

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

**Board of Trustees Meeting
August 10, 2018 at 7:00 AM**

Agenda


- 1. Call to Order**
(Board President Corey Calaycay)
- 2. Pledge of Allegiance and Silent Roll Call**
- 4. 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.
- 5. 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 July***
 - B. Budget Status Report for July ***
 - C. Minutes of Board of Trustees Meeting July ***
 - D. Operations Report***
 - E. Surveillance Report***
 - F. Communications Report***
 - G. June 2018 Monthly Treasurer Report /
District Working Balance for August 2018***
- 6. The Board will meet in Closed Session**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of Case: Cook vs San Gabriel Valley MVCD

7. **Report from Ad Hoc Selection Committee regarding interviews conducted on July 13, 2018 for proposers of the Geospatial Vector Control Database Software RFP.**
(Board President Corey Calaycay) (Action Required) (Approve/Disapprove)
8. **Presentation: "Operations Department Overview"**
(Operations Manager Jason Farned)
9. **District's Administration**
(District Manager)
 - A. **Citizen's Business Bank Account Signer**
Report of the additional authorized signatory on Citizens Business Bank account under Resolution 2002-10.
10. **Informational Reports**
(Verbal Report)
11. **Trustee Reports**
(Verbal Report)
12. **New Business**
Opportunity for Trustees to request future agenda items
(Verbal Report)
13. **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."



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

SAN GABRIEL VALLEY MVCD

Claims List

July 12, 2018

Num	Date	Name	Item	Original Amount
EFT	07/12/2018	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	262.50
2013172			6070 CAFETERIA BENEFIT	441.66
			6070 CAFETERIA BENEFIT	83.33
				<u>1,008.32</u>
EFT	07/12/2018	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance I	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance I	298.33
B771880			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,279.60
			6070 Premiums, life - Cafeter (Voluntary Insurance I	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance I	51.81
				<u>1,963.58</u>
EFT	07/12/2018	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	310.40
			6070 Med premiums - Cafeteria (Medical premiums)	4,355.69
7165101556			6070 Med premiums - Cafeteria (Medical premiums)	2,283.73
			6070 Med premiums - Cafeteria (Medical premiums)	1,912.56
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	266.00
			6070 ADMIN FEE (Admin fee)	40.94
			6070 ADMIN FEE (Admin fee)	5.06
				<u>9,174.38</u>
EFT	07/12/2018	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015348437				<u>9,174.65</u>
EFT	07/12/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	504.85
			6200 RETIREMENT - CLASSIC (Employer Contribu	908.65
PR of 7/12/18			6200 RETIREMENT - CLASSIC (Employer Contribu	1,825.70
			6200 RETIREMENT - CLASSIC (Employer Contribu	290.36
			6200 RETIREMENT - CLASSIC (Employer Contribu	118.48

SAN GABRIEL VALLEY MVCD

Claims List

July 12, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6201 RETIREMENT - PEPRA (Employer Contributic	90.48
			6201 RETIREMENT - PEPRA (Employer Contributic	2,045.80
			6201 RETIREMENT - PEPRA (Employer Contributic	592.93
			6201 RETIREMENT - PEPRA (Employer Contributic	341.96
			6201 RETIREMENT - PEPRA (Employer Contributic	81.89
				<u>6,801.10</u>
EFT	07/12/2018	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	98.00
				<u>98.00</u>
2012536				
15592	07/12/2018	ATHENS SERVICES	6040 Building Maintenance	27.78
			6040 Building Maintenance	234.19
WC0075515				<u>261.97</u>
15593	07/12/2018	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service	72.43
			6343 Meter # 99172930 (Meter # 99172930 Service	81.87
99172930, 45169724			6343 Meter # 45169724 (Meter # 45169724 Service	45.43
				<u>199.73</u>
15594	07/12/2018	CALIF CHAMBER OF COMMERCE	6150 Membership Dues (Membership Dues, Membe	778.00
				<u>778.00</u>
674877				
15595	07/12/2018	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	5,967.50
				<u>5,967.50</u>
53592038				
15596	07/12/2018	COPIES & INK	6186 Printing	85.56
				<u>85.56</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 12, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
35541				
15597	07/12/2018	GREEN'S AUTO TECH	6260 SUPPLIES, MECHANICAL	62.32
				62.32
47966				
15598	07/12/2018	IDENTIFIX	6260 SUPPLIES, MECHANICAL	1,428.00
				1,428.00
414290-18				
15599	07/12/2018	IRWINDALE INDUSTRIAL CLINIC	6080 Hiring Expenses	560.00
				560.00
4438-801335				
15600	07/12/2018	JAN'S TOWING	6260 SUPPLIES, MECHANICAL	90.00
				90.00
453430				
15601	07/12/2018	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	440.21
				440.21
15602	07/12/2018	LAND'S END BUSINESS OUTFITTERS	6332 Uniforms (Uniforms)	195.80
				195.80
SIN6399799				
15603	07/12/2018	MCFADDEN-DALE INDUSTRIAL HARDWARE	6260 SUPPLIES, MECHANICAL	55.72
			6281 MOSQUITO FISH SUPPLIES	15.39
189809/2			6040 Building Maintenance	99.50
				170.61
15604	07/12/2018	NEGOV	6036 COMPUTER SOFTWARE	8,850.45
				8,850.45

