



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
September 13, 2019 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

1. Call to order

(Board President, Corey Calaycay)

2. Pledge of Allegiance and Silent Roll Call

3. 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.

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 August*
- 4.2. Budget Status Report for August*
- 4.3. Minutes of Board of Trustees Meeting August*
- 4.4. Operations Report August*
- 4.5. Surveillance Report August*
- 4.6. Communications Report August*
- 4.7. July Monthly Treasurer Report / District Working Balance for September*

5. Closed Session under Government Code

Conference with Legal Counsel – Anticipated Litigation. Initiation of Litigation Pursuant to Paragraph (4) of subdivision (d) of Section 54956.9: one case
(Board President, Corey Calaycay)

6. Consider Amending Resolution 2014-04 Articles and Bylaws Governing District Meetings, Article V, Committees and Chairpersons Their

Functions and Duties Resolution*

(Board President, Corey Calaycay) (Approve/Deny)

- A. SGVMVCD Articles and Bylaws Governing District Meetings (Resolution 2014-04)
- B. **Amended** SGVMVCD Articles and Bylaws Governing District Meetings (Resolution 2019-02)
- C. SGVMVCD Finance Committee Description of Duties
- D. **Amended** SGVMVCD Finance and Audit Committee Description of Duties

7. District Administration

(District Manager, Jared Dever)

- 8.1.1 Syntech Group update
- 8.1.2 Invasive *Aedes* Statewide Spread

8. Department Reports

(Verbal Reports)

- 9.1.1 Operations (Jason Farned, Operations Manager)
- 9.1.2 Surveillance (Melissa Doyle, Scientific Programs Manager)
- 9.1.3 Communications (Pablo Cabrera, Communications Specialist)

9. Board Bites*

10. Trustee Reports

(Verbal Reports)

11. New Business

Opportunity for Trustees to request future agenda items
(Verbal Report)

12. Adjournment

The Finance Committee will meet immediately after the Board adjourns

Finance Committee

Richard Barakat
Roger Chandler
Joseph Leon
Tim Sandoval
Vacant

John Capoccia
Margaret Finlay, Chair
Henry M. Morgan
Becky Shevlin

CERTIFICATE OF POSTING

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

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



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

SAN GABRIEL VALLEY MVCD
Claims List for Trust Warrant #688

August 8, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	08/08/2019	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	292.60
			6070 Premiums, life - Cafeter (Voluntary Insurance l	244.05
				<u>536.65</u>
EFT	08/08/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	732.25
PR of 8/8/19			6200 RETIREMENT - CLASSIC (Employer Contribu	1,961.90
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	111.84
			6201 RETIREMENT - PEPRA (Employer Contributic	2,476.84
			6201 RETIREMENT - PEPRA (Employer Contributic	595.51
			6201 RETIREMENT - PEPRA (Employer Contributic	535.61
				<u>7,363.16</u>
16558	08/08/2019	ADAPCO, INC	6250 LABORATORY SUPPLIES	3,354.48
			6250 LABORATORY SUPPLIES	372.72
121997			6250 LABORATORY SUPPLIES	554.20
			6250 LABORATORY SUPPLIES	406.75
			6283 PESTICIDES SUPPLIES	8,688.00
			6283 PESTICIDES SUPPLIES	825.36
				<u>14,201.51</u>
16559	08/08/2019	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	191.67
2045619			6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	83.33
				<u>716.66</u>
16560	08/08/2019	ATHENS SERVICES	6040 Building Maintenance	251.64
				<u>251.64</u>
7080595				

SAN GABRIEL VALLEY MVCD

Claims List

August 8, 2019

Num	Date	Name	Item	Original Amount
16561	08/08/2019	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	88.33
			6343 Meter # 45169724 (Account # 303-0191.300 C	47.26
303-0190.300				<u>135.59</u>
16562	08/08/2019	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	960.00
			6283 PESTICIDES SUPPLIES	3,880.80
5087847			6283 PESTICIDES SUPPLIES	90.34
			6283 PESTICIDES SUPPLIES	462.30
				<u>5,393.44</u>
16563	08/08/2019	COUNTY OF LOS ANGELES	6075 FEES & ASSESSMENTS	1,463.82
				<u>1,463.82</u>
LAFCO fees				
16564	08/08/2019	ENTERPRISE	6007 - AUTOMOBILE LEASE	2,490.00
				<u>2,490.00</u>
2631				
16565	08/08/2019	ENVIRONMENT CONTROL	6040 Building Maintenance	1,199.00
				<u>1,199.00</u>
6877-411				
16566	08/08/2019	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	34.31
1014186			6070 Vision Premiums (Vision Premiums)	237.10
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>342.62</u>
16567	08/08/2019	GIMENA RUEDAS	6234 TUITION REIMBURSEMENT	2,000.00
				<u>2,000.00</u>
Tuition Reimbursemen				

SAN GABRIEL VALLEY MVCD

Claims List

August 8, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16568	08/08/2019	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	112.25
				<u>112.25</u>
10171203				
16569	08/08/2019	NEWEGG	6035 COMPUTER HARDWARE	1,259.24
			6188 MEDIA PRODUCTION	1,722.42
1302273582				<u>2,981.66</u>
16570	08/08/2019	NIGRO & NIGRO PC	6000 ACCOUNTING SERVICES	2,925.00
			6000 ACCOUNTING SERVICES	3,000.00
10710				<u>5,925.00</u>
16571	08/08/2019	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	141.96
				<u>141.96</u>
90979120				
16572	08/08/2019	RESCUE ROOTER/ARS	6040 Building Maintenance	585.00
				<u>585.00</u>
8103-313071				
16573	08/08/2019	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	3,479.89
				<u>3,479.89</u>
2-03-760-7223	08/03/2019			
16574	08/08/2019	STEVEN LY		3.35
Replacement Check				<u>3.35</u>
16575	08/08/2019	TIRE ZONE	6260 SUPPLIES, MECHANICAL	138.00
				<u>138.00</u>
49901				
16576	08/08/2019	WAXIE	6280 SUPPLIES, OPERATIONS	325.53
				<u>325.53</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 8, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
78454321				325.53
16577	08/08/2019	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	6,806.58
60686072				6,806.58
		Total Accounts Payable for August 8, 2019		56,593.31

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

Num	Date	Name	Item	Original Amount
EFT 100000015774990	08/22/2019	CAL PERS	6070 Premiums, life - Cafeter (Voluntary Insurance I	3,402.42
			6070 Premiums, life - Cafeter (Voluntary Insurance I	2,666.95
			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,976.75
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	272.00
			6070 ADMIN FEE (Admin fee)	32.33
				<u>8,350.45</u>
EFT PR of 8/22/19	08/22/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	615.39
			6200 RETIREMENT - CLASSIC (Employer Contribu	732.25
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,961.90
			6200 RETIREMENT - CLASSIC (Employer Contribu	333.82
			6201 RETIREMENT - PEPRA (Employer Contributic	111.84
			6201 RETIREMENT - PEPRA (Employer Contributic	2,476.84
			6201 RETIREMENT - PEPRA (Employer Contributic	595.51
			6201 RETIREMENT - PEPRA (Employer Contributic	535.61
				<u>7,363.16</u>
EFT 1085590-1001	08/22/2019	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance I	86.95
			6070 Premiums, life - Cafeter (Voluntary Insurance I	265.66
	08/18/2019		6070 Premiums, life - Cafeter (Voluntary Insurance I	1,374.00
	6070 Premiums, life - Cafeter (Voluntary Insurance I		218.71	
	6070 Premiums, life - Cafeter (Voluntary Insurance I		265.66	
				<u>2,210.98</u>
EFT SM09BT20190814001	08/22/2019	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	92.42
			6070 CAFETERIA BENEFIT	77.50
				<u>169.92</u>
16578	08/22/2019	ALL AMERICAN ELECTRIC	6040 Building Maintenance	480.48
				<u>480.48</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
6334				
16579	08/22/2019	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19	08/09/2019			
16580	08/22/2019	AMAZON.COM	6251 ARBOVIRUS TESTING SUPPLIES	51.28
			6302 Supplies, Safety	207.08
5999	08/09/2019		6270 OFFICE SUPPLIES	7.89
			6280 SUPPLIES, OPERATIONS	34.63
			6280 SUPPLIES, OPERATIONS	79.75
			6290 Supplies, Public Informati	283.02
			6270 OFFICE SUPPLIES	222.52
			6250 LABORATORY SUPPLIES	26.22
			6280 SUPPLIES, OPERATIONS	35.58
			6250 LABORATORY SUPPLIES	284.60
			6250 LABORATORY SUPPLIES	557.40
			6302 Supplies, Safety	287.80
			6270 OFFICE SUPPLIES	47.40
			6188 MEDIA PRODUCTION	119.00
			6270 OFFICE SUPPLIES	99.34
			6280 SUPPLIES, OPERATIONS	34.43
			6035 COMPUTER HARDWARE	33.43
			6280 SUPPLIES, OPERATIONS	35.00
			6332 Uniforms (Uniforms)	80.02
			6302 Supplies, Safety	160.71
				<u>2,687.10</u>
16581	08/22/2019	B&K ELECTRIC	6040 Building Maintenance	87.91
				<u>87.91</u>

