

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

October 14, 2016

7:00 AM

Agenda

1. Call to Order

Note: The public is requested to address an Agenda Item when the Board considers it.

2. Pledge of Allegiance and Silent Roll Call

3. Opportunity for Public Comment on Non-Agenda Items

The public is requested to provide a name/address and limit comment (s) to 5 minutes.

4. The Board will meet in Closed Session: Anticipation of Litigation: Government Code section 54956.9(d)(2) and (e)(5)

(Mike Jenkins, District General Counsel)

5. Consent Calendar

All items in the Consent Calendar are routine and may be enacted by one motion unless a request is made to remove and consider it (them) as a separate action.

A. List of Claims for September 2016 *

B. Budget Status Report for September 2016 *

C. Minutes of Board of Trustees Meeting September 2016*

D. Surveillance Report*

E. Operations Report*

F. Education Program*

G. July 2015 Monthly Treasurer Report / District Working Balance for September, 2016 *

H. Abatement Update*

6 Consider Resolution 2016-04: A Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Connected Actions *

(District Manager) (Action Required)

7. Consider Regional Government Services (RGS) Proposal to Recruit a District Manager*

(District Manager) (Action Required)

8. Consider Appointing a Member and an Additional Alternate to the Board's Abatement Hearing Committee

(District Manager) (Action Required)

9. District Administration

(District Manager) (No Action Required)

A. Tuesday, November 8, 2016 Presidential Election Polling Location

B. District Holiday – Friday, November 11, 2016, Veteran’s Day

C. November Board of Trustees’ Meeting moved to November 18, 2016

10. Disease Surveillance

(Scientific Programs Manager) (Verbal Report) (No Action Required)

11. Trustee Reports

(Verbal Report) (No Action Required)

12. New Business

Opportunity for Trustees to request future agenda items
(Verbal)

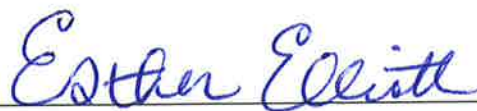
13. Adjournment

CERTIFICATE OF POSTING

I, Esther Elliott, Administrative Secretary of the San Gabriel Valley Mosquito and Vector Control District, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted this October 7, 2016 and not less than 72 hours prior to said meeting.

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at San Gabriel Valley MVCD, Administration Building and Front Lobby. For further information regarding agenda items, please contact the office of the San Gabriel Valley MVCD at 626-814-9466 or via email at district@sgvmosquito.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact this District at 626-814-9466. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)



Esther Elliott, Clerk of the Board
San Gabriel Valley MVCD

**San Gabriel Valley
Mosquito and Vector Control District List of Claims September 2016**

Item 5A

Payroll September 8, 2016 Account	Description	Amount
6210	Salaries, Operations Manager	\$4,344.22
6210	Salaries, District Manager	\$5,474.95
6210	Salaries, Office Manager	\$3,720.93
6210	Salaries, Sci Program Manager	\$4,639.04
6210	Salaries, PIO	\$3,189.37
6212	Salaries, Admin Assistant	\$2,306.69
6212	Salaries, Exec Asst / Clerk of the Board	\$2,746.91
6212	Salaries, Vector Control Specialist II	\$1,885.81
6212	Salaries, Vector Control Specialist I	\$1,596.11
6212	Salaries, Vector Control Specialist II	\$1,518.04
6212	Salaries, Vector Control Specialist I	\$1,686.71
6212	Salaries, Vector Control Specialist I	\$1,885.76
6212	Salaries, Vector Control Specialist II	\$2,475.06
6212	Salaries, Mechanic	\$2,819.38
6212	Salaries, Ops Asst	\$1,228.68
6212	Salaries, Ops Coordinator	\$3,092.19
6212	Salaries, Vector Control Specialist II	\$2,095.29
6212	Salaries, Bldg & Grounds Maint	\$649.04
6212	Salaries, Vector Control Specialist I	\$1,897.60
6212	Salaries, Ed Specialist	\$2,408.61
6212	Salaries, Sr Vector Ecologist	\$3,445.50
6212	Salaries, Asst Vector Ecologist	\$2,377.91
6212	Salaries, Vector Ecologist	\$2,922.83
6212	Salaries, Asst Vector Ecologist	\$2,452.20
6212	Salaries, Data Analyst	\$1,477.30
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.68
6230	Part-time Salaries, Ex Help VC Tech	\$884.48
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.60
6230	Part-time Salaries, Ex Help VE	\$1,177.20
6230	Part-time Salaries, Ex Help VC Tech	\$179.66
6230	Part-time Salaries, Ex Help VC Tech	\$1,228.80
6230	Part-time Salaries, Ex Help VC Tech	\$944.55
	Bilingual compensation	
6051	Car allowance, Manager	\$500.00
6051	Car allowance, Sci Prog Mgr	\$300.00
6070	Employee Cash-out	\$3,116.55
6219	Salaries, Holiday	
6220	Salaries, Sick Pay	\$1,959.33
6218	Salaries, Vacation	\$3,610.54
6216	Salaries, Overtime	\$0.00
6140	Employer Medicare	\$1,167.36
6240	Employer Social Security	\$428.90

San Gabriel Valley Mosquito and Vector Control District List of Claims September 2016

Big Fish Payroll Total Payroll September 8, 2016 **\$84,378.98**

Accounts Payable Check#	September 8, 2016	Payee	Description	Amount
EFT	6070	Allied Administrators	Dental insurance premiums	\$2,049.45
EFT	-----	Nationwide Retirement	Employee liability	
EFT	6070		Cafeteria Benefit	\$0.02
EFT	6200	PERS	Employer contribution	\$5,728.89
14037	6187	AJG Accounting Inc	Accounting and Book keeping	\$1,012.50
14038	6332	Aramark Uniform Service	Uniforms	\$833.31
14038	6040		Mats and towels	\$278.24
14038	6302		Safety supplies	\$64.53
14039	6040		Refuse pick up	\$171.08
14040	6343	Athens Services	Light and Water	\$113.83
14041	6262	Azusa Light and Water	Gasoline	\$3,996.70
14042	6290	Chevron	Copies	\$8,116.98
14043	6340	Copies & Ink	Electricity	\$3,880.78
14044	6007	Edison Co	Vehicle Lease Charge	\$3,642.16
14045	6070	Enterprise Fleet Management	Premiums, life insurance	\$820.79
14046	6302	American Fidelity Assurance	Medial exam and treatment	\$835.68
14047	6232	Inwindale Industrial Clinic	UC Davis mini-conference	\$120.00
14048	6232	Joseph Wakoli Wekesa	Attend Northwest MVCA meeting	\$120.00
14049	6280	Kenn K Fujioka	Telescoping water sampling tool	\$305.20
14050	6290	Lightborne & Riverwick LLC	Temporary tattoos	\$367.00
14051	6250	PJ Printers	Dry Ice	\$681.08
14052	6170	Praxair	Arrowhead water	\$251.47
14053	6302	Readyfresh by Nestle	Medical exam and treatment	\$53.17
14054	6302	Sandstone Physical Therapy	Attend 17th Annual CALPERS forum	\$350.00
14054	6030	US Bank-Alba	Costco - Yuban (12)	\$107.88
14054	6170	US Bank-Brisco	Costco - Redbull(2), Gatorade (2) for vending machine	\$112.86
14054	6185		USPS - Postage (UC Davis, Richmond)	\$121.10
14054	6250		Smart & Final - Dry Ice	\$9.74
14054	6250		Fisher Scientific - Cryoboxes(3), Thermometers	\$162.74
14054	6250		San Dimas Grain- lay mash, poultry food, alfalfa	\$281.79
14054	6270		Costco- kitchen supplies (plastic knives, ziplock bags)	\$219.24
14054	6280		Costco - laundry spilies (woolite, tide, downey)	\$62.97
14054	6270		Office Depot - HP toner pack (2), binders (1), dividers	\$337.70
14054	6270	US Bank-Deacon	Amazon - USB carble, Mfi cable for iphone	\$43.80
14054	6185	US Bank-Elliott	USPS-Postage	\$28.97
14054	6030		Smart & Final - refreshments-board trustees and c	\$54.01
14054	6332		Lands End-district logo caps, shirts	\$382.15
14054	6290		Google-ad fee	\$135.84
14054	6290	US Bank-Farned	Network Solutions-subscription	\$5.98
14054	6290		Facebook - Ad fee	\$174.58

**San Gabriel Valley
Mosquito and Vector Control District List of Claims September 2016**

14054	6290	Amazon - reclosable storage bags (2 packs of 10)	\$55.42
14054	6290	Constant Contact-subscription	\$40.00
14054	6290	Adobe Creative Cloud-subscription	\$49.99
14054	6290	Sitelock - webpage security	\$79.99
14054	6036	Code 42 Software Inc-monthly charge online ba	\$19.98
14054	6035	Newegg business - HP LCD monitor (1), HP deskto	\$1,341.70
14054	6150	AMCA - Regular membership 2016-2017	\$2,000.00
14054	6232	Zermatt Resort Hotel - deposit on hotel for Kenn F	\$173.40
14054	6232	PCAM Archdiocese- parking fee for Kenn Fujioka	\$19.00
14054	6290	Acorn Naturalists - 4x magnifier, glass slides	\$88.54
14054	6290	Petco - hissing roaches, crickets, fruit flies, pet ca	\$38.65
14054	6185	USPS - Postage (Naval Medical Res Center - Aller	\$75.05
14054	6250	99 Cents Only-Fruit for traps	\$4.00
14054	6250	Northgate Market - 10 lb Sugar	\$5.99
14054	6250	Staples - Avery labels	\$39.77
14054	6250	BioQuip products - forceps (4), octenol lure (10),	\$477.47
14054	6040	Amazon-charged in error, item returned <-\$132.1	\$0.00
14054	6040	Home Depot-Ambistar 40 watt Lamp	20.15
14054	6170	Smart N Final- water for vending machine	\$37.14
14054	6250	Toms Mens Wear- Flash lights (10), Battery (14), lig	\$1,024.09
14054	6260	Arrow Pipe & Steel	\$9.09
14054	6260	Ramona Auto Parts - Labor for 2 rotors turned on	\$25.00
14054	6260	O'Reilly Auto-Parts	\$15.01
14054	6260	Green Auto Tech - front bumper, tow hook, truck	\$726.36
14054	6260	Barneys Key Service - (2) keys cut, (1) hide key	\$12.52
14054	6260	Southwest Foreign Parts-New starter for truck 28-5	\$112.05
14054	6260	Il*Identifix, Inc-Monthly subscription	\$159.00
14054	6260	IATN.Net-Individual membership	\$19.00
14054	6270	HH-Gregg- Ecommerce - Fraudulent charge to ac	\$0.00
14054	6280	Wak-Mart - Test Rite standing mirror, chrome	\$12.91
14054	6280	Home Depot - Fluorescent Green Marking Spray f	\$63.19
14054	6280	Barneys Key Service - (15) keys cut	\$50.69
14054	6280	Toms Mens Wear- Flash lights (10), Battery (14), lig	\$1,024.09
14054	6185	USPS - Postage abatement process	\$25.88
14054	6302	Red Wing Shoe Store - Safety footwear (8)	\$1,586.57
14054	6302	Airgas - Respirators replacement filters (30),	\$923.62
14054	6280	Petco - Fish food for pond	\$32.68
14054	6280	PayPal - paid to Real Estate Portal USA- abateme	\$6.97
14054	6040	Amazon - Ant Bait granules	\$65.10
14054	6040	The Home Depot-mini roller, thin angles sas, poly	\$87.60
14054	6040	Hydroconnections - brown pvc pipe, slip elbow (\$148.75
14054	6040	Harbor Freight Tools- pneumatic tire w/ hub, flat-t	\$47.92
14054	6260		
Total Accounts Payable September 8, 2016			\$46,678.54

**San Gabriel Valley
Mosquito and Vector Control District List of Claims September 2016**

Payroll Account	Description	Amount
6210	Salaries, Operations Manager	\$3,909.80
6210	Salaries, District Manager	\$4,927.46
6210	Salaries, Office Manager	\$3,348.84
6210	Salaries, Sci Program Manager	\$3,830.40
6210	Salaries, PIO	\$2,870.43
6212	Salaries, Admin Assistant	\$2,306.69
6212	Salaries, Exec Asst /Clerk of the Board	\$2,253.88
6212	Salaries, Vector Control Specialist II	\$2,424.61
6212	Salaries, Vector Control Specialist I	\$1,523.30
6212	Salaries, Vector Control Specialist II	\$1,433.71
6212	Salaries, Vector Control Specialist I	\$1,243.95
6212	Salaries, Vector Control Specialist I	\$1,885.76
6212	Salaries, Vector Control Specialist II	\$2,475.06
6212	Salaries, Mechanic	\$1,879.59
6212	Salaries, Ops Asst	\$982.94
6212	Salaries, Ops Coordinator	\$2,843.91
6212	Salaries, Vector Control Specialist II	\$1,885.76
6212	Salaries, Bldg & Grounds Maint	\$1,168.28
6212	Salaries, Vector Control Specialist I	\$1,707.84
6212	Salaries, Ed Specialist	\$2,408.61
6212	Salaries, Sr Vector Ecologist	\$2,736.85
6212	Salaries, Asst Vector Ecologist	\$2,140.12
6212	Salaries, Vector Ecologist	\$2,760.45
6212	Salaries, Asst Vector Ecologist	\$2,206.98
6212	Salaries, Data Analyst	\$1,181.84
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,368.18
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.81
6230	Part-time Salaries, Ex Help VC Tech	\$995.04
6230	Part-time Salaries, Ex Help VE	\$1,438.80
6230	Part-time Salaries, Ex Help VC Tech	\$207.30
6230	Part-time Salaries, Ex Help VC Tech	\$1,105.92
6230	Part-time Salaries, Ex Help VC Tech	\$614.34
6230	Part-time Salaries, Ex Help VC Tech	\$1,050.32
6230	Part-time Salaries, Ex Help VC Tech	\$500.00
6051	Bilingual compensation	
6051	Car allowance, Manager	
6070	Car allowance, Sci Prog Mgr	\$3,094.70
6219	Employee Cash-out	\$6,939.22
6220	Salaries, Holiday	\$3,323.85
6218	Salaries, Sick Pay	\$1,130.07
6216	Salaries, Vacation	\$0.00
6140	Salaries, Overtime	\$1,185.12
6140	Employer Medicare	

