



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
February 12, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**  
Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department "Safer at Home" declaration to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

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

**HOW TO OBSERVE THE MEETING:**

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/acKGc2q5eB> if the line is busy.

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

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

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

## **1. Call to Order**

**1.1 Pledge of Allegiance**

**1.2 Roll Call**

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

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

## **3. Consent Calendar**

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

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

**3.2. Budget Status Report for January\***

**3.3. Minutes of Board of Trustees Meeting January\***

**3.4. Operations Report January\***

**3.5. Surveillance Report January\***

**3.6. Communications Report January\***

**3.7. December 2020 Monthly Treasurer Report / District Working Balance for February 2021\***

- 4. Joint Tax Transfer Resolution – San Gabriel Valley Mosquito and Vector Control District Annexation 2018-06\* (EXHIBIT 4A, 4B, 4C)**  
(Board President, Becky Shevlin) (Approve/Deny)
- 5. LAFCO Redevelopment Oversight Board Call for Nomination (EXHIBIT 5A)**  
(Board President, Becky Shevlin) (Discussion)
- 6. Consider Contract Renewal with SCI Consulting Group to Provide Engineering Services\* (EXHIBIT 6A, 6B)**  
(Board President, Becky Shevlin) (Approve/Deny)
- 7. Consider Approving San Gabriel Valley Mosquito and Vector Control District Fiscal Year 2020/21 Annual Budget Midyear Adjustments (Exhibit 7A)**  
(Finance and Audit Committee Chair, Lloyd Johnson - Board President, Becky Shevlin) (Approve/Deny)
- 8. Trustee Committee Assignments**  
(Board President, Becky Shevlin)
- 9. District Administration**
  - 9.1. EcoHealth Vector Education Program - Public Health Teachers of the Year**
  - 9.2 Trustee Training Certification**
  - 9.3 Committee Meetings – Public Information Committee**
- 10. Committee Reports**
  - 10.1. Finance and Audit Committee**
  - 10.3. Ad Hoc Property Committee**
- 11. Trustee Reports**
- 12. New Business**
- 13. Adjournment**

## **CERTIFICATE OF POSTING**

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

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



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

### **Notice to the Public**

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

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

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**January 7, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	01/07/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	313.65
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2089900			6070 FLEX PREMIUMS (Flex Premiums)	404.15
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
2089434			6070 CAFETERIA BENEFIT	154.00
				<u>1,171.80</u>
EFT	01/07/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164627112			6070 Vision Premiums (Vision Premiums)	260.46
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>460.66</u>
EFT	01/07/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 1/7/2020				
EFT	01/07/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 1/7/2020			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributi	139.30
			6201 RETIREMENT - PEPRA (Employer Contributi	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributi	1,004.27
			6201 RETIREMENT - PEPRA (Employer Contributi	1,099.31
				<u>8,876.34</u>
17750	01/07/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	171.02
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.46
792287099			6332 Uniforms (Uniforms)	171.01
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6332 Uniforms (Uniforms)	171.02
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	123.20
			6332 Uniforms (Uniforms)	170.52
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	123.12
			6332 Uniforms (Uniforms)	171.02
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	145.78
				<u>1,467.62</u>
<b>17751</b>	<b>01/07/2021</b>	<b>ATHENS SERVICES</b>	6040 Refuse Disposal (Refuse Disposal)	260.09
				<u>260.09</u>
9708664				
<b>17752</b>	<b>01/07/2021</b>	<b>AZUSA LIGHT &amp; WATER</b>	6343 Meter # 99172930 (Account # 303-0190.300)	70.04
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190-300				<u>118.25</u>
<b>17753</b>	<b>01/07/2021</b>	<b>ENVIRONMENT CONTROL</b>	6040 Building Maintenance	1,299.00
				<u>1,299.00</u>
9667-411				
<b>17754</b>	<b>01/07/2021</b>	<b>FLEET SOLUTIONS CENTER</b>	6260 SUPPLIES, MECHANICAL	135.00
			6260 SUPPLIES, MECHANICAL	783.51
3347,3355,3370,3382	01/01/2021		6260 SUPPLIES, MECHANICAL	125.00
			8000 CAPITAL OUTLAY (Capital Outlay)	654.35
			6260 SUPPLIES, MECHANICAL	125.00
				<u>1,822.86</u>
<b>17755</b>	<b>01/07/2021</b>	<b>LEWIS BRISBOIS BISGAARD &amp; SMITH LLP</b>	6130 Profess Serv rendered (Professional Services	13,237.80
				<u>13,237.80</u>
2839394				
<b>17756</b>	<b>01/07/2021</b>	<b>LIEBERT CASSIDY WHITMORE</b>	6130 Profess Serv rendered (Professional Services	150.00
				<u>150.00</u>

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SAN GABRIEL VALLEY MVCD

Claims List  
January 7, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				150.00
1511151				
17757	01/07/2021	PRECISE REPAIR AUTO	6260 SUPPLIES, MECHANICAL	40.00
				40.00
2908				
17758	01/07/2021	SOCAL WRAPS	8000 CAPITAL OUTLAY (Capital Outlay)	250.00
				250.00
17718				
17759	01/07/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,390.98
				1,390.98
2-03-760-7223				
17760	01/07/2021	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	66.82
				66.82
9825721106				
17761	01/07/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
0EAF3F59-0002				
17762	01/07/2021	US BANK	6302 Supplies, Safety	350.00
			6080 Hiring Expenses	104.00
Alba			6036 COMPUTER SOFTWARE	138.75
			6036 COMPUTER SOFTWARE	1,386.00
Dever			6036 COMPUTER SOFTWARE	299.60
			6035 COMPUTER HARDWARE	158.00
			6333 BRANDED CLOTHING	68.77
			6333 BRANDED CLOTHING	36.92

**SAN GABRIEL VALLEY MVCD**

**Claims List**

January 7, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Doyle			6281 MOSQUITO FISH SUPPLIES	148.53
			6333 BRANDED CLOTHING	30.00
			6232 REGISTRATION - SEMINARS (REGISTRATI	300.00
			6333 BRANDED CLOTHING	41.12
			6333 BRANDED CLOTHING	42.00
			6281 MOSQUITO FISH SUPPLIES	92.05
			6036 COMPUTER SOFTWARE	229.00
			6080 Hiring Expenses	99.00
Farned			6333 BRANDED CLOTHING	269.92
Gutierrez			6037 WEBSITE AND EMAIL SERVICE	14.98
Holguin			6003 ADVERTISING	109.32
Sun			6302 Supplies, Safety	1,960.05
			6302 Supplies, Safety	556.95
			6290 Supplies, Public Informati	28.25
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	459.00
			6290 Supplies, Public Informati	152.85
			6232 SEMINARS AND MEETINGS	47.00
			6270 OFFICE SUPPLIES	94.79
Tanaka			6280 SUPPLIES, OPERATIONS	9.96
			6040 Building Maintenance	21.66
Van der Heyden			6040 Building Maintenance	13.34
				<u>7,266.80</u>
17763	01/07/2021	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	1,886.42
				<u>1,886.42</u>

**Accounts Payable for January 7, 2021**

**40,085.86**



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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	01/21/2021	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance	296.61
D258864			6070 Premiums, life - Cafeter (Voluntary Insurance	1,414.38
			6070 Premiums, life - Cafeter (Voluntary Insurance	275.44
			6070 Premiums, life - Cafeter (Voluntary Insurance	54.95
				<u>2,264.85</u>
EFT	01/21/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums	556.82
			6070 Med premiums - Cafeteria (Medical premiums	694.34
100000016305302			6070 Med premiums - Cafeteria (Medical premiums	3,979.75
			6070 Med premiums - Cafeteria (Medical premiums	4,642.77
			6070 Med premiums - Cafeteria (Medical premiums	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	45.54
				<u>12,672.81</u>
EFT	01/21/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 1/21/2021				
EFT	01/21/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,436.72
PR of 1/21/21			6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributi	139.30
			6201 RETIREMENT - PEPRA (Employer Contributi	2,586.05
			6201 RETIREMENT - PEPRA (Employer Contributi	1,004.27
			6201 RETIREMENT - PEPRA (Employer Contributi	1,178.36
				<u>8,955.39</u>
EFT	01/21/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	2,929.33
				<u>2,929.33</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**January 21, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
1085590-10001				
EFT	01/21/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
SM09BT20210114001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
17764	01/21/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17765	01/21/2021	AMAZON.COM	6035 COMPUTER HARDWARE	361.14
			6270 OFFICE SUPPLIES	42.65
Acct ending in 599-9			6280 SUPPLIES, OPERATIONS	43.34
			6035 COMPUTER HARDWARE	42.25
			8000 CAPITAL OUTLAY (Capital Outlay)	25.78
			6270 OFFICE SUPPLIES	58.74
			6250 LABORATORY SUPPLIES	186.04
			6270 OFFICE SUPPLIES	84.44
				<u>844.38</u>
17766	01/21/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 01/08/2021				
17767	01/21/2021	CALOLYMPIC SAFETY	6302 Supplies, Safety	761.39
				<u>761.39</u>
390953				
17768	01/21/2021	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

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**SAN GABRIEL VALLEY MVCD**  
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**January 21, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 1/8/2021				
17769	01/21/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17770	01/21/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17771	01/21/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17772	01/21/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	57.50
			6260 SUPPLIES, MECHANICAL	478.09
3385,3406				<u>535.59</u>
17773	01/21/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17774	01/21/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17775	01/21/2021	HOME DEPOT	6040 Building Maintenance	10.99
			6281 MOSQUITO FISH SUPPLIES	9.89
Acct ending in 4710			6040 Building Maintenance	59.29
			6040 Building Maintenance	10.44
				<u>10.44</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
January 21, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				90.61
17776	01/21/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17777	01/21/2021	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/08/2021				
17778	01/21/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17779	01/21/2021	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17780	01/21/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	316.94
				<u>316.94</u>
Premium Reimburse				
17781	01/21/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	149.50
				<u>149.50</u>
BM of 1/8/2021				
17782	01/21/2021	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	29.50
				<u>29.50</u>
2125650				
17783	01/21/2021	MANUEL GARCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

January 21, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 1/8/2021				
17784	01/21/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/8/2021				
17785	01/21/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	526.84
				526.84
Premium Reimburse				
17786	01/21/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	618.23
				618.23
Premium Reimburse				
17787	01/21/2021	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	246.75
				246.75
0024588535				
17788	01/21/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/8/2021				
17789	01/21/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/8/2021				
17790	01/21/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 1/8/2021				

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**January 21, 2021**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17791	01/21/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17792	01/21/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17793	01/21/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	251.44
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 61E	72.71
057-518-21009				<u>324.15</u>
17794	01/21/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 1/8/2021				
17795	01/21/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	305.00
			6260 SUPPLIES, MECHANICAL	361.36
59411				<u>666.36</u>
17796	01/21/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	729.34
138897804-0				<u>1,727.64</u>
17797	01/21/2021	VECTOR CONTROL JPA	6111 OTHER INSURANCE	367.74
				<u>367.74</u>
VCJPA-2020-169				
17798	01/21/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	1,946.27
			6312 Monthly District Field Ph (Monthly District Fiel	1,457.09
			6312 Monthly District Field Ph (Monthly District Fiel	926.45
272560553-001,00002			6312 Monthly District Field Ph (Monthly District Fiel	<u>1,110.91</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

January 21, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				5,440.72
17799	01/21/2021	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				1,500.16
5013321160				
		<b>Accounts Payable for January 21, 2021</b>		<b>43,423.42</b>
		<b>Total Accounts Payable for January 2021</b>		<b>83,509.28</b>
		<b>Total Payroll for January 2021</b>		<b>225,791.85</b>
		see attached		
		<b>Total Claims for January 2021</b>		<b>309,301.13</b>

**San Gabriel Valley MVCD  
Payroll for January 2021**

<b>Department</b>	<b>January 7, 2021</b>	<b>January 21, 2021</b>	<b>TOTAL</b>
EXECUTIVE	9,014.41	9,164.08	18,178.49
ADMINISTRATION	11,742.28	11,999.25	23,741.53
OPERATIONS	47,398.61	47,928.66	95,327.27
SURVEILLANCE	16,226.07	16,002.31	32,228.38
COMMUNICATIONS	13,737.25	14,375.38	28,112.63
SEASONAL WORKERS	<u>763.25</u>	<u>1,025.95</u>	<u>1,789.20</u>
Gross Payroll	98,881.87	100,495.63	199,377.50
Employer Taxes	7,941.70	7,116.52	15,058.22
Car Allowance	500.00	-	500.00
Employee Benefit-Med	<u>6,141.14</u>	<u>4,714.99</u>	<u>10,856.13</u>
<b>TOTAL PAYROLL</b>	<b>113,464.71</b>	<b>112,327.14</b>	<b>225,791.85</b>



SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 59% of Year Completed  
 January 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	45,356.12	333,942.71	605,545.00	271,602.29	55.15	
Salaries - Non Exempt	88,462.99	931,364.48	1,915,927.00	984,562.52	48.61	
Salaries - Overtime	37.66	10,049.18	14,500.00	4,450.82	69.30	Inspections
Salaries - Vacation	17,941.17	54,777.61	84,149.00	29,371.39	65.10	Holiday use
Salaries-Holiday	39,196.51	81,308.71	109,279.00	27,970.29	74.40	
Salaries, Sick Pay	6,682.60	36,709.56	87,127.00	50,417.44	42.13	
Salaries, Part-time - XH	1,700.45	90,429.82	197,580.00	107,150.18	45.77	
Management Car Allowance	500.00	3,150.00	6,000.00	2,850.00	52.50	
Cafeteria Benefit	30,260.70	245,320.69	364,800.00	119,479.31	67.25	Seasonal Expense
Hlth Benefits, Ret Emps	1,891.01	14,644.54	26,000.00	11,355.46	56.33	
Employer, 457 Contribution	240.84	1,806.30	3,150.00	1,343.70	0.00	
Medicare	3,106.15	23,292.01	45,790.00	22,497.99	50.87	
Retirement - Classic	8,094.82	58,465.06	223,650.00	165,184.94	26.14	
Retirement - Pepra	9,736.91	75,644.75	295,800.00	220,155.25	25.57	
Retirement - Classic-Unfunded Liability	0.00	154,467.00	151,439.00	(3,028.00)	102.00	One time fee
Retirement - Pepra-Unfunded Liability	0.00	0.00	8,342.00	8,342.00	0.00	
Social Security	47.32	1,957.43	8,170.00	6,212.57	23.96	
Group Term Life Ins	0.00	2,600.31	4,300.00	1,699.69	60.47	
Tuition Reimbursement	0.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	12,027.20	15,037.17	25,000.00	9,962.83	60.15	
Post Retirement Benefits	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>265,282.45</b>	<b>2,135,217.33</b>	<b>4,180,548.00</b>	<b>2,045,330.67</b>	<b>51.08</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	0.00	12,389.24	26,000.00	13,610.76	47.65	
Branded Clothing	488.73	2,237.64	8,600.00	6,362.36	26.02	
Boots	0.00	855.96	4,500.00	3,644.04	19.02	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	2,084.06	3,000.00	915.94	69.47	Employee Appreciation
Advertising	109.32	8,241.33	30,000.00	21,758.67	27.47	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 59% of Year Completed  
January 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	2,007.63	9,608.16	15,000.00	5,391.84	64.05	Year end processing
Board expenses	2,149.50	16,566.41	38,000.00	21,433.59	43.60	
Computer Hardware	561.39	2,113.32	42,500.00	40,386.68	4.97	
Computer Software	2,053.35	18,348.31	61,000.00	42,651.69	30.08	
Website/Email Service	678.97	4,515.04	5,700.00	1,184.96	79.21	Annual service
Facility maintenance	2,275.58	36,811.48	40,000.00	3,188.52	92.03	Electrical work, alarm service
Maintenance, equipment	0.00	1,232.20	4,000.00	2,767.80	30.81	
Maintenance, grounds	0.00	19.58	10,000.00	9,980.42	0.20	
Lease Equipment	1,500.16	10,621.91	21,000.00	10,378.09	50.58	
Fees & Assessments	0.00	3,882.01	4,300.00	417.99	90.28	LAFCO Fees
Hiring expenses	203.00	203.00	4,000.00	3,797.00	5.08	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	367.74	2,133.09	3,500.00	1,366.91	60.95	
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	13,417.30	35,172.42	25,000.00	(10,172.42)	140.69	Personnel Issues
Memberships	0.00	26,109.46	28,000.00	1,890.54	93.25	MVCAC. Cal Chamber
Miscellaneous expenses	246.75	1,556.57	3,500.00	1,943.43	44.47	
Postage	0.00	2,464.12	6,700.00	4,235.88	36.78	
Accounting Services, Auditor	0.00	7,463.50	22,000.00	14,536.50	33.93	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	0.00	23,570.00	50,000.00	26,430.00	47.14	
Printing & Reproduction	0.00	5,273.42	16,500.00	11,226.58	31.96	
Research	0.00	0.00	500.00	500.00	0.00	
Seminars and meetings	347.00	789.50	47,600.00	46,810.50	1.66	
Supplies, Surveillance	186.04	6,918.62	10,000.00	3,081.38	69.19	New traps
Supplies, Vehicle Maintenance	2,410.46	7,867.47	60,000.00	52,132.53	13.11	
Supplies, Gasoline	1,886.42	28,971.11	65,000.00	36,028.89	44.57	
Supplies, Office	352.44	4,918.64	11,600.00	6,681.36	42.40	
Supplies, Mosquito Fish	250.47	1,544.45	5,000.00	3,455.55	30.89	
Supplies, Operations	53.30	3,614.99	15,000.00	11,385.01	24.10	
Supplies, Pesticides	0.00	95,981.08	75,000.00	(20,981.08)	127.97	Auditor adj.

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 59% of Year Completed  
 January 31, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	181.10	528.92	10,000.00	9,471.08	5.29	
Supplies, Education Program	0.00	7,297.39	14,000.00	6,702.61	52.12	
Supplies, Safety	3,628.39	14,514.42	20,000.00	5,485.58	72.57	PPE Covid-19
Supplies, Media Production	0.00	635.81	6,000.00	5,364.19	10.60	
Benefit Assesment Admin Cost	95,772.25	107,841.44	118,000.00	10,158.56	91.39	County Admin fees
Communications, field	5,440.72	26,121.40	42,000.00	15,878.60	62.19	Cell phone upgrade
Telephone, Internet	998.30	7,254.31	14,000.00	6,745.69	51.82	
Telephone , Office	729.34	6,391.16	15,500.00	9,108.84	41.23	
Training , CEU's	0.00	2,573.00	6,000.00	3,427.00	42.88	
Uniforms and clothing	854.59	6,186.39	12,000.00	5,813.61	51.55	
Utilities, Electric	1,390.98	17,952.78	30,000.00	12,047.22	59.84	
Utilities, Natural Gas	324.15	1,256.77	3,100.00	1,843.23	40.54	
Utilities, Water	118.25	951.98	2,200.00	1,248.02	43.27	
Automobile Lease	0.00	37,523.17	30,000.00	(7,523.17)	125.08	Paid lease in full
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>140,983.62</b>	<b>835,753.03</b>	<b>1,332,674.00</b>	<b>496,920.97</b>	<b>62.71</b>	
<b>TOTAL EXPENSES</b>	<b>406,266.07</b>	<b>2,970,970.36</b>	<b>5,513,222.00</b>	<b>2,542,251.64</b>	<b>53.89</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	930.13	125,521.81	242,000.00	116,478.19	51.87	
<b>TOTAL CAPITAL EXPENSES</b>	<b>930.13</b>	<b>125,521.81</b>	<b>242,000.00</b>	<b>116,478.19</b>	<b>51.87</b>	
<b>RESERVES</b>						
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	459,849.00	459,849.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	49,000.00	49,000.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,035,307.00</b>	<b>2,035,307.00</b>	<b>0.00</b>	

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
January 8, 2021**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Catherine Marcucci (Industry)  
Manuel Garcia (Irwindale)  
Jamie Bissner (Los Angeles Co.)  
Becky Shevlin (Monrovia)  
Joseph Leon (Monterey Park)  
Rachel Janbek (Pasadena)  
Sandra Armenta (Rosemead)  
Ryan Vienna (San Dimas)  
Denise Menchaca (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Robert Gonzales (Azusa)  
Manuel Lozano (Baldwin Park)  
Elyse Rasmussen (La Verne)  
Tim Sandoval (Pomona)  
Cynthia Sternquist (Temple City)

**STAFF PRESENT**

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

**GUESTS PRESENT**

Representative, Lewis Brisbois  
Bisgaard & Smith, Legal Counsel

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:00 a.m, Trustee Margaret Finlay led the Pledge of Allegiance, and Clerk of the Board Marta Tanaka took Roll Call.

Board President Becky Shevlin introduced new Trustees, Jackie Doornik, appointed by City of Glendora, and Denise Menchaca, appointed by the City of San Gabriel, and informed of the appointment of Robert Gonzales by the City Azusa, who was not in attendance. President Shevlin welcomed the new Board Members.

Board President Becky Shevlin announced the reappointments of Trustees John Capoccia, Manuel Garcia, Catherine Marcucci, Tim Sandoval, Stephen Sham, Cynthia Sternquist, Ryan Vienna, and Allen Wu, and congratulated them on their appointments.

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

None

**3. Consent Calendar**

A Motion made by Trustee Corey Calaycay, seconded by Trustee Jerry Velasco, to approve the Consent Calendar, passed by majority vote.

AYES: S. Sham, R. Chandler, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, C. Marcucci, M. Garcia, J. Bissner, B. Shevlin, J. Leon, R. Janbek, S. Armenta, D. Menchaca, J. Capoccia, R. Joe, A. Wu, L. Johnson

NOES: None

ABSENT: R. Gonzales, M. Lozano, E. Rasmussen, T. Sandoval, R. Vienna, C. Sternquist

ABSTAIN: None

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

Board President Becky Shevlin suspended the agenda item, citing it will be brought back for consideration at a future meeting.

**5. Governing Authority, Relevant Laws and Requirements**

District Legal Counsel Kelly Black described this memo as an outline of relevant statutes, providing a summary of relevant sections such as the Brown Act, Health and Safety Code, Public Records Act, and containing hyperlinks with additional information.

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

District Legal Counsel Kelly Black reported that the current Board Bylaws have not been revised since 2014, and key provisions were due for revision. Black stated that relevant California State rules and regulation are now included in Bylaws.

District Manager Jared Dever added that additions to the Bylaws include provisions on attendance, conflict of interest, and a code of conduct. Dever also confirmed this resolution replaces all previous Bylaws and Amendments.

AYES S. Sham, R. Chandler, R. Barakat, C. Calaycay, H. Morgan, M. Finlay, J. Velasco, J. Doornik, C. Marcucci, M. Garcia, J. Bissner, B. Shevlin, J. Leon, R. Janbek, S. Armenta, D. Menchaca, J. Capoccia, R. Joe, A. Wu, L. Johnson

NOES None

ABSENT R. Gonzales, M. Lozano, E. Rasmussen, T. Sandoval, R. Vienna, C. Sternquist

ABSTAIN None

**7. Trustee Service Pins**

Board President Becky Shevlin announced that Trustee Roger Chandler has diligently served for 20 years, and that Trustee Cynthia Sternquist has dedicated 10 years of service to the District. Shevlin advised that their service pins will be presented when board meetings resume in-person, and thanked both trustees for their service.

## **8. Trustee Committee Assignments**

Board President Becky Shevlin stated that the current Committee composition is mostly complete, with the exception of the Public Information Committee, requiring four additional members, and the Personnel and Policy Committee, which needs one.

Board President Becky Shevlin instructed staff to distribute the list of Committees to Board Members. Trustee Richard Barakat requested that a list of Committee descriptions be included.

## **9. District Administration**

### **9.1 Virtual Trustee Orientation Invitation**

District Manager Jared Dever invited any new or returning Trustees interested in attending a virtual orientation presentation and district tour reach out to him or Clerk of the Board, Marta Tanaka, to schedule.

### **9.2 Finance and Audit Committee Meeting Reminder**

District Manager Jared Dever announced that meetings of the Finance and Audit and Personnel and Policy Committees need to be convened prior to the February Board Meeting.

### **9.3 Covid-19 Update**

District Manager Jared Dever detailed additional measures taken by the district in December, aimed at enhancing safety and preventing Covid-19 transmission. Dever advised that measures included sanitization stations installed throughout the district facility, as well as personal protective equipment distributed to staff.

## **10. Committee Reports**

### **10.1 Executive Committee**

Board President Becky Shevlin advised that all agenda items discussed during the Executive Committee meeting had been addressed in previous board agenda items.

## **11. Trustee Reports**

Board President Becky Shevlin dedicated this meeting in honor of former Los Angeles City Councilmember Thomas LaBonge.

## **12. New Business**

None.

## **13. Adjournment**

The meeting was adjourned at 7:35 a.m.

