



San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
December 10, 2021 – 7:00 a.m.  
1145 N. Azusa Canyon Road, West Covina, CA 91790

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**HOW TO OBSERVE THE MEETING:**

Computer: Watch the live streaming of the meeting from a computer by navigating to:  
<https://www.youtube.com/c/sqvmosquito>

**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 Dedication of meeting in memory of Roger Chandler
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 ORDER OF BUSINESS – Review and prioritization of Agenda Items including, if necessary, identification of any emergency items arising after posting of the Agenda and requiring action prior to next regular meeting.

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

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

## 3. Consider RESOLUTION No. 21-05 – RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING DECEMBER 10<sup>TH</sup> AND RUNNING UNTIL JANUARY 9<sup>TH</sup> PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS. (EXHIBIT 3A)

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

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve Resolution No. 21-05.
- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny approval of Resolution No. 21-05.

## 4. 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.

- 4.1. List of Claims for the month of November 2021
- 4.2. Budget Status Report for November 2021
- 4.3. Minutes of Board of Trustees Meeting November 2021
- 4.4. Operations Report November 2021
- 4.5. Surveillance Report November 2021
- 4.6. Communications Report November 2021

4.7. October 2021 Monthly Treasurer Report / District Working Balance for December 2021

5. **Presentation:** none

6. **Presentation of Candidates for the 2022 Executive Offices of President, Vice President/President Elect, Secretary/Treasurer for The Board of Trustees**  
(Committee Chair, Richard Barakat)

- President: Becky Shevlin
- Vice President/President Elect: John Capoccia
- Secretary/Treasurer: Lloyd Johnson

7. **Closed Session: Public Employment**  
(Board President, Becky Shevlin) (Acting Committee Chair, Corey Calaycay)

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

- **Board Action Required:** Following the closed session discussion by members of this item, the appropriate action is to report any required information or action(s) taken.

8. **Consider Final Annual Audit for Fiscal Year Concluding June 30, 2021 (EXHIBIT 8A)** (Secretary-Treasurer, Lloyd Johnson) (District Auditor, Paul Kaymark, Nigro & Nigro, PC) (Managers Report) (Approve/Deny) *Late Communication Item Pending Recommendation of Draft Annual Audit for Fiscal Year Concluding June 30, 2021 from Finance and Audit Committee Meeting*

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to approve the Final Annual Audit for Fiscal Year concluding June 30, 2020.
- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to deny approval of the Final Annual Audit for Fiscal Year concluding June 30, 2020.

9. **Consider Personnel and Policy Handbook Revision Request for Proposal (RFP) Candidate Selection and Contract (EXHIBIT 9A)**  
(Acting Committee Chair, Corey Calaycay) (Board President, Becky Shevlin)  
(Managers Report) (Approve/Deny)

- **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is to select an RFP respondent for award of the project contract.

- **Alternate Board Action:** If after discussion by members of this item, the Board may choose to not select a respondent for award of the project contract.

**10. Trustee Service Pin Presentation**  
(Board President, Becky Shevlin)

10.1 Trustee Roger Chandler, City of Arcadia – 20 years

10.2 Trustee Cynthia Sternquist, City of Temple City – 10 years

**11. District Administration**

11.1 Committee Meeting Notifications: Finance and Audit Committee

11.2 Trustee Term of Office Expiring

- El Monte
- La Puente

11.3 Update on Azusa Annexation

**12. Committee Reports**

12.1 Personnel and Policy Committee

12.2 Public Information Committee

12.3 Finance and Audit Committee

**13. Trustee Reports**

**14. New Business**

**15. 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 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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Cecilia Contreras, Clerk of the Board  
San Gabriel Valley Mosquito and Vector Control District

## **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)

**RESOLUTION NO. 21-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING DECEMBER 10<sup>TH</sup> AND RUNNING UNTIL JANUARY 9<sup>TH</sup> PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS.**

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District (“District”) is committed to preserving and nurturing public access and participation in meetings of the District’s Board of Trustees and committees; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, pursuant to the requirements of the Ralph M. Brown Act (California Government Code Sections 54950-54963) (the “Brown Act”), so that any member of the public may attend, participate, observe and watch the District’s legislative bodies conduct business; and

**WHEREAS**, the Brown Act, Section 54953(e), allows for conducting and participating in meetings by members of a legislative body, without compliance with the requirements of the Brown Act Section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition under the Brown Act Section 54953(e) is the declaration of a state of emergency by the Governor pursuant to California Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within California caused by the conditions outlined and described in California Government Code Section 8558; and

**WHEREAS**, a proclamation of a state of emergency is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-induced disasters; and

**WHEREAS**, it is further required that the state or local officials have imposed or recommended measures to promote social distancing, or the legislative body of the District have held a meeting where it considered and determined that meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, such conditions now exist in the District as Governor Newsom declared a State of Emergency on March 4, 2020 as a result of the threat of COVID-19; and

**WHEREAS**, the Centers for Disease Prevention and Control, in its publication “How to Protect Yourself & Others” updated August 13, 2021, have recommended social distancing practices,

including staying 6 feet away from others and avoiding crowds and poorly ventilated spaces in order to protect individuals and others from COVID-19; and

**WHEREAS**, the County of Los Angeles Department of Public Health Order of the Health Officer issued September 17, 2021 (the “County Order”) includes a finding that the existing community transmission of COVID-19 in Los Angeles County remains high and continues to present a high risk of infection and harm to the health of those who are not and cannot be vaccinated against COVID-19 especially when there is an absence of capacity limits and physical distancing requirements for both indoor and outdoor settings. The County Order further finds that COVID-19 infection remains a significant health hazard to all residents; and

**WHEREAS**, the District’s Board of Trustees does hereby find that the ongoing and significant risks associated with COVID-19 infection, especially in the absence of capacity limits and physical distancing requirements for indoor activities, on those who are not and cannot be vaccinated, and that COVID-19 infection remains a significant health hazard to all residents, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California and, further, ratify the County Order findings related to the ongoing health hazards of COVID-19; and

**WHEREAS**, as a consequence of the declared state of emergency and the local emergency, the Board of Trustees of the District does hereby find that the District shall continue to conduct its meetings in accordance with the provisions and requirements of the Brown Act Section 54953(e) and that the legislative bodies of the District shall comply with the requirements to provide the public with access to, and an opportunity to comment at all meetings of the District’s legislative bodies in accordance with the requirements of the Brown Act Section 54953(e)(2); and

**WHEREAS**, the District will continue its practice of live streaming its meeting via the Zoom software platform which allows members of the public to observe and participate in the meeting via video or call-in options, and will continue to offer members of the public an opportunity to make oral comments during the meeting and/or submit written comments before the meeting.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true, correct, and are incorporated in this Resolution by reference.

**Section 2. Proclamation of Local Emergency.** The Board of Trustees of the District does hereby proclaim that a local emergency now exists throughout the territory of the District and, as described in the County Order, there remains evidence of sustained and high community transmission rates of COVID-19 resulting in high risks of infection and harm to the health of those who are not and cannot be vaccinated against COVID-19 especially when there is an absence of capacity limits and physical distancing requirements for both indoor and outdoor

settings, and COVID-19 infection remains a significant health hazard to all residents of the District.

**Section 3. Ratification of Governor’s Proclamation of a State of Emergency.** The District’s Board of Trustees hereby ratifies the Governor of the State of California’s Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

**Section 4. Remote Teleconference Meetings.** The District’s Manager, staff and legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, without limitation, conducting open and public meetings in accordance with the Brown Act Section 54953(e) and all other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 11, 2022, or such time that the District’s Board of Trustees adopts a subsequent resolution in accordance with the Brown Act Section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with the requirements of the Brown Act Section 54953(b)(3).

PASSED, ADOPTED and APPROVED by the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District this 10<sup>th</sup> day of December 2021, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Becky Shevlin  
President, Board of Trustees

ATTEST:

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Lloyd Johnson  
Secretary-Treasurer, Board of Trustees

APPROVED AS TO FORM:

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Kelly M. Alhadeff-Black  
District Counsel

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SAN GABRIEL VALLEY MVCD

Claims List

November 12, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	11/12/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADMIN		313.65
				166.65
6016051A				262.50
				150.00
				<u>892.80</u>
EFT	11/12/2021	AMERICAN FIDELITY ASSURANCE		114.08
				132.80
D381232				1,414.38
				206.32
				54.95
				<u>1,922.53</u>
EFT	11/12/2021	NATIONWIDE RETIREMENT		139.84
				<u>139.84</u>
PR 11/11/21				
EFT	11/12/2021	PERS		760.76
				940.29
PR 11/11/21				1,770.53
				384.24
				163.85
				3,117.16
				1,415.18
				971.82
				<u>9,523.83</u>
EFT	11/12/2021	SOUTHERN CALIFORNIA EDISON		7,738.85
				2,109.02
8002465958				<u>9,847.87</u>

**SAN GABRIEL VALLEY MVCD  
Claims List**

November 12, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18431	11/12/2021	AJG ACCOUNTING & BOOKKEEPING SRVCS, INC.		945.00
				<u>945.00</u>
2603				
18432	11/12/2021	ARAMARK UNIFORM SERVICES INC.		506.47
				439.61
792287099 10/31				446.14
				<u>439.61</u>
				1,831.83
18433	11/12/2021	ATHENS SERVICES		262.60
				<u>262.60</u>
11222793				
18434	11/12/2021	BENLO COMPANY		25.85
				<u>25.85</u>
914373				
18435	11/12/2021	BOB LOWRY & SON AUTO BODY		4,070.26
				<u>4,070.26</u>
23861				
18436	11/12/2021	CALOLYMPIC SAFETY		80.93
				<u>80.93</u>
395760				
18437	11/12/2021	CITY OF WEST COVINA FINANCE		229.19
				<u>229.19</u>
8437030905-21/22-1				
18438	11/12/2021	CSDA		7,615.00
				<u>7,615.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

November 12, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				7,615.00
1038				
<b>18439</b>	<b>11/12/2021</b>	<b>ENVIRONMENT CONTROL</b>		<u>1,299.00</u>
				1,299.00
11417-411				
<b>18440</b>	<b>11/12/2021</b>	<b>FLEET SOLUTIONS CENTER</b>		763.92
4019				222.53
4012				444.97
4010				<u>1,431.42</u>
<b>18441</b>	<b>11/12/2021</b>	<b>KENN K. FUJIOKA</b>		<u>316.94</u>
				316.94
Premium Reimburse				
<b>18442</b>	<b>11/12/2021</b>	<b>LEWIS BRISBOIS BISGAARD &amp; SMITH LLP</b>		2,762.50
				1,797.90
2811582				4,452.50
2888172				<u>4,348.50</u>
3023991				13,361.40
3058379				
<b>18443</b>	<b>11/12/2021</b>	<b>LINDE GAS &amp; EQUIPMENT INC.</b>		<u>78.95</u>
				78.95
66963480				
<b>18444</b>	<b>11/12/2021</b>	<b>LOGMEIN COMMUNICATIONS, INC.</b>		<u>1,255.39</u>
				1,255.39
IN7100741464				



**SAN GABRIEL VALLEY MVCD**  
**Claims List**

November 12, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18445	11/12/2021	MARTA TANAKA		865.08
				865.08
Premium Reimburse				
18446	11/12/2021	MARY ANGELA BRISCO		526.84
				526.84
Premium Reimburse				
18447	11/12/2021	MIKE NIFFENEGGER		618.23
				618.23
Premium Reimburse				
18448	11/12/2021	READYREFRESH BY NESTLE		396.65
				6.95
11J0024588535				129.90
				20.00
				553.50
18449	11/12/2021	STAPLES CREDIT PLAN		37.19
				37.19
Account Ending 9187				
18450	11/12/2021	STREAMLINE		200.00
				200.00
0EAF3F59-0012				
18451	11/12/2021	SYNTECH GROUP INC.		700.00
				450.00
SVC-A21417				1,150.00
SVC-A21418				
18452	11/12/2021	TIRE ZONE		676.26

**SAN GABRIEL VALLEY MVCD  
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				676.26
64222	11/02/2021			
<b>18453</b>	<b>11/12/2021</b>	<b>VECTOR CONTROL JPA</b>		<u>503.94</u>
				503.94
VCJPA 2022-087				
<b>18454</b>	<b>11/12/2021</b>	<b>WELLS FARGO VENDOR FIN SERV</b>		<u>1,500.16</u>
				1,500.16
5017481618				
<b>18455</b>	<b>11/12/2021</b>	<b>WEST VALLEY MVCD</b>		<u>1,764.00</u>
				1,764.00
2724				
<b>18456</b>	<b>11/12/2021</b>	<b>WEX/CHEVRON</b>		<u>6,275.37</u>
				6,275.37
75641551				
<b>Accounts Payable Total for November 12, 2021</b>				<b>69,801.20</b>

SAN GABRIEL VALLEY MVCD

Claims List

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT  100000016621837	11/24/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	412.88
			6070 Med premiums - Cafeteria (Medical premiums)	2,838.63
			6070 Med premiums - Cafeteria (Medical premiums)	3,150.51
			6070 Med premiums - Cafeteria (Medical premiums)	2,017.85
			6070 Med premiums - Cafeteria (Medical premiums)	715.00
			6070 Med premiums - Cafeteria (Medical premiums)	38.89
				<u>9,173.76</u>
EFT  4329984392	11/24/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	378.98
			6070 Premiums, life - Cafeter (Voluntary Insurance)	464.70
				<u>843.68</u>
EFT  PR of 11/24/21	11/24/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	139.84
				<u>139.84</u>
EFT  PR of 11/24/21	11/24/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	760.76
			6200 RETIREMENT - CLASSIC (Employer Contribu	940.29
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,770.53
			6200 RETIREMENT - CLASSIC (Employer Contribu	384.24
			6201 RETIREMENT - PEPRA (Employer Contributic	180.88
			6201 RETIREMENT - PEPRA (Employer Contributic	3,117.16
			6201 RETIREMENT - PEPRA (Employer Contributic	1,415.18
6201 RETIREMENT - PEPRA (Employer Contributic	971.82			
				<u>9,540.86</u>
EFT  1085590-10001	11/24/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	234.48
			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	361.84

