

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, California 91790
Board of Trustees Meeting
August 11, 2017 at 7:00 AM

Agenda

1. Call to Order

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

*(Individual Public Comments may be limited to a 3-minute or less time limit)
During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.*

4. The Board will meet in Closed Session

(Mike Jenkins, District Counsel, Geoff Sheldon of Liebert, Cassidy & Whitmore)

A. Anticipation of Litigation: Government Code Section 54956.9(d)(2) and (e)(5)

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation. Number of Cases: One Case

B. Conference with Legal Counsel: Existing Litigation: Government Code Section 54956.9(d)(1)

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation: Name of Case: Cook v. San Gabriel Valley Vector Control District, et al. Los Angeles County Superior Court, Case Number: BC651299

5. Consent Calendar

All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

A. List of Claims for July 2017*

B. Budget Status Report for July 2017*

- C. **Minutes of Board of Trustees Meeting July 2017***
 - D. **Operations Report***
 - E. **Surveillance Report***
 - F. **Communications Report***
 - G. **June 2017 Monthly Treasurer Report / District Working Balance for July 2017* (Will be available at the meeting)**
6. **Consider Resolution 2017-05 Consolidating the Board Personnel and Policy Committees ***
(District Manager)(Action Required)
 7. **Consider Authorizing the Finance Committee to select an Accounting Firm for the District's Annual Audit on behalf of the Board at large. *Request for Proposals (RFP)* opened on Tuesday, June 20, 2017 and closed on Friday, July 21, 2017 at 4:00 PM**
(District Manager) (Action Required)
 8. **Consider Candidate(s), a voting member and alternate member, for Redevelopment Agency (RDA) Oversight Boards***
(District Manager) (Action Required)
 9. **District Administration**
(District Manager) (Verbal Report) (No Action Required)
 - A. **Update on the Annexation of Pasadena, So. Pasadena & Baldwin Park**
 - B. **Introduction of Operations Manager Jason Farned effective August 7, 2017.**
 - C. **Resignation of Science Programs Manager Dr. Wakoli Wekesa effective August 11, 2017.**
 10. **Disease Surveillance**
(Scientific Programs Manager) (Verbal Report) (No Action Required)
 11. **Office Manager**
(Office Manager) (Verbal Report) (No Action Required)
 12. **Public Information Office**
(Public Information Officer) (Verbal Report) (No Action Required)

- 13. Operations**
(Operations Coordinator) (Verbal Report) (No Action Required)
- 14. Trustee Reports**
Opportunity for Trustees to request future agenda items.
(Verbal)
- 15. New Business**
Opportunity for Trustees to request future agenda items
(Verbal)
- 16. Contingent on the decision of the Board there will be a joint meeting of the Personnel and Policy Committee immediately after the Board adjourns.**
- 17. The Finance Committee will meet after the joint meeting of the Personnel and Policy Committees.**
- 18. Adjournment**

The Personnel Committee will meet after the Board Adjourns

Jamie Bissner, Chairperson
Richard Barakat
Roger Chandler
Margaret Finlay

Henry M. Morgan
Tim Sandoval
John Capoccia

The Policy Committee will meet after the Board Adjourns

Stephen Sham, Chairperson
Richard Barakat
Charles Myers

Cynthia Sternquist
Mary Su

The Finance Committee will meet after the Personnel and Policy Committees Adjourn

Margaret Finlay, Chairperson
Stephan Sham
Joe Rocha

Joseph Leon
Henry Morgan
Jamie Bissner

CERTIFICATE OF POSTING

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

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



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

August 1, 2017

Item 5G

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

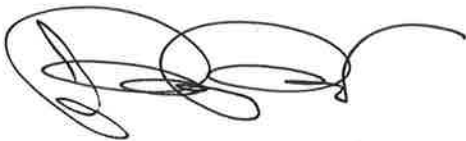
SUBJECT: August 1, 2017 District Working Fund Balance

July 1, 2017 balance: \$4,396,120.52

July 1-30, 2017 expenditures: \$506,770.16

Aug 1, 2017 Working Fund Balance: \$3,889,350.36

Respectfully Submitted:

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

**Jared Dever
District Manager**

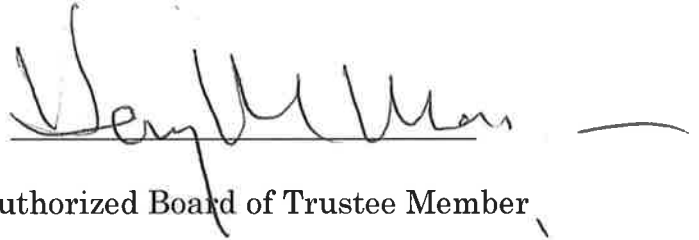
Treasurer's Report-May 2017
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for June 2017.

The Total of All Funds Balance is \$4,612,123.60

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

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

A handwritten signature in black ink, appearing to read "Wendy M. Man", is written over a horizontal line. A long horizontal flourish extends to the right of the signature.

Authorized Board of Trustee Member

San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 12, FY 2017 received on August 1, 2017)

Item 5G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.88%	\$1,336,622.91	interest		LAIF Statement (July 2017)	\$1,336,622.91

Maturity Date: Perpetual
Interest rate as of July 1, 2017

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.68%	\$3,371,483.15	interest Assessment Trust Warrant # 662 Trust Warrant # 663	\$2,155.42 \$0.00 (\$365,097.91) (\$354,775.36)	ND 24 Per 12 ND 24 Per 12 ND 24 Per 12 ND 24 Per 12	\$2,653,765.30

Maturity Date: Perpetual
Interest rate as of Mar 30, 2017

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$146,934.84	Deb Activity-June 2017 Sweep Trust Warrant #662 Trust Warrant #663 Abatement fees Vending machine monies US Bank rebate Wekesa/Farned reimburse Big Fish Reimburse	(\$896,175.97) \$227,808.85 \$365,097.91 \$354,775.36 \$2,332.86 \$284.00 \$903.85 \$153.30 \$1,275.01	CB Statement June 2017	\$203,390.01

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$38.86	Deb Activity-June 2017 Deposit	(\$227,808.85) \$646,115.37	CB Statement June 2017	\$418,345.38

Total Beginning Balance

\$4,855,079.76

Total End Balance

\$4,612,123.60

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
EFT	07/03/2017	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	6,316.95
			6072 Medl premiums- Retired EE (Medical premium)	128.00
100000014			6070 ADMIN FEE (Admin fee)	29.23
			6070 ADMIN FEE (Admin fee)	4.46
			6072 Medl premiums- Retired EE (Medical premium)	128.00
				<u>6,606.64</u>
14660	07/03/2017	AMCA	6150 MEMBERSHIPS	2,471.26
				<u>2,471.26</u>
GOV-2017-019				
14661	07/03/2017	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Meter # 99172930 Service)	74.43
			6343 Meter # 99172930 (Meter # 99172930 Service)	160.00
99172930,45169724			6343 Meter # 45169724 (Meter # 45169724 Service)	44.54
				<u>278.97</u>
14662	07/03/2017	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premium)	172.48
				<u>172.48</u>
Premium for Retiree				
14663	07/03/2017	MEDICAL EYE SERVICES	6070 Vision Premiums (Vision Premiums)	187.54
				<u>187.54</u>
171593199501				
14664	07/03/2017	MVCAC	6150 MEMBERSHIPS	9,000.00
				<u>9,000.00</u>
7359183				

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14665	07/03/2017	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	67.50
			6250 LABORATORY SUPPLIES	22.74
78017899			6250 LABORATORY SUPPLIES	45.00
			6250 LABORATORY SUPPLIES	45.00
			6250 LABORATORY SUPPLIES	74.45
			6250 LABORATORY SUPPLIES	60.00
			6250 LABORATORY SUPPLIES	67.50
			6250 LABORATORY SUPPLIES	89.35
			6250 LABORATORY SUPPLIES	69.66
			6250 LABORATORY SUPPLIES	9.15
			6250 LABORATORY SUPPLIES	48.17
				<u>598.52</u>
14666	07/03/2017	ROBERT KENNEDY	6072 Medl premiums- Retired EE (Medical premium	172.48
				<u>172.48</u>
Premium for Reitiree				
14667	07/03/2017	SSD SYSTEMS INC/MC NEILL SECURITY SYSTE	6040 Building Maintenance	652.65
			6040 Building Maintenance	3.00
1268692-A			6040 Building Maintenance	685.05
			6040 Building Maintenance	5.91
			6040 Building Maintenance	164.85
			6040 Building Maintenance	3.00
				<u>1,514.46</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

Check/Invoice No.	Check Date	Vendor	Description	Check Amount
14668	07/03/2017	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Supp	2,000.00
				2,000.00

SGV070117

Total Accounts Payable 7/3/2017

23,002.35

EFT	07/13/2017	AFLAC	6070 Premiums, life - Cafeter (Premiums, life insura	394.58
				394.58

278953

EFT	07/13/2017	ALLIED ADMINISTRATORS	6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
07917-07530			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26

Item 5A

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Descriptipon</u>	<u>Check Amount</u>
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	91.59
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	46.26
			6070 Delta Dental (Delta Dental Premiums)	141.89
				<u>1,765.67</u>
EFT	07/13/2017	CALPERS CERBT	6200 Employer Contribution (Employer Contribution	7,306.61
			6200 Employer Contribution (Employer Contribution	181.00
100000014995298				<u>7,487.61</u>
EFT	07/13/2017	PERS	6200 Employer Contribution (Employer Contribution	3,971.91
PR of 7/13/17			6200 Employer Contribution (Employer Contribution	2,173.27
				<u>6,145.18</u>
14669	07/13/2017	APEX TRANSLATIONS INC.	6290 Supplies, Public Informati	60.00
			6290 Supplies, Public Informati	60.00
46315				<u>120.00</u>
14670	07/13/2017	ATHENS SERVICES	6040 Building Maintenance	169.73
			6040 Building Maintenance	18.86
3660870			6040 Building Maintenance	5.00
				<u>193.59</u>
14671	07/13/2017	BARNEYS LOCKSMITH SERVICE	6040 Building Maintenance	279.90
			6040 Building Maintenance	52.50

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

Check/Invoice No.	Check Date	Vendor	Description	Check Amount
36662, 36668			6040 Building Maintenance	30.75
				363.15
14672	07/13/2017	BRENDON HUYNH	6270 OFFICE SUPPLIES	747.98
				747.98
			PR of 7/13/17	
14673	07/13/2017	BUDDHIST TZU CHI FOUNDATION	6290 Supplies, Public Informati	1,600.00
			6290 Supplies, Public Informati	1,600.00
Zika Contract			6290 Supplies, Public Informati	1,600.00
				4,800.00
14674	07/13/2017	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
FY 17-18 Cert Fees			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
			6330 TRAINING, CEU'S	134.00
			6330 TRAINING, CEU'S	134.00
				<u>2,278.00</u>
14675	07/13/2017	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	1,821.91
17542054				<u>1,821.91</u>
14676	07/13/2017	CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,401.58
50714788				<u>4,401.58</u>
14677	07/13/2017	COUNTY OF LOS ANGELES	6075 FEES & ASSESSMENTS	1,303.52
LAFCO Fees				<u>1,303.52</u>
14678	07/13/2017	EDISON CO	6340 Electricity (Electricity for period)	4,481.12
2-03760-7223	07/06/2017			<u>4,481.12</u>
14679	07/13/2017	ENTERPRISE	6007 - AUTOMOBILE LEASE	620.96
FBN3281750			6007 - AUTOMOBILE LEASE	621.12
			6007 - AUTOMOBILE LEASE	621.12
			6007 - AUTOMOBILE LEASE	621.12
			6007 - AUTOMOBILE LEASE	464.30

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
			6007 - AUTOMOBILE LEASE	466.87
			6007 - AUTOMOBILE LEASE	514.43
			6007 - AUTOMOBILE LEASE	548.35
			6007 - AUTOMOBILE LEASE	546.69
			6007 - AUTOMOBILE LEASE	554.94
			6007 - AUTOMOBILE LEASE	554.94
				<u>6,134.84</u>
14680	07/13/2017	FLEX ACCOUNT ADMINISTRATION	6070 Flex Premiums - Alba (Flex Premiums, Alba)	230.66
			6070 Flex Premiums - Brisco (Flex Premiums, Brisc	72.33
1597889A			6070 Flex Premiums - Fujioka (Flex Premiums, Dea	230.66
			6070 Flex Premiums - Conner (Flex Premiums, Ellic	230.66
			6070 Flex Premiums - Farned (Flex Premiums, Farr	55.66
			6070 Flex Premiums - Hagele (Flex Premiums, Hag	97.33
			6070 Flex Premiums - Nelson (Flex Premiums, Nels	64.00
			6070 Flex Premiums - Tanaka (Flex Premiums, Tan	164.00
			6070 Flex Premiums - Wekesa (Flex Premiums, We	72.33
				<u>1,217.63</u>
14681	07/13/2017	FORESTRY SUPPLIERS, INC.	6332 Uniforms (Uniforms)	80.95
			6332 Uniforms (Uniforms)	80.95
218502-00,218502-01			6332 Uniforms (Uniforms)	323.80
			6332 Uniforms (Uniforms)	80.95
			6332 Uniforms (Uniforms)	80.95
			6332 Uniforms (Uniforms)	123.50
			6332 Uniforms (Uniforms)	72.81
				<u>843.91</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14682	07/13/2017	IATN	6260 SUPPLIES, MECHANICAL	228.00
				<u>228.00</u>
116251-SO71517				
14683	07/13/2017	IDENTIFIX	6260 SUPPLIES, MECHANICAL	1,428.00
				<u>1,428.00</u>
414290-17				
14684	07/13/2017	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	124.88
				<u>124.88</u>
10158030				
14685	07/13/2017	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	120.00
			6080 Drug Screen - Hiring (Drug Screen Non-Samh)	90.00
4438-736174			6080 Audio - Hiring (Audio with History)	45.00
			6080 Promotron (Promotron with History)	120.00
			6080 Chest Xray (Chest Xray 1 view)	35.00
			6080 T.B. Mantoux - Hiring (T.B. Mantoux)	30.00
				<u>440.00</u>
14686	07/13/2017	J & J JANITORIAL SERVICES, INC.	6040 Building Maintenance	71.49
			6040 Building Maintenance	1,296.00
				<u>1,367.49</u>
4061				
4052				

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14687	07/13/2017	JENKINS & HOGIN, LLP	6130 Profess Serv rendered (Professional Services	472.50
				<u>472.50</u>
24632				
14688	07/13/2017	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premium	264.85
				<u>264.85</u>
			Reimburse premium	
14689	07/13/2017	KIMBERLY NELSON	6070 Premiums, life - Cafeter (Premiums, life insura	45.66
				<u>45.66</u>
			Aflac reimbursement	
14690	07/13/2017	MAIL FINANCE, INC.	6185 LEASE NO (Lease No N13082075)	231.00
			6185 LEASE NO (Lease No N13082075)	21.54
N6634138			6185 LEASE NO (Lease No N13082075)	17.49
				<u>270.03</u>
14691	07/13/2017	NEGOV	6036 COMPUTER SOFTWARE	2,409.00
			6036 COMPUTER SOFTWARE	900.00
			6036 COMPUTER SOFTWARE	3,614.00
			6036 COMPUTER SOFTWARE	1,807.00
			6036 COMPUTER SOFTWARE	1,500.00
			6036 COMPUTER SOFTWARE	1,500.00
			6036 COMPUTER SOFTWARE	1,500.00
			HR Software	