SAN GABRIEL VALLEY MVCD

Claims List

July 12, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
INV24567				
15605	07/12/2018	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	29.93
				<u>29.93</u>
83844684				
15606	07/12/2018	RESCUE ROOTER/ARS	6044 MAINTENANCE, GROUNDS	379.00
				<u>379.00</u>
304961				
15607	07/12/2018	ROBERT KENNEDY	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	183.34
				<u>183.34</u>
Reimburse premium				
15608	07/12/2018	SHRM	6150 MEMBERSHIPS	209.00
				<u>209.00</u>
9007508634				
15609	07/12/2018	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	110.04
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	37.04
				<u>147.08</u>
05751821009				
15610	07/12/2018	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	4,099.83
				<u>4,099.83</u>
2-03-760-7223				
15611	07/12/2018	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
				<u>200.00</u>
97697				
15612	07/12/2018	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	951.46
			6320 Office phones (Office phones)	955.04
				<u>1,906.50</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 12, 2018

Num	Date	Name	Item	Original Amount
15613	07/12/2018	VECTOR CONTROL JPA	6110 WORKERS COMP	111,370.00
			6100 LIABILITY	66,602.00
VCJPA-2019-027			6090 Automobile	1,648.00
			6120 PROPERTY INSURANCE	3,196.00
			6085 VCJPA GENERAL	9,645.00
			6085 VCJPA GENERAL	246.00
			6085 VCJPA GENERAL	806.00
				<u>193,513.00</u>
15614	07/12/2018	WINDOWASHERS, LLC.	6046 PROFESSIONAL SERVICES - IT	1,001.05
				<u>1,001.05</u>
1014				
		Total Accounts Payable for July 12, 2018		248,978.90

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	07/26/2018	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	356.70
			6070 Premiums, life - Cafeter (Voluntary Insurance l	299.88
				<u>656.58</u>
EFT	07/26/2018	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 7/26/18			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	2,042.33
			6201 RETIREMENT - PEPRA (Employer Contributic	702.24
			6201 RETIREMENT - PEPRA (Employer Contributic	365.03
			6201 RETIREMENT - PEPRA (Employer Contributic	164.59
				<u>7,186.54</u>
EFT	07/26/2018	PRINCIPAL DENTAL	6070 CAFETERIA BENEFIT	86.95
			6070 CAFETERIA BENEFIT	352.61
1085590-10001			6070 CAFETERIA BENEFIT	1,465.76
			6070 CAFETERIA BENEFIT	306.55
			6070 CAFETERIA BENEFIT	265.66
				<u>2,477.53</u>
EFT	07/26/2018	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	56.92
				<u>56.92</u>
SM09BT20180715001				
15615	07/26/2018	AIRGAS USA, LLC	6260 SUPPLIES, MECHANICAL	281.40
			6260 SUPPLIES, MECHANICAL	170.21
1084925			6302 Supplies, Safety	1,766.57
			6302 Supplies, Safety	34.42
				<u>2,252.60</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15616	07/26/2018	AMAZON.COM	6281 MOSQUITO FISH SUPPLIES	23.98
			6281 MOSQUITO FISH SUPPLIES	30.68
604577810575999			6270 OFFICE SUPPLIES	45.97
				<u>100.63</u>
15617	07/26/2018	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/2018				
15618	07/26/2018	CDW GOVERNMENT INC	6035 COMPUTER HARDWARE	2,632.57
				<u>2,632.57</u>
15619	07/26/2018	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
15620	07/26/2018	CLEAN TECH ENVIRONMENTAL	6044 MAINTENANCE, GROUNDS	1,200.00
				<u>1,200.00</u>
332326				
15621	07/26/2018	COPIES & INK	6186 Printing	205.82
				<u>205.82</u>
35543				
15622	07/26/2018	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15623	07/26/2018	CRUZ BACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15624	07/26/2018	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15625	07/26/2018	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15626	07/26/2018	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15627	07/26/2018	ENTERPRISE	6007 - AUTOMOBILE LEASE	6,148.86
				6,148.86
407595				
15628	07/26/2018	ENVIRONMENT CONTROL	6040 Building Maintenance	1,100.00
				1,100.00
4771-411				
15629	07/26/2018	GREEN'S AUTO TECH	6280 SUPPLIES, OPERATIONS	8.08
				8.08
48016				
15630	07/26/2018	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				149.50
BM of 7/13/18				
15631	07/26/2018	HOME DEPOT	6280 SUPPLIES, OPERATIONS	129.28
			6044 MAINTENANCE, GROUNDS	65.65
6035322538814710				
			6040 Building Maintenance	22.93
			6040 Building Maintenance	8.73

Item 4A

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	5.46
			6040 Building Maintenance	10.88
				<u>242.93</u>
15632	07/26/2018	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15633	07/26/2018	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15634	07/26/2018	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15635	07/26/2018	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	354.00
				<u>354.00</u>
2057121				
15636	07/26/2018	MAIL FINANCE, INC.	6073 EQUIPMENT LEASE	272.25
				<u>272.25</u>
N724673				
15637	07/26/2018	MARY W. SU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15638	07/26/2018	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/13/18				
15639	07/26/2018	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 7/13/18				
15640	07/26/2018	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15641	07/26/2018	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15642	07/26/2018	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15643	07/26/2018	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/13/18				
15644	07/26/2018	TOTAL COMPENSATION SYSTEMS INC	6190 PROFESSIONAL SERV - OTHER	1,440.00
				1,440.00
GASB 75 Deposit				
15645	07/26/2018	US BANK	6080 Hiring Expenses	84.95
			6262 Fuel for Trucks (Fuel for Trucks)	33.97
Alba	07/23/2018		6030 BOARD EXPENSES	35.97
			6080 Hiring Expenses	35.96
			6080 Hiring Expenses	84.95
Deacon	07/23/2018		6185 POSTAGE	29.70
Dever	07/23/2018		6036 COMPUTER SOFTWARE	29.97
			6035 COMPUTER HARDWARE	1,340.75
			6232 SEMINARS AND MEETINGS	20.00

