



## San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Phone: 626-814-9466 | [www.sgvmosquito.org](http://www.sgvmosquito.org)

Email: [district@sgvmosquito.org](mailto:district@sgvmosquito.org)

### BOARD OF TRUSTEES MEETING AGENDA JUNE 9, 2023 – 7:00 A.M.

#### 1. Call to Order

- 1.1 Pledge of Allegiance
- 1.2 Determination of a Quorum – Noted Absences
- 1.3 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

#### 2. Opportunity for Public Comment on Non-Agenda Items

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

#### 3. Consent Calendar

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

- 3.1 List of Claims: May 2023
- 3.2 Budget Status Report: May 2023
- 3.3 Minutes of Board of Trustees Meeting: May 2023
- 3.4 Operations Report: May 2023
- 3.5 Surveillance Report: May 2023
- 3.6 Communications Report: May 2023
- 3.7 Treasurer's Report: April 2023 / District Working Balance: June 2023

#### 4. Presentation: None

#### 5. Distribution of Engineer's Report Fiscal Year 2023-2024 (EXHIBIT 5A)

(Board President, Becky Shevlin) (Receive and File)

#### 6. Consider Resolution 2023-03 to Order Collection of Special Benefit Property Taxes Inclusive of Annual Budget for Fiscal Year 2023-2024 (EXHIBIT 6A, 6B, 6C)

(Board President, Becky Shevlin) (Approve/Deny)



- President Reads the Item
  - President Declares the Public Hearing Open
  - President Requests Staff to Report Any Communications
  - Receive Staff Report (District Manager)
  - President Calls for Public Testimony
  - President Closes the Public Hearing
  - Board Discussion
  - Board Motion and Vote
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve Resolution 2023-03 to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2023-2024 Annual Budget.
  - **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve the Resolution 2023-03 to Order Collection of Special Benefit Property Taxes Inclusive of the FY 2023-2024 Annual Budget.

**7. Consider Filing Letter of Support for Assembly Bill 557 (EXHIBITS 7A, 7B)**

(Committee Chair, Sho Tay) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve filing letter of support for Assembly Bill 557.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve filing letter of support for Assembly Bill 557.

**8. Consider Change of Board of Trustees Meeting Date from November 10, 2023 to November 17, 2023 Due to Observance of Veteran's Day Holiday**

(Board President, Becky Shevlin) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve the change to the Board of Trustees meeting date from November 10<sup>th</sup> to November 17<sup>th</sup> 2023 due to observance of Veteran's Day Holiday.
- **Alternate Board Action:** If after discussion by members for this item, the Board may choose not to approve the change to the Board of Trustees meeting date from November 10<sup>th</sup> to November 17<sup>th</sup> 2023 due to observance of Veteran's Day Holiday.



**9. District Administration**

- 9.1 Committee Meeting Notifications
- Public Information Committee

9.2 District Update

**10. Committee Reports**

**11. Trustee Reports**

**12. New Business**

**13. Adjournment**

The Public Information Committee will convene immediately following adjournment of the Board of Trustees meeting

**Public Information Committee**

Jerry Velasco, El Monte (Chair)  
Robert Gonzales, Azusa  
Jackie Doornik, Glendora  
Sandra Armenta, Rosemead  
Denise Menchaca, San Gabriel



**CERTIFICATE OF POSTING**

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

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

A handwritten signature in blue ink that reads "Cecilia Contreras".

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Cecilia Contreras, Clerk of the Board  
San Gabriel Valley MVCD

**NOTICE TO THE PUBLIC**

This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1001. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)



## San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2023

### San Gabriel Valley Mosquito And Vector Control Claims List May 11, 2023 May 11, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Sodaxx 80 pack 15 x 20 gift tissue wrapping paper blue	7.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	DEEDYGO 2PCs genuine bone folder scoring folding creasing origami paper	11.49
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	BORSALI clear TSA approved toiletry bag 4 pack travel	18.88
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Magnetic squares-self adhesive magnetic squares	10.49
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	lion design-R-line poly oversized project envelope	20.10
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Lwenki Key holder for wall	10.99
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Unicliffe 40 Pack tough plastic key tags with split ring label window,	5.98
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Oozmas 1 inch maker tape Replacement for P touch Tze	22.89
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	LOVIMAG strong magnetic hooks	11.49
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	HOMEXCEL microfiber washcloths towel pack of 24	11.99
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Loose leaf rings 1-inch? 100 Pack	7.99
AMAZON CAPITAL SERVICES	05/11/2023	6250 LABORATORY SUPPLIES	10x10 Frame canopy replacement cover	85.00
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Clear space plastic pantry organization and storage bins with lids	48.99
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	SOB carabiner clips Heavy duty large Alloy steel D ring shape locking Carabiner for Hammock	13.89
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Bufferin hand sanitizer	9.99
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Magicare Hand sanitizer wipes (4-80ct packs)	24.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Dry & Dry 5 gram [50packets] Premium pure and safe silica gel packets	10.97
AMAZON CAPITAL SERVICES	05/11/2023	6250 LABORATORY SUPPLIES	Ball bungee cords 6 inch bungee cord with balls	15.99
AMAZON CAPITAL SERVICES	05/11/2023	6250 LABORATORY SUPPLIES	Bungee Balls 12 inch, 50pcs	19.99
AMAZON CAPITAL SERVICES	05/11/2023	6040 Building Maintenance	Red co 12x 12 decorative square table top wooden display	27.94
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Pawfly vertical 2-card badge holder with thumb slot hard transparent PC case	19.98
AMAZON CAPITAL SERVICES	05/11/2023	6150 MEMBERSHIPS	Business Prime Essentials-Membership Fee	179.00
AMAZON CAPITAL SERVICES	05/11/2023	6030 BOARD EXPENSES	Onemore 2-Tier	-37.99
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Super slider self-stick furniture	-4.29
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Zip ties 12 inch Heavy duty zip ties	-19.98
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Delivery Fee	16.00
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Delivery Fee	15.99
AMAZON CAPITAL SERVICES	05/11/2023	6250 LABORATORY SUPPLIES	Delivery Fee	4.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Delivery Fee	7.69
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	TAX	22.65
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	TAX	1.98
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	TAX	22.00
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	TAX	91.36
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	TAX	80.43
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	TAX	39.29
AMAZON CAPITAL SERVICES	05/11/2023	6250 LABORATORY SUPPLIES	TAX	11.97
AMAZON CAPITAL SERVICES	05/11/2023	6030 BOARD EXPENSES	Onemore 2-Tier larger serving tray-Collapsible food	41.60
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Supersliders self-stick furniture sliders for carpeted surfaces, Zip ties 12inch heavy duty zip ties with 120 pounds tensile	26.58
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Save on Postage Ink compatible IXINK357 Quadient Neopost	115.00



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AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Personalized Office Plate 2x8 Customized wall door sign nameplate adhesive back	4.89
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Personalized Office Plate 2x8 Customized wall door sign nameplate adhesive back	4.89
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Staples 614454 Pressboard Classification Folders 2/5 top LTR 2Div green 20box	28.66
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Sterilite 70 Qt clear plastic stackable storage bin w/ white latching lid organizing solution	145.80
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	HIJIRH 165 pcs pro grade 3D printing kits,	54.39
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Maxgear 12 pk 8.5 x 11 acrylic sign holder, slant black	43.89
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Softolle Kitchen, towels pack of 12 barmop Towels	37.98
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Kynup digital caliper, calipers 6 inch measuring tool with stainless steel,	29.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	SUNLU Filament dryer box with fan for 3d Printer filament	49.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Amazon Basic clear thermal laminating plastic paper laminator sheets-9x11.5 inch	50.38
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Amazon basics non-scratch sponges, 6- pack	4.18
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Kitchen countertop sponge holder SUS 304 stainless steel	13.99
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Yuxh 40 bungee cord with carabiner hooks black 3pcs	23.76
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Acmee 5 inch acrylic square LED vase base light	21.18
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Scotch heavy duty packaging tape	47.20
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	New wave enviro iconic 1 gallon BPA free water bottle (round),	21.83
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Avery 5160 Easy Peel address labels	54.06
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Bates- sand paper with handle	8.98
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	BORSALI clear toiletry bags for traveling	10.49
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Creality 10 packs 3D Printer hardened steel MK8 nozzles,	8.99
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Amazon basics no residue, Non- reflective Gaffers tape-2	37.90
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Amazon basic clear thermal laminating plastic paper	15.50
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Super lub 51004 synthetic oil with PTFE	7.78
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Velcro brand 150pk cable ties value pack	13.98
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Yuxh 24 Bungee cord with carabiner hooks black 2pcs	11.76
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Flexicore packaging noble gold gift wrap tissue paper	9.89
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Brother Genuine DK-2606 continuous length film tape	56.87
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Lalapool large premium pool dispenser, strong floating pool chlorine dispenser,	107.76
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Lalapool large premium pool dispenser, strong floating pool chlorine dispenser,	107.76
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Langtech powder coated PEI magnetic flexible plate for ender 3	46.99
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	1n the office rubber bands #64 thick rubber bands	23.96
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	JustMike O set of 50 six sided D6 16Mm standard rounded	7.47
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	Newer 79 inch camera tripod monopod with center colum and ball head aluminum	140.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	MYNT3D super 3D pen	39.99
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	GE 6-Outlet power strip 2 pack	8.89
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Amazon brand-solimo 91% Isopropyl alcohol first Aid Antiseptic	23.80
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Harbot 394358S ful filter for briggs and stratton	10.29
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Dulfine high performance work gloves for men (12 pairs pack)	61.88
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Dulfine high performance work gloves for men (12 pairs pack)	61.88
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Lee's kriter keeper	14.01
AMAZON CAPITAL SERVICES	05/11/2023	6290 Supplies, Public Informati	IRIS usa 32qt Plastic storage container bin with secure lid	124.18



# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | May 2023

AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	YOOPAI creality ender enclosure for 3D Printer,	49.99
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	Glarks 121Pcs 8 size heavy duty black double gripping nylon hose clamps set	19.99
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	safety work gloves for men PU coated (12 pairs),	18.88
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	safety work gloves for men PU coated (12 pairs)	17.88
AMAZON CAPITAL SERVICES	05/11/2023	6280 SUPPLIES, OPERATIONS	3M sfety glasses,virtua	33.00
AMAZON CAPITAL SERVICES	05/11/2023	6270 OFFICE SUPPLIES	Scotch magic tape, 6 rolls invisible scotch	22.99
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	CR2032 Lithium Battery 3 volt coin button cell 200pack	37.86
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	7inch LCD digital USB microscope with 32G TF card	319.96
AMAZON CAPITAL SERVICES	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	AMOLEN filament storage bag vacuum kit	25.73
				<b>\$ 3,177.61</b>
AMERICAN FIDELITY ASSURANCE	05/11/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	90.49
AMERICAN FIDELITY ASSURANCE	05/11/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# D587275	268.32
AMERICAN FIDELITY ASSURANCE	05/11/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	2,209.55
AMERICAN FIDELITY ASSURANCE	05/11/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	70.59
				<b>\$ 2,638.95</b>
AMERICAN FIDELITY FLEX ACCT	05/11/2023	6070 FLEX PREMIUMS	Flex Premiums	62.49
AMERICAN FIDELITY FLEX ACCT	05/11/2023	6070 FLEX PREMIUMS	Flex Premiums	108.31
AMERICAN FIDELITY FLEX ACCT	05/11/2023	6070 FLEX PREMIUMS	Flex Premiums	279.16
AMERICAN FIDELITY FLEX ACCT	05/11/2023	6070 FLEX PREMIUMS	Flex Premiums Invoice# 2140375A	237.49
				<b>\$ 687.45</b>
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	63.78
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	63.78
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6332 Uniforms	Uniforms Invoice# 5880278556	503.00
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6040 Mats, Towels	Mats, Towels, Lockers, etc.	63.78
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6332 Uniforms	Uniforms Invoice# 5880272232	273.34
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6332 Uniforms	CREDIT- Uniforms Invoice# 5880272232	-185.81
ARAMARK UNIFORM SERVICES INC.	05/11/2023	6332 Uniforms	Uniforms Invoice# 5880284267	457.41
				<b>\$ 1,239.28</b>
ATHENS SERVICES	05/11/2023	6040 Refuse Disposal	Refuse Disposal Invoice# 14403794 Waste collection monthly service	282.01
				<b>\$ 282.01</b>
AZUSA LIGHT & WATER	05/11/2023	6343 Meter # 45169724	Account # 303-0191.300 Serviced Period 3/30/2023- 5/8/2023	48.21
AZUSA LIGHT & WATER	05/11/2023	6343 Meter # 99172930	Account # 303-0190.300 Serviced Period 4/7/2023- 5/5/2023	69.18
				<b>\$ 117.39</b>
CALPERS CERBT	05/11/2023	6074 - POST RETIREMENT BENEFITS	CERBT Contributions-OPEB	42,901.00
				<b>\$ 42,901.00</b>
CELL BUSINESS EQUIPMENT	05/11/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 4/15/2023-5/14/2023	1,562.23
				<b>\$ 1,562.23</b>
CLARKE MOSQUITO CONTROL	05/11/2023	6250 LABORATORY SUPPLIES	Invoice# S00230	1,698.03
				<b>\$ 1,698.03</b>



# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | May 2023

CONCENTRA OCCUPATIONAL HEALTH CENTERS	05/11/2023	6080 Hiring Expenses	Phys w/Rapid eCup/5 Pnl- Seasonal Audiogram HPE Company Defined-Level 1 Physical Exam Concentra Standard Rapid e-Cup+/5 Panel USD	358.00
				<b>\$ 358.00</b>
ENVIRONMENT CONTROL	05/11/2023	6040 Building Maintenance	Monthly Janitorial Services for MAY Invoice# 14475-411	1,528.00
				<b>\$ 1,528.00</b>
Go To Communications, Inc	05/11/2023	6320 TELEPHONE OFFICE	Invoice# IN7101921561 Office Phones Go To Connect Standard-Monthly service Charge	1,099.16
				<b>\$ 1,099.16</b>
LEWIS BRISBOIS BISGAARD & SMITH LLP	05/11/2023	6130 Profess Serv rendered	Professional Services rendered General Counsel Invoice# 3623995	2,333.14
				<b>\$ 2,333.14</b>
LINDE GAS & EQUIPMENT INC.	05/11/2023	6250 LABORATORY SUPPLIES	Dry Ice Invoice# 35699004	145.06
				<b>\$ 145.06</b>
NATIONWIDE RETIREMENT	05/11/2023	6066 457 CONTRIBUTION	Employee Contributions For DM	124.73
				<b>\$ 124.73</b>
OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST	05/11/2023	6080 Hiring Expenses	Phy Exam w/rapid ecup+/5 Panel Pulmonary Function Test Rapid eCup+/5 Panel USD U/A Dipstick Vision Acuity Snellen Audiogram physical Exam Concentr Standard Invoice#1014683174	513.00
				<b>\$ 513.00</b>
PERS	05/11/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%)	1,811.86
PERS	05/11/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%)	389.64
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	465.88
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	346.19
PERS	05/11/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%) PR 5/11/23	933.63
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	717.96
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	1,225.20
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	462.02
PERS	05/11/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	2,529.27
				<b>\$ 8,881.65</b>
RED WING SHOE STORE	05/11/2023	6334 BOOTS	Invoice#20230510026095 Boots Purchase Gabriel Alamo 995-1-861 Jamie Mangan -1-147334 Ricardo Feria 995-187297 Jesus Avila 995-1-87296	714.60
				<b>\$ 714.60</b>
SOUTHERN CALIFORNIA EDISON	05/11/2023	6340 UTILITIES - ELECTRIC	Electricity usage Southern California Edison Account# 700251011287	1,940.65
				<b>\$ 1,940.65</b>
STAPLES CREDIT PLAN	05/11/2023	6270 OFFICE SUPPLIES	Sharpie retractable Permanent Markers, Sharpie Permanent Markers Ultra fine tip, Pentel WOW retractable ballpoint pens, HP414A Yellow standard yield toner cartridge, HP414A Magenta, HP414A Cyan, HP414A Black standard	506.34
				<b>\$ 506.34</b>
SYNTECH GROUP INC.	05/11/2023	6036 COMPUTER SOFTWARE	Microsoft Power BI Pro for Government Monthly - 1YR Commit [5/1/2023 - 5/31/2023]	10.00
SYNTECH GROUP INC.	05/11/2023	6036 COMPUTER SOFTWARE	Microsoft Office 365 G3 GCC-Per User CAL 1YR Commit License [5/1/2023 - 5/31/2023]	768.00
SYNTECH GROUP INC.	05/11/2023	6036 COMPUTER SOFTWARE	Invoice# SVC-A22521 Microsoft office 365 G1 GCC- Per User CAL, 1YR Commit License [5/1/2023 - 5/31/2023]	192.00
SYNTECH GROUP INC.	05/11/2023	6036 COMPUTER SOFTWARE	Dropsuite Business Backup- Monthly [5/1/2023- 5/31/2023]	250.00
				<b>\$ 1,220.00</b>





# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | May 2023

TeamBuilders, Inc	05/11/2023	6304 - SURVEILLANCE, AERIAL	Invoice# 211564 Abatement Survey Flight per KML	27,146.88
				<b>\$ 27,146.88</b>
UNITED PET CARE	05/11/2023	6070 Med premiums - Cafeteria	Medical premiums Invoice# 30019986	61.00
				<b>\$ 61.00</b>
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- Hyatt Everline Resort	286.26
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Vista Print	37.23
US BANK	05/11/2023	6040 Building Maintenance	Vortex Industries Inc	820.00
US BANK	05/11/2023	6040 Building Maintenance	LOWES	88.20
US BANK	05/11/2023	6280 SUPPLIES, OPERATIONS	Rad Coffee	55.94
US BANK	05/11/2023	6037 WEBSITE AND EMAIL SERVICE	Mailchimp Services	60.00
US BANK	05/11/2023	6037 WEBSITE AND EMAIL SERVICE	Godaddy.com	21.17
US BANK	05/11/2023	6270 OFFICE SUPPLIES	The Home Depot	19.13
US BANK	05/11/2023	6037 WEBSITE AND EMAIL SERVICE	Godaddy.com	42.34
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	Arlo Camera Monitoring	17.99
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	Wasabi Technologies hot cloud storage	32.58
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Porto's Bakery & Cafe	49.00
US BANK	05/11/2023	6080 Hiring Expenses	LIEBERTCASS Invoice# 1200	375.00
US BANK	05/11/2023	6030 BOARD EXPENSES	LIEBERTCASS Invoice# 1200	375.00
US BANK	05/11/2023	6232 SEMINARS AND MEETINGS	LIEBERT CASSIDY WHITMORE	60.00
US BANK	05/11/2023	6232 SEMINARS AND MEETINGS	LIEBERT CASSIDY WHITMORE	100.00
US BANK	05/11/2023	6150 Membership Dues	Membership Dues, Membership ID 40162 International Institute of Municipal Clerks	225.00
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION SHRM Annual Conference & Expo 2023	425.00
US BANK	05/11/2023	6080 Hiring Expenses	City Clerks Association of California	200.00
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Grainger	2,743.70
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- Annual conference & Expo 2023 June 11-14	435.39
US BANK	05/11/2023	6037 WEBSITE AND EMAIL SERVICE	Godaddy.com	21.17
US BANK	05/11/2023	6080 Hiring Expenses	All American Security	105.00
US BANK	05/11/2023	6030 BOARD EXPENSES	Smart & Final-April Board Meeting	61.65
US BANK	05/11/2023	6030 BOARD EXPENSES	Smart & Final-April Board Meeting	7.49
US BANK	05/11/2023	6030 BOARD EXPENSES	Munchkin's Donuts- April Board Meeting	16.00
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	Jamf Services	166.00
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- City of Pasadena City Hall	2.50
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION- City of Pasadena City Hall	2.50
US BANK	05/11/2023	6080 Hiring Expenses	Hireright Express	91.80
US BANK	05/11/2023	6080 Hiring Expenses	Hireright Express	91.34
US BANK	05/11/2023	6250 LABORATORY SUPPLIES	The Home Depot	35.41
US BANK	05/11/2023	6251 ARBOVIRUS TESTING SUPPLIES	The Home Depot	-24.16
US BANK	05/11/2023	6333 BRANDED CLOTHING	LAUNDRYUP Ticket# 36131	42.00
US BANK	05/11/2023	6281 MOSQUITO FISH SUPPLIES	The Home Depot	214.31
US BANK	05/11/2023	6281 MOSQUITO FISH SUPPLIES	The Home Depot	20.20
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Panera Bread	57.96
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	www.ShareFile.com/Support	192.00
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Fax to CalPers FedEx Office	2.49
US BANK	05/11/2023	6080 Hiring Expenses	Hireright Express	90.05
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Flower Shop at Rose Hill Invoice# 397810	152.15
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Home Depot.com	31.58



# San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2023

US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Home Depot.com	5.15
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Micro Center OnLine	193.72
US BANK	05/11/2023	6035 COMPUTER HARDWARE	Micro Center OnLine	20.80
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Micro Center OnLine	157.60
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	MatterHackers	292.29
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	OfficeSupply.com	20.77
US BANK	05/11/2023	6305 EDUCATION PROGRAM SUPPLIES	Arbico Organics	217.91
US BANK	05/11/2023	6333 BRANDED CLOTHING	LAUNDRYUP Ticket# 36731	42.00
US BANK	05/11/2023	6333 BRANDED CLOTHING	LAUNDRYUP Ticket# 37361	42.00
US BANK	05/11/2023	6333 BRANDED CLOTHING	LAUNDRYUP Ticket# 38001	42.00
US BANK	05/11/2023	6333 BRANDED CLOTHING	LAUNDRYUP Ticket# 38641	42.00
US BANK	05/11/2023	6040 Building Maintenance	Lowes-2 -cu ft premium brown mul	66.15
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	Keeperssecurity.com	494.25
US BANK	05/11/2023	6232 REGISTRATION - SEMINARS	REGISTRATION-June 25, 2023- June 27, 2023	675.00
US BANK	05/11/2023	6035 COMPUTER HARDWARE	OWL Labs	304.40
US BANK	05/11/2023	6036 COMPUTER SOFTWARE	Invoice# INV00119235 Zingle.com	229.00
US BANK	05/11/2023	6270 OFFICE SUPPLIES	Vista Print	37.22
				<b>\$ 10,730.63</b>
WEX/CHEVRON	05/11/2023	6262 Fuel for Trucks	Fuel for Trucks Invoice# 89076044	4,528.30
				<b>\$ 4,528.30</b>
			<b>Accounts Payable for May 11, 2023</b>	<b>\$116,135.09</b>

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# San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2023

