



San Gabriel Valley

Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Phone: 626-814-9466 | www.sgvmosquito.org

Email: district@sgvmosquito.org

REGULAR BOARD OF TRUSTEES MEETING AGENDA - **AMENDED**

January 9, 2026 – 7:00 A.M.

1. Call to Order

1.1 Pledge of Allegiance

1.2 Announcement of Appointed Trustees

- Arcadia – Sho Tay (4-year term)
- Baldwin Park – Emmanuel Estrada (2-year term)
- Bradbury – Richard Barakat (4-year term)
- Covina – Patricia Cortez (4-year term)
- Duarte – Margaret Finlay (4-year term)
- El Monte – Jerry Velasco (2-year term)
- La Puente – Charlie Klinakis (4-year term)
- Los Angeles County – TBD
- Monterey Park – Joseph Leon (2-year term)
- Pasadena – Rachel Janbek (4-year term)
- Rosemead – Sandra Armenta (2-year term)
- San Dimas – Ryan Vienna (2-year term)
- South Pasadena – Robert Joe (2-year term)

1.3 Determination of a Quorum – Noted Absences

1.4 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

2. 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.



3. Election of 2026-2028 Nominated Officers of President, Vice President, Secretary/Treasurer for the Board of Trustees

(Nominations Committee Chair, Denise Menchaca) (Action Required)

Election Procedure:

- To Conduct the election, the Nominations Committee Chair takes control of the meeting.
- The Chair presents the prospective nominees and accepts nominations from the floor.
- The Board then votes for the following: President, Vice President and Secretary/Treasurer.
- At the conclusion of the election process, the Chair turns over control of the meeting to the new 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. (Approve/Deny)

- 4.1 List of Claims: December 2025 (P.5)
- 4.2 Budget Status Report: December 2025 (P.11)
- 4.3 Minutes of Board of Trustees Meeting: December 2025 (P.15)
- 4.4 Operations Report: December 2025 (P.19)
- 4.5 Surveillance Report: December 2025 (P.21)
- 4.6 Communications Report: December 2025 (P.25)
- 4.7 Treasurer's Report: November 2025 / District Working Balance: January 2026 (P.29)
- 4.8 Sunshine Report: MVCAC Planning Meeting 2025 (P.31)

5. Presentation:

- 5.1 Jason Farned, District Manager
 - Board Plaque – Presented to John Capoccia, in Recognition for 2 Years of Service as the President of the Board of Trustees
- 5.2 Anais Medina Diaz, Director of Communications
 - SGV Mosquito Outreach and Education Opportunities



6. **Consider Rescinding Resolution 2024-05 and Adopting Resolution 2026-01 Amended and Restated Bylaws Governing the Conduct of District Business (Exhibits 6A, 6B) (P.33)**
(Board President) (Action Required)

Recommended Action for the Board:

- 1) The Board shall rescind Resolution 2024-05 and adopt Resolution 2026-01 Bylaws Governing the Conduct of District Business.

7. **Consider Approval of Revised Job Description for Human Resource Analyst (Exhibits 7A, 7B) (P.63)**
(Board President) (Action Required)

Recommended Action for the Board:

- 1) The Board shall approve the revised job description for the Human Resource Analyst.

8. **District Administration**
(District Manager, Jason Farned)

8.1 District Update

9. **Committee Reports**

10. **Trustee Reports**

11. **New Business**

12. **Adjournment**



CERTIFICATE OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that a copy of the foregoing agenda was posted at 1145 North Azusa Canyon Road, West Covina, CA 91790 and the District's website (www.sgvmosquito.org) not less than 72 hours prior to the meeting per Government Code 54954.2.

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

Jerry Mireles

Jerry Mireles, Clerk of the Board
San Gabriel Valley MVCD

NOTICE TO THE PUBLIC

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).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. 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 Mosquito & Vector Control District

List of Claims | December 2025

CLAIMS LIST DECEMBER 2025

Vendor	Date	Product/Service	Memo/Description	Amount
AJG ACCOUNTING & BOOKKEEPING SERVICES	12/1/2025	6000 Accounting Services	Bookkeeping Services: Invoice 3354	781.25
				\$ 781.25
AIRGAS DRY ICE	12/1/2025	6638 Surveillance Supplies	Surveillance Supplies - Invoice 9167026741	98.78
				\$ 98.78
ALEJANDRA GASPAR	12/1/2025	6514 Tuition Reimbursement	Tuition Reimbursement - FY 25-26	2,000.00
				\$ 2,000.00
ALLSTATE BUILDING & OFFICE MAINTENANCE	12/16/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 792825	1,100.00
				\$ 1,100.00
AMAZON CAPITAL SERVICES	12/1/2025	6638 Surveillance Supplies	Surveillance Supplies	95.30
AMAZON CAPITAL SERVICES	12/1/2025	6601 Board Expenses	Board Expenses	439.00
AMAZON CAPITAL SERVICES	12/1/2025	6603 Computer Hardware	Computer Hardware	11.16
AMAZON CAPITAL SERVICES	12/1/2025	6613 Office Supplies	Office Supplies	31.79
				\$ 577.25
AMERICAN FIDELITY ASSURANCE	12/1/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice D915894 - Dec 2025	4,169.73
				\$ 4,169.73
AMERICAN FIDELITY FLEX	12/1/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 25239134A - Dec 2025	782.44
				\$ 782.44
ANISH SARAIYA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				\$ 100.00
ATHENS SERVICES	12/1/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 20656065	315.87
				\$ 315.87
ANTONIO BISHOP	12/16/2025	6633 Work Boots	Work Boots - Reimbursement FY 25-26	200.00
				\$ 200.00
BECKY SHEVLIN	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				\$ 100.00
CALPERS	12/1/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 11-29-25	662.41
CALPERS	12/1/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 11-29-25	1,891.23
CALPERS	12/1/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 11-29-25	509.84
CALPERS	12/1/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 11-29-25	328.73
CALPERS	12/1/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 11-29-25	409.08
CALPERS	12/1/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 11-29-25	3,610.33
CALPERS	12/1/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 11-29-25	1,658.93
CALPERS	12/1/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 11-29-25	1,371.67
				\$ 10,442.22
CALPERS	12/16/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-13-25	662.41
CALPERS	12/16/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-13-25	1,891.23
CALPERS	12/16/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-13-25	509.84
CALPERS	12/16/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-13-25	266.18
CALPERS	12/16/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-13-25	409.08
CALPERS	12/16/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-13-25	3,633.30
CALPERS	12/16/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-13-25	1,704.03
CALPERS	12/16/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-13-25	1,371.67
				\$ 10,447.74
CALPERS	12/30/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-27-25	662.41
CALPERS	12/30/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-27-25	1,891.23
CALPERS	12/30/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.58%) PPE 12-27-25	509.84
CALPERS	12/30/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-27-25	923.87
CALPERS	12/30/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-27-25	671.24
CALPERS	12/30/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-27-25	3,598.22
CALPERS	12/30/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-27-25	1,616.90
CALPERS	12/30/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.96%) PPE 12-27-25	1,371.67
				\$ 11,245.38
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - January 2026	969.05
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - January 2026	1,938.10
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - January 2026	3,825.06
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - January 2026	7,532.37
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - January 2026	6,250.00
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - Retirees - January 2026	648.00
CALPERS	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums - Admin Fee - DJanuary 2026	19.32



San Gabriel Valley Mosquito & Vector Control District List of Claims | December 2025

					\$ 21,181.90
CHARLIE KLINAKIS	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
COREY CALAYCAY	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	149.50	\$ 149.50
CORY MOSS	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
CYNTHIA STERNQUIST	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
CELL BUSINESS EQUIPMENT	12/1/2025	6607 Equipment Leasing	Equipment Leases - Invoice 5036635308	2,252.38	\$ 2,252.38
CENTRICA BUSINESS SOLUTIONS	12/16/2025	8000 Capital Outlay	Capital Outlay - Roof and Solar Project - Invoice 78720	107,363.50	\$ 107,363.50
DANE MILETICH	12/16/2025	6633 Work Boots	Work Boots - Reimbursement FY 25-26	200.00	\$ 200.00
DENISE MENCHACA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
DR. ALLEN WU	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
EMMANUEL ESTRADA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
EMPOWER	12/1/2025	6512 DM 457 Contribution	Employer DM 457 Deferred Compensation Contribution - Pay Date 11-29-25	330.50	\$ 330.50
EMPOWER	12/16/2025	6512 DM 457 Contribution	Employer DM 457 Deferred Compensation Contribution - Pay Date 12-18-25	330.50	\$ 330.50
FRONTIER	12/16/2025	6610 Internet Services	Internet Services - (12/9/25-1/8/25)	580.82	\$ 580.82
GO TO COMMUNICATIONS, INC	12/16/2025	6614 Phone Services	Phone Services: Invoice INV7104335123	1,114.90	\$ 1,114.90
GOVERNMENTJOBS.COM./ NEOGOV	12/16/2025	6604 Computer Software	Computer Software - Invoice INV-136538	14,756.10	\$ 14,756.10
HELUNA HEALTH	12/1/2025	6611 Membership Dues	Membership Dues - Invoice 2863114	1,000.00	\$ 1,000.00
HENRY AVILES	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
IM LANDSCAPING	12/16/2025	6631 Grounds Maintenance	Grounds Maintenance - Invoice 2025-11445	500.00	\$ 500.00
JACKIE DOORNIK	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
JERRY VELASCO	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
JOHN CAPOCCIA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
JOSEPH LEON	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	\$ 100.00
KENN FUJIOKA	12/16/2025	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - January 2026	435.57	\$ 435.57
LIEBERT CASSIDY WHITMORE	12/1/2025	6655 Contract Services	Contract Services - Legal - Invoice 309187	649.50	\$ 649.50
LINCOLN NATIONAL INSURANCE	12/1/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Ref 4904777656 - Dec 2025	1,369.04	\$ 1,369.04
MANUEL GARCIA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00	100.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | December 2025

				<u>\$ 100.00</u>
MARCO GAYTAN	12/1/2025	6633 Work Boots	Work Boots - Reimbursement - FY 25-26	200.00
				<u>\$ 200.00</u>
MARTA TANAKA	12/16/2025	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - January 2026	1,248.29
				<u>\$ 1,248.29</u>
MARY ANGELA BRISCO	12/16/2025	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - January 2026	807.05
				<u>\$ 807.05</u>
MIKE NIFFENEGGER	12/16/2025	6517 Retiree Health Insurance	Retiree Medical Premium Reimbursement - January 2026	1,269.81
				<u>\$ 1,269.81</u>
MOSQUITO MATE	12/16/2025	6638 Surveillance Supplies	Surveillance Supplies - Invoice 3272	525.00
				<u>\$ 525.00</u>
NIGRO AND NIGRO	12/16/2025	6651 Contract Services - Auditor	Contract Services - Auditor - Invoice 23264	7,000.00
				<u>\$ 7,000.00</u>
OPTIMIZED INVESTMENT PARTNERS, LLC	12/16/2025	6654 Contract Services - Inv. Advisory	Investment Advisory Services: Invoice 1538	678.99
				<u>\$ 678.99</u>
PRINCIPAL LIFE	12/1/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Dental and Vision Premiums - Dec 2025	2,756.28
				<u>\$ 2,756.28</u>
PASADENA NOW	12/16/2025	6639 Advertising	Advertising - Invoice 3509	8,000.00
				<u>\$ 8,000.00</u>
RICHARD BARAKAT	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
ROBERT GONZALES	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
ROBERT JOE	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
RYAN VIENNA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
SANDRA ARMENTA	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
SHO TAY	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
SO CAL GAS	12/16/2025	6621 Gas Utility Services	Gas Utility - Meter 10313904 (10/9/25 - 11/10/25)	338.81
SO CAL GAS	12/16/2025	6621 Gas Utility Services	Gas Utility - Meter 13608951 (10/9/25 - 11/10/25)	43.22
				<u>\$ 382.03</u>
SOUTHERN CALIFORNIA EDISON	12/16/2025	6620 Electric Utility Services	Electric Utilities - (10/31/25 - 12/2/25)	2,660.39
				<u>\$ 2,660.39</u>
SSD ALARM	12/1/2025	6630 Facility Maintenance	Facility Maintenance - Invoice S-01158845	244.05
				<u>\$ 244.05</u>
SSD ALARM	12/16/2025	6630 Facility Maintenance	Facility Maintenance - Invoice R-00627359	3,488.40
				<u>\$ 3,488.40</u>
SYNTECH GROUP INC.	12/16/2025	6653 Contract Services	Contract Services - IT - Invoice SVC-A24644	3,840.00
				<u>\$ 3,840.00</u>
TEXAS LIFE INSURANCE	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice SM09BT20251214001 - Jan 2026	375.27
				<u>\$ 375.27</u>
TIM SANDOVAL	12/16/2025	6601 Board Expenses	Reimbursement for business related board expenses - December 2025	100.00
				<u>\$ 100.00</u>
UNITED PET CARE	12/16/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 202515154 - Dec 2025	51.50
				<u>\$ 51.50</u>
US BANK	12/1/2025	6610 Internet Services	Internet Services - Starlink	65.00
US BANK	12/1/2025	6604 Computer Software	Computer Software - Wasabi	45.19
US BANK	12/1/2025	6613 Office Supplies	Office Supplies - Greatland	148.71
US BANK	12/1/2025	6618 Recruitments	Recruitments - Concentra	234.00



San Gabriel Valley Mosquito & Vector Control District List of Claims | December 2025