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Descriptipon</u>	<u>Check Amount</u>
			6036 COMPUTER SOFTWARE	1,500.00
				<u>14,730.00</u>
14692	07/13/2017	SOCALGAS	6341 Utilities (Meter # 10313904 Acc # 057 518 211	102.29
			6341 Utilities (Meter # 10313904 Acc # 057 518 211	36.93
10313904,13608951				<u>139.22</u>
14693	07/13/2017	STREAMLINE	6036 COMPUTER SOFTWARE	200.00
95419				<u>200.00</u>
14694	07/13/2017	TIRE ZONE	6260 SUPPLIES, MECHANICAL	249.66
			6260 SUPPLIES, MECHANICAL	20.01
37258			6260 SUPPLIES, MECHANICAL	2.00
			6260 SUPPLIES, MECHANICAL	2.00
			6260 SUPPLIES, MECHANICAL	22.83
			6260 SUPPLIES, MECHANICAL	3.50
			6260 SUPPLIES, MECHANICAL	50.00
				<u>350.00</u>
14695	07/13/2017	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	899.00
			6320 Office phones (Office phones)	974.19
2653520-0				<u>1,873.19</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14696	07/13/2017	ULINE	6250 LABORATORY SUPPLIES	145.00
			6250 LABORATORY SUPPLIES	145.00
88339598			6250 LABORATORY SUPPLIES	31.25
			6250 LABORATORY SUPPLIES	13.55
			6250 LABORATORY SUPPLIES	28.10
				<u>362.90</u>
14697	07/13/2017	UNITED AIR CONDITIONING & MECHANICAL	6040 Building Maintenance	183.37
			6040 Building Maintenance	24.31
3000-19			6040 Building Maintenance	1.66
			6040 Building Maintenance	1.00
			6040 Building Maintenance	552.50
			6040 Building Maintenance	80.00
			6040 Building Maintenance	22.50
				<u>865.34</u>
14698	07/13/2017	VECTOR CONTROL JPA	6100 LIABILITY	58,069.00
			6085 VCJPA GENERAL	806.00
VJPA-2018-027			6120 PROPERTY INSURANCE	3,250.00
			6090 Automobile	821.00
			6085 VCJPA GENERAL	9,923.00
			6110 WORKERS COMP	121,342.00
				<u>194,211.00</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14699	07/13/2017	WESTERN WEATHER GROUP	6250 LABORATORY SUPPLIES	165.00
				165.00

4824

Total Accounts Payable 7/13/2017

262,038.33

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
EFT	07/27/2017	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	7,748.71
			6072 Medl premiums- Retired EE (Medical premiums)	128.00
			6072 Medl premiums- Retired EE (Medical premiums)	128.00
			6070 ADMIN FEE (Admin fee)	35.84
			6070 ADMIN FEE (Admin fee)	4.75
				<u>8,045.30</u>
EFT	07/27/2017	PERS	6200 Employer Contribution (Employer Contribution (E	3,971.91
			6200 Employer Contribution (Employer Contribution (E	2,173.27
PR of 7/27/17				<u>6,145.18</u>
14701	07/27/2017	ABRAHAM N. CRUZ	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14702	07/27/2017	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Premiums, life insuranc	2,739.65
				<u>2,739.65</u>
B639233				
14703	07/27/2017	ANDRE QUINTERO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14704	07/27/2017	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14705	07/27/2017	BILL ALARCON	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14706	07/27/2017	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14707	07/27/2017	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14708	07/27/2017	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14709	07/27/2017	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 7/14/17				
14710	07/27/2017	ENVIRONMENTAL SYSTEMS (esri)	6036 COMPUTER SOFTWARE	400.00

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
			6036 COMPUTER SOFTWARE	18.50
93318749			6036 COMPUTER SOFTWARE	2,500.00
			6036 COMPUTER SOFTWARE	231.25
				<u>3,149.75</u>
14711	07/27/2017	FISHER SCIENTIFIC	6250 LABORATORY SUPPLIES	45.54
			6250 LABORATORY SUPPLIES	318.00
3244224			6250 LABORATORY SUPPLIES	46.75
			6250 LABORATORY SUPPLIES	100.00
			6250 LABORATORY SUPPLIES	141.62
			6250 LABORATORY SUPPLIES	64.94
			6250 LABORATORY SUPPLIES	152.78
			6250 LABORATORY SUPPLIES	80.46
			6250 LABORATORY SUPPLIES	54.08
			6250 LABORATORY SUPPLIES	3.20
			6250 LABORATORY SUPPLIES	228.00
			6250 LABORATORY SUPPLIES	32.95
			6250 LABORATORY SUPPLIES	24.14
				<u>1,292.46</u>
14712	07/27/2017	FLEX ACCOUNT ADMINISTRATION	6070 Flex Premiums - Alba (Flex Premiums, Alba)	216.66
			6070 Flex Premiums - Brisco (Flex Premiums, Brisco)	58.33
1597890A			6070 Flex Premiums - Fujioka (Flex Premiums, Deacc	216.66
			6070 Flex Premiums - Conner (Flex Premiums, Elliott)	216.66
			6070 Flex Premiums - Farned (Flex Premiums, Farnel	41.66
			6070 Flex Premiums - Hagele (Flex Premiums, Hagele	83.33
			6070 Flex Premiums - Nelson (Flex Premiums, Nelson	50.00
			6070 Flex Premiums - Tanaka (Flex Premiums, Tanaka	150.00

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
			6070 Flex Premiums - Wekesa (Flex Premiums, Wekesa)	58.33
				<u>1,091.63</u>
14713	07/27/2017	GLENDORA PLUMBING & HEATING	6343 Meter # 45169724 (Meter # 45169724 Service # 45169724)	58.00
			6343 Meter # 99172930 (Meter # 99172930 Service # 99172930)	58.00
72741			6343 Meter # 45169724 (Meter # 45169724 Service # 45169724)	49.00
				<u>165.00</u>
14714	07/27/2017	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14715	07/27/2017	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
			6030 BOARD EXPENSES	49.50
				<u>149.50</u>
BM of 7/14/17				
14716	07/27/2017	IRWINDALE INDUSTRIAL CLINIC	6302 Supplies, Safety	128.47
			6302 Supplies, Safety	8.91
351149-92572			6302 Supplies, Safety	6.81
			6302 Supplies, Safety	128.47
			6302 Supplies, Safety	52.57
			6302 Supplies, Safety	12.30
			6302 Supplies, Safety	8.91
				<u>346.44</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14717	07/27/2017	JASON FARNED	6234 TUITION REIMBURSEMENT	1,995.00
				<u>1,995.00</u>
Tuition Reimbursemen				
14718	07/27/2017	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14719	07/27/2017	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14720	07/27/2017	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14721	07/27/2017	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14722	07/27/2017	KENN K. FUJIOKA	6072 Medl premiums- Retired EE (Medical premiums	437.33
				<u>437.33</u>
Reimburse premium				

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14723	07/27/2017	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services re	831.00
				<u>831.00</u>
1443653				
14724	07/27/2017	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14725	07/27/2017	MARY W. SU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14726	07/27/2017	MEDICAL EYE SERVICES	6070 Vision Premiums (Vision Premiums)	223.39
				<u>223.39</u>
171903199501				
14727	07/27/2017	MIKE SPENCE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14728	07/27/2017	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	224.75
			6170 Arrowhead Water (Arrowhead Water)	3.95
17G0024588535			6170 Arrowhead Water (Arrowhead Water)	11.28
			6170 Arrowhead Water (Arrowhead Water)	1.04
				<u>241.02</u>

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
14729	07/27/2017	REILLY WORKPLACE INVESTIGATIONS	6130 Profess Serv rendered (Professional Services re	15,051.86
				<u>15,051.86</u>
00576				
14730	07/27/2017	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14731	07/27/2017	ROBERT KENNEDY	6072 Medl premiums- Retired EE (Medical premiums	172.48
				<u>172.48</u>
reimburse premium				
14732	07/27/2017	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 7/14/17				
14733	07/27/2017	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Bm of 7/14/17				
14734	07/27/2017	TARGET SPECIALTY PRODUCTS	6283 PESTICIDES SUPPLIES	520.00
			6283 PESTICIDES SUPPLIES	48.10
				<u>568.10</u>
PI0659616				
14735	07/27/2017	THERMAL COMBUSTION INNOVATORS	6250 LABORATORY SUPPLIES	86.00
			6250 LABORATORY SUPPLIES	5.65
				<u>91.65</u>

**SAN GABRIEL VALLEY MVCD
July 2017 Claims List**

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
177663				91.65
14736	07/27/2017	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
BM of 7/14/17				100.00
14737	07/27/2017	UNIVAR	6280 SUPPLIES, OPERATIONS	2,195.00
LA560405			6280 SUPPLIES, OPERATIONS	203.04
				2,398.04
14738	07/27/2017	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Field F	516.05
9788978470			6312 Monthly District Field Ph (Monthly District Field F	1,247.79
				1,763.84
14739	07/27/2017	WINDOWASHERS, LLC.	6046 COMPUTER MAINTENANCE (Contract Support	7,500.00
SGV062617			6046 COMPUTER MAINTENANCE (Contract Support	2,000.00
SGV080117			6046 COMPUTER MAINTENANCE (Contract Support	400.00
				9,900.00
14740		VOID	VOID	0.00
14741	07/27/2017	ALAN'S LAWN & GARDEN CENTER NORWALK	6250 LABORATORY SUPPLIES	59.88
728896			6250 LABORATORY SUPPLIES	61.35
			6250 LABORATORY SUPPLIES	10.61
				131.84

SAN GABRIEL VALLEY MVCD
July 2017 Claims List

<u>Check/Invoice No.</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
		Total Accounts Payable 7/27/2017		58,930.46
		Total Accounts Payable for July 2017		262,038.33
		Total Payroll for July 2017 see attached		185,801.37
		Trust Warrant #665		506,770.16

**San Gabriel Valley MVCD
Payroll for July 2017**

Department	July 13, 2017	July 27, 2018	TOTAL
OFFICERS	5,106.40	5,298.40	10,404.80
ADMINISTRATION	9,421.63	9,824.40	19,246.03
FIELD TECHNICIANS	28,880.43	29,924.96	58,805.39
EDUCATION	6,377.16	8,288.70	14,665.86
VECTOR ECOLOGIST	18,193.49	18,925.20	37,118.69
SEASONAL WORKERS	16,191.26	18,655.18	34,846.44
Gross Payroll	84,170.37	90,916.84	175,087.21
Employer Taxes	1,781.63	2,063.81	3,845.44
Car Allowance	800.00	-	800.00
Employee Benefit-Med	3,034.36	3,034.36	6,068.72
TOTAL PAYROLL	89,786.36	96,015.01	185,801.37

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	27,746.42	27,746.42	492,763.00	465,016.58	5.63	
Salaries - Non Exempt	90,528.17	90,528.17	1,513,900.00	1,423,371.83	5.98	
Salaries - Overtime	599.96	599.96	15,000.00	14,400.04	4.00	
Salaries - Vacation	9,777.22	9,777.22	94,000.00	84,222.78	10.40	
Salaries-Holiday	6,720.15	6,720.15	115,000.00	108,279.85	5.84	
Salaries, Sick Pay	4,959.16	4,959.16	75,000.00	70,040.84	6.61	
Salaries, Part-time - XH	34,756.13	34,756.13	450,000.00	415,243.87	7.72	
Management Car Allowance	800.00	800.00	9,600.00	8,800.00	8.33	
Cafeteria Benefit	27,874.41	27,874.41	307,200.00	279,325.59	9.07	
Hlth Benefits, Ret Emps	1,731.62	1,731.62	5,520.00	3,788.38	31.37	July & Aug premims
Medicare	2,578.91	2,578.91	40,615.00	38,036.09	6.35	
Retirement - Employer	19,777.97	19,777.97	280,100.00	260,322.03	7.06	
Social Security	1,266.53	1,266.53	13,500.00	12,233.47	9.38	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	229,116.65	229,116.65	3,462,198.00	3,233,081.35	6.62	
OPERATING EXPENSES						
Awards	0.00	0.00	1,800.00	1,800.00	0.00	
Bank Charges	315.80	315.80	4,500.00	4,184.20	7.02	
Board expenses	2,149.50	2,149.50	32,600.00	30,450.50	6.59	
Computer Hardware	0.00	0.00	25,000.00	25,000.00	0.00	
Computer Software	18,079.75	18,079.75	32,500.00	14,420.25	55.63	Hr Software, Ersi maint renewal
Building maintenance	4,106.19	4,106.19	39,800.00	35,693.81	10.32	
Maintenance, equipment	0.00	0.00	8,900.00	8,900.00	0.00	
Maintenance, grounds	0.00	0.00	7,000.00	7,000.00	0.00	
Computers ,Maintenance	11,900.00	11,900.00	35,000.00	23,100.00	34.00	Legal inv pd by District
Lease Equipment	1,821.91	1,821.91	38,000.00	36,178.09	4.79	
Fees & Assessments	1,303.52	1,303.52	4,400.00	3,096.48	29.63	LAFCO fees
Hiring expenses	440.00	440.00	5,000.00	4,560.00	8.80	
VCJPA General Fund	10,729.00	10,729.00	9,965.00	(764.00)	107.67	One time fee
Insurance, liability	58,890.00	58,890.00	57,537.00	(1,353.00)	102.35	One time fee
Workers Comp Insurance	121,342.00	121,342.00	121,416.00	74.00	99.94	One time fee
Other Insurance	0.00	0.00	2,000.00	2,000.00	0.00	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Insurance, property	3,250.00	3,250.00	3,250.00	0.00	100.00	One time fee
Insurance, unemployment	794.38	794.38	25,000.00	24,205.62	3.18	
Legal	16,355.36	16,355.36	25,000.00	8,644.64	65.42	Legal inv pd by District
Memberships	11,471.26	11,471.26	25,000.00	13,528.74	45.89	MVCAC & AMCA dues
Miscellaneous expenses	241.02	241.02	3,000.00	2,758.98	8.03	
Postage	270.03	270.03	5,500.00	5,229.97	4.91	
Prof. Services, Auditor	0.00	0.00	16,000.00	16,000.00	0.00	
Professional Services	0.00	0.00	5,000.00	5,000.00	0.00	
Research	0.00	0.00	8,000.00	8,000.00	0.00	
Seminars and meetings	0.00	0.00	40,000.00	40,000.00	0.00	
Tuition Reimbursement	1,995.00	1,995.00	8,000.00	6,005.00	24.94	
Supplies, laboratory	2,642.37	2,642.37	65,000.00	62,357.63	4.07	
Supplies, mechanical	2,130.88	2,130.88	30,000.00	27,869.12	7.10	
Supplies, gasoline	4,401.58	4,401.58	55,000.00	50,598.42	8.00	
Supplies, office	747.98	747.98	20,000.00	19,252.02	3.74	
Supplies, operations	2,398.04	2,398.04	18,000.00	15,601.96	13.32	Supplies
Supplies, pesticides	568.10	568.10	50,000.00	49,431.90	1.14	
Supplies, public informat	4,920.00	4,920.00	37,500.00	32,580.00	13.12	Tzu Chi contract
Supplies, reference	0.00	0.00	2,000.00	2,000.00	0.00	
Supplies, safety	290.38	290.38	15,000.00	14,709.62	1.94	
Surveillance, Aerial	0.00	0.00	25,000.00	25,000.00	0.00	
Tax Collection	0.00	0.00	100,000.00	100,000.00	0.00	
Communications, field	1,763.84	1,763.84	26,000.00	24,236.16	6.78	
Telephone, Internet	899.00	899.00	16,000.00	15,101.00	5.62	
Telephone , Office	974.19	974.19	14,000.00	13,025.81	6.96	
Training , CEU's	2,278.00	2,278.00	6,000.00	3,722.00	37.97	Certification renewals
Uniforms and clothing	843.91	843.91	25,000.00	24,156.09	3.38	
Utilities, Electric	4,481.12	4,481.12	39,000.00	34,518.88	11.49	A/C use
Utilities, Natural Gas	139.22	139.22	3,200.00	3,060.78	4.35	
Utilities, Water	443.97	443.97	2,200.00	1,756.03	20.18	Backflow fees
Automobile Lease	6,134.84	6,134.84	106,900.00	100,765.16	5.74	
TOTAL OPERATING EXPENSES	301,512.14	301,512.14	1,244,968.00	943,455.86	24.22	
TOTAL EXPENSES	530,628.79	530,628.79	4,707,166.00	4,176,537.21	11.27	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 9% of Year Completed
July 31, 2017

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
Reserve, Unallocated Gene	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00
Reserve, Capital & Asset	0.00	0.00	612,923.00	612,923.00	0.00
TOTAL RESERVES	0.00	0.00	2,039,123.00	2,039,123.00	0.00

San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting
July 14, 2017 7:00 AM

Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Corey Calaycay (Claremont)
- 6 Henry Morgan (Covina)
- 7 Jamie Bissner (Co. of LA)
- 8 Andre Quintero (El Monte)
- 9 Charles Myers (Glendora)
- 10 Abraham Cruz (Industry)
- 11 Manuel Garcia (Irwindale)
- 12 Dan Holloway (La Puente)
- 13 Becky Shevlin (Monrovia)
- 14 Joseph Leon (Monterey Park)
- 15 Bill Alarcon (Rosemead)
- 16 Tim Sandoval (Pomona)
- 17 Juli Costanzo (San Gabriel)
- 18 John Capoccia (Sierra Madre)
- 19 Cynthia Sternquist (Temple City)
- 20 Mary Su (Walnut)
- 21 Mike Spence (West Covina)

Trustees Absent

- 1 Margaret Finlay (Duarte)
- 2 Robert Neher (La Verne)
- 3 Emmett Badar (San Dimas)

Staff Attending

Jared Dever
Rose Alba
Jason Farned
Esther Elliott
Wakoli Wekesa
Carol Anne Hagele
Ramona Deacon
Marta Tanaka
Kim Nelson

1. Call to Order

The President called the meeting to order at 7:00 AM.

