



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
January 8, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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

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

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

**HOW TO OBSERVE THE MEETING:**

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

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

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

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

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

## **1. Call to Order**

1.1. Pledge of Allegiance

1.2. Roll Call

1.3. Introduction of New Trustees

1.4. Announcement of Returning/Reappointed Trustees

## **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. 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.

3.1. List of Claims for the month of December\*

3.2. Budget Status Report for December\*

3.3. Minutes of Board of Trustees Meeting December\*

3.4. Operations Report December\*

3.5. Surveillance Report December\*

- 3.6. Communications Report December\*
- 3.7. November Monthly Treasurer Report / District Working Balance for January\*
  
- 4. **Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06\* (EXHIBIT 4A, 4B, 4C)**  
(Board President, Becky Shevlin) (Approve/Deny)
  
- 5. **Governing Authority, Relevant Laws and Requirements\* (EXHIBIT 5A)**  
(District Counsel, Kelly Alhadeff-Black)(Discussion)
  
- 6. **San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01\* (EXHIBIT 6A)**  
(Board President, Becky Shevlin) (Approve/Deny)
  
- 7. **Trustee Service Pin Presentation**  
(Board President, Becky Shevlin)
  - 7.1. **Trustee Roger Chandler, City of Arcadia – 20 Years**
  - 7.2. **Trustee Cynthia Sternquist, City of Temple City – 10 Years**
  
- 8. **Trustee Committee Assignments**  
(Board President, Becky Shevlin)
  
- 9. **District Administration**  
(District Manager, Jared Dever)
  - 9.1. **Virtual Trustee Orientation Invitation**
  - 9.2. **Finance and Audit Committee Meeting Reminder**
  
- 10. **Committee Reports**
  - 10.1. **Executive Committee**
  
- 11. **Trustee Reports**  
(Verbal Reports)
  
- 12. **New Business**
  
- 13. **Adjournment**

## **CERTIFICATE OF POSTING**

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

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



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

## **Notice to the Public**

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

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

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 10, 2020

| <u>Num</u>       | <u>Date</u> | <u>Name</u>                            | <u>Item</u>   | <u>Original Amount</u> |
|------------------|-------------|--|---|------------------------|
| EFT              | 12/10/2020  | AMERICAN FIDELITY AKA FLEX ACCOUNT ADM | 6070 FLEX PREMIUMS (Flex Premiums)                  | 224.99                 |
|                  |             |  | 6070 FLEX PREMIUMS (Flex Premiums)                  | 208.33                 |
| 2087203          |             |  | 6070 FLEX PREMIUMS (Flex Premiums)                  | 425.00                 |
|                  |             |  | 6070 FLEX PREMIUMS (Flex Premiums)                  | 150.00                 |
|                  |             |  |   | <u>1,008.32</u>        |
| EFT              | 12/10/2020  | AMERICAN FIDELITY ASSURANCE            | 6070 Premiums, life - Cafeter (Voluntary Insurance) | 114.08                 |
|                  |             |  | 6070 Premiums, life - Cafeter (Voluntary Insurance) | 207.62                 |
| D244436          |             |  | 6070 Premiums, life - Cafeter (Voluntary Insurance) | 1,435.22               |
|                  |             |  | 6070 Premiums, life - Cafeter (Voluntary Insurance) | 155.58                 |
|                  |             |  | 6070 Premiums, life - Cafeter (Voluntary Insurance) | 54.95                  |
|                  |             |  |   | <u>1,967.45</u>        |
| EFT              | 12/10/2020  | NATIONWIDE RETIREMENT                  | 6066 457 CONTRIBUTION                               | 120.42                 |
|                  |             |  |   | <u>120.42</u>          |
| PR of 12/10/2020 |             |  |   |                        |
| EFT              | 12/10/2020  | PERS                                   | 6200 RETIREMENT - CLASSIC (Employer Contribu        | 664.15                 |
|                  |             |  | 6200 RETIREMENT - CLASSIC (Employer Contribu        | 1,421.63               |
| PR of 12/10/2020 |             |  | 6200 RETIREMENT - CLASSIC (Employer Contribu        | 1,586.27               |
|                  |             |  | 6200 RETIREMENT - CLASSIC (Employer Contribu        | 360.27                 |
|                  |             |  | 6201 RETIREMENT - PEPRA (Employer Contributic       | 139.30                 |
|                  |             |  | 6201 RETIREMENT - PEPRA (Employer Contributic       | 2,586.05               |
|                  |             |  | 6201 RETIREMENT - PEPRA (Employer Contributic       | 1,004.27               |
|                  |             |  | 6201 RETIREMENT - PEPRA (Employer Contributic       | 1,099.31               |
|                  |             |  |   | <u>8,861.25</u>        |
| 17686            | 12/10/2020  | ARAMARK UNIFORM SERVICES INC.          | 6332 Uniforms (Uniforms)                            | 233.59                 |
|                  |             |  | 6040 Mats, Towels (Mats, Towels, Lockers, etc.)     | 110.46                 |
| 792287099        |             |  | 6332 Uniforms (Uniforms)                            | 166.55                 |
|                  |             |  | 6040 Mats, Towels (Mats, Towels, Lockers, etc.)     | 114.93                 |
|                  |             |  | 6332 Uniforms (Uniforms)                            | 288.25                 |

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 10, 2020

| <u>Num</u>   | <u>Date</u> | <u>Name</u>                  | <u>Item</u>                                     | <u>Original Amount</u> |
|--------------|-------------|------------------------------|---|------------------------|
|              |             |                              | 6040 Mats, Towels (Mats, Towels, Lockers, etc.) | 114.92                 |
|              |             |                              | 6332 Uniforms (Uniforms)                        | 162.07                 |
|              |             |                              | 6040 Mats, Towels (Mats, Towels, Lockers, etc.) | 16.91                  |
|              |             |                              |   | <u>1,207.68</u>        |
| 17687        | 12/10/2020  | ATHENS SERVICES              | 6040 Refuse Disposal (Refuse Disposal)          | 260.09                 |
|              |             |                              |   | <u>260.09</u>          |
| 9598504      |             |                              |   |                        |
| 17688        | 12/10/2020  | AZUSA LIGHT & WATER          | 6343 Meter # 99172930 (Account # 303-0190.300)  | 77.27                  |
|              |             |                              | 6343 Meter # 45169724 (Account # 303-0191.300 ( | 48.21                  |
| 303-0190-300 |             |                              |   | <u>125.48</u>          |
|              |             |                              |   |                        |
| 17689        | 12/10/2020  | CALOLYMPIC SAFETY            | 6302 Supplies, Safety                           | 188.00                 |
|              |             |                              | 6302 Supplies, Safety                           | 797.40                 |
| 390371       |             |                              | 6302 Supplies, Safety                           | 85.05                  |
|              |             |                              | 6302 Supplies, Safety                           | 143.17                 |
|              |             |                              |   | <u>1,213.62</u>        |
|              |             |                              |   |                        |
| 17690        | 12/10/2020  | ENTERPRISE                   | 6007 - AUTOMOBILE LEASE                         | 2,490.00               |
|              |             |                              |   | <u>2,490.00</u>        |
| FBN4103379   |             |                              |   |                        |
| 17691        | 12/10/2020  | ENVIRONMENT CONTROL          | 6040 Building Maintenance                       | 1,299.00               |
|              |             |                              | 6040 Building Maintenance                       | 2,850.00               |
| 9496-411     |             |                              |   | <u>4,149.00</u>        |
| 3318-411INV  |             |                              |   |                        |
|              |             |                              |   |                        |
| 17692        | 12/10/2020  | ENVIRONMENTAL SYSTEMS (esri) | 6036 COMPUTER SOFTWARE                          | 500.00                 |
|              |             |                              | 6036 COMPUTER SOFTWARE                          | 400.00                 |
| 390965       |             |                              |   | <u>900.00</u>          |

Item 3.1

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 10, 2020

| <u>Num</u>           | <u>Date</u> | <u>Name</u>                | <u>Item</u>                    | <u>Original Amount</u> |
|----------------------|-------------|----------------------------|--------------------------------|------------------------|
| 17693                | 12/10/2020  | FLEET SOLUTIONS CENTER     | 6260 SUPPLIES, MECHANICAL      | 376.60                 |
|                      |             |                            | 6260 SUPPLIES, MECHANICAL      | 105.00                 |
| 3311, 3312, 3313,    |             |                            | 6260 SUPPLIES, MECHANICAL      | 105.00                 |
|                      |             |                            | 6260 SUPPLIES, MECHANICAL      | 105.00                 |
|                      |             |                            |                                | <u>691.60</u>          |
| 17694                | 12/10/2020  | MARTHA GONZALEZ            | 6234 TUITION REIMBURSEMENT     | 250.00                 |
|                      |             |                            |                                | <u>250.00</u>          |
| Tuition Reimbursemen |             |                            |                                |                        |
| 17695                | 12/10/2020  | NIGRO & NIGRO PC           | 6000 ACCOUNTING SERVICES       | 6,125.00               |
|                      |             |                            |                                | <u>6,125.00</u>        |
| 13293                |             |                            |                                |                        |
| 17696                | 12/10/2020  | PRAXAIR DISTRIBUTION       | 6250 LABORATORY SUPPLIES       | 102.22                 |
|                      |             |                            |                                | <u>102.22</u>          |
| 60451380             |             |                            |                                |                        |
| 17697                | 12/10/2020  | SOUTHERN CALIFORNIA EDISON | 6340 UTILITIES - ELECTRIC      | 1,710.64               |
|                      |             |                            |                                | <u>1,710.64</u>        |
| 2-03-760-7223        |             |                            |                                |                        |
| 17698                | 12/10/2020  | STAPLES CREDIT PLAN        | 6270 OFFICE SUPPLIES           | 29.67                  |
|                      |             |                            |                                | <u>29.67</u>           |
| 9823956222           |             |                            |                                |                        |
| 17699                | 12/10/2020  | STREAMLINE                 | 6037 WEBSITE AND EMAIL SERVICE | 200.00                 |
|                      |             |                            |                                | <u>200.00</u>          |
| 108061               |             |                            |                                |                        |

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 10, 2020

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Item</u>                     | <u>Original Amount</u> |
|------------|-------------|-------------|---------------------------------|------------------------|
| 17700      | 12/10/2020  | US BANK     | 6185 POSTAGE                    | 29.20                  |
|            |             |             | 6185 POSTAGE                    | 29.20                  |
| Alba       | 12/01/2020  |             | 6270 OFFICE SUPPLIES            | 8.36                   |
|            |             |             | 6040 Building Maintenance       | 17.30                  |
|            |             |             | 6185 POSTAGE                    | 29.20                  |
|            |             |             | 6036 COMPUTER SOFTWARE          | 180.00                 |
|            |             |             | 6036 COMPUTER SOFTWARE          | 50.00                  |
| Dever      | 12/01/2020  |             | 6036 COMPUTER SOFTWARE          | 372.00                 |
|            |             |             | 6035 COMPUTER HARDWARE          | 158.00                 |
|            |             |             | 6333 BRANDED CLOTHING           | 53.55                  |
|            |             |             | 6250 LABORATORY SUPPLIES        | 359.15                 |
| Doyle      | 12/01/2020  |             | 6333 BRANDED CLOTHING           | 536.65                 |
|            |             |             | 6333 BRANDED CLOTHING           | 54.42                  |
|            |             |             | 6250 LABORATORY SUPPLIES        | 470.79                 |
|            |             |             | 6333 BRANDED CLOTHING           | 33.78                  |
|            |             |             | 6333 BRANDED CLOTHING           | 49.26                  |
|            |             |             | 6270 OFFICE SUPPLIES            | 7.42                   |
|            |             |             | 6281 MOSQUITO FISH SUPPLIES     | 185.05                 |
|            |             |             | 6281 MOSQUITO FISH SUPPLIES     | 494.93                 |
|            |             |             | 6036 COMPUTER SOFTWARE          | 229.00                 |
|            |             |             | 6036 COMPUTER SOFTWARE          | 120.00                 |
| Farned     | 12/01/2020  |             | 6036 COMPUTER SOFTWARE          | 555.98                 |
|            |             |             | 6280 SUPPLIES, OPERATIONS       | 60.03                  |
| Gutierrez  | 12/01/2020  |             | 6037 WEBSITE AND EMAIL SERVICE  | 14.98                  |
| Holguin    | 12/01/2020  |             | 6305 EDUCATION PROGRAM SUPPLIES | 118.52                 |
| Sun        | 12/01/2020  |             | 6290 Supplies, Public Informati | 7.00                   |
|            |             |             | 6003 ADVERTISING                | 119.23                 |
|            |             |             | 6036 COMPUTER SOFTWARE          | 468.00                 |
|            |             |             | 6290 Supplies, Public Informati | 52.50                  |
|            |             |             | 6290 Supplies, Public Informati | 7.00                   |
|            |             |             | 6036 COMPUTER SOFTWARE          | 378.45                 |
|            |             |             | 6037 WEBSITE AND EMAIL SERVICE  | 21.17                  |
|            |             |             | 6037 WEBSITE AND EMAIL SERVICE  | 4.99                   |



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

December 10, 2020

| <u>Num</u>     | <u>Date</u>       | <u>Name</u>               | <u>Item</u>                            | <u>Original Amount</u> |
|----------------|-------------------|---------------------------|--|------------------------|
|                |                   |                           | 6003 ADVERTISING                       | 2,500.00               |
|                |                   |                           | 6188 MEDIA PRODUCTION                  | 128.36                 |
|                |                   |                           | 6290 Supplies, Public Informati        | 80.84                  |
|                |                   |                           | 6030 BOARD EXPENSES                    | 77.82                  |
|                |                   |                           | 6302 Supplies, Safety                  | 237.93                 |
| Tanaka         | 12/01/2020        |                           | 6302 Supplies, Safety                  | 190.34                 |
| Van der Heyden | 12/01/2020        |                           | 6270 OFFICE SUPPLIES                   | 14.41                  |
|                |                   |                           |  | <u>8,504.81</u>        |
| <b>17701</b>   | <b>12/10/2020</b> | <b>WAXIE</b>              | 6302 Supplies, Safety                  | 1,500.00               |
|                |                   |                           | 6302 Supplies, Safety                  | 255.86                 |
| 79663075       |                   |                           | 6302 Supplies, Safety                  | 47.88                  |
|                |                   |                           | 6302 Supplies, Safety                  | 179.84                 |
|                |                   |                           |  | <u>1,983.58</u>        |
| <b>17702</b>   | <b>12/10/2020</b> | <b>WEST VALLEY MVCD</b>   | 6251 ARBOVIRUS TESTING SUPPLIES        | 1,248.00               |
|                |                   |                           |  | <u>1,248.00</u>        |
| 2632           |                   |                           |  |                        |
| <b>17703</b>   | <b>12/10/2020</b> | <b>WEX/CHEVRON</b>        | 6262 Fuel for Trucks (Fuel for Trucks) | 2,328.29               |
|                |                   |                           |  | <u>2,328.29</u>        |
| 68971900       | 12/06/2020        |                           |  |                        |
| <b>17704</b>   | <b>12/10/2020</b> | <b>AIRGAS USA, LLC</b>    | 6302 Supplies, Safety                  | 2,420.71               |
|                |                   |                           |  | <u>2,420.71</u>        |
| 9107665437     |                   |                           |  |                        |
| <b>17705</b>   | <b>12/10/2020</b> | <b>SYNTECH GROUP INC.</b> | 6046 PROFESSIONAL SERVICES - IT        | 6,500.00               |
|                |                   |                           |  | <u>6,500.00</u>        |
| SVC-A20862     |                   |                           |  |                        |

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 10, 2020

| <u>Num</u> | <u>Date</u> | <u>Name</u>                                   | <u>Item</u>                                | <u>Original Amount</u> |                  |
|------------|-------------|---|--|------------------------|------------------|
| 17706      | 12/10/2020  | TERRYBERRY                                    | 6010 AWARDS                                | 876.12                 |                  |
|            |             |   | 6010 AWARDS                                | 125.16                 |                  |
| J11229     |             |   | 6010 AWARDS                                | 118.82                 |                  |
|            |             |   |  | <u>1,120.10</u>        |                  |
| 17707      | 12/10/2020  | WELLS FARGO VENDOR FIN SERV                   | 6073 EQUIPMENT CANON (Canon Graphics Equip | 1,500.16               |                  |
|            |             |   |  | <u>1,500.16</u>        |                  |
| 5012928570 | 12/10/2020  |   |  |                        |                  |
|            |             | <b>Accounts Payable for December 10, 2020</b> |  |                        | <b>57,018.09</b> |