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

Num	Date	Name	Item	Original Amount
Doyle	07/23/2018		6281 MOSQUITO FISH SUPPLIES	32.78
			6281 MOSQUITO FISH SUPPLIES	16.41
			6281 MOSQUITO FISH SUPPLIES	50.00
			6281 MOSQUITO FISH SUPPLIES	37.16
			6281 MOSQUITO FISH SUPPLIES	122.39
			6281 MOSQUITO FISH SUPPLIES	34.39
Elliott	07/23/2018		6030 BOARD EXPENSES	11.67
			6030 BOARD EXPENSES	17.98
			6185 POSTAGE	30.40
Farned	07/23/2018		6280 SUPPLIES, OPERATIONS	15.33
			6280 SUPPLIES, OPERATIONS	15.01
			6280 SUPPLIES, OPERATIONS	10.00
			6042 EQUIPMENT MAINTENANCE	216.50
			6280 SUPPLIES, OPERATIONS	15.00
			6232 SEMINARS AND MEETINGS	600.00
Niffenegger	07/23/2018		6260 SUPPLIES, MECHANICAL	2,774.10
			6044 MAINTENANCE, GROUNDS	40.00
			6040 Building Maintenance	161.96
			6260 SUPPLIES, MECHANICAL	228.00
			6037 WEBSITE AND EMAIL SERVICE	4.99
Sun	07/23/2018		6003 ADVERTISING	53.68
			6290 Supplies, Public Informati	445.35
			6290 Supplies, Public Informati	56.00
			6290 Supplies, Public Informati	37.66
			6185 POSTAGE	41.13
Tanaka	07/23/2018		6170 Arrowhead Water (Arrowhead Water)	12.27
Vander Heyden	07/23/2018		6170 Arrowhead Water (Arrowhead Water)	15.60
				6,791.98
15646	07/26/2018	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	796.29
			6312 Monthly District Field Ph (Monthly District Fielc	1,243.45
9810635312				2,039.74

SAN GABRIEL VALLEY MVCD

Claims List

July 26, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
15647	07/26/2018	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,513.86
				<u>1,513.86</u>
68567204				
15648	07/26/2018	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	2,664.00
				<u>2,664.00</u>
2395				
15649	07/26/2018	WESTERN SCIENTIFIC COMPANY INC	6250 LABORATORY SUPPLIES	300.00
				<u>300.00</u>
71615A				
15650	07/26/2018	WINDOWASHERS, LLC.	6046 PROFESSIONAL SERVICES - IT	2,600.00
				<u>2,600.00</u>
1016	07/22/2018			
		Accounts Payable for July 26, 2018		44,094.39
		Total Accounts Payable for July 2018		293,073.29
		Total Payroll for July 2018		204,957.82
		see attached		
		Total Claims List for July 2018		498,031.11

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

Department	July 12, 2018	July 26, 2018	TOTAL
EXECUTIVE	5,365.60	5,628.40	10,994.00
ADMINISTRATION	10,979.20	11,909.60	22,888.80
OPERATIONS	45,115.40	50,385.48	95,500.88
SURVEILLANCE	10,081.24	10,623.12	20,704.36
COMMUNICATIONS	8,089.11	8,775.75	16,864.86
SEASONAL WORKERS	<u>10,071.93</u>	<u>13,040.39</u>	<u>23,112.32</u>
Gross Payroll	89,702.48	100,362.74	190,065.22
Employer Taxes	2,044.78	2,426.32	4,471.10
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>4,960.75</u>	<u>4,960.75</u>	<u>9,921.50</u>
TOTAL PAYROLL	97,208.01	107,749.81	204,957.82