2. Pledge of Allegiance and Silent Roll Call

The Pledge of Allegiance was led by Trustee by John Capoccia.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. The Board will meet in Closed Session

At 7:02 AM President Bissner announced the Board would meet in closed session.

A. Anticipation of Litigation: Government Code Section 54956.9(d)(2) and (e)(5)

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation. Number of Cases: One Case

B. Conference with Legal Counsel: Existing Litigation: Government Code Section 54956.9(d)(1)

The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the District in the litigation: Name of Case: Cook v. San Gabriel Valley Vector Control District, et al. Los Angeles County Superior Court, Case Number: BC651299

The Board reconvened at 7:42 AM.

District Counsel Michael Jenkins announced there was no reportable action.

5. Consent Calendar

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

- A. **List of Claims for June 2017**
 - B. **Budget Status Report for June 2017**
 - C. **Minutes of Board of Trustees Meeting June 2017**
 - D. **Operations Report**
 - E. **Surveillance Report**
 - F. **Education Program**
 - G. **May 2017 Monthly Treasurer Report / District Working Balance for July 2017**
6. **Consider Changing the date of the Friday, November 10, 2017 Board of Trustees Meeting occurring on a District Holiday (Res. 92-11, Personnel & Salary, Article XIII, Section 1, Holidays Observed)**

District Manager Dever asked the Board for their recommendation.

A motion by Trustee Morgan to change the November 10, 2017 Board of Trustees Meeting to Friday, November 17, 2017 was seconded and approved with a vote of 15 to 6 of Trustees present. Three Trustees were absent.

7. **District Administration**
RFP Auditing Services

District Manager Jared Dever reported the *Request for Proposal* for Auditing services closed on July 21, 2017 at 4:00 pm.

Annexation Update

LAFCO met on July 12, 2017 to open the protest period for the annexations of So. Pasadena and Baldwin Park. The protest period is open for 30 days. At the September 13, 2017 LAFCO meeting, all protests from the public will be reviewed and the determination to approve or deny annexation will be made.

To date the city of Pasadena has not taken the annexation tax agreement to their city council for signatures. City of Pasadena representatives

Michael Johnson, Rachel Janbek, and Dr. Goh informed Jared that a *Memorandum of Understanding* (MOU) had been signed with the City of Pasadena and San Gabriel Valley MVCD. The MOU was drafted with the intent to use funds from the Enhanced Laboratory Capacity Grant (ELC) to provide services for invasive *Aedes* control in the city of Pasadena prior to the completion of the annexation process.

Jared reported that the contract to receive the ELC grant funds from the County of Los Angeles Health Department is under review. Several changes to the contract have been requested, and the District is awaiting the revised contract prior to signing.

NeoGOV – HR Software

Office Manager Rose Alba reported that the District has purchased NeoGOV, HR software for District Human Resources. This software will manage the announcement and submission of employment opportunities, simplify intake processes, and provide robust performance review practices. Significant features of the software will allow for the documentation of individual employees' performance, create opportunities for enhancing skills, and monitoring employee goals. The software is scheduled to be implemented around July 21, 2017

Fleet purchasing

Jared recently met with Enterprise staff regarding the initial 6 vehicles purchased in 2013. He approached the Enterprise staff about the idea of buying used vehicles for the District. He asked them to research alternative purchasing options and report back to him.

ZIKA Virus Readiness, Response and Recovery Plan

Jared reported that the Los Angeles County Operational Area Zika virus Readiness, Response, and Recovery Plan is in its final draft and should be ready for public dissemination soon. The plan was drafted with input from 5 county agencies and a number of other agency partners, and took over a year to prepare. This plan ensures all agencies in Los Angeles County are operating under the same strategic plan in the event of a vector-borne disease emergency.

District Website

Jason reported that the District has launched a new website that is more functional, easier to navigate, and is tailored for both desktop and mobile web enabled devices. In addition, the new website is hosted with a company that manages regulatory standards for public agency transparency.

Aerial Surveillance

The district has contracted with the industry leading aerial surveillance company to acquire an accurate and timely catalogue of out-of-service swimming pools. The company uses fixed-wing aircraft to systematically photograph every backyard in the District. The high resolution imagery is then analyzed to find pools in need of inspection by the District. This technique for identification has yielded far greater results than our previous helicopter manual cataloging efforts. Over 5,000 out-of-service swimming pools were identified during the aerial surveillance conducted in May 2017.

Disease Surveillance

Scientific Programs Manager Wakoli Wekesa reported that in the Spring the heat wave increased West Nile virus (WNV) activity. WNV has been reported in the cities of San Gabriel, La Puente, Pomona and La Verne. The first WNV positive dead bird was officially reported from the city of Arcadia and a WNV positive chicken in La Verne; this is only the second positive chicken in the state. We have received lots of resident calls from the west end of the District complaining of mosquito bites. Mosquito counts in gravid and Co₂ are high this time of the year and many of them are testing positive for WNV.

The Albo crew has found *Aedes* throughout the District. The city of Pasadena just reported its first Asian Tiger Mosquito

Aedes Aegypti has been found in Alhambra, Rosemead, San Gabriel, El Monte, Pomona and South Pasadena and anticipate the numbers will grow.

Trustee Reports

None

New Business

None

8. Adjournment:

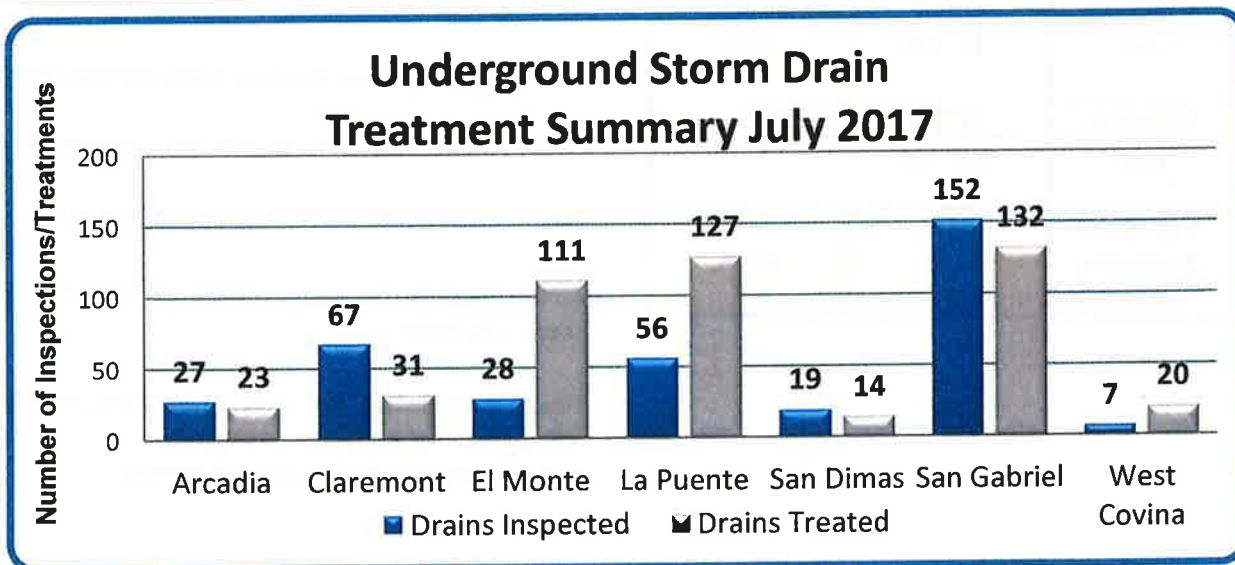
No motion. The meeting was adjourned at 8:05 AM.

Operations Report July 2017

1. Underground Storm Drain Systems

Summary: The Underground Storm Drain (USD) team expanded efforts in July to the cities of Claremont and West Covina. Encephalitis Virus Traps (EVS) were set in several areas throughout the month. Trap results revealed high adult mosquito abundance in La Puente where mosquitoes have tested positive for West Nile Virus (WNV). The USD team began treatment efforts La Puente and also inspected and treated areas where WNV positive mosquitoes were found above-ground. Collaboration with the Greater Los Angeles County Vector Control District in the city of El Monte continues.

Mosquito Collection Date	Location	# of Traps	Total # Mosquitoes Collected	Mean # Mosquitoes Collected	Wnv Positive
7/13/2017	Alhambra (Alhambra Park Buffer)	8	41	5	No
7/20/2017	La Puente (Maplegrove Buffer)	7	473	68	Yes
7/26/2017	Arcadia (Santa Anita Wash Buffer)	3	1	0	No
7/26/2017	Sierra Madre (Bailey Canyon Buffer)	4	2	1	No



2. Operations Zone Breeding and Chemical Report for July 2017

Zone	Mosquitoes	Black Flies
1	60 / 156	0 / 0
% breeding	38.46%	0.00%
2	44 / 128	3 / 5
% breeding	34.38%	60.00%
3	115 / 257	2 / 3
% breeding	44.75%	66.67%
4	38 / 169	0 / 0
% breeding	22.49%	0.00%
5	49 / 89	0 / 0
% breeding	55.06%	0.00%
6	33 / 87	0 / 0
% breeding	37.93%	0.00%
7	38 / 225	0 / 0
% breeding	16.89%	0.00%
8	30 / 93	0 / 0
% breeding	32.26%	0.00%
9	61 / 146	3 / 5
% breeding	41.78%	60.00%
10	37 / 197	0 / 3
% breeding	18.78%	0.00%
Total	505 / 1547	8 / 16
This month % breeding to date	32.6%	50.0%

Pesticides Used	
Product	Amount
Agnique MMF® (ounces)	0.00
Altosid Liquid® (ounces)	0.00
Altosid XR® (briquets)	45.00
Altosid WSP® (pouches)	96.00
Coco Bear® (ounces)	403.51
Gambusia (fish)	564.00
Golden Bear® (ounces)	0.00
Kontrol® (ounces)	69.73
Maki® (pounds)	0.00
Metalarv S-PT® (pounds)	2.21
Natular G30® (pounds)	23.69
Natular T30® (tablets)	24.00
Natular XRT® (tablets)	86.00
Sustain MBG® (pounds)	0.00
Vectobac 12AS® (ounces)	1616.54
Vectobac WDG® (pounds)	0.00
Vectolex WDG® (pounds)	0.00
VectoMax WSP® (pouches)	275.00
VectoMax FG® (pounds)	88.30

Zone 1: **Steven Gallegos** - Alhambra, Monterey Park

Zone 2: **Leslie Conner** - Altadena, San Gabriel, and County areas

Zone 3: **All Hands** - Arcadia, Sierra Madre

Zone 4: **Ignacio Urena** - El Monte, Rosemead and County areas

Zone 5: **Hendricks Pena** - Bradbury, Duarte, Irwindale, Monrovia

Zone 6: **Antonio Bishop** - Azusa, Glendora and County areas

Zone 7: **Darrin Jones** - West Covina and County Areas

Zone 8: **Marco Gaytan** - Covina, Industry, La Puente, Walnut and County Areas

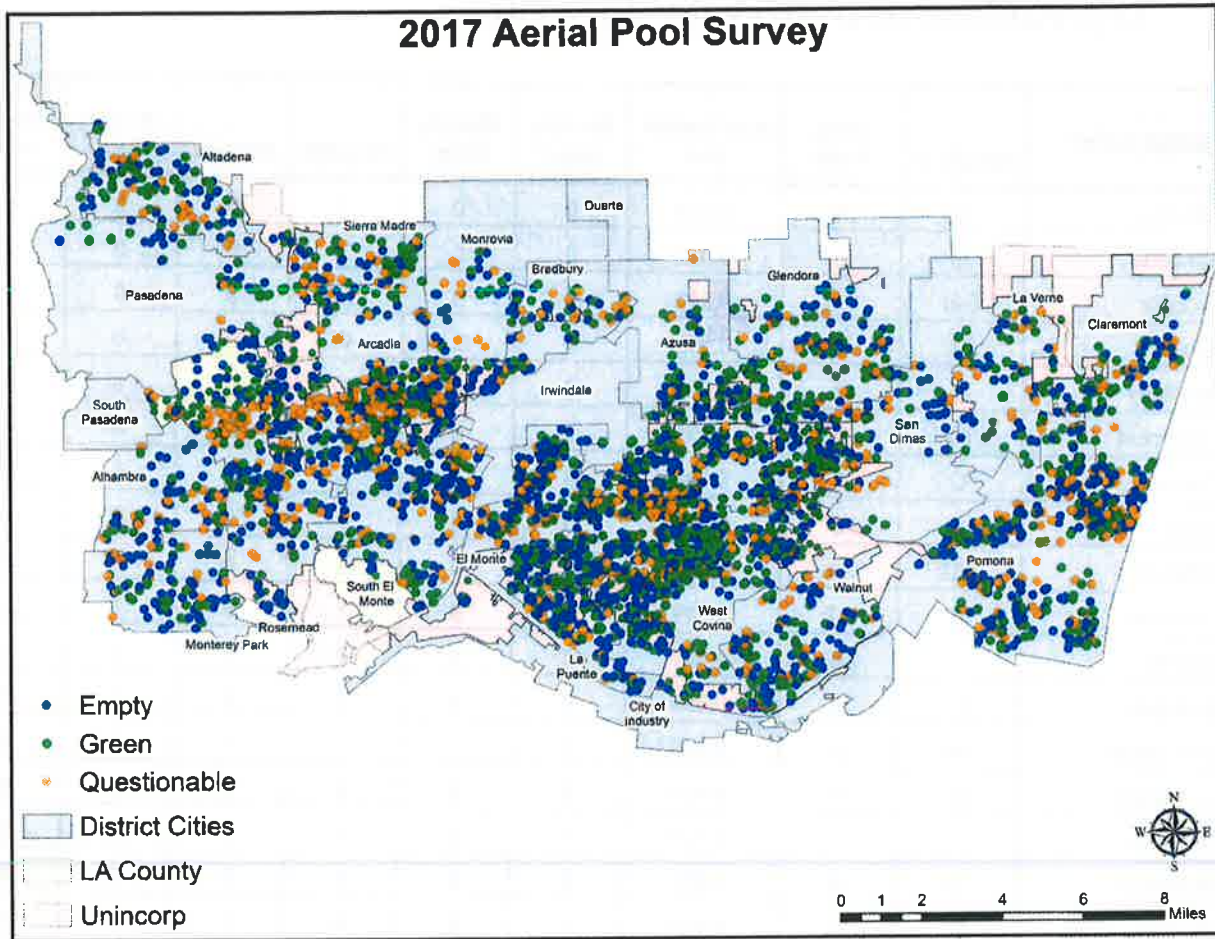
Zone 9: **Marc Mitchell**: San Dimas, La Verne and County Areas