**Operations Department**  
 Disease Weeks [53 - 4] | [December 27, 2020 - January 30, 2021]

**Zone Specialists:**

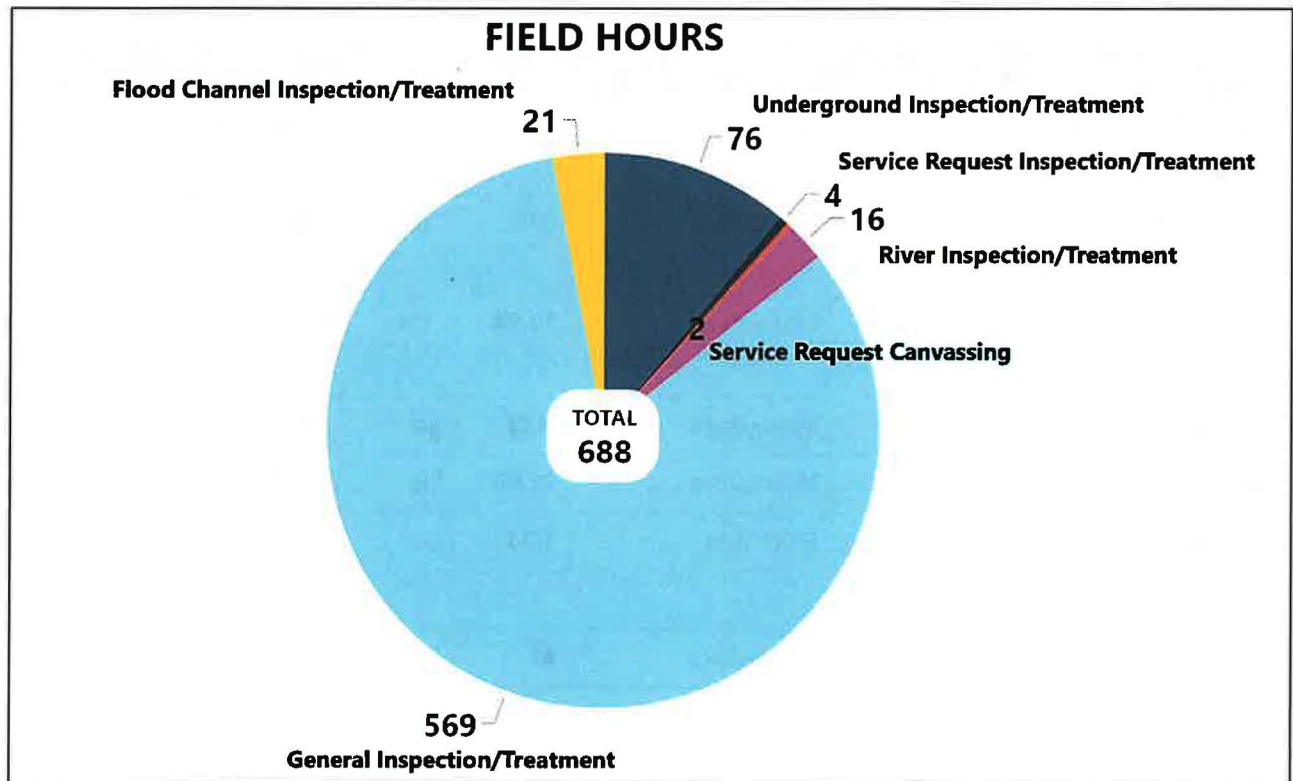
Zone	Specialist	Cities
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Marco Gaytan & Fred Ibarra	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte, Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco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

**Field Statistics:**

**2,180** - 4%  
2019  
SITES VISITED

**10** - 67%  
2019  
SERVICE REQUESTS

**1** + 0%  
2019  
CONSULTATIONS



**Chemical Usage:****December 2020**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	2.63	gal.	25264	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	9.83	lbs.	12524	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	0.43	gal.	218591	sq.ft.
Ingestion, toxicant	Mosquitoes	22.45	lbs.	458074	sq.ft.
Ingestion, toxicant	Black flies	1.97	gal.	584	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	78	ea.	1296	sq.ft.

**January 2021**

Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	0.60	gal.	5562	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	18.94	lbs.	6762	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	0.35	gal.	180575	sq.ft.
Ingestion, toxicant	Mosquitoes	23.05	lbs.	374474	sq.ft.
Ingestion, toxicant	Black flies	1.83	gal.	507	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	85	ea.	515	sq.ft.



## Surveillance Department

### Disease Weeks [53 - 4] | [December 27, 2020 – January 30, 2021]

#### Insect Surveillance Activities

During the winter months, the Surveillance Department is preparing for the upcoming season and making improvements to data management processes. Weekly mosquito surveillance is generally discontinued during winter months due to assumed low mosquito activity and low temperatures. In attempts to understand the winter activity of mosquitoes in the San Gabriel Valley, the Surveillance Department set a limited number of traps when the area experienced unusually warm day and overnight temperatures in mid-January. Samples of these mosquitoes were saved for West Nile virus testing. Weekly trapping is expected to resume the first week of March, however, the Surveillance Department will set traps if weather conditions allow.

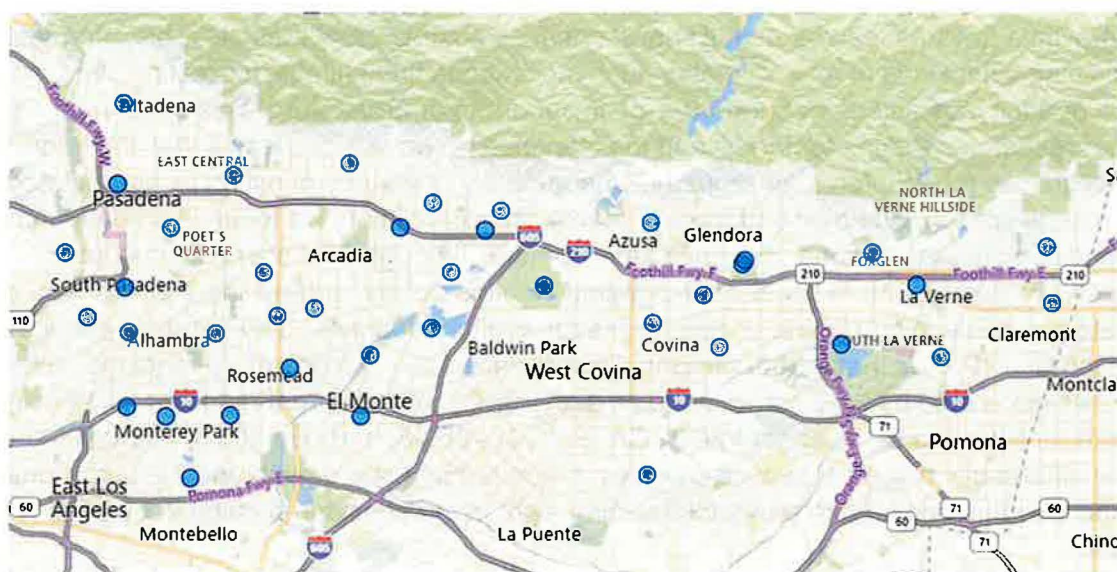


Figure 1 Trapping locations

The Surveillance Department also sampled for ticks in January. Many of the locations that are traditionally sampled were closed due to the wildfires experienced last year. Three locations were sampled and one location had a high number of immature ticks, 190 in total. All ticks were saved for testing.

#### Department Project Summaries

In addition to normal surveillance activities, such as trapping and testing mosquito samples, members of the Surveillance Department undertook individual projects to answer a variety of questions to support the mission of the district during the 2020 season. The topics focused on various aspects of aimed at refining mosquito sampling and mosquito ecology in the San Gabriel Valley.

Dr. Aviva Goldmann evaluated the hypothesis that plastic containers must age outdoors for at least 30 days before *Aedes aegypti* and *Aedes albopictus* females use them for oviposition. To investigate this idea, field-aged and brand new ovicups were placed next to each other at San Gabriel Valley residences for four weeks. Although replication was insufficient for statistical testing, aged and new ovicups collected nearly the same number of eggs. In addition, as the pre-experimental aging period of ovicups progressed, no increase in oviposition was observed. These results do not support a preference for aged vs. new plastic containers by *Aedes spp.* females.

Gimena Ruedas undertook an extensive trapping study aiming to increase the District's understanding how the factors surrounding gravid traps influence mosquito catches would be incredibly useful for vector control districts, as it could allow for better decision making and resource allocation. Unfortunately, this is an area that is poorly researched since much of the focus relating to vector control revolves around arbovirus activity. To better understand the influence of microenvironments on trap catches, the San Gabriel Valley Mosquito and Vector Control District, placed Reiter-Cummings gravid traps throughout the San Gabriel Valley, CA and collected meteorological data along with inspection data. The total amount of female *Culex quinquefasciatus* collected during the mosquito peak season in 2020 was not significantly influenced by trap placement within city zonings ( $\chi=0.66$ ,  $p\text{-value}=0.72$ ) nor their placement near or away from a structure ( $\chi=0.70$ ,  $p\text{-value}=0.40$ ). The mean temperature, overhead canopy, and humidity were similar between different city zonings and in areas with and without buildings. This study also shed light into possible relationships between factors that could help piece together a model that explains the number of mosquitoes collected in a trap.

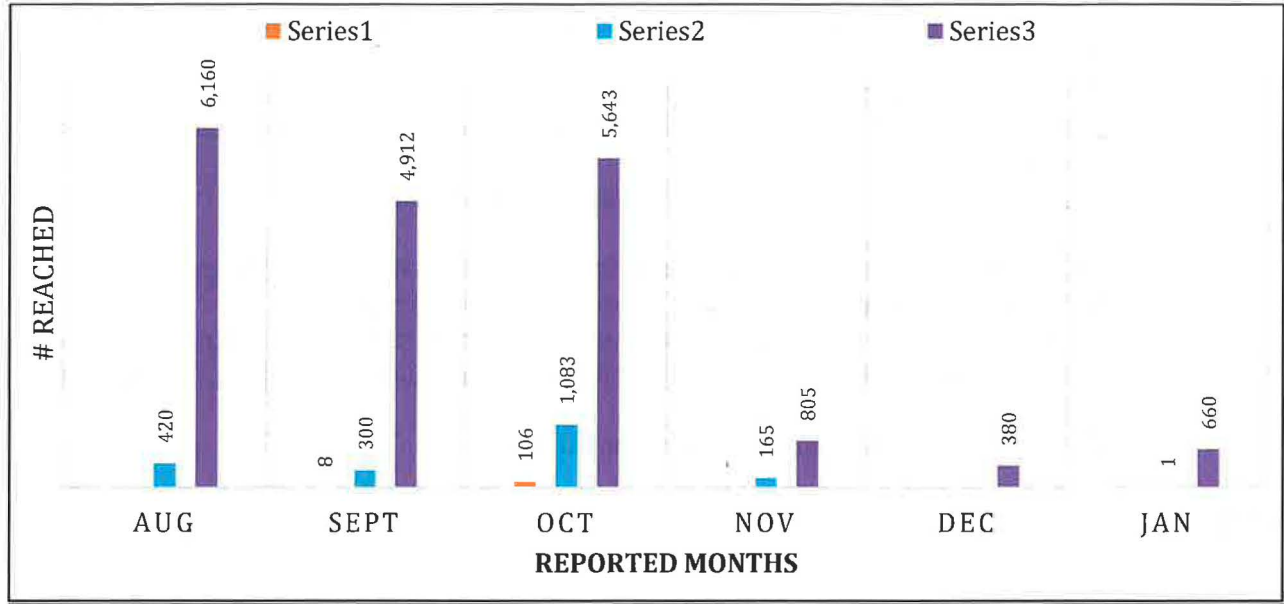
James Campbell worked on project to learn what climatic conditions species of mosquitoes look to avoid, or gravitate towards, can be useful knowledge for Vector Control Districts. This information can aid in explaining what kinds of microclimates adult mosquitoes find suitable for resting sites, and the distribution of adult mosquitoes throughout a given suburban or urban area. This could help districts make better recommendations for landscape maintenance on private properties that limits the number of adult mosquitoes found in/on their property. Unfortunately, the study of microclimates related to adult mosquito resting sites is still novel and most research on microclimates is focused on environments and climatic conditions related to larval mosquito development. Through field observations, adult mosquitoes have been found to linger near or within plantings of ivy, suggesting that this type of plant might create a suitable microclimate or resting site for adult mosquitoes. Temperature and light levels were monitored in 19 sites throughout the San Gabriel Valley, CA. Temperature readings collected from microclimates generated by ivy were found to be significantly different from readings taken from a location without ivy in the San Gabriel Valley, CA ( $F(2,97) = 26.48$ ,  $p = 6.66e-10$ ). This study shed some light on the differences that exist in microclimates generated by plant growth and the surrounding climate, and how that can lead to a potential resting site being considered suitable by adult mosquitoes.

Two of the projects looked at the factors that contribute to the success of *Aedes* egg traps in the field. Jaqueline Cordova, ran a field trial that found egg traps, also known as ovitraps, that were placed near flowering bushes collected more eggs. To test the hypothesis that flowers were a visual attractant and more eggs would be placed in cups next to flowering plants than in cups placed next to non-flowering plants. The results of the 2020 field trial do not support a preference to flowering plants vs non-flowering plants.