## San Gabriel Valley Mosquito And Vector Control Claims List May 25, 2023 May 25, 2023

Vendor	Date	Product/Service	Memo/Description	Amount
AZUSA LIGHT & WATER	05/25/2023	6343 Meter # 45169724	Account # 303-0190.300 04/7/2023 to 05/05/2023	69.18
AZUSA LIGHT & WATER	05/25/2023	6343 Meter # 45169724	Account # 303-0191.300 03/30/2023 to 5/8/2023	48.21
				<b>\$ 117.39</b>
BECKY A. SHEVLIN	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May12, 2023	100.00
				<b>\$ 100.00</b>
CAL PERS	05/25/2023	6070 Med premiums - Cafeteria	Medical premiums ID# 100000017174964	1,399.67
CAL PERS	05/25/2023	6070 ADMIN FEE	Admin fee	49.92
CAL PERS	05/25/2023	6070 Med premiums - Cafeteria	Medical premiums	3,367.48
CAL PERS	05/25/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	604.00
CAL PERS	05/25/2023	6070 Med premiums - Cafeteria	Medical premiums	3,741.86
CAL PERS	05/25/2023	6070 Med premiums - Cafeteria	Medical premiums	2,666.35
				<b>\$ 11,829.28</b>
CECILIA CONTRERAS	05/25/2023	6232 Per Diem	Per Diem 2023 Annual SHRM Conference 6/11/23 -6/14/23	160.00
				<b>\$ 160.00</b>
CELL BUSINESS EQUIPMENT	05/25/2023	6073 EQUIPMENT LEASE	Copier lease coverage period 5/15/2023 -6/14/20223	1,562.23
				<b>\$ 1,562.23</b>
CHARLIE KLINAKIS	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
COREY CALAYCAY	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
CYPRESS HEATING & AIR CONDITIONING	05/25/2023	6040 Building Maintenance	Invoice# 35152230 Filter replacement, Condenser coil rinse, check condition of indoor coils and drain. Check voltage and amp draws to all motors and compressors. Clean out electrical cabinets and secure wiring. Visually check heat exchangers and/ or reversing valves. Test burner operation and sensors.	525.00
				<b>\$ 525.00</b>
DENISE MENCHACA	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
DR. ALLEN L. WU	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
FRONTIER	05/25/2023	6315 Monthly Internet Charges	Monthly Internet Charges Acc 626-1971465-020723-5	555.00
				<b>\$ 555.00</b>



# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | May 2023

Henry Aviles	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
JACKIE DOORNIK	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
JOHN CAPOCCIA	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
JOSEPH LEON	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
KENN K. FUJIOKA	05/25/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	241.71
				<b>\$ 241.71</b>
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	CREDIT Logo Application Fee	-4.00
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	CREDIT Logo Application Fee	-16.00
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	CREDIT Logo Application Fee Credit Note# SCR1404680	-16.00
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	Invoice# SIN11202862 LANDS'END & Logo Application Fee	499.05
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	LANDS'END & Logo Application Fee	77.35
LAND'S END BUSINESS OUTFITTERS	05/25/2023	6333 BRANDED CLOTHING	LANDS'END & Logo Application Fee	316.62
				<b>\$ 857.02</b>
LIEBERT CASSIDY WHITMORE	05/25/2023	6130 Profess Serv rendered	Professional Services rendered Invoice# 240809	1,861.00
				<b>\$ 1,861.00</b>
LINCOLN FINANCIAL GROUP	05/25/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	613.50
LINCOLN FINANCIAL GROUP	05/25/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums (Adjustments)	157.62
LINCOLN FINANCIAL GROUP	05/25/2023	6065 GROUP TERM LIFE	Group term Life Insurance Ref#4557580858	394.10
				<b>\$ 1,165.22</b>
LLOYD JOHNSON	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	149.50
				<b>\$ 149.50</b>
MANUEL R. GARCIA	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
MARGARET E. FINLAY	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<b>\$ 100.00</b>
MARTA TANAKA	05/25/2023	6072 MEDICAL PREMIUM-Retired EE	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	852.90
				<b>\$ 852.90</b>
MARY ANGELA BRISCO	05/25/2023	6072 MEDICAL PREMIUM-Retired EE	Medical premiums - Retired EE	603.64
				<b>\$ 603.64</b>
Meshal Kashifalghita	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00



# San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2023

				<u>\$ 100.00</u>
MIKE NIFFENEGGER	05/25/2023	6072 MEDICAL PREMIUM-Retired EE	Medical Premiums-Retired EE	841.59
				<u>\$ 841.59</u>
MVCAC	05/25/2023	6270 OFFICE SUPPLIES	MVCAC 2023 Yearbook, sale tax & Publication postage	100.05
				<u>\$ 100.05</u>
NATIONWIDE RETIREMENT	05/25/2023	6066 457 CONTRIBUTION	Employer Contribution for DM	124.73
				<u>\$ 124.73</u>
ODP BUSINESS SOLUTIONS, LLC	05/25/2023	6270 OFFICE SUPPLIES	Office Depot brand wirebound top opening memo books 12pk, writing pads 8- 1/2x 11-3/4, 12pk white, writing pads 8- 1/2x 11-3/4, 12pk Canary, Correction tape, Steno Books 6x9 pk12 greentint & white	80.91
				<u>\$ 80.91</u>
PERS	05/25/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%)	933.63
PERS	05/25/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%)	1,811.86
PERS	05/25/2023	6200 RETIREMENT - CLASSIC	Employer Contribution (10.87%)	389.64
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	465.88
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	346.19
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	2,529.28
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	729.85
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	1,225.20
PERS	05/25/2023	6201 RETIREMENT - PEPRA	Employer Contribution (7.47%)	485.80
				<u>\$ 8,917.33</u>
PRINCIPAL DENTAL	05/25/2023	6070 Dental premiums - Cafeter	Dental Premiums	360.92
PRINCIPAL DENTAL	05/25/2023	6070 Dental premiums - Cafeter	Dental Premiums	411.35
PRINCIPAL DENTAL	05/25/2023	6070 Dental premiums - Cafeter	Dental Premiums	1,466.69
PRINCIPAL DENTAL	05/25/2023	6070 Dental premiums - Cafeter	Dental Premiums	184.97
PRINCIPAL DENTAL	05/25/2023	6070 Dental premiums - Cafeter	Dental Premiums	45.46
				<u>\$ 2,469.39</u>
RICHARD BARAKAT	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<u>\$ 100.00</u>
ROBERT GONZALES	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<u>\$ 100.00</u>
ROBERT S. JOE	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<u>\$ 100.00</u>
RYAN A. VIENNA	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<u>\$ 100.00</u>
SANDRA ARMENTA	05/25/2023	6030 BOARD EXPENSES	Reimbursement for the Attendance of the Board Meeting on May 12, 2023	100.00
				<u>\$ 100.00</u>



# San Gabriel Valley Mosquito & Vector Control District

## List of Claims | May 2023

SOCALGAS	05/25/2023	6341 Utilities	Gas Service Acc # 057 518 2100 9	152.02
SOCALGAS	05/25/2023	6341 Utilities	Gas Service Acc # 059 618 2100 5	30.50
				<b>\$ 182.52</b>
SSD Alarm	05/25/2023	6040 Building Maintenance	Work requested: Modify panel programming. Updated keypad code(s) Work perform: Unable to connect to Client's system. Programming changes have been completed.	189.00
				<b>\$ 189.00</b>
SYNTECH GROUP INC.	05/25/2023	6046 PROFESSIONAL SERVICES - IT	ProCare Support Cloud Per User-Premium [5/1/2023- 5/31/2023] ProCare Cloud Support + SGVM	1,800.00
SYNTECH GROUP INC.	05/25/2023	6046 PROFESSIONAL SERVICES - IT	Monthly IT Service ProCare Support base [5/1/2023- 5/31/2023] ProCare Cloud Support + SGVM Invoice# SVC-A22547	900.00
SYNTECH GROUP INC.	05/25/2023	6046 PROFESSIONAL SERVICES - IT	ProCare Support Cloud Per User-Standard [5/1/2023- 5/31/2023] ProCare Cloud Support + SGVM	1,200.00
				<b>\$ 3,900.00</b>
TeamBuilders, Inc	05/25/2023	6304 - SURVEILLANCE, AERIAL	Invoice# 211564 Abatement Survey Flight per KML	27,146.88
				<b>\$ 27,146.88</b>
TEXAS LIFE INSURANCE COMPANY	05/25/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums Invoice# SM09BT20230514001	166.75
TEXAS LIFE INSURANCE COMPANY	05/25/2023	6070 Premiums, life - Cafeter	Voluntary Insurance Premiums	42.25
				<b>\$ 209.00</b>
TIRE ZONE	05/25/2023	6260 SUPPLIES, MECHANICAL	Invoice#72928 California Tax, Mount & Balance, Tire Disposal,	26.75
				<b>\$ 26.75</b>
TPx COMMUNICATIONS	05/25/2023	6320 Office phones	Office phones	707.61
TPx COMMUNICATIONS	05/25/2023	6315 Monthly Internet Charges	Monthly Internet Charges Invoice#170398298-0	907.50
				<b>\$ 1,615.11</b>
VECTOR CONTROL JPA	05/25/2023	6232 SEMINARS AND MEETINGS	Invoice# VCJPA-202 Vector Control JPA Annual Workshop- February 2023	680.25
				<b>\$ 680.25</b>
VERIZON WIRELESS	05/25/2023	6312 Monthly District Field Ph	Monthly District Field Phones Account # 272560553-00001	2,647.08
				<b>\$ 2,647.08</b>
ZORO.COM	05/25/2023	6302 Supplies, Safety	Invoice# INV12485603 Sensetive solution, Britex, Fit Testing Solution, Fit Testing solution, Saccharin, Sensitivity Solution,	81.78
				<b>\$ 81.78</b>
<b>Accounts Payable for May 25, 2023</b>				<b>\$ 71,392.26</b>
<b>Total Accounts Payable for May 20232</b>				<b>\$ 187,527.35</b>
<b>Total Payroll for May 2023</b>				<b>239,130.74</b>
see attached				
<b>Total Claims for May 2023</b>				<b>\$ 426,658.09</b>

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## San Gabriel Valley Mosquito & Vector Control District List of Claims | May 2023

### San Gabriel Valley MVCD Payroll for May 2023

Department	May 11, 2023	May 11, 2023 S. Gallegos	May 25, 2023	TOTAL
EXECUTIVE	6,236.66	-	6,236.66	12,473.32
ADMINISTRATION	13,235.04	-	12,579.55	25,814.59
OPERATIONS	50,866.39	260.26	50,685.92	101,812.57
SURVEILLANCE	13,804.34	-	13,479.43	27,283.77
COMMUNICATIONS	16,766.74	-	17,166.41	33,933.15
SEASONAL WORKERS	10,038.22	-	11,996.85	22,035.07
Gross Payroll	110,947.39	260.26	112,144.82	223,352.47
Employer Taxes	2,983.10	3.77	3,011.67	5,998.54
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	4,118.20	-	5,161.53	9,279.73
<b>TOTAL PAYROLL</b>	<b>118,548.69</b>	<b>264.03</b>	<b>120,318.02</b>	<b>239,130.74</b>

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## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | May 2023

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	19,655.94	529,991.16	784,718.00	254,726.84	67.54	
Salaries - Non Exempt	(9,404.27)	1,363,668.48	2,137,471.00	773,802.52	63.80	
Salaries - Overtime	500.36	30,567.12	20,500.00	(10,067.12)	149.11	ENS & Pool activity
Salaries - Vacation	(2,801.89)	140,969.16	119,397.00	(21,572.16)	118.07	Payout-resignations
Salaries-Holiday	595.98	105,347.42	135,438.00	30,090.58	77.78	
Salaries, Sick Pay	3,360.25	100,727.50	103,581.00	2,853.50	97.25	Covid SPSL
Salaries, Part-time - XH	(3,106.89)	122,012.86	245,828.00	123,815.14	49.63	
Management Car Allowance	0.00	5,000.00	6,000.00	1,000.00	83.33	
Cafeteria Benefit	23,132.78	303,312.82	481,800.00	178,487.18	62.95	
Hlth Benefits, Ret Emps	3,143.84	39,047.28	43,500.00	4,452.72	89.76	
Employer, 457 Contribution	249.46	2,919.72	3,541.00	621.28	82.45	
Medicare	453.71	36,478.94	52,091.00	15,612.06	70.03	
Retirement - Classic	2,931.25	74,834.40	213,723.00	138,888.60	35.01	
Retirement - Pepra	6,885.01	122,305.15	65,619.00	(56,686.15)	186.39	
Retirement - Classic-Unfunded Liability	0.00	161,193.00	304,508.00	143,315.00	52.94	
Retirement - Pepra-Unfunded Liability	0.00	0.00	155,050.00	155,050.00	0.00	
Social Security	(471.85)	4,872.19	9,875.00	5,002.81	49.34	
Group Term Life Ins	394.10	4,286.14	5,200.00	913.86	82.43	
Tuition Reimbursement	0.00	3,611.28	4,000.00	388.72	90.28	
Insurance, unemployment	1,531.11	15,959.39	26,000.00	10,040.61	61.38	
Post Retirement Benefits	42,901.00	144,187.00	42,901.00	(101,286.00)	336.09	Additional payment
<b>TOTAL PERSONNEL EXPENSES</b>	<b>89,949.89</b>	<b>3,311,291.01</b>	<b>4,960,741.00</b>	<b>1,649,449.99</b>	<b>66.75</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	0.00	3,000.00	3,000.00	0.00	
Arbovirus Testing Supplies	(24.16)	8,025.28	20,000.00	11,974.72	40.13	
Branded Clothing	1,032.02	5,254.56	9,800.00	4,545.44	53.62	
Boots	635.04	4,443.80	5,500.00	1,056.20	80.80	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	366.56	2,000.00	1,633.44	18.33	
Awards	0.00	1,825.29	1,800.00	(25.29)	101.41	Service Awards
Advertising	(92.06)	15,138.08	25,000.00	9,861.92	60.55	



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | May 2023

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	771.57	15,993.52	19,000.00	3,006.48	84.18	
Board expenses	1,913.25	28,042.24	32,000.00	3,957.76	87.63	
Computer Hardware	325.20	10,212.02	24,000.00	13,787.98	42.55	
Computer Software	2,107.83	57,674.76	46,000.00	(11,674.76)	125.38	MapVision renewal
Website/Email Service	42.70	5,202.96	7,000.00	1,797.04	74.33	
Facility maintenance	3,717.64	67,472.54	45,000.00	(22,472.54)	149.94	Landscaping & Backflow repair
Maintenance, equipment	0.00	2,551.53	3,000.00	448.47	85.05	
Maintenance, grounds	0.00	1,231.16	2,000.00	768.84	61.56	
Lease Equipment	2,414.36	17,914.36	21,000.00	3,085.64	85.31	
Fees & Assessments	0.00	4,028.29	4,300.00	271.71	93.68	LAFCO fees
Hiring expenses	1,824.19	12,848.58	13,000.00	151.42	98.84	
VCJPA General Fund	0.00	4,230.00	4,106.00	(124.00)	103.02	One time fee
Insurance, liability	0.00	119,037.00	126,327.00	7,290.00	94.23	One time fee
Workers Comp Insurance	0.00	179,876.00	162,354.00	(17,522.00)	110.79	One time fee
Automobile Insurance	0.00	2,607.00	2,607.00	0.00	100.00	One time fee
Other Insurance	0.00	2,624.04	5,500.00	2,875.96	47.71	
Insurance, property	0.00	(3,338.69)	9,935.00	13,273.69	(33.61)	Reimbursement for property claim
Legal	4,194.14	26,501.04	50,000.00	23,498.96	53.00	
Memberships	404.00	32,396.61	35,500.00	3,103.39	91.26	
Miscellaneous expenses	0.00	1,873.71	3,000.00	1,126.29	62.46	
Postage	0.00	4,718.30	8,300.00	3,581.70	56.85	
Accounting Services, Auditor	0.00	14,200.00	20,000.00	5,800.00	71.00	
Professional Services , Other	0.00	0.00	5,000.00	5,000.00	0.00	
Professional Services-IT	3,900.00	46,759.00	50,000.00	3,241.00	93.52	
Printing & Reproduction	0.00	4,033.94	14,000.00	9,966.06	28.81	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	2,826.90	27,279.47	49,106.00	21,826.53	55.55	
Supplies, Surveillance	2,016.44	9,838.91	15,000.00	5,161.09	65.59	
Supplies, Vehicle Maintenance	26.75	27,180.85	50,000.00	22,819.15	54.36	
Supplies, Gasoline	4,528.30	53,839.16	70,000.00	16,160.84	76.91	
Supplies, Office	4,349.73	10,055.34	11,700.00	1,644.66	85.94	
Supplies, Mosquito Fish	234.51	462.67	2,500.00	2,037.33	18.51	
Supplies, Operations	593.73	3,066.29	10,000.00	6,933.71	30.66	
Supplies, Pesticides	0.00	100,315.16	93,627.00	(6,688.16)	107.14	Pesticide supply for season



## San Gabriel Valley Mosquito & Vector Control District Budget Status Report | May 2023

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2023

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	653.76	5,425.31	8,000.00	2,574.69	67.82	
Supplies, Education Program	1,993.04	4,119.75	12,000.00	7,880.25	34.33	
Supplies, Safety	81.78	4,746.80	10,000.00	5,253.20	47.47	
Supplies, Media Production	0.00	777.09	800.00	22.91	97.14	Supplies for season
Benefit Assesment Admin Cost	0.00	115,147.75	118,000.00	2,852.25	97.58	One time fee
Communications, field	2,647.08	32,498.21	50,000.00	17,501.79	65.00	
Telephone, Internet	(169.86)	11,531.03	14,000.00	2,468.97	82.36	
Telephone , Office	1,806.77	20,838.37	15,000.00	(5,838.37)	138.92	Tpx & Frontier
Training , CEU's	0.00	1,190.00	4,400.00	3,210.00	27.05	
Uniforms and clothing	1,047.94	10,088.35	12,000.00	1,911.65	84.07	
Utilities, Electric	1,940.65	31,636.84	34,000.00	2,363.16	93.05	
Utilities, Natural Gas	182.52	3,337.26	4,000.00	662.74	83.43	
Utilities, Water	99.28	1,578.09	2,500.00	921.91	63.12	
Surveillance, Aerial	27,146.88	27,146.88	25,500.00	(1,646.88)	106.46	
<b>TOTAL OPERATING EXPENSES</b>	<b>75,171.92</b>	<b>1,195,843.06</b>	<b>1,394,962.00</b>	<b>199,118.94</b>	<b>85.73</b>	
<b>TOTAL EXPENSES</b>	<b>165,121.81</b>	<b>4,507,134.07</b>	<b>6,355,703.00</b>	<b>1,848,568.93</b>	<b>70.91</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	0.00	43,486.10	57,500.00	14,013.90	75.63	Vehicle purchase
<b>TOTAL CAPITAL EXPENSES</b>	<b>0.00</b>	<b>43,486.10</b>	<b>57,500.00</b>	<b>14,013.90</b>	<b>75.63</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	500,200.00	500,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	300,000.00	300,000.00	0.00	
Reserve, Pension Liability	0.00	0.00	400,000.00	400,000.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	100,000.00	100,000.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>1,400,200.00</b>	<b>1,400,200.00</b>	<b>0.00</b>	

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San Gabriel Valley Mosquito & Vector Control District  
Board of Trustees Meeting Minutes  
May 10, 2023

**TRUSTEES PRESENT**

- Henry Aviles (Alhambra)
- Robert Gonzales (Azusa)
- Richard Barakat (Bradbury)
- Corey Calaycay (Claremont)
- Margaret Finlay (Duarte)
- Jackie Doornik (Glendora)
- Manuel Garcia (Irwindale)
- Charlie Klinakis (La Puente)
- Meshal Kashiflghita (La Verne) *Arrived at 7:09 a.m.*
- Becky Shevlin (Monrovia)
- Joseph Leon (Monterey Park)
- Sandra Armenta (Rosemead)
- Ryan Vienna (San Dimas)
- Denise Menchaca (San Gabriel) *Arrived at 7:04 a.m.*
- John Capoccia (Sierra Madre)
- Robert Joe (South Pasadena)
- Allen Wu (Walnut)
- Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

- Sho Tay (Arcadia)
- Emmanuel Estrada (Baldwin Park)
- Patricia Cortez (Covina)
- Jerry Velasco (El Monte)
- Catherine Marcucci (Industry)
- VACANT (L.A. County)
- Rachel Janbek (Pasadena)
- Tim Sandoval (Pomona)
- Cynthia Sternquist (Temple City)

**STAFF PRESENT**

- Jason Farned
- Rose Alba
- Tristan Hallum
- Gilbert Holguin
- Anais Medina Diaz
- Cecilia Contreras

**GUESTS PRESENT**

- District Counsel, Kelly Alhadeff-Black

**1. Call to Order**

Board President Shevlin called the meeting to order at 7 a.m. Trustee Johnson led the Pledge of Allegiance. Clerk of the Board Contreras confirmed a quorum and noted absences.

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

None

**3. Consent Calendar**

Motion by Trustee Johnson, seconded by Trustee Calaycay and carried by the following vote to approve Items 3.1- 3.8 of the Consent Calendar.

- AYES: Aviles, Gonzales, Barakat, Calaycay, Finlay, Doornik, Garcia, Klinakis, Shevlin, Leon, Armenta, Vienna, Capoccia, Joe, Wu, Johnson
- NOES: None
- ABSTAIN: None
- ABSENT: Tay, Estrada, Cortez, Velasco, Marcucci, Kashiflghita, Janbek, Sandoval, Menchaca, Sternquist

**4. Presentation: None**

**5. Closed Session: Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957(b)  
Title of Position: District Manager



San Gabriel Valley Mosquito & Vector Control District  
**Board of Trustees Meeting Minutes**  
**May 10, 2023**

Members of the Board of Trustees, District Counsel, Director of Administrative Services, and Human Resources Analyst entered closed session to discuss the public employee performance evaluation of the District Manager. At the conclusion of the closed session, President Shevlin requested District Council Black report out any required public disclosure action. District Council Black indicated after discussion, there was consensus from the Board for action and requested a motion.

Motion by Trustee Leon, seconded by Trustee Menchaca and carried by the following vote to approve an amendment of contract for District Manager, Jason Farned to annual base salary of \$14,996.67 per month and 4% contribution of base salary to 457 Deferred Compensation Plan.

AYES: Aviles, Gonzales, Barakat, Calaycay, Doornik, Garcia, Klinakis, Kashifghita, Shevlin, Leon, Armenta, Vienna, Menchaca, Capoccia, Joe, Wu, Johnson  
 NOES: None  
 ABSTAIN: None  
 ABSENT: Tay, Estrada, Cortez, Finlay, Velasco, Marcucci, Janbek, Sandoval, Sternquist

**6. Review of Preliminary Engineer's Report Fiscal Year 2023-2024**

Melanie Lee of SCI Consulting Group provided an overview of the item. The Preliminary Engineer's Report was received and filed.

**7. Consider Draft Annual Budget for Fiscal Year 2023-2024**

District Manager Farned provided a presentation and overview of the item and stated that the Finance and Audit Committee had convened and recommended approval of the draft budget.

At the conclusion of a robust discussion that included the District's Unfunded Accrued Liability (UAL) and associated interest, a suggestion was made to increase the assessment by an additional \$1 and commit the proceeds to an Additional Discretionary Payment (ADP) to CalPERS.

District Manager Farned indicated that was feasible but cautioned that the District's UAL was calculated annually and could change significantly from one year to the next based on variables outside of the District's control. Therefore, next year's Annual Valuation Report may not reflect the same liability projections (for better or worse) that are currently being used to make this decision. While he agreed that a large single year ADP would be a prudent decision in any case, he cautioned trustees that the outcome of such a payment would be unknown until the next valuation report. He further stated that the best long-term approach is to evaluate UAL annually during budget discussions and ensure that minimum payments are met, and additional funds are available in the Pension Liability Reserve Account to make impactful ADPs based on the most current valuation reports.

