65</u>
EFT	10/18/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 10/18/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,923.87
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6200 RETIREMENT - CLASSIC (Employer Contribu	122.32
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,981.47
			6201 RETIREMENT - PEPRA (Employer Contributic	442.98
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				<u>6,866.42</u>
EFT	10/18/2018	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	56.92
				<u>56.92</u>
SMopBT20181014001				
15823	10/18/2018	A-1 ROOTER	6040 Building Maintenance	3,400.00
				<u>3,400.00</u>
10369				
15824	10/18/2018	AJG ACCOUNTING & BOOKKEEPING SRVCS, IN 6187 AUDITOR (For professional services rendered		135.00
				<u>135.00</u>
2281				
15825	10/18/2018	AMAZON.COM	6280 SUPPLIES, OPERATIONS	96.26
			6260 SUPPLIES, MECHANICAL	866.20
565858736787			6260 SUPPLIES, MECHANICAL	20.69

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	49.84
			6040 Building Maintenance	40.77
			6280 SUPPLIES, OPERATIONS	28.24
			6250 LABORATORY SUPPLIES	4.49
			6040 Building Maintenance	119.70
			6270 OFFICE SUPPLIES	172.32
			6270 OFFICE SUPPLIES	32.40
				<u>1,430.91</u>
<b>15826</b>	<b>10/18/2018</b>	<b>ATHENS SERVICES</b>	6040 Building Maintenance	206.41
				<u>206.41</u>
WC0075515				
<b>15827</b>	<b>10/18/2018</b>	<b>BARNEYS LOCKSMITH SERVICE</b>	6280 SUPPLIES, OPERATIONS	24.78
			6040 Building Maintenance	127.50
37263, 37228, 37270			6040 Building Maintenance	91.32
				<u>243.60</u>
<b>15828</b>	<b>10/18/2018</b>	<b>BECKY A. SHEVLIN</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
<b>15829</b>	<b>10/18/2018</b>	<b>CALOLYMPIC SAFETY</b>	6302 Supplies, Safety	2,056.80
			6302 Supplies, Safety	239.00
373146			6302 Supplies, Safety	218.10
			6302 Supplies, Safety	70.09
				<u>2,583.99</u>
<b>15830</b>	<b>10/18/2018</b>	<b>CHARLES MYERS</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				

**SAN GABRIEL VALLEY MVCD**

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October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15831	10/18/2018	CITY OF WEST COVINA FINANCE	6075 FEES & ASSESSMENTS	211.96
				<u>211.96</u>
8437-030-905				
15832	10/18/2018	COPIES & INK	6186 Printing	1,582.19
				<u>1,582.19</u>
35570				
15833	10/18/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15834	10/18/2018	CRUZ BACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 10/12/18				
15835	10/18/2018	CSDA	6150 Membership Dues (Membership Dues, Membe	6,740.00
				<u>6,740.00</u>
1038 - Membership				
15836	10/18/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15837	10/18/2018	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15838	10/18/2018	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	329.13
				<u>329.13</u>
48550				

SAN GABRIEL VALLEY MVCD

Claims List

October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15839	10/18/2018	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				100.00
BM of 10/12/18				
15840	10/18/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				149.50
BM of 10/12/18				
15841	10/18/2018	HOME DEPOT	6040 Building Maintenance	16.88
			6040 Building Maintenance	113.17
3282101			6280 SUPPLIES, OPERATIONS	4.36
			6040 Building Maintenance	12.01
			6040 Building Maintenance	20.62
				167.04
15842	10/18/2018	JARED DEVER	6232 Per Diem (Per Diem)	80.00
				80.00
Per Diem				
15843	10/18/2018	JASON FARNED	6232 Per Diem (Per Diem)	80.00
				80.00
Per Diem				
15844	10/18/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				100.00
BM of 10/12/18				
15845	10/18/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				100.00
BM of 10/12/18				
15846	10/18/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				100.00

**SAN GABRIEL VALLEY MVCD**

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BM of 10/12/18				
15847	10/18/2018	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15848	10/18/2018	LEVY SUN	6232 Per Diem (Per Diem)	80.00
				<u>80.00</u>
Per Diem				
15849	10/18/2018	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	399.50
				<u>399.50</u>
2064380				
15850	10/18/2018	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15851	10/18/2018	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15852	10/18/2018	MARY W. SU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 10/12/18				
15853	10/18/2018	MELISSA DOYLE	6232 Per Diem (Per Diem)	80.00
				<u>80.00</u>
Per Diem				
15854	10/18/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

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BM of 10/12/18				
15855	10/18/2018	NORMAN A. TRAUB ASSOCIATES	6130 Profess Serv rendered (Professional Services	<u>3,371.46</u> 3,371.46
18115				
15856	10/18/2018	PASADENA NOW	6003 ADVERTISING	<u>3,000.00</u> 3,000.00
contract - daily ads				
15857	10/18/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 10/12/18				
15858	10/18/2018	ROBERT NEHER	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 10/12/18				
15859	10/18/2018	ROGER CHANDLER	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 10/12/18				
15860	10/18/2018	SAFETY COMPLIANCE COMPANY	6302 Supplies, Safety	<u>65.00</u> 65.00
150676				
15861	10/18/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 10/12/18				
15862	10/18/2018	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618 6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	<u>118.67</u> <u>26.27</u>



**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
057518210009				144.94
15863	10/18/2018	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
98408				200.00
15864	10/18/2018	TAHIM AND ASSOCIATES, APC	6000 ACCOUNTING SERVICES	12,150.00
Audit Services				12,150.00
15865	10/18/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
BM of 10/12/18				100.00
15866	10/18/2018	TIRE ZONE	6260 SUPPLIES, MECHANICAL	581.01
45459			6260 SUPPLIES, MECHANICAL	531.51
				1,112.52
15867	10/18/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
108764032-0			6320 TELEPHONE OFFICE	1,013.07
				2,011.37
15869	10/18/2018	VALENT BIOSCIENCES CORPORATION	6283 PESTICIDES SUPPLIES	2,609.76
93215 RI				2,609.76
15870	10/18/2018	VECTOR CONTROL JPA	6111 OTHER INSURANCE	367.74
VCJPA2019-067				367.74

**SAN GABRIEL VALLEY MVCD**

**Claims List**

October 18, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15871	10/18/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	797.43
			6312 Monthly District Field Ph (Monthly District Fiel	1,239.47
9816210403				2,036.90
15872	10/18/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,650.17
68886645				1,650.17
15873	10/18/2018	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	1,788.00
2417				1,788.00
		<b>Total Accounts Payable for October 18, 2018</b>		<b>66,505.08</b>
		<b>Total Accounts Payable for October 2018</b>		<b>123,752.95</b>
		<b>Total Payroll for October 2018</b>		<b>212,169.69</b>
		see attached		
		<b>Total Claims List for October 2018</b>		<b>335,922.64</b>

