



San Gabriel Valley

Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

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

Email: district@sgvmosquito.org

BOARD OF TRUSTEES MEETING AGENDA

March 14, 2025 – 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: February 2025 (P.5)
- 3.2 Budget Status Report: February 2025 (P.11)
- 3.3 Minutes of Board of Trustees Meeting: February 2025 (P.15)
- 3.4 Operations Report: February 2025 (P.21)
- 3.5 Surveillance Report: February 2025 (P.23)
- 3.6 Communications Report: February 2025 (P.25)
- 3.7 Treasurer's Report: January 2025 / District Working Balance: March 2025 (P.29)
- 3.8 Sunshine Report – VCJPA 2025 Annual Workshop (P.31)



4. Presentation:

4.1 Jason Farned, District Manager

- 2025 Strategic Report (EXHIBIT 4.1) (P.33)

4.2 Jason Farned, District Manager

- Eaton Fire Disaster Response – Status Report (EXHIBIT 4.2) (P.43)

4.3 Anais Medina Diaz, Director of Communications

- City and Trustee Engagement Awards

5. Consider Resolution 2025-02: Approval of the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services (EXHIBITS 5A, 5B) (P.47)

(Board President, John Capoccia) (Approve/Deny)

- **Call for Public Comment**
- **Board Action Required:** If the Board concurs, following the public discussion by members for this item, the recommendation is to approve Resolution 2025-02 authorizing the District’s participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose not to approve Resolution 2025-02 authorizing the District’s participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services.

6. Annual Review of Signatory Authority (P.61)

(Board President, John Capoccia) (Receive & File)

7. Consider Annual Approval of Investment Policy No. 30 (EXHIBIT 7A)(P.63)

(Secretary-Treasurer, Corey Calaycay) (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 Policy No. 30 – Investments.
- **Alternative Board Action:** If after discussion by members for this item, the Board may choose to not approve Policy No. 30 – Investments.



8. District Administration

(District Manager, Jason Farned)

8.1 Committee Meeting Notifications:

- Joint Meeting of the Executive and Personnel & Policy Committees

8.2 Annual Form 700 Filing Reminder (Due April 1st)

8.3 District Update

9. Committee Reports

10. Trustee Reports

11. New Business

12. Adjournment



CERTIFICATE OF POSTING

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

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

A handwritten signature in blue ink that reads "Jerry Mireles".

Jerry Mireles, Clerk of the Board
San Gabriel Valley MVCD

NOTICE TO THE PUBLIC

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

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)



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

CLAIMS LIST FEBRUARY 2025

Vendor	Date	Product/Service	Memo/Description	Amount
A-1 ROOTER	2/11/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 11393	1,430.00 \$ 1,430.00
AJG ACCOUNTING & BOOKEEPING SERVICES	2/11/2025	6000 Accounting Services	Bookkeeping Services: Invoice 3185	875.00 \$ 875.00
ALLSTATE BUILDING & OFFICE MAINTENANCE	2/11/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 217625	1,100.00 \$ 1,100.00
AMAZON CAPITAL SERVICES	2/11/2025	6601 Board Expenses	Board Expenses	9.72
AMAZON CAPITAL SERVICES	2/11/2025	6630 Facility Maintenance	Facility Maintenance	162.87
AMAZON CAPITAL SERVICES	2/11/2025	6613 Office Supplies	Office Supplies	24.73
AMAZON CAPITAL SERVICES	2/11/2025	6629 Equipment Maintenance	Equipment Maintenance	19.66
AMAZON CAPITAL SERVICES	2/11/2025	6629 Equipment Maintenance	Equipment Maintenance	20.96
AMAZON CAPITAL SERVICES	2/11/2025	6630 Facility Maintenance	Facility Maintenance	303.62
AMAZON CAPITAL SERVICES	2/11/2025	6629 Equipment Maintenance	Equipment Maintenance	71.78
AMAZON CAPITAL SERVICES	2/11/2025	6630 Facility Maintenance	Facility Maintenance	206.12
AMAZON CAPITAL SERVICES	2/11/2025	6638 Surveillance Supplies	Surveillance Supplies	6.42
AMAZON CAPITAL SERVICES	2/11/2025	6643 Media Production	Media Production	163.16
AMAZON CAPITAL SERVICES	2/11/2025	6643 Media Production	Media Production	31.65
AMAZON CAPITAL SERVICES	2/11/2025	6601 Board Expenses	Board Expenses	-25.17
AMAZON CAPITAL SERVICES	2/11/2025	6601 Board Expenses	Board Expenses	-22.97
AMAZON CAPITAL SERVICES	2/11/2025	6601 Board Expenses	Board Expenses	-31.73
AMAZON CAPITAL SERVICES	2/11/2025	6640 Communications Supplies	Communications Supplies	-28.46
				\$ 912.36
AMERICAN FIDELITY FLEX	2/11/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 252939903A	782.44 \$ 782.44
AMERICAN FIDELITY ASSURANCE	2/11/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice D813587	4,169.73 \$ 4,169.73
ANAIS MEDINA DIAZ	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00 \$ 110.00
ATHENS SERVICES	2/11/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 18718510	306.35 \$ 306.35
AZUSA LIGHT AND WATER	2/11/2025	6622 Water Utility Services	Water Utility Services - Acct 303-0190.300	83.00
	2/11/2025	6622 Water Utility Services	Water Utility Services - Acct 303-0191.300	57.10
				\$ 140.10
AZUSA LIGHT AND WATER	2/25/2025	6622 Water Utility Services	Water Utility Services - Acct 303-0190.300	85.20
	2/25/2025	6622 Water Utility Services	Water Utility Services - Acct 303-0191.300	57.10
				\$ 142.30
BECKY SHEVLIN	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 \$ 100.00
CALIBRATED COMPRESSOR SERVICE	2/11/2025	6629 Equipment Maintenance	Equipment Maintenance - Invoice 5001	817.59 \$ 817.59
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025	1,853.04
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025	9,481.03
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025	1,853.04
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025	828.48
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025 (Retirees)	632.00
CALPERS	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Medical Premiums Mar 2025 (Admin Fee)	44.59
				\$ 14,692.18
CALPERS	2/25/2025	6520 CalPERS Classic ADP	CalPERS Classic ADP - Additional UAL Payment FY 24-25	553,708.00
CALPERS	2/25/2025	6520 CalPERS Pepra ADP	CalPERS Pepra ADP - Additional UAL Payment FY 24-25	43,000.00
				\$ 596,708.00
CECILIA CONTRERAS	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00 \$ 110.00
CECILIA CONTRERAS	2/25/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 VCJPA Annual Workshop	165.00 \$ 165.00



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

CELL BUSINESS EQUIPMENT	2/11/2025	6607 Equipment Lease	Equipment Lease - Invoice 5032922695	1,890.29 <u>\$ 1,890.29</u>
CELL BUSINESS EQUIPMENT	2/25/2025	6607 Equipment Lease	Equipment Lease - Invoice 5033298595	1,890.29 <u>\$ 1,890.29</u>
CHARLIE KLINAKIS	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
COREY CALAYCAY	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	149.50 <u>\$ 149.50</u>
CYNTHIA STERNQUIST	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
CYPRESS HEATING & AIR CONDITIONING	2/11/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 50487089	525.00 <u>\$ 525.00</u>
DARRIN JONES	2/11/2025	6633 Work Boots	Work Boots Reimbursement FY 24-25	197.06 <u>\$ 197.06</u>
DENISE MENCHACA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
DR. ALLEN WU	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
EMMANUEL ESTRADA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
FLEET SOLUTIONS CENTER	2/11/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Invoice 6421	1,047.97 <u>\$ 1,047.97</u>
FLEET SOLUTIONS CENTER	2/25/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Invoice 6462	1,636.57 <u>\$ 1,636.57</u>
FRONTIER	2/25/2025	6610 Internet Services	Internet Services Acct 626-197-1465-020723-5	567.21 <u>\$ 567.21</u>
GILBERT HOLGUIN	2/11/2025	6602 Branded Apparel	Branded Apparel - Invoice 3479	43.47 <u>\$ 43.47</u>
GILBERT HOLGUIN	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00 <u>\$ 110.00</u>
GO TO COMMUNICATIONS, INC	2/11/2025	6614 Phone Services	Phone Services: Invoice INV7103577284	1,113.35 <u>\$ 1,113.35</u>
HENRY AVILES	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
JACKIE DOORNIK	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
JASON FARNED	2/11/2025	6619 Travel, Meetings, and Conferences	Travel Reimbursement - 2025 MVCAC Conference	63.04 <u>\$ 63.04</u>
JASON FARNED	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00 <u>\$ 110.00</u>
JASON FARNED	2/25/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 VCJPA Annual Workshop	165.00 <u>\$ 165.00</u>
JERRY MIRELES	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00 <u>\$ 110.00</u>
JERRY VELASCO	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
JOHN CAPOCCIA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>
JOSEPH LEON	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 <u>\$ 100.00</u>



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KENN K. FUJIOKA	2/25/2025	6517 Retiree Health Insurance	Retiree Medical Premium March 2025	388.13 \$ 388.13
KRIZTIAN LUNA CORONA	2/11/2025	6619 Travel, Meetings, and Conferences	Travel Reimbursement - 2025 MVCAC Conference	18.69 \$ 18.69
LEWIS BRISBOIS BISGAARD & SMITH LLP	2/11/2025	6655 Contract Services - Legal	Contract Services - Legal - Invoice 4295899	1,992.17 \$ 1,992.17
LEWIS BRISBOIS BISGAARD & SMITH LLP	2/25/2025	6655 Contract Services - Legal	Contract Services - Legal - Invoice 4317215	2,795.00 \$ 2,795.00
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	11.90
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	25.80
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	563.90
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	2.20
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	52.40
LINCOLN NATIONAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 4807775956 Mar 2025	416.50 \$ 1,072.70
MANUEL GARCIA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 \$ 100.00
MARGARET FINLAY	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 \$ 100.00
MARTA TANAKA	2/25/2025	6517 Retiree Health Insurance	Retiree Medical Premium March 2025	1,086.55 \$ 1,086.55
MARY BRISCO	2/25/2025	6517 Retiree Health Insurance	Retiree Medical Premium March 2025	768.52 \$ 768.52
MESHAL KASHIFALGHITA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00 \$ 100.00
MIKE NIFFENEGGER	2/25/2025	6517 Retiree Health Insurance	Retiree Medical Premium March 2025	1,105.73 \$ 1,105.73
NATIONWIDE RETIREMENT	2/11/2025	6512 DM 457 Contribution	Employer 457 Contribution for DM PPE 2-8-25	316.10 \$ 316.10
NATIONWIDE RETIREMENT	2/25/2025	6512 DM 457 Contribution	Employer 457 Contribution for DM PPE 2-22-25	316.10 \$ 316.10
OPTIMIZED INVESTMENT PARTNERS, LLC	2/11/2025	6654 Contract Services - Inv. Advisory	Investment Advisory Services: Invoice 1325	537.66 \$ 537.66
PERS	2/11/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-8-25	588.94
PERS	2/11/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-8-25	2,332.93
PERS	2/11/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-8-25	485.38
PERS	2/11/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-8-25	852.54
PERS	2/11/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-8-25	664.04
PERS	2/11/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-8-25	3,238.27
PERS	2/11/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-8-25	1,392.60
PERS	2/11/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-8-25	1,132.85 \$ 10,687.55
PERS	2/25/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-22-25	588.94
PERS	2/25/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-22-25	2,316.28
PERS	2/25/2025	6515 CalPERS Classic Normal Cost	CalPERS Classic ER Contribution (12.52%) PPE 2-22-25	485.38
PERS	2/25/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-22-25	852.54
PERS	2/25/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-22-25	664.04
PERS	2/25/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-22-25	3,252.48
PERS	2/25/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-22-25	1,401.77
PERS	2/25/2025	6516 CalPERS Pepra Normal Cost	CalPERS Pepra ER Contribution (7.87%) PPE 2-22-25	1,132.85 \$ 10,694.28
PRINCIPAL	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Dental and Vision Premiums March 2025	2,690.54 \$ 2,690.54
RED WING SHOE STORE	2/11/2025	6633 Work Boots	Work Boots - Invoice 20250210026095	1,516.45 \$ 1,516.45
RICHARD BARAKAT	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00