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

December 23 - 24, 2020

| <u>Num</u>       | <u>Date</u> | <u>Name</u>                  | <u>Item</u>  | <u>Original Amount</u> |
|------------------|-------------|------------------------------|--|------------------------|
| EFT              | 12/23/2020  | PERS                         | 6200 RETIREMENT - CLASSIC (Employer Contribu       | 664.15                 |
|                  |             |                              | 6200 RETIREMENT - CLASSIC (Employer Contribu       | 1,436.72               |
| PR of 12/23/2020 |             |                              | 6200 RETIREMENT - CLASSIC (Employer Contribu       | 1,586.27               |
|                  |             |                              | 6200 RETIREMENT - CLASSIC (Employer Contribu       | 360.27                 |
|                  |             |                              | 6201 RETIREMENT - PEPRA (Employer Contributic      | 139.30                 |
|                  |             |                              | 6201 RETIREMENT - PEPRA (Employer Contributic      | 2,586.05               |
|                  |             |                              | 6201 RETIREMENT - PEPRA (Employer Contributic      | 1,004.27               |
|                  |             |                              | 6201 RETIREMENT - PEPRA (Employer Contributic      | 1,099.31               |
|                  |             |                              |  | <u>8,876.34</u>        |
| EFT              | 12/23/2020  | CAL PERS                     | 6070 Med premiums - Cafeteria (Medical premiums    | 1,742.47               |
|                  |             |                              | 6070 Med premiums - Cafeteria (Medical premiums    | 5,395.34               |
| 100000016273515  |             |                              | 6070 Med premiums - Cafeteria (Medical premiums    | 4,605.37               |
|                  |             |                              | 6070 Med premiums - Cafeteria (Medical premiums    | 2,392.09               |
|                  |             |                              | 6072 MEDICAL PREMIUM-Retired EE (Medical pre       | 429.00                 |
|                  |             |                              | 6070 ADMIN FEE (Admin fee)                         | 47.17                  |
|                  |             |                              |  | <u>14,611.44</u>       |
| EFT              | 12/23/2020  | LINCOLN FINANCIAL GROUP      | 6065 GROUP TERM LIFE                               | 367.15                 |
|                  |             |                              | 6070 Premiums, life - Cafeter (Voluntary Insurance | 515.90                 |
|                  |             |                              |  | <u>883.05</u>          |
| EFT              | 12/23/2020  | NATIONWIDE RETIREMENT        | 6066 457 CONTRIBUTION                              | 120.42                 |
|                  |             |                              |  | <u>120.42</u>          |
| PR of 12/24/2020 |             |                              |  |                        |
| EFT              | 12/23/2020  | PRINCIPAL DENTAL             | 6070 Dental premiums - Cafeter                     | 2,883.87               |
|                  |             |                              |  | <u>2,883.87</u>        |
| 1085590-10001    |             |                              |  |                        |
| EFT              | 12/23/2020  | TEXAS LIFE INSURANCE COMPANY | 6070 Premiums, life - Cafeter (Voluntary Insurance | 191.87                 |
|                  |             |                              | 6070 Premiums, life - Cafeter (Voluntary Insurance | 100.00                 |

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 23 - 24, 2020

| <u>Num</u>          | <u>Date</u> | <u>Name</u>        | <u>Item</u>  | <u>Original Amount</u> |
|---------------------|-------------|--------------------|--|------------------------|
| SM09BT20201214001   |             |                    | 6070 Premiums, life - Cafeter (Voluntary Insurance | 42.25                  |
|                     |             |                    |  | <u>334.12</u>          |
| 17708               | 12/23/2020  | ALLEN WU           | 6030 BOARD EXPENSES                                | 100.00                 |
|                     |             |                    |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                    |  |                        |
| 17709               | 12/23/2020  | AMAZON.COM         | 6305 EDUCATION PROGRAM SUPPLIES                    | 56.86                  |
|                     |             |                    | 6305 EDUCATION PROGRAM SUPPLIES                    | 196.01                 |
| Acct ending in 5999 |             |                    | 6040 Building Maintenance                          | 48.12                  |
|                     |             |                    | 6270 OFFICE SUPPLIES                               | 45.43                  |
|                     |             |                    | 6302 Supplies, Safety                              | 174.00                 |
|                     |             |                    |  |                        |
|                     |             |                    | 6250 LABORATORY SUPPLIES                           | 41.29                  |
|                     |             |                    | 6250 LABORATORY SUPPLIES                           | 6.41                   |
|                     |             |                    | 6250 LABORATORY SUPPLIES                           | 4.71                   |
|                     |             |                    |  | <u>572.83</u>          |
| 17710               | 12/23/2020  | BECKY A. SHEVLIN   | 6030 BOARD EXPENSES                                | 100.00                 |
|                     |             |                    |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                    |  |                        |
| 17711               | 12/23/2020  | CATHERINE MARCUCCI | 6030 BOARD EXPENSES                                | 100.00                 |
|                     |             |                    |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                    |  |                        |
| 17712               | 12/23/2020  | CHARLES MYERS      | 6030 BOARD EXPENSES                                | 100.00                 |
|                     |             |                    |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                    |  |                        |
| 17713               | 12/23/2020  | COREY CALAYCAY     | 6030 BOARD EXPENSES                                | 100.00                 |
|                     |             |                    |  | <u>100.00</u>          |

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

December 23 - 24, 2020

| <u>Num</u>       | <u>Date</u> | <u>Name</u>                          | <u>Item</u>                          | <u>Original Amount</u> |
|------------------|-------------|--------------------------------------|--------------------------------------|------------------------|
| BM of 12/11/2020 |             |                                      |                                      |                        |
| 17714            | 12/23/2020  | CYNTHIA STERNQUIST                   | 6030 BOARD EXPENSES                  | 100.00                 |
|                  |             |                                      |                                      | <u>100.00</u>          |
| BM of 12/11/2020 |             |                                      |                                      |                        |
| 17715            | 12/23/2020  | DIGITAL RECORDS MANAGEMENT           | 6270 OFFICE SUPPLIES                 | 300.00                 |
|                  |             |                                      |                                      | <u>300.00</u>          |
| 9532             |             |                                      |                                      |                        |
| 17716            | 12/23/2020  | ELYSE RASMUSSEN                      | 6030 BOARD EXPENSES                  | 100.00                 |
|                  |             |                                      |                                      | <u>100.00</u>          |
| BM of 12/11/2020 |             |                                      |                                      |                        |
| 17717            | 12/23/2020  | ENTERPRISE FLEET MANAGEMENT EXCHANGE | 6007 - AUTOMOBILE LEASE              | 5,378.01               |
|                  |             |                                      | 6007 - AUTOMOBILE LEASE              | 5,378.01               |
| Lease pay off    | 12/11/2020  |                                      | 6007 - AUTOMOBILE LEASE              | 5,378.01               |
|                  |             |                                      | 6007 - AUTOMOBILE LEASE              | 6,449.14               |
|                  |             |                                      |                                      | <u>22,583.17</u>       |
| 17718            | 12/23/2020  | FLEET SOLUTIONS CENTER               | 8000 CAPITAL OUTLAY (Capital Outlay) | 47.50                  |
|                  |             |                                      | 8000 CAPITAL OUTLAY (Capital Outlay) | 95.00                  |
| 3331             |             |                                      | 8000 CAPITAL OUTLAY (Capital Outlay) | 237.50                 |
|                  |             |                                      | 8000 CAPITAL OUTLAY (Capital Outlay) | 5.00                   |
|                  |             |                                      | 8000 CAPITAL OUTLAY (Capital Outlay) | 5.00                   |
|                  |             |                                      |                                      | <u>390.00</u>          |
| 17719            | 12/23/2020  | HAROLD J. BISSNER III                | 6030 BOARD EXPENSES                  | 100.00                 |

SAN GABRIEL VALLEY MVCD

Claims List

December 23 - 24, 2020

| <u>Num</u>          | <u>Date</u> | <u>Name</u>     | <u>Item</u>                 | <u>Original Amount</u> |
|---------------------|-------------|-----------------|-----------------------------|------------------------|
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17720               | 12/23/2020  | HENRY M. MORGAN | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17721               | 12/23/2020  | HOME DEPOT      | 6040 Building Maintenance   | 11.66                  |
|                     |             |                 | 6042 EQUIPMENT MAINTENANCE  | 10.99                  |
| Acct ending in 4710 |             |                 | 6040 Building Maintenance   | 22.01                  |
|                     |             |                 | 6281 MOSQUITO FISH SUPPLIES | 16.88                  |
|                     |             |                 |                             | 61.54                  |
| 17722               | 12/23/2020  | JERRY VELASCO   | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17723               | 12/23/2020  | JOHN CAPOCCIA   | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17724               | 12/23/2020  | JOSEPH LEON     | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17725               | 12/23/2020  | JOSEPH ROCHA    | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    |             |                 |                             |                        |
| 17726               | 12/23/2020  | JULI COSTANZO   | 6030 BOARD EXPENSES         | 100.00                 |
|                     |             |                 |                             | 100.00                 |
| BM of 12/11/2020    | 12/11/2020  |                 |                             |                        |

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

December 23 - 24, 2020

| <u>Num</u>        | <u>Date</u> | <u>Name</u>                      | <u>Item</u>                                       | <u>Original Amount</u> |
|-------------------|-------------|----------------------------------|---|------------------------|
| 17727             | 12/23/2020  | KENN K. FUJIOKA                  | 6072 MEDICAL PREMIUM-Retired EE (Medical pre      | 316.94                 |
|                   |             |                                  |   | <u>316.94</u>          |
| Premium Reimburse |             |                                  |   |                        |
| 17728             | 12/23/2020  | LLOYD JOHNSON                    | 6030 BOARD EXPENSES                               | 149.50                 |
|                   |             |                                  |   | <u>149.50</u>          |
| BM of 12/11/2020  |             |                                  |   |                        |
| 17729             | 12/23/2020  | LOZANO SMITH, LLP                | 6130 Profess Serv rendered (Professional Services | 2,428.50               |
|                   |             |                                  |   | <u>2,428.50</u>        |
| 2123613           |             |                                  |   |                        |
| 17730             | 12/23/2020  | MARGARET E. FINLAY               | 6030 BOARD EXPENSES                               | 100.00                 |
|                   |             |                                  |   | <u>100.00</u>          |
| BM of 12/11/2020  |             |                                  |   |                        |
| 17731             | 12/23/2020  | MARY ANGELA BRISCO               | 6072 MEDICAL PREMIUM-Retired EE (Medical pre      | 526.84                 |
|                   |             |                                  |   | <u>526.84</u>          |
| Premium Reimburse |             |                                  |   |                        |
| 17732             | 12/23/2020  | MIKE NIFFENEGGER                 | 6072 MEDICAL PREMIUM-Retired EE (Medical pre      | 618.23                 |
|                   |             |                                  |   | <u>618.23</u>          |
| Premium Reimburse |             |                                  |   |                        |
| 17733             | 12/23/2020  | OFFICE & ERGONOMIC SOLUTIONS INC | 8000 CAPITAL OUTLAY (Capital Outlay)              | 327.68                 |
|                   |             |                                  | 8000 CAPITAL OUTLAY (Capital Outlay)              | 389.98                 |
| 21978             |             |                                  | 8000 CAPITAL OUTLAY (Capital Outlay)              | 2,660.00               |
|                   |             |                                  | 8000 CAPITAL OUTLAY (Capital Outlay)              | 382.30                 |
|                   |             |                                  | 8000 CAPITAL OUTLAY (Capital Outlay)              | 224.00                 |

Item 3.1

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 23 - 24, 2020

| <u>Num</u>          | <u>Date</u> | <u>Name</u>            | <u>Item</u>                            | <u>Original Amount</u> |
|---------------------|-------------|------------------------|--|------------------------|
|                     |             |                        | 8000 CAPITAL OUTLAY (Capital Outlay)   | 235.00                 |
|                     |             |                        | 8000 CAPITAL OUTLAY (Capital Outlay)   | 400.80                 |
|                     |             |                        |  | <u>4,619.76</u>        |
| 17735               | 12/23/2020  | PRECISE REPAIR AUTO    | 6260 SUPPLIES, MECHANICAL              | 41.75                  |
|                     |             |                        | 6260 SUPPLIES, MECHANICAL              | 41.75                  |
| 2844,2845,2843,2839 |             |                        | 6260 SUPPLIES, MECHANICAL              | 41.75                  |
|                     |             |                        | 6260 SUPPLIES, MECHANICAL              | 41.75                  |
|                     |             |                        | 6260 SUPPLIES, MECHANICAL              | 40.00                  |
|                     |             |                        | 6260 SUPPLIES, MECHANICAL              | 40.00                  |
| 2877, 2879          |             |                        |  | <u>247.00</u>          |
| 17736               | 12/23/2020  | READYREFRESH BY NESTLE | 6170 Arrowhead Water (Arrowhead Water) | 150.83                 |
|                     |             |                        |  | <u>150.83</u>          |
| Dec Deliveries      |             |                        |  |                        |
| 17737               | 12/23/2020  | RICHARD BARAKAT        | 6030 BOARD EXPENSES                    | 100.00                 |
|                     |             |                        |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                        |  |                        |
| 17738               | 12/23/2020  | RITE AID CORPORATION   | 6302 Supplies, Safety                  | 547.99                 |
|                     |             |                        |  | <u>547.99</u>          |
| 88985-11122020-1    |             |                        |  |                        |
| 17739               | 12/23/2020  | ROGER CHANDLER         | 6030 BOARD EXPENSES                    | 100.00                 |
|                     |             |                        |  | <u>100.00</u>          |
| BM of 12/11/2020    |             |                        |  |                        |
| 17740               | 12/23/2020  | RYAN A. VIENNA         | 6030 BOARD EXPENSES                    | 100.00                 |
|                     |             |                        |  | <u>100.00</u>          |



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

December 23 - 24, 2020

| <u>Num</u>       | <u>Date</u> | <u>Name</u>                             | <u>Item</u>  | <u>Original Amount</u> |
|------------------|-------------|---|--|------------------------|
|                  |             |   |  | 100.00                 |
| BM of 12/11/2020 |             |   |  |                        |
| 17741            | 12/23/2020  | SANDRA ARMENTA                          | 6030 BOARD EXPENSES                                | 100.00                 |
|                  |             |   |  | <u>100.00</u>          |
| BM of 12/11/2020 |             |   |  |                        |
| 17742            | 12/23/2020  | SOCALGAS                                | 6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E | 185.72                 |
|                  |             |   | 6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E | 154.06                 |
| 057-518-2100-9   |             |   |  | <u>339.78</u>          |
|                  |             |   |  |                        |
| 17743            | 12/23/2020  | SSD SYSTEMS INC/MC NEILL SECURITY SYSTE | 6040 Building Maintenance                          | 258.00                 |
|                  |             |   | 6040 Building Maintenance                          | 1,102.14               |
| R-00253009       |             |   | 6040 Building Maintenance                          | 341.85                 |
|                  |             |   | 6040 Building Maintenance                          | 1.92                   |
|                  |             |   |  | <u>1,703.91</u>        |
|                  |             |   |  |                        |
| 17744            | 12/23/2020  | STEPHEN SHAM                            | 6030 BOARD EXPENSES                                | 100.00                 |
|                  |             |   |  | <u>100.00</u>          |
| BM of 12/11/2020 |             |   |  |                        |
| 17745            | 12/23/2020  | SYNTECH GROUP INC.                      | 6046 PROFESSIONAL SERVICES - IT                    | 775.00                 |
|                  |             |   | 6046 PROFESSIONAL SERVICES - IT                    | 615.00                 |
| SVC-A20878       |             |   | 6046 PROFESSIONAL SERVICES - IT                    | 620.00                 |
|                  |             |   |  | <u>2,010.00</u>        |
|                  |             |   |  |                        |
| 17746            | 12/23/2020  | TIM SANDOVAL                            | 6030 BOARD EXPENSES                                | 100.00                 |
|                  |             |   |  | <u>100.00</u>          |
| BM of 12/11/2020 |             |   |  |                        |

**SAN GABRIEL VALLEY MVCD**

**Claims List**

December 23 - 24, 2020

| <u>Num</u>           | <u>Date</u> | <u>Name</u>        | <u>Item</u>   | <u>Original Amount</u> |
|----------------------|-------------|--------------------|---|------------------------|
| 17747                | 12/23/2020  | TPx COMMUNICATIONS | 6315 Monthly Internet Charges (Monthly Internet Ch    | 998.30                 |
|                      |             |                    | 6320 Office phones (Office phones)                    | 722.06                 |
| 137750698-0          |             |                    |   | <u>1,720.36</u>        |
| 17748                | 12/23/2020  | VERIZON WIRELESS   | 6312 Monthly District Field Ph (Monthly District Fiel | 2,728.92               |
|                      |             |                    | 6312 Monthly District Field Ph (Monthly District Fiel | 108.40                 |
| 9868810130-986881013 |             |                    | 6312 Monthly District Field Ph (Monthly District Fiel | 108.40                 |
|                      |             |                    | 6312 Monthly District Field Ph (Monthly District Fiel | 1,258.40               |
|                      |             |                    |   | <u>4,204.12</u>        |
| 17749                | 12/23/2020  | WAXIE              | 6302 Supplies, Safety                                 | 177.92                 |
|                      |             |                    |   | <u>177.92</u>          |
| 79705337             | 12/18/2020  |                    |   |                        |

**Accounts Payable for December 23, 2020** **73,652.46**

**Total Accounts Payable for December 2020** **130,670.55**

**Total Payroll for December 2020** **214,694.79**  
see attached

**Total Claims for December 2020** **345,365.34**

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

| <b>Department</b>    | <b>December 10, 2020</b> | <b>December 24, 2020</b> | <b>TOTAL</b>      |
|----------------------|--------------------------|--------------------------|-------------------|
| EXECUTIVE            | 9,023.77                 | 9,079.89                 | 18,103.66         |
| ADMINISTRATION       | 11,695.56                | 12,013.14                | 23,708.70         |
| OPERATIONS           | 46,996.72                | 47,582.96                | 94,579.68         |
| SURVEILLANCE         | 16,226.07                | 16,326.07                | 32,552.14         |
| COMMUNICATIONS       | 14,009.55                | 14,268.63                | 28,278.18         |
| SEASONAL WORKERS     | <u>841.68</u>            | <u>961.92</u>            | <u>1,803.60</u>   |
| Gross Payroll        | 98,793.35                | 100,232.61               | 199,025.96        |
| Employer Taxes       | 1,547.85                 | 1,571.54                 | 3,119.39          |
| Car Allowance        | 500.00                   | -                        | 500.00            |
| Employee Benefit-Med | <u>6,185.88</u>          | <u>5,863.56</u>          | <u>12,049.44</u>  |
| <b>TOTAL PAYROLL</b> | <b>107,027.08</b>        | <b>107,667.71</b>        | <b>214,694.79</b> |