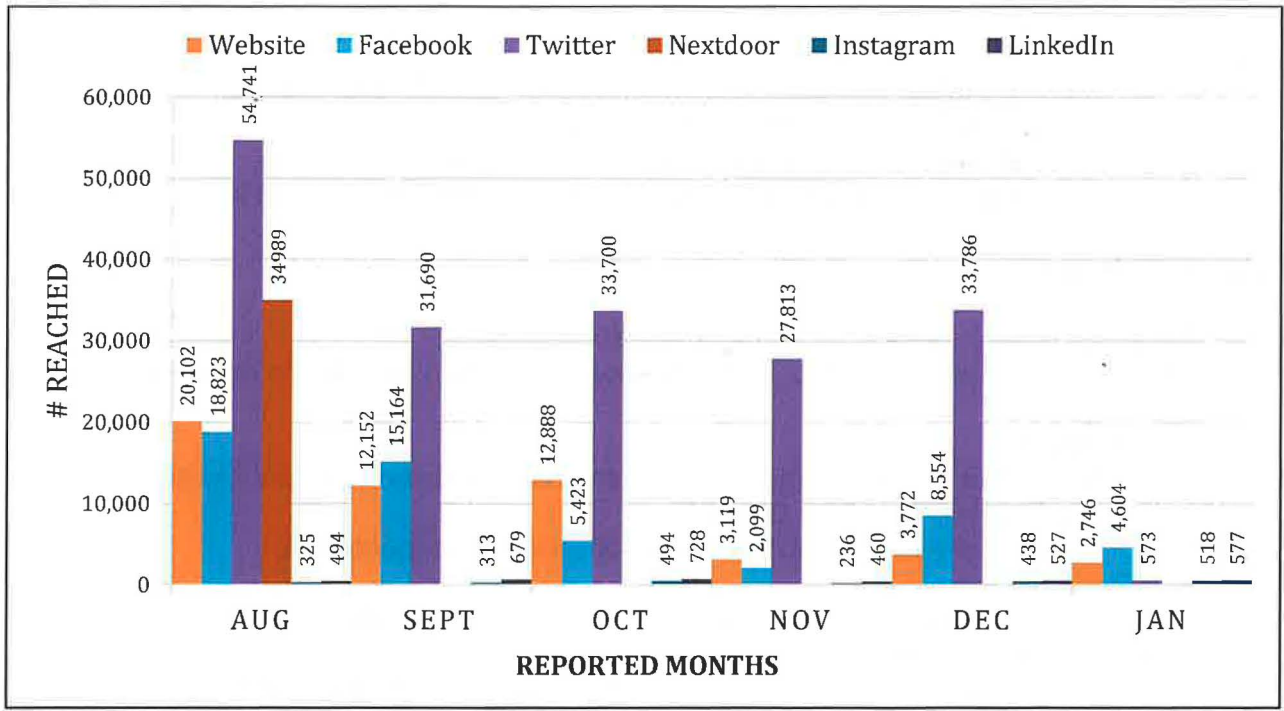
Jung Kim worked on a project to explore an observation based on data from previous experiments that suggested ovitraps with lower water levels collect more *Aedes* eggs than those with higher water levels. The San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) utilizes oviposition amounts as an indicator of *Aedes* mosquito activity and it is important to find trapping methods that most accurately reflect the populations in the field. It is currently unknown whether water levels in oviposition traps influence abundance of *Aedes* egg deposition. During field experiments, 12 blocks consisting of four ovitraps with varying water levels were set in the Los Angeles Arboretum over three weeks. Ovitrap with a starting water level of 42 mm collected the most eggs with a mean of  $55 \pm 43.6$ , followed by 85 mm with a mean of  $39 \pm 50.8$ , and then by 127 mm with a mean of  $33 \pm 37.2$ . There were no statistically significant differences in egg counts across water levels ( $\chi = 1.696$ ,  $p = 0.4283$ ). These results do not support a preference for lower or higher water level in ovitraps by *Aedes* spp. females.

**Communications Department**  
 Disease Weeks [53 - 4] | [December 27, 2020 – January 30,

**2021] Outreach Activities:**



**Digital Activities:**



### **EcoHealth Vector Education Program**

1. New Developments
  - a. Reviewed science standards and began development of NGSS-aligned, teacher-facilitated lessons
  - b. Assisted with edits to an EcoHealth advertorial and full-page advertisement for the Southern California News Group
  - c. Contributed to Bite Back Promotional Video
  - d. Scouted San Gabriel Valley's iconic locations for photographic documentation
2. Projects in progress
  - a. Prepared the citizen science and Little Champions pages on [www.vectoreducation.org](http://www.vectoreducation.org)
  - b. Prepared new timeline and support documents for citizen science programs
  - c. Reviewed "Legend of Ada Eez" (Younger Students) material
  - d. Continued with the creation of teacher and student remote learning resources
  - e. Worked with Assistant Vector Ecologist Jung Kim to continue design creations for EcoHealth
  - f. Captured videos of water samples for Virtual Lab

### **Design**

1. Website
  - a. Completed revision and updating of [sgvmosquito.org](http://sgvmosquito.org)'s top webpages
  - b. Produced winter campaign landing pages for SGV cities
  - c. Updated Public Education Calendar with SGV's 2021 city council meeting agendas
2. Video
  - a. Created Instagram reels focused on "Dump 'N Drain" after the rain
  - b. Training on Powtoon video creation application
  - c. Film new repellent footage for new video campaign
  - d. Recorded visual and audio for City Bites Back presentation video

### **General Outreach**

1. Ongoing content creation for younger student resources
2. Photos and videos captured of iconic locations in the San Gabriel Valley to represent each city
3. Social Media
  - a. \*December social media numbers have been updated to reflect the entire timeframe of Nov. 29 – Dec. 26
  - b. Weekly content #MosquitoMonday focused on mosquito facts
4. Bite Back Program
  - a. Created Little Champions Parent survey on SurveyMonkey
  - b. Created D2D survey on SurveyMonkey
  - c. Began visualizing and researching for "What's Your Ecosystem?" assessment and campaign

5. Short Bites website blog development
  - a. Continuation of creating Short Bites Monthly e-blasts and webpage events
6. Virginia Mosquito Control Association
  - a. Public Information Officer and Communications Specialist presented virtually at the annual Virginia Mosquito Control Association annual meeting

**Administrative/Trainings**

1. New ID badges created for District staff to enhance visibility in the public
2. Created Communications Department device tracker inventory on Monday.com
3. Training/webinars
  - a. 1/11 Glendora Coordinating Council meeting
  - b. 1/13 Webinar: Social Media and Volunteer Engagement
  - c. 1/21 Webinar: Using Science Performance Tasks Formatively by the Los Angeles County Office of Education
  - d. 1/26 Webinar: Managing Difficult Volunteer Transitions

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

The attached Treasurer's Report is for December 2020.

The Total of All Funds Balance is \$5,344,911.42

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

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

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

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 6, FY 2020-2021 received on January 1, 2021**

Item 3.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.54%	\$1,422,553.83	Deposit		LAIF Statement (December 2020)	\$1,422,553.83

Maturity Date: Perpetual  
Interest rate as of Oct 2020

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.59%	\$1,457,972.92	interest Trust Warrant #703 Sec 40% Adv 2020-21 Service Fee	\$2,288.49 (\$310,025.69) \$2,125,025.28 (\$95,772.25)	ND 24 Per 6 ND 24 Per 6 ND 24 Per 6 ND 24 Per 6	\$3,179,488.75

Maturity Date: Perpetual  
Interest rate as of Oct 2020

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

Maturity Date: Perpetual  
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Dec 20 Sweep Trust Warrant #703	(\$684,440.68) \$374,414.99 \$310,025.69	CB Statement December 2020	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$501,945.33	Deb Activity-Dec 2020 Deposit	(\$374,414.99) \$310,062.50	CB Statement December 2020	\$437,592.84

<b>Total Beginning Balance</b>	<b>\$3,687,748.08</b>		<b>Total End Balance</b>	<b>\$5,344,911.42</b>
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**February 12, 2021**

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

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

February 1, 2020 balance:	\$3,309,604.42
January 1 – January 31, 2021 expenditures:	\$309,301.13

**February 1, 2021 Working Fund Balance: \$3,000,303.29**

**Respectfully Submitted:**



**Jared Dever  
District Manager**



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

Date: February 12, 2021

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

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

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

Background

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

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

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

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

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

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

Manager's Recommendation:

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

Alternative

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

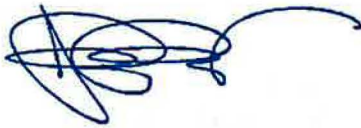
Fiscal Impact

The fiscal impact to the District is as follows:

Los Angeles County Assessor Fees - \$680.00

State of California Board of Equalization Fees - \$1,500.00

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jared Dever', with a long horizontal flourish extending to the right.

Jared Dever  
District Manager



Local Agency Formation Commission  
for the County of Los Angeles

Commission  
Jerry Gladbach  
Chair

Donald Dear  
1st Vice-Chair

Gerard McCallum  
2nd Vice-Chair

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

Alternate Members

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

Staff

Paul Novak  
Executive Officer

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

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

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

April 4, 2018

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

Dear Jared:

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

<u>Proposal (Application)</u>	<u>Vector Control District(s)</u>
City of Azusa Area 1	San Gabriel Valley Mosquito and Vector Control District

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

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

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

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

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

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

below:

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

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

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

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

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

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

**districts to file the associated proposals with LAFCO.**

**I appreciate your board's consideration of this request.**

**Sincerely,**



Paul A. Novak, AICP  
Executive Officer

**Enclosure**







### Mosquito District Annexation Area 1 - Azusa Canyon



**LAFCO**  
 Local Agency Formation Commission  
 of the County of Los Angeles

March 14, 2018

#### Legend

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

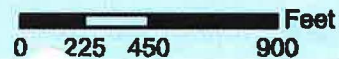


EXHIBIT A

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

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

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

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

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

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

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

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

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

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

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

AYES:

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

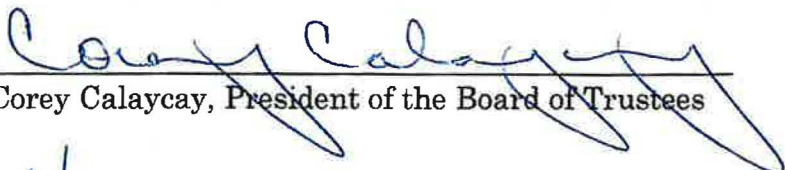
NOES:

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

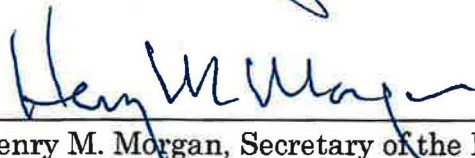
ABSTAIN:

ABSENT:

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

  
Corey Calaycay, President of the Board of Trustees

ATTEST:

  
Henry M. Morgan, Secretary of the Board of Trustees





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

### Party Disclosure Form

LAFCO Proposal Designation Number:

Applicant/Agent Name:

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

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

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

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

Signature:  Date: 10/9/18

# Notice of Exemption

EXHIBIT 4B

**To:** County Clerk of Los Angeles  
County of Los Angeles  
17400 Imperial Hwy.  
Norwalk, CA 90650

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

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

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

**Project Location - Specific:**

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

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

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

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

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

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

**Exempt Status**

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

2018 155736  
  
FILED  
Jun 26 2018  
Dean C. Logan, Registrar-Recorder/County Clerk  
Electronically signed by SHERON SMITH

**Reasons why the project is exempt:**

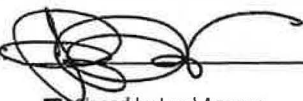
The annexation of a portion of the City of Azusa into the San Gabriel Valley Mosquito and Vector Control District is consistent with Class 20 categorical.

**Lead Agency Contact Person:** Jared Dever

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

**If filed by applicant:**

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

**Signature:**   
 Signed by Lead Agency  
 Signed by Applicant

**Date:** June 18, 2018

**Title:** District Manager

**THIS NOTICE WAS POSTED**

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

Date Received for Filing: \_\_\_\_\_

ON June 26 2018

UNTIL July 26 2018

REGISTRAR - RECORDER/COUNTY CLERK

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

BUSINESS FILINGS REGISTRATION

NORWALK DEPARTMENT HEADQUARTER

Cashier: S. SMITH



\* 2 0 1 8 0 6 2 6 0 5 4 0 0 0 1 \*

Tuesday, June 26, 2018 9:01 AM

Item(s)

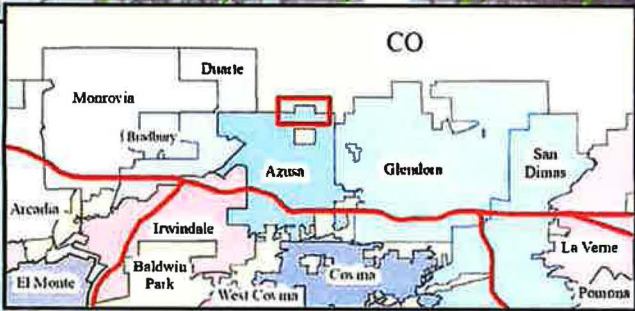
<u>Fee</u>	<u>Qty</u>	<u>Total</u>
NoE - County Posting Fee 2018155736	1	\$75.00
<b>Total</b>		<b>\$75.00</b>

Total Documents: 1

Customer payment(s):





Check \$75.00

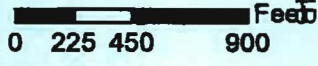
Check List:  
#2488 \$75.00



## Mosquito District Annexation Area 1 - Azusa Canyon



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



June 14, 2018

EXHIBIT 4

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

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

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

2. **PROPOSAL INITIATED BY:**

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

Public Agency

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

Name and title: Jared Dever, District Manager

Landowner / Registered Voter Petition

Name of Chief Petitioner:

Name of Chief Petitioner:

Name of Chief Petitioner:

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

3. **DESIGNATED CONTACT PERSON:**

Name: Jared Dever

Title: District Manager

Address: 1145 North Azusa Canyon Rd.

City: West Covina

State: CA

Zip Code: 91790

Telephone: 626-814-9466

E-Mail: jdever@sgvmosquito.org

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

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

a. SGVMVCD

Annexation  Detachment  SOI amendment

b.

Annexation  Detachment  SOI amendment

Attach additional sheets if necessary.