**San Gabriel Valley
Mosquito and Vector Control District List of Claims September 2016**

6240	Employer Social Security	\$523.06
	Big Fish Payroll	
	Total Payroll September 22, 2016	\$84,908.87

Accounts Payable Check#	September 22, 2016	Payee	Description	Amount
EFT	6070	AFLAC	Supplemental insurance	\$522.50
EFT	6070	CalPERS	Medical insurance premiums	\$7,359.00
EFT	6072	CalPERS	Medical premiums-Retired EE	\$125.00
EFT	6200	CalPERS	Ann unfunded liability	\$6,115.46
EFT	-----	Nationwide Retirement	Employee liability	\$0.02
EFT	6200	PERS	Employer Contribution	\$5,868.49
14055	6030	Abraham Cruz	Trustee reimbursement	\$100.00
14056	6070	American Fidelity Assurance	Premiums, life insurance	\$2,379.69
14057	6030	Andre Quintero	Trustee reimbursement	\$100.00
14058	6290	Apex Translations	Translation for documents	\$1,685.88
14059	6030	Bill Alarcon	Trustee reimbursement	\$100.00
14060	6073	Canon Financial Services	Canon graphics equipment & accessories	\$1,388.93
14061	6036	CDW	Computer software-no media	\$752.70
14062	6030	Charles Myers	Trustee reimbursement	\$100.00
14063	6030	Corey Calaycay	Trustee reimbursement	\$100.00
14064	6030	Dan Holloway	Trustee reimbursement	\$100.00
14065	6030	Elliott Rothman	Trustee reimbursement	\$100.00
14066	6070	Flex Account Administration	Flex Premiums	\$820.79
14067	6030	Harold Bissner III	Trustee reimbursement	\$100.00
14068	6030	Henry Morgan	Trustee reimbursement	\$149.50
14069	6302	Inwindate Industrial Clinic	Medical exam and treatment	\$195.96
14069	6080		Post-offer physicals	\$380.00
14070	6040	J&J Janitorial Services	Janitorial service	\$1,247.00
14071	6030	Janice Nelson	Trustee reimbursement	\$100.00
14072	6030	Jeff Templeman	Trustee reimbursement	\$100.00
14073	6030	Joseph Leon	Trustee reimbursement	\$100.00
14074	6030	Joe Rocha	Trustee reimbursement	\$100.00
14075	6030	Juli Costanza	Trustee reimbursement	\$100.00
14076	6030	Manny Garcia	Trustee reimbursement	\$100.00
14077	6030	Mary Su	Trustee reimbursement	\$100.00
14078	6046	Macafee	Email protection	\$82.50
14079	6070	Medical Eye Services	Vision premiums	\$245.45
14080	6030	Mike Spence	Trustee reimbursement	\$100.00
14081	6030	Richard Barakat	Trustee reimbursement	\$100.00
14082	6072	Robert Kennedy	Reimbursement-Medical premiums-Retired EE	\$344.46
14083	6030	Roger Chandler	Trustee reimbursement	\$100.00
14084	6310	SCI	Assessment administration and collection	\$11,148.84
14085	6040	SSD	Security and fire alarm (qtr)	\$1,502.55

**San Gabriel Valley
Mosquito and Vector Control District List of Claims September 2016**

14086	6270	Staples Credit Plan	Paper, card caes(5) Crazy glue (4) Sandisk, toner	\$193.69
14087	6030	Stephen Sham	Trustee reimbursement	\$100.00
14088	6315	Telepacific Communications	Internet charges	\$899.00
14088	6320		Office phones	\$848.76
14089	6010	Terryberry	Awards	\$542.04
14090	6341	The Gas Co	Natural gas bill	\$156.86
14091	6250	Thermal Combustion Innovators	Medical waste pickup	\$91.51
14092	6283	Valent Biosciences	Pesticides	\$2,486.07
14093	6111	VCJPA	EAP premium	\$367.74
14094	6312	Verizon Wireless	Monthly, District field phones	\$1,737.60
		Total Accounts Payable September 22, 2016		\$51,537.99

Peity Cash Check	September 2016 Account	Payee	Description	Amount
2463	6232	Bryan Sorvillo	Reimbursement-lunch expenses	\$91.70
2464	6283	Valent Biosciences	Freight charges for pesticides	\$99.98
2465	6170	Petty Cash	Replenish petty cash	\$200.00
		Total Petty Cash		\$391.68
		Total Payroll		\$169,287.85
		Total Accounts Payable		\$98,216.53
		TOTAL LIABILITIES		\$267,896.06
		Trust Warrant 656		\$267,896.06

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
PERSONNEL EXPENSES					
Salaries, Exempt	40,305.44	109,894.30	545,604.00	435,709.70	20.14
Salaries - Non Exempt	82,617.75	260,119.01	1,209,138.00	949,018.99	21.51
Salaries - Overtime	0.00	0.00	1,500.00	1,500.00	0.00
Salaries - Vacation	4,740.61	22,755.25	70,000.00	47,244.75	32.51 vacation season
Salaries-Holiday	6,939.22	14,680.41	69,400.00	54,719.59	21.15
Salaries, Sick Pay	5,283.18	15,141.77	52,000.00	36,858.23	29.12
Salaries, Part-time - XH	19,085.96	70,246.69	178,000.00	107,753.31	39.46 seasonals
Management Car Allowance	800.00	2,400.00	9,600.00	7,200.00	25.00
Cafeteria Benefit	19,494.09	68,881.63	260,000.00	191,118.37	26.49
Hlth Benefits, Ret Emps	469.46	1,188.92	5,520.00	4,331.08	21.54
Medicare	2,352.48	7,297.70	32,500.00	25,202.30	22.45
Retirement - Employer	17,501.78	53,199.32	252,000.00	198,800.68	21.11
Social Security	951.95	3,422.35	7,766.00	4,343.65	44.07 seasonals
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00
TOTAL PERSONNEL EXPENSES	200,541.92	629,227.35	2,743,028.00	2,113,800.65	22.94
OPERATING EXPENSES					
Awards	542.04	542.04	1,500.00	957.96	36.14 Terry Berry pins
Bank Charges	516.65	406.97	9,800.00	9,393.03	4.15 US Bank rebate
Board expenses	2,231.39	6,450.96	29,200.00	22,749.04	22.09
Computer Hardware	1,341.70	2,594.62	25,000.00	22,405.38	10.38
Computer Software	772.68	792.66	11,000.00	10,207.34	7.21
Building maintenance	3,520.47	21,424.80	39,500.00	18,075.20	54.24 Cabling & roof repairs
Maintenance, equipment	0.00	0.00	8,900.00	8,900.00	0.00
Maintenance, grounds	0.00	15.03	4,000.00	3,984.97	0.38
Computers ,Maintenance	82.50	5,482.50	35,000.00	29,517.50	15.66
Lease Equipment	1,388.93	21,042.80	26,000.00	4,957.20	80.93 Annual telephone system lease
Fees & Assessments	0.00	2,560.47	3,800.00	1,239.53	67.38 LAFCO fees
Hiring expenses	380.00	935.00	5,000.00	4,065.00	18.70
VCJPA General Fund	0.00	9,848.00	9,137.00	(711.00)	107.78 one time fee
Insurance, liability	0.00	55,863.00	55,863.00	0.00	100.00 one time fee
Workers Comp Insurance	0.00	96,336.00	96,081.00	(255.00)	100.27 one time fee
Other Insurance	367.74	367.74	2,000.00	1,632.26	18.39

Comparative YTD Actual to Full Year Budget
Current Period 25% of Year Completed
September 30, 2016

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Insurance, property	0.00	9,528.00	9,791.00	263.00	97.31
Insurance, unemployment	5,120.84	(3,283.59)	25,000.00	28,283.59	(13.13)
Legal	0.00	2,957.50	12,000.00	9,042.50	24.65
Memberships	2,000.00	10,000.00	20,000.00	10,000.00	50.00
Miscellaneous expenses	27.47	306.42	3,000.00	2,693.58	10.21
Postage	257.47	1,433.50	3,500.00	2,066.50	40.96
Prof. Services, Auditor	1,012.50	1,732.50	16,000.00	14,267.50	10.83
Professional Services	0.00	21,300.00	40,000.00	18,700.00	53.25
Research	0.00	0.00	8,000.00	8,000.00	0.00
Seminars and meetings	782.40	1,926.21	40,000.00	38,073.79	4.82
Tuition Reimbursement	0.00	2,176.50	8,000.00	5,823.50	27.21
Supplies, laboratory	2,678.18	5,777.37	50,000.00	44,222.63	11.55
Supplies, mechanical	1,126.95	3,125.15	30,000.00	26,874.85	10.42
Supplies, gasoline	3,996.70	11,853.51	55,000.00	43,146.49	21.55
Supplies, office	730.25	2,792.90	18,000.00	15,207.10	15.52
Supplies, operations	1,439.42	2,507.68	18,000.00	15,492.32	13.93
Supplies, pesticides	2,486.07	2,486.07	50,000.00	47,513.93	4.97
Supplies, public informat	10,839.97	19,415.18	35,000.00	15,584.82	55.47
Supplies, reference	0.00	535.00	2,000.00	1,465.00	26.75
Supplies, safety	3,659.53	4,642.84	10,000.00	5,357.16	46.43
Surveillance, Aerial	0.00	0.00	15,000.00	15,000.00	0.00
Tax Collection	11,148.84	11,148.84	100,000.00	88,851.16	11.15
Communications, field	1,737.60	5,212.80	26,000.00	20,787.20	20.05
Telephone, Internet	899.00	2,697.00	12,000.00	9,303.00	22.48
Telephone, Office	848.76	2,546.28	13,000.00	10,453.72	19.59
Training, CEU's	0.00	2,935.00	5,000.00	2,065.00	58.70
Uniforms and clothing	1,215.46	4,880.04	16,500.00	11,619.96	29.58
Utilities, Electric	3,880.78	12,257.28	39,000.00	26,742.72	31.43
Utilities, Natural Gas	156.86	443.39	3,200.00	2,756.61	13.86
Utilities, Water	113.83	356.29	2,200.00	1,843.71	16.20
Automobile Lease	3,642.16	10,926.48	63,000.00	52,073.52	17.34
TOTAL OPERATING EXPENSES	60,703.46	379,278.73	1,109,972.00	730,693.27	34.17
TOTAL EXPENSES	261,245.38	1,008,506.08	3,853,000.00	2,844,493.92	26.17

one time fee
Futa refund
MVCAC dues
replenished postage machine
District business, annexation fees
tuition reimbursements for new FY
publications
Annual newspaper fee
Safety boots and equipment
certification renewals
additional employees
A/C expense

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 25% of Year Completed
September 30, 2016

	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
September 9, 2016
Minutes

Trustees Attending

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joe Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Henry Morgan (Covina)
- 6 Corey Calaycay (Claremont)
- 7 Harold Bissner (Co. of LA)
- 8 Andre Quintero (El Monte)
- 9 Abraham Cruz (Industry)
- 10 Manuel Garcia (Irwindale)
- 11 Charles Myers (Glendora)
- 12 Dan Holloway (La Puente)
- 13 Joseph Leon (Monterey Park)
- 14 Elliott Rothman (Pomona)
- 15 Bill Alarcon (Rosemead)
- 16 Jeffrey Templeman (San Dimas)
- 17 Juli Costanzo (San Gabriel)
- 18 Janice Nelson (Sierra Madre)
- 19 Mary Su (Walnut)
- 20 Mike Spence (West Covina)

Trustees Absent

1. Margaret Finlay (Duarte)
2. Robert Neher (La Verne)
3. Dan Kirby (Monrovia)
4. Cynthia Sternquist (Temple City)

Staff Attending

- 1 Kenn Fujioka
2. Wakoli Wekesa
3. Rose Alba
4. Carol Anne Hagele
5. Esther Elliott
6. Ramona Deacon
7. Sam McKeever
8. Kim Nelson

1. Call to Order

President Bissner called the meeting to order at 7:00 am.

2. Pledge of Allegiance and Silent Roll Call

Scientific Program Manager Wakoli Wekesa led the Pledge of Allegiance.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A motion by Trustee Myers to approve the September 9, 2016 Consent Calendar as submitted was seconded and unanimously approved.

- A. List of Claims for August 2016
- B. Budget Status Report for August 2016
- C. Minutes of Board of Trustees Meeting August 2016
- D. Surveillance Report was distributed to the Board and staff.
- E. Operations Report
- F. Education Program

- G. **June 2016 Monthly Treasurer Report / District Working Balance for August 2016**
- H. **July 2016 Monthly Treasurer Report / District Working Balance for September 2016**
- I. **Abatement Update**

5. Consider Approving the 2017 Cooperative Agreement with the State of California Health and Human Services, Department of Public Health

A motion by Trustee Chandler to approve the 2017 Cooperative Agreement with the State of California Health and Human Services, Department of Public Health was seconded and unanimously approved.