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6070 Dental premiums - Cafeter	369.94
				<u>2,613.87</u>
<b>EFT</b>	<b>11/24/2021</b>	<b>TEXAS LIFE INSURANCE COMPANY</b>	6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
SM09BT20211114001				<u>142.25</u>
<b>18457</b>	<b>11/24/2021</b>	<b>ACCURATE ROOFING</b>	6040 Building Maintenance	2,800.00
				<u>2,800.00</u>
Roof Repairs				
<b>18458</b>	<b>11/24/2021</b>	<b>ALLEN WU</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
<b>18459</b>	<b>11/24/2021</b>	<b>AMAZON.COM</b>	6290 Supplies, Public Informati	292.60
			6035 COMPUTER HARDWARE	30.70
Acct ending 5999			6250 LABORATORY SUPPLIES	43.78
			6188 MEDIA PRODUCTION	90.31
			6280 SUPPLIES, OPERATIONS	502.20
			6250 LABORATORY SUPPLIES	29.55
			6188 MEDIA PRODUCTION	60.19
			6280 SUPPLIES, OPERATIONS	54.33
			6270 OFFICE SUPPLIES	49.77
			6040 Building Maintenance	56.45
			6040 Building Maintenance	17.50
			6280 SUPPLIES, OPERATIONS	37.91
			6250 LABORATORY SUPPLIES	26.24
			6250 LABORATORY SUPPLIES	546.96
			6302 Supplies, Safety	154.41
			6250 LABORATORY SUPPLIES	164.25

SAN GABRIEL VALLEY MVCD

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6280 SUPPLIES, OPERATIONS	191.25
			6250 LABORATORY SUPPLIES	28.70
				<u>2,377.10</u>
<b>18460</b>	<b>11/24/2021</b>	<b>AZUSA LIGHT &amp; WATER</b>	6343 Meter # 89661864	72.50
			6343 Meter # 45169724 (Account # 303-0191.300 (	48.21
303-0190.300				<u>120.71</u>
<b>18461</b>	<b>11/24/2021</b>	<b>BECKY A. SHEVLIN</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
<b>18462</b>	<b>11/24/2021</b>	<b>CAROL ANNE HAGELE</b>	6232 Travel Expenses (Travel Expenses)	7.94
				<u>7.94</u>
Mileage Reimburse				
<b>18463</b>	<b>11/24/2021</b>	<b>CATHERINE MARCUCCI</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
<b>18464</b>	<b>11/24/2021</b>	<b>CONCENTRA OCCUPATIONAL HEALTH CENTER</b>	6080 Hiring Expenses	126.00
				<u>126.00</u>
73317116				
<b>18465</b>	<b>11/24/2021</b>	<b>COREY CALAYCAY</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				

SAN GABRIEL VALLEY MVCD

Claims List

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18466	11/24/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18467	11/24/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18468	11/24/2021	DIAMONDBACK TRUCK COVERS	8000 CAPITAL OUTLAY (Capital Outlay)	3,647.06
				<u>3,647.06</u>
241176				
18469	11/24/2021	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18470	11/24/2021	FORESTRY SUPPLIERS, INC.	6302 Supplies, Safety	193.50
				<u>193.50</u>
137125-00				
18471	11/24/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18472	11/24/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18473	11/24/2021	HOME DEPOT	6044 MAINTENANCE, GROUNDS	123.88
			6044 MAINTENANCE, GROUNDS	28.58
			6042 EQUIPMENT MAINTENANCE	10.98
			6250 LABORATORY SUPPLIES	55.09
			6042 EQUIPMENT MAINTENANCE	<u>21.98</u>
Acct ending 4710				

SAN GABRIEL VALLEY MVCD

Claims List

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				240.51
18474	11/24/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
		BM of 11/18/21		
18475	11/24/2021	JERRY VELASCO	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
		BM of 11/12/21		
18476	11/24/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
		BM of 11/12/21		
18477	11/24/2021	JOSEPH LEON	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
		BM of 11/12/21		
18478	11/24/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	<u>149.50</u>
				149.50
		BM of 11/12/21		
18479	11/24/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
		BM of 11/12/21		
18480	11/24/2021	RAMONA DEACON	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>618.23</u>
				618.23
		Premium Reimburse		
18481	11/24/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	<u>100.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 12/18/21				
<b>18482</b>	<b>11/24/2021</b>	<b>ROBERT GONZALES</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 11/12/21				
<b>18483</b>	<b>11/24/2021</b>	<b>ROBERT S. JOE</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 11/12/21				
<b>18484</b>	<b>11/24/2021</b>	<b>RYAN A. VIENNA</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 11/12/21				
<b>18485</b>	<b>11/24/2021</b>	<b>SANDRA ARMENTA</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 11/12/21				
<b>18486</b>	<b>11/24/2021</b>	<b>SOCALGAS</b>	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	150.02
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	31.05
057-518-2100-9				181.07
<b>18487</b>	<b>11/24/2021</b>	<b>STEPHEN SHAM</b>	6030 BOARD EXPENSES	100.00
				100.00
BM of 11/12/21				
<b>18488</b>	<b>11/24/2021</b>	<b>SYNTECH GROUP INC.</b>	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	690.00
SVC-A21449			6046 PROFESSIONAL SERVICES - IT	465.00
				1,930.00



**SAN GABRIEL VALLEY MVCD**  
**Claims List**

November 24, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18489	11/24/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 11/12/21				
18490	11/24/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	1,546.72
				<u>1,546.72</u>
149777751-0				
18491	11/24/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	2,349.79
			6312 Monthly District Field Ph (Monthly District Fiel	485.70
			6312 Monthly District Field Ph (Monthly District Fiel	325.06
			6312 Monthly District Field Ph (Monthly District Fiel	<u>1,563.70</u>
				4,724.25
<b>Accounts Payable for November 24, 2021</b>				<b>43,216.85</b>
<b>Total Accounts Payable for November 2021</b>				<b>113,018.05</b>
<b>Total Payroll for November 2021</b>				<b>236,177.57</b>
see attached				
<b>Total Claims for November 2021</b>				<b>349,195.62</b>

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

<b>Department</b>	<b>November 10, 2021</b>	<b>November 24, 2021</b>	<b>TOTAL</b>
EXECUTIVE	6,992.31	8,179.23	15,171.54
ADMINISTRATION	10,800.72	11,182.97	21,983.69
OPERATIONS	57,379.42	57,641.73	115,021.15
SURVEILLANCE	18,656.37	18,695.73	37,352.10
COMMUNICATIONS	16,709.83	16,477.14	33,186.97
SEASONAL WORKERS	-	-	-
Gross Payroll	110,538.65	112,176.80	222,715.45
Employer Taxes	1,650.07	1,747.41	3,397.48
Car Allowance	500.00	-	500.00
Employee Benefit-Med	4,782.32	4,782.32	9,564.64
<b>TOTAL PAYROLL</b>	<b>117,471.04</b>	<b>118,706.53</b>	<b>236,177.57</b>

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SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 41% of Year Completed  
 November 30, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	52,921.86	286,973.85	681,100.00	394,126.15	42.13	
Salaries - Non Exempt	143,804.27	812,309.69	2,288,011.00	1,475,701.31	35.50	
Salaries - Overtime	422.82	12,947.25	20,500.00	7,552.75	63.16	Saturday work
Salaries - Vacation	6,513.37	56,523.20	118,435.00	61,911.80	47.73	Resignation pay out
Salaries-Holiday	9,822.62	29,780.83	132,061.00	102,280.17	22.55	
Salaries, Sick Pay	9,230.51	50,205.01	113,165.00	62,959.99	44.36	Retirement pay out @ 1/2 rate
Salaries, Part-time - XH	0.00	100,440.00	225,915.00	125,475.00	44.46	Extra Help for season
Management Car Allowance	500.00	2,500.00	6,000.00	3,500.00	41.67	
Cafeteria Benefit	24,899.55	167,630.46	435,200.00	267,569.54	38.52	
Hlth Benefits, Ret Emps	2,945.32	17,538.61	35,000.00	17,461.39	50.11	Additional retiree
Employer, 457 Contribution	279.68	1,535.48	3,636.00	2,100.52	42.23	
Medicare	3,323.89	20,040.95	54,165.00	34,124.05	37.00	
Retirement - Classic	7,711.64	44,636.78	118,822.00	74,185.22	37.57	
Retirement - Pepra	11,353.05	63,931.79	172,210.00	108,278.21	37.12	
Retirement - Classic-Unfunded Liability	0.00	172,234.00	172,300.00	66.00	99.96	One time expense
Retirement - Pepra-Unfunded Liability	0.00	8,714.00	8,720.00	6.00	99.93	One time expense
Social Security	0.00	4,538.59	12,030.00	7,491.41	37.73	Seasonal expense
Group Term Life Ins	378.98	2,278.04	4,800.00	2,521.96	47.46	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	73.59	1,416.54	26,000.00	24,583.46	5.45	
Post Retirement Benefits	0.00	0.00	200,000.00	200,000.00	0.00	
<b>TOTAL PERSONNEL EXPENSES</b>	<b>274,181.15</b>	<b>1,856,175.07</b>	<b>4,836,070.00</b>	<b>2,979,894.93</b>	<b>38.38</b>	
<b>OPERATING EXPENSES</b>						
Event Participation Fees	0.00	85.00	4,000.00	3,915.00	2.13	
Arbovirus Testing Supplies	1,764.00	12,310.65	26,000.00	13,689.35	47.35	Traps
Branded Clothing	0.00	809.47	10,100.00	9,290.53	8.01	
Boots	0.00	350.00	5,500.00	5,150.00	6.36	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	384.95	2,000.00	1,615.05	19.25	
Awards	0.00	1,126.26	3,000.00	1,873.74	37.54	
Advertising	0.00	8,471.40	30,000.00	21,528.60	28.24	

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 41% of Year Completed  
 November 30, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,043.33	7,233.00	19,000.00	11,767.00	38.07	
Board expenses	2,249.50	12,048.00	38,000.00	25,952.00	31.71	
Computer Hardware	730.70	2,289.06	56,000.00	53,710.94	4.09	
Computer Software	0.00	18,368.08	59,000.00	40,631.92	31.13	
Website/Email Service	200.00	1,159.57	7,000.00	5,840.43	16.57	
Facility maintenance	4,435.55	22,934.39	50,000.00	27,065.61	45.87	Electrical work
Maintenance, equipment	32.96	879.33	3,000.00	2,120.67	29.31	
Maintenance, grounds	152.46	448.20	2,000.00	1,551.80	22.41	
Lease Equipment	1,500.16	8,364.96	21,000.00	12,635.04	39.83	
Fees & Assessments	229.19	2,359.55	4,300.00	1,940.45	54.87	LA County Fire Permit
Hiring expenses	126.00	822.30	4,600.00	3,777.70	17.88	
VCJPA General Fund	0.00	5,391.00	7,530.00	2,139.00	71.59	One time expense
Insurance, liability	0.00	107,156.00	89,000.00	(18,156.00)	120.40	One time expense
Workers Comp Insurance	0.00	147,041.00	147,400.00	359.00	99.76	One time expense
Automobile Insurance	0.00	2,607.00	2,700.00	93.00	96.56	One time expense
Other Insurance	503.94	1,745.94	4,850.00	3,104.06	36.00	
Insurance, property	0.00	7,795.00	7,220.00	(575.00)	107.96	One time expense
Legal	8,801.00	21,656.20	70,000.00	48,343.80	30.94	
Memberships	7,615.00	20,387.00	35,500.00	15,113.00	57.43	SHRM, CalChamber
Miscellaneous expenses	553.50	1,199.01	3,500.00	2,300.99	34.26	
Postage	0.00	3,553.40	11,800.00	8,246.60	30.11	
Accounting Services, Auditor	945.00	6,945.00	24,000.00	17,055.00	28.94	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	1,230.00	10,909.66	50,000.00	39,090.34	21.82	
Printing & Reproduction	0.00	4,430.28	20,000.00	15,569.72	22.15	
Reference	0.00	0.00	800.00	800.00	0.00	
Seminars and meetings	7.94	6,951.80	48,600.00	41,648.20	14.30	
Supplies, Surveillance	973.52	6,380.91	15,000.00	8,619.09	42.54	
Supplies, Vehicle Maintenance	6,203.79	20,904.49	60,000.00	39,095.51	34.84	
Supplies, Gasoline	6,275.37	38,198.74	70,000.00	31,801.26	54.57	Price increase
Supplies, Office	523.84	4,218.87	13,100.00	8,881.13	32.21	
Supplies, Mosquito Fish	0.00	138.00	5,000.00	4,862.00	2.76	
Supplies, Operations	785.69	2,050.99	15,000.00	12,949.01	13.67	
Supplies, Pesticides	0.00	112,759.94	140,000.00	27,240.06	80.54	Supply for season

SGVMVCD  
 Comparative YTD Actual to Full Year Budget  
 Current Period 41% of Year Completed  
 November 30, 2021