Motion by Trustee Barakat, seconded by Trustee Leon and carried by the following vote to direct staff to revise the draft annual budget to increase the proposed annual assessment by \$1, and prepare a resolution to order collection of special benefit property taxes inclusive of the FY 2023-2024 annual budget with those changes, with additional funds raised to be used for an ADP to CalPERS.

AYES: Aviles, Gonzales, Barakat, Calaycay, Doornik, Klinakis, Kashifghita, Shevlin, Leon, Armenta, Vienna, Menchaca, Capoccia, Joe



San Gabriel Valley Mosquito & Vector Control District  
**Board of Trustees Meeting Minutes**  
 May 10, 2023

NOES: None

ABSTAIN: None

ABSENT: Tay, Estrada, Cortez, Finlay, Velasco, Garcia, Marcucci, Janbek, Sandoval, Sternquist, Wu, Johnson

**8. Consider Filing Letter of Support for Assembly Bill 557**

The item was tabled for a future Board meeting.

**9. District Administration**

**9.1 District Update**

District Manager Farned introduced new Director of Communications, Anais Medina Diaz; provided a mosquito update; announced that students from Clifton Middle School in Monrovia, San Jose Charter Academy in West Covina, and Sierra Middle School in Sierra Madre will be presented with Vector Inspectors of the Year completion certificates; shared that the district was a finalist for Best Instagram Presence at the Golden Post Awards which recognizes government agencies for outstanding use of social media. Although the district did not ultimately win the award, District Manager Farned thanked the Communications Department for their great work with the district's social media platforms.

**9.2 Remote Meetings**

District Manager Farned reported out the results of research he conducted for costs associated with retrofitting the board room with updated audio and visual equipment to accommodate remote meetings per current legislation. He also provided general guidelines regarding the process needed should the board want to consider remote meetings in the future including need to agendaize item for action. District Counsel Black confirmed that offering remote meetings was not required. Consensus of the board was to not pursue remote meeting option and continue in-person meetings only at this time.

**10. Committee Reports**

None

**11. Trustee Reports**

None

**12. New Business**

None

**13. Adjournment**

The meeting was adjourned at 8:28 a.m.

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# San Gabriel Valley Mosquito & Vector Control District Operations Department Report Disease Weeks 18 - 21 | April 30 – May 27

### Zone Specialists:

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

### Operations Summary:

This report does not include pesticide usage for May 2023 because the reporting period concluded before the end of the month. May’s pesticide usage will be included in next month’s report.

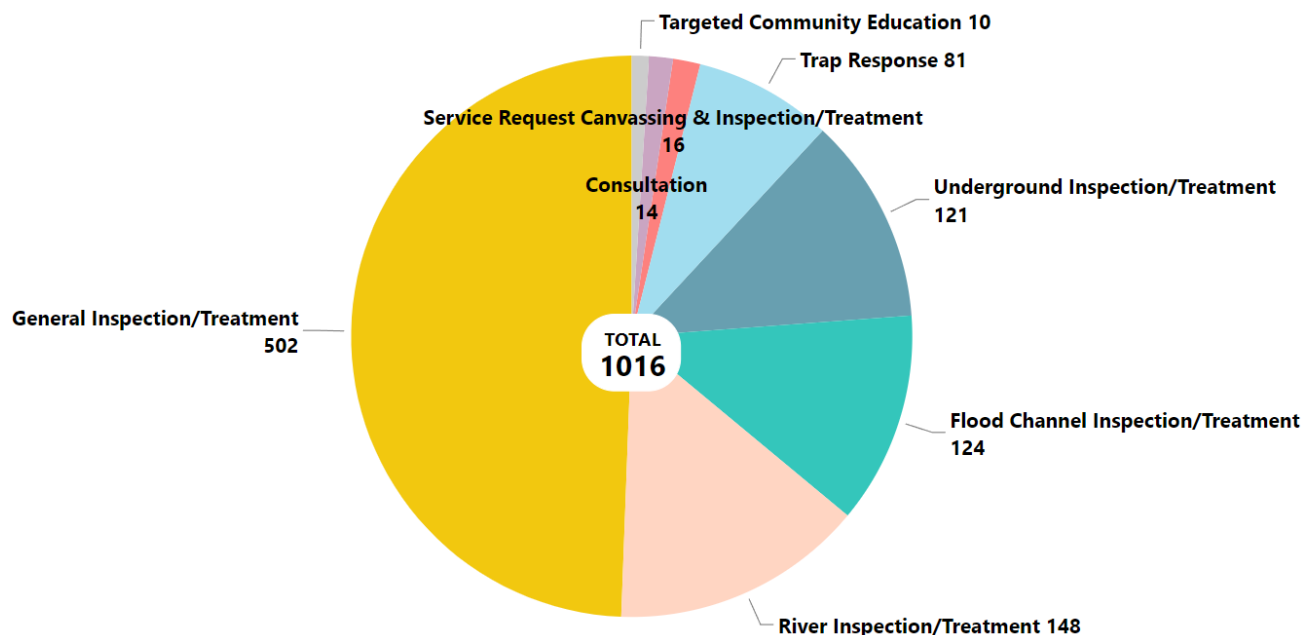
The District’s Spring swimming pool condition confirmation efforts have resolved nearly 75% of the 3,220 non-functional swimming pools. The District has conducted aerial surveillance to identify non-functional swimming pools. The department is processing data from the flyover in preparation to send out violation notices in the first week of June.

Service request and Consultation demand are down 13% and 8% respectively over this time last year, which could mean residents are not as motivated to request services from the District. With nearly a 15% reduction of operations field staff over last year, the demand reduction helps use field time specifically for preventative maintenance and control measures.

### Field Statistics:



### FIELD HOURS



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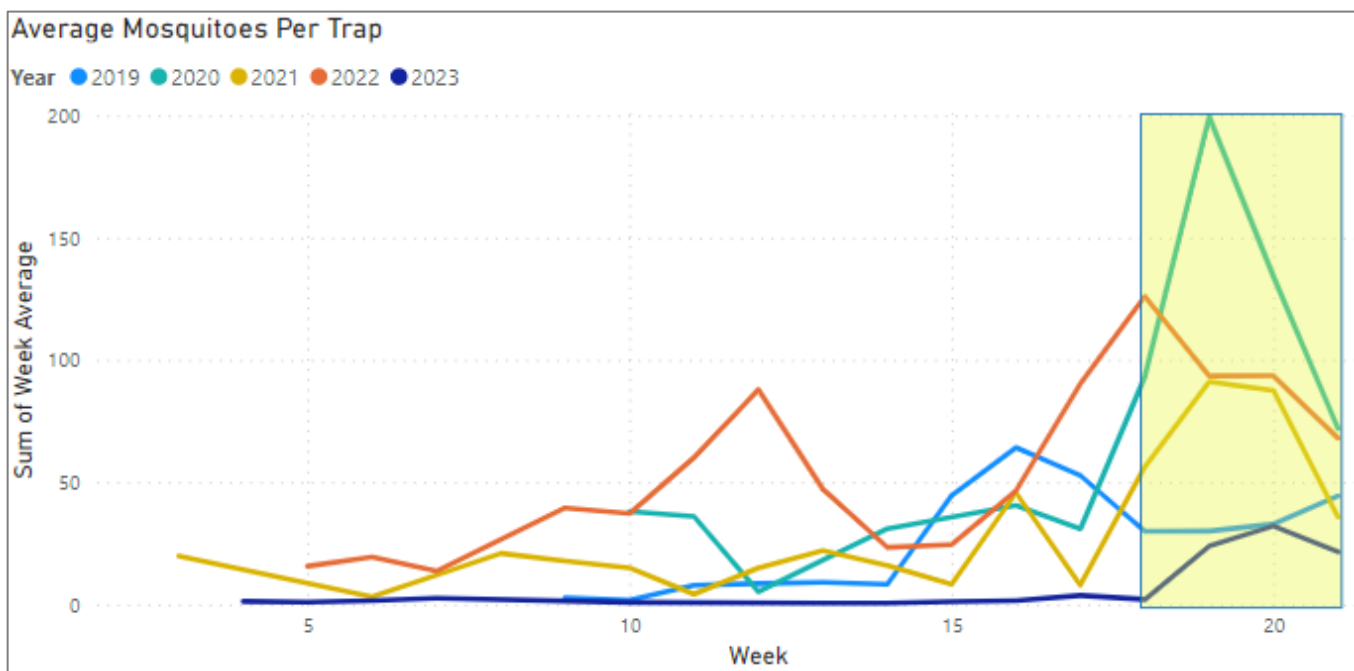


## San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18-21 | April 30 – May 27

### Mosquito Surveillance Activities

This reporting period has seen the anticipated increase in adult mosquito abundance our agency has been preparing for. Adult mosquito collections have increased across the district and our preventative work to eliminate standing water sources and larval habitats has shown its effect in our residential and cryptic breeding areas. As displayed in Figure 1, we are tracking a significant increase in adult abundance between weeks 18 and 19 in response to the increased temperatures we have seen across Los Angeles County. As we continue to monitor these adult mosquito populations and identify areas of high viremia, we anticipate these increased values to fluctuate across the district. These changes will best be seen in Figure 3 as we monitor average abundance across city boundaries.

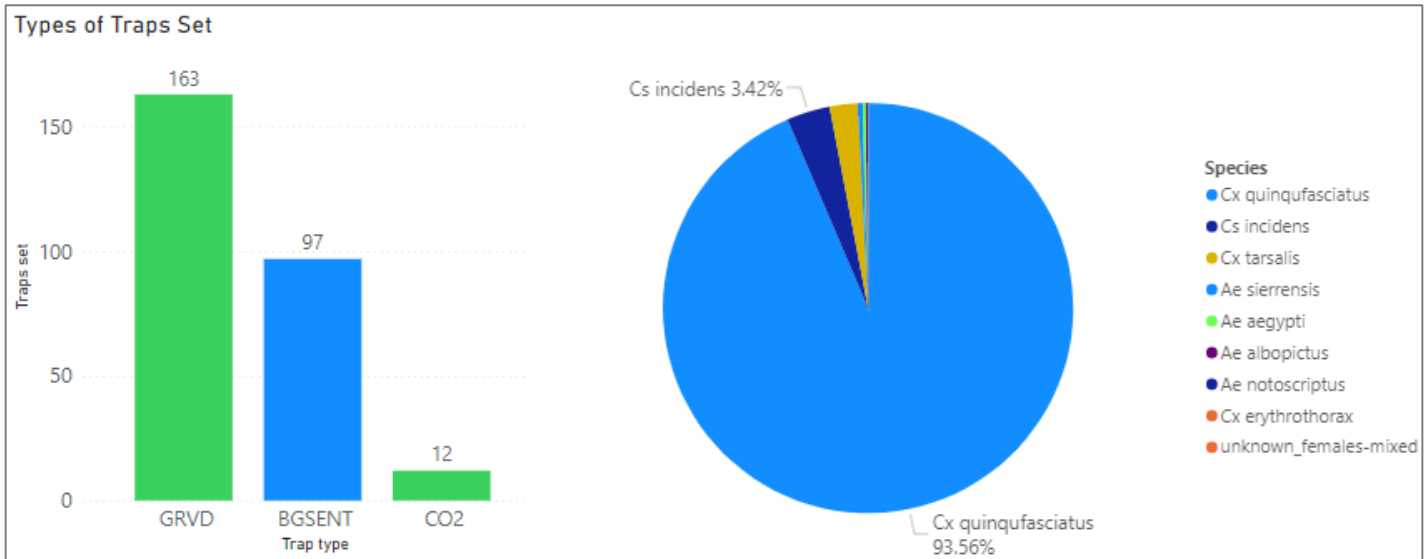
Routine mosquito surveillance continued through weeks 18-21 using Gravid, BG sentinel 2 and carbon dioxide (CO<sub>2</sub>) trap types. An average of 62 traps were deployed each week while total abundance ranged from 105-2148 mosquitoes per week. The average number of mosquitos caught per trap ranged from 2.0-32.1 during this time frame.



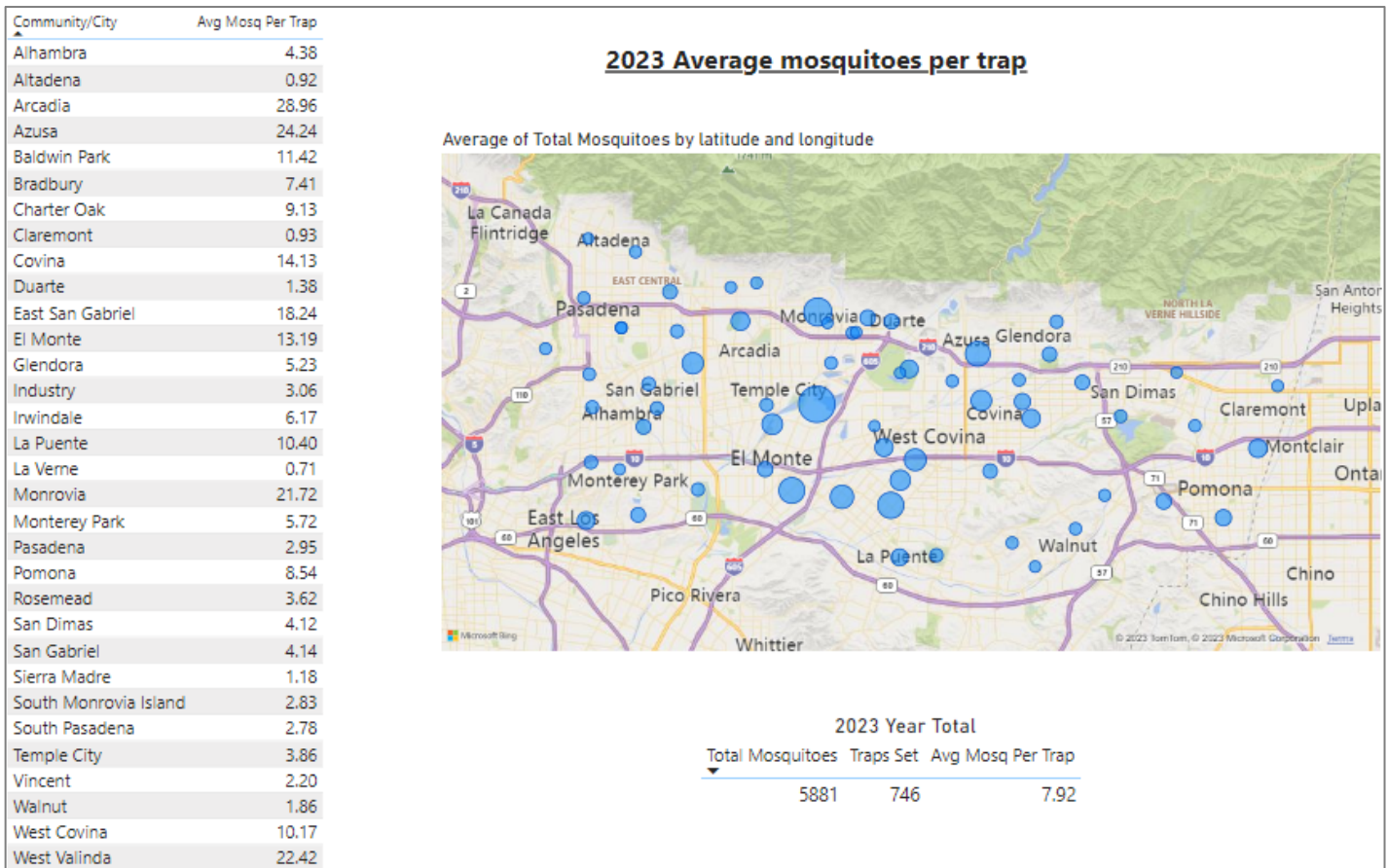
**Fig. 1** Historical average mosquito counts for years 2019 through 2023. Highlighted are weeks eighteen through twenty-one.



# San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18-21 | April 30 – May 27



**Fig. 2** These charts depict the total number/types of traps set and the overall abundance of mosquitoes collected during the current reporting period. Species listed on the far right are sorted from high to low as a function of total proportion.



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



## San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18-21 | April 30 – May 27

Invasive *Aedes* mosquitoes have been collected from the cities of Alhambra, Arcadia, Baldwin Park, Bradbury, Covina, Duarte, El Monte, Glendora, La Puente, Monterey Park, Pasadena, Pomona, Rosemead and West Covina. Abundance for these invasive species has remained in the single digit collections and are non-actionable. In previous mosquito seasons we have collected invasive *Aedes* mosquitoes from each city within our coverage area so we anticipate these low abundance collections. We will be mobilizing our control efforts once abundance reaches our pre-determined threshold of 10 invasive *Aedes* collected from a single trap/night.

Three enhanced surveillance activities were performed between weeks 18 and 21. Two events occurred in response to a high volume of breeding containers identified at a waste disposal facility in Baldwin Park and one activity as a request for additional surveillance in the city of La Verne.

The Baldwin Park waste management facility has seen continued growth in adult abundance since the initial trapping event in week 17. We will continue monitoring this location on a bi-weekly basis and continue working with our operations counter parts to best mitigate the issue.

The La Verne trapping event allowed us to re-visit previously established trap sites within the city of La Verne to determine if our current location is still representative of the city's mosquito populations. We are still analyzing the data but based on preliminary results one to two of these locations will be re-activated and added to our routine mosquito surveillance as a result of this event.

### **Black Fly Surveillance**

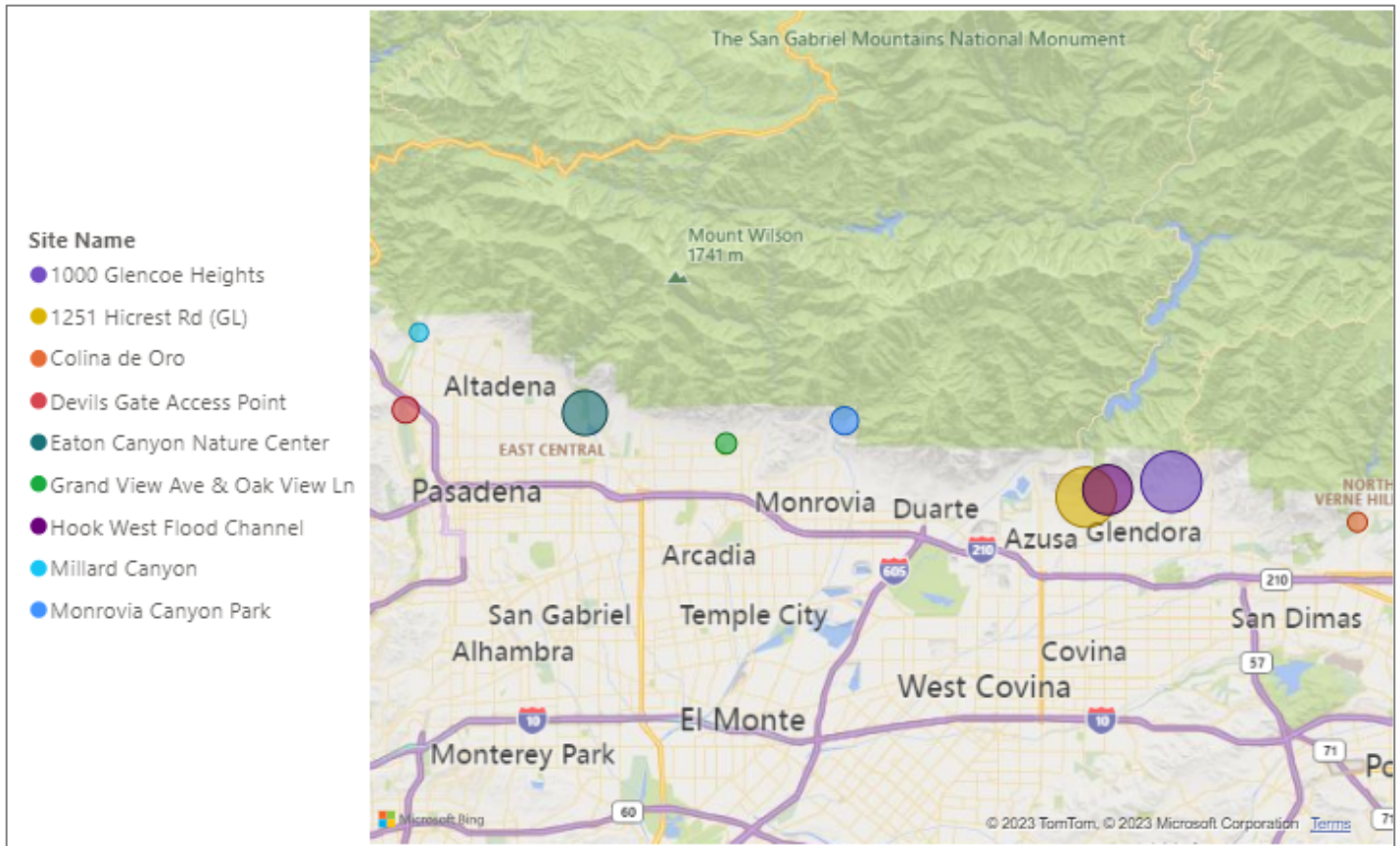
CO<sub>2</sub> traps targeting black flies were set during Weeks 19, 20 and 21. Between three and five dry ice baited CO<sub>2</sub> traps were set to monitor black fly abundance in relation to local breeding sources.

Three-week totals are reported below for the three locations with the highest abundance of black flies:

- 70 collected from 1000 Glencoe Heights
- 69 collected from 1251 Hicrest Rd. (GL)
- 44 collected from Eaton Canyon Nature Center



## San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 18-21 | April 30 – May 27



**Fig. 4: Black fly trap location for weeks 19,20, and 21. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative numbers of black flies caught at each site.**

### Arbovirus Activity

Arbovirus testing has commenced for the 2023 mosquito season. We plan to continue our partnership with West Valley Mosquito and Vector Control District and contract with them for our mosquito pool and dead bird testing.

Prior to an initial detection of West Nile Virus (WNV) within district boundaries, our aim is to target sites with a high abundance of *Culex quinquefasciatus*, the districts primary vector of WNV. As abundance rises and samples test positive for WNV the sampling methodology will adjust with the season, but the target vector of importance will remain the same.

In addition to WNV monitoring, our testing also indicates the presence of Saint Louis Encephalitis and Western Equine Encephalitis. If tests results indicate the presence of these viruses we will be increasing our surveillance and control activities.