6. District Administration

District Manager Kenn Fujioka filed applications with the Local Agency Formation Commission (LAFCO) for City of Baldwin Park and the City of South Pasadena to annex into the District.

Kenn announced that Wakoli Wekesa and Trustee Myers will attend the Society for Vector Ecology Annual Conference (SOVE) September 11-15, 2016 in Anchorage Alaska.

Kenn plans to attend the City of Pasadena City Council meeting on Monday, September 19, 2016 to discuss annexing into the District.

Kenn will attend the October 2-4, 2016 Utah Mosquito Abatement Association 69th Annual Conference in Midway, Utah as a guest speaker.

On October 5-7, 2016 Kenn will attend the Northwest Mosquito and Vector Control Association Annual Meeting in Welches, Oregon as guest speaker.

7. Disease Surveillance

Scientific Programs Manager Wakoli Wekesa reported there is West Nile virus activity throughout the District and anticipates increased number of resident calls in the months of September and October.

Whenever surveillance data indicates it is necessary to schedule truck-mounted applications, residents in designated areas are notified in advance. On August 31st truck mounted treatments of adulticide and larvicide were conducted to reduce a persistently high count of adult *Aedes albopictus* in the City of El Monte.

In response to Trustees concerns about WNV and what precautions to take, Wakoli advised that at this stage of WNV transmission they need to pay attention to personal protection with the use of mosquito repellent and wearing protective clothing when outdoors. He urged them to inspect their property for standing water in pools and in yards as well as in containers, drains, bird baths, and tires, etc. and to make certain doors and windows are

screened.

Wakoli stated that the Asian tiger mosquito eggs are long-lived and stay dormant in containers and advised scrubbing containers before storing in a dry place. He also suggested emptying all water holding structures in yards. *Aedes* mosquitoes are found to aggregate in shaded areas of a yard where they will emerge to bite.

Wakoli reported that the District and other vector control agencies have been participating in developing the Los Angeles County Emergency Preparedness Response and Recovery Plan (EPRRP) in the event of locally acquired cases of Zika in L. A. County. The County Department of Public Health has nearly completed the Concepts of Operations (CONOPS) and Operational Plan.

Trustees Nelson commented that she has never seen mosquitoes so aggressive and wonders if mosquitoes are becoming resistant to DEET. Kenn advised that the higher the percentage of DEET the better.

President Bissner received a letter of resignation from Trustee Dan Kirby effective September 1, 2016.

Trustee Calaycay reported he saw a letter from the mayor of Claremont about receiving funds from the government to spray large areas for mosquitoes and asked if we should be aggressively lobbying in Sacramento.

Kenn reported that mosquito agencies have been lobbying Congress this year through L. A. County Acute Communicable Disease Center. Our portion of the Centers for Disease Control's Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) Cooperative Agreement grant money for purchase of lab equipment and outreach programs has been received. Currently Congress is deliberating on allocating funds for potential Zika outbreak.

8. Trustee Reports

None

9. New Business

Trustee Calaycay requested next month's agenda include an item to appoint a replacement for Dan Kirby.

10. Adjournment

A motion by President Bissner to adjourn was seconded and unanimously approved. The meeting was adjourned at 7:20 a.m.



Surveillance Activities during September 2016

I. Mosquito Collections and Mosquito Pools for Arbovirus Surveillance

Location	Mean mosquitoes per trap	
	Gravid	CO ₂
Eaton Canyon- Altadena	71.3*	1.2*▪
LA Arboretum – Arcadia	57.0*	2.5*▪*
Rainbow Ranch – Azusa	3.0*	4.0
Kahler/Russell Park – Covina	2.0*	0.5
El Monte Drains – El Monte		2.5*
South Hills – Glendora	15.0*	0.7*▪
Santa Fe Dam – Irwindale	25.0*	0.0
Cal Poly - Pomona	14.3*	2.0
San Dimas Cyn Park - San Dimas	18.2*	0.0*▪
San Dimas Drains- San Dimas		0.0
Norman's Nursery – San Gabriel	48.3*	0.0
Creekside Park – Walnut	6.5*	3.0
Cortez Park – West Covina	38.0*	2.5*
Galster Park- West Covina	1.0*	0.0*
Heritage Park – West Covina	15.5*	2.0
Montezuma Way – West Covina	9.0*	1.0

* Mosquito pool(s) tested

▪ Black flies present

Seven mosquito pools collected in the District were reported positive for WNV during September. There may be updated results at the Board of Trustees meeting if additional pools sent to UC Davis for testing have WNV positive results. The cities with positive pools in September were Altadena, Arcadia, Glendora, Irwindale, San Dimas, and San Gabriel. There have been 63 WNV positive pools within the District in 2016 out of 561 pools collected from gravid, CO₂, and BG sentinel traps used to collect *Aedes* mosquitoes therefore not listed above. In California during 2016, 3,360 mosquito pools from 30 counties have been WNV-positive; 388 were collected in Los Angeles County.

II. Dead Birds

No dead birds tested positive for WNV in the District during September. Of note, two American crows collected nearby in Pasadena during September were WNV positive. In California for 2016, one hundred dead birds have tested positive for WNV in September, bringing the total to 1294 dead birds from 33 counties. In 2016, 114 of these were from Los Angeles County and 11 from the District.

III. Sentinel Chicken Sera

In September, 7 additional sentinel chickens tested positive for WNV. The District now has 20 chickens positive for WNV from the cities of Altadena, Arcadia, Glendora, Irwindale, Monterey

Park, and Pomona. In California there are 301 WNV positive chickens from 17 counties including 99 in Los Angeles County.

IV. Human Illness

The number of human cases with WNV in California is 276 as of October 5, 2016 with 92 of these cases in Los Angeles County. There are 22 confirmed cases within the district, and two additional cases in the City of Baldwin Park, four in Pasadena, and one in South Pasadena.

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°
Sep 2016	83.4/64.5	85.7/62.9	85.9/64.0	85.1/63.4	89.5/62.4	90.7/63.7
Sep 2015	88.3/69.2	90.9/69.5	91.8/69.3	90.3/68.2	93.2/68.1	94.7/68.4
Sep 2014	86.1/67.1	89.6/66.6	92.4/68.4	90.6/67.3	93.5/67.4	94.4/66.9
Sep 2013	83.6/63.7	87.1/66.3	88.6/65.6	86.3/63.7	91.5/64.5	92.6/64.1
Sep 5-yr mean	83.8/64.6	88.3/64.6	89.6/65.6	87.2/63.8	92.1/64.5	92.5/64.0
Sep 2004	84.2/64.2	86.6/65.1	88.9/65.1	89.9/60.9	87.7/62.8	

Precipitation

	LA Civic Ctr	Burbank	Pasadena	San Gabriel	Ontario	District
Sep 2004	0.00	0.00	0.0	0.00	0.00	0.00
Sep 2015	2.39	1.04	1.13	0.77	1.72	1.63
Sep 2014	0.01	0.00	0.15	0.00	0.12	0.00
Sep 5-yr mean	0.00	0.00	0.03	0.00	0.02	0.00

VI. Invasive *Aedes* species

In August there were a total of 226 sites positive for *Aedes* species. Please see Agenda Item 10 for a more detailed report of distribution and status of *Aedes* species within the District. All adult mosquitoes collected in BG sentinel traps were sent to UC Davis for chikungunya, dengue, St. Louis encephalitis, West Nile, and Zika virus testing; all *Aedes* species have been negative for any of these viruses.

VII. Black Fly

Black fly larvae and adults were collected from Altadena, Azusa, Glendora, San Dimas, Walnut, and West Covina in the month of August. Black fly counts were low at all sites, compared to this time over the past two years.

VIII. Notes:

Both daytime and nighttime temperatures were significantly lower in the month of September compared to this time in 2015. There was no rainfall recorded in the month of September, 2016 compared to September 2015. There was substantial rainfall followed by the higher temperatures which led to intensive mosquito breeding and disease transmission in late September November 2015. Our hope is that the cooler temperatures of this year will continue into November and reduce both the numbers of mosquitoes and human cases that may occur in the District in 2016.

Operations Report

September 2016

1. Underground Storm Drain System

Collaborative efforts with Greater LA County Vector Control District

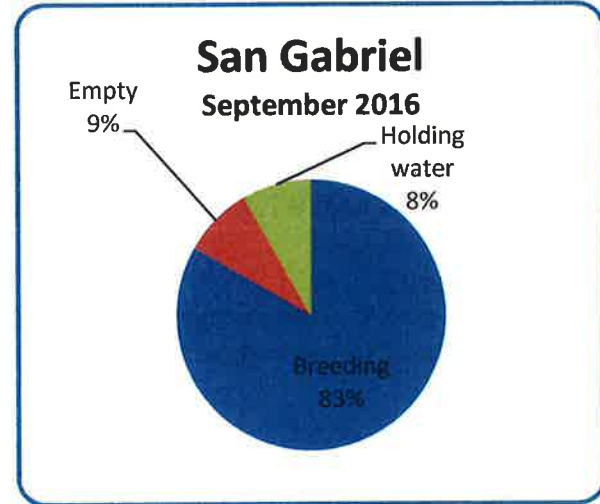
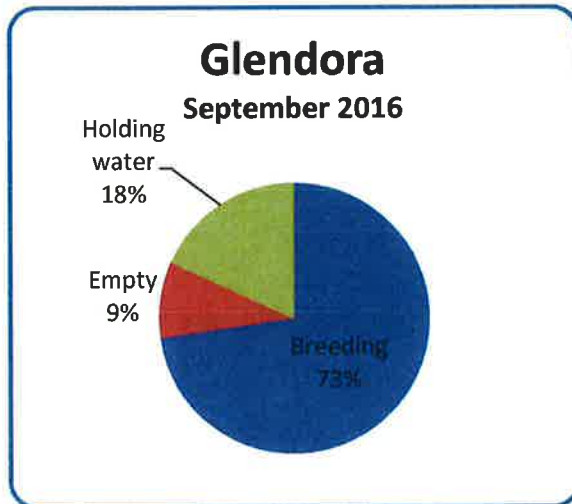
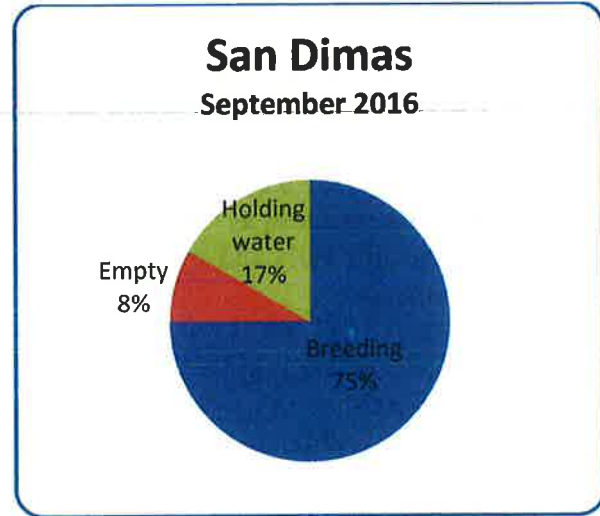
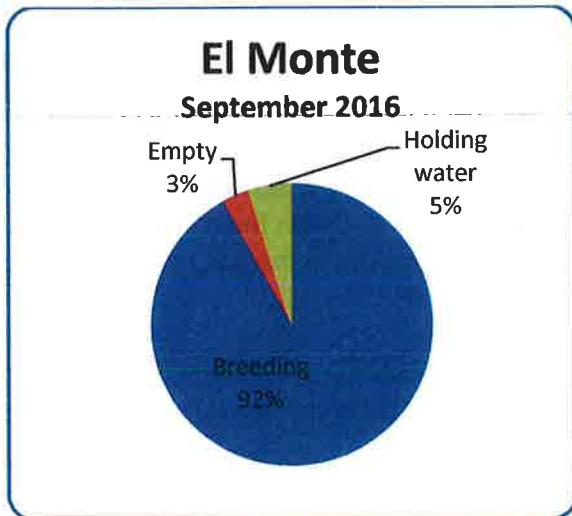
We continued inspections and treatments in the city of El Monte in collaboration with the Greater Los Angeles County Vector Control District (Greater LAVCD). Greater LAVCD inspected 125 drains and treated 110. We had a team of three members from our district that inspected 17 drains and treated 16 of them. Our inspections were focused on the worst mosquito breeding areas in the El Monte underground systems which we refer to as “hot spots”. This approach allowed us to finish the El Monte inspections early and spend more time inspecting drains in other locations including Altadena.

The efforts of our Program for the month of September were focused on alleviating the impacts of West Nile virus. We inspected and treated drains in neighborhoods with positive mosquitoes in our district as follows:

- a. Glendora
We inspected 11 drains and treated 8 in a 0.5 mile radius of the 1100 block of Bradford Drive where WNV was detected in mosquitoes on August 19th.
- b. San Dimas
We inspected 12 drains and treated 9 in a 0.5 mile radius of Lone Hill Park and Briggs Point Park where WNV was detected in mosquitoes on August 19th.
- c. San Gabriel
We inspected 10 drains and treated 9 in a 0.75 mile radius of Norman’s Nursery where WNV was detected in mosquitoes on August 31st.
- d. Arcadia
We inspected 30 drains and treated 17 in a 0.5 mile radius of the 400 block of Arbolada Drive and the 9000 block of Naomi Drive where WNV was detected in mosquitoes on August 8th.
- e. La Puente
We inspected 38 drains and treated 23 in a one mile radius of the 15000 block of Maplegrove Avenue where WNV was detected in mosquitoes on August 22nd.
- f. Altadena
We inspected 18 drains and treated 10 in a 0.75 mile radius of Farnsworth Park where WNV was detected in mosquitoes on August 18th.