Zone 10: **Gilbert Holguin**: Claremont, Pomona

3. Operations Activities for July 2017

District Cities	Mosq Insp	Mosq Trmts	Area Treated (Ac)	Blackfly Insp	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	108	36	0.014	0	0	3	0	0	0
Altadena	70	6	0.030	0	0	2	0	0	0
Arcadia	240	113	9.142	0	0	14	8	0	0
Azusa	34	14	0.591	9	2	0	0	0	0
Bradbury	6	2	0.006	0	0	1	0	0	0
Claremont	69	15	0.035	0	0	0	0	0	0
Covina	32	7	0.004	0	0	3	1	0	0
Duarte	8	6	0.019	0	0	0	0	0	0
El Monte	103	16	0.014	0	0	3	0	0	0
Glendora	51	17	0.549	0	0	1	1	1	0
Industry	15	6	0.047	0	0	0	0	0	0
Irwindale	12	8	0.056	0	0	0	0	0	0
LA County	96	21	0.039	1	1	7	1	0	0
La Puente	26	13	0.019	0	0	0	0	0	0
La Verne	36	7	0.019	0	0	0	0	0	0
Monrovia	32	18	0.024	0	0	2	3	0	0
Monterey Park	47	23	0.013	0	0	0	1	0	0
Pomona	128	22	0.029	0	0	0	0	0	0
Rosemead	49	15	0.014	0	0	3	0	0	0
San Dimas	41	7	0.029	0	0	3	0	0	1
San Gabriel	31	7	0.027	0	0	4	0	0	0
Sierra Madre	17	2	0.002	3	2	1	2	0	0
Temple City	31	15	0.031	0	0	2	0	0	0
Walnut	20	4	0.010	0	0	0	0	0	0
West Covina	190	33	0.139	0	0	12	1	0	0
Totals	1492	433	10.902	13	5	61	18	1	1

Summary: Large sources such as debris basins and spreading grounds were treated with residual products after having them cleaned out. The rest of our efforts were directed to the San Gabriel River, drains, and the aerial surveillance results. On June 16-17, Robert Franklin with Aerial Services flew over the District to photograph unmaintained swimming pools, excluding South Pasadena, which will be photographed after their next scheduled fight. We received the aerial flight data in mid-July.



Here are the numbers from the data we currently have:

- 1551** Number of existing pools in database prior to aerial survey
- 1515** Number of green pools identified in aerial survey
- 1939** Number of empty pools identified
- 907** Number of questionable pools identified (unable to confirm condition)
- 303** Number of unmaintained pools identified within Pasadena and Baldwin Park
- 369** Properties visited since receiving data
- 3983** New pool total (excluding Baldwin Park, Pasadena, and South Pasadena)

This month we prioritized working on green aerial pools around West Nile positives throughout the District.

Surveillance Activities during July 2017

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

Location	Mean mosquitoes per trap	
	CO ₂	Gravid
Alhambra Park Drains – Alhambra	5.1*	
Almansar Park – Alhambra	1.0*	20.7*
Eaton Cyn Ntr Ctr – Altadena	0.0	24.7*
Loma Alta Park – Altadena	0.3*	24.3*
LA Arboretum – Arcadia	13.0*▪	46.7*
Santa Anita Drains – Arcadia	0.3*	
Rainbow Ranch – Azusa	0.3*	4.7*
Bernard Biostation – Claremont	18.6*	20.0*
Kahler Russel Drains - Covina	0.0*	17.7*
Cal Country Club – Industry	1.7*▪	11.0*
Santa Fe Dam – Irwindale	0.7*▪	21.3*
La Puente Drains – La Puente	67.6*	
Golden Hills Wilderness Pk - La Verne	1.0*▪	14.7*
Heritage Park – La Verne	0.0▪	23.3*
Live Oak Cyn Rd – La Verne	0.3*	28.0*
Monrovia Cyn Pk- Monrovia	1.0*	6.0*
Garvey Ranch Park – Monterey Park	0.0	16.7*
Poly Univ – Pomona	0.5*	48.3*
Rosemead Park – Rosemead	1.3*▪	18.7*
Bonelli Park – San Dimas	0.0	45.3*
Lone Hill Park – San Dimas	0.7*	29.7*
San Dimas Cyn Pk – San Dimas	0.0*	7.7*
Walnut Creek Park – San Dimas	4.7*▪	32.3*
San Gabriel Residential – San Gabriel	1.0*	30.7*
Norman's Nursery – San Gabriel	0.0▪	59.8*
Bailey Cyn Park – Sierra Madre	12.3*▪	17.0*
Bailey Cyn Park Drains– Sierra Madre	0.5*	
Gartel Dr- Walnut	0.0	33.3*
Cortez Park – West Covina	2.3*	104.0*
Galstar Park – West Covina	2.0	3.8*

* Mosquito pool(s) tested

▪ Black flies present

In July, 207 mosquito pools were collected and tested for WNV in the District. Collections highlighted in red indicate the locations of the 45 pools that were positive for WNV for the month of July. As can be seen, these positive collections are from all areas of the District. As of July 28, the number of WNV positive mosquito pools in California for 2017 is 1,125 from 22 counties with 107 from Los Angeles County.

II. Dead Birds

In July, six American crows collected in the district were positive for WNV as follows: Alhambra (1), Arcadia (2), La Verne (1), Monrovia (1), and one from Temple City collected in June and tested in July. In California, there have been 115 dead birds from 19 counties positive for WNV in 2017; 20 of these were from Los Angeles County.

III. Sentinel Chicken Sera

Four chickens in the District from flocks in Arcadia (1), Claremont (1), and La Verne (2) were positive for WNV antibodies. Thirty-four sentinel chickens from three counties have tested positive for WNV in California during 2017, 23 from Los Angeles County.

IV. Human Illness

Six cases of human illness with WNV have been confirmed in California in 2017, three in Los Angeles County, two in the District from the cities of Alhambra and Claremont.

V. Mean Maximum-Minimum Temperatures (degrees Fahrenheit)

	LA Civic Ctr max/min T°	Burbank max/min T°	Pasadena max/min T°	San Gabriel max/min T°	Ontario max/min T°	District max/min T°
Jul 2017	85.3/67.5	89.9/67.0	91.1/66.8	88.8/67.9	96.2/66.7	94.8/67.0
Jul 2016	84.6/65.8	89.2/65.7	91.7/66.1	88.4/64.4	95.6/65.6	95.1/66.5
Jul 2015	81.6/66.0	85.4/66.4	86.6/66.1	84.7/66.7	89.7/65.4	89.7/66.4
Jul 5-yr mean	81.2/64.4	86.5/65.0	87.6/65.2	84.2/64.8	91.1/64.9	90.8/65.1
Jul 2004	82.3/64.2	87.2/63.8	86.7/63.6	90.1/61.0	92.6/62.9	

Precipitation

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Jul 2017	0.00	0.00	0.00	0.00	0.00	0.00
Jul 2016	0.00	0.00	0.00	0.00	0.00	0.00
Jul 2015	0.38	0.31	0.62	n/a	0.60	0.80
Jul 5-yr mean	0.10	0.06	0.13	n/a	0.80	0.64
Jul 2004	0.00	0.00	0.00	0.00	0.00	

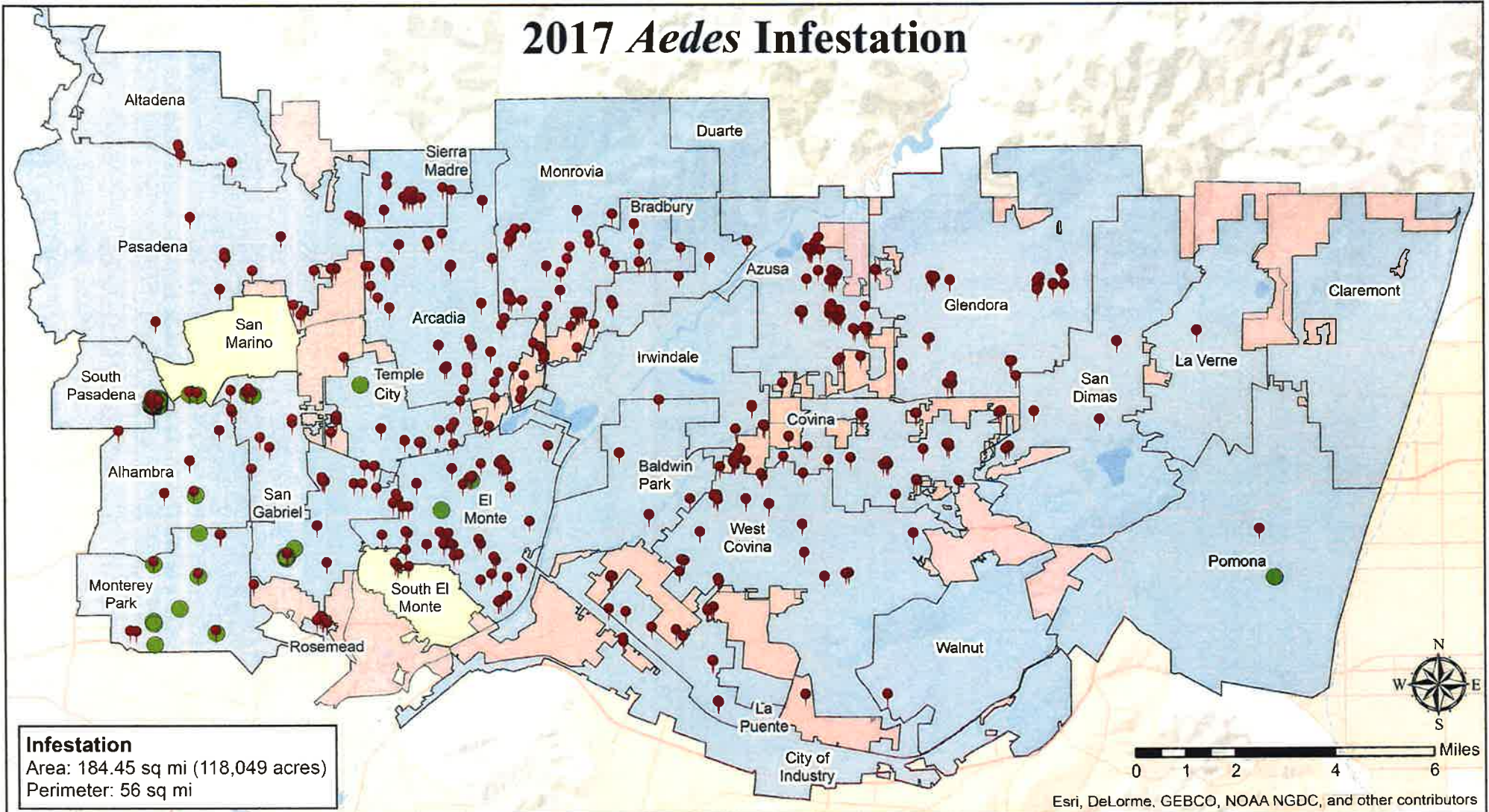
VI. *Aedes albopictus*

In July, there were 2273 invasive *Aedes* inspections with 233 sites positive for *Aedes albopictus* and 32 *Ae. aegypti* identifications. There were no new sites for *Ae. notoscriptus*. In 2017, *Ae. albopictus* has been found at a total of 474 sites, *Ae. aegypti* at 40 sites, one site for *Ae. notoscriptus*. Please see attached map.

VII. Black Fly

In July 2017, black fly adults were found in carbon-dioxide baited traps in the cities of Irwindale, La Verne, San Dimas, San Gabriel, and Sierra Madre. Black fly larvae were collected in Azusa, Glendora, and Walnut.

2017 *Aedes* Infestation



Infestation
 Area: 184.45 sq mi (118,049 acres)
 Perimeter: 56 sq mi

0 1 2 4 6 Miles
 Esri, DeLorme, GEBCO, NOAA NGDC, and other contributors



Surveillance Department

Invasive Species

- *Ae. albopictus* (474)
- *Ae. aegypti* (42)
- *Ae. notoscriptus* (1)

- LA County
- Unincorp
- District Cities

***Ae. albopictus* Infested Cities (27)**

Alhambra	Glendora	Rosemead
Altadena	Industry	San Dimas
Arcadia	Irwindale	San Gabriel
Azusa	La Puente	Sierra Madre
Baldwin Park	LA Unincorp	S. Pasadena
Bradbury	La Verne	Temple City
Covina	Monrovia	Walnut
Duarte	Monterey Park	West Covina
E. Pasadena	Pasadena	
El Monte	Pomona	

***Ae. aegypti* Infested Cities (8)**

Alhambra	San Gabriel
El Monte	S. Pasadena
Monterey Park	Temple City
Pomona	
Rosemead	

***Ae. notoscriptus* Infested Cities (1)**

Monterey Park

Item 5E

Updated: August 4, 2017

Status of Education Program

July 2017

Website

Our website received 6,315 page views in July.

Social Media

See attached report

Updates

We held a resident mosquito workshop in Arcadia on July 19th in partnership with Arcadia Code Services. The district broadcast the workshop on Facebook Live and Twitter Live via Periscope. By going live, it allowed our digital followers to be more involved and expanded our reach. The video live stream was also promoted using our relationship with the City of Arcadia and our already existing social network. In 24 hours our live stream generated the following analytics:

Facebook Live	Twitter Live	Total Reach
Views: 150	Views: 138	Views: 288
Reached: 573	Reached: 529	Reach: 1,102

Local Government

- Azusa City Council Update

Outreach Activities

Outreach Activities in July 2017			
		# Reached	City/Region
Literature, Fairs and Presentations			
	Vine Day Care	32	West Covina
	Norwood Library Summer Children's Program	40	El Monte
	Rotary Meeting	16	Sierra Madre
	Community Center Seniors Presentation	26	Monrovia
	City Council Meeting	30	Sierra Madre
	Temple City Christian Preschool Bug Art Prog	16	Temple City
	Sonshine House Preschool	30	Temple City
	City Council Meeting	20	Azusa
	Palm View Day Care	16	West Covina
	Top Kids Summer Program	190	San Gabriel

Item 5F

Residents Workshop, Public Library	21	Arcadia
Top Kids Preschool	108	Rosemead
Temple City Education Center (TECC)	43	Arcadia
Emmaus Lutheran Summer School	61	Alhambra
Literature Distributed by Staff	1,871	All Cities
Total # Reached For July		
Total Outreach	2,520	
Total Social Media Reach	84,300	

Upcoming Events for August:

1 Aug	National Night Out (Fair)	Rosemead
1 Aug	National Night Out (Fair)	Pomona
2 Aug	City Summer Program (Memorial Park)	Sierra Madre
5 Aug	41 st Assembly district Community Resource Fair	Pasadena
8 Aug	City Council Meeting	La Puente
11 Aug	SGVMVCD Board Meeting 7:00 AM Admin Board Room	West Covina

Social Media Report: July 2017

Campaigns: "Discovery Mosquito" Live Tweet; City of Arcadia Live Stream



Summary

Engagement

Tweets	Tweet impressions
98	57.5K
Mentions	Profile visits
61	1,776
New followers	Total followers
35	833



139 Total Link Clicks



245 Total Likes



264 Retweets

Top Tweet

SGVmosquito @SGVMosquito
Very important to remember, female mosquitoes bite. #ManVsMosquito

Tweet Daily Activity

57.5K total impressions 1.9 impressions per day



Impressions	5,577
Total engagements	5
Likes	3
Retweets	1
Profile clicks	1



Summary

Top Post

Posts	Comments
58	26
Shares	Reactions
140	466
New followers	Total followers
33	4,584