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	34,289.59	34,289.59	483,738.58	449,448.99	7.09	
Salaries - Non Exempt	105,852.09	105,852.09	1,680,573.54	1,574,721.45	6.30	
Salaries - Overtime	847.20	847.20	19,700.00	18,852.80	4.30	
Salaries - Vacation	15,293.22	15,293.22	89,770.00	74,476.78	17.04	Summer vacation
Salaries-Holiday	8,171.62	8,171.62	123,207.00	115,035.38	6.63	
Salaries, Sick Pay	3,706.27	3,706.27	93,635.00	89,928.73	3.96	
Salaries, Part-time - XH	21,905.23	21,905.23	348,686.00	326,780.77	6.28	
Management Car Allowance	500.00	500.00	6,000.00	5,500.00	8.33	
Cafeteria Benefit	27,637.88	27,637.88	316,800.00	289,162.12	8.72	
Hlth Benefits, Ret Emps	889.55	889.55	12,000.00	11,110.45	7.41	
Medicare	2,860.88	2,860.88	40,745.00	37,884.12	7.02	
Retirement - Classic	16,628.14	16,628.14	110,980.00	94,351.86	14.98	Unfunded liability
Retirement - Pepra	6,534.15	6,534.15	95,065.00	88,530.85	6.87	
Social Security	742.93	742.93	7,385.00	6,642.07	10.06	Seasonal expense
Group Term Life Ins	356.70	356.70	4,300.00	3,943.30	8.30	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	867.20	867.20	19,200.00	18,332.80	4.52	
TOTAL PERSONNEL EXPENSES	247,082.65	247,082.65	3,459,785.12	3,212,702.47	7.14	
OPERATING EXPENSES						
Awards	0.00	0.00	2,000.00	2,000.00	0.00	
Advertising	53.68	53.68	30,000.00	29,946.32	0.18	
Bank Charges	346.80	346.80	5,000.00	4,653.20	6.94	
Board expenses	1,915.12	1,915.12	35,000.00	33,084.88	5.47	
Computer Hardware	3,973.32	3,973.32	19,000.00	15,026.68	20.91	Computer replacement
Computer Software	9,080.42	9,080.42	20,400.00	11,319.58	44.51	Neogov renewal
Website/Email Service	4.99	4.99	3,195.00	3,190.01	0.16	
Building maintenance	2,865.97	2,865.97	37,500.00	34,634.03	7.64	
Maintenance, equipment	216.50	216.50	9,000.00	8,783.50	2.41	
Maintenance, grounds	484.65	484.65	4,000.00	3,515.35	12.12	Plumbing issues
Lease Equipment	1,786.11	1,786.11	38,000.00	36,213.89	4.70	
Fees & Assessments	0.00	0.00	4,000.00	4,000.00	0.00	
Hiring expenses	765.86	765.86	5,600.00	4,834.14	13.68	Seasonal hiring

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
VCJPA General Fund	10,697.00	10,697.00	9,656.00	(1,041.00)	110.78	One time expense
Insurance, liability	66,602.00	66,602.00	65,411.00	(1,191.00)	101.82	One time expense
Workers Comp Insurance	111,370.00	111,370.00	111,546.00	176.00	99.84	One time expense
Automobile Insurance	1,648.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	0.00	2,000.00	2,000.00	0.00	
Insurance, property	3,196.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	354.00	354.00	35,000.00	34,646.00	1.01	
Memberships	11,487.00	11,487.00	25,000.00	13,513.00	45.95	MVCAC dues
Miscellaneous expenses	27.87	27.87	3,000.00	2,972.13	0.93	
Postage	101.23	101.23	9,904.00	9,802.77	1.02	
Prof. Services, Auditor	0.00	0.00	20,000.00	20,000.00	0.00	
Professional Services	1,440.00	1,440.00	5,000.00	3,560.00	28.80	Total Comp Actuarial
Professional Services-IT	6,201.05	6,201.05	35,000.00	28,798.95	17.72	IT service
Printing & Reproduction	291.38	291.38	11,000.00	10,708.62	2.65	
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	620.00	620.00	29,710.00	29,090.00	2.09	
Supplies, laboratory	2,993.93	2,993.93	16,100.00	13,106.07	18.60	Mosquito testing
Supplies, mechanical	5,095.21	5,095.21	25,000.00	19,904.79	20.38	Transmission replacement
Supplies, gasoline	6,001.47	6,001.47	50,000.00	43,998.53	12.00	Extra trucks for seasonals
Supplies, office	45.97	45.97	13,000.00	12,954.03	0.35	
Supplies, Mosquito Fish	363.18	363.18	30,000.00	29,636.82	1.21	
Supplies, operations	192.70	192.70	18,000.00	17,807.30	1.07	
Supplies, pesticides	0.00	0.00	50,000.00	50,000.00	0.00	
Supplies, Communications	539.01	539.01	11,200.00	10,660.99	4.81	
Supplies, Education Program	0.00	0.00	700.00	700.00	0.00	
Supplies, safety	1,800.99	1,800.99	20,000.00	18,199.01	9.00	
Benefit Assesment Admin Cost	0.00	0.00	115,000.00	115,000.00	0.00	
Communications, field	2,039.74	2,039.74	28,000.00	25,960.26	7.28	
Telephone, Internet	951.46	951.46	24,500.00	23,548.54	3.88	
Telephone , Office	955.04	955.04	14,000.00	13,044.96	6.82	
Training , CEU's	0.00	0.00	4,000.00	4,000.00	0.00	
Uniforms and clothing	132.69	132.69	27,000.00	26,867.31	0.49	
Utilities, Electric	4,099.83	4,099.83	39,000.00	34,900.17	10.51	A/C use
Utilities, Natural Gas	147.08	147.08	3,000.00	2,852.92	4.90	
Utilities, Water	199.73	199.73	2,000.00	1,800.27	9.99	
Automobile Lease	6,148.86	6,148.86	73,800.00	67,651.14	8.33	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
TOTAL OPERATING EXPENSES	267,235.84	267,235.84	1,145,128.00	877,892.16	23.34
TOTAL EXPENSES	514,318.49	514,318.49	4,604,913.12	4,090,594.63	11.17

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2018

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
RESERVES						
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	
TOTAL RESERVES	0.00	0.00	2,239,381.00	2,239,381.00	0.00	

San Gabriel Valley Mosquito & Vector Control District

Board of Trustees Meeting

July 13, 2018

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Cruz Baca (Baldwin Park)
- 6 Corey Calaycay (Claremont)
- 7 Henry Morgan (Covina)
- 8 Jerry Velasco (El Monte)
- 9 Charles Myers (Glendora)
- 10 Dan Holloway (La Puente)
- 11 Becky Shevlin (Monrovia)
- 12 Rachel Janbek (Pasadena)
- 13 Tim Sandoval (Pomona)
- 14 Sandra Armenta (Rosemead)
- 15 Emmett Badar (San Dimas)
- 16 John Capoccia (Sierra Madre)
- 17 Cynthia Sternquist (Temple City)
- 18 Mary Su (Walnut)
- 19 Mike Spence (West Covina)