S3120010.001

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

Num	Date	Name	Item	Original Amount
16582	08/22/2019	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16583	08/22/2019	CITY OF TEMPLE CITY	6075 FEES & ASSESSMENTS	55.00
				<u>55.00</u>
TC030009840				
16584	08/22/2019	COPIES & INK	6186 Printing	2,290.00
			6186 Printing	1,466.10
35657	08/17/2019		6186 Printing	1,090.93
			6186 Printing	145.00
			6186 Printing	460.47
				<u>5,452.50</u>
16585	08/22/2019	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16586	08/22/2019	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16587	08/22/2019	DAN HOLLOWAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16588	08/22/2019	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16589	08/22/2019	EMMETT G. BADAR	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16590	08/22/2019	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	101.13
2227	08/19/2019		6260 SUPPLIES, MECHANICAL	76.50
			6260 SUPPLIES, MECHANICAL	102.89
			6260 SUPPLIES, MECHANICAL	98.62
			6260 SUPPLIES, MECHANICAL	96.54
			6260 SUPPLIES, MECHANICAL	102.89
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	98.62
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	609.43
			6260 SUPPLIES, MECHANICAL	79.95
			6260 SUPPLIES, MECHANICAL	102.92
				<u>1,789.29</u>
16591	08/22/2019	HARBOR FREIGHT TOOLS	6280 SUPPLIES, OPERATIONS	20.99
			6280 SUPPLIES, OPERATIONS	31.99
892352			6280 SUPPLIES, OPERATIONS	6.29
			6280 SUPPLIES, OPERATIONS	5.93
				<u>65.20</u>
16592	08/22/2019	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16593	08/22/2019	HENRY M. MORGAN	6030 BOARD EXPENSES	149.50
				<u>149.50</u>

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
BM of 8/9/19				
16594	08/22/2019	HOME DEPOT	6040 Building Maintenance	94.70
			6040 Building Maintenance	10.29
6035322538814710	08/13/2019		6040 Building Maintenance	17.01
			6040 Building Maintenance	120.11
			6040 Building Maintenance	79.87
			6280 SUPPLIES, OPERATIONS	18.68
			6040 Building Maintenance	22.23
			6040 Building Maintenance	13.16
			6040 Building Maintenance	12.70
			6040 Building Maintenance	51.17
			6040 Building Maintenance	16.01
			6040 Building Maintenance	22.51
			6040 Building Maintenance	15.40
				<u>493.84</u>
16595	08/22/2019	JARED DEVER	6232 Per Diem (Per Diem)	80.00
				<u>80.00</u>
Per Diem CSDA				
16596	08/22/2019	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16597	08/22/2019	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16598	08/22/2019	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16599	08/22/2019	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16600	08/22/2019	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical premi	284.77
				<u>284.77</u>
Premium reimburse				
16601	08/22/2019	LEWIS ENGRAVING, INC.	6270 OFFICE SUPPLIES	25.36
				<u>25.36</u>
35890				
16602	08/22/2019	LLOYD JOHNSON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
16603	08/22/2019	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	383.50
				<u>383.50</u>
2088664 08/09/2019				
16604	08/22/2019	MARGARET E. FINLAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16605	08/22/2019	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16606	08/22/2019	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical premi	518.50
				<u>518.50</u>
Premium Reimburse				

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16607	08/22/2019	OFFICE & ERGONOMIC SOLUTIONS INC	8000 CAPITAL OUTLAY (Capital Outlay)	2,986.60
			8000 CAPITAL OUTLAY (Capital Outlay)	1,800.00
19711			8000 CAPITAL OUTLAY (Capital Outlay)	895.00
			8000 CAPITAL OUTLAY (Capital Outlay)	539.75
				<u>6,221.35</u>
16608	08/22/2019	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16609	08/22/2019	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19				
16610	08/22/2019	SCIENTIFIC REFRIGERATION	6250 LABORATORY SUPPLIES	725.50
				<u>725.50</u>
47935				
16611	08/22/2019	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618)	102.17
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618)	23.61
057-518-21009	08/13/2019			<u>125.78</u>
16612	08/22/2019	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
101228				
16613	08/22/2019	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 8/9/19	08/09/2019			
16614	08/22/2019	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30

SAN GABRIEL VALLEY MVCD

Claims List

August 22, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6320 Office phones (Office phones)	1,047.85
119751450-0	08/09/2019			2,046.15
16615	08/22/2019	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	456.40
			6312 Monthly District Field Ph (Monthly District Fielc	295.76
9835877274			6312 Monthly District Field Ph (Monthly District Fielc	566.80
			6312 Monthly District Field Ph (Monthly District Fielc	1,219.61
				<u>2,538.57</u>
16616	08/22/2019	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.16
				<u>1,500.16</u>
5006712340	08/04/2019			
		Total Accounts Payable for 8/22/19		45,804.97
		Total Accounts Payable for August 2019		102,398.28
		Total Payroll for August 2019		205,012.81
		see attached		
		Total Claims List for August 2019		307,411.09

**San Gabriel Valley MVCD
Payroll for August 2019**

Department	August 8, 2019	August 22, 2019	TOTAL
EXECUTIVE	6,020.80	6,020.80	12,041.60
ADMINISTRATION	8,765.16	8,880.17	17,645.33
OPERATIONS	48,480.38	49,125.45	97,605.83
SURVEILLANCE	8,525.67	8,912.85	17,438.52
COMMUNICATIONS	10,942.36	11,111.85	22,054.21
SEASONAL WORKERS	12,008.04	11,613.46	23,621.50
Gross Payroll	94,742.41	95,664.58	190,406.99
Employer Taxes	1,793.87	1,808.74	3,602.61
Car Allowance	1,000.00	-	1,000.00
Employee Benefit-Med	4,795.41	5,207.80	10,003.21
TOTAL PAYROLL	102,331.69	102,681.12	205,012.81