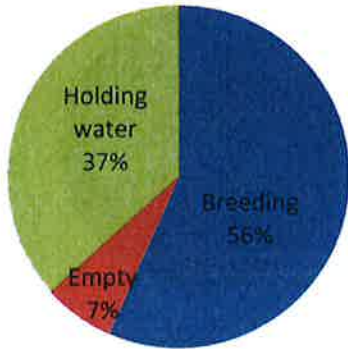
In September we treated over 320,000 square feet of the District’s underground system.

September was the last month for our collaborative efforts on the underground systems with Greater LAVCD. We will collect and analyze our data to determine how effective our joint effort has been. As time and resource permits, the underground team will continue to inspect and treat those neighborhoods with WNV positive mosquitoes.



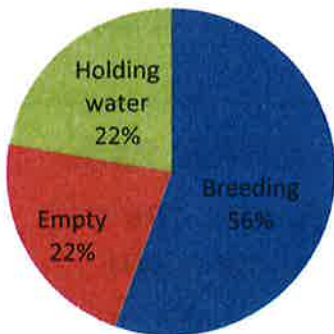
Arcadia

September 2016



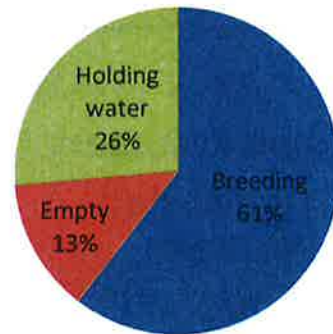
Altadena

September 2016



La Puente

September 2016



September 2016

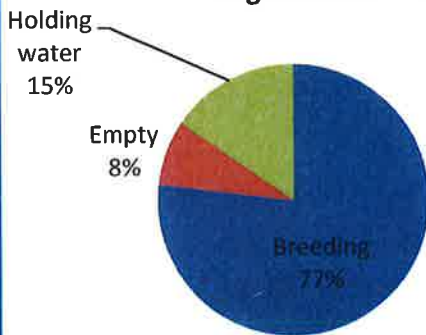
El Monte
August 2016



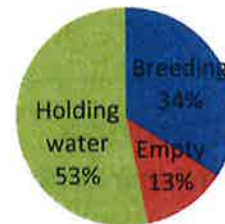
Duarte
August 2016



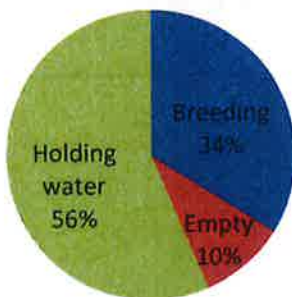
Italia St (Covina)
August 2016



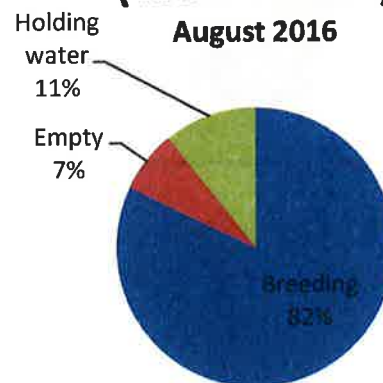
Racetrack/Arboretum (Arcadia)
August 2016



Norman's Nursery (San Gabriel)
August 2016



Cortez Park (West Covina)
August 2016



2. Operations Zone Breeding and Chemical Report for September, 2016

Operations Zone Breeding and Chemical Report for September, 2016

Zone	Mosquitoes	Black Flies
1	63 / 149	2 / 2
% breeding	42.28%	100.00%
2	23 / 121	4 / 13
% breeding	19.01%	30.77%
3	63 / 159	2 / 3
% breeding	39.62%	66.67%
4	39 / 131	0 / 0
% breeding	29.77%	#DIV/0!
5	49 / 124	0 / 0
% breeding	39.52%	#DIV/0!
6	21 / 73	5 / 7
% breeding	28.77%	71.43%
7	33 / 108	2 / 2
% breeding	30.56%	100.00%
8	30 / 97	1 / 2
% breeding	30.93%	50.00%
9	10 / 115	0 / 0
% breeding	8.70%	#DIV/0!
10	24 / 93	4 / 4
% breeding	25.81%	100.00%
Total	355 / 1170	20 / 33
This month % breeding to date	30.3%	60.6%

Pesticides Used	
Product	Amount
Agnique MMF (ounces)	0.00
Altosid XR (briquets)	35.00
Altosid WSP (pouches)	47.00
Coco Bear (ounces)	195.20
Duplex (ounces)	3.70
Gambusia (fish)	139.00
Golden Bear (ounces)	0.25
Kontrol (ounces)	22.57
Maki (pounds)	0.00
Metalarv S-PT (pounds)	4.96
Natular G30 (ounces)	192.40
Natular T30 (tablets)	26.00
Natular XRT (tablets)	49.00
Sustain MBG (pounds)	0.00
Vectobac 12AS (ounces)	2000.56
Vectobac WDG (pounds)	0.00
Vectolex WDG (pounds)	0.00
VectoMax WSP (pouches)	116.00
VectoMax FG (ounces)	31.52

Zone 1: Steven Gallagos - Alhambra, Monterey Park

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

Zone 3: Benjamin Vaswa - Arcadia, Sierra Madre

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

Zone 5: Hendricks Pena - Badbury, 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: Anthony Parker - San Dimas, La Verne and County Areas

Zone 10: Gilbert Holguin - Claremont, Pomona

3. Operations Activities for the Month of September 2016

Operations Activities for September 2016

District Cities	Mosq Insp	Mosq Trmts	Area Treated (Ac)	Blackfly Insp	Blackfly Trmts	Mosq SRs	Fish SRs	Rodent SRs	Blackfly, Midge, other
Alhambra	130	52	0.028	0	0	1	0	0	0
Altadena	29	3	0.001	0	0	0	0	0	0
Arcadia	147	62	0.028	0	0	8	2	0	0
Azusa	29	10	0.031	32	20	2	0	0	0
Bradbury	4	1	0.001	0	0	0	0	0	0
Claremont	35	8	0.005	0	0	1	0	1	0
Covina	37	10	0.009	0	0	3	0	0	0
Duarte	21	10	0.004	0	0	0	0	0	0
El Monte	79	19	0.103	0	0	2	0	0	0
Glendora	39	12	0.017	1	0	2	0	0	1
Industry	18	9	0.023	0	0	0	0	0	0
Irwindale	8	6	0.045	0	0	0	0	0	0
LA County	105	18	0.018	0	0	0	0	0	1
La Puente	23	6	0.004	0	0	2	0	0	0
La Verne	30	3	0.002	0	0	1	1	0	0
Monrovia	46	13	0.004	0	0	0	1	0	0
Monterey Park	19	11	0.002	0	0	0	0	0	0
Pomona	58	16	0.010	0	0	0	0	0	0
Rosemead	29	13	0.006	0	0	2	0	0	0
San Dimas	53	6	0.022	0	0	2	2	0	0
San Gabriel	61	13	0.525	0	0	0	0	0	0
Sierra Madre	9	0	0.028	0	0	0	0	0	0
Temple City	45	19	0.010	0	0	0	0	0	0
Walnut	19	5	0.001	0	0	2	0	0	0
West Covina	97	30	0.155	0	0	12	2	0	0
Totals	1170	355	1.080	33	20	40	8	1	2

4. Summary

Operation and surveillance departments have cooperatively worked together, coordinating the underground program with both above and underground mosquito trapping. The number of mosquitoes collected from the undergrounds and results of West Nile virus tests on mosquito samples guided additional underground activities. Overall, we believe this combined effort has helped mitigate the impacts and risk of WNV in the District. We are increasingly collecting fewer mosquitoes in the undergrounds system as we do repeat inspections and treatments.

As the season progresses we are inspecting and treating more properties for mosquito breeding. The cooler weather and the Education department messages are helping to calm the residents with “get the word out.” As the risk of disease dissipates due to the cool Fall weather we will continue answering requests for services. ↗

Status of Education Program
September 2016

Website

Our site saw 4,390 visitors in September, of which 433 were new unique visitors.

Social Media

See attached report

Outreach Activities

Tzu Chi Zika Emergency Response Press Conference and Training
Ed Hernandez Zika Town Hall @ L.A. Central Library

We are developing a partnership with the humanitarian organization Tzu Chi who can help connect us to previously underserved demographics; specifically Chinese and Spanish speakers. In September they sponsored and hosted a community workshop to “Keep Zika Out.” This event was a multi-agency collaboration between SGVMVCD, the Greater Los Angeles County Vector Control District, and LA County Department of Public Health. Close to 100 community members attended the workshop and more than 50 volunteers reached over 300 households in a door to door education campaign.

We have been in communication with El Monte City and Union High School Districts to reinstitute Vector Inspectors Program (VIP) in El Monte schools. This will give El Monte students another wonderful opportunity to do timely and meaningful work in their communities and give participating high school students additional options to earn community service credits and gain valuable lab training for their assistance in water analysis and larvae identification.

Collegewood Elementary School, Robot Titans, Animal Allies Team from Walnut are investigating the viability of rearing native dragonflies for mosquito control. The aquatic dragonfly nymphs are renowned for their appetite for mosquito larvae. We are intrigued by this concept since mosquitofish cannot be placed in swimming pools in our District or in waters of the US here in California. The students will be meeting with our Education Specialist for input on their project and help with research, resources, and understanding the needs of vector control.

Outreach Activities in September 2016		
	# Reached	City/ Region
Literature, Fairs and Presentations		
Los Angeles County Fair (Literature Distribution)	350	All Cities
Beardslee Options Preschool	24	Duarte
City Employee Health and Wellness Fair	50	San Gabriel
Ed Hernandez Zika Town Hall @ L.A. Central Library	30	Los Angeles
City Council Meeting Update	50	El Monte
Tsu Chi Zika Emergency Preparedness Press Conference	50	El Monte
Tsu Chi Zika Emergency Preparedness Drill	100	Rosemead
VIP Proposal Pitch to El Monte School Principals	16	El Monte
New Horizons Senior Club	20	Monrovia

El Monte-Rosemead Adult School Resource Fair	300	El Monte
Rotary Club Presentation	15	San Gabriel
City Council Meeting Update	30	Walnut
Total # Reached For September		
Total Outreach	1,035	
Total Social Media Reach	36,800	

Upcoming Events for October:

2 Oct	27 th Anniversary of the formation of the District	West Covina
3 Oct	City Council Meeting Update	Azusa
8 Oct	Walnut Family Festival	Walnut
10 Oct	Don Julian School (3 First Grade Presentations)	La Puente
11 Oct	Walnut Library Parent/Toddler Workshop	Walnut
14 Oct	SGVMVCD Board Meeting 7:00 AM	West Covina
14 Oct	Live Oak Library Parent/Toddler Workshop	Arcadia
15 Oct	Water Fest Community Fair, Arcadia County Park	Arcadia
18 Oct	Chamber of Commerce Update	Duarte
22 Oct	Public Health Emergency Volunteer (PHEV) Training	Pasadena
23 Oct	San Gabriel Valley Ostomy Association	Arcadia
24 Oct	Collegewood Elementary School Robot Titans Presentation	Walnut

Social Media Report: September 2016



Top Tweet

SGVmosquito @SGVMosquito
 Aedes mosquito eggs can lay dormant for months waiting for the right conditions to hatch
 #OutWithAedes #SGVMosquito
pic.twitter.com/0z2FEc3Pjj

Impressions	1,158
Total engagements	39
Media engagements	14
Retweets	13
Likes	7
Link clicks	2
Hashtag click	1

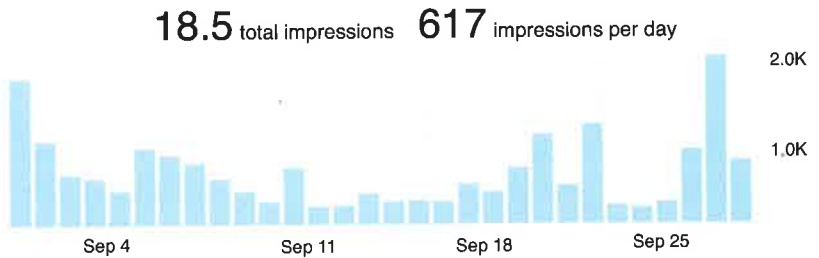
Summary

Tweets	20	Tweet impressions	18.5K
Mentions	20	Profile visits	462
New followers	17	Total followers	670

Engagement

	40 Total Link Clicks Average 1 per day
	55 Total Likes Average 2 per day
	81 Retweets Average 3 per day

Tweet Daily Activity



Summary

Posts	31	Comments	45
Shares	120	Reactions	341



Total followers **4,480**
 New followers **67**

Top Post

Mosquitoes lay eggs on the surface of the water. Removing the water gets rid of the mosquitoes. Dump and drain standing water!
 #DumpAndDrain #WestNileVirus #SGVMosquito