**San Gabriel Valley MVCD  
Payroll for October 2018**

<b>Department</b>	<b>Oct 4, 2018</b>	<b>Oct 4, 20018 Adj</b>	<b>Oct 18, 2018</b>	<b>Oct 26, 2018 Terms</b>	<b>TOTAL</b>
EXECUTIVE	5,540.80		5,540.80		11,081.60
ADMINISTRATION	11,532.80		11,632.80		23,165.60
OPERATIONS	48,322.74		48,486.80		96,809.54
SURVEILLANCE	8,905.04		8,317.68		17,222.72
COMMUNICATIONS	8,509.35		8,571.60		17,080.95
SEASONAL WORKERS	<u>10,895.12</u>	<u>123.52</u>	<u>11,436.66</u>	<u>10,296.18</u>	<u>32,751.48</u>
Gross Payroll	93,705.85	123.52	93,986.34	10,296.18	198,111.89
Employer Taxes	1,937.49	1.79	1,890.61	504.01	4,333.90
Car Allowance	500.00		-	-	500.00
Employee Benefit-Med	<u>4,612.10</u>		<u>4,612.10</u>		<u>9,224.20</u>
<b>TOTAL PAYROLL</b>	<b>100,755.44</b>	<b>125.31</b>	<b>100,489.05</b>	<b>10,800.19</b>	<b>212,169.99</b>

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 34% of Year Completed  
October 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	40,571.08	150,309.14	483,738.58	333,429.44	31.07	
Salaries - Non Exempt	112,058.78	439,745.35	1,680,573.54	1,240,828.19	26.17	
Salaries - Overtime	16.74	2,074.51	19,700.00	17,625.49	10.53	
Salaries - Vacation	7,619.88	38,901.49	89,770.00	50,868.51	43.33	Summer vacation
Salaries-Holiday	0.00	18,013.86	123,207.00	105,193.14	14.62	
Salaries, Sick Pay	4,485.12	23,183.48	93,635.00	70,451.52	24.76	
Salaries, Part-time - XH	32,145.02	98,812.06	348,686.00	249,873.94	28.34	
Management Car Allowance	500.00	2,000.00	6,000.00	4,000.00	33.33	
Cafeteria Benefit	24,432.16	98,592.45	316,800.00	218,207.55	31.12	
Hlth Benefits, Ret Emps	889.55	3,558.20	12,000.00	8,441.80	29.65	
Medicare	2,967.45	11,604.69	40,745.00	29,140.31	28.48	
Retirement - Classic	16,785.55	67,684.79	110,980.00	43,295.21	60.99	Unfunded liability
Retirement - Pepra	6,384.39	26,123.64	95,065.00	68,941.36	27.48	
Social Security	1,167.54	3,473.18	7,385.00	3,911.82	47.03	Seasonal expense
Group Term Life Ins	306.74	1,285.04	4,300.00	3,014.96	29.88	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	198.91	2,246.51	19,200.00	16,953.49	11.70	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>250,528.91</b>	<b>987,608.39</b>	<b>3,459,785.12</b>	<b>2,472,176.73</b>	<b>28.55</b>	
<b>OPERATING EXPENSES</b>						
Awards	782.29	782.29	2,000.00	1,217.71	39.11	
Advertising	3,672.48	8,808.93	30,000.00	21,191.07	29.36	
Bank Charges	360.17	1,701.11	5,000.00	3,298.89	34.02	
Board expenses	2,217.36	8,429.17	35,000.00	26,570.83	24.08	
Computer Hardware	0.00	4,257.16	19,000.00	14,742.84	22.41	
Computer Software	29.97	11,925.16	20,400.00	8,474.84	58.46	Neogov renewal
Website/Email Service	209.98	419.96	3,195.00	2,775.04	13.14	
Building maintenance	5,518.66	15,021.46	37,500.00	22,478.54	40.06	Water heater replacement (1/2)
Maintenance, equipment	267.97	484.47	9,000.00	8,515.53	5.38	
Maintenance, grounds	0.00	501.30	4,000.00	3,498.70	12.53	
Lease Equipment	2,113.09	23,031.22	38,000.00	14,968.78	60.61	Telephone annual lease payment
Fees & Assessments	1,397.96	2,983.38	4,000.00	1,016.62	74.58	LAFCO fees
Hiring expenses	0.00	1,330.76	5,600.00	4,269.24	23.76	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 34% of Year Completed  
October 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	0.00	10,697.00	9,656.00	(1,041.00)	110.78	One time expense
Insurance, liability	0.00	66,602.00	65,411.00	(1,191.00)	101.82	One time expense
Workers Comp Insurance	0.00	111,370.00	111,546.00	176.00	99.84	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	367.74	367.74	2,000.00	1,632.26	18.39	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	3,770.96	9,344.52	35,000.00	25,655.48	26.70	
Memberships	6,740.00	18,227.00	25,000.00	6,773.00	72.91	MVCAC dues
Miscellaneous expenses	602.71	1,439.03	3,000.00	1,560.97	47.97	Increased water delivery
Postage	79.59	773.90	9,904.00	9,130.10	7.81	
Prof. Services, Auditor	12,285.00	14,062.50	20,000.00	5,937.50	70.31	One time expense
Professional Services	0.00	1,440.00	5,000.00	3,560.00	28.80	
Professional Services-IT	0.00	11,801.05	35,000.00	23,198.95	33.72	
Printing & Reproduction	1,582.19	5,684.14	11,000.00	5,315.86	51.67	Communication fliers
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	2,417.91	5,050.09	29,710.00	24,659.91	17.00	
Supplies, laboratory	2,939.28	10,393.66	16,100.00	5,706.34	64.56	Mosquito testing
Supplies, mechanical	8,218.93	24,387.61	25,000.00	612.39	97.55	Transmission replacement
Supplies, gasoline	6,071.47	24,975.21	50,000.00	25,024.79	49.95	Extra trucks for seasonals
Supplies, office	319.18	1,968.79	13,000.00	11,031.21	15.14	
Supplies, Mosquito Fish	0.00	423.00	30,000.00	29,577.00	1.41	
Supplies, operations	428.21	4,215.38	18,000.00	13,784.62	23.42	
Supplies, pesticides	2,609.76	21,841.81	50,000.00	28,158.19	43.68	Annual replenishment
Supplies, Communications	454.14	1,848.72	11,200.00	9,351.28	16.51	
Supplies, Education Program	51.21	187.34	700.00	512.66	26.76	
Supplies, safety	2,648.99	6,836.14	20,000.00	13,163.86	34.18	
Benefit Assesment Admin Cost	0.00	11,827.60	115,000.00	103,172.40	10.28	
Communications, field	2,036.90	8,243.10	28,000.00	19,756.90	29.44	
Telephone, Internet	998.30	3,852.68	24,500.00	20,647.32	15.73	
Telephone , Office	1,013.07	3,877.65	14,000.00	10,122.35	27.70	
Training , CEU's	588.00	3,938.00	4,000.00	62.00	98.45	Recertification fees
Uniforms and clothing	1,072.66	2,994.72	27,000.00	24,005.28	11.09	
Utilities, Electric	3,607.04	17,970.63	39,000.00	21,029.37	46.08	A/C use
Utilities, Natural Gas	144.94	594.97	3,000.00	2,405.03	19.83	
Utilities, Water	124.15	702.04	2,000.00	1,297.96	35.10	
Automobile Lease	4,848.86	23,295.44	73,800.00	50,504.56	31.57	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 34% of Year Completed  
October 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
<b>TOTAL OPERATING EXPENSES</b>	82,591.12	515,753.83	1,145,128.00	629,374.17	45.04
<b>TOTAL EXPENSES</b>	333,120.03	1,503,362.22	4,604,913.12	3,101,550.90	32.65