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 50% of Year Completed  
 December 31, 2020

|   | Current Period<br>Actual | Year-To-Date<br>Actual | Budget<br>Full Year | Remaining<br>Budget | % Of Budget<br>Utilized |                       |
|---|--------------------------|------------------------|---------------------|---------------------|-------------------------|-----------------------|
| <b>PERSONNEL EXPENSES</b>               |                          |                        |                     |                     |                         |                       |
| Salaries, Exempt                        | 45,356.12                | 288,586.59             | 605,545.00          | 316,958.41          | 47.66                   |                       |
| Salaries - Non Exempt                   | 120,534.26               | 842,901.49             | 1,915,927.00        | 1,073,025.51        | 43.99                   |                       |
| Salaries - Overtime                     | 118.30                   | 10,011.52              | 14,500.00           | 4,488.48            | 69.04                   | Inspections           |
| Salaries - Vacation                     | 8,078.14                 | 36,836.44              | 84,149.00           | 47,312.56           | 43.78                   |                       |
| Salaries-Holiday                        | 17,876.87                | 42,112.20              | 109,279.00          | 67,166.80           | 38.54                   |                       |
| Salaries, Sick Pay                      | 5,258.67                 | 30,026.96              | 87,127.00           | 57,100.04           | 34.46                   |                       |
| Salaries, Part-time - XH                | 1,803.60                 | 88,729.37              | 197,580.00          | 108,850.63          | 44.91                   |                       |
| Management Car Allowance                | 500.00                   | 2,650.00               | 6,000.00            | 3,350.00            | 44.17                   |                       |
| Cafeteria Benefit                       | 32,941.54                | 215,059.99             | 364,800.00          | 149,740.01          | 58.95                   | Seasonal Expense      |
| Hlth Benefits, Ret Emps                 | 1,891.01                 | 12,753.53              | 26,000.00           | 13,246.47           | 49.05                   |                       |
| Employer, 457 Contribution              | 240.84                   | 1,565.46               | 3,150.00            | 1,584.54            | 0.00                    |                       |
| Medicare                                | 3,007.57                 | 20,185.86              | 45,790.00           | 25,604.14           | 44.08                   |                       |
| Retirement - Classic                    | 8,079.73                 | 50,370.24              | 223,650.00          | 173,279.76          | 22.52                   |                       |
| Retirement - Pepra                      | 9,657.86                 | 65,907.84              | 295,800.00          | 229,892.16          | 22.28                   |                       |
| Retirement - Classic-Unfunded Liability | 0.00                     | 154,467.00             | 151,439.00          | (3,028.00)          | 102.00                  | One time fee          |
| Retirement - Pepra-Unfunded Liability   | 0.00                     | 0.00                   | 8,342.00            | 8,342.00            | 0.00                    |                       |
| Social Security                         | 111.82                   | 1,910.11               | 8,170.00            | 6,259.89            | 23.38                   |                       |
| Group Term Life Ins                     | 367.15                   | 2,600.31               | 4,300.00            | 1,699.69            | 60.47                   | New Hires             |
| Tuition Reimbursement                   | 250.00                   | 250.00                 | 4,000.00            | 3,750.00            | 6.25                    |                       |
| Insurance, unemployment                 | 0.00                     | 3,009.97               | 25,000.00           | 21,990.03           | 12.04                   |                       |
| Post Retirement Benefits                | 0.00                     | 0.00                   | 0.00                | 0.00                | 0.00                    |                       |
| <b>TOTAL PERSONNEL EXPENSES</b>         | <b>256,073.48</b>        | <b>1,869,934.88</b>    | <b>4,180,548.00</b> | <b>2,310,613.12</b> | <b>44.73</b>            |                       |
| <b>OPERATING EXPENSES</b>               |                          |                        |                     |                     |                         |                       |
| Event Participation Fees                | 0.00                     | 99.00                  | 4,000.00            | 3,901.00            | 2.48                    |                       |
| Arbovirus Testing Supplies              | 1,248.00                 | 12,389.24              | 26,000.00           | 13,610.76           | 47.65                   |                       |
| Branded Clothing                        | 727.66                   | 1,748.91               | 8,600.00            | 6,851.09            | 20.34                   |                       |
| Boots                                   | 0.00                     | 855.96                 | 4,500.00            | 3,644.04            | 19.02                   |                       |
| Misc. Rentals                           | 0.00                     | 0.00                   | 2,000.00            | 2,000.00            | 0.00                    |                       |
| Professional Development                | 0.00                     | 0.00                   | 2,000.00            | 2,000.00            | 0.00                    |                       |
| Awards                                  | 1,120.10                 | 2,084.06               | 3,000.00            | 915.94              | 69.47                   | Employee Appreciation |
| Advertising                             | 2,619.23                 | 8,132.01               | 30,000.00           | 21,867.99           | 27.11                   |                       |

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 50% of Year Completed  
 December 31, 2020

|                               | Current Period<br>Actual | Year-To-Date<br>Actual | Budget<br>Full Year | Remaining<br>Budget | % Of Budget<br>Utilized |                                |
|-------------------------------|--------------------------|------------------------|---------------------|---------------------|-------------------------|--------------------------------|
| Bank Charges                  | 971.98                   | 7,600.53               | 15,000.00           | 7,399.47            | 50.67                   |                                |
| Board expenses                | 2,327.32                 | 14,416.91              | 38,000.00           | 23,583.09           | 37.94                   |                                |
| Computer Hardware             | 158.00                   | 1,551.93               | 42,500.00           | 40,948.07           | 3.65                    |                                |
| Computer Software             | 3,253.43                 | 16,294.96              | 61,000.00           | 44,705.04           | 26.71                   |                                |
| Website/Email Service         | 241.14                   | 3,836.07               | 5,700.00            | 1,863.93            | 67.30                   | Annual service                 |
| Facility maintenance          | 6,569.31                 | 34,535.90              | 40,000.00           | 5,464.10            | 86.34                   | Electrical work, alarm service |
| Maintenance, equipment        | 10.99                    | 1,232.20               | 4,000.00            | 2,767.80            | 30.81                   |                                |
| Maintenance, grounds          | 0.00                     | 19.58                  | 10,000.00           | 9,980.42            | 0.20                    |                                |
| Lease Equipment               | 1,500.16                 | 9,121.75               | 21,000.00           | 11,878.25           | 43.44                   |                                |
| Fees & Assessments            | 0.00                     | 3,882.01               | 4,300.00            | 417.99              | 90.28                   | LAFCO Fees                     |
| Hiring expenses               | 0.00                     | 0.00                   | 4,000.00            | 4,000.00            | 0.00                    |                                |
| VCJPA General Fund            | 0.00                     | 7,517.00               | 9,248.00            | 1,731.00            | 81.28                   | One time fee                   |
| Insurance, liability          | 0.00                     | 84,115.00              | 79,056.00           | (5,059.00)          | 106.40                  | One time fee                   |
| Workers Comp Insurance        | 0.00                     | 114,515.00             | 114,890.00          | 375.00              | 99.67                   | One time fee                   |
| Automobile Insurance          | 0.00                     | 2,257.00               | 2,257.00            | 0.00                | 100.00                  | One time fee                   |
| Other Insurance               | 0.00                     | 1,765.35               | 3,500.00            | 1,734.65            | 50.44                   |                                |
| Insurance, property           | 0.00                     | 6,143.00               | 6,423.00            | 280.00              | 95.64                   | One time fee                   |
| Legal                         | 2,428.50                 | 21,755.12              | 25,000.00           | 3,244.88            | 87.02                   | Personnel Issues               |
| Memberships                   | 0.00                     | 26,109.46              | 28,000.00           | 1,890.54            | 93.25                   | MVCAC. Cal Chamber             |
| Miscellaneous expenses        | 150.83                   | 1,309.82               | 3,500.00            | 2,190.18            | 37.42                   |                                |
| Postage                       | 87.60                    | 2,464.12               | 6,700.00            | 4,235.88            | 36.78                   |                                |
| Accounting Services, Auditor  | 6,125.00                 | 7,463.50               | 22,000.00           | 14,536.50           | 33.93                   |                                |
| Professional Services , Other | 0.00                     | 0.00                   | 2,000.00            | 2,000.00            | 0.00                    |                                |
| Professional Services-IT      | 8,510.00                 | 23,570.00              | 50,000.00           | 26,430.00           | 47.14                   |                                |
| Printing & Reproduction       | 0.00                     | 5,273.42               | 16,500.00           | 11,226.58           | 31.96                   |                                |
| Research                      | 0.00                     | 0.00                   | 500.00              | 500.00              | 0.00                    |                                |
| Seminars and meetings         | 0.00                     | 442.50                 | 47,600.00           | 47,157.50           | 0.93                    |                                |
| Supplies, Surveillance        | 964.91                   | 6,732.58               | 10,000.00           | 3,267.42            | 67.33                   | New traps                      |
| Supplies, Vehicle Maintenance | 938.60                   | 5,457.01               | 60,000.00           | 54,542.99           | 9.10                    |                                |
| Supplies, Gasoline            | 2,328.29                 | 27,084.69              | 65,000.00           | 37,915.31           | 41.67                   |                                |
| Supplies, Office              | 405.29                   | 4,566.20               | 11,600.00           | 7,033.80            | 39.36                   |                                |
| Supplies, Mosquito Fish       | 696.86                   | 1,293.98               | 5,000.00            | 3,706.02            | 25.88                   |                                |
| Supplies, Operations          | 60.03                    | 3,561.69               | 15,000.00           | 11,438.31           | 23.74                   |                                |
| Supplies, Pesticides          | 0.00                     | 95,981.08              | 75,000.00           | (20,981.08)         | 127.97                  | Auditor adj.                   |

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 50% of Year Completed  
December 31, 2020

|                                 | Current Period<br>Actual | Year-To-Date<br>Actual | Budget<br>Full Year | Remaining<br>Budget | % Of Budget<br>Utilized |                                     |
|---------------------------------|--------------------------|------------------------|---------------------|---------------------|-------------------------|-------------------------------------|
| Supplies, Communications        | 147.34                   | 347.82                 | 10,000.00           | 9,652.18            | 3.48                    |                                     |
| Supplies, Education Program     | 371.39                   | 7,297.39               | 14,000.00           | 6,702.61            | 52.12                   | Illustrations for education program |
| Supplies, Safety                | 6,781.84                 | 10,886.03              | 20,000.00           | 9,113.97            | 54.43                   | PPE Covid-19                        |
| Supplies, Media Production      | 128.36                   | 635.81                 | 6,000.00            | 5,364.19            | 10.60                   |                                     |
| Benefit Assesment Admin Cost    | 0.00                     | 12,069.19              | 118,000.00          | 105,930.81          | 10.23                   |                                     |
| Communications, field           | 4,204.12                 | 20,680.68              | 42,000.00           | 21,319.32           | 49.24                   |                                     |
| Telephone, Internet             | 998.30                   | 6,256.01               | 14,000.00           | 7,743.99            | 44.69                   |                                     |
| Telephone , Office              | 722.06                   | 5,661.82               | 15,500.00           | 9,838.18            | 36.53                   |                                     |
| Training , CEU's                | 0.00                     | 2,573.00               | 6,000.00            | 3,427.00            | 42.88                   |                                     |
| Uniforms and clothing           | 820.46                   | 5,331.80               | 12,000.00           | 6,668.20            | 44.43                   |                                     |
| Utilities, Electric             | 1,710.64                 | 16,561.80              | 30,000.00           | 13,438.20           | 55.21                   | A/C expense                         |
| Utilities, Natural Gas          | 339.78                   | 932.62                 | 3,100.00            | 2,167.38            | 30.08                   |                                     |
| Utilities, Water                | 125.48                   | 833.73                 | 2,200.00            | 1,366.27            | 37.90                   |                                     |
| Automobile Lease                | 25,073.17                | 37,523.17              | 30,000.00           | (7,523.17)          | 125.08                  | Paid lease in full                  |
| Surveillance, Aerial            | 0.00                     | 0.00                   | 25,500.00           | 25,500.00           | 0.00                    |                                     |
| <b>TOTAL OPERATING EXPENSES</b> | <b>84,866.17</b>         | <b>694,769.41</b>      | <b>1,332,674.00</b> | <b>637,904.59</b>   | <b>52.13</b>            |                                     |
| <b>TOTAL EXPENSES</b>           | <b>340,939.65</b>        | <b>2,564,704.29</b>    | <b>5,513,222.00</b> | <b>2,948,517.71</b> | <b>46.52</b>            |                                     |
| <b>CAPITAL OUTLAY EXPENSES</b>  |                          |                        |                     |                     |                         |                                     |
| Capital Outlay                  | 5,009.76                 | 124,591.68             | 242,000.00          | 117,408.32          | 51.48                   |                                     |
| <b>TOTAL CAPITAL EXPENSES</b>   | <b>5,009.76</b>          | <b>124,591.68</b>      | <b>242,000.00</b>   | <b>117,408.32</b>   | <b>51.48</b>            |                                     |
| <b>RESERVES</b>                 |                          |                        |                     |                     |                         |                                     |
| Reserve, Public Health Em       | 0.00                     | 0.00                   | 1,326,200.00        | 1,326,200.00        | 0.00                    |                                     |
| Reserve, Capital Projects       | 0.00                     | 0.00                   | 459,849.00          | 459,849.00          | 0.00                    |                                     |
| Reserve, Pension Liability      | 0.00                     | 0.00                   | 200,258.00          | 200,258.00          | 0.00                    |                                     |
| Reserve, Building/Facilities    | 0.00                     | 0.00                   | 49,000.00           | 49,000.00           | 0.00                    |                                     |
| Reserve, Vehicle Replacement    | 0.00                     | 0.00                   | 0.00                | 0.00                | 0.00                    |                                     |
| <b>TOTAL RESERVES</b>           | <b>0.00</b>              | <b>0.00</b>            | <b>2,035,307.00</b> | <b>2,035,307.00</b> | <b>0.00</b>             |                                     |

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

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

Manuel Lozano (Baldwin Park)  
Manuel Garcia (Irwindale)  
Robert Joe (So. Pasadena)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Jason Farned  
Melissa Doyle  
Levy Sun  
Marta Tanaka

**GUESTS PRESENT**

Representative, Nigro & Nigro, PC

**Call to Order**

Board President Becky Shevlin called the meeting to order at 7:01 a.m., Trustee Tim Sandoval led the Pledge of Allegiance, and Clerk of the Board Marta Tanaka took Roll Call.

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

None

**Consent Calendar**

A Motion made by Trustee Corey Calaycay, seconded by Trustee Ryan Vienna, to approve the Consent Calendar, passed by a majority vote.

AYES: Stephen Sham, Joseph Rocha, Richard Barakat, Corey Calaycay, Henry Morgan, Margaret Finlay, Jerry Velasco, Charles Myers, Catherine Marcucci, Elyse

Rasmussen, Jamie Bissner, Becky Shevlin, Joseph Leon, Rachel Janbek, Tim Sandoval, Ryan Vienna, Juli Costanzo, John Capoccia, Cynthia Sternquist, Allen Wu, Lloyd Johnson

NOES: None

ABSENT: Roger Chandler, Manuel Lozano, Manuel Garcia, Sandra Armenta, Robert Joe

ABSTAIN: None

**Consider the San Gabriel Valley Mosquito and Vector Control District Annual Audit for Fiscal Year 2019/20 as Prepared by Nigro & Nigro, PC**

A Motion made by Trustee Tim Sandoval, seconded by Trustee Margaret Finlay, to Approve the San Gabriel Valley Mosquito and Vector Control District Annual Audit for Fiscal Year 2019/20 passed by a majority vote.

AYES: Stephen Sham, Joseph Rocha, Richard Barakat, Corey Calaycay, Henry Morgan, Margaret Finlay, Jerry Velasco, Charles Myers, Catherine Marcucci, Elyse Rasmussen, Becky Shevlin, Joseph Leon, Rachel Janbek, Tim Sandoval, Ryan Vienna, Juli Costanzo, John Capoccia, Cynthia Sternquist, Allen Wu, Lloyd Johnson

NOES:

ABSENT: Roger Chandler, Manual Lozano, Manual Garcia, Jamie Bissner, Sandra Armenta, Robert Joe

ABSTAIN:

**Outgoing Trustee Recognition**

Board President Shevlin thanked outgoing Trustees Juli Costanzo, Charles Myers and Joseph Rocha for their many years of dedicated service on the Board of Trustees and to the constituents they have dutifully represented.

President Shevlin further reported that Trustees Stephen Sham and Cynthia Sternquist have been reappointed to the Board, and new trustees have been appointed for the cities of Azusa, Glendora, and San Gabriel.

**District Administration**

**6.1 Trustee Term of Office**

District Manager Jared Dever expressed his heartfelt appreciation for the public service and guidance of Trustees whose terms are expiring.

**6.2 Finance and Audit Committee Meeting**

District Manager Jared Dever advised that the Finance and Audit Committee would need to be convened to review mid-year budget adjustments and discuss OPEB pre-funding options prior to the January Board Meeting.

**6.3 Executive Committee Meeting**

District Manager Jared Dever further advised that the Executive Committee would need to be convened to review the Draft Board Bylaws prior to the January Board Meeting.



**6.4 West Nile Virus Update**

District Manager Jared Dever informed the Board that 2020 was the first year no West Nile virus human infections were reported within the district since the virus was first detected in California in 2003. Dever thanked all district staff for their exceptional dedication to public health that was necessary to accomplish this monumental achievement.

**Trustee Reports**

None

**New Business**

None

**Adjournment**

The meeting was adjourned at 7:36 a.m.