US BANK	12/1/2025	6612 Miscellaneous Expenses	Miscellaneous Expenses - Kroger	45.00
US BANK	12/1/2025	6618 Recruitments	Recruitments - Certifix	95.88
US BANK	12/1/2025	6613 Office Supplies	Office Supplies - Staples	86.87
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Smart & Final	188.53
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Conference - MVCAC Conference Registration	225.00
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Conference - AMCA Conference Registration	550.00
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - AMCA Conference - Southwest	436.37
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Costco	22.04
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Yvonne's Kitchen	41.52
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Portos	111.46
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Vons	38.04
US BANK	12/1/2025	6611 Membership Dues	Membership Dues - Entomological Society	175.00
US BANK	12/1/2025	6602 Branded Apparel	Branded Apparel - Lands End	97.65
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Siam Casa	16.52
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Trader Joes	16.96
US BANK	12/1/2025	6644 Website and Email Services	Website and Email Services - Mailchimp	80.00
US BANK	12/1/2025	6641 Education Program Supplies	Education Program Supplies - Vistaprint	208.93
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Walmart	14.37
US BANK	12/1/2025	6606 Employee Recognition & Engagement	Employee Recognition and Engagement - Costco	57.88
US BANK	12/1/2025	6639 Advertising	Advertising - Google	30.06
US BANK	12/1/2025	6639 Advertising	Advertising - Facebook	478.63
US BANK	12/1/2025	6602 Branded Apparel	Branded Apparel - Acuity	324.00
US BANK	12/1/2025	6644 Website and Email Services	Website and Email Services - GoDaddy	23.19
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - CSDA Clerk Conference - Uber	14.97
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - CSDA Clerk Conference - Alaska Airlines	35.00
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - CSDA Clerk Conference - Uber	14.35
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - CSDA Clerk Conference - Burbank Airport	126.00
US BANK	12/1/2025	6619 Travel, Meetings, and Conferences	Travel - CSDA Clerk Conference -Marriot	415.98
US BANK	12/1/2025	6601 Board Expenses	Board Expenses - Honey Baked Ham Company	51.75
US BANK	12/1/2025	6601 Board Expenses	Board Expenses - Yum Yum Donuts	47.94
US BANK	12/1/2025	6601 Board Expenses	Board Expenses - Smart & Final	112.15
US BANK	12/1/2025	6601 Board Expenses	Board Expenses - Brookhollow	173.97
			\$ 4,848.91	
VERIZON WIRELESS	12/16/2025	6609 Field Communications	Field Communications - Invoice 6130639765	2,536.02
VERIZON WIRELESS	12/16/2025	6609 Field Communications	Field Communications - Invoice 6130639766	1,407.40
VERIZON WIRELESS	12/16/2025	6609 Field Communications	Field Communications - Invoice 6130639767	92.37
			\$ 4,035.79	
VESTIS	12/1/2025	6332 Uniforms	Uniforms - Invoice 5881072952	238.36
VESTIS	12/1/2025	6332 Uniforms	Uniforms - Invoice 5881084733	204.05
VESTIS	12/1/2025	6332 Uniforms	Uniforms - Invoice 5881090328	184.05
			\$ 626.46	
VESTIS	12/16/2025	6332 Uniforms	Uniforms - Invoice 5881096575	184.05
VESTIS	12/16/2025	6332 Uniforms	Uniforms - Invoice 5881102212	184.05
			\$ 368.10	
WEST VALLEY MVCD	12/16/2025	6635 Testing Supplies	Testing Supplies - Invoice 3053	576.00
			\$ 576.00	
WEX/CHEVRON	12/16/2025	6624 Gasoline	Gasoline - Invoice 108540437	3,282.42
			\$ 3,282.42	
			Total Payables for December 2025	\$ 232,494.23
			Total Payroll for December 2025 (attached)	\$ 422,566.78
			Total Claims for December 2025	\$ 655,061.01



San Gabriel Valley Mosquito & Vector Control District List of Claims | December 2025

Payroll December 2025

Department	December 4, 2025	December 18, 2025	December 31, 2025	Total
100-EXECUTIVE	\$ 22,376.80	\$ 11,606.40	\$ 11,606.40	\$ 45,589.60
200-ADMINISTRATION	\$ 10,404.80	\$ 10,604.80	\$ 10,404.80	\$ 31,414.40
300-OPERATIONS	\$ 69,651.42	\$ 59,972.36	\$ 58,980.72	\$ 188,604.50
400-SURVEILLANCE	\$ 19,325.60	\$ 19,625.61	\$ 19,325.61	\$ 58,276.82
500-COMMUNICATIONS	\$ 20,236.41	\$ 19,834.42	\$ 19,434.40	\$ 59,505.23
LIMITED TERM	\$ 5,541.53	\$ 5,845.60	\$ 5,536.21	\$ 16,923.34
GROSS PAYROLL	\$ 147,536.56	\$ 127,489.19	\$ 125,288.14	\$ 400,313.89
EMPLOYER TAXES	\$ 2,398.95	\$ 2,015.80	\$ 2,030.66	\$ 6,445.41
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 4,744.11	\$ 4,244.11	\$ 4,244.11	\$ 13,232.33
PAYROLL PROCESSING FEES	\$ 733.73	\$ 448.86	\$ 892.56	\$ 2,075.15
TOTAL PAYROLL	\$ 155,913.35	\$ 134,197.96	\$ 132,455.47	\$ 422,566.78

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San Gabriel Valley Mosquito & Vector Control District Budget Status Report | December 2025

BUDGET STATUS REPORT

PERIOD ENDING 12/31/2025
Current Period 50% of Fiscal Year Completed

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
SALARIES AND BENEFITS					
6500 Salaries - Exempt	101,047.20	466,559.02	972,092.76	505,533.74	48%
6501 Salaries - Non-Exempt	236,951.09	988,178.27	1,961,728.38	973,550.11	50%
6502 Salaries - Overtime	465.90	23,044.38	74,500.00	51,455.62	31%
6503 Salaries - Vacation	42,158.80	94,138.44	165,618.42	71,479.98	57%
6504 Salaries - Holiday	26,458.40	71,009.60	141,285.06	70,275.46	50%
6505 Salaries - Sick Pay	20,191.15	75,792.47	121,767.62	45,975.15	62%
6506 Salaries - Extra Help	0.00	137,176.30	351,138.80	213,962.50	39%
6507 Payroll Taxes - Medicare	6,698.94	27,944.95	59,890.08	31,945.13	47%
6508 Payroll Taxes - Social Security	0.00	5,751.39	17,940.80	12,189.41	32%
6509 Payroll Taxes - Unemployment Insurance	715.31	1,331.75	20,000.00	18,668.25	7%
6510 Cafeteria Benefit	56,522.00	241,151.71	610,200.00	369,048.29	40%
6511 Group Term Life Insurance	465.64	2,765.98	6,000.00	3,234.02	46%
6512 DM 457 Contribution	991.50	4,612.60	8,802.00	4,189.40	52%
6513 DM Car Allowance	500.00	3,000.00	6,000.00	3,000.00	50%
6514 Tuition Reimbursement	0.00	2,000.00	8,000.00	6,000.00	25%
6515 CalPERS Classic Normal Cost	10,626.96	43,368.71	93,643.80	50,275.09	46%
6516 CalPERS PEPRA Normal Cost	22,263.00	104,362.53	202,391.28	98,028.75	52%
6517 Retiree Health Insurance	4,408.72	28,312.25	58,000.00	29,687.75	49%
6518 CalPERS Classic Unfunded Liability	0.00	115,347.00	157,703.00	42,356.00	73%
6519 CalPERS Pepra Unfunded Liability	0.00	324.00	10,335.00	10,011.00	3%
6520 CalPERS Classic - ADP	0.00	0.00	330,000.00	330,000.00	0%
6521 CalPERS PEPRA - ADP	0.00	0.00	30,000.00	30,000.00	0%
6522 CalPERS Post Retirement - OPEB	0.00	0.00	150,000.00	150,000.00	0%
Total SALARIES AND BENEFITS	530,464.61	2,436,171.35	5,557,037.00	3,120,865.65	44%
ORGANIZATIONAL EXPENDITURES					
6600 Bank Charges	1,182.59	8,521.83	23,000.00	14,478.17	37%
6601 Board Expenses	2,688.50	12,740.98	40,000.00	27,259.02	32%
6602 Branded Apparel	0.00	563.95	4,000.00	3,436.05	14%
6603 Computer Hardware	11.16	5,293.03	30,000.00	24,706.97	18%
6604 Computer Software	14,756.10	50,418.20	94,500.00	44,081.80	53%
6605 Emergency Response	0.00	0.00	100,000.00	100,000.00	0%
6606 Employee Recognition & Engagement	0.00	2,914.01	6,000.00	3,085.99	49%
6607 Equipment Leases	0.00	11,524.57	23,000.00	11,475.43	50%
6608 Fees and Assessments	0.00	3,825.71	105,000.00	101,174.29	4%
6609 Field Communications	4,035.79	23,835.07	50,000.00	26,164.93	48%
6610 Internet Services	580.82	3,748.55	20,000.00	16,251.45	19%
6611 Membership Dues	0.00	47,380.58	40,000.00	-7,380.58	118%
6612 Miscellaneous Expenses	0.00	1,505.00	3,000.00	1,495.00	50%
6613 Office Supplies	31.79	4,206.12	9,000.00	4,793.88	47%
6614 Phone Services	1,114.90	6,682.50	25,000.00	18,317.50	27%
6615 Postage	0.00	506.80	2,000.00	1,493.20	25%
6616 Printing and Reproduction	0.00	1,279.81	11,000.00	9,720.19	12%
6617 Professional Development	0.00	125.84	3,000.00	2,874.16	4%
6618 Recruitments	0.00	579.88	6,500.00	5,920.12	9%



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | December 2025

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
6619 Travel, Meetings, and Conferences	0.00	12,096.03	52,000.00	39,903.97	23%
6620 Electric Utility Services	2,660.39	20,929.48	17,000.00	-3,929.48	123%
6621 Gas Utility Services	382.03	1,732.76	4,300.00	2,567.24	40%
6622 Water Utility Services	0.00	1,043.42	2,600.00	1,556.58	40%
6623 Aerial Operations	0.00	0.00	30,000.00	30,000.00	0%
6624 Gasoline	3,282.42	33,795.02	68,000.00	34,204.98	50%
6625 Operations Supplies	0.00	2,363.96	8,000.00	5,636.04	30%
6626 Pesticides	0.00	0.00	180,000.00	180,000.00	0%
6627 Pool Notifications	0.00	5,399.65	12,000.00	6,600.35	45%
6628 Safety Supplies	0.00	340.45	7,500.00	7,159.55	5%
6629 Equipment Maintenance	0.00	1,070.12	3,000.00	1,929.88	36%
6630 Facility Maintenance	4,904.27	35,266.60	86,000.00	50,733.40	41%
6631 Grounds Maintenance	0.00	1,130.49	2,000.00	869.51	57%
6632 Vehicle Maintenance	0.00	29,453.50	50,000.00	20,546.50	59%
6633 Work Boots	348.20	600.00	5,500.00	4,900.00	11%
6634 Uniforms	368.10	5,466.37	17,500.00	12,033.63	31%
6635 Testing Supplies	0.00	14,103.92	22,000.00	7,896.08	64%
6636 Fish Supplies	0.00	2,266.37	2,500.00	233.63	91%
6637 State Certification	0.00	6,174.00	10,000.00	3,826.00	62%
6638 Surveillance Supplies	620.30	7,821.00	15,000.00	7,179.00	52%
6639 Advertising	8,000.00	9,903.12	30,000.00	20,096.88	33%
6640 Communications Supplies	0.00	455.79	8,000.00	7,544.21	6%
6641 Education Program Supplies	0.00	2,083.19	10,000.00	7,916.81	21%
6642 Event Participation Fees	0.00	208.36	1,000.00	791.64	21%
6643 Media Production	0.00	71.36	1,800.00	1,728.64	4%
6644 Website and Email Services	0.00	5,505.32	7,000.00	1,494.68	79%
6650 Contract Services - Assessment Administration	0.00	7,490.24	25,000.00	17,509.76	30%
6651 Contract Services - Auditor	7,000.00	17,000.00	26,000.00	9,000.00	65%
6652 Contract Services - Bookkeeping	0.00	6,687.50	17,000.00	10,312.50	39%
6653 Contract Services - Information Technology	3,840.00	26,415.00	60,000.00	33,585.00	44%
6654 Contract Services - Investment Advisory	0.00	3,737.68	10,000.00	6,262.32	37%
6655 Contract Services - Legal	0.00	8,660.59	50,000.00	41,339.41	17%
6656 Contract Services - Other	0.00	0.00	5,000.00	5,000.00	0%
6660 Insurance - VCJPA Automobile	0.00	6,209.00	8,000.00	1,791.00	78%
6661 Insurance - VCJPA General Fund	0.00	4,344.00	5,000.00	656.00	87%
6662 Insurance - VCJPA Liability	0.00	141,142.00	145,000.00	3,858.00	97%
6663 Insurance - VCJPA Property	0.00	12,287.00	21,000.00	8,713.00	59%
6664 Insurance - VCJPA Workers' Compensation	0.00	167,728.00	145,000.00	-22,728.00	116%
6665 Insurance - Other Insurance	0.00	288.09	5,500.00	5,211.91	5%
Total ORGANIZATIONAL EXPENDITURES	55,807.36	786,921.81	1,770,200.00	983,278.19	44%
CAPITAL OUTLAY					
8000 Capital Outlay - General	0.00	32,450.00	70,000.00	37,550.00	46%
Total CAPITAL OUTLAY	0.00	32,450.00	70,000.00	37,550.00	46%
Total EXPENDITURES	586,271.97	3,255,543.16	7,397,237.00	4,141,693.84	44%



San Gabriel Valley Mosquito & Vector Control District Budget Status Report | December 2025

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
DESIGNATED RESERVES					
Public Health Emergency	0.00	0.00	695,000.00	695,000.00	0%
Capital Projects	0.00	0.00	325,000.00	325,000.00	0%
Pension Liability	0.00	0.00	313,000.00	313,000.00	0%
Building/Facilities	0.00	0.00	110,000.00	110,000.00	0%
Vehicle Replacement	0.00	0.00	65,000.00	65,000.00	0%
Prop 218 Ballot Initiative	0.00	0.00	1,179,923.00	1,179,923.00	0%
Sterile Insect Technique	0.00	0.00	122,500.00	122,500.00	0%
Total DESIGNATED RESERVES	0.00	0.00	2,810,423.00	2,810,423.00	0%

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San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
December 12, 2025

TRUSTEES PRESENT

Henry Aviles (Alhambra)
 Sho Tay (Arcadia)
 Robert Gonzales (Azusa)
 Emmanuel Estrada (Baldwin Park)
 Richard Barakat (Bradbury)
 Corey Calaycay (Claremont)
 Jerry Velasco (El Monte)
 Jackie Doornik (Glendora)
 Cory Moss (Industry)
 Manuel Garcia (Irwindale)
 Charlie Klinakis (La Puente)
 Anish Saraiya (L.A. County)
 Becky Shevlin (Monrovia)
 Joseph Leon (Monterey Park)
 Rachel Janbek (Pasadena)
 Tim Sandoval (Pomona)
 Sandra Armenta (Rosemead)
 Ryan Vienna (San Dimas)
 Denise Menchaca (San Gabriel)
 John Capoccia (Sierra Madre)
 Robert Joe (South Pasadena)
 Cynthia Sternquist (Temple City)
 Allen Wu (Walnut)

TRUSTEES ABSENT

Patricia Cortez (Covina)
 Margaret Finlay (Duarte)
 Meshal Kashifalghita (La Verne)
 Rosario Diaz (West Covina)

STAFF PRESENT

Jason Farned
 Cecilia Contreras
 Anais Medina Diaz
 Tristan Hallum
 Gilbert Holguin
 Jerry Mireles

GUESTS PRESENT

District Counsel, Kelly Alhadeff-Black

1. Call to Order

President Capoccia called the meeting to order at 7:04 a.m. Trustee Aviles led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Motion by Trustee Shevlin, seconded by Trustee Calaycay and carried by the following vote to approve Items 3.1- 3.7 of the Consent Calendar.