Reaction, Comments, & Shares

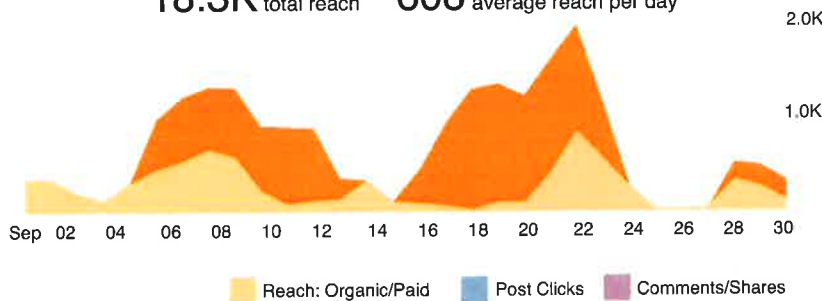
3,094 People Reached

220

	225 Like	100 On Post	25 On Shares
	3 Love	3 On Post	0 On Shares
	9 Wow	9 On Post	0 On Shares
	17 Comments	11 On Post	6 On Shares
	57 Shares	56 On Post	1 On Shares

Total Reach

18.3K total reach 608 average reach per day



09/06/2016 1:01 pm		Looking forward to joining the City of San Gabriel at their...	884	3	3
09/21/2016 2:48 pm		Invasive Aedes mosquito eggs can lay dormant for months...	1,110	7	18
09/07/2016 9:01 am		Mosquitoes LOVE old tires.	881	1	5

October 14, 2016

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

SUBJECT: October 1, 2016 District Working Fund Balance

September 1, 2016 balance:	\$4,211,833.17
September 1-30, 2016 expenditures:	\$267,896.06
October 1, 2016 Working Fund Balance:	\$3,943,937.11

Respectfully Submitted:



**Kenn Fujioka
District Manager**

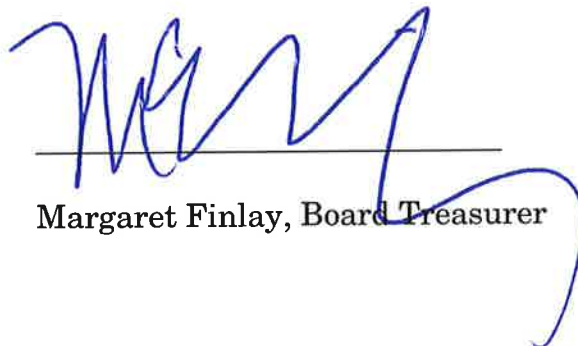
**Treasurer's Report-August 2016
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for August 2016.

The Total of All Funds Balance is \$4,211,833.17

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.



Margaret Finlay, Board Treasurer

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 2, FY 2017 received on September 2016)**

Item 5G

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.55%	\$1,329,781.61			LAIF Statement (Aug 2016)	\$1,329,781.61

Maturity Date: Perpetual
Interest rate as of Jun 30 2016

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.82%	\$2,653,693.90	interest Trust Warrant 654 prior assessment misc credit	\$1,587.22 (\$459,765.92) \$22,020.92 (\$2.53)	ND 24 Per 2 ND 24 Per 2 ND 24 Per 2 ND 24 Per 2	\$2,217,533.59

Maturity Date: Perpetual
Interest rate as of Jun 30 2016

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Aug 2016 Trust Warrant 654 Sweep Ins premium reimb FUTA reimb Polling stipend Fed grant Vending machine	(\$1,027,637.53) \$459,765.92 \$465,472.81 \$253.69 \$5,647.11 \$24.00 \$96,100.00 \$374.00	CB Statement Aug 2016	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$368,644.07	Deb Activity-Aug 2016 Deposit	(\$465,472.81) \$561,346.71	CB Statement Aug 2016	\$464,517.97

Total Beginning Balance	\$4,552,119.58		Total End Balance	\$4,211,833.17
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Abatement Report

September 2016

1. Abatement Process - Letters and Notices for September

The table below summarizes the activities for abatement process in the month of September. Uncooperative residents or property owners received follow up letters requesting access to inspect. Those who ignored such letters inspection warrants were obtained. Property owners who failed to comply with specialists suggestions to resolve vector related issues were issued either notices of correction, violation or notice of public nuisance.

Please note that for the month of September 28 letters were send to home owners, eight warrants were obtained leading to successful access into 26 properties; 90 percent success rate. Similarly, we have seen increased cooperation to our requests and notices. Overall more than 10 problem properties were resolved before reaching the Abatement Hearing Committee.

	Letters Sent	Warrants Obtained	Access Gained	Notice of Correction	Notice of Violation	Notice of Public Nuisance
Sept. 2016	4	3	5	4	2	1
YTD	28	8	26	27	23	7

2. Abatement Hearing update

The table below summarizes the properties to date that have been evaluated by the Board's Abatement Hearing Committee.

Hearing Date	Address	City	Status
Dec. 14, 2015	2142 Wilkes Ct	Claremont	Pool and spa were empty as of last inspection, and house still appears vacant. Has been billed.
Feb. 8, 2016	11328 Lambert Ave	El Monte	Pool still empty with debris, house continues to

			be vacant with evidence of squatters.
Apr. 11, 2016	932 Prock St	Pomona	Property vacant and locked. Unable to gain access.
May 9, 2016	659 N. Waterbury Ave	Covina	Pool still empty with debris, Asian tiger mosquito found breeding in misc. containers. City is working with owner.
May 9, 2016	3817 E. California Blvd.	LA County area	Pool is currently empty. Waiting on permit approval.
July 11, 2016	2236 Arthur Way	La Verne	Pool is green, spa is empty. Inspections continue. No contact from owner as of yet, but contact with property manager has been made. Due to non-cooperation a billing letter was issued.

3. Comments

The District is making progress through its Abatement program as illustrated with the summary above. The Abatement Hearing Committee has been diligent in balancing the interests of property owners and the Mosquito Abatement Laws. None of the committee’s decisions has been appealed to the full Board of Trustees.

As we continue refining the abatement process, we hope property owners and residents continue to cooperate with our staff for the mutual benefit of public health.

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

Date: October 14, 2016 **Item 6**

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

Subject Consider Resolution 2016-04: A Resolution of the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District Approving an Application to Initiate Proceedings to Annex Certain Territory to the District and Taking Connected Actions

Reference: Attached

Background

At their meeting on September 26, 2016 the City of Pasadena's City Council continued a resolution which supports their annexation into our District.

Resolution 2016-04 (attached) begins the process of petitioning the Los Angeles Local Agency Formation Commission ("LAFCO") to annex the City of Pasadena into the District and amend our District's sphere of influence so we can do so. Annexing Pasadena to the District is contingent on their City Council's affirmative vote.

Manager's Recommendation

Support Resolution 2016-04.

Alternatives

Do not support Resolution 2016-04

Financial Impact

The City will pay the cost of annexation.

Respectfully submitted,



Kenn Fujioka
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION 2016-04

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

RECITALS

WHEREAS, The Board of Trustees (the "Board") of the San Gabriel Valley Mosquito and Vector Control District (the "District") proposes to initiate proceedings to annex (the "Proposed Annexation") certain territory (the "Territory") generally described as the area within the boundaries of the City of Pasadena (the "City") to the District.

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

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

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

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

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

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

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

APPROVED AND ADOPTED by the Board of Trustees of the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT at a regular meeting held on October 14, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

H. Jamie Bissner, President of the Board of Trustees

ATTEST:

Henry M. Morgan, Secretary of the Board of Trustees

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

Date: October 14, 2016 Item 7

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

Subject: Consider Regional Government Services (RGS) Proposal to Recruit a District Manager

Reference: attached

Background

At its meeting on September 30, 2016 your Personnel Committee approved for consideration a proposal by Regional Government Services (RGS) to recruit a district manager.

Because vector control agencies perform such a specific function, the Committee on September 16 directed staff to conduct a survey of agencies in the Mosquito and Vector Control Association of California to inquire whether they employed an outside agency to recruit management staff, and if they did what was their degree of satisfaction.

Five of 24 responders used an outside agency; none was mentioned more than once. The manager who used RGS was complimentary and the only one who continues to use the services of the agency he/she hired.

Some points from both attachments are summarized below:

Regional Government Services is a Joint Powers Authority which was formed in 2001 that works exclusively with public agencies (Attachment 1, pg. 2)

The proposed recruitment process is clearly defined (Attachment 1, pp. 8-10; Attachment 2, Exhibit B, pp. 14-15).

The hourly rates of staff who may work on the project and total potential expense are specified (Attachment 1, pg. 11; Attachment 2, pp. 12-13)

Manager's Recommendation

Ratify the Personnel Committee's decision and hire Regional Government Services to recruit a district manager

Alternatives

Obtain and consider requests for proposals from other agencies at a future meeting of the Committee

Financial Impact

No more than \$10,000

Respectfully submitted,



**Kenn Fujioka
District Manager**



September 21, 2016

Harold Bissner, Board Chair
San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road
West Covina, CA

**RE: REQUEST FOR PROPOSALS TO CONDUCT A RECRUITMENT FOR THE
GENERAL MANAGER**

Dear Harold,

Regional Government Services (RGS) is pleased to submit this proposal to assist with the recruitment of a new General Manager on behalf of the District of SGV Mosquito & Vector Control District (District).

I feel confident that you will find our work plan is responsive to each of the study objectives, key timelines, and benchmarks. The plan allows for ample time, tools, and support to allow District staff to effectively maintain and administer the plans. RGS has a solid and respected reputation with the public agencies we serve for timely, cost efficient delivery and effective implementation. As we are a public agency, we understand the needs and requirements of public agencies.

RGS will provide the resources necessary to fulfill study objectives and meet benchmarks and deadlines. Tiffany Bose, Senior Human Resource Advisor, will lead the experienced team of Advisors and support team members conducting the study. If you have any questions or need additional information, please do not hesitate to contact Tiffany Bose at (805)-764-5452 or via email at tbose@rgs.ca.gov, or myself at (650) 587-7316 or via email at jbower@rgs.ca.gov. RGS looks forward to the opportunity to provide these services to the District.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Bower".

Jennifer Bower, Director of Administrative Services
REGIONAL GOVERNMENT SERVICES

Attachment: Regional Government Services Key Team Member Resumes

REGIONAL GOVERNMENT SERVICES PRIOR EXPERIENCE AND QUALIFICATIONS

REGIONAL GOVERNMENT SERVICES OVERVIEW

Regional Government Services (RGS) is a Joint Powers Authority established in 2001 to serve the needs of cities, counties, special districts, and other governmental entities. We work exclusively with public agencies providing a ready source of highly experienced and professional services to meet the needs of our partner agencies in a broad range of service areas.

RGS offers expert advice and human resources services in areas of classification and compensation, recruitment and executive searches, organizational development, benefits administration, performance management and incentive compensation programs, policy and procedural development and implementation, development of competency models and strategic management tools, training programs and team building retreats, professional development and succession planning, payroll administration, and serving as HR Directors for smaller public agencies who are unable to fiscally support a full-time, on-site professional.

Our team of Senior Advisors, supported by over 125 team members located in California and Oregon, has worked with more than 150 agencies from small municipalities to larger counties and Metropolitan Planning Organizations. We don't have clients; we have partners who benefit from our low-cost delivery model and open source access to tools created to improve internal efficiencies and the delivery of services to the public.

In 2015, RGS advisor teams completed over 31 classification and compensation studies and 21 compensation study and analyses for western state agencies. Compensation study analyses ranged from total organizational, full compensation survey studies including benchmark and ongoing salary administration analysis for internal relationships, to single position studies and preparation of materials and MOU costing for labor negotiations.

RGS provides a comprehensive range of administrative and human resource training programs educating supervisors, managers, and human resource professionals in best practices for personnel management from acquisition to retirement. Providing education and support for the development, maintenance, and ongoing administration of classification and compensation plans is just one of the areas where we can partner with local public municipalities and agencies.

The RGS prides itself on the ability to deliver accurate, professional products and services within reasonable timelines and to meet deadlines. Our experienced and professional team members do this through the use of clear, honest, and effective communications, seasoned expertise, and thorough planning. All of which help to promote good relations with stakeholders at all phases of a client's project.

At RGS, we are not simply a consultant or contractor, we are your partner. We believe in relationships that are lasting and mutually respectful and beneficial. In order to establish a

mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

RGS VALUES

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, our clients and our advisors learn openly from each other and share in hard won experiences.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

HOW RGS DOES BUSINESS?

When you work with RGS you can expect:

- Pre-contract meetings either in person or by phone to ensure our working relationship starts on firm footing. RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines and benchmarks are met.
- RGS operates candidly, and will be open with what we can and cannot do. RGS is committed to honest interaction.
- When our employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public agency, partnering is valued. We look out for each other's interests consistent with maintaining the public trust.

REFERENCES

Listed below are a few of our client references:

CITY OF AVALON

Classification and compensation study 2015, Fire, Harbor, and Municipal Employees Associations.

Contact: Ben Harvey

City Manager

213.364.2699

citymanager@cityofpacificgrove.org

onebenharvey@gmail.com

CITY OF PITTSBURG

Two position studies – one new class specification and compensation recommendation – 2016.

Contact: Neville Vania

Human Resources Manager

65 Civic Avenue

Pittsburg, CA

925.252.4898, Fax 925.252.4138

NVania@ci.pittsburg.ca.us

CITY OF LARKSPUR

Various classification and compensation studies – most recent 2016

Contact: Dan Schwarz

City Manager

400 Magnolia Avenue

Larkspur, CA 94939

415.927.5110, Fax 415.927.5022

dschwarz@Cityoflarkspur.org

CITY OF SALINAS

Multiple positions review, classification, and compensation studies – analysis of internal salary relationships for studied classifications- 2015.