San Gabriel Valley Mosquito & Vector Control District
Published by SGV Mosquito (P) · July 17 at 4:00pm · 🌐

Take a look at Debug Fresno to reduce the *Aedes aegypti* population.
WATCH—<https://goo.gl/NcGMwr>



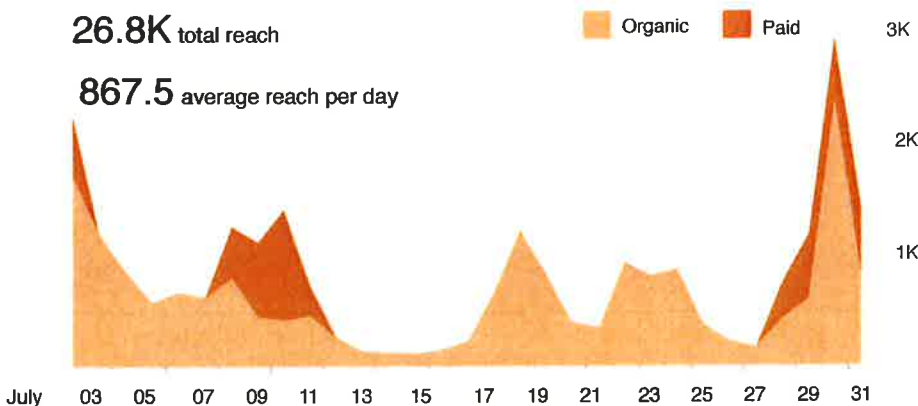
1,707 People Reached

45 Reactions, Comments & Shares

30 Like	18 On Post	14 On Shares
1 Love	1 On Post	0 On Shares
1 Haha	1 On Post	0 On Shares
1 Angry	0 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
12 Shares	12 On Post	0 On Shares
79 Post Clicks		
0 Photo Views	32 Link Clicks	47 Other Clicks

Total Reach

26.8K total reach
867.5 average reach per day



A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AMENDING RESOLUTION 2017-05 TO COMBINE THE BOARD OF TRUSTEES PERSONNEL AND POLICY COMMITTEES

Resolution 2017-05

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Personnel Committee is presently comprised of nine (9) members and;

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District Board of Trustees' Policy Committee is presently comprised of five (5) members and:

WHEREAS, the duties of the Personnel and Policy Committees provide oversight of similar subject matter;

WHEREAS, the Board has concluded that it is appropriate to combine the Personnel and the Policy Committees and;

WHEREAS, the Board has determined the Personnel and Policy Committees membership should not exceed nine (9) members;

NOW THEREFORE, BE IT RESOLVED that Resolution 2017-05 (Procedures Section, Composition Sub-Section) is amended to state that the Personnel and the Policy Committee shall be combined and shall be comprised of nine (9) members.

APPROVED AND ADOPTED by the Board of Trustees this 11th day of August 2017 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Harold 'Jamie' Bissner, President of the Board of Trustees

ATTEST:

Henry M. Morgan, Secretary of the Board of Trustees

PERSONNEL/POLICY COMMITTEE

I. COMPOSITION

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

II. MEETINGS

Meetings of the Personnel/Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

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

- A. Instruct staff to prepare specific personnel policies as requested by the Board of Trustees.
- B. Review all personnel related policies prepared by staff and make recommendations regarding their adoption to the Board of Trustees.
- C. Prepare policies relating solely to the Board of Trustees for Board action.
- D. Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance may be referred to the Finance Committee.
- E. In April of each year, review staff's recommendations regarding salaries and benefits for the ensuing fiscal year's budget.
- F. Every third year beginning in 1995, review the salary survey completed by staff pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies.
- G. Make recommendations to the Board of Trustees regarding salaries and benefits included in the ensuing fiscal year's budget.
- H. Make recommendations regarding the District Manager's salary and benefits to be submitted to the Finance Committee.
- I. In May of every third year beginning in 1995, make recommendations to the Board of Trustees regarding salary adjustments.

- J. In April of each year, conduct a performance evaluation of the District Manager in closed session, pursuant to Government Code Section 54957. This performance evaluation may include written comments from the Board members that have been submitted to the Committee. The Personnel/Policy Committee shall inform the Board of Trustees of the results of the evaluation.
- K. As needed, hear and render determinations regarding disciplinary appeals. The decision of the Personnel/Policy Committee shall be final.
- L. As needed, hear and render a final decision regarding employee grievances. The decision of the Personnel/Policy Committee shall be final.
- M. As needed, conduct searches and interviews for the District Manager's position and make recommendations to the Board of Trustees on whom to offer the position.
- N. Investigate misconduct of the District Manager and recommend disciplinary action to be imposed on the District Manager to the Board of Trustees.
- O. With the exception of decisions regarding disciplinary appeals and employee grievances, all actions taken by the Personnel/Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

PERSONNEL/POLICY COMMITTEE

I. COMPOSITION

The Personnel/Policy Committee shall be comprised of ~~at least five~~nine (9) but ~~not more than eight (8)~~ members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Personnel/Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

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- B. Review all personnel related policies prepared by staff and make recommendations regarding their adoption to the Board of Trustees.
- C. Prepare policies relating solely to the Board of Trustees for Board action.
- D. Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance may be referred to the Finance Committee.
- ~~E.~~ In April of each year, review staff's recommendations regarding salaries and benefits for the ensuing fiscal year's budget.
- F. Every third year beginning in 1995, review the salary survey completed by staff pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies.
- G. Make recommendations to the Board of Trustees regarding salaries and benefits included in the ensuing fiscal year's budget.
- H. Make recommendations regarding the District Manager's salary and benefits to be submitted to the Finance Committee.

DI. In May of every third year beginning in 1995, make recommendations to the Board of Trustees regarding salary adjustments.

EJ. In April of each year, conduct a performance evaluation of the District Manager in closed session, pursuant to Government Code Section 54957. This performance evaluation may include written comments from the Board members that have been submitted to the Committee. The Personnel/Policy Committee shall inform the Board of Trustees of the results of the evaluation.

FK. As needed, hear and render determinations regarding disciplinary appeals. -The decision of the Personnel/Policy Committee shall be final.

GL. As needed, hear and render a final decision regarding employee grievances. The decision of the Personnel/Policy Committee shall be final.

HM. As needed, conduct searches and interviews for the District Manager's position and make recommendations to the Board of Trustees on whom to offer the position.

IN. Investigate misconduct of the District Manager and recommend disciplinary action to be imposed on the District Manager to the Board of Trustees.

JO. With the exception of decisions regarding disciplinary appeals and employee grievances, all actions taken by the Personnel/Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

POLICY COMMITTEE

I. COMPOSITION

~~The Policy Committee shall be comprised of at least five (5) but not more than seven (7) members of the Board of Trustees. The members of the Committee and the Chair shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.~~

II. MEETINGS

~~Meetings of the Policy Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).~~

III. DUTIES

Duties of the Policy Committee shall include the following:

- A. ~~Instruct staff to prepare specific policies as requested by the Board of Trustees.~~
- B. Prepare policies relating solely to the Board of Trustees for Board action; ~~for example, preparation of the Code of Conduct for Board Members policy.~~
- C. ~~Review all policies of the District and make recommendations regarding their adoption to the Board of Trustees. Policies directly related to Finance and Personnel may be referred to the Finance and Personnel Committees directly.~~
- D. ~~All actions taken by the Policy Committee must be approved by the Board of Trustees during a public meeting before becoming effective.~~

**San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
Agenda Item 7**

Date: August 11, 2017 **Item 7**
Meeting of: San Gabriel Valley Mosquito & Vector Control District
Board of Trustees
Subject Consider authorizing the Finance Committee to select an accounting firm for the District's annual audit on behalf of the Board at large.

Background

In accordance with accounting principles and legal standards, the District released a request for proposal (RFP) for accounting services on June 20, 2017. The RFP was open for 30 days, closing on July 21, 2017. Two accounting firms submitted formal proposals. In order to meet our accounting submission deadline for the Special Districts Financial Transactions And Compensation Report in September, the decision to approve one of the two contracts must be made expeditiously.

Manager's Recommendation

Authorize the Finance Committee to select the accounting firm on behalf of the board at large.


Alternatives

Do not authorize the finance committee to select the accounting firm on behalf of the Board at large, and schedule a special meeting of the Board of Trustees to select the accounting firm.

Fiscal Impact

Professional Accounting service funds are listed in the approved FY2017/18 budget, account number 6187 for the amount of \$16,000. The quoted service fees for each submitted proposal are below the budgeted amount

Respectfully Submitted.



Jared Dever, District Manager

LAFCO

Local Agency Formation Commission
for the County of Los Angeles

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

MEMORANDUM

To: General Managers, Independent Special Districts in L.A. County

From: Paul Novak, ^MExecutive Officer

Re: **Start of Nomination Period
Redevelopment Oversight Board Appointments**

Date: June 29, 2017

As a follow-up to my June 15, 2017 memorandum concerning elections to appoint special district representatives to serve on the five Redevelopment Agency Oversight Boards ("RDA Oversight Boards" or "Boards") in Los Angeles County (copy enclosed), I am writing to alert you to the **start of the nomination (July 3, 2017) period** for these positions.

In order to expedite the process of electing a representative, I have included a form to be used to nominate candidates for consideration for the position. In addition to the form, districts/nominees may submit biographical information and/or a candidate statement, which is limited to one page.

After nominations are received, and after the close of the nominations period (August 21, 2017), each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board.

Nominations for the Committee's consideration are welcome. With respect to potential nominations, please note the following:

- To be eligible for a position, the nominee must be an elected official or appointed to your board for a fixed term.
- Individuals eligible for these positions must be "members of the legislative body of an independent special district . . . but shall not be members of the legislative body of a city or county" (Government Code Section 56332(c). For example, a city council member serving as a board-member of a vector control district is ineligible.

- Nominations must be made at a meeting of the governing board of the nominee's corresponding special district during the nominations period.
- Nominees must be a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment. Please consult Attachments "A" and "B" to my June 15th memorandum to determine in which RDA Oversight Boards your district has territory.
- Nominations must be received by LAFCO by the close of the nominations period, which is 5:00 p.m. on Monday, August 21, 2017. Nominations may be delivered by U.S. Mail, FedEx or UPS, courier, or hand-delivery.

Voting will be conducted by mailed ballot during the voting period (August 28, 2017, to October 16, 2017).

Should you have any questions or concerns, please do not hesitate to contact me directly via e-mail (pnovak@lalafco.org) or telephone (626/204-6500) with any questions.

Thank you.

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE TO THE REDEVELOPMENT OVERSIGHT BOARD

To: Paul Novak, Executive Officer, LA LAFCO

The _____ (District)
is _____
(Name of Independent Special District)

pleased to nominate _____ as a candidate for
(Name of Candidate)

appointment as the SPECIAL DISTRICT REPRESENTATIVE (Check ONE)

_____ VOTING Member

_____ ALTERNATE Member

to the REDEVELOPMENT OVERSIGHT BOARD NO.

(Number of Board: 1, 2, 3, 4, or 5)

The District's governing board voted in favor of this nomination at a meeting on _____
I hereby certify that: _____ (Date of Meeting)

- The nominee is an elected official or appointed to the District board for a fixed term;
- The nominee is not a member of the legislative body of a city or county (Government Code Section 56332(c));
- The nominee is a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment; and
- The meeting at which this nomination occurred took place during the nominations period (July 3, 2017 to August 21, 2017).

(Signature)

(Print Name)

(Date)

(Print Title)

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road, West Covina, CA 91790
Board of Trustees

**A Joint Meeting of the Personnel and Policy Committee
will meet immediately after the Board Adjourns**

Friday, August 11, 2017

Agenda

- 1. Call to Order and Roll Call**
- 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 which 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. Consider Approving Amendments to Personnel and Salary Resolution 92-11**
(District Manager) (Action Required)
 - A. Consider Amendments to Resolution 2012-01, Establishing Employee Drivers and Driver Selection and Vehicle Use Regulations***
 - 1. Consider Rescinding Resolution 2012-01 and Adopting Employee Drivers and Driver Selection and Vehicle Use Regulations as Article XXIV of Resolution 92-11, Personnel and Salary**
 - B. Consider Amendments to Resolution 94-02, Article III, Accounts Payable, Section 1, Purchasing, Section 2. Receiving, Section 3., Posting Invoices, Section 4., Preparing Payments and Printing Checks**
 - 1. Consider Adopting Approved Amendments to Resolution 94-02, Article III, Accounts Payable, Section 1, Purchasing, Section 2., Receiving, Section 3., Posting Invoices, Section 4., Preparing Payments and Printing Checks**
- 4. Adjourned**

* Indicate a written report

**The Personnel Committee
(9 members)**

**Jamie Bissner, Chairperson
Richard Barakat
Roger Chandler
Margaret Finlay
Henry M. Morgan**

**Tim Sandoval
Robert Neher
John Capoccia**

**The Policy Committee
(6 members)**

**Stephen Sham
Richard Barakat
Charles Myers**

**Cynthia Sternquist
Mary Su**

CERTIFICATE OF POSTING

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

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



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

RESOLUTION NO. 2012-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY
MOSQUITO AND VECTOR CONTROL DISTRICT ESTABLISHING EMPLOYEE DRIVERS
AND DRIVER SELECTION AND VEHICLE USE REGULATIONS**

The Board of Directors of the San Gabriel Valley Mosquito and Vector Control District does hereby resolve and order as follows:

**REGULATIONS FOR VEHICLE USE
SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

I. PURPOSE AND SCOPE

Motor vehicle accidents can result in costly claims to the San Gabriel Valley Mosquito and Vector Control District (“District”). They are also the leading cause of death in the workplace in the United States. These Regulations, adapted from the Vector Control Joint Powers Agency Model Driver Selection and Vehicle Use Guidelines, were developed to help employees operate vehicles safely. They reflect currently accepted best practices for selecting and managing drivers who operate vehicles on behalf of the District, and controlling misuse of vehicles and poor driving which leads to accidents. These Regulations apply to all employees who may operate District vehicles or their personal vehicle on behalf of the District, including leased or rented vehicles.

II. DEFINITIONS

A. At-Fault Accidents

A motor vehicle accident resulting from negligence or willful misconduct of the operator.

B. Authorized Driver

Employees who:

1. Have an acceptable driving record according to these guidelines.
2. Are approved by a supervisor to drive District vehicles.
3. Have met the requirements as set forth by the District.

C. Conviction

1. A verdict of guilty by a court or other tribunal for any charged vehicular offense.
2. A plea of guilty or no contest to such an offense.
3. Forfeiting bail without entering a formal plea.

D. Major Violations

Major violations shall include, but are not limited to the following:

1. Driving under the influence of alcohol or drugs. This includes prescription drugs with the warning that operating machinery or a motor vehicle while using the drug is not safe.
2. Failing to report an accident.
3. Making a false accident report.
4. Vehicular homicide or manslaughter.
5. Attempting to elude a police officer.
6. Driving while a license is suspended or revoked.
7. Reckless driving, racing or speed contest.
8. Speeding at 25 mph or more over the posted speed limit.
9. Hit and Run.

E. Minor Violations

Minor Violations shall include any moving traffic violation which is not a major violation. Examples include but are not limited to:

1. Speeding (less than 25 mph over the posted speed limit).
2. Running a stop sign or red light.
3. Improper turn.
4. Passing across a double yellow line.
5. Failure to yield.
6. Following too close.

F. Motor Vehicle Report (MVR)

A report by the State of California Department of Motor Vehicles which indicates the status of the individual's license and details the driving record by individual name and

driver license number for each request submitted.

G. Violation

The act of operating a motor vehicle unsafely. Types of violations include:

1. Civil -A written allegation by a law enforcement officer claiming a person violated a law.
2. Infraction -A violation punishable by a fine or other penalty, but not by incarceration.
3. Misdemeanor -A violation punishable by imprisonment in a county jail, by fine, or both.
4. Felony -A crime which is punishable by death or imprisonment in a state prison. Under certain conditions a felony can be treated as a misdemeanor.