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Velasco, Doornik, Moss, Garcia, Klinakis, Saraiya, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Menchaca, Capoccia, Joe, Sternquist, Wu

NOES: None

ABSTAIN: None

ABSENT: Cortez, Finlay, Kashifalghita, Diaz



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes December 12, 2025

4. Presentation

None

5. Trustee Service Pin Presentation

President Capoccia recognized Trustees Gonzales, Doornik, Klinakis, Vienna, Menchaca, and Joe for five years of service, and Trustees Leon and Sternquist for fifteen years of service.

6. Presentation of Candidates for the 2026 Executive Offices of President, Vice President, Secretary/Treasurer for the Board of Trustees

Nominations Committee Chair Menchaca announced the proposed slate of officers: Trustee Meshal Kashifalghita for President, Denise Menchaca for Vice President, and Corey Calaycay for Secretary/Treasurer. She stated that the slate will be presented for approval at the January 9, 2026 Regular Board Meeting.

7. Trustee Conference Attendance – Appointment of Attendees for the 94th Annual MVCAC Conference

President Capoccia announced Trustees Estrada and Doornik interest to attend the 94th Annual MVCAC Conference.

Motion by Trustee Calaycay, seconded by Trustee Shevlin and carried by the following vote to approve President Capoccia's recommendation for Trustee's Estrada and Doornik to attend the 94th Annual MVCAC Conference.

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Velasco, Doornik, Moss, Garcia, Klinakis, Saraiya, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Menchaca, Capoccia, Joe, Sternquist, Wu

NOES: None

ABSTAIN: None

ABSENT: Cortez, Finlay, Kashifalghita, Diaz

8. FEMA Public Assistance Reimbursement – Eaton Fire Response

District Manager, Jason Farned, reported that the District received a FEMA Public Assistance reimbursement in the amount of \$62,243.02 for emergency mosquito control operations conducted in response to the 2025 Eaton Fire. He explained that the reimbursement was processed through Cal OES under FEMA Disaster DR-4856-CA and will be recorded as Other Revenue in FY 2025/26. Mr. Farned recommended that the Board accept the funds and approve their transfer to the District's Designated Reserve – Public Health Emergency.

Trustee Saraiya commended the District on securing the FEMA reimbursement and noted that obtaining such reimbursement requires significant effort and administrative work.



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes December 12, 2025

Motion by Trustee Shevlin, seconded by Trustee Calaycay and carried by the following vote to accept the FEMA Public Assistance reimbursement of \$62,243.02 as other Revenue for FY 2025/26 and approve its transfer to the District's Designated Reserve – Public Health Emergency in accordance with the District's reserve policies.

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Velasco, Doornik, Moss, Garcia, Klinakis, Saraiya, Shevlin, Leon, Janbek, Sandoval, Armenta, Vienna, Menchaca, Capoccia, Joe, Sternquist, Wu

NOES: None

ABSTAIN: None

ABSENT: Cortez, Finlay, Kashifalghita, Diaz

9. Consideration of Virtual Attendance Options for Board and Committee Meetings

Mr. Farned summarized the Board's discussions from May 12, 2023 and April 11, 2025 regarding virtual meeting attendance, including options under the Brown Act and limitations related to outdated audiovisual equipment. He noted that on both occasions, the Board reached consensus to continue holding in-person meetings due to quorum stability, cost considerations, administrative burden, and a preference for in-person collaboration. The item was brought forward again for further discussion.

Trustee Calaycay expressed concerns about offering a virtual attendance option, noting the potential for disruptions during public comment. Trustee Barakat concurred and stated that investing approximately \$100,000 in audiovisual equipment would not be fiscally responsible. President Capoccia emphasized the value of in-person meetings, noted that the Board has not experienced quorum issues and stated that the convenience of virtual attendance does not justify the associated costs.

Trustee Doornik inquired whether an audio recording could be provided to the full Board when members are absent. Mr. Farned responded that staff would explore the feasibility of doing so and evaluate potential funding in the next fiscal year.

The Board reached consensus to continue holding meetings in person.

10. District Administration

10.1 Committee Meeting Notification: Public Information Committee and Ad Hoc Committee

Mr. Farned announced that the Public Information Committee would convene immediately following adjournment of the Board meeting in the District Manager's office, and that the ad hoc committee would meet in the Board Room.

10.2 District Update

Mr. Farned expressed appreciation to the Trustees for their dedication throughout a productive and challenging year and congratulated the Trustees who were reappointed. He also reported that the solar panels were installed and that the required documentation was submitted to Edison.



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes December 12, 2025

10.3 End of Season – Video Recap

Mr. Farned mentioned that the Communications Department, led by Director Anais Medina Diaz, produced an end-of-season recap video featuring district staff and trustees. The Board praised the staff for their work in 2025.

11. Committee Reports

None

12. Trustee Report

Trustee Doornik reported that she attended her first SGVCOG EENR Committee meeting and expressed appreciation to the Board for her appointment to the Committee. Trustee Velasco inquired about the District's process for distributing information related to truck-mounted treatments and Mr. Farned explained the process and noted that additional information would be included in a future presentation.

13. New Business

None

14. Adjournment

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



Zone Specialists:

Zone	Specialist	Cities
1	Steven Ly	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halili	Altadena, Pasadena
3	Dane Miletich	Arcadia, Sierra Madre, Temple City
4	Hendricks Pena	Baldwin Park, El Monte, Rosemead
5	Darrin Jones	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Ignacio Urena	Industry, La Puente, West Covina
7	Fred Ibarra	Covina, Glendora, San Dimas
8	Steven Gallegos	Claremont, La Verne, Pomona, Walnut

Operations Summary:

This report includes pesticide usage for December 2025.

Seasonally cooler temperatures significantly reduced mosquito development and adult activity across the District, allowing Operations staff to transition from peak-season response to off-season priorities while maintaining routine inspection and treatment activities. Field efforts continued in known and persistent mosquito habitats to limit overwintering populations and address early-season sources ahead of the next vector season.

The reduced mosquito pressure during this period has allowed the department to focus on operational planning and internal evaluation of 2025 program outcomes. Staff are reviewing disease response activities, large-scale investigations, and treatment strategies implemented throughout the season to identify efficiencies, strengthen response protocols, and inform planning efforts that support continued operational readiness.

Chemical Usage:

December 2025

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	0.29 gal.	2663 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	21.84 lbs.	13626 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	0.13 gal.	64944 sq.ft.
Ingestion, toxicant	Mosquitoes	31.98 lbs.	189177 sq.ft.
Biologicals			
Mosquito fish	Mosquitoes	1507 ea.	18098 sq.ft.

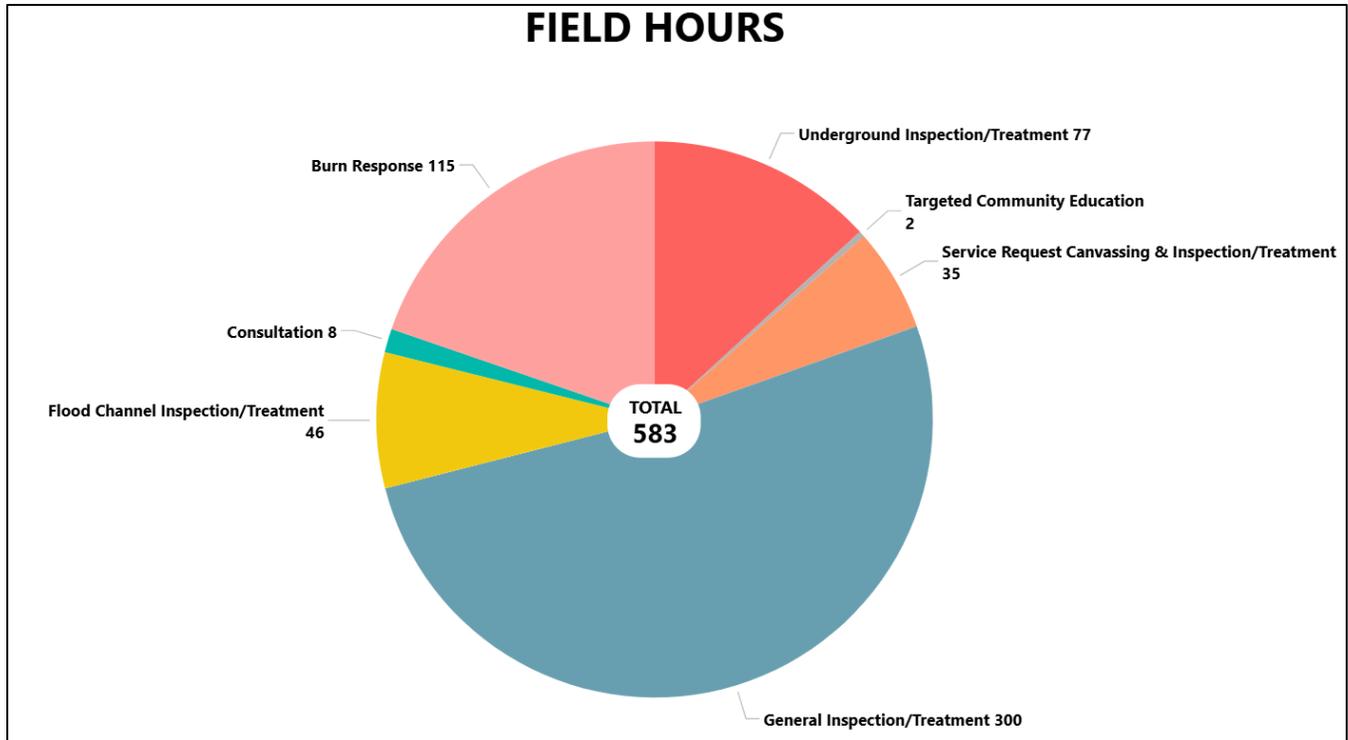


Field Statistics:

951 - 2.76 %
2024
SITES VISITED

30 + 172.73 %
2024
SERVICE REQUESTS

5 + 400 %
2024
CONSULTATIONS





San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 49 - 52 | November 30 – December 27

District-wide Mosquito Collections

Routine mosquito surveillance concluded for the 2025 mosquito season during disease week 47. The following are concluding visual summaries for 2025.

Average Mosquitoes Per Trap

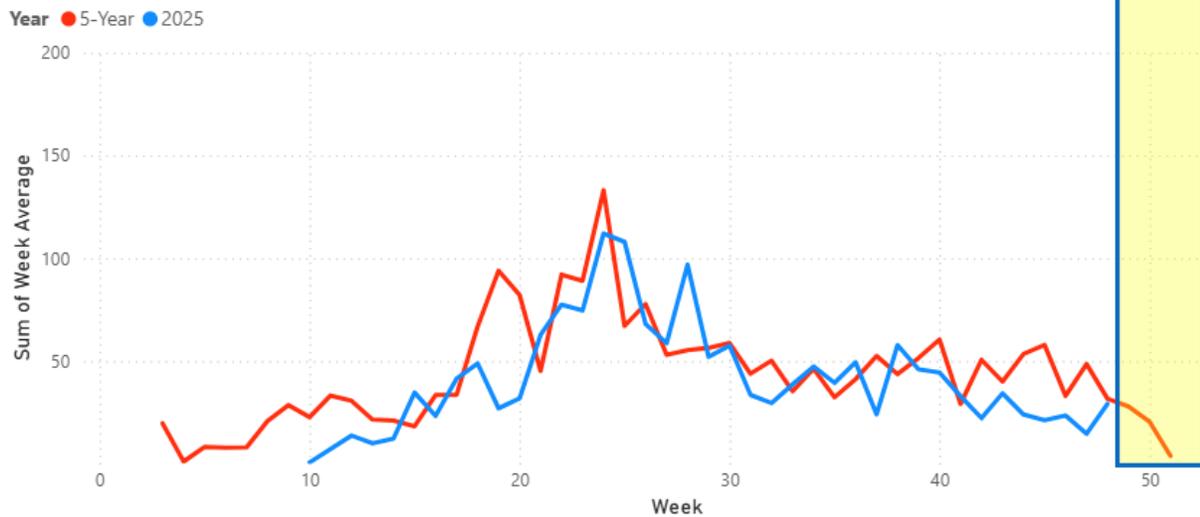


Fig. 1 Average mosquito collections per trap for the current year 2025 (blue) compared to a five-year average of mosquito abundance (red) from 2020 through 2024. Highlighted are weeks 49-52.