Contact: Marina Horta-Gallegos

Human Resources Officer

200 Lincoln Avenue

Salinas, CA 93901

831.758.7417, Fax 831.758.7941

marinah@ci.salinas.ca.us

COUNTY OF MARIN

Classification and Compensation Study for the Communications Division of the Public Works Department– 2016.

Contact: Colleen Beck

Administrative Analyst III

3501 Civic Center Drive, Ste. 104

San Rafael, CA 95403

415.473.6185, Fax 415.473.2899

cbeck@countyofmarin.org

**PLACER COUNTY MOSQUITO AND
VECTOR CONTROL DISTRICT**

Various Classification and Compensation
Studies -- 2015

Contact: Joel Beuttner

General Manager
2021 Opportunity Drive
Roseville, CA 95678
916.380.5444, Fax 888.768.2343

Info@placermosquito.org

**VENTURA COUNTY
TRANSPORTATION COMMISSION**

Various compensation analyses, projections,
and assessments 2015.

Contact: Darren Kettle

Executive Director
950 County Square Drive, Suite 207
Ventura, CA 93003
805.642.1591 x123, Fax 805.642.4860
dkettle@goventura.org

CITY OF PATTERSON

Various classification and compensation
studies – most recently – a complete review
and update of all classifications and a mid-
management total compensation survey 2016

Contact: Dionysia Smith

Human Resource Manager
1 Plaza
Patterson, CA 95363
209.895.8013, Fax 209.895.8019
dsmith@ci.patterson.ca.us

**SAN MATEO COUNTY HARBOR
DISTRICT**

Various classification and total compensation
studies –2015-2016

Contact: Glenn Lazof

Director of Administrative Services
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018
650.583.4996, Fax 650.583.4611
glazof@smharbor.com

**SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY**

Total compensation survey 2016

Contact: Hilary Gans

General Manager
333 Shoreway Road
San Carlos, CA 94070
650.802.8355, Fax 925.977.6955
hgans@rethinkwaste.org

**MARIN TRANSPORTATION
AUTHORITY**

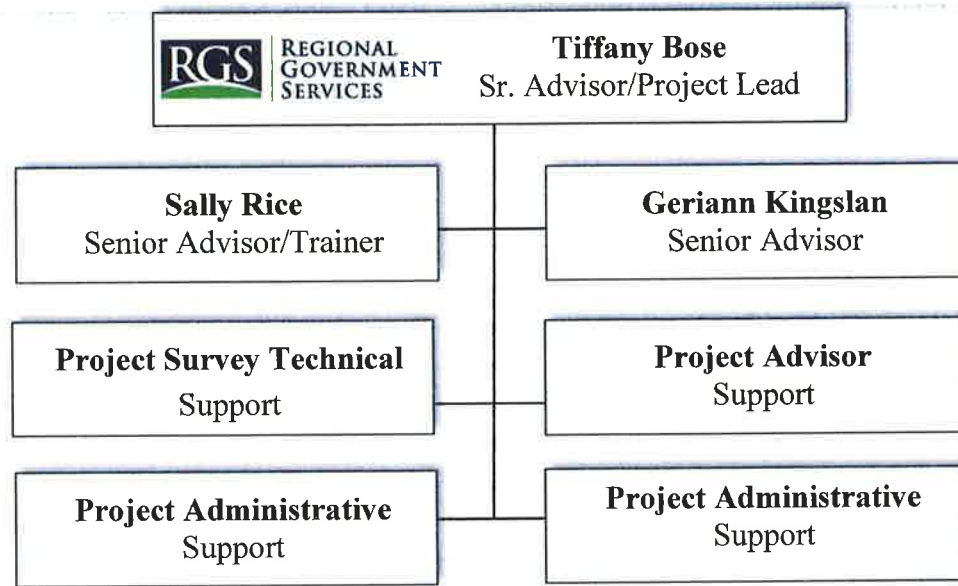
Various classification and total compensation
studies 2014- 2015

Contact: Dianne Steinhauser, P.E.

Executive Director
900 fifth Avenue, Suite 100
San Rafael, CA 95401
415.226.0815, Fax 415.226.0816
DSteinhauser@tam.ca.gov

ORGANIZATIONAL CHART

The key project staff resourced for this team have extensive experience in classification and compensation projects and developing and delivering effective training programs for municipalities, counties, special districts and other public organizations. We work as a team of equals with complementary skill specializations and abilities. For the purpose of project team structure and lines of communication, we are providing the following project team organizational chart:



KEY TEAM MEMBERS

Our advisors have worked on multiple comprehensive compensation and classification studies for public entities at state, county, and local levels. We are skilled at crafting, reviewing, and analyzing a wide array of public sector organizational classification and compensation structures. We are familiar with and have helped many organizations to successfully navigate the challenges and opportunities that surface in studies similar to this one. An introduction and information about the qualifications and experience of our project team leaders follows, full resumes are attached at the end of this letter proposal.

Tiffany Bose, PHR, Senior Advisor/Project Lead

Tiffany Bose brings over 25 years of professional level human resources and administrative services experience in both public and private sectors to RGS. The last 17 years she has worked with county and municipal governments, special districts, and commissions focusing on the areas of organizational development, classification and compensation, job analysis, recruitment and selection, workforce planning and staff development. Tiffany has extensive experience in the interpretation and application of the State Personnel Board's Civil Service Rules, Federal, State

and local laws, conducting and implementing classification and compensation studies for miscellaneous and public safety employees, conducting job analyses, making FLSA determinations for more than 1800 classifications, performing market and pay studies, determining internal and external equity comparisons for the purpose of setting pay, revising job specifications, updating physical and other job requirements, developing career ladders, and developing effective strategies for all classification levels including executive, administrative, professional, technical, and clerical.

Tiffany has served as Human Resources Manager for several departments at the County of Riverside, Human Resources Director for several local southern California agencies, and Senior Human Resources Analyst for the City of Moreno Valley. Prior to that, Tiffany held a regional management role in the private sector throughout Southern California.

In addition to holding a Bachelor of Science degree in Public Administration, Tiffany has been a certified Professional in Human Resources Management since 2001 through both the Human Resources Certification Institute (HRCI) and the Society of Human Resources Management (SHRM).

Tiffany has performed the following classification and compensation studies in the last three years:

- Comprehensive classification study, City of Industry's executive management and miscellaneous employee groups
- Comprehensive classification study, City of Avalon's Municipal Employees, Fire, and Harbor Associations
- Comprehensive classification study, City of Artesia's Municipal Employees Association.

Tiffany will act as the Lead Advisor for this project team, serving as a point of communication for the District's Project lead, and coordinating the major project activities and deliverables through collaboration with other team members and the District.

Gerianne Kingslan, Senior Advisor

The ability to create and effect functional and strategic level change within an organization has been Gerianne Kingslan's passion for more than 34 years and has worked with several local municipal governments in Los Angeles, Riverside and San Bernardino counties. During her career in Human Resources within City governments, she has overseen centralized full service Human Resources departments that addressed recruitments, classification and compensation, benefits, worker's compensation, performance management, discipline, employee relations, labor relations, labor negotiations, and training. Gerianne's key skill is assisting all levels of an organization address complex matters to facilitate effective resolutions.

Gerianne joined RGS in 2016 as a Human Resources advisor. She is also a member of the Society of Human Resources Management (SHRM). Additionally, Gerianne holds a Master's degree in Psychology. Gerianne will provide key expertise and analysis throughout the study process acting as a Senior Advisor to the District.

Sally Rice, M.A. Senior Advisor/ Trainer

Sally has over 17 years of experience as an HR Manager for two cities and one special district. Her Master's Degree is in Management, with an HR emphasis, and her BS degree is in Social Psychology. In addition to serving in local government, which is her passion, Sally has extensive experience working in and with non-profit entities, which included opening and managing an outpatient drug/alcohol treatment center.

During her roles as an HR Manager, Administrative Services Director and Assistant General Manager, Sally oversaw many compensation studies as well as classification studies. Prior to coming to work for Regional Government Services, she also had extensive experience in training, for clients such as the California State Department of Education. For RGS she co-developed a Supervisor/Manager and Lead/Sr. Worker Academy, and has trained over 200 staff during the past two years.

Her approach with local government employees, especially those involved in classification and compensation studies, is to be very open and honest. She recognizes that these kind of studies can cause concern for employees, and she welcomes employee questions, and strives to help them feel involved in the process.

MANAGEMENT OVERVIEW AND APPROACH

RGSs' service model generally begins with an initial meeting with your agency and our project team to conduct an assessment of your salary and benefits package and to develop a recruitment plan. Our objective for this project is to properly understand the roles and responsibilities of General Manager for SGV Mosquito & Vector Control District.

RGS advisors (a project manager, HR advisors, and other project staff as needed) will conduct a series of meetings and briefing sessions with your General Manager to ensure the process is well communicated. Meetings will identify past practices and current expectations regarding the recruitment's outcome. We begin our recruitment by identifying knowledge, skills, ability and other qualifications of the current incumbent, desired salary and benefit package, job description and collect position information using position description questionnaires that allows for a thorough review of the position's requirements. Members of the Board may also be interviewed if desired. Through this process, a draft classification concept is developed and the job description updated to reflect the most current qualifications necessary for each position's task statements, education, knowledge, skills, abilities, and other requirements of the classification.

RGS will provide a brief review of salary information gathered from comparator agencies to make a recommendation to set the salary range for the General Manager position. Once recommendations have been formulated a comprehensive sit down review will occur to determine the need for updated salary range placement. Throughout the entire process your agency's pay and classification issues will be discussed and addressed to management until a final job and compensation structure is identified that meets your agency's needs. If requested, a final written report can be prepared for adoption by your Board and RGS will comply with all recommendations requested that are within the scope of work.

RGS is committed to design non-discriminatory, internally equitable and uniform procedures to deal effectively with the District's desire to open a recruitment and anticipates the overall project may take approximately two (2) to three (3) months depending on the District's needs and any issues encountered. Delays due to the upcoming holidays may require additional time.

In addition, RGS shall conduct a recruitment for the District's new General Manager by creating a job announcement, designing interview questions and assessments, conducting an open recruitment, conducting the pre-employment processes, making a job offer to the final candidate and providing communication and support throughout the entire process.

PHASE 1: An assessment of the District's General Manager position in comparison to similar size organizations will commence with the following objectives: 1) to gather information to examine market data and evaluate total compensation for the position; to address special compensation issues; and to analyze and recommend adjustments to salary if warranted that impact the viability and performance in the delivery of the District, which may result in a proposed compensation change. Our desire is to complete the classification and job evaluation review before completing the compensation review. Upon completion RGS will prepare the recruitment plan and timeline along with materials to launch the search for the District's General Manager. We will commence with any elements that may be performed during phase one as identified.

In addition, our Human Resources Advisors will:

- Take into account special consideration for difficult to recruit markets, cost of living impacts, or any other particularly challenging needs impacting the agency to ensure cost of living adjustments, annual increases and periodic merit adjustments, differentials and other pay incentives such as education or pay for performance provisions are consistent with other agencies.
- Create salary comparison ranges and data.
- Identify the District's current financial position, its ability to pay, and the existing policies toward executive compensation relative to market conditions to develop appropriate compensation levels that are in-line with the regional labor market, which includes a cost benefit analysis for any funding required for implementing a particular recommendation

- Meet as often as necessary for the purpose of consulting about the SGV Mosquito & Vector Control District's human resources needs and issues pertaining to the recruitment.
- Prepare a written job announcement and recruiting plan for advertising, screen applicants against qualifications and forward all qualified candidate(s) for your consideration and recommend advertising placement.
- Design a selection and assessment process that focuses on measures of management ability and experience along with other knowledge factors.
- Coordinate all pre-employment processes, including the coordination of job offer and salary negotiation.

WORK PLAN & SCHEDULE

Initial meetings are expected to take approximately 30 days or less. As activities and timelines for the recruitment plan are identified, milestones for activities will be jointly established by RGS and the District during the first 30 days or less. Data collection from outside agencies and policy development with the District's management can take significant time and can be delayed by employee absences and labor concerns.

RECORD KEEPING, DATA AND REPORTS

RGS agrees to collect and assemble all records, data and necessary reports as a result of work products and materials collected and/or created in the course of the delivery of services discussed herein. RGS agrees that such work products will be made available to the District. RGS agrees to keep the use of any confidential information about the District from any third party and to take reasonable precautions against any unauthorized disclosure or use of such information.

FEE PROPOSAL

Work is generally performed upon request and subsequently billed on an hourly basis. Throughout the project, RGS Advisors will be reasonably available to perform services during the normal work week and within the agreed upon schedule. Advisors will meet as often as necessary for the purpose of consulting about the District's human resources needs and issues, and the scope of work performed. RGS staff with equal or lower bill rates may be assigned to projects or tasks at her discretion; involvement of RGS staff with higher bill rates will be as agreed with the SGV Mosquito & Vector Control District. Bill rates are as follows:

RGS STAFF HOURLY RATE

Title	Hourly Rate
Senior Advisor/Department Director	\$130
HR Advisor/Human Resources Manager	\$115
Project Coordinator	\$80

The Hourly Rate does not include direct external costs such as advertising placement, which will be invoiced to the District with no markup. All other services related to filling the General Manager position for the District are all inclusive in RGS's standard fee schedule.

The cost of services shall not exceed ten thousand dollars (\$10,000).



Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

Our Values

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

How RGS Does Business

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public agency, partnering is valued. We look out for each agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

Agreement for Management and Administrative Services

This Agreement for Management Services (“Agreement”) is made and entered into as of the 17th day of October 2016, by and between the San Gabriel Valley Mosquito & Vector Control District, a municipal agency (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

RECITALS

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That the Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

Section 1. Services. The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- 1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.
- 1.2 Lead Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a lead advisor to the Agency. The lead advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically lead advisor time is not billed to the agency, with some exceptions where significant programmatic direction is provided.
- 1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the Exhibits is in the sole discretion of RGS. In the event that Agency, at any time during the term of this Agreement, desires the reassignment of personnel, Agency may make a request to RGS and RGS shall meet and confer in good faith to address the issue of concern, including but not limited to reassigning such person or persons.
- 1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the Exhibits.

Section 2. Term of Agreement and Termination. Services shall commence on or about October 17, 2016, and this Agreement is anticipated to remain in force to June 30, 2017, at which time services may continue on a month-to-month basis until one party terminates the Agreement, or if Exhibit A contains a “not to exceed” amount, until that amount of charges has been reached, at which point the parties shall either amend or terminate this Agreement. This Agreement may be terminated by either Party, with or without cause, upon 30 days written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If the Agency determines that the services performed by RGS are not satisfactory, the Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

Section 3. Compensation. Payment under this Agreement shall be as provided in the Exhibits.

Section 4. Effective Date. This Agreement shall become effective on the date first herein above written.

Section 5. Relationship of Parties.

- 5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS only insofar as the results of RGS’ services rendered pursuant to this Agreement.
- 5.2** RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of RGS staff who will coordinate services to the Agency are indicated in the Exhibits. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency’s objectives.
- 5.3** Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the Exhibits.
- 5.4** Agency shall not have any right to discharge any employee of RGS from employment.
- 5.5** RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker’s compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s)

compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

Section 6. Loss Occurrence Coverage. RGS is self-insured and maintains loss occurrence coverage through its membership in the Municipal Insurance Cooperative (“MIC”), a California Joint Powers Authority, which is a risk purchasing joint powers authority. Consistent with sections 990.4 and 990.8 of the Government Code, the MIC provides coverage to RGS, in excess of its member retained limit, against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

6.1 Workers’ Compensation Coverage.

6.1.1 General requirements. RGS shall, at its sole cost and expense, maintain Workers’ Compensation coverage and Employer’s Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

6.1.2 Waiver of subrogation. The Workers’ Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of the Agency for all work performed by RGS, its employees, agents, and subcontractors.

6.2 Commercial General, Automobile, and Professional Liability Coverages

6.2.1 General requirements. RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than \$2,000,000 aggregated for bodily injury, personal injury, and property damage.

6.2.2 Minimum scope of coverage. The MIC MOC is not written on ISO forms but provides coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

6.3 Professional Liability Insurance. RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals’ errors and omissions.

6.4 All Policies Requirements.

- 6.4.1 Coverage requirements.** Each of the following shall be included in the coverage or added as an endorsement:
- a. Agency and its officers, employees, agents, and volunteers shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
 - b. An endorsement to RGS' general commercial, and automobile coverages must state that coverage is primary with respect to the Agency and its officers, officials, employees and volunteers.
 - c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.
- 6.4.2 Acceptability of coverage providers.** All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.
- 6.4.3 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized by the Municipal Insurance Cooperative to bind coverage on its behalf. The Agency reserves the right to require complete, certified copies of all Memorandums of Coverage at any time.
- 6.4.4 Subcontractors.** RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 6.4.5 Variation.** During the term of this agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.
- 6.4.6 Deductibles and Self-Insured Retentions.** RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.
- 6.4.7 Maintenance of Coverages.** The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.
- 6.4.8 Notice of Cancellation or Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency

at RGS earliest possible opportunity and in no case later than five days after RGS is notified of the change in coverage.

Section 7. Legal Requirements.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Reporting Requirements.** If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.
- 7.4 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.
- 7.5 **Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.6 **Nondiscrimination and Equal Opportunity.** RGS shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Section 8. Keeping and Status of Records.

- 8.1 **Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the Agency. RGS hereby agrees to deliver those documents to the Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described

above, prepared pursuant to this Agreement are prepared specifically for the Agency and are not necessarily suitable for any future or other use.

8.2 Confidential Information. RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.

8.3 RGS Books and Records. RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.

8.4 Inspection and Audit of Records. Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of the Agency, for a period of three years after final payment under the Agreement.

Section 9. Non-assignment. This Agreement is not assignable either in whole or in part without the written consent of the other party.

Section 10. Amendments. This Agreement may be amended or modified only by written Agreement signed by both Parties.

Section 11. Validity. The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

Section 12. Disputes. Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

Section 13. Governing Law/Attorneys' Fees. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

Section 14. Mediation. Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

Section 15. Employment Offers to Our Staff. Should the Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to the Agency or has provided RGS services to the Agency within the previous six months, Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to the Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

Section 16. Entire Agreement. This Agreement, including the Exhibits, comprises the entire Agreement.

Section 17. Indemnification.

17.1 RGS' indemnity obligations.

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS's performance of this Agreement, to the extent caused by RGS's negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

17.2 Agency's indemnity obligations. Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely by virtue of them temporarily staffing a position with Agency, or solely because of a duty any of them performs while temporarily staffing that position.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by

any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

17.3 Obligations and indemnity related to CalPERS.

- a. RGS and Agency acknowledge and agree that, if Agency contracts with CalPERS for retirement benefits, it is possible that CalPERS may determine that RGS employees providing services pursuant to this Agreement are common-law employees of Agency and should be enrolled in CalPERS as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency.
- b. In the event that CalPERS initiates an audit of Agency that includes examination of whether individuals providing services to Agency are Agency's common-law employees, Agency shall inform RGS within five days and share all communications and documents from CalPERS that it may legally share. Agency and RGS shall cooperate to determine the manner of responding to the inquiry and what, if any, documents to provide. Agency agrees not to ask RGS employees for personally identifying information
- c. In the event that CalPERS' preliminary determination is that one or more RGS employees are common-law employees of Agency, Agency shall promptly inform RGS and share all communications and documents from CalPERS that it may legally share. RGS and Agency shall cooperate in determining how to respond to the direction from CalPERS in its preliminary determination, including but not limited to whether and how to make any corrections described in the preliminary determination.
- d. RGS and Agency each reserves the right to file an administrative appeal of a CalPERS determination that an RGS employee is a common-law employee of Agency and should be enrolled in CalPERS as an employee of Agency and to challenge such a decision in court. Agency assigns its right to file an administrative appeal of such a CalPERS determination, if Agency does not itself file an administrative appeal. In the event that either RGS or Agency files an administrative appeal or court challenge of such a CalPERS determination, RGS and Agency each agree to cooperate with each other in pursuit of the action.
- e. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to a CalPERS investigation, including but not limited to costs of an administrative appeal or court challenge. In the event that (1) CalPERS determines that an RGS employee is a common-law employee of Agency and should be enrolled as an

employee of Agency; (2) CalPERS determines that a payment is required to enroll the employee as an employee of Agency; and (3) neither RGS nor Agency challenges those determinations or the payment is upheld in a final administrative appeal or court decision, RGS' obligation for any payments to Agency for CalPERS benefits shall be limited to 50% of the employer's share of those payments that Agency may be required to pay.

Section 18. Notices. All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

Agency: San Gabriel Valley Mosquito & Vector Control District
1145 N. Azusa Canyon Road
West Covina, CA

RGS: Regional Government Services Authority
P. O. Box 1350
Carmel Valley, CA 93924
Email: contracts@rgs.ca.gov

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00 p.m. on a regular business day or else on the next business day.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: _____, 2016 **Agency**

By: _____
Kenn K. Fujioka, District Manager

APPROVED AS TO FORM:

DATED: _____, 2016 By: _____
District Attorney DATED: _

_____, 2016 **Regional Government Services**

Authority

By: _____
Richard H. Averett, Executive Director

Exhibit A

Compensation.

1. **Fees.** The Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS's costs of providing the services required hereunder, including salaries and benefits of employees. The parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

Consequently, the parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. On July 1 of each year, RGS' hourly bill rates will be adjusted by the percentage change in the Employment Cost Index (total compensation - not seasonally adjusted) for state and local government workers ("ECI") from March of the prior year to March of the current year. Irrespective of the movement of the ECI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a two and one-half percentage (2.5%) change excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the ECI from March of the prior year to March of the current year.

2. **Reimbursement of RGS' Administrative Cost.** The Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to the Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then the Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days advance written notice.

Payment Address. All payments due RGS shall be paid to:
Regional Government Services Authority
PO Box 1350
Carmel Valley, CA 93924

[EXHIBIT A CONTINUES ON FOLLOWING PAGE]

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Kenn K. Fujioka, District Manager	kfujioka@sgvmosquito.org

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

NAME	ADDRESS
Kenn K. Fujioka, District Manager kfujioka@sgvmosquito.org	San Gabriel Valley Mosquito & Vector Control District 1145 N. Azusa Canyon Road West Covina, CA

RGS STAFF

CLASSIFICATION	HOURLY RATE*
Sr. Advisor/Project Lead	\$130.00
HR Advisor/Human Resources Manager	\$115.00
Project Advisor	\$110.00
Project Coordinator	\$80.00

*The Hourly Rate does not include direct external costs which will be invoiced to the Agency with no markup. Advertising expenses may be charged for the executive search.

The cost of services shall not exceed ten thousand dollars (\$10,000).

Exhibit B

Scope of Services. RGS shall assign an RGS employee or employees to conduct an executive recruitment as described below:

The RGS employee(s) will conduct a recruitment for the Agency's new General Manager by creating a job announcement, designing interview questions and assessments, conducting an open recruitment, conducting the pre-employment processes, making a job offer to the final candidate and providing communication and support throughout the entire process.

PHASE 1: RGS will conduct an assessment of the Agency's General Manager position in comparison to similar size organizations which will commence with the following objectives: 1) to gather information to examine market data and evaluate total compensation for the position; to address special compensation issues; and to analyze and recommend adjustments to salary if warranted that impact the viability and performance in the delivery of the District, which may result in a proposed compensation change. RGS desires to complete the classification and job evaluation review before completing the compensation review. Upon completion, RGS will prepare the recruitment plan and timeline along with materials to launch the search for the Agency's General Manager.

In addition, our Human Resources Advisors will:

- Take into account special consideration for difficult to recruit markets, cost of living impacts, or any other particularly challenging needs impacting the Agency to ensure cost of living adjustments, annual increases and periodic merit adjustments, differentials and other pay incentives such as education or pay for performance provisions are consistent with other agencies.
- Create salary comparison ranges and data.
- Identify the Agency's current financial position, its ability to pay, and the existing policies toward executive compensation relative to market conditions to develop appropriate compensation levels that are in-line with the regional labor market, which includes a cost benefit analysis for any funding required for implementing a particular recommendation.
- Meet as often as necessary for the purpose of consulting about the Agency's human resources needs and issues pertaining to the recruitment.
- Prepare a written job announcement and recruiting plan for advertising, screen applicants against qualifications and forward all qualified candidate(s) for your consideration and recommend advertising placement.
- Design a selection and assessment process that focuses on measures of management ability and experience along with other knowledge factors.
- Coordinate all pre-employment processes, including the coordination of job offer and salary negotiation.

WORK PLAN & SCHEDULE

Initial meetings are expected to take approximately 30 days or less. As activities and timelines for the recruitment plan are identified, milestones for activities will be jointly established by RGS and the District during the first 30 days or less. Data collection from outside agencies and policy development with the District's management can take significant time and can be delayed by employee absences and labor concerns.

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

Date: October 14, 2016 **Item 8**
Meeting of: San Gabriel Valley Mosquito and Vector Control District Board of Trustees
Subject Consider Appointing a Member and Additional Alternate to the Board's Abatement Hearing Committee

Background

The Board's Abatement Hearing Committee currently consists of five members and one alternate. Dan Kirby resigned from the Board last month and can no longer serve as a member of the Committee.

The Committee has also discussed appointing an additional alternate so that more Trustees can become familiar with the process as we begin rotating members of the Committee.

Abatement hearings occur at 7:00 pm on the second Monday of each month as needed. Staff will provide to all members and alternates on the Committee agendas and attachments one week before a hearing and inform them at least two weeks in advance when a hearing is scheduled.

Manager's Recommendation

Appoint a replacement member and second alternate for the Abatement Hearing Committee

Alternatives

Do not appoint a replacement member and second alternate

Financial Impact

None

Respectfully submitted,



**Kenn Fujioka
District Manager**

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

Date: October 7, 2016 Item 10

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

Subject: Invasive *Aedes* Mosquitoes found throughout the District

Reference: attached

Background

We have identified at least one of the three invasive *Aedes* mosquitoes in all cities in our District. As of August 30, 2016, *Aedes albopictus* has been confirmed in all but three cities in our District. On September 8, 2016, *Ae. albopictus* eggs were collected in the City of Claremont, and on September 22, 2016 *Ae. albopictus* eggs were collected at multiple properties in the city of Walnut. Both finds were part of disease investigation following reports of imported Zika cases in those and neighboring cities (attachment 1 and 2).

On September 13, 2016 several adult *Ae. aegypti* were found in the city of Pomona (Attachment 1 and 2). September 22, 2016 marks a dubious but an important day for this District; it's the day that all cities within our District were infested by one of three invasive *Aedes* mosquitoes. September 2016 also marks the fifth anniversary that our District has lived under *Ae. albopictus* first discovered on September 2, 2011 by Marc Mitchell and Angela Brisco in the City of El Monte.