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	292.60	5,389.99	10,000.00	4,610.01	53.90	Projects
Supplies, Education Program	0.00	13,838.85	18,000.00	4,161.15	76.88	Projects
Supplies, Safety	428.84	2,102.93	25,000.00	22,897.07	8.41	
Supplies, Media Production	150.50	4,500.89	6,000.00	1,499.11	75.01	Projects
Benefit Assesment Admin Cost	0.00	12,090.32	116,000.00	103,909.68	10.42	
Communications, field	4,724.25	22,889.80	42,000.00	19,110.20	54.50	Additional seasonals
Telephone, Internet	1,546.72	6,127.29	14,000.00	7,872.71	43.77	
Telephone , Office	1,255.39	6,924.14	13,000.00	6,075.86	53.26	Increase in plan fees
Training , CEU's	0.00	5,034.00	6,000.00	966.00	83.90	Certification renewals
Uniforms and clothing	1,831.83	5,925.18	12,000.00	6,074.82	49.38	
Utilities, Electric	9,847.87	17,990.91	28,000.00	10,009.09	64.25	Rate and usage increase
Utilities, Natural Gas	181.07	879.17	3,300.00	2,420.83	26.64	
Utilities, Water	120.71	1,039.01	2,200.00	1,160.99	47.23	Rate increase
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
<b>TOTAL OPERATING EXPENSES</b>	<b>67,262.22</b>	<b>737,596.88</b>	<b>1,510,500.00</b>	<b>772,903.12</b>	<b>48.83</b>	
<b>TOTAL EXPENSES</b>	<b>341,443.37</b>	<b>2,593,771.95</b>	<b>6,346,570.00</b>	<b>3,752,798.05</b>	<b>40.87</b>	
<b>CAPITAL OUTLAY EXPENSES</b>						
Capital Outlay	3,647.06	187,620.10	430,000.00	242,379.90	43.63	Two replacement vehicles
<b>TOTAL CAPITAL EXPENSES</b>	<b>3,647.06</b>	<b>187,620.10</b>	<b>430,000.00</b>	<b>242,379.90</b>	<b>43.63</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	459,929.00	459,929.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	224,761.00	224,761.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	105,761.00	105,761.00	0.00	
<b>TOTAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,316,909.00</b>	<b>2,316,909.00</b>	<b>0.00</b>	

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**MINUTES of the San Gabriel Valley Mosquito and Vector Control District  
Board of Trustees Meeting  
1145 N. Azusa Canyon Road, West Covina, CA 91790  
November 12, 2021**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Robert Gonzales (Azusa)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Catherine Marcucci (Industry)  
Elyse Rasmussen (La Verne)  
Jamie Bissner (Los Angeles Co.)  
Joseph Leon (Monterey Park)  
Becky Shevlin (Monrovia)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Ryan Vienna (San Dimas)  
Denise Menchaca (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Roger Chandler (Arcadia)  
Manuel Garcia (Irwindale)  
Charlie Klinakis (La Puente)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Jason Farned  
Melissa Doyle  
Levy Sun  
Evelyn Gutierrez

**GUESTS PRESENT**

Representatives, Kelly Black (Legal counsel)

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:00 a.m., Trustee Lloyd Johnson led the Pledge of Allegiance, and District Manager Jared Dever took Roll Call.

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

None

**3. Consider RESOLUTION No. 21-04 – RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR GAVIN NEWSOM AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT FOR THE PERIOD COMMENCING NOVEMBER 12<sup>th</sup> AND RUNNING UNTIL DECEMBER 11<sup>th</sup>**



**PURSUANT TO THE APPLICABLE BROWN ACT PROVISIONS. (EXHIBIT 3A)  
(Board President, Becky Shevlin) (Approve/Deny)**

President Shevlin provided background on Resolution 21-04 for the continuance of the teleconference of public meetings. A motion made by Trustee Tim Sandoval and seconded by Trustee Finlay to approve Resolution 21-04 passed unanimously.

**4. Consent Calendar**

A motion made by Trustee Margaret Finlay and seconded by Trustee Robert Gonzales to approve the Consent Calendar passed unanimously.

**5. Presentation**

none

**6. Closed Session: Public Employment  
(Board President, Becky Shevlin)**

Government Code Section 54957(b)

Title of Position: District Manager

Members of the Board of Trustees, District Counsel, District Manager, and Director of Administrative Services entered closed session to discuss public employee position, District Manager. At the conclusion of the closed session President Shevlin requested District Counsel Black to report any required public disclosure of action(s) taken. District Counsel Black noted that the board had accepted the resignation of District Manager, Jared Dever. She reported that the consensus of the board was to provide the Personnel and Policy Committee direction of identifying an Interim District Manager during the transition process for a permanent replacement of the position.

**7. District Administration**

**7.1. Committee Meeting Notifications: Finance and Audit Committee**

District Manager Dever asked that members of the Finance and Audit Committee watch for a scheduling request to convene the committee.

**8. Committee Reports**

None

**9. Trustee Reports**

None

**10. New Business**

None

**11. Adjournment**

The meeting was adjourned at 8:04 a.m.

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**Operations Department**  
Disease Weeks 44 – 47 | October 31 – November 27

**Zone Specialists:**

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

**Chemical Usage:****November 2021**

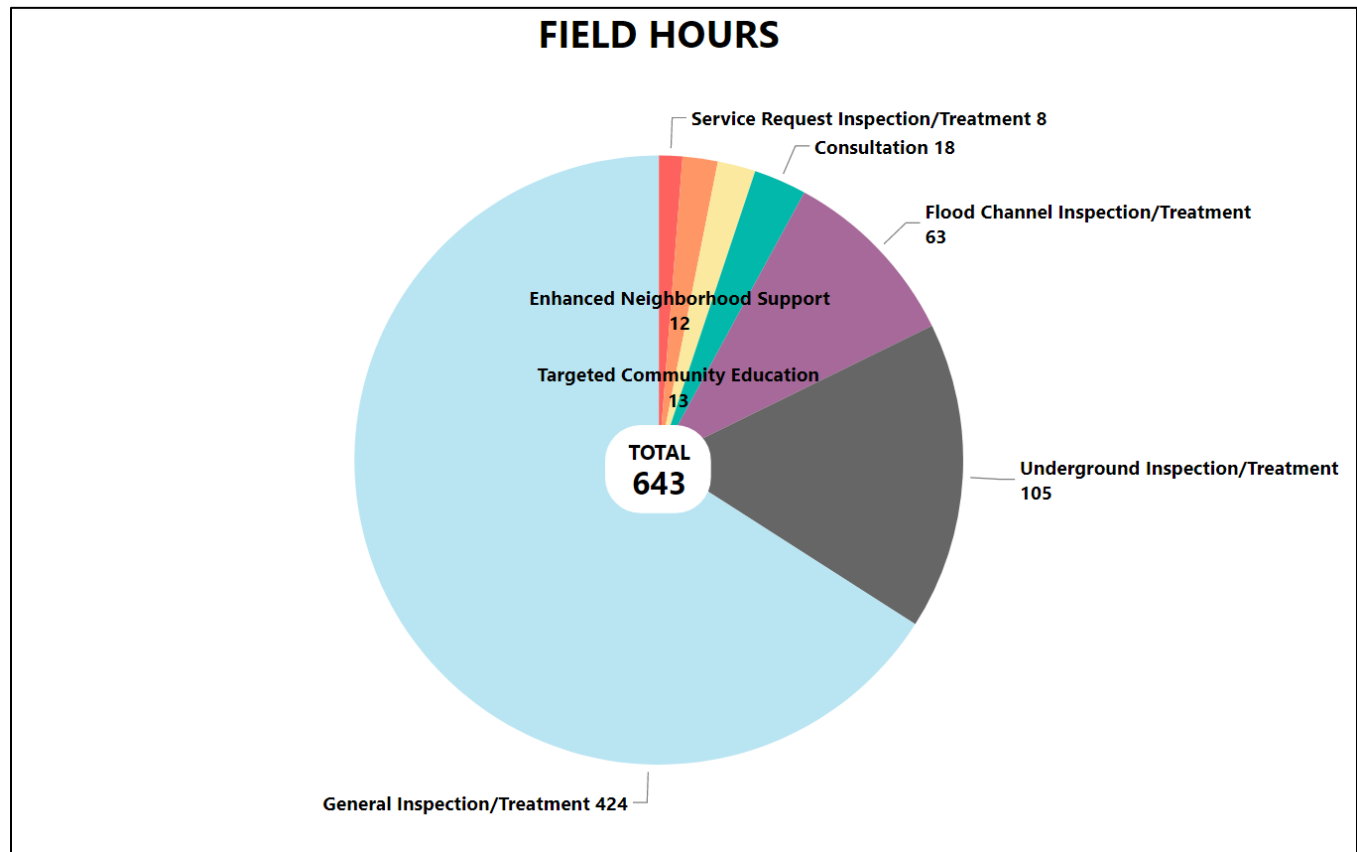
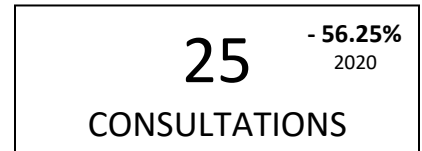
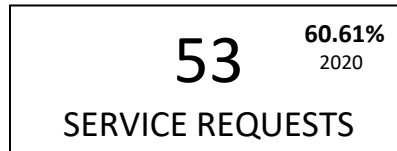
Larvicides/Pupicides					
Method of Action	Target	Amount		Area Treated	
<b>Larvicide Oils (Surface Film)</b>					
Suffocation	Mosquitoes	2.70	gal.	24203	sq.ft.
<b>Insect Growth Regulators (IGR's)</b>					
Inhibits metamorphosis	Mosquitoes	30.68	lbs.	31457	sq.ft.
<b>Bacterials</b>					
Ingestion, toxicant	Mosquitoes	0.82	gal.	418174	sq.ft.
Ingestion, toxicant	Mosquitoes	51.31	lbs.	890162	sq.ft.
Ingestion, toxicant	Black flies	1.08	gal.	299	m <sup>3</sup>
<b>Biologicals</b>					
Mosquito fish	Mosquitoes	120	ea.	1562	sq.ft.

**Operations Summary:**

October 28<sup>th</sup> marked the end of the term for ten seasonal employees in the operations department.

Mild temperatures in November have contributed to an elevated mosquito population and the operations department continues to respond to service requests and perform property consultations. The department is closely monitoring trapping data to address areas of unusually high mosquito activity.

**Field Statistics:**



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## Surveillance Department

Disease Weeks [44 - 47] | [October 31 – November 27, 2021]

### Insect Surveillance Activities

Weekly mosquito surveillance was implemented in week 9 (March) 2021 and concluded in week 43. During week 47, additional trapping was conducted due to mild temperatures. Weekly trapping will be conducted based on weather conditions on an as needed basis until weekly trapping begins again in March 2022. A map of the locations sampled in week 47 is presented below.

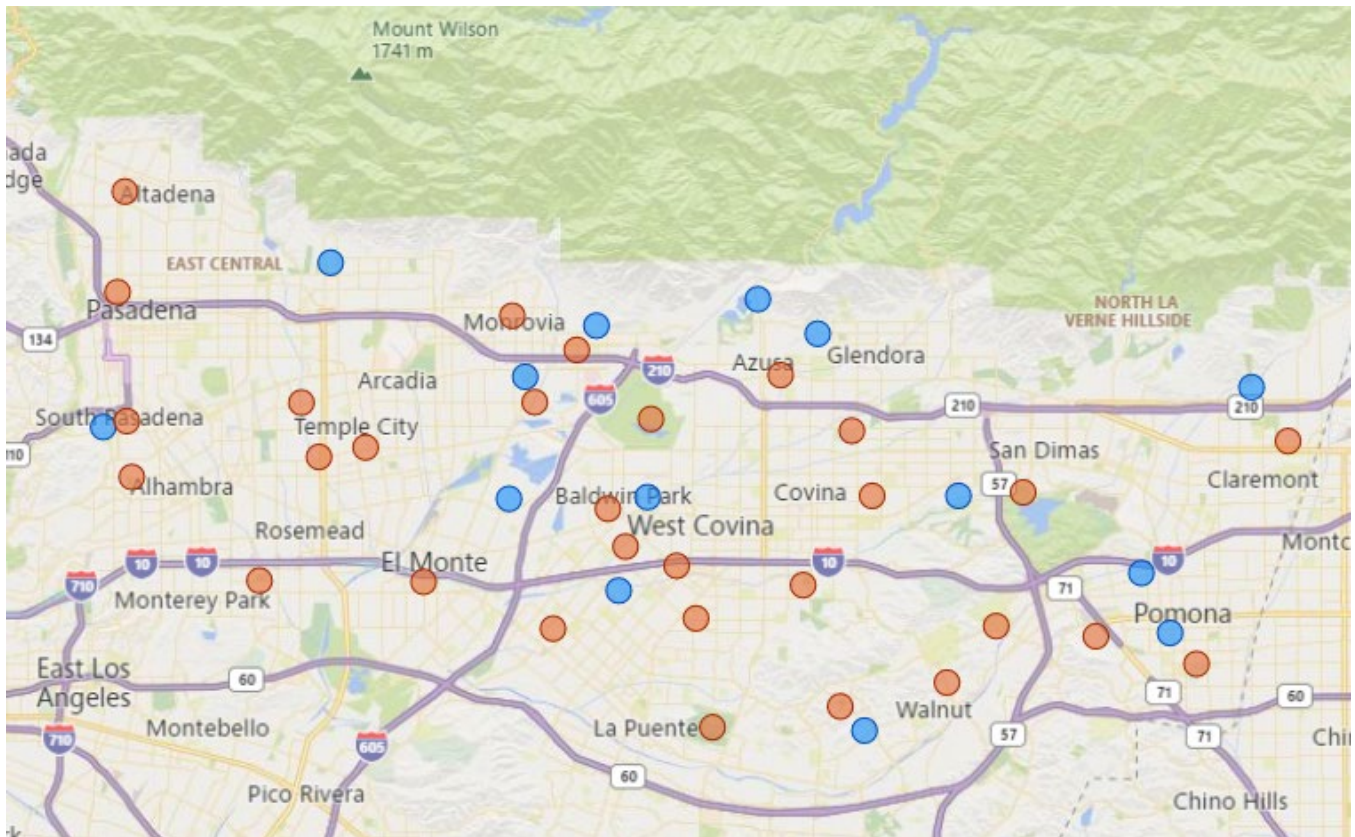


Figure 1 Sampling locations – Orange indicates traps targeting *Culex*, Light blue indicates traps targeting *Aedes*

### Mosquito Activity

Mosquito activity during 2021 was normal in comparison to the overall activity observed since 2018.