For our current reporting period:

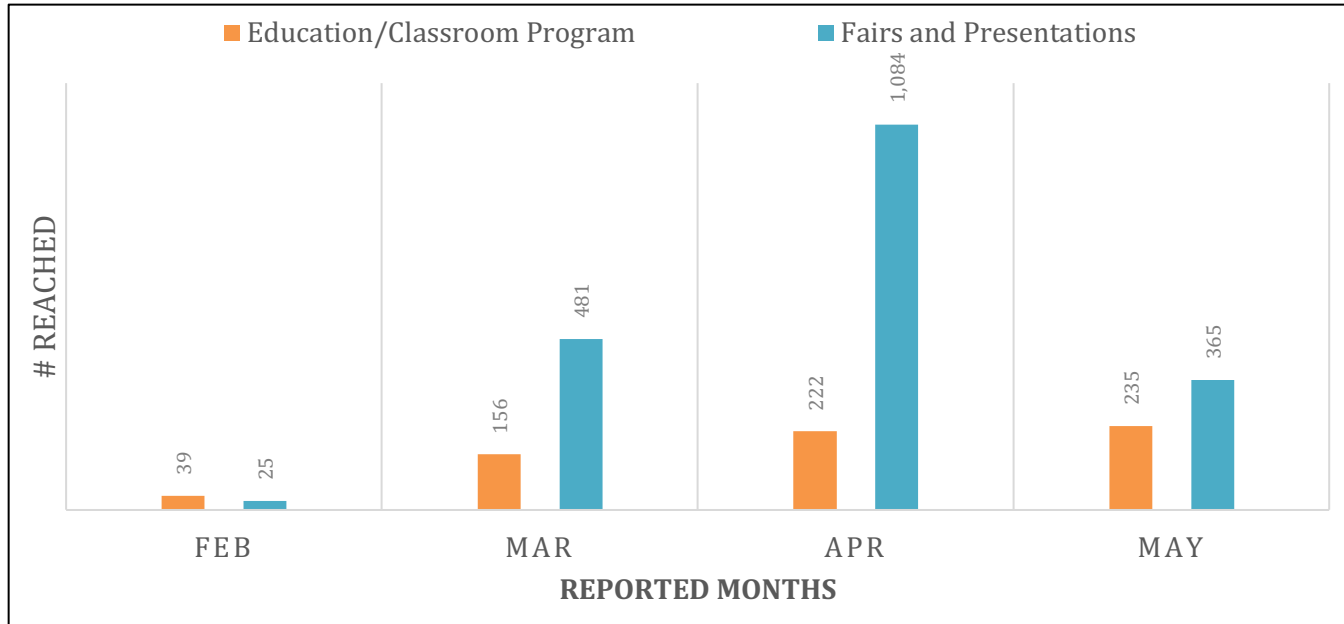
-86 mosquito samples were collected, 76 of which have tested negative for WNV and 13 mosquito samples are awaiting testing.

-Three dead bird samples have tested negative for WNV.



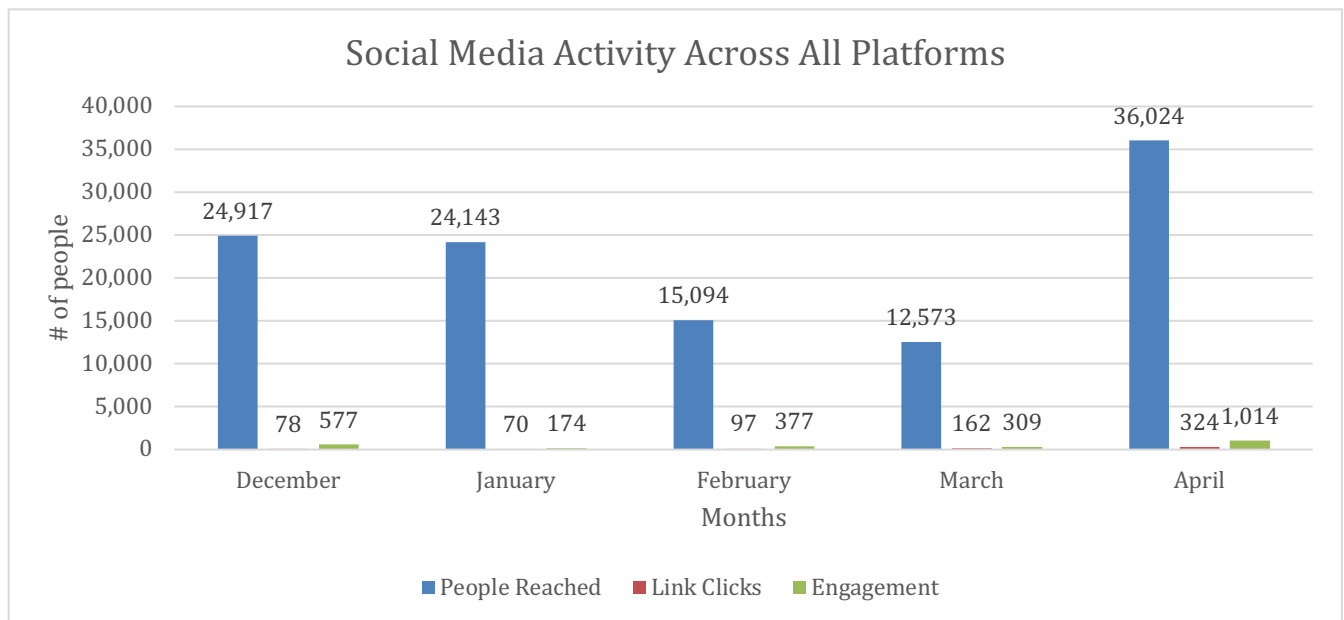
# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18-21 | April 30 – May 27

**Outreach Activities:**



**Digital Key Performance Indicators (KPIs):**

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





## San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18-21 | April 30 – May 27

### Digital Response Support

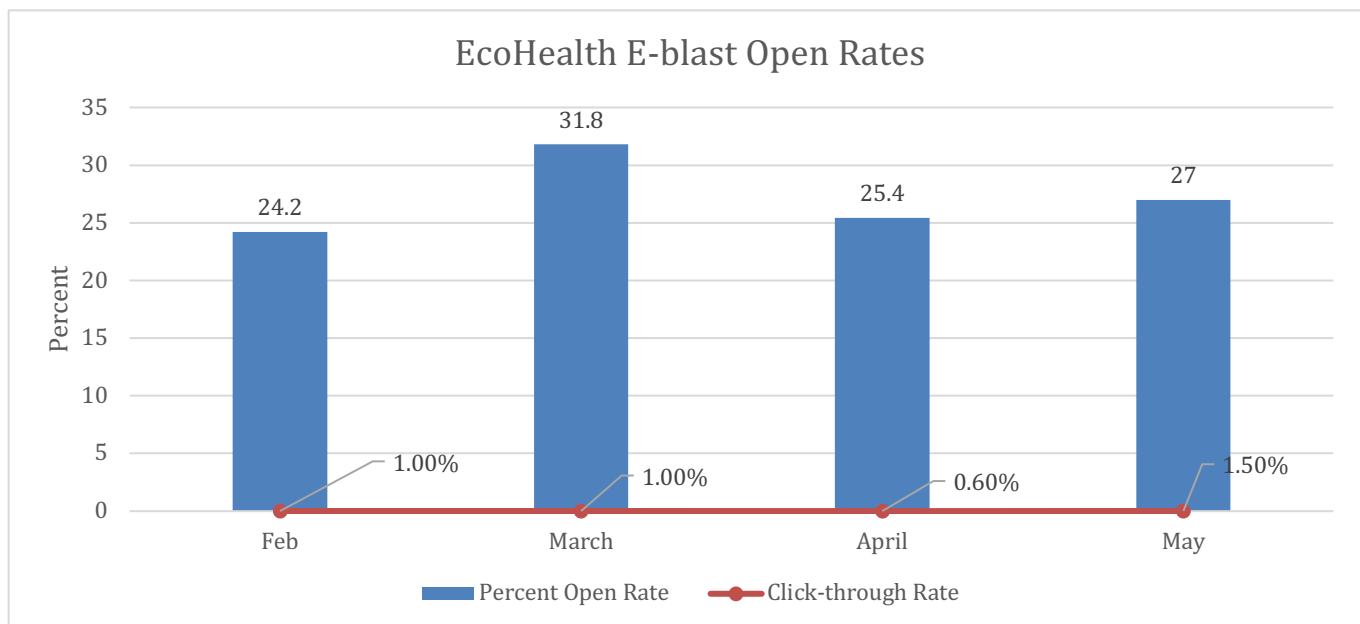
- Continued mosquito campaign after the rain.
- Midge awareness in Spring and Summer months.



## EcoHealth Vector Education



### 1. Data in Education (Fiscal YTD)



### Operation Mosquito G.R.I.D.

- Awarded 37 Vector Inspector of the Year students; 13 from Clifton Middle School (Monrovia) and 24 from Sierra Madre Middle School (Sierra Madre)
- Completed recording phase of our video production with Ramona Convent Secondary School (Alhambra)
- Ranch Hills Elementary (literature and electronic materials only) for 52 Grade 5 students and 51 Grade 4 students (Pomona)
- Don Julian Pre-assessment and post-assessment results:
  - Question: "Which tools do mosquitoes use to get blood?"
    - Answer: Saw and straw for cutting and sucking
  - Percent change (post - pre / pre) = 177%

### Newsletter

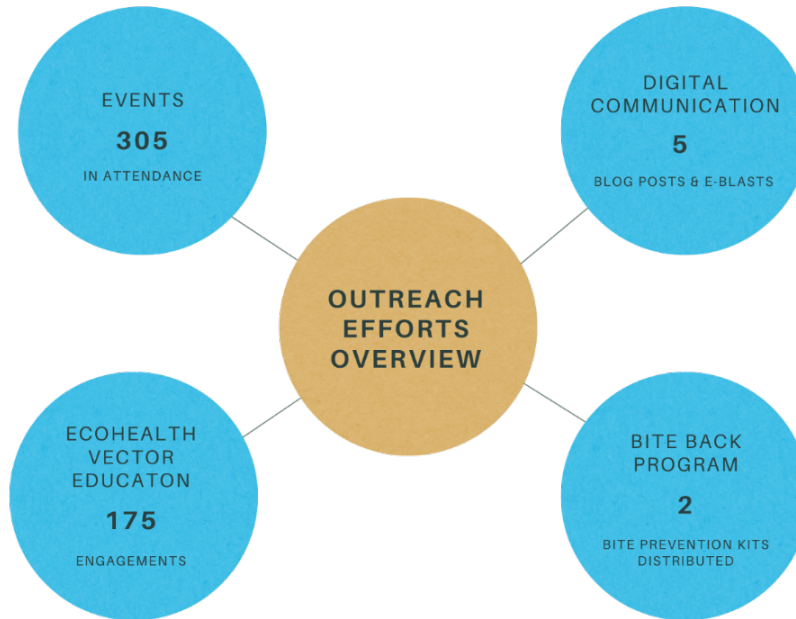
- Open rate: 26.8%
- Click rate: 1.5%





# San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 18-21 | April 30 – May 27

## General Outreach

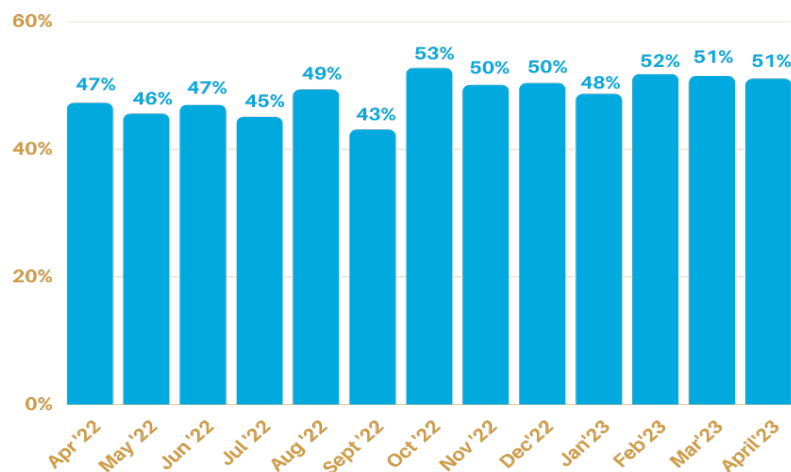


## Digital Marketing

### Blog posts and e-blasts:

- Created Short Bites Monthly blog post & e-blast for May
- Created General Notification Short Bites Monthly e-blast for May
- Edited draft & created May EcoHealth Newsletter on Mailchimp. Created April Ecohealth Newsletter Resume Your Search e-blast

### SHORT BITES MONTHLY: OPEN RATE %

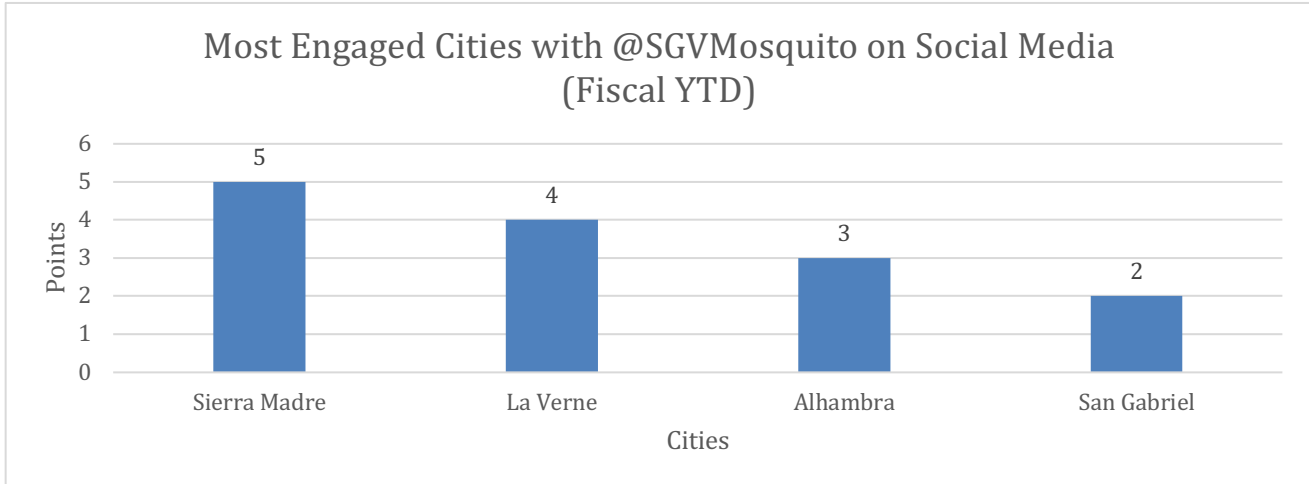


*Short Bites Monthly data will be sent on the last Monday of each month.  
This month's data will appear in the next board report.*



San Gabriel Valley Mosquito & Vector Control District  
**Communications Department Report**  
**Disease Weeks 18-21 | April 30 – May 27**

**Social Media**



Tracking cities social media engagement with our District’s social media platforms. Points are based on the following:

- 1 Point - *Passive engagement: Like post, view IG story,*
- 2 Points - *Active Engagement: Share on FB, retweet, share in IG stories,*
- 3 Points - *Champion Engagement: Post content from SGVMVCD, creating a collaborative post, tags @SGVMosquito*

**Social Media**

- The District participated in California Special Districts week May 14 – 20, a week devoted to raising awareness of the important role special districts have in California.
- **Going viral:** One of Ada Eez’s Instagram reels has gone viral with a current count of over 2K likes and 20K views. The reel took advantage of a trending audio and meme and used mosquito messaging.

**Content Development**

- The District prepares for National Mosquito Control Awareness Week on June 18 – 24.
- Created social media and blog content for upcoming Summer campaign.

**Media Activity**

<u>Date</u>	<u>Media</u>	<u>Headline</u>
5/25/23	Pasadena Now	“Stay Bite Free This Memorial Day Weekend”
5/25/23	South Pasadenan	“Mosquito Prevention Tips for the Summer Season”
5/30/23	Pasadena Now	“PUSD Students’ Bug Work Awarded Big Time”

**Conference**

- Communications Specialist Pablo Cabrera virtually attended the Government Social Media conference. The conference focuses on all aspects of social media in government nationwide.



## San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | April 2023

### Treasurer's Report – April 2023 San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for April 2023.

The Total of All Funds Balance is \$5,634,083.25

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

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

A handwritten signature in blue ink, appearing to read "Lloyd Johnson", written over a horizontal line.

Authorized Board of Trustee Member



## San Gabriel Valley Mosquito & Vector Control District Treasurer's Report | April 2023

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 10, FY 2022-2023 received on May 1, 2023**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Local Agency Investment Fund (LAIF)</b>	2.87%	\$181,956.52	Interest Withdrawal	\$1,226.36 \$0.00	LAIF Statement (April 2023)	\$183,182.88

Maturity Date: Perpetual  
Interest rate as of April 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Los Angeles County Pool</b>	3.70%	\$3,843,180.02	Interest Sec 85% Adv 22-23 Trust Warrant #731 Trust Warrant #732 Red Comm Est 22-23 1st	\$8,884.62 \$1,464,667.49 (\$591,364.96) (\$292,212.28) (\$0.84)	ND 24 Per 10 ND 24 Per 10 ND 24 Per 10 ND 24 Per 10 ND 24 Per 10	\$4,433,154.05

Maturity Date: Perpetual  
Interest rate as of April 2023

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>VCJPA Contingency Fund</b>	1.45%	\$125,453.00	Interest Admin Fees	\$2,718.00 -\$3.00	VCJPA Statement (March 2023)	\$128,168.00

Maturity Date: Perpetual  
Interest rate as of January 2022

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Revolving Fund</b>	\$200,000.00	Debit Activity-Apr 2023 Sweep Trust Warrant #731 Trust Warrant #732 Paychex-void ck	(\$1,105,239.09) \$220,531.42 \$591,364.96 \$292,212.28 \$1,130.43	CB Statement April 2023	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Sweep Account</b>	\$89,181.86	Debit Activity-Apr 2023 Deposit	(\$220,531.42) \$820,927.88	CB Statement April 2023	\$689,578.32

<b>Total Beginning Balance</b>	<b>\$4,439,771.40</b>		<b>Total End Balance</b>	<b>\$5,634,083.25</b>
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5/30/2023



## San Gabriel Valley Mosquito & Vector Control District District Working Balance | June 2023

**June 9, 2023**

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

**SUBJECT: June 1, 2023 District Working Fund Balance**

June 1, 2023 balance:	\$4,233,833.25
May 1 – May 31, 2023 expenditures:	\$426,658.09

**June 1, 2023 Working Fund Balance: \$3,807,175.16**

**Respectfully Submitted:**

A handwritten signature in black ink that reads "Jason Farned". The signature is written in a cursive, flowing style.

**Jason Farned  
District Manager**

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# San Gabriel Valley Mosquito and Vector Control District

## Mosquito and Vector Control Assessment



Engineer's Report  
Fiscal Year 2023-24

Pursuant to the Government Code, Health and Safety Code  
and  
Article XIIIID of the California Constitution

Engineer of Work:



4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

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**Board of Trustees**

Alhambra — Henry Aviles  
Arcadia — Sho Tay  
Azusa — Robert Gonzales  
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Temple City — Cynthia Sternquist  
Walnut — Dr. Allen Wu  
West Covina — Lloyd Johnson

---

**District Manager**

Jason Farned

---

**Engineer of Work**

SCI Consulting Group

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## Introduction

The San Gabriel Valley Mosquito and Vector Control District (the "District") is a public health agency dedicated to providing vector control, disease surveillance and disease prevention services (the "Services") in the northeastern area of Los Angeles County. The District is an independent special district formed in 1989 that currently serves whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles.

In 1996 with resolution 96-03, the District adopted a mosquito and vector control assessment (the "Assessment") for fiscal year 1996-97 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District (the "Assessment Area"). In 2017, the Cities of Baldwin Park, South Pasadena, and Pasadena were annexed into the District.

The Assessment is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report (the "Report") was prepared to:

- Describe the Services that will be funded by the assessments
- Establish a budget for the Services that will be funded by the assessments
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).*

The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et seq. which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

*2001. (a) The Legislature finds and declares all of the following:*

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquito-borne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vectorborne diseases is only partially effective.*

*(2) Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

*(a) A district may levy special benefit assessments consistent with the requirements of Article XIII D of the California Constitution to finance vector control projects and programs.*

This Engineer's Report ("Report") incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 96-03 and other supporting reports and documents for further details.

### Proposition 218

This Assessment was formed prior to the passage of Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

*Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:*

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

## **GENERAL DESCRIPTION OF SERVICES**

---

The District's purpose and mission is to protect the public health, safety and welfare by providing vector education and control services to property and citizens of Los Angeles County. The services (the "Services") to be funded by the assessments are for the following purposes within the Assessment Area:

- to fund vector control operations;
- to protect the community from known vectors and vector-borne diseases;
- to fund vector surveillance and disease control programs;
- to fund related capital improvement and operational services; and
- to fund administrative costs related to the Services or the assessments.



## Estimate of Costs and Budget

Figure 1 – Proposed District Budget for Fiscal Year 2023-24

<b>SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT</b>		
<b>Mosquito and Vector Control Assessment District</b>		
Estimate of Cost		
		<i><b>Budget</b></i>
Vector Control Services and Related Expenditures		\$2,687,007
Salaries & Benefits		\$2,250,696
Maintenance and Operations		\$1,501,115
Capital Outlay		\$0
Funds from Reserve		\$0
Total Services and Operation		<u><b>\$6,438,818</b></u>
<b>Net Amount To Be Assessed</b>		<b>\$6,438,818</b>
	Parcels	Total Assessment
	<u>383,263</u>	<u>\$6,438,818</u>

## Method of Assessment

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties over and above general benefits conferred on real property or to the public at large.

### Benefit Factors

In order to allocate the proposed assessments, the Engineer of Work begins by identifying the types of special benefit arising from the aforementioned Services and that would be provided to property in the Assessment Area. These types of special benefit are as follows:

- Increased safety, welfare and protection of health on properties.
- Reduced mosquito and vector populations on property and as a result, enhanced desirability, utility, usability and functionality of property in the Assessment Area
- Reductions in the risk of new diseases and infections on property in the Assessment Area
- Increased public awareness and understanding of how to protect themselves, their property, and pets and livestock from diseases carried by insects and small mammals on properties.
- Protection of economic activity on property in the Assessment Area
- Protection of agriculture, tourism, and business industries
- Reduced risk of nuisance and liability on property in the Assessment Area

The above benefit factors, when applied to property within the areas of the San Gabriel Valley Mosquito and Vector Control District that receive Service funded by the Assessments, confer special benefits to property and create specific enhancement of property values because properties are more valuable in areas with improved public health, welfare, safety, and quality of life and environment.

## Method of Assessment

The methodology for spreading the benefit assessment portion of the cost of providing vector surveillance and control services to each lot or parcel is based on the type of use of each property. To establish the special benefit to the individual parcels within the District a Benefit Unit (BU) system is utilized. Each parcel of land is assigned Benefit Units in proportion to the estimated benefit the parcel receives from vector control Services funded by the Assessments relative to the other types of parcels within the District and based on the parcel's land use. The Benefit Unit assignment is provided in the following table:

**Figure 2 – Benefit Unit Assignment**

<u>Land Use</u>	<u>Assessment Rate per Parcel*</u>
Residential/ No Use Codes	Base of \$11.71 per parcel + \$5.09 for each 1-acre size increment per parcel. (i.e. \$11.71 per parcel for parcels of 1 acre or less, plus \$5.09 per additional 1 acre.)
Commercial	Base of \$11.71 per parcel + \$5.09 for each 20-acre size increment per parcel. (i.e. \$10.71 per parcel for parcels of 20 acres or less, plus \$5.09 per additional 20 acres.)
Agricultural	Base of \$11.71 per parcel + \$5.09 for each 5-acre size increment per parcel. (i.e. \$11.71 per parcel for parcels of 5 acres or less, plus \$5.09 per additional 5 acres.)

