



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
October 9, 2020 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department “Safer at Home” declaration to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District's Administrative Declaration of Local Emergency)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

**HOW TO OBSERVE THE MEETING:**

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/ackGc2g5eB> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/658616453> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 658 616 453.

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to

the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

**Contemporaneous Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to [district@sgymosquito.org](mailto:district@sgymosquito.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

**1. Call to order**

**2. Pledge of Allegiance and Roll Call Attendance**

**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.

4.1. List of Claims for the month of September 2020\*

4.2. Budget Status Report for September 2020\*

4.3. Minutes of Board of Trustees Meeting September 2020\*

4.4. Operations Report September 2020\*

4.5. Surveillance Report September 2020\*

4.6. Communications Report September 2020\*

4.7. August Monthly Treasurer Report / District Working Balance for October 2020\*

- 5. Consider Ad Hoc Legal Counsel Committee Recommendation to Award Contract for Legal Counsel Services\***  
(Ad Hoc Legal Counsel Committee Chair, Becky Shevlin) (Approve/Deny)
- 6. Auditing Standards Required Communications: Summary of Adjusting Journal Entries for the Fiscal Year Ended June 30, 2019\* (EXHIBIT 6A)**  
(Board President, Becky Shevlin) (Discussion)
- 7. Consider Amendment to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program; and Article XII Vacation, Section 3. Cash Out Program\* (EXHIBIT 7A, B)**  
(Board President, Becky Shevlin) (Approve/Deny)
- 8. District Administration**  
(District Manager, Jared Dever)
  - 8.3 Swimming Pool Maintenance Ordinance Update**
  - 8.4 Trustee Term of Office Expiring**
  - 8.5 Personnel and Policy Committee Meeting Reminder**
  - 8.6 Finance and Audit Committee Meeting Reminder**
- 9. Trustee Reports**  
(Verbal Reports)
- 10. New Business**
- 11. Adjournment**

## **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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Marta Tanaka  
Clerk of the Board, San Gabriel Valley MVCD  
Board of Trustees

## **Notice to the Public**

It is the intention of the San Gabriel Valley Mosquito and Vector Control District (District) to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

SAN GABRIEL VALLEY MVCD

Claims List

September 3, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	09/03/2020	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	207.62
D181270			6070 Premiums, life - Cafeter (Voluntary Insurance	1,435.22
D193529			6070 Premiums, life - Cafeter (Voluntary Insurance	155.58
D203933			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
			6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	207.62
			6070 Premiums, life - Cafeter (Voluntary Insurance	1,435.22
			6070 Premiums, life - Cafeter (Voluntary Insurance	155.58
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
			6070 Premiums, life - Cafeter (Voluntary Insurance	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance	207.62
			6070 Premiums, life - Cafeter (Voluntary Insurance	1,435.22
			6070 Premiums, life - Cafeter (Voluntary Insurance	155.58
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>5,902.35</u>
EFT	09/03/2020	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	700.00
				<u>700.00</u>
100000016150270				
EFT	09/03/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
PR of 9/3/2020	09/03/2020			<u>120.42</u>
EFT	09/03/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,421.63
PR of 9/3/2020	09/03/2020		6200 RETIREMENT - CLASSIC (Employer Contribu	1,578.06
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6200 Employer Cont - PEPRA (Employer Contributi	139.30
			6200 Employer Cont - PEPRA (Employer Contributi	2,747.43
			6200 Employer Cont - PEPRA (Employer Contributi	998.08
			6200 Employer Cont - PEPRA (Employer Contributi	1,090.22

SAN GABRIEL VALLEY MVCD

Claims List

September 3, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6200 Employer Cont - PEPRA (Employer Contributi	561.53
				9,560.67
EFT	09/03/2020	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164474633	09/01/2020		6070 Vision Premiums (Vision Premiums)	285.06
			6070 Vision Premiums (Vision Premiums)	49.20
			6070 Vision Premiums (Vision Premiums)	93.33
				497.56
17473	09/03/2020	ALL AMERICAN ELECTRIC	6040 Building Maintenance	717.36
				717.36
6530				
17474	09/03/2020	AMCA	6150 MEMBERSHIPS	2,471.26
300006758				2,471.26
17475	09/03/2020	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	248.05
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.40
792287099			6332 Uniforms (Uniforms)	286.12
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	241.93
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	241.93
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
				1,459.84
17476	09/03/2020	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				260.09
9003904				

**SAN GABRIEL VALLEY MVCD**  
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17477	09/03/2020	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	86.65
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190.300				<u>134.86</u>
17478	09/03/2020	COPIES & INK	6186 Printing	1,539.72
35727				<u>1,539.72</u>
17479	09/03/2020	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				<u>1,299.00</u>
17480	09/03/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	79.95
see attached list			6260 SUPPLIES, MECHANICAL	610.91
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	59.95
			6260 SUPPLIES, MECHANICAL	99.51
			6260 SUPPLIES, MECHANICAL	59.95
			6260 SUPPLIES, MECHANICAL	998.06
			6260 SUPPLIES, MECHANICAL	119.59
			6260 SUPPLIES, MECHANICAL	97.43
			6260 SUPPLIES, MECHANICAL	152.36
			6260 SUPPLIES, MECHANICAL	286.58
				<u>2,644.24</u>
17481	09/03/2020	ICE MACHINE SALES AND SERVICE CO.	6040 Building Maintenance	2,800.31
0113558				<u>2,800.31</u>
17482	09/03/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	296.74
Premium Reimburse				<u>296.74</u>
17483	09/03/2020	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	579.50

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 3, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				579.50
1504222				
<b>EFT</b>	<b>09/03/2020</b>	<b>LINCOLN FINANCIAL GROUP</b>	6065 GROUP TERM LIFE	372.19
			6070 Dental premiums - Cafeter	425.60
				<u>797.79</u>
<b>17485</b>	<b>09/03/2020</b>	<b>LOS ANGELES COUNTY ASSESSOR</b>	6280 SUPPLIES, OPERATIONS	64.00
				<u>64.00</u>
County Listing				
<b>17486</b>	<b>09/03/2020</b>	<b>MARY ANGELA BRISCO</b>	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				<u>525.39</u>
Premium Reimburse				
<b>17487</b>	<b>09/03/2020</b>	<b>MEGA DISTRIBUTION</b>	6260 SUPPLIES, MECHANICAL	257.32
				<u>257.32</u>
MD-2709				
<b>17488</b>	<b>09/03/2020</b>	<b>MIKE NIFFENEGGER</b>	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				<u>571.29</u>
Premium Reimburse				
<b>17489</b>	<b>09/03/2020</b>	<b>PRAXAIR DISTRIBUTION</b>	6250 LABORATORY SUPPLIES	361.69
				<u>361.69</u>
98712309				
<b>17490</b>	<b>09/03/2020</b>	<b>QUADIENT /NEOPOST</b>	6185 POSTAGE	500.00
				<u>500.00</u>
7900011002342056				
<b>17491</b>	<b>09/03/2020</b>	<b>READYREFRESH BY NESTLE</b>	6170 Arrowhead Water (Arrowhead Water)	198.79
				<u>198.79</u>



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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17492	09/03/2020	RESCUE ROOTER/ARS	6040 Building Maintenance	585.00
				<u>585.00</u>
8103-319419				
17493	09/03/2020	SCI CONSULTING GROUP	6310 BENEFIT ASSMNT ADMIN COST	10,800.00
			6310 BENEFIT ASSMNT ADMIN COST	1,269.19
C9288				<u>12,069.19</u>
17494	09/03/2020	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	4,807.55
				<u>4,807.55</u>
2-03-760-7223				
17495	09/03/2020	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
106734				
17496	09/03/2020	TNT WINDOW TINTING	6260 SUPPLIES, MECHANICAL	400.00
				<u>400.00</u>
2202294				
17497	09/03/2020	US BANK	6270 OFFICE SUPPLIES	47.22
			6270 OFFICE SUPPLIES	28.73
Alba	09/01/2020		6270 OFFICE SUPPLIES	10.93
			6036 COMPUTER SOFTWARE	50.00
			6035 COMPUTER HARDWARE	158.00
Dever	09/01/2020		6333 BRANDED CLOTHING	33.78
			6251 ARBOVIRUS TESTING SUPPLIES	727.86
Doyle	09/01/2020		6281 MOSQUITO FISH SUPPLIES	130.31
			6250 LABORATORY SUPPLIES	61.57
			6251 ARBOVIRUS TESTING SUPPLIES	93.08
			6281 MOSQUITO FISH SUPPLIES	56.72
			6333 BRANDED CLOTHING	44.28
			6333 BRANDED CLOTHING	38.85

SAN GABRIEL VALLEY MVCD

Claims List

September 3, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6281 MOSQUITO FISH SUPPLIES	30.70
			6250 LABORATORY SUPPLIES	31.29
			6270 OFFICE SUPPLIES	5.42
			6250 LABORATORY SUPPLIES	4.95
			6333 BRANDED CLOTHING	44.80
			6250 LABORATORY SUPPLIES	26.83
			6251 ARBOVIRUS TESTING SUPPLIES	614.34
			6250 LABORATORY SUPPLIES	9.90
			6250 LABORATORY SUPPLIES	982.30
Farned	09/01/2020		6280 SUPPLIES, OPERATIONS	165.40
			6302 Supplies, Safety	442.80
			6036 COMPUTER SOFTWARE	229.00
			8000 CAPITAL OUTLAY (Capital Outlay)	545.31
			6302 Supplies, Safety	113.27
			8000 CAPITAL OUTLAY (Capital Outlay)	185.04
			6040 Building Maintenance	375.49
			6040 Building Maintenance	113.94
Sun	09/01/2020		6305 EDUCATION PROGRAM SUPPLIES	2,100.00
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	162.00
			6186 Printing	679.35
			6186 Printing	673.86
			6305 EDUCATION PROGRAM SUPPLIES	1,800.00
			6036 COMPUTER SOFTWARE	144.00
			6186 Printing	400.28
			6186 Printing	502.92
			6188 MEDIA PRODUCTION	416.05
			6036 COMPUTER SOFTWARE	274.34
			6037 WEBSITE AND EMAIL SERVICE	4.99
Van der Heyden	09/01/2020		6040 Building Maintenance	27.29
			6170 MISCELLANEOUS EXPENSES	38.05
			6042 EQUIPMENT MAINTENANCE	52.21