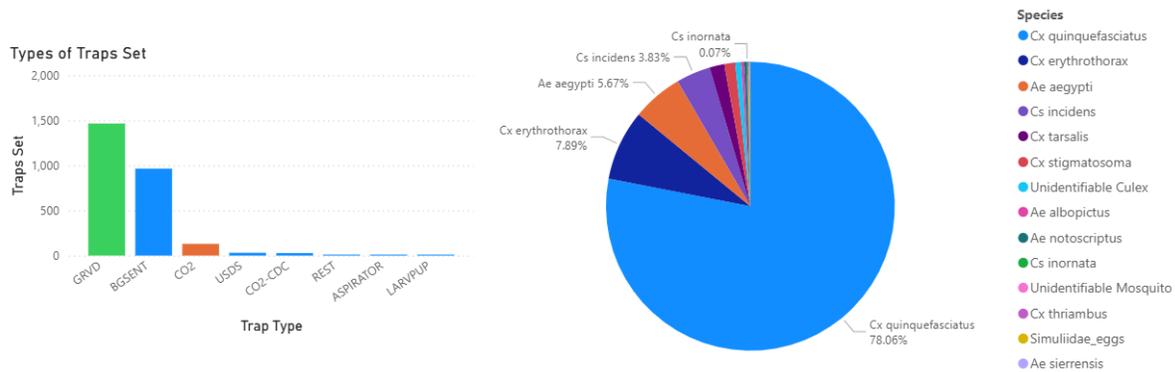


Fig. 2 The bar chart depicts the total number/types of traps set while the pie chart depicts the total percentage of mosquitoes collected for the 2025 trapping season. Species listed on the far right are sorted from high to low as a function of total abundance.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 49 - 52 | November 30 – December 27

Community/City	Avg Mosq per Trap
Alhambra	54
Altadena	37
Arcadia	76
Azusa	39
Baldwin Park	46
Bradbury	32
Claremont	43
Covina	94
Duarte	54
El Monte	59
Glendora	82
Industry	23
Irwindale	66
La Puente	57
La Verne	41
Monrovia	54
Monterey Park	88
Pasadena	37
Pomona	61
Rosemead	44
San Dimas	48
San Gabriel	50
Sierra Madre	14
South Pasadena	71
Temple City	49
Walnut	45
West Covina	64

2025 Average Mosquitoes per Trap

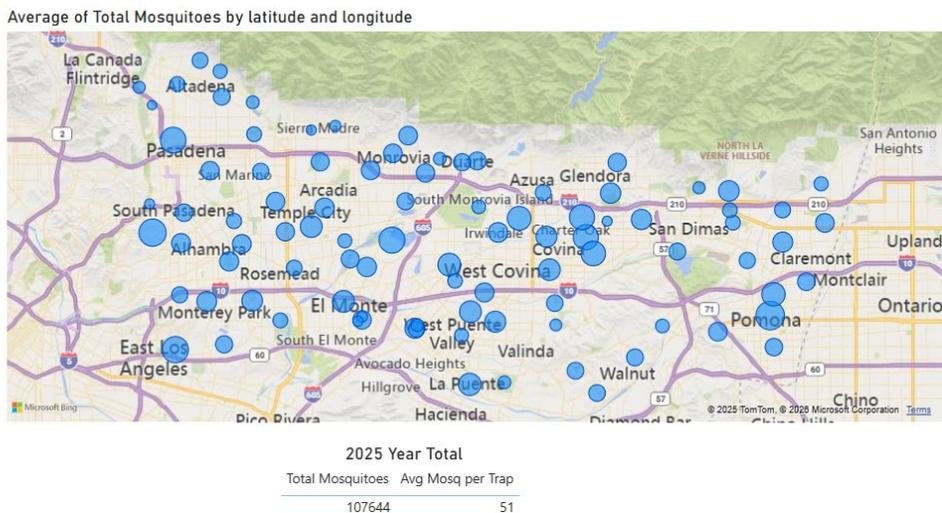


Fig. 3 The chart on the left depicts the average amount of mosquitoes collected per trap by sampling location and city/community. The map displays these trapping locations while the size of the bubbles on the map reflects the relative abundance of mosquitoes caught at each site.

Black Fly Surveillance

Routine black fly surveillance concluded in week 47.

Additional Surveillance Activities

Additional surveillance activities are activated when mosquito abundance/disease information is required from a specific area. Generally, these activities are activated in response to specific disease/abundance triggers but can be utilized proactively in areas of historic concern. Additionally underground mosquito surveillance is deployed year-round to mitigate mosquito populations in storm drain and flood channel environments.

No additional surveillance activities were deployed during this reporting period.

Arbovirus Activity

As of disease week 17, West Valley Mosquito and Vector Control District has resumed testing our dead bird and mosquito pool samples. As a reminder, mosquitoes are tested in groups, routinely of 20-50 individuals, to test for the presence of virus. These groups of mosquito samples are referred to as a mosquito “pool”. *Aedes spp.* mosquitoes can be tested in lower quantities to aid in identifying local transmission. *Culex* mosquito samples and dead bird samples are tested for West Nile virus (WNV), St. Louis Encephalitis (SLE) and Western Equine Encephalitis (WEE) virus. Submitted *Aedes spp.* samples are tested for Dengue (DENV), Chikungunya (CHIKV) and Zika virus (ZIKV).

As of week 30, the District identified its first WNV positive mosquito pool for the 2025 mosquito season.

As of week 47, sample testing has concluded for the 2025 season.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 49 - 52 | November 30 – December 27

2025 season totals are:

Mosquito samples

- In 2025, 901 mosquito pools have been tested with 8 positive detections.
 - At season's end in 2024, 938 mosquito pools were tested with 50 positive samples.

Bird samples

- In 2025, 24 bird carcasses have been tested with 0 positive detections.
 - At season's end in 2024, 39 bird carcasses were tested with 3 positive samples.

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San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 49 - 52 | November 30 – December 27

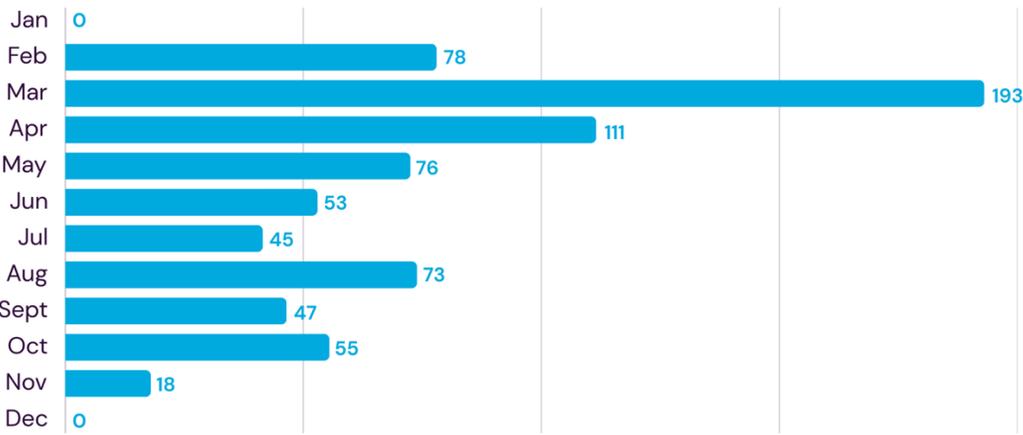
Outreach Summary:

As the year concludes, Department staff developed content highlighting the District’s accomplishments throughout the year. Additionally, staff continued creating digital content promoting the district’s services, programs, staff, and key message – “Tip, Toss, Protect.”

Preparations for MVCAC, upcoming educational programs, and 2026 community outreach and engagement are underway. District staff will be increasing community outreach, presentations, and marketing to ensure residents are familiar with the district ahead of the Proposition 218 initiative in 2027.



2025 Communications Field Hours



Based on a 1 month reporting period

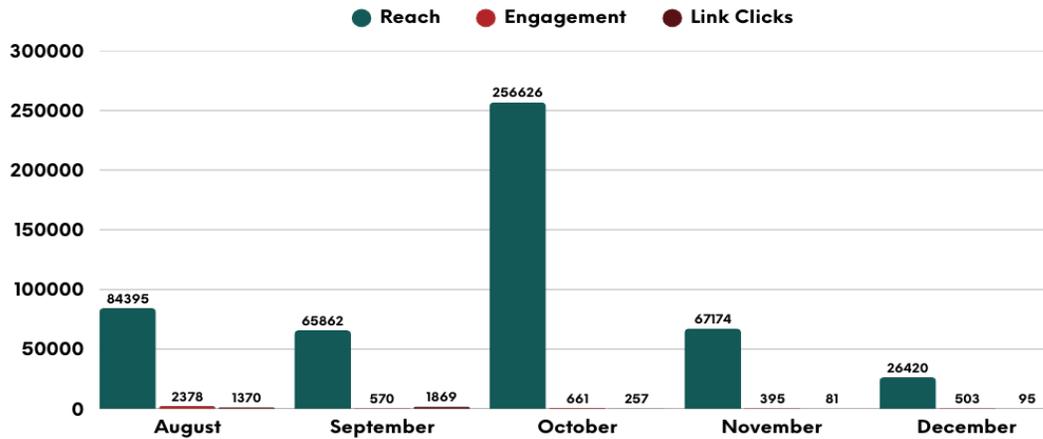


San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 49 - 52 | November 30 – December 27

Digital Marketing:

- 1) Key Performance Indicators (KPIs):

Social Media Engagement

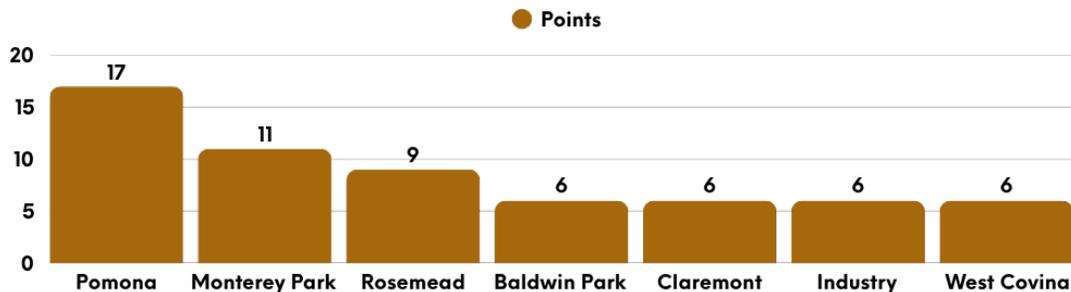


A delay in reported data may be present. Reported numbers reflect full calendar months to accurately track KPIs from all District social media platforms.

- 2) Digital Response Support

- a) Staff continue to develop reels highlighting operations and programs to increase District awareness and growth on Instagram and YouTube.

Most Engaged Cities with @SGVMosquito on Social Media



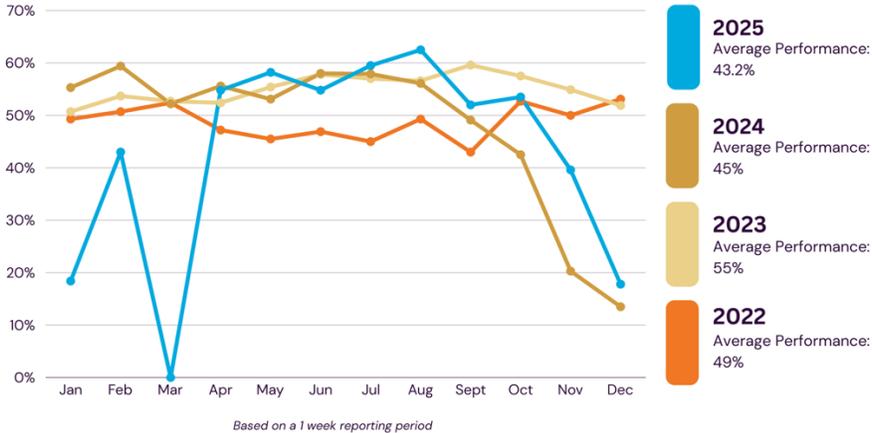
- 3) Email Marketing

- a) December Short Bites Monthly e-blast was sent to general and Bite Back Champions audiences.
- b) December Board Bites Monthly was sent to all board trustees.



San Gabriel Valley Mosquito & Vector Control District
Communications Department Report
 Disease Weeks 49 - 52 | November 30 – December 27

Short Bites Monthly Performance



4) Content Development

- a) Staff developed Year-in-Review highlights reel to share with the board, stakeholders, and residents.
- b) Staff continue to promote “Tip, Toss, Protect” by developing trending social media content.

5) Media Hits

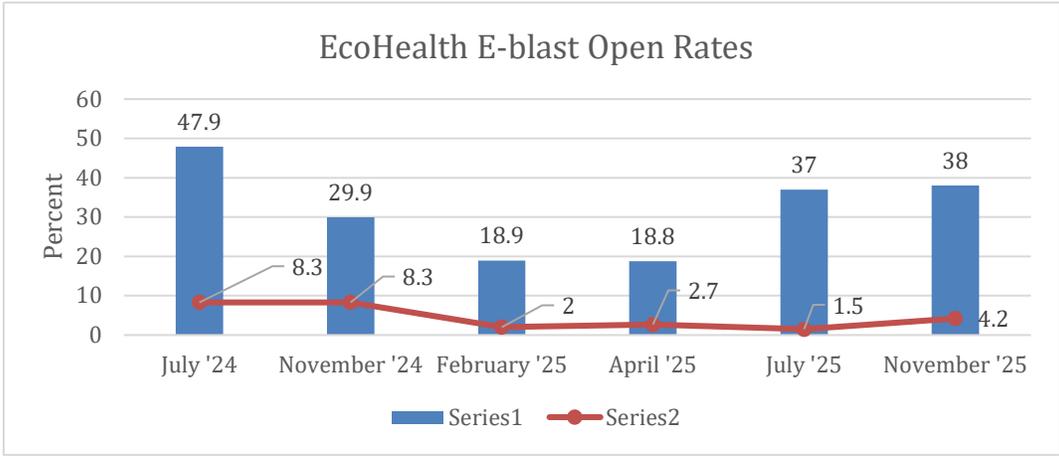
CBS LA	12/4/2025	Expert discusses why there is a seemingly increase of mosquitoes in December
CBS LA YouTube	12/4/2025	Expert discusses why there is a seemingly increase of mosquitoes in December



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 49 - 52 | November 30 – December 27



EcoHealth Vector Education



1. EcoHealth Highlights

- a) 12/4/2025 - Attended webinar “Building Bridges: Integrating Quality Matters Standards, Universal Design Learning, and K-12 Accessibility” for online educational content.
- b) Completed EcoHealth website review and currently working to implement edits and improve accessibility.
- c) Met with Sierra Madre Middle School teacher, Ravi Dev, and one of his students who has volunteered to redo the Operation Mosquito G.R.I.D. how-to video with the help of classmates. We then delivered props to the school on Tuesday, 12/16/2025. This video is an update to reflect important changes to the program while continuing the use of a middle school peer narrator.



San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | November 2025

This Treasurer's Report reflects the SGVMVCD's month end balance of District funds for the period noted above. It is in full compliance with the District's Investment Policy. The Secretary-Treasurer hereby certifies that the District can meet expenditure requirements for the next six months with funds from the Citizens Bank, L.A. County Pool, CA CLASS, and LAIF accounts.