\* Maximum rate not to exceed \$20.00 per parcel

The Benefit Unit totals by property type are summarized in the following table:

**Figure 3 – Benefit unit by Property Type**

<b>Land Use Category</b>		<b>Parcels</b>	<b>Acres</b>	<b>Units</b>
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	355,134	78,541	355,134
Agricultural	< or = to 5 Acres	408	320	408
Commercial	< or = 20 Acres	23,560	21,151	23,560
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,542	6,246	6,246
Agricultural	> 5 Acres but < 25 Acres	33	346	69
Commercial	> 20 Acres but < 100 Acres	117	4,008	200
<b>Group 3</b>				
Residential & No Use Code	> 5 A	451	8,116	2,255
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,578	45
<b>Total</b>		<b>383,263</b>	<b>120,992</b>	<b>387,963</b>

### **Duration of Assessment**

The duration of the Assessment, pursuant to Resolution 96-03, is for fiscal year 1996-97 and every fiscal thereafter, so long as mosquitoes and vectors remain in existence and the District requires funding for vector surveillance and control activities and projects within the District.

## Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with District Manager of the San Gabriel Valley Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of Los Angeles for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board of Trustees. The decision of the District Board of Trustees shall be final.

## Assessment

Whereas, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2023-24;

Now, Therefore, the undersigned in accordance with the provisions of Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of Trustees, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the San Gabriel Valley Mosquito and Vector Control District.

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2023-24 are \$6,438,818.

The boundaries of the District are contiguous with the boundaries of the District, as defined by the State Board of Equalization. The lines and dimensions of each lot or parcel with the District are shown on the maps of the Assessor of the County of Los Angeles and are incorporated herein by reference.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2023-24 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.

The total Assessments and Assessment rates for fiscal year 2023-24 are as follows:

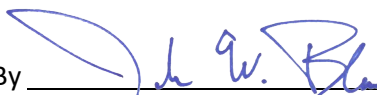
**FIGURE 4 – Assigned Benefit Units**

<b>Land Use</b>	<b>Number of Parcels</b>	<b>Total Assessment</b>	<b>% of Total Assessment</b>
Residential/No Use Code	359,127	\$6,032,978	94%
Commercial	450	\$398,175	6%
Agricultural	23,686	\$7,665	0%
<b>Total</b>	<b>383,263</b>	<b>\$6,438,818</b>	<b>100%</b>
Assessment Rate per Base Unit		\$11.71	
Assessment Rate per Acreage Unit		\$5.09	

Dated: May 22, 2023



Engineer of Work

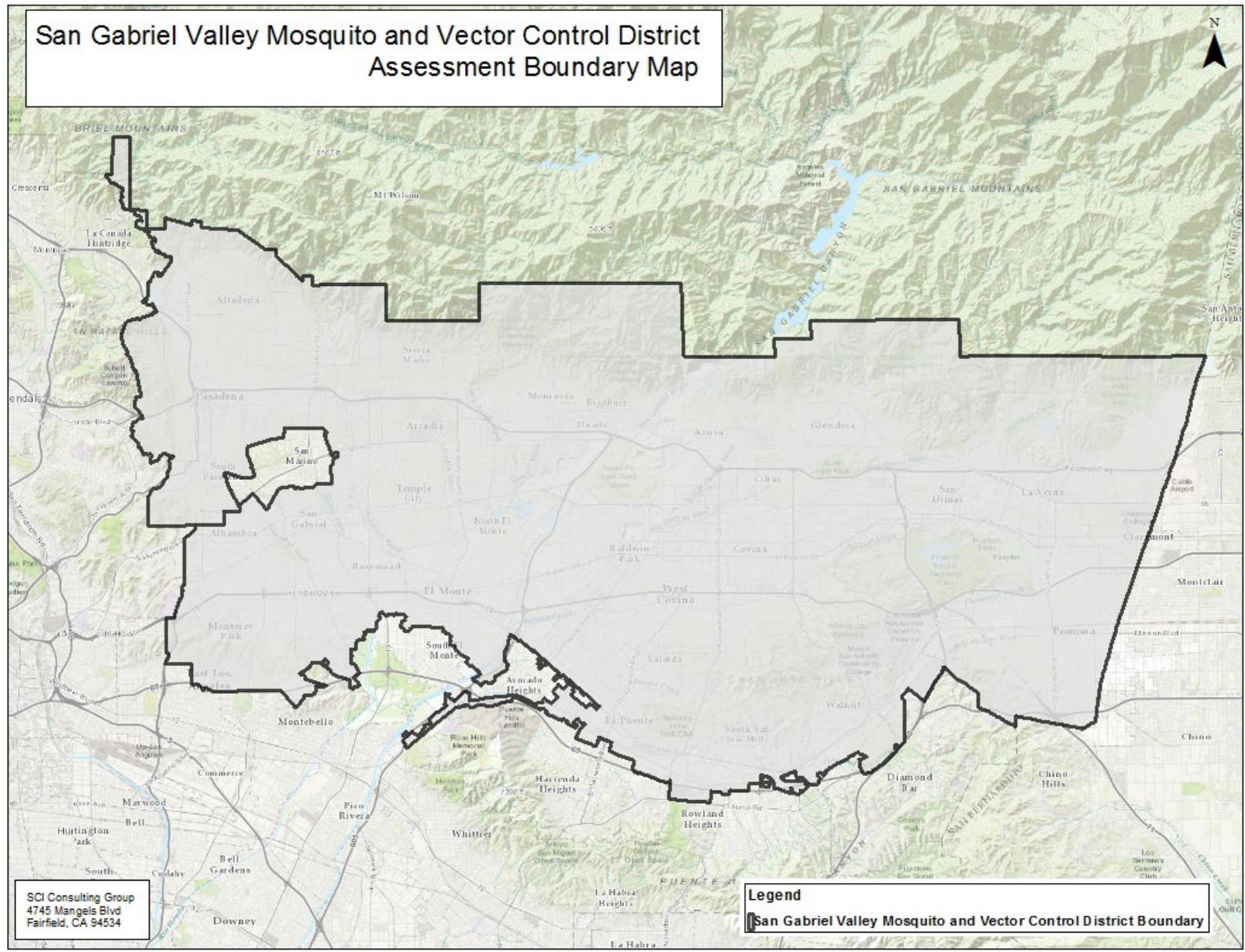
By 

John W. Bliss, License No. C052091

## Assessment Diagram

The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.





## Assessment Roll

Reference is hereby made to the Assessment Roll in and for the assessment proceedings on file in the office of the San Gabriel Valley Mosquito and Vector Control District, as the Assessment Roll is too voluminous to be bound with this Report.



San Gabriel Valley  
**Mosquito & Vector  
Control District**

# ANNUAL BUDGET

## FY 2023-2024

626-814-9466 | 1145 N. Azusa Canyon Road, West Covina, CA 91790 | [SGVmosquito.org](http://SGVmosquito.org) | [@SGVmosquito](https://www.instagram.com/SGVmosquito)

Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley



# SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

## ANNUAL BUDGET FISCAL YEAR 2023 – 2024

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To: Becky Shevlin, President, Board of Trustees  
Lloyd Johnson, Chair, Finance and Audit Committee  
Members of the SGVMVCD Board of Trustees

Re: Fiscal Year 2023/24 Annual Budget Transmittal

It is my pleasure to present the Fiscal Year (FY) 2023/24 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

The FY 2023/24 annual budget includes projected total revenue and total expenditures in the amount of \$6,438,818. Total revenue includes a prior year surplus in the amount of \$332,913 and an increase to our annual special benefit assessment of \$2.04 (13.8%) per single family equivalent. Of that increase, approximately \$1.00 per parcel (\$372,804) will be strictly earmarked for contribution to unfunded pension liability.

In FY 2021/22 the District adopted a comprehensive compensation reform plan that addressed deficiencies in salaries and benefits and brought all full-time staff members to the median compensation range. In addition to the one-year median salary adjustment, a five-year incremental cafeteria plan adjustment (approx. \$66,000/yr.) was also approved. In previous years, these additional costs were supported, in part by revenue surplus. Incorporating these costs into the FY 2023/24 budget, with less need for surplus revenue, was a primary consideration. Of the \$332,913 surplus, \$25,000 will be added to reserve accounts and \$307,913 will be allocated to budgeted spending, a 27.5% reduction, as compared to prior year.

The rising costs of goods and services were also taken into consideration. The Consumer Price Index for the Los Angeles area reports a 5.8% increase in consumer goods year over year for January 2023. Significant increases in gasoline, supplies, and contract services are expected. The significant increase in CPI also motivated a 4% cost of living adjustment for all staff members.

The Board of Trustees has expressed the need to better address unfunded accrued pension liability and associated interest. The FY 2023/24 budget includes the minimum annual payment for CalPERS UAL in the amount of \$119,589, an additional discretionary payment of \$97,411, and \$50,000 for Post-Retirement Benefits. Furthermore, the Board has directed staff to dedicate an additional \$372,804 to reduce accrued liability and associated interest.

To support additional costs, reductions in staffing and operational expenditure were necessary. Additionally, two existing position titles are proposed to be converted to better address district staffing needs. The current Administrative Assistant position in the Administration Department will be converted to an Accounting Specialist position. The conversion will entail a title change and modification of duties to better reflect the tasks/job functions that will be handled by the position. The salary range will remain the same. Similarly, the Operations Coordinator position in the Operations Department will be converted to a Maintenance Coordinator position which will also include tasks that the eliminated Facility Maintenance position was responsible for. The conversion will entail a title change and modification of duties to better reflect the task/job

functions that will be handled by the position. The salary range will remain the same. The proposed job descriptions are included in the Annual Budget for adoption consideration.

The following describes areas with significant cost savings in the budget as compared to FY 22/23:

- The operations and surveillance departments combined reduced net salaries and benefits \$207,119, as compared to last year's proposed budget.
- The surveillance and communications departments combined reduced organizational expenditures by \$16,200, as compared to last year's proposed budget.

Cost savings were achieved by addressing program efficiencies and assessing current needs. There is no planned reduction in programs or services. The District is committed to our ongoing efforts to suppress West Nile virus, respond to the threat of invasive *Aedes* mosquitoes, deeply engage and educate our constituency, and adequately prepare for future threats to public health in the San Gabriel Valley.

I respectfully submit the FY2023/24 Annual Budget for your review and consideration.

Respectfully,



Jason Farned  
District Manager

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DETERMINING AND ORDERING THE RATE OF THE ASSESSMENT FOR FISCAL YEAR 2023-2024 IN CONNECTION WITH THE CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS OF COMMON BENEFIT TO THE SAN GABRIEL MOSQUITO AND VECTOR CONTROL DISTRICT**

**WHEREAS**, the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** (the “District”) is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

**WHEREAS**, the District’s jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

**WHEREAS**, the District is governed by a Board of Trustees (the “District Board”) representing the respective cities and the County of Los Angeles; and

**WHEREAS**, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

**WHEREAS**, “vector” as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

**WHEREAS**, “vector surveillance and control” as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

**WHEREAS**, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

**WHEREAS**, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

**WHEREAS**, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

**WHEREAS**, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year 1996-97 and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

**WHEREAS**, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2023-24 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2023-24, the amount of the assessment based on land use and size proposed for Fiscal Year 2023-24, the types of property to be assessed, and other related information;

**WHEREAS**, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District that:

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2023-24 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of \$16.80 to \$20.00 per parcel for Fiscal Year 2023-24, as set forth with specificity in the Fiscal Year 2023-24 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.
3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing, Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.



PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 9<sup>th</sup> day of June 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Becky Shevlin  
President, Board of Trustees

ATTEST:

---

Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

---

Kelly M. Alhadeff-Black  
District Counsel

**San Gabriel Valley Mosquito and Vector Control District  
Assessment FY 2023-2024**

For Fiscal Year 2023-2024 the budget is 6,438,818.00  
 To account for delinquent payments 6,446,818.00 will be billed.

Parcels in the District are divided into three land use categories.

Indirect costs are distributed evenly among the parcels, and include all expenditures not related to actual inspection and control.

Direct costs are based on the size and land use category of each parcel, and include expenditures related to inspection and control.

The resources used to inspect and treat the parcels in each Group below are equivalent.

Land Use Category		Parcels	Acres	Units
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	355,134	78,541	355,134
Agricultural	< or = to 5 Acres	408	320	408
Commercial	< or = 20 Acres	23,560	21,151	23,560
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,542	6,246	6,246
Agricultural	> 5 Acres but < 25 Acres	33	346	69
Commercial	> 20 Acres but < 100 Acres	117	4,008	200
<b>Group 3</b>				
Residential & No Use Code	> 5 A	451	8,116	2,255
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,578	45
<b>Total</b>		<b>383,263</b>	<b>120,992</b>	<b>387,963</b>

For Direct Costs:

One Unit is the designation for the time and labor needed to inspect and treat a site in a given land use category.

Parcels in Group 1 are assessed at one unit.

Parcels in Group 2 are assessed up to a maximum of five units.

Parcels in Group 3 are assessed at the maximum of five units.

The indirect costs associated with operating the District comprise	65.04% of the total budget.
The indirect costs budgeted for FY 2023-2024 are	\$ 4,188,122.00
The indirect cost to each parcel in the District is	\$ 11.71

The direct costs associated with operating the District comprise	34.96% of the total budget.
The direct costs budgeted for FY 2023-2024 are	\$ 2,250,696.00
The direct cost to each unit in the District is	\$ 5.09

The benefit assessment for each parcel in the District for Fiscal Year 2023-2024 will range from:

\$16.80 to \$20.00

97% of the parcels in the District will be assessed at the minimum rate.

**San Gabriel Valley Mosquito and Vector Control District  
Appropriations Limits Maximum**

This worksheet contains a **theoretical** assessment based on current data and guidelines. It is presented pursuant to the requirements of California Health and Safety Code Section 2072, Article XIII B Section 9 of the California Constitution, and Division 9 Section 7900 of the California Government Code.

<b>Revenue Required from Assessment</b>	<b>Average Percent Collected</b>	<b>Total Amount of Assessment to be Billed</b>
\$6,438,818	99.0%	\$6,503,206

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Acres</b>	<b>Total Units</b>
Residential & No Use Code Parcels ≤ 1 A	355,134	78,542	355,134
Agricultural Parcels ≤ 5 A	408	320	408
Commercial Parcels ≤ 20 A	23,560	21,151	23,561
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,542	6,246	6,246
Agricultural Parcels > 5 A but ≤ 25 A	33	346	69
Commercial Parcels > 20 A but ≤ 100 A	117	4,008	200
Residential & No Use Code Parcels > 5 A	451	8,116	2,255
Agricultural Parcels > 25 A	9	685	45
Commercial Parcels > 100 A	9	1,578	45
<b>Total</b>	<b>383,263</b>	<b>120,992</b>	<b>387,963</b>

**INDIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Indirect Cost</b>	<b>Actual Indirect Cost</b>	<b>Number of Parcels</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,503,206	65.0%	\$4,229,685	383,263	\$11.04

**DIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Direct Cost</b>	<b>Actual Direct Cost</b>	<b>Number of Units</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,503,206	35.0%	\$2,273,521	387,963	\$5.86

**Assessment Rate**

<b>Fiscal Year</b>	
theoretical	\$16.90

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Units</b>	<b>Revenue</b>
Residential & No Use Code Parcels ≤ 1 A	355,134	355,134	\$6,000,392
Agricultural Parcels ≤ 5 A	408	408	\$6,894
Commercial Parcels ≤ 20 A	23,560	23,561	\$398,073
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,542	6,246	\$75,692
Agricultural Parcels > 5 A but ≤ 25 A	33	69	\$769
Commercial Parcels > 20 A but ≤ 100 A	117	200	\$2,463
Residential & No Use Code Parcels > 5 A	451	2,255	\$18,192
Agricultural Parcels > 25 A	9	45	\$363
Commercial Parcels > 100 A	9	45	\$363
<b>totals</b>	<b>383,263</b>	<b>387,963</b>	<b>\$6,503,200</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 23/24 BUDGET

<b>REVENUE &amp; EXPENDITURE SUMMARY</b>					
<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Adopted Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>Revenue</b>					
4000 · Service Revenue	0.00	0.00	0.00	0.00	0.00
4010 · Assessments	5,296,068.00	5,484,876.00	5,653,503.00	5,672,881.00	6,438,818.00
4015 · Delinquent Assessments	48,305.00	18,901.00	12,000.00	8,200.00	8,000.00
4050 · Interest, LA County	16,112.00	18,830.00	22,000.00	18,250.00	22,000.00
4060 · Interest Income, LAIF	6,995.00	2,913.00	10,000.00	4,200.00	5,046.00
4070 · Interest Income, Citizens Sweep	663.00	619.00	700.00	500.00	500.00
4075 · Interest Income, VCJPA	-527.00	-7,136.00	2,500.00	1,500.00	2,200.00
4030 · Grants	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Revenue</b>	<b>5,367,616.00</b>	<b>5,519,003.00</b>	<b>5,700,703.00</b>	<b>5,705,531.00</b>	<b>6,476,564.00</b>
· LAIF	0.00	400,000.00	0.00	0.00	0.00
· P/Y Surplus	0.00	0.00	425,000.00	0.00	332,913.00
· Capital Outlay	0.00	0.00	0.00	0.00	0.00
· Reserves	0.00	0.00	287,500.00	144,500.00	(25,000.00)
<b>Total Revenue</b>	<b>5,367,616.00</b>	<b>5,919,003.00</b>	<b>6,413,203.00</b>	<b>5,850,031.00</b>	<b>6,784,477.00</b>

<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Adopted Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>Expenditures</b>					
Salaries & Benefits	3,714,802.00	5,308,219.00	4,960,741.00	4,155,687.00	5,258,362.00
Maintenance & Operations	1,171,639.00	1,334,337.00	1,394,962.00	1,313,445.00	1,501,115.00
Restricted and Designated Reserves	0.00	0.00	0.00	0.00	0.00
Capital Outlay	136,628.00	203,583.00	57,500.00	47,986.00	25,000.00
Funds from Reserves	(435,761.00)	(1,211,273.00)	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>4,587,308.00</b>	<b>5,634,866.00</b>	<b>6,413,203.00</b>	<b>5,517,118.00</b>	<b>6,784,477.00</b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>780,308.00</b>	<b>284,137.00</b>	<b>0.00</b>	<b>332,913.00</b>	<b>0.00</b>
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<b>Net Impact to Reserves for FY 2023-24</b>	<b>25,000.00</b>
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## Department: Executive

### Department Overview

The San Gabriel Valley Mosquito and Vector Control District was established in 1989 to protect residents from vector-borne diseases, more specifically at that time, to address a local outbreak of a mosquito-borne disease called St. Louis encephalitis.

The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 259 square miles. The District is governed by a 27-member Board of Trustees, consisting of an appointed representative from each city and unincorporated portions of the County of Los Angeles. The District's services are funded by a benefit assessment levied on each parcel in the District.

The District Manager is appointed by the Board of Trustees and serves at its pleasure. The District Manager is the Chief Officer of the District. The District Manager appoints all department heads and is responsible for overseeing the daily operations of the District. The District Manager is assisted by the Clerk of the Board/Administrative Assistant. The Clerk of the Board/Administrative Assistant is responsible for the preparation of the agenda for the Trustee Board meetings and the maintaining of all official District documents and records.

The District Counsel advises the Board of Trustees on all matters of law in the conduct of District affairs. District Counsel prepares resolutions and contracts for consideration by the Board of Trustees. In addition, the District Counsel reviews all legal documents and represents the District in matters involving litigation.

### Budget Highlights

**Personnel** – The Executive Department is comprised of the District Manager and Clerk of the Board/Administrative Assistant. The Board of Trustees and all associated expenses are also funded by the Executive Department budget.

#### *Salaries and Benefits:*

- Salaries include a 4% cost of living increase and potential merit increases over last year.
- The Clerk of the Board/Admin Assistant position has been converted from non-exempt to exempt, which is why the Salaries-Non-Exempt line item is \$0.00. Salaries for this position are now included in the Salaries-Exempt line item.

#### *Organizational Expenditures:*

Notable increases here include

- **Board Expenses:** Due to additional costs associated with in-person meetings.
- **Trustee Travel and Seminars and Meetings:** Due to additional costs associated with travel. There is less opportunity for remote attendance at training seminars and regional meetings.

#### *Capital Outlay/Reserves:*

- \$25,000 will be used to upgrade boardroom A/V and configuration to better facilitate different sized groups and accommodate remote access.
- \$25,000 will be moved into dedicated Reserve account 3165 – Building/Facilities as part of a three-year savings plan to fund roof repair

Net Expenditures increased \$23,557 (6.1%) as compared to last year's proposed budget

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 23-24 BUDGET

EXECUTIVE DEPARTMENT					
Account Classification	2020-2021 Actual	2021-2022 Actual	2022 - 2023 Adopted Budget	2022 - 2023 Estimated Actuals	2023 - 2024 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
Salaries					
6210 · Salaries - Exempt	165,447.00	111,780.00	175,305.00	161,300.00	271,170.00
6212 · Salaries - Non Exempt	53,853.00	43,656.00	63,862.00	24,825.00	0.00
6218 · Salaries - Vacation	11,775.00	26,221.00	12,925.00	10,950.00	11,350.00
6219 · Salaries - Holiday	3,630.00	4,023.00	4,152.00	1,210.00	0.00
6220 · Salaries - Sick Pay	7,324.00	264.00	4,505.00	3,135.00	1,900.00
6140 · Medicare	3,575.00	2,982.00	3,775.00	2,800.00	4,125.00
6070 · Cafeteria Benefit	12,524.00	12,584.00	26,400.00	15,350.00	27,600.00
6066 · District 457 Contribtuion	3,582.00	836.00	3,541.00	2,350.00	7,862.00
6200 · Retirement - Classic	23,973.00	15,974.00	7,945.00	6,105.00	0.00
6201 · Retirement - Pepra	0.00	0.00	13,095.00	11,210.00	20,261.00
6051 · Management Car Allowance	5,650.00	6,000.00	6,000.00	6,000.00	6,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>291,333.00</b>	<b>224,320.00</b>	<b>321,505.00</b>	<b>245,235.00</b>	<b>350,268.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6030 · Board Expenses	27,064.00	28,494.00	32,000.00	28,550.00	35,000.00
6030 · Trustee Travel	0.00	0.00	3,000.00	3,000.00	6,000.00
6033 · Branded Clothing	228.00	0.00	500.00	65.00	500.00
6035 · Computer Hardware	0.00	0.00	0.00	0.00	2,000.00
6232 · Seminars and Meetings	11,092.00	2,772.00	10,206.00	8,670.00	12,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>38,384.00</b>	<b>31,266.00</b>	<b>45,706.00</b>	<b>40,285.00</b>	<b>55,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	17,932.00	111,781.00	15,000.00	5,000.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>17,932.00</b>	<b>111,781.00</b>	<b>15,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>347,649.00</b>	<b>367,367.00</b>	<b>382,211.00</b>	<b>290,520.00</b>	<b>405,768.00</b>

## Department: Administrative Services

### Department Overview

The Administrative Services Department provides various support functions for the District. Administrative Services is responsible for Finance and Budget, Human Resources, Risk Management (Insurance) and Payroll. Financial responsibilities include developing and monitoring the annual budget; preparing monthly financial statements, accounts payables and receivables; administering petty cash; deferred compensation programs; and ensuring government accounting requirements and standards.