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

				\$ 100.00
ROBERT GONZALES	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
ROBERT JOE	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
ROSARIO DIAZ	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
SAFETY COMPLIANCE COMPANY	2/25/2025	6628 Safety Supplies	Safety Supplies - Invoice 244819	350.00
				\$ 350.00
SANDRA ARMENTA	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
SCI CONSULTING GROUP	2/25/2025	6650 Assessment Administration	Contract Services - Assessment Administration FY 24-25	7,625.00
				\$ 7,625.00
SHO TAY	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
SOUTHERN CALIFORNIA EDISON	2/11/2025	6620 Electric Utility Services	Electric Utilities: Service Account 8002465958	2,037.03
				\$ 2,037.03
SO CAL GAS	2/25/2025	6621 Gas Utility Services	Gas Utility Svcs: Acct 057-518-2100-9 (Meter 10313904)	324.20
	2/25/2025	6621 Gas Utility Services	Gas Utility Svcs: Acct 059-618-2100-5 (Meter 13608951)	38.03
				\$ 362.23
STEVEN LY	2/11/2025	6633 Work Boots	Work Boots Reimbursement FY 24-25	200.00
				\$ 200.00
SSD ALARM	2/11/2025	6630 Facility Maintenance	Facility Maintenance - Invoice S-01141112	864.83
				\$ 864.83
SYNTECH GROUP INC.	2/11/2025	6653 Contract Services	Contract Services - IT - Invoice SVC-A23878	1,240.10
				\$ 1,240.10
SYNTECH GROUP INC.	2/25/2025	6603 Computer Hardware	Computer Hardware - Invoice A23908	3,492.22
SYNTECH GROUP INC.	2/25/2025	6603 Computer Hardware	Computer Hardware - Invoice A23907	1,857.25
SYNTECH GROUP INC.	2/25/2025	6603 Computer Hardware	Computer Hardware - Invoice A23906	380.71
SYNTECH GROUP INC.	2/25/2025	6603 Computer Hardware	Computer Hardware - Invoice A23894	3,605.00
				\$ 9,335.18
TEXAS LIFE	2/25/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice SM09BT20250211001	213.29
				\$ 213.29
THE HOME DEPOT	2/25/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 7013682	90.18
THE HOME DEPOT	2/25/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 7612533	59.47
THE HOME DEPOT	2/25/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 6531181	111.15
THE HOME DEPOT	2/25/2025	6630 Facility Maintenance	Facility Maintenance - Invoice 8900205	109.15
				\$ 369.95
TIM SANDOVAL	2/25/2025	6601 Board Expenses	Reimbursement for business related board expenses Feb 2025	100.00
				\$ 100.00
TRISTAN HALLUM	2/11/2025	6619 Travel, Meetings, and Conferences	Per Diem - 2025 Strategic Planning Workshop	110.00
				\$ 110.00
UNITED PET CARE	2/11/2025	6510 Cafeteria Benefit	Cafeteria Benefit - Invoice 202507507	86.50
				\$ 86.50
US BANK	2/11/2025	6634 Uniforms	Uniforms - LaundryUp #9703	50.00
US BANK	2/11/2025	6634 Uniforms	Uniforms - LaundryUp #9780	50.00
US BANK	2/11/2025	6628 Safety Supplies	Safety Supplies - Home Depot	-654.88
US BANK	2/11/2025	6624 Gasoline	Gasoline - Exxon Mobil	127.76
US BANK	2/11/2025	6628 Safety Supplies	Safety Supplies - Home Depot	787.10
US BANK	2/11/2025	6604 Computer Software	Computer Software - Arlo	17.99
US BANK	2/11/2025	6604 Computer Software	Computer Software - Wasabi	10.00
US BANK	2/11/2025	6604 Computer Software	Computer Software - Dmarc	41.43
US BANK	2/11/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Snappy	123.26
US BANK	2/11/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Costco	26.29
US BANK	2/11/2025	6606 Employee Engagement/Recognition	Employee Engagement/Recognition - Costco	54.85
US BANK	2/11/2025	6602 Branded Apparel	Branded Apparel - Columbia	11.84



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

US BANK	2/11/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	134.69
US BANK	2/11/2025	6602 Branded Apparel	Branded Apparel - G2 Apparel	66.15
US BANK	2/11/2025	6613 Office Supplies	Office Supplies - Target	130.29
US BANK	2/11/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	24.69
US BANK	2/11/2025	6638 Surveillance Supplies	Surveillance Supplies - Smart and Final	62.10
US BANK	2/11/2025	6604 Computer Software	Computer Software - Monday.com	1,440.00
US BANK	2/11/2025	6644 Website and Email Services	Website and Email Services - Mailchimp	72.50
US BANK	2/11/2025	6639 Advertising	Advertising - Google	317.20
US BANK	2/11/2025	6640 Communications Supplies	Communications Supplies - Target	7.67
US BANK	2/11/2025	6644 Website and Email Services	Website and Email Services - Godaddy.com	23.17
US BANK	2/11/2025	6619 Travel, Meetings, and Conferences	Travel - Southwest - MVCAC Conference	24.70
US BANK	2/11/2025	6601 Board Expenses	Board Expenses - Panera	16.99
US BANK	2/11/2025	6601 Board Expenses	Board Expenses - Smart and Final	78.11
US BANK	2/11/2025	6601 Board Expenses	Board Expenses - Yum Yum	19.99
US BANK	2/11/2025	6630 Facility Maintenance	Facility Maintenance - American Flagpole	59.90
US BANK	2/11/2025	6630 Facility Maintenance	Facility Maintenance - My Filter Supply	105.42
US BANK	2/11/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Parts Geek LLC	90.31
US BANK	2/11/2025	6632 Vehicle Maintenance	Vehicle Maintenance - Parts Geek LLC	136.83
US BANK	2/11/2025	6604 Computer Software	Computer Software - Canva	15.00
				\$ 3,471.35
VERIZON WIRELESS	2/25/2025	6609 Field Communications	Field Communications - Invoice 6105676051	3,368.00
VERIZON WIRELESS	2/25/2025	6609 Field Communications	Field Communications - Invoice 6105676052	1,119.75
VERIZON WIRELESS	2/25/2025	6609 Field Communications	Field Communications - Invoice 6105676053	-78.26
				\$ 4,409.49
VESTIS	2/11/2025	6332 Uniforms	Uniforms - Invoice 5880827499	211.16
VESTIS	2/11/2025	6332 Uniforms	Uniforms - Invoice 5880833805	157.16
				\$ 368.32
VESTIS	2/25/2025	6332 Uniforms	Uniforms - Invoice 5880839585	238.16
				\$ 238.16
WESTERN SCIENTIFIC COMPANY	2/25/2025	6635 Testing Supplies	Testing Supplies - Invoice 80338	825.00
				\$ 825.00
WEX/CHEVRON	2/11/2025	6624 Gasoline	Gasoline - Invoice 102730282	2,398.23
				\$ 2,398.23
			Total Accounts Payable for February 2025	\$ 704,670.63
			Total Payroll for February 2025 (attached)	\$ 255,263.62
			Total Claims for February 2025	\$ 959,934.25



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

Payroll February 2025

Department	February 13, 2025	February 27, 2025	Total
100-EXECUTIVE	\$ 10,832.80	\$ 10,832.80	\$ 21,665.60
200-ADMINISTRATION	\$ 13,141.62	\$ 13,241.61	\$ 26,383.23
300-OPERATIONS	\$ 59,812.91	\$ 60,178.20	\$ 119,991.11
400-SURVEILLANCE	\$ 17,695.21	\$ 17,961.60	\$ 35,656.81
500-COMMUNICATIONS	\$ 18,322.40	\$ 18,522.41	\$ 36,844.81
300-1 EXTRA HELP (SEASONAL)	\$ -	\$ -	\$ -
GROSS PAYROLL	\$ 119,804.94	\$ 120,736.62	\$ 240,541.56
EMPLOYER TAXES	\$ 1,797.39	\$ 1,810.16	\$ 3,607.55
CAR ALLOWANCE (DM)	\$ 500.00	\$ -	\$ 500.00
EMPLOYEE BENEFITS-MED	\$ 4,738.17	\$ 4,687.16	\$ 9,425.33
PAYROLL PROCESSING FEES	\$ 869.64	\$ 319.54	\$ 1,189.18
TOTAL PAYROLL	\$ 127,710.14	\$ 127,553.48	\$ 255,263.62



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

BUDGET STATUS REPORT

PERIOD ENDING 2/28/2025
Current Period 67% of Fiscal Year Completed

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
SALARIES AND BENEFITS					
6500 Salaries - Exempt	68,690.80	577,270.20	890,532.03	313,261.83	65%
6501 Salaries - Non-Exempt	139,337.86	1,189,218.17	1,969,912.44	780,694.27	60%
6502 Salaries - Overtime	0.00	82,379.36	39,500.00	-42,879.36	209%
6503 Salaries - Vacation	10,489.39	109,011.13	102,585.60	-6,425.53	106%
6504 Salaries - Holiday	10,911.44	109,594.80	128,021.04	18,426.24	86%
6505 Salaries - Sick Pay	11,112.07	79,210.64	95,654.35	16,443.71	83%
6506 Salaries - Extra Help	0.00	121,905.97	304,004.45	182,098.48	40%
6507 Payroll Taxes - Medicare	3,607.55	34,227.04	50,168.28	15,941.24	68%
6508 Payroll Taxes - Social Security	0.00	4,339.16	10,945.86	6,606.70	40%
6509 Payroll Taxes - Unemployment Insurance	0.00	14,870.10	20,000.00	5,129.90	74%
6510 Cafeteria Benefit	32,084.21	269,353.53	552,600.00	283,246.47	49%
6511 Group Term Life Insurance	416.50	3,744.52	6,000.00	2,255.48	62%
6512 DM 457 Contribution	632.20	5,340.42	8,175.08	2,834.66	65%
6513 DM Car Allowance	500.00	3,500.00	6,000.00	2,500.00	58%
6514 Tuition Reimbursement	0.00	4,000.00	8,000.00	4,000.00	50%
6515 CalPERS Classic Normal Cost	6,797.85	56,322.33	87,945.99	31,623.66	64%
6516 CalPERS PEPRA Normal Cost	14,583.98	125,506.36	188,978.08	63,471.72	66%
6517 Retiree Health Insurance	3,980.93	33,152.49	55,000.00	21,847.51	60%
6518 CalPERS Classic Unfunded Liability	0.00	132,029.00	136,444.00	4,415.00	97%
6520 CalPERS Classic - ADP	553,708.00	553,708.00	653,708.00	100,000.00	85%
6521 CalPERS PEPRA - ADP	43,000.00	43,000.00	43,000.00	0.00	100%
6522 CalPERS Post Retirement - OPEB	0.00	150,000.00	150,000.00	0.00	100%
Total SALARIES AND BENEFITS	899,852.78	3,701,683.22	5,507,175.20	1,805,491.98	67%
ORGANIZATIONAL EXPENDITURES					
6600 Bank Charges	1,189.28	10,922.48	22,000.00	11,077.52	50%
6601 Board Expenses	2,403.59	20,704.10	38,400.00	17,695.90	54%
6602 Branded Apparel	121.46	393.83	4,000.00	3,606.17	10%
6603 Computer Hardware	5,730.18	6,912.66	28,000.00	21,087.34	25%
6604 Computer Software	1,524.42	73,478.79	91,000.00	17,521.21	81%
6605 Emergency Response	0.00	0.00	100,000.00	100,000.00	0%
6606 Employee Recognition & Engagement	204.40	4,310.87	6,000.00	1,689.13	72%
6607 Equipment Leases	3,780.58	15,606.18	23,000.00	7,393.82	68%
6608 Fees and Assessments	0.00	100,212.53	105,000.00	4,787.47	95%
6609 Field Communications	4,409.49	28,715.45	50,000.00	21,284.55	57%
6610 Internet Services	567.21	4,540.94	20,000.00	15,459.06	23%
6611 Membership Dues	0.00	32,963.00	40,000.00	7,037.00	82%
6612 Miscellaneous Expenses	0.00	446.40	3,000.00	2,553.60	15%
6613 Office Supplies	155.02	3,234.09	8,700.00	5,465.91	37%
6614 Phone Services	1,113.35	8,889.04	25,000.00	16,110.96	36%
6615 Postage	0.00	1,489.23	1,500.00	10.77	99%
6616 Printing and Reproduction	0.00	4,640.68	11,000.00	6,359.32	42%
6617 Professional Development	0.00	-113.67	3,000.00	3,113.67	-4%
6618 Recruitments	0.00	140.00	6,500.00	6,360.00	2%