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$3,591.79
No transactions this period		\$0.00		
ENDING BALANCE				\$3,591.79
% OF ANNUAL EXPENDITURE:	0.05%	YIELD:	4.15%	MATURITY DATE: PERPETUAL SOURCE: NOV 2025 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$8,521.31
Interest Earned		\$87.49		
Red Mstr 2025-26 1st Pd		\$52,257.07		
Red Comm FNL 2024-25 22 Pd		\$0.84		
ENDING BALANCE				\$60,866.71
% OF ANNUAL EXPENDITURE:	0.82%	YIELD:	3.29%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 5

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$1,627,196.31
Interest Earned		\$5,400.35		
ENDING BALANCE				\$1,632,596.66
% OF ANNUAL EXPENDITURE:	22.07%	YIELD:	4.18%	MATURITY DATE: PERPETUAL SOURCE: NOV 2025 STATEMENT

VCIPA CONTINGENCY FUND				
BEGINNING BALANCE				\$210,691.00
Interest Earned		\$3,012.00		
ENDING BALANCE				\$213,703.00
% OF ANNUAL EXPENDITURE:	2.89%	YIELD:	3.69%	MATURITY DATE: PERPETUAL SOURCE: SEPT 2025 STATEMENT*

*Statements provided on quarterly basis only

CITIZENS BANK (OPERATIONS AND SWEEP ACCOUNTS)				
BEGINNING BALANCE				\$816,960.88
Debits		(\$844,783.44)		
Deposits		\$515,632.35		
Account Analysis Fees		(\$168.84)		
Interest Earned		\$29.79		
ENDING BALANCE				\$487,670.74
% OF ANNUAL EXPENDITURE:	6.59%	YIELD:	0.10%	SOURCE: NOV 2025 STATEMENT

U.S. BANK TRUST				
BEGINNING BALANCE				\$2,040,291.23
Taxable Interest		\$310.00		
Taxable Dividends		\$237.20		
Fees and Expenses		(\$250.00)		
Long Term Gains/Losses		\$0.00		
Change in Investment Value		\$3,654.00		
ENDING BALANCE				\$2,044,242.43
% OF ANNUAL EXPENDITURE:	27.64%			SOURCE: NOV 2025 STATEMENT

ALL FUNDS BEGINNING BALANCE	\$4,707,252.52
ALL FUNDS ENDING BALANCE	\$4,442,671.33


Corey Calaycay (CA # 2, 80298 BA-101-181 P01)

 Corey Calaycay, Secretary - Treasurer

01/02/26

 Date



San Gabriel Valley Mosquito & Vector Control District
District Working Balance | January 2026

**SGVMVCD WORKING FUND BALANCE
JANUARY 2026**

ALL FUNDS ENDING BALANCE (PERIOD ENDING NOVEMBER 2025)	\$4,442,671.33
TOTAL RESERVES	(\$2,810,423.00)
DECEMBER 2025 EXPENDITURES	<u>(\$655,061.01)</u>
JANUARY 1, 2026 WORKING FUND BALANCE	<u><u>\$977,187.32</u></u>

Jason Farned

Jason Farned, District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Tristan Hallum, Director of Scientific Programs

Name of Conference/Event: MVCAC Planning Meeting 2025

Date: 12/2 – 4/2025

Location: Visalia Marriott at the Convention Center

Significant points learned of benefit to the District and its ratepayers:

I had the opportunity to attend the 2025 Mosquito and Vector Control Association of California (MVCAC) Planning Session in Visalia California this year due to my role as the Training and Certifications (T&C) committee chair in the organization. At the meeting we discussed the role of MVCAC agency trustees and participating California members involvement in the overall organization as well as how to continue to build up the organization for new members. Two particular points of action that will benefit the District are the initiatives to increase partnership with local private pesticide applicators and the development of invasive *Aedes spp.* training videos to be developed this year.

One of the executive charges for the organization has been to engage private pest control and that has been passed along to the T&C committee to generate presentation opportunities for local vector control agencies to engage with their local private pest control applicators. This will be a series of presentations focused on mosquito biology, integrated vector management practices, resistance and lastly some particular aspect of the local agency. This series of presentations is designed to place vector control professionals as field experts and points of contact for private pest control applicators to keep in contact with and consult to ensure proper pesticide applications are made.

The second initiative in benefit to the District is a series of invasive *Aedes spp.* educational webinars/seminars are in discussion to provide to agencies throughout California. This series is designed to target several of the critical modifications that *Aedes* control has required change in the vector control industry and focus on the lessons learned as agencies adapt their programs away from *Culex*/West Nile Virus and towards *Aedes* control. These webinars are currently in the planning phase and expected to be generated/produced either this or next year.

These are just two initiatives directly benefiting the District. I also had the opportunity to voice San Gabriel Valley's perspective while deciding upon statewide initiatives and directions for the next calendar year. I appreciate the District's support in attending this meeting and look forward to continue to serve in this capacity for future seasons.

Date: 12/9/2025

Signed: 

Print Name: Tristan Hallum

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

Date: January 9, 2026

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

Subject: Consider Rescinding Resolution 2024-05 and Adopting Resolution 2026-01 Amended and Restated Bylaws Governing the Conduct of District Business

Exhibit(s): Exhibits 6A, 6B

Background

Recent legislative changes require updates to the District's bylaws to ensure continued compliance with state-mandated training requirements for local agency officials. Staff has reviewed the District's existing bylaws and identified limited amendments necessary to reflect these statutory updates while maintaining consistency with current governance practices.

The proposed amendments address the adoption of a new fiscal and financial training requirement pursuant to **Senate Bill 827 (SB 827)** and a minor timing update to the existing **Assembly Bill 1234 (AB 1234)** ethics training provision.

Summary of Legislative Updates

SB 827 – Fiscal & Financial Training

Senate Bill 827 establishes a new biennial fiscal and financial training requirement for local agency officials involved in financial oversight. The legislation requires completion of at least two hours of training every two years, with initial training to be completed within six months of assuming office. This requirement is not currently reflected in the District's bylaws, and the proposed amendment incorporates this statutory obligation to ensure compliance.

AB 1234 – Ethics Training

The AB 1234 ethics training requirement remains unchanged in scope and frequency. The proposed amendment updates the timeline for initial completion from within one year of assuming office to within six months.

District Manager's Recommendation

The District Manager recommends approval of the proposed amendments to the District bylaws to incorporate SB 827 fiscal and financial training requirements and update the AB 1234 ethics training completion timeline as presented.



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

Recommended Action for the Board:

- 1) The Board shall rescind Resolution 2024-05 and adopt Resolution 2026-01 Bylaws Governing the Conduct of District Business.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager

RESOLUTION NO. 2024-05**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2024-01 AND ADOPTING AMENDED AND RESTATED BYLAWS GOVERNING THE CONDUCT OF DISTRICT BUSINESS**

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District (“District”) adopted Resolution 2024-01 on March 8, 2024;

WHEREAS, the District is formed, operated, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*);

WHEREAS, the District is an independent special district that provides protection to the public from vector-borne diseases in the San Gabriel Valley that serves approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County;

WHEREAS, the District determined that the existing resolution has outdated language that requires updates; and

WHEREAS, the District deems it necessary to establish and revise its bylaws to ensure the orderly and efficient conduct of its business;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Resolution 2024-01 is rescinded;

Section 2. GENERAL**A. Board of Trustees**

The District is governed by a 27-member Board of Trustees (“Board”) consisting of an appointed representative from each City within the District’s jurisdiction and a representative from the County of Los Angeles. The cities within the District’s service jurisdiction are:

Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, portions of unincorporated Los Angeles County, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, and West Covina.

B. Appointments and Qualifications

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. The person appointed by city council (or authorized legislative body) to be a member of the Board shall be a voter and resident of the appointing city or unincorporated county area that is within the District’s jurisdiction.

The term of office for a member of the Board shall be two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January and end December 31.

Any vacancy in the office of a member appointed to the Board shall be filled by the appointing authority within 90 days immediately subsequent to its occurrence, or if no action is taken for a period of 90 days immediately subsequent to a vacancy, by the Board of Supervisors of the County of Los Angeles pursuant to California Health & Safety Code § 2024 and California Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

C. Duties of Appointment

Members of the Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.

D. Compensation and Reimbursement Policy

Resolution 2024-06 shall be referenced regarding compensation and reimbursement policy for Trustees.

Section 3. BOARD STRUCTURE

A. Role of the Board

The Board provides oversight, counsel, and direction to the District Manager but should not be involved in the District's day-to-day affairs.

Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.

The Board shall not be involved in the hiring of District employees or other personnel actions with the exception of District *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*.

The Board shall set policies, employ the District Manager, and retain legal counsel.

B. Officers

1. President

The President shall carry out the responsibilities of the role at all Board meetings, represent the District officially when needed, and fulfill any additional duties as designated by the Board. The President shall appoint Trustees to serve on committees in addition to appointing chairpersons of such committees. The President shall promptly open meetings and efficiently conduct the business of the day with appropriate order and decorum.

2. Vice President

When the President is absent or resigns, the Vice President shall perform the President's duties.

3. Secretary-Treasurer

The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.

The Secretary-Treasurer shall also serve as the Chairperson of the Finance Committee. As the Finance Committee Chair, the Secretary-Treasurer shall receive a monthly financial investment and expenditure report to verify the accuracy of the documents. The Treasurer shall sign the monthly report as the

preparer signifying that the report is true and accurate to the best of their knowledge.

The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

When the President and Vice-President are absent or resign, the Secretary-Treasurer shall perform the President's duties.

Should the President, Vice President, and Secretary-Treasurer be absent or resign, the remaining Trustees shall select one of their members to perform the duties of the President for said meeting.

C. Officers Term of Office and Election Process

A term of office for Board officers is two calendar years.

In October of each odd-numbered year, the presiding President shall appoint a Nominations Committee consisting of five (5) Trustees including the Chair, which shall be ratified by the Board. The Nominations Committee shall meet in November and develop a slate of candidates who are willing to serve as Board officers for a new term of office. The Nominations Committee shall present the slate of candidates at the December Board meeting.

In January of each even-numbered year, the Board shall take action to elect the slate of candidates under consideration. For the election, the presiding President shall relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate of candidates. Each Trustee will have one vote per office. Newly elected officers shall assume their positions at the January meeting of each even-numbered year.

Should a Board officer not be reappointed as a Trustee by their legislative body during an active term of office, the Nominations Committee shall reconvene and identify a candidate for the open office. The Board shall elect an officer by the procedure above.

D. Eligibility for Office

Any member of the Board may be selected to serve as an Officer.

E. Performance

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a Board member shall be communicated in writing to the Board President, unless the concern is about the Board President, in which case, to the Vice President.

Section 4. BOARD MEMBER CODE OF CONDUCT, ETHICS, VALUES, AND NORMS

A. Purpose

The purpose of the District's Code of Conduct is to provide standards and guidelines that will prevent conduct which undermines the integrity of the Board; provides a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board; enhance the understanding of laws and principles which define the obligations of the Board; and establish positive, effective, and comprehensive guidance for the conduct of the Board.

B. Professionalism and Courtesy

The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. To assist in governing the behavior between and among Board members, the following rules shall be observed:

1. Trustees shall treat fellow board members, staff, and members of the public with respect, fostering an environment of collegiality and collaboration.
2. Encourage attentive listening and responsiveness.
3. Prioritize the needs of the District's constituents.
4. Focus on positive interactions, avoiding hidden agendas, gossip, and infighting.
5. Embrace differing viewpoints constructively and support Board decisions once made.
6. Trustees should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
7. Trustees should function as a part of the whole.

C. Confidentiality

All documents prepared for and distributed in closed session and all discussions regarding confidential information, as defined by Cal. Gov. Code § 54963, among Board members and with authorized staff during closed sessions remain confidential pursuant to the terms of the Brown Act. Likewise, what occurs in a closed session is confidential, and Board members who have participated in such a closed session may not disclose the content of any of the matters discussed, unless the legislative body authorizes disclosure of that confidential information. All Board members have an obligation to protect the confidentiality of information received during a closed session. Nothing contained in these Bylaws shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of the Government Code.

D. Conflict of Interest

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding President state the nature of the disqualification in an open meeting. A Trustee who is disqualified by reason of a conflict of interest in any matter shall not attempt to influence and participate in discussions concerning the matter and may not remain in their seat during the discussion and vote on the matter but shall request and be given the permission of the presiding President to leave the Board room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

E. Agenda Items

Trustees shall thoroughly prepare themselves to discuss agenda items at Board meetings. If clarification on an agenda item is needed, Trustees are asked to contact the District Manager to obtain any information necessary to supplement or enhance their knowledge to improve legislative and/or policy decision-making. Trustees may request that a matter be placed on the Board's agenda by submitting a request to the President, along with any supporting

material and recommendation for action by the Board, at least 10 days prior to the Board meeting at which the submitting member requests that action be considered.

Contact among Board members concerning District agenda items (directly or indirectly) outside of the meeting context, including “reply all” responses via email communication, is to be avoided as such activity may be in violation of the Brown Act open meeting laws.

F. AB 1234 Ethics Training

Pursuant to Assembly Bill 1234, Trustees shall take ethics training every two years, with a requirement that they take their first training no later than one year after commencement of their term of office with the District. Trustees shall provide proof of AB 1234 Ethics Training to the Clerk of the Board, which records shall be maintained by the District for at least five years after the date the Trustees receive the training. These records are public records subject to disclosure under the California Public Records Act.

G. AB 1661 Sexual Harassment Prevention Training

Pursuant to Assembly Bill 1661, Trustees shall take sexual harassment prevention training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1661 Sexual Harassment Prevention Training to the Clerk of the Board, which records shall be maintained by the District for at least five years after the date the Trustees receive the training. These records are public records subject to disclosure under the California Public Records Act.

H. Statement of Economic Interests (Form 700)

Pursuant to the Political Reform Act (“the Act”), appointed officials must adhere to the Fair Political Practices Commission’s requirement to complete and file a Statement of Economic Interests (Form 700) in a timely manner when assuming office, annually, and when leaving office. Any person who files a Form 700 after the deadline imposed by the Act may be personally liable for a late fine pursuant to Government Code Section 91013. Trustees shall timely submit Form 700 in accordance with applicable Act requirements.

Section 5. MEETINGS OF THE BOARD

All Board and Committee meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 et. seq., the California Government Code §§ 54950, et seq. (“Brown Act”), and any and all laws governing public meetings.

A. Time and Location of Board Meetings

Regular meetings of the Board of Trustees shall be held on the second Friday of each month at 7 a.m. at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 unless otherwise approved by the Board.

B. Time and Location of Committee Meetings

Committee Meetings may be called and held as needed at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 pursuant to the procedures set forth in the Brown Act.

C. Attendance at Meetings

Trustees are expected to attend all regular meetings of the Board. The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board or Committee meeting is excused.

Trustees shall notify the Clerk of the Board no later than one day prior to the scheduled Board or Committee meeting, or as soon as reasonably practicable thereafter, of their absence.