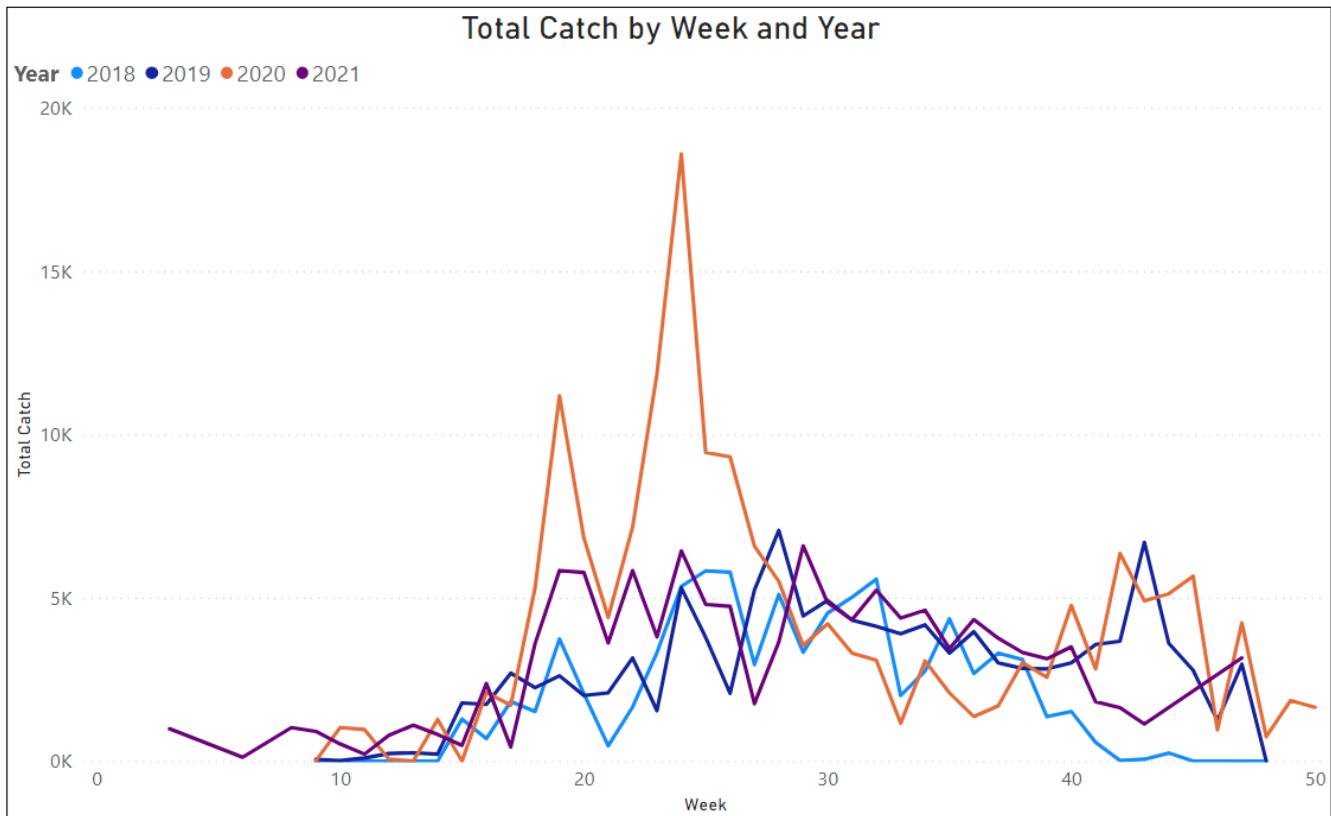


Figure 2 Mosquito activity in 2018 to 2021 by week

### Arbovirus Activity in California

Overall, California is observing low WNV activity in 2021 in comparison to 2020.

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
# Human Cases	170	106
# Positive Dead Birds / #Tested	338 / 1,524	209 / 1,686
# Positive Mosquito Samples / # Tested	2,627 / 39,845	2,260 / 37,890

### Department News

Jung Kim, Limited Term Vector Control Specialist, attended the Entomological Society of America 2021 Annual Conference in Denver, Colorado. She took part in two presentations. One detailing her contributions to *Journey of the Germ*. The second presentation was a poster, titled “The Pitfalls of Ovitraping in San Gabriel Valley, California”. The poster presented her work from the 2021 season. Ovitrap traps are cups lined with paper used to monitor for the presence of *Aedes* mosquitoes. In previous years it was observed that insect predators would also be captured in the cups. This project involved placing 10 ovitraps in parks around the San Gabriel Valley and observing what types of insect predators were captured in these traps. Her sunshine report detailing her experience is included in this month’s report from the Surveillance Department.

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF STAFF'S ATTENDANCE

### AT CONFERENCE/EVENT

**Staff Name and Title:** Jung Kim, Limited Term Vector Control

**Name of Conference/Event:** Entomological Society of America

**Date:** 10/31/21 - 11/3/21

**Location:** Denver, CO

### Significant points learned of benefit to the District and its ratepayers:

One talk highlighted the use of field based data and satellite imagery via the GLOBE Mosquito Habitat Mapper app. It is free to use and utilizes satellite observations of temperature, water, vegetation and land cover. Citizen scientists can report potential mosquito habitats and can make corrections to the land cover descriptions. This data is currently being used to identify and describe fine-scale spatial heterogeneity like microclimatic pockets that support mosquito breeding. Although much of our district focuses in urban areas where such data may not be easily applied, we do have wide areas of vegetation that are difficult to inspect thoroughly, like wildlife parks, that may benefit from this kind of data and consideration.

Other informative talks revolving around mosquitoes involved the use of electrical currents as a non-chemical repellent option and the current developments into commercialization of such products like window blinds. One talk demonstrated that microbes and their released compounds serve as a mechanism in regulating behavioral responses of blood-seeking mosquitoes, showing that different species of mosquitoes were more attractive to different kinds of people across ethnicity and gender. Also, on a broader scale, genome mapping is also being finalized on multiple mosquito species of interest and will contribute to furthering the understanding of vectors and their capacity to spread disease.

Another notable point in the talks was regarding the taxonomy of the American Dog Tick, *Dermacentor variabilis*. Researchers compared ticks from the western regions of the US to those found in the eastern side by analyzing mitochondrial and nuclear markers as well as taking a close look into morphological features. They determined that *D. variabilis* corresponds to two different species, and that the western populations are described as a new species, *Dermacentor similis*. Future considerations With this information we may have to update our records going forwards, as what we knew to be American dog ticks are occasionally collected within our district during tick surveillance. We also should look forward to possible updates in research of the newly described species, particularly in regards to their disease-spreading capabilities.

The University of Georgia gave a presentation on their current *Simulium vittatum*, blackfly colony. The colony has been isolated for 40 years and is pathogen free and is apparently the only one of its kind in the world. Blackflies are available for order or collaboration.

Date: 11/8/21

Signed:  \_\_\_\_\_

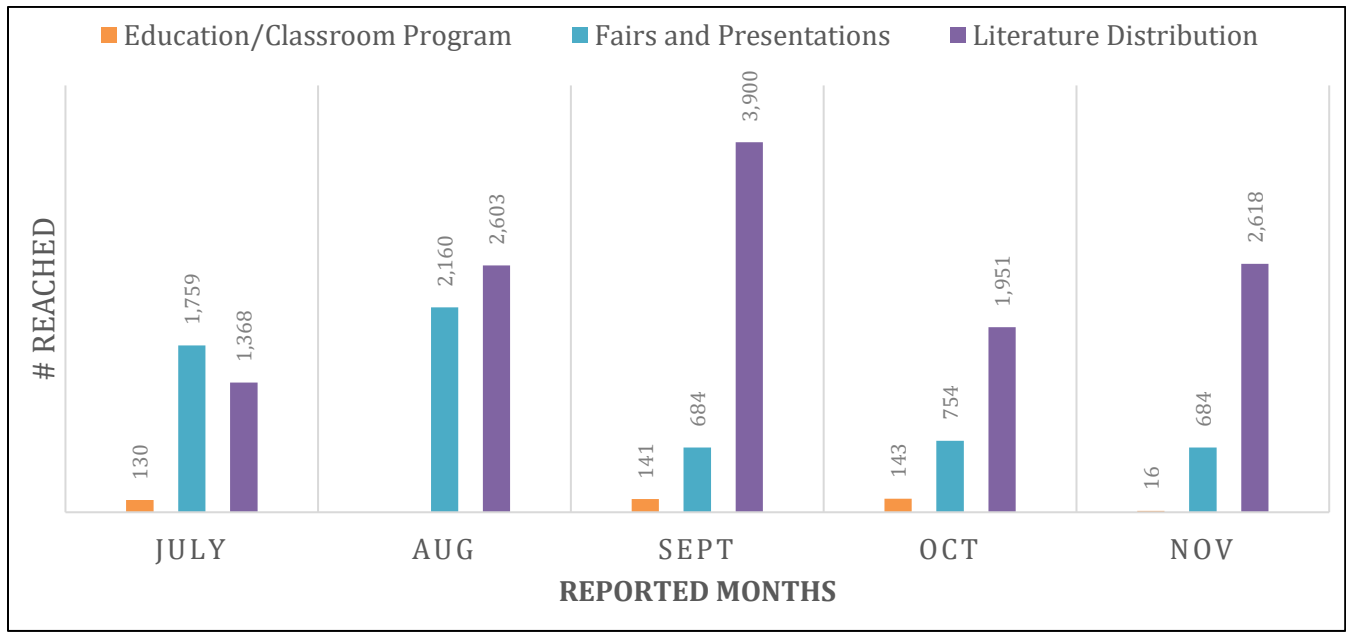
Print Name: Jung Kim



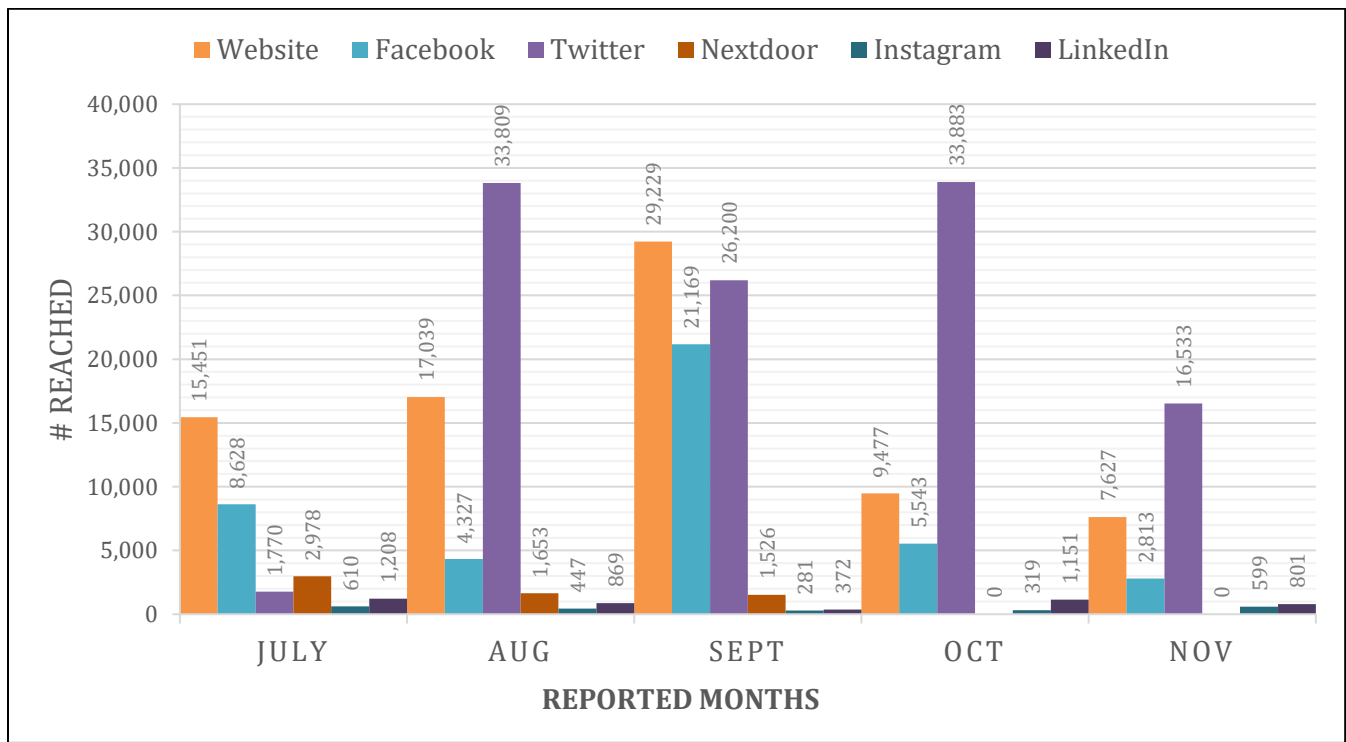
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**Communications Department**  
Disease Weeks [44-47] | [Oct 31 – Nov 27]