Trustees Absent

1. Margaret Finlay (Duarte)
2. Abraham Cruz (Industry)
3. Manuel Garcia (Irwindale)
4. Robert Neher (La Verne)
5. Jamie Bissner (LA County)
6. Joseph Leon (Monterey Park)
7. Juli Costanzo (San Gabriel)
8. Marina Khubesrian (So. Pas)

Staff Attending

Jared Dever
Rose Alba
Esther Elliott
Levy Sun
Jason Farned
Melissa Doyle

1. Call to Order

President Corey Calaycay called the meeting to order at 7:00 AM

2. Pledge of Allegiance and Silent Roll Call

Trustee Cynthia Sternquist 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 June
- B. Budget Status Report for June
- C. Minutes of Board of Trustees Meeting June

- D. Operations Report**
- E. Surveillance Report**
- F. Communications Report**
- G. May 2018 Monthly Treasurer Report / District Working Balance for July 2018**

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

5. Presentation: Disease Surveillance Trapping

Scientific Programs Manager Melissa Doyle reported that the District's surveillance program gathers weekly information about mosquitoes and black flies.

The District uses traps that target female mosquitoes looking for a blood meal, as well as traps targeting female mosquitoes looking for stagnant water to lay eggs. Starting early in the season, the surveillance team places these traps evenly throughout the District to monitor mosquito abundance over the course of the spring and summer months.

The weekly abundance aids Operations in making strategic decisions and helps planning day-to-day activities.

Ultimately, this vital information is also available to Trustees to share with their city councils and residents.

6. District's Administration

A. "The Threat Beneath Our Feet" Training Event Review

District Manager Jarcd Dever reported he presented at an event on June 23, 2018 where elected officials, staff from various Los Angeles County departments, representatives of cities and other Los Angeles agencies met to learn how Los Angeles' storm water infrastructure can contribute to mosquito breeding underground.

He announced that a meeting with representatives from agencies in the San Gabriel Valley is scheduled for Thursday, July 19, 2018 to discuss water quality and trash capture devices. He invited available Trustees to attend.

7. **Informational Reports**
None
8. **Trustee Reports**
None
9. **New Business**
None
10. **The Ad Hoc Selection Committee will meet at 8:00 AM**
11. **Adjournment**
No motion. The meeting adjourned at 7:25 AM.

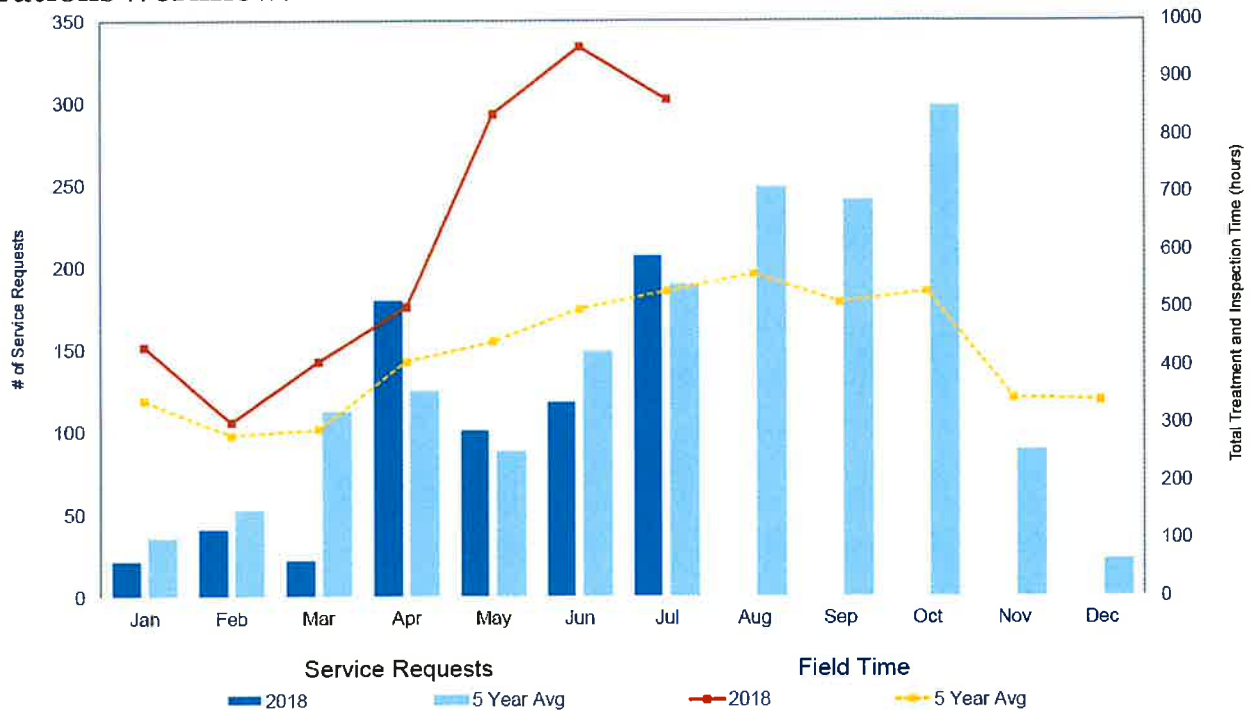
Ad Hoc Selection Committee

**Cruz Baca
Richard Barakat
Corey Calaycay, Board President
Becky Shevlin, Board Vice President
Jared Dever, District Manager**