More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.

D. Quorum and Actions

A majority of the Board or a Committee shall constitute a quorum. Action can only be taken by the vote of the majority of the Board or Committee members of the quorum present, excluding abstentions.

E. Robert's Rules of Order

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the parliamentary procedures of the Board will be governed by the most current edition of Robert's Rules of Order.

F. Minutes

The Clerk of the Board shall have exclusive responsibility for the preparation and transcribing of minutes for record keeping.

G. Actions of the Board

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts, including financial transactions. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

H. Recording of Votes

When a split vote appears imminent, any Board member may request a vote by roll call and the vote of each individual Board member shall be recorded by the Clerk of the Board pursuant to Health and Safety Code Section 2029(b).

I. Order of Business

The order of business at a Board meeting will be conducted in accordance with items as listed on the agenda. The President shall have the discretion to reorder items on the agenda to accommodate the public or to address other concerns.

The District shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The President shall be consulted when the agenda is developed.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation which requires immediate action, as determined by a majority vote of the members present, i.e. a work stoppage, crippling disaster, or other activity which severely impairs public health or safety.
- b. If the need to take immediate action arose after the agenda was posted, such action must be approved by a two-thirds majority of the Board present at the meeting, or, if less than two-thirds of the Board is present, a unanimous vote is required of the members present.

Section 6. STANDING COMMITTEES

A. Executive Committee

The Executive Committee shall be comprised of four (4) members of the Board including the current President, Vice-President, Secretary-Treasurer, and the most recent past President, if still a member of the Board and if not, the most recent past Vice-President. The President shall serve as the Committee Chair. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Executive Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Executive Committee shall include the following:

- a) Members of the Executive Committee shall serve as de facto alternates for all District standing committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.
- b) Annually, no later than March 1st, led by and in collaboration with the Personnel and Policy Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

1. Review of the current employment agreement terms and language.
2. Consultation with the District Manager regarding proposed employment terms and language.

3. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- c) As needed, in collaboration with Personnel and Policy Committee, oversee and manage recruitment for the District Manager position.
- d) All recommendations by the Executive Committee must be adopted by the Board before such recommendations can be given effect.

B. Finance Committee

The Finance Committee shall be comprised of five (5) members of the Board. The Secretary-Treasurer elected in January of each even-numbered year shall serve as the Committee Chair. The four remaining members of the Finance Committee shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Finance Committee shall be scheduled quarterly and as needed basis and called by the Committee Chair.

2. Duties

Duties of the Finance Committee shall include the following:

- a) Quarterly review of the District's investments.
- b) As needed, recommend investment instruments to the Secretary-Treasurer pursuant to *Policy 30 – Investments*. The Secretary-Treasurer shall execute all investments and report said item to the Board.
- c) Biannually, make recommendations regarding the firm that conducts the District's annual audit and internal controls report for a two-year period. The Finance Committee shall make a recommendation to retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year period.
- d) Annually, review The Independent Auditor's Report of Financial Transactions and Internal Controls Report and determine if any recommendations are necessary on said items.
- e) Annually, prior to the May Board meeting, review staff's recommendation regarding the ensuing fiscal year budget and assessment rate and make recommendation regarding said items.
- f) Annually, review the District's Investment Policy and determine if any changes should be recommended on said item. *Policy 30 - Investments* shall be reviewed and adopted annually by the Board.

- g) As needed, review and make recommendations to the Board regarding budget adjustments that occur during the fiscal year.
- h) With the exception of recommending investment instruments pursuant to item b) above, all recommendations by the Finance Committee must be adopted by the Board before such recommendations can be given effect.

C. Personnel and Policy Committee

The Personnel and Policy Committee shall be comprised of five (5) members of the Board. The members of the Personnel and Policy Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Personnel and Policy Committee shall include the following:

- a) As needed, review all District policies and/or direct staff to prepare policies as requested by the Board for implementation
- b) As needed, review District's job positions and class specifications for implementation.
- c) Annually, prior to the May Board meeting, review staff's recommendation regarding salaries and benefits for the ensuing fiscal year budget.
- d) Triennially in April, review Classification and Compensation Survey.
- e) Annually, no later than March 1st, led by the Personnel and Policy Committee and in collaboration with the Executive Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

- 4. Review of the current employment agreement terms and language.
- 5. Consultation with the District Manager regarding proposed employment terms and language.

6. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- f) As needed, in collaboration with Executive Committee, oversee and manage recruitment for the District Manager position.
 - g) As needed, hear and render determinations regarding disciplinary appeals pursuant to District Personnel Rules and Regulations *Policy No. 16 – Disciplinary Appeal and Procedures*.
 - h) As needed, investigate complaints of harassment, discrimination, or retaliation against the District Manager and make recommendation regarding disciplinary action.
 - i) With the exception of decisions as noted in *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*, all recommendations by the Personnel and Policy Committee must be adopted by the Board before such recommendation can be given effect.

D. Public Information Committee

The Public Information Committee shall be comprised of five (5) members of the Board. The members of the Public Information Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Policy Committee shall include the following:

- a) As needed, serve as an advisory board to the District's public relations goal to increase awareness and public support for the District's mission and goals.
- b) As needed, support the Communications Department mission to enhance transparency and credibility through multi-media engagement while motivating internal, local, regional, statewide, and national stakeholders to take action and become public health agents in their communities.
- c) As needed, receive updates related to public/media relations, communications plans, social media platforms, branding, messaging, video production, and marketing.
- d) As needed, provide the District resources and connections to professionals, organizations, cities, and other agencies to support the District's education and public outreach efforts.

E. Nominations Committee

The Nominations Committee shall be comprised of five (5) members of the Board. The members of the Nominations Committee and Chair shall be appointed by the presiding President in October of each odd-numbered year. The President's appointments shall be included on the October agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

The Nominations Committee shall meet at least once biannually and the meeting shall be scheduled in November of each odd-numbered year or as otherwise deemed necessary.

2. Duties

Duties of the Nominations Committee shall include the following:

- a) In November of each odd-numbered year, solicit and develop a slate of candidates who are willing to serve as Board officers for a new two-year term of office. Candidates may submit a statement of qualifications for consideration.
- b) In December of each odd-numbered year, notify candidates of their nomination and present the slate of Board officer candidates to the Board.
- c) In January of each even-numbered year, for the purpose of conducting the biannual election, the Nominations Chair shall take control of the Board meeting. The Chair will present the list of prospective candidates and request Board members to cast their votes. If there is more than one candidate for a position, voting shall be conducted vocally for each office individually. If there is only one candidate for a position, voting shall occur collectively for the slate of candidates. The Clerk of the Board will record the vote(s). Upon conclusion of the election, the Chair will turn control of the meeting back to the President.

F. Legislative Committee

The Legislative Committee shall be comprised of five (5) members of the Board. The members of the Legislative Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Legislative Committee shall be scheduled on an as needed bases and shall be called by the Committee Chair.

2. Duties

Duties of the Legislative Committee shall include the following:

- a) As needed, monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities of the District.
- b) As needed, make recommendations regarding positions to be taken on pending bills and the degree of District resources to be allocated to ensure the District's position is effectively communicated.
- c) Annually, conduct review of relevant legislation which may impact mosquito and vector control, public health, and special districts.
- d) As needed, establish position regarding bills as follows:
 - i. Support: The District is in favor of the bill becoming law.
 - ii. Support if Amended: The District is in favor of the bill becoming law if amendments are made as recommended by the Committee.
 - iii. Oppose: The District is not in favor the bill becoming law.
 - iv. Oppose unless Amended: The District is not in favor of the bill becoming law; however, opposition may be removed if amendments are made as recommended by the Committee.
 - v. Neutral: The District does not have a position on the bill.
 - vi. Watch: The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.
- e) As needed, provide recommendation on position regarding bills which affect the District for adoption.
- f) As needed, provide update regarding status of bills.
- g) As needed, participate in statewide legislative efforts conducted by AMCA, MVCAC, CSDA, California Chamber of Commerce, and similar organizations.
- h) Ensure its recommendations comply with the Political Reform Act of 1974, the Fair Political Practices Commission Regulations, and applicable local lobbying ordinances.
- i) All recommendations by the Legislative Committee must be adopted by the Board before such recommendation can be given effect.
- j) When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Committee Chair, or District Manager may communicate that information so long as it is consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When such action is necessary, said individual shall notify the Board at its next regular meeting.

Section 7. AD-HOC COMMITTEES

The Board shall appoint ad-hoc committees as may be deemed necessary and advisable. The duties of the ad-hoc committee shall be outlined at the time of appointment and the committee shall be considered dissolved once specified tasks have been completed.

Section 8. RECORDS

Request for public records are subject to California Public Records Act, California Government Code § 7920.000 et seq.

Section 9. AMENDMENTS TO BYLAWS

Any part of these bylaws may be amended by a majority vote of the Board.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 13th day of December 2024, by the following vote:

- AYES: Aviles, Gonzales, Barakat, Calaycay, Doornik, Moss, Garcia, Klinakis, Kashifalghita, Shevlin, Leon, Menchaca, Capoccia, Joe, Sternquist, Wu, Johnson
- NOES:
- ABSTAIN:
- ABSENT: Tay, Estrada, Cortez, Finlay, Velasco, Saraiya, Janbek, Sandoval, Armenta, Vienna



John M. Capoccia (Doc 17, 2024 1534 PST)

John Capoccia
President, Board of Trustees

ATTEST:



Lloyd Johnson (Doc 17, 2024 1534 PST)

Lloyd Johnson
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:



Kelly M. Alhadeff-Black (Doc 17, 2024 1534 PST)

Kelly M. Alhadeff-Black
District Counsel

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RESOLUTION NO. 2026-01**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT RESCINDING RESOLUTION 2024-05 AND ADOPTING AMENDED AND RESTATED BYLAWS GOVERNING THE CONDUCT OF DISTRICT BUSINESS**

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District (“District”) adopted Resolution 2024-05 on December 13, 2024;

WHEREAS, the District is formed, operated, and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*);

WHEREAS, the District is an independent special district that provides protection to the public from vector-borne diseases in the San Gabriel Valley that serves approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County;

WHEREAS, the District determined that the existing resolution has outdated language that requires updates; and

WHEREAS, the District deems it necessary to establish and revise its bylaws to ensure the orderly and efficient conduct of its business;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Resolution 2024-05 is rescinded;

Section 2. GENERAL**A. Board of Trustees**

The District is governed by a 27-member Board of Trustees (“Board”) consisting of an appointed representative from each City within the District’s jurisdiction and a representative from the County of Los Angeles. The cities within the District’s service jurisdiction are:

Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, portions of unincorporated Los Angeles County, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, and West Covina.

B. Appointments and Qualifications

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. The person appointed by city council (or authorized legislative body) to be a member of the Board shall be a voter and resident of the appointing city or unincorporated county area that is within the District’s jurisdiction.

The term of office for a member of the Board shall be two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January and end December 31.

Any vacancy in the office of a member appointed to the Board shall be filled by the appointing authority within 90 days immediately subsequent to its occurrence, or if no action is taken for a period of 90 days immediately subsequent to a vacancy, by the Board of Supervisors of the County of Los Angeles pursuant to California Health & Safety Code § 2024 and California Government Code § 1779. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

C. Duties of Appointment

Members of the Board serve in accordance with the requirements of the California Health and Safety Code §§ 2020-2030.

All members of the Board shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District. Members of the Board shall represent the interests of the public, as a whole, and not solely the interest of their individual legislative appointing body.

D. Compensation and Reimbursement Policy

Resolution 2024-06 shall be referenced regarding compensation and reimbursement policy for Trustees.

Section 3. BOARD STRUCTURE

A. Role of the Board

The Board provides oversight, counsel, and direction to the District Manager but should not be involved in the District's day-to-day affairs.

Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.

The Board shall not be involved in the hiring of District employees or other personnel actions with the exception of District *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*.

The Board shall set policies, employ the District Manager, and retain legal counsel.

B. Officers

1. President

The President shall carry out the responsibilities of the role at all Board meetings, represent the District officially when needed, and fulfill any additional duties as designated by the Board. The President shall appoint Trustees to serve on committees in addition to appointing chairpersons of such committees. The President shall promptly open meetings and efficiently conduct the business of the day with appropriate order and decorum.

2. Vice President

When the President is absent or resigns, the Vice President shall perform the President's duties.

3. Secretary-Treasurer

The Secretary-Treasurer shall serve as parliamentarian and assist the President as necessary.

The Secretary-Treasurer shall also serve as the Chairperson of the Finance Committee. As the Finance Committee Chair, the Secretary-Treasurer shall receive a monthly financial investment and expenditure report to verify the accuracy of the documents. The Treasurer shall sign the monthly report as the

preparer signifying that the report is true and accurate to the best of their knowledge.

The Secretary-Treasurer shall authenticate by signature all the acts, orders, and proceedings of the Board.

When the President and Vice-President are absent or resign, the Secretary-Treasurer shall perform the President's duties.

Should the President, Vice President, and Secretary-Treasurer be absent or resign, the remaining Trustees shall select one of their members to perform the duties of the President for said meeting.

C. Officers Term of Office and Election Process

A term of office for Board officers is two calendar years.

In October of each odd-numbered year, the presiding President shall appoint a Nominations Committee consisting of five (5) Trustees including the Chair, which shall be ratified by the Board. The Nominations Committee shall meet in November and develop a slate of candidates who are willing to serve as Board officers for a new term of office. The Nominations Committee shall present the slate of candidates at the December Board meeting.

In January of each even-numbered year, the Board shall take action to elect the slate of candidates under consideration. For the election, the presiding President shall relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate of candidates. Each Trustee will have one vote per office. Newly elected officers shall assume their positions at the January meeting of each even-numbered year.

Should a Board officer not be reappointed as a Trustee by their legislative body during an active term of office, the Nominations Committee shall reconvene and identify a candidate for the open office. The Board shall elect an officer by the procedure above.

D. Eligibility for Office

Any member of the Board may be selected to serve as an Officer.

E. Performance

Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a Board member shall be communicated in writing to the Board President, unless the concern is about the Board President, in which case, to the Vice President.

Section 4. BOARD MEMBER CODE OF CONDUCT, ETHICS, VALUES, AND NORMS

A. Purpose

The purpose of the District's Code of Conduct is to provide standards and guidelines that will prevent conduct which undermines the integrity of the Board; provides a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board; enhance the understanding of laws and principles which define the obligations of the Board; and establish positive, effective, and comprehensive guidance for the conduct of the Board.