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 3, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6042 EQUIPMENT MAINTENANCE	22.01
			6270 OFFICE SUPPLIES	8.04
				<u>12,712.49</u>
17498	09/03/2020	WAXIE	6302 Supplies, Safety	233.50
				<u>233.50</u>
		<b>Accounts Payable for September 3, 2020</b>		<b>65,267.92</b>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT  2079620	09/17/2020	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	224.99
			6070 FLEX PREMIUMS (Flex Premiums)	208.33
			6070 FLEX PREMIUMS (Flex Premiums)	425.00
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,008.32</u>
EFT  100000016181141	09/17/2020	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	981.24
			6070 Med premiums - Cafeteria (Medical premiums)	4,541.23
			6070 Med premiums - Cafeteria (Medical premiums)	4,952.09
			6070 Med premiums - Cafeteria (Medical premiums)	2,386.64
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	417.00
			6070 ADMIN FEE (Admin fee)	44.61
				<u>13,322.81</u>
EFT	09/17/2020	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
EFT  PR of 9/17/2020	09/17/2020	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,421.63
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,578.06
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			2100 EMPLOYEE RETIREMENT	2,553.63
			6200 Employer Cont - PEPRA (Employer Contributi	139.30
			6200 Employer Cont - PEPRA (Employer Contributi	2,747.43
			6200 Employer Cont - PEPRA (Employer Contributi	998.08
			6200 Employer Cont - PEPRA (Employer Contributi	1,090.22
			6200 Employer Cont - PEPRA (Employer Contributi	561.53
			2100 EMPLOYEE RETIREMENT	4,833.48
				<u>16,947.78</u>
EFT	09/17/2020	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	<u>2,632.75</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,632.75
1085590-10001				
<b>EFT</b>	<b>09/17/2020</b>	<b>TEXAS LIFE INSURANCE COMPANY</b>	6070 Premiums, life - Cafeter (Voluntary Insurance	334.12
				334.12
SM09BT20200913001				
<b>17506</b>	<b>09/17/2020</b>	<b>ALL AMERICAN ELECTRIC</b>	6040 Building Maintenance	2,116.94
				2,116.94
6539				
<b>17507</b>	<b>09/17/2020</b>	<b>ALLEN WU</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 9/11/2020				
<b>17508</b>	<b>09/17/2020</b>	<b>AMAZON.COM</b>	6040 Building Maintenance	74.46
			6251 ARBOVIRUS TESTING SUPPLIES	60.78
Acct Ending 5999			6040 Building Maintenance	38.27
			6251 ARBOVIRUS TESTING SUPPLIES	16.95
			6260 SUPPLIES, MECHANICAL	197.10
			6188 MEDIA PRODUCTION	91.40
			6040 Building Maintenance	38.27
			6280 SUPPLIES, OPERATIONS	65.70
			6270 OFFICE SUPPLIES	204.20
				787.13
<b>17509</b>	<b>09/17/2020</b>	<b>BECKY A. SHEVLIN</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 9/11/2020				
<b>17510</b>	<b>09/17/2020</b>	<b>BENLO COMPANY</b>	6260 SUPPLIES, MECHANICAL	22.38

SAN GABRIEL VALLEY MVCD

Claims List

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				22.38
898979				
<b>17511</b>	<b>09/17/2020</b>	<b>CATHERINE MARCUCCI</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
Bm of 9/11/2020				
<b>17512</b>	<b>09/17/2020</b>	<b>CHARLES MYERS</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
BM of 9/11/2020				
<b>17513</b>	<b>09/17/2020</b>	<b>COREY CALAYCAY</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
BM of 9/11/2020				
<b>17514</b>	<b>09/17/2020</b>	<b>CYNTHIA STERNQUIST</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
BM of 9/1/2020				
<b>17515</b>	<b>09/17/2020</b>	<b>DIAMONDBACK TRUCK COVERS</b>	<b>8000 CAPITAL OUTLAY (Capital Outlay)</b>	<b>3,548.51</b>
				<u>3,548.51</u>
210583				
<b>17516</b>	<b>09/17/2020</b>	<b>ELYSE RASMUSSEN</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
BM of 9/11/2020				
<b>17517</b>	<b>09/17/2020</b>	<b>EMMETT G. BADAR</b>	<b>6030 BOARD EXPENSES</b>	<b>100.00</b>
				<u>100.00</u>
BM of 9/11/2020				

SAN GABRIEL VALLEY MVCD

Claims List

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17518	09/17/2020	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,490.00
				<u>2,490.00</u>
2657				
17519	09/17/2020	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	97.43
			6260 SUPPLIES, MECHANICAL	152.50
3079,3080,3085,3086			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	112.76
				<u>442.64</u>
17520	09/17/2020	GRACE CHEN DESIGN AND ILLUSTRATIONS	6305 EDUCATION PROGRAM SUPPLIES	2,350.00
				<u>2,350.00</u>
1722				
17521	09/17/2020	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17522	09/17/2020	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17523	09/17/2020	HOME DEPOT	6040 Building Maintenance	33.55
			6281 MOSQUITO FISH SUPPLIES	91.60
Acct Ending 4710			6044 MAINTENANCE, GROUNDS	19.58
			6260 SUPPLIES, MECHANICAL	5.95
			6260 SUPPLIES, MECHANICAL	14.23
			6040 Building Maintenance	18.82
			6281 MOSQUITO FISH SUPPLIES	33.82
			6260 SUPPLIES, MECHANICAL	11.53
			6250 LABORATORY SUPPLIES	34.92
				<u>264.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17524	09/17/2020	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				
17525	09/17/2020	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17526	09/17/2020	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17527	09/17/2020	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				
17528	09/17/2020	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17529	09/17/2020	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	296.74
				<u>296.74</u>
Premium Reimburse				
17530	09/17/2020	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
Bm of 9/11/2020				
17531	09/17/2020	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	1,475.00
				<u>1,475.00</u>
2116822				



**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17532	09/17/2020	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				
17533	09/17/2020	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17534	09/17/2020	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	525.39
				<u>525.39</u>
Premium Reimburse				
17535	09/17/2020	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	571.29
				<u>571.29</u>
Premium Reimburse				
17536	09/17/2020	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	2,116.40
				<u>2,116.40</u>
21633				
17537	09/17/2020	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17538	09/17/2020	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				
17539	09/17/2020	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				

SAN GABRIEL VALLEY MVCD

Claims List

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17540	09/17/2020	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 9/11/2020				
17541	09/17/2020	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	106.78
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	28.15
057-518-21009				<u>134.93</u>
17542	09/17/2020	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Monit & Maint (Monitoring & Maintenance)	258.00
			6040 Monit & Maint (Monitoring & Maintenance)	1,102.14
R-00217718			6040 Monit & Maint (Monitoring & Maintenance)	341.85
			6040 Monit & Maint (Monitoring & Maintenance)	1.92
				<u>1,703.91</u>
17543	09/17/2020	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17544	09/17/2020	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	930.00
A20016 March	09/14/2020		6046 PROFESSIONAL SERVICES - IT	620.00
			6046 PROFESSIONAL SERVICES - IT	775.00
A20059 April	09/14/2020		6046 PROFESSIONAL SERVICES - IT	930.00
			6046 PROFESSIONAL SERVICES - IT	620.00
				<u>4,650.00</u>
17545	09/17/2020	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 9/11/2020				
17546	09/17/2020	TPx COMMUNICATIONS	6320 Office phones (Office phones)	1,926.63
				<u>1,926.63</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

September 17, 2020

Item 4.1

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				1,926.63
1345057343-0				
<b>17547</b>	<b>09/17/2020</b>	<b>VERIZON WIRELESS</b>	6312 Monthly District Field Ph (Monthly District Fiel	1,291.00
			6312 Monthly District Field Ph (Monthly District Fiel	1,686.76
772560380-00001				<u>2,977.76</u>
<b>17548</b>	<b>09/17/2020</b>	<b>WELLS FARGO VENDOR FIN SERV</b>	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5011784137				
<b>17549</b>	<b>09/17/2020</b>	<b>WEST VALLEY MVCD</b>	6251 ARBOVIRUS TESTING SUPPLIES	1,692.00
				<u>1,692.00</u>
2602				
<b>17550</b>	<b>09/17/2020</b>	<b>WEX/CHEVRON</b>	6262 Fuel for Trucks (Fuel for Trucks)	6,158.97
				<u>6,158.97</u>
67387992				
		<b>Accounts Payable for September 17, 2020</b>		<b>38,083.34</b>
		<b>Total Accounts Payable for September 2020</b>		<b>103,351.26</b>
		<b>Total Payroll for September 2020</b>		<b>236,666.34</b>
		see attached		
		<b>Total Claims for September 2020</b>		<b>340,017.60</b>