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

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

**5. LANDOWNERS:**

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

- b. If less than 6 landowners, list:

Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:
Name:	Assessor Parcel Number:

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

Yes  No

If "No," explain:

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

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

Yes  No

If "Yes," explain:

- e. Total Assessed Land Value:

\$ 10,888,167

Tax Roll Year: 2017/2018

Date:

**6. REGISTERED VOTERS:**

Number of registered voters: As of:

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

**7. GENERAL INFORMATION:**

a. Location of affected territory:

The City of **Azusa**

or

Unincorporated Territory known as

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

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

c. Elementary School District(s) name:

address:

d. High School District(s) name:

address:

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

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

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

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

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

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

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

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

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

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

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

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

none.

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

- m. Explain why the proposal is necessary:

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



**8. POPULATION AND HOUSING:**

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

**9. GOVERNMENT SERVICES:**

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

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

- e. List any assessments, fees, or other charges to be levied as part of this proposal and/or that may be levied in the near future:  
The San Gabriel Valley Mosquito and Vector Control District levies a special benefit assessment on all property owners. The maximum financial impact of this proposal is \$20.00 per parcel, per year. The current single family equivalent is charged at a rate of \$11.98.

- f. List any Joint Powers Authorities (JPAs) or (equivalent) which may be providing services to the affected territory and/or surrounding territory:  
None

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

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

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

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

**11. OPEN SPACE LAND CONVERSION:**

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

Yes  No

**12. AGRICULTURAL LANDS:**

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

**13. GENERAL PLAN AND ZONING:**

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

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

Yes  No

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

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

Yes  No

e. Is the proposal within a Specific Plan?

Yes  No

f. Existing Specific Plan Designation(s):

N/A

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

Yes  No

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

N/A

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

Yes  No

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

N/A

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

Yes  No

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

Yes  No

**14. PLAN TO PROVIDE SERVICES:**

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

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

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

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

c. Describe any improvements or upgrades of structures, roads, sewer, water facilities, or other public facilities associated with this change of organization/reorganization:  
none

d. How will services be financed?

The services will be financed by Prop. 218 special benefit assessment levied against each parcel annually.

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

a. How will the proposal impact the timely availability of water supplies adequate for projected needs?  
This proposal will not impact the timely availability of water supplies.

b. For projects involving a proposed change in land use and/or new development – Please provide a recent will-serve letter, water supply analysis, or equivalent, from the water provider(s) (wholesaler, retailer, private water company, etc.) concerning the current adequacy of water supply for the project:

N/A

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

a. Identify how the proposal will affect a city or cities and the County of Los Angeles in achieving their respective fair shares of the regional housing needs, as determined by the Southern California Association of Governments (SCAG):

b. Date of most recent approval by the State Department of Housing and Community Development (HCD) of the City's Housing Element:

**17. ENVIRONMENTAL JUSTICE:**

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

a. Identify how the proposal will promote environmental justice:

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

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

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

a. Is the affected territory within a DUC?

NO       YES

Give general location of DUC:

b. Is the affected territory adjacent to a DUC?

NO       YES

Give general location of DUC:

**19. BONDED INDEBTNESS:**

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

YES       NO

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

YES       NO

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

YES       NO

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

a. Check one:

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

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

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

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

**Animal Control**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Fire and Emergency Services**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Flood Control**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?



**Library**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Mosquito & Vector Control**

Describe services to be extended to the affected territory:

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

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

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

Describe any improvements or upgrades or transfers of facilities:

None

How will services be financed?

**Parks and Recreation**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Planning**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Police**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Road Maintenance**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Solid Waste Disposal**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Street Lighting**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Water**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**Wastewater**

Describe services to be extended to the affected territory:

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

Describe any improvements or upgrades or transfers of facilities:

How will services be financed?

**INDEMNIFICATION / LEGAL DEFENSE**

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

**PROPOSAL CERTIFICATION**


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

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

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

APPLICANT

REAL PARTY IN INTEREST

 5/8/15  
\_\_\_\_\_  
Signature/Date

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

San Gabriel Valley Mosquito and  
\_\_\_\_\_  
Name of Applicant

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

Jared Dever, District Manager  
\_\_\_\_\_  
Name & Position of Person Signing  
(if different from Applicant)

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



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

## Party Disclosure Form

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

### Importance Notice

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

### Definition of Terms

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

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

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

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

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

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

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

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

1. The negotiated exchange of property tax revenue between the County of Los Angeles, the Consolidated Fire Protection District, the Los Angeles County Flood Control District, County Sanitation District No. 22 of Los Angeles County, City of Azusa, Upper San Gabriel Valley Municipal Water District and the San Gabriel Valley Mosquito Vector Control District ("District"), resulting from Annexation No. 2018-06 is approved and accepted.
2. The District does not currently receive any portion of ad valorem property tax revenue to fund the vector control services provided by the District. Such services are presently funded through a benefit assessment assessed against each assessable parcel of property located within the boundaries of the District. If the annexation is approved, the District will seek to have its benefit assessment extended to the annexed area to pay for the services to be provided by the District in that area. Therefore, Zero Percent (0%) of the annual property tax growth shall be transferred to the District as a result of Annexation No. 2018-06 to the District.
3. There shall be no additional transfer of property taxes as a result of Annexation No. 2018-06.

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

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

AYES: ABSENT:

NOES: ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

/

(Signed in Counterpart)





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

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

AYES:                    ABSENT:

NOES:                    ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)



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

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

AYES:                      ABSENT:

NOES:                      ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)

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

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

AYES:                 ABSENT:

NOES:                 ABSTAIN:

San Gabriel Valley Mosquito Vector Control District

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)



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

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

AYES:            ABSENT:  
  
NOES:            ABSTAIN:

County Sanitation District No. 22 of Los Angeles County

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)

Joint Resolution  
San Gabriel Valley Mosquito Vector Control District Annexation No. 2018-06  
Page 5 of 6

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

AYES:                    ABSENT:

NOES:                   ABSTAIN:

\_\_\_\_\_  
Mayor  
City of Azusa, California

ATTEST:

\_\_\_\_\_  
City Clerk  
City of Azusa

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(Signed in Counterpart)



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

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

AYES:                    ABSENT:

NOES:                    ABSTAIN:

Upper San Gabriel Valley Municipal Water District

\_\_\_\_\_  
Signature

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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(Signed in Counterpart)

**MEMORANDUM (via e-mail)**

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

From: Paul Novak, Executive Officer

Re: Redevelopment Oversight Board Appointments – County of Los Angeles

Date: January 14, 2021

State law designates the Independent Special District Selection Committee (ISDSC) as the appointing authority for special district representation on each of five (5) new RDA Oversight Boards consolidated by law and effective July 1, 2018. As the Executive Officer of LAFCO, I am tasked with conducting the elections for special district representative to serve on the five (5) Redevelopment Agency Oversight Boards (“RDA Oversight Boards” or “Boards”) in Los Angeles County, pursuant to Health and Safety Code § 34179 and Government Code § 56332. As you may recall, LAFCO conducted said elections in late 2017 and made the corresponding appointments (one voting member on each of the five RDA Oversight Boards).

**Representatives of the Los Angeles County Auditor-Controller (who staff the RDA Oversight Boards) have informed there are vacancies for the independent special district representative on the Los Angeles County Supervisorial District Nos. 2, 4, and 5 RDA Oversight Boards. Pursuant to my conversations with representatives of the Auditor-Controller’s Office, I am starting the process to conduct elections to fill these three (3) vacancies.**

In the absence of an appointment by the ISDSC, and an election conducted by the LAFCO Executive Officer, the appointment is left to the discretion of the Governor. The boundaries of the five (5) Los Angeles County Supervisorial Districts define the boundaries of the five (5) RDA Oversight Boards in Los Angeles County. Appointments of a special district representative to each of the three (3) boards will be by majority vote of the special districts which have territory within the boundaries of each district, as designated on Exhibits “A” and “B” (enclosed). Some special districts are located entirely within one (1) supervisorial district, and will, therefore, participate in only one (1) election. For example, the La Habra Heights County Water District is entirely within the 4<sup>th</sup> Supervisorial District, and will participate in the election for RDA Oversight Board No. 4. Other districts have territory which falls in more than one supervisorial district, and will, therefore, participate in multiple elections. For example, the Compton Creek Mosquito Abatement District has territory in the 2<sup>nd</sup> and 4<sup>th</sup> Supervisorial Districts, and will participate in the election for RDA Oversight Board No. 2 and RDA Oversight Board No. 4.

For each board, I will conduct an election for one (1) voting member. Individuals eligible for these positions must be “members of the legislative body of an independent special district . . . but shall not be members of the legislative body of a city or county.” More specifically, a candidate must be a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

Given Pursuant to the provisions of the County of Los Angeles “Safer at Home Order for Control of COVID-19,” I plan to conduct the nomination and election by e-mail, pursuant to the following schedule:

Thursday, January 14, 2021	<b>Start of Nomination Period</b> (Request for nominations e-mailed to all independent special district general managers, and posted on LAFCO’s website)
Friday, February 12, 2021	<b>End of Nomination Period</b> (Nominations must be received (e-mail) by LAFCO by 5:00 p.m.)
Tuesday, February 16, 2021 <sup>1</sup>	<b>Start of Voting Period</b> (Ballots e-mailed to all independent special district general managers)
Wednesday, March 17, 2021 <sup>1</sup>	<b>End of Voting Period</b> (Ballots must be received by LAFCO by 5:00 p.m.) at 5:00 p.m.
Thursday, March 18, 2021 <sup>1</sup>	<b>Ballots Counted</b> <b>Results Announced</b> (e-mailed to all special district general managers and candidates, and posted on LAFCO’s website)

<sup>1</sup>*NOTE: For any individual vacancy, if there is only one nominee/candidate, no election is required. Should that occur, I will forego the election(s) and immediately announce the appointment. (In the 2017 elections, there was only one candidate for each position, and no elections were required.)*

Should you have any questions or concerns, please do not hesitate to contact Alisha O’Brien (aobrien@lalafco.org) or me (pnovak@lalafco.org).

Thank you.

**Attachments:**

Attachment "A": List of RDA Oversight Boards (by Independent  
Special District)

Attachment "B": List of RDA Oversight Boards (by Board No.)

**Attachment "A"**  
**List of RDA Oversight Boards (by Independent Special District)**

<b><u>Special District</u></b>	<b><u>RDA Oversight Board</u></b>
Altadena Library District	5
Antelope Valley Cemetery District	5
Antelope Valley-East Kern Water Agency	5
Antelope Valley Health Care District	5
Antelope Valley Mosquito and Vector Control District	5
Antelope Valley Resource Conservation District	5
Artesia Cemetery District	4
Beach Cities Health Care District	4
Bradbury Community Services District	5
Central Basin Municipal Water District	2 and 4
Compton Creek Mosquito Abatement District	2 and 4
Crescenta Valley County Water District	5
Downey Cemetery District	4
Foothill Municipal Water District	5
Golden Valley Municipal Water District	5
Greater Los Angeles County Vector Control District	2, 4, and 5
Green Valley County Water District	5
Kinneloa Irrigation District	5
La Canada Irrigation District	5
La Habra Heights County Water District	4

Las Virgenes Municipal Water District	5
Little Lake Cemetery District	4
Littlerock Creek Irrigation District	5
Los Angeles County West Vector Control District	2 and 4
Los Angeles Harbor Area Cemetery District	4
Miraleste Recreation and Park District	4
Orchard Dale County Water District	4
Palm Ranch Irrigation District	5
Palmdale Water District	5
Palos Verdes Library District	4
Pasadena Glen Community Services District	5
Quartz Hill Water District	5
Resource Conservation District for the Santa Monica Mountains	4 and 5
Ridgecrest Ranchos Recreation and Park District	4
Rowland Water District	4
Santa Clarita Valley Water Agency	5
San Gabriel County Water District	5
San Gabriel Valley Mosquito & Vector Control District	5
San Gabriel Valley Municipal Water District	5
Three Valleys Municipal Water District	4 and 5
Upper San Gabriel Valley Municipal Water District	4 and 5
Walnut Valley Water District	4
Water Replenishment District of Southern California	2 and 4

West Basin Municipal Water District	2 and 4
West Valley County Water District	5
Westfield Recreation and Park District	4
Wrightwood Community Services District	5

**Attachment "B"**  
**List of RDA Oversight Boards (by Board No.)**

**RDA Oversight Board No. 2 (2<sup>nd</sup> Supervisorial District, Supervisor Holly Mitchell)**

Six (6) Agencies:

- Central Basin Municipal Water District
- Compton Creek Mosquito Abatement District
- Greater Los Angeles County Vector Control District
- Los Angeles County West Vector Control District
- Water Replenishment District of Southern California
- West Basin Municipal Water District

**RDA Oversight Board No. 4 (4<sup>th</sup> Supervisorial District, Supervisor Janice Hahn)**

Twenty-Two (22) Agencies:

- Artesia Cemetery District
- Beach Cities Health Care District
- Central Basin Municipal Water District
- Compton Creek Mosquito Abatement District
- Downey Cemetery District
- Greater Los Angeles County Vector Control District
- La Habra Heights County Water District
- Little Lake Cemetery District
- Los Angeles County West Vector Control District
- Los Angeles Harbor Area Cemetery District
- Miraleste Recreation and Park District
- Orchard Dale County Water District
- Palos Verdes Library District
- Resource Conservation District for the Santa Monica Mountains
- Ridgecrest Ranchos Recreation and Park District
- Rowland Water District
- Three Valleys Municipal Water District
- Upper San Gabriel Valley Municipal Water District

Walnut Valley Water District  
Water Replenishment District of Southern California  
West Basin Municipal Water District  
Westfield Recreation and Park District

**RDA Oversight Board No. 5 (5<sup>th</sup> Supervisorial District, Supervisor Kathryn Barger)**

Twenty-nine (29) Agencies:

Altadena Library District  
Antelope Valley Cemetery District  
Antelope Valley-East Kern Water Agency  
Antelope Valley Health Care District  
Antelope Valley Mosquito and Vector Control District  
Antelope Valley Resource Conservation District  
Bradbury Community Services District  
Crescenta Valley County Water District  
Foothill Municipal Water District  
Golden Valley Municipal Water District  
Greater Los Angeles County Vector Control District  
Green Valley County Water District  
Kinneloa Irrigation District  
La Canada Irrigation District  
Las Virgenes Municipal Water District  
Littlerock Creek Irrigation District  
Palm Ranch Irrigation District  
Palmdale Water District  
Pasadena Glen Community Services District  
Quartz Hill Water District  
Resource Conservation District for the Santa Monica Mountains  
Santa Clarita Valley Water Agency  
San Gabriel County Water District  
San Gabriel Valley Mosquito & Vector Control District  
San Gabriel Valley Municipal Water District  
Three Valleys Municipal Water District  
Upper San Gabriel Valley Municipal Water District  
West Valley County Water District  
Wrightwood Community Services District



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

Date: February 12, 2021

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

Subject: **Consider Contract Renewal with SCI Consulting Group to Provide Engineering Services**

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

Background

The item for consideration is the proposed agreement submitted by SCI Consulting Group to continue service as the Engineer of Work and provide professional consulting and levy administration services for the San Gabriel Valley Mosquito and Vector Control District Assessment. SCI Consulting Group has provided professional engineering services for the District since 2008. The services provided in previous years have been thorough and accurate, and SCI staff are highly responsive and knowledgeable.