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

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
6619 Travel, Meetings, and Conferences	1,255.81	22,649.11	51,000.00	28,350.89	44%
6620 Electric Utility Services	2,037.03	24,929.06	36,500.00	11,570.94	68%
6621 Gas Utility Services	362.23	1,520.68	4,300.00	2,779.32	35%
6622 Water Utility Services	282.40	1,340.26	2,600.00	1,259.74	52%
6623 Aerial Operations	0.00	0.00	29,000.00	29,000.00	0%
6624 Gasoline	2,525.99	34,933.87	68,000.00	33,066.13	51%
6625 Operations Supplies	0.00	2,247.34	8,000.00	5,752.66	28%
6626 Pesticides	0.00	63,418.67	120,000.00	56,581.33	53%
6627 Pool Notifications	0.00	979.22	8,000.00	7,020.78	12%
6628 Safety Supplies	482.22	1,832.22	5,000.00	3,167.78	37%
6629 Equipment Maintenance	929.99	1,888.68	3,000.00	1,111.32	63%
6630 Facility Maintenance	5,324.91	36,774.94	88,152.80	51,377.86	42%
6631 Grounds Maintenance	0.00	437.64	2,000.00	1,562.36	22%
6632 Vehicle Maintenance	2,911.68	19,396.25	50,000.00	30,603.75	39%
6633 Work Boots	1,853.51	2,444.28	5,500.00	3,055.72	44%
6634 Uniforms	706.48	9,390.97	12,500.00	3,109.03	75%
6635 Testing Supplies	825.00	10,679.11	20,000.00	9,320.89	53%
6636 Fish Supplies	0.00	170.30	2,500.00	2,329.70	7%
6637 State Certification	0.00	5,853.00	6,000.00	147.00	98%
6638 Surveillance Supplies	233.52	8,065.41	15,000.00	6,934.59	54%
6639 Advertising	317.20	11,880.78	20,000.00	8,119.22	59%
6640 Communications Supplies	-20.79	1,170.47	8,000.00	6,829.53	15%
6641 Education Program Supplies	0.00	8,413.28	10,000.00	1,586.72	84%
6642 Event Participation Fees	0.00	0.00	1,000.00	1,000.00	0%
6643 Media Production	194.81	235.21	1,800.00	1,564.79	13%
6644 Website and Email Services	95.67	2,871.83	8,500.00	5,628.17	34%
6650 Contract Services - Assessment Administration	7,625.00	21,125.00	20,000.00	-1,125.00	106%
6651 Contract Services - Auditor	0.00	14,770.00	19,000.00	4,230.00	78%
6652 Contract Services - Bookkeeping	875.00	8,218.75	16,000.00	7,781.25	51%
6653 Contract Services - Information Technology	4,845.10	36,286.44	60,000.00	23,713.56	60%
6654 Contract Services - Investment Advisory	537.66	4,711.16	10,000.00	5,288.84	47%
6655 Contract Services - Legal	4,787.17	29,922.12	32,000.00	2,077.88	94%
6656 Contract Services - Other	0.00	0.00	5,000.00	5,000.00	0%
6660 Insurance - VCJPA Automobile	0.00	6,431.00	4,000.00	-2,431.00	161%
6661 Insurance - VCJPA General Fund	0.00	3,891.00	5,000.00	1,109.00	78%
6662 Insurance - VCJPA Liability	0.00	108,825.00	145,000.00	36,175.00	75%
6663 Insurance - VCJPA Property	0.00	12,505.00	21,000.00	8,495.00	60%
6664 Insurance - VCJPA Workers' Compensation	0.00	104,617.00	145,000.00	40,383.00	72%
6665 Insurance - Other Insurance	0.00	279.36	5,500.00	5,220.64	5%
Total ORGANIZATIONAL EXPENDITURES	60,186.57	942,591.01	1,659,952.80	717,361.79	57%
CAPITAL OUTLAY					
8000 Capital Outlay - General	0.00	62,794.37	700,000.00	637,205.63	9%
Total CAPITAL OUTLAY	0.00	62,794.37	700,000.00	637,205.63	9%
Total EXPENDITURES	960,039.35	4,707,068.60	7,867,128.00	3,160,059.40	60%



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

	CURRENT PERIOD	YEAR TO DATE	ADOPTED BUDGET	REMAINING BUDGET	PERCENTAGE OF BUDGET UTILIZED
DESIGNATED RESERVES					
Public Health Emergency	0.00	0.00	695,000.00	695,000.00	0%
Capital Projects	0.00	0.00	325,000.00	325,000.00	0%
Pension Liability	0.00	0.00	313,000.00	313,000.00	0%
Building/Facilities	0.00	0.00	110,000.00	110,000.00	0%
Vehicle Replacement	0.00	0.00	65,000.00	65,000.00	0%
Prop 218 Ballot Initiative	0.00	0.00	690,000.00	690,000.00	0%
Sterile Insect Technique	0.00	0.00	122,500.00	122,500.00	0%
Total DESIGNATED RESERVES	0.00	0.00	2,320,500.00	2,320,500.00	0%

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San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes February 14, 2025

TRUSTEES PRESENT

Henry Aviles (Alhambra)
Sho Tay (Arcadia)
Robert Gonzales (Azusa)
Emmanuel Estrada (Baldwin Park)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Jackie Doornik (Glendora)
Manuel Garcia (Irwindale)
Charlie Klinakis (La Puente)
Meshal Kashifalghita (La Verne)
Becky Shevlin (Monrovia)
Joseph Leon (Monterey Park)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Denise Menchaca (San Gabriel)
John Capoccia (Sierra Madre)
Robert Joe (South Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Rosario Diaz (West Covina)

TRUSTEES ABSENT

Patricia Cortez (Covina)
Cory Moss (Industry)
Anish Saraiya (L.A. County)
Ryan Vienna (San Dimas)

STAFF PRESENT

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

GUESTS PRESENT

None

1. Call to Order

Board President Capoccia called the meeting to order at 7:05 a.m. Trustee Aviles led the Pledge of Allegiance. Clerk of the Board Mireles confirmed a quorum and noted absences.

President Capoccia welcomed new Trustee Rosario Diaz to the Board. Trustee Diaz briefly introduced herself and shared her excitement about joining the Board.

President Capoccia proposed adding emergency item #9, *Consideration of Resolution to Approve Cal-OES-130 Designation for Eaton Fire Burn Response*, to the agenda.

Trustee Shevlin moved to approve the addition, seconded by Secretary-Treasurer Calaycay.

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



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes February 14, 2025

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

Motion by Vice-President Kashifalghita, seconded by Trustee Shevlin and carried by the following vote to approve Items 3.1- 3.8 of the Consent Calendar.

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

4. Presentation

4.1 MVCAC Presentation Highlights

District Manager, Jason Farned presented a video created by the Communications Department, highlighting staff members who spoke at the 93rd Annual MVCAC Conference. The video featured a preview of the presenters, including Jason Farned, Anais Medina Diaz, Tristan Hallum, Gilbert Holguin, Antonio Bishop, Marco Gaytan, Kriztian Luna Corona, and Jung Ma.

The Board commended the staff for their participation and presentations at the event, expressing gratitude for their effort and contributions.

5. 2025 Trustee Committee Assignments

President Capoccia stated that the 2025 committee assignments will stay the same as last year and proposed no changes.

Finance Committee

1. Corey Calaycay, Claremont (Chair)
2. Patricia Cortez, Covina
3. Anish Saraiya, Los Angeles County
4. Becky Shevlin, Monrovia
5. Allen Wu, Walnut

Public Information Committee

1. Robert Gonzales, Azusa (Chair)
2. Sho Tay, Arcadia
3. Jerry Velasco, El Monte
4. Sandra Armenta, Rosemead

Personnel & Policy Committee

1. Becky Shevlin, Monrovia (Chair)
2. Henry Aviles, Alhambra
3. Margaret Finlay, Duarte
4. Robert Joe, South Pasadena
5. Cynthia Sternquist, Temple City

Legislative Committee

1. Corey Calaycay, Claremont (Chair)
2. Jackie Doornik, Glendora
3. Joseph Leon, Monterey Park
4. Rachel Janbek, Pasadena



5. Denise Menchaca, San Gabriel

5. Tim Sandoval, Pomona

Nominations Committee

1. Robert Gonzales, Azusa (Chair)
2. Richard Barakat, Bradbury
3. Meshal Kashifalghita, La Verne
4. Denise Menchaca, San Gabriel
5. Vacant

Motion by Trustee Sandoval, seconded by Secretary-Treasurer Calaycay, and carried the following vote to approve the 2025 Trustee Committee Assignments.

AYES: Aviles, Tay, Gonzales, Estrada, Barakat, Calaycay, Finlay, Velasco, Doornik, Garcia, Klinakis, Kashifalghita, Shevlin, Leon, Janbek, Sandoval, Armenta, Menchaca, Capoccia, Joe, Sternquist, Wu, Diaz

NOES: None

ABSTAIN: None

ABSENT: Cortez, Moss, Saraiya, Vienna

6. Eaton Fire Disaster Response – Status Report

Mr. Farned provided an update on the Eaton Fire disaster response. The district is actively assessing the fire's impact and formulating a strategic response to address potential vector control challenges. Efforts include evaluating breeding sources such as swimming pools and raised foundations, developing a mosquito surveillance strategy to monitor disease prevalence, coordinating with key agencies to integrate vector control into broader disaster recovery efforts, and identifying funding opportunities for a sustained response.

The district has mapped over 3,500 swimming pools in the burn zone and is evaluating their condition pre-debris cleanup. He informed the board he would continuously update the board.

Trustee Aviles inquired about potential funding options for lost revenue. Mr. Farned stated that the district has been in contact with FEMA and is in the process of submitting an application for reimbursement of disaster relief expenses. He noted that funding is provided on a reimbursement basis, requiring upfront spending, which makes financial planning challenging.

Trustee Barakat inquired about the responsibility for draining the pools. Mr. Farned stated that the U.S. Army Corps is responsible for draining the pools and removing water to clear debris.

The Board received and filed this report.



7. Mid-Year Budget Adjustments and Proposed Allocation of FY 2023-2024 Surplus Funds

Secretary-Treasurer Calaycay reported that the Finance Committee met on January 17, 2025, and recommended approval of the mid-year budget adjustment and allocation of FY 2023-2024 surplus funds. Mr. Farned noted that the proposal strategically allocates the surplus to address financial obligations, strengthen long-term savings, and enhance the District's ability to respond to future challenges.

Motion by Trustee Sandoval, seconded by Trustee Leon, and carried the following vote to approve the Mid-Year Budget Adjustment and Proposed Allocation of FY 2023-2024 Surplus Funds.

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

8. Direct Assessment Disaster Relief – Eaton Fire

Mr. Farned provided an update on the direct assessment disaster relief for the Eaton Fire. Los Angeles County's Property Tax Division is offering tax relief to property owners whose parcels sustained damage. A preliminary assessment by the County identified over 3,300 affected parcels within the District's jurisdiction. The County has requested the District's decision on participation in the Direct Assessment disaster tax relief program.

Secretary-Treasurer Calaycay expressed concerns regarding the potential public health risks posed by the disaster and the district's budgetary constraints in providing resources to the affected area. Trustee Wu agreed, suggesting that the district should take a conservative approach to the situation.

Vice-President Kashifalghita inquired whether FEMA would reimburse the district if full disaster tax relief were provided. Mr. Farned stated that he is awaiting a response from FEMA on whether it would be reimbursable.

Trustee Doornik recommended maintaining communication with Supervisor Barger's Office. Mr. Farned agreed and acknowledged Trustee Saraiya's contributions in this effort.

Trustee Barakat emphasized the importance of providing full tax relief to residents and expressed empathy for the community impacted by the disaster. Trustee Gonzales agreed, stating that the impacted residents deserve full tax relief. Trustees Finlay and Sandoval echoed this sentiment, emphasizing that those affected by the crisis should receive full tax relief.

Motion by Trustee Barakat, seconded by Trustee Sandoval, and carried the following vote to approve full disaster tax relief for FY 2024-2025 Direct Assessment charges and adopt Resolution No. 2025-01.



San Gabriel Valley Mosquito & Vector Control District Board of Trustees Meeting Minutes February 14, 2025

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

9. Consideration of Resolution to Approve Cal-OES-130 Designation for Eaton Fire Burn Response

Mr. Farned provided an update on efforts to secure financial assistance through the California Governor's Office of Emergency Services (Cal OES) via the Designation of Applicant's Agent Resolution for Non-State Agencies (Cal-OES-130). He noted that approval of this resolution is a necessary administrative step to authorize designated personnel to apply for and manage disaster assistance funds under the California Disaster Assistance Act (CDAA).

Motion by Vice-President Kashifalghita, seconded by Trustee Menchaca, and carried the following vote to Approve the Cal-OES-130 Designation of Applicant's Agent Resolution for Non-State Agencies and Authorize the District Manager and designated personnel to apply for disaster assistance funding and manage financial obligations related to the Eaton Fire response.

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

10. District Administration

10.1 Committee Meeting Notifications

Mr. Farned announced that the Joint Executive and Personnel Committee would begin immediately following the adjournment of the board meeting. The Public Information Committee will also meet after the board meeting adjourns at District Manager Farned's office. The Finance Committee will convene once the Joint Executive and Personnel Committee adjourns.

10.2 District Update

Mr. Farned reported that the management team is in the process of finalizing the strategic planning for the year, and a report will be presented at the March board meeting.

11. Committee Reports

None

12. Trustee Report

None



San Gabriel Valley Mosquito & Vector Control District
Board of Trustees Meeting Minutes
February 14, 2025

13. New Business

None

14. Adjournment

The meeting was adjourned at 7:53 a.m.



Zone Specialists:

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

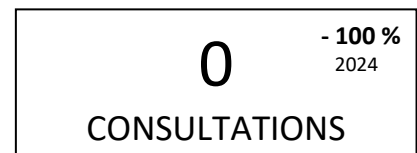
Operations Summary:

This report does not include pesticide usage for February 2025 because the reporting period concluded before the end of the month. February’s pesticide usage will be included in next month's report.

The department is currently in the process of recruiting 10 seasonal employees for the 2025 season to support operational needs. These employees will assist with various field activities, including inspections, surveillance, and treatment efforts as vector control operations ramp up for the warmer months. Additionally, preparations are underway for a comprehensive spring swimming pool condition confirmation to identify and address potential mosquito breeding sources before peak season.