**San Gabriel Valley MVCD  
Payroll for September 2020**

Item 4.1

<b>Department</b>	<b>September 3, 2020</b>	<b>September 17, 2020</b>	<b>TOTAL</b>	
EXECUTIVE	9,014.40	9,023.76	18,038.16	
ADMINISTRATION	11,783.54	11,845.56	23,629.10	
OPERATIONS	49,839.29	49,036.30	98,875.59	
SURVEILLANCE	16,146.08	15,970.33	32,116.41	
COMMUNICATIONS	14,128.15	14,278.15	28,406.30	
SEASONAL WORKERS	<u>10,214.74</u>	<u>9,719.07</u>	<u>19,933.81</u>	
Gross Payroll	111,126.20	109,873.17	-	220,999.37
Employer Taxes	2,209.44	1,940.02		4,149.46
Car Allowance	500.00	-		500.00
Employee Benefit-Med	<u>5,370.88</u>	<u>5,646.63</u>		<u>11,017.51</u>
<b>TOTAL PAYROLL</b>	<b>119,206.52</b>	<b>117,459.82</b>	<b>-</b>	<b>236,666.34</b>

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 25% of Year Completed  
 September 30, 2020

Item 4.2

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	45,356.12	143,578.05	605,545.00	461,966.95	23.71	
Salaries - Non Exempt	139,642.74	418,679.24	1,915,927.00	1,497,247.76	21.85	
Salaries - Overtime	92.98	405.95	14,500.00	14,094.05	2.80	
Salaries - Vacation	5,581.12	12,810.95	84,149.00	71,338.05	15.22	
Salaries-Holiday	7,877.76	15,343.53	109,279.00	93,935.47	14.04	
Salaries, Sick Pay	3,385.23	10,675.54	87,127.00	76,451.46	12.25	
Salaries, Part-time - XH	19,063.42	58,873.88	197,580.00	138,706.12	29.80	Seasonal Expense
Management Car Allowance	500.00	1,500.00	6,000.00	4,500.00	25.00	
Cafeteria Benefit	34,724.02	112,266.53	364,800.00	252,533.47	30.77	Seasonal Expense
Hlth Benefits, Ret Emps	3,203.84	6,824.68	26,000.00	19,175.32	26.25	
Employer, 457 Contribution	240.84	722.52	3,150.00	2,427.48	0.00	
Medicare	3,309.93	9,934.21	45,790.00	35,855.79	21.70	
Retirement - Classic	8,748.22	24,771.24	223,650.00	198,878.76	11.08	
Retirement - Pepra	11,073.12	33,082.88	295,800.00	262,717.12	11.18	
Retirement - Classic-Unfunded Liability	0.00	146,402.00	151,439.00	5,037.00	96.67	One time fee
Retirement - Pepra-Unfunded Liability	0.00	8,065.00	8,342.00	277.00	96.68	One time fee
Social Security	362.36	1,098.03	8,170.00	7,071.97	13.44	
Group Term Life Ins	372.19	1,119.53	4,300.00	3,180.47	26.04	
Tuition Reimbursement	0.00	0.00	4,000.00	4,000.00	0.00	
Insurance, unemployment	477.17	615.53	25,000.00	24,384.47	2.46	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>284,011.06</b>	<b>1,006,769.29</b>	<b>4,180,548.00</b>	<b>3,173,778.71</b>	<b>24.08</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	3,205.01	6,137.17	26,000.00	19,862.83	23.60	
Branded Clothing	161.71	584.15	8,600.00	8,015.85	6.79	
Boots	0.00	1,112.17	4,500.00	3,387.83	24.71	Waders for Techs
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	0.00	3,000.00	3,000.00	0.00	
Advertising	0.00	5,366.36	30,000.00	24,633.64	17.89	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 25% of Year Completed  
 September 30, 2020

Item 4.2

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,258.64	3,517.74	15,000.00	11,482.26	23.45	
Board expenses	2,449.50	7,099.00	38,000.00	30,901.00	18.68	
Computer Hardware	158.00	439.29	42,500.00	42,060.71	1.03	
Computer Software	697.34	11,371.57	61,000.00	49,628.43	18.64	
Website/Email Service	371.98	3,164.97	5,700.00	2,535.03	55.53	Annual service
Facility maintenance	10,571.80	21,857.06	40,000.00	18,142.94	54.64	Electrical work, alarm service
Maintenance, equipment	74.22	696.21	4,000.00	3,303.79	17.41	
Maintenance, grounds	19.58	54.79	10,000.00	9,945.21	0.55	
Lease Equipment	1,500.16	4,500.48	21,000.00	16,499.52	21.43	
Fees & Assessments	0.00	2,857.24	4,300.00	1,442.76	66.45	LAFCO Fees
Hiring expenses	0.00	0.00	4,000.00	4,000.00	0.00	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	0.00	1,397.61	3,500.00	2,102.39	39.93	Bus travel, crime, cyber premiums
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	2,054.50	5,331.50	25,000.00	19,668.50	21.33	
Memberships	2,471.26	14,269.26	28,000.00	13,730.74	50.96	MVCAC. Cal Chamber
Miscellaneous expenses	236.84	483.59	3,500.00	3,016.41	13.82	
Postage	500.00	1,748.28	6,700.00	4,951.72	26.09	
Accounting Services, Auditor	0.00	12,528.50	22,000.00	9,471.50	56.95	Progress payments-auditor
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	4,650.00	9,150.00	50,000.00	40,850.00	18.30	
Printing & Reproduction	3,796.13	3,796.13	16,500.00	12,703.87	23.01	
Research	0.00	0.00	500.00	500.00	0.00	
Seminars and meetings	0.00	177.50	47,600.00	47,422.50	0.37	
Supplies, Surveillance	1,513.45	2,653.81	10,000.00	7,346.19	26.54	
Supplies, Vehicle Maintenance	3,983.86	9,959.79	60,000.00	50,040.21	16.60	
Supplies, Gasoline	6,158.97	19,375.06	65,000.00	45,624.94	29.81	Seasonal crew added expense
Supplies, Office	304.54	936.96	11,600.00	10,663.04	8.08	
Supplies, Mosquito Fish	343.15	471.66	5,000.00	4,528.34	9.43	
Supplies, Operations	295.10	3,423.89	15,000.00	11,576.11	22.83	Equipment for Technicians
Supplies, Pesticides	0.00	51,245.61	75,000.00	23,754.39	68.33	Pesticides for season

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 25% of Year Completed  
 September 30, 2020

Item 4.2

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	0.00	0.00	10,000.00	10,000.00	0.00	
Supplies, Education Program	6,250.00	8,750.00	14,000.00	5,250.00	62.50	Illustratipons for education program
Supplies, Safety	789.57	2,515.16	20,000.00	17,484.84	12.58	
Supplies, Media Production	507.45	507.45	6,000.00	5,492.55	8.46	
Benefit Assesment Admin Cost	12,069.19	12,069.19	118,000.00	105,930.81	10.23	
Communications, field	2,977.76	10,612.56	42,000.00	31,387.44	25.27	
Telephone, Internet	998.30	2,994.90	14,000.00	11,005.10	21.39	Increase in fees
Telephone , Office	1,925.83	4,199.75	15,500.00	11,300.25	27.10	
Training , CEU's	0.00	296.00	6,000.00	5,704.00	4.93	
Uniforms and clothing	1,018.03	2,336.98	12,000.00	9,663.02	19.47	
Utilities, Electric	4,807.55	8,799.56	30,000.00	21,200.44	29.33	A/C expense
Utilities, Natural Gas	134.93	389.15	3,100.00	2,710.85	12.55	
Utilities, Water	134.86	545.72	2,200.00	1,654.28	24.81	
Automobile Lease	2,490.00	7,470.00	30,000.00	22,530.00	24.90	
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>80,879.21</b>	<b>481,839.77</b>	<b>1,332,674.00</b>	<b>850,834.23</b>	<b>36.16</b>	
<b>TOTAL EXPENSES</b>	<b>364,890.27</b>	<b>1,488,609.06</b>	<b>5,513,222.00</b>	<b>4,024,612.94</b>	<b>27.00</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	6,395.26	116,979.79	242,000.00	125,020.21	48.34	
<b>TOTAL CAPITAL EXPENSES</b>	<b>6,395.26</b>	<b>113,295.59</b>	<b>242,000.00</b>	<b>128,704.41</b>	<b>46.82</b>	
<b>RESERVES</b>						
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	459,849.00	459,849.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	49,000.00	49,000.00	0.00	
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>2,035,307.00</b>	<b>2,035,307.00</b>	<b>0.00</b>	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
September 11, 2020**

**TRUSTEES ATTENDING**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Joseph Rocha (Azusa)  
Rick Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Charles Myers (Glendora)  
Catherine Marcucci (Industry)  
Manuel Garcia (Irwindale)  
Elyse Rasmussen (La Verne)  
Jamie Bissner (Los Angeles Co.)  
Becky Shevlin (Monrovia)  
Joseph Leon (Monterey Park)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Emmett Badar (San Dimas)  
Juli Costanzo (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Manuel Lozano (Baldwin Park)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Jason Farned  
Levy Sun  
Melissa Doyle  
Marta Tanaka  
Pablo Cabrera  
Kriztian Luna

**GUESTS PRESENT**

Ryan Vienna  
Mary-Joy Coburn

**1. Call to Order**

Board President Becky Shevlin shared the tragic news of the passing of Board of Trustee Member Dan Holloway, who represented the City of La Puente. President Shevlin expressed heartfelt gratitude on behalf of the board for his commitment and



passion to the Districts' public health mission and requested a moment of silence in his honor.

Board President Becky Shevlin called the meeting to order at 7:05 a.m.

Trustee Emmett Badar announced this will be his last meeting as representative for the City of San Dimas. He introduced Ryan Vienna, Mayor Pro-Tem for the City of San Dimas, as his successor.

**2. Pledge of Allegiance and Silent Roll Call**

Trustee Emmett Badar led the Pledge of Allegiance, and Roll Call Attendance was taken.