**Outreach Activities:**



**Digital Activities:**



## **EcoHealth Vector Education Program**

### **New Developments**

1. Journey of the Germ
  - a. Examined Google Analytics from assessment questions in Journey of the Germ
  - b. Promoted Journey of the Germ to teachers and entomologists-related professionals.
  - c. As of November 29, 2021, 185 users have entered the experience from 16 countries.  
The embedded pre and post-assessment question regarding bite prevention as key to reducing disease demonstrates knowledge gain across all grades: 45% for grades K - 3; 25% for grades 4 -6; 50% for grades 7 - 8; 38% for grades 9 -12; and 10% for Other.
2. Submitted a Spotlight article for MVCAC highlighting Journey of the Germ
3. Assisted in the orientation of student intern Araceli Gonzalez
4. EcoHealth Newsletter Published
  - a. November: Open rate of 18.5% and click rate of 0.7%.
  - b. Published newsletter blog on [www.vectoreducation.org](http://www.vectoreducation.org).
5. Ada Eez Conserve-a-palooza filming with Upper San Gabriel Valley Municipal Water District
6. Presentations
  - a. Entomological Society of America Journey of the Germ presentation
  - b. Journey of the Germ presentation for the Public Information Committee Meeting
  - c. Live Twitter Space broadcast from Colorado Convention Center in Denver on Journey of the Germ (644 in attendance)
  - d. (11/9/21) Career talk for 8th graders at St. John the Baptist School in Baldwin Park
  - e. (11/17/21) Walnut Girl Scout Troop

### **Projects in Progress**

1. Wrapped up Operation Mosquito G.R.I.D. analysis of luring papers, publishing results on the Virtual Lab
2. Created certificates for 49 Operation Mosquito G.R.I.D. agents and 22 Vector Inspector Program participants. (Certificates and Rewards to be delivered 11/30)

**General Outreach**

1. Advertising
  - a. Running targeted digital display ads to residents in cities with WNV activity
  - b. Promotion of "Journey of the Germ"
2. Social Media
  - a. Created social media content for November national holidays and started on December content
  - b. Updated Facebook settings to align with new protocols
3. Creation of blog posts:
  - i. Short Bites Monthly (November)
  - ii. Short Bites Monthly E-blast
  - iii. November Ecohealth Newsletter E-Blast
4. Bite Back Program
  - a. Finalized Bite Prevention kit design and repellent wipe flyer design
5. Video Projects
  - a. Los Repelentes Music Video
    - i. Gathered materials needed for video props
    - ii. Coordinated meetings for project logistics
  - b. Last Summer Song and Lyric Video
    - i. Converted lyrics from Last Christmas to an *Aedes* themed song
  - c. Mosquito Colony
    - i. First round of photos and videos of the District's mosquito colony
6. Administrative
  - a. Update Marketing Calendar board on Monday.com for 2022
  - b. Prepared materials for Walnut Girl Scout Troup Presentation
7. Events/Webinars/trainings
  - a. 11/10 Webinar: Monday.com – meet our new features (November)
  - b. 11/16 Understanding New Pages for Public Agencies on Facebook
  - c. 11/17 Webinar: The power of a good story (making sense of three-dimensional science)
  - d. 11/17 Webinar: Harnessing social media data and narratives for health behavior research: surveillance, intervention, and evaluation

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## REPORT OF ATTENDANCE AT CONFERENCE/EVENT

**Staff Name and Title:** Carol Anne Hagele, Education Specialist

**Name of Conference/Event:** Entomology 2021 (Entomological Society of America)

**Date:** Saturday, October 30 through Wednesday, November 3, 2021

**Location:** Colorado Convention Center, Denver, CO

### Significant points learned of benefit to the District and its ratepayers:

#### Overall benefits of attending:

- Increased visibility for new interactive educational video, Journey of the Germ
- Networked with other, both informal and formal, science educators
- Confirmed our educational programs and techniques are cutting edge
- Attended more than 50 lectures on those at the forefront of entomological research
- Symposia on science communication and science education

#### On Informal Science Education:

- Children need nature and outdoor experiences and need to reconnect to sense of wonder
- Inquiry-based, student-driven learning works best
- The U.S. trails other developed nations in life science and understanding of basic entomological and ecological concepts
- Community science projects are an important tool to track entomological trends (including mosquito population trends)
- Community gardens and backyard landscaping with native plants support local and regional biodiversity (and reduces the number of insect vectors)

Date: 23 November 2021                      Signed: *Carol Anne Hagele*

Print Name: Carol Anne Hagele

## **San Gabriel Valley Mosquito and Vector Control District Report of Staff's Attendance at Conference/Event**

**Name and title:** Kriztian Luna Corona, Education Specialist

**Name of Conference:** Entomological Society of America Annual Conference

**Date:** October 31 - November 3, 2021

**Location:** Denver Convention Center: 700 14th St, Denver, CO 80202


### **Significant points learned of benefit to the District and its ratepayers:**

- Big emphasis across presentations on native plants as beneficial to conservation efforts and restoring native pollinator populations. According to the research, if every household devoted a section of their yard to native plants, there would be more native space than all the national parks combined. Including more local native plant information with our vector-related materials at community events could benefit residents to reduce mosquito habitat and restore native pollinator populations in the San Gabriel Valley.
- Light pollution is negatively affecting nocturnal insects. Residents often complain about having insects flying around, which are often mistaken for mosquitoes, leading residents to place light traps around their homes. This further impacts the insect population because many beneficial insects are caught in these light traps. We should encourage residents to turn off lights and promote the use of outdoor motion sensor lights or changing outdoor light bulbs to warmer lights (e.g., amber or red) which insects find less attractive.
- A talk titled “The human microbiome and mosquito host preference” shared that Degennaro Lab research indicates that *Aedes* spp. are not attracted to the same humans. Human participants in the study did not shower for 12 hours and swabs of their skin were taken. *Aedes* spp. were studied to measure the attraction to these participants. Results indicate that *aegypti* are more attracted to humans than other species and are more attracted to males than females. Their research also suggests that greater skin microbiome complexity was correlated with less attractiveness for *aegypti*.
- Xerces society presentation highlighted the legal difficulties of insect conservation efforts. Many Endangered Species Acts treat vertebrates differently than invertebrates. These legal restrictions result in a lack of funding allocation for insect conservation efforts even if endangered vertebrates rely on these species as a food source. As an agency, special interest groups and/or protection of certain invertebrates may have implications on the techniques our agency can use in pursuit of our mission.
- Researchers at the University of Tennessee are studying the validity of oviposition cup data submitted by citizen science participants. Based on last year's results, they found no significant differences in *Aedes* oviposition results between the data produced by citizen scientists and their researchers. This is a positive outcome that supports our citizen science program, Operation Mosquito G.R.I.D.. (Project name: Mega:BITESS)

**Date:**

11/30/2021

**Signature:**

 Recoverable Signature

**X** Kriztian Luna

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Signed by: c8bf3c8-52a8-4859-897d-fef5c2d611b5

**Printed Name:**

Kriztian Luna

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**Treasurer's Report – October 2021  
San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for October 2021.

The Total of All Funds Balance is \$3,854,215.64

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 A. Johnson", is 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 4, FY 2021-2022 received on November 1, 2021**

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.20%	\$1,027,179.96	Interest Withdrawal	\$718.12	LAIF Statement (October 2021)	\$1,027,898.08

Maturity Date: Perpetual  
Interest rate as of October 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.47%	\$2,360,667.11	Interest Trust Warrant #713	\$1,226.15 (\$647,998.06)	ND 24 Per 4 ND 24 Per 4 ND 24 Per 4 ND 24 Per 4 ND 24 Per 4	\$1,713,895.20

Maturity Date: Perpetual  
Interest rate as of October 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.46%	\$135,332.00	Interest Admin Fees	\$59.00 -\$3.00	VCJPA Statement (Oct 2021)	\$135,388.00

Maturity Date: Perpetual  
Interest rate as of June 2021

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Oct 2021 Sweep Trust Warrant #713	(\$1,068,400.80) \$420,402.74 \$647,998.06	CB Statement October 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$573,075.66	Deb Activity-Oct 2021 Deposit	(\$420,402.74) \$624,361.44	CB Statement October 2021	\$777,034.36

<b>Total Beginning Balance</b>	<b>\$4,296,254.73</b>		<b>Total End Balance</b>	<b>\$3,854,215.64</b>
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**December 10, 2021**

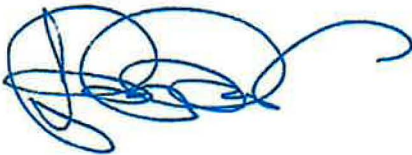
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

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

December 1, 2021 balance:	\$1,713,895.20
November 1 – November 30, 2021 expenditures:	\$349,195.62

**December 1, 2021 Working Fund Balance: \$1,364,699.58**

**Respectfully Submitted:**



**Jared Dever  
District Manager**

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

Date: December 10, 2021

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

Subject: **Personnel and Policy Handbook Revision Request For Proposal (RFP)**

Exhibit(s): **Respondent RFP's (2)**

### Background

The Personnel and Salary Resolution (PSR) is the policy and procedures handbook for all District employees. In addition to ensuring the District is compliant with state and federal labor regulations, the PSR also defines general working conditions, schedules, compensation practices, performance standards, grievance protocols, promotion and demotion rules, and many other internal employment policies.

As a prudent management practice, any agency policy manual should periodically be comprehensively reviewed to ensure all rules and regulations are current, legal, and appropriately reflect the actual work practices. The PSR has undergone constant revision and amendments over the past four and a half years to bring our policies into compliance with rapidly changing employment regulation changes. These amendments have kept the district in legal compliance, but many policy areas of the PSR are antiquated and have not been adequately addressed. Given the significant personnel time necessary to revise the document in its entirety, staff is recommending contracting for professional legal services to conduct the revision project in collaboration with District Human Resources staff.

A Request for Proposal (RFP) for Personnel and Policy Handbook Revision was released on August 24, 2021. At the conclusion of the RFP open period, five legal firms submitted qualifying proposals for consideration. The Personnel and Policy Committee met on November 12, 2021 to review the proposals and select candidates for interview. Committee members unanimously selected Lewis Brisbois Bisgaard and Smith, and Liebert Cassidy Whitmore to be interviewed by the committee on December 1, 2021. The Committee convened on December 1, 2021 at 4:00pm and conducted interviews of the selected candidates. At the conclusion of the interviews, Acting Committee Chair, Corey Calaycay requested that both proposals be presented for consideration to the Board of Trustees on December 10, 2021.

### Fiscal Impact:

If the Board of Trustees recommends an RFP respondent for the contract, capital funding will need to be considered prior to award of the contract. Authorization of these monies may be considered at a future Board of Trustees meeting.

### Board of Trustees Action Options:

- Board Action Required: If the Board concurs, following the public discussion by members of this item, the appropriate action is to select an RFP respondent for award of the project contract.

- Alternative Board Action: If after public discussion by members of this item, the Board may choose to not select a respondent for award of the project contract.

Submitted by:

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

Jared Dever  
District Manager

6033 WEST CENTURY BOULEVARD, 5TH FLOOR  
LOS ANGELES, CALIFORNIA 90045  
T: 310.981.2000 F: 310.337.0837

oyee@lcwlegal.com  
310.981.2044

September 16, 2021

**VIA EMAIL: JDEVER@SGVMOSQUITO.ORG**

Jared Dever  
District Manager  
San Gabriel Valley Mosquito and Vector Control District  
1144 N. Azusa Canyon Rd.  
West Covina, CA 91790

**Re: *RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District***

Dear Mr. Dever:

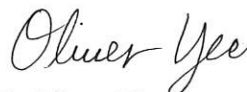
Thank you for the opportunity to submit information on Liebert Cassidy Whitmore's (LCW) qualifications to review and revise the San Gabriel Valley Mosquito & Vector Control District's Personnel Policy Manual. We welcome the opportunity to provide this service to the District. Enclosed, we have provided information on our firm background and qualifications as well as our approach, time requirements and a cost estimate.

Please note that LCW does not discriminate against any individual because of race, religion, sex, color, age, handicap, or national religion and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

If we can answer any questions, please do not hesitate to contact me at (310) 981-2044 or [oyee@lcwlegal.com](mailto:oyee@lcwlegal.com). We look forward to assisting the San Gabriel Valley Mosquito & Vector Control District in reviewing and updating its personnel rules.

Sincerely,

LIEBERT CASSIDY WHITMORE



T. Oliver Yee

OY:ah



**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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## **1. LCW CONTACT INFORMATION**

**Firm Name:** Liebert Cassidy Whitmore

**Address:** 6033 W. Century Blvd., 5<sup>th</sup> Floor, Los Angeles, CA 90045

**Phone:** (310) 981-2000

**Website:** [www.lcwlegal.com](http://www.lcwlegal.com)

**Principal Contact Name:** Oliver Yee

**Principal Contact Phone:** (310) 981-2044

**Principal Contact Email:** [oyee@lcwlegal.com](mailto:oyee@lcwlegal.com)

## **2. LCW QUALIFICATIONS**

Liebert Cassidy Whitmore (LCW) is California's premier labor and employment law firm for public agencies. For more than 40 years, LCW has served public agencies and non-profit organizations of California in all aspects of employment law and labor relations.

Today, with over one hundred attorneys and five offices throughout California, we are fully prepared to meet your legal needs. Our clients value not only our expertise and proficiency, but also our integrity and responsiveness. As a full-service law firm, we handle all aspects of our clients' needs and provide innovative, ethical and cost-effective solutions.

Our primary mission is to provide excellent service to our clients. Preventive law is a cornerstone of our firm. We believe in assisting our clients in avoiding problems and disputes before they arise. We do this through ongoing communication, training, reviews & audits, advice, and cooperative employer-employee relations. We are also experienced in all aspects of hearings, arbitration and litigation up through jury trials, if required. We are known throughout the state for the breadth and depth of our expertise and are highly regarded by public agencies and our law firm competitors throughout the state because of our commitment to quality work and effective advocacy.