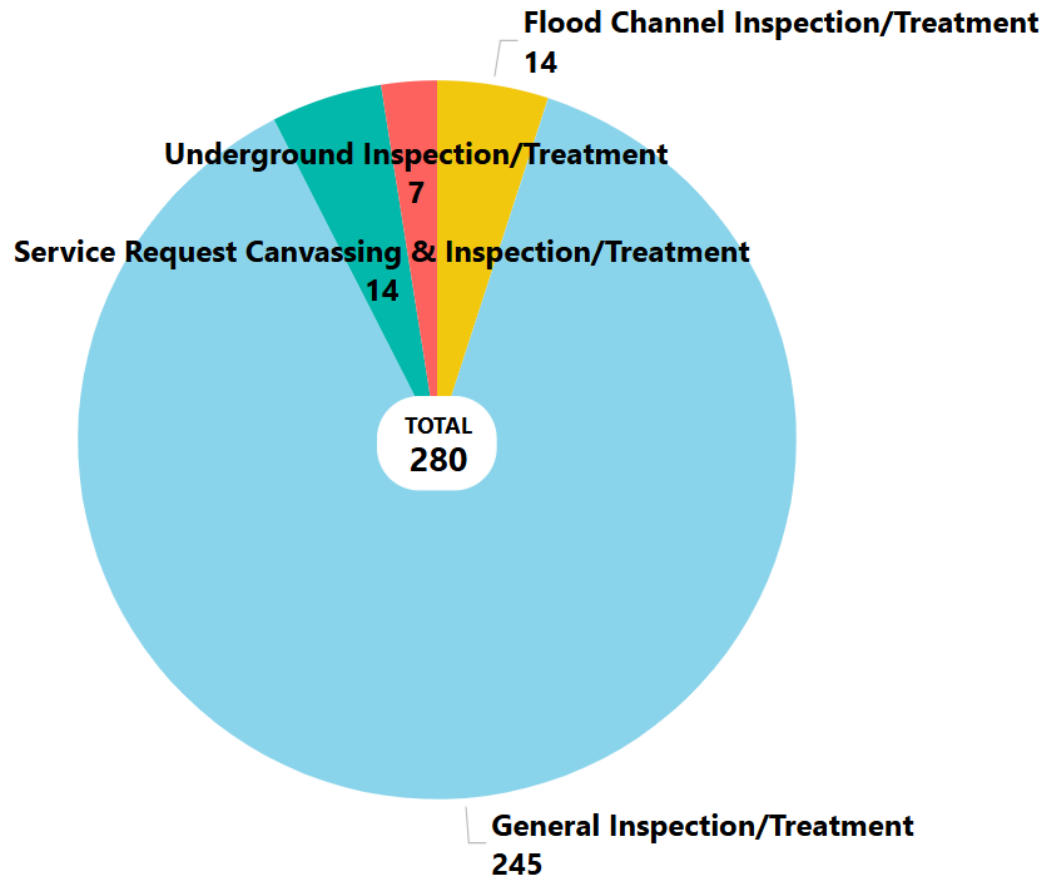
Efforts have also commenced in the Eaton Burn area, focusing on properties located outside the primary burn zone. Utilizing Nearmap imagery, the department has identified properties that appear structurally undamaged but have unmaintained swimming pools. Many of these pools contain debris and likely ash accumulation, which could create potential mosquito breeding habitats. As a proactive measure, letters have been sent to property owners, informing them of the situation and outlining recommended actions to mitigate any vector-related risks. Additionally, residents are being asked to submit a photo of their maintained pool to confirm proper upkeep and eliminate the need for an in-person inspection.

Field Statistics:





FIELD HOURS





San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 6 - 9 | February 2 – March 1

Surveillance Activities

Routine mosquito surveillance is currently on pause for weeks 1 through 9 of the new year, this trapping will resume on March 3rd. While the department is responding to disease case reports at the county health department’s discretion, the department has been evaluating internal reporting measures, expanding analytic tools for the district and presenting at state conferences. Lastly the department has restarted the underground surveillance program to identify early season breeding in our flood water channels.

Black Fly Surveillance

Routine black fly surveillance was conducted during disease weeks 6 and 8. This surveillance was conducted using EVS traps baited with carbon dioxide in the form of dry ice. During this period, black fly abundance was below district action threshold.

Week 6, 8 Black Fly Data

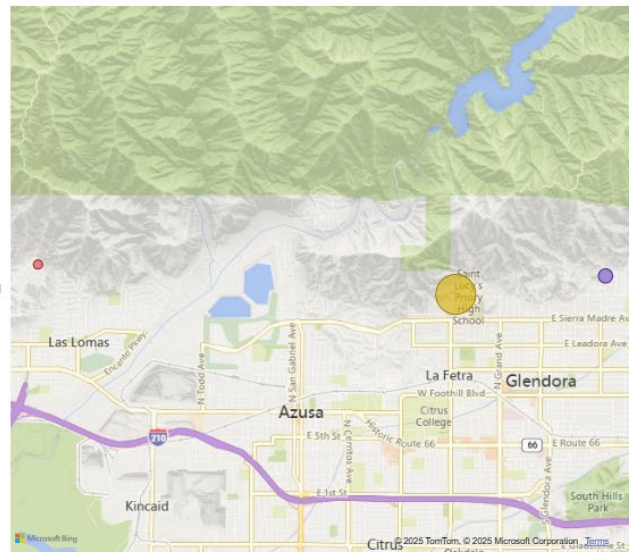
CO2 Traps

Week	Zone	Site Name	Trap Type	Total Black Fly
8	7	Hook West Flood Channel	CO2	48
8	7	Glencoe Heights	CO2	2
8	5	Tall Pine Dr	CO2	0
8	7	Hicrest Rd (GL)	CO2	0
6	7	Glencoe Heights	CO2	2
6	7	Hook West Flood Channel	CO2	2
6	5	Tall Pine Dr	CO2	1
6	7	Hicrest Rd (GL)	CO2	0

Other Traps

Zone	Site Name	Trap Type	Total Black Fly

- Site Name**
- Glencoe Heights
 - Hook West Flood Channel
 - Tall Pine Dr



Notes:

The table shows all trap counts for the past week. Traps with counts of (100+) black flies per trap have a large yellow bubble and counts of (200+) black flies per trap have a red bubble. Locations positive for black flies appear on the map. The bubbles on the map represent the relative numbers of black fly caught in each trap but are not drawn to scale.

Fig. 1 Black fly trap locations for disease weeks 6 and 8. All trap locations shown were positive for black flies. The size of the bubbles on the map reflects the relative abundance of black flies caught at each site.



San Gabriel Valley Mosquito & Vector Control District Surveillance Department Report Disease Weeks 6 - 9 | February 2 – March 1

Additional Surveillance Activities

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

Underground surveillance was deployed in weeks 7 and 9 in high activity areas. All collections were under actionable thresholds.



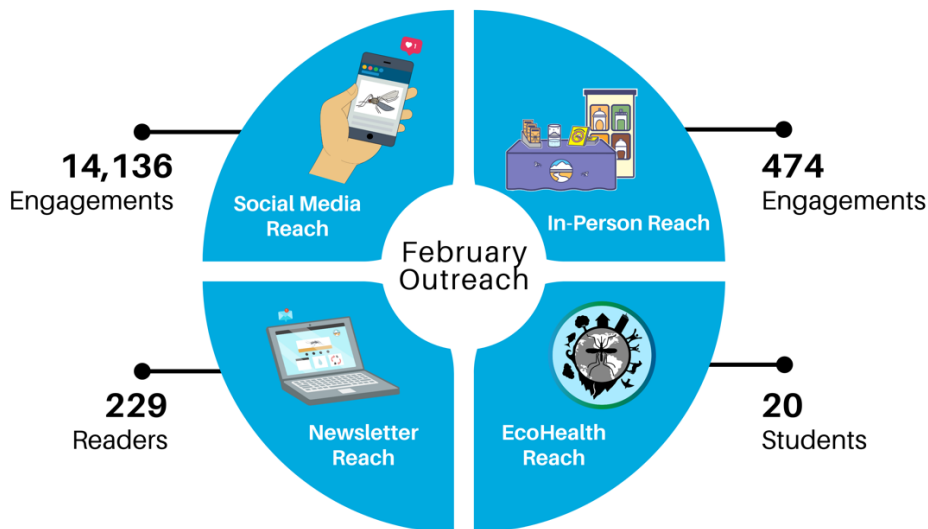
San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 6 - 9 | February 2 – March 1

Outreach Summary:

District staff continue to work quickly and methodically to provide answers and resources to property owners affected by the Eaton Fire. The Communications Department has been working interdepartmentally to provide the latest accurate information and develop resources the district can share to inquiring residents about the District’s response. This includes the District’s Eaton Response landing page, 2-step process for service requests and updates, resident letter, and additional support resources. Staff intends to provide these resources in additional languages and will add as time and capacity permits.

Additionally, staff have continued working on identified projects such as creating a brand for the District’s future Sterile Insect Technique program in 2026. Staff developed a comprehensive outreach and marketing plan that will ensure the community is aware of the District’s efforts and proactiveness to address aedes mosquitoes in their community. Staff are also working to schedule meetings with state representatives during MVCAC’s Legislative Advocacy Days in Sacramento on March 25th.

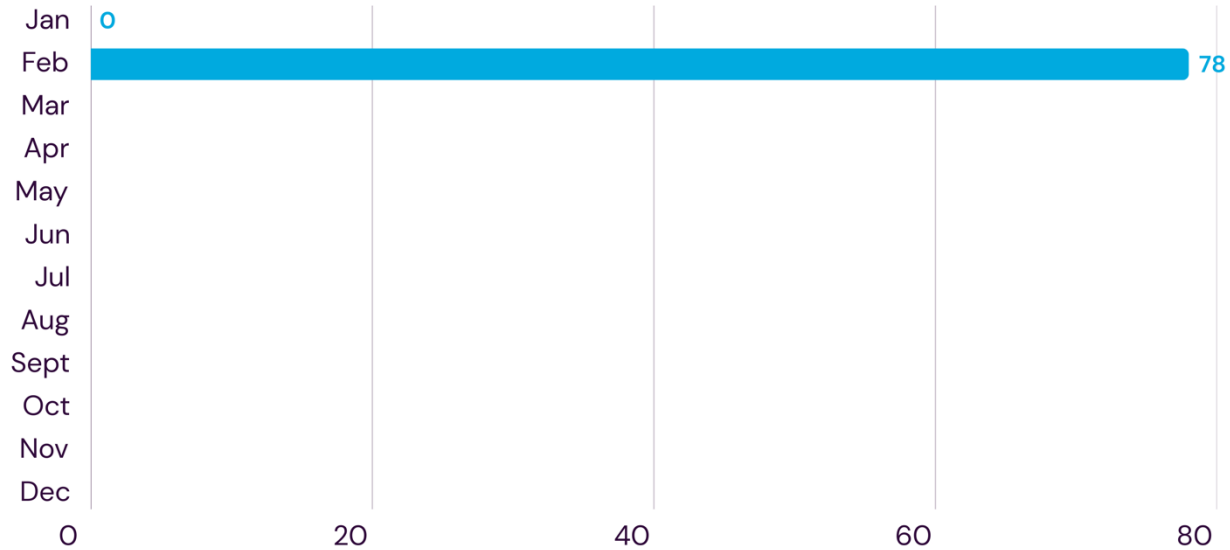
Lastly, education specialists are continuing their spring educational programs and have developed two comprehensive experiential learning opportunities for schools in the Greater Pasadena area. Additionally, staff is preparing to announce its 2024 Public Health Teacher of the Year Award and will be presenting this year’s winner at an upcoming school board meeting in April. The recipient will be announced at next month’s meeting!





San Gabriel Valley Mosquito & Vector Control District
Communications Department Report
 Disease Weeks 6 - 9 | February 2 – March 1

2025 Communications Field Hours

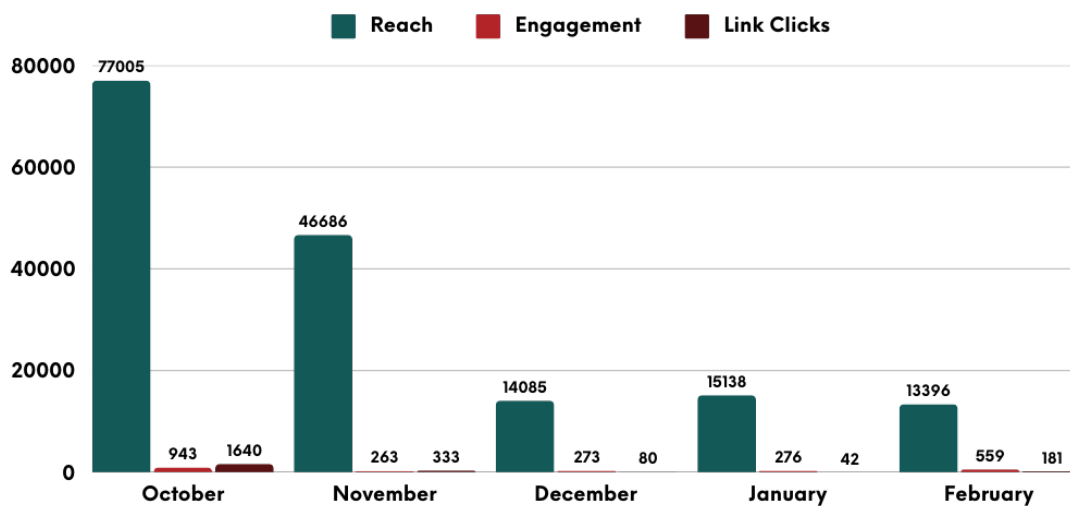


Based on a 1 month reporting period

Digital Marketing:

- 1) Key Performance Indicators (KPIs):

Social Media Engagement



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



San Gabriel Valley Mosquito & Vector Control District Communications Department Report Disease Weeks 6 - 9 | February 2 – March 1

2) Digital Response Support

- a) The Communications department has been working efficiently and swiftly to provide resources and information to property owners affected by the Eaton Fire. Staff developed a landing page sharing the district’s response and resources available to residents.
- b) Staff have developed Request for Mosquito Control Services forms in English and are developing additional languages to provide. Forms have been uploaded to our online platform.