**3. Opportunity for Public Comment on Non-Agenda Items**

None

**4. Consent Calendar**

A Motion made by Trustee Tim Sandoval and seconded by Trustee Margaret Finlay to approve consent calendar was approved by roll call vote.

**5. Consider Southern California Mosquito and Vector Control Districts Mutual Aid Agreement**

Board President Becky Shevlin stated this agreement provides the framework for vector control agencies to assist one another during an emergency.

District Manager Jared Dever explained that the agreement defines methods for requesting assistance and provides for reimbursement of equipment and personnel costs.

A motion made by Trustee Henry Morgan and seconded by Trustee Margaret Finlay, to approve the Southern California Mosquito and Vector Control Districts Mutual Aid Agreement, was approved by roll call vote.

**6. Announcement of Trustees Term Ending December 31, 2020**

Board President Becky Shevlin announced that terms are ending as of December 31, 2020 for Trustees Emmett Badar, John Capoccia, Juli Costanzo, Manuel Garcia, Catherine Marcucci, Charles Myers, Joseph Rocha, Tim Sandoval, Stephen Sham, Cynthia Sternquist, and Allen Wu.

President Shevlin advised that district staff will coordinate with the respective cities, and recommended that trustees follow up with city staff to ensure appointments are completed. She also noted that the only qualification to serve on the board is to reside in the city of appointment.

Board President Becky Shevlin thanked Trustee Emmett Badar for his service.

**7. Announcement of Ad Hoc Legal Counsel Committee Members**

Board President Becky Shevlin announced that in addition to her, Trustees Richard Barakat, Jamie Bissner, Corey Calaycay and Juli Costanzo volunteered to serve on the Ad Hoc Legal Counsel Committee.

President Shevlin advised the committee has six respondent proposals to review. After thorough review, respondents will be selected for oral interviews that will be scheduled prior to the October 9, 2020 Board Meeting. A recommendation will be presented to the board consideration at the October 9, 2020 Board Meeting.

**8. Committee Reports****8.1 Public Information Committee Report of August 18, 2020**

Committee Chair Elyse Rasmussen reported that the committee reviewed the Swimming Pool violation notice and determined that a notification panel alerting residents who believe they have received the letter in error should be at the top of the violation notice.

Levy Sun confirmed completing the requested changes.

**8.2 Executive Committee Report of August 27, 2020**

Committee Chair Becky Shevlin reported that the committee met and gave direction to District Manager Jared Dever to review the district bylaws and codes of conduct and amend any areas in need of correction.

District Manager Jared Dever reported that the original bylaws, adopted in 1993 and amended in 2015 had been recovered from district archives. Dever advised that the bylaws require amendment to bring them current with new laws, conflict of interest disclosures, and codes of conduct. He stated that he would make necessary amendments and bring them back to the Board for consideration.

**9. District Administration**

District Manager Jared Dever reported that mosquito traps counts are significantly down over the three-year average. Dever complimented the staff, describing significant changes made to organizational processes and work duties and functions that have positively impacted our efficacy.

Dever further reported on the passing of Assembly Bill 1788, a bill enacting a ban on second generation anticoagulants. Dever stated the bill includes an exemption for agencies that apply second generation anticoagulants to reduce the threat of vector borne disease associated with rodent populations.

**10. Trustee Reports**

Board President Becky Shevlin thanked firefighters for their response to the wildfires.

Board Vice President Tim Sandoval requested the district send flowers to the family of Dan Holloway.

**11. New Business**

None

**12. Adjournment**

The meeting was adjourned at 7:43 a.m.

## Operations Department

Disease Weeks [36-39] | [August 30 – September 26, 2020]

### Chemical Usage:

The current pesticide reporting period ends on September 30, and the usage report will be included in next months board report.

### Zone Specialists:

Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, 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

### Operations Summary:

The District is in the final stages of resolving the 916 unmaintained swimming pools identified in this year's annual aerial surveillance. After a final round of notification, all but 17 properties have responded, and compliance has been confirmed. Inspection warrants have been obtained for the remaining properties and inspections will be conducted as soon as the process allows.

Enhanced neighborhood support is being provided through a new program designed to identify and deliver additional support to high impact neighborhoods. Focused target areas that include approximately sixty properties at one time are identified based on mosquito population, service request density, historical data, and disease threat. These neighborhoods receive enhanced support that includes door to door canvassing, property inspections, habitat reduction, and community education.

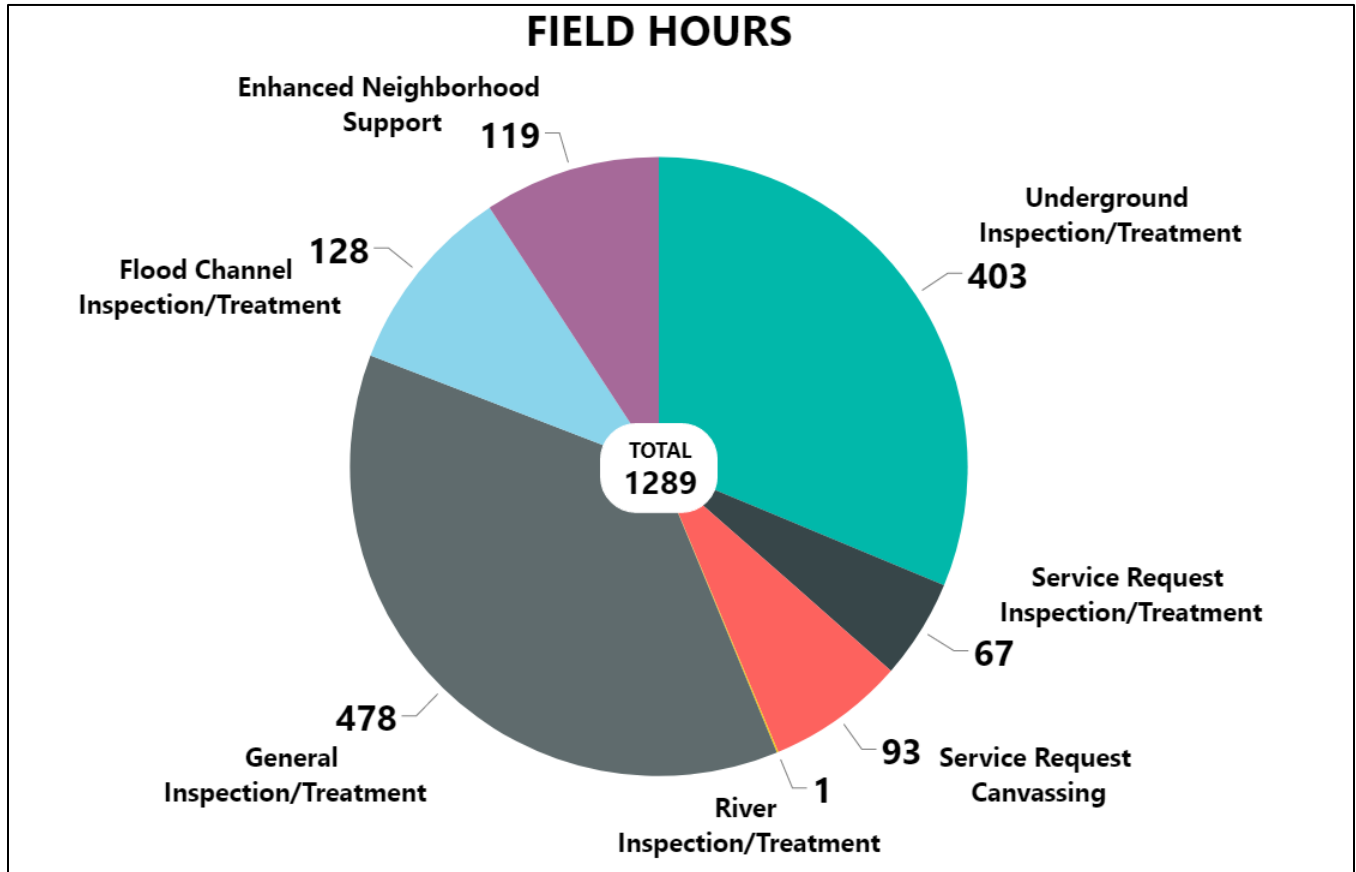
The District is accepting and responding to all types of service requests. A strict no-contact response protocol has been implemented to allow for safe and effective property inspections, consultations, and neighborhood canvassing efforts. The development of new procedures and programs as a response to COVID-19 has been a priority of the District to maintain the support services that residents rely on.

Field Statistics:

**2,759**  
SITES VISITED

**168** - 37.5 %  
2019  
SERVICE REQUESTS

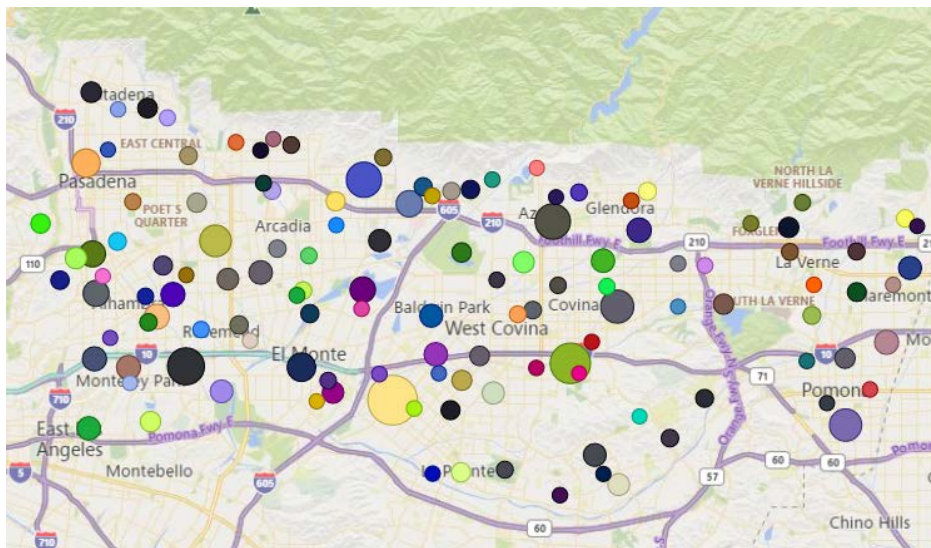
**110** - 5 %  
2019  
CONSULTATIONS



**Surveillance Department**  
 Disease Weeks [36 - 39] | [August 30 – September 26, 2020]

**Insect Surveillance Activities**

The Surveillance Department set traps weekly for mosquitoes. Black fly trapping was suspended during weeks 36 – 39 due to the Bobcat Fire and will resume when conditions have improved. The department has implemented a system of rotating the trapping locations. This strategy provides detailed information regarding the species present and population density for any given area in the District. The map below indicates the locations trapped and the size of the colored circles indicate the level of mosquito activity.