Professional engineering services are required to confirm the district parcel count/type and calculate the correct levy for each parcel based on the annual rate set by the Board of Trustees each fiscal year. The resulting engineer's report is submitted to the Los Angeles County Assessor's Office.

Manager's Recommendation:

The District Manager recommends approving the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.

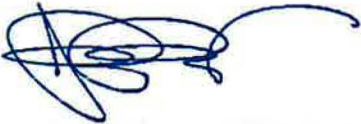
Alternative

The Board of Trustees may deny approval of the proposed agreement submitted by SCI Consulting Group to serve as the Engineer of Work and provide professional consulting and levy administration services.

Fiscal Impact

Fiscal Year 2021-22, the total compensation for the Scope of Work shall be \$18,570  
Fiscal Year 2022-23, the total compensation for the Scope of Work shall be \$19,125  
Fiscal Year 2023-24, the total compensation for the Scope of Work shall be \$19,700  
Fiscal Year 2024-25, the total compensation for the Scope of Work shall be \$19,700  
Total Fiscal Impact of the Professional Services Contract: \$ 77,095

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Jared Dever', with a long, sweeping flourish extending to the right.

Jared Dever  
District Manager

January 22, 2021

**Submitted via e-mail**

Jared Dever <jdever@sgvmosquito.org >

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

**Re: Agreement for Providing Levy Administration Services for the San Gabriel Valley Mosquito and Vector Control District**

Dear Jared:

SCI Consulting Group ("SCI") is pleased to submit, for your review, the enclosed Agreement to serve as the Engineer of Work and provide professional consulting and levy administration services for the San Gabriel Valley Mosquito and Vector Control District Assessment.

Established in 1985, SCI Consulting Group is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry leading expertise with the important legal and procedural requirements for the formation of Community Facilities Districts, Benefit Assessment Districts and other local financing mechanisms. SCI has formed and annually administers over 850 special taxes, assessments and fees for over 140 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule and on budget.

The Scope of Work within this Agreement includes the tasks required for the year-round administration of the Assessment District. Below is a summary of the Scope of Work.

**Confirmation of District Parcels and Levy Calculation** Twice a year, we recalculate and confirm levies on a parcel-by-parcel basis for all properties. This additional step, while more time consuming than simply relying on Assessor property characteristics and previous levy amounts, has consistently proven to result in more accurate levies and higher overall special levy revenues.

In the first quarter of the year, SCI will obtain budget information from the District and determine preliminary levies based on the most current Assessor data. This allows us to provide the District with a timely and accurate projection of special levy revenues for the upcoming fiscal year.

**Engineer's Report and Other Documents** Each year SCI will carefully evaluate all Proposition 218 developments that may have a bearing on the District's assessment. SCI will make recommendations for upgrades to the Engineer's Report, Resolutions and other related documents as needed. SCI will also assist with the publication of the notice for the continuation of the assessment.

**Levy Re-Verification and Submittal** After the close of each fiscal year, SCI will determine the final levies based on final lien roll data as of July 1. We take great pride in our levy determination process and our stringent quality control and oversight to ensure the accuracy of the levies. Each year for every special levy, we conduct over 50 checks and validation queries on each parcel so any parcels that may require additional research can be identified, researched and determined. After the levies have been determined, another consultant with SCI will perform a thorough peer

review and audit. These multiple stage reviews and quality assurance steps are a key element in SCI's proven ability to ensure the highest level of accuracy and to maximize special levy revenues for our clients.

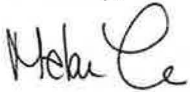
**District Information and Levy Confirmation** After submittal of the levy roll to the County Auditor, SCI will confirm with the Auditor the number of parcels to be charged and the total revenue for the coming year, and we will report these figures to the District. SCI will also develop and make available to the District an Internet based website or computer program that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.

**Responding to Public Inquiries and Appeals** SCI will coordinate with the County for our taxpayer inquiry line to be placed on the County tax bill so taxpayers can directly contact SCI throughout the fiscal year with questions regarding the levy. We have representatives who are fluent in English and Spanish. SCI will research and, if necessary, revise any levies which are based upon incorrect assessor information used in the determination of the levy. If any taxpayer appeals a special levy for their property, SCI will investigate the claim and adjust the levy as needed. Our goal is to represent the District professionally and to minimize any inconvenience to the inquiring taxpayer or the District.

Attached is the Agreement for fiscal years 2021-22 through 2024-25 levy administration services. If the Agreement meets with your approval, please sign and return a copy to us and retain the other copy for your records.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at [Melanie.Lee@sci-cg.com](mailto:Melanie.Lee@sci-cg.com). We look forward to this opportunity to work with the District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melanie Lee', written in a cursive style.

Melanie Lee  
Consultant

## LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on \_\_\_\_\_, 2021, between the **San Gabriel Valley Mosquito and Vector Control District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
  - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all of the Consultant's costs and expenses related to the Work.
  - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
  - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
  - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
  - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

**15. Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**

San Gabriel Valley Mosquito and Vector  
Control District  
1145 N. Azusa Canyon Road  
West Covina, CA 91790

**Consultant:**

SCI Consulting Group  
4745 Mangel Boulevard  
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

## SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for San Gabriel Valley Mosquito and Vector Control District.

### DEFINITIONS

District:	San Gabriel Valley Mosquito and Vector Control District, staff and Trustees.
Assessment:	Mosquito and Disease Control Assessment District
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

### CONFIRMATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. In the first quarter of the year, create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
3. On a parcel-by-parcel basis, calculate and verify the proposed specific assessment amount for each parcel and prepare the preliminary assessment roll.

### ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Update the previous Engineer's Report as necessary, including upgrades to improve compliance with Proposition 218 and other requirements.
2. File the final Engineer's Report with the District.
3. Prepare any needed resolutions and staff reports for the Assessment.
4. Prepare and assist with the publication of any notices for the continuation of the Assessment.
5. Attend District Board meetings as needed, including those at which the Engineer's Report is approved and the public hearing is held.

### LEVY RE-CALCULATION, RE-VERIFICATION AND SUBMITTAL

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor Roll from the County and create an updated District database.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.



3. Finalize the Assessment Roll, other documents and supporting materials for the assessments.
4. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

#### **DISTRICT INFORMATION AND LEVY CONFIRMATION**

1. Verify and validate Auditor's levy data prior to the printing of tax bills.
2. Develop and make available to the District an Internet based website that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.

#### **RESPONDING TO PUBLIC INQUIRIES AND APPEALS**

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

## FEE SCHEDULE

SCI shall be compensated for the performance of the Scope of Work as follows:

1. For **Fiscal Year 2021-22**, the total compensation for the Scope of Work shall be \$18,570 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,100 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
2. For **Fiscal Year 2022-23**, the total compensation for the Scope of Work shall be \$19,125 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,500 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
3. For **Fiscal Year 2023-24**, the total compensation for the Scope of Work shall be \$19,700 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,800 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
4. For **Fiscal Year 2024-25**, the total compensation for the Scope of Work shall be \$19,700 payable as follows:
  - a. Upon submittal of the special tax levies to the County Auditor, the sum of \$11,800 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
5. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$1,050 per person per meeting.
6. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
7. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$2,000 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

**Note:** All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

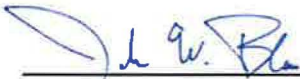
**SIGNATURE PAGE**

By signing below, we agree to the terms of this Levy Administration Services Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Jared Dever  
District Manager  
San Gabriel Valley Mosquito and Vector  
Control District

  
\_\_\_\_\_  
John W. Bliss  
President  
SCI Consulting Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
1/22/2021  
Date

## San Gabriel Valley Mosquito and Vector Control District Levy Administration - Fiscal Year 2021-22 *(Proposed Timeline)*

<p><b>January</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>February</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<p><b>March</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	s	m	t	w	t	f	s		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>April</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>s</td><td>m</td><td>t</td><td>w</td><td>t</td><td>f</td><td>s</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	s	m	t	w	t	f	s						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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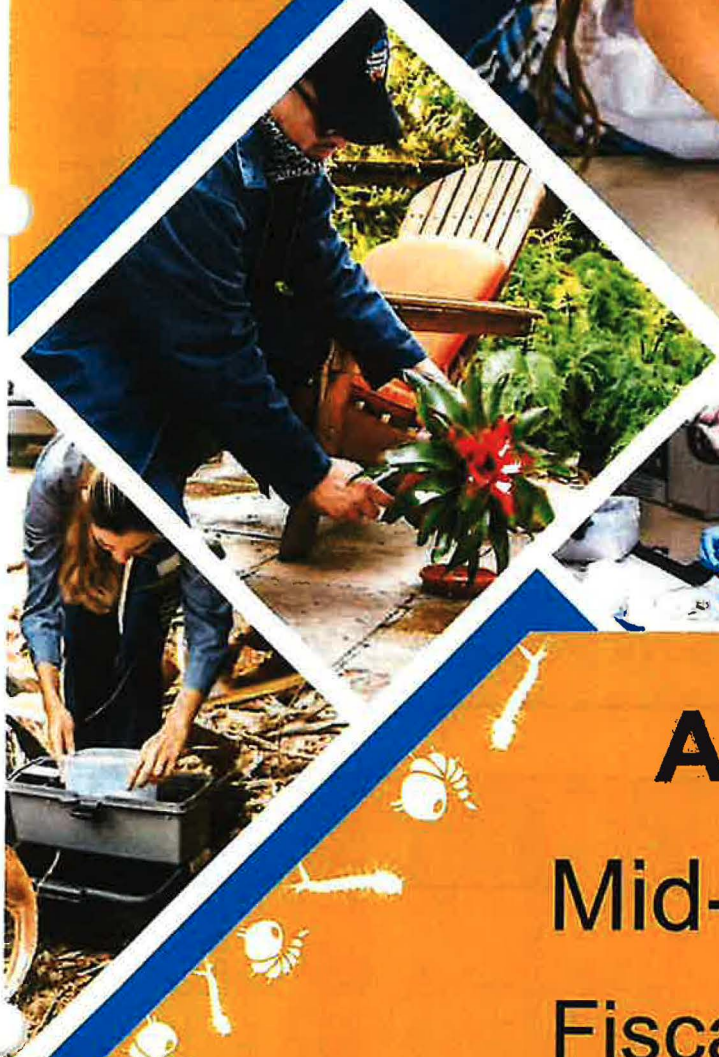
Action Items	Due Date
Preliminary assessments determined; Prepare budgets and determine assessment rates; Review and update other Engineer's Report items	March 30
Provide resolution for May board meeting	April 16
<b>Board to review Preliminarily Engineer's Report</b>	May 07
Provide Resolution and Engineer's Report for June Board Meeting	May 19
<b>Passage of A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Determining and Ordering the Rate of the Assessment in Connection with the Continuation of the Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District.</b> <i>(Resolution levying annual assessment must be approved prior to submitting the assessment roll to the County Auditor)</i>	June 11
Submit levy roll to County Auditor	August 10
Confirmation of final levies with County Auditor	July – August 2021
Answer property owner inquiries and associated tasks	Sept 2021-June 2022

It is understood that all regular Board meetings are on the 2nd Friday of the month at 7:00 AM.