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 34% of Year Completed  
October 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>RESERVES</b>						
Reserve, Unallocated Gene	0.00	0.00	0.00	0.00	0.00	Transferred to Building/Facilities
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	612,923.00	612,923.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	From Unallocated General Reserves
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,239,381.00</b>	<b>2,239,381.00</b>	<b>0.00</b>	

**San Gabriel Valley Mosquito & Vector Control District  
Board of Trustees Meeting  
October 12, 2018 at 7:00 AM**

**Minutes**

**Trustees Attending**

- 1 Roger Chandler (Arcadia)
- 2 Joseph Rocha (Azusa)
- 3 Cruz Baca (Baldwin Park)
- 4 Rick Barakat (Bradbury)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Jerry Velasco (El Monte)
- 8 Charles Myers (Glendora)
- 9 Manuel Garcia (Irwindale)
- 10 Dan Holloway (La Puente)
- 11 Robert Neher (La Verne)
- 12 Jamie Bissner (L. A. County)
- 13 Becky Shevlin (Monrovia)
- 14 Rachel Janbek (Pasadena)
- 15 Tim Sandoval (Pomona)
- 16 Sandra Armenta (Rosemead)
- 17 Juli Costanzo (San Gabriel)
- 18 John Capoccia (Sierra Madre)
- 19 Marina Khubesrian (So Pasadena)
- 20 Mary Su (Walnut)
- 21 Mike Spence (West Covina)

**Trustees Absent**

1. Stephen Sham (Alhambra)
2. Margaret Finlay (Duarte)
3. Abraham Cruz (Industry)
4. Joseph Leon (Monterey Park)
5. Emmett Badar (San Dimas)
6. Cynthia Sternquist (Temple City)

**Staff Attending**

Jared Dever  
Melissa Doyle  
Levy Sun  
Esther Elliott  
Jason Farned  
Gilbert Holguin

William Curley of Lozano Smith  
Attorneys At Law, Legal Counsel

**Via Teleconference**

Geoff Sheldon, LCW

1. **Call to Order**  
Board President Corey Calaycay called the meeting to order at 7:00 AM
2. **Pledge of Allegiance and Silent Roll Call**  
Trustee Armenta led the Pledge of Allegiance.
3. **Opportunity for Public Comment on Non-Agenda Items**  
None
4. **Consent Calendar**
  - A. List of Claims for the month of October
  - B. Budget Status Report for October
  - C. Minutes of Board of Trustees Meeting September 14, 2018
  - D. Operations Report
  - E. Surveillance Report
  - F. Communications Report



**G. August 2018 Monthly Treasurer Report / District Working Balance for October 2018**

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

**5. Presentation: “Non-functional and Unmaintained Swimming Pools”**

Operations Manager Jason Farned reported that in 2018 the District monitors over 2,000 swimming pools that are non-functional, unmaintained, and/or are part of a long-term management plan.

Jason outlined the standard operating procedures for all District staff who conduct inspections and treatments, communicate with residents, and approve resources used to minimize the population of mosquitoes growing in backyard swimming pools.

The District is committed to working with residents, municipalities, and other government agencies to develop permanent and sustainable solutions.

**6. The Board met in Closed Session at 7:24 M**

Conference with legal counsel.

**The Board reconvened at 7:42 AM**

No reportable action.

**7. District’s Administration**

**A. Board of Trustees Appointments 2019-2020**

*California Health and Safety Code, Division 3. Pest Abatement [2000 - 2910] Article 3. Boards of Trustees and Officers, Section 2024, (a) the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January*

District Manager Jared Dever reminded those Trustees due for reappointment that December 31, 2018 marks the end of their term. Those interested were asked to inform their city council of their interest for reappointment.

**B. District Property Theft Report**

Jared reported that Trustees were sent an email last month informing them of the theft of the District’s ARGO and trailer. He emphasized the need to budget for a security system to protect District employees and assets.

**C. Pasadena Typhus Fever Cluster Investigation and Prevention Measures**

Jared reported that the District participated in the “*Pasadena Typhus Fever Cluster Investigation and Prevention Measures*” through production of mailers created to inform residents of typhus prevention strategies. He emphasized that although the media states fleas are coming from a variety of backyard wildlife, possums and feral cats can carry on average 400 each.

**8. Informational Reports**

**A. Operations**

Operations Manager Jason Farned reported activities for Operations in Item 5.

**B. Surveillance**

Scientific Programs Manager Melissa Doyle reported statewide West Nile virus of 143 human cases in 28 counties reported in 2018. Two fatalities, due to WNV, have also been reported to date.

**C. Public Information**

Public Information Officer Levy Sun reported a successful Pomona Fairplex vector control outreach booth. Over 4000 students were bused in were educated on the biology and ecology of mosquitoes, and a walk through the inflatable mosquito *Ada Eez*. Students who answered three mosquito related questions correctly were given a plush toy virus.

**9. Conference Reports**

Reports for attending the California Special District Association Annual Conference on September 24-27, 2018 were included in the agenda packet.