Human Resources coordinates the recruitment and hiring of District staff; administers employee benefits, coordinates employee relations and unemployment issues; maintains employee files; processes District vehicle incident claims; and administers the District's Personnel and Salary Resolution.

Insurance activities involve processing, resolving and settling claims against the District, as well as claims the District has against others. The District is a member of a self-insurance pool (Vector Control Joint Powers Authority) made up of approximately 40 other California vector control districts. This organization helps administer and manage employment, workers compensation, liability, collision, property and other claims against the District.

### Budget Highlights

**Personnel** - The Administration Department is comprised of the Director of Administrative Services, one (1) Human Resources Analyst, one (1) Accounting Specialist, who support staff with the day-to-day administrative duties and processes for the District. Two (2) Customer Service Representatives provide assistance and guidance to the residents of the San Gabriel Valley.

#### *Salaries and Benefits:*

- Salaries include a 4% cost of living increase and potential merit increases over last year.
- The current Administrative Assistant position will be converted to an Accounting Specialist position. The conversion will entail a title change and modification of duties to better reflect the tasks/job functions that will be handled by the position. The salary range will remain the same. (EXHIBIT 6B)
- One Customer Service Rep I was promoted to a Customer Service Rep II.

#### *Organizational Expenditures:*

- The District continues to expand its use of new software resources to increase efficiency. The cost of existing software has also increased.

Net Expenditures increased \$49,215 (8.4%) as compared to last year's proposed budget

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 23-24 Budget

ADMINISTRATION DEPARTMENT					
Account Classification	2020-2021 Actual	2021-2022 Actual	2022 - 2023 Adopted Budget	2022 - 2023 Estimated Actual	2023 - 2024 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
Salaries					
6210 · Salaries - Exempt	105,722.00	164,095.00	228,071.00	195,100.00	236,950.00
6212 · Salaries - Non Exempt	174,524.00	137,308.00	172,569.00	99,500.00	187,573.00
6216 · Salaries - Overtime	1,218.00	389.00	1,500.00	1,200.00	1,500.00
6218 · Salaries - Vacation	8,496.00	19,425.00	11,415.00	22,300.00	12,235.00
6219 · Salaries - Holiday	10,307.00	3,952.00	11,082.00	7,552.00	12,055.00
6220 · Salaries - Sick Pay	6,841.00	5,028.00	9,492.00	8,970.00	9,575.00
6140 · Medicare	4,679.00	4,928.00	6,247.00	4,425.00	6,621.00
6070 · Cafeteria Benefit	40,097.00	36,840.00	66,000.00	38,350.00	69,000.00
6200 · Retirement - Classic	28,435.00	26,136.00	34,190.00	17,500.00	40,360.00
6201 · Retirement - PEPR	3,646.00	4,562.00	8,489.00	5,814.00	9,801.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>383,965.00</b>	<b>402,663.00</b>	<b>549,055.00</b>	<b>400,711.00</b>	<b>585,670.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	3,119.00	2,540.00	4,000.00	2,849.00	4,000.00
6036 · Computer Software	9,530.00	18,353.00	12,000.00	11,658.00	22,500.00
6150 · Memberships	2,983.00	2,061.00	5,500.00	5,432.00	6,000.00
6185 · Postage	1,426.00	555.00	1,700.00	500.00	1,300.00
6186 · Printing & Reproduction	0.00	0.00	500.00	200.00	500.00
6232 · Seminars and Meetings	906.00	2,339.00	5,000.00	3,000.00	6,000.00
6270 · Office Supplies	11,172.00	8,939.00	7,000.00	9,000.00	8,000.00
6333 · Branded Clothing	0.00	0.00	500.00	200.00	500.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>29,136.00</b>	<b>34,787.00</b>	<b>36,200.00</b>	<b>32,839.00</b>	<b>48,800.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>413,101.00</b>	<b>437,450.00</b>	<b>585,255.00</b>	<b>433,550.00</b>	<b>634,470.00</b>



## Department: Operations

### Department Overview

The Operations Department is responsible for implementing mosquito and vector control prevention strategies in the field. Long-term mosquito prevention is accomplished by incorporating Integrated Vector Management methodologies, which uses a combination of applied field techniques involving physical, chemical, and biological control methods. The Operations department is also responsible for the management, repair, and maintenance of the District's facility and fleet.

Responsibilities of operational field staff include the inspection and treatment of neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters, and other urban mosquito breeding sources. They also work with city officials and other public agencies to improve infrastructure and communicate public health threats.

### Budget Highlights

**Personnel** – The Operations Department is comprised of the Director of Operations, fourteen (14) Vector Control Specialists and eight (8) seasonal employees who perform mosquito prevention and management. One (1) Data Analyst supports all aspects of the operation through the extraction and analysis of information. One (1) Maintenance Coordinator provides maintenance, fleet, and facility oversight.

#### *Salaries and Benefits:*

- Salaries include a 4% cost of living increase and potential merit increases over last year.
- The current Facility Maintenance position will be eliminated. The current Operations Coordinator position will be converted to a Maintenance Coordinator position. The conversion will entail a title change and modification of duties to better reflect the task/job functions that will be handled by the position. The salary range will remain the same. (EXHIBIT 6C)
- Reduction in total costs by \$188,307 (-8%) as compared to last year's proposed budget due to:
  - a. The elimination of one-full time position (Facility Maintenance). Some of those job duties will be contracted out at significant savings and/or merged into the duties of the converted Maintenance Coordinator position.
  - b. The reduction in seasonal employees from ten to eight.
  - c. Combined savings from these three positions total approximately \$160,000.

#### *Organizational Expenditures:*

- The Facility Maintenance line item increased due to the increased cost of contract services as well as costs incurred by the elimination of the Facility Maintenance position.
- The Pesticide line item increased proportionately with the cost of goods.
- The cost of existing Computer Software has increased.

Net Expenditures increased \$161,284 (5.8%) as compared to last year's proposed budget

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 23-24 Budget

OPERATIONS DEPARTMENT					
Account Classification	2020 - 2021 Actual	2021 - 2022 Actual	2022 - 2023 Adopted Budget	2022 - 2023 Estimated Actual	2023 - 2024 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
Salaries					
6210 · Salaries - Exempt	117,644.00	136,645.00	127,950.00	98,100.00	131,435.00
6212 · Salaries - Non Exempt	1,016,973.00	1,192,779.00	1,336,649.00	1,052,000.00	1,181,165.00
6216 · Salaries - Overtime	15,321.00	11,791.00	16,000.00	37,000.00	20,000.00
6218 · Salaries - Vacation	53,566.00	84,175.00	65,590.00	78,500.00	59,195.00
6219 · Salaries - Holiday	56,230.00	76,692.00	79,764.00	79,700.00	73,605.00
6220 · Salaries - Sick Pay	47,554.00	84,431.00	61,465.00	65,000.00	58,643.00
6230 · Salaries - Extra Help	144,868.00	188,377.00	221,803.00	221,650.00	209,183.00
6240 · Social Security	4,945.00	7,885.00	7,640.00	7,640.00	8,175.00
6140 · Medicare	22,493.00	27,405.00	27,421.00	27,400.00	26,290.00
6070 · Cafeteria Benefit	181,030.00	195,132.00	250,800.00	185,350.00	234,600.00
6200 · Retirement - Classic	41,656.00	44,930.00	47,067.00	47,145.00	56,690.00
6201 · Retirement - PEPRA	75,531.00	86,790.00	96,854.00	85,680.00	91,715.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>1,777,811.00</b>	<b>2,137,032.00</b>	<b>2,339,003.00</b>	<b>1,985,165.00</b>	<b>2,150,696.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6007 · Automobile Lease	37,523.00	0.00	0.00	0.00	0.00
6035 · Computer Hardware	3,448.00	1,012.00	5,000.00	5,000.00	5,000.00
6036 · Computer Software	10,478.00	26,463.00	5,000.00	23,382.00	25,000.00
6040 · Facility Maint.	77,631.00	64,159.00	45,000.00	65,000.00	90,000.00
6042 · Equipment Maint.	3,128.00	2,589.00	3,000.00	3,300.00	3,000.00
6044 · Grounds	8,853.00	525.00	2,000.00	2,000.00	2,000.00
6185 · Postage	4,374.00	7,843.00	5,000.00	4,000.00	8,000.00
6186 · Printing & Reproduction	0.00	0.00	1,500.00	0.00	500.00
6331 · Professional Development	1,578.00	443.00	2,000.00	800.00	2,000.00
6232 · Seminars and Meetings	1,511.00	7,656.00	10,000.00	5,000.00	10,000.00
6283 · Pesticides	44,996.00	101,322.00	93,627.00	100,318.00	100,000.00
6260 · Vehicle Maintenance	37,419.00	27,083.00	50,000.00	52,100.00	50,000.00
6262 · Gasoline	59,292.00	56,986.00	70,000.00	63,000.00	70,000.00
6270 · Office Supplies	2,868.00	1,805.00	3,500.00	3,500.00	1,000.00
6280 · Operations Supplies	11,685.00	9,541.00	10,000.00	3,700.00	9,000.00
6281 · Mosquito Fish Supplies	3,147.00	0.00	0.00	0.00	0.00
6302 · Safety	21,892.00	4,360.00	10,000.00	5,500.00	8,000.00
6304 · Surveillance, Aerial	25,136.00	25,136.00	25,500.00	25,500.00	27,150.00
6330 · Training, CEU's	5,175.00	5,934.00	4,400.00	2,800.00	4,400.00
6171 · Misc Rentals	0.00	0.00	2,000.00	0.00	2,000.00
6334 · Boots	4,124.00	5,085.00	5,500.00	4,500.00	5,500.00
6333 · Branded Clothing	2,027.00	1,691.00	2,000.00	1,500.00	2,000.00
6332 · Uniforms	11,296.00	12,422.00	12,000.00	11,000.00	12,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>377,581.00</b>	<b>362,055.00</b>	<b>367,027.00</b>	<b>381,900.00</b>	<b>436,550.00</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*FY 23-24 Budget*

<b>OPERATIONS DEPARTMENT</b>					
<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Adopted Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 - Capital Outlay - General	10,394.00	91,802.00	42,500.00	42,986.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>10,394.00</b>	<b>91,802.00</b>	<b>42,500.00</b>	<b>42,986.00</b>	<b>0.00</b>

<b>NET EXPENDITURES</b>	<b>2,165,786.00</b>	<b>2,590,889.00</b>	<b>2,748,530.00</b>	<b>2,410,051.00</b>	<b>2,587,246.00</b>
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## Department: Surveillance

### Department Overview

The Scientific Program is responsible for the surveillance of disease-carrying insects and occurrences of vector-borne diseases, data management and analysis, as well as technical and data advisory support to develop programs and direct District resources.

The department is comprised of a Director of Scientific Programs, one Vector Ecologist, one Assistant Vector Ecologist, and two Vector Control Specialist 1. The disease surveillance program serves as an early warning system in the detection of mosquito-borne viruses that can infect people and animals. Testing for the presence of viruses and pathogens in mosquitoes and wild birds helps identify disease transmission before human cases occur.

The Vector Ecologists are involved in developing control and monitoring strategies for both native and invasive mosquito species. They are responsible for conducting studies to improve mosquito treatment efficacy and monitoring for pesticide resistance. The team set traps weekly for arbovirus surveillance.

The Scientific Program continues to collaborate with local agencies, national agencies, and universities on studies surrounding emerging vector and disease issues.

### Budget Highlights

**Personnel** – The Surveillance Department is comprised of the Director of Scientific Programs, one (1) Vector Ecologist, one (1) Assistant Vector Ecologist, and two (2) Vector Control Specialist I who monitor mosquito populations and environmental evidence of arbovirus to aid in efficiently targeting operational and communications work in the district. The surveillance department has established a proactive surveillance system to serve the communities of the districts.

**New Technologies Program** – The Surveillance Department identifies and tests new technology for use in the district. As new formulations of pesticides become available, it is important to evaluate their efficacy against mosquitoes in the San Gabriel Valley and the Surveillance Department tests promising new products to determine their suitability for use in the District. These evaluations increase efficiency across departments in achieving the District's mission.

**Mosquito Ecology Program** – The unique ecology of the San Gabriel Valley provides an opportunity to perform ecological research as it relates to the biology of mosquitoes. The Surveillance department collaborates with the other departments, other mosquito control agencies and universities to use mosquito ecology in increasing programmatic efficiencies.

#### *Salaries and Benefits:*

- Salaries include a 4% cost of living increase and potential merit increases over last year.
- Reduction in total costs by \$18,812 (-3.1%) as compared to last year's proposed budget due to:
  - a. Turnover in higher paid positions

#### *Organizational Expenditures:*

- Reduction in total costs (-10.7%) as compared to last year's proposed budget due to:
  - a. Branded clothing has decreased because the cost of Surveillance field uniforms has been incorporated into Uniforms under Operations Department

Net Expenditures decreased \$24,712 (-3.8%) as compared to last year's proposed budget

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 23/24 BUDGET

SURVEILLANCE DEPARTMENT					
Account Classification	2020 - 2021 Actual	2021 - 2022 Actual	2022 - 2023 Adopted Budget	2022 - 2023 Estimated Actual	2023 - 2024 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	119,246.00	58,407.00	126,696.00	67,500.00	117,600.00
6212 · Salaries - Non Exempt	288,642.00	309,321.00	299,074.00	203,870.00	300,773.00
6216 · Salaries - Overtime	345.00	1,524.00	1,500.00	600.00	1,500.00
6218 · Salaries - Vacation	11,438.00	34,765.00	17,221.00	15,200.00	15,566.00
6219 · Salaries - Holiday	16,032.00	20,708.00	22,530.00	17,530.00	19,440.00
6220 · Salaries - Sick Pay	9,707.00	19,896.00	15,405.00	11,585.00	13,300.00
6230 · Salaries - Part-time - XH	0.00	0.00	0.00	0.00	0.00
6240 · Social Security	0.00	0.00	0.00	0.00	0.00
6140 · Medicare	6,539.00	6,489.00	7,671.00	5,200.00	6,750.00
6070 · Cafeteria Benefit	69,226.00	52,124.00	72,600.00	47,975.00	69,000.00
6200 · Retirement - Classic	0.00	0.00	0.00	0.00	0.00
6201 · Retirement - PEPRA	29,670.00	31,967.00	35,619.00	13,965.00	35,575.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>550,845.00</b>	<b>535,201.00</b>	<b>598,316.00</b>	<b>383,425.00</b>	<b>579,504.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	4,889.00	2,020.00	2,000.00	1,200.00	2,000.00
6036 · Computer Software	65.00	160.00	500.00	0.00	500.00
6185 · Postage	163.00	327.00	1,500.00	200.00	1,000.00
6232 · Seminars and Meetings	1,164.00	5,015.00	8,900.00	5,100.00	8,000.00
6250 · Surveillance Supplies	17,005.00	16,644.00	15,000.00	10,000.00	16,000.00
6251 · Arbovirus Testing Supplies	18,123.00	15,931.00	20,000.00	10,000.00	20,000.00
6281 · Fish Supplies	0.00	1,376.00	2,500.00	845.00	2,500.00
6333 · Branded Clothing	5,027.00	2,237.00	6,000.00	3,250.00	500.00
6270 · Office Supplies	237.00	99.00	600.00	500.00	600.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>46,673.00</b>	<b>43,809.00</b>	<b>57,000.00</b>	<b>31,095.00</b>	<b>51,100.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	35,458.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>35,458.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>632,976.00</b>	<b>579,010.00</b>	<b>655,316.00</b>	<b>414,520.00</b>	<b>630,604.00</b>

## Department: Communications

### Department Overview

The Communications Department mission is to increase transparency and credibility through multi-media dialogue in order to engage and motivate internal, local, regional, statewide, and nationwide stakeholders to take action and become public health agents of change in their communities and in San Gabriel Valley.

Education activities and campaigns conducted by the Communications Department range from hyper-local targeting to the regional level. Department staff will regularly collaborate with other public health partners and organizations to increase reach and awareness.

### Budget Highlights

**Personnel** – The Communications Department is comprised of the Director of Communications, two (2) Education Specialists, one (1) Communications Specialist, and one (1) Outreach Assistant who provide outreach to nearly 2 million residents within the District. Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners. The demand for our services continues to grow as more stakeholders request in-person participation, virtual presentations, and online content that the staff produces in-house. The Department is not planning to create or eliminate any positions this fiscal year.

**Education Program** – The District’s EcoHealth Vector Education Program serves at least 550 private and public schools. Two teacher-credentialed Education Specialists provide key public health education about mosquito-borne disease prevention. From in-classroom programs to citizen science projects, the Education Specialists require materials and support to reach the thousands of families in San Gabriel Valley. The Education Specialists will continue to meet the increased demand for remote and in-person learning content due to shifts in the public and private education fields.

**Computer Software and Website Service** – To maximize reach to nearly two million residents, the District must acknowledge the growing need of the public to learn remotely and in-person. The demand for hybrid remote and in-person learning content from our EcoHealth and general outreach programs means staff must be ready to deliver education swiftly and in a relevant format that is accepted by residents, families and other District stakeholders.

#### *Salaries and Benefits:*

- Salaries include a 4% cost of living increase and potential merit increases over last year.

#### *Organizational Expenditures:*

- Reduction in total costs by \$10,300 (-11.3%) as compared to last year’s proposed budget due to:
  - a. A decrease in planned Advertising spending
  - b. A decrease in Printing and Reproduction

Net Expenditures decreased \$3,593 (-0.5%) as compared to last year’s proposed budget

## SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 23/24 BUDGET

COMMUNICATIONS DEPARTMENT					
Account Classification	2020 - 2021 Actual	2021 - 2022 Actual	2022 - 2023 Adopted Budget	2022 - 2023 Estimated Actual	2023 - 2024 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
Salaries					
6210 · Salaries - Exempt	100,380.00	130,165.00	126,696.00	96,400.00	124,516.00
6212 · Salaries - Non Exempt	243,822.00	266,826.00	265,317.00	268,641.00	290,195.00
6216 · Salaries - Overtime	731.00	1,628.00	1,500.00	850.00	1,500.00
6218 · Salaries - Vacation	7,946.00	21,383.00	12,246.00	37,725.00	15,593.00
6219 · Salaries - Holiday	12,619.00	16,025.00	17,910.00	17,910.00	18,715.00
6220 · Salaries - Sick Pay	6,017.00	16,776.00	12,714.00	11,750.00	12,797.00
6230 · Salaries - Extra Help	16,915.00	7,323.00	24,025.00	11,666.00	0.00
6240 · Social Security	752.00	488.00	2,235.00	665.00	0.00
6140 · Medicare	5,345.00	6,473.00	6,977.00	5,810.00	6,671.00
6070 · Cafeteria Benefit	45,912.00	50,526.00	66,000.00	55,380.00	69,000.00
6200 · Retirement - Classic	9,428.00	10,030.00	10,131.00	10,517.00	12,087.00
6201 · Retirement - PEPRA	27,027.00	25,409.00	26,287.00	22,820.00	27,671.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>476,894.00</b>	<b>553,052.00</b>	<b>572,038.00</b>	<b>540,134.00</b>	<b>578,745.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6003 · Advertising	21,025.00	25,726.00	25,000.00	25,000.00	20,000.00
6035 · Computer Hardware	6,762.00	1,844.00	3,000.00	3,000.00	3,000.00
6036 · Computer Software	2,632.00	6,382.00	6,500.00	6,000.00	6,000.00
6037 · Website and Email Service	5,741.00	4,215.00	7,000.00	7,500.00	7,500.00
6185 · Postage	2,142.00	0.00	100.00	50.00	100.00
6186 · Printing & Reproduction	6,398.00	14,800.00	12,000.00	8,700.00	10,000.00
6188 · Media Production	2,030.00	6,535.00	800.00	800.00	800.00
6076 · Event Participation Fees	99.00	131.00	3,000.00	1,500.00	2,000.00
6333 · Branded Clothing	156.00	604.00	800.00	800.00	500.00
6232 · Seminars and Meetings	2,162.00	7,887.00	12,000.00	8,000.00	10,000.00
6270 · Office Supplies	928.00	71.00	600.00	2,100.00	600.00
6290 · Communications Supplies	2,603.00	12,993.00	8,000.00	8,000.00	8,000.00
6305 · Education Program Supplies	13,351.00	20,190.00	12,000.00	7,600.00	12,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>66,029.00</b>	<b>101,378.00</b>	<b>90,800.00</b>	<b>79,050.00</b>	<b>80,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>542,923.00</b>	<b>654,430.00</b>	<b>662,838.00</b>	<b>619,184.00</b>	<b>659,245.00</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 23-24 BUDGET

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Actual Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>Revenue</b>					
4010 - Assessments	5,296,068.00	5,449,789.00	5,553,503.00	5,672,881.00	6,438,818.00
4015 - Delinquent Assessments	48,305.00	0.00	12,000.00	8,200.00	8,000.00
4050 - Interest, LA County	16,112.00	10,595.00	22,000.00	18,250.00	22,000.00
4060 - Interest Income, LAIF	6,995.00	2,474.00	10,000.00	4,200.00	5,046.00
4070 - Interest Income, Citizens Sweep	663.00	506.00	700.00	500.00	500.00
4075 - Interest Income, VCJPA	-527.00	-7,136.00	2,500.00	1,500.00	2,200.00
4030 - Grants	0.00	0.00	0.00	0.00	0.00
- LAIF	0.00	0.00	0.00	0.00	0.00
- From Reserves		0.00	287,500.00	144,500.00	0.00
- P/Y Surplus		0.00	425,000.00	0.00	332,913.00
<b>Total Revenue</b>	<b>5,367,616.00</b>	<b>5,456,228.00</b>	<b>6,313,203.00</b>	<b>5,850,031.00</b>	<b>6,809,477.00</b>

<b>Account Classification</b>	<b>2020- 2021 Actual</b>	<b>2021- 2022 Actual</b>	<b>2022 - 2023 Proposed Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6122 - Unemployment	24,927.00	19,796.00	26,000.00	20,685.00	24,000.00
6234 - Tuition Reimbursement	250.00	1,649.00	4,000.00	3,611.00	4,000.00
6200 - PERS Classic - Normal Cost	104,193.00	97,770.00	213,723.00	85,000.00	109,150.00
6201 - PERS PEPR A - Normal Cost	111,055.00	122,607.00	30,000.00	138,941.00	185,025.00
6202 - Classic UAL	146,402.00	172,234.00	205,175.00	161,193.00	119,589.00
6203 - PEPR A UAL	8,065.00	8,714.00	10,325.00	0.00	0.00
6074 - Post Retirement OPEB	0.00	0.00	42,901.00	42,901.00	50,000.00
6065 - Group Term Life	4,474.00	4,489.00	5,200.00	5,200.00	5,500.00
6072 - Health Benefits - Retired EE	22,209.00	39,803.00	43,500.00	42,200.00	46,000.00
6077 - PERS Retire Classic - ADP	0.00	578,469.00	0.00	101,286.00	470,215.00
6071 - PERS Retire PEPR A - ADP	0.00	109,555.00	0.00	0.00	0.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>421,575.00</b>	<b>1,155,086.00</b>	<b>580,824.00</b>	<b>601,017.00</b>	<b>1,013,479.00</b>