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	44,074.08	88,523.08	513,700.00	425,176.92	17.23	
Salaries - Non Exempt	113,446.45	214,637.42	2,086,429.48	1,871,792.06	10.29	
Salaries - Overtime	992.38	1,373.53	18,200.00	16,826.47	7.55	
Salaries - Vacation	4,540.13	12,388.81	137,954.00	125,565.19	8.98	
Salaries-Holiday	398.40	6,310.40	139,720.20	133,409.80	4.52	
Salaries, Sick Pay	3,707.01	8,176.59	121,406.00	113,229.41	6.73	
Salaries, Part-time - XH	23,248.54	46,396.74	216,880.00	170,483.26	21.39	Seasonal expense
Management Car Allowance	500.00	1,000.00	6,000.00	5,000.00	16.67	
Cafeteria Benefit	21,944.61	57,251.34	364,800.00	307,548.66	15.69	
Hlth Benefits, Ret Emps	1,075.27	3,089.81	20,000.00	16,910.19	15.45	
Medicare	2,867.08	5,684.57	47,735.10	42,050.53	11.91	
Retirement - Classic	7,286.72	142,733.93	140,813.00	(1,920.93)	101.36	Paid unfunded liability in full
Retirement - Pepra	7,439.60	18,420.08	132,722.00	114,301.92	13.88	
Social Security	735.52	1,421.79	5,500.00	4,078.21	25.85	Seasonal expense
Group Term Life Ins	292.60	598.36	4,300.00	3,701.64	13.92	
Tuition Reimbursement	2,000.00	2,000.00	8,000.00	6,000.00	25.00	
Insurance, unemployment	0.00	300.24	25,000.00	24,699.76	1.20	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	234,548.39	610,306.69	4,039,159.78	3,428,853.09	15.11	
OPERATING EXPENSES						
Event Participation Fees	10.00	35.57	4,000.00	3,964.43	0.89	
Arbovirus Testing Supplies	51.28	1,695.28	20,000.00	18,304.72	8.48	
Branded Clothing	0.00	0.00	3,800.00	3,800.00	0.00	
Boots	0.00	334.00	5,500.00	5,166.00	6.07	
Misc. Rentals	0.00	0.00	2,850.00	2,850.00	0.00	
Professional Development	0.00	0.00	2,000.00	2,000.00	0.00	
Awards	0.00	173.10	4,000.00	3,826.90	4.33	
Advertising	0.00	349.86	30,000.00	29,650.14	1.17	
Bank Charges	954.93	2,029.93	15,000.00	12,970.07	13.53	
Board expenses	2,024.36	4,073.86	63,840.00	59,766.14	6.38	
Computer Hardware	1,292.67	4,376.77	40,500.00	36,123.23	10.81	
Computer Software	0.00	9,369.72	67,500.00	58,130.28	13.88	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Website/Email Service	200.00	404.99	5,700.00	5,295.01	7.11	
Facility maintenance	3,024.45	7,355.49	42,000.00	34,644.51	17.51	
Maintenance, equipment	0.00	0.00	12,000.00	12,000.00	0.00	
Lease Equipment	1,500.16	3,474.13	23,000.00	19,525.87	15.10	
Fees & Assessments	1,534.14	1,534.14	4,000.00	2,465.86	38.35	Laftco fees
Hiring expenses	0.00	0.00	5,600.00	5,600.00	0.00	
VCJPA General Fund	0.00	9,920.00	8,969.00	(951.00)	110.60	One time fee
Insurance, liability	0.00	79,388.00	78,444.00	(944.00)	101.20	One time fee
Workers Comp Insurance	0.00	109,884.00	109,946.00	62.00	99.94	One time fee
Automobile Insurance	0.00	1,700.00	1,950.00	250.00	87.18	One time fee
Other Insurance	0.00	367.74	3,500.00	3,132.26	10.51	
Insurance, property	0.00	2,589.00	2,351.00	(238.00)	110.12	One time fee
Legal	383.50	383.50	35,000.00	34,616.50	1.10	
Memberships	0.00	11,696.00	25,000.00	13,304.00	46.78	MVCAC membership
Miscellaneous expenses	0.00	425.94	3,500.00	3,074.06	12.17	
Postage	25.50	1,250.46	10,700.00	9,449.54	11.69	
Accounting Services, Auditor	5,925.00	5,925.00	20,000.00	14,075.00	29.63	Progress payment to auditor
Professional Services , Other	0.00	0.00	6,000.00	6,000.00	0.00	
Professional Services-IT	0.00	2,636.97	50,000.00	47,363.03	5.27	
Printing & Reproduction	5,452.50	6,231.26	14,500.00	8,268.74	42.97	Education booklets
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	80.00	1,395.00	55,400.00	54,005.00	2.52	
Supplies, Surveillance	3,923.83	4,583.05	15,000.00	10,416.95	30.55	Traps
Supplies, Vehicle Maintenance	2,039.54	8,270.67	60,000.00	51,729.33	13.78	
Supplies, Gasoline	6,806.58	12,327.37	70,000.00	57,672.63	17.61	
Supplies, Office	417.57	1,156.79	12,600.00	11,443.21	9.18	
Supplies, Mosquito Fish	0.00	18.23	5,000.00	4,981.77	0.36	
Supplies, Operations	628.80	1,325.40	18,000.00	16,674.60	7.36	
Supplies, Pesticides	14,906.80	22,720.72	51,000.00	28,279.28	44.55	Pesticides for season
Supplies, Communications	283.02	3,480.22	10,000.00	6,519.78	34.80	Meridia Interactive program
Supplies, Education Program	0.00	741.79	3,000.00	2,258.21	24.73	PEG
Supplies, Safety	655.59	3,932.10	20,000.00	16,067.90	19.66	New saftey supplies
Supplies, Media Production	1,841.42	1,841.42	10,000.00	8,158.58	18.41	
Benefit Assesment Admin Cost	0.00	0.00	118,000.00	118,000.00	0.00	
Communications, field	2,538.57	5,388.79	38,000.00	32,611.21	14.18	
Telephone, Internet	998.30	1,996.60	30,000.00	28,003.40	6.66	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Telephone , Office	1,047.85	2,095.07	14,000.00	11,904.93	14.96
Training , CEU's	0.00	0.00	4,400.00	4,400.00	0.00
Uniforms and clothing	80.02	902.85	10,000.00	9,097.15	9.03
Utilities, Electric	3,479.89	7,039.43	41,000.00	33,960.57	17.17
Utilities, Natural Gas	125.78	261.90	3,000.00	2,738.10	8.73
Utilities, Water	135.59	436.08	2,100.00	1,663.92	20.77 Annual backflow testing
Automobile Lease	2,490.00	4,980.00	60,000.00	55,020.00	8.30
Surveillance, Aerial	0.00	0.00	25,300.00	25,300.00	0.00
TOTAL OPERATING EXPENSES	64,857.64	352,498.19	1,397,950.00	1,045,451.81	25.22
TOTAL EXPENSES	299,406.03	962,804.88	5,437,109.78	4,474,304.90	17.71
CAPITAL OUTLAY EXPENSES					
Capital Outlay	6,221.35	121,360.83	267,000.00	145,639.17	45.45
TOTAL CAPITAL EXPENSES	6,221.35	121,360.83	267,000.00	145,639.17	

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
RESERVES					
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	454,765.96	454,765.96	0.00
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00
Reserve, Vehicle Replacement	0.00	0.00	43,759.86	43,759.86	0.00
TOTAL RESERVES	0.00	0.00	2,124,983.82	2,124,983.82	0.00

SGVMVCD
Comparative YTD Actual to Full Year Budget
Current Period 17% of Year Completed
August 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized
Capital Outlay Expenses-from carry-over					
Executive	80,000.00				
Administrative	25,000.00				
Operations	100,000.00				
Surveillance	14,000.00				
Communications	<u>48,000.00</u>				
	267,000.00				
Projected C/O	372,730.24				

MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
August 9, 2019

Trustees Attending

1. Roger Chandler (Arcadia)
2. Joseph Rocha (Azusa)
3. Rick Barakat (Bradbury)
4. Corey Calaycay (Claremont)
5. Henry Morgan (Covina)
6. Margaret Finlay (Duarte)
7. Jerry Velasco (El Monte)
8. Dan Holloway (La Puente)
9. Elyse Rasmussen (La Verne)
10. Jamie Bissner (L.A. County)
11. Becky Shevlin (Monrovia)
12. Joseph Leon (Monterey Park)
13. Rachel Janbek (Pasadena)
14. Emmett Badar (San Dimas)
15. Tim Sandoval (Pomona)
16. Juli Costanzo (San Gabriel)
17. Marina Khubesrian (So. Pasadena)
18. Cynthia Sternquist (Temple City)
19. Allen L. Wu (Walnut)
20. Lloyd Johnson (West Covina)

Trustees Absent

1. Stephen Sham (Alhambra)
2. Cruz Baca (Baldwin Park)
3. Charles Myers (Glendora)
4. Catherine Marcucci (Industry)
5. Manuel Garcia (Irwindale)
6. Sandra Armenta (Rosemead)
7. John Capoccia (Sierra Madre)

Staff Attending

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

1. **Call to Order**
Board President Corey Calaycay called the meeting to order at 7:01 a.m.
2. **Pledge of Allegiance and Silent Roll Call**
Trustee Juli Costanzo led the Pledge of Allegiance
3. **Opportunity for Public Comment on Non-Agenda Items**
None
4. **Consent Calendar**
 - A. List of Claims for the month of July
 - B. Budget Status Report for July
 - C. Minutes of Board of Trustees Meeting July
 - D. Operations Report July
 - E. Surveillance Report July

F. Communications Report July**G. June 2019 Monthly Treasurer Report / District Working Balance for August 2019**

A motion made by Trustee Morgan to approve the Consent Calendar was seconded by Trustee Finlay and unanimously approved.

5. Presentation: 9/80 Schedule Review

District Manager Jared Dever provided a report on the 9/80 schedule implemented in February. Dever described administrative challenges which included changing payroll companies twice, and detailed benefits of the schedule which included digital time-keeping system, increased field time resulting in more sites visited and service requests resolved, higher number of mosquito surveillance traps set, and an overall reduction in overtime.