**A. Jared Dever, District Manager**

**B. Jason Farned, Operations Manager**

**C. Levy Sun, Public Information Officer**

**D. Melissa Doyle, Scientific Programs Manager**

**10. Trustee Reports**

None

**11. New Business**

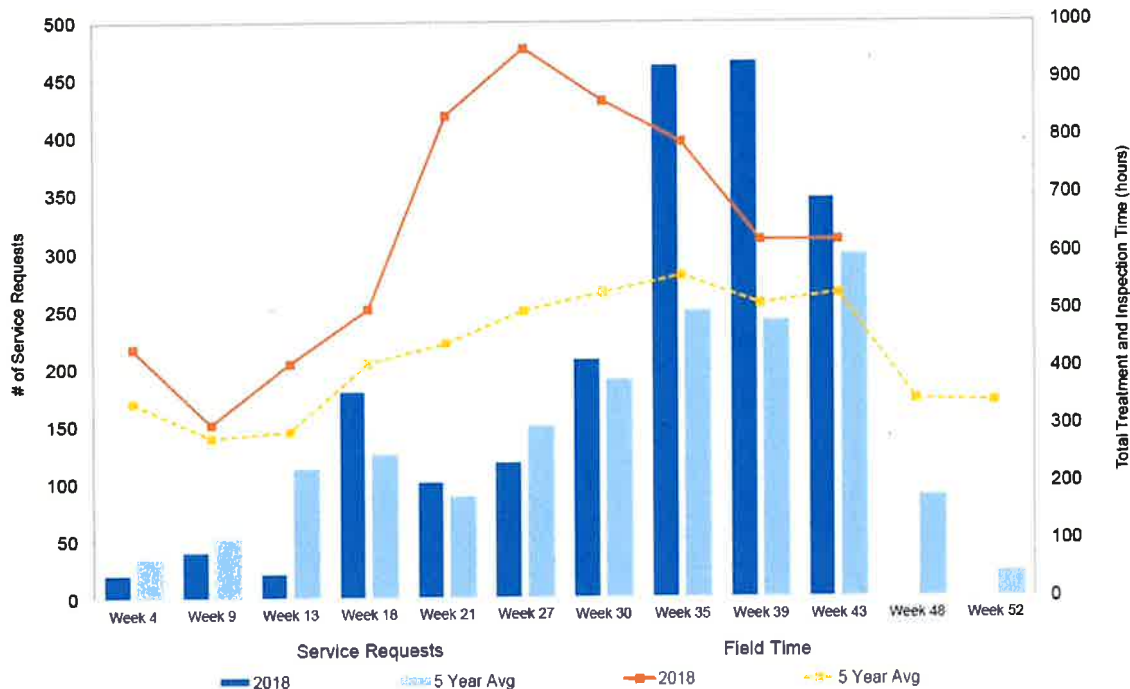
None

**12. The Legislative Committee will meet after the Board adjourns.**

**13. Adjournment Meeting adjourned at 8:09 AM**

## Operations Report Week 40- 43 2018

### Operations Workflow:



### Operations Summary:

The seasonal staffing period has concluded for the year, prompting us to bid farewell to eight extra-help technicians. These seasonal employees were an exceptional group that we look forward to working with again next spring.

The lingering warm weather continues to be a challenge as it extends the mosquito season. Consistent nighttime temperatures in the mid to low 50s will reduce mosquito larval production considerably, but until then we expect service requests to continue at a higher than normal rate. Without the help of our seasonal staff, our full-time Specialists pick up this extended workload.

Further exploration of the text option has begun as we gauge its utility to replace routine inspections. In the latter part of October, hundreds of residents have used texting to confirm the condition of their pools, eliminating the need for a physical inspection and saving the District hundreds of person-hours. Texting has shown promising results for the aerial pools, and it appears to be the preferred method of communication for residents with the means to respond with their cell phone plans.

## Chemical Usage:

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	3.87	gal.	37300	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	16.50	lbs.	40772	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	1.09	gal.	552816	sq.ft.
Ingestion, toxicant	Mosquitoes	17.45	lbs.	552816	sq.ft.
Ingestion, toxicant	Black flies	2.33	gal.	646	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	379	ea.	11467	sq.ft.

## Zone Specialists:

Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel and South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte and Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry, La Puente, West Covina
7	Steven Gallegos	Covina, Glendora, San Dimas
8	Hendricks Peña	Claremont, La Verne, Pomona, Walnut

# Surveillance Activities – Disease Weeks 40 - 43

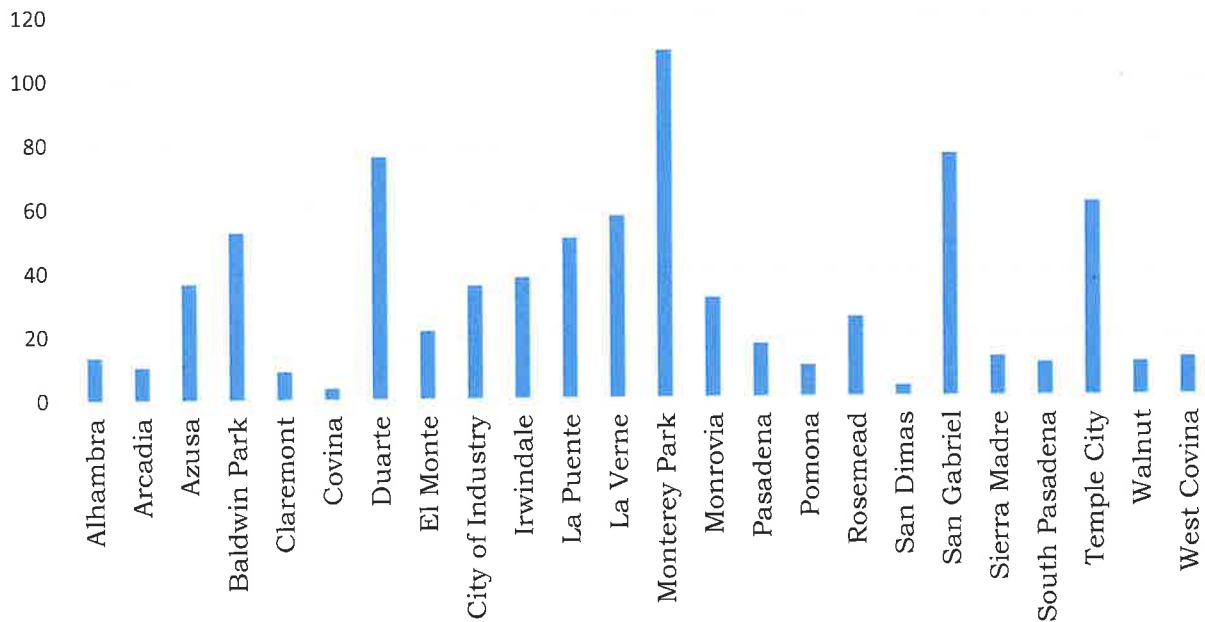
## I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

The surveillance department trapped for mosquitoes throughout the district in weeks 40 - 43.

### Surveillance Activities

Traps were placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. During weeks 40 – 43, 94 adult mosquito traps were deployed and collected 2,658 mosquitoes. There were zero positive samples from 40 submitted samples.

Average Trap Capture Weeks 40 - 43



## II. Disease Surveillance

The surveillance department began submitting mosquito pools for viral testing in week 18 and one sample submitted in week 35 tested positive for West Nile virus. The surveillance department has captured 76,572 adult mosquitoes and submitted 636 mosquito samples for viral testing in 2018.