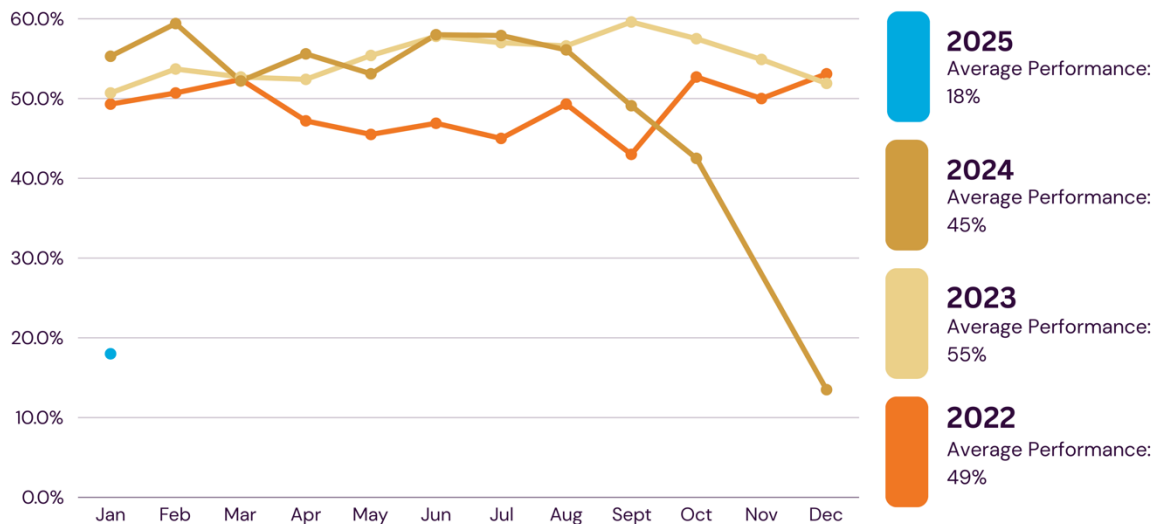
3) Social Media

- a) The District worked diligently to promote and create attention for the eight presenters at the 93rd Annual MVCAC Conference. This resulted in high engagement posts and “In the Spotlight” landing page with 29 QR code scans and 305 visits to the webpage.

4) Email Marketing

- a) February Short Bites Monthly e-blast sent to general and Bite Back Champions audience. The newsletter also reshared resources available to residents affected by the Eaton Fire.

Short Bites Monthly Performance



Based on a 1 week reporting period

5) Content Development

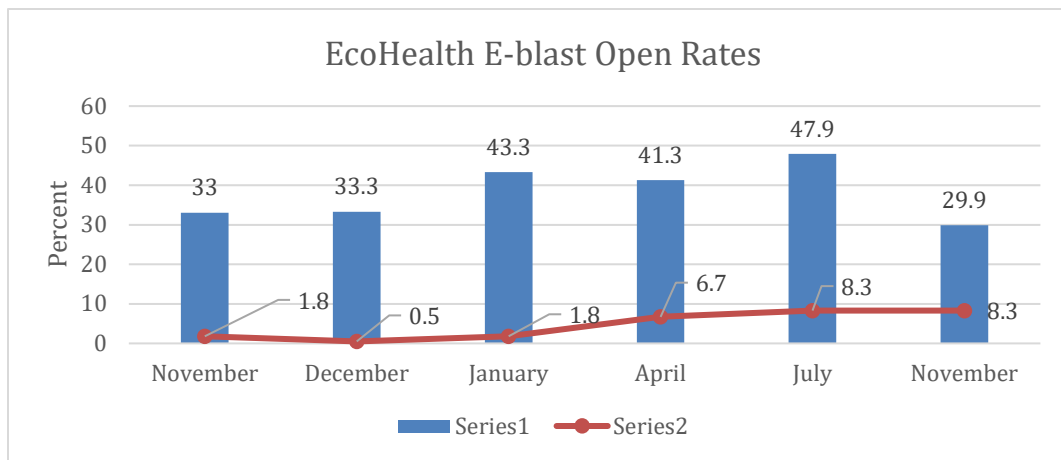
- a) Promotion and development of District presenters at MVCAC Annual Conference.
- b) Developed digital and physical collateral for district representatives to use at the Disaster Recovery Center in Altadena.
- c) Staff developed a pull-up banner to highlight the main concern of unmaintained pools in the Eaton Burn Area.



San Gabriel Valley Mosquito & Vector Control District
Communications Department Report
 Disease Weeks 6 - 9 | February 2 – March 1



1. Data in Education



2. EcoHealth Highlights

- a) EcoHealth staff worked collaboratively to select the 2024 Public Health Teacher of the Year and develop marketing materials to promote the announcement in April.
- b) Staff continue developing home school mosquito activity and Grab ‘n Go Lessons to promote virtual and online resources.
- c) Reached out to potential Arabic translators for EcoHealth program documents. Staff will be working the Pasadena Language Center to translate materials.
- d) Distributed marketing email to principals and teachers at Bassett and Hacienda La Puente school districts.
- e) Planned for Pasadena High School and Sequoyah School (Pasadena) visits.
- f) Attended accessibility webinars for increased accessibility on websites and for content creation.



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

TREASURER'S REPORT – JANUARY 2025

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

LOCAL AGENCY INVESTMENT FUND (LAIF)				
BEGINNING BALANCE				\$3,436.20
Interest Earned		\$39.97		
ENDING BALANCE				\$3,476.17
% OF ANNUAL EXPENDITURE:	0.05%	YIELD:	4.36%	MATURITY DATE: PERPETUAL SOURCE: JAN 2025 STATEMENT

LOS ANGELES COUNTY POOL (PB1)				
BEGINNING BALANCE				\$3,037,681.72
Interest Earned		\$62.05		
Sec 10% Adv 2024-2025 Pd		\$771,014.00		
Withdrawal		(\$3,036,681.00)		
ENDING BALANCE				\$772,076.77
% OF ANNUAL EXPENDITURE:	10.76%	YIELD:	3.71%	MATURITY DATE: PERPETUAL SOURCE: ND 24, PERIOD 7

CALIFORNIA CLASS PRIME				
BEGINNING BALANCE				\$1,367,295.74
Interest Earned		\$3,825.65		
Withdrawal - December Claims		(\$417,738.57)		
ENDING BALANCE				\$953,382.82
% OF ANNUAL EXPENDITURE:	13.29%	YIELD:	4.42%	MATURITY DATE: PERPETUAL SOURCE: JAN 2025 STATEMENT

VCJPA CONTINGENCY FUND				
BEGINNING BALANCE				\$203,096.00
No transactions this period				
ENDING BALANCE				\$203,096.00
% OF ANNUAL EXPENDITURE:	2.83%	YIELD:	3.23%	MATURITY DATE: PERPETUAL SOURCE: DEC 2024 STATEMENT*

*Statements provided on quarterly basis only

CITIZENS BANK (REVOLVING AND SWEEP ACCOUNTS)				
BEGINNING BALANCE				\$201,537.65
Debits		(\$4,614,020.15)		
Deposits		\$7,488,667.42		
Service Charge		(\$127.99)		
Interest Earned		\$81.71		
ENDING BALANCE				\$3,076,138.64
% OF ANNUAL EXPENDITURE:	42.88%	YIELD:	0.10%	SOURCE: JAN 2025 STATEMENT

U.S. BANK TRUST				
BEGINNING BALANCE				\$1,624,398.77
Taxable Interest		\$6,120.65		
Taxable Dividends		\$124.91		
Fees and Expenses		(\$125.00)		
Short Term Gains/Losses		\$0.05		
Change in Investment Value		\$1,959.95		
ENDING BALANCE				\$1,632,479.33
% OF ANNUAL EXPENDITURE:	22.76%			SOURCE: JAN 2025 STATEMENT

ALL FUNDS BEGINNING BALANCE	\$6,437,446.08
ALL FUNDS ENDING BALANCE	\$6,640,649.73

Corey Calayca, Secretary - Treasurer

3/4/2025
 Date



San Gabriel Valley Mosquito & Vector Control District District Working Balance | March 2025

SGVMVCD WORKING FUND BALANCE MARCH 2025

ALL FUNDS ENDING BALANCE (PERIOD ENDING JANUARY 2025)	\$6,640,649.73
TOTAL RESERVES	(\$2,320,500.00)
FEBRUARY 2025 EXPENDITURES	(\$959,934.25)
MARCH 1, 2025 WORKING FUND BALANCE	\$3,360,215.48

Jason Farned

Jason Farned, District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Jason Farned, District Manager

Name of Conference/Event: VCJPA Annual Meeting

Date: February 27-28, 2025

Location: Santa Cruz, CA

The Vector Control Joint Powers Agency (VCJPA) 2025 Annual Workshop provided an invaluable opportunity for member districts to collaborate on risk management, insurance coverage, and financial planning. As a participant in this member-driven program, the District benefits from the collective expertise and shared resources that VCJPA offers to support the long-term stability of vector control agencies.

Discussions centered on risk management strategies, workplace safety, and claims prevention to help districts mitigate liability and control costs. Presenters emphasized the importance of proactive policies and staff training in reducing workplace injuries and legal exposure. Cybersecurity and data protection were also major topics, with experts highlighting evolving cyber threats and best practices for securing public agency data. These insights reinforced the need for ongoing staff education and investment in IT security infrastructure to prevent breaches.

Financial sustainability was another key focus, with updates on the VCJPA risk pool, investment strategies, and funding models designed to ensure operational resilience. Legislative and regulatory updates provided critical information on recent changes in employment law, liability protection, and compliance requirements affecting special districts.

Beyond the structured sessions, the workshop facilitated valuable networking opportunities, allowing the District to engage with risk management professionals, financial consultants, and industry peers. These interactions reinforced the importance of collaboration in addressing shared challenges. The knowledge gained will help the District refine policies, enhance financial oversight, and strengthen its ability to manage risks effectively while maintaining fiscal responsibility.

Date: 03/03/2025

Signed: *Jason Farned*

Print Name: Jason Farned

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San Gabriel Valley Mosquito and Vector Control District

2025 Strategic Report

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



1145 N. Azusa Canyon Road
West Covina, CA 91790
(626) 814-9466

SGVmosquito.org | [@SGVmosquito](https://twitter.com/SGVmosquito)

San Gabriel Valley Mosquito and Vector Control District

Mission and Guiding Principles



Our Mission

To provide the highest level of protection from vectors and vector-borne diseases in the San Gabriel Valley.



Our Guiding Principles

Mission First: Fulfill the District's mission effectively and lawfully as directed by the Board of Trustees.

Stewardship: Honest, transparent, and effective stewardship of public funds and assets.

Work Environment: Foster and maintain a safe, positive, and productive work environment.

Personal and Professional Growth: Foster and invest in the personal and professional growth of District employees.

San Gabriel Valley Mosquito and
Vector Control District

Core Values and Environmental Scan

OUR CORE VALUES:

- Integrity
- Teamwork
- Accountability
- Respect
- Innovation
- Flexibility



ENVIRONMENTAL SCAN

Strengths

- Highly engaged and satisfied workforce
- Highly adaptable workforce with strong buy-in
- Strong digital presence and community engagement
- Well-established community and partner relationships
- Commitment to innovation for greater efficiency
- Strong interagency collaboration and emergency response

Weaknesses

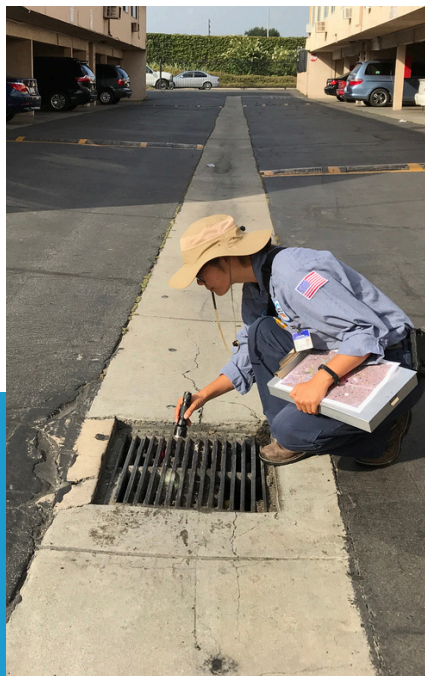
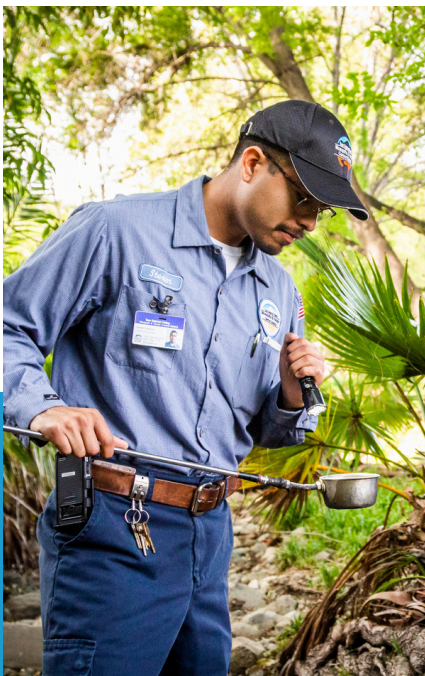
- Challenges in rapidly scaling operations
- Reliance on a single revenue source
- Aging facility with limited expansion potential
- Dependence on high-quality seasonal staff during peak demand
- Financial strain from Eaton Fire tax relief impact

Challenges

1. Funding limitations & assessment capacity
2. Proposition 218 Ballot Measure
3. Dengue fever & emerging mosquito-borne diseases
4. Invasive *Aedes* control
5. Eaton Burn Area mosquito surveillance & control
6. Development of the Sterile Insect Technique (SIT) program

San Gabriel Valley Mosquito and Vector Control District **Strategic Priorities**

- Ensure principled governance and operational excellence
- Strengthen vector surveillance and disease detection
- Reduce vector populations and the threat of vector-borne disease
- Drive behavioral change for public health protection



SGVMVCD | Strategic Priorities

ENSURE PRINCIPLED GOVERNANCE AND OPERATIONAL EXCELLENCE



1. Provide Exceptional Resident & District Support

- **Optimize service request processing** by evaluating and enhancing the Customer Service Representative (CSR) I/II role for greater efficiency and resident satisfaction.
- **Enhance interdepartmental collaboration** by aligning administrative support with Operations and Scientific Programs.