6. Consider Changing Date of October 11, 2019 Board of Trustees Meeting to October 4, 2019

Board President Corey Calaycay requested the board consider changing the date of October 11, 2019 board meeting to October 4, 2019, citing a schedule conflict, and his desire to be present for important ongoing discussions. After further discussion of the board, the decision was made to keep the meeting on the original scheduled date of October 11, 2019.

7. Consider Award of Contract for Professional IT Services

Vice President and Committee Chair Becky Shevlin reported on behalf of the Ad Hoc IT Selection Committee that selected RFP respondents had been interviewed on July 26, 2019. At the conclusion of a thorough review of all proposals and in-person interviews, the committee unanimously voted to recommend the Syntech Group for contract information technology services.

A motion made by Trustee Morgan and seconded by Trustee Sandoval to award the contract for information technology services to the Syntech Group was unanimously approved.

8. Selection of Trustee(s) to attend the California Special Districts Association (CSDA) 2019 Annual Conference and Exhibitor Showcase, Anaheim, CA, September 25-28, 2019

President Calaycay reported that no Statement of Interest forms were submitted by trustees requesting to attend this event.

9. District Administration

District Manager Jared Dever informed the board that the exploration into the annexation the City of San Marino has concluded at this time.

District Manager Dever reported that he gave two presentations on the proposed Out-of-Service Swimming Pool ordinance to the San Gabriel Valley Council of Governments, Public Works Technical Advisory Committee (PWTAC), on June 17th and July 15th. Dever advised that a few suggested changes made by PWTAC

members were being incorporated into the draft ordinance language prior to submission to the district's legal counsel for review. The final draft ordinance language will be presented to the City Manager's Steering Committee and the Council of Governments Governing Board. Dever stated that the proposed ordinance will allow for enhanced access and control of out-of-service swimming pools through improved definition of property condition rules and regulation.

District Manager Dever reminded the Board of the Trustee Orientation program which provides trustees with a comprehensive overview of district services and includes a ride-along with staff to view mosquito control challenges first-hand. Trustee Shevlin reported her recent participation in a ride-along with staff, noting the numerous cryptic sources and sites visited in the cities of Azusa and Monrovia.

Dever provided a brief update on the status of the ongoing satellite office exploration, advising that multiple discussions have been held with city staff in efforts to find suitable accommodation for district staff. Dever advised his next meeting on this matter will be with City of Industry on August 12th, 2019.

10. Department Reports

Operations Manager Jason Farned reported on the status of 1300 swimming pools identified during aerial surveillance conducted in May, stating the district has just 18 pools in 11 cities that have not been accessed by district staff. Farned advised that he will be sending reports to member cities and gaining warrants to access the remaining pools. The majority of properties remaining to be inspected are not occupied by residents.

Additionally, Farned updated the board on the new consultation program implemented to enhance education and source elimination during the service requests process. Participants in the consultation program will receive detailed property reports focusing on long term strategies. Farned advised that to date, 60 consultations have been performed in the past 2 weeks. District inspectors have received very positive response by participating residents. As West Nile virus activity and *Aedes* mosquitoes populations increase, the district will be shifting staff to perform property consultations, in anticipation of approximately 100 or more per week during the peak mosquito season.

Lastly, Farned reported that our new data management system is working well, advising of a new feature that displays West Nile virus infected mosquito locations on the map, allowing for immediate response and reallocation of resources to suppress indications of disease.

Scientific Program Manager Melissa Doyle reported the first West Nile virus positive mosquito pool in the district had been identified. Doyle remarked on the efficiency of the new mapping system in relaying information between district departments, and the

quick turn-around on testing results from the West Valley Mosquito and Vector Control District.

Doyle informed the board that \$25,000 in grant funds distributed by the County of Los Angeles Public Health Department had been awarded to the district for mosquito surveillance traps, and larvicides.

Communications Director Levy Sun reported that the district's giant inflatable mosquito, Dez Eez, has been on display in several city events this month. The new "repellent zone booth" created to educate residents on recommended ingredients, proper application, and the safe use of mosquito repellants. Sun also reported that the Eco Health program has been taught in schools and summer education programs throughout the district. Sun informed the board that interviews for the new Education Specialist position were conducted, with assistance from Trustee Sternquist. The successful recruitment yielded an excellent candidate for the position. Sun informed the board that Education Specialist Pablo Cabrera will be giving the Communications Department report at the September board meeting in his absence.

11. Board Bites

District Manager Dever reported that Board Bites is a brief synopsis of district activities that trustees may use to report back to their cities.

Additionally, District Manager Dever informed the board that a long-term employee of the district, Senior Vector Ecologist, Angela Brisco has retired.

12. Trustee Reports

President Calaycay advised that the monthly board meeting in September will have a closed-session hearing to address potential litigation, and a Finance Committee meeting immediately following the board meeting.

Trustee Rasmussen cited that several cities have signed up to participate in L.A. County Department of Public Health's Champions for West Nile Virus Prevention program and encouraged other cities to participate as well. Program participants undertake six activities and receive a scroll in recognition from the Board of Supervisors upon completion. Trustee Rasmussen suggested that any trustees interested in the program reach out to her.

13. New Business

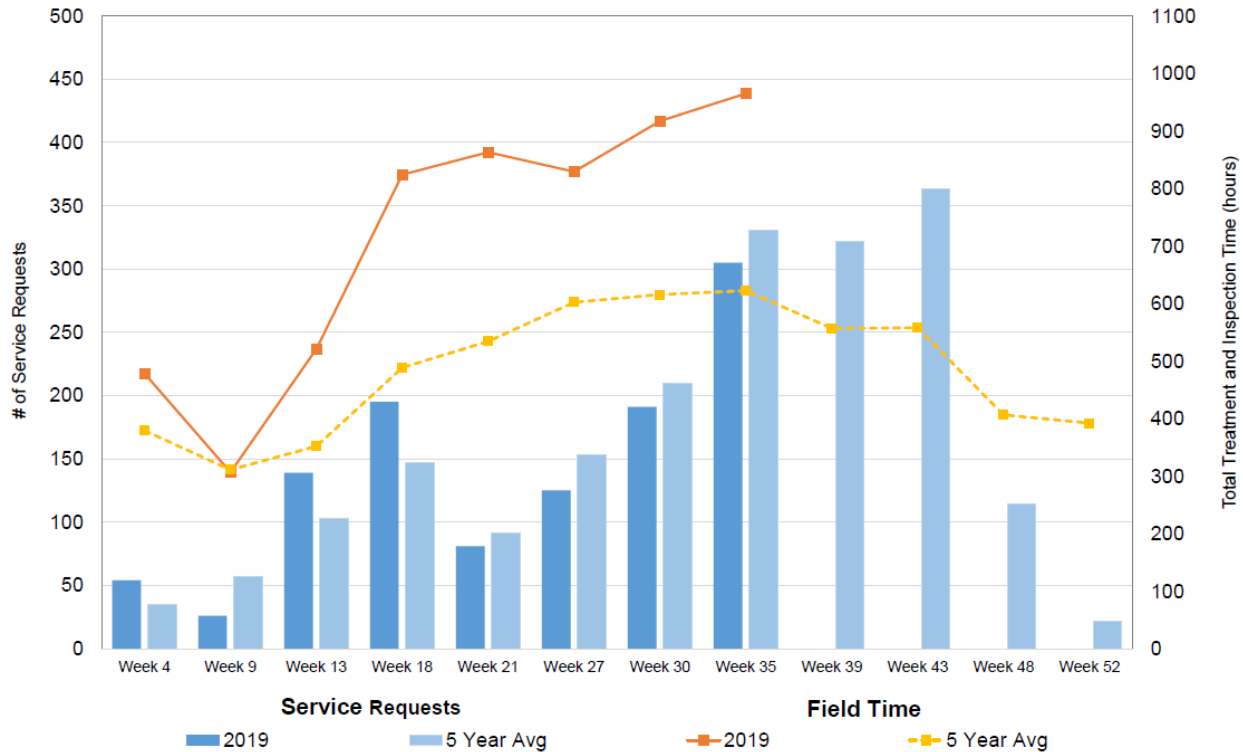
None.

14. Adjournment

Board Meeting was adjourned at 8:04 a.m.

Operations Department
 Disease Weeks [31 - 35] | [July 28 – August 31]

Operations Workflow:



Operations Summary:

The operations department provided enhanced outreach, education, and control to areas with confirmed West Nile virus activity. Year to date, the District has confirmed West Nile positive mosquitoes at four locations and responded with education material for residents and focused investigation of mosquito breeding sources within the trapping vicinity.