III. CONDITION OF EMPLOYMENT

Employees of the District who drive a vehicle on behalf of the District must meet the following criteria:

A. Driver License Requirements

1. Drivers must have a valid license for the class of vehicle that they operate.
2. Drivers should have a valid California Driver’s License in their immediate possession at all times when operating a vehicle owned by the District.
3. For vehicles requiring a Class A, Class B or Class C & Hazardous Materials

Endorsement, district participation in the DMV Mandatory Employer Pull-Notice Program is required.

4

3. _____ Employees must notify their supervisors immediately if they know or believe that _____ their license is revoked or suspended.

B. Motor Vehicle Reports

The DMV’s Government Employer Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Program, and provide authorization for the district to review and address reports of MVR activity that are sent to the district.

1. All employees and prospective employees must furnish a current MVR from the Department of Motor Vehicles (DMV).
2. An acceptable current MVR is a condition of employment and will remain a condition of continued employment. Employees should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.

3.

Employees who operate vehicles on the District's behalf must be insurable with the _____ District's insurance carrier according to the standards of these Regulations.

4. All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.

C. Other Requirements

1. Authorized drivers must demonstrate to their supervisor that they can safely operate the vehicles they are assigned. Employees who drive as an essential part of their job or drive more than an occasionally must attend defensive driving courses ~~when they are provided by the District.~~ every three years. Check rides may be conducted based upon an employee's MVR and/or driving behavior.
2. Authorized Drivers must a pass physical examination administered by a licensed physician when a question of fitness to drive arises or is otherwise required by these Regulations.
3. Authorized Drivers may have their employment terminated or be reassigned to a non-driving position if one is available when they are not insurable by the District's automobile insurance provider.

IV. EXCLUDED APPLICANTS

- A. An applicant who is not insurable by the District's automobile insurance provider is considered excluded and not eligible for hire.
- B. Any of the following violations showing on the employee's driving record may be cause for revoking an employee's authorization to drive on behalf of the district and will cause an applicant to be excluded:
 1. Three or more moving violations within the past three years (an accident will be considered a moving violation).
 2. Two or more "at-fault" accidents within the past three years.
 3. One major violation within the past three years.
 4. ~~Four or more points assigned to violations of the California Vehiele Code (DMV Count).~~

V. EXCLUDED EMPLOYEES

- A. Employees who are not insurable by the District's automobile insurance provider will be considered an excluded employee and notified in writing.
- B. Any of the following violations may cause an employee to be considered excluded:
 - 1. Three or more moving violations (an accident will be considered a moving violation)
 - 2. Two or more "at-fault" accidents
 - 3. One major violation.
 - 4. ~~Four or more points assigned to violations of the California Vehicle Code (DMV Count).~~
- C. The following procedure shall be followed for each employee:
 - 1. Each employee's name will be filed with the DMV Driver Record Information Service.
 - 2. ~~Each report will be reviewed for the DMV Count and the following action will be taken for employees with excessive points on their current DMV record:~~
 - a. If an employee's DMV Count is two points, the District shall warn the employee in writing.
 - b. If an employee's DMV Count is three points, the District shall require an affidavit signed by the employee acknowledging that upon receiving one additional point the employee shall not be eligible to drive a District vehicle.
 - c. If an employee's DMV Count is four points, the District shall notify the employee in writing that he or she is not eligible to drive a District vehicle.
- D. Excluded employees shall be terminated if the class specification for their position requires that they must be insurable with the District carrier and they become ineligible for coverage.

VI. VEHICLE USE

A. District Vehicles

1. District-owned vehicles shall be used only by authorized drivers. Vehicles owned or maintained by the District are for District business and must not be used for personal reasons. ~~Exceptions must be approved by the District Manager.~~
2. Vehicles are not to be considered part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.
3. Vehicles must be operated according to the California Motor Vehicle Code and the District's policies.
43. Drivers must operate vehicles with care and with the goal of fuel efficiency, e.g., minimizing sudden starts and stops, gradual braking, and no two footed driving.
54. Authorized drivers shall only transport on-duty employees in District-owned vehicles, unless the persons are being transported for official District business or authorized by a supervisor.
65. Except in emergency, authorized drivers shall operate only vehicles to which they are assigned.
76. Employees must have the appropriate class of valid California Driver's License in their possession at all times when driving.

B. Personal Vehicles

1. Employees should use District-owned vehicles for work whenever possible.
2. Authorized Drivers who use their personal vehicle for District business must:
 - a. Provide a Certificate of Insurance to the District with minimum limits of \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident, and \$50,000 for property damage. Proof of current coverage and limits must be kept on file at the District.
 - b. Ensure their vehicle is currently registered with the Department of Motor Vehicles.
 - c. Operate the vehicle according to the California Vehicle Code.
3. Any employee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of their deductible up to \$1,000, provided:
 - a. The employee did not violate any part of the California Vehicle Code.

- b. The driver of the other vehicle is responsible for the accident as verified by a police ___ report.
- c. The amount to be reimbursed by the District is not recoverable under any insurance policy available to the employee.
- d. The employee verifies the cost of the damage.

C. Rented or Leased Vehicles

Employees who rent vehicles for District business must obtain at the District's expense adequate coverage for collision and liability by purchasing the rental company's loss damage waiver coverage.

VII. REPORTING ACCIDENTS

When a District-owned vehicle or a personal vehicle being operated on behalf of the District is involved in an accident, the following procedures must be followed:

- A. Assure injuries or medical needs are addressed either by first aid or calling for emergency services
- B. Move vehicles to a safe location, position warning signals, e.g., flares, cones, etc. if available
- C. Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. **Do not admit negligence or liability.**
- D. Use the Accident Reporting Packet in the glove box.
- E. Take photographs at the scene of the accident, if possible.
- F. Do **not** attempt to settle any dispute or make a payment.
- G. Get the name, address, and phone number of any injured person and witness(es) if possible.
- H. Exchange vehicle identification and insurance information including policy number with the other driver.
- J. Submit all documentation to a supervisor within 24 hours of the accident.
- K. If an employee operating a District vehicle strikes an unattended stationary vehicle or other property, the employee shall immediately stop and attempt to locate the custodian or owner. If unable to do so, the employee shall place the District's contact information securely and prominently on the damaged property and report the incident to a supervisor immediately. The police department with jurisdiction should be notified.

VIII. DRIVER RESPONSIBILITIES

A. Care and Maintenance of Vehicles

- 1. Employees must prevent abuse, theft, neglect, or disrespect of vehicles they are assigned.

2. Drivers are responsible for keeping their vehicles clean and for reporting any malfunctions.
3. All drivers shall ensure that all items being transported, e.g., equipment, property, supplies, etc., are properly secured to prevent them from shifting or falling from the vehicle.
4. Employees on district business will observe all traffic rules and regulations, including the use of seat belts. The driver will be responsible for any fines or penalties incurred, including parking violations;
5. Reporting all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours.

B. Operation of Vehicles

1. All drivers and passengers shall wear seat belts while a vehicle is in operation.
2. Employees shall not ride on the running boards, fenders, hoods, tailgates, or rear racks of vehicles.
3. Drivers shall not drive any vehicle when its load obstructs the front, right, or left view or interferes with steering the vehicle. No more than three people shall ride in the front seat of a vehicle at one time.
4. Whenever District-owned vehicles block or obstruct traffic, the driver shall place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs shall be placed to give oncoming motorists adequate time to stop safely. Revolving red or yellow lights or blinkers should be used as additional warning devices if they are available. Distance should be determined by:
 - a. street and weather conditions
 - b. speed limits in the area
 - c. whether the road is straight or curved
5. Employees shall not open the door of a vehicle on the side of moving traffic unless it is reasonably safe. The door should be open only long enough to safely load or unload passengers.
6. Employees shall not leave District vehicles unattended without first stopping the engine, removing the key, setting the brake, and locking all doors.

7. District vehicles with a load that extends more than 4 feet beyond the rear shall have the end of the load marked with a red flag with sides at least 12 inches in length.
8. Employees who operate District vehicles that tow trailers, dollies, or other equipment shall ensure that hitches are securely latched, lights are properly connected, and safety chains are properly attached.
9. The following is permissible *only* when the vehicle is parked:
 - a. Making or receiving cellular phone calls
 - b. Composing or receiving text messages or e-mail
 - c. Programming GPS systems
 - d. Using computers
 - e. Selecting music or programming audio equipment
 - d. Extended conversations with a two way radio
 - e. Eating
 - f. Drinking non-alcoholic beverages
 - g. Grooming
 - h. Extensive conversation with passengers
 - i.—Reading
10. Employees must pay for any fines or penalties incurred while operating a District vehicle.
11. Employees must report all moving violations or accidents to a supervisor or manager immediately.
12. Smoking is not allowed in any District vehicle.
13. Employees shall not use, possess, or be under the influence of alcohol, illegal drugs, unauthorized prescription medications, or any other illegal mind-altering substances while performing their assigned duties and driving.
14. Employees must advise their supervisor before operating any vehicle for District business when they are taking any medications or products that may cause them to operate a vehicle unsafely.

Failing to comply with any of these responsibilities may result in disciplinary action up to and including

termination.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the San Gabriel Valley Mosquito and Vector Control District on the 13th day of April 2012, by the following vote:

AYES: R. Chandler, J. Rocha, R. Barakat, H. Morgan, C. Calaycay, M. Finlay,
C. Myers, M. Garcia, D. Holloway, R. Neher, H. Bissner, D. Kirby, J. Leon,
B. Alarcon, K. Sawkins, J. Nelson, J. Templeman, C. Sternquist

NOES:

ABSTAIN: E. Rothman, A. Quintero

ABSENT: S. Sham, J. Parriott, M. Su, S. Sanderson

Dan Kirby, Vice President

ATTEST:

Henry M. Morgan, Secretary

ARTICLE III

ACCOUNTS PAYABLE

Procedures and controls shall exist to ensure that all expenditures are legal, duly authorized, and necessary to achieve the goals and functions of the District. All disbursements shall be recorded accurately, reported promptly, and processed efficiently to ensure that expenses are paid in a timely manner to avoid late charges, finance charges, and to take advantage of discounts.

SECTION 1. Purchasing

- A. The cost of all purchases shall be within the limits of the line item budget as established by the Board of Trustees unless otherwise approved by a majority vote of the Board of Trustees.
- B. All purchases shall require a purchase order (P.O.). Purchase orders shall be received from the Administrative ~~Secretary/Bookkeeper~~Assistant who will ~~log enter~~ the P.O. in the QuickBooks Financial Software system. The ~~log entry~~ will include P.O. number, date, vendor, and who received the P.O. The items to be purchased shall be written on the P.O. along with vendor name, budget line item number, and date and submitted to the District Manager for approval.
- C. All purchases shall be consistent with Resolution 2006-02, Bid Regulations for the Purchase of Supplies and Equipment, as adopted January 13, 2006. Although bidding may be dispensed with for purchases under \$5,000, every effort shall be made to obtain the item for the lowest price commensurate with quality, service and reliability.

When the cost of an item or service is valued between \$5,001 and \$20,000, informal bidding shall be required. Informal bidding may be accomplished by written request for bids sent to selected bidders, by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids.

When the cost of an item or service is valued at more than \$20,000, formal bidding shall be required. Formal bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and formal requests for bids shall be solicited either by newspaper publication, trade journal publication, or by use of bid service. Sealed bids shall be solicited and the bid will be awarded by the Board to the lowest responsible bidder based on the Manager's analysis and recommendations of the bids and bidders, unless the Board makes a determination that it would be in the public's best interest to do otherwise.

General exceptions to the bidding process shall be consistent with Section 3

of Resolution 2006-02 as adopted January 13, 2006.

SECTION 2. Receiving

- A. The person making the purchase shall review the invoice (receipt) for accuracy and compare quantities received with quantities purchased. If an item needs to be back ordered, the P.O. shall reflect the quantity received and the quantity back ordered. Once the review is completed, the person making the purchase shall sign the RECEIVED BY line, ~~and give the pink copy of the P.O. to the vendor.~~
- B. Items received by mail or special delivery shall be checked against the packing slip and P.O. Items that are not received shall be noted on the P.O. The person who received and inspected the order shall sign the RECEIVED BY line on the P.O.
- C. All items that are received shall be checked immediately for damage.
- D. All items requiring an inventory number shall be appropriately labeled and added to the inventory list on the date of receipt. The inventory list shall state the date of purchase, item, model number, serial number, location, and purchase price including any applicable tax.
- E. The invoice (receipt) along with the white and yellow copy of the P.O. shall be given to the Administrative ~~Secretary/BookkeeperAssistant~~. The Administrative ~~Secretary/BookkeeperAssistant~~ shall ~~record the amount of~~ complete the P.O. process in the QuickBooks Financial Software system. ~~the purchase in the P.O. log.~~

SECTION 3. Posting Invoices

- A. When the Administrative ~~Secretary/BookkeeperAssistant~~ has received an invoice and P.O., the invoice shall be compared with the P.O. and checked for accuracy. Items that are received shall be distributed to the appropriate line (including tax) and written on the P.O.
- B. Invoices shall be entered in the ~~computer~~ QuickBooks Financial Software under the appropriate vendor. Entries shall include the P.O. number, invoice number, invoice date, invoice amount, and shall be distributed to the appropriate line item account number(s).
- C. If the vendor submits a monthly statement, all invoices shall be checked against the monthly statement. Errors shall be identified and corrected prior to payment.
- D. Once invoices have been entered, The Office Manager will generate an edit list, ~~will be generated~~. The District Manager shall review the edit list for accuracy by comparing the edit list with the invoices and P.O.s.

- E. Once the District Manager approves the edit list, the ~~Administrative Office Manager Secretary/Bookkeeper~~ shall post the invoices and print the Accounts Payable Register. Once the edit list is approved, the ~~Administrative Secretary/Bookkeeper~~ Office Manager shall generate an Accounts Payable Register for review and signed approval by the District Manager.

SECTION 4. Preparing Payments and Printing Checks

- A. All open invoices shall be selected for payment and a ~~Pre-Check Writing Unpaid Bills~~ Report shall be generated. The District Manager shall review the report for accuracy. Once approved, the ~~Administrative Office Manager Secretary/Bookkeeper~~ shall print checks.
- B. Any checks voided during the printing process shall be marked VOID and shall be initialed by the District Manager and one of the designated Trustees. Should any checks be voided after posting has occurred, the A/P Voided Checks Registered shall be attached to the voided check as proof of voiding the expense in the accounts payable system.
- C. Printed checks shall be stored in a secure area until reviewed and signed by a designated Trustee. ~~The Vector Ecologist I or Field Supervisor shall deliver the checks to a designated Trustee for signature.~~ The second signature required shall not be made until the day the checks are dispersed.
- D. Checks shall be recorded in ~~the a computerized checking program~~ the QuickBooks Financial Software system. Entries shall include date, payee, amount, and balance.

San Gabriel Valley Mosquito & Vector Control District
1145 North Azusa Canyon Road, West Covina, CA 91790
Friday, August 11, 2017

**The Finance Committee will meet immediately after
the Personnel and Policy Committees' meeting adjourns**

Agenda

1. **Call to Order and Roll Call**
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 which 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. **Consider RFPs for District Auditing Services ***
(District Manager Jared Dever) (Action Required)
4. **Other Item for Discussion**
(District Manager)
5. **Adjourn**

**The Finance Committee will meet after the
Personnel and Policy Committees Meeting**

Margaret Finlay, Chairperson
Stephan Sham
Joe Rocha

Joseph Leon
Henry Morgan
Jamie Bissner

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

***Indicates a written report**

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.”

A handwritten signature in cursive script that reads "Esther Elliott". The signature is written in black ink and is positioned above a horizontal line.

Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD



July 21, 2017

Mr. Jared Dever, District Manager
San Gabriel Valley Mosquito
& Vector Control District
1145 N. Azusa Canyon Road
West Covina, Ca 91790

Dear Mr. Dever:

Tahim and Associates, APC is pleased to respond to the San Gabriel Valley Mosquito & Vector Control District's request for proposal to provide audit services for the years ending June 30, 2017 and 2018. Our long time experience and our hand-on commitment to superior service, integrity and knowledge make us particularly qualified to provide the professional services requested by District.

Tahim and Associates, APC has successfully served many clients in a variety of fields, including your District. We offer various services not only in the field of auditing, agreed upon procedures, review, and compilation Services, but also we provide sale and use tax review, payroll tax, property tax, business tax planning and consulting, and other financial advisory services for over 30 years to many clients. Our long-term experience combined with practical approach and strong work ethic will continue to add value to your District.

We believe that our response meets the requirements as called of this Request for Proposal. If the District has any additional questions, please contact us. Please forward any correspondence regarding this RFP to Mr. Henry P. Eng, our Audit Manager assigned to your account. Mr. Eng can be reached on his direct phone number, 626-578-7555.

On behalf of Tahim and Associates, APC, thank you for giving us the opportunity to respond to this RFP and we look forward to continuing a mutually rewarding partnership.

Sincerely,

Tahim & Associates,
A Professional Corporation
Anaheim, California

RECEIVED

JUL 19 2017

SGVMVCD

**PROPOSAL TO PROVIDE
AUDIT SERVICES TO

SAN GABRIEL VALLEY
MOSQUITO & VECTOR CONTROL DISTRICT

JUNE 30, 2017 AND 2018**

Prepared by

**Tahim and Associates, CPA's
2331 W. Lincoln Avenue, Suite 300
Anaheim, CA 92801**

July 21, 2017

Board of Trustees
San Gabriel Valley
Mosquito & Vector Control District
1145 No. Azusa Canyon Road
West Covina, CA 91790

The following letter describes the firm of Tahim and Associates, Certified Public Accountants, and outlines our proposal to provide professional services to the San Gabriel Valley Mosquito & Vector Control District.

Tahim and Associates is an Accounting Professional Corporation (APC) licensed by the State of California, Department of Consumer Affairs, as a Public Accounting Corporation. We are based in Anaheim, California. As a firm, we are members of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. All key staffs to be assigned to this engagement (Partner, Manager and Senior & Staff Auditor) are licensed by the State of California to practice as Certified Public Accountants.

Our professional Staff consists of three managers and five staff auditor accountants. Our expertise overall cover auditing, compilation and review services, income tax planning, preparation and pension plan design and administration.

Our office is equipped with state of the art computer equipment. All our computers are network driven machines. Our current computer configuration includes Windows and Linux network servers and wireless connection. Our staff personnel are provided with notebook computers when auditing in the field. We have numerous laser printers, including color lasers and a digital copier. When requested, we will be able to provide the client with financial statement data electronically in various software formats. We also have complete internet capability as well as email and voicemail. All member of audit team of our firm are very knowledgeable in terms of information systems. We also do our best to accommodate the special needs of our clients to the extent possible.

We are members of American Institute of Certified Public Accountants that has requirement for peer review along with generally accepted Government Auditing Standards. We have participated in the peer reviews since 2004 and have undergone several peer reviews we have confirmed that our approach and procedures comply with technical and professional pronouncements. All of the peer reviews covered governmental engagements. Our most recent peer review was conducted by in 2017. There have been no disciplinary actions against our organization since its inception in 1986.

The most critical component in the successful completion of an audit is the personnel assigned to carry out the responsibilities. We have assembled team composed of individuals

with the optimum mix of talents. The individuals assigned have experience in performing the tasks for which they are responsible, as well as familiarity with all municipal accounting operations. In addition, each has developed extensive skills in a variety of other complementary subjects through their work with clients in other industries. Thus, the experience gained on previous assignments can be applied and tailored to the unique needs of your organization.

The partners and manager at Tahim and Associates, A professional Corporation are routinely an integral part of the audit process and will be overseeing and supervising staff personnel in the field. Managers are responsible for multiple engagements; however, for continuing clients, such as the San Gabriel Valley Mosquito Abatement District, their involvement will be more extensive in order to minimize the disruption to the client's daily productivity and your staff time.

Our approach to your audit will take into account the following strategies outlined below and described in more detail in the sections to follow;

- Communication through the year
- Advanced planning of the audit process
- Detailed examination of your internal controls
- Well planned and executed audit fieldwork
- Full understanding of local government issues
- Extensive quality control procedures

The firm consists of 14 professionals and administrative staff as follows:

Partners	2
Principals	1
Managers	3
Supervisors	2
Auditors	<u>3</u>
Professionals	11
Administrators	<u>4</u>
Total	15

We are providing a list of pertinent client references at the end of this proposal.

Our Audit approach assumes that representatives of the District staff will fully participate in the planning, field work, and completion of the audit process. Full participation means that the District will provide the resources necessary to allow Tahim and Associates to complete the audit in a timely and effective manner while meeting your deadlines. We anticipate that the District management and staff will participate and assist in the following areas:

- Participate in audit planning session to provide perspective on risk areas in the audit;

- Assisting in the documentation of internal controls over processes;
- Providing information such as expenditure reports, general ledger prior to commencing year end fieldwork;
- Participating in fact finding interviews with various District staff and consultants;
- Encouraging the free exchange of information between the District staff and Tahim and Associates staff;
- Committing to a year round audit approach and interaction with the auditors;
- Providing open access to the District management and other personnel;
- Timely responses to information requests and audit resolution issues.

The management of your audit will be conducted by the following individuals:

Anne Tahim, CPA, Partner in Charge

Education:

Bachelor of Science Degree in Business Administration with emphasis in Accounting—
University of Washington, Seattle

License:

Certified Public Accountant -- California 1982

Professional: American Institute of Certified Public Accountants
California Society of Certified Public Accountants

Continuing Education

She has met the Governmental Auditing Standards requirement for governmental CPF.

Memberships:

California Society of Certified Public Accountants
American Institute of Certified Public Accountants
California Society of Municipal Finance Officers (Associate Member)

Experience:

25 years of experience in auditing including governmental auditing. Ms. Tahim worked for a local CPA firm, Lance, Soll and Lunghard for six years prior to starting her own firm. Lance, Soll and Lunghard specialize in governmental audits. She was an audit supervisor responsible for conducting audits of various clients including cities and districts. She supervised audit staff of ten to twelve people.

As president of Tahim and Associates, Ms. Tahim provides professional services in the realm of auditing and accounting, tax services to businesses and individuals and pension plan design and administration services. Her audit experience includes audits of governmental entities, for profit and not for profit organizations, escrow companies and audits of HUD Programs.

Henry Eng, CPA, Audit Manager

Education:

Bachelor of Science Degree in Business Administration with emphasis in Accounting – University of California Los Angeles, Los Angeles, California.

License:

Certified Public Accountant -- California 1976

Continuing Education

He has met the Governmental Auditing Standards requirement for governmental CPE, including comprehensive training in the area of Governmental auditing and accounting.

Experience:

35 years of experience in auditing especially in governmental auditing. Mr. Eng was Manager in Charge of Governmental Accounting at Deloitte & Touché and at Laventhol & Horwath, both national accounting firms. While with Deloitte & Touché, he was in charge of the audit of the State of California Public Employees Retirement System with more than \$5 billion in asset.

Prior to entering into public accounting, Mr. Eng was a Principal Accountant – Auditor for the Auditor-Controller of the County of Los Angeles. Mr. Eng has supervised numerous people in the conduct of audits of special taxing districts, retirement plans, revenue sharing agencies, gross receipts of hotels, restaurants, boat slips and other concessions and audits of County Departments. During his tenure with the Auditor-Controller's office, Mr. Eng was in charge of financial audits as well as audits of County Departments.

Mr. Eng was the owner and operator of the firm of Henry P. Eng, CPA for over twenty years where he concentrated on providing services to client in the small special district area, such as the San Gabriel Valley Mosquito Abatement District. His firm was acquired by Tahim and Associates in 2014.

Recently he supervised and performed Audit of Los Angeles County West Vector Control District, Compton Creek Mosquito Abatement District, San Gabriel Valley Mosquito and Vector Control District, and Miraleste Recreation and Park District after joining Tahim and Associates.

We will audit the combined balance sheets of the San Gabriel Valley Mosquito & Vector Control District as of June 30, 2017 and 2018, and the related statements of revenues, expenditures and changes in fund balance for the years then ended. Our audits will be made in accordance with generally accepted auditing standards and will include such tests of the accounting records and such other audit procedures as we consider necessary for the purpose of expressing an opinion on those financial statements. The audits will also be performed in compliance with Government Code Section 26909 and the State Controller's Guidelines for Audits of Special Districts. We will perform sufficient work to prepare a complete set of accrual basis financial statements, including balance sheets and statements of revenues, expenditures and changes in fund balance, in accordance with generally accepted accounting principles. It is not contemplated that we will examine all transactions or that we will necessarily discover all errors and irregularities, should any exist. We will, however, inform you of any findings that appear to me to be unusual or abnormal. Our services will also include the preparation of the State Controller's "Annual Report of Financial Transactions of Special Districts".

We will begin to perform my interim audit test work and documentation of the District's accounting system shortly after we receive a signed engagement letter. The year end audit work will be scheduled as soon as the final general ledger is available and County records are available. The completion of the audit will depend upon the availability of the District's records and the responses to confirmation requests from the County of Los Angeles, County Counsel, and the District's financial institutions. Providing that all the records are available and that the District's management is able to complete the "Management Discussion and Analysis" section of the report, we expect that the audit could be concluded over a three week period. The audit will be completed in time to file the State Controller's Report which is typically December 31st following the District's June 30 year end.

We will perform my audits for a fee of \$11,650 for the fiscal year ending June 30, 2017 and for \$12,150 for the fiscal year ending June 30, 2018. The fee for the 2017 audit is the same amount of the June 30, 2016 audit. These fees include all out-of-pocket expenses, including travel, telephone, fax, printing and reproduction. The proposed fees include a substantial discount due to my recognition of the value of the services the San Gabriel Valley Mosquito & Vector Control District performs and my eagerness to serve your needs. Services requested in addition to the annual audit will be billed at the following rates:

Partner	\$ 200
Manager	135
Staff	60
Clerical	40

In the event of litigation or a lawsuit or any collection activity instituted in connection with services performed by this firm, if this firm prevails, we shall also be entitled to all legal fees and any other reasonable expenses incurred in connection herewith.

We believe that our qualifications to serve the San Gabriel Valley Mosquito & Vector Control District are of the highest magnitude. The selection of Tahim and Associates, based upon our qualifications, personnel resources and dedication to public service, will not only provide you with the highest quality audit but will provide you with additional resources and a fresh approach in dealing with the many challenges confronting local government today.

We welcome the opportunity to discuss any aspect of this proposal with you. To arrange such a meeting or answer any questions concerning this proposal, please contact me or Mr. Henry Eng.

Very truly yours,



Tahim & Associates,
A Professional Corporation

Anaheim, California

LIST OF PERTINENT CLIENT REFERENCES

CLIENT/CONTACT

YEARS AUDITED

1. Los Angeles County West
Vector Control District

June 30, 1991
through 2016

Mr. Robert Saviskas,
Executive Director
6750 Centinela Avenue
Culver City, CA 90230
(310) 915-7370

Financial audits of the District.

2. Compton Creek Mosquito
Abatement District

June 30, 1987
through 2016

Mr. Mitchel Weinbaum,
District Manager
1224 South Santa Fe Avenue
Compton, CA 90221
(310) 933-5321

Financial audits of the District.

3. Miraleste Recreation and Park District

June 30, 1995
through 2016

Mrs. Veronica Young,
Accountant / Manager
19 Miraleste Plaza
Rancho Palos Verdes, CA 90274
(310) 548-6691

Financial audits of the District.

Proposal for Fiscal Auditing Services

San Gabriel Valley Mosquito & Vector Control District
For the Years Ending June 30, 2017 and 2018
With an option to extend for an additional two years

June 26, 2017

Fechter & Company
Certified Public Accountants
1870 Avondale Avenue Suite 4
Sacramento, CA 95825

RECEIVED

JUL 19 2017

SGVMVGD

Contact: Craig R. Fechter, CPA
T (916) 333-5360 F (916) 244-0116
Email: Cfechter@Fechtercpa.com

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June 26, 2017

Jared Dever, District Manager
San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road
West Covina, CA 91790

Dear Mr. Dever:

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit or review services to the San Gabriel Valley Mosquito & Vector Control District (the District). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the District. This proposal is an irrevocable offer valid for 60 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to the District. I am located at 1870 Avondale Avenue, Suite 4, Sacramento, CA 95825, and you can contact me by telephone at (916) 333-5360.

Thank you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very Truly Yours,



Craig R. Fechter, CPA, President
Fechter & Company, Certified Public Accountants

Firm Profile

Fechter & Company, CPAs is a professional corporation formed in April 2005. We provide finance consulting and auditing services to governmental and non-profit entities. We specialize in serving agencies with annual budgets of less than \$25 million.

Fechter & Company is based in Sacramento, with a staff of 4 Certified Public Accountants, 5 senior staff and two administrative staff. Our relatively small practice offers several advantages to you:

- Experienced auditors perform all audit procedures from initial planning meetings through fieldwork to financial statement preparation.
- You receive a high level of personal service with easy access to professionals who can answer your questions and facilitate the audit process.
- Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days.
- Working with the same auditors from year to year greatly reduces the time your staff spends familiarizing us with your business procedures. Your audit process becomes increasingly efficient.

Licensing and Independence

- Our firm is licensed as a certified public accounting firm in the state of California. We have had continuous CPA services since 2005.
- Each CPA in our firm meets the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- There are no conflicts of interest with the District or its personnel.
- We will continue to maintain requisite insurance coverage—professional liability, workers compensation, business occupancy and auto insurance—throughout the course of our engagement.
- We have no prior substandard audit work or unsatisfactory performance pending with the State board of Accountancy or other related professional organizations.

Quality Controls

Engagement Partner and Staff for This Assignment

Ms. Sandy Sup will lead the audit while Mr. Craig Fechter and Mr. Robert White will assist with the fieldwork. Complete resumes are attached to this proposal.

Mr. Craig Fechter takes annual courses on the Governmental Accounting & Audit Update. He completed a course in the implementation of the new Auditing Standards (SAS 108-114) in 2011. He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of continuing professional education.

We have recognized the District's need for staff consistency. You will deal with the same principal each year on the audit – Ms. Sandy Sup, CPA. She will be on site for each day of fieldwork for each year our firm performs your audit.

Internal Quality Control Procedures

- Each member of our firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Each audit staff is required to complete annual update courses for both Government/A-133 and non-profit audits. These courses, which together comprise 26 hours of continuing education, help our audit staff maintain awareness of technical changes in both regular and single audits.
- During the years our firm is not peer reviewed, we conduct annual internal reviews. A principal inspects 4 randomly selected audits and makes notations and recommendations in the same manner as an external peer review. This helps to keep our working papers and audit processes fresh.
- Prior to being released, each audit is reviewed by a partner who is not involved with the audit or the client. This independent partner makes observations and suggestions as to additional audit procedures that should be performed. For new clients, a second partner reviews our audit planning memorandum prior to our beginning the fieldwork in order to ascertain why certain procedures were selected while others were not.

Although our audit staff is extremely experienced, we continually strive to improve our audit quality, from the planning stages to the final report. We actively encourage all staff to suggest new or different procedures.