**Rachel Janbek
Tim Sandoval
Jerry Velasco**

Operations Report Week 27- 30 2018

Operations Workflow:



Operations Summary:

The team has worked through the entire list of non-functional swimming pools reported through our aerial surveillance efforts last May. Out of the 1,712 pools reported, nearly 1,500 have been confirmed as either clean and function or empty and dry. The remainder are still potential sources for mosquito development and our Specialists are treating the sites and working with the owners to resolve the issues.

The District now has over 2,000 empty pools to monitor, up from approximately 1,200 last year. These pools are a volatile risk to public health and a very labor-intensive source to manage. The increased number will place a significant strain on resources as the District explores new solutions such as long-term treatment strategies and mosquito fish.

A key objective in the operations department is to build partnerships and develop strong working relationships with other public agencies and private organizations that will help us achieve our mission. Last month offered several opportunities to leverage these partnerships and create some new ones. For example, one of our Specialists was able to set up training for all of the Norman’s Nursery field staff, after we identified increased mosquito activity near one of their yards. Supervisors also met with management from MWD regarding Live Oak Reservoir and from LAC Public Works regarding Devil’s Gate Dam. In both cases to discuss mosquito management best practices.

Chemical Usage:

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	4.07 gal.	37405 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	15.41 lbs.	53013 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	1.23 gal.	627264 sq.ft.
Ingestion, toxicant	Mosquitoes	49.34 lbs.	692076 sq.ft.
Ingestion, toxicant	Black flies	4.51 gal.	1251 m ³
Biologicals			
Mosquito fish	Mosquitoes	609 ea.	453 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 27-30

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

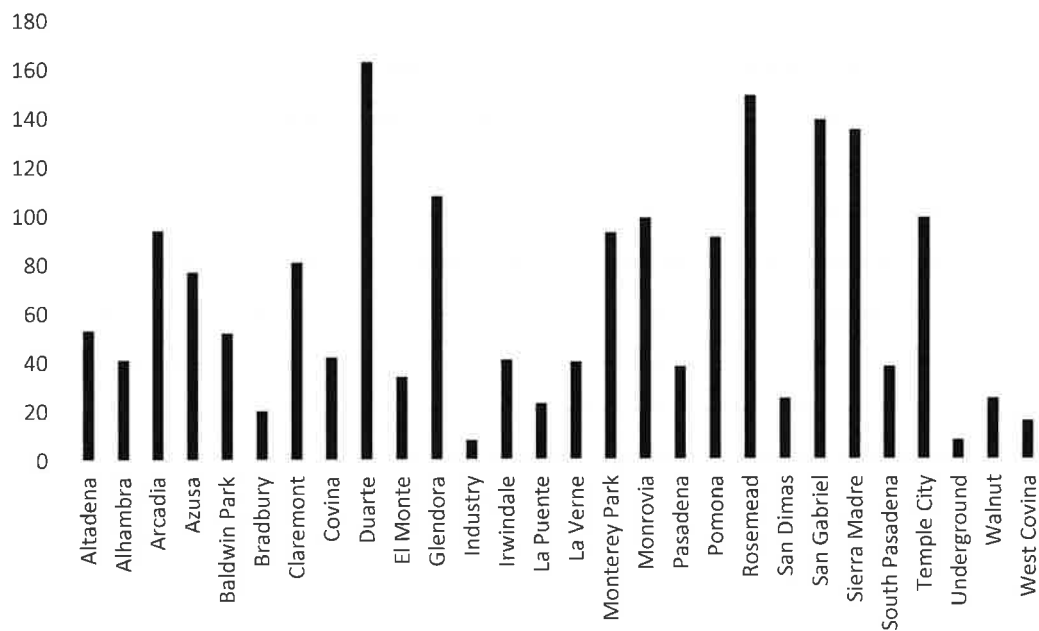
The surveillance department trapped for mosquitoes throughout the district in weeks 27 - 30. Traps are placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. Larval and adult traps were also placed to capture black flies.

Surveillance Activities

Mosquito Collections Weeks 27 – 30

Adults	278 Traps	15,559 Mosquitoes
Mosquito Pools Tested	92 Tested	Zero positives

Average Catch Per Trap in July by City



II. Disease Surveillance

The surveillance department began submitting mosquito pools for viral testing in week 18 and all tested pools submitted in 2018 were negative for arbovirus. One dead bird was collected within the District in disease week 29 and was negative for WNV.