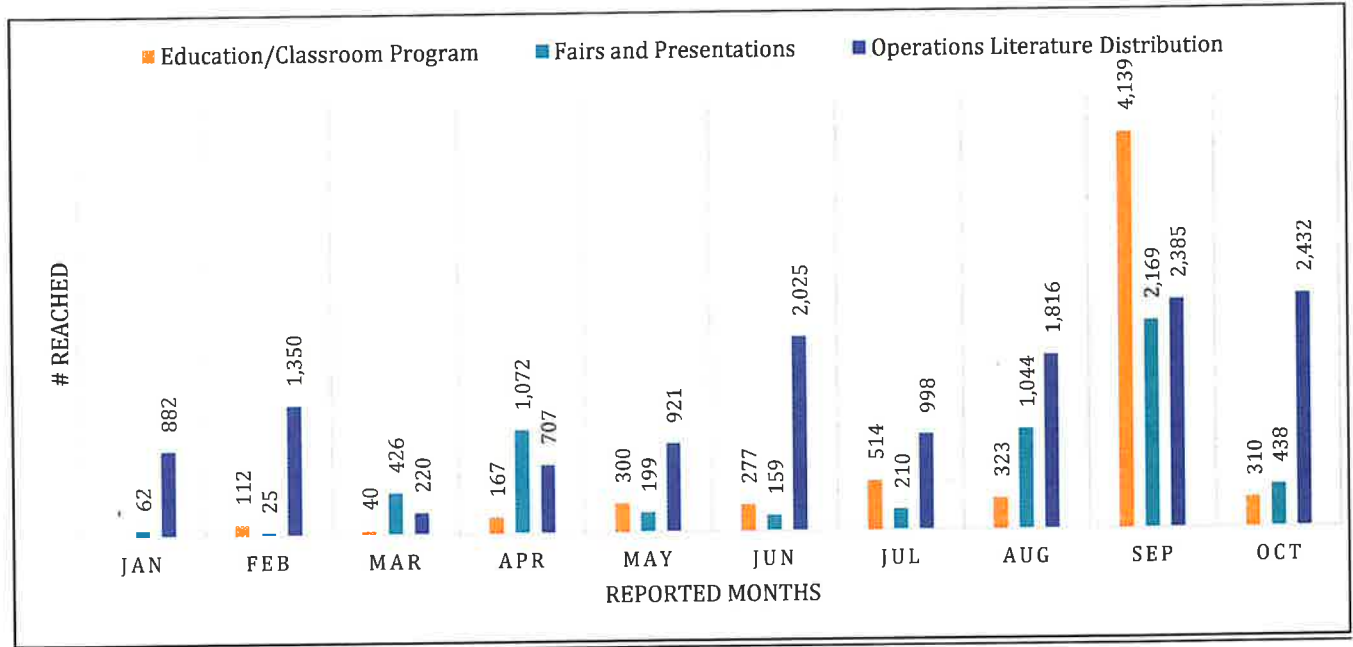
## III. Notes

The surveillance department continued to optimize trapping practices for the 2018 season in weeks 40 - 43.

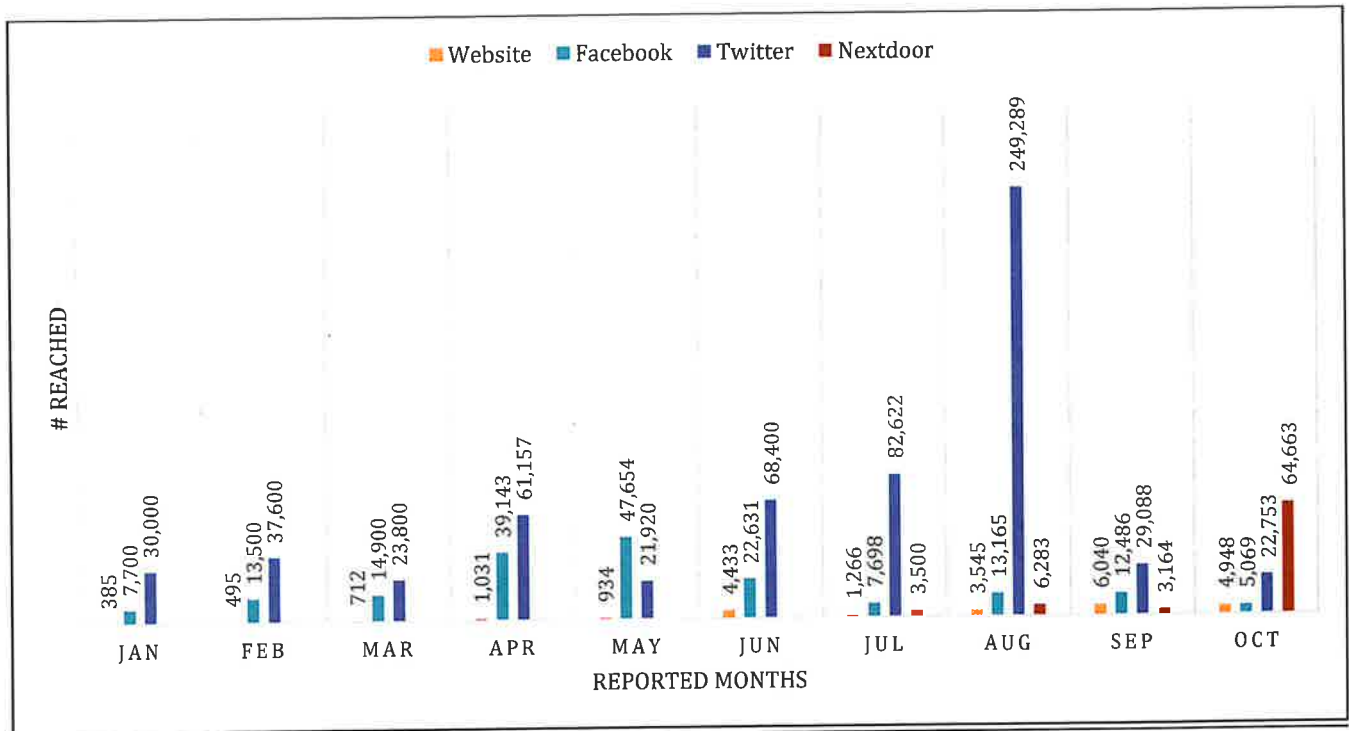
## Communications Department

September 30, 2018 – October 27 | Disease Weeks 40-43

### Outreach Activities:



### Digital Activities:



**Media Activity:**

<b>Date</b>	<b>Media Outlet</b>	<b>Headline</b>
10/2	Monrovia Weekly	Monrovia City Council Tackles Serious Issue With Humor
10/5	Pasadena News Now	Twenty Pasadenans Infected with Typhus Fever as Disease Reaches “Epidemic Levels”
10/8	Pasadena Now	Health Officials: Wildlife, Especially Feral Cats and Opossums, Driving Pasadena's Typhus Spike
10/11	GazetteXtra	LA typhus outbreak adds fuel to debates over homelessness, housing
10/11	Pasadena Weekly	Health Department says Typhus fever on the rise
10/11	LA Times	L.A. typhus outbreak adds fuel to the debates over homelessness and housing
10/11	Pasadena Star News	Typhus fever’s wild threat? The rat-faced opossum, named in health advisories as culprits in spreading the disease
10/10	SCVNews.com	First West Nile Death of 2018 Reported in LA County
10/18	Daily Bulletin	La Verne residents: Do you want to eradicate vector-borne diseases? Civic duty calls
10/26	Claremont Courier	Bitten by the rain barrel bug

**Press Releases and E-blasts:**

<b>Date</b>	<b>Headline</b>
10/16	E-blast to Trustees: Swimming Pool Program information
10/26	E-blast to Bite Back Champions in Pasadena, Altadena and Monterey Park

**Programmatic:**

EcoHealth Program:

1. Vector Inspector Program
  - a. Worked with Cal Poly students on water analysis of St. John’s (Baldwin Park’s first) VIP assembly (378 students attended)