*Figure 1 Mosquito Activity in the San Gabriel Valley Weeks 36 - 39*

**San Gabriel Valley Mosquito Activity**

Mosquito activity was low overall during weeks 36 - 39. Mosquito traps were placed weekly and 201 mosquito samples were tested for virus. Fifteen mosquito samples tested positive for West Nile virus. There have been no reports of human cases in the San Gabriel Valley.

Date of Collection	City	Sample Type	Virus
9/1/2020	Unincorporated LA County – West Valinda	Mosquito	West Nile virus
9/1/2020	La Puente	Mosquito	West Nile virus
9/1/2020	Claremont	Mosquito	West Nile virus
9/1/2020	Unincorporated LA County – West Valinda	Mosquito	West Nile virus
9/9/2020	Claremont	Mosquito	West Nile virus
9/9/2020	Pomona	Mosquito	West Nile virus
9/9/2020	Unincorporated LA County – West Valinda	Mosquito	West Nile virus
9/9/2020	San Gabriel	Mosquito	West Nile virus
9/9/2020	Rosemead	Mosquito	West Nile virus
9/16/2020	Baldwin Park	Mosquito	West Nile virus
9/16/2020	Azusa	Mosquito	West Nile virus
9/16/2020	Rosemead	Mosquito	West Nile virus
9/16/2020	Rosemead	Mosquito	West Nile virus
9/22/2020	Monterey Park	Mosquito	West Nile virus
9/22/2020	San Gabriel	Mosquito	West Nile virus

Overall, the mosquito activity was lower than activity observed since 2018.

Week	Mosquito Activity	2020 Average / Trap
36	Low	17
37	Low	22
38	Low	39
39	Low	32

Mosquito activity is lower in comparison to activity in 2018 and 2019.

- The average number of mosquitoes observed in Weeks 36 - 39, 2020 was 18% lower than in the same weeks in 2018
- The average number of mosquitoes observed in Weeks 36 - 39, 2020 was 32% lower than in the same weeks in 2019
- The average number of mosquitoes observed in Weeks 36 - 39, 2020 was 19% lower than the three year average

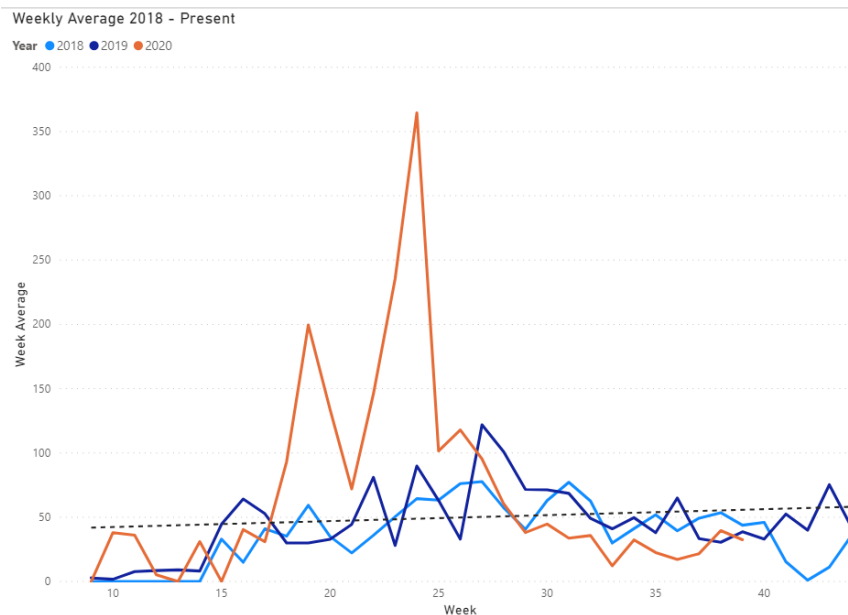


Figure 2 Average Number of Mosquitoes Captured by Week and Year

### Arbovirus Activity in California

Year-to-date, there have been 91 human cases of WNV in California, 27 of these were from Los Angeles county. West Nile virus has been isolated from 261 dead bird collections and 2,295 mosquito samples. In Los Angeles county, 311 samples have tested positive, 28 of those samples were collected in the San Gabriel Valley.

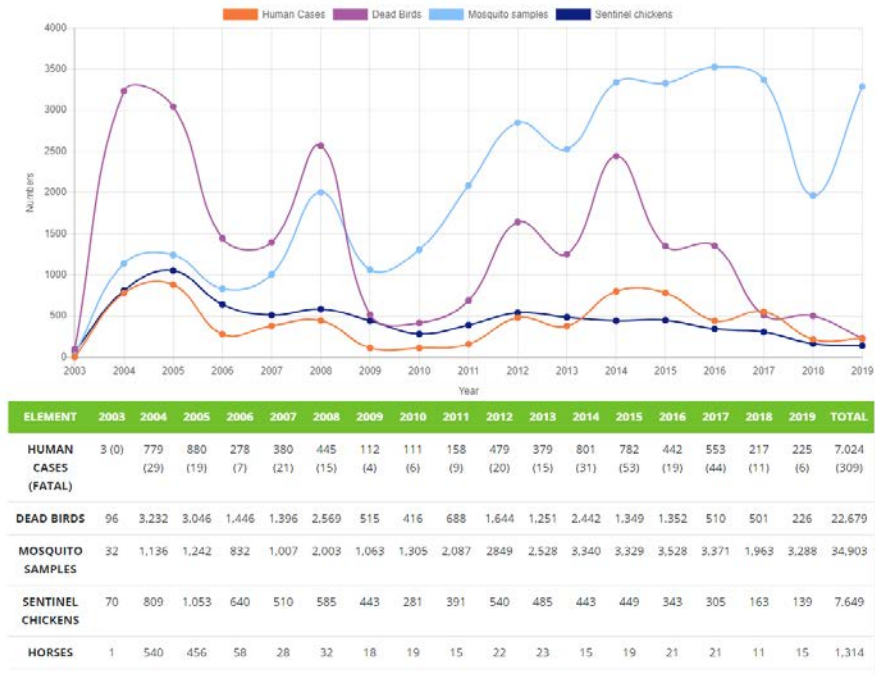


Figure 3 Historical WNV Activity in California

## Department News

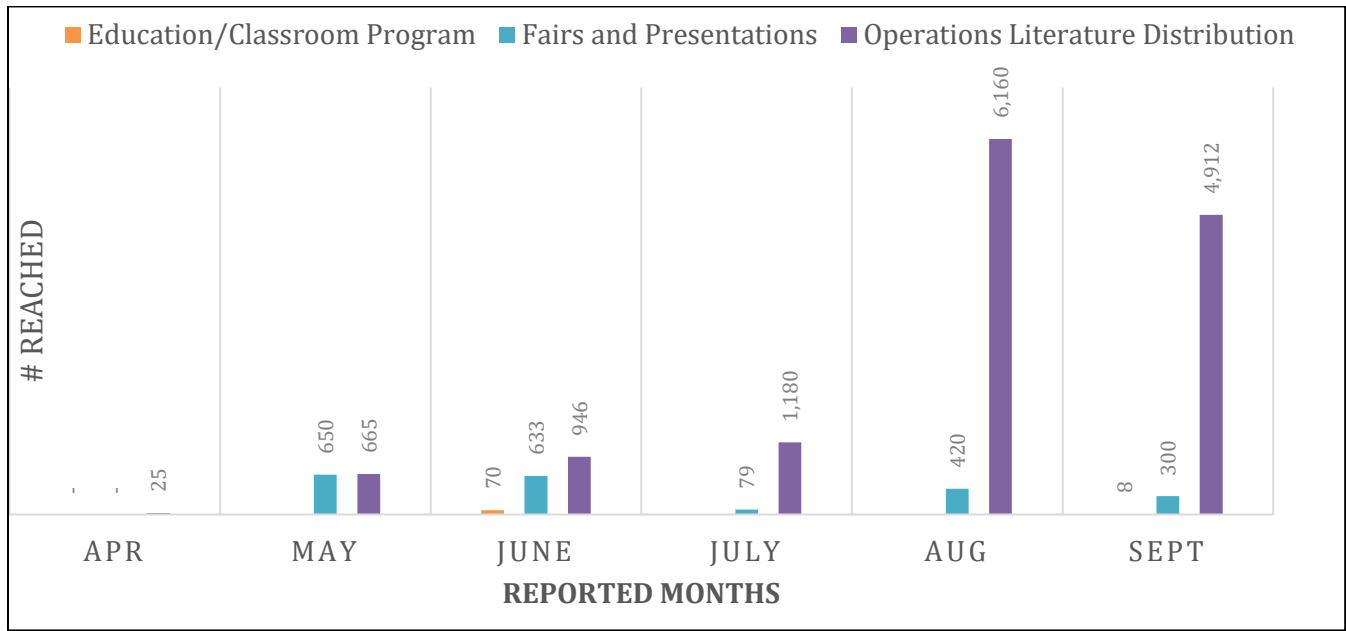
The department is continuing to work on projects to gain further understanding on the ecology of mosquitoes in the San Gabriel Valley. The department is currently working on several projects that support the District’s efforts to control mosquitoes. The current projects include:

- Quantifying the environmental factors associated with traps that capture high numbers of mosquitoes
- Collaborating with a researcher at the University of Pennsylvania for a population genetics study of *Culex tarsalis*
- Standardizing and improving the placement of ovitraps to aid in the detection of *Aedes* mosquitoes
- Identifying the diversity of bird species surrounding areas that have a history of West Nile virus positive mosquito samples
- Quantifying the role of natural breeding habitats in supporting populations of *Aedes* mosquitoes
- Collaborating with the Communications and Operations department in citizen science projects and the evaluation of control techniques

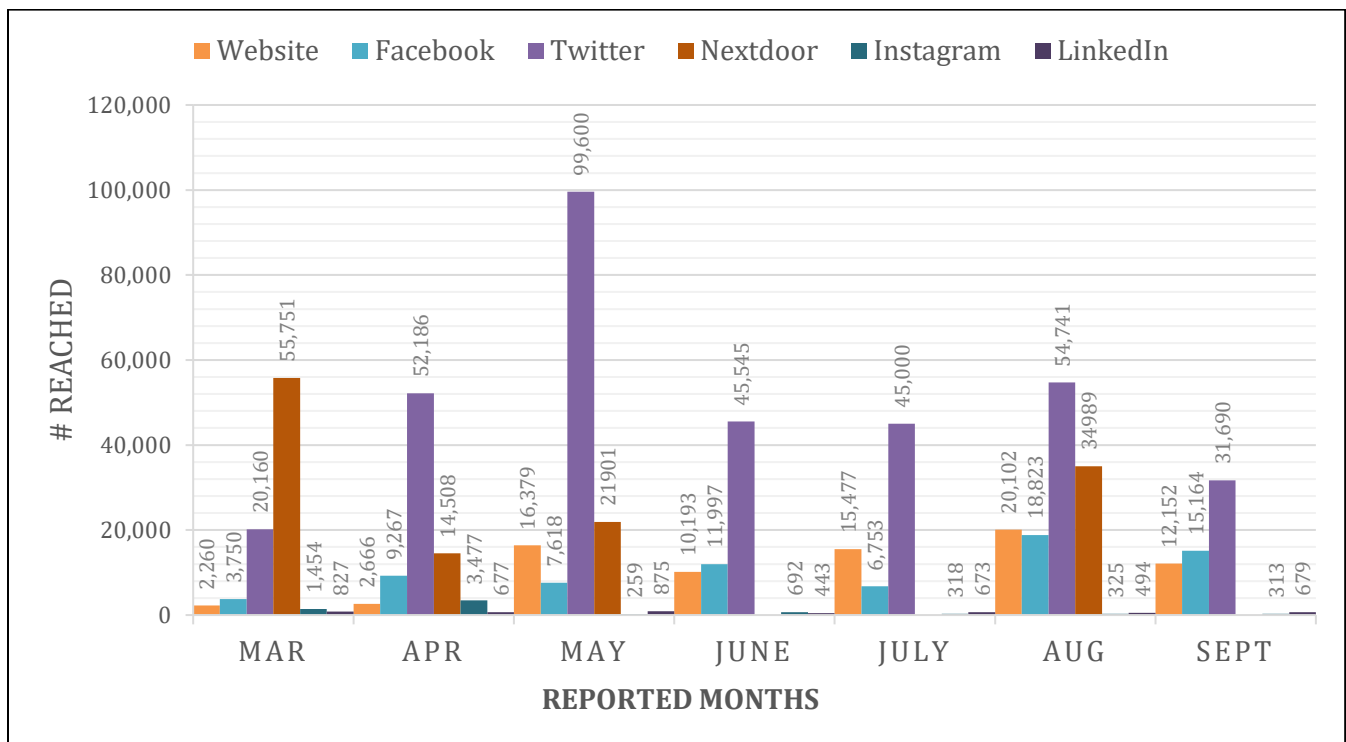


**Communications Department**  
 Disease Weeks [36-39] | [August 30 – September 26, 2020]

**Outreach Activities:**



**Digital Activities:**



**E-blast and Media Activities**

<b>Name of Activity/Media</b>	<b>Date</b>	<b>Headline</b>
Monrovia City Manager Newsletter	9/4	West Nile virus positive mosquito sample in Monrovia
Pasadena Now	9/10	City Warns About the Seasonal Return of Aedes Mosquitoes

**EcoHealth Vector Education Program**

1. Career Day Presentation
  - a. Finalized online content
  - b. Presented to High School Girl Scout troop
2. Digital Escape Rooms for middle and high school students
  - a. Continued transforming escape rooms from Google Forms to live versions
3. Operation Mosquito GRID (Growth Reduction and Insect Identification) development
  - a. Filmed and produced Operation Mosquito G.R.I.D. welcome videos
  - b. Assembled and prepared Operation Mosquito G.R.I.D. kits for shipping to participating students
  - c. Assisted in e-blast content edits and alerting individual teachers to Operation Mosquito G.R.I.D.
4. Special Projects
  - a. Finalized Part 2 of EcoHealth's art with contracted illustrator.
  - b. Developed Padlets pages for K-12 use in remote learning and to support citizen science activities and the Virtual Lab
  - c. Grant Funding and Recognition: Received the Entomological Society of America's Chrysalis Fund Program grant totaling \$2,137 for the Journey of the Germ activity. This activity depicts the movement of a pathogen through the body of the mosquito from an infected host to a new host.
  - d. Continued development of ideas for the Journey of the Germ activity with contractor
5. Website
  - a. Published new [www.VectorEducation.org](http://www.VectorEducation.org) website to improve content and user interface for educators
6. Assessment development of EcoHealth online programs in progress

**Design**

1. Website
  - a. Short Bites blog
2. Video
  - a. Continued development of short social media videos, ranging from 5 – 10 seconds long
  - b. Continued development of Spanish language video content

**General Outreach**

1. Social Media
  - a. Started rolling out our "Be Smart Like" video campaign to help promote repellent use in everyday settings
  - b. Promoted online EcoHealth Vector Education programs
2. Bite Back Program
  - a. Ongoing revamp: automation and improving volunteer experience
  - b. Ongoing revamp Bite Back Program and launch automation emails on Mailchimp
  - c. Designed Bite Back Program Captain, D2D, and Email Only Assessments
  - d. Began drafting Bite Back Champion Multi-Activity Storyboard
3. Operations Department Support
  - a. Combined resources with Operations to improve response and education to residents at home in high-risk West Nile virus areas
  - b. Drafted multi-lingual video script for Operations to gain property inspection access
  - c. Assisted and trained with Operations in ENS
4. Short Bites website blog development
5. Development of pre-recorded presentations for virtual outreach
6. California Native Plant partnership and content development with Theodore Payne Foundation
7. MVCAC
  - a. Finalizing video of inaccessible storm drain / trash capture devices
  - b. Started development of a digital legislative video

**Administrative/Trainings**

1. Updated department and literature inventory
2. Trainings and Webinars
  - a. 9/15 and 9/16 – Monday.com Virtual Conference

**Treasurer's Report - August 2020**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for August 2020.

The Total of All Funds Balance is \$4,739,463.70

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.

A handwritten signature in blue ink, reading "Lloyd Johnson", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 2, FY 2020-2021 received on September 1, 2020**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.92%	\$1,020,184.73	interest	\$0.00	LAIF Statement (August 2020)	\$1,020,184.73

Maturity Date: Perpetual  
Interest rate as of Aug 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.95%	\$3,462,772.79	interest Trust Warrant #699 Sec Mst 2019-20 5th pd Red Mstr 2019-20 4th pd Red PY Mstr 2019-20 4th p	\$2,161.75 (\$906,955.39) \$29,181.63 \$6,764.26 \$120.76	ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2	\$2,594,045.80

Maturity Date: Perpetual  
Interest rate as of June 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.13%	\$104,965.00	interest	\$0.00	VCJPA Statement (June 2020) qrtly	\$104,965.00

Maturity Date: Perpetual  
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Aug 20 Sweep Trust Warrant #699	(\$1,304,370.89) \$397,415.50 \$906,955.39	CB Statement August 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$310,992.86	Deb Activity-Aug 2020 Deposit	(\$397,415.50) \$906,690.81	CB Statement August 2020	\$820,268.17

**Total Beginning  
Balance**

**\$5,098,915.38**

**Total End  
Balance**

**\$4,739,463.70**

**October 9, 2020**

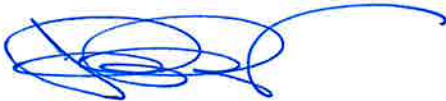
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: October 1, 2020 District Working Fund Balance**

October 1, 2020 balance:	\$2,704,156.70
September 1- September 31, 2020 expenditures:	\$340,017.60

**October 1, 2020 Working Fund Balance: \$2,364,139.10**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

San Gabriel Valley Mosquito and Vector Control District  
Ad Hoc Committee Chair Report

Date: October 9, 2020

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

Subject: **Consider Ad Hoc Legal Counsel Committee Recommendation to Award Contract for Legal Counsel Services**

Exhibit(s):

### Background

At the direction of the Board of Trustees, a Request for Proposal (RFP) for Professional Legal Counsel Services was published for 30 days commencing on July 10, 2020 and concluding on August 11, 2020. At the August 11, 2020 Board of Trustees meeting, a proposal to create a 5 member Ad Hoc Legal Counsel Committee was unanimously approved. The committee was tasked with reviewing the RFP respondent proposals, selecting respondent(s) for interview, and selecting a respondent for consideration of the Board of Trustees on October 11, 2020. At the conclusion of the RFP publish period, six proposals were received on time and all met the requirements of the RFP.