○ Information to District for Board Meeting
● Board of Directors Meeting
○ Approx Levy Due Date to County



EXHIBIT 7A



# Annual Budget Mid-Year Adjustment Fiscal Year 2020 - 2021

(626) 814-9466 1145 N. Azusa Canyon Road, West Covina, CA 91790 [SGVmosquito.org](http://SGVmosquito.org) @SGVmosquito  
Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley

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

EXHIBIT 7A

FY 20/21 BUDGET - MID YEAR ADJUSTMENT

REVENUE & EXPENDITURE SUMMARY					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>Revenue</b>					
4000 - Service Revenue	0.00	0.00	0.00	0.00	0.00
4010 - Assessments	3,834,683.97	4,576,291.00	5,296,419.00	5,192,477.00	5,042,451.00
4015 - Delinquent Assessments	0.00	13,738.00	0.00	13,200.00	13,000.00
4050 - Interest, LA County	33,549.80	48,327.00	37,000.00	44,370.00	42,000.00
4060 - Interest Income, LAIF	19,134.76	33,099.00	30,000.00	32,000.00	31,000.00
4070 - Interest Income, Citizens Sweep	797.80	529.00	500.00	850.00	700.00
4075 - Interest Income, VCJPA	0.00	4,535.00	0.00	4,500.00	4,300.00
4030 - Grants	159,850.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>4,048,016.33</b>	<b>4,676,519.00</b>	<b>5,363,919.00</b>	<b>5,287,397.00</b>	<b>5,133,451.00</b>

Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Proposed Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>Expenditures</b>					
Salaries & Benefits	2,877,497.86	3,459,785.12	4,039,159.78	3,667,951.00	4,255,548.00
Maintenance & Operations	893,141.61	1,145,128.00	1,397,950.00	1,159,886.00	1,435,774.00
Restricted and Designated Reserves	111,034.29	0.00	0.00	0.00	0.00
Capital Outlay	29,037.36	263,000.00	267,000.00	252,000.00	242,000.00
Funds from Reserves	0.00	(545,033.12)	(353,639.00)	(13,448.00)	(799,871.00)
<b>Total Expenditures</b>	<b>3,910,711.12</b>	<b>4,322,880.00</b>	<b>5,350,470.78</b>	<b>5,066,389.00</b>	<b>5,133,451.00</b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>137,305.21</b>	<b>353,639.00</b>	<b>13,448.22</b>	<b>221,008.00</b>	<b>-</b>
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<b>Net Impact to Reserves for FY 2020-21</b>	<b>9,994.00</b>
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**Department: Executive**

**Department Overview**

No changes to this department for the mid-year budget adjustment.

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

EXHIBIT 7A

FY 20-21 BUDGET - MID YEAR ADJUSTMENT

<b>EXECUTIVE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	122,596.56	135,906.00	136,000.00	160,500.00	160,500.00
6212 · Salaries - Non Exempt	0.00	0.00	0.00	0.00	68,000.00
6218 · Salaries - Vacation	9,989.03	6,509.00	20,000.00	4,520.00	2,994.00
6219 · Salaries - Holiday	6,791.92	6,632.00	8,020.00	0.00	3,892.00
6220 · Salaries - Sick Pay	3,458.27	520.00	6,160.00	0.00	2,994.00
6140 · Medicare	2,123.89	2,249.00	2,300.00	2,436.00	3,400.00
6070 · Cafeteria Benefit	9,627.18	9,600.00	9,600.00	9,600.00	19,200.00
6066 · District 457 Contribution	0.00	0.00	0.00	3,200.00	3,150.00
6200 · Retirement - Classic	12,390.50	13,851.00	16,300.00	14,200.00	25,855.00
6051 · Management Car Allowance	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>172,977.35</b>	<b>181,267.00</b>	<b>204,380.00</b>	<b>200,456.00</b>	<b>295,985.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6030 · Board Expenses	28,227.37	28,816.00	35,000.00	32,000.00	35,000.00
6030 · Trustee Travel	0.00	0.00	28,840.00	2,896.00	3,000.00
6232 · Seminars and Meetings	6,455.40	7,777.00	15,000.00	10,500.00	8,200.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>34,682.77</b>	<b>36,593.00</b>	<b>78,840.00</b>	<b>45,396.00</b>	<b>46,200.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	1,526.24	143,000.00	80,000.00	80,000.00	100,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>1,526.24</b>	<b>143,000.00</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100,000.00</b>
<b>NET EXPENDITURES</b>	<b>209,186.36</b>	<b>360,860.00</b>	<b>363,220.00</b>	<b>325,852.00</b>	<b>442,185.00</b>



**Department: Administrative Services**

**Department Overview**

No changes to this department for the mid-year budget adjustment.

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**FY 20/21 BUDGET - MID YEAR ADJUSTMENT**

EXHIBIT 7A

ADMINISTRATION DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	88,511.57	93,680.00	91,600.00	106,655.00	104,946.00
6212 · Salaries - Non Exempt	149,790.20	160,925.00	228,650.00	163,000.00	171,700.00
6216 · Salaries - Overtime	111.58	115.00	1,200.00	800.00	1,500.00
6218 · Salaries - Vacation	19,125.21	23,900.00	20,230.00	14,000.00	7,560.00
6219 · Salaries - Holiday	14,023.53	14,150.00	19,000.00	19,000.00	9,825.00
6220 · Salaries - Sick Pay	11,154.46	12,745.00	18,500.00	15,000.00	7,560.00
6140 · Medicare	4,175.83	4,672.00	5,435.10	4,700.00	4,350.00
6070 · Cafeteria Benefit	32,278.46	37,801.00	48,000.00	48,000.00	38,400.00
6200 · Retirement - Classic	22,826.54	2,414.00	27,358.00	24,140.00	27,950.00
6201 · Retirement - PEPRA	1,349.30	2,768.00	7,487.00	3,180.00	3,420.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>343,346.68</b>	<b>353,170.00</b>	<b>467,460.10</b>	<b>398,475.00</b>	<b>377,211.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	1,354.12	41.00	3,000.00	300.00	5,500.00
6036 · Computer Software	315.30	9,056.00	9,500.00	9,203.00	9,500.00
6185 · Postage	1,817.53	2,303.00	1,700.00	1,500.00	1,700.00
6186 · Printing & Reproduction	0.00	0.00	1,000.00	0.00	500.00
6232 · Seminars and Meetings	2,241.78	2,975.00	3,000.00	3,010.00	500.00
6270 · Office Supplies	6,601.26	5,711.00	6,500.00	6,500.00	6,500.00
6333 · Branded Clothing	0.00	0.00	0.00	330.00	800.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>12,329.99</b>	<b>20,086.00</b>	<b>24,700.00</b>	<b>20,843.00</b>	<b>25,000.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	1,500.00	0.00	25,000.00	25,000.00	0.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>1,500.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>
<b>NET EXPENDITURES</b>	<b>357,176.67</b>	<b>373,256.00</b>	<b>517,160.10</b>	<b>444,318.00</b>	<b>402,211.00</b>

**Department: Operations****Department Overview**

The Pesticide line item for the Operations department was increased by \$40,000.00 to accommodate for auditing adjustments to the pesticide inventory.

The Automobile lease line item was increased by \$5,100.00 to complete the lease buy out for the four remaining leased trucks in our fleet.

The Extra Help Salary line item was increased by \$15,000.00 to accommodate the increase in the State minimum wage beginning January 2021.

The Overtime line item was increased by \$25,000.00 to accommodate overtime pay due to employees.

**Total adjustment: \$85,100.00**

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
 FY 20-21 BUDGET - MID YEAR ADJUSTMENT

EXHIBIT 7A

OPERATIONS DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	67,879.36	102,303.00	101,700.00	116,395.00	116,691.00
6212 · Salaries - Non Exempt	862,035.10	935,007.00	1,267,439.48	970,500.00	1,055,922.00
6216 · Salaries - Overtime	21,638.45	2,265.00	12,000.00	3,500.00	35,000.00
6218 · Salaries - Vacation	67,505.14	64,279.00	63,604.00	62,000.00	46,539.00
6219 · Salaries - Holiday	54,275.36	55,672.00	69,685.20	69,000.00	60,389.00
6220 · Salaries - Sick Pay	38,468.69	51,341.00	62,276.00	52,000.00	48,756.00
6230 · Salaries - Extra Help	91,450.82	176,861.00	200,000.00	195,000.00	179,600.00
6240 · Social Security	2,321.81	6,083.00	4,550.00	4,200.00	6,125.00
6140 · Medicare	18,190.15	21,262.00	26,000.00	26,000.00	24,000.00
6070 · Cafeteria Benefit	154,062.51	173,974.00	192,000.00	192,000.00	192,000.00
6200 · Retirement - Classic	44,762.24	43,423.00	62,000.00	40,000.00	48,560.00
6201 · Retirement - PEPRA	42,038.31	54,041.00	70,600.00	56,170.00	78,590.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>1,464,627.94</b>	<b>1,686,511.00</b>	<b>2,131,754.68</b>	<b>1,786,765.00</b>	<b>1,892,172.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6007 · Automobile Lease	73,148.26	82,166.00	60,000.00	33,000.00	35,100.00
6035 · Computer Hardware	3,760.51	15,881.00	6,000.00	2,000.00	6,000.00
6036 · Computer Software	8,138.42	400.00	5,000.00	1,500.00	5,000.00
6040 · Facility Maint.	4,557.51	38,778.00	42,000.00	18,857.00	40,000.00
6042 · Equipment Maint.	1,905.00	1,223.00	12,000.00	2,000.00	4,000.00
6044 · Grounds	50.75	1,201.00	0.00	75.00	10,000.00
6185 · Postage	294.93	171.00	4,000.00	1,000.00	1,000.00
6186 · Printing & Reproduction	0.00	1,500.00	1,500.00	0.00	1,000.00
6331 · Professional Development	0.00	0.00	2,000.00	600.00	2,000.00
6232 · Seminars and Meetings	4,506.99	6,729.00	16,500.00	6,500.00	2,500.00
6283 · Pesticides	30,458.22	56,501.00	51,000.00	62,000.00	120,000.00
6260 · Vehicle Maintenance	15,965.47	53,504.00	60,000.00	50,600.00	60,000.00
6262 · Gasoline	51,022.16	55,546.00	70,000.00	58,000.00	65,000.00
6270 · Office Supplies	2,287.97	2,815.00	3,500.00	1,500.00	2,500.00
6280 · Operations Supplies	29,114.69	12,332.00	18,000.00	14,000.00	15,000.00
6281 · Mosquito Fish Supplies	0.00	1,348.00	5,000.00	2,000.00	5,000.00
6302 · Safety	17,631.23	19,126.00	20,000.00	18,000.00	25,000.00
6304 · Surveillance, Aerial	23,118.00	0.00	25,300.00	25,118.00	25,500.00
6330 · Training, CEU's	4,148.00	3,604.00	4,400.00	5,000.00	6,000.00
6171 · Misc Rentals	0.00	0.00	2,850.00	0.00	2,000.00
6334 · Boots	0.00	0.00	5,500.00	2,500.00	4,500.00
6333 · Branded Clothing	0.00	0.00	800.00	2,500.00	2,000.00
6332 · Uniforms	11,964.90	10,621.00	10,000.00	10,600.00	12,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>282,073.01</b>	<b>363,446.00</b>	<b>425,350.00</b>	<b>317,350.00</b>	<b>451,100.00</b>

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

EXHIBIT 7A

*FY 20-21 BUDGET - MID YEAR ADJUSTMENT*

OPERATIONS DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	26,011.12	59,300.00	100,000.00	95,000.00	100,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>26,011.12</b>	<b>59,300.00</b>	<b>100,000.00</b>	<b>95,000.00</b>	<b>100,000.00</b>
<b>NET EXPENDITURES</b>	<b>1,772,712.07</b>	<b>2,109,257.00</b>	<b>2,657,104.68</b>	<b>2,199,115.00</b>	<b>2,443,272.00</b>

**Department: Surveillance**

**Department Overview**

No changes for this department for the mid-year budget adjustment.

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

EXHIBIT 7A

FY 20/21 BUDGET - MID YEAR ADJUSTMENT

<b>SURVEILLANCE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	46,056.26	92,001.00	96,700.00	106,400.00	116,399.00
6212 · Salaries - Non Exempt	260,306.43	92,674.00	365,990.00	160,350.00	384,940.00
6216 · Salaries - Overtime	1,238.35	247.00	1,000.00	800.00	1,500.00
6218 · Salaries - Vacation	20,925.33	22,226.00	20,370.00	10,000.00	16,585.00
6219 · Salaries - Holiday	18,271.89	9,917.00	25,135.00	12,000.00	21,561.00
6220 · Salaries - Sick Pay	15,962.59	9,476.00	20,720.00	12,000.00	16,585.00
6230 · Salaries - Part-time - XH	116,545.10	7,448.00	16,880.00	9,500.00	0.00
6240 · Social Security	3,393.39	1,759.00	950.00	600.00	0.00
6140 · Medicare	7,123.14	3,412.00	8,100.00	4,300.00	8,040.00
6070 · Cafeteria Benefit	50,969.77	50,969.77	57,600.00	55,539.00	67,200.00
6200 · Retirement - Classic	7,029.52	0.00	11,355.00	0.00	0.00
6201 · Retirement - PEPRA	20,479.07	11,845.00	31,235.00	16,775.00	42,860.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>568,300.64</b>	<b>301,972.77</b>	<b>656,035.00</b>	<b>388,264.00</b>	<b>675,670.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware	584.65	2,374.00	2,000.00	0.00	4,000.00
6036 · Computer Software	0.00	59.00	500.00	147.00	500.00
6185 · Postage	1,317.21	53.00	1,500.00	150.00	500.00
6232 · Seminars and Meetings	3,167.61	7,493.00	8,900.00	6,500.00	1,500.00
6250 · Surveillance Supplies	34,199.42	19,474.00	15,000.00	14,000.00	17,400.00
6251 · Arbovirus Testing Supplies	0.00	1,644.00	20,000.00	18,000.00	26,000.00
6333 · Branded Clothing	0.00	0.00	2,200.00	1,200.00	5,000.00
6270 · Office Supplies	556.96	177.00	1,600.00	1,600.00	1,600.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>39,825.85</b>	<b>31,274.00</b>	<b>51,700.00</b>	<b>41,597.00</b>	<b>56,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	14,000.00	12,000.00	34,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>12,000.00</b>	<b>34,000.00</b>
<b>NET EXPENDITURES</b>	<b>608,126.49</b>	<b>333,246.77</b>	<b>721,735.00</b>	<b>441,861.00</b>	<b>766,170.00</b>

**Department: Communications**

**Department Overview**

The Extra Help Salary line item was increased by \$5,000.00 to accommodate the increase in the State minimum wage beginning January 2021.