- b. Coordinated with Nativity School staff to create a VIP/Source reduction workshop
- c. Worked with Nativity Schools 7<sup>th</sup> and 8<sup>th</sup> Grade students to do water analysis on the VIP samples collected by students (85% participation rate)
2. Met with Cal Poly professor to assess our agency's fit with Ag Department's annual bug fair
3. Campaigns
  - a. Assisted with photo and video shoot for social media campaign
  - b. Assisted with text for Halloween social media campaign
4. La Verne Halloween:
  - a. Created a unique Halloween program for a La Verne neighborhood community gathering

**Marketing Campaigns:**

- 1) "Don't Fall for Summer Mosquito Tricks" – Autumn campaign ongoing
- 2) Continued Targeted Ads and Social Posts:
  - a. Posted content to "hot spots" determined by Surveillance and Operations data.
  - b. Posted content based on holidays and events
- 3) HOY/LA Times en Español: Ads online and in print now live through October
- 4) Bite Back Campaign
  - a. Pilot grassroots campaign with first meeting in Pasadena



**November 9, 2018**

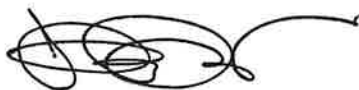
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: November 1, 2018 District Working Fund Balance**

October 1, 2018 balance:	\$1,260,035.02
October 1- October 31, 2018 expenditures:	\$335,922.64

**November 1, 2018 Working Fund Balance: \$924,112.38**

**Respectfully Submitted:**

A handwritten signature in black ink, appearing to read 'Jared Dever', with a long horizontal flourish extending to the right.

**Jared Dever  
District Manager**

**Treasurer's Report-August 2018  
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for September 2018.

The Total of All Funds Balance is \$3,499,416.02

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.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 3, FY 2018 received on October 1, 2018)**

*Item 4G*

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Local Agency Investment Fund (LAIF)</b>	1.94%	\$1,358,835.73	interest	\$0.00	LAIF Statement (Sep 2018)	\$1,358,835.73

Maturity Date: Perpetual  
Interest rate as of Aug 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Los Angeles County Pool</b>	1.84%	\$2,120,233.82	interest Trust Warrant #676	\$2,797.58 (\$387,472.68)	ND 24 Per 3 ND 24 Per 3	\$1,735,558.72

Maturity Date: Perpetual  
Interest rate as of Sep 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Revolving Fund</b>	\$200,000.00	Deb Activity-Sep 2018 Sweep Trust Warrant #676 A. Briso - Ins Premiums ELC Grant US Bank Rebate Castle Water-Reimburseme VCJPA-M. Niff WC Auctions Proceeds from truck s	(\$693,772.38) \$255,990.11 \$387,472.68 \$896.66 \$48,814.71 \$205.87 \$392.35 \$1,215.27 \$1,300.00	CB Statement September 2018	\$202,515.27

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Sweep Account</b>	\$94,911.65	Deb Activity-Sep 2018 Deposit	(\$255,990.11) \$363,584.76	CB Statement September 2018	\$202,506.30

**Total Beginning  
Balance**

**\$3,773,981.20**

**Total End  
Balance**

**\$3,499,416.02**

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

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**Date:** November 9, 2018 **Item 6**  
**Meeting of:** San Gabriel Valley Mosquito and Vector Control District Board of Trustees  
**Subject:** Consider Rescinding Resolution 2002-05: Legislative Policy  
**Reference:** Attached

## Background

The Board of Trustee Legislative Committee meet on October 12, 2018 and reviewed Resolution 2002-05: Legislative Policy. Legislative Committee members concluded that the 16-year-old policy was in need of extensive revisions to properly reflect our current legislative advocacy objectives. Committee Chair Spence instructed District Manager Dever to make the necessary revisions and present the amended policy for Board consideration at the Board of Trustees Meeting held on November 9, 2018.

Upon further review, extensive changes were deemed necessary to made Resolution 2002-05 a functional policy document guiding district legislative goals and priorities. The extent of the changes were such that the resulting policy would have been considered outside of the definition of "amendments made to an original document". It is for this reason, I recommend rescinding Resolution 2002-05: Legislative Policy. A replacement Legislative Advocacy Policy (Resolution 2018-03) is presented for Board consideration in the subsequent agenda item 6.

## Manager's Recommendation

Rescind Resolution 2002-05.

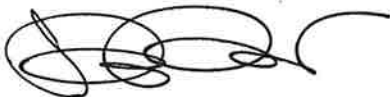
## Alternatives

Do not rescind Resolution 2002-05.

## Financial Impact

There is no financial impact to the district.

**Respectfully submitted,**



**Jared Dever**  
**District Manager**

September 13, 2002

**A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR  
CONTROL DISTRICT BOARD APPROVING A LEGISLATIVE POLICY**

**RESOLUTION NO. 2002-05**

**Background**

It is the mission of the Board of Directors of the San Gabriel Valley Mosquito and Vector Control District to preserve the public health and welfare through its legislative priorities listed below.

**General Policy**

1. Support, defend and expand as needed, the definitions, issues, authority, and public health responsibilities and activities as described by State Health and Safety Codes (DSC 220-2360).
2. Preserve all revenue sources of the District and enthusiastically resist any efforts to redefine, reduce or otherwise restrict that income to the detriment of District public health responsibilities.
3. Respect and defend the use of integrated pest management, including the safe use of approved pesticides for continuing public health protection.
4. Resist any effort to reduce the efficiency and practicality of the District's operational practices.
5. Oppose any attempt by other governmental entities to impose additional public health responsibilities on the District without fiscal compensation equal to the cost of such function(s).
6. Promote and sponsor cooperation among governmental entities to the improvement of the public welfare.
7. Retain organizational identity, integrity and control of the District's resources in any mutual aid arrangement.
8. Support the MVCAC, CSDA and the AMCA when their legislative efforts compliment or coincide with this District's policy as reflected therein.
9. Endorse, promote and defend the authority of the Board of Trustees to conduct the business of the San Gabriel Valley Mosquito & Vector Control District.

**Procedures**

**1. COMPOSITION**

The Legislative Committee shall be comprised of 9 (nine) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

**11. MEETINGS**

Meetings of the Legislative Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to State Government Code § 54950 through 54962 (Ralph M. Brown Act).

**111. DUTIES**

Duties of the Legislative Committee shall include the following:

- A. Monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities or the organization of the District.
- B. Recommend to the Board of Trustees positions to be taken on pending bills and the degree of District resources to be allocated to insure the District's position is effectively communicated
- C. Meet to to review relevant legislation which may impact mosquito and vector control, public health, and special districts. Specific legislative topics include, but are not limited to:

Animals of Public Health Importance	Public Health
Benefit Assessments	Safety Regulations
Endangered Species	Special Districts
Environmental Protection	Waste Water Use
Government Regulations	Water Regulation
Legislative Mandates	Waterfowl Management
Pesticides	Wetlands
Prevailing Wage	Workplace Regulations

- D. Establish priority levels and positions. The priority levels and positions are as follows:

**Priority Levels**

Level 1

The bill has significant effect on the District and position letters are regularly sent to appropriate legislators as the bill moves through the legislative process.