III. Notes

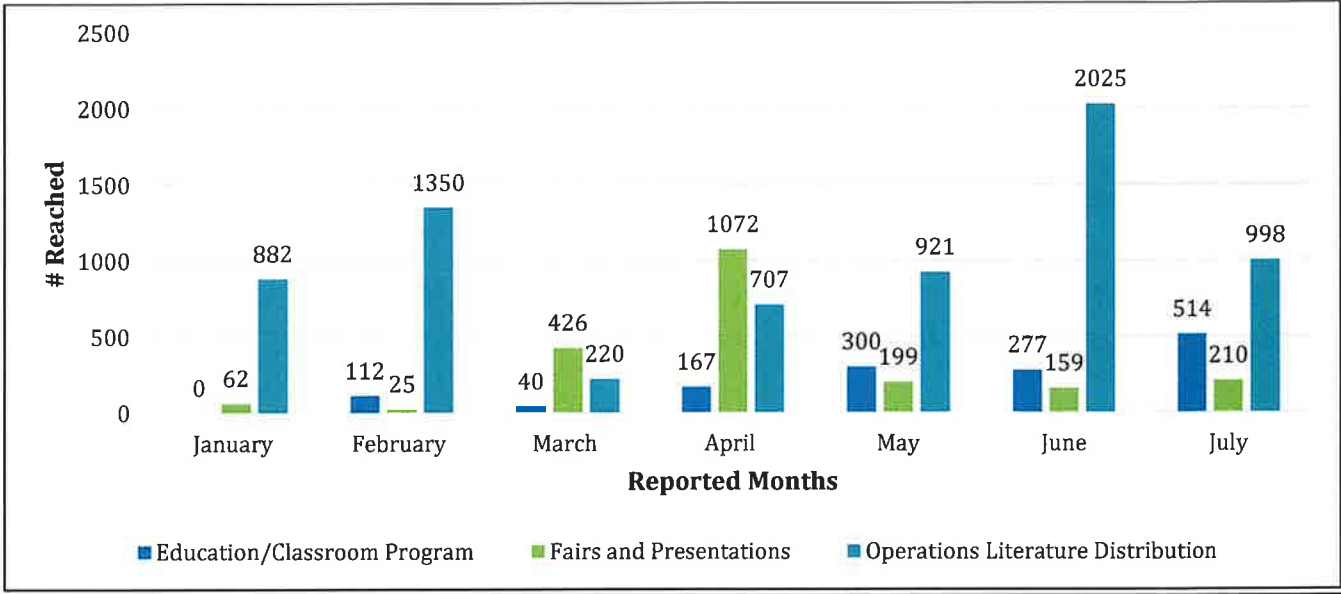
The surveillance department continues to optimize trapping practices for the 2018 – 2019 season.

Communications Department

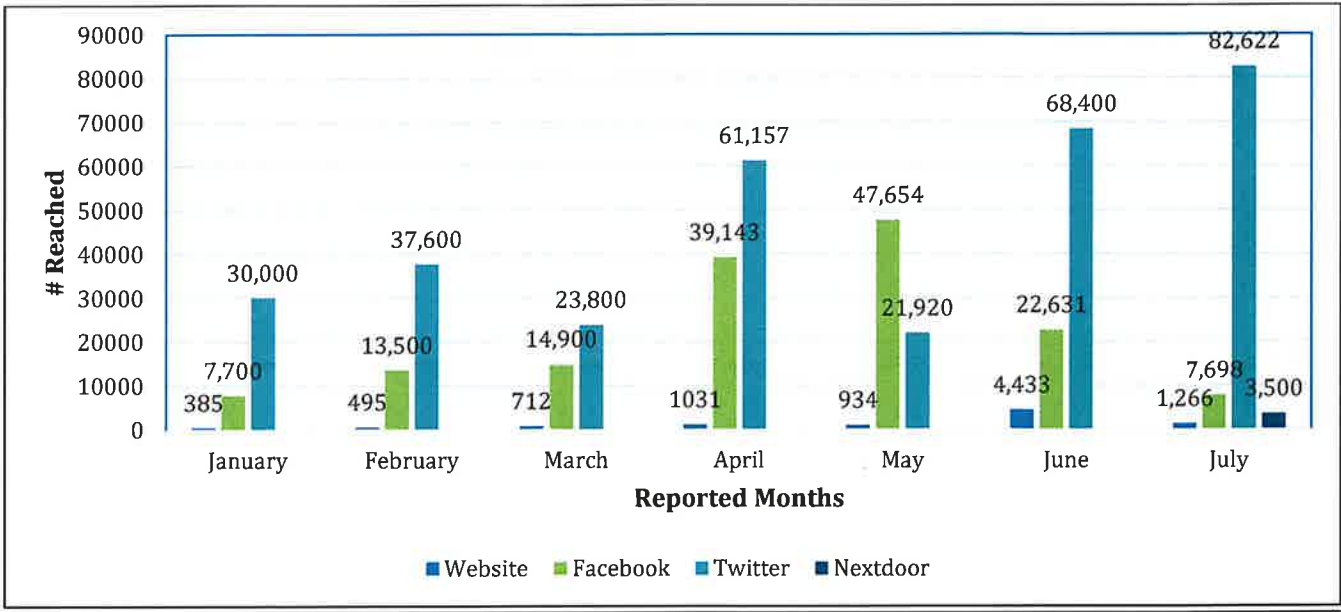
Disease Weeks 27-30

July 7, 2018 – July 28, 2018

Outreach Activities:



Digital Activities:



Media Activity:

Date	Media Outlet	Headline
7/9	Pasadena Now	Vector Control Needs You: How Pasadenans Can Help Fight Mosquito-Borne Diseases Here in the San Gabriel Valley
7/9	Pasadena Now	Agency Ramps Up Its All-Out War on Dangerous Disease-Spreading Pests in Pasadena
7/19	Azusa Pacific University	Preventing Pesky Mosquitoes This Summer

Press Releases and E-blasts:

Date	Headline
7/17	E-blast to Cities and Trustees: Arrival of Dez Eez, giant inflatable booth