Technology and Security

We maximize both efficiency and security by using technology recognized as standard in the accounting industry. These are some examples:

- **Microsoft Office Applications**
Since most of our clients use Microsoft applications, we likewise use the programs, which enable us to collaborate on projects.
- **Engagement CS**
We use Engagement CS paperless auditing system to cut processing time and costs. All information can be uploaded to our secure file transfer website.
- **Biometric User Security**
All staff computers are protected with biometric access restrictions.
- **Data Storage**
All data is backed up to our local server daily through our secure VPN. In addition, our server data is backed up daily off-site.
- **Our firm subscribes to approximately a dozen industry periodicals and newsletters. We proactively inform our clients about potential changes in related accounting legislation and standards so they can quickly assess the impact on their organizations. In addition, we offer an annual Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) update course to our clients at no additional charge.**

Other affirmations

- Our peer review has been completed and sent to the state society of CPAs for approval. We received an unmodified opinion.
- We will not limit the # of adjustments for the audit. We would expect the staff to reasonably make sure the books were closed at year-end or we would issue a management comment. Our firm will be available throughout the year to answer questions.

References

Special Districts Audited

Approximately 70 percent of our firm's revenues are derived from governmental and non-profit audits under *Government Auditing Standards* as published by the U.S. General Accounting Office. Current clients and services performed are as follows:

East Contra Costa Irrigation District

Scope of audit work: Fechter & Company, CPAs was engaged to provide a financial statement audit for the East Contra Costa Irrigation District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Engagement partner: Craig R. Fechter, CPA

Contact information:

Pat Corey, District Manager
1711 Sellers Avenue
Brentwood, CA 94513
925-634-3544

East Side Mosquito Abatement District

Scope of audit work: Fechter & Company, CPAs was engaged to provide a financial statement audit for the East Side Mosquito Abatement District under Government Auditing Standards and OMB A-133. Size of general fund budget – 2.2 million.

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Engagement partner: Craig R. Fechter, CPA

Contact information:

Ms. Carolyn Ables, Finance Manager
2000 Santa Fe Avenue
Modesto, CA 95357
209-522-4098

References (continued)

Further references available upon request.

Turlock Mosquito Abatement District

Scope of audit: Fechter & Company, CPAs was engaged to provide a special district financial statement and single audit of the Turlock Mosquito Abatement District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the financial statements, single audit, management letter, and report on internal control structure.

Engagement partner: Craig R. Fechter, CPA

Contact:

Mr. David Heft, District Manager
4412 N. Washington Road
Turlock, CA 95380
1-209-634-1234

Solano Mosquito Abatement District

Scope of audit work: Fechter & Company, CPAs was engaged to provide a financial statement audit for the Solano Mosquito Abatement District under Government Auditing Standards and OMB A-133.

Services provided: Audit of the GASB 34 financial statements, management letter and report on internal control structure, and preparation of annual report of financial transactions of special districts.

Engagement partner: Craig R. Fechter, CPA

Contact information:

Tami Wright
2950 Industrial Court
Fairfield, CA 94533-6500
707-437-1116

Specific Audit Approach

The District requests that the auditor express an opinion on the fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America. We propose that the engagement be divided into the following segments:

Phase I

- Initial planning and preparation
- Preliminary analysis, report preparation, cash and other confirmations
- Information gathering
- Evaluating internal controls

Phase II

- Fieldwork
- Post-field-work activities (e.g., follow-up on pending items, collection of confirmation letters, etc.)

Phase III

- Report finalization and final analysis
- Report delivery and Board of Directors presentation

Initial Planning and Preparation

As the first step in our planning and preparation phase, we will meet with the staff of your company to establish a working relationship. We expect this meeting will involve the District's manager and its controller.

We will deliver a Prepared-by-Client list (PBC), which details the items we will need to perform the audit. We will resolve any ambiguities or questions we or the District might have about the services we are to perform.

We will gather contact information for the District's bankers, attorneys, prior accountant, and other relevant parties, and make inquiries as required by *Government Auditing Standards*.

We will examine prior year's financial statements to develop audit plans for each significant balance sheet and income statement account.

Specific Audit Approach (continued)

Preliminary analysis

The primary focus of an audit is to develop expectations and compare actual financial results against those expectations. We will compare the current year's results with budgetary expectations to identify any areas of material misstatement.

Report Preparation

Unlike other firms, we prepare financial statements prior to field work. Doing so allows us to focus on the overall financial position of the organization and limits our testing of clearly insignificant areas.

Cash and Other Confirmations

We will confirm cash with the bank, any material year-end accounts or grants receivable, grants or donations received during the year, debt outstanding at the end of the year, and any other financial transaction that we consider material to the financial statements as a whole. The decision to confirm a statement item depends on the materiality of the item, the susceptibility of the item to misstatement, or the likelihood of fraud.

Information Gathering

We will obtain the information requested in the PBC along with any associated report required.

1. Testing statistical samples

During sample selection we consider three questions: (1) purpose of the test—attribute or balance testing, (2) susceptibility of the population or process to fraud or misstatement, and (3) size of transactions—small and numerous, or large and infrequent.

2. Testing revenues and disbursements

In testing revenues and disbursements, we determine that the attribute being tested is applied to the transaction as approved by the District's Management and Board; we do not determine whether a balance is valued properly. For example, our sample for disbursements test has two purposes—attributes testing, and control testing. In attribute testing we see whether the amounts posted to the general ledger agree with the invoices and canceled checks. Since disbursements have the potential for defalcation, we check for any suspect or significant transactions that appear to be out of place in your detailed general ledger. We may select 20 items based on the results of a random number generator, and select another 20 to 40 items by scanning the detailed general ledger. The result is an overall sample of 20 to 40 invoices to confirm compliance

Specific Audit Approach (continued)

with board-approved procedures. We determine sample sizes in accordance with the objective of the test, the population to be sampled, and the risk associated with that population. The sample size also depends on the size of the population and whether or not we will be able to properly stratify populations into individually significant and individually insignificant items.

3. Examining the District's internal control structure

Among the items included in the PBC is a questionnaire regarding internal controls. We will review the completed questionnaires and compare them with procedures the District has established for actions such as purchasing, cash and check collections, inventorying fixed assets, billing, payroll disbursement, and budgeting. We will then audit each area of internal control that will materially affect the audit.

4. Determining pertinent laws and regulations

We will examine items such as grant agreements to determine their effect on the District, and audit them if necessary. We will also examine pertinent ordinances to determine whether the District is in compliance.

5. Assessing risk

Generally accepted auditing standards require that we assess the risks of material misstatement and fraud. After analyzing internal controls and evaluating potential weaknesses, we will determine which areas of the audit carry the risk of material misstatement, and take steps to mitigate that risk.

6. Testing for functionality of internal controls

We will conduct random tests on a year-to-year basis to determine the functionality of the District's internal controls. We will randomly select customers and trace each step of each payment into the system over the course of a year. We will audit any area of potential weakness with a specifically designed test.

Specific Audit Approach (continued)

Fieldwork

With the assistance of Company personnel, we will test the balances resulting from the following procedures:

- Cash deposits
- Internal control of disbursements
- Payroll
- Revenues
- Inventory control
- Billing and collections
- Unrecorded liabilities

We will also discuss with the Board any specific concerns or procedures they want performed.

Post-fieldwork Activities

Once we complete our fieldwork, we will resolve any pending items and ensure that all requested third-party confirmations have been received. After the District has reviewed the financial statements and any proposed adjusting journal entries, we will obtain signed representation letters from the District and from its counsel that confirm or explain any pending litigation against the District and its effect on the audited financial statements.

Report Finalization and Final Analysis

Prior to finalizing the financial statements, we will perform a second comparison of current year results with prior year results, and budgetary expectations to actual results. Performing these tests subsequent to the audit work provides additional assurance that the financial statements are free of material misstatement.

Report Delivery and Board of Directors Presentation

We will deliver our report in person to the Board of Directors. We will also attend a board meeting to answer questions that the Board may have. Our aim is to create an open line of communication between our firm and your organization so the Board feels comfortable asking for help with any questions or issues that may arise during the year.

Audit Timeline

Audit Timeline

Because the firm president performs and supervises on-site fieldwork, the turnaround time from the end of our fieldwork to the report draft is typically only 10 days. Completion of the final audit report depends on how promptly the District's staff is able to provide needed reports and confirmations. The typical turnaround is within 3 weeks. The following table shows our timeline for completing the major tasks of the audit.

Phase	Audit Task	Estimated Timeline
I	Entrance conference	Aug 2017
	Initial planning and audit planning Prepared-by-Client list Information from bankers, attorneys Prior year's statements	Sep 2017
	Preliminary analysis Report preparation Cash and other confirmations Internal controls Information gathering Statistical sampling and testing Revenues and disbursements Internal controls Laws and regulations Risk assessment Functionality testing	Sep 2017
II	Fieldwork: 3-4 days Cash deposits Internal control of disbursements Payroll Revenues Inventory control Billing and collections Unrecorded liabilities	Oct 2017
	Post-fieldwork activities Third-party confirmations	Oct 2017
III	Report finalization and final analysis Final analysis	Oct 2017
	Report draft delivery Final report delivery	Nov 2017 Nov-Dec 2017

Compensation

Proposed Fee Schedule for June 30, 2017

Total Maximum Fee: \$11,000

Proposed Fee Schedule for 2017

Total direct engagement costs for the year will not exceed \$1,000. This will be in addition to the audit fee.

The above fee quote is a fixed price to be charged for all services rendered in connection with the audit. Our best understanding is that the following must be performed – performing auditing standards under GASB standards, preparing the financial statements, and preparation of the Special Districts financial transactions report as required by the California State Controller. We will default to what the request for proposal defines as needed services should any questions arise.

We recognize the District may wish to have the option to extend the contract by two following years and we accordingly implicitly agree to this two-year extension, should the District so choose. Fees for audits in the following years are estimated to increase by approximately 2.5% per year, sufficient to cover a cost of living increase.

Qualifications

More detailed resumes are available upon request.

Craig R. Fechter, CPA

Fechter & Company, Certified Public Accountants

Classification: President

Years of Experience: 15

Mr. Fechter is the president of Fechter & Company, Certified Public Accountants.

Academic Background

Master of Science in Taxation at Golden Gate University, 2012

Bachelor of Science in Business Administration, Accountancy, California State University at Sacramento, 2001

Professional Certifications and Affiliations

Certified Public Accountant

Member California Society of Certified Public Accountants

Member American Institute of Certified Public Accountants

Adjunct Professor of Accounting, University of California, Davis Extension

Executive Committee, Big Brothers Big Sisters of the Greater Sacramento Area

Scoutmaster, Boy Scouts of America, Troop 320

Facilities, Transportation & Finance Committee, San Juan Unified School District

Past Finance Committee Chair, San Juan Education Foundation

Relevant Experience

Since his graduation from Sacramento State in 2001, Mr. Fechter has worked for two regional CPA firms. During college, he worked for a local sole practitioner. Mr. Fechter has performed financial statement audits of numerous counties and local government agencies, including other non-profit agencies. He has performed these audits in the capacity of both a staff auditor, lead auditor, and engagement partner.

Qualifications (continued)

Financial Statement Audits

Mr. Fechter has participated in the following audits in the capacity of engagement partner:

Greater Vallejo Recreation & Parks District
Alpine Fire Protection District
Lakeside Fire Protection District
Borrego Springs Fire Protection District
Bonita-Sunnyside Fire Protection District
Carpinteria-Summerland Fire Protection District
South Lake County Fire Protection District
Stanislaus Consolidated Fire Protection

References for the above clients, who worked exclusively with Mr. Fechter, are available upon request.

Single Audit Act Compliance Audits

Mr. Fechter has participated in the following single audits in the capacity of lead auditor:

Marin County
MAAP, Inc.
San Joaquin County
Stanislaus County
Sierra County
San Luis Obispo County
Lassen County

Continuing Professional Education

Mr. Fechter takes annual courses on the Governmental Accounting & Audit Update. He has recently completed a course in the implementation of the new Auditing Standards (SAS 108-114). He also serves on the accounting advisory board for UC Davis Extension and teaches a course, which serves as a source of CPE for Mr. Fechter.

Mr. Fechter is an accomplished public speaker and published author. He has taught CPE courses for the American Society of Women Accountants (Sacramento chapter). He is also the author of accounting-related articles published by *Comstock's Magazine* and *The Nugget*, the journal of the Sacramento District Dental Society.

Qualifications (continued)

Sandy Sup, CPA, MBA**Fechter & Company, Certified Public Accountants**

Classification: Audit Senior

Years of Experience: 15

Ms. Sandy Sup is an audit Senior in the firm of Fechter & Company, Certified Public Accountants.

Academic Background:

Sandy is a licensed Certified Public Accountant in the State of California with the Districts to sign attest reports under California law. She received her Bachelor's degree from the University of New Hampshire and an MBA from California State University, Sacramento. She has performed audits of numerous local governmental agencies, including counties, cities and special districts.

Professional Certifications/Accomplishments:

Certified Public Accountant

Relevant Experience:

Sandy has been auditing government entities for more than 14 years. She has audited 28 of the 58 counties in California as well as numerous cities and districts in California and Nevada. This work included primary responsibility for the preparation of Comprehensive Annual Financial Reports as well as many other financial reports, including single audit reports. All of the Comprehensive Annual Financial Reports for which Sandy served as the primary preparer were considered for, and awarded, the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Sandy served as a reviewer on the Special Review Committee of the Government Finance Officers Association that is responsible for awarding the Certificate of Achievement for Excellence in Financial Reporting for more than four years.

Professional Associations

American Institute of Certified Public Accountants (AICPA)

California Society of Certified Public Accountants (CalCPA)

Government Finance Officers Association (GFOA)

Qualifications (continued)

Below is a partial list of the entities for which Sandy performed audit work during employment with her former firm:

Audits of California Counties:

<ul style="list-style-type: none"> • Alpine • Amador • Butte* • Calaveras • El Dorado • Humboldt • Inyo • Lake* • Lassen • Marin* 	<ul style="list-style-type: none"> • Mendocino • Mono • Monterey* • Napa* • Nevada* • Placer* • San Joaquin • San Luis Obispo* • Santa Cruz* 	<ul style="list-style-type: none"> • Shasta • Stanislaus* • Sierra • Siskiyou • Sutter • Tehama • Trinity • Yolo* • Yuba
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Audits of California Cities:

Elk Grove, CA*

Porterville, CA*

Audits of Nevada Cities:

Henderson, NV*

Reno, NV*

Below is a list of audits that Sandy managed during employment with her former firm:

<ul style="list-style-type: none"> • Amador County (2012 – 2014) • Butte County (2008 – 2014) • El Dorado County (2008 – 2014) • Inyo County (2012 – 2014) • Lake County (2012 – 2014) • Marin County (2012 – 2014) • Mono County (2012 – 2014) • Monterey County (2004 – 2006) • Napa Sanitation District (2010 – 2014) 	<ul style="list-style-type: none"> • Nevada County (2014) • City of Porterville, CA (2012-2014) • Citrus Heights Water District (2007 – 2009) • Sierra County (2008 – 2013) • Siskiyou County (2012 – 2013) • Sutter County (2008 – 2010, 2013– 2014)
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* CAFR

Sandy meets the continuing professional education requirements for performing audits in accordance with Government Auditing Standards, which require that she receive 80 credit hours of continuing professional education every two years with at least 24 of those hours being specifically related to the governmental accounting and auditing.

**Robert C. White, Senior Accountant, CPA Candidate
Fechter & Company, Certified Public Accountants**

Classification: Senior Accountant**Years of Experience:** 5

Mr. Robert White is a Senior Accountant in the firm of Fechter & Company, Certified Public Accountants.

Academic Background:

Mr. White graduated in 2006 from California State University of Sacramento with a Bachelor of Science degree in Business Administration, with a concentration in Accountancy.

Relevant Experience:

Majority of Mr. White's public accounting experience is related to providing auditing services in order to issue year-end audited financial statements for the following type of entities:

- Special districts (Water, Fire, and Cemetery)
- Counties
- Cities
- Banks

Below is a partial list of audits that Robert has performed during employment with Fechter & Company:

- Turlock Mosquito Abatement District (2011-2015)
- East Side Mosquito Abatement District (2012-2015)
- Solano Mosquito Abatement District (2011-2015)
- Boulder Creek Recreation and Park District (2012-2013)
- Arden Manor Recreation and Park District (2011-2014)
- Greater Vallejo Recreation and Park District (2011-2015)