Level 2                               The bill affects the District and position letters are sent to legislators selectively through the legislative process.

Level 3                               The bill affects the District in a manner to establish a position and position letters are sent to the author and other interested parties.

**Positions**

Support                               The District is in favor of the bill becoming law.

Support if Amended                The District is in favor of the bill becoming law only if amendments are made as recommended by the Committee.

Oppose                                The District is not in favor of the bill becoming law.

Oppose unless Amended            The District is not in favor of the bill becoming law; however, opposition to the bill will be removed if the bill is amended as recommended by the Committee.

Neutral                                The District does not have a position on the bill because it has no or minimal affect on the operations of our District.

Watch                                 The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.

- E. Periodically submit a list of bills which affect the District to the Board of Trustees at a regular Board meeting held in May of each year. The list will include the bill number, position, priority level, and brief description of the bill.
- F. Update the Board of Trustees during a regular meeting, as to the status of bills, when the position or priority level of a bill has changed, and if the bill has become law.
- G. Communicate to county, state and federal legislators the District's position with regard to proposed legislation. Such communication may be corresponded, telephonic, or personal contact, as the situation requires with special consideration to the effect of the latter as an effective means of establishing the District's position.
- H. Participate in state wide legislative efforts conducted by the Mosquito and Vector Control Association of California, the California Chamber of Commerce, SGVCOG, County of Los Angeles, the California Special Districts Association, and similar organizations.

- I. The District Manager or designee shall serve as an ex officio, non-voting member of the Committee.
- J. Recognizing the increased responsibilities of LAFCO based on the Knox-Cortese-Hertzberg Law, the Trustees and District Manager shall place increased emphasis on the impact of that organization's decisions.
- K. All actions taken by the Legislative Committee must be approved by the Board of Trustees during a public meeting before becoming effective unless specifically authorized by the President.
- L. When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Subcommittee Chair, or the District Manager may communicate that information so long as it consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When one of these District Officers take such action, said individual shall notify the Board at its next General Meeting.

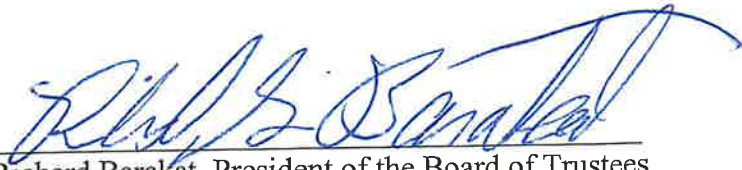
**APPROVED AND ADOPTED** this 13<sup>th</sup> day of September, 2002, by the following vote:

AYES: ALONSO, BARAKAT, BRUESCH, CHANDLER, CONDIE, HALL, HERFERT, LEIGA, MORGAN, NEHER, NODAL, PHILLIPS, POLIMENI, STANFORD, SUAREZ, SYKES, THURSTON, WHITE

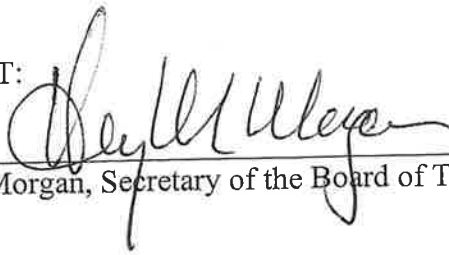
NOES:

ABSENT: ARRIGHI, FINLAY, INMAN, MIRANDA, TEMPLEMAN, VANGEL

ABSTAIN:

  
Richard Barakat, President of the Board of Trustees

ATTEST:

  
Henry Morgan, Secretary of the Board of Trustees



CERTIFICATE

STATE OF CALIFORNIA            )  
   )  
 COUNTY OF LOS ANGELES        )           SS.


I, Henry Morgan, Secretary of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, do hereby certify that the foregoing Resolution, being Resolution No. 2002-05, was duly passed, approved and adopted by the Board of Trustees of said District at a public meeting held on the 13<sup>th</sup> day of September, 2002 that the said Resolution has never been revoked, rescinded, or set aside, and is now in full force and effect, and that it was so adopted by the following vote:

AYES: ALONSO, BARAKAT, BRUESCH, CHANDLER, CONDIE, HALL, HERFERT, LEIGA, MORGAN, NEHER, NODAL, PHILLIPS, POLIMENI, STANFORD, SUAREZ, SYKES, THURSTON, WHITE

NOES:

ABSTAIN:

ABSENT: ARRIGHI, FINLAY, INMAN, MTRANDA, TEMPLEMAN, VANGEL

  
 Henry Morgan, Secretary of the Board  
 of Trustees of the San Gabriel Valley  
 Mosquito and Vector Control District

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

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**Date:** November 9, 2018 Item 7

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

**Subject** Consider Resolution 2018-03: A Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Approving a Legislative Advocacy Policy

**Reference:** Attached

**Background**

The San Gabriel Valley Mosquito and Vector Control District recognizes the need to engage in legislative advocacy for or against proposed legislation or regulatory actions in order to protect the financial interests of the District, support state and federal public health policy, and promote the efficient and effective delivery of vector control services.

The proposed Legislative Advocacy Policy defines the district policy goals and advocacy priorities, policy principles, and sets procedural guidelines for district advocacy activities. This policy provides the District Manager and Legislative Committee the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Trustees to set Advocacy Priorities to provide policy guidance.

**Manager's Recommendation**

Adopt Resolution 2018-03.

**Alternatives**

Do not adopt Resolution 2018-03.

**Financial Impact**

There is no financial impact to the district.

**Respectfully submitted,**



**Jared Dever  
District Manager**

**A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR  
CONTROL DISTRICT BOARD OF TRUSTEES APPROVING A LEGISLATIVE  
ADVOCACY POLICY**

**RESOLUTION NO. 2018-03**

**1. Purpose**

The purpose of the policy is to guide San Gabriel Valley Mosquito and Vector Control District (District) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,<sup>1</sup> the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.<sup>2</sup>

The purpose for identifying Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Trustees. The Advocacy Procedures and Advocacy Priorities will provide the District Manager, Legislative Committee Members, or other designee, discretion to advocate in the Districts’ best interests in a manner consistent with the goals and priorities adopted by the Board of Trustees. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

**2. Policy Goals**

- Advocate the District legislative interests at the State, County, and Federal levels.
- Provide information to the Legislative Committee and Board of Trustees on the legislative process, key issues, and legislation that could have a potential impact on the District.

<sup>1</sup> Cal. Gov. Code § 54964.

<sup>2</sup> Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

- Serve as an active participant with the Mosquito and Vector Control Association of California, American Mosquito Control Association, California Special Districts Association, and other local government associations and agencies on legislative and regulatory issues that are important to the District and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

### **3. Policy Principles**

The Board of Trustees recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Legislative Committee.

This policy provides the District Manager and Legislative Committee the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Trustees to set Advocacy Priorities to provide policy guidance. The Board of Trustees may establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Trustees at a regularly scheduled board meeting for formal direction from the Board of Trustees. [The Board of Trustees may choose to allow the Legislative Committee the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time constraints of the legislative process.]