The department also provided enhanced services to several sites with abnormal mosquito population spikes to reduce the threat of disease transmission and biting pressure. Vector Control Specialists and support staff have gone door to door to hundreds of homes around high trap-count locations to provide education and enhanced property inspections.

In August, the District concluded its annual audit of unmaintained swimming pools with 100% resolution (1,360 swimming pools.) In the final days, inspection warrants were processed to gain access to the remaining 18 properties that had not responded to our requests for confirmation.

The District continues to see positive results from the new property consultation program as a primary response to service requests by residents. To date, Vector Control Specialists have provided mosquito prevention consultations for more than 300 residents. The

program empowers residents to manage mosquitoes on their own properties and reduces the overall burden of private property maintenance on the District.

Chemical Usage:

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	6.05 gal.	52708 sq .ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	11.27 lbs.	12214 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	2.33 gal.	1183248 sq.ft.
Ingestion, toxicant	Mosquitoes	73.20 lbs.	2531288 sq.ft.
Ingestion, toxicant	Black flies	58.24 gal.	16165 m ³
Biologicals			
Mosquito fish	Mosquitoes	929 ea.	15582 sq.ft.

Zone Specialists:

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

Surveillance Department
Disease Weeks [31-35] | [July 28 – August 31]

The surveillance department trapped for mosquitoes throughout the San Gabriel Valley (SGV) in weeks 31 - 35. Traps are placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. Mosquito samples were submitted for testing weekly.

Disease Surveillance in San Gabriel Valley

- No human infections have been reported in 2019 in SGV
- No positive dead birds have been reported in SGV
- WNV Positive mosquito samples in SGV were collected on the following dates:
 - 8/6/2019 in West Covina
 - 8/8/2019 in La Verne
- 205 mosquito samples were submitted for testing in August

Mosquito Activity in San Gabriel Valley

Increased mosquito activity has been observed in weeks 31 - 35. The majority of the mosquitoes captured are the WNV carrying southern house mosquito. Day-biting *Aedes* mosquito populations are increasing in SGV, especially the Yellow fever mosquito, *Aedes aegypti*. The *Aedes* mosquito populations are expected to continue to rise as the temperatures increase.

- 19,889 mosquitoes were collected in weeks 31 – 35 from traps
- 73,432 mosquitoes have been collected in 2019

The average number of mosquitoes caught per trap in SGV for weeks 31 - 35 are displayed in the chart. The average trap captures for the same weeks in 2018 are also provided. Average trap numbers provide insight into the general mosquito activity in the area.

Average Catch by Week		
	2019	2018
31	69	77
32	49	63
33	41	30
34	50	41
35	39	52

In August 2019, the overall average number of mosquitoes captured was similar to the mosquitoes caught in August 2018. It is important to note that the number of *Aedes* mosquitoes increased significantly from July to August. This trend was also observed in 2018 and the numbers of *Aedes aegypti* and *Aedes albopictus* collected are similar in 2018 and 2019. *Aedes albopictus*, the Asian Tiger Mosquito, continues to be the dominant species. A slight increase in the number of *Aedes albopictus* captured was observed and could be attributed to the increased rainfall experienced during the winter.

Disease Surveillance in California

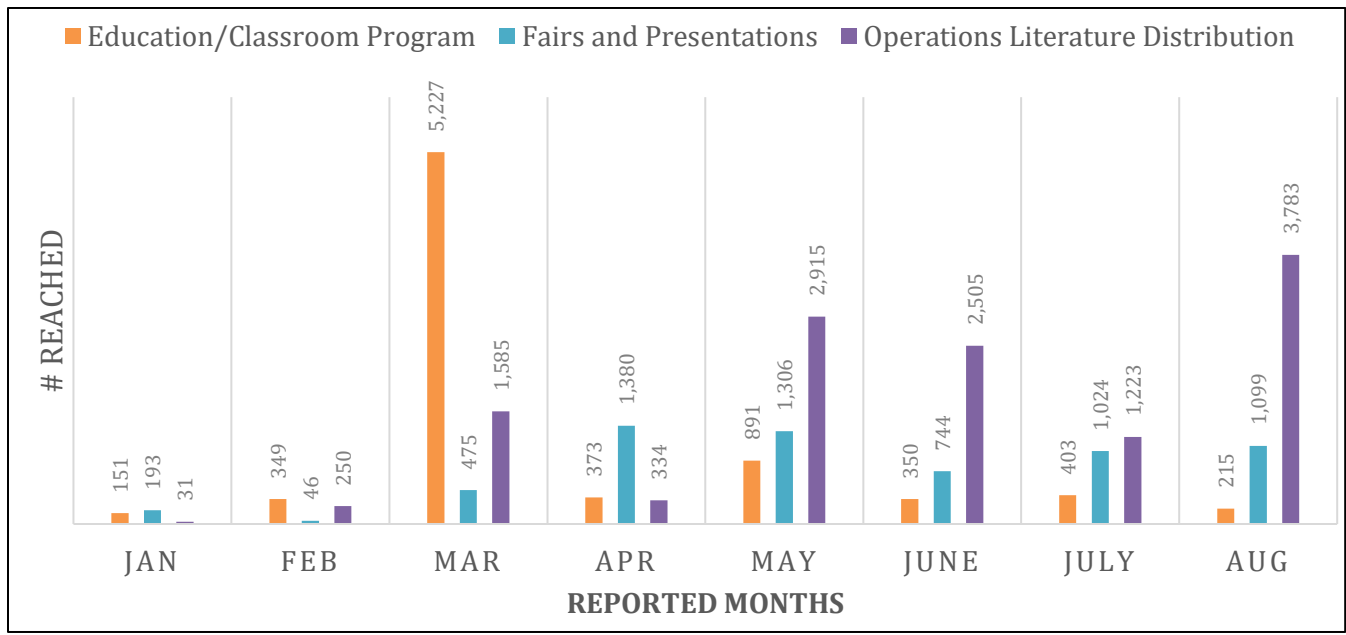
West Nile Virus (WNV) activity is increasing in California. In Los Angeles County, there are 4 human cases of WNV, 11 dead birds have tested positive for WNV, and 118 mosquito samples have tested positive.

West Nile Virus Activity in California			
	2019	2018	5 Year Average
WNV Positive Birds / Number Tested	91 / 1,213	397 / 1,603	845
WNV Positive Mosquito Samples / Number Tested	2,516 / 31,031	1,456 / 30,672	2,348
Human Cases	57	42	109

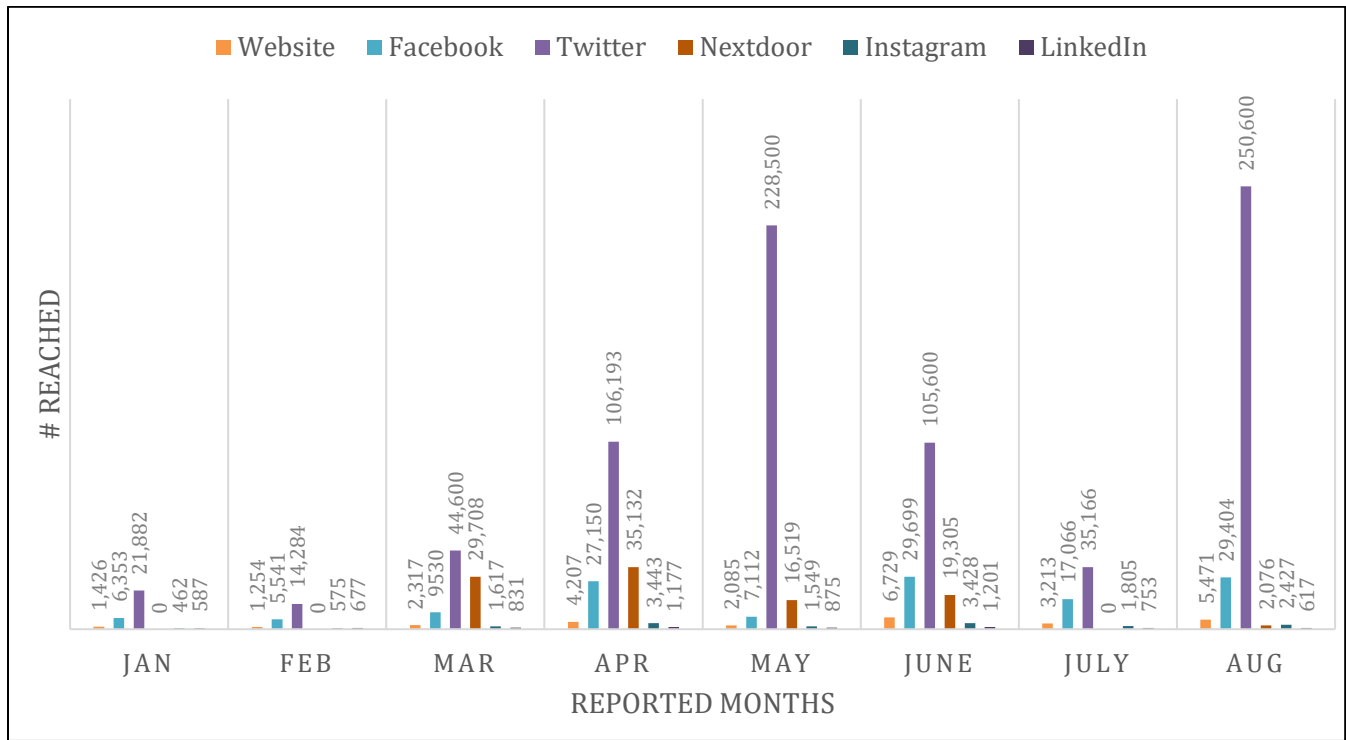
St. Louis encephalitis virus (SLEV) is also circulating in California. In 2019, 178 mosquito samples have tested positive for SLEV in 7 counties, no samples of mosquitoes have tested positive for SLEV in SGV.