Programmatic:

Education Program:

- Finalized EcoHealth trifold and e-blast design
- Finalize source reduction and bite prevention coloring sheets for pre-school

General:

- Ordered supplies for Dez Eez, inflatable mosquito booth
- Ordered new pop-up banners to replace outdated and broken banners

Administrative:

Training and Meetings

- 7/17 – Communications Department interviewed candidates for Outreach Assistant position
- 7/18 – PIO joined GM for South Pasadena City Council meeting presentation

August 10, 2018

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

SUBJECT: August 1, 2018 District Working Fund Balance

July 1, 2018 balance:	\$2,383,252.29
July 1- July 31, 2018 expenditures:	\$498,031.11

August 1, 2018 Working Fund Balance: \$1,885,221.18

Respectfully Submitted:



**Jared Dever
District Manager**

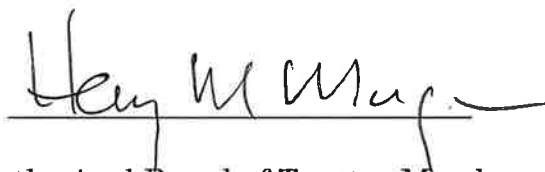
Treasurer's Report-June 2018
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for June 2018.

The Total of All Funds Balance is \$4,622,633.29

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 black ink, appearing to read "Henry M. May", is written over a horizontal line. The signature is cursive and extends to the right of the 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 12, FY 2018 received on July 1, 2018**

Item 4G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	1.66%	\$1,352,418.40	interest	\$0.00	LAIF Statement (June 2018)	\$1,352,418.40

Maturity Date: Perpetual
Interest rate as of June 2018

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$3,302,488.67	interest Trust Warrant #673	\$4,128.41 (\$464,038.50)	ND 24 Per 12 ND 24 Per 12	\$2,842,578.58

Maturity Date: Perpetual
Interest rate as of May 2018

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Voided Checks VCJPA-CRAMA refund Deb Activity-June 2018 Sweep Trust Warrant #673 Manhattan Beach Toyota Greater LA MVCD ELC Grant	\$662.00 \$2,101.00 (\$709,106.11) \$194,150.77 \$464,038.50 \$23.00 \$925.00 \$48,153.84	CB Statement June 2018	\$200,948.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$34,631.32	Deb Activity-June 2018 Deposit	(\$194,150.77) \$386,207.76	CB Statement June 2018	\$226,688.31

Total Beginning Balance

\$4,889,538.39

Total End Balance

\$4,622,633.29

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

Date: August 10, 2018 **Item 7**

Meeting of: San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Ad Hoc Selection Committee

Subject: Consider the Ad Hoc Selection Committee Recommendation
for Geospatial Vector Control Software

Reference: Attached

Background

The District uses geospatial vector control software to collect, manage and plan operations and surveillance activities, and intake service requests from the public. The current geospatial software was purchased in 2009 and is technologically outdated and cannot be maintained due to the software manufacture ending support in 2019. Replacement software and hardware was budgeted and approved as a capital project in FY2018/19 annual budget. The capital fund allocation for the project is \$150,000. A request for proposals (RFP) was drafted and released on May 25th and remained open until June 25th. At the conclusion of the RFP submission period, two proposals from vector control industry software developers, and one proposal from a vector control special district were submitted for consideration. (Attachments A,B,C)

At the June 15, 2018 San Gabriel Valley Mosquito and Vector Control District board meeting, an Ad Hoc Selection Committee was created to review the proposals, conduct interviews of the RFP respondents, and make a purchase recommendation to the board at the August 10, 2018 board meeting.

The Ad Hoc Selection Committee met on July 13, 2018 to interview the three RFP respondents. Each respondent had 45 minutes to present their proposal, software solution, and answers questions from committee members. After careful consideration of each proposal, presented materials, and the short and long term financial impacts to the District, the committee unanimously voted to recommend Leading Edge Associates, Inc. and their software solution named MapVision Premier.

Manager's Recommendation

Approve the recommendation of the Ad Hoc Selection Committee to award Leading Edge Associates, Inc. the contract for geospatial vector control software.

Alternative

Reject the recommendation of the Ad Hoc Selection Committee and direct staff to redistribute the Request for Proposals for geospatial vector control software.

Fiscal Impact

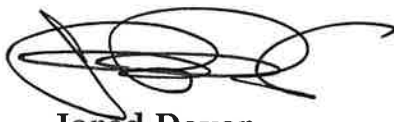
If the board approves the recommendation to award the contract to Leading Edge Associates, Inc. the fiscal impact to the District would be as follows.

Pricing Summary:

MapVision Premier:	\$62,500.00
Data Integration:	\$13,250.00
Configurations:	\$43,500.00
Total Software:	\$119,250.00
Remote staff training:	\$6,000.00
MapVision Premier Project:	\$125,250.00
Annual Recurring*:	
iMobile License and Support:	\$5,250.00 (35 device users at \$150/year/device)
MapVision License and Support:	\$12,500.00
Total Annual Recurring:	\$17,750.00
Total Project:	\$146,000.00

* The average software life-span is 10 years. Should the District assume this level of commitment to MapVision, licensing and support expenses will total approximately \$177,750 at the conclusion of FY 2028/29. In addition, customization and expanded features are not included in the quoted pricing summary. Any significant future improvements or expansions of service will be brought before the Board of Trustees for consideration.

Respectfully Submitted,



**Jared Dever
District Manager**