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** EXHIBIT 7A

FY 20/21 BUDGET - MID YEAR ADJUSTMENT

COMMUNICATIONS DEPARTMENT					
Account Classification	2017 - 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt	53,264.78	88,071.00	87,700.00	97,520.00	107,009.00
6212 · Salaries - Non Exempt	111,045.90	116,477.00	224,350.00	222,000.00	235,365.00
6216 · Salaries - Overtime	1,397.72	302.00	4,000.00	1,200.00	1,500.00
6218 · Salaries - Vacation	7,857.71	8,053.00	13,750.00	12,500.00	10,471.00
6219 · Salaries - Holiday	7,902.58	10,372.00	17,880.00	17,880.00	13,612.00
6220 · Salaries - Sick Pay	5,219.91	4,677.00	13,750.00	8,800.00	11,232.00
6230 · Salaries - Extra Help	1,081.12	17,889.00	0.00	2,161.00	37,980.00
6240 · Social Security	872.95	1,017.00	0.00	846.00	2,045.00
6140 · Medicare	2,465.96	3,280.00	5,900.00	4,721.00	6,000.00
6070 · Cafeteria Benefit	31,307.07	24,988.00	57,600.00	57,600.00	48,000.00
6200 · Retirement - Classic	7,294.28	7,801.00	8,800.00	7,948.00	9,485.00
6201 · Retirement - PEPRA	5,598.60	29,438.00	22,300.00	21,700.00	22,780.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>235,308.58</b>	<b>312,365.00</b>	<b>456,030.00</b>	<b>454,876.00</b>	<b>505,479.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6003 · Advertising	53.68	53.68	30,000.00	28,000.00	30,000.00
6035 · Computer Hardware	23.98	1,024.00	4,500.00	4,200.00	5,000.00
6036 · Computer Software	1,729.64	1,844.00	2,500.00	2,300.00	6,000.00
6037 · Website and Email Service	4.99	2,960.00	5,700.00	5,700.00	6,200.00
6185 · Postage	118.68	545.00	3,500.00	1,200.00	3,500.00
6186 · Printing & Reproduction	0.00	9,660.00	12,000.00	10,500.00	18,000.00
6188 · Media Production	0.00	0.00	10,000.00	6,000.00	6,000.00
6076 · Event Participation Fees	0.00	0.00	4,000.00	3,200.00	4,000.00
6333 · Branded Clothing	0.00	0.00	800.00	800.00	800.00
6232 · Seminars and Meetings	2,934.82	2,633.00	12,000.00	6,500.00	7,000.00
6270 · Office Supplies	1,141.33	1,498.00	1,000.00	800.00	1,000.00
6290 · Communications Supplies	33,772.61	8,611.00	10,000.00	15,000.00	10,000.00
6305 · Education Program Supplies	0.00	331.00	3,000.00	2,900.00	18,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>39,779.73</b>	<b>29,159.68</b>	<b>99,000.00</b>	<b>87,100.00</b>	<b>115,500.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	48,000.00	40,000.00	8,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>48,000.00</b>	<b>40,000.00</b>	<b>8,000.00</b>
<b>NET EXPENDITURES</b>	<b>275,088.31</b>	<b>341,524.68</b>	<b>603,030.00</b>	<b>581,976.00</b>	<b>628,979.00</b>

## Non-Departmental

### Overview

The Post Retirement Benefits line item was allocated \$50,000.00 to allow for a contribution to our OPED funding this year.

The Bank Charges line item was increased by \$4,000.00 to allow for increased cost in payroll fees related to Covid-19 administration.

The Professional Services line item for legal services was increased by \$50,000.00 to allow for increase in legal fees due to personnel issues.

The Memberships line item was increased by \$4,000.00 to allow for membership to the Liebert, Cassidy, Whitmore Legal Consortium.

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

EXHIBIT 7A

FY 20-21 BUDGET - MID YEAR ADJUSTMENT

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>Revenue</b>					
4010 · Assessments	3,851,637.71	4,576,291.00	5,296,419.00	5,192,477.00	5,042,451.00
4015 · Delinquent Assessments	0.00	13,738.00	0.00	13,200.00	13,000.00
4050 · Interest, LA County	29,812.49	48,327.00	37,000.00	44,370.00	42,000.00
4060 · Interest income, LAIF	19,134.76	33,099.00	30,000.00	32,000.00	31,000.00
4070 · Interest Income, Citizens Sweep	797.80	529.00	500.00	850.00	700.00
4075 · Interest Income, VCJPA	0.00	4,535.00	0.00	4,500.00	4,300.00
4030 · Grants	111,034.29	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>4,012,417.05</b>	<b>4,676,519.00</b>	<b>5,363,919.00</b>	<b>5,287,397.00</b>	<b>5,133,451.00</b>

<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6122 · Unemployment	20,638.89	21,057.00	25,000.00	23,000.00	25,000.00
6234 · Tuition Reimbursement	0.00	2,000.00	8,000.00	0.00	4,000.00
6200 · Retirement Classic	58,452.88	200,225.00	15,000.00	231,300.00	111,800.00
6201 · Retirement PEPRA	125.44	78,243.00	1,200.00	106,940.00	148,150.00
6202 · Classic Unfunded Liability	0.00	0.00	0.00	0.00	151,439.00
6203 · PEPRA Unfunded Liability	0.00	0.00	0.00	0.00	8,342.00
6065 · Group Term Life	3,187.30	3,759.00	4,300.00	3,975.00	4,300.00
6072 · Health Benefits - Retired EE	10,532.16	13,731.00	20,000.00	23,900.00	26,000.00
6074 · Post Retirement Benefits	0.00	50,000.00	50,000.00	50,000.00	50,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>92,936.67</b>	<b>369,015.00</b>	<b>123,500.00</b>	<b>439,115.00</b>	<b>529,031.00</b>

<b>ORGANIZATIONAL EXPENDITURES</b>					
6010 · Awards	1,747.13	3,144.00	4,000.00	3,000.00	3,000.00
6020 · Bank Charges	4,463.50	10,071.00	15,000.00	13,000.00	19,000.00
6035 · Computer Hardware	0.00	20,660.00	25,000.00	51,528.00	25,000.00
6036 · Computer Software-Licenses	0.00	22,396.00	50,000.00	38,000.00	40,000.00
6312 · Communications, Field	25,080.86	29,197.00	38,000.00	40,100.00	42,000.00
6315 · Telephone, Internet	11,193.69	11,827.00	30,000.00	12,300.00	14,000.00
6320 · Telephone, Office	13,468.78	12,026.00	14,000.00	14,000.00	15,500.00
6090 · Auto Insurance	0.00	1,648.00	1,950.00	1,700.00	2,257.00
6100 · Liability Insurance	32,098.00	63,019.00	78,444.00	79,388.00	79,056.00
6110 · Workers Comp Insurance	72,577.00	110,842.00	109,946.00	104,019.00	114,890.00
6120 · Property Insurance	3,250.00	3,196.00	2,351.00	2,589.00	6,423.00
6085 · VCJPA General Fund	10,729.00	8,348.00	8,969.00	10,005.00	9,248.00

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

EXHIBIT 7A

*FY 20-21 BUDGET - MID YEAR ADJUSTMENT*

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Actual</b>	<b>2019 - 2020 Adopted Budget</b>	<b>2019 - 2020 Estimated Actual</b>	<b>2020 - 2021 Proposed Budget</b>
6111 - Other Insurance	1,622.02	1,471.00	3,500.00	1,700.00	3,500.00
6073 - Equipment Lease	12,742.74	37,584.00	23,000.00	19,350.00	21,000.00
6075 - Fees & Assessments	4,771.61	3,195.00	4,000.00	4,150.00	4,300.00
6080 - Hiring Expenses	1,194.99	2,931.00	5,600.00	3,000.00	4,000.00
6150 - Memberships	14,683.68	24,946.00	25,000.00	26,021.00	32,000.00
6170 - Miscellaneous Expenses	2,802.69	4,476.00	3,500.00	3,100.00	3,500.00
6000 - Accounting Services	5,242.50	14,558.00	20,000.00	19,500.00	22,000.00
6130 - Legal Services	23,534.44	17,385.00	35,000.00	13,000.00	75,000.00
6190 - Other Services	4,045.00	2,880.00	6,000.00	500.00	2,000.00
6046 - Professional Services - IT	40,304.61	32,157.00	50,000.00	40,000.00	50,000.00
6192 - Research	2,250.00	0.00	1,000.00	0.00	500.00
6300 - Reference	0.00	0.00	0.00	0.00	0.00
6310 - Benefit Assessment Admin Cost	99,278.72	95,354.00	118,000.00	115,000.00	118,000.00
6340 - Electric Service	38,985.13	30,149.00	41,000.00	28,000.00	30,000.00
6341 - Natural Gas	2,253.52	2,262.00	3,000.00	2,800.00	3,100.00
6343 - Water Service	1,967.83	1,798.00	2,100.00	1,850.00	2,200.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>430,287.44</b>	<b>567,520.00</b>	<b>718,360.00</b>	<b>647,600.00</b>	<b>741,474.00</b>
<b>NET REVENUE &amp; EXPENDITURES</b>	<b>3,489,192.94</b>	<b>3,739,984.00</b>	<b>4,522,069.00</b>	<b>4,200,682.00</b>	<b>3,862,946.00</b>

## Reserves

### Overview

The Building/Facilities Designated Reserve account was increased by \$175,761.00 from the surplus designated by the Fiscal Year End audit for 2019-2020.

The Vehicle Replacement Designated Reserve account was increased by \$105,761.00 from the surplus designated by the Fiscal Year End audit for 2019-2020.

DESIGNATED RESERVES					
Account Classification	2017- 2018 Actual	2018 - 2019 Actual	2019 - 2020 Adopted Budget	2019 - 2020 Estimated Actual	2020 - 2021 Proposed Budget
<b>3100 · Public Health Emergency</b>	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	0.00
<b>3125 · Capital Projects</b>	612,923.00	612,923.00	469,923.00	469,923.00	958,088.00
Transfers In	0.00	0.00	0.00	488,085.00	0.00
Transfers Out	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	488,085.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	(143,000.00)	0.00	0.00	(498,159.00)
<b>3160 · Pension Liability</b>	0.00	200,258.00	200,258.00	200,258.00	200,258.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<b>Revenue &amp; Transfers In Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	0.00
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	0.00
<b>3165 · Building/Facilities</b>	0.00	0.00	100,000.00	100,000.00	324,761.00
Transfers In	0.00	100,000.00	48,994.34	224,761.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	100,000.00	148,994.34	224,761.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	0.00	0.00	0.00	(\$100,000.00)
<b>3170 · Vehicle Replacement</b>	0.00	0.00	43,760.00	43,760.00	149,521.00
Transfers In	0.00	251,423.28	0.00	105,761.00	0.00
Transfers Out	0.00	(120,000.00)	0.00	0.00	(43,760.00)
<b>Revenue &amp; Transfers In Total</b>	0.00	251,423.28	0.00	105,761.00	0.00
<b>Expense &amp; Transfer Out Total</b>	0.00	(120,000.00)	0.00	0.00	(43,760.00)
<b>Net (Use of) Addition to Reserves</b>	0.00	131,423.28	0.00	0.00	(43,760.00)
<b>Total Reserves</b>	<b>1,939,123.00</b>	<b>2,227,804.28</b>	<b>2,189,135.34</b>	<b>2,326,903.00</b>	<b>2,316,909.00</b>

RESTRICTED RESERVE ACCOUNTS	2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Adopted Budget	2018 - 2019 Estimated Actual	2019 - 2020 Proposed Budget
<b>3180 - VCJPA Property Contingency Fund</b>	97,113.00	97,113.00	96,911.00	97,000.00	97,200.00
<b>Total Reserves</b>	<u>97,113.00</u>	<u>97,113.00</u>	<u>96,911.00</u>	<u>97,000.00</u>	<u>97,200.00</u>

<b>GRAND TOTAL RESERVES</b>	<b>2,036,236.00</b>	<b>2,324,917.28</b>	<b>2,286,046.34</b>	<b>2,423,903.00</b>	<b>2,414,109.00</b>
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