## Operations Department

Disease Weeks [49 – 52] | [November 29 – December 26, 2020]

### Chemical Usage:

The current pesticide reporting period ends on December 31, and the usage report will be included in next month's board report.

### Zone Specialists:

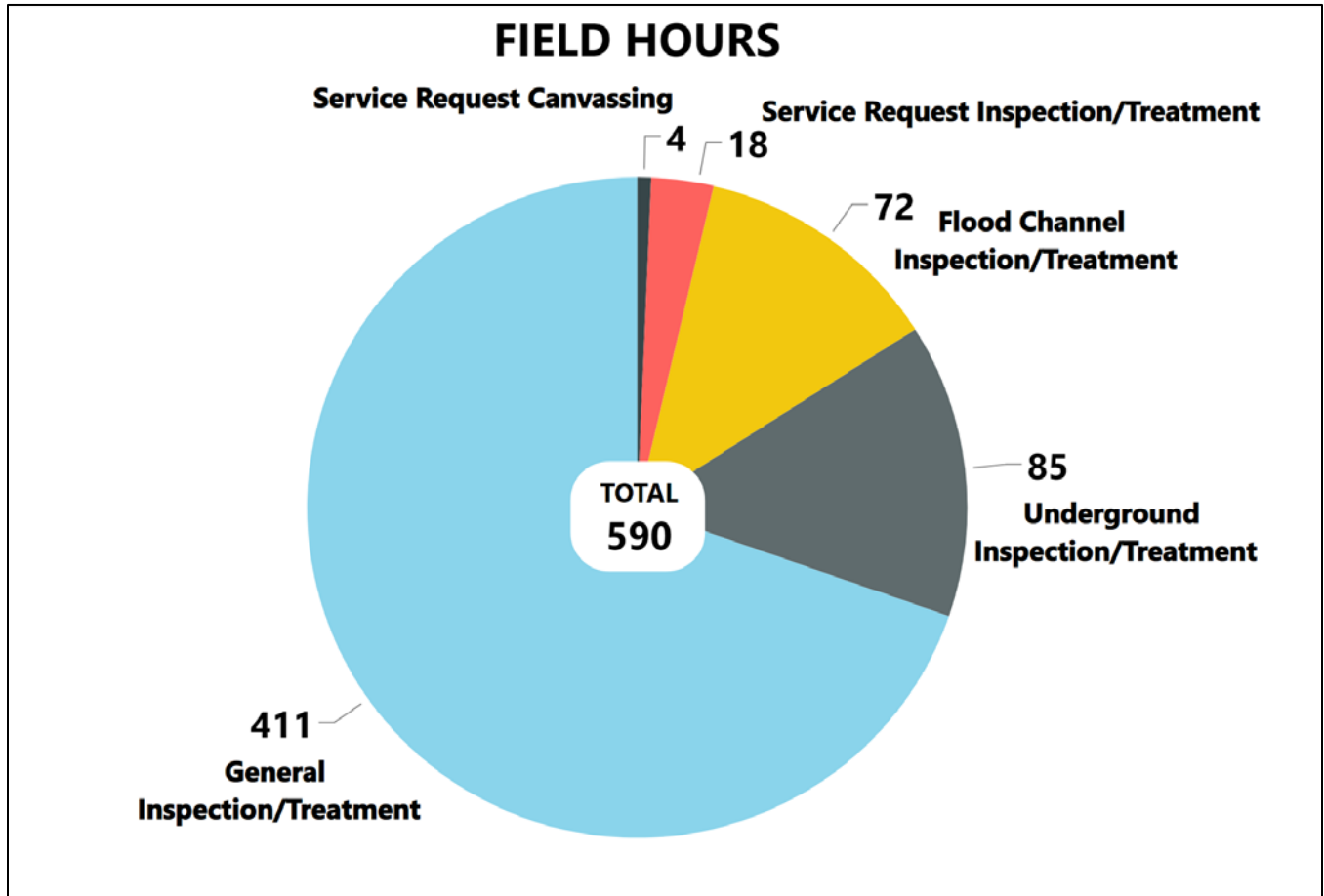
| Zone | Specialist                 | Cities   |
|------|----------------------------|--|
| 1    | Marc Mitchell              | Alhambra, Monterey Park, San Gabriel, South Pasadena |
| 2    | Marco Gaytan & Fred Ibarra | Altadena, Pasadena                                   |
| 3    | Darrin Jones   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

**Field Statistics:**

**1,472**  
SITES VISITED

**22** + 83 %  
2019  
SERVICE REQUESTS

**6** + 600 %  
2019  
CONSULTATIONS



## Surveillance Department

Disease Weeks [49 - 52] | [November 29 – December 26, 2020]

### Insect Surveillance Activities

The Surveillance Department set traps weekly beginning in March for mosquitoes and alternating weeks for black fly when conditions permitted. The department has implemented a system of rotating the trapping locations. This strategy provides detailed information regarding the species present and population density for any given area in the District. This strategy was particularly useful when there were suspected human cases of arboviral disease because there was historical information regarding the local mosquito activity in each investigation. The map below displays the locations trapped in the 2020 season.

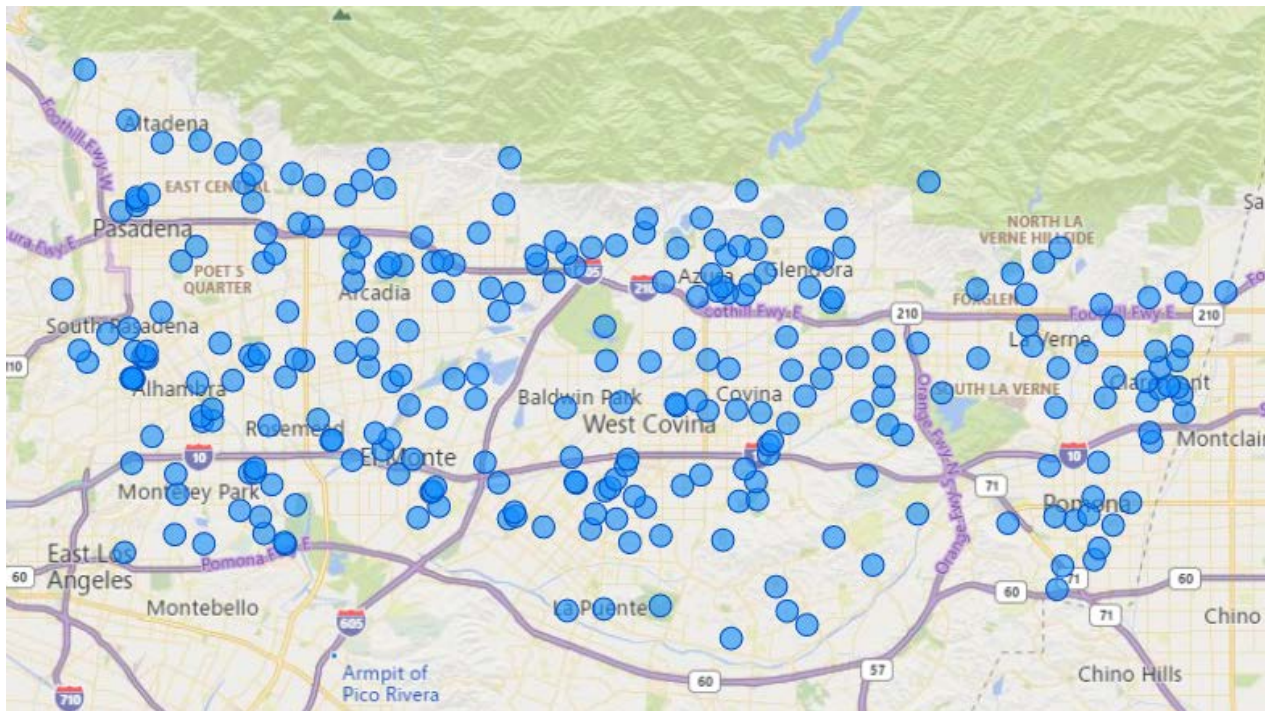


Figure 1 Mosquito Activity in the San Gabriel Valley Weeks 45 - 48

### San Gabriel Valley Mosquito, Black Fly and Tick Activity

During the 2020 season, a total of 2,765 mosquito traps were set throughout the district capturing 171,448 mosquitoes and 1,444 mosquito samples were tested for virus. Overall, mosquito activity was normal in comparison to 2018 and 2019 with the exception of two weeks early in the season. A large spike in mosquito activity was observed in the first week of May and in the second week of June.

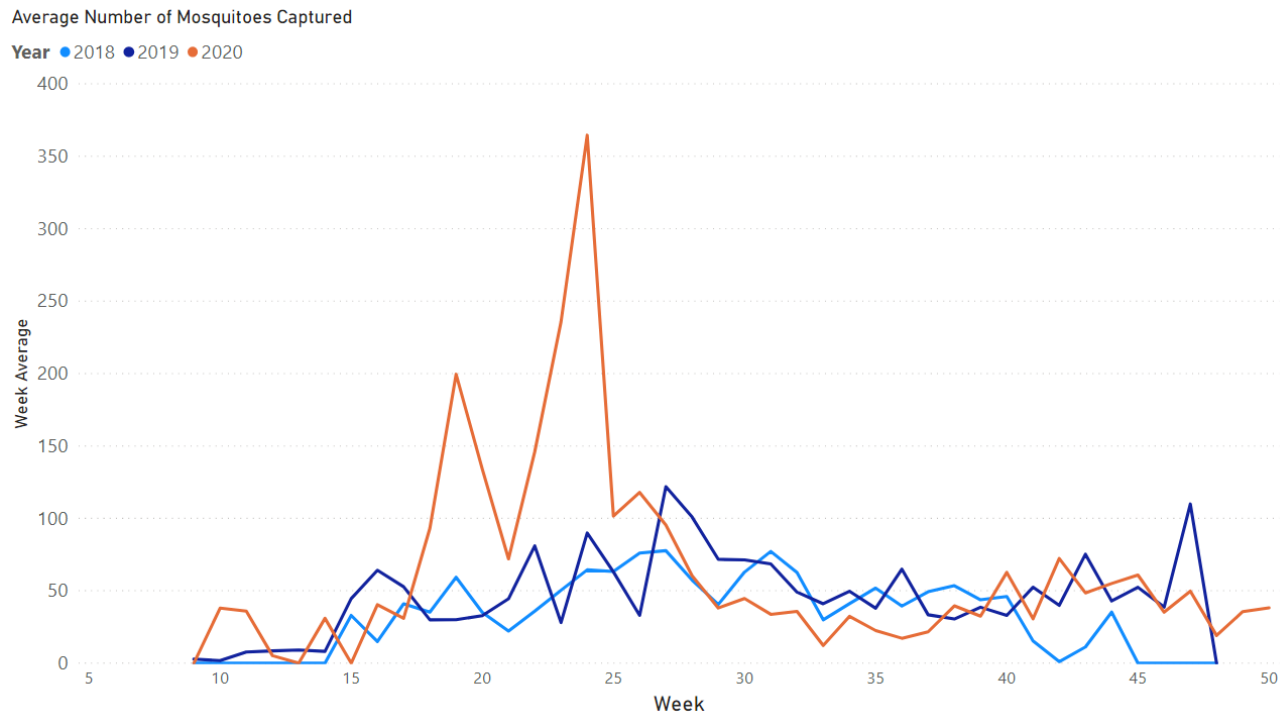


Figure 2 Average Number of Mosquitoes Captured by Week and Year

Black fly trapping was interrupted due to wildfire activity in the foothills, 1,249 black fly were captured. Additionally, during the winter and early spring months, the department performed tick dragging capturing 456 ticks.

### Arbovirus Activity in San Gabriel Valley

There was evidence of West Nile virus circulating in the San Gabriel Valley, however, there have been no human cases confirmed in the San Gabriel Valley in 2020. The health department is continuing to investigate cases from 2020. Samples of mosquitoes were tested weekly and 53 samples tested positive for West Nile virus. Dead birds were also tested for West Nile virus, 24 samples were submitted and 3 tested positive for West Nile virus.

### Arbovirus Activity in California

Year-to-date, there have been 177 human cases of WNV in California, 60 of these were from Los Angeles county. West Nile virus has been isolated from 338 dead bird collections and 2,628 mosquito samples. In Los Angeles county, 426 samples have tested positive, 53 of those samples were collected in the San Gabriel Valley.

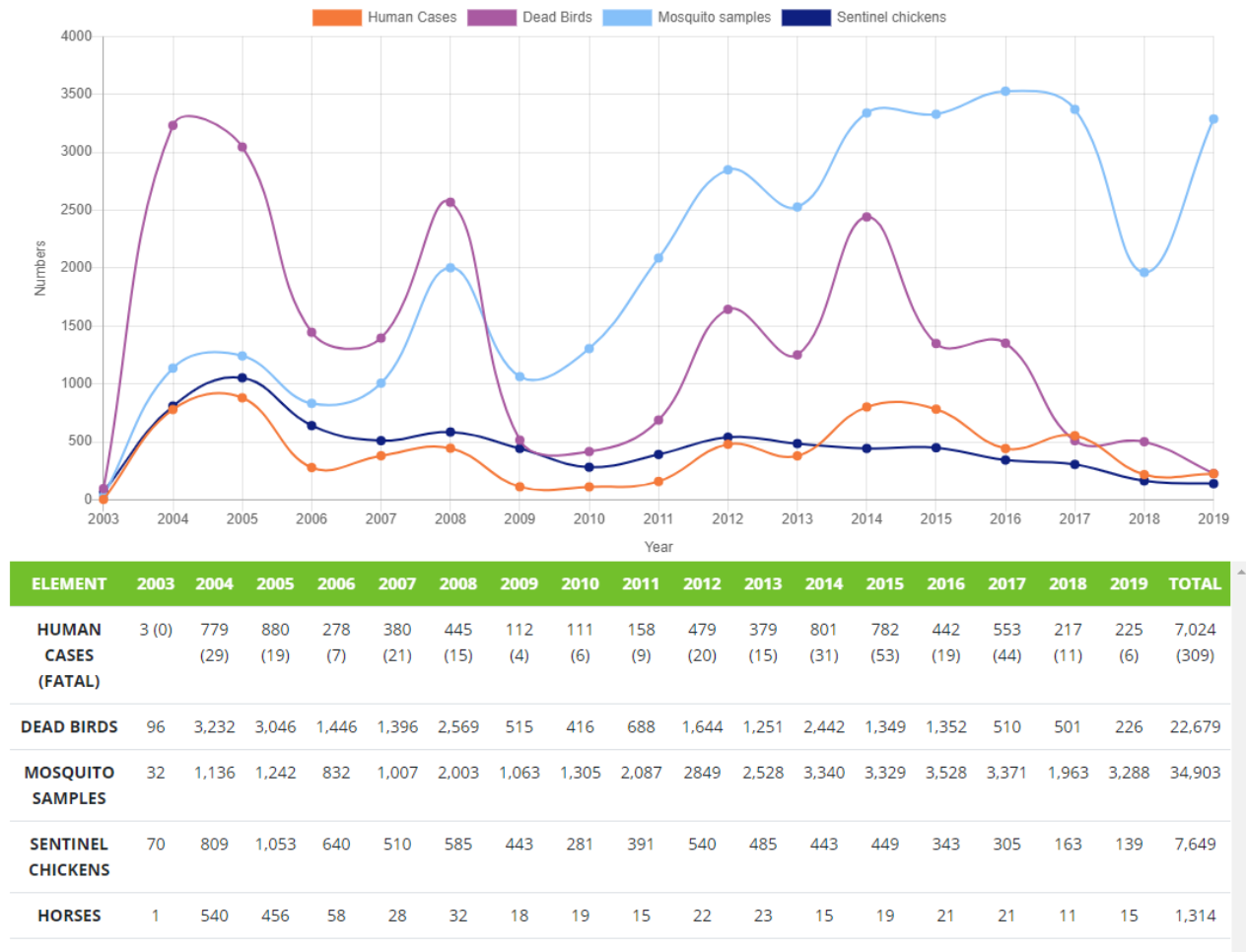


Figure 3 Historical WNV Activity in California 2003 - 2019

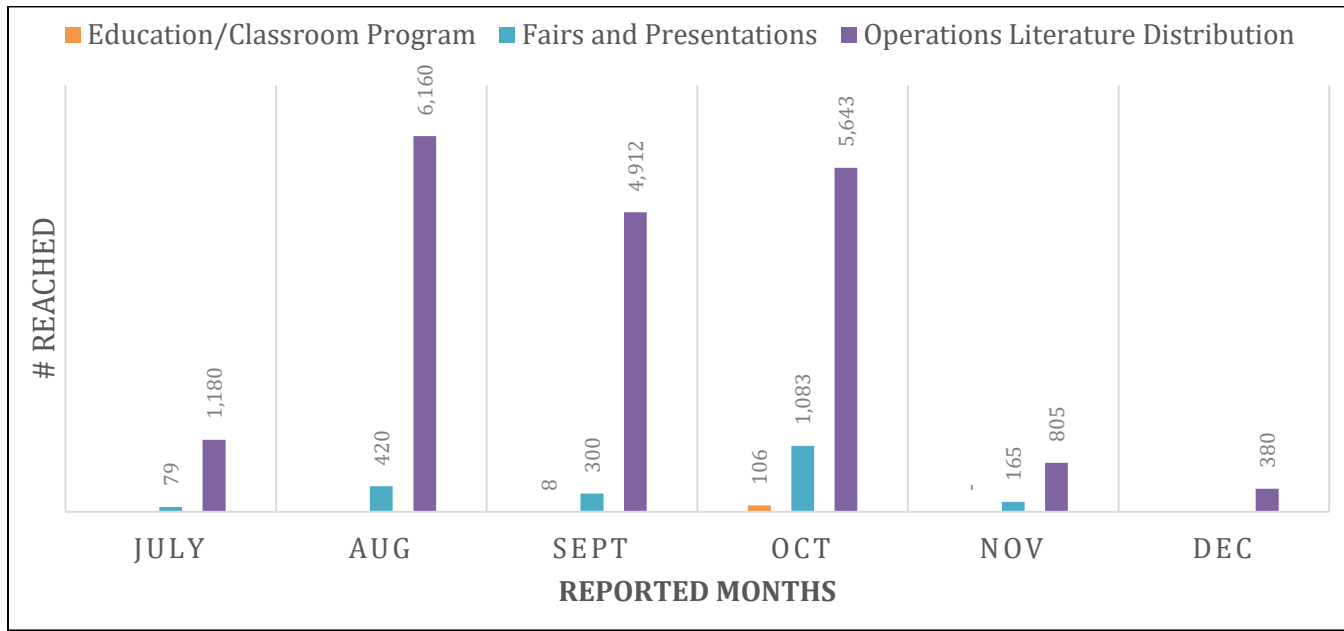
### Department News

The department will continue to work on projects to gain further understanding on the ecology of mosquitoes in the San Gabriel Valley and support the District’s efforts to control mosquitoes. The current projects include:

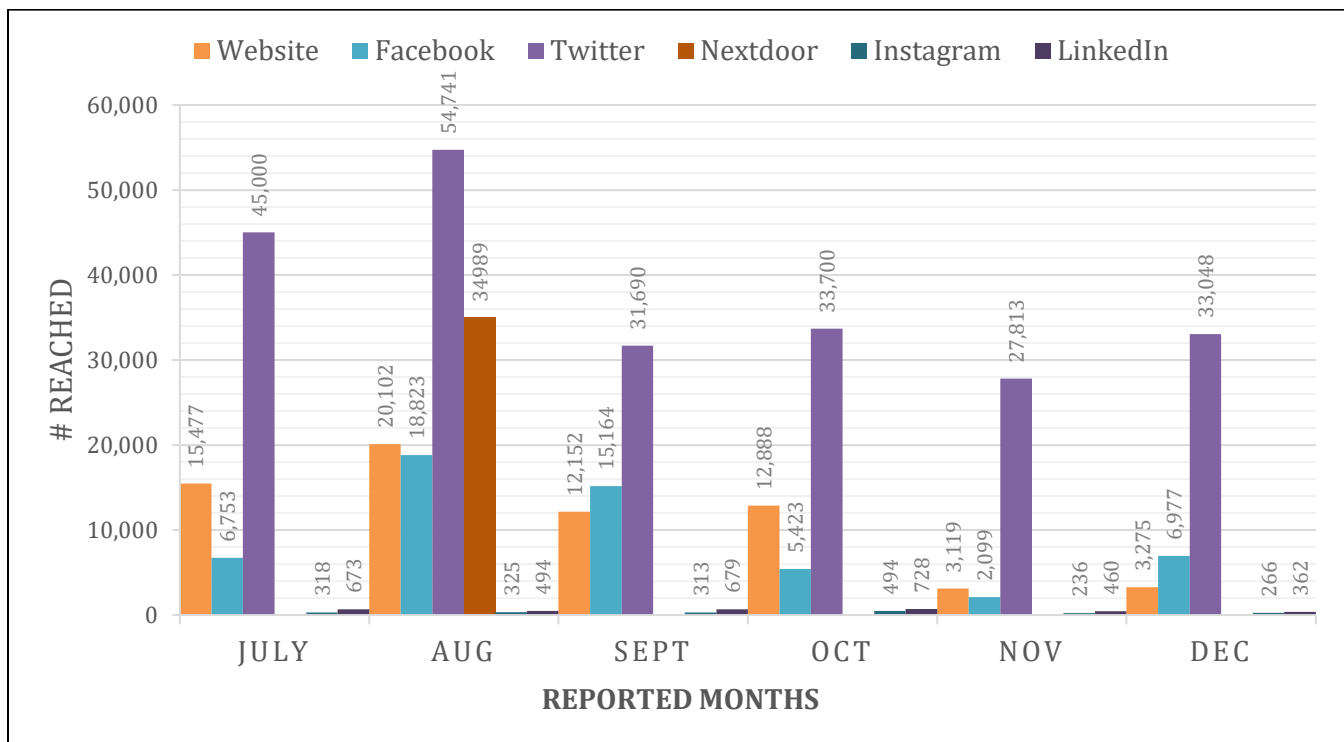
- Quantifying the environmental factors associated with traps that capture high numbers of mosquitoes
- Standardizing and improving the placement of oviposition traps to aid in the detection of *Aedes* mosquitoes
- Identifying the diversity of bird species surrounding areas that have a history of West Nile virus positive mosquito samples
- Quantifying the role of natural breeding habitats in supporting populations of *Aedes* mosquitoes
- Collaborating with the Communications and Operations department in citizen science projects and the evaluation of control techniques
- Explore options for applying Sterile Insect Technique control methods

**Communications Department**  
 Disease Weeks [49-52] | [November 29 – December 26, 2020]

**Outreach Activities:**



**Digital Activities:**



## **EcoHealth Vector Education Program**

1. Collaborations:
  - a. Education Specialists work with Surveillance Department Assistant Vector Ecologist Jung Kim to discuss designs for EcoHealth
2. New Developments:
  - a. Assisted with device tracking by labeling Field Kits
  - b. Reviewed and developed 1, 3, and 5 year goals for EcoHealth
  - c. Contributed to Bite Back Promotional Video
  - d. Created a Teacher Survey and Risk Assessment Survey to gather information regarding the current needs of educators
  - e. Reviewed and assisted with the development of a Novela script
3. Projects in progress:
  - a. Journey of the Germ: Research and communication regarding content accuracy with Kenn Linthicum and other research entomologists at the USDA Center for Medical, Agriculture, and Veterinary Entomology in Gainesville, Florida
  - b. Younger Students Material: Review printable content
  - c. Continued with the creation of teacher and student remote learning resources
  - d. Edited “Deadly Mystery” Escape Room Facilitator Guide to increase clarity

## **Design**

1. Website
  - a. Short Bites blog
  - b. Optimize website design for sharing on social media
  - c. Updated content on “Wipe out mosquitoes this winter” and “I am a...” webpages
  - d. Reviewed and updated Spanish web pages on website
2. Video
  - a. Created and released “All I Want from Santa is Water and You” lyric music video
  - b. Captured content of Surveillance and underground storm drain material

## **General Outreach**

1. Began content development of winter “Threat Beneath Our Feet” campaign
2. Filmed and began post-production of the Be Water Wise and Bite Free project
3. Ongoing content creation for younger student resources
4. Social Media
  - a. Promoted online EcoHealth Vector Education programs
  - b. Development and use of Twitter Media Studio
  - c. Designed new “A Buzzing Update” thumbnails
5. Bite Back Program
  - a. Ongoing revamp: Automation and improving volunteer experience
  - b. Ongoing revamp Bite Back Program and fine-tune automated emails on Mailchimp
  - c. Converted all assessments to SurveyMonkey forms
  - d. Summarized monthly board report into a Bite Back Program e-blast



- e. Began post-production for the Bite Back Champion Multi-Activity project
- f. Began development for “What’s Your Ecosystem?” campaign
- 6. Short Bites website blog development
  - a. Completed “Mosquito Risk Assessment” on SurveyMonkey
- 7. MVCAC
  - a. PIO recorded and submitted presentation to MVCAC 2021 Annual Meeting

**Administrative/Trainings**

- 1. Storyboard design, script writing, and filming assistance
- 2. Created Communications Department device tracker inventory on Monday.com
- 3. Training/webinars
  - a. 12/9 Webinar: Taking virtual teaching strategies from video games and social media--Elementary (K-5th)
  - b. 12/10 Webinar: Amplify Science for grades 6–8
  - c. 12/15 Webinar: Tools of the Trade: Digital Marketing
  - d. 12/18 Webinar: Amplify Science for grades K-5

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

The attached Treasurer's Report is for November 2020.

The Total of All Funds Balance is \$3,687,748.08

All investments that were made by the District comply with our current investment policy. The District can meet all expenditures for the next six months with funds from the revolving fund, Los Angeles County operating pool, and the LAIF.

I certify that the above statements and attached Treasurer's Report are true and accurate to the best of my knowledge.

A handwritten signature in blue ink, appearing to read "Shawn Johnson", is written over a solid horizontal line. The signature is fluid and cursive.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 5, FY 2020-2021 received on December 1, 2020**

Item 3.7

| Investment Vehicle                  | Yield | Beginning Balance | Transaction | Deposit (Withdrawal) | Source                         | Ending Balance |
|-------------------------------------|-------|-------------------|-------------|----------------------|--------------------------------|----------------|
| Local Agency Investment Fund (LAIF) | 0.62% | \$1,022,553.83    | Deposit     | \$400,000.00         | LAIF Statement (November 2020) | \$1,422,553.83 |

Maturity Date: Perpetual  
Interest rate as of Oct 2020

| Investment Vehicle      | Yield | Beginning Balance | Transaction  | Deposit (Withdrawal)                        | Source                     | Ending Balance |
|-------------------------|-------|-------------------|--|---|----------------------------|----------------|
| Los Angeles County Pool | 0.59% | \$1,902,875.20    | interest<br>Trust Warrant #702<br>Red Mstr 20-21 dep | \$1,284.30<br>(\$492,298.13)<br>\$46,111.55 | ND 24 Per 5<br>ND 24 Per 5 | \$1,457,972.92 |

Maturity Date: Perpetual  
Interest rate as of Oct 2020

| Investment Vehicle     | Yield | Beginning Balance | Transaction | Deposit (Withdrawal) | Source                     | Ending Balance |
|------------------------|-------|-------------------|-------------|----------------------|----------------------------|----------------|
| VCJPA Contingency Fund | 2.13% | \$105,276.00      | interest    | \$0.00               | VCJPA Statement (Nov 2020) | \$105,276.00   |

Maturity Date: Perpetual  
Interest rate as of June 2020

| Investment Vehicle           | Beginning Balance | Transaction  | Deposit (Withdrawal)                             | Source                        | Ending Balance |
|------------------------------|-------------------|--|--|-------------------------------|----------------|
| Citizens Bank Revolving Fund | \$200,000.00      | Deb Activity-Nov 20<br>Sweep<br>Trust Warrant #702 | (\$1,210,336.14)<br>\$718,038.01<br>\$492,298.13 | CB Statement<br>November 2020 | \$200,000.00   |

| Investment Vehicle          | Beginning Balance | Transaction                      | Deposit (Withdrawal)           | Source                       | Ending Balance |
|-----------------------------|-------------------|----------------------------------|--------------------------------|------------------------------|----------------|
| Citizens Bank Sweep Account | \$727,605.67      | Deb Activity-Nov 2020<br>Deposit | (\$718,038.01)<br>\$492,377.67 | CB Statement<br>October 2020 | \$501,945.33   |

|                                |                       |  |  |                          |                       |
|--------------------------------|-----------------------|--|--|--------------------------|-----------------------|
| <b>Total Beginning Balance</b> | <b>\$3,958,310.70</b> |  |  | <b>Total End Balance</b> | <b>\$3,687,748.08</b> |
|--------------------------------|-----------------------|--|--|--------------------------|-----------------------|

**January 8, 2021**

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

**SUBJECT: January 1, 2021 District Working Fund Balance**

|  |                       |
|--|-----------------------|
| January 1, 2020 balance:                     | \$1,652,441.08        |
| December 1 – December 31, 2020 expenditures: | \$345,365.34          |
| <b>January 1, 2021 Working Fund Balance:</b> | <b>\$1,307,075.74</b> |

**Respectfully Submitted:**



**Jared Dever  
District Manager**

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

Date: January 8, 2021

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

Subject: **Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06**

Exhibit(s): **EXHIBIT 4A, 4B, 4C**

### Background

In 2015, the Local Agency Formation Commission for the County of Los Angeles (LAFCO) undertook a long-term, comprehensive effort to address service gaps in developed portions of Los Angeles County that were not within the boundaries of a vector control special district. During this process, a small portion of the City of Azusa was identified as being unrepresented for service by the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) due to the following omission. In 2002, Annexation No. 00-C7 (Mountain Cove) to the City of Azusa was approved and recorded by LAFCO. The annexation of approximately 77 acres inclusive of 34 parcels did not include the San Gabriel Valley Mosquito and Vector Control District in the application or filing process.

To correct this error, a request by LAFCO was made to the SGVMVCD Board of Trustees to consider submitting an annexation proposal for the area in April of 2018. **(EXHIBIT 4A)**

At the March 14, 2018 LAFCO Meeting, Commissioners voted to grant a fee waiver for the LAFCO filing fees of approximately \$8,700. The Commission determined that the fees would be detrimental to the public interest, as required by Government Code Section 56383(d) and LAFCO's Fee Waiver Policy. However, this waiver of fees does not impact the fees collected in the annexation process by the Los Angeles County Assessor in the amount of \$680.00, and the State of California Board of Equalization in the amount of \$1,500.00.

Resolution No. 2018-02, Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Certain Connected Actions, was approved unanimously by the Board of Trustees on April 13, 2018.

District Manager, Jared Dever prepared the application to initiate proceeding for change of organization/reorganization, party disclosure form, notice of exemption, map of annexation area(s), and authorization under Resolution No. 2018-02 as directed by the Board of Trustees. The final application packet was submitted for LAFCO consideration on October 9, 2018. **(EXHIBIT 4B)**

The next step in the annexation process is to complete a joint resolution approving and accepting the negotiated exchange of property tax revenue resulting from annexation. Joint Resolution No. 2018-06 has been drafted by the Los Angeles County, Chief Executive Office, Economic Development and Affordable Housing Division and submitted for consideration of the SGVMVCD Board of Trustees. **(EXHIBIT 4C)**

Manager's Recommendation:

The District Manager recommends approving Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06.

Alternative

The Board of Trustees may deny the approval of Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06.

Fiscal Impact

None.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Jared Dever  
District Manager

Commission  
Jerry Gladbach  
Chair

Donald Dear  
1st Vice-Chair

Gerard McCallum  
2nd Vice-Chair

Kathryn Barger  
Richard Close  
Margaret Finlay  
Janice Hahn  
David Ryu  
David Spence

Alternate Members

Lori Brogin-Falley  
Marqueece  
Harris-Dawson  
Sheila Kuehl  
Judith Mitchell  
Joseph Ruzicka  
Greig Smith

Staff

Paul Novak  
Executive Officer

Amber De La Torre  
Doug Dorado  
Michael Henderson  
Alisha O'Brien  
Patricia Wood

80 South Lake Avenue  
Suite 870  
Pasadena, CA 91101  
Phone: 626/204-6500  
Fax: 626/204-6507

[www.lalafco.org](http://www.lalafco.org)

April 4, 2018

Mr. Jared Dever  
District Manager  
San Gabriel Valley Mosquito and Vector Control District  
1145 North Azusa Canyon Road  
West Covina, CA 91790-1048

Dear Jared:

I am writing to follow-up on LAFCO's request for the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) to consider annexation of the following area:

Proposal (Application)

City of Azusa  
Area 1

Vector Control District(s)

San Gabriel Valley Mosquito and  
Vector Control District

I am enclosing a map which depicts the area referenced above.

As documented separately, at the March meeting the Commission waived LAFCO filing fees of approximately \$8,700 for the above-referenced annexation proposal. Separate and apart from LAFCO filing fees, however, there are fees associated with other public agencies when processing boundary changes. With respect to the annexation proposal identified herein, LAFCO staff estimates those fees to be:

| <u>Proposal (Application)</u> | <u>County Assessor</u> | <u>State of California Board of Equalization (BOE)</u> |
|-------------------------------|------------------------|--|
| City of Azusa                 | \$680                  | \$1,500  |

While staff has done their best to compile these estimates, they are subject to refinement upon submittal of a map and geographic description, as well as verification with staff of the County Assessor and the BOE.

Regarding your inquiry about the number of parcels within the boundaries of the proposals identified herein, LAFCO staff estimates the parcel counts as described

Mr. Jared Dever  
 April 4, 2018  
 Page 2 of 3

below:

| <u>Proposal (Application)</u> | <u>Number of Parcels</u> |
|-------------------------------|--------------------------|
| City of Azusa<br>Area 1       | 34 parcels               |

While staff has done its best to estimate the number of parcels, these determinations are subject to refinement upon submittal of a map and geographic description, as well as verification with the Los Angeles County Assessor.

The filing of annexation proposals for these gaps in vector control services would address several issues raised over the course of three years. In 2015, the Commission undertook a long-term, comprehensive effort to address the remaining populated, developed portions of Los Angeles County that were not within the boundaries of a vector control district. This reflected on-going concerns about the significant increase in West Nile Virus activity in Los Angeles County, the expanding range and increase in numbers of the *Aedes aegypti* and *Aedes albopictus* mosquito populations, and the need to address “gaps” in vector control coverage to prevent the spread of vector-borne diseases such as Chikungunya, Dengue, West Nile Virus, and Zika.

Working with the Greater Los Angeles Vector Control District (GLAVCD) and the SGVMVCD, the Commission approved annexations of the City of La Canada Flintridge and unincorporated La Crescenta-Montrose into the GLAVCD in 2015, as well as the annexation of the City of Baldwin Park, the City of Pasadena, and the City of South Pasadena into the SGVMVCD in 2017. Collectively, these annexations have brought vector control service to an area that is more than forty-five (45) square miles in size, with a population of more than 280,000 residents. Additionally, the GLAVCD is now providing service on an interim basis to the City of Vernon.