<b>ORGANIZATIONAL EXPENDITURES</b>					
6007 - Automobile Lease	-37,523.00	0.00	0.00	0.00	0.00
6010 - Awards	2,074.00	3,097.00	1,800.00	1,900.00	4,200.00
6020 - Bank Charges	17,033.00	17,026.00	19,000.00	17,200.00	21,000.00
6035 - Computer Hardware	4,906.00	3,029.00	10,000.00	2,800.00	10,000.00
6036 - Computer Software-Licenses	7,755.00	23,743.00	22,000.00	25,000.00	30,000.00
6312 - Communications, Field	34,683.00	54,108.00	50,000.00	38,000.00	50,000.00
6315 - Telephone, Internet	12,246.00	12,916.00	14,000.00	14,500.00	20,000.00



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*FY 23-24 BUDGET*

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Actual Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
6320 · Telephone, Office	10,256.00	10,555.00	15,000.00	18,000.00	25,000.00
6090 · Auto Insurance	2,257.00	2,607.00	2,607.00	2,607.00	2,834.00
6100 · Liability Insurance	84,115.00	104,453.00	126,327.00	119,037.00	131,279.00
6110 · Workers Comp Insurance	114,515.00	87,957.00	162,354.00	179,876.00	144,664.00
6120 · Property Insurance	6,143.00	7,795.00	9,935.00	-5,666.00	19,593.00
6085 · VCJPA General Fund	7,517.00	5,391.00	4,106.00	4,230.00	2,095.00
6111 · Other Insurance	3,005.00	4,212.00	5,500.00	3,500.00	5,500.00
6073 · Equipment Lease	18,882.00	18,142.00	21,000.00	21,000.00	22,000.00
6075 · Fees & Assessments	2,753.00	3,773.00	4,300.00	3,800.00	4,500.00
6080 · Hiring Expenses	4,395.00	18,475.00	13,000.00	11,000.00	13,000.00
6150 · Memberships	21,219.00	22,165.00	30,000.00	31,993.00	33,000.00
6170 · Miscellaneous Expenses	2,487.00	3,303.00	3,000.00	1,600.00	3,000.00
6000 · Accounting Services	7,385.00	21,458.00	20,000.00	16,000.00	20,000.00
6130 · Legal Services	73,937.00	45,282.00	50,000.00	30,000.00	40,000.00
6190 · Other Services	1,700.00	1,650.00	5,000.00	0.00	5,000.00
6046 · Professional Services - IT	40,237.00	42,869.00	50,000.00	55,459.00	60,000.00
6300 · Reference	627.00	0.00	800.00	0.00	800.00
6310 · Benefit Assessment Admin Cost	115,999.00	116,213.00	118,000.00	116,000.00	119,000.00
6340 · Electric Service	26,859.00	32,566.00	34,000.00	34,500.00	35,500.00
6341 · Natural Gas	2,785.00	2,965.00	4,000.00	3,995.00	4,200.00
6343 · Water Service	1,902.00	1,983.00	2,500.00	1,945.00	2,500.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>627,672.00</b>	<b>667,733.00</b>	<b>798,229.00</b>	<b>748,276.00</b>	<b>828,665.00</b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>4,318,369.00</b>	<b>3,633,409.00</b>	<b>4,934,150.00</b>	<b>4,500,738.00</b>	<b>4,967,333.00</b>
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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 23/24 BUDGET

<b>DESIGNATED RESERVES</b>					
<b>Account Classification</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Adopted Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
<b>3100 - Public Health Emergency</b>	1,326,200.00	1,326,200.00	500,000.00	500,000.00	500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	(826,000.00)	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(826,000.00)	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	500,200.00	0.00	0.00	500,000.00
<b>3125 - Capital Projects</b>	488,085.00	650,000.00	300,000.00	300,000.00	300,000.00
Transfers In	391,915.00	266,427.00	0.00	0.00	25,000.00
Transfers Out	0.00	(616,427.00)	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	880,000.00	266,427.00	0.00	0.00	25,000.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(616,427.00)	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>		300,000.00	300,000.00	0.00	325,000.00
<b>3160 - Pension Liability</b>	200,258.00	200,258.00	400,000.00	400,000.00	313,000.00
Transfers In	0.00	400,000.00	0.00	0.00	0.00
Transfers Out	0.00	(200,258.00)	(230,000.00)	(87,000.00)	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	400,000.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(200,258.00)	(230,000.00)	(87,000.00)	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	400,000.00	170,000.00	313,000.00	313,000.00
<b>3165 - Building/Facilities</b>	100,000.00	224,761.00	100,000.00	100,000.00	85,000.00
Transfers In	49,000.00	0.00	0.00	0.00	25,000.00
Transfers Out	0.00	(124,761.00)	(15,000.00)	(15,000.00)	0.00
<b>Revenue &amp; Transfers In Total</b>	149,000.00	0.00	0.00	0.00	25,000.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(124,761.00)	(15,000.00)	(15,000.00)	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	100,000.00	85,000.00	85,000.00	110,000.00
<b>3170 - Vehicle Replacement</b>	43,760.00	105,761.00	100,000.00	100,000.00	57,500.00
Transfers In	59,300.00	100,000.00	0.00	0.00	0.00
Transfers Out	0.00	(105,761.00)	(42,500.00)	(42,500.00)	0.00
<b>Revenue &amp; Transfers In Total</b>	103,060.00	100,000.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(105,761.00)	(42,500.00)	(42,500.00)	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	100,000.00	57,500.00	57,500.00	57,500.00
<b>Total Reserves</b>	<b>2,658,518.00</b>	<b>1,400,200.00</b>	<b>1,112,500.00</b>	<b>1,255,500.00</b>	<b>1,305,500.00</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*FY 23/24 BUDGET*

<b>RESTRICTED RESERVE ACCOUNTS</b>	<b>2020 - 2021 Actual</b>	<b>2021 - 2022 Actual</b>	<b>2022 - 2023 Adopted Budget</b>	<b>2022 - 2023 Estimated Actual</b>	<b>2023 - 2024 Proposed Budget</b>
3180 - VCJPA Property Contingency Fund	97,113.00	132,472.00	135,000.00	134,000.00	137,000.00
<b>Total Reserves</b>	<b>97,113.00</b>	<b>132,472.00</b>	<b>135,000.00</b>	<b>134,000.00</b>	<b>137,000.00</b>

<b>GRAND TOTAL RESERVES</b>	<b>2,755,631.00</b>	<b>1,532,672.00</b>	<b>1,247,500.00</b>	<b>1,389,500.00</b>	<b>1,442,500.00</b>
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## Capital Outlay Summary

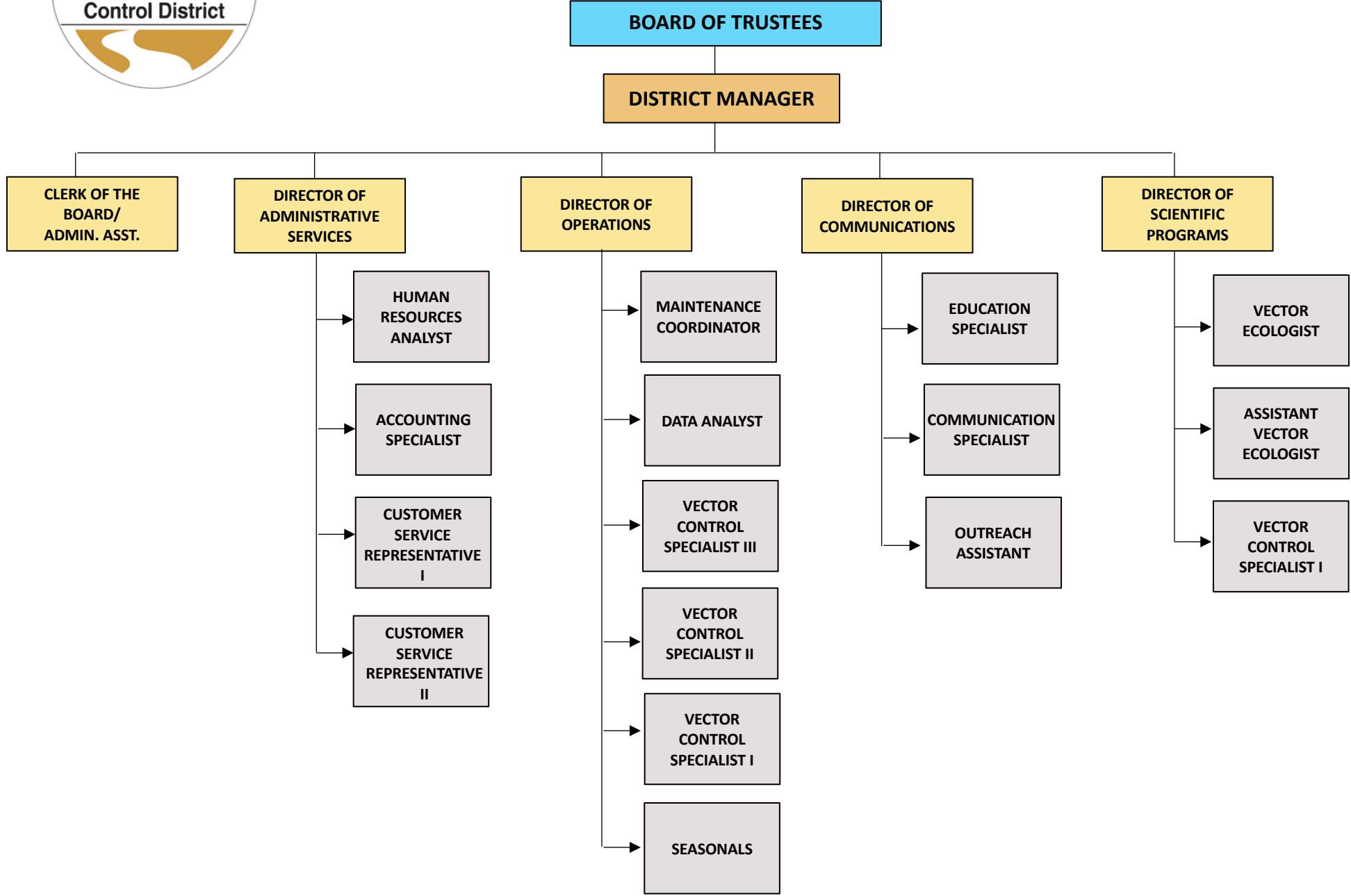
	<b>2023-2024 Budget</b>
<b>Operating Fund</b>	
<b>Executive Department</b>	\$25,000.00
Capital Projects	
Board Room	
Improvements	
<b>Total Operating Fund</b>	\$25,000.00

# Personnel Summary

Personnel Summary		2020-21	2021-22	2022-23	2023-24
		Actual	Actual	Actual	Proposed
<b>Executive</b>					
	District Manager	1	1	1	1
	Clerk of the Board/Admin Asst	1	1	1	1
<b>Administration</b>					
	Director of Administration	1	1	1	1
	Human Resources Analyst	1	1	1	1
	Administrative Assistant	1	1	1	0
	Accounting Specialist	0	0	0	1
	Customer Service Rep II Admin	0	1	1	2
	Customer Service Rep I Admin	1	0	1	0
<b>Communications</b>					
	Director of Communications	0	0	1	1
	Public Information Officer	1	1	0	0
	Education Specialist	2	2	2	2
	Communications Specialist	1	1	1	1
	Outreach Assistant	1	1	1	1
<b>Surveillance</b>					
	Director of Scientific Programs	1	1	1	1
	Vector Ecologist	2	2	1	1
	Asst Vector Ecologist	2	2	1	1
	Vector Control Specialist I - Surveil	0	1	2	2
	Ltd Term VC Techs - Surveil	2	1	1	0
<b>Operations</b>					
	Director of Operations	1	1	1	1
	Operations Coordinator	1	1	1	0
	Maintenance Coordinator	0	0	0	1
	Data Analyst	1	1	1	1
	Facility Maintenance	1	1	1	0
	Vector Control Specialist I	4	4	4	4
	Vector Control Specialist II	8	8	8	8
	Vector Control Specialist III	2	2	2	2
	Ltd Term VC Techs - Ops	2	2	1	0
	Customer Service Rep 1 - Ops	1	1	1	0
<b>Total Full Time Employees</b>		<b>39</b>	<b>39</b>	<b>38</b>	<b>34</b>
<b>Extra Help Employees</b>					
	Extra Help VC Techs - Ops	10	9	10	8
	Extra Help VC Techs - Surveil	0	0	0	0
	Extra Help Outreach Assistant	1	1	0	0
<b>Total E/H Employees</b>		<b>11</b>	<b>10</b>	<b>10</b>	<b>8</b>
<b>Total</b>		<b>50</b>	<b>49</b>	<b>48</b>	<b>42</b>



# San Gabriel Valley Mosquito & Vector Control District Organizational Chart



Salary Schedule Fiscal Year 2023-2024
CalPERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)

Table with columns: Classification Title, Step 1, Step 1.5, Step 2, Step 2.5, Step 3, Step 3.5, Step 4, Step 4.5, Step 5, and a final column for pay frequency (Annual, Monthly, Bi-Weekly, Hourly). Rows include various job titles like District Manager, Director of Scientific Programs, etc.

Salary Schedule Fiscal Year 2023-2024
CalPERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)

Table with 11 columns: Classification Title, Step 1, Step 1.5, Step 2, Step 2.5, Step 3, Step 3.5, Step 4, Step 4.5, Step 5, and a final column for pay frequency (Annual, Monthly, Bi-Weekly, Hourly). Rows include Vector Ecologist, Assistant Vector Ecologist, Maintenance Coordinator, Vector Control Specialist III, Vector Control Specialist II, Vector Control Specialist I, Data Analyst, Education Specialist, Communications Specialist, and Outreach Assistant.



Salary Schedule Fiscal Year 2023-2024  
CalPERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
<b>EXTRA HELP POSITIONS</b>										
<b>Salaries Revised 4/17/2023</b>										
Limited Term Vector Control Tech	\$19.76	\$20.38	\$21.00	\$21.61	\$22.23	\$22.85	\$23.47	\$24.08	\$24.70	Hourly
Extra-help VC Technician est prior to 2009	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	\$22.10	Hourly
Extra-help Asst. Vec. Ecologist est prior to 2009	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	\$22.10	Hourly
Extra Help Outreach Assistant est Jul 2018	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	\$22.10	Hourly

**Salary Schedule Fiscal Year 2023-2024**  
**CalPERS PEPRAs Employees Hired After December 31, 2012**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>District Manager</b>	\$166,362.56	\$171,561.39	\$176,760.22	\$181,959.05	\$187,157.88	\$192,356.71	\$197,555.54	\$202,754.37	\$207,953.20	<b>Annual</b>
Exempt - Salary revised 4/17/23	\$13,863.55	\$14,296.78	\$14,730.02	\$15,163.25	\$15,596.49	\$16,029.73	\$16,462.96	\$16,896.20	\$17,329.43	<b>Monthly</b>
est prior to 2009	\$6,398.56	\$6,598.52	\$6,798.47	\$6,998.43	\$7,198.38	\$7,398.34	\$7,598.29	\$7,798.25	\$7,998.20	<b>Bi-Weekly</b>
	\$79.98	\$82.48	\$84.98	\$87.48	\$89.98	\$92.48	\$94.98	\$97.48	\$99.98	<b>Hourly</b>
<b>Director of Scientific Programs</b>	\$105,411.27	\$108,705.37	\$111,999.48	\$115,293.58	\$118,587.68	\$121,881.78	\$125,175.89	\$128,469.99	\$131,764.09	<b>Annual</b>
est Jul 2012 - Exempt	\$8,784.27	\$9,058.78	\$9,333.29	\$9,607.80	\$9,882.31	\$10,156.82	\$10,431.32	\$10,705.83	\$10,980.34	<b>Monthly</b>
Title change 7/1/21	\$4,054.28	\$4,180.98	\$4,307.67	\$4,434.37	\$4,561.06	\$4,687.76	\$4,814.46	\$4,941.15	\$5,067.85	<b>Bi-Weekly</b>
	\$50.68	\$52.26	\$53.85	\$55.43	\$57.01	\$58.60	\$60.18	\$61.76	\$63.35	<b>Hourly</b>
<b>Director of Operations</b>	\$105,411.27	\$108,705.37	\$111,999.48	\$115,293.58	\$118,587.68	\$121,881.78	\$125,175.89	\$128,469.99	\$131,764.09	<b>Annual</b>
est prior to 2009 - Exempt	\$8,784.27	\$9,058.78	\$9,333.29	\$9,607.80	\$9,882.31	\$10,156.82	\$10,431.32	\$10,705.83	\$10,980.34	<b>Monthly</b>
Title change 7/1/21	\$4,054.28	\$4,180.98	\$4,307.67	\$4,434.37	\$4,561.06	\$4,687.76	\$4,814.46	\$4,941.15	\$5,067.85	<b>Bi-Weekly</b>
	\$50.68	\$52.26	\$53.85	\$55.43	\$57.01	\$58.60	\$60.18	\$61.76	\$63.35	<b>Hourly</b>
<b>Director of Communications</b>	\$105,411.27	\$108,705.37	\$111,999.48	\$115,293.58	\$118,587.68	\$121,881.78	\$125,175.89	\$128,469.99	\$131,764.09	<b>Annual</b>
est prior to 2009 - Exempt	\$8,784.27	\$9,058.78	\$9,333.29	\$9,607.80	\$9,882.31	\$10,156.82	\$10,431.32	\$10,705.83	\$10,980.34	<b>Monthly</b>
Title change 7/1/21	\$4,054.28	\$4,180.98	\$4,307.67	\$4,434.37	\$4,561.06	\$4,687.76	\$4,814.46	\$4,941.15	\$5,067.85	<b>Bi-Weekly</b>
	\$50.68	\$52.26	\$53.85	\$55.43	\$57.01	\$58.60	\$60.18	\$61.76	\$63.35	<b>Hourly</b>
<b>Director of Administrative Services</b>	\$105,411.27	\$108,705.37	\$111,999.48	\$115,293.58	\$118,587.68	\$121,881.78	\$125,175.89	\$128,469.99	\$131,764.09	<b>Annual</b>
est prior to 2009 - Exempt	\$8,784.27	\$9,058.78	\$9,333.29	\$9,607.80	\$9,882.31	\$10,156.82	\$10,431.32	\$10,705.83	\$10,980.34	<b>Monthly</b>
Title change-conversion 7/1/21	\$4,054.28	\$4,180.98	\$4,307.67	\$4,434.37	\$4,561.06	\$4,687.76	\$4,814.46	\$4,941.15	\$5,067.85	<b>Bi-Weekly</b>
	\$50.68	\$52.26	\$53.85	\$55.43	\$57.01	\$58.60	\$60.18	\$61.76	\$63.35	<b>Hourly</b>
<b>Public Information Officer</b>	\$93,518.09	\$96,440.53	\$99,362.97	\$102,285.41	\$105,207.85	\$108,130.29	\$111,052.73	\$113,975.17	\$116,897.61	<b>Annual</b>
est prior to 2009 - Exempt	\$7,793.17	\$8,036.71	\$8,280.25	\$8,523.78	\$8,767.32	\$9,010.86	\$9,254.39	\$9,497.93	\$9,741.47	<b>Monthly</b>
Title change-conversion 7/1/21	\$3,596.85	\$3,709.25	\$3,821.65	\$3,934.05	\$4,046.46	\$4,158.86	\$4,271.26	\$4,383.66	\$4,496.06	<b>Bi-Weekly</b>
	\$44.96	\$46.37	\$47.77	\$49.18	\$50.58	\$51.99	\$53.39	\$54.80	\$56.20	<b>Hourly</b>
<b>Human Resources Analyst</b>	\$74,564.22	\$76,894.35	\$79,224.49	\$81,554.62	\$83,884.75	\$86,214.88	\$88,545.01	\$90,875.15	\$93,205.28	<b>Annual</b>
est Jul 2019 - Exempt	\$6,213.69	\$6,407.86	\$6,602.04	\$6,796.22	\$6,990.40	\$7,184.57	\$7,378.75	\$7,572.93	\$7,767.11	<b>Monthly</b>
Title change-conversion 7/1/21	\$2,867.85	\$2,957.48	\$3,047.10	\$3,136.72	\$3,226.34	\$3,315.96	\$3,405.58	\$3,495.20	\$3,584.82	<b>Bi-Weekly</b>
	\$35.85	\$36.97	\$38.09	\$39.21	\$40.33	\$41.45	\$42.57	\$43.69	\$44.81	<b>Hourly</b>
<b>Admin Asst/Clerk of the Board</b>	\$68,940.04	\$71,094.42	\$73,248.80	\$75,403.17	\$77,557.55	\$79,711.93	\$81,866.30	\$84,020.68	\$86,175.06	<b>Annual</b>
est prior to 2009 - Exempt	\$5,745.00	\$5,924.54	\$6,104.07	\$6,283.60	\$6,463.13	\$6,642.66	\$6,822.19	\$7,001.72	\$7,181.25	<b>Monthly</b>
	\$2,651.54	\$2,734.40	\$2,817.26	\$2,900.12	\$2,982.98	\$3,065.84	\$3,148.70	\$3,231.56	\$3,314.43	<b>Bi-Weekly</b>
	\$33.14	\$34.18	\$35.22	\$36.25	\$37.29	\$38.32	\$39.36	\$40.39	\$41.43	<b>Hourly</b>
<b>Accounting Specialist</b>	\$66,059.23	\$68,123.58	\$70,187.93	\$72,252.28	\$74,316.63	\$76,380.98	\$78,445.33	\$80,509.68	\$82,574.03	<b>Annual</b>
est prior to 2009	\$5,504.94	\$5,676.96	\$5,848.99	\$6,021.02	\$6,193.05	\$6,365.08	\$6,537.11	\$6,709.14	\$6,881.17	<b>Monthly</b>
Title change 7/1/23	\$2,540.74	\$2,620.14	\$2,699.54	\$2,778.93	\$2,858.33	\$2,937.73	\$3,017.13	\$3,096.53	\$3,175.92	<b>Bi-Weekly</b>
	\$31.76	\$32.75	\$33.74	\$34.74	\$35.73	\$36.72	\$37.71	\$38.71	\$39.70	<b>Hourly</b>
<b>Customer Service Rep II</b>	\$49,894.26	\$51,453.45	\$53,012.65	\$54,571.84	\$56,131.04	\$57,690.24	\$59,249.43	\$60,808.63	\$62,367.82	<b>Annual</b>
est 7/1/2021	\$4,157.85	\$4,287.79	\$4,417.72	\$4,547.65	\$4,677.59	\$4,807.52	\$4,937.45	\$5,067.39	\$5,197.32	<b>Monthly</b>
	\$1,919.01	\$1,978.98	\$2,038.95	\$2,098.92	\$2,158.89	\$2,218.86	\$2,278.82	\$2,338.79	\$2,398.76	<b>Bi-Weekly</b>
	\$23.99	\$24.74	\$25.49	\$26.24	\$26.99	\$27.74	\$28.49	\$29.23	\$29.98	<b>Hourly</b>

Salary Schedule Fiscal Year 2023-2024  
CalPERS PEPR Employees Hired After December 31, 2012