Communications Department
 Disease Weeks [31-35] | [July 28 – August 31]

Outreach Activities:



Digital Activities:



Media Activity/E-Blasts:

Date	Media Outlet/Activity	Headline
8/6	San Gabriel Valley Tribune	West Nile virus detected in Baldwin Park
8/15	Patch.com	West Nile virus found in La Verne, San Gabriel Valley
8/15	Evening Newspaper	West Nile virus found in San Gabriel Valley
8/15	Daily Bulletin	West Nile virus now detected in La Verne and Pomona
8/26	Pasadena Now	West Nile Virus Claims Another Victim, Officials Say Don't Take Chances

EcoHealth Program

1. Worked on Family Feedback Survey revisions
2. Updated Baldwin Park, Claremont, and Glendora Unified School Boards on EcoHealth Vector Education Program
3. Worked with Outreach Assistant, Ally Gaspar, and BPUSD Blanca Lopez-Angulo to obtain a blanket agreement/liability certificate for visits to any school in the Baldwin Park Unified School District for the 2019-2020 academic year
4. Created a new VIP Water Analysis Reporting Worksheet appropriate for student volunteers grades 6 and up
5. Assisted in VIP Water Analysis done by 6th, 7th, and 8th grade students at West Covina Hills Adventist School

General Outreach

1. Events
 - a. Signing up autumn community events
2. Assisted in creation of Beekeeper and Organic Farmer contact database
3. Advertising
 - a. Continue digital advertising on FB and Google platforms
 - b. Advertised Human Resources/Finance Assistant job posting
 - c. World Mosquito Day/Ada's Birthday campaign
 - d. Organize District's YouTube page

Administrative

1. Prepared new workstations for Communications Department
2. Prepared onboarding process for new Education Specialist
3. Department review of Map Vision

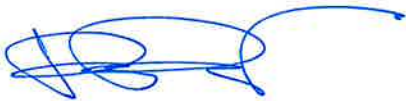
September 13, 2019

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

SUBJECT: September 1, 2019 District Working Fund Balance

September 1, 2019 balance:	\$2,319,598.89
August 1- August 31, 2019 expenditures:	\$307,411.09
September 1, 2019 Working Fund Balance:	\$2,012,187.80

Respectfully Submitted:



**Jared Dever
District Manager**

Treasurer's Report-July 2019
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for July 2019.

The Total of All Funds Balance is \$4,444,582.71

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.



Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 1, FY 2019-2020 received on August 1, 2019**

Item 4.7

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	2.14%	\$1,383,096.39	interest	\$8,838.10	LAIF Statement (July 2019)	\$1,051,934.49
			Transfer to Operating Acct	-\$340,000.00		

Maturity Date: Perpetual
Interest rate as of July 2019

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	1.84%	\$3,210,505.99	interest	\$4,942.67	ND 24 Per 1 ND 24 Per 1 ND 24 Per 1	\$2,955,583.31
			Trust Warrant #685	(\$308,567.15)		
			Sec Mstr	\$48,701.80		

Maturity Date: Perpetual
Interest rate as of July 2019

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-July 2019	(\$1,028,045.86)	CB Statement July 2019	\$200,000.00
		Sweep	\$379,478.71		
		Trust Warrant #685	\$308,567.15		
		Transfer from LAIF	\$340,000.00		

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$285,261.30	Deb Activity-July 2019 Deposit	(\$379,478.71) \$331,282.32	CB Statement July 2019	\$237,064.91

Total Beginning Balance	\$5,078,863.68	Total End Balance	\$4,444,582.71
--------------------------------	-----------------------	--------------------------	-----------------------

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

Date: September 13, 2019

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

Subject Consider Amending Resolution 2014-04 Articles and Bylaws Governing District Meetings, Article V, Committees and Chairpersons Their Functions and Duties Resolution

Exhibit(s): 6A,B,C,D

Background

Recently, members of the Board of Trustees have expressed concern over limited committee oversight and independent review performed during the annual audit process. To address these concerns and provide a more thorough and transparent audit review, changes to the name and duties of the Finance Committee are proposed (EXHIBIT A, B, C, D). Renaming the current "Finance Committee" to "Finance and Audit Committee" will help clearly delineate the oversight function of this standing committee. In addition to the proposed name change, the number of committee members is proposed to increase from seven (7) to nine total members (9), and the frequency of investment policy/investment performance review is also amended (EXHIBIT C,D).

To ensure all resolutions referencing the formal names of Board Committees are consistent, minor amendments will be necessary to Resolution 2014-04 Articles and Bylaws Governing District Meetings, Article V, Committees and Chairpersons Their Functions and Duties (EXHIBIT A,B).

Manager's Recommendation

The District Manager recommends approving amendments to Resolution 2014-04 Articles and Bylaws Governing District Meetings (Exhibit 6B), and amendments to SGVMVCD Finance and Audit Committee Description of Duties (Exhibit 6D).

Alternatives

Do not approve amendments to Resolution 2014-04 Articles and Bylaws Governing District Meetings (Exhibit 6B), and amendments to SGVMVCD Finance and Audit Committee Description of Duties (Exhibit 6D).

Fiscal Impact

None.

Respectfully submitted,



Jared Dever
District Manager

**San Gabriel Valley Mosquito and Vector Control District
Articles and Bylaws Governing District Meetings**

Resolution 2014-04

All meetings shall be held pursuant to Section 2028 of the Health & Safety Code and are subject to the provisions of the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code.

Article I. Time of Meetings

Regular meetings of the District's Board of Trustees (Board) shall be held on the second Friday of each month at 7:00 AM unless otherwise approved by the Board.

Article II. Location of Meetings

Regular meetings of the Board shall be held at the District headquarters, 1145 N. Azusa Canyon Road, West Covina, California 91790.

Article III. Procedures for Meetings

1. Quorum

In regular District meetings, a quorum shall consist of a simple majority of appointed Board members. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

2. Presiding Officer

The President of the Board shall preside over all meetings. If the President is absent, the Vice-President shall preside.

3. Board Officers

The elected officers of the Board are:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

4. Election of Officers

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must

be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.

For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.

The officers will be elected in this sequence; President, Vice President, Secretary, and Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board of Trustees' Meeting.

5. Terms of Office

A term shall consist of two calendar years. If a Board Officer or candidate is not appointed as a Trustee before the election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate by the procedure above.

6. Eligibility for Office

Any member of the Board may be elected to any office.

7. Order of Business

The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a) In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or

other activity which severely impairs public health or safety

- b) If the need to take action arose after to the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to Roberts Rules of Order.

8. Recording of Votes

When a split vote appears imminent, any Board member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the Secretary.

9. Recording of the Minutes

During regular and supplementary Board meetings, the Secretary shall be responsible for recording and transcribing the minutes. When the Secretary is absent at a meeting, the presiding officer shall designate someone to record the minutes.

10. Amendment of Articles and Bylaws

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting.