The cities in which all three invasive *Aedes* species have been found are Alhambra and Monterey Park (attachment 1, 2 and 3).

Going forward we must focus our efforts on limiting mosquito populations within communities and cities that are already infested. More of these day biting mosquitoes increases their ability to create a public nuisance and elevates the risk that they may transmit disease. There is a major possibility that some of the arboviruses associated with these mosquitoes may be locally transmitted in the District.

On the morning of September 1, 2016 the District conducted combined truck-mounted larvicide and adulticide treatments in a part of the city of El Monte. This was based on persistently high counts of adult *Ae. albopictus* in the area over several weeks. The treatments achieved the intended objective as post-treatment counts have remained significantly low for more than three weeks. The impact of current weekly backpack and handheld treatments in areas of concern and favorable cool weather has helped, and we have not scheduled any truck-mounted applications.

For the past several months the District has been fully engaged with county, state, and federal agencies to mitigate any impacts of Zika and Zika-related disease in the District. Together with the Greater Los Angeles County Vector Control District (GLACVCD) we have been participating in developing the Los Angeles County Emergency Readiness, Response and Recovery Plan (ERRP) to address locally acquired cases of Zika. This is the first time vector control agencies have participated in developing a county-wide, comprehensive emergency preparedness and readiness plan. The development of Concepts of Operations (CONOPS) and operational plans for a possible Zika outbreak within the county are in the final stages of completion.

At the time of these report there have been 59 locally acquired Zika cases in the counties of Pinellas and Miami-Dade, Florida, 3,565 imported Zika cases in the continental USA and more than 22,196 cases in Puerto Rico. There have been 328 travelled-related human cases of Zika virus reported in California since 2015; 77 of these cases have been reported from Los Angeles County, and four cases within San Gabriel Valley. No local transmission has occurred. Since we are part of the county's Zika prevention and response teams we will continue to provide courtesy inspections and follow up all reported Zika cases among returning residents that may have potentially been exposed to Zika, chikungunya, and dengue viruses.

Please use and share information regarding *Aedes* infestations and possible control strategies. The state has static and interactive *Aedes* distribution maps which they update weekly at www.cdph.gov. We will continue to provide updates.

Respectfully submitted,



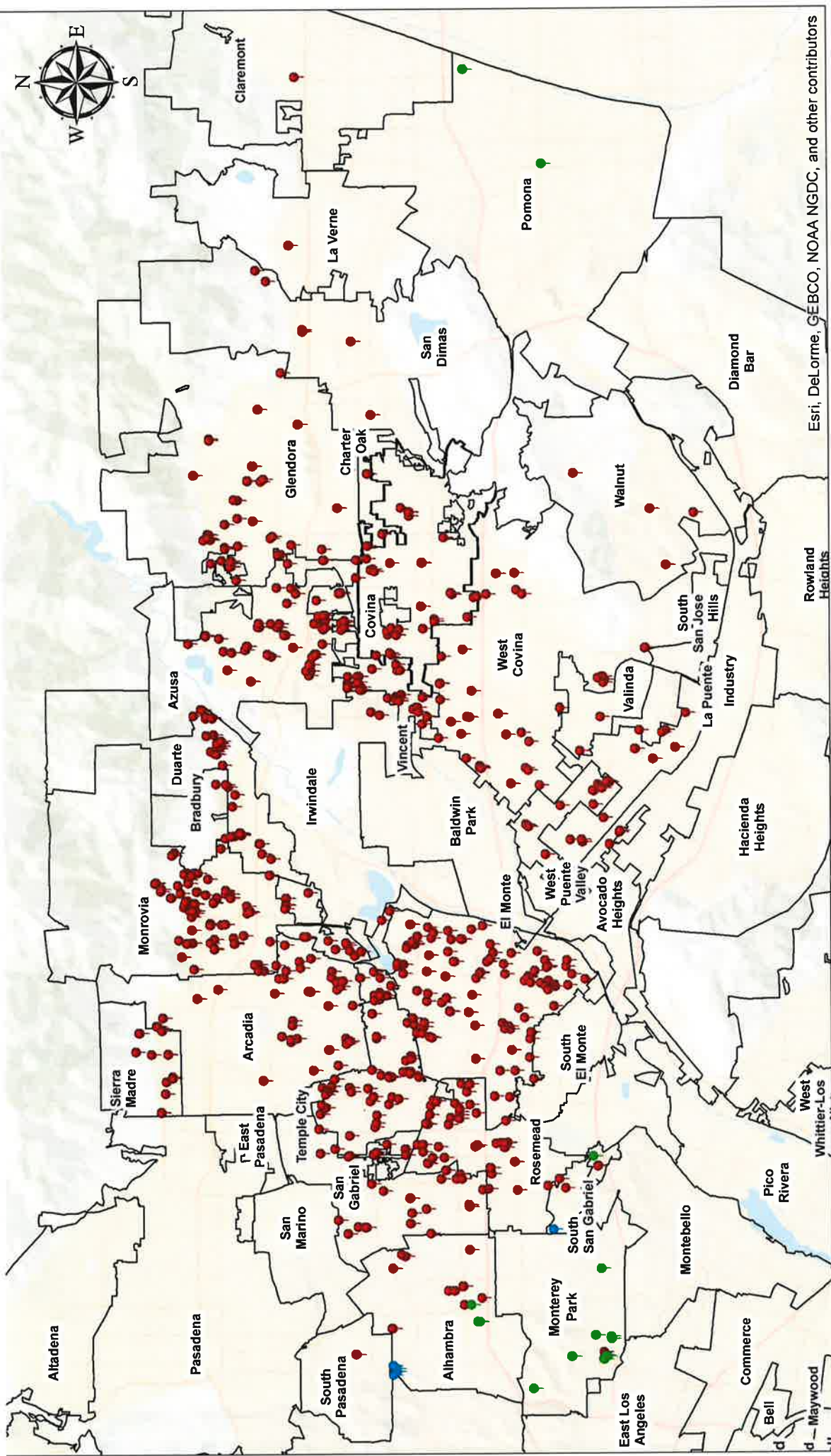
J. Wakoli Wekesa, Ph.D.
Scientific Programs Manager

San Gabriel Valley Mosquito and Vector Control District

Cities with Invasive *Aedes* Mosquitoes

	City	<i>Aedes aegypti</i>	<i>Aedes albopictus</i>	<i>Aedes notoscriptus</i>
1	Alhambra	✓	✓	✓
2	Arcadia		✓	
3	Azusa		✓	
4	Bradbury		✓	
5	Claremont		✓	
6	Covina		✓	
7	Duarte		✓	
8	El Monte		✓	
9	Glendora		✓	
10	Industry		✓	
11	Irwindale		✓	
12	La Puente		✓	
13	La Verne		✓	
14	Monterey Park	✓	✓	✓
15	Monrovia		✓	
16	Pomona	✓		
17	Rosemead	✓	✓	
18	San Dimas		✓	
19	San Gabriel		✓	
	So San Gabriel*		✓	✓
20	Sierra Madre		✓	
21	Temple City		✓	
22	Walnut		✓	
23	West Covina		✓	

✓ - New sites for invasive *Aedes* in 2016, * - Unincorporated Los Angeles County



2016 Infestation

- *Ae. aegypti* (18)
- *Ae. notoscriptus* (6)
- *Ae. albopictus* (811)

Surveillance Department

Updated: October 7, 2016

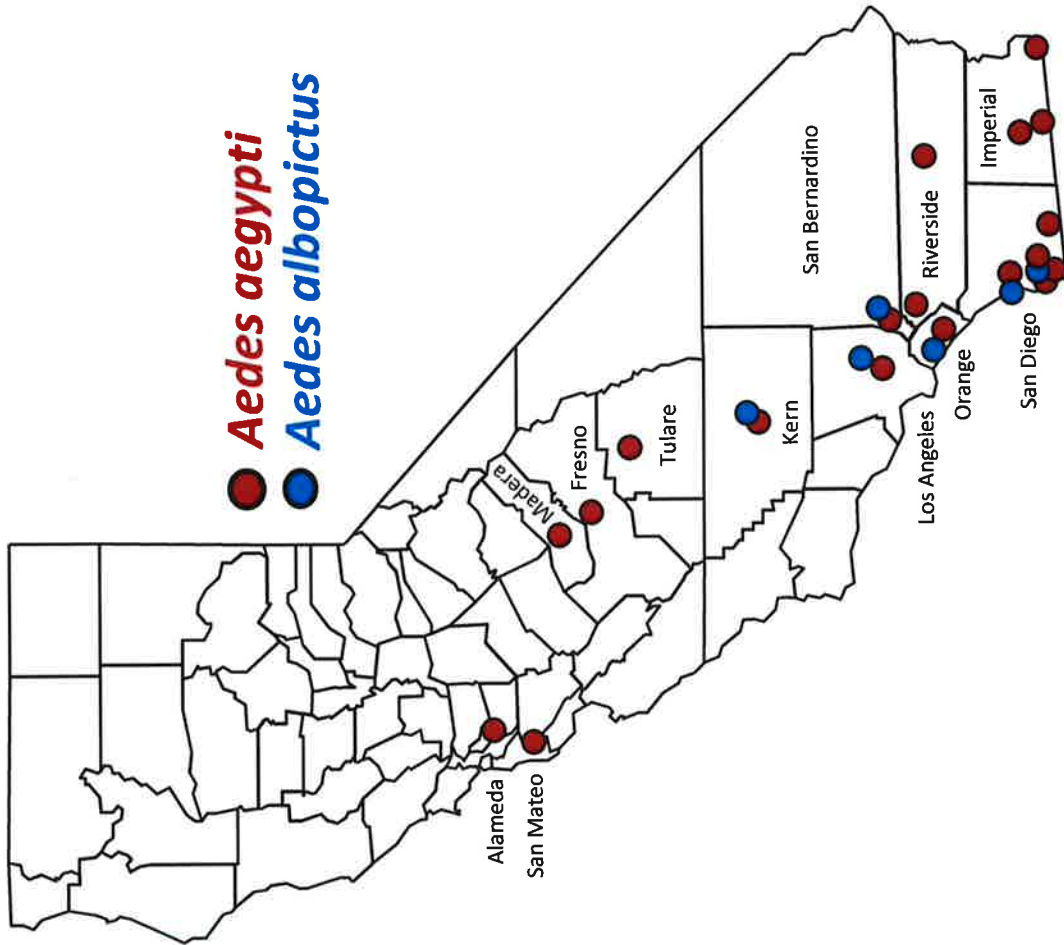
Attachment 2

<u><i>Ae. albopictus</i> (21)</u>	<u><i>Ae. notoscriptus</i> (2)</u>	<u><i>Ae. aegypti</i> (4)</u>	Perimeter: 131,210 acres (60.7 sq mi)
Alhambra	Alhambra	Alhambra	
Arcadia	South San Gabriel	Monterey Park	
Azusa	Temple City	Pomona	
Bradbury	Walnut	Rosemead	
Claremont	West Covina		
Covina	West Covina		
El Monte	Monrovia		
Duarte	Monterey Park		
Glendora	Rosemead		
	San Dimas		
	San Gabriel		
	Sierra Madre		

Aedes aegypti and Aedes albopictus Mosquitoes in California

Updated weekly on Fridays as new infestations are detected

Aedes aegypti and Aedes albopictus Detection Sites by County/City[§]



- | | | |
|--|---|---|
| Alameda
Hayward | Los Angeles (continued)
Alhambra
Altadena*
Arcadia
Avocado Heights*
Azusa
Baldwin Park
Bradbury
City of Industry
Claremont [§]
Covina
Duarte
El Monte
Glendora
Inwindsale
La Cañada Flintridge
La Mirada
La Puente
La Verne
Los Angeles
Monrovia
Monterey Park
Pico Rivera
Rosemead
San Dimas
San Gabriel
Sierra Madre
South El Monte
South Whittier*
Temple City
Walnut [§]
West Covina
Whittier* | Orange (continued)
Garden Grove [§]
Huntington Beach
Los Alamitos
Mission Viejo
Newport Beach
Santa Ana
Riverside
Cathedral City [§]
Coachella
Corona
East Hemet*
Riverside
San Jacinto
San Bernardino
Colton
Montclair
Upland
San Diego
Bonita*
Chula Vista
Coronado [§]
El Cajon
Escondido
Imperial Beach
Lakeside*
La Mesa
La Presa*
Lemon Grove
National City
Oceanside
San Diego
Spring Valley*
Tecate*
Vista
Carlsbad
San Diego
San Mateo
Atherton
Menlo Park
Tulare
Exeter |
| Fresno
Clovis
Firebaugh
Fowler
Fresno
Kerman
Mendota
Sanger
Tranquillity**
Imperial
Andrade*
Brawley
Calexico
El Centro
Heber*
Holtville
Imperial
Seeley* | Madera
Madera
Madera Rancho*
Parkwood*
Orange
Anaheim
Costa Mesa
Garden Grove
Orange
Lake Forest
Mission Viejo
Santa Ana | Alameda
Hayward |
| Kern
Arvin
Arvin | Los Angeles
Alhambra
Avocado Heights**
Bell [§]
Bellflower
Bell Gardens
Carson [§]
Downey
East Los Angeles*
Florence-Graham*
Hacienda Heights**
Huntington Park
La Mirada
Los Angeles
Maywood
Montebello
Monterey Park
Paramount [§]
Pico Rivera
Pomona [§]
Rosemead
South Gate
South Whittier* | |

[§] New detection location within the previous four weeks

*Unincorporated Census-Designated Places