Committee members met virtually on September 18, 2020 to review the proposals. After careful consideration, three candidates were selected to participate in the Ad Hoc Committee interviews held on September 28, 2020, September 30, 2020, and October 2, 2020.

At the conclusion of the interviews, the committee made a unanimous decision to recommend Lewis Brisbois Bisgaard & Smith LLP for consideration of the Board of Trustees.

### Ad Hoc Committee Chair Recommendation

On behalf of the Ad Hoc Legal Counsel Committee, Chair, Becky Shevlin recommends approving contract services for legal counsel with Lewis Brisbois Bisgaard & Smith LLP.

### Alternative

Do not approve the recommendation to contract with Lewis Brisbois Bisgaard & Smith LLP for legal counsel services and consider alternative candidate selection.

### Fiscal Impact

Legal Services are inclusive in the FY 2020/21 Annual Budget, Non-Departmental Line Item 6130. The annual budgeted amount for general counsel legal services is \$25,000.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Jared Dever', with a long, sweeping flourish extending to the right.

Jared Dever  
District Manager





September 25, 2020

Rose Alba  
San Gabriel Valley Mosquito & Vector Control District  
1145 N. Azusa Canyon Rd.  
West Covina, CA 91790

Dear Rose:

Enclosed with this letter, please find 4 bound copies of the Audit Report for the San Gabriel Valley Mosquito & Vector Control District for the fiscal year ended June 30, 2019.

In addition, a Report to the Board of Directors is included that is to be provided to them as soon as possible. The Report contains certain communications required by our professional standards.

Please do not hesitate to call should you have any questions.

Sincerely,

Paul J. Kaymark, CPA

**SAN GABRIEL VALLEY  
MOSQUITO AND VECTOR CONTROL DISTRICT  
Report to the Board of Trustees  
For the Fiscal Year Ended  
June 30, 2019**



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*Table of Contents*

*For the Fiscal Year Ended June 30, 2019*

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<b>Letter to Board of Trustees.....</b>	<b>1</b>
<b>Required Communications .....</b>	<b>2</b>
<b>Summary of Adjusting Journal Entries .....</b>	<b>4</b>



Board of Trustees  
San Gabriel Valley Mosquito and Vector Control District  
Covina, California

We are pleased to present this report related to our audit of the financial statements of the San Gabriel Valley Mosquito and Vector Control District (District) as of and for the year ended June 30, 2019. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Murrieta, California  
March 31, 2020

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***Required Communications***

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## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

### Required Communications

For the Fiscal Year Ended June 30, 2019

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
<b>Our Responsibilities with Regard to the Financial Statement Audit</b>	Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated June 1, 2019. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
<b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b>	An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions and the account-type of areas tested. There were no changes to the planned scope and timing of our audit testwork.
<b>Accounting Policies and Practices</b>	<p><b>Accounting Policies and Practices</b> Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. During our audit, no such circumstances were noted.</p> <p><b>Adoption of, or Change in, Significant Accounting Policies or Their Application</b> Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p><b>Significant or Unusual Transactions</b> We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p><b>Management's Judgments and Accounting Estimates</b> Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgement. No such significant accounting estimates were noted or estimate applications were changed from the previous year.</p>
<b>Audit Adjustments</b>	Audit adjustments are summarized in the attached <b>Summary of Adjusting Journal Entries</b> .
<b>Uncorrected Misstatements</b>	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT***Required Communications**For the Fiscal Year Ended June 30, 2019*

<b>Area</b>	<b>Comments</b>
<b>Discussions With Management</b>	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
<b>Disagreements With Management</b>	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
<b>Consultations With Other Accountants</b>	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
<b>Significant Issues Discussed With Management</b>	No significant issues arising from the audit were discussed or the subject of correspondence with management.
<b>Significant Difficulties Encountered in Performing the Audit</b>	No significant difficulties were encountered in performing our audit.
<b>Required Supplementary Information</b>	<p>We applied certain limited procedures to the:</p> <ol style="list-style-type: none"> <li>1. Management's Discussion and Analysis</li> <li>2. Budget to Actual Comparison</li> <li>3. Required Pension Plan Disclosures</li> <li>4. Required OPEB Plan Disclosures</li> </ol> <p>Which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>

This information is intended solely for the information and use of Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

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***Summary of Adjusting Journal Entries***

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT***Summary of Adjusting Journal Entries**For the Fiscal Year Ended June 30, 2019*

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 1</b>			
To Reverse Imprest Cash Balance			
3200	Retained Earnings	100,000.00	
1019	Imprest Cash		100,000.00
<b>Total</b>		<b>100,000.00</b>	<b>100,000.00</b>
	<b>Total Adjusting Journal Entries</b>	<b>100,000.00</b>	<b>100,000.00</b>
	<b>Total All Journal Entries</b>	<b>100,000.00</b>	<b>100,000.00</b>

San Gabriel Valley Mosquito and Vector Control District  
District Manager Report

Date: October 9, 2020

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

Subject: **Consider Amendment to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program; and Article XII Vacation, Section 3. Cash Out Program**

Exhibit(s): EXHIBIT 7A, 7B

Background

The District has long established accrual limits on vacation and sick time off, and defined processes for requesting an annual cash out of surplus personal time off (PTO). However, the unforeseen continuation of COVID-19 travel restrictions and prohibition of public recreational activities have challenged our current personnel policies and procedures. These restrictions combined with the fact that our staff are considered essential public health workers during a declared public health emergency, has resulted in many staff members reaching their defined maximum accrual rates.

To remedy our current situation and to aid in reducing future annual budget accounting of PTO, improve our annual audit position statement of personnel expense debt obligations, the revised annual cash out programs for sick and vacation PTO are proposed (**EXHIBIT 7A, 7B**).

In preparing these policy changes I have consulted with District auditor, Paul Kaymark CPA, Nigro & Nigro PC, to ensure the proposed cash out policies are compliant with current IRS auditing rules and standards. Of particular concern is the issue of constructive receipt (distribution/receipt of income accrued or earned in a previous taxable year) of accrued PTO. To avoid this issue, irrevocable leave cash out election forms are required to be submitted by employees wishing to participate in the program during the prior calendar year to which it will be accrued and distributed. In addition, the IRS allows for three narrowly defined exemptions to constructive receipts that have been referenced in each policy.

One additional policy amendment is also proposed in Article XI, Section 1. Sick Leave, A. Accumulation of Sick Leave, Subsection 5. The amended sick leave provision for part-time and extra help employees has been added in ensure District compliance with recent California Labor Laws changes.

District Manager Recommendation

Approve the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program; and Article XII Vacation, Section 3. Cash Out Program.

Alternative

Do not approve the proposed amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions, Section 1. Sick Leave, Section 2. Cash Out Program; and Article XII Vacation, Section 3. Cash Out Program.

Fiscal Impact

Annual projections of employee sick and vacation PTO use and cash out are included in their respective departmental budgets. The addition of irrevocable leave cash out election forms will aid in preparing more accurate annual budget line item projections. In addition, the ability for employees to draw down their accrued time can help reduce the stated debt obligations of the district during our annual audit, and potentially help improve our overall financial position statement.

Respectfully submitted,

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

Jared Dever  
District Manager

## ARTICLE XI

**LEAVE PROVISIONS**  
**(Amended October 09, 2020)****SECTION 1. Sick Leave**

## A. Accumulation of Sick Leave

1. For the purpose of this Section, each bi-weekly pay period for which a full-time employee receives his or her full bi-weekly salary shall be considered the equivalent of eighty (80) scheduled paid hours.
2. During the first three (3) years of employment, regular, probationary, and limited-term full-time employees shall earn 0.03462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period
3. After an employee has been paid for six thousand two hundred forty (6,240) scheduled hours exclusive of overtime hours, regular, probationary, and limited-term full-time employees shall earn 0.0462 hours of sick leave with pay for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period.
4. Sick leave earned shall be added to the employee's sick leave account upon the completion of the pay period. No credit shall be applied during the progress of the pay period or for a portion of the pay period during which the employee terminated District service.
5. **All part-time and extra help employees who work 30 or more days within a year from the commencement of employment with the District shall receive three (3) days or twenty-four (24) hours of paid sick leave, whichever is greater, at the beginning of each 12-month period under the front load method. Any unused and applied paid sick leave will not carry over year to year.**

## B. Permitted Uses of Sick Leave

Sick Leave may only be applied to:

1. An absence necessitated by employee's personal illness, injury, or disability due to pregnancy or childbirth.
2. Medical and dental office appointments when absence during working hours for this purpose is authorized by the District.
3. During each calendar year, employees may use up to one-half of their yearly sick leave accrual for the purpose of attending to a child, parent, or spouse who is ill. Leave for this purpose may not be taken until sick leave has been accrued. Furthermore, any hours

that would otherwise be available and are not used, do not carry over from year to year. For example, if an employee earns 96 hours of sick leave per year, 48 hours may be used during the calendar year to attend to an ill child, parent, or spouse. If an employee only uses 40 hours during the calendar year, the employee will not be able to carry over the remaining 8 hours into the following calendar year, and then have 56 hours of leave (48 new hours plus 8 carried over) in the subsequent year. For the purposes of this Section child means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis, a parent means a biological, foster, or adoptive parent, a stepparent, or a legal guardian, and a spouse means a legal spouse according to the laws of California.