2. Optimize Financial Processes & Strategy

- **Expand strategic reserves** to support Public Health Emergency Response, Sterile Insect Technique (SIT) development, and Proposition 218 initiatives.
- **Proposition 218 Success Strategy** – Execute a three-year plan for financial sustainability through ballot passage.
- **Pursue federal, state, and local disaster funding**, including FEMA assistance, to enhance Eaton Fire recovery and strengthen emergency response capabilities.
- **Reduce long-term liabilities** by prioritizing discretionary payments to lower unfunded accrued liabilities and interest.
- **Streamline accounts payable** by implementing digital signatures and increasing electronic payment adoption.
- **Maximize investment returns** through strategic and proactive financial management.

3. Empower Workplace Excellence

- **Maintain market-competitive wages** by conducting a tri-annual salary survey.
- **Improve employee engagement** through increased survey participation.
- **Ensure policy compliance and relevance** through an annual review of personnel and financial policies.
- **Modernize payroll system** by transitioning to ABC Workforce, ensuring accuracy and efficiency.

SGVMVCD | Strategic Priorities

STRENGTHEN VECTOR SURVEILLANCE AND DISEASE DETECTION



1. Expand Routine and Enhanced Surveillance

- **Maintain district-wide mosquito and bird surveillance** through routine trap deployments and arboviral testing.
- **Optimize the “Enhanced Surveillance” model** to standardize protocols for case-based response.

2. Inform Quality Decision-Making

- **Ensure timely surveillance reporting** with weekly updates and regular arbovirus testing.
- **Enhance West Nile virus risk assessments** by refining predictive models and improving report metrics.
- **Leverage Power BI, R statistics, and geospatial mapping** to enhance surveillance efficiency and risk analysis.

3. Advance Critical Programs

- **Advance SIT implementation** through site assessments, *Aedes* population baselines, and mark-release-recapture (MRR) studies.
- **Expand self-sustaining mosquito fish colonies** for biological mosquito control in swimming pools.
- **Conduct routine pesticide resistance testing** by establishing mosquito colony strains.
- **Expand underground surveillance efforts** to improve data collection and mosquito control strategies in closed-source environments.

4. Emerging Disease & Environmental Response

- **Enhance WNV, dengue, and malaria risk mitigation** by monitoring seasonal arbovirus trends, optimizing surveillance strategies, and refining vector index thresholds.
- **Expand blackfly surveillance**, optimize treatment effectiveness, and evaluate long-term control strategies.
- **Enhance surveillance in and around the Eaton Burn Area**, conduct habitat assessments, and monitor mosquito-borne disease risks post-fire.

SGVMVCD | Strategic Priorities

REDUCE VECTOR POPULATIONS AND THE THREAT OF VECTOR-BORNE DISEASE



1. Adapt to the Growing Demands of Dengue Virus

- **Optimize *Aedes* control and dengue response** by adapting strategies based on seasonal trends, weather conditions, disease activity, and a standardized risk matrix.
- **Establish a proactive WNV control timeline** to focus early-season interventions and resource allocation.
- **Utilize Nearmap aerial imaging** to improve inspection prioritization and optimize resource deployment.
- **Expand and consolidate pesticide storage** to meet growing inventory needs while ensuring regulatory compliance and efficient management.
- **Enhance real-time disease response coordination** by implementing a live scheduling system.

2. Eaton Burn Area Response

- **Hire two seasonal vector control technicians** to strengthen surveillance, inspections, and disease response capacity.
- **Develop a post-fire vector control strategy** by mapping mosquito breeding sites, implementing targeted surveillance, and applying effective control measures.
- **Strengthen partnerships with local and state agencies** to enhance disaster recovery coordination and cost-sharing initiatives.

SGVMVCD | Strategic Priorities

DRIVE BEHAVIORAL CHANGE TO PROTECT PUBLIC HEALTH



1. Strengthen Program Sustainability While Meeting Public Health Challenges

- **Standardize Mandatory Response Messaging** by adjusting communication strategies based on peak disease periods to maximize impact.
- **Optimize Education Program Timelines** by streamlining community science and education programs to align with peak mosquito season.
- **Develop SOPs for Adaptive Content Creation** by prioritizing content production and cross-training staff to ensure flexibility during high disease activity.

2. Expand Public Awareness & Support for Sterile Insect Technique (SIT)

- **Increase Community Engagement & Education** by implementing targeted outreach to school districts, community groups, and public health stakeholders.
- **Develop Comprehensive SIT Branding** by establishing a distinct SIT identity, incorporating strategic messaging, translated materials, and myth-busting resources.
- **Leverage Paid Media & Public Relations** by utilizing paid social campaigns, media outreach, and community leader one-on-one meetings to promote SIT acceptance.

3. Strengthen Brand Recognition & Public Trust

- **Enhance Proposition 218 Outreach** by developing FAQs, talking points, and presentations for community groups, HOAs, and property owners.
- **Boost Positive Online Presence** by implementing strategies to increase Google reviews and district-wide brand visibility.
- **Execute a Multi-Channel Marketing Plan** by expanding advertising efforts on Google, Spotify, Hulu, and local platforms to reach targeted audiences.
- **Expand Community Engagement & Partnerships** by strengthening relationships with local government agencies, environmental organizations, and business groups.

SGVMVCD | Strategic Priorities

DRIVE BEHAVIORAL CHANGE TO PROTECT PUBLIC HEALTH



4. Enhance the District's Role as Public Health Experts

- **Expand Legislative & Government Outreach** by conducting city council presentations, town hall meetings, and state/federal engagement efforts.
- **Develop Co-Branded Public Health Initiatives** by partnering with agencies and organizations to create joint messaging campaigns.
- **Improve Crisis Communication Strategies** by refining emergency response plans, developing SOPs, and creating multi-language crisis materials.

5. Provide High-Impact Public Health Education

- **Expand Digital Education Content** by developing "Grab & Go" lesson plans, interactive online resources, and multilingual educational materials.
- **Increase Teacher & School District Partnerships** by strengthening teacher training programs, professional development courses, and community education events.
- **Optimize Data-Driven Learning Strategies** by improving pre/post program assessments to measure engagement and knowledge retention.

6. Eaton Area Response

- **Develop Informational Resources** for property owners impacted by the Eaton Fires to support operational objectives in addressing stagnant water sources like unmaintained swimming pools and large sources of water.
- **Execute Community Engagement and Partnerships** to reach property owners and provide them with the latest updates regarding the District's efforts to reducing mosquitoes in the Eaton Burn Area.
- **Ensure Internal Messaging and Responses** are aligned to ensure accurate information is always available to all staff.

More Information About Us



Under the California Health and Safety Code, the San Gabriel Valley Mosquito and Vector Control District (District) is a public health agency that provides protection from vector-borne diseases.

The District is primarily charged with protecting the public from mosquito-borne diseases and it serves more than 1.5 million residents in 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County. A total area of 287 square miles.

We employ integrated vector management (IVM) techniques, which include public education and outreach; surveillance; biological control; physical control and/or habitat modification; chemical control; research; partnering with other agencies; legal action where necessary; enforcement of the California Health and Safety Code; and as governed by federal and state law.

Contact Us :



Phone Number
626-814-9466



Website
SGVmosquito.org



Follow Us
@SGVmosquito



Office Address
**1145 N. Azusa Canyon Road
West Covina, CA 91790**





San Gabriel Valley Mosquito & Vector Control District Eaton Fire Disaster Response Status Report - March

Date: March 14, 2025

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

Subject: **Eaton Fire Disaster Response – Status Report**

Overview

The San Gabriel Valley Mosquito & Vector Control District is actively assessing the impact of the Eaton Fire and implementing a strategic response to mitigate vector control challenges. While current weather conditions remain too cold for mosquito breeding, activity is expected to increase by mid-March. The District is prioritizing a measured and effective approach to address public health risks while balancing available resources. Our efforts so far have focused on:

Current Efforts

With standing water in the burn zone creating ideal conditions for mosquito breeding, the District is finalizing a scalable, data-driven response plan guided by best practices, interagency coordination, and public health priorities.

- Assessing breeding sources such as thousands of swimming pools, in-ground fishponds, raised foundations, and exposed septic systems.
- Developing a mosquito surveillance strategy to track population growth and disease prevalence.
- Engaging with key agencies to integrate vector control into broader disaster recovery efforts.
- Evaluating financial and operational impacts to ensure service continuity.
- Identifying funding opportunities for a sustained response.
- Implementing a custom Right of Entry (ROE) Form, requiring property owner signatures to ensure FEMA reimbursement for mosquito control work done on private properties.

Current Status & Actions Taken

1. Situation Assessment & Response Planning

- The Eaton Fire burned 14,120 acres, destroyed over 9,000 structures, and left 2,496 unmaintained swimming pools, with 1,225 confirmed non-functional.
- Aerial surveillance on January 23, 2025, provided by Nearmap, helped confirm the overall count, location, and condition of the pools.
- Mosquito breeding is expected to begin once nighttime temperatures exceed 50°F, likely by mid-March.

2. Interagency Coordination & Partnerships

- Working with: LACDPH, Pasadena Public Health, FEMA, Cal OES, U.S. Army Corps of Engineers, CDPH, and the Office of Emergency Management - Los Angeles County.
- **Participating in:**
 - LA Wildfire Recovery Health & Social Services Task Force



San Gabriel Valley Mosquito & Vector Control District Eaton Fire Disaster Response Status Report - March

- Public Environmental Health Subgroup of Federal-State Debris Task Force
- LA County Debris Removal Task Force
- Sub-Committee: Environmental Health Impacts from Wildfires
- Environmental Health Vector Control Subgroup

3. Immediate Policy Adjustments & Public Communication

- Custom Right of Entry (ROE) Form distributed to property owners to facilitate FEMA reimbursement.
- Swimming Pool Condition Confirmation Letters were sent to 1,271 properties outside the designated burn area, where pools were identified as unmaintained due to ash accumulation, debris, and resident displacement.
- February 25: The District began participation at the Eaton Fire Disaster Recovery Center (DRC) to engage residents directly.
- Developed a website landing page to provide public information, updates, and facilitate resident inquiries.

4. Financial & Operational Implications

- Revenue Impact: Estimated \$120,000+ revenue loss due to disaster tax relief on over 6,000 parcels.
- Operational Burden: Mosquito control efforts projected to exceed \$300,000 in 2025, consuming 43% of the emergency reserve budget.
- The District is seeking resources at the local, state, and federal levels to integrate mosquito control into broader disaster recovery efforts.

5. Updated Mosquito Control Strategy

- Mosquito trap surveillance commenced outside the burn area perimeter on March 3, 2025, and will be expanded within the burn area on March 17, 2025.
- Treatments begin March 17, 2025, prioritizing pools within ¼ to ½ mile of adjacent communities.
- **Treatment Methods:**
 - Chemical Control (Natular XRT) with follow-up treatments every 90 days until temperatures drop constantly below 50°F.
 - Biological Control (Mosquito Fish) for pools where appropriate.
- **Operational Team Structure:**
 - Pesticide Control Application Teams: 3-person teams: Driver (1) + Applicators (2).
 - Biological Control (Mosquito Fish) Application Teams: 2-person teams.
 - Surveillance and Data Collection: 1-Person team.

Key Challenges & Considerations

- Long-Term Uncertainty: The extent of vector-related risks, shifting conditions, and homeowner accountability remain unclear.