In the last fiscal year alone, we reviewed and revised the personnel policies and procedures of over 50 public agencies. We are also pioneers in creating the Liebert Library, a digital resource for public employers that includes sample forms and checklists as well as comprehensive sample personnel policies with detailed commentary on the statute/reason the policy is recommended as well as tips on how to customize the policies to your specific agency and how to best implement them. As a subscriber to the Library, the District has access to these documents.

When reviewing and revising personnel policies of Liebert Library subscribers, we always notify the subscriber if it will be in their financial best interest to use a template from the Library or update their existing policy. Part of this is dependent upon how recently the District's personnel policies were last updated.

When reviewing and revising personnel policies, our approach is generally as follows:



**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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1. Discussing with District staff the areas of the Personnel Policy Manual requiring substantive revision.
2. Reviewing existing personnel policies and any other needed documents (i.e. collective bargaining agreements).
3. Preparing a revised draft of the Personnel Policy Manual (within six months of contract dates). The draft will be in the format you require, such as a draft that has deletions indicated by strikeouts and new language indicated by highlights. The draft will include either annotations or a separate letter explaining major changes.
4. Meet with District staff to present, review and discuss proposed changes to the Personnel Policy Manual.
5. Revise draft of Personnel Policy Manual, if needed.
6. Submit final Personnel Policy Manual to the District.

### **3. PRINCIPAL STAFF PERSON(S)**

We are proud of the depth of experience, varied personalities, and diversity of skills our firm offers our clients. The attorneys with whom you will work are experts in and knowledgeable about public sector agencies and non-profit corporations. We regularly work with our clients to ensure they have prompt, quality answers to their questions. We are a proactive firm and believe in assisting our clients in avoiding problems and disputes before they arise. Likewise, we strive to minimize the costs to our clients.

To perform a review and revision of the Personnel Policy Manual for the San Gabriel Valley Mosquito & Vector Control District, we propose Partner Oliver Yee and Associate Jennifer Palagi from our Los Angeles office. We invite you to interview either in-person, virtually or via telephone, at no cost. A short bio for each is below and their full resumes are included for your reference.

**Oliver Yee, Partner, Los Angeles office**



Specializing in compliance reviews, Oliver leads the firm's audit practice, which includes compliance reviews in areas such as:

- Personnel Rules
- Wage and Hour / Fair Labor Standards Act Audits
- Labor Agreement / MOU and Collective Bargaining Audits
- Retirement and Benefits Audits
- Health Benefit Audits, including HIPAA and the Affordable Care Act

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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- Human Resources and Management Audits

Oliver regularly audits personnel rules, administrative policies, and employee handbooks. His vast experience in labor relations and litigation help him bring thoughtful and innovative review and analysis to the audit process. He is the author of LCW's Model Personnel Policies, which are a set of model personnel policies for public agencies.

In addition to his compliance practice, Oliver also represents and advises clients on a variety of labor and employment issues including labor negotiations, personnel rules and policies, the Fair Labor Standards Act, laws and regulations of public employment retirement plans, the Brown Act and Public Records Act, unfair labor practices, employee grievances, leave and disability issues, and disciplinary actions.



**Jennifer Palagi**, Associate, Los Angeles office

Jennifer provides clients counsel in all matters pertaining to employment and labor law with a focus on state and federal wage and hour issues. Her experience involves representing employers in a broad range of disputes involving harassment and discrimination of all types, retaliation, wage and hour claims, the Labor Code Private Attorneys General Act (PAGA) class actions, interactive process and reasonable accommodation, and wrongful termination.

Jennifer provides her clients extensive preventative services, such as advice and counsel, state and federal wage and hour audit services, and management and employee trainings. She has provided trainings on numerous employment law issues, including disability and the interactive process, the Fair Labor Standards Act, generational diversity and succession planning, leaves, harassment, discrimination and retaliation. Jennifer also counsels employers on establishing, developing and implementing effective employment policies and practices that help enhance employee relations and minimize the risk of costly lawsuits.

#### **4. RECENT EXPERIENCE**

Liebert Cassidy Whitmore has extensive experience preparing, revising and customizing personnel rules, administrative policies, and employee handbooks. Our audit services draw on LCW's legal expertise from representing employers in all aspects of labor and employment law. LCW closely monitors relevant labor and employment laws and regulations, which enables us to incorporate important developments in the law and best management practices into our analysis, recommendations, and revisions. Our audit services can provide a comprehensive audit of an employer's entire personnel rules or specific policies.

In the last fiscal year alone, we reviewed and revised the personnel rules and procedures of over 50 public agencies. As described above, Partner Oliver Yee is the firm's subject matter expert in personnel rules review. He created a comprehensive set of model personnel policies that are

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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available for our premium Liebert Library subscribers. These policies include detailed commentary on the statute/reason the policy is recommended as well as tips on how to customize the policies to your specific agency and how to best implement them. For more information about this service, you can visit [www.liebertlibrary.com](http://www.liebertlibrary.com).

Over the last five years, Oliver has led personnel policy reviews for more than 70 public sector clients. Please see a representative list below:

Client Name	Matter Name	Matter Opened	Date Closed
Citrus Heights Water District	Audit of HR Policies	3/17/2017	8/26/2020
City of Calimesa	Review of Personnel Rules	3/17/2015	12/5/2017
City of Cathedral City	Personnel Policies Audit	2/2/2017	9/19/2019
City of Escalon	Personnel Policies Review	2/6/2019	8/26/2020
City of Hawthorne	Personnel Rules Audit 2020	9/24/2020	Current
City of Hermosa Beach	Personnel Rules Audit	9/18/2017	9/19/2019
City of Moorpark	Personnel Rules Audit	9/21/2016	8/7/2018
City of Newport Beach	Personnel Policies Review	11/16/2018	8/26/2020
City of Rancho Mirage	Personnel Rules Audit 2020	9/3/2020	Current
City of Ridgecrest	Review of Personnel Policies - 2021	4/14/2021	Current
City of Santa Fe Springs	Personnel Rules Audit 2021	3/1/2021	Current
City of Santa Monica	Review of Administrative Instructions	1/27/2016	8/26/2019
City of Sierra Madre	Personnel Rules Review and Update	7/9/2020	Current
City of South Pasadena	Personnel Rules	6/6/2010	9/13/2018
City of West Covina	MOUs and Personnel Rules Audit	11/12/2019	Current
City of West Hollywood	Personnel Policies Review	2/13/2018	9/24/2020
Crescenta Valley Water District	Personnel Policies Audit	11/1/2019	8/26/2020
Greater Los Angeles County VCD	Audit of Personnel Rules	11/1/2016	10/8/2020
Inland Empire Utilities Agency	Personnel Policies Audit - 2021	1/21/2021	Current
LA Co Employee Retirement [LACERA]	Review of Employee Handbooks	2/18/2014	7/1/2020
Mojave Water Agency	Personnel Policies Audit	3/29/2018	4/2/2020
Monte Vista Water District	Review of Personnel Policies	3/1/2021	8/10/2021
San Bernardino County Transportation Authority	Personnel Policy Audit	5/3/2018	9/22/2020
Santa Clara County Housing Authority	Employee Handbook Review	8/17/2016	8/26/2019

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

September 16, 2021

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Trabuco Canyon Water District	Personnel Rules Audit	8/24/2017	8/28/2019
Ventura Port District	Personnel Policies Review	3/13/2019	5/31/2021
West Valley Water District	Personnel Rules Audit	2/11/2020	Current

Oliver also lead a team of attorneys who worked on a special project for Bickmore Risk Services, which provided their members with access to attorneys to assist on personnel policy review and opinions. Oliver assisted the following agencies through this program:

Client Name	Matter Opened	Date Closed
Ceres, City of	8/9/2017	8/27/2019
Corcoran, City of	8/9/2017	8/27/2019
Delano, City of	8/9/2017	8/27/2019
Dinuba, City of	8/9/2017	8/27/2019
Dos Palos, City of	8/9/2017	8/27/2019
Tulare, City of	8/10/2017	8/27/2019
Wasco, City of	8/10/2017	8/27/2019
Woodlake, City of	8/10/2017	8/27/2019
Sand City, City of	8/10/2017	8/27/2019
Sanger, City of	8/10/2017	8/27/2019
Scotts Valley, City of	8/10/2017	8/27/2019
Selma, City of	8/10/2017	8/27/2019
Shafter, City of	8/10/2017	8/27/2019
Tehachapi, City of	8/10/2017	8/27/2019
McFarland, City of	8/10/2017	8/27/2019
Patterson, City of	8/10/2017	8/27/2019
Porterville, City of	8/10/2017	8/27/2019
Reedley, City of	8/10/2017	8/27/2019
San Joaquin, City of	8/10/2017	8/27/2019
San Ramon, City of	8/10/2017	8/27/2019
Kingsburg, City of	8/9/2017	8/27/2019
Lafayette, City of	8/9/2017	8/27/2019
Laguna Hills, City of	8/9/2017	8/27/2019
Livingston, City of	8/9/2017	8/27/2019
Madera, City of	8/10/2017	8/27/2019

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

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Marina, City of	8/10/2017	8/27/2019
Farmersville, City of	8/9/2017	8/27/2019
Fowler, City of	8/9/2017	8/27/2019
Greenfield, City of	8/9/2017	8/27/2019
Hayward, City of	8/9/2017	8/27/2019
Hollister, City of	8/9/2017	8/27/2019
Kings City, City of	8/9/2017	8/27/2019

Jennifer Palagi has assisted Oliver in the review and revision of personnel policies for agencies across California, including numerous special districts. Her dedication to our clients is evident in her subject matter expertise, accessibility and the quality of her work product.

## 5. CLIENT REFERENCES

Truc Dever  
 General Manager  
 Greater Los Angeles County Vector Control District  
 12545 Florence Avenue, Santa Fe Springs, CA 90670  
 (562) 944-9656 | [tdever@glacvcd.org](mailto:tdever@glacvcd.org)  
 Services provided: Audit of personnel policies  
 Dates of service: 2020

Helen Tran  
 Human Resources and Risk Management Director  
 City of West Covina  
 1444 West Garvey Avenue, West Covina, CA 91790  
 (626) 939-8450 | [htran@westcovina.org](mailto:htran@westcovina.org)  
 Services provided: Audit of personnel policies  
 Dates of service: 2020-2021

Brian Pendleton  
 General Manager  
 Ventura Port District  
 1603 Anchors Way Drive, Ventura, CA 93001  
 (805) 642-8538 x103 | [bpendleton@venturaharbor.com](mailto:bpendleton@venturaharbor.com)  
 Dates of service: 2019-2021

Betty Conti  
 Human Resources/Risk Administrator  
 Monte Vista Water District  
 10575 Central Avenue, Montclair, CA 91763

**Re: RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District**

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(909) 624-0035 | [bconti@mvwd.org](mailto:bconti@mvwd.org)

Dates of service: 2021

**6. FEES, COSTS AND CHARGES**

Hourly Billable Rates

Pricing offered on a time-and-materials basis would be based on our firm’s hourly billable rates:

<b>Oliver Yee .....</b>	<b>\$380</b>
<b>Jennifer Palagi.....</b>	<b>\$315</b>

Invoices will be provided to the District monthly and are payable upon receipt and due within 30 days.

Other Costs and Charges

Unlike many firms, we do not bill for secretarial time or telephone charges. Facsimile transmissions are billed at the rate of \$.25 per page for outgoing faxes only. Documents are sent electronically unless specifically requested otherwise, or when electronic transmission is not an option. Copying is charged at fifteen cents (\$.15) per page. Additional prints, postage and special deliveries (i.e. Fed-Ex, UPS, DHL, messenger service), and other hired deliveries completed at the request of the client or necessary to comply with court or other deadlines will also be billed to the client.

Our firm bills for travel time at the attorney’s hourly rate—for the time it takes to travel from the office to our client and back or the time it takes from the attorney’s residence to our client and back—whichever is less. Importantly, we do not double bill for our travel time; our travel billing is prorated by the time we spend on billable work for the agency or other clients, like phone calls and dictation.

**7. INSURANCE COVERAGE**

Please see more details on LCW’s commercial general liability, automobile liability and professional liability in the attached insurance coverage document.

**Conclusion**

A comprehensive audit of a personnel policy manual can seem like a daunting endeavor. However, regularly auditing the manual is critical and can mean the difference between liability and prevention of liability. We are prepared to offer the District experienced and knowledgeable advice on review and revision of its Personnel Policy Manual. You would be gaining an expert

**Re: *RFP for Personnel Policy Manual, San Gabriel Valley Mosquito & Vector Control District***

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firm that knows the ins and outs of all relevant labor and employment laws as well as best practices that have worked well for other California public entities.

We welcome the opportunity to assist the San Gabriel Valley Mosquito & Vector Control District in reviewing and updating its Personnel Policy Manual. If we can answer any questions, please do not hesitate to contact Oliver Yee at (310) 981-2044 or [oyee@lwlegal.com](mailto:oyee@lwlegal.com).

# LCW

## T. Oliver Yee

### Partner

310.981.2044

[oyee@lcwlegal.com](mailto:oyee@lcwlegal.com)



Oliver provides representation and legal counsel to Liebert Cassidy Whitmore's public agency, education, and nonprofit clients. He leads the firm's Audit Services Practice Team. In addition, Oliver's practice involves representing and advising clients on a variety of labor and employment issues including labor negotiations, personnel rules and policies, the Fair Labor Standards Act, laws and regulations of public employment retirement plans, the Brown Act and Public Records Act, unfair labor practices, employee grievances, leave and disability issues, and disciplinary actions. He regularly advises executive management, governing bodies and human resources management on complex legal issues and matters.