4. In addition to the leave provided in Section b. 3. above, an absence because of a serious illness of an immediate family member may be taken, up to a maximum of three (3) working days for each serious illness occurrence. "Serious illness" includes inpatient care, continuing treatment by a health care provider, childbirth, a period of incapacity of more than three consecutive days which requires subsequent treatment or subsequent periods of incapacity relating to the same condition, incapacity due to a chronic serious health condition such as asthma, diabetes, or epilepsy, incapacity due to a permanent or long-term conditions which may or may not be treatable, or absences to receive multiple treatments such as chemotherapy or radiation. For purposes of this Section, immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, spouse, child, grandchild, grandparent, or legal guardian.
5. Illness while on paid vacation shall be charged to sick leave rather than vacation only under the following conditions:
  - a. The illness or injury precludes the effective use of vacation and prevents the employee from performing his or her normal duties.
  - b. The employee shall notify his or her supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.
  - c. The District shall not be obligated to extend the vacation beyond the original scheduled ending date.
  - d. Upon return to work, the employee shall furnish the District with a certificate signed by a licensed physician or registered nurse stating the nature of the medical condition and the period of disablement.
6. Absence from duty because of personal business shall not exceed sixteen (16) working hours during the fiscal year.

C. Prohibited Uses of Sick Leave

Sick Leave shall not be applied to absences other than those listed above.

#### D. General Provisions

1. In any use of sick leave, an employee's account shall be charged to the nearest quarter hour.
2. An employee may be required to furnish a certificate issued by a licensed physician or registered nurse or other satisfactory evidence of illness, injury, medical condition, or medical or dental office calls when the District has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.
3. An employee shall be required to furnish a certificate issued by a licensed physician or registered nurse in the event that three (3) or more consecutive days (or 24 hours) of sick leave pay are charged. An employee absent due to personal illness, injury, or disability for two weeks or more shall be required to furnish a release to "return-to-work" from the health care provider stating the employee is able to resume work.
4. Any conditions or restrictions placed on an employee's use of sick leave apply also to sick leave used because of a serious illness of an immediate family member and for care of an ill child, parent, or spouse.
5. Employees may accumulate up to 240 hours of sick leave.
6. Upon official retirement from District service, the employee shall be compensated for accumulated sick leave not to exceed 240 hours at fifty percent (50%) of the employee's current rate of pay. In order to receive payment for accumulated sick leave upon retirement, the employee must be at least 50 years of age and have worked for the District with no break in service for a minimum of five (5) years.
7. If an employee dies due to a work-related injury while in the employ of the District, his or her survivors shall receive payment for all accumulated sick leave not to exceed 240 hours at one hundred percent (100%) of the employee's current rate of pay.
8. Upon separation from District service for reasons other than retirement or death, no employee shall be paid for any accumulated sick leave.

#### Section 2: Cash Out Program

1. On an annual basis and pursuant to the requirements stated below, elect to receive payment of accrued sick leave at the end of the following year. Eligible employee may elect to cash out up to a maximum of forty (40) sick leave hours at fifty percent (50%) of current rate of pay, by submitting an irrevocable leave cash out election form to Human Resources or designee by no later than December 10. Employee must maintain eighty (80) hours of sick leave to be eligible for the sick leave cash out program. The leave hours identified in the irrevocable leave cash out election

form to be cashed out shall be deducted from sick leave hours accrued in the following calendar year and shall be paid out in the first pay period of December of the following calendar year at fifty percent (50%) rate of the employee's base hourly rate of pay at the time of cash out. The remaining unused sick leave shall remain in the sick leave bank. At the time of cash out in December of the following year, if the employee has less sick leave hours in the sick leave bank than the amount identified in the irrevocable leave cash out form, then the amount of sick leave remaining in the sick leave bank shall be cashed out.

The irrevocable leave cash out election form is available in the Human Resources Department. Once the employee submits the leave cash out election form, the form is final and irrevocable, and the employee may not make any changes to it. Employees who do not submit irrevocable leave cash out election forms by December 10 will have been deemed to have elected to forgo participation in the annual sick leave cash out program. Late irrevocable leave cash out election forms will not be accepted.

In addition to annual sick leave cash out, an employee shall be entitled to make one written request per calendar year to the District Manager for a cash-out of accrued sick leave for one of the following reasons: Declaration of local emergency, catastrophic medical emergency or military leave. Such request must be submitted on the emergency leave cash out form and must be reviewed by the District Manager to determine eligibility. Authorization of emergency cash out request shall be at the discretion of the District Manager.

**ARTICLE XII**

**VACATION**

**(Amended October 09, 2020)**

**SECTION 1. Accumulation of Vacation**

- A. A new employee in a full-time or part-time regular, probationary, or limited-term position shall earn 0.0462 hours of vacation for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period. Vacation earned shall be added to the employee's vacation leave account upon the completion of the pay period. For the purpose of this Section, pay period is bi-weekly. If the employee starts to work or terminates employment in the middle of a pay period, the employee shall not earn vacation hours for that pay period. Full-time employees must accumulate two thousand eighty (2080) regularly scheduled paid hours before vacation may be taken off. Part-time employees must work fifty two (52) consecutive weeks before vacation may be used.
- B. After an employee in a regular, probationary, or limited-term position has accumulated ten thousand four hundred (10,400) regularly scheduled paid hours, the employee shall earn 0.0577 hours of vacation for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period. Vacation earned shall be added to the employee's vacation leave account upon the completion of the pay period. No vacation hours shall be credited for any portion of a pay period during which an employee terminates District service.
- C. After the employee in a regular, probationary, or limited-term position has accumulated sixteen thousand six hundred and forty (16,640) regularly scheduled paid hours, the employee shall earn 0.06923 hours of vacation for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period. Vacation earned shall be added to the employee's vacation leave account upon the completion of the pay period. No vacation hours shall be credited for any portion of a pay period during which an employee terminates District service.
- D. After the employee in a regular, probationary, or limited-term position has accumulated twenty seven thousand and forty (27,040) regularly scheduled paid hours, the employee shall earn 0.075 hours of vacation for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period. Vacation earned shall be added to the employee's vacation leave account upon the completion of the pay period. No vacation hours shall be credited for any portion of a pay period during which an employee terminates District service.



- E. After the employee in a regular, probationary, or limited-term position has accumulated thirty nine thousand five hundred and twenty (39,520) regularly scheduled paid hours, the employee shall earn 0.0923 hours of vacation for each paid hour in a regularly scheduled workweek or period to a maximum of eighty (80) hours in a pay period. Vacation earned shall be added to the employee's vacation leave account upon the completion of the pay period. No vacation hours shall be credited for any portion of a pay period during which an employee terminates District service.
- F. The maximum allowable vacation credit at any one time for a full-time employee shall be two hundred forty (240) hours. Once two hundred forty (240) hours have been accumulated, no additional vacation hours shall be credited unless vacation hours are used.

## **SECTION 2. General Provisions**

- A. In any use of vacation, an employee's account shall be charged to the nearest quarter hour.
- B. Extra help employees shall not earn vacation.
- C. All vacations must be approved thirty days in advance by the District Manager. Use of vacation in emergency situations may be approved by the District Manager without prior notice.
- D. During active mosquito months, May through October, vacations shall be granted to only one employee at a time. Although it is requested that vacations be scheduled during months of low mosquito activity, consideration shall be given to employees who request specific vacation periods.
- E. No vacation shall be accumulated by employees while they are on an unpaid leave of absence of more than ten (10) working days or non-work related disability leave.
- F. No scheduled vacation will be canceled except in cases of emergency.
- G. Illness while on paid vacation will be charged to sick leave rather than vacation only under the conditions specified in Article XI, Section 1.B.4.
- H. If an employee has accumulated 240 hours of vacation and is unable to use vacation hours due to a District emergency, the District Manager may authorize accumulation of hours in excess of 240 hours or may authorize payment of hours in excess of 240 hours. In either case, the employee must use vacation hours once the emergency has passed.

- I. Employees shall be notified in writing three (3) months prior to accumulation of 240 hours and requested to schedule vacation time.
- J. An employee separating from District service for reasons other than paid District retirement shall be paid for all accrued vacation in a lump sum payment. An employee who is separating from District service by way of paid District retirement may elect either to take time off for his or her vacation or to be paid for his or her vacation in a lump sum payment.

### **SECTION 3. Cash Out Program**

- A. An employee may, on an annual basis and pursuant to the requirements stated below, elect to receive payment of accrued vacation leave at the end of the following year. Employees may elect to cash out, in increments of ten (10) hours, up to a maximum of sixty (60) vacation leave hours by submitting an irrevocable leave cash out election form to Human Resources or designee by no later than December 10. The leave hours identified in the irrevocable leave cash out election form to be cashed out shall be deducted from vacation leave hours accrued in the following calendar year and shall be paid out in the first pay period of December of the following calendar year at the employee's base hourly rate of pay at the time of cash out. The remaining unused vacation leave shall remain in the vacation leave bank. At the time of cash out in December of the following year, if the employee has less vacation leave hours in the vacation leave bank than the amount identified in the irrevocable leave cash out form, then the amount of vacation leave remaining in the vacation leave bank shall be cashed out.

The irrevocable leave cash out election form is available in the Human Resources Department. Once the employee submits the leave cash out election form, the form is final and irrevocable, and the employee may not make any changes to it. Employees who do not submit irrevocable leave cash out election forms by December 10 will have been deemed to have elected to forgo participation in the annual vacation leave cash out program. Late irrevocable leave cash out election forms will not be accepted.

In addition to annual vacation leave cash out, an employee shall be entitled to make one written request per calendar year to the District Manager for a cash-out of accrued vacation leave for one of the following reasons: Declaration of local emergency, catastrophic medical emergency or military leave. Such request must be submitted on the emergency leave cash out form and must be reviewed by the District Manager to determine eligibility. Authorization of emergency cash out request shall be at the discretion of the District Manager.