In late 2017, the Commission asked staff to identify any remaining service gaps, which includes those areas addressed in the beginning of this letter. While Compton and surrounding areas are a unique case—the proposed annexations and detachments have more to do with creating a logical boundary for the GLAVCD and the CCMAD—the others represent urbanized, developed, and populated areas which are “islands” with no vector control coverage, surrounded or adjacent to areas which do receive vector control services. Given the on-going concerns about increasing number of West Nile Virus cases—and deaths—the Commissioners are eager to see these areas served, and they are encouraging me to secure the support of the involved



Mr. Jared Dever  
April 4, 2018  
Page 3 of 3

districts to file the associated proposals with LAFCO.

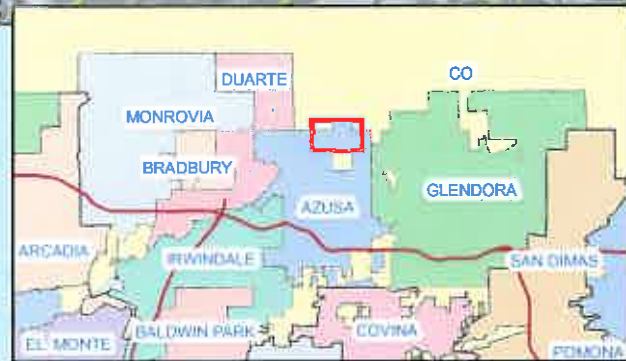
I appreciate your board's consideration of this request.

Sincerely,



Paul A. Novak, AICP  
Executive Officer

Enclosure



## Mosquito District Annexation Area 1 - Azusa Canyon



**LAFCO**  
Los Angeles For Western Commission  
for the County of Los Angeles

March 14 2018

0 225 450 900 Feet

### Legend





-  Annexation Area
-  San Gabriel Valley Mosquito VC District
-  City of Azusa
-  County Unincorporated

EXHIBIT A

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT****RESOLUTION 2018-02****A RESOLUTION OF THE OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES APPROVING AN APPLICATION TO INITIATE PROCEEDINGS TO ANNEX CERTAIN TERRITORY TO THE DISTRICT AND TAKING CERTAIN CONNECTED ACTIONS****RECITALS**

**WHEREAS**, The Board of Trustees (the "Board") of the San Gabriel Valley Mosquito and Vector Control District (the "District") proposes to initiate proceedings to annex (the "Proposed Annexation") certain territory (the "Territory") generally described as located in an area commonly known as Roberts Canyon. The area is accessible by San Gabriel Canyon Road and surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion of a tract home community is within the proposed annexation area within the boundaries of the City of Azusa (the "City") to the District.

**WHEREAS**, the Proposed Annexation is being proposed pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, being Division 3 of Title 5 of the California Government Code (commencing with Section 56000).

**THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1** Pursuant to Section 56654 of the Government Code, the Board hereby finds:

- (i) This proposal is made pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.
- (ii) The nature of this proposal is to make an application by resolution of the Board to initiate proceedings to annex the Territory to the District.
- (iii) The boundaries of the Territory proposed to be annexed to the District is a small portion of the city and is more particularly described in a map and a general description, attached here as Exhibit A.
- (iv) The proposed terms and conditions for the Proposed Annexation are that the Territory shall be subject to the payment of such fees, rates, charges, assessments, or taxes as the District may legally impose and that any fees, rates, charges, assessments, or taxes for the District shall be payable in the same manner and at the same time and in the same installments as the general taxes of the District on real property are payable.

- (v) The Proposed Annexation will enable the District to provide services (the "Services") to the Territory to reduce vector populations and risk of vector borne diseases.

**SECTION 3** The Board hereby approves the application to initiate proceedings for the Proposed Annexation in the form on file with the District Secretary, together with changes or additions the District Manager deems necessary or appropriate, and authorizes the District Manager to execute and deliver all necessary documents and instruments and to do all things which the District Manager may deem necessary to implement this Resolution.

**SECTION 4** The Board requests the Local Agency Formation Commission of Los Angeles County to proceed with the Proposed Annexation pursuant to Part 3 of Division 3 of Title 5 of the California Government Code.

**SECTION 5** The District Secretary shall certify the passage and adoption of this resolution and shall file a certified copy with Local Agency Formation Commission of Los Angeles County.

**APPROVED AND ADOPTED** by the Board of Trustees of THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT at a regular meeting held on June 15, 2018 by the following vote:

AYES:

J. Bissner, R. Chandler, J. Rocha, C. Baca, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, C. Myers, D. Holloway, B. Neher, J. Leon, R. Janbek, S.

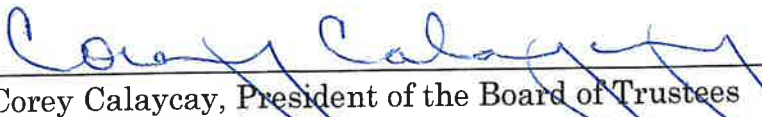
NOES:

Armenta, E. Badar, J. Costanza, J. Capoccia, C. Sternquist, M. Su, M. Spence

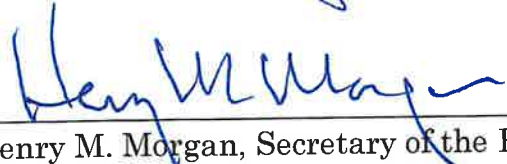
ABSTAIN:

ABSENT:

S. Sham, A. Cruz, M. Garcia, B. Shcclin, T. Sandoval, M. Khubesrian

  
Corey Calaycay, President of the Board of Trustees

ATTEST:

  
Henry M. Morgan, Secretary of the Board of Trustees



Local Agency Formation Commission for the County of Los Angeles  
 80 South Lake Avenue, Pasadena, Suite 870, CA 91101  
 Telephone: (626) 204-6500 Fax: (626) 204-6507

## Party Disclosure Form

LAFCO Proposal Designation Number:

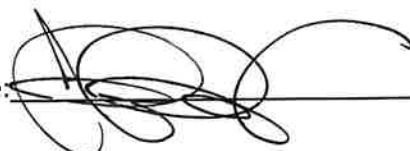
Applicant/Agent Name:

CHECK THE APPROPRIATE RESPONSE AND COMPLETE AND SIGN THIS FORM. RETURN IT WITH THE LAFCO APPLICATION. PLEASE USE ONE FORM PER RESPONDENT.

I have not made a contribution greater than \$250 to any member of the LAFCO listed below within the last twelve (12) months.

I have made the following contribution(s) greater than \$250 to the following member(s) of LAFCO within the last twelve (12) months.

| <u>Date</u>              | <u>Amount</u> | <u>Commissioner</u>     | <u>Representing</u>                                  |
|--------------------------|---------------|-------------------------|--|
| <input type="checkbox"/> |               | Jerry Gladbach, Chair   | Castaic Lake Water Agency                            |
| <input type="checkbox"/> |               | Kathryn Barger          | Fifth Supervisorial District                         |
| <input type="checkbox"/> |               | Richard Close           | SFV Statistical Area                                 |
| <input type="checkbox"/> |               | Donald L. Dear          | West Basin MWD                                       |
| <input type="checkbox"/> |               | Margaret Finlay         | City of Duarte                                       |
| <input type="checkbox"/> |               | Janice Hahn             | Fourth Supervisorial District                        |
| <input type="checkbox"/> |               | Gerard McCallum         | Public   |
| <input type="checkbox"/> |               | Mitchell Englander      | City of Los Angeles                                  |
| <input type="checkbox"/> |               | John Mirisch            | Cities in LA County                                  |
| <input type="checkbox"/> |               | Lori Brogin-Falley      | SFV Statistical Area, Alternate                      |
| <input type="checkbox"/> |               | Marqueece Harris-Dawson | City of Los Angeles, Alternate                       |
| <input type="checkbox"/> |               | Sheila Kuehl            | Third Supervisorial District, Alternate              |
| <input type="checkbox"/> |               | Judith Mitchell         | City of Rolling Hills Estates, Alternate             |
| <input type="checkbox"/> |               | Joseph Ruzicka          | Three Valleys Municipal Water<br>District, Alternate |
| <input type="checkbox"/> |               | Greg Smith              | Public, Alternate                                    |

Signature:  \_\_\_\_\_ Date: 10/9/18

# Notice of Exemption

**To:** County Clerk of Los Angeles  
County of Los Angeles  
12400 Imperial Hwy.  
Norwalk, CA 90650

**From:** San Gabriel Valley Mosquito and Vector  
Control District  
1145 N. Azusa Canyon Rd.  
West Covina, CA 91790

**Project Title:** Annexation of a portion of the City of Azusa into San Gabriel Valley Mosquito and Vector Control District

**Project Applicant:** San Gabriel Valley Mosquito and Vector Control District

**Project Location - Specific:**

The subject territory is located in an area commonly known as Roberts Canyon in the western portion of the City of Azusa (city). The area is accessible by San Gabriel Canyon Rd., and is surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion (34 parcels) of a tract home community is within the proposed annexation area. The San Gabriel River is adjacent to the subject territory to the south, and the San Gabriel Mountains flank the subject territory to the west, north, and east.

**Project Location - City:** Azusa    **Project Location - County:** Los Angeles

**Description of Nature, Purpose and Beneficiaries of Project:**

The San Gabriel Valley Mosquito and Vector Control District (District) provides mosquito and black fly education and control, as well as vector-borne disease surveillance for 26 cities and portions of unincorporated Los Angeles County. Annexation of this small portion of the City of Azusa into the District will ensure residents receive District services and the resulting benefits to public health and well-being of citizens in the annexation area into the future.

**Name of Public Agency Approving the Project:** Local Agency Formation Commission of Los Angeles County

**Name of Person or Agency Carrying Out Project:** San Gabriel Valley Mosquito and Vector Control District

**Exempt Status**

- Ministerial (Sec. 21080(b)(1): 15268);
- Declared Emergency (Sec. 21080(b)(3): 15269(a));
- Emergency Project (Sec. 2108(b)(4): 15269(b)(c));
- Categorical Exemption (Sec. 15320. Changes in Organization of Local Agencies)
- Statutory Exemptions



**Reasons why the project is exempt:**

The annexation of a portion of the City of Azusa into the San Gabriel Valley Mosquito and Vector Control District is consistent with Class 20 categorical.

**Lead Agency Contact Person:** Jared Dever

**Phone Number:** 626-814-9466

**If filed by applicant:**

1. Attached certified document of exemption finding.
2. Has a Notice of Exemption been filed by the agency approving the Project?  Yes  No

**Signature:**

**Date:** June 18, 2018

**Title:** District Manager

- Signed by Lead Agency
- Signed by Applicant

**THIS NOTICE WAS POSTED**

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, 21152.1, Public Resources Code.

Date Received for Filing: \_

ON June 26 2018

UNTIL July 26 2018

REGISTRAR – RECORDER/COUNTY CLERK

Dean C. ~~EXHIBIT 4B~~  
Los Angeles County Registrar / Recorder  
12400 Imperial Highway, Norwalk, CA  
(800)201-8999

BUSINESS FILINGS REGISTRATION

NORWALK DEPARTMENT HEADQUARTER

Cashier: S. SMITH



Tuesday, June 26, 2018 9:01 AM

Item(s)

| <u>Fee</u>                             | <u>Qty</u> | <u>Total</u>   |
|--|------------|----------------|
| NoE - County Posting Fee<br>2018155736 | 1          | \$75.00        |
| <b>Total</b>                           |            | <b>\$75.00</b> |

Total Documents: 1

Customer payment(s):

Check \$75.00

Check List:  
#2488 \$75.00



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

## Mosquito District Annexation Area 1 - Azusa Canyon



June 14, 2018





-  Annexation Area
-  San Gabriel Valley Mosquito VCD
-  County Unincorporated
-  City of Azusa



EXHIBIT 4B



**APPLICATION TO INITIATE PROCEEDING FOR CHANGE OF ORGANIZATION/REORGANIZATION**

(Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000,  
Division 3, Title 5, Commencing with Section 56000, of the Government Code)

1. **LAFCO PROPOSAL DESIGNATION NO.:** Annexation No.2018-06 to the SGVMVCD

2. **PROPOSAL INITIATED BY:**

Identify the party initiating this proposal (please check one).

Public Agency

Name of Public Agency: San Gabriel Valley Mosquito ar Resolution Date:

Name and title: Jared Dever, District Manager

Landowner / Registered Voter Petition

Name of Chief Petitioner:

Name of Chief Petitioner:

Name of Chief Petitioner:

This party or parties shall be referred to herein as "the Applicant".

3. **DESIGNATED CONTACT PERSON:**

Name: Jared Dever

Title: District Manager

Address: 1145 North Azusa Canyon Rd.

City: West Covina

State: CA

Zip Code: 91790

Telephone: 626-814-9466

E-Mail: jdever@sgvmosquito.org

*The Applicant is requested to notify LAFCO immediately of any changes in the designated contact person.*

4. **RELATED JURISDICTIONAL CHANGES "Affected Local Agencies" (Cities and/or Special Districts):**

a. SGVMVCD

Annexation  Detachment  SOI amendment

b.

Annexation  Detachment  SOI amendment

Attach additional sheets if necessary.

- e. Is the affected territory (any territory for which a change of organization, reorganization, or Sphere of Influence change is proposed) within the Sphere of Influence (SOI) of the city or special district into which it is proposed to be annexed?  Yes  No

Note: If the answer is "No," the Applicant must request an SOI amendment (4a-4d, above).

**5. LANDOWNERS:**

- a. Number of landowners within the affected territory: **34**

- b. If less than 6 landowners, list:

|       |                         |
|-------|-------------------------|
| Name: | Assessor Parcel Number: |
| Name: | Assessor Parcel Number: |
| Name: | Assessor Parcel Number: |
| Name: | Assessor Parcel Number: |
| Name: | Assessor Parcel Number: |

- c. Do the boundaries of the proposal conform to existing lines of assessment?

Yes  No

If "No," explain:

The annexation of the 34 parcels will require the current lines of San Gabriel Valley Mosquito and Vector Control District special benefit assessment to be redrawn.

- d. Does the proposal create any islands or corridors of unincorporated territory?

Yes  No

If "Yes," explain:

- e. Total Assessed Land Value:

§ 10,888,167

Tax Roll Year: 2017/2018

Date:

**6. REGISTERED VOTERS:**

Number of registered voters: As of:

*Note: State Law defines a proposed change of organization or reorganization as either "Uninhabited," in which case there are fewer than 12 registered voters in the affected territory, or "Inhabited" in which case there are 12 or more registered voters.*

**7. GENERAL INFORMATION:**

a. Location of affected territory:

The City of **Azusa**

or

Unincorporated Territory known as

b. Unified School District(s) name:  
**Azusa Unified School District**

address:  
**546 S. Citrus Ave.  
Azusa, CA 91702**

c. Elementary School District(s) name:

address:

d. High School District(s) name:

address:

e. Describe the location of the affected territory, including major thoroughfares (freeways, highways, streets, alleys) that border or traverse the territory, natural features (water bodies, mountain ranges, etc.), man-made features (existing development, utility corridors, flood/drainage channels or basins, railroad lines, etc.), and any other characteristics that help identify the affected territory.

The affected territory is located in an area commonly known as Roberts Canyon. The area is accessible by San Gabriel Canyon Rd., and is surrounded to the north, east, and west by undeveloped unincorporated Los Angeles County. A small portion of a tract home community is within the proposed annexation area.

f. Size of affected territory: **77.55** ± acres

g. Provide a detailed description of the affected territory and existing land-uses, including, but not limited to: commercial, industrial, multi-family or single-family residential, institutional, active recreational, and/or passive open space.

The majority of the subject territory is designated by the City of Azusa as Conservation, with a small portion of inhabited area designated as Lower Density Residential.

- h. Provide a detailed description of the land uses surrounding the affected territory.

The land use designations are Rural Density, southwest of the subject territory; Rural Density and Conservation, to the south; Community Facilities, Conservation, and Rural Density, southwest of the proposed annexation area.

- i. Provide a detailed description of the topography (flat, sloping, mountainous, etc.) of the affected territory.

The southern central area of the subject territory is graded to accommodate residential properties, and small portion at the center of the subject territory has been graded for a municipal water storage tank. All other area in the subject territory is steeply sloped and mountainous.

- j. Provide a detailed description of any natural boundaries (rivers, lakes, streambeds, mountain ranges, etc.) within or adjacent to the affected territory.

The San Gabriel River is adjacent to the subject territory to the south, and the San Gabriel Mountains flank the subject territory to the west, north, and east.

- k. Provide a detailed description of any proposed change of use to the affected territory, including any planned development and/or on-going construction.

none.

- l. Provide a detailed description of any flood control facilities (dams, reservoirs, flood control channels, debris basins, catch basins, etc.) within or adjacent to the affected territory.

- m. Explain why the proposal is necessary:

The proposal is necessary to correctly reflect the service boundaries of the San Gabriel Valley Mosquito and Vector Control District and ensure benefit assessments are collected for areas currently receiving service.

**8. POPULATION AND HOUSING:**

- a. Current Population: **115** Source: **Est.** Date:
- b. Proposed Population (if development is proposed):
- c. Proximity to existing populated areas:
- d. Likelihood of significant growth in the affected territory within the next 10 years (please circle one):  
 no growth       modest growth       significant growth
- e. Likelihood of significant growth in adjacent areas within the next 10 years (please circle one):  
 no growth       modest growth       significant growth

**9. GOVERNMENT SERVICES:**

“Government services” refers to governmental services, whether or not those services would be provided by the local agency or agencies subject to the proposal. It also includes public facilities necessary to provide those services.