Oliver is an experienced labor negotiator, having represented clients as their chief negotiator in all aspects of the negotiations process, from the pre-negotiations planning phase up to and including impasse and fact-finding. Oliver has also successfully navigated through an employee strike, serving as lead counsel and chief negotiator. He has also successfully represented clients before the Public Employment Relations Board, and regularly provides advice and counsel on negotiations and labor relations strategy. In addition, Oliver regularly provides advice and counsel on retirement issues, and has successfully represented clients on appeals involving CalPERS and disability retirement determinations.

Oliver also specializes in providing audit services. He relies on his vast experience in labor relations and litigation to bring thoughtful and innovative review and analysis to the audit process. He is an author of the Liebert Model Personnel Policies, a set of model personnel policies for public agencies, and regularly audits personnel rules, administrative policies, and employee handbooks. In addition, Oliver's successful representation of clients in FLSA litigation enables him to be an effective auditor on FLSA-related issues.

Oliver has successfully represented clients in class action matters involving the FLSA, and single plaintiff litigation employment matters in both state and federal court from inception through discovery, pre-trial proceedings, and settlement or trial.



He has also successfully defended agencies in disciplinary actions, and regularly advises clients on disciplinary matters.

Oliver is a prolific and dynamic presenter in Liebert Cassidy Whitmore's training program. He regularly trains governing bodies, managers, supervisors and human resources personnel. He also frequently presents at public sector conferences on relevant labor and employment topics. Oliver relies on his extensive training experience to provide proactive and preventative advice and counsel to clients.

### Professional and Community Involvement

Oliver serves as the Personnel Chapter Chair of the League of California Cities Municipal Law Handbook. He is also a member of the California Council of School Attorneys (CCSA).

### Recognitions

Oliver was selected as a Southern California Super Lawyers' Rising Star in 2013-2015.

## Expertise

- Internal Compliance Audit Services
- Employment Law
- Labor Relations
- Public Safety
- Retirement, Benefits, and Disability
- Litigation
- Wage and Hour
- Workplace Investigations

## Education

JD, Washington University School of Law, St. Louis  
 MA, Washington University, St. Louis  
 BA, Washington University, St. Louis

## Representative Matters

### Litigation

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles, et al. (2012)*** – Handled a Fair Labor Standards Act collective/class action case where the U.S. District Court granted a County law enforcement employer's summary judgment motion. The lawsuit involved the "donning and doffing" claims of approximately 3,000 deputy sheriffs in two different, yet consolidated, collective action lawsuits filed against the County and its Sheriff (collectively "the County"). The

district court also granted the County's motion to decertify the remaining "off-the-clock" work claims. The district court's rulings effectively ended two large collective/class action lawsuits after several years of litigation.

***Rosales v. County of Los Angeles (2011)*** – This FLSA collective action sought compensation for unreported overtime and certification of a class of 700 IHSS social workers who evaluated IHSS recipients' needs and made recommendations regarding the services to be performed by IHSS providers. We successfully defeated plaintiffs' attempt to certify the class and limited the case to just one social worker. The case then settled for nuisance value.

***Petersen Law Firm v. City of Los Angeles (2009 and 2013)*** – Represented City and individual defendants in an action in which they prevailed on an Anti-SLAPP motion in a case challenging investigation of police officers. After the matter was appealed and remanded, the trial court reconsidered the City's motion for attorney's fees and ruled that the City was entitled to recover the entire amount of attorney's fees and costs it requested.

***Bentley v. County of Los Angeles, et al (2009)*** – In a federal lawsuit a County client defeated a motion for conditional certification of a collective action filed by a potential lead plaintiff in a Fair Labor Standards Act ("FLSA") wage and hour action.

## Negotiations

***City of Santa Barbara*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of West Covina*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units and miscellaneous employee units.

***City of La Verne*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of Redlands*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's public safety units.

***City of Whittier*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's miscellaneous employee unit.

***City of Cudahy*** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the City's miscellaneous employee unit.

***City of Bell Gardens*** – Oliver has provided advice and counsel over the years during the City's collective bargaining agreement negotiations and in its labor relations with its employee groups.

**City of Sierra Madre** – Oliver has provided advice and counsel over the years during the City’s collective bargaining agreement negotiations and in its labor relations with its employee groups.

**Barstow Community College District** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the District’s faculty and miscellaneous employee units.

**The Accelerated School** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the School’s teacher and miscellaneous employee units.

**The Oakwood School** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the School’s teacher unit.

**Orange County Cemetery District** – Oliver served as chief negotiator during collective bargaining agreement negotiations with the District’s miscellaneous employee unit.

## Publications

08/24/2021

### **CalPERS Audits: What Should a Public Agency Expect?**

*California Public Agency Labor & Employment Blog*

06/15/2021

### **Prevention, Prevention, Prevention! It’s Time to Audit Your Agency’s Personnel Rules**

*California Public Agency Labor & Employment Blog*

06/11/2021

### **Wage & Hour: Key Issues for Exempt Employees**

*California Public Agency Labor & Employment Blog*

09/15/2020

### **Governor Signs AB 2257 Updating AB 5 Independent Contractor Law**

*LCW Special Bulletin*

08/06/2020

### **Financial Assistance for Employee Housing: Legal Considerations for California Public Agencies**

*Bender’s California Labor & Employment Bulletin*

07/14/2020

### **Anticipating Legal Issues in a Post-COVID-19 Work Environment**

*American City & County*

07/13/2020

**Adapting to the “New Normal”: Lessons Learned and Best Practices for a Post-COVID 19 Workplace**

*American City & County*

06/02/2020

**How COVID-19 Could Permanently Transform Public Agency Operations: Lessons Learned**

*The Daily Journal*

05/28/2020

**Telework Transition Holds Key Lessons for Public Agencies**

*Law 360*

04/14/2020

**Employee Housing Assistance – Legal Considerations for California Public Agencies**

*California Lawyers Association Public Law Journal*

04/14/2020

**Employee Housing Assistance – Legal Considerations for California Public Agencies**

*California Lawyers Association Public Law Journal*

12/09/2019

**Navigating the Impacts of AB 5 for Public Agency Employers**

*The Daily Journal*

08/08/2019

**A General Manager’s Guide: To Bringing Out The Best In Their Boards, Commissions, and Elected Officials**

*California Special District's Magazine*

## Presentations

10/07/2021

**The Rules of Engagement: Issues, Impacts & Impasse**

*Virtual Seminar*

10/18/2021

**Labor Issues: Past Practices – Changing Policies**

*Carlsbad | California District Attorneys Association (CDAA) Annual Conference*

10/21/2021

**Town Hall – Legal Eagles**

*Virtual | Association of Chief Human Resource Officers (ACHRO) Fall Training Institute*

10/21/2021

**Returning to the Campus and the Workplace: Key Considerations for Reopening Your Campus and Workplaces to Employees, Students and Members of the Public**

*Virtual | Association of Chief Human Resource Officers (ACHRO) Fall Training Institute*

# LCW

## Jennifer Palagi

### Associate

310.981.2000

[jpalagi@lcwlegal.com](mailto:jpalagi@lcwlegal.com)



Jennifer provides representation and counsel to LCW clients in all matters pertaining to employment and labor law with a focus on state and federal wage and hour issues. Jennifer is a seasoned litigator and has experience in all phases of litigation, from the pleading stage through trial. Her experience involves representing employers in a broad range of disputes involving harassment and discrimination of all types, retaliation, wage and hour claims, the Labor Code Private Attorneys General Act (PAGA) class actions, interactive process and reasonable accommodation, and wrongful termination. Jennifer's successes include achieving summary judgment in numerous cases and defending the decisions on appeal, as well as and decertifying collective actions.

Jennifer vigorously defends her clients in state and federal court as well as administrative agencies, including the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, the federal Department of Labor and Cal/OSHA, among others.

Jennifer is passionate about all aspects of labor and employment law. In addition to litigation, she provides her clients with extensive preventative services, such as advice and counsel, state and federal wage and hour audit services, and management and employee trainings. Jennifer has provided trainings on numerous employment law issues, including disability and the interactive process, the Fair Labor Standards Act, generational diversity and succession planning, leaves, harassment, discrimination and retaliation. Jennifer also counsels employers on establishing, developing and implementing effective employment policies and practices that help enhance employee relations and minimize the risk of costly lawsuits.

#### Recognitions

Jennifer was selected as a Southern California *Super Lawyers*' Rising Star in 2010.

## Expertise

- Employment Law
- Litigation
- Public Safety
- Retirement, Benefits, and Disability
- Wage and Hour

## Education

JD, University of San Diego School of Law  
BS, Rutgers University

# Representative Matters

## Administrative Hearings

***Deputy Sheriff v. Sheriff's Department (2017)*** – Deputy Sheriff was terminated based on findings that he did not have the authorization to order and purchase firearms on behalf of certain deputies, utilize the Department logo to create firearm purchase forms and made false statements during the criminal and internal affairs investigations. The Deputy claimed it was reasonable for him to fill out the sham purchase forms for the deputies since they expressed interest or affirmatively told him they wanted to order the guns. The Civil Service Commission and eventually the trial court rejected the former Deputy's arguments and upheld the termination.

***Employee v. Water District (2017)*** – The Hearing Officer found that the District's discipline was appropriate in light of the credible evidence presented by the District at the hearing regarding the supervisor's repeated and intolerable outbursts with other employees, and further found the employee's testimony was not credible. The Board eventually upheld the suspension.

***Deputy Sheriff v. Sheriff's Department (2015)*** – Successfully prosecuted the termination of a deputy sheriff who engaged in off-duty conduct with a civilian that violated the Department's Rules of Professional Conduct and several Department Policies. The former deputy claimed that he was acting in self-defense when he pulled a gun on a civilian. The Deputy Civil Service Commission rejected the former Deputy's arguments and upheld the termination.

## Litigation

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles (2018)*** – A Sergeant employed by the Los Angeles County Sheriff's Department worked as a correctional officer. After a Department administrative investigation into an inmates complaint, and subsequent criminal investigation, the District Attorney's Office brought criminal misdemeanor charges against the Sergeant alleging cruel punishment or impairing the health of an inmate. The Department issued the Sergeant notice of its intent to suspend him without pay (consistent with applicable

civil service rules), and notified him of his right to respond to the charges. The Department ultimately imposed the suspension and notified the Sergeant of its decision and his right to request a post-suspension hearing to challenge the decision. The Sergeant requested and was granted a hearing, but requested that the hearing be held in abeyance until the conclusion of the criminal case.

The Sergeant then filed a petition in state court claiming that the Department violated his due process rights when it failed to provide him with an evidentiary hearing prior to suspending him. The Department asserted that its pre-suspension *Skelly* meeting provided the Sergeant with sufficient process and he was not entitled to an evidentiary hearing prior to being suspended. The trial and appellate courts agreed with the Department.

***Heath v. City of Desert Hot Springs, et al (2013)*** – Plaintiff, a police officer, brought suit to recover for alleged retaliation arising from her reporting of alleged excessive use of force by fellow police officers. The United States Central District Court granted defendants’ motion to dismiss in its entirety, with prejudice as to the first two claims – the 42 U.S.C. § 1983/First Amendment free speech claims – and without prejudice as to five remaining state court claims.

***Association for Los Angeles Deputy Sheriffs, et al. v. County of Los Angeles, et al. (2012)*** – Handled a Fair Labor Standards Act collective/class action case where the U.S. District Court granted a County law enforcement employer’s summary judgment motion. The lawsuit involved the “donning and doffing” claims of approximately 3,000 deputy sheriffs in two different, yet consolidated, collective action lawsuits filed against the County and its Sheriff (collectively “the County”). The district court also granted the County’s motion to decertify the remaining “off-the-clock” work claims. The district court’s rulings effectively ended two large collective/class action lawsuits after several years of litigation.

## Publications

08/17/2021

**Your Employee Is On-Call, But Is Your Employee “Working”?**

*California Public Agency Labor & Employment Blog*

01/29/2021

**Recent California Supreme Court Decision in the Independent Contractor Classification Saga Holds that Dynamex Applies Retroactively**

*LCW Special Bulletin*

07/08/2020

**The Department Of Labor Issues Final Rule Regarding Joint Employer Status Under The FLSA**

*LCW Special Bulletin*



06/23/2020

**FFCRA Forces Public Agencies to Comply with FLSA 'Regular Rate of Pay' Calculations**

*The Daily Journal*

06/04/2020

**Virus Leave Poses Pay Calculation Issues For Public Agencies**

*Law 360*

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
03/31/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Narver Associates Ins Agcy P.O. Box 1509 San Gabriel, CA 91778-1509 WESLEY HAMPTON HOUSE		<b>CONTACT NAME:</b> June Samarin <b>PHONE (A/C, No, Ext):</b> 626-943-2237 <b>FAX (A/C, No):</b> 686-299-1010 <b>E-MAIL ADDRESS:</b> jsamarin@narver.com <b>PRODUCER CUSTOMER ID #:</b> LIEBE-1															
<b>INSURED</b> Liebert Cassidy Whitmore 6033 W. Century Blvd. 5th Flr Los Angeles, CA 90045		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Sentinel Insurance Company</td> <td>11000</td> </tr> <tr> <td>INSURER B : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C : Aspen Specialty Insurance</td> <td>10717</td> </tr> <tr> <td>INSURER D : Lloyd of London</td> <td>15792</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Sentinel Insurance Company	11000	INSURER B : Federal Insurance Company	20281	INSURER C : Aspen Specialty Insurance	10717	INSURER D : Lloyd of London	15792	INSURER E :		INSURER F :	
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INSURER D : Lloyd of London	15792																
INSURER E :																	
INSURER F :																	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

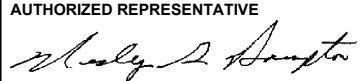
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			72SBAAK0318	12/14/2020	12/14/2021	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPI/OP AGG	\$ 4,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			72SBAAK0318	12/14/2020	12/14/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
A	<input checked="" type="checkbox"/> HIRED AUTOS			72SBAAK0318	12/14/2020	12/14/2021		\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS			72SBAAK0318	12/14/2020	12/14/2021		\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		72SBAAK0318	12/14/2020	12/14/2021	EACH OCCURRENCE	\$ 4,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 4,000,000
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			7175-05-95	04/01/2021	04/01/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / N	<input type="checkbox"/> N / A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	<b>Professional Liab.</b>			LRA9AF820 & XPL409238	12/10/2020	12/10/2021	Per Claim	5,000,000
D	<b>Cyber Liability</b>			1127679	12/06/2020	12/06/2021	Aggregate	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Sentinel Insurance - AM Best Rating A+  
 Federal Insurance - AM Best Rating A++  
 Aspen Specialty Insurance - AM Best Rating A  
 Lloyds of London - AM Best Rating A

**CERTIFICATE HOLDER****CANCELLATION**

<b>PROOF OF COVERAGE ONLY</b>  PROOF-3	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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## RESPONSE TO RFP FOR PERSONNEL POLICY MANUAL

### 1. Respondent name, address, telephone number and website, and principal contact name, telephone number and e-mail address.