B. Professionalism and Courtesy

The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. To assist in governing the behavior between and among Board members, the following rules shall be observed:

1. Trustees shall treat fellow board members, staff, and members of the public with respect, fostering an environment of collegiality and collaboration.
2. Encourage attentive listening and responsiveness.
3. Prioritize the needs of the District's constituents.
4. Focus on positive interactions, avoiding hidden agendas, gossip, and infighting.
5. Embrace differing viewpoints constructively and support Board decisions once made.
6. Trustees should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
7. Trustees should function as a part of the whole.

C. Confidentiality

All documents prepared for and distributed in closed session and all discussions regarding confidential information, as defined by Cal. Gov. Code § 54963, among Board members and with authorized staff during closed sessions remain confidential pursuant to the terms of the Brown Act. Likewise, what occurs in a closed session is confidential, and Board members who have participated in such a closed session may not disclose the content of any of the matters discussed, unless the legislative body authorizes disclosure of that confidential information. All Board members have an obligation to protect the confidentiality of information received during a closed session. Nothing contained in these Bylaws shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of the Government Code.

D. Conflict of Interest

Any Trustee who is disqualified from voting on a particular matter by reason of a conflict of interest will publicly state or have the presiding President state the nature of the disqualification in an open meeting. A Trustee who is disqualified by reason of a conflict of interest in any matter shall not attempt to influence and participate in discussions concerning the matter and may not remain in their seat during the discussion and vote on the matter but shall request and be given the permission of the presiding President to leave the Board room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

E. Agenda Items

Trustees shall thoroughly prepare themselves to discuss agenda items at Board meetings. If clarification on an agenda item is needed, Trustees are asked to contact the District Manager to obtain any information necessary to supplement or enhance their knowledge to improve legislative and/or policy decision-making. Trustees may request that a matter be placed on the Board's agenda by submitting a request to the President, along with any supporting

material and recommendation for action by the Board, at least 10 days prior to the Board meeting at which the submitting member requests that action be considered.

Contact among Board members concerning District agenda items (directly or indirectly) outside of the meeting context, including “reply all” responses via email communication, is to be avoided as such activity may be in violation of the Brown Act open meeting laws.

F. AB 1234 Ethics Training

Pursuant to Assembly Bill 1234, Trustees shall take ethics training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1234 Ethics Training to the Clerk of the Board, which records shall be maintained by the District for at least five years after the date the Trustees receive the training. These records are public records subject to disclosure under the California Public Records Act.

G. AB 1661 Sexual Harassment Prevention Training

Pursuant to Assembly Bill 1661, Trustees shall take sexual harassment prevention training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of AB 1661 Sexual Harassment Prevention Training to the Clerk of the Board, which records shall be maintained by the District for at least five years after the date the Trustees receive the training. These records are public records subject to disclosure under the California Public Records Act.

H. SB 827 Fiscal & Financial Training

Pursuant to Senate Bill 827, Trustees shall complete at least two hours of fiscal and financial training every two years, with a requirement that they take their first training no later than six months after commencement of their term of office with the District. Trustees shall provide proof of SB 827 Fiscal & Financial Training to the Clerk of the Board, which records shall be maintained by the District for at least five years after the date the Trustees receiving the Training. These records are public records subject to disclosure under the California Public Records Act and the District shall post instructions for public access to these records on its website in accordance with applicable law.

I. Statement of Economic Interests (Form 700)

Pursuant to the Political Reform Act (“the Act”), appointed officials must adhere to the Fair Political Practices Commission’s requirement to complete and file a Statement of Economic Interests (Form 700) in a timely manner when assuming office, annually, and when leaving office. Any person who files a Form 700 after the deadline imposed by the Act may be personally liable for a late fine pursuant to Government Code Section 91013. Trustees shall timely submit Form 700 in accordance with applicable Act requirements.

Section 5. MEETINGS OF THE BOARD

All Board and Committee meetings shall be held and conducted in accordance with the requirements of the California Health and Safety Code §§ 2000 *et. seq.*, the California Government Code §§ 54950, *et seq.* (“Brown Act”), and any and all laws governing public meetings.

A. Time and Location of Board Meetings

Regular meetings of the Board of Trustees shall be held on the second Friday of each month at 7 a.m. at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 unless otherwise approved by the Board.

B. Time and Location of Committee Meetings

Committee Meetings may be called and held as needed at the District office located at 1145 N. Azusa Canyon Road, West Covina, CA 91790 pursuant to the procedures set forth in the Brown Act.

C. Attendance at Meetings

Trustees are expected to attend all regular meetings of the Board. The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board or Committee meeting is excused.

Trustees shall notify the Clerk of the Board no later than one day prior to the scheduled Board or Committee meeting, or as soon as reasonably practicable thereafter, of their absence.

More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.

D. Quorum and Actions

A majority of the Board or a Committee shall constitute a quorum. Action can only be taken by the vote of the majority of the Board or Committee members of the quorum present, excluding abstentions.

E. Robert's Rules of Order

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the parliamentary procedures of the Board will be governed by the most current edition of Robert's Rules of Order.

F. Minutes

The Clerk of the Board shall have exclusive responsibility for the preparation and transcribing of minutes for record keeping.

G. Actions of the Board

Pursuant to California Health & Safety Code § 2029, the Board shall act only by ordinance, resolution, or motion and keep records of its acts, including financial transactions. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

H. Recording of Votes

When a split vote appears imminent, any Board member may request a vote by roll call and the vote of each individual Board member shall be recorded by the Clerk of the Board pursuant to Health and Safety Code Section 2029(b).

I. Order of Business

The order of business at a Board meeting will be conducted in accordance with items as listed on the agenda. The President shall have the discretion to reorder items on the agenda to accommodate the public or to address other concerns.

The District shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The President shall be consulted when the agenda is developed.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a. In an emergency situation which requires immediate action, as determined by a majority vote of the members present, i.e. a work stoppage, crippling disaster, or other activity which severely impairs public health or safety.
- b. If the need to take immediate action arose after the agenda was posted, such action must be approved by a two-thirds majority of the Board present at the meeting, or, if less than two-thirds of the Board is present, a unanimous vote is required of the members present.

Section 6. STANDING COMMITTEES

A. Executive Committee

The Executive Committee shall be comprised of four (4) members of the Board including the current President, Vice-President, Secretary-Treasurer, and the most recent past President, if still a member of the Board and if not, the most recent past Vice-President. The President shall serve as the Committee Chair. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Executive Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Executive Committee shall include the following:

- a) Members of the Executive Committee shall serve as de facto alternates for all District standing committees. A member of the Executive Committee may serve as an alternate member for any committee that cannot secure a quorum and may vote only in the absence or disqualification of a regular member.
- b) Annually, no later than March 1st, led by and in collaboration with the Personnel and Policy Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

1. Review of the current employment agreement terms and language.
 2. Consultation with the District Manager regarding proposed employment terms and language.
 3. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- c) As needed, in collaboration with Personnel and Policy Committee, oversee and manage recruitment for the District Manager position.
- d) All recommendations by the Executive Committee must be adopted by the Board before such recommendations can be given effect.

B. Finance Committee

The Finance Committee shall be comprised of five (5) members of the Board. The Secretary-Treasurer elected in January of each even-numbered year shall serve as the Committee Chair. The four remaining members of the Finance Committee shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Finance Committee shall be scheduled quarterly and as needed basis and called by the Committee Chair.

2. Duties

Duties of the Finance Committee shall include the following:

- a) Quarterly review of the District's investments.
- b) As needed, recommend investment instruments to the Secretary-Treasurer pursuant to *Policy 30 – Investments*. The Secretary-Treasurer shall execute all investments and report said item to the Board.
- c) Biannually, make recommendations regarding the firm that conducts the District's annual audit and internal controls report for a two-year period. The Finance Committee shall make a recommendation to retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year period.

- d) Annually, review The Independent Auditor's Report of Financial Transactions and Internal Controls Report and determine if any recommendations are necessary on said items.
- e) Annually, prior to the May Board meeting, review staff's recommendation regarding the ensuing fiscal year budget and assessment rate and make recommendation regarding said items.
- f) Annually, review the District's Investment Policy and determine if any changes should be recommended on said item. *Policy 30 - Investments* shall be reviewed and adopted annually by the Board.
- g) As needed, review and make recommendations to the Board regarding budget adjustments that occur during the fiscal year.
- h) With the exception of recommending investment instruments pursuant to item b) above, all recommendations by the Finance Committee must be adopted by the Board before such recommendations can be given effect.

C. Personnel and Policy Committee

The Personnel and Policy Committee shall be comprised of five (5) members of the Board. The members of the Personnel and Policy Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Personnel and Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Personnel and Policy Committee shall include the following:

- a) As needed, review all District policies and/or direct staff to prepare policies as requested by the Board for implementation
- b) As needed, review District's job positions and class specifications for implementation.
- c) Annually, prior to the May Board meeting, review staff's recommendation regarding salaries and benefits for the ensuing fiscal year budget.
- d) Triennially in April, review Classification and Compensation Survey.
- e) Annually, no later than March 1st, led by the Personnel and Policy Committee and in collaboration with the Executive Committee, evaluate the performance of the District Manager for the prior calendar year. Said evaluation shall be in accordance with criteria established by the Board in consultation with the District Manager.

The results of said performance evaluation shall commence a contract review period. Should changes to the existing employment agreement be needed, a revised agreement shall be submitted and approved by the Board no later than April 1st. The contract review period shall encompass the following:

4. Review of the current employment agreement terms and language.
 5. Consultation with the District Manager regarding proposed employment terms and language.
 6. If applicable, employment agreement negotiations and finalization of mutually agreed upon terms. Employment agreement effective dates shall align with the fiscal year calendar.
- f) As needed, in collaboration with Executive Committee, oversee and manage recruitment for the District Manager position.
 - g) As needed, hear and render determinations regarding disciplinary appeals pursuant to District Personnel Rules and Regulations *Policy No. 16 – Disciplinary Appeal and Procedures*.
 - h) As needed, investigate complaints of harassment, discrimination, or retaliation against the District Manager and make recommendation regarding disciplinary action.
 - i) With the exception of decisions as noted in *Policy No. 16 – Disciplinary Actions and Appeals, Section 8*, all recommendations by the Personnel and Policy Committee must be adopted by the Board before such recommendation can be given effect.

D. Public Information Committee

The Public Information Committee shall be comprised of five (5) members of the Board. The members of the Public Information Committee and Chair shall be appointed by the presiding President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Policy Committee shall be scheduled on an as needed basis and called by the Committee Chair.

2. Duties

Duties of the Policy Committee shall include the following:

- a) As needed, serve as an advisory board to the District's public relations goal to increase awareness and public support for the District's mission and goals.

- b) As needed, support the Communications Department mission to enhance transparency and credibility through multi-media engagement while motivating internal, local, regional, statewide, and national stakeholders to take action and become public health agents in their communities.
- c) As needed, receive updates related to public/media relations, communications plans, social media platforms, branding, messaging, video production, and marketing.
- d) As needed, provide the District resources and connections to professionals, organizations, cities, and other agencies to support the District's education and public outreach efforts.

E. Nominations Committee

The Nominations Committee shall be comprised of five (5) members of the Board. The members of the Nominations Committee and Chair shall be appointed by the presiding President in October of each odd-numbered year. The President's appointments shall be included on the October agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

The Nominations Committee shall meet at least once biannually and the meeting shall be scheduled in November of each odd-numbered year or as otherwise deemed necessary.

2. Duties

Duties of the Nominations Committee shall include the following:

- a) In November of each odd-numbered year, solicit and develop a slate of candidates who are willing to serve as Board officers for a new two-year term of office. Candidates may submit a statement of qualifications for consideration.
- b) In December of each odd-numbered year, notify candidates of their nomination and present the slate of Board officer candidates to the Board.
- c) In January of each even-numbered year, for the purpose of conducting the biannual election, the Nominations Chair shall take control of the Board meeting. The Chair will present the list of prospective candidates and request Board members to cast their votes. If there is more than one candidate for a position, voting shall be conducted vocally for each office individually. If there is only one candidate for a position, voting shall occur collectively for the slate of candidates. The Clerk of the Board will record the vote(s). Upon conclusion of the election, the Chair will turn control of the meeting back to the President.

F. Legislative Committee

The Legislative Committee shall be comprised of five (5) members of the Board. The members of the Legislative Committee and Chair shall be appointed by the presiding

President in January of each year. The President's appointments shall be included on the February agenda for Board ratification. The Committee chair shall present the items and recommendations from committee meetings to the Board.

1. Meetings

Meetings of the Legislative Committee shall be scheduled on an as needed bases and shall be called by the Committee Chair.

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Duties of the Legislative Committee shall include the following:

- a) As needed, monitor, review, create, and research legislation pertaining to or potentially affecting the responsibilities of the District.
- b) As needed, make recommendations regarding positions to be taken on pending bills and the degree of District resources to be allocated to ensure the District's position is effectively communicated.
- c) Annually, conduct review of relevant legislation which may impact mosquito and vector control, public health, and special districts.
- d) As needed, establish position regarding bills as follows:
 - i. Support: The District is in favor of the bill becoming law.
 - ii. Support if Amended: The District is in favor of the bill becoming law if amendments are made as recommended by the Committee.
 - iii. Oppose: The District is not in favor the bill becoming law.
 - iv. Oppose unless Amended: The District is not in favor of the bill becoming law; however, opposition may be removed if amendments are made as recommended by the Committee.
 - v. Neutral: The District does not have a position on the bill.
 - vi. Watch: The District does not have a position on the bill based on the current language; however, the Committee anticipates that the bill will be amended and the amendments may affect the District.
- e) As needed, provide recommendation on position regarding bills which affect the District for adoption.
- f) As needed, provide update regarding status of bills.
- g) As needed, participate in statewide legislative efforts conducted by AMCA, MVCAC, CSDA, California Chamber of Commerce, and similar organizations.
- h) Ensure its recommendations comply with the Political Reform Act of 1974, the Fair Political Practices Commission Regulations, and applicable local lobbying ordinances.

- i) All recommendations by the Legislative Committee must be adopted by the Board before such recommendation can be given effect.
- j) When the need to convey the District's legislative position is immediate, particularly at the state legislative level, the President, Legislative Committee Chair, or District Manager may communicate that information so long as it is consistent with Board policy or where such policy has not been specifically addressed by the Board would be in their judgment beneficial to the District. When such action is necessary, said individual shall notify the Board at its next regular meeting.