- a. Estimate the present cost and describe the adequacy of government services and controls in the area:  
 The present costs are not known as vector control service is not currently provided to the affected territory. The lack of vector control services in the affected territory is considered to be inadequate.
- b. Estimate the probable future need for government services (including public facilities) or controls in the area:
- c. If the proposal includes incorporation, formation, or annexation, what will be the effect of this proposal or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the proposed area and adjacent areas?  
 Since the area does not currently have vector control services provided by a government agency, the effect of the proposal and alternative course will have no impact on the current cost or adequacy of service and controls.
- d. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services:  
 The San Gabriel Valley Mosquito and Vector Control District has adequate reserves to cover unexpected service demands as a result of the annexation.

- e. List any assessments, fees, or other charges to be levied as part of this proposal and/or that may be levied in the near future:  
The San Gabriel Valley Mosquito and Vector Control District levies a special benefit assessment on all property owners. The maximum financial impact of this proposal is \$20.00 per parcel, per year. The current single family equivalent is charged at a rate of \$11.98.
- f. List any Joint Powers Authorities (JPAs) or (equivalent) which may be providing services to the affected territory and/or surrounding territory:  
None

**10. EFFECTS OF THE PROPOSED ACTION:**

- a. What will be the effect of the proposed action on adjacent areas?  
Speculatively, the effect on adjacent areas will be a reduction in vectors and vector-borne disease. However, this anticipated outcome is impossible to state with certainty due to a myriad of environmental and epidemiological factors.
- b. What will be the effect of the proposed action on mutual social and economic interests?  
Comprehensive vector control service is associated with higher housing market values, and increased recreation, tourism, and commerce.
- c. What will be the effect of the proposed action on the local governmental structure of the County of Los Angeles?  
The proposed action will have no effect on the government structure of County of Los Angeles. The San Gabriel Valley Mosquito and Vector Control District is an independent special district that is neither governed or funded by the County of Los Angeles.
- d. What will be the effect of the alternative action on adjacent areas, on mutual social and economic interests, and the local governmental structure of the County of Los Angeles?  
Since the area does not currently have vector control services provided by a government agency, the effect of the proposal and alternative course will have no impact on the current cost or adequacy of service and controls.

e. What will be the effect or impact if the proposed action is denied by LAFCO?

Speculatively, the effect on adjacent areas will be a reduction in vectors and vector-borne disease. However, this anticipated outcome is impossible to state with certainty due to a myriad of environmental and epidemiological factors.

**11. OPEN SPACE LAND CONVERSION:**

a. Will the proposal result in the conversion of any open-space lands to other uses?

Yes  No

**12. AGRICULTURAL LANDS:**

a. Will the proposal have any effect on maintaining the physical and economic integrity of agricultural lands?

Yes  No

b. Is there any Prime Agricultural Land within the affected territory?

Yes  No

c. Is any of the land within the affected territory currently utilized for commercial agricultural purposes?

Yes  No

d. Was any of the land within the affected territory utilized for commercial agricultural purposes within the last ten years?

Yes  No

**13. GENERAL PLAN AND ZONING:**

a. Existing General Plan land use designation(s):  
Open space and low density residential.

b. Is the proposal consistent with the existing General Plan land use designation?

Yes  No

c. Existing Zoning designation(s):  
Open space and low density residential, NG3 neighborhood general.

d. Is the proposal consistent with the existing zoning designation?

Yes  No

e. Is the proposal within a Specific Plan?

Yes  No

f. Existing Specific Plan Designation(s):

N/A

g. Is the proposal consistent with the existing Specific Plan designation?

Yes  No

h. If annexation to a city is proposed, what is the City's General Plan designation of the affected territory?

N/A

i. If annexation to a city is proposed, are the existing land-uses consistent with the City's General Plan designation(s)?

Yes  No

j. If annexation to a city is proposed, what is the City's Pre-Zoning designation of the affected territory?

N/A

k. If annexation to a city is proposed, is the existing zoning consistent with the City's Pre-Zoning designation(s)?

Yes  No

l. Is the proposal consistent with the most recent Regional Transportation Plan adopted by Southern California Association of Governments?

Yes  No

**14. PLAN TO PROVIDE SERVICES:**

a. Describe services to be extended to the affected territory:

Services that will be extended to the affected territory include, but are not limited to, mosquito surveillance, control, and education; black fly surveillance, control, and education; rodent and rodent-borne disease surveillance and education; and tick and tick-borne disease surveillance and education.

b. Describe the level and range of those services to be provided:

The level and range of services will be provided uniformly throughout the affected territory.



- c. Describe any improvements or upgrades of structures, roads, sewer, water facilities, or other public facilities associated with this change of organization/reorganization:  
none
- d. How will services be financed?  
The services will be financed by Prop. 218 special benefit assessment levied against each parcel annually.

**15. TIMELY AVAILABILTY OF WATER SUPPLIES:**

- a. How will the proposal impact the timely availability of water supplies adequate for projected needs?  
This proposal will not impact the timely availability of water supplies.
- b. For projects involving a proposed change in land use and/or new development – Please provide a recent will-serve letter, water supply analysis, or equivalent, from the water provider(s) (wholesaler, retailer, private water company, etc.) concerning the current adequacy of water supply for the project:  
N/A

**16. REGIONAL HOUSING NEEDS (only for city proposals):**

- a. Identify how the proposal will affect a city or cities and the County of Los Angeles in achieving their respective fair shares of the regional housing needs, as determined by the Southern California Association of Governments (SCAG):
- b. Date of most recent approval by the State Department of Housing and Community Development (HCD) of the City's Housing Element:

**17. ENVIRONMENTAL JUSTICE:**

Government Code Section 56668(p) defines environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provisions of public services.”

a. Identify how the proposal will promote environmental justice:

The proposal and subsequent provision of vector surveillance, control, and education, have no bias or preference for race, culture, or income. Vectors and vector-borne disease indiscriminately negatively impact human and animal health, regardless of socioeconomic condition, race, or privilege. Therefore, the proposed services to be provided are available to all residents within the affected territory.

**18. DISADVANTAGED UNINCORPORATED COMMUNITIES (DUCs):**

LAFCO maintains maps of all DUC's within Los Angeles County on the "Disadvantaged Unincorporated Communities" section of LAFCO's website. Please consult these maps to determine if there are DUCs within or adjacent to the affected territory that is the subject of your proposal.

a. Is the affected territory within a DUC?

NO

YES

Give general location of DUC:

b. Is the affected territory adjacent to a DUC?

NO

YES

Give general location of DUC:

**19. BONDED INDEBTNESS:**

a. Do the agencies whose boundaries are being changed have any existing bonded debt?

YES

NO

b. Will the proposal area be liable for payment of its fair share of this existing debt?

YES

NO

c. In the case of detachment requests, does the detaching agency propose that the subject territory continue to be liable for existing bonded debt?

YES

NO

**20. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) Compliance:**

a. Check one:

- Categorical Exemption / Statutory Exemption  
 CEQA Guideline Section:
- Negative Declaration (ND)
- Mitigated Negative Declaration (MND)
- Environmental Impact Report (EIR)

- b. Identify the Lead Agency which adopted a CEQA clearance for the proposal: **San Gabriel Valley Mosquito and V**
- c. Date Lead Agency adopted the CEQA clearance for the proposal:
- d. Submit complete copies of CEQA compliance documents.
- e. Submit complete copies of any Notice of Exemption (NOE) or Notice of Determination (NOD).

**21. CITY PLAN FOR MUNICIPAL SERVICES (only for city proposals):**

| <b>Municipal Service</b>    | <b>Current Service Provider</b> | <b>Proposed Service Provider</b> |
|-----------------------------|---------------------------------|----------------------------------|
| Animal Control              |                                 |                                  |
| Fire & Emergency Medical    |                                 |                                  |
| Flood Control               |                                 |                                  |
| Library                     |                                 |                                  |
| Mosquito and Vector Control |                                 |                                  |
| Park and Recreation         |                                 |                                  |
| Planning                    |                                 |                                  |
| Police                      |                                 |                                  |
| Road Maintenance            |                                 |                                  |
| Solid Waste                 |                                 |                                  |
| Street Lighting             |                                 |                                  |
| Water                       |                                 |                                  |
| Wastewater                  |                                 |                                  |

**Animal Control**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Fire and Emergency Services**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Flood Control**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Library**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Mosquito & Vector Control**

Describe services to be extended to the affected territory:

Services that will be extended to the affected territory include, but are not limited to, mosquito surveillance, control, and education; black fly surveillance, control, and education; rodent-borne disease surveillance and education; and tick and tick-borne disease surveillance and education.

Describe the level and range of those services to be provided:

The level and range of services will be provided uniformly throughout the affected territory.

Describe any improvements or upgrades or transfers of facilities:

None

How will services be financed?

**Parks and Recreation**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Planning**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Police**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Road Maintenance**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Solid Waste Disposal**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Street Lighting**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Water**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Wastewater**

Describe services to be extended to the affected territory:

Describe the level and range of those services to be provided:

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**INDEMNIFICATION / LEGAL DEFENSE**

As a condition to the Local Agency Formation Commission for the County of Los Angeles' (LAFCO's) evaluation of the Applicant's proposal, the Applicant and, if different, the Real Party In Interest (i.e., the landowner) San Gabriel Valley Mosquito and Vector Cont hereby warrant, represent, and agree to defend, indemnify, hold harmless LAFCO and its agents, officers, commissioners, and employees from any claim, action, or proceeding against LAFCO or its agents, officers, commissioners, and employees, relating to or arising out of LAFCO's evaluation or processing of the proposal, including, but not limited to, any action to attack, set aside, void, annul, enjoin, or compel LAFCO's approval, disapproval, evaluation, or processing of the proposal, which indemnification obligation includes, but is not limited to, Applicant/Real Party In Interest being required to pay for any costs and reasonable attorneys' fees incurred or anticipated to be incurred by LAFCO in connection with any such action. This indemnification obligation shall not include intentional or willful misconduct on the part of LAFCO, but shall include passive and/or concurrent active negligence by LAFCO. Applicant/Real Party In Interest agree that LAFCO has the right to appoint its own counsel for its defense and conduct its own defense in the manner it deems in its best interest, and that such actions will not relieve or limit Applicant's/Real Party In Interest's obligations to indemnify and reimburse defense costs. At the discretion of the Executive Officer, a deposit or deposits of funds by the Applicant may be required in an amount or amounts sufficient to cover any anticipated or incurred litigation costs.



**PROPOSAL CERTIFICATION**


By my signature below, I hereby certify my understanding that:

- I/We are authorized to make these certifications and file this Proposal with LAFCO on behalf our city, special district, corporation, landowner, and/or other party filing said Proposal, and I/we will provide written evidence of same to LAFCO upon request.
- It is the responsibility of the Applicant to substantiate this Proposal.
- There is no guarantee, expressed or implied, that any Proposal will be approved by LAFCO.
- Each matter must be carefully evaluated by LAFCO staff.
- LAFCO staff's recommendation may change during the course of the review based on the information presented.
- A public hearing may be required, the proposal may be subject to a "protest" process, and the proposal may be subject to an election.
- The environmental review (pursuant to the California Environmental Quality Act) associated with the submittal of this application is preliminary, and, after further evaluation, additional information, reports, studies, applications, and/or fees may be required.
- The required map and geographic description must conform to the "Instructions of Completing Maps and Geographic Descriptions," to the satisfaction of the Executive Officer.
- If my proposal is denied, I am/We are not entitled to any refund of fees paid.
- Submitting inaccurate or incomplete information may result in delays or denial of my Proposal.
- The information I have provided in this Proposal, including all attachments and supplemental information provided, is accurate and correct to the best of my knowledge, subject to penalty of perjury.
- This proposal will not be scheduled for consideration by the Commission (LAFCO) until all required documents are provided, to the satisfaction of the Executive Officer.
- I/We have reviewed and agree to the Indemnification/Legal Defense terms, above.

I have read and understand the foregoing, and agree to the submittal of this Proposal.

APPLICANT

REAL PARTY IN INTEREST

 5/8/15  
 Signature/Date

\_\_\_\_\_  
 Signature/Date

San Gabriel Valley Mosquito and  
 \_\_\_\_\_

\_\_\_\_\_  
 Name of Real Party In Interest

Jared Dever, District Manager  
 \_\_\_\_\_

\_\_\_\_\_  
 Name & Position of Person Signing  
 (if different from Real Party In Interest)

Name & Position of Person Signing  
 (if different from Applicant)



Local Agency Formation Commission for the County of Los Angeles  
80 South Lake Avenue, Suite 870, Pasadena, CA 91101  
Telephone: (626) 204-6500 Fax: (626) 204-6507

## Party Disclosure Form

PURSUANT TO GOVERNMENT CODE SECTION 84308, this form must be completed by applicants or, persons who are the subject of any applicant proceeding pending before the Local Agency Formation Commission (LAFCO).

### Importance Notice

1. If you are an applicant for, or the subject of any application or proceeding pending before the Local Agency Formation Commission, you are prohibited from making a campaign contribution of greater than \$250 to any commissioner, his or her alternate, or any candidate for such position. This prohibition ends three (3) months after a final decision is rendered by the Local Agency Formation Commission. In addition, no commissioner, alternate, or candidate may solicit or accept a campaign contribution of more than \$250 from you during this period. These prohibitions also apply to your agents and/or lobbyists. If you are a closely held corporation, this prohibition applies to your majority shareholder as well.
2. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any commissioner, his or her alternate, or any candidate for the position during the twelve (12) month period preceding the filing of the application or the initiation of the proceeding.
3. If you or your agent have made a contribution to any commissioner, alternate, or candidate during the twelve (12) months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner, alternate, or candidate returns the campaign contribution within thirty (30) days of learning about both the contribution and the proceedings.

### Definition of Terms

A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements of land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.

1. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit, or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents".
2. To determine whether a campaign contribution of greater than \$250 has been made by you, campaign contributions made by you within the preceding twelve (12) months must be aggregated with those made by your agent within the preceding twelve (12) months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirement of Government code Section 84308 of the Political Reform Act and two (2) California Administrative code Section 13438-18438.8.

For more information, contact the Fair Political Practices commission, 428 J Street, Suite 800, Sacramento, California, 95814, 916/322-5901.

**JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, AS THE GOVERNING BODY OF THE COUNTY OF LOS ANGELES, THE CONSOLIDATED FIRE PROTECTION DISTRICT, AND THE FLOOD CONTROL DISTRICT, AND THE GOVERNING BODIES OF THE SAN GABRIEL VALLEY MOSQUITO VECTOR CONTROL DISTRICT, THE COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES COUNTY, AND THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT, AND THE CITY COUNCIL OF AZUSA, APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE RESULTING FROM ANNEXATION NO. 2018-06 TO THE SAN GABRIEL VALLEY MOSQUITO VECTOR CONTROL DISTRICT**

**WHEREAS**, pursuant to Section 99 of the Revenue and Taxation Code, for specified jurisdictional changes, the governing bodies of affected agencies shall negotiate and determine the amount of property tax revenue to be exchanged between the affected agencies; and

**WHEREAS**, the Board of Supervisors for the County of Los Angeles, as the governing body of the County of Los Angeles, the Consolidated Fire Protection District, the Los Angeles County Flood Control District, the governing bodies of the San Gabriel Valley Mosquito Vector Control District, Upper San Gabriel Valley Municipal Water District and the County Sanitation District No. 22 of Los Angeles County, and the City Council of the City of Azusa, have determined the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation known as Annexation No. 2018-06 to the San Gabriel Valley Mosquito Vector Control District is as set forth below:

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The negotiated exchange of property tax revenue between the County of Los Angeles, the Consolidated Fire Protection District, the Los Angeles County Flood Control District, County Sanitation District No. 22 of Los Angeles County, City of Azusa, Upper San Gabriel Valley Municipal Water District and the San Gabriel Valley Mosquito Vector Control District ("District"), resulting from Annexation No. 2018-06 is approved and accepted.

2. The District does not currently receive any portion of ad valorem property tax revenue to fund the vector control services provided by the District. Such services are presently funded through a benefit assessment assessed against each assessable parcel of property located within the boundaries of the District. If the annexation is approved, the District will seek to have its benefit assessment extended to the annexed area to pay for the services to be provided by the District in that area. Therefore, Zero Percent (0%) of the annual property tax growth shall be transferred to the District as a result of Annexation No. 2018-06 to the District.

3. There shall be no additional transfer of property taxes as a result of Annexation No. 2018-06.

Joint Resolution  
San Gabriel Valley Mosquito Vector Control District Annexation No. 2018-06  
Page 2 of 6

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
the following vote:

AYES:                      ABSENT:

NOES:                      ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

/

(Signed in Counterpart)

Joint Resolution  
San Gabriel Valley Mosquito Vector Control District Annexation No. 2018-06  
Page 2 of 6

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
the following vote:

AYES: ABSENT:

NOES: ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)



Joint Resolution  
San Gabriel Valley Mosquito Vector Control District Annexation No. 2018-06  
Page 2 of 6

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

AYES: ABSENT:

NOES: ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

/

(Signed in Counterpart)









Joint Resolution  
San Gabriel Valley Mosquito Vector Control District Annexation No. 2018-06  
Page 4 of 6

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
the following vote:

AYES:                    ABSENT:

NOES:                    ABSTAIN:

County Sanitation District No. 22 of Los Angeles County

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)







## MEMORANDUM

**TO:** SGVMVCD  
Members of the Board

**FROM:** SGVMVCD General Counsel

**DATE:** December 10, 2020

**RE:** Governing Authority, Relevant Laws and Requirements

**FILE NO.:** 49238.02

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The San Gabriel Valley Mosquito and Vector Control District (the “District”) is a special district that provides protection from mosquito and vectorborne<sup>1</sup>diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.