11. Procedure Not Provided For

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings of the Board, except as otherwise noted in this Resolution.

Article IV. Officers and Their Duties

- | | |
|----------------|--|
| President | When necessary, the President shall officially represent the District. The President appoints standing committees, ad-hoc committees, and chairpersons subject to ratification by the Board of Trustees. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day. |
| Vice President | When the President is absent, the Vice President shall assume the duties of the President. |

Secretary	<p>The Secretary shall serve as parliamentarian and assist the President as necessary.</p> <p>If the President and Vice-President are absent, the Secretary shall assume the duties of the President.</p> <p>The Secretary shall authenticate by signature all the acts, orders, and proceedings of the Board.</p> <p>The Secretary shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.</p>
Treasurer	<p>The Treasurer shall serve as Chairperson of the Finance Committee.</p>

Article V. Committees and Chairpersons; Their Functions and Duties

All policies and specific duties of the Executive, Personnel/Policy, Finance **and Audit**, Public Information, and Legislative Committees will be formalized in a manual of procedures.

Article VI. Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District

1. General

Board members shall use this Code of Conduct (Code) to guide their conduct as representatives of the San Gabriel Valley Mosquito and Vector Control District.

2. The purpose of this Code is to:

- a) Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board.
- b) Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct.
- c) Enhance the understanding of laws and principles which define the obligations of the Board.
- d) Establish positive, effective, and comprehensive guidance for the conduct of the Board.

3. Findings and Declarations

- a) The residents of the District need and deserve an agency whose commitment to protecting public health outweighs competing personal or political considerations.
- b) No code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.
- c) Board members must use discretion and judgment when they consider the spirit of this Code. An act is not always ethical because it is legal and conduct is not always proper because it is permitted. Board members should be willing to do more than the law requires and less than it allows. Strict compliance is not necessarily enough and evading or circumventing the laws which govern ethics laws and rules is improper.
- d) All actions, decisions, and votes should be made solely on their merits.

4. Positive Perspective

This Code views positively the obligations of the District's Board. The statements of ethical standards and specific sanctions to enforce them reflect the need for clarity and a commitment to the noble dimension of democratic government, rather than negative assumptions about the character of the Board.

5. Confidentiality

Confidential information shall not be disseminated.

6. The Role of the Board

- a) The Board oversees and provides counsel and direction to the District Manager and should not be involved in the agency's day-to-day affairs.
- b) Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.
- c) Board members shall not be involved in hiring district employees or other personnel action.
- d) The Board shall not be involved in personnel action by contractors or their subcontractors hired by the District.

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.
- 3) Retains legal counsel.

7. Conduct at Board Meetings
 - a) Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.
8. Conduct towards District employees and Board members.
 - a) Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.
 - b) Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's performance shall be communicated in writing to the affected board officer.
9. Committee Reports

Committee Chairs will present items from their committee meetings and the recommendations of their committee.
10. Abstentions

Board members shall abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.
11. Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

This Resolution 2014-04 shall replace and supersede Resolution No. 93-06, Articles and Bylaws Governing District Meetings, adopted on June 11, 1993 and amended on October 10, 1997 and March 13, 1998:

AYES: J. Rocha, R. Chandler, R. Barakat, H. Morgan, C. Calaycay, C. Myers, D. Holloway, R. Neher, J. Bissner, D. Kirby, J. Leon, J. Costanzo, J. Nelson, M. Spence

NOES:

ABSTAIN:

ABSENT: S. Sham, M. Finlay, A. Quintero, J. Parriott, M. Garcia, E. Rothman, J. Templeman, C. Sternquist., M. Su, W. Alarcon



Dan Kirby
President

ATTEST:



Henry Morgan
Secretary, Board of Trustees

**San Gabriel Valley Mosquito and Vector Control District
Articles and Bylaws Governing District Meetings**

Resolution 2014-04

All meetings shall be held pursuant to Section 2028 of the Health & Safety Code and are subject to the provisions of the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code.

Article I. Time of Meetings

Regular meetings of the District's Board of Trustees (Board) shall be held on the second Friday of each month at 7:00 AM unless otherwise approved by the Board.

Article II. Location of Meetings

Regular meetings of the Board shall be held at the District headquarters, 1145 N. Azusa Canyon Road, West Covina, California 91790.

Article III. Procedures for Meetings

1. Quorum

In regular District meetings, a quorum shall consist of a simple majority of appointed Board members. If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

2. Presiding Officer

The President of the Board shall preside over all meetings. If the President is absent, the Vice-President shall preside.

3. Board Officers

The elected officers of the Board are:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

4. Election of Officers

At the October meeting of the Board the presiding officer shall appoint a Nominations Committee (Committee) consisting of five Trustees which must

be ratified by the Board. The Committee shall develop a slate of candidates from current Trustees who are willing to serve as Board officers for the following term. The Committee shall elect a Chair who will present the slate of candidates at the December meeting of the Board.

The officers shall be elected at the Board's meeting in January. Each candidate may submit a brief statement of qualifications which will be included in the information packet for the January meeting.

For the election, the presiding officer will relinquish control of the meeting to the Chair of the Nominations Committee. The Committee Chair will present the slate; nominations may be made from the floor. Each nominee may explain their reason for seeking office.

The officers will be elected in this sequence; President, Vice President, Secretary, and Treasurer. Each Trustee will have one vote per office. New officers shall assume their positions and responsibilities at the February Board of Trustees' Meeting.

5. Terms of Office

A term shall consist of two calendar years. If a Board Officer or candidate is not appointed as a Trustee before the election, the Nominations Committee shall reconvene, identify candidate(s) for the appropriate office and the Board shall elect an officer from the slate by the procedure above.

6. Eligibility for Office

Any member of the Board may be elected to any office.

7. Order of Business

The order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager shall provide an agenda to each Trustee and the agenda shall be posted in a public location at least 72 hours prior to the meeting. The presiding officer will be consulted when the agenda is developed. The Board's actions shall be governed by the Brown Act.

New business not indicated on the agenda shall be deferred to a future meeting for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

- a) In an emergency situation, as determined by a majority vote of the members present, i.e., a work stoppage, crippling disaster, or

other activity which severely impairs public health or safety

- b) If the need to take action arose after to the agenda was posted. Such action must be approved by a two-thirds majority of the Board. If less than two thirds of the Board is present, a unanimous vote is required of the members present.

Parliamentary procedures shall be according to Roberts Rules of Order.

8. Recording of Votes

When a split vote appears imminent, any Board member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the Secretary.

9. Recording of the Minutes

During regular and supplementary Board meetings, the Secretary shall be responsible for recording and transcribing the minutes. When the Secretary is absent at a meeting, the presiding officer shall designate someone to record the minutes.

10. Amendment of Articles and Bylaws

Any part of these regulations may be amended by a majority vote of the quorum after the proposed amendment is placed on the agenda and reviewed by the Board. Amendments which are approved shall become effective after they are entered into the minutes of the regular meeting.

11. Procedure Not Provided For

Procedures in the most current edition of *Roberts Rules of Order* shall govern meetings of the Board, except as otherwise noted in this Resolution.

Article IV. Officers and Their Duties

President When necessary, the President shall officially represent the District. The President appoints standing committees, ad-hoc committees, and chairpersons subject to ratification by the Board of Trustees. The Board may delegate additional authority to the President. The President shall open meetings promptly and administer expediently and with appropriate order and decorum the business of the day.

Vice President When the President is absent, the Vice President shall assume the duties of the President.

- Secretary The Secretary shall serve as parliamentarian and assist the President as necessary.
- If the President and Vice-President are absent, the Secretary shall assume the duties of the President.
- The Secretary shall authenticate by signature all the acts, orders, and proceedings of the Board.
- The Secretary shall record the minutes and keep records. The Board may delegate responsibility for keeping records to District staff.
- Treasurer The Treasurer shall serve as Chairperson of the Finance Committee.

Article V. Committees and Chairpersons; Their Functions and Duties

All policies and specific duties of the Executive, Personnel/Policy, Finance and Audit, Public Information, and Legislative Committees will be formalized in a manual of procedures.

Article VI. Code of Conduct for Board Members of the San Gabriel Valley Mosquito and Vector Control District

1. General

Board members shall use this Code of Conduct (Code) to guide their conduct as representatives of the San Gabriel Valley Mosquito and Vector Control District.