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
<b>Customer Service Rep I</b>	\$44,377.61	\$45,764.41	\$47,151.21	\$48,538.01	\$49,924.81	\$51,311.61	\$52,698.41	\$54,085.21	\$55,472.01	<b>Annual</b>
revised Jul 2018 (Ops Asst)	\$3,698.13	\$3,813.70	\$3,929.27	\$4,044.83	\$4,160.40	\$4,275.97	\$4,391.53	\$4,507.10	\$4,622.67	<b>Monthly</b>
est 7/1/2021	\$1,706.83	\$1,760.17	\$1,813.51	\$1,866.85	\$1,920.18	\$1,973.52	\$2,026.86	\$2,080.20	\$2,133.54	<b>Bi-Weekly</b>
	\$21.34	\$22.00	\$22.67	\$23.34	\$24.00	\$24.67	\$25.34	\$26.00	\$26.67	<b>Hourly</b>
<b>Vector Ecologist</b>	\$84,458.08	\$87,097.40	\$89,736.71	\$92,376.03	\$95,015.34	\$97,654.66	\$100,293.97	\$102,933.29	\$105,572.60	<b>Annual</b>
est prior to 2009	\$7,038.17	\$7,258.12	\$7,478.06	\$7,698.00	\$7,917.95	\$8,137.89	\$8,357.83	\$8,577.77	\$8,797.72	<b>Monthly</b>
	\$3,248.39	\$3,349.90	\$3,451.41	\$3,552.92	\$3,654.44	\$3,755.95	\$3,857.46	\$3,958.97	\$4,060.48	<b>Bi-Weekly</b>
	\$40.60	\$41.87	\$43.14	\$44.41	\$45.68	\$46.95	\$48.22	\$49.49	\$50.76	<b>Hourly</b>
<b>Assistant Vector Ecologist</b>	\$76,016.07	\$78,391.57	\$80,767.08	\$83,142.58	\$85,518.08	\$87,893.58	\$90,269.08	\$92,644.59	\$95,020.09	<b>Annual</b>
est Jul 2015	\$6,334.67	\$6,532.63	\$6,730.59	\$6,928.55	\$7,126.51	\$7,324.47	\$7,522.42	\$7,720.38	\$7,918.34	<b>Monthly</b>
	\$2,923.70	\$3,015.06	\$3,106.43	\$3,197.79	\$3,289.16	\$3,380.52	\$3,471.89	\$3,563.25	\$3,654.62	<b>Bi-Weekly</b>
	\$36.55	\$37.69	\$38.83	\$39.97	\$41.11	\$42.26	\$43.40	\$44.54	\$45.68	<b>Hourly</b>
<b>Maintenance Coordinator</b>	\$86,366.82	\$89,065.79	\$91,764.75	\$94,463.71	\$97,162.68	\$99,861.64	\$102,560.60	\$105,259.57	\$107,958.53	<b>Annual</b>
est Sep 2011	\$7,197.24	\$7,422.15	\$7,647.06	\$7,871.98	\$8,096.89	\$8,321.80	\$8,546.72	\$8,771.63	\$8,996.54	<b>Monthly</b>
	\$3,321.80	\$3,425.61	\$3,529.41	\$3,633.22	\$3,737.03	\$3,840.83	\$3,944.64	\$4,048.44	\$4,152.25	<b>Bi-Weekly</b>
	\$41.52	\$42.82	\$44.12	\$45.42	\$46.71	\$48.01	\$49.31	\$50.61	\$51.90	<b>Hourly</b>
<b>Vector Control Specialist III</b>	\$76,241.65	\$78,624.20	\$81,006.75	\$83,389.31	\$85,771.86	\$88,154.41	\$90,536.96	\$92,919.51	\$95,302.06	<b>Annual</b>
est prior to 2009	\$6,353.47	\$6,552.02	\$6,750.56	\$6,949.11	\$7,147.65	\$7,346.20	\$7,544.75	\$7,743.29	\$7,941.84	<b>Monthly</b>
	\$2,932.37	\$3,024.01	\$3,115.64	\$3,207.28	\$3,298.92	\$3,390.55	\$3,482.19	\$3,573.83	\$3,665.46	<b>Bi-Weekly</b>
	\$36.65	\$37.80	\$38.95	\$40.09	\$41.24	\$42.38	\$43.53	\$44.67	\$45.82	<b>Hourly</b>
<b>Vector Control Specialist II</b>	\$69,299.19	\$71,464.78	\$73,630.38	\$75,795.98	\$77,961.58	\$80,127.18	\$82,292.78	\$84,458.38	\$86,623.98	<b>Annual</b>
est prior to 2009	\$5,774.93	\$5,955.40	\$6,135.87	\$6,316.33	\$6,496.80	\$6,677.27	\$6,857.73	\$7,038.20	\$7,218.67	<b>Monthly</b>
	\$2,665.35	\$2,748.65	\$2,831.94	\$2,915.23	\$2,998.52	\$3,081.81	\$3,165.11	\$3,248.40	\$3,331.69	<b>Bi-Weekly</b>
	\$33.32	\$34.36	\$35.40	\$36.44	\$37.48	\$38.52	\$39.56	\$40.60	\$41.65	<b>Hourly</b>
<b>Vector Control Specialist I</b>	\$62,353.96	\$64,302.52	\$66,251.08	\$68,199.64	\$70,148.20	\$72,096.76	\$74,045.32	\$75,993.89	\$77,942.45	<b>Annual</b>
est prior to 2009	\$5,196.16	\$5,358.54	\$5,520.92	\$5,683.30	\$5,845.68	\$6,008.06	\$6,170.44	\$6,332.82	\$6,495.20	<b>Monthly</b>
	\$2,398.23	\$2,473.17	\$2,548.12	\$2,623.06	\$2,698.01	\$2,772.95	\$2,847.90	\$2,922.84	\$2,997.79	<b>Bi-Weekly</b>
	\$29.98	\$30.91	\$31.85	\$32.79	\$33.73	\$34.66	\$35.60	\$36.54	\$37.47	<b>Hourly</b>
<b>Data Analyst</b>	\$67,769.10	\$69,886.89	\$72,004.67	\$74,122.46	\$76,240.24	\$78,358.03	\$80,475.81	\$82,593.60	\$84,711.38	<b>Annual</b>
est Jul 2015, revised Jul 2019	\$5,647.43	\$5,823.91	\$6,000.39	\$6,176.87	\$6,353.35	\$6,529.84	\$6,706.32	\$6,882.80	\$7,059.28	<b>Monthly</b>
	\$2,606.50	\$2,687.96	\$2,769.41	\$2,850.86	\$2,932.32	\$3,013.77	\$3,095.22	\$3,176.68	\$3,258.13	<b>Bi-Weekly</b>
	\$32.58	\$33.60	\$34.62	\$35.64	\$36.65	\$37.67	\$38.69	\$39.71	\$40.73	<b>Hourly</b>
<b>Education Specialist</b>	\$73,846.09	\$76,153.78	\$78,461.47	\$80,769.16	\$83,076.85	\$85,384.54	\$87,692.23	\$89,999.92	\$92,307.61	<b>Annual</b>
est prior to 2009	\$6,153.84	\$6,346.15	\$6,538.46	\$6,730.76	\$6,923.07	\$7,115.38	\$7,307.69	\$7,499.99	\$7,692.30	<b>Monthly</b>
	\$2,840.23	\$2,928.99	\$3,017.75	\$3,106.51	\$3,195.26	\$3,284.02	\$3,372.78	\$3,461.54	\$3,550.29	<b>Bi-Weekly</b>
	\$35.50	\$36.61	\$37.72	\$38.83	\$39.94	\$41.05	\$42.16	\$43.27	\$44.38	<b>Hourly</b>
<b>Communications Specialist</b>	\$60,479.19	\$62,369.17	\$64,259.14	\$66,149.12	\$68,039.09	\$69,929.07	\$71,819.04	\$73,709.02	\$75,598.99	<b>Annual</b>
revised Jul 2018	\$5,039.93	\$5,197.43	\$5,354.93	\$5,512.43	\$5,669.92	\$5,827.42	\$5,984.92	\$6,142.42	\$6,299.92	<b>Monthly</b>
	\$2,326.12	\$2,398.81	\$2,471.51	\$2,544.20	\$2,616.89	\$2,689.58	\$2,762.27	\$2,834.96	\$2,907.65	<b>Bi-Weekly</b>
	\$29.08	\$29.99	\$30.89	\$31.80	\$32.71	\$33.62	\$34.53	\$35.44	\$36.35	<b>Hourly</b>

**Salary Schedule Fiscal Year 2023-2024**  
**CalPERS PEPRA Employees Hired After December 31, 2012**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>Outreach Assistant</b>	\$54,430.25	\$56,131.19	\$57,832.14	\$59,533.08	\$61,234.03	\$62,934.97	\$64,635.92	\$66,336.86	\$68,037.81	<b>Annual</b>
est July 2019	\$4,535.85	\$4,677.60	\$4,819.34	\$4,961.09	\$5,102.84	\$5,244.58	\$5,386.33	\$5,528.07	\$5,669.82	<b>Monthly</b>
	\$2,093.47	\$2,158.89	\$2,224.31	\$2,289.73	\$2,355.15	\$2,420.58	\$2,486.00	\$2,551.42	\$2,616.84	<b>Bi-Weekly</b>
	\$26.17	\$26.99	\$27.80	\$28.62	\$29.44	\$30.26	\$31.07	\$31.89	\$32.71	<b>Hourly</b>
<b>EXTRA HELP POSITIONS</b>										
<b>Salaries Revised 4/17/2023</b>										
<b>Limited Term Vector Control Tech</b>	\$19.76	\$20.38	\$21.00	\$21.61	\$22.23	\$22.85	\$23.47	\$24.08	24.70	<b>Hourly</b>
<b>Extra-help VC Technician</b>	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	22.10	<b>Hourly</b>
est prior to 2009										
<b>Extra-help Asst. Vec. Ecologist</b>	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	22.10	<b>Hourly</b>
est prior to 2009										
<b>Extra-help Outreach Assistant</b>	\$17.68	\$18.23	\$18.79	\$19.34	\$19.89	\$20.44	\$21.00	\$21.55	22.10	<b>Hourly</b>



## ACCOUNTING SPECIALIST

<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>Director of Administrative Services</b>
<b>FLSA Code:</b>	<b>Non-Exempt</b>
<b>Time-base</b>	<b>Full-time / At-will</b>

### DEFINITION

Under general supervision, performs a variety of specialized, para-professional accounting work in connection with the preparation, review, and maintenance of financial and statistical records; verifies, posts and records a variety of financial transactions; generates reports; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

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

### CLASS CHARACTERISTICS

This is the fully qualified journey-level classification is responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Audits, balances, and reconciles ledgers, journals, accounting records and reports with control figures, examines accounts, researches discrepancies, and posts correcting entries; reconciles bank statements.
- Participates in a variety of accounting activities, including accounts payable, accounts receivable, payroll and the preparation of departmental reports, audit of bills and invoices, and preparation of deposits.
- Processes employee payroll; enters timesheet data into software programs; identifies problems or issues and resolves with employee or supervisor as necessary to ensure accurate payroll.
- Timely and accurately processes payments for employee benefits, including reconciling and processing payment to CalPERS and the deferred compensation plan on a bi-weekly basis.
- Files SCO Compensation Report before deadline issued by State Controller's Office.
- Issues 1099s by January 31 and files 1096 to IRS.
- Annually assembles requests from auditor for existing items such as minutes, new policies or revisions of existing policies, resolutions, check lists, list of employees with purchasing cards, contracts, and any other requested information.
- Annually assembles all items requested by auditors during fieldwork such as requested journal entries, checks, invoices, capital assets, etc.

- Creates new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Tracks, maintains, and reviews capital outlay invoices, and donated assets, and creates journal entries as an investment to fixed assets.
- Reviews financial transactions and pulls transactions which exclude sales tax; inputs those transactions into a spreadsheet with supporting documentation; provides information to the Director of Administrative Services for filing of sales tax reports.
- Tracks District vehicle registrations and titles; matches fuel receipts for active District vehicles to fuel statements in a timely manner.
- Provides staff who possess District CalCards with their monthly charges.
- Provides supporting documentation when requested by the Director of Administrative Services for the annual financial statement audit.
- Prepares travel, safety boot, and tuition reimbursements.
- Maintains credit card accounts; processes receipts, and reconciles to credit card statements.
- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Assists the public, departments, and employees by providing answers and information regarding account information, discrepancies, and general accounting procedures; researches issues; and updates related files and departments on action items.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of

- Principles and practices of accounting including governmental accounting.
- Principles and practices of data collection and report preparation.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Read, interpret, and use policies, procedures, rules, and regulations.
- Work cooperatively and effectively with other staff and the public.
- Practice safety and good judgment when using materials and equipment.
- Communicate effectively orally and in writing and understand and carry out oral and written instructions.
- Operate and maintain vehicles, equipment, and tools specialized for vector control.
- Report progress and problems to Director of Operations.

**Education and Experience**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and supplemented by specialized college-level coursework in finance, accounting, bookkeeping, or equivalent. Minimum of two (2) years of paraprofessional accounting experience.

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

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

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

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees may interact with staff and/or members of the public and private representatives under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**POST-OFFER PHYSICAL EXAMINATION**

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

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

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## MAINTENANCE COORDINATOR

<b>Department:</b>	<b>Operations</b>
<b>Reports To:</b>	<b>Director of Operations</b>
<b>FLSA Code:</b>	<b>Non-Exempt</b>
<b>Time-base</b>	<b>Full-time / At-will</b>

### DEFINITION

The Maintenance Coordinator plans, organizes, assigns, reviews, and participates in a variety of semi-skilled and skilled duties related to the operation, maintenance, service, and repair of pesticide application equipment, facilities, grounds, and other District equipment; oversees and coordinates work with outside vendors and contractors; oversees procurement of fleet vehicles and District equipment; provides technical assistance to the management team; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the Director of Operations. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This is a non-supervisory-level classification that exercises independent judgment on diverse and specialized operational, maintenance, and repair activities with accountability and ongoing decision-making responsibilities associated with the work. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns, prioritizes, reviews, and participates in a variety of semi-skilled and skilled duties related to the operation, maintenance, and repair of pesticide application equipment, facilities, grounds, and other District equipment.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures; estimates equipment and materials needed for repair projects and/or projects to be outsourced; procures materials, supplies, parts, equipment, and tools.
- Oversees the District's fleet management program including acquisition, utilization, outsourcing repairs, servicing, and maintenance, and replacement of vehicles; reviews data; reviews costs of maintaining existing vehicles compared against the cost of purchasing new vehicles.
- Inspects and ensures compliance with facility maintenance performance goals and budget; inspects work in progress and reviews completed work for quantity and quality of workmanship of outside contractors.
- Develops, schedules, and manages outside fleet maintenance company for ongoing preventive maintenance for all District vehicles and equipment; conducts quality control and safety inspections of facilities, fleet, and equipment; ensures the adherence to safe work procedures.

- Develops requests for proposals for capital improvement projects, landscape maintenance services, janitorial services, HVAC service, building alarms, plumbing, electrical, facility improvements, fleet maintenance, and large vehicle purchases; prepares scope of work and any technical specifications; searches for potential vendors; evaluates proposals, checks references, and recommends award; oversees vendors and contractors for projects from inception to completion; administers contracts to ensure compliance with District specifications and service quality.
- Uses a variety of vehicles, tools, and equipment including trucks, forklifts, hand tools, and power tools; oversees and ensures the proper use, care, and maintenance of tools, supplies, and equipment; maintains inventory of equipment, materials, and supplies.
- Coordinates with Director of Operations regarding special projects concerning facility upgrades or repairs.
- Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of

- Principles and practices of leadership and project management.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, equipment, and materials used in the operation, inspection, maintenance, and repair of vehicles, equipment, and facilities.
- Operations, services, and activities of a comprehensive facilities, equipment, and fleet maintenance program.
- Principles of heating, ventilation, air conditioning, lighting, electrical, plumbing, security, grounds maintenance, and building systems.
- Operation and minor maintenance of a variety of hand and power tools and vehicles.
- Basic arithmetic includes addition, subtraction, multiplication, and division.
- Principles and procedures of recordkeeping and report preparation.
- District and mandated safety rules, regulations, protocols, and occupational hazards.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Troubleshoot light maintenance problems and determine labor, materials, and supplies required for repair or for outsourcing repairs.
- Prepare and administer a budget.
- Manage contractors and vendors for facilities maintenance and special capital improvement projects.
- Perform mathematical conversions and take accurate measurements.
- Compile numerical data and submit such data in summary written and/or computer reports.
- Make sound decisions within established guidelines in emergency situations.
- Understand and follow oral and written instructions.
- Observe safety principles and work in a safe manner.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner, set priorities, and meet critical time deadlines.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Ability to:**

- Read, interpret, and use policies, procedures, rules, and regulations.
- Work cooperatively and effectively with other staff and the public.
- Practice safety and good judgment when using materials and equipment.
- Communicate effectively orally and in writing and understand and carry out oral and written instructions.
- Operate and maintain vehicles, equipment, and tools specialized for vector control.
- Report progress and problems to Director of Operations.

**Education and Experience**

An associate degree, or equivalent, is preferred. Four (4) years of increasingly responsible experience in fleet, equipment, and facilities maintenance and/or related field.

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

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**POST-OFFER PHYSICAL EXAMINATION**

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

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



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

Date: June 9, 2023

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

Subject: **Consider Filing Letter of Support for Assembly Bill 557**

Exhibit(s): Exhibit 7A, 7B

### Background

Assembly Member Gregg Hart (D-37) has introduced Assembly Bill 557, CSDA's 2023 sponsored bill on the Brown Act. This bill follows the successful passage of Assembly Bill 361 (R. Rivas, 2021), which established modified remote meeting procedures within the Brown Act for local agencies meeting during specified emergencies.

The provisions added to the Brown Act by AB 361 regarding remote meeting procedures are set to expire at the end of 2023. To preserve the remote meeting procedures during an emergency, AB 557 would abolish the sunset that would repeal them.

AB 557 also makes one minor change to the timeframe for the renewal resolutions required under the AB 361 framework. Currently, the terms of AB 361 require that an agency looking to rely on its provisions beyond 30 days must pass a resolution recognizing that the state of emergency that prompted the transition to remote meetings remains active, and that conditions persist that prevent the agency from holding meetings safely in-person. AB 557 would change this to 45 days, providing agencies with an additional two weeks and accommodating those agencies that meet monthly on a fixed date that may occasionally fall outside of the original 30-day window provided by AB 361.

### Committee's Recommendation

The Legislative Committee convened on April 14, 2023 to review the item and recommended approval of filing letter of support for Assembly Bill 557 as introduced.

### District Manager's Recommendation

The District Manager recommends filing a letter of support for Assembly Bill 557 as introduced.

### Board Action Options

- Board Action Required: If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve filing letter of support for Assembly Bill 557.
- Alternative Board Action: If after discussion by members for this item, the Board may choose not to approve filing letter of support for Assembly Bill 557.

Submitted by:

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

Jason Farned  
District Manager

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## ASSEMBLY BILL 557

### EMERGENCY BROWN ACT MEETING PROCEDURES

#### SUMMARY

AB 557 eliminates the January 1, 2024 sunset on the provisions of the Brown Act that provided additional flexibility for local agencies looking to meet remotely during an emergency while still maintaining public access and transparency. This legislation will provide a narrow but important emergency authority, allowing local governing bodies to safely meet and take action during applicable states of emergency declared by the Governor.

#### BACKGROUND

AB 361 (Rivas, 2021) codified, until Jan 1, 2024, numerous provisions of Governor Newsom’s Executive Orders pertaining to the Brown Act in 2020. The provisions only apply in the event that an emergency situation or public health orders prevent a local agency board from meeting in-person. If the meeting could still be held in-person without endangering local agency board members or personnel, then the local agency would not be permitted to rely on the provisions added to California Government Code section 54953 by AB 361. Local agencies needing to meet remotely pursuant to those provisions are only permitted to do so in concert with an emergency declared by the Governor of California.

#### PROBLEM

While the worst of the COVID-19 pandemic appears to have subsided, the need to be prepared for future emergencies remains. Recent events in California, including disastrous flooding and devastating wildfires, underscore this point.

AB 361 was extensively used by local agencies to meet during the pandemic and was designed to address all emergency situations where it would be unsafe, or even impossible, to meet in-person.

The flexibility these provisions provide will remain a critical tool for use in other emergencies declared by the Governor even after the COVID-19 state of emergency expires.

In cases where a state of emergency persists, AB 361 required local agencies to renew their emergency remote meeting resolution within 30-days. However, many agencies regularly meet once-per-month (e.g. every third-Tuesday), which is sometimes a span of just over 30 days. This forced agencies to unnecessarily move meetings to days and times less accustomed to the public or to expend unnecessary time and expense to conduct an additional meeting

#### SOLUTION

By removing the sunset, AB 557 preserves the critical flexibility for local agencies needing to meet remotely to continue providing the public with essential services during a Governor-declared emergency. By adjusting the renewal period for resolutions to 45 days (up from 30 days), AB 557 would provide accommodation for those agencies regularly meeting on a fixed date every month.

#### SUPPORT

- CA Special Districts Association (Co-Sponsor)
- League of California Cities (Co-Sponsor)
- CA State Association of Counties (Co-Sponsor)

[DISTRICT LOGO]

May 3, 2023

The Honorable Gregg Hart ([lenh.voong@asm.ca.gov](mailto:lenh.voong@asm.ca.gov))  
 California State Assembly  
 1021 O Street, Suite 6230  
 Sacramento, CA 95814

**RE: Assembly Bill 557 (Hart) – Support [As Introduced]**

Dear Assembly Member Hart:

The [DISTRICT NAME] is pleased to inform you of our support for Assembly Bill 557, related to emergency remote meeting procedures under the Ralph M. Brown Act.

The changes made to California Government Code section 54953 by Assembly Bill 361 (R. Rivas, 2021) were of vital importance to local agencies looking to meet during the COVID-19 pandemic in order to continue to conduct the people's business. These changes were necessary in order to permit local agencies to meet during a time that it would have otherwise been impossible to meet in-person safely. Important safeguards were included to ensure transparency and accountability, including the fact that the emergency provisions were only applicable in instances where the California Governor had declared a state of emergency.

While California seeks to transition to a post-COVID era, the threat of additional emergencies remains, as has been made abundantly clear by recent flooding and wildfires. Absent any legislative intervention, the processes established by AB 361 to provide remote meeting flexibility to local agencies in emergency circumstances will expire at the end of this year. To remain best-equipped to address future emergencies and allow local agencies to effectively react and respond, AB 557 would eliminate the sunset on the emergency remote meeting procedures added to California Government Code section 54953. Additionally, AB 557 would adjust the timeframe for the resolutions passed to renew an agency's temporary transition to emergency remote meetings to 45 days, up from the previous number of 30 days. [EXPLAIN HOW THIS LEGISLATION IMPACTS YOUR DISTRICT]

This legislation will preserve an effective tool for local agencies facing emergencies that would otherwise prevent them from conducting the people's business when faced with an emergency. For these reasons, [DISTRICT NAME] is pleased to support Assembly Bill 557. Please feel free to contact me at [SIGNATORY'S EMAIL] or at [SIGNATORY'S EMAIL ADDRESS] if you have any questions.

Sincerely,

[Insert Signature Here]

[SIGNATORY'S NAME]

[SIGNATORY'S TITLE/POSITION]

CC: Marcus Detwiler, Legislative Representative, California Special Districts Association ([advocacy@cdda.net](mailto:advocacy@cdda.net))

[DISTRICT ADDRESS]