Generally, the District will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

### **4. Legislative Advocacy Procedures**

It is the policy of District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Legislative

Committee. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Trustees, Legislative Committee, and the District Manager. The Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The District Manager, or other designee, will act on legislation utilizing the following procedures:

- a) The District Manager or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
- b) The District Manager or other designee will conduct a review of positions and analysis completed by the Mosquito and Vector Control Association of California, American Mosquito Control Association, California Special Districts Association and other local and national government associations when formulating positions.
- c) If the matter aligns with the approved priorities, the District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the District Manager or designee. The District Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the District Manager, or designee, on behalf of the Board of Trustees.
- d) All draft legislative position letters initiated by the District Manager or designee shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the District, e.g. "the funding the district will lose due to this bill could pay for

X capital improvements.” a. Support – legislation in this area advances the District’s goals and priorities. b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District’s goals and priorities.

- e) The District Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the District Manager or designee.
- f) When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter. The appropriate contacts at the Mosquito and Vector Control Association of California, American Mosquito Control Association, California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
- g) A position may be adopted by the District Manager or designee if any of the following criteria is met: a. The position is consistent with the adopted Advocacy Priorities; b. The position is consistent with that of organizations to which the District is a member, such as the Mosquito and Vector Control Association of California, American Mosquito Control Association, California Special Districts Association; or c. The position is approved by the Board of Trustees [or the Legislative Committee].
- h) All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Trustees at the next regularly scheduled Board Meeting. When appropriate, the District Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Trustees.

## **5. Advocacy Priorities**

### ***Revenue, Finances, and Taxation***

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

### ***Governance and Accountability***

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding tax payer control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

### ***Human Resources and Personnel***

Promote policies related to hiring, management, benefits, and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly

qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

***Infrastructure, Innovation, and Investment***

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers, reduce local flexibility, and/or negatively impact public health.



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

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**Date:** November 9, 2018 **Item 8**  
**Meeting of:** San Gabriel Valley Mosquito & Vector Control District  
Board of Trustees  
**Subject** Consider Approving the 2019 Cooperative Agreement with  
the State of California Health and Human Services Agency,  
Department of Public Health  
**Reference:** Attachment

**Background**

The Cooperative Agreement between this District and the State of California's Health and Human Services Agency-Department of Public Health has been submitted and approved annually by this Board since 1989.

This Agreement allows the District to apply pesticides and exempts us from the cumbersome requirements of State Agriculture codes.

The Agreement mandates the District to participate in the State Certified Technician and Continuing Education Programs; all field and scientific personnel must pass tests and attend training programs. The current Agreement expires on December 31, 2018.

**Manager's Recommendation**

Approve signing the Cooperative Agreement providing there are no changes to the language.

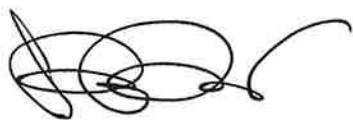
**Alternative(s)**

Do not approve the agreement.

**Fiscal Impact**

There are substantial reporting and licensing requirements if the Agreement is not signed.

**Respectfully Submitted,**



**Jared Dever  
District Manager**



KAREN L. SMITH, MD, MPH  
Director and State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

October 9, 2018

TO: Agencies Signatory to the Cooperative Agreement with the California Department of Public Health

SUBJECT: COOPERATIVE AGREEMENT WITH THE DEPARTMENT OF PUBLIC HEALTH

Please find enclosed a copy of the Cooperative Agreement between local agencies applying pesticides for public health purposes and the California Department of Public Health. The current Cooperative Agreement between our agencies shall expire on December 31, 2018. If your agency is interested in renewing this Cooperative Agreement for another year (through December 31, 2019), please return the enclosed form by December 31, 2018 to the Vector-Borne Disease Section (VBDS). Include the agency manager's signature in the appropriate space and the operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2019. Please send to:

Department of Public Health  
Vector-Borne Disease Section  
1616 Capitol Avenue, MS-7307  
P.O. Box 997377  
Sacramento, CA 95899-7377

VBDS will endorse the Cooperative Agreement and return a copy to your agency immediately. If your agency is not interested in continuing the Cooperative Agreement, please notify VBDS as soon as possible.

Thank you for your cooperation in this matter. If you require additional information or clarification, please contact your VBDS regional office or the Sacramento headquarters at (916) 552-9730.

Vicki L. Kramer, Ph.D., Chief  
Vector-Borne Disease Section

Enclosure

COOPERATIVE AGREEMENT  
(PURSUANT TO SECTION 116180, HEALTH AND SAFETY CODE)

Date \_\_\_\_\_

This Agreement between the California Department of Public Health and

San Gabriel Valley Mosquito and Vector Control District, 1145 N. Azusa Canyon Rd., West Covina, CA  
(name and address of local vector control agency)

is effective on January 1, 2019 or on the subsequent date shown above, and expires December 31, 2019. It is subject to renewal by mutual consent thereafter.

Operator ID and/or license number to be listed on Monthly Summary Pesticide Use Reports (PR-ENF-060) for 2019:

Operator ID # \_\_\_\_\_ License # \_\_\_\_\_

This agreement may be canceled for cause by either party by giving 30 days advance notice in writing, setting forth the reasons for the termination.

Part I. Pesticides

The vector control agency named herein agrees:

1. To calibrate all application equipment using acceptable techniques before using, and to maintain calibration records for review by the County Agricultural Commissioner.
2. To seek the assistance of the County Agricultural Commissioner in the interpretation of pesticide labeling.
3. To maintain for at least two years for review by the County Agricultural Commissioner a record of each pesticide application showing the target vector, the specific location treated, the size of the source, the formulations and amount of pesticide used, the method and equipment used, the type of habitat treated, the date of the application, and the name of the applicator(s).
4. To submit to the County Agricultural Commissioner each month a Pesticide Use Report, on Department of Pesticide Regulation form PR-ENF-060. The report shall include the manufacturer and product name, the EPA registration number from the label, the amount of each pesticide used, the number of applications of each pesticide, and the total number of applications, per county, per month.
5. To report to the County Agricultural Commissioner and the California Department of Public Health, in a manner specified, any conspicuous or suspected adverse effects upon humans, domestic animals and other non-target organisms, or property from pesticide applications.
6. To require appropriate certification of its employees by the California Department of Public Health in order to verify their competence in using pesticides to control pest and vector organisms, and to maintain continuing education unit information for those employees participating in continuing education.
7. To be inspected by the County Agricultural Commissioner on a regular basis to ensure that local agency activities are in compliance with state laws and regulations relating to pesticide use.

Part II. Environmental Modification

The vector control agency named herein agrees:

To comply with requirements, as specified, of any general permit issued to the California Department of Public Health as the lead agency, pertaining to physical environmental modification to achieve pest and vector prevention.

For California Department of Public Health

\_\_\_\_\_  
Vicki Kramer, Ph.D.  
Chief, Vector-Borne Disease Section

For Local Agency

Jared Dever, District Manager  
Print Name and Title

\_\_\_\_\_  
Signature