San Gabriel Valley Mosquito & Vector Control District Eaton Fire Disaster Response Status Report - March

- **Balancing Resources:** Efforts in the burn zone must not come at the expense of vector control across the San Gabriel Valley.
- **Legislative Gaps:** Mosquito control by special districts is not currently a standard component of disaster recovery efforts.
- **Community Education & Compliance:** Ensuring residents take necessary actions to prevent mosquito breeding.
- **Property owners within the burn area face restricted access and limited viable options for implementing lasting mosquito control measures in their pools.**

Next Steps & Action Plan

1. Data Collection & Situation Monitoring

- Continue assessments of water sources in the burn zone.
- Monitor mosquito activity as temperatures rise.

2. Strengthening Partnerships & Securing Funding

- Continue meetings with agencies involved in the debris removal effort to clarify priorities, timelines, and collaboration opportunities.
- Pursue assistance funding through FEMA and Cal OES, and local disaster relief programs.

3. Develop a Scalable Mosquito Control Plan

- Prioritize long-term and cost-effective treatment solutions for large-scale mosquito breeding sites.
- Strategically allocate resources to maximize impact and reduce risk in critical areas.
- Consider the long-term implications of a years-long recovery process, including sustained mosquito control efforts and financial planning.

4. Maintaining Transparent Public Communication

- Provide regular updates on policies, response efforts, and emerging risks.
- Ensure residents and stakeholders stay informed through multiple channels.

5. Advocacy for Long-Term Policy Integration

- Work with CSDA and state legislators to formally include vector control in disaster recovery plans.
- Advocate for dedicated funding streams for mosquito control in wildfire-affected regions.

Conclusion

The Eaton Fire has created an unprecedented vector control challenge, and while the full impact is still unfolding, the District remains committed to proactive planning, strong partnerships, and effective response measures.

Through scientific data, financial advocacy, and coordinated action, we are prepared to launch a comprehensive mosquito management program in the burn zone while maintaining essential services across the San Gabriel Valley.

Our commitment to public health, transparency, and preparedness remains unwavering.

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

Date: March 14, 2025

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

Subject: **Consider Resolution 2025-02: Approval of the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services**

Exhibit(s): Exhibits 5A, 5B

Background

The San Gabriel Valley Mosquito and Vector Control District (the District) has historically collaborated with regional vector control agencies to enhance emergency response capabilities and resource-sharing. In response to the increasing incidence of mosquito-borne diseases, such as dengue fever and West Nile virus, vector control agencies across Southern California have worked to formalize a cooperative structure for mutual aid.

The Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services (the Agreement) provides a structured framework for inter-agency cooperation, enabling participating agencies to provide and receive personnel, equipment, and resources in times of need. This agreement supersedes the 2020 Mutual Assistance Agreement and incorporates key updates that improve operational efficiency and response effectiveness.

Key Updates to the 2025 Mutual Assistance Agreement

The updated Agreement introduces several enhancements, including:

- **Removal of Emergency Declaration Requirement:** Assistance can now be activated without requiring a formal state or county emergency declaration, allowing for a more agile response to vector-borne threats.
- **Expanded Definitions of Activation Events:** The agreement now clearly defines qualifying incidents that warrant mutual assistance, ensuring agencies can act proactively.
- **Authorization of Designee Appointments:** The District Manager may now appoint a designee to request or provide assistance in the event of their absence, ensuring continuity in response efforts.
- **Streamlined Request and Response Protocols:** Agencies now follow a standardized process for requesting, rendering, and documenting assistance, reducing administrative delays.
- **Updated Communication Tools:** Provisions now explicitly include cell phone communications as part of official coordination efforts.



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

- Revised Pesticide Reporting Requirements: Agencies requesting assistance must adhere to updated pesticide usage reporting guidelines, ensuring compliance with regulatory standards.
- Alignment with Modern Reimbursement Standards: The Agreement updates cost recovery processes to reflect current best practices for public agency financial accountability.

Justification for Approval

Participation in this regional mutual assistance framework directly supports the District's mission to protect public health by ensuring the availability of critical resources and personnel when needed. The expansion of the Agreement to twelve signatory agencies strengthens the District's capacity to respond to emergency situations without solely relying on internal resources.

With the increasing frequency of vector-borne disease cases and the unpredictable nature of regional public health emergencies, it is in the District's best interest to reaffirm its commitment to mutual cooperation with neighboring agencies.

Fiscal Impact

There is no immediate fiscal impact associated with the approval of this resolution. Any costs incurred through assistance requests or rendering aid will be reimbursed per the terms outlined in the Agreement. The Agreement ensures a clear and equitable reimbursement structure, mitigating financial risks to the District.

Board Action Options

- Board Action: If the Board concurs, following the public discussion by members for this item, the recommendation is to approve Resolution 2025-02 authorizing the District's participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services.
- Alternative Board Action: If after discussion by members for this item, the Board may choose not to approve Resolution 2025-02 authorizing the District's participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services.

Submitted by:

A handwritten signature in cursive script that reads "Jason Farned".

Jason Farned
District Manager

RESOLUTION NO. 2025-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE SOUTHERN CALIFORNIA MUTUAL ASSISTANCE AGREEMENT FOR MOSQUITO AND VECTOR CONTROL SERVICES AND AUTHORIZING THE DISTRICT MANAGER TO RENDER OR REQUEST ASSISTANCE.

WHEREAS, the San Gabriel Valley Mosquito and Vector Control District has been collaborating with Antelope Valley Mosquito and Vector Control District, Coachella Valley Mosquito & Vector Control District, Compton Creek Vector Control District, Greater Los Angeles County Vector Control District, Long Beach Department of Public Health, Los Angeles County West Vector Control District, Mosquito and Vector Management District of Santa Barbara, Orange County Mosquito and Vector Control District, West Valley Mosquito Control District, Northwest Mosquito & Vector Control District, and Riverside County Environmental Health; and

WHEREAS, recognizing the growing risk of vector-borne diseases such as dengue fever, the District seeks to formalize participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services (the “Agreement”); and

WHEREAS, the Agreement establishes a structured framework for mutual assistance, allowing signatory agencies to share personnel, equipment, vector control products, and expertise during emergencies or other qualifying events; and

WHEREAS, the updated 2025 Agreement introduces key improvements over previous agreements, including:

- Removal of the requirement for a state or county-declared emergency to activate mutual assistance;
- Clear definitions of qualifying activation events;
- Authorization for the District Manager to appoint a designee to request or provide assistance;
- Streamlined request and response protocols;
- Clarified pesticide reporting requirements for requesting agencies; and
- Updated reimbursement processes aligned with current public agency best practices.

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

1. The District formally approves participation in the Southern California Mutual Assistance Agreement for Mosquito and Vector Control Services.
2. The District Manager, or an authorized designee, is hereby authorized to execute the Agreement on behalf of the District.
3. The District Manager, or designee, is further authorized to request or render assistance as necessary to mitigate vector-borne health risks, subject to the terms and reimbursement provisions of the Agreement.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 14th day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Capoccia
President, Board of Trustees

ATTEST:

Corey Calaycay
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

Kelly M. Alhadeff-Black
District Counsel

MUTUAL ASSISTANCE AGREEMENT FOR MOSQUITO AND
VECTOR CONTROL SERVICES

This Agreement is made and entered into by and between the mosquito and vector control agencies of Southern California that are signatory herein, on the ____ day of _____ 2025.

RECITALS

WHEREAS, mosquitoes and other vectors, that do not recognize political boundaries, can transmit disease and cause discomfort to humans and other animals;

WHEREAS, the California Legislature has recognized the risks of vector-borne diseases and has provided broad powers in the Mosquito Abatement and Vector Control District Law (hereinafter “Law”) set forth in California Health and Safety Code Section 2000 *et seq.*;

WHEREAS, the Law specifically provides the authority to enter into agreements with other public agencies to cooperate and take actions to carry out the purposes of the Law (§2044);

WHEREAS, there is a need to have a mutual assistance agreement between agencies to allow joint efforts, and

WHEREAS, the parties hereto desire to enter into this Agreement to cooperate and mutually assist each other when the need arises to control mosquitoes and other vectors and to thereby prevent the spread of vector-borne diseases and discomfort.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. PURPOSE.

- A. Purpose. The above recitals are adopted herein. A further purpose of this Agreement is to provide a framework for mutual assistance that can be readily utilized in time of need.
- B. No separate legal entity created. The parties do not intend to create a separate legal entity but to approve a working protocol that can be implemented and executed by administrative staff.
- C. Definitions.
 - i. **Qualifying Event-** a natural or human-caused event that causes concern with a public agency that is signatory to this Agreement that mosquitoes or other vectors may spread disease or discomfort beyond the area or capabilities that an agency can combat or abate using its own personnel and resources.

- ii. **Authorized Official-** an officer or employee of a public agency that is signatory to this Agreement or their designee, who is authorized by the governing body of the public agency to request or offer assistance under this Agreement.
- iii. **Requesting Agency-** the public agency requesting assistance under this Agreement.
- iv. **Responding Agency-** the agency responding to a request for assistance under this Agreement.
- v. **Period of Assistance-** the period during which a Responding Agency assists the Requesting Agency. It includes mobilization efforts, and coverage arrangements, portal-to-portal costs of equipment, personnel and supplies utilized in the response, as well as demobilization costs upon return to the Responding Agency.

2. MUTUAL ASSISTANCE REQUEST AND RESPONSE.

- A. Authorized Official. Each signatory agency shall designate an Authorized Official, and any alternates, and provide contact information to the signatory agencies.
- B. Requests for Assistance. In the event of a Qualifying Event an Authorized Official of the Requesting Agency may request mutual assistance from another signatory agency to this Agreement. Requests for assistance shall be made to the Authorized Official(s) of the Responding Agency(ies).
- C. Response to a Request for Assistance. After a Responding Agency receives a request for assistance, the Authorized Official of the Responding Agency shall inform, as soon as possible, the Requesting Agency whether it is willing to provide assistance.
- D. Discretion of Responding Agency's Authorized Official. Execution of this Agreement does not create any duty to respond to a request for assistance.

3. RESPONDING AGENCY PERSONNEL AND RESOURCES.

- A. Control.
 - i. Generally. Responding Agency personnel and resources shall remain under the direction and control of the Responding Agency. The Requesting Agency's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Agency.
 - ii. NIMS or SEMS/Incident Command System. In cases where CAL OES becomes involved in federal or state emergencies, the signatory parties may be required to use the Incident Command System (ICS) as prescribed by the State's Standard

Emergency Management System (SEMS) or the National Emergency Management System (NEMS).

B. Communication. The Responding Agency personnel will utilize Responding Agency cell phones in order to facilitate communications. If the Responding Agency does not have the necessary communication devices, it will be the responsibility of the Requesting Agency to supply communication devices.

C. Status. Unless otherwise provided by law, the Responding Agency's officers and employees retain the same privileges, immunities, rights, duties, and benefits as provided in their respective jurisdictions.

D. License and Permits. To the extent permitted by law, Responding Agency personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance. The Requesting Agency will report any pesticide usage by Responding Agency personnel in their monthly pesticide usage report.

E. Right to Withdraw. The Responding Agency's Authorized Official retains the right to withdraw some or all of its personnel and/or resources at any time. Notice of intention to withdraw must be communicated to the Requesting Agency's Authorized Official as soon as possible.

4. COST REIMBURSEMENT.

A. Categories of Cost. Unless otherwise mutually agreed in whole or in part, the Requesting Agency shall reimburse the Responding Agency for each of the following categories of costs incurred while providing assistance.

- i. Personnel – Responding Agency personnel are to be paid for work completed during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The Responding Agency designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Agency reimbursement to the Responding Agency must consider all personnel costs, including regular rate of pay as defined by the Fair Labor Standards Act, costs for fringe benefits, and indirect costs (e.g., cellular data usage, meals, and travel. Expenses related to travel, hotel, and meals; the parties agree to utilize the United States General Services Administration (GSA) Per Diem Rate structure as established annually on October 1 of each year by the GSA. Current Per Diem rate is located at the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Responding Agencies' staff labor shall be reimbursed at the fully burdened hourly rate for each classification providing assistance to the requestor agency at the time of request.

- ii. The Requesting Agency will return borrowed equipment in good working order and repair any damages incurred during the Period of Assistance. If damaged beyond repair equipment will be replaced by the Requesting Agency at current market value.
- iii. Materials and Supplies - The Requesting Agency must reimburse the Responding Agency in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies.
- iv. Mileage Reimbursement- The Responding Agency will be reimbursed for mileage for all Responding Agency vehicles used during the period of assistance. Mileage will be reimbursed per the IRS mileage rate and will be the vehicle total mileage starting from Responding Agency headquarters to the return to Responding Agency headquarters once the period of assistance is deemed complete.

B. Payment Period. The Responding Agency must provide an itemized bill to the Requesting Agency for all expenses it incurred as a result of providing assistance under this Agreement. The Responding Agency must send the itemized bill within 60 days after the period of assistance. The Requesting Agency must pay the bill in full on or before the 90th day following the billing date. Unpaid bills become delinquent upon the 91st day following the billing date, and, once delinquent, the bill accrues interest at the rate of prime, as reported by the Wall Street Journal, plus two percent (2%) per annum, unless both parties agree to an alternative repayment plan.

5. DISPUTES.

Any controversy or claim arising out of, or relating to, this Agreement, or the making, performance, or interpretation of it, including, but not limited to, alleged breach of the Agreement, shall be submitted to arbitration in Southern California, under the Arbitration Law of the State of California (California Code of Civil Procedure Section 1280 et seq.). Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties. The arbitration shall be conducted in the county of the Responding Agency.