2. The purpose of this Code is to:

- a) Provide standards and guidelines that will prevent conduct which undermines the integrity of the Board.
- b) Provide a comprehensive statement of pertinent laws and regulations, ethical principles, and obligations which govern the Board's conduct.
- c) Enhance the understanding of laws and principles which define the obligations of the Board.
- d) Establish positive, effective, and comprehensive guidance for the conduct of the Board.

3. Findings and Declarations

- a) The residents of the District need and deserve an agency whose commitment to protecting public health outweighs competing personal or political considerations.
- b) No code of conduct can anticipate all situations nor can it prescribe behaviors that are appropriate to all situations.
- c) Board members must use discretion and judgment when they consider the spirit of this Code. An act is not always ethical because it is legal and conduct is not always proper because it is permitted. Board members should be willing to do more than the law requires and less than it allows. Strict compliance is not necessarily enough and evading or circumventing the laws which govern ethics laws and rules is improper.
- d) All actions, decisions, and votes should be made solely on their merits.

4. Positive Perspective

This Code views positively the obligations of the District's Board. The statements of ethical standards and specific sanctions to enforce them reflect the need for clarity and a commitment to the noble dimension of democratic government, rather than negative assumptions about the character of the Board.

5. Confidentiality

Confidential information shall not be disseminated.

6. The Role of the Board

- a) The Board oversees and provides counsel and direction to the District Manager and should not be involved in the agency's day-to-day affairs.
- b) Board members do not have individual power or authority; the power and decision-making ability lie with the full Board.
- c) Board members shall not be involved in hiring district employees or other personnel action.
- d) The Board shall not be involved in personnel action by contractors or their subcontractors hired by the District.

The Board:

- 1) Sets policy.
- 2) Hires the District Manager.
- 3) Retains legal counsel.

7. Conduct at Board Meetings
 - a) Board members shall treat each other with respect and courtesy. Disagreements shall not result in personal comments or attacks against another Board member.
8. Conduct towards District employees and Board members.
 - a) Board members shall not publicly engage in personal attacks on District employees or attempt to discipline any employee.
 - b) Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the Board President. Any concerns regarding a board officer's performance shall be communicated in writing to the affected board officer.
9. Committee Reports

Committee Chairs will present items from their committee meetings and the recommendations of their committee.
10. Abstentions

Board members shall abstain from participating and voting on any matter when a conflict of interest exists, e.g., matters which involve the employment, property, or business of themselves or their immediate family.
11. Board members shall comply with all federal, state, and local laws regarding conflict of interest and ethics.

This Resolution 2014-04 shall replace and supersede Resolution No. 93-06, Articles and Bylaws Governing District Meetings, adopted on June 11, 1993 and amended on October 10, 1997 and March 13, 1998:

AYES: J. Rocha, R. Chandler, R. Barakat, H. Morgan, C. Calaycay, C. Myers, D. Holloway, R. Neher, J. Bissner, D. Kirby, J. Leon, J. Costanzo, J. Nelson, M. Spence

NOES:

ABSTAIN:

ABSENT: S. Sham, M. Finlay, A. Quintero, J. Parriott, M. Garcia, E. Rothman, J. Templeman, C. Sternquist., M. Su, W. Alarcon



Dan Kirby
President

ATTEST:



Henry Morgan
Secretary, Board of Trustees

FINANCE AND AUDIT COMMITTEE

I. COMPOSITION

The Finance and Audit Committee shall be comprised of ~~at least five (5) but not more than seven (7)~~ nine (9) members of the Board of Trustees. The Treasurer elected in January of each year shall be the Chair of the Committee. The members of the Committee shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Finance and Audit Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair or Board President. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

Duties of the Finance and Audit Committee shall include the following:

- A. Review all District investments ~~quarterly~~ at least annually.
- B. Recommend investment instruments to the Treasurer pursuant to Article XIII, Investments, of Resolution No. 94-02, Fiscal Policies. The Treasurer shall execute all investments. Investments shall be reported by the Treasurer to the Board of Trustees.
- C. In April of every second year beginning in 1993, make recommendations to the Board of Trustees regarding the firm to conduct the Districts annual audit and internal controls report for a two year period. Upon completion of the initial two-year commitment, the Finance and Audit Committee shall make recommendations to the Board of Trustees to either retain the services of the current auditing firm on a year to year basis or solicit requests for proposals for a new two-year commitment.
- D. In May of each year review staff's recommendations regarding the ensuing fiscal year's budget and recommendations from the Personnel and Policy Committee regarding salaries and benefits pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies. Make recommendations to the Board of Trustees regarding ensuing fiscal year's budget and assessment rate adopted in June of each year.
- E. In January of each year, review the District's Investment policy and recommend changes to the Board of Trustees. The District's Investment

policy shall be reviewed and adopted by the Board of Trustees at least annually.

- F. As needed, review and make recommendations to the Board of Trustees regarding budget adjustments that occur during any fiscal year.
- G. ~~Annually Review as needed, but no less than annually~~, the Independent Auditors Report of Financial Transactions and Internal Controls Report and make recommendations to the Board of Trustees based on the contents of these reports.
- H. The Treasurer, also the Finance ~~and Audit~~ Committee Chair, shall cause to be prepared all Financial Statements monthly. The Treasurer shall receive all documents that pertain to investments and expenditures to verify the accuracy of the Financial Statements. These reports shall be submitted to the Treasurer at the end of each month for approval in a timely manner for their inclusion in the agenda packet that is mailed to the Board of Trustees on the first Friday of each month. The Treasurer, ~~or Board of Trustee authorized signatory~~ shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of his/her knowledge.
- I. With the exception of recommending investment instruments pursuant to section B. above, all actions taken by the Finance ~~and Audit~~ Committee must be approved by the Board of Trustees during a public meeting before becoming effective.

FINANCE AND AUDIT COMMITTEE

I. COMPOSITION

The Finance and Audit Committee shall be comprised of nine (9) members of the Board of Trustees. The Treasurer elected in January of each year shall be the Chair of the Committee. The members of the Committee shall be appointed by the President elected in January of each year. The President's appointments shall be included on the February agenda for Board ratification.

II. MEETINGS

Meetings of the Finance and Audit Committee shall be scheduled on an as needed basis and shall be called by the Committee Chair or Board President. All Committee meetings shall be conducted pursuant to Government Code Sections 54950 through 54963 (Ralph M. Brown Act).

III. DUTIES

Duties of the Finance and Audit Committee shall include the following:

- A. Review all District investments at least annually.
- B. Recommend investment instruments to the Treasurer pursuant to Article XIII, Investments, of Resolution No. 94-02, Fiscal Policies. The Treasurer shall execute all investments. Investments shall be reported by the Treasurer to the Board of Trustees.
- C. In April of every second year beginning in 1993, make recommendations to the Board of Trustees regarding the firm to conduct the Districts annual audit and internal controls report for a two-year period. Upon completion of the initial two-year commitment, the Finance and Audit Committee shall make recommendations to the Board of Trustees to either retain the services of the current auditing firm on a year-to-year basis or solicit requests for proposals for a new two-year commitment.
- D. In May of each year review staff's recommendations regarding the ensuing fiscal year's budget and recommendations from the Personnel and Policy Committee regarding salaries and benefits pursuant to Article XIV, Salary Adjustments, of Resolution No. 94-02, Fiscal Policies. Make recommendations to the Board of Trustees regarding ensuing fiscal year's budget and assessment rate adopted in June of each year.
- E. In January of each year, review the District's Investment policy and recommend changes to the Board of Trustees. The District's Investment policy shall be reviewed and adopted by the Board of Trustees at least

annually.

- F. As needed, review and make recommendations to the Board of Trustees regarding budget adjustments that occur during any fiscal year.
- G. Review as needed, but no less than annually, the Independent Auditors Report of Financial Transactions and Internal Controls Report and make recommendations to the Board of Trustees based on the contents of these reports.
- H. The Treasurer, also the Finance and Audit Committee Chair, shall cause to be prepared all Financial Statements monthly. The Treasurer shall receive all documents that pertain to investments and expenditures to verify the accuracy of the Financial Statements. These reports shall be submitted to the Treasurer at the end of each month for approval in a timely manner for their inclusion in the agenda packet that is mailed to the Board of Trustees on the first Friday of each month. The Treasurer, or approved Board of Trustee authorized signatory shall sign the monthly report as the preparer signifying that the report is true and accurate to the best of his/her knowledge.
- I. With the exception of recommending investment instruments pursuant to section B. above, all actions taken by the Finance and Audit Committee must be approved by the Board of Trustees during a public meeting before becoming effective.