Lewis Brisbois Bisgaard & Smith LLP  
3 Better World Circle  
Suite 100  
Temecula, CA 92590  
951.252.6150  
www.lewisbrisbois.com

Our principal contact is **Kelly Alhadeff-Black**, who can be reached at 951.252.6154 or at [Kelly.Black@lewisbrisbois.com](mailto:Kelly.Black@lewisbrisbois.com).

### 2. Statement of the respondent's qualifications to perform the requested services.

As a long-standing leader representing employers across a wide array of industries, Lewis Brisbois has decades of experience providing employment counseling and practical workplace solutions to clients of all sizes across the country. Whether your organization needs a new employee handbook drafted, existing policies and procedures updated to reflect the most current state of the law, employment contracts and severance agreements prepared, wage/hour audits conducted, or a comprehensive training program presented to your employees, you can trust Lewis Brisbois to provide effective, knowledgeable counsel in all of these areas. We share our clients' goal of preventing and preempting problems before they result in costly litigation, and we provide guidance to assist clients in avoiding both the courtroom and government investigations.

With a diverse team of attorneys and more than 50 offices across the country, Lewis Brisbois can provide counseling solutions tailored to your business's specific needs in almost any location in the United States. You will benefit from our lawyers' experience as consultants, litigators, and human resources professionals. Our team includes attorneys who were previously employed as in-house counsel for corporations and regularly addressed the HR and legal needs for their work forces, which gives us a strong base for continuing to provide effective counsel as the need arises for our clients. Our unique national reach enables us to advise multi-state businesses, serving as your guide through the intricacies and variations of labor and employment law in locations throughout the country.

### 3. Name of the principal staff person(s) who will be primarily responsible for providing services to the District and their resume and qualifications.

The principal attorneys primarily responsible for providing these services to the District are **Melissa Daugherty** and **Erica Rocush**. Melissa and Erica have both been involved in providing advice and counseling to SGVMVCD since October 2020.



**2. Adrian Deghanmanesh**

CFO

Meridian Management Services, LLC

260 N Palm St Ste 104

Brea, CA 92821

888.309.0022

amanesh@meridianhealthmgmt.com

Services Provided: General employment counseling, defense of employment litigation.

Dates of Service: March 2013 – present

**3. Evan Segal**

General Counsel

Bristol Hospice

1675 Chester Ave. # 401

Bakersfield, CA 93301

801.889.2622

evan.segal@bristolhospice.com

Services Provided: General employment counseling, defense of employment litigation.

Dates of Service: April 2020 – present

**6. Description of the respondent's proposed fees, costs and charges, including an explanation of what services will be provided on an hourly rate, flat rate, fixed retainer or other basis. Explain how often the District will be invoiced for services. Explain what costs would be charged to the District and the respondent's policy for billing fees and any costs relating to travel.**

Lewis Brisbois is honored to offer two pricing options for this work. The first option is a **flat fee of \$7,000**. We came to this pricing as we anticipate that reviewing and editing the policy manual will cost approximately \$5,000, discussions and follow-up work regarding any changes will cost approximately \$1,000, and training on the changes will cost approximately \$1,000.

The second option is a **\$350 blended hourly rate** for all work handled by all lawyers on this project. We anticipate that reviewing and editing the policy manual will take approximately 12 to 17 hours, discussions and follow-up work regarding any changes will take approximately three to five hours, and training on the changes will take approximately two to three hours.

We do not expect there to be any additional costs related to travel or anything else outside of what is covered in the scope of work of this Request for Proposal.

**7. Description of the respondent's general liability, automobile liability and professional liability insurance coverages. The successful firm will need to provide proof of insurance satisfactory to the District.**

Please see **Attachment B** for information on our insurance coverage.



## MELISSA TARA DAUGHERTY

Partner, Los Angeles

213.580.3908 | [Melissa.Daugherty@lewisbrisbois.com](mailto:Melissa.Daugherty@lewisbrisbois.com)

[LewisBrisbois.com](http://LewisBrisbois.com)

### Primary Practice(s)

- Labor & Employment
- Data Privacy & Cybersecurity
- ADA Compliance & Defense
- COVID-19: Labor & Employment

### Additional Experience

- Wage & Hour Class Actions

### Education

- Loyola Law School, *Juris Doctor*
- University of California at Santa Barbara, Bachelor of Arts, *cum laude*

Melissa Daugherty is a partner in the Los Angeles office of Lewis Brisbois, vice-chair of the Labor & Employment Practice, and chair of the ADA Compliance & Defense Practice. Her practice focuses on:

- Wrongful Termination and Retaliatory Discharge
- Employment Discrimination and Harassment (Including Sexual Harassment Prevention Training)
- Americans with Disabilities Act, The Disabled Persons Act and the Unruh Civil Rights Act
- Fair Employment and Housing Act ("FEHA")
- Age Discrimination in Employment Act ("ADEA")
- State and Federal Wage and Hour Disputes (including class actions)
- Family Medical Leave Act and California Family Rights Act ("FMLA" and "CFRA")

Ms. Daugherty has extensive experience in providing employment counseling to clients, including policy and handbook drafting, employment practices audits and seminar presentations. She routinely provides AB1825 Sexual Harassment Prevention Training to numerous clients throughout the country. She has special expertise in Title III of the Americans with Disabilities Act and litigation involving the Unruh Civil Rights Act. She has created an extensive database, tracking developments in this area of law and documenting historical settlement value based on a number of factors. Ms. Daugherty also provides seminars on Title II and III of the ADA and related state law.

Ms. Daugherty also has experience in all aspects of employment litigation including: wage and hour class actions, defending employers during audits brought by the Department of Labor and State Labor Commission; defending employers in matters brought before the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Division of Labor Standards and Enforcement, and the Workers' Compensation Appeals Board; conducting independent



## ERICA ROCUSH

Partner, Phoenix & Los Angeles

602.385.7837 | Erica.Rocush@lewisbrisbois.com

LewisBrisbois.com

### Primary Practice(s)

- Labor & Employment
- COVID-19: Labor & Employment
- COVID-19 Response Resource Center

### Additional Experience

- Wage & Hour Class Actions
- Employment Advice & Counseling
- Traditional Labor

### Education

- University of Arizona James E. Rogers College of Law, *Juris Doctor, magna cum laude*, 2001
  - Managing Editor, Arizona Law Review
- DePauw University, Bachelor of Arts, *magna cum laude*, Economics and Romance Languages, 1996

Erica Rocush is a partner in the Phoenix office of Lewis Brisbois and is co-chair of the Employment Advice & Counseling Practice. Ms. Rocush devotes her legal practice to management-side employment law litigation and advice and counseling. Her clients range from small partnerships to large international companies, and they operate across multiple industries. She represents clients in all aspects of litigation and agency proceedings in cases involving claims alleging discrimination; retaliation; failure to accommodate; violation of wage and hour laws; and breach of contract under both state and federal law.

Erica defends clients in single plaintiff, multi-plaintiff and class and collective actions. She has represented employers in a variety of wage and hour class and collective actions. She also advises and counsels clients on best practices for avoiding litigation and on employee-related policies and procedures, including performing handbook analysis for compliance with state and federal laws, conducting exemption status analysis and advising on discipline and termination decisions, drafting handbooks and policies and providing training on such policies.

### Admissions

- State Bar Admissions
  - Arizona
  - California
- United States District Courts
  - United States District Court for the District of Arizona
  - United States District Court for the Central District of California
  - United States District Court for the Eastern District of California
  - United States District Court for the Northern District of California
  - United States District Court for the District of Oregon
- United States Courts of Appeals
  - United States Court of Appeals for the Ninth Circuit



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

09/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brakke-Schafnitz Ins. Brokers License #0K07568 3 Polaris Way, 4th Floor Aliso Viejo, CA 92656 Craig Lewis	<b>949-365-5156</b>	<b>CONTACT NAME:</b> Loida Jalandra <b>PHONE (A/C, No, Ext):</b> 949-365-5156 <b>FAX (A/C, No):</b> 949-313-3287 <b>E-MAIL ADDRESS:</b> loida.jalandra@sig.us													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: <b>Federal Insurance Company</b></td> <td>20281</td> </tr> <tr> <td>INSURER B: <b>Ironshore Specialty Ins. Co.</b></td> <td>25445</td> </tr> <tr> <td>INSURER C: <b>ACE American Insurance Co</b></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>Federal Insurance Company</b>	20281	INSURER B: <b>Ironshore Specialty Ins. Co.</b>	25445	INSURER C: <b>ACE American Insurance Co</b>		INSURER D:		INSURER E:		INSURER F:
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INSURER F:															
<b>INSURED</b> Lewis, Brisbois, Bisgaard & Smith, LLP 633 W. 5th Street, Suite 4000 Los Angeles, CA 90071															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35293188	04/01/2021	04/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			74970352	04/01/2021	04/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A X	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			79611475	04/01/2021	04/01/2022	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			71636981	04/01/2021	04/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>E&amp;O/PL-Primary</b> <b>Claims-Made</b>			LPL7NABZWBZ001 (DED: 500K/1M)	05/25/2021	05/25/2022	<b>Ea Claim</b> 10,000,000 <b>Aggregate</b> 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CYBER: Cyber/Privacy Liability - Policy No. F16279067 001 INSURER C: ACE American Insurance Company**  
**Limit \$5,000,000**  
**Policy Term: 09/01/2021-09/01/2022**

**CERTIFICATE HOLDER****CANCELLATION**

<b>PROOF OF INSURANCE</b> Lewis, Brisbois, Bisgaard & Smith LLP 633 W. 5th Street, Suite 4000 Los Angeles, CA 90071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**COLANTUONO**  
**HIGSMITH**  
**WHATLEY, PC**

MATTHEW T. SUMMERS | (213) 542-5700 | MSUMMERS@CHWLAW.US

September 24, 2021

**VIA OVERNIGHT DELIVERY**

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

**Re: Response to San Gabriel Valley Mosquito and Vector Control District  
Request for Proposal—Personnel Policy Manual**

Dear Mr. Dever:

We write in response to the District's Request for Proposal. Thank you for the opportunity to do so.

**Summary of Services.** Founded in 2002, with offices in Grass Valley, Pasadena, Sacramento, Solana Beach, and Sonoma, the Firm prides and commits itself on providing understandable, practical, helpful, and fairly priced legal advice. Working almost exclusively with public agencies and drawing on our deep well of public law experience, we handle the full range of legal issues confronting California's cities, counties, and other public agencies.

We propose to staff the Personnel Policy Updates and Training Project with **Matthew T. Summers** as Lead Counsel, and **Teresa L. Highsmith**, who is a Shareholder of our firm, as well as **Nikhil S. Damle**. We enclose their resumes as well as a list of our firm's general and special counsel clients and significant appellate representations to demonstrate our general qualifications.

As an introduction, I am a Senior Counsel with the Firm and serve as City Attorney for the Cities of Barstow, Calabasas, and Ojai. My practice covers the full range of public

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790 E. COLORADO BOULEVARD, SUITE 850, PASADENA, CALIFORNIA 91101-2109 | (213) 542-5700

GRASS VALLEY | PASADENA | SACRAMENTO | SOLANA BEACH | SONOMA

264937.1

law issues, including: the Brown Act, elections, contract drafting, interpretation, and management, public revenues and financing, labor and employment, conflicts of interest, open meetings and public records laws, Local Agency Formation Commission proceedings, CEQA, and other state and federal laws governing public agencies.

I am also an active participant in the broader public law community, speaking publicly on topics of interest within my areas of expertise, including at a recent California Special Districts Association Conference on LAFCO relations, and serving the League of Cities on policy and working committees of importance to municipal lawyers. I am a Member of the League of Cities' Legal Advocacy Committee, deciding which cases merit amicus briefing, and was on the Environmental Quality Policy Committee, evaluating legislative proposals regarding fire prevention, CEQA reform, and stormwater management, among other issues. I am also a past chair for Chapter 3, Elections, for the California Municipal Law Handbook published jointly by California Continuing Education of the Bar (CEB) and the League of California Cities, the leading treatise on California municipal law.

Colantuono, Highsmith & Whatley is unique for its approach in the delivery of legal services. Our philosophy is to anticipate and find solutions to our clients' problems, and to help our clients achieve their goals.

I look forward to meeting with you and the Board of Trustees to discuss our proposal. If you need any further information from me to assist your review of our proposal, please call me at the direct-dial number listed above. Thank you for the opportunity to propose our services.

Sincerely,



Matthew T. Summers

Enclosures