As a member of the District’s Board of Trustees, you will be called upon to make important decisions for those who receive services from the District in the San Gabriel Valley. The purpose of this memo is to provide you an overview of some of the relevant legal authority and requirements applicable to the District. This memorandum includes information on the following:

1. The Role of the Mosquito Vector Control District;
2. An introduction to the Mosquito Abatement and Vector Control sections of the [California Health and Safety Code \(§§ 2000-2093\)](#);
3. The Ralph M. Brown Act (“Brown Act”) & Open Meeting Laws;
4. The California Public Records Act; and
5. Conflicts of Interest Requirements & The Fair Political Practices Act.

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<sup>1</sup> The term “vector” is defined in the California Health and Safety Code § 2002 as “any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and rodents and other vertebrates.”

## 1. THE ROLE OF MOSQUITO VECTOR CONTROL DISTRICTS

A mosquito vector control district is a public entity known as a “special district.” Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases through the creation of these special districts. Special districts are agencies of the state and are different from other governmental bodies. Empowered through legislation, special districts are agencies that perform local governmental and/or limited proprietary functions. The responsibilities of special districts derive from statute and are limited to specific functions and actions. By contrast, cities and counties generally have broad powers to promote the health, safety and welfare of the community delegated from the California Constitution. Simply put, special districts, like the mosquito vector control district, may only take actions allowed by statute.<sup>2</sup>

For more on special districts, please see the [District's website](#).

## 2. CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 2000-2093, MOSQUITO ABATEMENT and VECTOR CONTROL DISTRICT LAW

Mosquito vector control districts exist under the provisions of the California Health and Safety Code §§ 2000 et. seq., known as the Mosquito Abatement and Vector Control District Law.

The governing body of the District is composed of *at least five members* known as the Board of Trustees.<sup>3</sup> ([Cal. Health and Safety Code § 2020](#)). These appointed positions come with duties to serve the public and are charged with taking all necessary actions to prevent the occurrence of vectorborne diseases in their communities. ([Cal. Health and Safety Code § 2001](#); [§ 2040](#)). More importantly, when taking those actions, all trustees are required to 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 Mosquito Abatement and Vector Control District Law. ([Cal. Health and Safety Code § 2022](#)).

As mentioned above, this position carries duties to the public and if you cease to perform those duties for a period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law, then your position may be deemed vacant.

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<sup>2</sup> Authorized power to special districts may also be implied by statute in addition to those expressly stated. However, the implied authorization cannot be contrary to any of the laws that govern the special district.

<sup>3</sup> Currently the District retains a 27 member Board because every jurisdiction served has a corresponding appointee.

Additional information can be found in the relevant Health and Safety Code sections on the following topics:

- **Qualifications:** Each person appointed to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district. ([Cal. Health and Safety Code § 2022](#)).
- **Terms of Service:** Terms shall be two or four years at the discretion of the local agency making the appointment. ([Cal. Health and Safety Code § 2024](#)).
- **Compensation:** The members of the District Board of Trustees shall serve without compensation. However, trustees may, by resolution, authorize an allowance and payment to each trustee of no more than \$100 per month for expenses that come up in the course of conducting official business. ([Cal. Health and Safety Code § 2030](#)).<sup>4</sup> Further guidance on reimbursement is provided by the Government code. However, keep in mind that receiving compensation to a government body at times carries additional requirements of transparency that is further discussed in the conflicts section below.
- **Actions by the Board:** The District's Board of Trustees must take action by adopting ordinances, passing resolution or by motion and must keep records of all actions, including financial transactions. ([Cal. Health and Safety Code § 2029](#)). Although this section empowers certain independence of the board, it is important to highlight the requirement of transparency in recording each decision.

We invite and encourage you to review the Health and Safety Code sections so you can become more familiar with the legal requirements governing the District and your service as a member of the District's Board of Trustees.

### 3. THE BROWN ACT AND OPEN MEETING LAWS

At a minimum, the District Board of Trustees must meet every three months to consider the business of the District.<sup>5</sup> ([Cal. Health and Safety Code § 2028](#)). District Board and Committee meetings are subject to the open meeting requirements of the Brown Act. In addition, for processes and procedures not covered by either the Brown

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<sup>4</sup> The secretary of the board may receive compensation in an amount determined by the board of trustees.

<sup>5</sup> The District's board of trustees meets on the second Friday of each month at 7:00 a.m.



Act or the District's bylaws, all meetings are conducted in accordance with *Robert's Rules of Order*.<sup>6</sup>

As background, the Brown Act was adopted in 1953 with the intent that public agencies within the state conduct business openly and transparently. Proposition 59, approved by the voters in 2004, reconfirmed the original intent of the Brown Act and amended the California Constitution to include a public right of access to government information.

There are four different types of meetings defined in the Brown Act:

- **Regular Meetings:** Occurs on regular dates and times with a 72-hour posting requirement.
- **Special Meetings:** Called to discuss discrete items with a 24-hour posting requirement.
- **Emergency Meetings:** Limited class of meetings usually held due to actual or threatened disruption of public facilities. These meetings are convened with little notice.
- **Adjourned Meetings:** Regular or Special meetings that have been adjourned or re-adjourned to a time and place. There is no agenda requirement for meetings adjourned for less than five (5) calendar days as long as no additional business is transacted.

In addition, the Brown Act defines six exceptions to the definition of a "meeting": (1) **Individual Contacts**; (2) **Conferences**; (3) **Community Meetings**; (4) **Other Legislative Bodies**; (5) **Standing Committees**; and (6) **Social/Ceremonial Events**.<sup>7</sup>

The Brown Act represents a balance of interests to the public. On the one hand, it calls for openness of local governments but still allows for government to function productively. For example, the Brown Act allows for certain business to be conducted in a closed session, which is held in private and without the attendance of the public. A governing body is authorized to meet in closed session, but only to the extent allowed under the Brown Act. Even then, closed session items must still be described on the posted agenda, and the description must include the specific Brown Act exemption that allows for the closed session discussion.

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<sup>6</sup> The *Roberts Rules of Order* is a guide adopted by many legislative bodies for the purpose of conducting governmental meetings, transactions and affairs in an orderly fashion.

<sup>7</sup> Please see <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>. pp. 18-21.

This has a trickledown effect to every Board member. For example, forwarding or replying all to emails that include a majority of the Board members could, *in effect*, be seen as a meeting. In addition, social media and other similar technologies cannot be used to discuss, deliberate and take action on business that must be discussed, deliberated and acted on in an appropriately noticed and held public meeting.<sup>8</sup>

For general information and background on the Brown Act, please review the information found [here](#).

#### 4. THE CALIFORNIA PUBLIC RECORDS ACT

The California Public Records Act (“CPRA”) found in [California Government Code §§ 6250 et seq.](#), was enacted in 1968 to promote accountability with government operations and the public. It provides for the inspection of public records maintained by state and local agencies, including special districts. Notably, the CPRA embodies a policy in favor of transparency to the public .

Upon receipt of an appropriate CPRA request, the agency generally has a duty to respond to a request within ten (10) days and to then make such records available to the requestor within a reasonable amount of time. ([Cal. Gov't Code § 6253](#)).<sup>9</sup> The CPRA includes a total of 76 exceptions to the general policy of disclosure of public records which include exemptions for records of pending litigation, records containing attorney-client privileged information and several others. ([Cal. Gov't Code § 6254](#)).

Any refusal to disclose public information **must be based on a specific narrowly-construed exemption to the CPRA**. Many of the exemptions from disclosure are intended to protect privacy rights and to support government operations. The CPRA includes a “catchall exception” which allows an agency to withhold records if it can demonstrate that the public interest served by withholding the records clearly outweighs the public interest served by disclosure. ([Cal. Gov't Code § 6255](#)).<sup>10</sup>

The CPRA holds important implications to every Board member regarding transparency, disclosure and the public’s ability to see what happens behind the scenes in their local government. At times an inspection of documents under this law could include any writing, email, text message, or social media post discussing agency

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<sup>8</sup> Examples of social media and other similar technologies include services like Facebook, LinkedIn, Instagram, Twitter, WhatsApp group, Slack chat, group text messages, etc.

<sup>9</sup> Currently, <https://www.sgvmosquito.org/district-transparency> provides for an online form. However, it is important to note that CPRA requests may be still be sent by U.S. Mail.

<sup>10</sup> There is partially developed case law on what falls under this catch all exemption and thus should be used after analyzing the expressly specific exemptions.

business. These provisions to CPRA are an important reminder to have caution what is written. Sometimes a phone call will serve better in certain situations.

A good resource on the California Public Records Act can be found [here](#).

## 5. CONFLICT OF INTEREST REQUIREMENTS AND THE CALIFORNIA POLITICAL REFORM ACT

The California Political Reform Act of 1974 (“Political Reform Act”) (California Government Code §§ 81000 *et seq.*) addresses how to identify financial conflicts of interests for public officials and the consequences of such conflicts. California has established a five (5) member independent, non-partisan Fair Political Practices Commission (the “FPPC”) that is responsible for the impartial and effective administration of the Reform Act.

Under the Political Reform Act, a government official has a conflict of interest in a specific governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other personal financial interests. If a government official knows or has reason to know that a decision may result in a material financial effect on that official’s economic interests, that official must recuse themselves from considering or voting on the decision. In interpreting the Political Reform Act, the FPPC has determined five types of financial interests that may result in disqualification: (1) **Business Entity**; (2) **Real Property**; (3) **Income**; (4) **Gifts**; and (5) **Personal Finances**.

Pursuant to the Reform Act, certain members of the Board of Trustees must complete and timely file an annual economic disclosure statement (commonly referred to as the [Form 700](#)) with the Secretary to the Boards. Statements are also required to be filed on assuming and leaving office. These statements may be combined with other local and agency disclosure requirements.

Potential conflicts of interest do not start and stop with financial disclosures. Any appearance of impropriety or bias may also present a conflict of interest and therefore, it is best to practice caution if your personal life may intersect with any of your duties as a Board member. For more information on the Reform Act, the FPPC and the related requirements, please see the District’s conflict of interest code. Additional information can be found [here](#).

\* \* \* \*

*We invite you to read through all the links provided in this document. If you have any follow up questions or concerns, please do not hesitate to reach out to the Executive Director or General Counsel., .*

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

Date: January 8, 2021

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

Subject: **San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01**

Exhibit(s): **EXHIBIT 6A**

### Background

An annual review of District policies and bylaws is conducted to ensure laws, regulations, and best practices are current in all District governing documents. Upon review of Resolution 2014-04, Articles and Bylaws Governing District Meetings, several deficiencies were noted and brought to the attention of the members of the Executive Committee during a meeting held on August 27, 2020 and subsequently to the full Board of Trustees on September 11, 2020.

At the September 11, 2020 Regular Meeting of the Board of Trustees, direction was provided to District Manager, Jared Dever to work with District Counsel, Kelly Alhadef-Black to correct the identified deficiencies and prepare amended Bylaws Governing District Meetings for consideration at the January 8, 2021 Board of Trustees Meeting.

Upon completion of the requested revisions by District Counsel, the Executive Committee met on December 28, 2020 to review the Draft Bylaws Governing District Meetings, Resolution 2021-01. Edits and suggestions to the draft document were provided by committee members. All edits have been incorporated into the resolution presented for consideration of the Board of Trustees (**EXHIBIT 6A**).

If approved, Resolution 2021-01 shall supersede and replace in its entirety Articles and Bylaws Governing District Meetings adopted on June 11, 1993, October 10, 1997, March 13, 1998, December 12, 2014, and January 10, 2020.

### Manager's Recommendation:

The District Manager recommends approving the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01.

### Alternative

The Board of Trustees may deny the approval of the San Gabriel Valley Mosquito and Vector Control District Bylaws Governing District Meetings, Resolution 2021-01.

Fiscal Impact  
None.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Jared Dever  
District Manager

**San Gabriel Valley Mosquito and Vector Control District  
Bylaws Governing District Meetings**

**Approved by Resolution 2021-01**

**Approved January 8, 2021**

(Supersedes and replaces, in its entirety, all prior Bylaws)

Formed, operating and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. seq.*), the San Gabriel Valley Mosquito and Vector Control District (the “District”) is an independent special district that provides protection for residents from vector-borne diseases. The District services approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County, within the San Gabriel Valley.

## **Article I. General**

### **1. Board of Trustees**

The District is governed by a 27-member Board of Trustees (the “Board”) consisting of an appointed representative from each City serviced by the District and a representative from the County of Los Angeles.

### **2. Appointment and Qualifications**

Members of the Board are appointed in accordance with the requirements of California Health and Safety Code § 2022. Each member of the Board must reside in and be a registered voter in the jurisdiction of their appointing legislative body.

### **3. Duties of Membership**

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

- a. 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.

- b. Members of the Board are expected to attend all regular and scheduled Board Meetings and, when assigned and where applicable, Committee meetings. The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board Meeting or Committee Meeting is excused. More than three (3) consecutive unexcused absences shall be reported to the absent Trustee's legislative appointing body.
- c. Any vacancy in the office of a member appointed to a Board shall be filled 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.

## **Article II. Board**

### **1. The Role of the Board**

- a. The Board oversees and provides counsel and direction to the District Manager and should not be involved in the agency's day-to-day affairs.
- b. Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.
- c. Board members shall not be involved in hiring district employees or other personnel action.
- d. The Board shall not be involved in personnel action by contractors or their subcontractors hired by the District.

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.
- 3) Retains legal counsel.

### **2. Description of Officers**

**President** When necessary, the President shall officially represent the District. The President appoints standing committees, ad-hoc committees, and chairpersons subject to ratification by the Board. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day.

Vice President When the President is absent, the Vice President shall assume the duties of the President.

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

If the President and Vice-President are absent, the Secretary/Treasurer shall assume the duties of the President.

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

The Secretary/Treasurer shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.

The Secretary/Treasurer shall serve as Chairperson of the Finance and Audit Committee.

**a. Election of Officers**

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.

For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.

The officers will be elected in this sequence; President, Vice President, Secretary/Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board Meeting.

**b. Committees and Chairpersons**



All policies and specific duties of the Executive, Personnel/Policy, Finance and Audit, Public Information, and Legislative Committees will be formalized in a manual of procedures.

Committee Chairs will present items from their committee meetings and the recommendations of their committee.

**c. Terms of Office**

All Board Officers shall serve for a term of two calendar years. If a Board Officer or candidate is not re-appointed as a Trustee before the next Board Officer election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate 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 officer's performance shall be communicated in writing to the affected board officer.

### **Article III. Meetings**

All 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.* (commonly referred to as the Ralph M. Brown Act or Brown Act), and any and all laws governing the scheduling, conduct or proceedings for public meetings.

**1. Time of Meetings**

Regular meetings of the District's Board shall be held on the second Friday of each month at 7:00 AM unless otherwise approved by the Board.

**2. Location of Meetings**

Regular meetings of the Board shall be held at the District headquarters,

1145 N. Azusa Canyon Road, West Covina, California 91790.

### **3. Procedures for Meetings**

#### **a. Quorum**

In regular District meetings, a quorum shall consist of a simple majority of appointed Board members pursuant to California Health & Safety Code § 2029. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

#### **b. Actions by 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. However, the Board may adopt rules for its proceeding that are not contrary to California Health and Safety Code. §§ 2000 et. seq.

#### **c. 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 Secretary/Treasurer.

#### **d. Recording of the Minutes**

During regular and supplementary Board meetings, the Secretary/Treasurer shall be responsible for recording and transcribing the minutes. When the Secretary/Treasurer is absent at a meeting, the presiding officer shall designate someone to record the minutes.

### **4. Order of Business**

The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager 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 presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

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, 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 action arose after to the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to *Roberts Rules of Order*.

## **5. Amendment of Articles and Bylaws**

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting.

## **6. Procedure Not Provided For**

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings of the Board, except as otherwise noted in this Resolution.

## **Article IV. Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District**

### **1. General**

Board members shall use the District's this Code of Conduct (Code) to guide their conduct as representatives of the District as required by California Government Code § 87300.

### **2. Purpose of the District's Code of Conduct:**

The District's Code of Conduct shall:

- a. Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board;
- b. Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct;
- c. Enhance the understanding of laws and principles which define the obligations of the Board; and

- d. Establish positive, effective, and comprehensive guidance for the conduct of the Board.

### **3. Findings and Declarations**

The residents of the District require an agency whose commitment to protecting public health outweighs competing personal or political considerations. Therefore, all actions, decisions, and votes should be made solely on their merits.

Board members must use discretion and judgment when they consider the spirit of this Code and must not evade or circumvent the laws which govern ethics laws and rules. Compliance is not always enough and no code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.

### **4. Impartiality**

The District's Code of Conduct takes a positive view of Board member obligations in light of, and as a reflection of, members commitment to ethical conduct and commitment to work for the betterment of all residents and property owners in the District.

Any statements of expectation in terms of ethical standards shall be enforced in order to inform all Board members of their duties and the consequences of failing to fulfill those duties in a good and ethical manner.

### **5. Confidentiality and Transparency**

Confidential information shall not be disseminated. However, if a conflict arises, the member shall file a Form 700 in order to retain transparency.

### **6. Conduct at Board Meetings**

Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.

### **7. Conduct towards District employees and Board members**

Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.

### **8. Abstentions**

Board members must abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.

## **9. Compliance**

Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

## **Article V. Compensation and Travel Expenses**

### **1. Compensation**

Pursuant to California Health & Safety Code § 2030, the members of the Board shall serve without compensation, with the exception of the Secretary/Treasurer of the Board. Compensation for the Secretary/Treasurer of the Board shall be set by the Board.

### **2. Travel**

The members of the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.

### **3. Reimbursement**

Reimbursement for travel expenses is subject to California Government Code §§ 53232.2 and 53232.3.

## **Article VI. Records**

Request for public records are subject to the California Public Records Act, California Government Code § § 6250 et. Seq.