Section 7. AD-HOC COMMITTEES

The Board shall appoint ad-hoc committees as may be deemed necessary and advisable. The duties of the ad-hoc committee shall be outlined at the time of appointment and the committee shall be considered dissolved once specified tasks have been completed.

Section 8. RECORDS

Request for public records are subject to California Public Records Act, California Government Code § 7920.000 et seq.

Section 9. AMENDMENTS TO BYLAWS

Any part of these bylaws may be amended by a majority vote of the Board.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 9 day of January 2026, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

President, Board of Trustees

ATTEST:

Corey Calaycay
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

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

Date: January 9, 2026

Meeting of: SGVMVCD Board of Trustees

Subject: **Consider Approval of Revised Job Description for Human Resources Analyst**

Exhibit(s): Exhibits 7A, 7B

Purpose

To present the revised job description for the Human Resources Analyst job classification for Board approval.

Background

As part of the District's Strategic Plan and commitment to continuous improvement, staff are undertaking a comprehensive update of all job descriptions to ensure they reflect current practices, consistent standards, and compliance with legal requirements. Many classifications have become outdated or inconsistent in format.

Given the current staffing needs, the Human Resources Analyst classification has been prioritized for revision. Updated job descriptions will ensure staff are guided by clear responsibilities, legally compliant standards, and consistent expectations.

Ordinarily, classification updates are reviewed by the Personnel and Policy Committee. However, with the concurrence of the Committee Chair, this item is being brought directly to the full Board to allow timely recruitment.

Summary of Revisions

Human Resources Analyst

- Expanded and clarified duties: full-cycle recruitment, job analysis and classification, payroll administration, HRIS and CalPERS system administration, employee and retiree benefits administration, workplace investigations, performance evaluation coordination, and support for risk management activities.
- Alignment with current practices: updated to reflect payroll processing, benefits enrollment and reconciliation, coordination with third-party administrators and insurance carriers, and use of HRIS and reporting systems.
- Legal compliance: updated to reflect applicable federal and state employment laws and requirements, including FLSA non-exempt status, ADA-compliant physical demands, I-9 and E-Verify requirements, and equal employment opportunity provisions.
- Updated physical/environmental standards: ADA-aligned descriptions clarifying physical demands and office-based working conditions.
- Updated qualifications: refined to align with complexity of the classification, emphasizing professional-level public-sector human resources experience, payroll and HRIS expertise, and working knowledge of applicable employment laws and regulations.



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

- Standardized format: Consistent with District-wide job description updates to ensure clarity, consistency, and legal compliance.

Financial Impact

Approval of the revised job description has no financial impact. Adoption of this classification does not itself authorize recruitment or hiring.

District Manager's Recommendation

Approve the revised job description for the Human Resources Analyst as proposed.

Recommended Action for the Board:

- 1) The Board shall approve the revised job description for the Human Resource Analyst.

Submitted by:

A handwritten signature in black ink that reads "Jason Farned".

Jason Farned
District Manager



San Gabriel Valley Mosquito and Vector Control District Human Resources Analyst

CLASS CODE	200-HR Analyst	SALARY	\$7,030.40 - \$8,567.87 Monthly
ESTABLISHED DATE	July 01, 2021	REVISION DATE	July 19, 2021

Description

DEFINITION

Under general direction, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, employee benefits, and employee and labor relations; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; and performs related work, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey level classification responsible for performing the full range of professional human resources work in the following areas by working independently, and exercising judgment and initiative: recruitment, classification, compensation, and employee and labor relations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Examples of Duties

TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and implements recruitment processes for District departments including interviewing, testing, selection, applicant screening, and new hire orientation.
- Administers the District's group and voluntary benefits programs, including retirement, health, dental, vision, life insurance, short-term and long-term disability, Consolidated Omnibus Budget Reconciliation Act (COBRA), and leave-of-absence benefits; Responds to employee and retiree questions and concerns.
- Schedules and conducts new employee orientations; informs new employees of benefit programs, policies, and related enrollment information; provides support to new employees in completing benefit enrollment.
- Conducts District open enrollment for benefits; prepares open enrollment benefit materials and literature.

- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs; provides advice and assistance regarding employment issues.
- Researches employee concerns; participates in or conducts personnel and workplace investigations; assists in responding to grievances and employee complaints or concerns and presents findings to the Director of Administrative Services or District Manager.
- Participates in administering classification, compensation and benefits plans; drafts and updates job descriptions and salary schedules; notifies appropriate parties of benefit changes.
- Assists in drafting personnel policies and rule changes for review by legal counsel and management.
- Coordinates performance evaluations, training, and continuing education programs.
- Investigates accident and injury claims; prepares and files safety incident reports in a timely manner.
- Evaluates workers' compensation and unemployment insurance claims and investigations and manages case history files; recommends District's position relative to eligibility of employees; appears at hearings as needed or coordinates District's standing with Legal Counsel.
- Conducts administrative, or operational studies, and initiates or participates in surveys; completes research, and presents findings and recommendations as to appropriate actions.
- Initiates or assists in the preparation of correspondence, notices or communications related to programs, ordinances, rules, policies, and procedures; responds to surveys disseminated by other organizations.
- Attends conferences, seminars, and courses to maintain current knowledge of human resources and risk management programs and related practices.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Reviews and processes worker's compensation claims; verifies accuracy and completion of reports and records; maintain accurate files.
- Oversees background check process for new hires; processes pre-employment physical and drug examination paperwork.
- Establishes and maintains working and official employee files.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Processes Personnel Action Forms (PAF's) involving terminations, resignations, promotions, and retiremen completes and submits unemployment insurance claims.
- Performs other duties as assigned.

Typical Qualifications

Education and Experience

Bachelor's degree in human resources, business or public administration, or related field; **AND** three (3) years of increasingly responsible human resources program experience. Public sector human resources work experience and familiarity with NeoGov is **highly desirable**.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certificates

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be insurable with the District's insurance carrier.

Knowledge of:

- Principles, practices and techniques of public human resources administration, including recruitment and selection, equal employment, classification, compensation, benefits administration and employee and labor relations.
- Principles, practices, and techniques related to workers' compensation and liability claim processing and administration.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Supplemental Information**Ability to:**

- Perform a variety of professional duties in support of diverse human resource program areas.
- Coordinate and administer claims programs.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Conduct research and prepare findings.
- Maintain confidentiality.
- Compile information and prepare reports.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Other Requirements

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

BACKGROUND CHECK AND POST-OFFER PHYSICAL EXAMINATION

Qualifying persons must complete a background check. A medical doctor must certify that a candidate is physically able to perform the duties of the position and is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

APPLICANT INFORMATION

All application packages will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, may be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or written exams. Eligible candidates will be notified by email when testing dates have been established.

THIS ORGANIZATION PARTICIPATES IN E-VERIFY

The San Gabriel Valley Mosquito and Vector Control District participates in E-Verify and will provide the federal government with an employee's Form I-9 information to confirm that they are authorized to work in the U.S. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In accordance, the District will provide the U.S. Citizenship and Immigration Services and, if necessary, the Department of Homeland Security and Social Security Administration, with information from each employee's Form I-9 to confirm work authorization. For additional information regarding E-Verify, the Federal Government's online employment eligibility verification system, please visit www.dhs.gov/e-verify.

The San Gabriel Valley Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.



San Gabriel Valley Mosquito and Vector Control District

Human Resources Analyst

CLASS CODE: 200 – HR Analyst

SALARY RANGE: \$40.56 – \$49.43 (Hourly)
 \$3,244.80- \$3,954.40 (Bi-Weekly)
 \$7,030.40- \$8,567.87 (Monthly)
 \$84,364.80 - \$102,814.40 (Annually)

REVISION DATE: xx/xx/xxxx

Description

DEFINITION

Under general direction, performs complex, confidential, and technical human resources work in support of District-wide programs including recruitment and selection, job analysis and classification, compensation, payroll administration, employee benefits, HRIS administration, training coordination, and employee and labor relations. Provides professional consultation to management and staff; conducts research, analysis, and reporting; ensures compliance with applicable laws and District policies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. This position exercises no direct supervision over staff.

FLSA CLASSIFICATION AND EMPLOYMENT STATUS

This position is classified as Non-Exempt under the Fair Labor Standards Act (FLSA) and is designated as At-Will employment.

CLASS CHARACTERISTICS

This journey-level classification performs the full range of professional human resources duties with minimal supervision. Employees exercise independent judgment and initiative in interpreting policies, resolving routine HR issues, applying human resources best practices, and serve as a technical resource to District staff. Work requires a high level of confidentiality, accuracy, and discretion.

Examples of Duties

The duties listed below are intended as illustrative only. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification. The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential duties of the job.

The essential duties of this classification include, but are not limited to, the following:

- Administers full-cycle recruitments including applicant screenings, interviews, and hiring activities.
- Prepares and updates job descriptions; conducts job analyses as needed.
- Manages onboarding, new employee orientation, background checks, and employment verifications.

- Processes payroll accurately and timely; audits timekeeping data, wage changes, deductions, and leave balances.
- Maintains HRIS and related systems including payroll platforms and CalPERS health, retirement, and payroll reporting; audits data for accuracy; resolves discrepancies and prepares required submissions.
- Supports year-end payroll processes and compliance reporting.
- Administers employee and retiree benefit programs including health, dental, vision, life, disability, COBRA, qualifying life events, and leave of absence benefits; performs all related enrollment, reporting, and reconciliation duties; assists employees and retirees with benefit questions and enrollment.
- Communicates and coordinates with third-party benefits administrators, brokers, and insurance carriers to resolve issues, ensure accurate reporting, and support benefit program administration.
- Coordinates open enrollment; updates benefit documentation and system records.
- Provides guidance on District policies, procedures, and employment practices.
- Leads the intake and investigation of workplace complaints and prepares related documentation in coordination with the Director of Administrative Services.
- Monitors and maintains compliance with employment laws, safety regulations, I-9 and recordkeeping requirements, and required training.
- Conducts classification and compensation analysis, including salary and benefit surveys, and prepares related recommendations.
- Drafts revisions to personnel policies, procedures, and rules.
- Coordinates and tracks timely completion of employee performance evaluations.
- Prepares Personnel Action Forms and maintains personnel files.
- Assists with workers' compensation and unemployment claims, reporting, and documentation.
- Coordinates safety incident reports and supports risk management activities.
- Conducts research and prepares summaries, reports, and recommendations.
- Maintains confidential HR records and documentation.
- Performs other duties as assigned.

Typical Qualifications

Knowledge of:

- Principles and practices of public-sector human resources administration, including recruitment, selection, classification, compensation, benefits, payroll, labor relations, and performance management.
- HRIS and payroll systems (e.g., NeoGov, Paychex, or similar) including CalPERS health and retirement reporting systems.
- Federal and state employment laws including FLSA, CFRA, ADA, EEO, COBRA, CalPERS guidelines, and workers' compensation regulations.
- Methods of research, data collection, and report development.
- Recordkeeping and personnel file maintenance requirements.
- Techniques for providing effective and professional service to employees, applicants, and the public.
- English language usage, grammar, and writing standards.
- Standard office technology and software.

Ability to:

- Perform complex and confidential professional HR work with accuracy and discretion.
- Interpret and apply laws, regulations, contracts, policies, and procedures.
- Process payroll accurately and maintain employee data across systems.
- Conduct investigations and prepare clear, objective documentation.
- Analyze problems, evaluate alternatives, and make sound recommendations.
- Maintain confidentiality of sensitive information.
- Effectively organize and prioritize workload to meet deadlines and operational needs.
- Communicate clearly and professionally, both orally and in writing.
- Establish and maintain effective working relationships internally and externally.

Education and Experience

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities will be considered. A typical way to obtain the required qualifications are:

Education:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.

Experience:

- Three (3) years of increasingly responsible human resources experience, preferably in a public agency environment.
- Experience with payroll administration and HRIS systems is highly desirable.

Licenses and Certifications

Licenses:

Possession of a valid California Class C driver's license is required and must be maintained throughout employment. Employees will be enrolled in the California Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment. Employees must also be insurable with the District's insurance carrier.

Supplemental Information

PHYSICAL DEMANDS

Must possess the ability to:

- Demonstrate minimum single-eye corrected vision with measurable depth perception.
- Demonstrate minimum single-ear aided hearing.
- Primarily perform sedentary work in an office setting although standing in and walking between work areas may be required.

Constantly:

- Use finger dexterity to operate standard office equipment and electronic devices.
- Sit for extended periods and use repetitive hand movements in daily duties.
- Communicate verbally in person, over the phone, and in group settings.

Frequently:

- Bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Lift, carry, push, and pull materials and equipment weighing up to 25 pounds.
- Operate a motor vehicle.

Occasionally:

- Move materials or objects weighing up to 40 pounds with proper equipment and/or staff assistance.

Definitions of Frequency:

Constantly – Activity or condition exists 67% or more of the time

Frequently – Activity or condition exists from 34% to 66% of the time

Occasionally – Activity or condition exists up to 33% of the time

MENTAL DEMANDS

Employees are required to use written and oral communication skills; read and interpret data and documents; analyze and solve problems; observe and interpret situations; learn and apply new skills; perform detailed work; manage multiple concurrent tasks and frequent interruptions; meet established deadlines; and interact effectively with staff, the public, and others encountered in the course of work.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment. Office work involves moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset or uncooperative staff, members of the public and/or private representatives while interpreting and enforcing District programs, policies, and regulations.

POST-OFFER BACKGROUND CHECK, DRUG SCREENING, AND PHYSICAL EXAMINATION

Qualifying candidates must successfully complete a background check. Additionally, a licensed medical professional must certify that the candidate is physically capable of performing the essential duties of the position.

As part of the District's commitment to maintaining a drug-free workplace, candidates must also successfully complete a post-offer drug screening in compliance with applicable laws. The post-offer drug screening and physical examination will be conducted by a medical professional and/or laboratory designated by the District. The District will cover the costs associated with these requirements

EQUAL EMPLOYMENT OPPORTUNITY

The San Gabriel Valley Mosquito & Vector Control District is an equal employment opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, national origin, disability, medical condition, genetic information, veteran status, or any other protected category under federal, state, or local law.

E-VERIFY

The San Gabriel Valley Mosquito and Vector Control District participates in E-Verify and will provide the federal government with an employee's Form I-9 information to confirm that they are authorized to work in the United States. For additional information regarding E-Verify, please visit www.dhs.gov/e-verify.

DISCLAIMER

The San Gabriel Valley Mosquito and Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated in this classification at its sole and absolute discretion.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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