6. INSURANCE AND INDEMNIFICATION.

Responding Agency and Requesting Agency are authorized self-insured or partially self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Worker's Compensation and warrant that through their respective programs of self-insurance and insurance, they have adequate coverage or resources to protect against liabilities arising out of performance of the terms, conditions or obligations of this Agreement.

Neither Responding Agency nor any officer, employee, agent or volunteer of Responding Agency shall be responsible for any damage or liability arising out of, pertaining to, or relating to, any acts or omissions on the part of Requesting Agency or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by Requesting Agency or its contractors under this Agreement. It is also understood and agreed that, pursuant to Government Code section 895.4, Requesting Agency shall fully indemnify, defend (with counsel approved by Responding Agency) and hold Responding Agency and its officers, employees, agents, and volunteers harmless from any liability imposed for injury (as defined by Government Code section 810.8) arising out of, pertaining to, or relating to any acts or omissions on the part of Requesting Agency or its contractors under or in connection with any work, authority or jurisdiction delegated to and performed by Requesting Agency or its contractors under this Agreement.

In the event Responding Agency and/or Requesting Agency is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, Responding Agency and/or Requesting Agency shall indemnify the other to the extent of its comparative fault.

Requesting Agency and Responding Agency agree to waive all rights of subrogation against each other. Furthermore, if the Responding Agency or Requesting Agency attempts to seek recovery from the other for Workers' Compensation benefits paid to an employee, the Responding Agency or Requesting Agency agree that any alleged negligence of the employee shall not be construed against the employer of that employee.

7. NOTICE.

A party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect the other party to this Agreement shall provide prompt and timely written notice to the party who may be affected by the suit or claim. Each party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

8. INSURANCE.

The signatory parties shall each maintain insurance coverage that covers activities that it may undertake by virtue of this Agreement. The scope of the insurance coverage must include, at a minimum, coverage for employee faulty treatment or abatement efforts and other negligent acts, errors, or omissions and coverage for meeting the indemnity condition provided in Paragraph 6.

9. WITHDRAWAL.

A party may withdraw from this Agreement by providing written notice of its intent to withdraw to all other parties. Withdrawal takes effect after the Authorized Official receives notice. The indemnification and workers compensation provision shall survive withdrawal.

10. MODIFICATION.

This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by all parties by a person with authority to sign.

11. PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES.

This Agreement is for the sole benefit of the signatories below and no person or entity may have any rights under this Agreement as a third-party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and are without effect.

13. COUNTERPARTS.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

14. EFFECTIVE DATE.

This Agreement shall become effective between the signatory parties upon two parties signing. The effective date of subsequent parties' agreements shall be the date of its respective signing.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

ANTELOPE VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

NORTHWEST MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

RIVERSIDE COUNTY ENVIRONMENTAL HEALTH

By: _____

Name/Title: _____

Date: _____

SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

By: _____

Name/Title: _____

Date: _____

WEST VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

LA COUNTY WEST VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

COMPTON CREEK VECTOR CONTROL DISTRICT

By: _____

Name/Title: _____

Date: _____

LONG BEACH DEPARTMENT OF PUBLIC HEALTH

By: _____

Name/Title: _____

Date: _____



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

Date: March 14, 2025

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

Subject: **Annual Review of Signatory Authority**

Exhibit(s): None

Background

Resolution 2022-03, Authorizing Signature Authority is the guiding document that allows designated district officials signatory authority for its accounts and specifies that signatory authority will be reviewed by the Board annually. The Executive Committee has been updated to include Corey Calaycay as Secretary-Treasurer, alongside President John Capoccia, Vice President Meshal Kashifalghita, and Past-President Becky Shevlin.

Committee's Recommendation

None

District Manager's Recommendation

Receive and file

Board Action Options

No action required

Submitted by:

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

Jason Farned
District Manager

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

Date: March 14, 2025

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

Subject: **Annual Review and Adoption of Policy No. 30 - Investments**

Exhibit(s): Exhibit 7A

Background

In accordance with *Policy No. 30 - Investments*, the Board is required to review and adopt the District's Investment Policy annually. This ensures all investments comply with applicable state and local laws and align with current financial best practices.

The Finance Committee and Optimized Investment Partners, the District's investment advisory consultant, have reviewed the policy and do not recommend any revisions at this time.

District Manager Recommendation

The District Manager recommends approval of *Policy No. 30 - Investments*.

Committee's Recommendation

The Finance Committee convened on February 14, 2025 and recommended approval of *Policy No. 30 - Investments*.

Board Action Options

- Board Action: If the Board concurs, following the public discussion by members for this item, the appropriate action is to approve *Policy No. 30 - Investments*.
- Alternative Board Action: If after discussion by members for this item, the Board may choose not to approve *Policy No. 30 - Investments*.

Submitted by:

A handwritten signature in cursive script that reads "Jason Farned".

Jason Farned
District Manager

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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Policy Number: 30
Subject: Investments
Category: Fiscal
Adopted: 09/08/2023
Revision(s): 09/08/2023



POLICY NO. 30 – INVESTMENTS

Section 1. Purpose and Scope

- A. The purpose of this policy is to comply with the requirements of *Cal. Gov. Code § 53600†*. and to provide clear guidance for the investment of all monies of the San Gabriel Valley Mosquito and Vector Control District (District). The District shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of safety, liquidity, and return on investment. Under authority granted by the Board of Trustees, the District Manager is responsible for investing the unexpended cash in the District Treasury.
- B. The investment policy applies to all investment activities and financial assets of the District as accounted for in the annual audit. This policy is applicable, but not limited to, all funds listed below:
1. General Fund
 2. Capital Funds
 3. Other Special Revenue Funds, Debt Service Funds, Internal Service Funds
 4. Any new fund created by the Board of Trustees unless specifically exempted.

Section 2. Prudence

- A. The standard of prudence to be used by the designated representative shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard which states, “When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency”.
- B. The District Manager and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from

expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

Section 3. Objectives

A. The District's primary investment objectives, in order of priority, shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
 - a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in issuers that carry the direct or implied backing of the U.S. Government (including, but not limited to, the U.S. Treasury, U.S. Government Agencies, and federally insured banks). The portfolio will be diversified so that the failure of any one issuer does not unduly harm the District's capital base and cash flow.
 - b. Market risk, (aka "interest rate risk") defined as market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long-term securities for the sole purpose of short-term speculation. Moreover, it is the District's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. Limited exceptions will be granted for security swaps that would improve the portfolio's yield and/or credit quality.
2. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The District's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout budgetary and economic cycles. These measurements should be commensurate with the District's investment risk constraints identified in this policy and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority

A. The Board of Trustees delegates to the District Manager and Treasurer the primary responsibility for the District's investment program and the authority to make investments on behalf of the District. The Finance and Audit Committee shall exercise oversight responsibilities pertaining to District investments and provide recommendations to the Board regarding the investment program. The Board of Trustees will retain ultimate fiduciary responsibility for the portfolio. The Board will receive monthly reports of all investment transactions and review the investment policy annually making any changes necessary by adoption. The Director of Administrative Services has the authority to facilitate and manage investments on the District's behalf, solely under the direction of the District Manager. All investments of the District shall be approved by the District Manager and Treasurer. No person

may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the District Manager and Treasurer.

Section 5. Ethics and Conflicts of Interest

- A. Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the District Manager and the Director of Administrative Services are required to annually file applicable financial disclosures as required by the *Fair Political Practices Commission (FPPC)**. Furthermore, Investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the District.

Section 6. Authorized Dealers and Institutions

- A. The District Manager will maintain a list of approved financial institutions authorized to provide investment services to the District. These may include “primary” dealers or regional dealers that qualify under *Securities & Exchange Commission Rule 15C3-1**. Best practices include the following:
1. A determination that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy;
 2. The broker/dealer firms should have the ability to meet all their financial obligations in dealing with the Public Agency;
 3. The firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved;
 4. No public deposit shall be made except in a qualified public depository as established by the established state laws;
 5. All financial institutions and broker/dealers who desire to conduct investment transactions with the District shall supply the District Manager with audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, a completed broker/dealer questionnaire, certification of having read the Public Agency’s investment policy and depository contracts.
- B. The District Manager shall conduct an annual review of the financial condition and registrations of qualified dealers & institutions.

Section 7. Authorized and Suitable Investments

- A. Investment of District funds is governed by the *Cal. Gov. Code § 53600†*. Within the context of the limitations, the following investments are authorized, as further limited herein:
1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no

percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.

2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, and Los Angeles County Investment pool, may be used up to the maximum permitted by California State Law.
4. Negotiable Certificates of Deposit issued by nationally or state-chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. Principal and accrued interest on these investments must not exceed the \$250,000 FDIC insurance limit. A maturity limitation of five years is applicable.
5. Time deposits or placement service deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 50% of the investment portfolio may be invested in this investment type. A maturity limitation of five years is applicable. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under *Cal. Gov. Code § 53601.8⁺⁺* (excludes negotiable certificates of deposit authorized under *Cal. Gov. Code § 53601(i)⁺⁺⁺*. On January 1, 2026, the maximum percentage of the portfolio reverts to 30 percent. Investments made pursuant to *Cal. Gov. Code § 53635.8⁺⁺⁺⁺* remain subject to a maximum of 30 percent of the portfolio.
6. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the San Gabriel Valley Mosquito and Vector Control District may be purchased as allowed under the State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be used.

Authorized Investment Type	Government Code	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment in One Issuer
Treasury Obligations (bills, notes, & bonds)	53601(b)	5 Years	N/A	100%	N/A
US Government Agency and Federal Agency Securities	53601(f)	5 Years	N/A	100%	N/A
Local Agency Investment Fund (LAIF)	16429.1	Upon Demand	N/A	As permitted by LAIF (currently \$65 million per account)	N/A
Los Angeles County Investment Pool	53684	Upon Demand	N/A	As permitted by County Treasurer (currently no limit)	N/A
Joint Powers Authority Pool	53601(p)	N/A	See § 8.3 (above)	None	N/A
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	N/A
Placement Service Deposits	53601.8 and 53635.8	5 Years	N/A	50%	N/A

Section 8. Investment Pools / Money Market Funds

- A. A thorough investigation of the investment pool/money market fund is required prior to investing, and on a continual basis. Best efforts will be made to acquire the following information:
1. A description of eligible investment securities, and a written statement of investment policy and objectives.
 2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
 3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
 4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
 5. A schedule for receiving statements and portfolio listings.
 6. Are reserves, retained earnings, etc. utilized by the pool/fund?
 7. A fee schedule, and when and how is it assessed.
 8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

Section 9. Collateralization

- A. Collateralization will be required on two types of investments: non-negotiable certificates of deposit and repurchase (and reverse repurchase) agreements. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for non-negotiable certificate of deposit and 102% for reverse repurchase agreements of principal and accrued interest.
- B. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.
- C. The District may waive the collateralization requirements for any portion of the deposit that is covered by Federal Deposit Insurance.

Section 10. Safekeeping and Custody

- A. All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

Section 11. Diversification

- A. The District shall diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type, excluding U.S. Treasuries, federal agencies, and pooled investments such as LAIF, money market funds, or local government investment pools.

Section 12. Maximum Maturities

- A. To the extent possible, the San Gabriel Valley Mosquito and Vector Control District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than five (5) years from the date of purchase. Any investment longer than five (5) years must be done with advance permission from Board of Trustees.

Section 13. Internal Controls

- A. The District Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, fraud, or misuse.
- B. Separation of functions between the District's District Manager or Director of Administrative Services is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.
- C. Approved investment decisions are communicated to staff through the District Manager, executed by the Accounting Specialist, and confirmed by the Director of Administrative Services. All wire transfers initiated by the Accounting Specialist/Director of Administrative

Services must be reconfirmed by the appropriate financial institution to the District Manager. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

- D. The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Director of Administrative Services monthly. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the District's cash and investments that have a material impact on the financial statements. The District Manager shall review and assure compliance with investment process and procedures.

Section 14. Reporting

- A. The District's Treasurer shall report monthly to the Board of Trustees the following information:
1. Investment type (e.g., U.S. Treasury Note, U.S. Government Agency Bond)
 2. Name of the issuer (e.g., Federal Farm Credit Bank, Federal Home Loan Bank)
 3. Maturity date
 4. Yield to maturity
 5. Current market value and source of market value
 6. Par and dollar amount for each security the District has invested in
 7. Par and dollar amount on any money held by the District (e.g., LAIF balance, Cash Balance).
 8. Compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance.
 9. A statement denoting the ability of the District to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money shall (or may not) be available.

Section 15. Investment Policy Adoption and Revision

- A. This Investment Policy shall be reviewed and adopted annually by the Board of Trustees for relevance to ensure that all investments made are in compliance with state and local codes and laws and are consistent with current financial trends.

Resources Cited

1. *Fair Political Practices Commission (FPPC): <https://www.fppc.ca.gov/>
2. **Securities & Exchange Commission Rule 15C301 – Net Capital Rule

Code Cited

1. † California Government Code § 53600 et seq. Investment of Surplus
2. †† California Government Code § 53601.8

3. ††† *California Government Code § 53601(i)*
4. †††† *California Government Code § 53635.8*